



1 CONNECTICUT UNEMPLOYMENT

"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."



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

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 GABREY KEITH	3,305.65	3,305.65	

The file has the July 2022 format.

Employee ID	Name	Town	Date	Value
S001105105WELLS	KAREN	H09	032022	000000047608
S001105106BELLINGER	MARIE	C09	032022	0000000363754
S001105107KILLMAN	LYNN	G09	032022	0000000381924



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

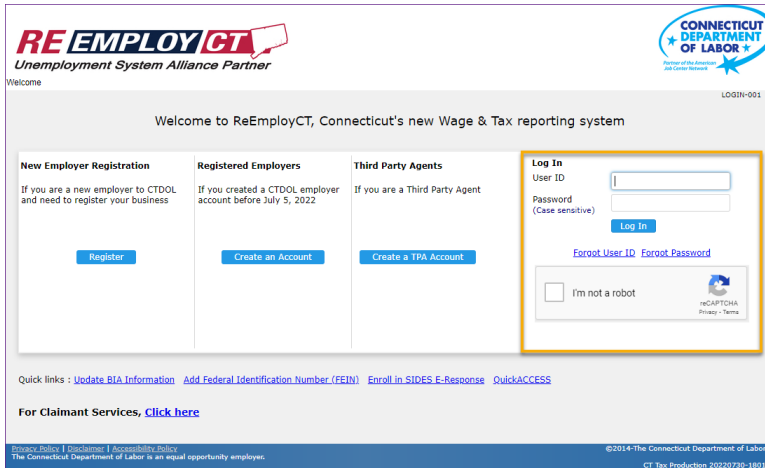


Figure 2 The Login Screen for the ReEmployCT web site



Figure 3 Select “Upload Individual Tax and Wage Report File” from the Tax & Wage Report menu

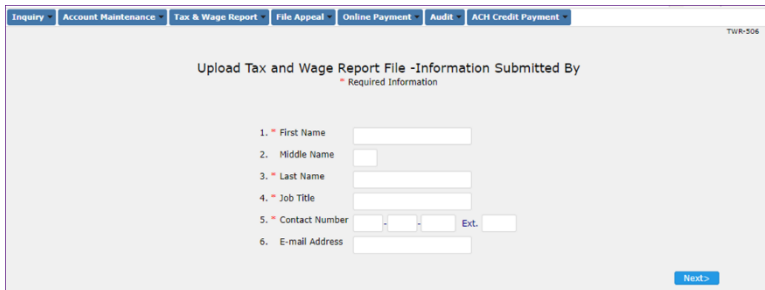


Figure 4 Enter submitted by information

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

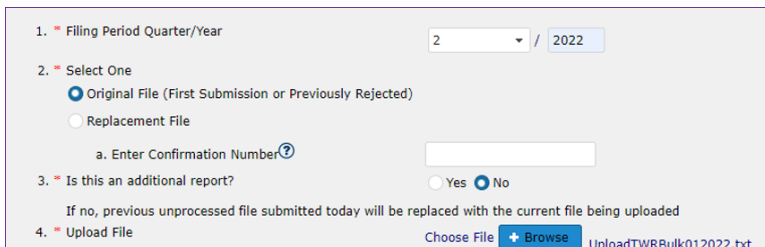


Figure 5 Make selections

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	655,517.80	0.00

Figure 6 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 7 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 8 Select View Results from the Tax & Wage Report menu

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

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

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