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.
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.
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.

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:**

**Employee:**

**Certified by:**

### Qualifying Wages

*Did your company employ [ ] 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. **[ ]** is attempting to requalify for benefits at this time.

*Please enter [ ] Full SSN: [ ] [ ] [ ] [ ] [ ]

*Please provide the highest 5 weeks of gross wages earned by [ ] 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>
<thead>
<tr>
<th>Calendar week beginning on Sunday:</th>
<th>and ending on Saturday:</th>
<th>Gross Wages:</th>
</tr>
</thead>
<tbody>
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<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

[ ] 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:**

**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:**

**Title:** owner

**Date:** 03/10/2017

**Telephone #:**

**Email:** owner@yahoo.com

[ ] 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:
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.

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.
**Employee: Employment Information**

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**

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

<table>
<thead>
<tr>
<th></th>
<th>Sun</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
<th>Sat</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hours</td>
<td></td>
<td>0.0</td>
<td>3.0</td>
<td></td>
<td>4.0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wages</td>
<td>$0.00</td>
<td>$30.00</td>
<td>$30.00</td>
<td>$40.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
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<tr>
<td>Other Incomes*</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
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<tr>
<td>Benefits Paid**</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

|       |     |     |     |     |     |     |     |
| Hours |     | 0.0 | 5.0 |     | 4.0 |     |     |
| Wages | $0.00 | $50.00 | $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 |     | 0.0 | 3.0 |     | 4.0 |     |     |
| Wages | $0.00 | $30.00 | $40.00 | $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 |

**Dates Paid:**

- Jan 23, 2017
- Jan 30, 2017
- Feb 5, 2017

**Weekly Hours:**

- 1.0
- 1.0
- 1.0

**Weekly Earnings:**

- $100.00
- $120.00
- $160.00

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**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, Sick Pay, Holiday Pay, Bonus, Worker’s Compensation, Severance Pay, Pension, WARN Pay, Sick Pay and Wages in Lieu of Notice.

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**Additional Remarks:**

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

- Name: [ ]
- Title: [ ]
- Telephone #: [ ]
- Email: [ ]
- Date: 03/10/2017

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.

**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.

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.