

## Maine Unemployment Report – Excel Export

## Aptafund-3457

## An Excel export is now available

When running the Maine Unemployment report the REEmployME site requires an excel file format. We have added the ability in an additional tab to export to excel for reporting and uploading to the REEmployME site.

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Modules [Ail]			•	
Reports Quarterly Unemploym	ent Contributions	and Wage Report	• \$2	
[Unnamed Settings]	• Save C	lear 🗘 -		
Calendar Year	2023			
Quarter	First (Jan 1 - Ma	ch 31)		-
Unemployment Tax Rate	0%	•		
Taxable Wage Base	\$12,000.00	•		
CSSF Assessment Rate	A.06 %	•		
Direct Reimburser	No			
Date to use in report	Period Begin Dat	e j		

Caption 1 –Quarterly Unemployment Contributions & Wage Report

Enter the parameters for your district such as Calendar Year, Quarter, Unemployment Tax Rate, Taxable Wage Base, CSSF Assessment Rate, Direct Reimburser and Date to use in Report. Choose Report to Grid or Continue with Previous Editing. In this illustration we have already generated a report so we will choose Continue with Previous Editing:

Generated Data Exists	×
	ista for your report selections. You can choose to continue ita or delete that data set and generate new data for your ted, it cannot be recovered.
Previous data set details:	
Data set name:	2023-First (Jan 1 - March 31)
Created on:	09/12/2023 02:34:52 PM
Created by	Lober, Bob
Last edited on:	Never
Last edited by	N/A
Continue with Previous E	diting Delete and Generate New Data Cancel

Caption 2 - Continue with Previous Editing



The data will appear on the screen with a Summary Tab, Employees Tab, and Wages Tab.

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Home -> Re	ports -> Quarterly Unemploy	ment Contrit	butions and W	age Report								
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SUM	MARY EMPLOYEES	WAGES				na a cy ana pojne						
												Y 5 📌
Dra	g a column header and drop											
	Month 1 Employment	Month 2 E		Month 3 Employment	Gross Wages †	Taxable Wages	Taxes Due	CSSF Due				
0	373		362	0	\$4,020,161.09	\$3,346,682.25						

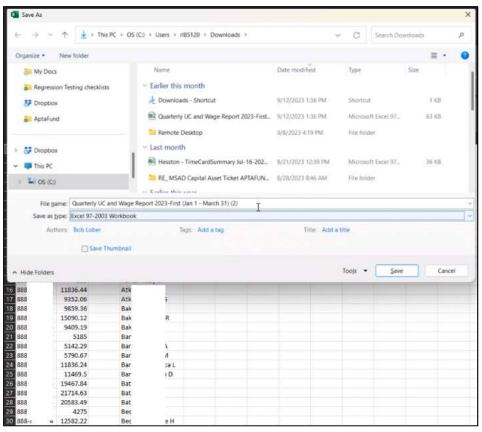


Click the Wages Tab to display the Wage data for employees including SSN, Gross Wages, and Name. An Export to File button is in the lower right corner of the Wages tab which creates a CSV file that matches requirements for the XLS file for REEmployeME site.

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C22 First (Jan 1 - March 31) • C - Calendar Vear. 2022 Quarter. First (Jan 1 - March 31) Utemployment Tax Rate. 0 Taxable Wage Base. 12000 CSSF Assessment Rate. 0 to Direct Reimburser. No Date to use in report. P							See more				
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Caption 4 – Wages Export

Clicking Open File allows you to view the data in excel. The user can use the Save As function to save the export file in the XLS format required by REEmployeME site. Also the user can change the format of the Gross Wage column to always show up 2 decimals if the formatting is really critical for the successful upload.



Caption 5 - Save As XLS

Maine Unemployment File Upload in Excel Format 2023.09.29 Update

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