

Table of Contents

- UC TAX REPORT SUBMISSION 2**
- REPORT NAVIGATION 4
- EMPLOYER’S REPORT OF WAGES 5
 - Instructions* 6
- EMPLOYER’S CONTRIBUTION REPORT 7
 - Instructions* 7
- UC TAX SUMMARY 8
 - Instructions* 9
- NO WORKERS/NO WAGES 9
- ADDING AND DELETING EMPLOYEES 9
 - Adding Employees* 9
 - Deleting Employees* 10
- OUT-OF-STATE TAXABLE WAGES 10
- FILING YOUR REPORT 11

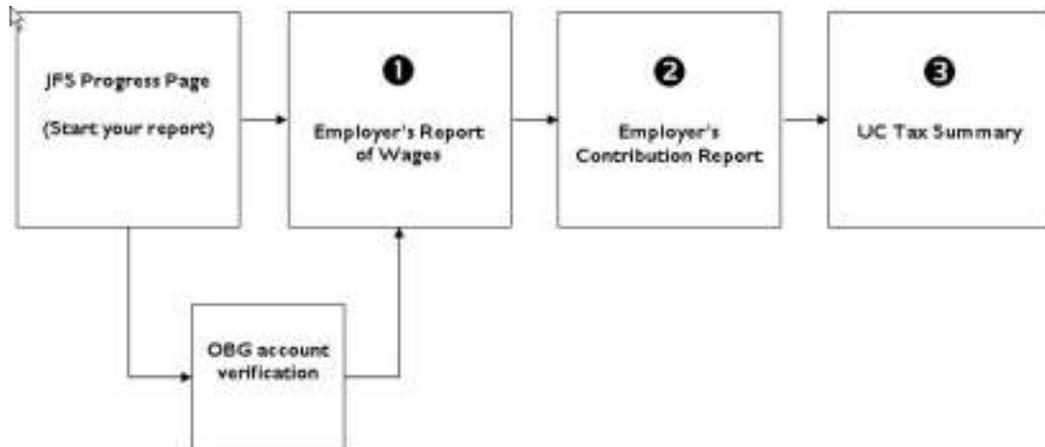
UC Tax Report Submission

To start submission of quarterly UC Tax Report, click the down arrow for the menu and choose the *UC Tax Report* option and click  button.



An instruction splash page will appear, click the  button.

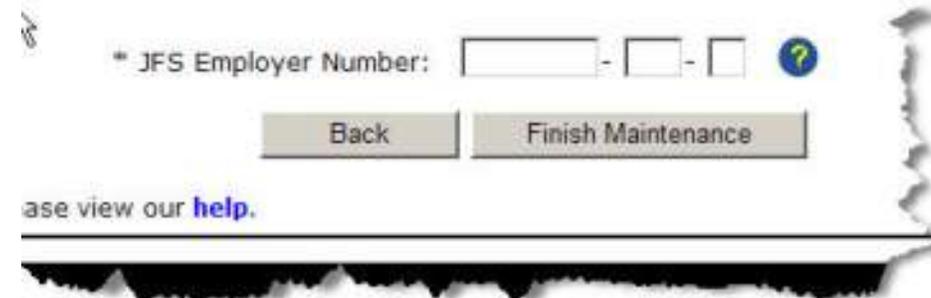
Note to first time users: If this is the first time you have used the on-line JFS report filing system, you will need to confirm your JFS employer number before proceeding. This will only need to be entered the first time you use the new system. Going forward, your JFS employer number will be saved and associated with your company name and FEIN number.



Once you are at the JFS progress page and begin to open a new report, you will receive an error message reading:



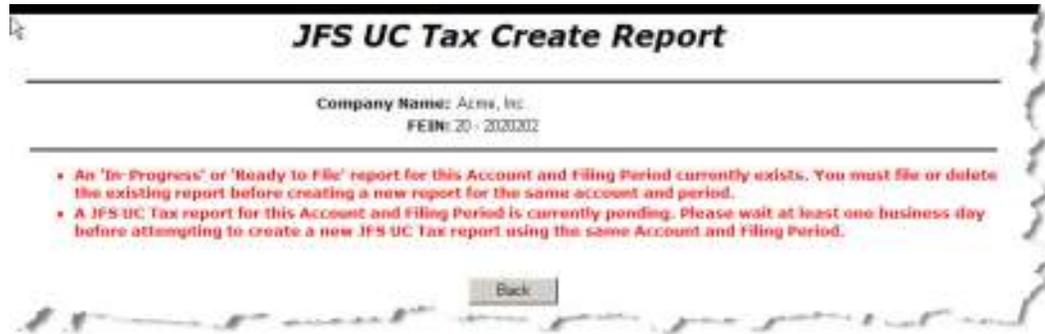
Click the **JFS Profile Maintenance** button. You will be prompted to enter your JFS Employee Number.



Click the **Finish Maintenance** button. You will then be forwarded to a *Confirm Profile Maintenance* screen. Click the **Confirm** button.

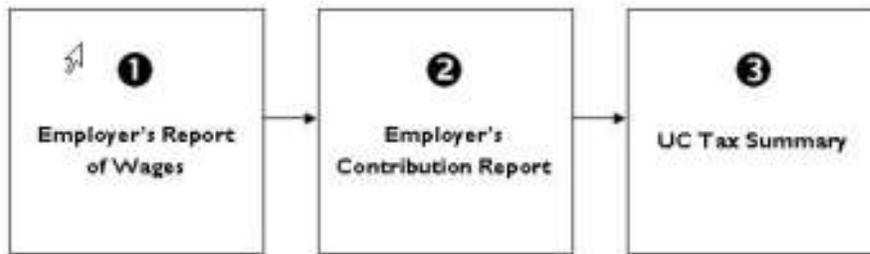
You will then be returned to the first page of your UC Tax Report process, the *Employer's Report of Wages* screen.

Note: Only one report can be created for each filing period. If a report currently exists in the “In Progress” or “Ready to File” fields an error message will provide instructions on next steps.



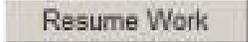
Report Navigation

The report submission process is made of three screens:



Throughout this section, various buttons are listed at the bottom of each screen. These allow you to navigate through the report process, save your work, edit your work and accept and close out your report.

Action	Result
	Returns you to either the previous page you viewed or back to the <i>Ohio Job and Family Services</i> progress page.
	Moves you forward to the next page.
	Saves the information submitted into your report and refreshes your current screen.
	Saves the information submitted into your report and moves you back to the <i>Ohio Job and Family Services</i> progress page.
	Located on the <i>UC Tax Summary</i> screen only, takes you back to the first screen in the report process. (<i>Employer's Report of Wages</i> screen).
	This will close the report you are currently working on and file it into the “Ready to File” report listing.

Note: If at any time you have exited your reporting process, you will be returned to the Ohio Job and Family Services progress page. Simply click on the  button for any report in the "In Progress" report listing and you will be returned to that existing report.

Employer's Report of Wages

When opened, the *Employer's Report of Wages* screen will automatically populate with data from the information JFS associates with the FEIN number and JFS number displayed at the top of the page, information provided in the previous quarter filing.

Employer's Report of Wages

Company Name: Acme, Inc.
FEIN: 33-3030303

Quarter: 2 Year: 2007
Due Date: 2/21/2007

* Denotes a required field

NO WORKERS/NO WAGES  

Paid Wages 	* Employee SSN 	* Employee Last Name 	* First Initial 	* Middle Initial 	Previous Qtr YTD 	* Gross Wages Paid this Qtr 	* No. of Weeks 	Current YTD Total 
<input type="checkbox"/>	222-22-2222	Justice	J		\$500.20	<input type="text" value="0.00"/>	<input type="text" value="0"/>	\$500.20
<input type="checkbox"/>	333-33-3333	Jones	J		\$861.55	<input type="text" value="0.00"/>	<input type="text" value="0"/>	\$861.55
<input type="checkbox"/>	444-44-4444	Wheat	W		\$1,647.64	<input type="text" value="0.00"/>	<input type="text" value="0"/>	\$1,647.64
<input type="checkbox"/>	555-55-5555	Smith	S		\$181.53	<input type="text" value="0.00"/>	<input type="text" value="0"/>	\$181.53
<input type="checkbox"/>	666-66-6666	Dark	D		\$3,411.95	<input type="text" value="0.00"/>	<input type="text" value="0"/>	\$3,411.95
<input type="checkbox"/>	777-77-7777	Adams	A		\$2,721.87	<input type="text" value="0.00"/>	<input type="text" value="0"/>	\$2,721.87
<input type="checkbox"/>	888-88-8888	Ross	R		\$2,407.13	<input type="text" value="0.00"/>	<input type="text" value="0"/>	\$2,407.13
<input type="checkbox"/>	999-99-9999	Jackson	J		\$2,499.98	<input type="text" value="0.00"/>	<input type="text" value="0"/>	\$2,499.98
<input type="checkbox"/>	Totals	8 Employees			\$14,240.94	\$0.00		\$14,240.94

* Employee SSN	* Employee Last Name	* First Initial	* Middle Initial	* Gross Wages Paid this Qtr	* No. of Weeks	<input type="button" value="Add Employee"/> 
<input type="text" value=""/> - <input type="text" value=""/> - <input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value="0.00"/>	<input type="text" value="0"/>	

Grand Total of Gross Wages Paid this Quarter: \$0.00

For information about misspellings or incorrect SSNs, please click this help button 

Please click this link to enter **OUT-OF-STATE TAXABLE WAGES** if applicable to your business. 

If you need assistance with this page, please view our [help](#).

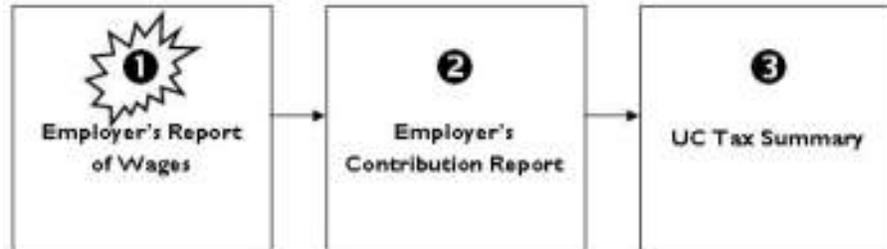
All employee "Paid Wages" check boxes will automatically populate.

Line items with a populated "Paid Wages" field must have the "Gross Wages Pd. This Qtr" and "No. of Weeks" fields populated with the appropriate figures to proceed to the next page.

Unchecking the “Paid Wages” check box for a line item assumes no wages were paid for that employee. All associated fields for each line item unchecked (“Gross Wages Pd. This Str” and “No. of Weeks” fields) need to read “0” to process your report.

Instructions

This report submission process consists of a three page process. The *Employer’s Report of Wages* is the first screen in this three-step process.



Click the checkmark box () for each employee that you are submitting payment for this quarter.

Clicking the or buttons at the top right of the employee list table, will execute this action for all employees with one click.

You are able to sort this table by clicking on the blue highlighted column heading for “[Employee SSN](#)” or “[Employee Last Name](#)”

Fill the appropriate figures in the “Gross Wages Pd. This Qtr” and “No. of Weeks” fields.

Click the button to continue to the *Employer’s Contribution Report*

Employer's Contribution Report

Employer's Contribution Report

Company Name: Acris, Inc.
FEIN: 92-3092929

Quarter: 3 Year: 2007
Due Date: 7/31/2007

* Denotes a required field

JFS Employer Number (10 digits) 1234567890
Contribution Rate (percent) 2.70 %

Month in Quarter	9. Number of Covered Workers
Apr	<input type="text" value="8"/>
May	<input type="text" value="8"/>
Jun	<input type="text" value="8"/>

10. Total Gross Wages Paid: \$

11. Estimated Taxable Wages: (first \$9,000.00 paid for each employee) \$

12. Contribution Due: \$

13. Forfeiture Due: \$

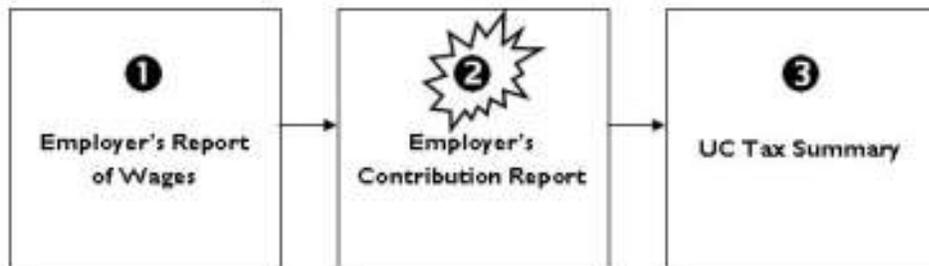
14. Interest Due: \$

15. Total Amount Due: \$

if you need assistance with this page, please view our [help](#).

Instructions

You are now on the second page of this three page process - the *Employer's Contribution Report*.



Fill in the "9. Number of Covered Workers" you are submitting for this quarter's report. This should reflect the same number of employees you provided information for on the previous page.

Click the button to continue to the *UC Tax Summary* page.

UC Tax Summary

UC Tax Summary

Company Name: Acme, Inc
FEIN: 32 - 3232323

Please print and retain for your records. Do NOT mail this summary to ODJFS

JFS Employer Number (10 digits): 1234567890
Contribution Rate (percent): 2.70 %

Employer's Report of Wages

Employee SSN	Employee Name	Previous Qtr YTD	Gross Wages Paid this Qtr	No. of Weeks	Current YTD Total
123 - 12 - 1236	Bono, S	\$309.29	\$3,000.00	3	\$5,509.29
563 - 56 - 5632	Jones, M	\$861.55	\$4,000.00	3	\$4,861.55
642 - 56 - 5632	Signs, B	\$1,647.64	\$3,000.00	3	\$4,647.64
258 - 56 - 5632	White, M	\$181.53	\$2,000.00	3	\$2,181.53
789 - 89 - 7896	Selby, S	\$3,411.95	\$3,000.00	3	\$6,411.95
222 - 55 - 9696	Treman, R	\$2,721.87	\$4,000.00	3	\$6,721.87
365 - 65 - 6688	Waves, K	\$2,407.13	\$5,000.00	3	\$7,407.13
456 - 45 - 4564	Bradley, B	\$2,499.98	\$5,000.00	3	\$7,499.98
Totals:		\$14,240.94	\$31,000.00	--	\$45,240.94

Grand Total of Gross Wages Paid this Quarter: \$31,000.00

Out-of-State Taxable Wages

You did not report any Out-of-State Taxable Wages

Employer's Contribution Report

Month in Quarter	9. Number of Covered Workers
Apr	0
May	0
Jun	0

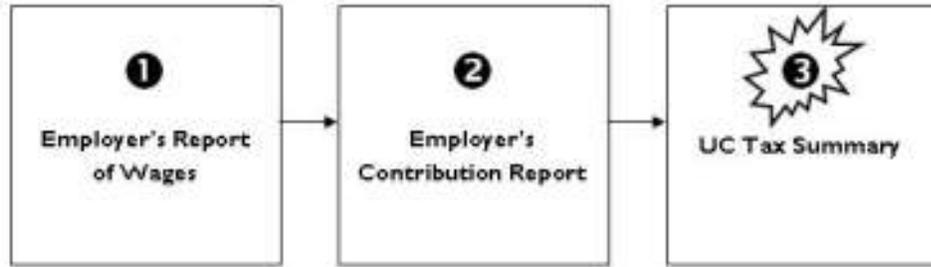
- 10. Total Gross Wages Paid: \$ 31,000.00
- 11. Estimated Taxable Wages: \$ 31,000.00
- 12. Contribution Due: \$ 837.00
- 13. Forfeiture Due: \$ 77.50
- 14. Interest Due: \$ 10.67
- 15. Total Amount Due: \$ 925.17

Responsible Party (First and Last Name): Lowe, Marcia
Job Title: Partner
Submitted Date: (N/A)

Need assistance with this page, please view our [help](#).

Instructions

You are now on the third and last page of this three page process - the *UC Tax Summary*.



Review this page to be sure the information you have submitted is correct.

If the information is not correct and changes need to be made, click the



button. This will return you to the *Employer's Report of Wages* page (the first page in the report submitting process).

No Workers/No Wages

In the case that you do not have any employees or wages paid to report in one quarter, simply check mark the “No Workers/No Wages” check box at the top left hand corner of the employee list table. The employee you have unchecked to remove need to have their “Gross Wages Pd. This Qtr” and “No. of Weeks” fields blank, as well.

NO WORKERS/NO WAGES ?

?

<input type="checkbox"/> Paid Wages ?	*Employee SSN ?	*Employee Last Name ?	*First Initial	*Middle Initial	*Previous Qtr YTD ?	*Gross Wages Paid this Qtr ?	*No. of Weeks ?	*Current YTD Total ?
<input type="checkbox"/>	452 - 25 - 2545	Hawkins	S	H	\$509.29	\$		\$509.29
<input type="checkbox"/>	665 - 52 - 6565	Yates	A	N	\$861.55	\$		\$861.55

Adding and Deleting Employees

Adding Employees

To add an employee not listed on the *Employer's Report of Wages* employee list:

Simply fill out the appropriate fields in the Add Employee table and click



*Employee SSN	*Employee Last Name	*First Initial	*Middle Initial	*Gross Wages Paid this Qtr	*No. of Weeks	<input type="button" value="Add Employee"/> ?
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	0	

Deleting Employees

To remove an employee from your list on the *Employer's Report of Wages* employee list: Make sure the employee you want to remove from the existing list is unchecked in the "Paid Wages" column, in addition to leaving the associated fields for the "Gross Wages Pd. This Qtr" and "No. of Weeks" fields blank. This will remove them from your current report and any report going forward.

Paid Wages	Employee SSN	Employee Last Name	First Initial	Middle Initial	Previous Qtr YTD	Gross Wages Paid this Qtr	No. of Weeks	Current YTD Total
<input checked="" type="checkbox"/>	326 - 85 - 8503	Anderson	A	M	\$500.00	\$000.00	5	\$5,509.29
<input type="checkbox"/>	889 - 96 - 3682	Shields	A	N	\$261.35			\$861.55
<input checked="" type="checkbox"/>	526 - 96 - 9862	Winn	L		\$1,647.34	\$000.00	5	\$4,647.67

Out-Of-State Taxable Wages

If you have employees that need out-of-state taxable wages reported, click the link ["OUT-OF-STATE TAXABLE WAGES"](#) at the bottom of the *Employer's Report of Wages* screen.



This will bring you to the Out-of-Wages Taxable Wages screen.

Out-of-State Taxable Wages

Company Name: Acme, Inc.
FEIN: 20 - 2303230

Quarter: 2 Year: 2007
Due Date: 7/31/2007

Employee SSN	Employee Name	YTD Out-of-State Taxable Wages	Current Quarter Out-of-State Taxable Wages
395 - 55 - 8844	Mist, Sierra	\$0.00	\$0.00
Totals		\$0.00	\$0.00

Back Save & Exit **Next**

Fill in the appropriate fields and click the **Next** button.

Note: If you are reporting out-of-state taxable wages for any employees, your UC Tax Summary will include your normal reporting table for all employees' reportable wages and an additional table for the out-of-state taxable wages.

UC Tax Summary

Company Name: Acme, Inc
FEIN: 25 - 2031245

Please print and retain for your records. Do NOT mail this summary to ODJFS

JFS Employer Number (10 digits) 1234567 - 12 -1
Contribution Rate (percent): 2.70 %

→ **Employer's Report of Wages**

Employee SSN	Employee Name	Previous Qtr YTD	Gross Wages Paid this Qtr	No. of Weeks	Current YTD Total
356 - 55 - 6654	Mist, Sierra	\$309.29	\$5,000.00	5	\$5,309.29
Totals:		\$509.29	\$5,000.00	--	\$5,509.29

Grand Total of Gross Wages Paid this Quarter: \$5,000.00

→ **Out-of-State Taxable Wages**

Employee SSN	Employee Name	YTD DOS Taxable Wages	Current Quarter DOS Taxable Wages
356 - 55 - 6654	Mist, Sierra	\$75.00	\$25.00
Totals:		\$75.00	\$25.00

Employer's Contribution Report

Month in Quarter	9. Number of Covered Workers
Apr	1

Filing Your Report

The button on the last page of the report process (*UC Tax Summary* screen) will close your existing report and place it as a "Ready To File" report on the *Ohio Job and Family Services* progress page. Your report will be viewable and editable after it has changed status from "In Progress" to "Ready to File".