

1 CONNECTICUT UNEMPLOYMENT

"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."



1.1 Create the File in AUC

HR > Quarterly Processing > CT Quarterly Reporting



Figure 1 Fill in the required prompts; use only the path name; AUC creates the file in the specified folder

Courier New		B J U B J			
Councilia					
6321-HRRE	P:HRCTOTRLY	.REP Printed 05-Ma	v-2022 at 10:37:1	7 by THERESA	
	-	c	ity of ADMINS	-	
		CT Qu	arterly Reporting	T	
FOR	CHECKS DAT	ED: 01-Jan-2022 to 31-Mar-20	22		
2	JARTER ENDI	NG: 31-Mar-2022			
	FED ID	*: 041234567			
STATE U	NEMPLOYMENT	±- 1234567			
LOCATIO	ON AND N	AME: D:\AUC DEVELO	PMENT\ADMHON	(E\TRANSFER	\122A123
	JUNEDU	Dr. snyrvyte numer			
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	-
001 194	0.	AULAN LYNN	880.00	880.00	
001105196	071551	DULCHINOS MARIE	967.20	967.20	
001105197	071552	CORDERO LAWRENCE	967.20	967.20	
001105198	071553	PARKER KEITH	1,323.00	1,323.00	
001105200	071555	HAMMANN DEFFLEY LYNN	1,153.60	1,153.60	
001105206	071561	DEDEFARA LVNN	2 007 20	2 007 20	
001105207	071562	STYGLES KAREN	1,323.00	1,323.00	
001105299	071567	LARSON LYNN	4,092.62	4,092.62	
	NON-REPORT	ABLE NEGATIVE: CDOSS WACES THIS ONADTED.	-297 50		
	ТА	XABLE WAGES THIS QUARTER:	-297.50		
	REFORTABLE	F EMPLOYEES THIS QUARTER-	537		
	NUMBER O	Yourier.	1,966,222.15		
	NUMBER C	GROSS WAGES THIS QUARTER:			
	NUMBER C	GROSS WAGES THIS QUARTER: XABLE WAGES THIS QUARTER:	1,738,723.65		
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	NUMBER C TA E EMPLOYEES EMPLOYEES	GROSS WACES THIS QUARTER: XABLE WAGES THIS QUARTER: XCESS WACES THIS QUARTER: ON THE 12TH OF 1ST MONTH: ON THE 12TH OF 1ST MONTH:	1,738,723.65 227,498.50 221		

The file has the July 2022 format.

D:\AUC_Development\admhome\Tra	nsfer\122A1234567			
001105105WELLS	KAREN	M09032022	00000000447608	
001105106BELLINGER	MARIE	C 09 032 022	0000000363754	
001105107KILLMAN	LYNN	609032022	0000000381924	
001105108SPAVENTO	KEITH	H 09 032 022	0000000619130	
001105109FLAGG	MARIE	R09032022	0000000076090	
001105112MOREAU	MARIE	89832822	00000000115766	
001105113BLISS	LYNN	R 09 032 022	0000000398540	
001105117WILHELM	KAREN	K 09 032 022	0000000110370	
001105124RUSCIANO SANTANA	MARIE	B 89 832 822	00000000111480	
001105125MARINEL	LYNN	E 09 032 022	0000000038220	
001105126SPENCER	KEITH	89832822	000000000000000000000000000000000000000	
001105127CLARK	MICHAEL	89832822	00000000113526	
001105128PATERSON	LYNN	M09032022	0000000492484	
001105129LOHMANN	KABEN	P 89 832 822	0000000181877	
01105130PORTER	MARIE	89832822	0000000132300	
01105131BASSIGNANI	LYNN	09032022	0000000111480	
01105142CHARTIER	MABIE	89832822	0000000111480	
101105154LONERGAN	MABIE	89832822	66666666154666	
01105158LAPORTA	LYNN	09032022	0000000192750	
01105162GILDERUBIO	KEITH	A 89 832 822	0000000181995	
101105167MATEJKA	LYNN	89832822	0000000137200	
01105182MAGTU	LYNN	89832822	88888888876888	
01105186KESSELMAN	KAREN	89832822	66666666154666	
01105187L0GAN	MICHAEL	89832822	888888888113526	
01105188N0SSISE	LAWRENCE	89832822	8888888113526	
0110518960NTHTER	KEITH	89832822	88888888113526	
101105190VALSH	MICHAEL	89832822	88888888888	
81185191DUCHARME	I YNN	89832822	88888888132388	
01105194N0LAN	LYNN	89832822	888888888888888888888888888888888888888	
011051960ULCHTN0S	MARIE	89832822	000000000000000000000000000000000000000	
01105197CORDER0	LAWRENCE	89832822	888888888888	
01105198PARKER	KEITH	89832822	88888888132388	
101105200HAMMANN DEFELEY	I YNN	89832822	88888888888888888	
1105205TOFANT	MARIE	F 89 832 822	88888888888888888	
01105206DEREFAKA	I VNN	89832822	888888888888888888	
1052075192155	KOREN	89832822	00000000132300	
3011052001 ARSON	IVNN	80832822	88888888888888888	
88885976666884295567 8	0000106651065	07002022	18888179082115	
9000307 mmuL 0001234307 0	0000170051705	000000227470200	0000110702115	



If you view the file to be submitted, close it to allow the command to finish.



1.2 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].

Welcome	ance Partner	necticut's new Wage & Ta	x reporting system
New Employer Registration If you are a new employer to CIDOL 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 Agent5 If you are a Third Party Agent Create a TPA Account	Log In User ID I Password (Cease service) Cog In Ecrool User ID Foroot Password Im not a robot
Quick links : <u>Uodate BIA Information</u> Av For Claimant Services, <u>Click her</u> Proze Delev I Daslamer I Accesphälty Belev	dd Federal Identification Number.(FE)	IN) Enroll in SIDES E-Response Qu	©2014The Connectout Department of Labor

Figure 2 The Login Screen for the ReEmployCT web site



Figure 3 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
		Unload Tay	and Wage	Peport File -	Informa	tion Submitted F	av.	
Required Information Subtracted By Required Information								
		1.	First Name					
		2.	Middle Name					
		3.	Last Name					
		4.	 Job Title 					
		5.	* Contact Num	ber _		Ext.		
		6.	E-mail Addres	ss				
							Nexts	

Figure 4 Enter submitted by information

2 • / 2022	2
Yes 🔿 No	
placed with the current file	e being uploaded
Choose File 🕂 Browse	UploadTWRBulk012022.txt
	2

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.
- 4. Select the file to upload.

ADMINS Unified Community Human Resources



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

Figure 6 Confirmation Page prior to submitting the file



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 7 Confirmation number



Figure 8 Select View Results from the Tax & Wage Report menu

RE EMPLOY CT	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 1	fax & Wage Report - File Appeal - Maintain Bank Accounts -
Online Payment + 940 Certification Request + Email SignUp + Audit + File Employer Weekly Certification	n - Shared Work
	TWR-528
X The response to Question 1 is required.	*
View Status of Bulk Tax & Wage F * Required Information	ile
1. " Confirmation Number	2
	Next>
Privacy Policy Disclaimer Accessibility Policy The Connecticut Department of Labor in an equal expectivative employer	©2014-The Connecticut Department of Labor
The connected Department of Loos is an equal opportancy employed.	CT Tax Production 20220730-1801

Figure 9 Enter the confirmation number that was shown (see Figure 7)

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

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