



WHITINGER & COMPANY LLC
CERTIFIED PUBLIC ACCOUNTANTS AND CONSULTANTS

2019 INDIANA PAYROLL UPDATES

GENERAL OVERVIEW:

EFFECTIVE FOR 2019, THE INDIANA DEPARTMENT OF WORKFORCE DEVELOPMENT (DWD) WILL NO LONGER BE ACCEPTING PAPER FILED FORMS UC-1 QUARTERLY CONTRIBUTION REPORT AND UC-5A QUARTERLY PAYROLL REPORT.

Historically, these forms have been used to report wages, excess wages, and contributions due for state unemployment insurance. Starting in first quarter 2019, employers will be required to use the Employer Self Service (ESS) Uplink system to file a combined wage and contribution report. The wage and contribution reports are being combined into a single, consolidated Quarterly Wage Report. Excess and taxable wage calculations will not be required as the Uplink system will make the necessary computations based on gross wage input.

Uplink is the name of the Indiana Department of Workforce Development's Unemployment Insurance online system. Uplink ESS allows employers to access their unemployment insurance account information, submit reports and make payments. While online reporting is now mandatory, online payments are optional. The department will accept remittance by check and voucher, which can be produced via Uplink ESS during the quarterly reporting process.

In addition to changing the data collection process, there will also be new reporting fields. Employee start date, location, worker classification codes (SOC codes), and full-time/part-time/seasonal status codes will all be required along with social security numbers and wage information. **This information will not be required to file first quarter 2019 reports. However, it is recommended that this be input timely this year.** New employees will require a full setup, including all new data fields.

Each employee must be assigned a Standard Occupation Code (SOC) to classify their duties. These codes can be looked up at: <http://info.itsc.org/occucoder/>. Again, this is not a requirement for first quarter 2019, however it needs to be input this year.

NEXT STEPS:

IF WHITINGER SERVICES YOUR PAYROLL, NOTHING MORE IS REQUIRED OF YOU. JUST NOTE THESE CHANGES UNLESS YOU ARE CONTACTED DIRECTLY BY YOUR WHITINGER PAYROLL SPECIALIST.

All existing Indiana employers need to visit the Uplink ESS login page. If you do not have an account you can click on "New User" and create an account on Uplink. (Please refer to specific instructions below or posted on Whitinger's website.) You will need to have your SUI account number and your federal ID number. If you already have an Uplink account, you need to know your credentials to get logged on.

If Whitinger does not perform full service payroll, but will be preparing your quarterly wage reports you need to add the firm to your profile as an "External Agent" with "Profile View/Quarterly Update" access rights. This will enable us to login and

view your account and file the required quarterly forms. This access will restrict the user from making major changes, and is solely for accountants who file quarterly. Complete, detailed instructions on how to add an agent to your profile are listed below, as well as on our website.

The name and correspondent ID# for our firm is: Whiting Company LLC, **118865**. If you search by name, you may see other Whiting accounts. Please make sure you add the above listed agency number.

Access is granted immediately; however, if we are preparing your first quarter payroll forms, we are asking that you complete this step as soon as possible and notify your accountant. You also need to communicate to your accountant your preferred method of payment: voucher or online payment. As more information becomes available from the DWD, we will be requesting additional data from you, e.g., worker classifications, start dates, etc. Our main goal for first quarter is to get all clients registered for the required online filing mandate.

If you file your own quarterly reports, please be advised of the upcoming changes. You can also read more about these updates, and general info about the DWD on their website. There is an informative set of FAQ's you can refer to at: <https://www.in.gov/dwd/2466.htm#registeringnewagent>.

Please do not hesitate to contact us with questions on any of these changes, or other payroll related matters.

INSTRUCTIONS:

LOG IN TO UPLINK ESS.

Once you are logged in to Uplink ESS you can add Whiting & Company as an agent on your account. Access can be reversed just as it is added.

On the menu along the left side of the screen, click on Maintain Users. Then select User Information.



ADD AN EXTERNAL AGENT

On the next screen, in the middle section titled "External Account Authorizations (Agents)" you can click Add.

External Account Authorizations (Agents)			
DelAgent Name	Contact Name	Telephone	Email
			Add

FIND WHITINGER

Then you will click on the Search link so you can find Whiting & Company's agency account.

Add External User Account

Fields marked with an asterisk * are required.
Click the search link to retrieve agent information.

* Agent Name: [Search](#)

User First Name:

User Last Name:

User Telephone: Xtn:

User Email:

* Auth Level:

[Add & New](#)

The Search option will open a new page where you can search by name or ID. Whiting's ID number is 118865. Type that number into the Agent ID box and then click Search. You might get a pop-up with a long list of agents; if that happens, scroll to the bottom and select Whiting Company LLC 118865. Click OK or Next.

Agent Search

Agent Business Name:

Agent ID: [Search](#)

[Next](#) [Cancel](#)

SET THE AUTHORIZATION LEVEL

Once you get back to the "Add External User Account" screen, you need to set the authorization level.

The Authorization Level should be set to: Profile View/ Quarterly Update. Once you have selected Whiting as your agent and selected the appropriate access, you need to click the box to accept the terms. Then you can hit Next and follow the prompts to finish the process.

Click the search link to retrieve agent information.

* Agent Name: [Search](#)

User First Name:

User Last Name:

User Telephone: Xtn:

User Email:

* Auth Level:

[Add & New](#) [Next](#) [Cancel](#)

By checking this box, I certify that I, , am a responsible party for KC APPRAISAL SERVICES LLC identified for federal tax identification purposes as 61-1853471 I understand that I am granting or retracting the selected agent on this screen full and exclusive power (based on the authorization level(s) indicated) to represent KC APPRAISAL SERVICES LLC before the Indiana Department of Workforce Development (IDWD) in connection with all matters affecting KC APPRAISAL SERVICES LLC unemployment insurance account including all claims for benefits, benefit charges, tax contributions, tax refunds, merit rating, appeals, and/or hearings until I otherwise notify IDWD. I understand that it is my responsibility to maintain and keep current KC APPRAISAL SERVICES LLC's authorized agent assignments.