"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."

RE EMPLOY CT
Unemployment System Alliance Partner
#REEMPLOYCT

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*

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"

Setup a CT Unemployment *Voucher*:

1. Enter a voucher for the CT unemployment vendor

2. Enter an invoice date equal to the quarter ending date (ex: 03/31/2022

3. Using the vendor # as shown in Figure 1, the voucher will automatically be set as an ⊙ **ACH** check type.

Figure 2 The only voucher in the batch, and the only batch in the warrant for the first submssion

ADMINS recommends that this payment be *the **only payment in the warrant for the initial submission*** so that the ACH file has only this tax payment.

Continue with the disbursement warrant; the ACH file step will produce a report that looks like this:

ACH File location is here:

ACH has a single record for the initial submission; subsequent submissions may be processed with other AP vouchers.

Figure 3 ACH File location and a sample of what the file will look like

Complete the disbursements warrant. Submit the file to the **ReEmployCT** reporting agency.

Human Resources ▶ Quarterly Processing ▶ CT Quarterly Reporting

The CT quarterly unemployment file has the July 2022 format.

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

Submit the file to the **ReEmployCT** reporting agency.