



## **Unicorn HRO**

# **State Unemployment Quarterly Reporting**

For state quarterly unemployment reporting, iCON will print wage continuation sheets on a standard form when the “SUI Quarterly Report” function is run. Please verify that your states accept these forms. If they do not, submit your wage data on diskette or use the special forms which have been programmed in iCON (Michigan, Oklahoma and Wyoming).

The standard report is programmed to Moore Wallace’s form number “STATECS001”. Forms from other vendors may be used if they are compatible with this form. If you wish to order from Moore Wallace, please contact Steven Byrd at 919-637-3933. To get the discount for UnicornHRO customers, mention contract number CA163.

When running the SUI Quarterly Report, a separate report is provided which prints dollar totals by state and location, and the employee count for the 12<sup>th</sup> of each month.

Finally, functions allow the creation of diskettes or files which can be submitted to states in lieu of paper reporting. For those states who do not accept the standard paper form or 3 ½” diskettes, separate formats are used that conform to state regulations.

Information that is used when generating quarterly wage data may be viewed from the following functions, shown in bold type:

**Legal Entity Definition:** Company name, address

**SUI and W-2 Manager:** State unemployment account number and any additional data required by the state for magnetic media purposes

**Employee Direct:** Employee name and social security number

**Employee Addresses:** Used only for diskettes

**Employee Payroll:** Used only for diskettes, when the state requires that the employees who worked on the 12<sup>th</sup> of each month be counted. An employee will only be counted in the Work State in Employee Payroll.

**Tax Accumulators:** Quarter to date Base Wages are used for Total Wages

**Tax Manager:** If Excess Wages or Taxable Wages are required, the system gets the annual wage ceiling

#### Set-up:

In the **State Codes** Human Resources common object, each state must exist with the 2-character abbreviation used as the table value. Other fields may be defined as follows:

- If a state requires additional information that is not included on the basic SUI and W-2 Legal Entity Setup window, use the “Additional SUI Code #1” field. This will cause an extra field to appear with this description as its field name. The length of the field is determined by the entry in SUI Code #1 Format. If you enter an “x”, it represents one alpha-numeric character. If you enter a “9”, it represents a numeric value. You can specify a field up to 10 characters long. For example, an entry of “xxxxxxxxxx” would allow a 10-character field; “999” would allow a 3-digit field. You can define a second miscellaneous field by using Additional SUI Code #2 and SUI Code #2 Format. Currently, no state requires more than two extra fields.
- The State Account Number Format field allows you to specify how the State Unemployment ID# is entered. Some states assign account numbers with dashes and special characters, so this allows the

user to see how it should be entered. Check the state's diskette requirements to see how the account number should be entered.

- The definition of the location number can be entered in the Location Number Format field. As with the above fields, an "x" represents one alpha-numeric character and a "9" represents a numeric digit. This format will determine the length of the SUI Location Description field. The value of this field is the state-assigned code that is written to the diskette.

In the **Directories** Human Resources common object, add value "SUI" if you wish to write SUI files to a folder.

In **Directories**, add an entry for SUI files and set up the path.

In the **Magnetic Media Options** Payroll common object, value "D" must exist which represents a diskette.

In the **Payroll Statuses** Payroll common object, select checkbox "Include on SUI Reports and Magnetic Media" for all employee statuses to be included. Normally, all statuses would have this checkbox selected. It would only be empty if you are using the payroll system for items other than wages.

In the Pay Process Control section of **Pay Code Definition**, select the checkbox "Include in SUI Weeks Worked" for all pay codes which represent time worked for SUI purposes. This is used only in the calculation of Weeks Worked.

In the **SUI and W-2 Manager** function, there are four options: SUI Reporting by State, SUI and W-2 Legal Entity Setup, SUI Location Setup and Employee Locations.

- SUI Reporting by State and SUI and W-2 Legal Entity Setup are mandatory for the states and legal entities for which the company pays employees.
- SUI Location Setup is only used if the state has assigned location numbers to the company. These may also be referred to as plant numbers, branch numbers, unit numbers, etc.
- Employee Locations can be accessed from this window, or separately from the **Employee Payroll** function. This information is only needed if the state has assigned location numbers.

Access to these options is controlled by Function Security. To access the main function, you must have access to "SUI and W-2 Manager". For the radio button options, you must have security to the following:

- SUI Reporting by State
- SUI and W-2 Legal Entity Setup
- SUI Location Setup
- Employee Locations (which can also be accessed as a separate function)

### *SUI Reporting by State:*

Select a state and click on the Select button. On the next window, click on Update or Add.

Once in the Update or Add mode, enter the Numeric Code for this state. This code is supplied in the state's instructions for diskette reporting. Select the information that the state requires to be printed on the wage continuation sheet. Most states only require Total Wages. The Maximum Number of Weeks in Quarter and Minimum Wage Amount per Week only apply if you print Weeks Worked. For states that require Weeks Worked, some will limit the number of weeks per quarter to 13 or 14. This number would be entered here. If the state has not specified a maximum number of weeks, leave this field zero. The Minimum Amount currently applies to New Jersey (\$133.00) and Pennsylvania (\$50.00). They only count a week as worked if the employee was paid at least this amount during the week. Some fields are mutually exclusive since the form does not allow all information to be printed. For instance, if you select Weeks Worked, Excess Wages and Hours Worked become disabled and you may not select them.

Set up requirements for each state for which you pay wages. Note: the checkboxes only apply to the report, not the diskettes. Fields on the diskette are hard-coded per the state's instructions.

Information entered in SUI Reporting by State is stored in the State\_Report table.

### *SUI and W-2 Legal Entity Setup:*

When you click on this button, you are prompted for a legal entity and a State. On the next window, the State Unemployment ID# is required. Follow the state's instructions to see how long this ID# is, and if there are any special formatting requirements. To create a diskette, select "Create SUI Magnetic Media", with a 3 1/2" diskette option for Magnetic Media. Check the state's instructions to see if any of the other fields are required. Information stored in this function is in the Ent\_State\_Req table.

### *SUI Location Setup:*

If a state has assigned location numbers to a company's geographic locations, they are usually required on the diskette (not the report). The locations are defined in SUI Location Setup. Employees are associated with a location through Employee Locations. The location number format, as specified by the state, can be entered in the Location Number Format in the HR COD **State Codes**. This format will determine the length of the SUI Location field. The value of this field is the state-assigned code that is written to the diskette. The other mandatory fields are SUI Location Code, which is just an identifier used by the system (it can be the same as the SUI Location), and SUI Location Description, which will display on Employee Location windows and print on the SUI Summary Report.

When entering locations, please note that the "SUI Location Code" is for internal use only; it does not get written to the diskette. Information entered in this function is stored in the LegEnt\_Suiloc table.

### *Employee Locations:*

Employees' SUI locations are effective dated. A separate function called **Employee Locations** can be used, or **Employee Payroll**.

### Processing:

To print the quarterly wage continuation report that lists each employee's data, run the **SUI Quarterly Report** function. You can select one or more legal entities. You can run the report for one state or all states. Select the Detail option to print the wage continuation report. Select the Summary option to print totals, as well as the number of employees paid on the 12<sup>th</sup> of each month. The report will be sorted by Legal Entity, State, and Employee Name. Employees with negative wages will not be printed on the wage continuation form, since the states do not allow this. If you wish to print only employee with negative wages for correction purposes, select the checkbox "Print negative wages only". The report which prints negative wages cannot be submitted directly to the state; follow each state's instructions for correction procedures.

To create diskettes, use the **SUI Magnetic Data Generation** function. This creates the files that will be written to diskette. Enter the Tax Year, Transmitter, Legal Entity, Quarter Number, and State.

To write the data to a diskette or folder, use the **SUI Diskettes Creation** function. Enter the Tax Year, State and Quarter Number. An entry will display for each time you ran the SUI Magnetic Data Generation, and for which a file has not yet been created. Select the entry to be copied to diskette or folder. Select the A or B disk drive to write to a diskette, or select option C to write the file to the folder you have set up in Directories.

To see the existing files that have been created, use **SUI Diskette Data Inquiry**. This will tell you whether a diskette has been created. After diskettes have been created, you may purge the entries. The system will only allow you to purge entries which you have created, not those of other users. If a diskette has been created and needs to be regenerated, select the entry and click on the Recreate Disk button. This will cause it to re-appear in the SUI Diskettes Creation function, where you can create another diskette.