Kentucky Unemployment Report in EERP

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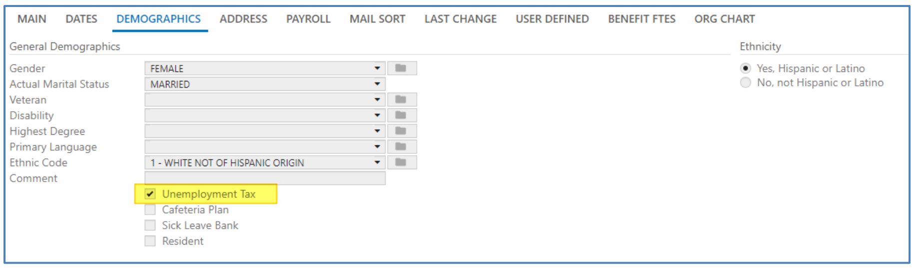
Overview

The *Kentucky Unemployment Report* produces a summary or detail listing of wages subject to unemployment contribution and calculates unemployment tax attributable to each employee. This program also produces a quarterly wage magnetic media file that is submitted to the Kentucky Division of Unemployment Insurance.

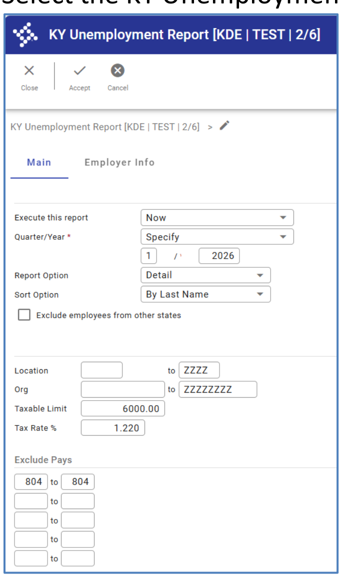
NOTE: In order for an employee to pull into the KY Unemployment Report, the Unemployment Tax box must be check marked in Employee Master under the Demographics tab.



NOTE: Because quarterly unemployment wages and contributions are calculated for this report, unemployment contribution totals generated from Payroll Deductions will not match the calculated totals 'to the penny'.

Generating the Report

1. Select the KY Unemployment Report which is found in the Kentucky specific payroll menu.



2. Select **Define** from the Menu.
3. Enter the following fields, accepting the default for fields not listed below:

Field Name	**Description**
Quarter/Year	Enter the proper period: Current or Previous
Report Option	Choose either Detail or Summary. This is a required field.
Sort Option	Choose either by SSN or By Last Name. This is a required field.
Tax Rate	Enter the unemployment tax rate. This is a required field.
Taxable Limit	Enter the maximum earnings subject to unemployment tax. This is a required field.
Exclude Pays	Enter pay periods to exclude from report. This is an optional field.
Exclude Deductions	Enter deduction ranges to be subtracted from the gross amount. This is an optional field.

3. Select Employer Info Tab to verify the correct employer and transmitter information. The Employer Information should default to this screen from the system. If it has not, or needs to be updated, it must be **defined** before output of the report/magnetic media can be completed.

   NOTE: Once the Employer Information is entered the first time, it does not have to be defined again as it is unlikely that the information will change.

4. Enter or update the following fields as required:

Field Name	**Description**
Employer Name	Enter the employer name. This is a **required** field.
Transmitter Name	Enter the transmitter name. This is a **required** field.
Address	This section includes a Street Address line, City, State and Zip Code fields. This information is **required.**
Federal EIN	Enter the Employer Identification Number. This is a **required** field.
Employer Number	This section is made up of 3 fields. • Employer Number Prefix. Leave blank if none. This is an optional field. • Employer Number. This is a **required** field. • Employer Number Suffix. Leave blank if none. This is an optional field.
Contact Person	Enter the name of the Contact Person. This is a **required** field.
Contact Phone	Enter the phone number for the contact person. The extension is optional. The phone number is **required**.

5. Click Accept.
6. Click Print to choose output or save options.
7. Use the Transfer File program and Download from Spool Directory to save the report to your PC and to submit the report.