

Quarterly Unemployment Insurance Report

The xxxxx quarter unemployment insurance report will be due soon. Each district must run its own report and forward it to Xxxxx Xxxxxx at this office. The report must be received no later than xxxxx 15, 200x.

Districts are reminded that adjustments to the report may be necessary. For example, jury duty abatements, workers' compensation reimbursements, auto allowance payments, and student wages are exempt from unemployment insurance premiums. Necessary adjustments should be made via the update employee pay history screen before the final U.I. report is run and sent in. The total of the regular gross earnings column of the quarterly report is used to calculate U.I. premiums.

In addition, certain amounts in the exempt column (workers' compensation reimbursements, auto allowance payments, and jury duty payments) must be identified in order to be excluded from the calculation for workers' compensation premiums. Workers' compensation premiums are based on the total of the regular gross wages column and the exempt column.

The Workers' Compensation Premium worksheet should be submitted to Xxxxxx during the same time as the quarterly report is submitted.

Adjustments for a prior quarterly report must be reported on a separate form. For example, a warrant issued last quarter and canceled this quarter must be adjusted on a separate form. These forms may be requested from the Xxxxxxx County Office of Education. Districts will not have to account for the number of weeks worked during the quarter. This will be a Xxxxxxx County Office of Education function.

If you have any questions, please contact Business Advisory Services.