State Forms Operations Guide

CertiflexDimension

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Quarterly State Unemployment Forms Generator

Introduction

The **Quarterly State Unemployment Forms Generator** is an add-on module to *Certiflex Dimension Payroll* and *Client Write-up*. The Generator is designed to print Quarterly State Unemployment Forms utilizing company payroll data. This documentation is a general overview of the program. State agencies are constantly modifying forms. Therefore, a special instruction feature is included in the program to address each specific state requirement.

All States are not the same. The Forms Generator supports states most often requested by our customers. If your state is not available, please contact our Sales Department at 1-800-237-8435 to see if your form can be added. Forms for most states can be printed on blank paper. A few states still require printing on a preprinted form. If your state still requires a preprinted form, please do not send the Employer's Copy (blank paper form) to the state. It will most probably not be accepted.

Some states require employers with more than 250 employees to file their quarterly state unemployment forms on magnetic media. Since every state has unique file formatting requirements, magnetic media filing is only available through our custom software services. For more information on this service, please contact our Sales Department at **1-800-237-8435**.

Required Resources

- **Laser Printer**: The Generator is designed to print forms on a Laser Printer (HP 4 and above). Many states allow forms to be printed on plain paper and often include barcodes required for scanning.
- **Additional Fonts and Resources**: The Generator uses additional fonts and other resources licensed from Greatland/Nelco Forms Company by The Versatile Group. Many of these resources require mandatory annual updates, or more often in some instances, to correctly produce up-to-date tax forms. It is **EXTREMELY IMPORTANT** to subscribe to Disk Maintenance service to insure your Forms Generator is in compliance with your state agency's most current requirements.

Installation

- **Programs and Resources**: A demonstration Forms Generator is automatically installed with all Certiflex Dimension Payroll and Client Write-up programs. The demonstration program allows you to print one quarterly form per company. Forms for subsequent quarters will require purchasing and installing a registered version of the Quarterly State Unemployment Forms Generator module.
- **Font Installation**: The Forms Generator requires special tax fonts installed on each workstation used to print state forms. To install the special fonts, click **Install Dimension Fonts** on the **Options** menu.

Getting Started

With Certiflex Dimension Payroll: Click **Payroll** on the **Reports** menu, and then click **Quarterly State Forms**.

With Certiflex Dimension Client Write-up: Click **Client Write-Up** on the **Reports** menu, then click **Payroll Reports,** and then on **Quarterly State Forms**.

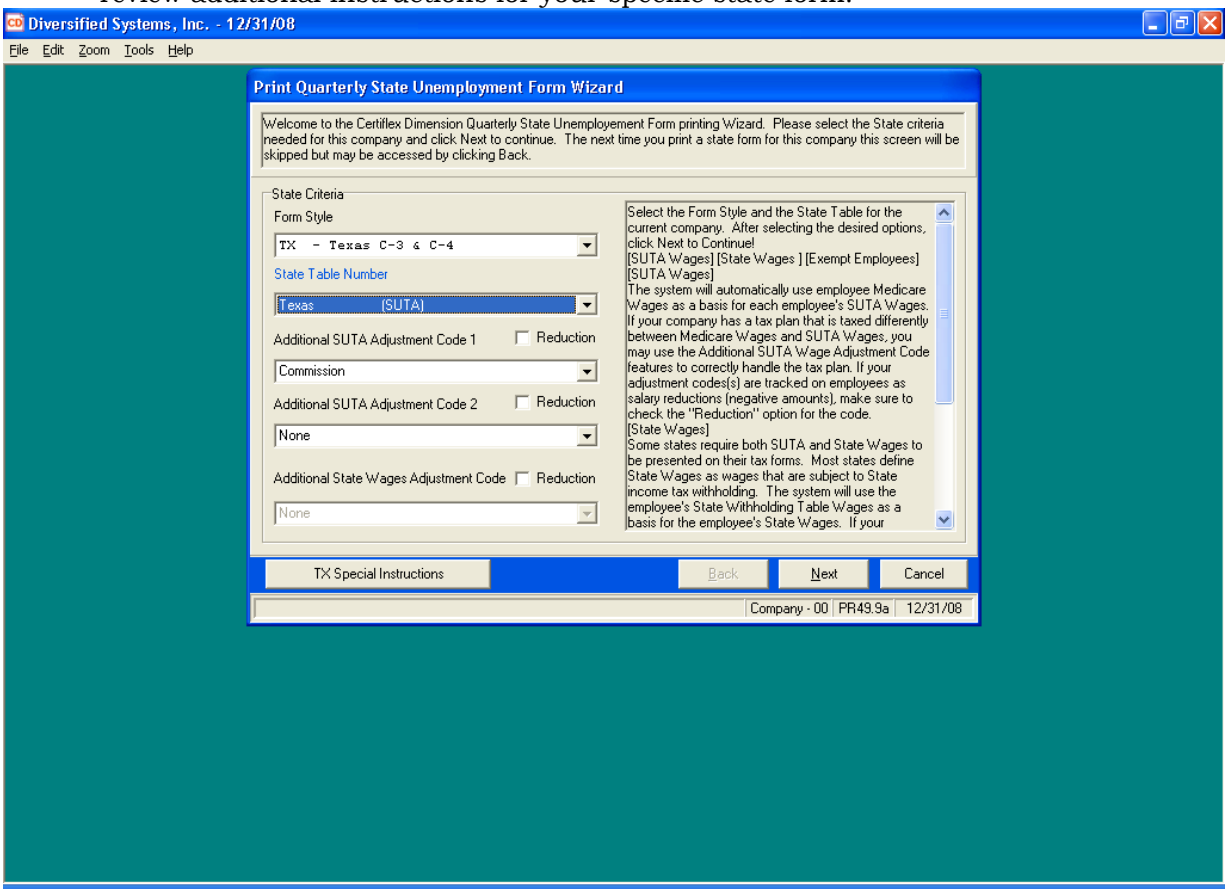
The Forms Generator includes a convenient program wizard to walk you through the steps to create your forms. An overview of the steps is as follows:

- **Step 1**: Form Style and State Table
- **Step 2**: Preparer Information
- **Step 3**: Employer Information
- **Step 4**: Wage Limits and Rates
- **Step 5**: Wage Calculation
- **Step 6**: Print State Form

Since company information set-up in Steps 1 through 3 rarely changes, these steps will be automatically skipped the next time you print a form for the same company.

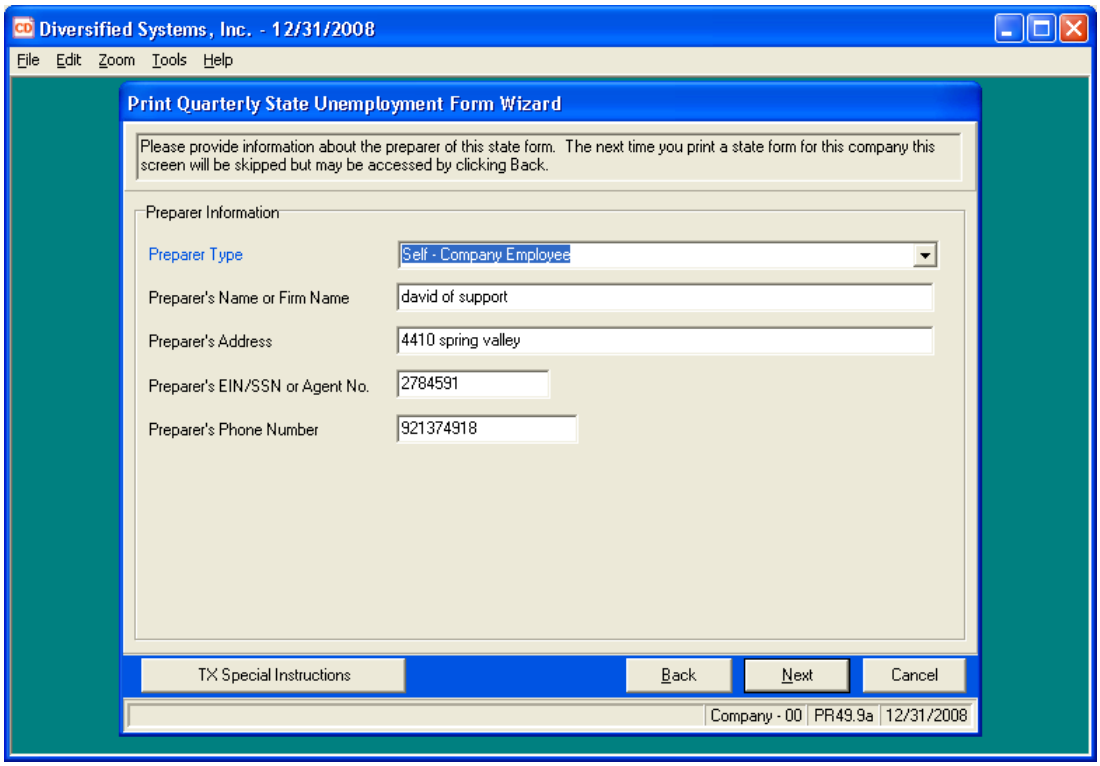
Form Style and State Table

Select the **Form Style** and **State Table Number** for the state you wish to print and click **Next**. Once you have selected the Form Style, you should select **Special Instructions** to review additional instructions for your specific state form.



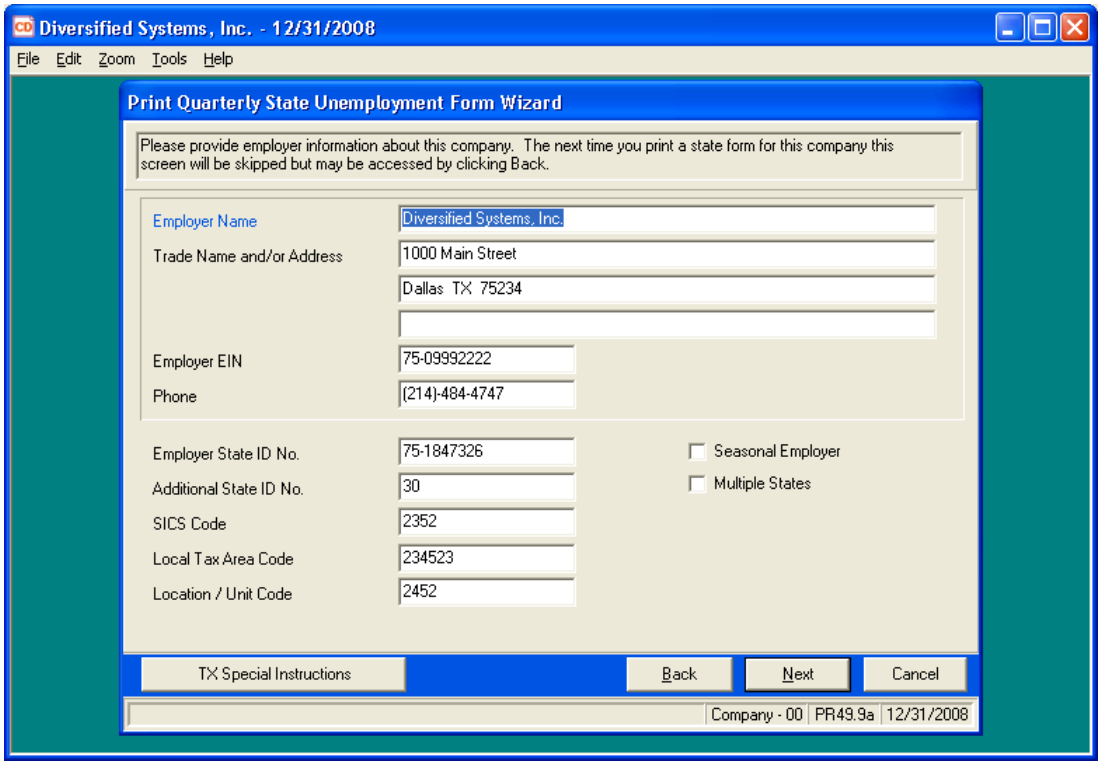
Preparer Information

Some state forms will require specific information regarding the tax form preparer:



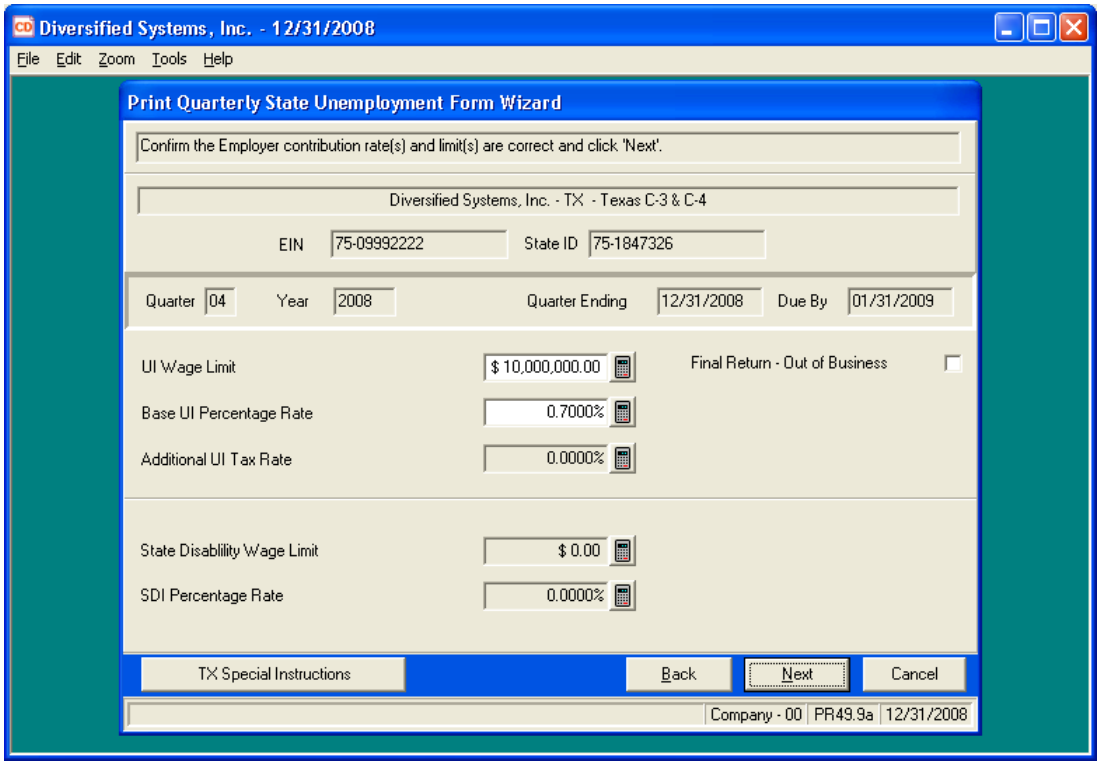
Employer Information

Most of the data for the **Employer Information** screen will be automatically transferred from the **Company Control File** and **Master Data**. Some states require additional account numbers and codes that have been assigned to the employer. If your company requires forms for multiple states, select the **Multiple States** check box. The system will begin at Step 1 (Form Style and State Table) each time so that you will not have to use the **Back** button to select another form. If your state requires you to report S.I.T. deposits on a daily or weekly basis, select the **Daily** or **Weekly SIT Deposits** check box.



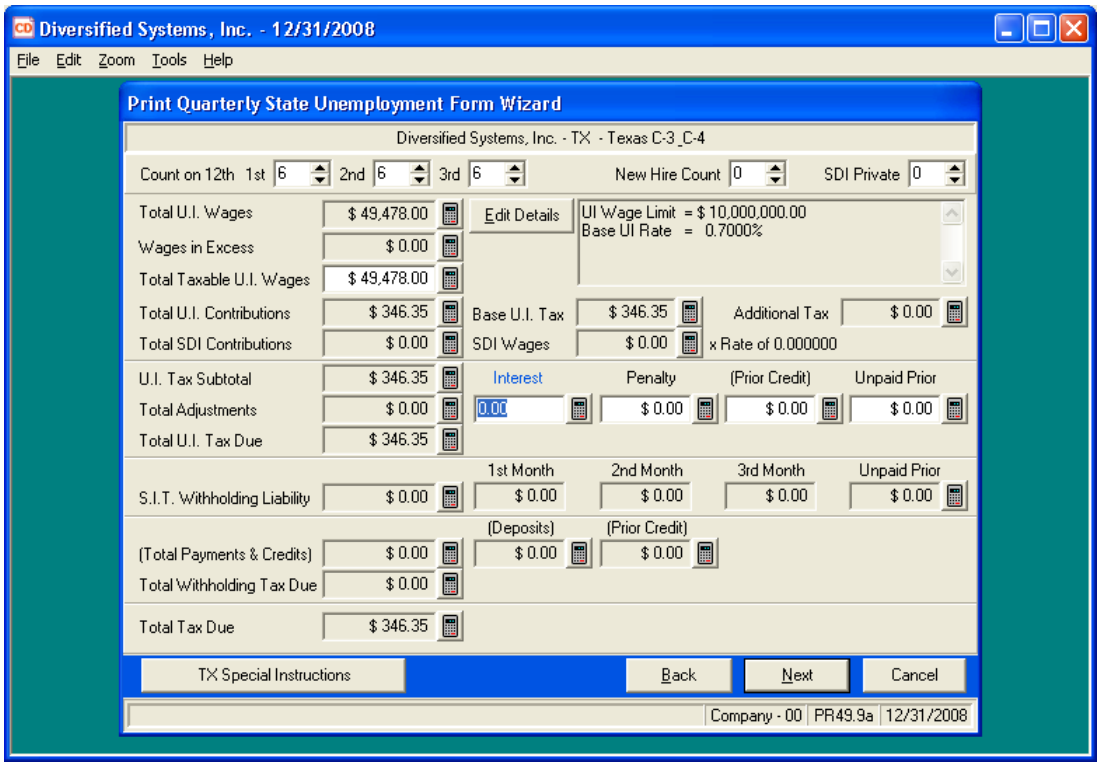
Wage Limits and Rates

Enter your current **U.I. Wage Limit** and **U.I. Base Contribution Rate** for the reporting period. If your state has a separate line for an **Additional U.I. Rate**, make sure the **Base U.I. Rate** does not include the additional rate amount. Since some states do not notify employers of rate changes until after the quarter ends, the Forms Generator program will use the rate you have entered here to recalculate all employer **U.I. Contributions**. If your state also requires State Disability Insurance, you will be allowed to set the **SDI Wage Limit** and **Contribution Rate**.



Wage Calculation

The **Wage Calculation** screen shows the total of all calculated data. Each amount is described below:



Unemployment Tax Section

- **Total U.I. Wages**: Sum of wages subject to U.I. Contributions for the payroll reporting period.
- **Wages in Excess**: Sum of wages subject to U.I. Contributions in excess of the U.I. Wage Limit.
- **Total Taxable U.I. Wages**: Sum of wages subject to U.I. Contribution not in excess of the limit. Normally you would not need to adjust this amount unless employee wages have been recorded in the wrong payroll-reporting period. If you make changes to this amount, the system will recalculate the difference into the Wages in Excess.
- **Total U.I. Contributions**: Total taxable U.I. Wages times the total U.I. Contribution Rate.
- **Total SDI Contributions**: If your state has a SDI tax, this amount is SDI Wages times SDI Rate.
- **U.I. Tax Subtotal**: Total U.I. Contributions plus total SDI Contributions.
- **Total Adjustments**: This amount is the total of any interest, penalty, credits or previously unpaid balance. Most state forms describe the formulas for calculating late fees, interest and/or penalty on the back of the preprinted form.
- **Total U.I. Tax Due**: U.I. Tax Subtotal plus Total Adjustments.

State Wages and Withholding Section

This section will be active only if your state includes State Wages and SIT withholding on the State Unemployment form.

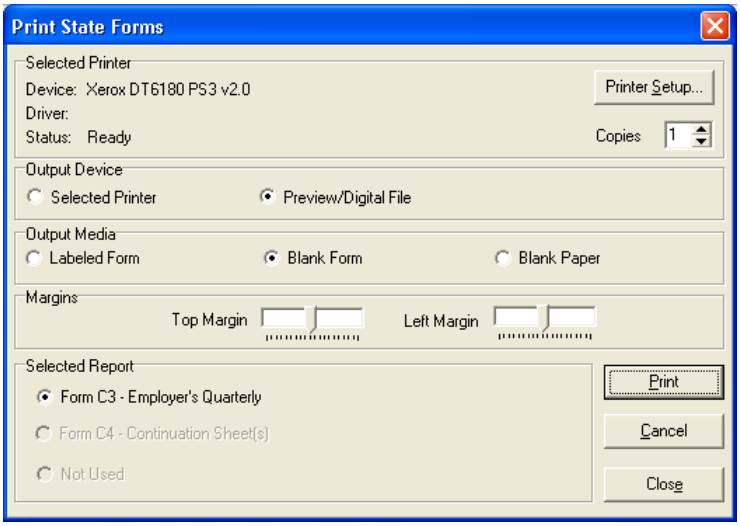
- **SIT Withholding Liability**: The total amount of SIT tax you have withheld from employees. Normally you would not adjust these numbers unless employee wages and withholding have been recorded in the wrong reporting period.
- **Total Payments and Credits**: Enter the total of all SIT deposits and any credits issued by the state. The numbers should be entered as positive numbers.
- **Total Withholding Tax Due**: SIT Withholding Liability minus Total Payments and Credits.
- **Total Tax Due**: Total U.I. Tax Due plus Total Withholding Tax Due.

Adjusting Employee Detail - Edit

You have the capability to change the detailed information printed for each employee on most state forms. Changes made to the detailed information will not affect employee records. **This option should be used with caution.** To change the detailed information of an employee, click **Edit**. The system will display the employee detail in a grid format that accepts direct entry. Remember, the preferred method to change this information is to adjust the actual employee record and recalculate the report.

Print State Forms

The **Print State Forms** window includes the standard printer controls found in all Certiflex Dimension programs. In addition, the following print options are specific to the Quarterly State Unemployment Forms Generator:



Output Media

- **Labeled Form**: This option is available for states where preprinted forms are required. Selecting this option will allow the Forms Generator to print the variable payroll data and not include information such as Company Name, Address, etc. This information is preprinted on the form received from the taxing agency.
- **Blank Form**: This option is available for states where preprinted forms are required. Selecting this option assumes that the pre-printed form is a blank generic form available from most states that does not include company specific preprinted information.
- **Blank Paper**: This option is available for states allowing forms to be printed on plain paper. For states requiring preprinted forms, this option can be selected to print the **Employer Copy** of the form.