

**Quarterly Wage Reporting System  
QWRS**

**Visual Basic Version 3.1.0**

**User's Manual**

STATE OF HAWAII  
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS  
UNEMPLOYMENT INSURANCE DIVISION

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## Table of Contents

Introduction .....	1
System Requirements.....	2
Installation and Setup.....	3
Installation .....	3
CD-ROM .....	3
Internet.....	3
Onscreen Installation Instructions.....	3
Onscreen Setup Instructions .....	4
QWRS Setup Window .....	4
Selecting a File Destination .....	5
Selecting a Filing Type .....	5
Service Company Setup (Multiple Filer) .....	5
Transmittal Report Alpha Order.....	5
Data and Transmit Directory.....	5
Add Desktop Shortcut.....	6
Text Size .....	6
OK Button .....	6
Where to Start with QWRS Program .....	6
Importing Wages from Old QWR DOS Program.....	6
Importing Quarter from an Excel Spreadsheet.....	7
Creating a New Employer Database.....	8
Starting QWRS Mid-Year .....	8
Import data from old QWR program .....	8
Import Quarter from Excel Spreadsheet.....	8
New or Existing Employer Database .....	8
Opening an Existing Employer Database.....	8
Saving an Employer Database.....	8
Saving As .....	9
Entering Employer Information.....	9
New Employer Account .....	9
Import from old QWR DOS program.....	9
Changing Employer Information.....	9
Entering Wage Data.....	10
Entering Employee Information - SSAN, Name, Wages.....	10
Adding an Employee.....	10
Correcting an existing employee record .....	11

Delete/Undelete an employee record .....	11
Missing or Duplicate Social Security Numbers .....	11
Sort Order-Employee.....	11
Starting a New Year or New Quarter .....	11
Start New Year .....	11
Start New Quarter.....	11
Preparing to Transmit Quarterly Wage Report, Contribution and E&T Assessment Report and Make Payment .....	12
Transmitting for Single Filers.....	12
Internet Filing .....	12
Diskette Filing .....	13
CD Filing .....	14
Mailing CD or Diskette .....	14
Mailing Form UC-B6 and Payment.....	14
Hand Deliver .....	14
Transmitting for Multiple Employer Reporting .....	15
Internet Filing .....	15
Diskette Filing .....	16
CD Filing .....	17
Mailing CD or Diskette .....	17
Mailing Form UC-B6 and Payment.....	17
Hand Deliver .....	18
Reports and Worksheets.....	18
Form UC-B6 .....	18
Worksheets.....	18
Contribution Worksheet .....	18
Excess Wage Worksheet.....	19
Wage Record Worksheet.....	19
Clean Up Files.....	19
Purge Year .....	19
Amending Reports .....	19
Mailing Amended CD or Diskette.....	20
Mailing Amended Form UC-B6 and Payment .....	20
Hand Deliver .....	20
No Payroll Reports .....	20
Start Menu.....	21
Handbook for Employer.....	21

QWRS Icon.....	21
QWRS on the Web.....	21
QWRS Uninstall.....	21
QWRS Information .....	21
QWRS User's Manual .....	21
Help .....	21
External Label.....	21
Handbook for Employers.....	21
Mailing Addresses .....	21
User's Manual.....	21
Glossary .....	22

## Introduction

The Quarterly Wage Reporting System (QWRS) provides employers with an efficient and easy-to-use software program. The program allows a single employer and accountants or service providers with multiple employer accounts to file Quarterly Wage Reports and Quarterly Contribution and E&T Assessments Report via the Internet, CD or diskette. Payment can be made on-line or by mail.

The program provides the following improvements:

- Replacement for the QWR DOS based wage data program
- Electronic filing for the Quarterly Contribution and E&T Assessment Report (Form UC-B6)
- Electronic filing of the Quarterly Wage Report (employee wage detail)
- Optional payment of contributions with Electronic Funds Transfer (EFT)
- Improved Import capabilities
- Calculates Contributions and E&T Assessment due
- Calculates Total, Taxable and Excess wages
- QWRS eliminates the need to send paper documents

QWRS can maintain more than one employer database with several records (years) in each database. You can use the File Menu options to open a database, create a new database, import data from the old QWR program or import data from an Excel Spreadsheet.

Authorized employer representatives such as Service Bureaus, Accounting Practitioners and Parent Companies, can use the QWRS program to report for multiple employers via Internet, CD or diskette.

To file by Internet, you must obtain a Username and Password on the Hawaii Unemployment Insurance (HUI) Express website at: <http://hui.ehawaii.gov> and click on "Create an eHawaii.gov portal account."

The following pages explain how to use the program. Questions concerning this guide and other types of electronic media reporting may be directed to:

Employer Services Section  
Phone: (808) 586-8982 or (808) 586-8915  
Email: [dlir.ui.qwrs@hawaii.gov](mailto:dlir.ui.qwrs@hawaii.gov)

Neighbor Island toll-free connection  
Kauai – 274-3141 ext. 6-8982  
Maui – 984-2400 ext. 6-8982  
Hawaii – 974-4000 ext. 6-8982

7:45 a.m. to 4:30 p.m.  
Except Weekends and Holidays

## **System Requirements**

- A Microsoft Windows compatible PC with a Pentium processor, recommended 200 MHz or faster
- Windows 95 or above with latest service packs applied
- 256 MB of RAM
- 20 MB of free hard disk space
- Internet access to take advantage of submitting reports and payment online or CD-R or diskette if not Internet filing
- Recommend resolution of 800 x 600 or higher

# Installation and Setup

## Installation

You must uninstall QWRS VB Version 2.0.0 to 2.1.1 before you install this version. To uninstall, go to your Windows Desktop and select Start, Settings, Control Panel, Add/Remove Programs, select QWRS, click on Add/Remove button. Only the QWRS program is removed. The employer database, transmit and work files will remain in their respective directories and your filing preferences will be saved. Follow the Onscreen Installation Instructions and then continue to QWR Setup Window.

If you have the old QWR DOS diskette program, do **not** uninstall the old program.

For network installation, the administrator logs on and installs the program. Once installed, the administrator logs off and the user logs on to complete the setup instructions. This allows the user to have rights to the directories that will be created for the QWRS files. All Users must have the program installed on their remote site. The program can be used by only one user at a time therefore; it is recommended the program be saved on each user's remote site and not the network drive. The QWRS directories can be shared on the network drive.

Before proceeding, we recommend that you close any applications you may be running. Begin at the Windows desktop:

### CD-ROM

Insert the QWRS Version 3.0.0 CD into your CD drive and then follow the onscreen QWRS Installation instructions. If the program doesn't start automatically, click on Start, Run, Browse and select the drive where the QWRS CD-ROM is located to run the program. Click on the install.exe file, click open, and then ok. Follow the onscreen QWRS Installation instructions.

### Internet

Download the QWRS program from the Department of Labor and Industrial Relations' (DLIR) website at: <http://hawaii.gov/labor/ui>. Follow the download instructions to run the install.exe file.

### Onscreen Installation Instructions

Welcome to the QWRS Setup Wizard. Click **Next** to continue installation or **Cancel** to exit. You may click **Cancel** to exit installation and return at another time to complete installation.

Select the destination location for the QWRS program. The default is C:\Program Files\QWRS or click on **Browse** to select a different folder. Click **Next** to continue.

Select a Start Menu folder to create a shortcut on the Start Menu folder. The default folder is QWRS or click on **Browse** to select a different folder. Click **Next** to continue.

Select Additional Tasks to create shortcut icons. Click **Next** to continue.

Setup is now ready to begin installing QWRS on your computer. Click **Install** to continue with the installation or click **Back** if you want to review or change any settings.

Once you have completed the QWRS Setup, check Launch QWRS to automatically start QWRS. Click **Finish** to exit Setup.

## Onscreen Setup Instructions

If the program doesn't automatically launch, click the **Start** button on the taskbar and choose **All Programs**. Click on the Program Group name that was created during the installation process. The default is **QWRS**. Click on the **QWRS** menu item to start the program.

A series of questions will appear to set your filing preferences. These preferences can be changed at any time.

"Will you be submitting the Quarterly Wage Report and Quarterly Contribution and E&T Assessment Report via the Internet?" Click **YES** to file by Internet. Click **NO** to file via CD or diskette.

"Will you be submitting the Quarterly Wage Report and Quarterly Contribution and E&T Assessment Report for a single company?" Click **YES** for single employer reporting. Click **NO** for multiple employer reporting (Service Bureaus, Parent Companies, Accounting Practitioners, etc.)

The QWRS Directory Setup box appears. Select a disk drive where you want the QWRS Data, Transmit and Work directories to be located. The directories store the employer databases, transmit files and work files. The directories can be saved on a network drive to share the files.

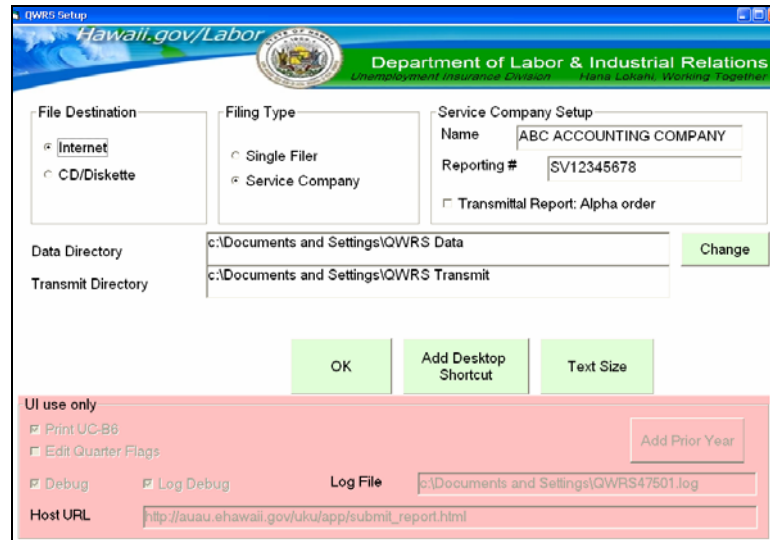
In the Setup type box, check Standard or Custom setup. Standard setup will create the directories on the root drive by selecting the appropriate drive. Custom setup allows you to select a drive and path where the directories will be located. Custom setup also allows you to create a new folder by entering the folder name and clicking on **Create New Folder** button. View the "Location to create QWRS directories" box before clicking on the **Create Directories** button.

If you chose to be a multiple employer filer, you will be reminded to fill-in your Service Company name and Reporting number. Apply on-line for Internet filing and obtain a multiple filer reporting number at: <http://hui.ehawaii.gov> or contact the Employer Services Section of the Unemployment Insurance (UI) Division office nearest you for an application to obtain a multiple filer reporting number. Click **OK** to continue. The QWRS Setup Window will open.

## QWRS Setup Window

QWRS Setup window is used to change filing preferences. The first time the QWRS program runs, the QWRS Setup window will open. Changes can be made at anytime by selecting **File** and then **Setup** from the Main QWRS screen.





### Selecting a File Destination

Choose **Internet** if you want to send the Quarterly Wage Report and Quarterly Contribution and E&T Assessment Report and make payment via the Hawaii Unemployment Insurance (HUI) Express website. Choose **CD/Diskette** if you want to send the Quarterly Wage Report on a CD or diskette and mail your Form UC-B6, "Employer's Quarterly Wage, Contribution and Employment and Training Assessment Report" printed from the QWRS program along with payment.

### Selecting a Filing Type

Choose **Single Filer** to report one employer. Choose **Service Company** for multiple employer reporting.

### Service Company Setup (Multiple Filer)

If you chose Service Company, you will need to enter your Service Company Name and Reporting Number. Apply on-line for Internet filing and obtain a multiple filer reporting number at: <http://hui.ehawaii.gov> or contact the Employer Services Section of the UI Division office nearest you for an application to obtain a multiple filer reporting number.

### Transmittal Report Alpha Order

The Transmittal Report is created for Service Companies to accompany the CD or diskette. Check this box to sort the report by employer name or uncheck to sort by employer account number. The report lists employer name, account number, employee count, total wages, contributions due, E&T Assessment due and a total due amount for each employer. A grand total for total wages, contributions due and E&T Assessment due is also displayed. See Attachment 2.

### Data and Transmit Directory

If you want to change the QWRS Data, Transmit and Work directories to another location, use the **Change** directory button and select the drive and path. The directories can be located on a network drive to share files. It is recommended to choose a hard drive or network drive. The Data Directory is where the employer database is saved. The program automatically saves a copy of the file that will be submitted to Hawaii Unemployment Insurance via Internet, CD or diskette in the QWRS Transmit directory. The Work directory contains files used in creating the transmit file.

### Add Desktop Shortcut

Use the **Add Desktop Shortcut** button to create a shortcut on your desktop for easy access to the program.

### Text Size

Click on the **Text Size** button to change the text size on the QWRs program. Default text size is 10.

### OK Button

Click the **OK** button to save changes and return to the Main QWRs screen. The first time the QWRs program runs, the Introduction screen will appear for a few seconds and take you to the Main QWRs window. You are now ready to begin!

## Where to Start with QWRs Program

### Importing Wages from Old QWR DOS Program

Users of the old QWR DOS diskette program can transfer the employer and employee wage information from the old program into the new program using this feature. Importing from the old QWR DOS program creates a new employer record and imports the employee information into the new program thus eliminating the need to retype the information.

Begin by selecting **File** from the menu bar. Then select **Import data from old QWR program** from the task bar. Locate the old QWR wage journal file used by the old QWR program. Choose the most current employer journal file to import. Click **Open** to populate the Main QWRs screen. The file imported should be the most current year/quarter available for the employer. Import the wage journal file, i.e.: 'WAGES' or the filename you created for the employer from the old QWR program. Do **not** import the files transmitted to UI, i.e.: L654321L.001.

After the import is completed you will be prompted to fill in the appropriate E&T rate for the year imported. Click **OK** to open the **Employer Information** window. Update the E&T Rate for the year specified. You can make changes to the employer information. Click **Save** to keep changes and then click **Close** to return to Main QWRs screen. The year specified is based on the year that is imported from the OLD QWR program and cannot be changed. To start another year, see the section titled 'Start

New Quarter' to add another year to the record. Repeat this process for each employer file you wish to import.

## Importing Quarter from an Excel Spreadsheet

Create an Excel spreadsheet with the detailed employee wage data for a specified quarter to import into the QWRS program. See Attachment 1 for the Excel spreadsheet format.

Begin by creating a new QWRS database or opening an existing database. Select the Year and Quarter to accept the import. Select **File** from the menu bar and then select **Import Quarter Wages** to locate the Excel spreadsheet to be imported. Click on the Excel spreadsheet to be imported and select **Open**. The Import Quarter year/quarter box opens with the path and name of import file. Verify that you are in the correct year/quarter and have selected the correct Excel spreadsheet. If this is accurate, click **Yes** to continue. If not, click **No** to return to the Main QWRS screen to select the correct year/quarter and or Excel spreadsheet.

If you select **Yes**, the Import Step 1 box opens. Select the columns that correspond with the Social Security Number (SSN), Name and Wage columns on your spreadsheet by using the drop down boxes. Then click the **Check** button to validate the wage data. If there is invalid data, a message will appear in the Status column. The following are possible reasons for invalid information:

SSN:	Invalid SSN.	Column not number formatted or not 9 digits.
Name:	Invalid Name.	Name contains invalid characters such as "" () * or column not text formatted.
Wage:	Invalid Wages.	Wages are negative or column not number formatted.

Once all the data has been checked and errors found, scroll down the list to view the errors. Select **Cancel** to return to the QWRS Main screen. To change the invalid data go to the Excel spreadsheet to make changes. Then return to the Main QWRS page to Import Quarter.

If wages already exist in the year/quarter that you are trying to import to, a message will prompt you to click on the **OK** button to delete the wages on QWRS file before importing Excel wages or click on the **Cancel** button to quit import.

If the data is valid, an "OK" message appears in the Status column and the **Process** button will be highlighted. Click the **Process** button to import the employee data to the QWRS database.

If a duplicate Social Security Number (SSN) is detected while importing, only the wages for the SSN listed first on your Excel spreadsheet will be imported to the QWRS database. The second SSN will be ignored and a "Failed" message will be displayed in the Status column. At the completion of the import process, you will be prompted to view the "Status" button for any failed records. Be sure to document the SSN and name of the failed record before returning to the Main QWRS page. Once you are back at the Main QWRS page, click on the **Update Employee Data** button to update the failed employee's record with the accurate wages.

When the import is complete, the **Completed** button will be highlighted. Click on the **Completed** button to return to the QWRS Main page. Update any failed records and then Click on the **Prepare Transmit File** button. Refer to "Preparing to Transmit Quarterly Wage Report, Contribution and E&T Assessment Report and Make Payment."

## Creating a New Employer Database

Use this feature to create a new employer database. For users of the old QWR version, do **not** create a new database. Refer to “Importing Wages from Old QWR DOS Program.”

At the Main QWRS window, select **File**, then **New**. The **Create a New Wage Journal Database** box opens. In the File name box enter the name of file (i.e.: employer name) and press **Save**. Your database will be created and saved in the QWRS Data directory. The **Employer information** window will open to enter the employer data. Refer to “Entering Employer Information.”

## Starting QWRS Mid-Year

Employee wage information for each quarter of the calendar year must be posted to the QWRS program to ensure that Excess Wages are calculated correctly and the Contributions Due is correct. If starting later in the year, you must enter the prior quarters.

### Import data from old QWR program

Import the file that includes the last quarter filed for any one calendar year. If 3<sup>rd</sup> quarter is the current quarter, import the old QWR DOS file that has 1<sup>st</sup> and 2<sup>nd</sup> quarter wage data.

### Import Quarter from Excel Spreadsheet

Import all prior quarters for the calendar year. If 3<sup>rd</sup> quarter is the current, use Import Quarter to import the wages for 1<sup>st</sup>, 2<sup>nd</sup> quarter and then import 3<sup>rd</sup> quarter.

### New or Existing Employer Database

Manually enter the employee wage information for each prior quarter. Refer to “Entering Employee Information.”

## Opening an Existing Employer Database

At the Main QWRS window, select **File** from the menu bar then select **Open**. The Open an existing Wage Journal Database box opens. In the Look in box, select the QWRS Data directory and then select the file to be opened. The file must be located in the QWRS Data Directory and have an “.mdb” extension. Click **Open** to populate the Main QWRS window. The file will be saved in the same directory that it was opened from or use Save As to save in a different QWRS Data directory.

## Saving an Employer Database

At the Main QWRS window, select **File** from the menu bar then select **Save**. The file is saved in the QWRS Data directory.

## Saving As

At the Main QWRS window, select **File** from the menu bar then select **Save As**. The Save as a New Wage Journal Database box opens. Use the down arrow to open the Save in box and select a QWRS Data directory where the file will be saved to.

## Entering Employer Information

Employer

UI Account Number: 0001234567

Federal Employer Id No.: 991234567

Company Name: User's Manual

Street: 830 Punchbowl Street

City: Honolulu

State Code: HI

Zip Code: 96813

Foreign Post Code: Quarter 1:

Tax Year: 2006 Quarter 2:

UI Tax Rate (%): 2.40 Quarter 3:

Wage Base: 34000.00 Quarter 4:

E&T Tax Rate (%): 0.01  Record Changed

Please enter your 10 digit Unemployment Insurance Account Number.

Save Close

Record: 0

## New Employer Account

When creating a new employer account, this window will open to enter the employer information. Enter the UI account number, which is the 10-digit number, assigned by UI. Enter your nine-digit Federal Employer Identification Number (FEIN), company name, address, city, state and zip code must also be entered. Enter the year for which you will begin reporting wages using the QWRS program and the UI contribution rate, wage base and the E&T assessment rate for the specified year.

## Import from old QWR DOS program

If employer information is imported from the old QWR DOS program, the employer record is imported in the Employer Information window. Check the accuracy of the employer information and update any fields. Be sure to enter the E&T assessment rate for the specified year.

## Changing Employer Information

At anytime, changes may be made to the employer record. When changing employer information, you must first select the year you wish to change by selecting the year to update from the drop down box on the Main QWRS page. Select **Edit** from the menu bar, and then

select **Employer Information** to update the employer information. Changes made will be reflected only in the year selected.

After entering the employer data, click the **Save** button. If information is missing or in error, a message box will prompt you to make changes before the employer record can be saved. Once the record has been successfully saved, click **Close** to return to the Main QWRS window.

## Entering Wage Data

### Entering Employee Information - SSAN, Name, Wages

First, open an employer file or create a new employer file then select the year and quarter you wish to add, delete or update employee information. Use the drop down boxes on the Main QWRS screen to select the appropriate year and quarter. Then click on the **Update Employee Data** button. The employee information box for the specified year/quarter opens.

Seq. No.	SSAN	Name (Last, First MI)	Wages
	575-11-4444	KEALOHA, ANN	\$15,486.25
	575-11-1111	KEALOHA, RON	\$35,000.00
	575-11-2222	SMITH, JOHN A.	\$18,664.00
	575-11-3333	SMITH, MARY J.	\$17,500.00

Buttons: Go to the last line to Add, Undelete, Delete, Update, Close

Record 1

### Adding an Employee

To add an employee, go to an empty line or click on **Go to the last line to Add** button. The cursor will move to the next available line. Enter the sequence number (optional), 9-digit SSAN, last name, first name and gross wages paid to each employee during the quarter. Sequence number is an optional field for employers to identify their employee's (i.e.: department or division numbers or employee identification number). The program sorts employees by sequence number, name or SSN based on the sort order selected. See Sort Order-Employee section.

Field Name	Description
Seq. No.	Sequence number is optional (Alpha/Numeric, up to 15 digits)
SSAN	Social Security Administration Number (9 digits) with or without hyphens. For example: 555228888 or 555-22-8888
Name	Name of employee- Last, First, MI (up to 30 characters). Omit titles: Mr., Mrs., MD, and CPA



the wages are set to zero. Click on the **Update Employee Data** button to enter wages for the new quarter.

Note: Clicking on **Start New Quarter** button will enable the next unopened quarter. To avoid opening new quarters, use the Year and Quarter drop down boxes to determine the last quarter opened before clicking on **Start New Quarter**.

## **Preparing to Transmit Quarterly Wage Report, Contribution and E&T Assessment Report and Make Payment**

There are 3 essential steps to complete the sending of reports and payment to UI. First, send the Quarterly Wage Report which includes the employee wage detail. The second step is to send the Contribution and E&T Assessment Report which includes the Total, Excess and Taxable Wages, Contributions and E&T Assessment Due. The third step is to make payment. All 3 steps can be completed on-line to eliminate sending paper documents.

### **Transmitting for Single Filers**

Once the wage data has been entered for the quarter the file must be prepared to be transmitted. This prepares the files to be sent via Internet, CD or diskette. Click the **Prepare Transmit File** button or select **File** from the menu bar and then select **Prepare Transmit File**, to prepare the Quarterly Wage Report file and Quarterly Contribution and E&T Assessment Report for transmittal. A box appears requesting the user to enter the number covered workers for each month of the quarter. Click **OK** to continue.

The **Number of Covered Workers** box appears. Enter the number of covered workers in the pay period including the 12<sup>th</sup> day of each month. Enter any adjustments in the Overpayment or Penalty and Interest fields, if any. Enter the name, title and phone number of the individual certifying Form UC-B6 and enter a date. Press **Confirm**. Form UC-B6 will be printed. The **Transmit file was created successfully (with # of employees)** confirmation box will appear. Click **OK** to continue. The QWRS program automatically saves a copy of the transmit files in the QWRS Transmit directory.

**Caution: Printing Form UC-B6 does not automatically send the reports unless you follow and complete the instructions in the “Preparing to Transmit Quarterly Wage Report, Contribution and E&T Assessment Report and Make Payment” section.**

### **Internet Filing**

The QWRS program automatically opens the Hawaii Unemployment Insurance (HUI) Express website. A warning message appears: “To complete the filing process, you are being directed to <http://hui.ehawaii.gov> to file your Wage Report, Contribution and E&T Assessment Report and pay your contributions online.” Click **OK**. The “Do you have a Hawaii Unemployment Insurance (HUI) Express account?” page opens. Select **Yes**. The HUI Express login page opens. Enter your Username and Password. You will be directed to the Submit Wage Report page. Click on the **Browse** button to locate the file to be submitted. The Choose file box opens. Locate the QWRS Transmit directory. The directory can be located by opening the QWRS program and clicking on **File**, then **Setup** to verify the location of the directory. The filename is the 10-digit employer account number followed by the year and quarter (1234567890\_2006\_Q1.zip). Double click on the file to be submitted. The directory and filename are populated in the File box. Click on **Submit Wage Report** button to send. **The file has been sent if you receive a successfully transmitted message.** An email will be sent to confirm receipt of the submitted wage file.

Next, you will be prompted, “Do you want to submit your Quarterly Contribution and E&T Assessment Report?” If you select to send your report online, you will be directed to the Upload



Quarterly Contribution and E&T Assessment Report page. Click the **Browse** button to locate the file to be submitted. The Choose file box opens. Locate the QWRS Transmit directory. The directory location can be found by opening the QWRS program and clicking on **File**, then **Setup** to verify the location of the directory where the transmit files are saved. Double click on the file to be submitted. The filename is the 10-digit employer account number followed by the year and quarter (1234567890\_2006\_Q1.tax). The directory and filename are populated in the File box. Click on **Upload File** button. An email will be sent to confirm receipt of the uploaded contribution file.

Next, the Submit Contribution Report(s) (UC-B6) page opens. This page is used to preview the contribution data **and** submit the report. Your payment can also be made from this page. A summary of the contribution report is displayed. To preview the contribution data details, click on the magnifying glass symbol and the Contribution Data page will open. Click on the **Back** button to return to the Submit Contribution Report(s) (UC-B6) page.

Click on the checkbox to the left of your account number to submit your UC-B6 and/or make payment. Enter the remittance amount for the account selected. Enter 0.00 if not making payment. Click on the **Submit** button to continue. If no payment is being made, the Thank you page opens and summarizes the reports that were successfully transmitted. An email will be sent to confirm receipt of the submitted contribution file.

If making payment, the Submit Payment page opens with a summary of the report(s) being filed and remittance amount. To change the remittance amount or account selected, click on the **Back** button. Select payment type (eCheck or Credit Card). Click **Make Payment** button. The Payment Method box opens. Update your email address and click **Continue**. The Payment Information box opens. Enter the payment information and then click on **Confirm**. The Confirmation page opens. Use the **Back** button to make changes. Click on the **Pay Now** button to make payment. The Receipt for Online Transaction box opens. Please print a copy for your records. An email confirmation will be sent to confirm receipt of payment. Click on **Continue** and the Thank You page opens and summarizes the reports and payments that were successfully transmitted. If you have more reports to submit, click on **Submit** to submit more contribution reports.

The Contribution and E&T Assessment Report file and payment have been sent if you receive a successfully transmitted message at the Thank You page. An email will be sent to confirm receipt of the submitted contribution file. Your HUI Express account maintains a copy of reports and payments made online. Go to View History to view your online activity.

If you chose not to submit your Contribution and E&T Assessment Report on-line, you must mail the Form UC-B6, Quarterly Wage, Contribution and Employment and Training Assessment Report which was printed by the QWRS VB Program with your Contribution Payment. Failure to submit Form UC-B6 and payment will result in an assessment of penalty and/or interest.

If you do not have a HUI Express account, select **No**. The Welcome to the Hawaii Unemployment Insurance (HU) Express page opens. Click on **Create an eHawaii.gov portal account** to obtain a Username and Password. Follow the onscreen instructions to create your account. **Once your online account has been approved by UI, you must return to the QWRS program to send the Quarterly Wage Report, Contribution and E&T Assessment Report and make payment.**

#### Diskette Filing

If filing on diskette, the **Copy Transmit file to electronic media** box will appear. Insert the blank diskette into the drive and select the appropriate drive for the diskette. Click on the **Copy** button to copy Quarterly Wage Report to the diskette. If you receive the **Wage Files copied successfully** box; your diskette is ready to be mailed to the UI Division. Mail Form UC-

B6, Quarterly Wage, Contribution and E&T Assessment Report printed by the QWRS program along with payment. The QWRS program automatically saves a copy of the transmit file in the QWRS Transmit directory.

Your diskette should have an external label titled "QWRS VB PROGRAM" and include the employer's name, account number, quarter end date and contact name and phone number.

#### CD Filing

For CD filing you must use your own copying program to copy the files to a CD. The QWRS program automatically saves a copy of the transmit file in the QWRS Transmit directory. Open the QWRS Transmit directory and copy the Quarterly Wage Report file to your CD. The Quarterly Wage Report file format is the 10-digit employer account number followed by the year and quarter (1234567890\_2006\_Q1.zip). The QWRS Transmit directory can be located by opening the QWRS program and clicking on **File**, then **Setup** to verify the location of the directory. Once you have copied the file to your CD, mail to the UI Division. Mail the Form UC-B6, Quarterly Wage, Contribution and E&T Assessment Report printed by the QWRS program along with any payment.

Your CD should have an external label titled "QWRS VB PROGRAM" and include the employer's name, account number, quarter end date and contact name and phone number.

#### Mailing CD or Diskette

Label your CD or diskette with an external label and mail to:

Unemployment Insurance Division  
Employer Services Section/QWR  
830 Punchbowl St. Rm. 437  
Honolulu, HI 96813

UI will retain the CDs and diskettes.

#### Mailing Form UC-B6 and Payment

For CD and diskette filers, mail the Form UC-B6 printed by the QWRS program along with payment to:

State Tax Collector  
P.O. Box 3223  
Honolulu, HI 96801-3223

Make checks payable to: Hawaii State Tax Collector.

**IMPORTANT:** Do not mail Unemployment Insurance reports and payments with your General Excise, Employer's Withholding, Use, Transient Accommodations and other tax reports.

#### Hand Deliver

Hand deliver your CD or diskette, Form UC-B6 and payment to:

Unemployment Insurance Division  
Employer Services Section  
830 Punchbowl Street, Rm. 437  
Honolulu, HI 96813

## Transmitting for Multiple Employer Reporting

Once the wage data has been entered for the quarter the file must be prepared to be transmitted. For multiple employer filing, each employer record must be “transmitted” before it can be submitted to UI. This prepares the files to be sent via Internet, CD or diskette. Click the **Prepare Transmit File** button or select **File** from the menu bar and then select **Prepare Transmit File**, to prepare the Quarterly Wage Report file and Quarterly Contribution and E&T Assessment Report for transmittal. A box appears requesting the user to enter the number of covered workers for each month of the quarter. Click **OK** to continue.

The **Number of Covered Workers** box appears. Enter the number of covered workers in the pay period including the 12<sup>th</sup> day of each month. Enter any adjustments in the Overpayment or Penalty and Interest fields, if any. Enter the name, title and phone number of the individual certifying Form UC-B6 and enter a date. Press **Confirm**. Form UC-B6 will be printed. The **Transmit file was created successfully (with # of employees)** confirmation box will appear. Click **OK** to continue. The program prompts to Add or Update another employer. Click **Yes** to work on another employer record. Click **No** if you have completed creating and transmitting all employer records for the quarter and are ready to merge all employer records and send to the UI Division. You can close the QWRS program and return at a later time to add or update employer accounts.

**Caution: Printing Form UC-B6 does not automatically send the reports to UI unless you follow and complete the instructions in the “Preparing to Transmit Quarterly Wage Report, Contribution and E&T Assessment Report and Make Payment” section.**

The **Merge QWRS files** box will open. Merging files compresses the selected employer records to create a Quarterly Wage Report file and a Quarterly Contribution and E&T Assessment file that are saved to the QWRS Transmit directory. All the files in the merge box are checked. Uncheck the box to unselect any file. The **Unselect All** button will unmark all employers from the list and allows you to check which employers you wish to submit files for. Upon selection of the employer records, click the **Merge files** button. The **Transmittal Report** will be printed. The report lists employer name, account number, employee count, total wages, contributions due, E&T Assessment due and a total due amount for each employer. Send this report with the CD or diskette to the UI Division. Keep a copy for your records. Do not send a copy for Internet filing. See Attachment 2.

The Merge files box can also be accessed by opening an employer account and selecting the year and quarter. Select **File** from the Menu bar and then choose **Merge Transmit Files**.

### Internet Filing

The QWRS program automatically opens the Hawaii Unemployment Insurance (HUI) Express website. A warning message appears: “To complete the filing process, you are being directed to <http://hui.ehawaii.gov> to file your Wage Report, Contribution and E&T Assessment Report and pay your contributions online.” Click **OK**. The “Do you have a Hawaii Unemployment Insurance (HUI) Express account?” page opens. Select **Yes**. The HUI Express login page opens. Enter your Username and Password. You will be directed to the Submit Wage Report page. Click on the **Browse** button to locate the file to be submitted. The Choose file box opens. Locate the QWRS Transmit directory. The directory can be located by opening the QWRS program and clicking on **File**, then **Setup** to verify the location of the directory. The filename is the Service Company reporting number followed by the year and quarter (SV12345678\_2006\_Q1.zip). Double click on the file to be submitted. The directory and filename are populated in the File box. Click on **Submit Wage Report** button to send. **The file has been sent if you receive a successfully transmitted message.** An email will be sent to confirm receipt of the submitted wage file.

Next, you will be prompted to submit your Quarterly Contribution and E&T Assessment Report. If you select to send your report online, you will be directed to the Upload Quarterly Contribution and E&T Assessment Report page. Click on the **Browse** button to locate the file to

be submitted. The Choose file box opens. Locate the QWRS Transmit directory. The directory location can be found by opening the QWRS program and clicking on **File**, then **Setup** to verify the location of the directory. Double click on the file to be submitted. The filename is the Service Company number followed by the year and quarter (SV12345678\_2006\_Q1.tax). The directory and filename are populated in the File box. Click on the **Upload File** button. An email will be sent to confirm receipt of the uploaded contribution file.

Next, the Submit Contribution Report(s) (UC-B6) page opens. This page is used to preview the contribution data **and** submit the report. Your payment can also be made from this page. A summary of the contribution report is displayed. To preview the contribution data details, click on the magnifying glass symbol and the Contribution Data page will open. Click on the **Back** button to return to the Submit Contribution Report(s) (UC-B6) page.

Click on the checkbox to the left of your account number to submit your UC-B6 and/or make payment. Enter the remittance amount for the account selected. Enter 0.00 if not making payment. Click on the **Submit** button to continue. If no payment is being made, the Thank You page opens and summarizes the reports that were successfully transmitted. An email will be sent to confirm receipt of the submitted contribution file.

If making payment, the Submit Payment page opens with a summary of the report(s) being filed and remittance amount. To change the remittance amount or account selected, click on the **Back** button. Select payment type (eCheck or Credit Card). Click **Make Payment** button. The Payment Method box opens. Update your email address and click **Continue**. The Payment Information box opens. Enter the payment information and then click on **Confirm**. The Confirmation page opens. Use the Back button to make changes. Click on the **Pay Now** button to make payment. The Receipt for Online Transaction box opens. Please print a copy for your records. An email confirmation will be sent to confirm receipt of payment. Click on **Continue** and the Thank You page opens and summarizes the reports and payments that were successfully transmitted. If you have more reports to submit, click on **Submit** to submit more contribution reports.

The Contribution and E&T Assessment Report file and payment have been sent if you receive a successfully transmitted message at the Thank You page. An email will be sent to confirm receipt of the submitted contribution file. Your HUI Express account maintains a copy of reports and payments made online. Go to View History to view your online activity.

If you chose not to submit your Contribution and E&T Assessment Report on-line, you must mail the Form UC-B6, Quarterly Wage, Contribution and Employment and Training Assessment Report which was printed by the QWRS VB Program with your Contribution Payment. Failure to submit Form UC-B6 and Payment will result in an assessment of penalty and/or interest.

If you do not have a HUI Express account, select **No**. The Welcome to the Hawaii Unemployment Insurance (HU) Express page opens. Click on **Create an eHawaii.gov portal account** to obtain a Username and Password. Follow the onscreen instructions to create your account. **Once your online account has been approved by UI, you must return to the QWRS program to send the Quarterly Wage Report, Contribution and E&T Assessment Report and make payment.**

#### Diskette Filing

If filing on diskette, the **Copy Transmit file to electronic media** box will appear. Insert the blank diskette into the drive and select the appropriate drive for the diskette. Click on the **Copy** button to copy Quarterly Wage Report file to the diskette. If you receive the **Wage files copied successfully** message box; your diskette is ready to be sent to the UI Division with the Transmittal Report. Mail the Form UC-B6, Quarterly Wage, Contribution and E&T Assessment

Report printed by the QWRS program along with payment. The QWRS program automatically saves a copy of the transmit files in the QWRS Transmit directory.

Your diskette should have an external label titled "QWRS VB PROGRAM" and include the transmitter's name, multiple filer number, quarter end date and contact name and phone number. Refer to the "External Label" in the "Help" section.

You can also reach the **Merge QWRS files** box by selecting **File** from the menu bar, then select **Merge Transmit Files** at any time. Be sure to have an employer database open and select the specified year/quarter that you wish to merge. Use the year and quarter boxes on the Main QWRS screen to select the appropriate year/quarter.

#### CD Filing

For CD filing you must use your own copying program to copy the files to a CD. The QWRS program automatically saves a copy of the transmit file in the QWRS Transmit directory. Open the QWRS Transmit directory and copy the Quarterly Wage Report file to your CD. The Quarterly Wage Report file format is the Service Company number followed by the year and quarter (SV12345678\_2006\_Q1.zip). The QWRS Transmit directory can be located by opening the QWRS program and clicking on **File**, then **Setup** to verify the location of the QWRS Transmit directory. Once you have copied the file to your CD, mail to the UI Division with the Transmittal Report. Mail the Form UC-B6, Quarterly Wage, Contribution and E&T Assessment Report printed by the QWRS program along with payment.

Your CD should have an external label titled "QWRS VB PROGRAM" and include the transmitter's name, multiple filer number, quarter end date and contact name and phone number.

#### Mailing CD or Diskette

Label your CD or diskette with an external label and mail to:

Unemployment Insurance Division  
Employer Services Section/QWR  
830 Punchbowl St. Rm. 437  
Honolulu, HI 96813

UI will retain the CDs and diskettes.

#### Mailing Form UC-B6 and Payment

For CD and diskette filers, mail the Form UC-B6 printed by the QWRS program along with payment to:

State Tax Collector  
P.O. Box 3223  
Honolulu, HI 96801-3223

Make checks payable to: Hawaii State Tax Collector.

**IMPORTANT:** Do not mail Unemployment Insurance reports and payments with your General Excise, Employer's Withholding, Use, Transient Accommodations and other tax reports.

#### Hand Deliver

Hand deliver your CD or diskette, Form UC-B6 and payment (Multiple Filers include the Transmit Report) to:

Unemployment Insurance Division  
Employer Services Section  
830 Punchbowl Street, Rm. 437  
Honolulu, HI 96813

## Reports and Worksheets

### Form UC-B6

The Form UC-B6 is printed during the Prepare Transmit File process of the QWRS program to prepare the files to be sent to UI. A copy can also be generated by selecting **Reports** from the drop down menu, then select **UC-B6**. Be sure to have an employer database open and select the specified year/quarter. Use the year and quarter boxes on the Main QWRS screen to select the appropriate year/quarter.

**Caution: Printing a Form UC-B6 does not automatically send the reports unless you follow and complete the instructions in the “Preparing to Transmit Quarterly Wage Report, Contribution and E&T Assessment Report and Make Payment” section.**

The **Number of Covered Workers** box appears. Enter the number of covered workers in the pay period including the 12<sup>th</sup> day of each month. Enter any adjustments to contributions due, if any. Enter the name, title, phone number and date of the individual certifying Form UC-B6. The covered worker counts and the certification fields will be filled-in if completed previously. Press **Confirm** to print Form UC-B6. See Attachment 3.

### Worksheets

There are several worksheets that can be viewed and/or printed. Do not send the worksheets to the UI Division. Keep these for your records. Open an employer database and select the specified year/quarter. Use the year and quarter boxes on the Main QWRS screen to select the appropriate year/quarter. Click on the **Print or View Worksheets** button or select **Reports** from the menu bar and then choose a worksheet or multiple reports. The QWRS Worksheet Selection box opens. Select the worksheet(s) then check the **Send to Printer** to print reports or **View Only** to display the reports. Click **OK** to continue or **Cancel** to return to the Main QWRS screen window.

To change the sort order, from the Main QWRS screen select **Edit** then **Employee Order**. Choose Name, SSAN or Sequence number. The employee update screen and worksheets will be sorted in the selected order.

#### Contribution Worksheet

The Contribution Worksheet displays the total, excess and taxable wages and contributions and E&T assessment due. The worksheet also includes the total number of

employees with wages. The Contribution Worksheet is shown on the Main QWRS screen. See Attachment 4.

#### Excess Wage Worksheet

The Excess Wage Worksheet displays the employee information including the SSAN, name and total, excess and taxable wages and a year-to-date total. A grand total line displays for all the wages fields. Employees with zero wages will appear on this report but are not included in the report transmitted to the UI Division. See Attachment 5.

#### Wage Record Worksheet

The Wage Records Worksheet displays the employee information including the sequence number, SSAN, name, total wages and a total employee count. See Attachment 6.

## Clean Up Files

Clean Up is used to delete the transmit files and the files used to create the transmit files. Select **File** from the menu bar, and then select **Clean up Files**. Click **Clean Up Files** button to delete the files in the QWRS Transmit and QWRS Work directories. For Multiple Filers, the files in the Merge Files box will also be deleted. 'Clean up Files' will **not** delete any employer database files from the QWRS Data directory.

## Purge Year

The employer information and detailed employee information for the specified year will be permanently deleted. Open an employer file before choosing Purge Year. You must have more than one year in the database and you must purge the oldest year first. Select **File** from the menu bar and then select **Purge Year**. The Purge Year box will prompt you to enter the year you wish to purge. You can purge records for any year except the most current year. Enter the year and click **Purge**. When the purge is done, a message window will let you know how many employer and employee records were purged.

NOTE: You may want to save a copy of the file on your hard drive, diskette or other media. The database files are located in the QWRS Data directory.

## Amending Reports

The program allows reports to be amended for previous quarters. Open an employer file and amend the employer database. The amended data will overwrite the original file. Do not amend prior quarter wages in the current quarter report.

Click on the **Prepare Transmit File** button to prepare another file to be transmitted. For Service Companies be sure to transmit only the amended employer record by unchecking all other employer records in the Merge Files box. Refer to "Transmitting for Multiple Employer Reporting."

For Internet filing, check the "Is this an Amended Report?" box on the Submit Wage Report page on HUI Express website. Follow the instructions for "Preparing to Transmit Quarterly Wage Report, Contribution and E&T Assessment Report and Make Payment" to send the amended reports online.

If a CD or diskette is used, send the corrected information and write 'AMENDED' on the CD or diskette. Amending wage records may require amending Form UC-B6 for that quarter since computations for total wages, excess, and contributions due may change. You may submit an amended

Form UC-B6 by making a photocopy of the incorrect form with corrections shown in red ink. You should also itemize the names of any individuals, social security numbers and corrected wage amounts for the quarter being amended. Annotate "AMENDED" on the top of the form, sign, date, and include your telephone number and reason for amendment.

#### Mailing Amended CD or Diskette

Label your CD or diskette with an external label and mail to:

Unemployment Insurance Division  
Employer Services Section/QWR  
830 Punchbowl St. Rm. 437  
Honolulu, HI 96813

UI will retain the CDs and diskettes.

#### Mailing Amended Form UC-B6 and Payment

Mail the Form UC-B6 printed by the QWRS program along with payment to:

Unemployment Insurance Division  
Employer Services Section  
830 Punchbowl St. Rm. 437  
Honolulu, HI 96813

Make checks payable to: Hawaii State Tax Collector.

**IMPORTANT:** Do not mail Unemployment Insurance reports and payments with your General Excise, Employer's Withholding, Use, Transient Accommodations and other tax reports.

#### Hand Deliver

Hand deliver your CD or diskette, Form UC-B6 and payment (Multiple Filers include the Transmit Report) to:

Unemployment Insurance Division  
Employer Services Section  
830 Punchbowl Street, Rm. 437  
Honolulu, HI 96813

## No Payroll Reports

Active employers with no payroll must continue to submit Form UC-B6 with "No Payroll," until such time that there are no longer employees and/or business has terminated. The QWRS program can be used to submit the 'No Payroll' via Internet, CD or diskette. You can leave employee wage fields with \$0.00 wages for no payroll. These employee wage records will not be sent to the UI Division. Follow the instructions for "Preparing to Transmit Quarterly Wage Report, Contribution and E&T Assessment Report and Make Payment." Contact the Employer Services Section of the Unemployment Insurance (UI) Division office nearest you to inactivate your account.



## **Start Menu**

From the Start Menu, you can open the QWRS program, view the User's Manual or Handbook for Employers, Uninstall QWRS program and access our website. At your desktop, click on Start, All Programs, QWRS and then select an item from the list.

### **Handbook for Employer**

Hawaii Employment Security Law information booklet

### **QWRS Icon**

Used to start the QWRS program.

### **QWRS on the Web**

Select to connect to the Hawaii Unemployment Insurance (HUI) Express website.

### **QWRS Uninstall**

Select to Uninstall the QWRS program. The QWRS program must be closed.

### **QWRS Information**

Click to view the information file. Displays the setup information and is useful for locating the QWRS directories.

### **QWRS User's Manual**

Instruction manual for QWRS program.

## **Help**

The following information can be found in the Help Menu on the QWRS Program:

### **External Label**

The external label is used to make a label for your CD or diskette and includes the employer account name or multiple filer name, account number or multiple filer number, the quarter end date and a contact name and phone number.

### **Handbook for Employers**

The Hawaii Employment Security Law information booklet.

### **Mailing Addresses**

Lists the mailing and hand delivery addresses.

### **User's Manual**

The User's Manual can be found under the Help menu on the Main QWRS window.

## Glossary

### **Contribution Rate**

The Unemployment Insurance contribution rate or “experience rating” which the employer has established. Experience rating is conducted and mailed to employers in March of every year.

### **Covered Worker**

“Covered Worker” counts all full-time and part-time workers who worked during, or received pay for the payroll period, which includes the 12<sup>th</sup> of the month. If no covered workers on the 12th day, enter zero for the month. These numbers are used to compute the maximum weekly benefit amount and the annual taxable wage limit. They impact the overall cost to employers.

### **Employee**

An individual covered under the Hawaii Employment Security Law. Do NOT report workers excluded from the Hawaii Employment Security Law. Refer to the Handbook for Employers on Unemployment Insurance or contact the Employer Services Section at a UI Branch office nearest you.

### **Employer Number**

The 10 digit number assigned to each employer registered with the Hawaii Unemployment Insurance Division. Also referred to as the DOL # (Department of Labor number) or UI account number.

### **Employment and Training Assessment Rate**

In Hawaii, employers are also subject to an Employment and Training (E&T) fund assessment on taxable wages paid to employees. The assessment is deposited into a special fund administered by the Workforce Development Division. The monies are used for training programs to help workers learn new skills or upgrade their skills. Employers with 0% rate and maximum rate of 5.4% do not have to contribute.

**This assessment is not credited to your UI reserves and cannot be taken as a credit against FUTA.**

### **Excess Wages**

“Excess Wages” are the amount of wages paid to an individual employee, which are above the wage base for a particular calendar year. You are required to pay unemployment insurance contributions only up to the tax base amount for each worker during the calendar year.

### **Federal Employer Identification Number (FEIN)**

The 9-digit number assigned to an employer by the IRS.

### **Form UC-B6**

“Employer’s Quarterly Wage, Contribution and Employment and Training Assessment Report”  
When using the QWRS program, Form UC-B6 is used to report total wages, excess wages, and contributions due and submit payment.

### **Merge Files**

Merging files compresses the multiple employer records and creates one file that is used to transmit to Unemployment Insurance Division.

### **Multiple employer filer**

Authorized employer representatives such as service bureaus, accounting practitioners and parent companies, can use the QWRS program to report for multiple employers on a single diskette, CD or via the Internet. Also known as Service Companies.

### **No payroll**

Active employers with no payroll must continue to submit a CD or diskette along with Form UC-B6 with “**No Payroll**,” until such time that there are no longer employees and/or business has terminated.

**Quarterly Contribution and E&T Assessment Report**

The Quarterly Contribution and E&T Assessment Report lists the total, excess and taxable wages and contributions assessed and E&T assessed.

**Quarterly Wage Report**

The Quarterly Wage Report lists the employee wage details including the SSN, name and wages.

**Reporting Number**

The 10-digit number assigned to Service Companies by UI Division to use the QWRS program and transmit multiple employer records.

**Service Company**

Authorized employer representatives such as service bureaus, accounting practitioners and parent companies, can use the QWRS program to submit reports for multiple employers on a single diskette, CD or via the Internet. Also known as a Multiple employer filer.

**Social Security Administration Number (SSAN)**

The 9-digit number assigned to employees by the Social Security Administration. All wage records and UI claims are filed under this number. Therefore, a correct social security number is essential.

**Taxable Wages**

The taxable portion of an employee's annual wage.

**Transmit Files**

The Quarterly Wage Report and the Quarterly Contribution and E&T Assessment Report are the files that are sent to UI via the Internet, CD or diskette. Upon a successful update of the Transmit button, the QWRS program automatically saves a copy of the transmit files in the QWRS Transmit directory.

**Transmitter**

An employer or authorized representative submitting quarterly reports.

**UI Division**

The Unemployment Insurance (UI) Division. Refers to the Hawaii Unemployment Insurance (HUI) Program.

**Wage Base**

The 'wage base' or 'tax base' is the limitation on the amount of wages, per employee, subject to Unemployment Insurance during a calendar year. Wages paid to an employee above the wage base are excess wage and are not taxable.

**Wages**

"Wages" are defined as all remuneration for services performed from whatever source, including commissions and bonuses, tips or gratuities paid directly to an individual by a customer of the employer and reported to the employer, and the cash value of all remuneration in any medium other than cash.

Wages must be reported in the quarter in which they are **actually paid**, rather than for the pay period they represent.

## Attachment 1

### QWRS EXCEL SPREADSHEET FORMAT

#### THREE COLUMN EXCEL SPREADSHEET WITH DETAILED EMPLOYEE DATA

##### COLUMN ONE

COLUMN HEADING: SOCIAL SECURITY NUMBER (SSN)

PARAMETERS: Enter the employee social security number.  
Column must be number formatted.  
Number must be 9 digits long.  
No TEXT formatted numbers (apostrophe prefixed numbers).  
Social Security Numbers may include hyphens (Formatted Cells:  
Number/Special/SSN)

##### COLUMN TWO

COLUMN HEADING: EMPLOYEE NAME

PARAMETERS: Enter the employee's last, followed by a comma and a space, and then the first name. Middle initial is optional, but if included, it should follow first name after one space.  
No invalid characters should appear in the name field, i.e. parenthesis, quotation marks, numbers, etc.  
Column must be text formatted.  
Names may be in upper or lower case.

##### COLUMN THREE

COLUMN HEADING: GROSS WAGES

PARAMETERS: Enter employee's quarterly Unemployment Insurance gross wages. Include the decimal before the cents field.  
Column must be number formatted.  
May include currency formatted cells (Formatted Cells: Number/Currency)  
Negative wages will **NOT** be accepted.

#### INSTRUCTIONS

- 1) Create an excel spreadsheet with a minimum of three columns. There may be more than three columns in the spreadsheet, as long as the above three are included.
- 2) Label each column with a column heading. Heading should consist of only one line.
- 3) Do not include any extra rows before the column headings.
- 4) There should be no extra or blank rows between the column headings and the employee data.
- 5) Do not include a total wages field following the final row of employee data.

# QWRS Transmittal Report

Service Company: ABC ACCOUNTING COMPANY

SV12345678

Year - Quater: 2006 - 1

<b>Account#</b>	<b>Name</b>	<b>Employees</b>	<b>Total Wage</b>	<b>UI Tax</b>	<b>E&amp;T Tax</b>	<b>Total Due</b>
0000123456	TRAINING 2006	3	27,084.36	650.02	2.71	652.73
<b>TOTALS:</b>			<b>27,084.36</b>	<b>650.02</b>	<b>2.71</b>	<b>652.73</b>
Total Number of Employers		1				
<b>Total Amount Due (UI and E&amp;T)</b>						<b>652.73</b>

Attachment 3

STATE OF HAWAII  
DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS  
UNEMPLOYMENT INSURANCE DIVISION  
**QUARTERLY WAGE, CONTRIBUTION AND  
EMPLOYMENT AND TRAINING ASSESSMENT REPORT**

DO NOT WRITE IN THIS SPACE

TAX OFFICE RECEIVED DATE

TRAINING 2006  
1 ELM ST  
HONOLULU , HI. 96815

FEIN 991234567

ACCOUNT # 0000123456

For Quarter Ending Delinquent After

033106 043006

3) TOTAL QTR WAGES PAID

1) EMPLOYEE'S SSN#

2) EMPLOYEE'S NAME (LAST, FIRST)

**INTERNET FILERS:**

To complete the filing process, go to <https://hui.ehawaii.gov> to file your  
Quarterly Wage Report, Quarterly Contribution and E&T Assessment Report  
and pay your contributions online.

\*\* Number of Employee : 3 \*\*

0000123456

Contribution Rate

2.40 %

06/1

E&T Rate

.01 %

1st Month 2nd Month 3rd Month

3 3 3

I CERTIFY THAT THE INFORMATION ON THIS REPORT IS TRUE AND CORRECT.

SIGNED BY: \_\_\_\_\_

PRINT NAME: JOE SMITH

TITLE: PRESIDENT

TELEPHONE NUMBER: 808-123-4567

DATE: 9/1/06

6) TOTAL WAGES PAID THIS QUARTER		<b>27084.36</b>
7) EXCESS WAGES	<b>34000</b>	<b>.00</b>
8) NET TAXABLE WAGES		<b>27084.36</b>
9) CONTRIBUTIONS DUE	.0240	<b>650.02</b>
10) E&T ASSESSMENT DUE	.0001	<b>2.71</b>
11) AMOUNT DUE		<b>652.73</b>
12) OVERPAYMENT		<b>.00</b>
13) ADJUSTED CONTRIBUTIONS DUE		<b>652.73</b>
14) PENALTY AND INTEREST		<b>.00</b>
15) TOTAL PAYMENT DUE		<b>652.73</b>
16) TOTAL REMITTANCE		<b>652.73</b>

# Contribution Worksheet

Employer #	0000123456	
Name	TRAINING	2006
Year		2006
Quarter		1
UI Tax Rate (%)		2.40
E&T Tax Rate (%)		0.01
Wage Base		\$ 34,000.00
Employees		3
Total Wages		27,084.36
Excess Wages		0.00
Net Taxable Wages		27,084.36
UI Contributions Due		650.02
E&T Assessment Due		2.71
Total UI Contributions Due and E&T Assessments Due:		652.73

\*\*\* Do not send this printout to Unemployment Insurance. \*\*\*

**Excess Wage Worksheet**

Employer # : 0000123456                      TRAINING 2006  
 Year : 2006      Tax Rate (%) : 2.40      Quarter : 1      Wage Base : \$ 34,000.00

SSAN	Name	Total Qtr Wages	Less Excess Wages	Taxable Wages	YTD Wages
576-82-1111	SMITH, JOE	12,000.00	0.00	12,000.00	12,000.00
576-77-1235	SMITH, JOHN	8,500.25	0.00	8,500.25	8,500.25
576-82-2222	SMITH, MARY	6,584.11	0.00	6,584.11	6,584.11
Grand Total :		27,084.36	0.00	27,084.36	27,084.36

**\* \* \* Do not send this printout to Unemployment Insurance. \* \* \***



# Wage Records

Employer # : 0000123456

TRAINING 2006

Year : 2006

Quarter : 1

SSAN	Name	
576-82-1111	SMITH, JOE	12,000.00
576-77-1235	SMITH, JOHN	8,500.25
576-82-2222	SMITH, MARY	6,584.11
	Total wages :	27,084.36
	Total Records :	3

\*\*\* Do not send this printout to Unemployment Insurance. \*\*\*