



"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]

1. 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"



3. CREATE THE FILE IN AUC

HR ▶ Quarterly Processing ▶ CT Quarterly Reporting

The screenshot shows the 'Human Resources' menu on the left with 'Quarterly Processing' selected, leading to 'CT Quarterly Reporting'. The main dialog box is titled 'Task 6321: CT Quarterly Reporting' and contains the following fields and options:

- Required: Check Date Range (mmdyyy): From: 01-Jan-2022 To: 31-Mar-2022
- 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): 0000099000
- Sort Report By: Employee# Employee Name
- Run as: OK Preview Print PDF
- If Printing use Duplex: Yes No

A callout box points to the Unemployment ID field with the text: "Add 3 zeroes after your ID; e.g., this town ID is 0000099; enter 0000099000".

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

The screenshot shows a file named 'TedRE - CT_Quarterly_6321'. It contains a summary of the reporting period and a detailed table of employee wages.

Summary:

- FOR CHECKS DATED: 01-Jan-2022 to 31-Mar-2022
- QUARTER ENDING: 31-Mar-2022
- FED ID #: 041234567
- ENTITY: 1 TOWN OF ADMINS
- STATE UNEMPLOYMENT #: 1234567
- 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 GARREY KEITH	3,305.65	3,305.65	
001105194	071561 JULIAN LYNN	880.00	880.00	
001105196	071561 DOLCHINOS MARIE	967.20	967.20	
001105197	071562 CORDEO LAWRENCE	967.20	967.20	
001105198	071553 PARKER KEITH	1,323.00	1,323.00	
001105200	071556 HANIGANN DEFFLEY LYNN	1,153.60	1,153.60	
001105206	071560 TOFANI MARIE	3,062.01	3,062.01	
001105206	071561 DESSAPPA LYNN	2,007.20	2,007.20	
001105207	071562 STYGLES KAREN	1,323.00	1,323.00	
001105209	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:		637		
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:				
EMPLOYEES ON THE 12TH OF 2ND MONTH:		221		
EMPLOYEES ON THE 12TH OF 3RD MONTH:				

The file has the July 2022 format.

The screenshot shows the file content, which is a list of employees with their names, IDs, and wages. The data is as follows:

SOC SEC #	EMPLOYEE # AND NAME	GROSS	TAXABLE WAGES	EXCESS WAGES
S001105105	WELLS KAREN		H09032022	000000047608
S001105106	BELLINGER MARIE		C09032022	0000000363754
S001105107	KILLBURN LYNN		D09032022	0000000381924
S001105108	SPAUENTO KEITH		H09032022	0000000619130
S001105109	FLAG MARIE		R09032022	0000000076090
S001105112	HOREAU MARIE		09032022	0000000157666
S001105113	BULLISS LYNN		R09032022	0000000398540
S001105117	MILHELM KAREN		H09032022	0000000110370
S001105124	RUSICIANO SANTANA MARIE		D09032022	0000000111480
S001105125	MARINEL LYNN		E09032022	0000000038220
S001105126	SPENCER KEITH		09032022	0000000096800
S001105127	CLARK MICHAEL		09032022	0000000113526
S001105128	PATERSON LYNN		H09032022	0000000092484
S001105129	LHOMANN KAREN		P09032022	0000000181877
S001105130	PORTER MARIE		09032022	0000000132300
S001105131	BASSI GIANI LYNN		09032022	0000000111480
S001105140	CHARTIER MARIE		09032022	0000000111480
S001105154	LONERGAN MARIE		09032022	0000000154000
S001105158	LAPORTA LYNN		09032022	0000000192750
S001105162	GILDERUBIO KEITH		A09032022	0000000181995
S001105167	MATEJKA LYNN		09032022	0000000137200
S001105182	MAGILL LYNN		09032022	0000000076800
S001105186	KESSELMAN KAREN		09032022	0000000154000
S001105187	OBAN MICHAEL		09032022	0000000113526
S001105188	MOSSES LAWRENCE		09032022	0000000113526
S001105189	QUINTIER KEITH		09032022	0000000113526
S001105190	WALSH MICHAEL		09032022	0000000096720
S001105191	DUCHARNE LYNN		09032022	0000000132300
S001105194	MOLAN LYNN		09032022	0000000088000
S001105196	DOLCHINOS MARIE		09032022	0000000096720
S001105197	CORDERO LAWRENCE		09032022	0000000096720
S001105198	PARKER KEITH		09032022	0000000132300
S001105200	HANIGANN DEFFLEY LYNN		09032022	0000000115360
S001105205	TOFANI MARIE		E09032022	0000000062081
S001105206	DEFFAKA LYNN		09032022	0000000200720
S001105207	STYGLES KAREN		09032022	0000000132300
S001105291	ARSON LYNN		09032022	0000000409262
T0000537	WAGE 0001234567		00000196651965000002274985000000173902115	



If you view the file to be submitted, close it to allow the command to finish.
Submit the file to the [ReEmployCT](#) reporting agency.



4. UPLOAD THE FILE TO THE REEMPLOYCT WEB PORTAL

Log on to the [ReEmploy CT](#) site, enter the User ID and Password, check the “I’m not a robot” box, and click on [Log In].

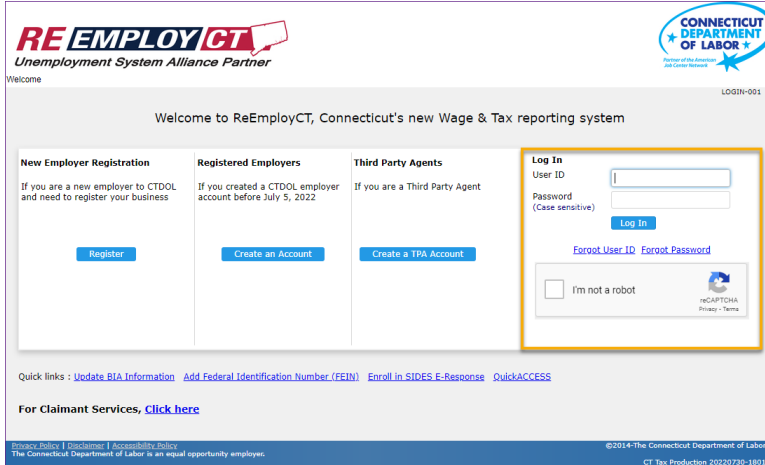


Figure 5 The Login Screen for the ReEmployCT web site



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

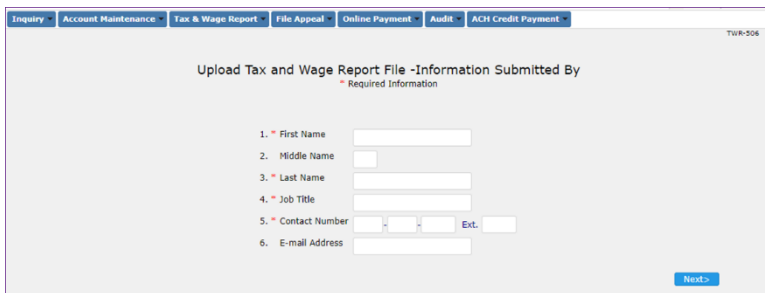


Figure 7 Enter information submitted by information

On the following page, enter the First Name, *optional* Middle Name, Last Name, Job Title, Contact Number, and Email Address and click [Next>](#) .

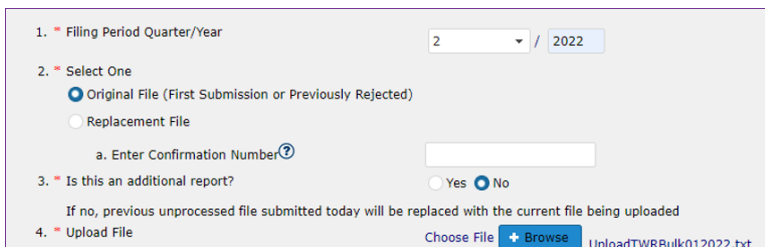


Figure 8 Make selections

1. Enter filing period quarter/year
2. Select original file or replacement file – if replacement file, enter the confirmation number.
3. 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.



Total Wages (\$)	Total Taxable Wages (\$)	Total Remittance (\$)
11,511,200.13	665,517.80	0.00

Figure 9 Confirmation Page prior to submitting the file

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

Figure 10 Confirmation number

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.

Figure 11 Select View Results from the Tax & Wage Report menu

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

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

For more information regarding filing, please visit: [ReEmployCT for Employers](#).