Unemployment Insurance Agency Employer's Quarterly Wage/Tax Report (UIA 1028)

These instructions explain how to create and submit the UIA 1028 Wage/Tax Report, which must be submitted to the Michigan Unemployment Insurance Agency every quarter.

Please note: this report includes all gross pay records for the quarter submitted, except gross pay with *Earnings Codes* <u>BPANN</u>, <u>STDNT</u>, <u>TPULY</u>, <u>WCPAY</u> and <u>XFICA</u>. This is per report specifications.

Module > Payroll Module Administration Screen > Payroll Module Control Screen Operations > Quarter End Procedures > Create UIA 1028 Employer's Quarterly Wage/Tax Report file

Tax Portion of the Combined Report:

- Enter total Gross Wages for the quarter, excluding wages with earnings codes of "BPANN", "STDNT", "TPULY", "WCPAY" and "XFICA". This can be calculated by referring to the report *Employer Distribution Reports... > Employer Gross Pay Distribution by Earning Code*, found on the *Payroll Module Control Screen*.
- In the Workers 1st Month field, provide the number of all full-time and part-time workers who worked during or received pay for the pay period, which includes the 12th of the month. Enter the appropriate numbers in the 2nd and 3rd month field as well.
- The Final Report, Apportionment and Amended Flag fields will normally be left 0.

UIA 1028 Quarter to report:

- Quarter to Report: Choose a quarter from the drop down menu. The quarter to report determines which quarterly totals will be included in the report. The system only maintains quarterly totals for one year.
- Quarter Ending Date: Enter the date. The quarter ending date may appear on the report when printed; however, the quarterly amounts reported will still be data that is no more than one year old.
- Proceed with Report Request: Yes or No
- 1. Once "Yes" is selected the file will be created and a *Save As* screen will appear. The file will be saved as a text file on your MiCase drive as shown in the following example:

X:\hr\PAYROLL\uia1028_2012_Q_3.txt

Note that 2012_Q_3 indicates the report is for the 2012 quarter 3, i.e., July 2012 through September 2012. Click "Save".

2. You may open the document in Notepad or WordPad, to review and/or edit.

- Upload the file to the State of Michigan. Note: to obtain a username and password go to the website <u>www.michigan.gov/uia</u> (Employers, UIA Online Services for Employers, Operate a Business, Register as a New User).
 - Step 1: Prepare your File Extract your payroll information and create the file as instructed above.
 - Step 2: Submit the File Go the UIA's website: <u>https://miwam.unemployment.state.mi.us</u>.
 - Select the tax MULTI-ACCOUNT SERVICES
 - Click on Bulk Report Filing
 - On the left side of the screen, on the Attachments line, click on Add.
 - They system should display a screen titled Select a file to attach. In the Description field, enter an appropriate description, for example: <u>3rd QUARTER</u> <u>2012</u>, then select Browse... and locate the file created above.
 - o Click Save.
 - Click on *Submit* to send the file to the UIA for processing.

For complete instructions, refer to the UIA MiWAM Toolkit document, available at: <u>http://michigan.gov/documents/uia/MiWAM Toolkit - web 393498 7.pdf</u>.

For more information from the State of Michigan:

Contact the Office of Employer Ombudsman at 1-855-4UIAOEO (484-2636) or (313) 456-2300 or by email at <u>OEO@michigan.gov</u>.

For technical support, please contact MiWAM support at (313) 456-2188 or MiWAMsupport@michigan.gov.