



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.

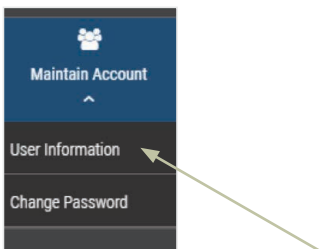
If you file your own quarterly reports, please be advised of the upcoming changes. You can also read more about these updates, and general info about the DWD on their website. There is an informative set of FAQ's you can refer to at: <https://www.in.gov/dwd/2466.htm#registeringnewagent>.

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

INSTRUCTIONS:

STEP 1. UPDATED INSTRUCTIONS ON HOW TO ADD AN EXTERNAL AGENT (WHITINGER & COMPANY 118865)

Once you log into your Uplink account, you will see a menu along the left side of the screen. Click on "Maintain Account", and then select "User Information".



On the next screen, you will click on "Add Agent +" and then in the Agent ID Search bar type in 118865.



Once you hit search, the results should show the following and you should hit "Next".

Search Results					
Agent Business Name	Agent ID	Contact Name	Telephone	Email	
WHITINGER COMPANY LLC	118865		765-284-3384	payroll@whitinger.com	Next

Showing 1 to 1 of 1 entries

Previous 1 Next

You will then need to assign the appropriate Authorization Level. Please select "Wage Records and Benefits".

Agent Name *
WHITINGER COMPANY LLC Search

Authorization Level *
Wage Records

Agent User Information

First Name

Email
payroll@whitinger.com

- Administrator
- Benefits
- Wage Records
- Wage Records and Benefits

About Authorization Levels

Administrators have full access to ESS with no restrictions on what they can view, post, update, request, or authorize. Only the administrator can add new users. The administrator receives all notices unless they have designated a Benefits or Wage Records authorized user to receive notices. Each account must have a minimum of one administrator.

Wage Records users can submit, review, edit, and print employee wage records. Wage Records users receive notices of inadequate or missing wage reports.

Benefit users can authorize payments. Benefits users receive notices regarding claimant filing and benefit charging. You may only give the Benefits role to one user.

STEP 2: CONFIRM YOUR CORRESPONDENCE SETTINGS

The next step is to confirm your correspondence settings. Whiting & Company should be marked for Tax only, as seen below.

Correspondence Agents					
Business Name	First name	Last Name	Phone	Correspondence Type	
Whiting Company Llc			765-284-3384	Tax	View Details Delete

Showing 1 to 1 of 1 entries

In the menu along the left side of the screen, click on "Profile Maintenance" and then "Correspondence Agents". Click on the "Agent Search" button to access the Search screen where you will type in ID 118865 for Whiting. Once your search results appear, click "Next".

Agent Search	
Agent Business Name	<input type="text"/>
Agent ID	<input type="text" value="118865"/>
Search	

Search Results					
Show	10	entries	Search:	<input type="text"/>	
Agent Business Name	Agent ID	Contact Name	Telephone	Email	
WHITINGER COMPANY LLC	118865		765-284-3384	payroll@whiting.com	Next

You will then be able to assign the "Correspondence Type". You should select "Tax", then Check the box and click "Assign".

Assign Correspondence Agent

Agent Detail Information
Business Name: Whiting Company Llc
Agent Name:
Address: 1100 W White River Blvd, Muncie, IN 47303
Telephone: 765-284-3384
Fax:
Email: payroll@whiting.com

Correspondence Type *

[select one]

Appeals Only
All
Benefits
Tax

Important Information
Assign a correspondence agent

If you have multiple Correspondence Types listed under your agents, you should remove them by clicking on the "Delete" button under the trash can icon. If not, you could miss important mailings from the Department of Workforce Development regarding claims and benefits.

Correspondence Agents

Agent Search

Business Name	First name	Last Name	Phone	Correspondence Type	
Whiting Company Llc			765-284-3384	Tax	View Details Delete

Showing 1 to 1 of 1 entries

USEFUL LINKS:

Here is a link to the Employer Handbook with general information on state unemployment taxes:

https://www.in.gov/dwd/files/Employer_Handbook.pdf

When filing quarterly reports, you may manually enter your employees only if you have 50 or fewer to report. Otherwise, you must report by uploading a file. Here is some guidance provided by the Department of Workforce Development on importing wage information: <https://www.in.gov/dwd/3296.htm>