



"In July 2022, the Connecticut Department of Labor (CTDOL) will transition to a modern unemployment insurance system, **ReEmployCT**. It will vastly improve how employers and unemployment filers interact with the systems they need to do business, find forms and information, and submit documents to the agency."



<https://portal.ct.gov/-/media/DOLUI/ACHCreditFileFormatType56and7.pdf>

To comply with the requirement that Connecticut "ReEmployCT" payments will be **paid via ACH** starting in July of 2022, **ADMINS** added ACH Tax Payment type and fields to the Vendors screen. In addition, the CT Quarterly Processing file format was changed to comply with the upload specification.

Accounts Payable ▶ Enter Vendors Screen ▶ [2 Classification Tab]

Set Up a CT Unemployment Vendor

Enter Vendors

Vendor: 030677 State of CT - Dept. of Labor

1 Name/Address 2 Addresses 3 Classification 4 Attachments 8 Items 9 User Defined

Restrict Access To: Town School Both

Federal ID# 55-5222111 Type None SS# Tax ID

Bank Code BA11 BANK OF AMERICA 122101706

ABA# 1221-0170-6 Prenote 0 LIVE

Bank Account 222222 Type Checking

Customer#

1 HR ACH Tax Payment Type CT Unem Federal State None

2 CT Unemployment # 1234567000

Payment Type Printed Ck Wire ACH No Check

Separate Check? Yes No Tailing Vendor

1 Time Vendor? Yes No Yes No

State Bid List? Yes No

Local Vendor? Yes No

Business Type Sole Prop/Individual/Single-Member LLC

Entered: 18-Apr-2022 LUANN
Changed: 04-May-2022 THERESA

Merge To Vendor 000000 Addresses on File: 1

Figure 1 Set up the CT Unemployment Vendor

Create or select the vendor and:

1. Select the HR ACH Tax Payment Type of "CT Unem"
2. Enter the CT Unemployment #. This number must be ten digits. If your number is seven digits, add three zeroes to the end.
3. Enter the Bank Code and Bank Account provided from the State of CT – Department of Labor
4. Set prenote to "0" (LIVE)
5. Set the payment type to be "ACH"



Human Resources ▶ Quarterly Processing ▶ CT Quarterly Reporting

Human Resources

- Maintenance >
- Payroll Processing >
- Timesheet Entry >
- Special Processing >
- Void/Manual/Figure Paycheck >
- Billing and Invoicing >
- Bank Reconciliation >
- Queries >
- Reports >
- Tables >
- Quarterly Processing >
 - Federal Quarterly Reporting - 941
 - CT Quarterly - 941
 - RI Quarterly - 941
 - CT Quarterly Reporting**
 - MA Quarterly Reporting
 - RI Quarterly Reporting
- Year-End Processing >
- Module Maintenance >
- Interfaces/Imports >
- Site Specific >
- Help Reference Library

Task 6321: CT Quarterly Reporting

CT Quarterly Reporting

Required: Check Date Range (mmddyyyy) From: 01-Jan-2020 To: 31-Mar-2020

Required: Enter output Path [ex. c:\adhome] D:\AUC_DEVELOPMENT\ADMHOME\TRANSFER

Required: Which Submission is this? 1st 2nd 3rd Test Correction

Required: Entity Code 1 TOWN OF ADMINS

Required: Enter Unemployment ID (10 digits or 7 Plus 3 zeroes) 1234567

Sort Report By: Employee# Employee Name

Run as Preview Print PDF
If Printing use Duplex Yes No

Lookup OK Cancel Clear All

TedRE - CT_Quarterly_6321

6321-HRREP:HRCTQTRLY.RPT Printed 05-May-2022 at 10:37:17 by THERESA
City of ADMINS
CT Quarterly Reporting

FOR CHECKS DATED: 01-Jan-2022 to 31-Mar-2022
QUARTER ENDING: 31-Mar-2022
FED ID #: 041234567
ENTITY: 1
STATE UNEMPLOYMENT #: 1234567 TOWN OF ADMINS

FILE LOCATION AND NAME: D:\AUC_DEVELOPMENT\ADMHOME\TRANSFER\122A1234567

SOC SEC #	EMPLOYEE # AND NAME	GROSS	TAXABLE WAGES	EXCESS WAGES
001101019	000040 MOORE KEITH	242,498.50	15,000.00	227,498.50
001101030	000092 THE ESTATE OF LYNN	1,264.00	1,264.00	
001101046	000152 GARVEY KEITH	3,305.65	3,305.65	
001101194	000153 JULIAN LYNN	880.00	880.00	
001105196	071551 DOLCHINOS MARIE	967.20	967.20	
001105197	071552 CODRERO LAWRENCE	967.20	967.20	
001105198	071553 PARKER KEITH	1,323.00	1,323.00	
001105200	071555 HANIGANN DEFFLEY LYNN	1,153.60	1,153.60	
001105206	071560 TOFFANI MARIE	3,062.01	3,062.01	
001105206	071561 BRESFAKA LYNN	2,007.20	2,007.20	
001105207	071562 STYGLES KAREN	1,323.00	1,323.00	
001105239	071567 LARSON LYNN	4,092.62	4,092.62	

NON-REPORTABLE NEGATIVE:
GROSS WAGES THIS QUARTER: -297.50
TAXABLE WAGES THIS QUARTER: -297.50

REPORTABLE:
NUMBER OF EMPLOYEES THIS QUARTER: 537
GROSS WAGES THIS QUARTER: 1,966,222.15
TAXABLE WAGES THIS QUARTER: 1,738,723.65
EXCESS WAGES THIS QUARTER: 227,498.50

EMPLOYEES ON THE 12TH OF 1ST MONTH: 221
EMPLOYEES ON THE 12TH OF 2ND MONTH:
EMPLOYEES ON THE 12TH OF 3RD MONTH:

The CT quarterly unemployment file has the July 2022 format.

D:\AUC_Development\adhome\transfer\122A1234567

S001105105MELLS	KAREN	H09 032 022	0000000047608
S001105106BELLINGER	MARIE	C09 032 022	00000000563754
S001105107KILLIAN	LYNN	C09 032 022	00000000381924
S001105108SPAVENTO	KEITH	H09 032 022	00000000619130
S001105109FLAGG	MARIE	R09 032 022	00000000767090
S001105112HOREAU	MARIE	09 032 022	00000000115766
S001105113BLISS	LYNN	R09 032 022	00000000398548
S001105117WILHELM	KAREN	H09 032 022	00000000118370
S001105124RUSCIANO SANTANA	MARIE	B09 032 022	00000000111480
S001105125HARRINEL	LYNN	E09 032 022	00000000382220
S001105126SPENCER	KEITH	09 032 022	00000000096800
S001105127OLANK	MICHAEL	09 032 022	00000000113526
S001105128PATERSON	LYNN	H09 032 022	00000000492484
S001105129LOHMANN	KAREN	P09 032 022	00000000181877
S001105130PORTER	MARIE	09 032 022	00000000132300
S001105131BRASSIGNANI	LYNN	09 032 022	00000000111480
S001105142CHARTIER	MARIE	09 032 022	00000000111480
S001105154LONERGAN	MARIE	09 032 022	00000000154000
S001105158LAPORTA	LYNN	09 032 022	00000000192750
S001105162GLDERUBIO	KEITH	A09 032 022	00000000181995
S001105167WATEJKA	LYNN	09 032 022	00000000137200
S001105182MAGILL	LYNN	09 032 022	00000000076800
S001105186KESSELMAN	KAREN	09 032 022	00000000154000
S001105187LOGAN	MICHAEL	09 032 022	00000000113526
S001105188WASSISE	LAWRENCE	09 032 022	00000000113526
S001105189GONTHIER	KEITH	09 032 022	00000000113526
S001105190MULSH	MICHAEL	09 032 022	00000000096720
S001105191DUCHARME	LYNN	09 032 022	00000000132300
S001105194NOLAN	LYNN	09 032 022	00000000086800
S001105196DULCHINDS	MARIE	09 032 022	00000000096720
S001105197CORDERO	LAWRENCE	09 032 022	00000000096720
S001105198PARKER	KEITH	09 032 022	00000000132300
S001105200HANIGANN DEFFLEY	LYNN	09 032 022	00000000115360
S001105205TOFFANI	MARIE	E09 032 022	00000000306201
S001105206DEREFAKA	LYNN	09 032 022	00000000200720
S001105207STYGLES	KAREN	09 032 022	00000000132300
S001105299LARSON	LYNN	09 032 022	00000000409262
T000057WAGE0001234567	00000196651965000002274985000000173902115		



If the file to be submitted is viewed, close it to allow the command to finish.

Submit the file to the [ReEmployCT](#) reporting agency.