Human Resources Site Specific ReEmployCT

"In July 2022, the Connecticut Department of Labor (CTDOL) will transition to a modern unemployment insurance system, <u>ReEmployCT</u>. 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]

## 1. SET UP A CT UNEMPLOYMENT VENDOR

E [AUC] 2000-	Enter Vendors
Goto	Enter Vendors
Actions	Vendor 030677 State of CT - Dept of Labor Date Certified
	1 Name/Address 2 Addresses 3 Classification 4 Attachments 8 tems 9 User Defined
5 Add Vendor 6 Add Address	Restrict Access To O Town O School   Both
7 Reports	Federal ID# 55-5222111 Type ONone OSS# Tax ID
	Bank Code     BA11     BANK OF AMERICA 122101706       ABA#     1221-0170-6     Prenote 0       Bank Account     222222     Type C       Customer#
1	HR ACH Tax Payment Type OCT Unem O Federal O State O None CT Unemployment # 1234567000
	Payment Type O Printed Ck O Wire 5 O ACH O No Check
	1 Time Vendor? O Yes O No O Yes O No
Entered	State Bid List? O Yes O No
18-Apr-2022 LUANN	Local Vendor? O Yes  No Business Type Sole Prop/Individual/Single-Member LLC
Changed: 04-May-2022	Note
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 "O 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"



## 2. 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 **O** ACH check type.

📼 [AUC] 60-Vo	Ducher Batch Entry – a ×
	Voucher Batch Entry Entry Began
Goto	Batch 17055 Default Bank TDDS TDBANK
Actions	Default Dept PAYROLL page 01 Voucher Date 01-Jul-2022 Default Type P Pagment Voucher Of Check/Wire/ACH Manual Check Entry Began 1 Error Status
1 Add New Batch	Expected         Entered         Balance         Ready for Release           Price         4567,7000         4567,7000         Disapproved
2 Last Batch	Freight Ready for Posting Other Awaiting Approval
	Totals 4567.70 4567.70 Change Orders
3 Add Voucher	Submit Batch for Processing OYes  No Closed
4 Check Batch	
	voucher# vendor lype lotal
5 Batch List	482938 030677-01 State of CT - Dept of Labo Payment Vouch 4567,70 mes

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 <u>initial submission</u> 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:

2127-FMREP:APDISACHVEN.REP Printed 12-May-2022 at 09:12	:24 by THERESA	Page 1
City	OF ADMINS	
Generat	e ACH File	
for Warr	ant: 006858	
Location of ACH file : D:\AUC_DEVELOPMENT\ADMHOME\AUC\FMMOD\dat	\wrk\ach051220220912.dat	ACH File location is here:
Ach Date : 12-May-2022		
Check# Vendor Remit Vendor Name	ABA Account	Type Check Amount Note
8000082 030677 01 State of CT - Dept of Labor	1221-0170-6 222222	C 4,567.70
	Count: 1 **** Gram	nd Total: 4,567.70
图 acb051220220912.dat		
101 011000571087654321022051209120094101BANK OF AMERICA TOWN	OF ADMINS	
5200TOWN OF ADMINS TPA 1234567890CCD 2205	12220512 1011900570000001	
622122101706222222 00004567701234567000 TOWN OF ADMIN	S 1011900570000001	
705TXP*041234567*CTSUI*220701*T*0000456770\	0000001000001	ACH has a single record for
82 00000002 000000000000000000000000000	01190057000000	the initial submission;
999999999999999999999999999999999999999	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	subsequent submissions may
999999999999999999999999999999999999999	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	be processed with other AP
999999999999999999999999999999999999999	99999999999999999999999999999999	vouchers.
***************************************	****************	
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#### Figure 3 ACH File location and a sample of what the file will look like

Complete the disbursements warrant. Submit the file to the **<u>ReEmployCT</u>** reporting agency.



# 3. CREATE THE FILE IN AUC

### HR Quarterly Processing CT Quarterly Reporting



Figure 4 Fill in the required prompts; use only the path name; AUC creates the file in the specified folder

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\$11S	UDOTOTOL	DED Deleted of Me			
02%1-UKKEP		.REP Princed 05-Na	City of ADMINS	/ Бу ІНБКБЭК	
		CT Qu	arterly Reporting	r	
FOR	CHECKS DAT	ED: 01-Jan-2022 to 31-Mar-20	22		
QU	ARTER ENDI	NG: 31-Mar-2022			
	FED ID	#: 041234567			
STATE UN	EMPLOYMENT	±- 1234567			
LOCATIO	N AND N	AME: D:\AUC DEVELO	PMENT\ADMHON	E\TRANSFER	R\122A123
	UVALOU	DI. DRUZUYEE NUMBEL			
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	CADIEDY KEITH	3,305.65	3,305,65	
-	-				
		-	4	به المعرب	
001. ,194	0, 1.2	JOLAN LYNN	880.00	880.00	
001105196	071551	DULCHINOS MARIE	967.20	967.20	
001105197	071552	CORDERO LAWRENCE	1 222 00	1 222 00	
001105200	071555	HANMANN DEFFLEY LYNN	1,153,60	1,153,60	
	071560	TOFANI MARIE	3,062.01	3,062.01	
001105205	071561	DEREFAKA LYNN	2,007.20	2,007.20	
001105205					
001105205 001105206 001105207	071562	STYGLES KAREN	1,323.00	1,323.00	
001105205 001105206 001105207 001105299	071562 071567	STYGLES KAREN LARSON LYNN	1,323.00 4,092.62	1,323.00 4,092.62	
001105205 001105206 001105207 001105299	071562 071567 	STYGLES KAREN LARSON LYNN ABLE NEGATIVE:	1,323.00 4,092.62	1,323.00 4,092.62	
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001105205 001105206 001105207 001105299	071562 071567 	STYGLES KAREN LARSON LYNN ABLE NEGATIVE: GROSS WAGES THIS QUARTER: XABLE WAGES THIS QUARTER:	1,323.00 4,092.62 -297.50 -297.50	1,323.00 4,092.62	
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The file has the July 2022 format.

D:\AUC_Development\admhome\Transfer\122A1234567					
\$001105105WELLS	KAREN	M09032022	0000000447608		
S001105106BELLINGER	MARIE	C 09 032 022	0000000363754		
S001105107KILLMAN	LYNN	G 09 032 022	0000000381924		
S001105108SPAVENT0	KEITH	H 09 032 022	0000000619130		
S001105109FLAGG	MARIE	R 09 032 022	888888888888888888888888888888888888888		
S001105112MOREAU	MARIE	09032022	0000000115766		
S001105113BLISS	LYNN	R 09 032 022	0000000398540		
S001105117WILHELM	KAREN	K 09 032 022	0000000110370		
S001105124RUSCIANO SANTANA	MARIE	B 09 032 022	0000000111480		
S001105125MARINEL	LYNN	E09032022	0000000038220		
S001105126SPENCER	KEITH	09032022	00000000000000		
S001105127CLARK	MICHAEL	09032022	0000000113526		
S001105128PATERSON	LYNN	M09032022	0000000492484		
S001105129LOHMANN	KAREN	P 09 032 022	0000000181877		
S001105130PORTER	MARIE	09032022	0000000132300		
S001105131BASSIGNANI	LYNN	09032022	00000000111480		
S001105142CHARTIER	MARIE	09032022	0000000111480		
S001105154LONERGAN	MARIE	09032022	0000000154000		
S001105158LAPORTA	LYNN	89832822	0000000192750		
S001105162GILDERUBIO	KEITH	A 09 032 022	0000000181995		
S001105167MATEJKA	LYNN	09032022	0000000137200		
S001105182MAGILL	LYNN	09032022	0000000076800		
S001105186KESSELMAN	KAREN	89832822	0000000154000		
S001105187L0GAN	MICHAEL	09032022	0000000113526		
S001105188NASSISE	LAWRENCE	09032022	0000000113526		
S001105189GONTHIER	KEITH	89832822	00000000113526		
\$001105190WALSH	MICHAEL	89832822	00000000000720		
S001105191DUCHARME	LYNN	09032022	0000000132300		
S001105194N0LAN	LYNN	89832822	0000000088000		
S001105196DULCHINOS	MARIE	89832822	00000000000720		
S001105197CORDER0	LAWRENCE	09032022	0000000096720		
S001105198PARKER	KEITH	89832822	0000000132300		
S001105200HAMMANN DEFFLEY	LYNN	89832822	00000000115360		
S001105205T0FANI	MARIE	E 89 832 822	0000000306201		
S001105206DEREFAKA	LYNN	89832822	0000000200720		
S001105207STYGLES	KAREN	89832822	0000000132300		
S001105299LARSON	LYNN	89832822	0000000409262		
T0000537WAGE0001234567	00000196651965	0000002274985	000000173902115		
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If you view the file to be submitted, close it to allow the command to finish.

Submit the file to the **<u>ReEmployCT</u>** reporting agency.



# 4. UPLOAD THE FILE TO THE REEMPLOYCT WEB PORTAL

Log on to the <u>ReEmploy CT</u> site, enter the User ID and Password, check the "I'm not a robot" box, and click on [Log In].

REEMPLOY	ance Partner		CONNECTICU * DEPARTMENT OF LABOR * Were of Labor *			
دممانین Welcome to ReEmployCT, Connecticut's new Wage & Tax reporting system						
New Employer Registration If you are a new employer to CTDOL and need to register your business Register	Registered Employers If you created a CTDOL employer account before July 5, 2022 Create an Account	Third Party Agents If you are a Third Party Agent Create a TPA Account	Log In User ID I Password (Case sensitive) Foroot User ID Foroot Password Foroot User ID Foroot Password I'm not a robot			
Quick links : <u>Update BIA Information</u> Add Federal Identification Number (FEIN) Enroll in SIDES E-Response QuickACCESS For Claimant Services, <u>Click here</u>						
vacy Policy   Disclaimer   Accessibility Policy e Connecticut Department of Labor is an equal (	opportunity employer.		©2014-The Connecticut Department of La			

Figure 5 The Login Screen for the ReEmployCT web site



Figure 6 Select "Upload Individual Tax and Wage Report File" from the Tax & Wage Report menu

Inquiry × Account Maintenance × Tax & Wage Report × File Appeal × Online Payment + Audit × ACH Credit Payment +	
	TWR-506
Upload Tax and Wage Report File -Information Submitted By	
- Kequired Information	
1 = Eiset Name	
A. THE CHINE	
2. Middle Name	
3. = Last Name	
4. = Job Title	
5. Contact Number	
6, E-mail Address	
Next>	





On the following page, enter the First Name, optional Middle Name, Last Name, Job Title, Contact Number, and Email Address and click Next>.

- 1. Enter filing period quarter/year
- 2. Select original file or replacement file if replacement file, enter the confirmation number.
- Is this an additional report, ⊙ Yes, or ⊙ No? (should be No if this is the first attempt at submitting the file.
- 4. Select the file to upload.

Human Resources Site Specific ReEmployCT

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ime				Home Log
uiry - Acquisition No	otification 📲 My User Profile 🛛 Accou	int Maintenance • Employer Registration •	Tax & Wage Report - File Appeal	Maintain Bank Account
ine Payment - 940 C	ertification Request 🔹 🛛 Email SignUp	Audit File Employer Weekly Certific	ation - Shared Work -	
				TWR-5
	Uploa	d Tax and Wage Report File Ve	erification	
		* Required Information		
	Emr	olover Account Number (EAN)		
	Emp	olover Name		
	Sub	mitted By		
	Filin	g Period Quarter/Year		
	Rep	ort Received Date		
		Total Taughla Magaz	Tatal Damittanan	
	Total Wages (\$)	(\$)	(\$)	
	11,511,200.13	665,517.80	0.00	

A confirmation page will appear; verify the Employer Account Number, Name, Submitted by, Filing Period, Date, and Dollar Amounts, then click Submit.

Figure 9 Confirmation Page prior to submitting the file



#### Figure 10 Confirmation number

Witching       Acquisition Notification       Hy User Profile       Account Maintenance:       Employer Registration       Tax & Wage Report       File Appeal       Maintain Bank Account         Online Payment       940 Certification Request       Email SignUp       Audit       File Employer Weekly Certification - Shared Work       Maintain Bank Account         S40 Certification       Request       File Introduction       > Adjust Tax & Wage Report       > Adjust Tax & Wage Report       > Adjust Tax & Wage Report         >       Upload Individual Tax-and Wage Report       > View Results of Uploaded Bulk Tax and Wage File       View Results of Uploaded Bulk Tax and Wage File		MPLOY CT	ner				CONNE DEPAR of LAB	CTICUT MENT OR *
Inguly Acquisition Netrification My User Politic Account Maintenance Employer Registration Tax & Wage Report File Appeal Maintain Bank Account Maintenance Account Account Maintenance Account	/elcome						Home	Log ou
Online Payment       940 Certification Request       Email SignUp       Audit       File Employer Weekly Certification - Shared Work         940 Certification       Request       Shared Work       Shared Work         940 Certification       Request       Addit       File Employer Weekly Certification - Shared Work         940 Certification       Request       Addit       Addit       File Employer Weekly Certification - Shared Work         940 Certification       Request       Addit       Addit       File Employer Weekly Certification - Shared Work         940 Certification       Request       Addit       Addit       File Employer Weekly Certification - Shared Work         940 Certification       Request       Addit       Addit       File Employer Weekly Certification - Shared Work         940 Certification       Request       Addit       Addit       File Employer Weekly Certification - Shared Work         940 Certification       Request       Addit       Addit       File Employer Weekly Certification - Shared Work         940 Certification       Request       Addit       Addit       File Employer Weekly Certification - Shared Work         940 Certification       Request       Addit       Yeekly Certification - Shared Work       Addit         940 Certification       Request       Yeekly Certification       <	Inquiry Acquis	ition Notification • My User Profile	Account Maintenance •	Employer Registration	Tax & Wage Report •	File Appeal	Maintain Bank /	ccounts
940 Certification         Request         > File Tax & Wage Report         > Upload Individual Tax and Wage Report File         > View Results of Uploaded Bulk Tax and Wage File         > View Results of Uploaded Bulk Tax and Wage File	Online Payment	940 Certification Request - Email	SignUp • Audit • File	Employer Weekly Certifica	tion - Shared Work •		_	
<ul> <li>File Iax &amp; Wage Report</li> <li>Adjust Tax &amp; Wage Report</li> <li>Upload Individual Tax and Wage Report File</li> <li>View Results of Uploaded Bulk Tax and Wage File</li> <li>View Results of Uploaded Bulk Tax and Wage File</li> </ul>		940 Certification Request						
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Figure 11 Select View Results from the Tax & Wage Report menu

RE EMPLOY GT	CONNECTICUT * DEPARTMENT OF LABOR *
Unemployment System Alliance Partner	Partner of the American Job Center Network
Welcome	Home Log out
Inquiry + Acquisition Notification + My User Profile Account Maintenance + Employer Registration + Tax & V	/age Report + File Appeal + Maintain Bank Accounts +
Online Payment - 940 Certification Request - Email SignUp - Audit - File Employer Weekly Certification - Sha	red Work -
	TWR-528
X The response to Question 1 is required.	*
View Status of Bulk Tay & Wage File	
* Required Information	
1. * Confirmation Number	G
	Next>
Drivary Policy   Disclaimar   Accassibility Dolicy	©2014-The Connecticut Department of Labor
The Connecticut Department of Labor is an equal opportunity employer.	

Figure 12 Enter the confirmation number that was shown (see Figure 10)

For more information regarding filing, please visit: <u>ReEmployCT for Employers</u>.

After clicking submit, the next page will display a confirmation number. Make note of the confirmation number to allow checking the status of the submission.

To see the results, select "View Results of Uploaded Bulk Tax and Wage File":