

EMPLOYER WAGE INTAKE – ON-LINE WAGE REQUEST RESPONSE

Employers outside of New Hampshire and/or without a NH Employer Account Number

Effective 3/30/2017, requests for wage information must be responded to on-line using the Employer Wage Intake website. When needed, a notification letter will be sent that provides website and logon information to respond to the following important requests:

- Request for Weekly Work & Earnings from Benefit Payment Control (specific periods requested)
- Request for Qualifying Wage Information (5 weeks)

STEP 1: You will receive a paper notice with a one-time logon and the website address to the Employer Wage Response (EWI) website. The EWI website address is <https://nhuis.nh.gov/wageintake/login>

Each notice will have a separate one-time logon. It is not possible for you to establish a permanent logon unless you are a New Hampshire employer with a NH Employer Account Number.

STEP 2: Once logged on to the Wage Intake Application, you will be presented with a Login screen. Enter the REFERENCE # (also referred to as the Login ID) and Password provided in the request notice.

The screenshot shows the login interface for the New Hampshire's Wage Intake Application. At the top left is the NHES logo with the text "New Hampshire Employment Security" and the slogan "We're working to keep New Hampshire working". A help icon is in the top right. The main heading is "Welcome to New Hampshire's Wage Intake Application". On the left is a "Login" box with fields for "Reference #:" and "Password:", a "Login" button, and a "Forgot Password" link. Below this is a list of supported browsers: Internet Explorer 11 (or Higher), Firefox 4 (or higher), and Google Chrome (latest version), each with a "Download" link. At the bottom left are links for "Accessibility Policy" and "Data use & Privacy". On the right, a "SCAM ALERT" box states that only one email is sent and it does not include the link to the system. Below that, a "SYSTEM AVAILABILITY" section notes 24/7 availability with some features unavailable during updates. A "PRIVACY NOTICE" section explains that confidential information may be requested for other government purposes. A "NOTE" at the bottom states that credentials are valid only until the response is certified.

NHES is a proud member of America's Workforce Network and NH works.
NHES is an Equal Opportunity Employer and complies with the American's with Disabilities Act. Auxiliary aids and services are available upon request of individuals with disabilities.

STEP 2: Provide contact information and enter a new password for log-in purposes.

You will be presented with a screen to gather contact information and establish a temporary password. This password is ONLY for this specific document and can only be used to return to this specific document until such time as your response is complete and you certify your responses. For example, you can view the notice, then logout and gather the information you need and log back in that day or any day prior to the deadline to complete and certify the response.

If/when you re-log in to the EWI website to finish a specific response, use the same REFERENCE # and the new password that you created. You may use the same password from multiple REFERENCE #'s.

Contact Information

Your Contact Information:

* First Name:

Middle Initial:

* Last Name:

* Job Title:

* Email Address:

* Telephone #: - - - Extension

Company Information:

* Company's FEIN: Our Company does not have an FEIN

New Password Please select a password that is different from the temporary one that was provided on the Request Notice

* Please select a new password: **Must be at least 6 characters long and must include at least one number and one letter**

* Re-enter password: **PASSWORDS ARE CASE SENSITIVE**

STEP 3: When you finish completing the Contact information screen, click NEXT and you will be presented with a response screen specific to the notice you received. Click the radio button for the record and the RESPOND button. The various notices you may receive are detailed later in this document.

Your prompt response to the following items would be appreciated.

Request Id	Claimant	Item	Respond By	Status
Weekly Work & Earnings Requests (W & E)				
No Record Found				
Quarterly Wage Requests				
No Record Found				
Requests for Gross Wages for Recent Qualifying Weeks				
10008		Gross Wages for recent qualifying weeks	04/04/2017	To be initiated

Respond

For your reference, your previously certified responses are listed below.

Request Id	Claimant	Item	Responded On	Certified By
Weekly Work & Earnings Requests (W & E)				
No Record Found				
Quarterly Wage Requests				
No Record Found				
Requests for Gross Wages for Recent Qualifying Weeks				
No Record Found				

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Request for Gross Wages for Recent Qualifying Weeks

These requests are generated when an individual has filed for unemployment benefits and has a potentially disqualifying separation prior to employment with your company. The agency is seeking to determine whether the individual earned sufficient wages with your company to remove the disqualification. NOTE: This request does NOT mean that your account is going to be charged for benefits, if allowed.

You will be presented with a screen requesting Week Beginning Sunday and Week Ending Saturday dates and gross wages for the five (5) highest weeks of gross wages worked since a specific date. You will also be expected to enter the social security number you have on file for the individual. There is an option to enter additional remarks. Certify your answers by clicking on the CERTIFY button. Once you certify your answers, the agency is notified and you will be presented with a Confirmation screen. You can print this screen using your browser Print button. Click CANCEL (or CLOSE) to return to the Wage Intake Application.

Response to Request for Qualifying Wages

Employer: [Redacted]

Employee: [Redacted]

Certified by: [Redacted]

Qualifying Wages

*Did/does your company employ [Redacted] Yes No - SKIP TO THE CERTIFICATION SECTION

An individual who wishes to qualify for unemployment compensation benefits after a disqualification must earn wages in employment of at least 20% more than his/her weekly unemployment benefit amount in each five weeks. [Redacted] is attempting to requalify for benefits at this time.

*Please enter [Redacted] full SSN: [] - [] - []

*Please provide the highest 5 weeks of gross wages earned by [Redacted] since Dec 16, 2016. If the individual has worked for you fewer than five (5) weeks, please provide the gross wages for any calendar weeks in which he/she did work for you.

NOTE: WHEN REPORTING GROSS WAGES FOR ANY CALENDAR WEEK, PLEASE MAKE SURE THAT YOU ONLY INCLUDE THOSE WAGES THAT WERE EARNED FOR WORK DONE DURING THAT CALENDAR WEEK.

Table with 3 columns: Calendar week beginning on Sunday, and ending on Saturday, Gross Wages. Contains 5 rows of input fields.

[] [Redacted] did not earn at least 5 weeks of gross wages from us since Dec 16, 2016.

Additional Remarks: Use this area to provide additional information, if any, about the wages provided above 400 left

Certification

Employee: [Redacted]

Wage Request Period: Oct 01, 2015 - Dec 31, 2016

[] I certify that the wage and employment data presented above have been taken from our payroll records. I further certify that all the information that I have provided is true to the best of my knowledge and belief.

Name: [Redacted]

*Title: owner

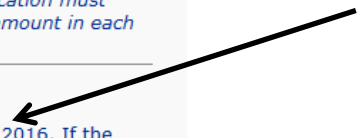
Date: 03/10/2017

*Telephone #: [Redacted]

*Email: owner@yahoo.com

Cancel

Certify



Weekly Work & Earnings Requests

There are two types of these requests. The most common request is generated by our Benefit Payment Control Unit. The request can be for any number of specific calendar weeks. The first screen presented is about the employment period with your company. Choose the appropriate Radio Button, enter the Social Security Number you have on file for this individual and any additional information requested and click NEXT.

You will be presented with the following screen:

NHERS New Hampshire Employment Security "We're working to keep New Hampshire working" Logout Home Help

Response to Work & Earning Request **Employer:** [Redacted] **Employee:** [Redacted] **Certified by:** [Redacted]

Employee Information > Employee Work & Earnings > Review & Certify > View Confirmation

*What was [Redacted] employment status with your company between Mar 30, 2014 and Mar 28, 2015?

Never Employed or Contracted by us - **SKIP THE REMAINDER OF THIS PAGE**

Not employed or contracted by us at any time between Mar 30, 2014 and Mar 28, 2015

Employed/Contracted by us between Mar 30, 2014 and Mar 28, 2015

*Please enter [Redacted] full SSN: [] - [] - []

*Please provide [Redacted]'s employment details for all employment that includes the period Mar 30, 2014 and Mar 28, 2015

*Employment Period: [] - [] *Employment Type: Part Time Full Time Contractor

*Position(s) Held: []

*Rate of Pay: \$ [] - per hour per week bi-weekly semi-monthly monthly

*Method of Payment: Check Cash Direct Deposit

*Reason for Separation: [Select One] *Additional Reason: [Select One]

Details of Separation: Use this area to provide detailed information pertaining to this employee's separation from your company. 512 left

Additional Remarks: Use this area to provide information pertaining to multiple Positions Held or multiple Employment Periods, etc. 400 left

Cancel Next

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The next screen presents a grid to enter wages earned. The page presents 3 weeks at a time. Please enter the hours worked and gross wages earned for each day. If any Other Income (such as tips or commissions) or Benefits Paid (such as vacation pay or bonus), please enter in the appropriate fields. Also enter the date(s) the monies for each week were or will be paid. Once the presented weeks are complete, click the NEXT button. Continue until all requested weeks are completed.

Response to Work & Earning Request

Employee: [Redacted] Employer: [Redacted] Certified by: [Redacted]

Employee Information Employee Work & Earnings Review & Certify View Confirmation

For each day during the period January 22, 2017 - February 11, 2017 that [Redacted] performed services for your company, please provide the **Hours** worked on that day, the regular **Wages** pertaining to the work performed on that day, **Other Incomes** (such as *Tips, Commissions, etc.*) earned on that day, and any **Benefits paid** (such as *Vacation Pay, Back Pay, Holiday Pay, Bonus, Workers Compensation, Severance Pay, Pension, WARN Pay, Sick Pay and Wages in Lieu of Notice*) for that day.

For your security, you will be logged off if you have not clicked on any of the buttons in this page within 20 minutes. If you are unable to complete this page within 16 minutes, please click on the Extend button so that you are not logged off due to inactivity.

Work & Earnings Request Period : January 22, 2017 - March 4, 2017 Page 1 of 2

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Dates Paid
	Jan 22, 2017	Jan 23, 2017	Jan 24, 2017	Jan 25, 2017	Jan 26, 2017	Jan 27, 2017	Jan 28, 2017	
Hours:	<input type="text"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>
Wages:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>
Other Incomes*:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>
Benefits Paid**:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>
	Jan 29, 2017	Jan 30, 2017	Jan 31, 2017	Feb 1, 2017	Feb 2, 2017	Feb 3, 2017	Feb 4, 2017	
Hours:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>
Wages:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>
Other Incomes*:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>
Benefits Paid**:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>
	Feb 5, 2017	Feb 6, 2017	Feb 7, 2017	Feb 8, 2017	Feb 9, 2017	Feb 10, 2017	Feb 11, 2017	
Hours:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>
Wages:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>
Other Incomes*:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>
Benefits Paid**:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>

*Other Incomes include : Tips, Commissions and any other pay that are not directly related to hours worked, including payment in kind.
 **Benefits Paid include : Vacation Pay, Back Pay, Holiday Pay, Bonus, Worker's Compensation, Severance Pay, Pension, WARN Pay, Sick Pay and Wages in Lieu of Notice.

Additional Remarks: 500 left

Cancel Reset Extend Next

The RESET button will reset only the information on this page. Any information provided on previously presented pages will not be lost.

There is a twenty-minute timer for completing the response. If you receive a pop-up message that the timer is about to run out and you need more time, click the EXTEND button.

Once completed, a Confirmation page will be presented with the ability to view and verify each week, totaled based on your prior daily entries. Certify your answers by clicking on the CERTIFY button.

Response to Work & Earning Request

Employer:

Employee:

Certified by:

- Employee Information
- Employee Work & Earnings
- Review & Certify
- View Confirmation

The following is the information you provided for wage and employment details for the period Jan 22, 2017 to Mar 04, 2017. Please review this data and certify that it is accurate. Thank you!


Employee: Employment Information Edit this section

employment status with your company between Jan 22, 2017 and Mar 04, 2017:
Employed/Contracted by us between Jan 22, 2017 and Mar 04, 2017

Employee: Work & Earnings Information Edit this section

Work & Earnings Request Period : Jan 22, 2017 - Mar 04, 2017

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Weekly Summary
Hours:	Jan 22, 2017 0.00	Jan 23, 2017 3.00	Jan 24, 2017 3.00	Jan 25, 2017 4.00	Jan 26, 2017 0.00	Jan 27, 2017 0.00	Jan 28, 2017 0.00	Dates Paid: 02/03/2017 Weekly Hours: 10.00 Weekly Earnings: \$100.00
Wages:	\$0.00	\$30.00	\$30.00	\$40.00	\$0.00	\$0.00	\$0.00	
Other Incomes*:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Benefits Paid**:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Hours:	Jan 29, 2017 0.00	Jan 30, 2017 5.00	Jan 31, 2017 3.00	Feb 1, 2017 0.00	Feb 2, 2017 4.00	Feb 3, 2017 0.00	Feb 4, 2017 0.00	Dates Paid: 02/10/2017 Weekly Hours: 12.00 Weekly Earnings: \$120.00
Wages:	\$0.00	\$50.00	\$30.00	\$0.00	\$40.00	\$0.00	\$0.00	
Other Incomes*:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Benefits Paid**:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Hours:	Feb 5, 2017 0.00	Feb 6, 2017 0.00	Feb 7, 2017 3.00	Feb 8, 2017 4.00	Feb 9, 2017 4.00	Feb 10, 2017 0.00	Feb 11, 2017 0.00	Dates Paid: 02/17/2017 Weekly Hours: 11.00 Weekly Earnings: \$160.00
Wages:	\$0.00	\$0.00	\$30.00	\$40.00	\$40.00	\$0.00	\$0.00	
Other Incomes*:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Benefits Paid**:	\$0.00	\$50.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	



*Other Incomes include : Tips, Commissions and any other pay that are not directly related to hours worked, including payment in kind.
 **Benefits Paid include : Vacation Pay, Back Pay, Holiday Pay, Bonus, Worker's Compensation, Severance Pay, Pension, WARN Pay, Sick Pay and Wages in Lieu of Notice.

Additional Remarks:

Employee: Wage Request Period: Jan 22, 2017 - Mar 04, 2017

I certify that the wage and employment data presented above have been taken from our payroll records. I further certify that all the information that I have provided is true to the best of my knowledge and belief.

Name: *Title: Date: 03/10/2017
 *Telephone #: *Email:

Certify

Once you certify your answers, the agency is notified and you will be presented with a Confirmation screen and opportunity to print your response. Click CLOSE to return to the Wage Intake Application to respond to another notice or to view previously certified notices.



"We're working to keep New Hampshire working"

Logout  

Response to Work & Earning Request

Employer:

Employee:

Certified by:

Employee Information > Employee Work & Earnings > Review & Certify > View Confirmation

Dear

Thank you for providing us with information regarding work and earnings for the period between Jan 22, 2017 and Mar 04, 2017. The confirmation number for your response to the information we requested is **WE-031017113656343**. Please click on the **Print Confirmation** button to print a copy of this confirmation for your records.

Please note that in some situations, additional information or copies of records may be requested by this Department.

Print Confirmation **Close**

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