

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.

The screenshot shows the 'DEMOGRAPHICS' tab in the Employee Master system. The 'General Demographics' section includes fields for Gender (FEMALE), Actual Marital Status (MARRIED), Veteran, Disability, Highest Degree, Primary Language, and Ethnic Code (1 - WHITE NOT OF HISPANIC ORIGIN). The 'Ethnicity' section has radio buttons for 'Yes, Hispanic or Latino' (selected) and 'No, not Hispanic or Latino'. In the 'Comment' section, the 'Unemployment Tax' checkbox is checked and highlighted in yellow. Other unchecked checkboxes include Cafeteria Plan, Sick Leave Bank, and Resident.

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.

The screenshot shows the 'KY Unemployment Report [KDE | TEST | 2/6]' dialog box. It has a title bar with 'Close', 'Accept', and 'Cancel' buttons. The main area is titled 'KY Unemployment Report [KDE | TEST | 2/6]' and has tabs for 'Main' and 'Employer Info'. Under 'Main', there are several settings: 'Execute this report' set to 'Now', 'Quarter/Year' set to 'Specify' with '1' and '2026' entered, 'Report Option' set to 'Detail', and 'Sort Option' set to 'By Last Name'. There is an unchecked checkbox for 'Exclude employees from other states'. Below these are input fields for 'Location' (to ZZZZ), 'Org' (to ZZZZZZZZ), 'Taxable Limit' (6000.00), and 'Tax Rate %' (1.220). At the bottom, there is an 'Exclude Pays' section with '804 to 804' entered in the first row and empty rows below.

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. <ul style="list-style-type: none"> • 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.