

# DMACC Iowa Jobs Training (260E) Training Management System

## Withholding Guide

[dbr.dmacctraining.com](http://dbr.dmacctraining.com)

Technical questions? Contact Emily at [ejbetz@dmacc.edu](mailto:ejbetz@dmacc.edu)



[Program Manual](#) | [Videos](#) | [Helps](#)

DMACC Training Management System - Login Page

Log In

  
  
  
[Forgot Password? Click Here](#)

Copyright © 2019 - Des Moines Area Community College, DMACC

Email: [Dbr@dmacc.edu](mailto:Dbr@dmacc.edu)

A product of ABC Virtual Communications

## Contents

- Choosing a Role, Using the Dashboard p 2-3
- Adding A Withholding Period p 3
- Adding Employees p 4
- Adding Wages p 5-7
- Submitting Withholding Period(s) p 8-9
- Uploading Confirmation Page p 10
- Managing Employees - During Reimbursement Period p 11
- Managing Employees - When Reimbursement is Over p 12

## Choosing a role

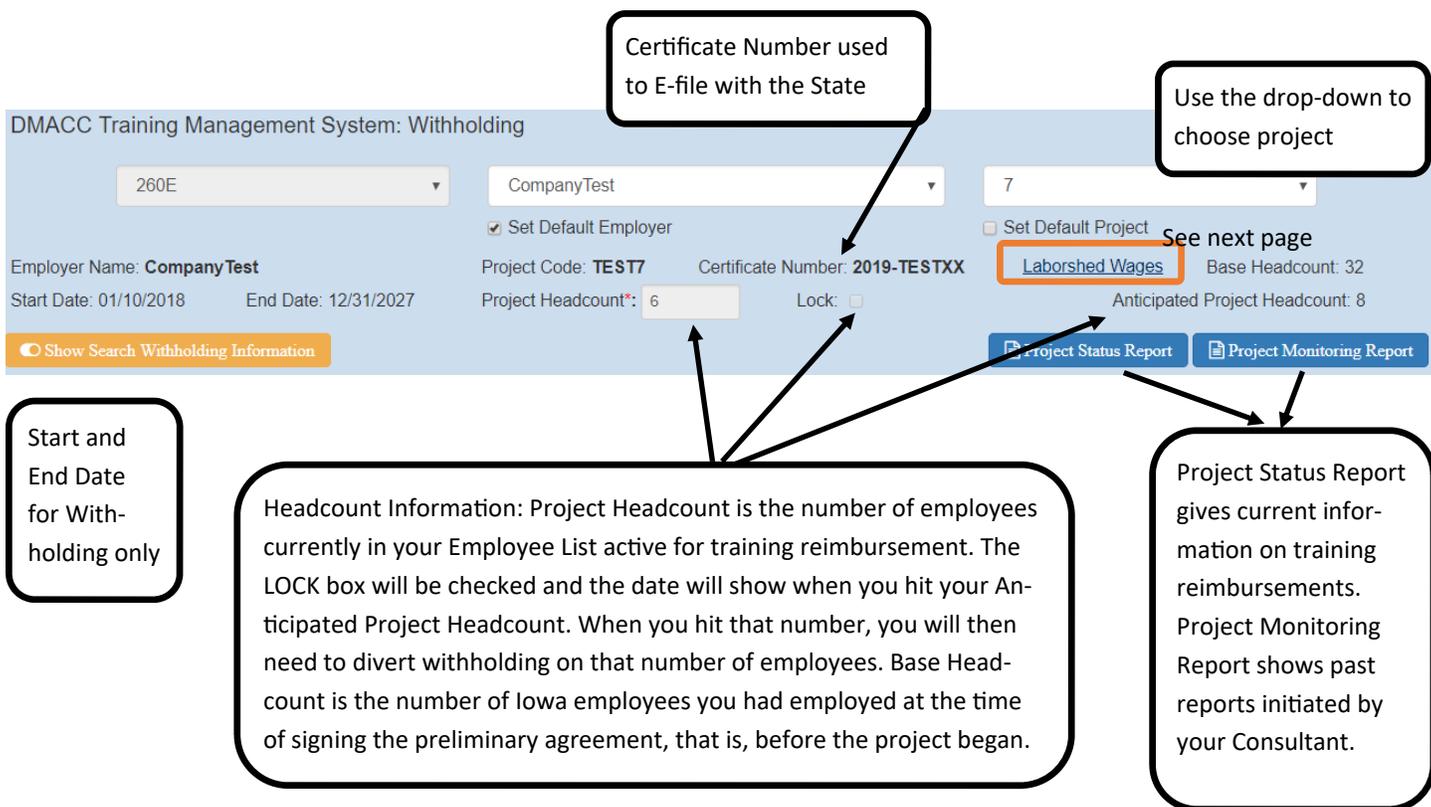
You may have two roles in the system. To manage the Withholding process, select **Payroll Specialist**.

(The Employer User role is to submit reimbursement for training, and keep Employee List up to date with who is active in the project.)



## Using the dashboard

When you login, you can use the dashboard to choose the project you want to work on, then see information about Withholding and get some status about training reimbursement dollars as well.



DMACC Training Management System: Withholding

260E CompanyTest 7

Set Default Employer  Set Default Project

Employer Name: **CompanyTest** Project Code: **TEST7** Certificate Number: **2019-TESTXX** Laborshed Wages Base Headcount: 32

Start Date: 01/10/2018 End Date: 12/31/2027 Project Headcount\*: 6 Lock:  Anticipated Project Headcount: 8

Show Search Withholding Information Project Status Report Project Monitoring Report

**Certificate Number used to E-file with the State**

**Use the drop-down to choose project**

**See next page**

**Start and End Date for Withholding only**

**Headcount Information:** Project Headcount is the number of employees currently in your Employee List active for training reimbursement. The LOCK box will be checked and the date will show when you hit your Anticipated Project Headcount. When you hit that number, you will then need to divert withholding on that number of employees. Base Headcount is the number of Iowa employees you had employed at the time of signing the preliminary agreement, that is, before the project began.

**Project Status Report gives current information on training reimbursements. Project Monitoring Report shows past reports initiated by your Consultant.**

## Laborshed Wages

Click on the Laborshed Wages link in the dashboard for a popup that will show the wages in your location(s) that determine whether a position is withheld at NJC 1.5% or the supplemental SJC 1.5% (total 3%).

A popup window titled "Locations & Laborshed Wages" with a close button in the top right corner. It contains a table with two columns: "Location" and "Laborshed Wage".

| Location      | Laborshed Wage |
|---------------|----------------|
| Main Location | 24.27          |
| Branch 2      | 18.73          |

Below the table is a "Close" button.

## Adding a Withholding period

The dashboard shows various filters and options for managing withholding periods. A green button labeled "+ Add New Withholding" is highlighted with an orange border.

DMACC Training Management System: Withholding

260E CompanyTest 7

Set Default Employer  Set Default Project

Employer Name: **CompanyTest** Project Code: **TEST7** Certificate Number: **2019-TESTXX** [Laborshed Wages](#)

Start Date: 01/10/2018 End Date: 12/31/2027 Project Headcount\*: Lock:  Anticipated Project Headcount: 8

Show Search Withholding Information

Withholding Periods: Status Any 0 Period(s) found

Click Add New Withholding then choose dates in calendar for the period you are diverting on.

Can be pay period, month, or quarter.

The "Add New Withholding" popup window shows a date selection interface. A calendar for January 2019 is displayed, with the 10th highlighted. The "From Date\*" and "To Date\*" fields are empty.

Add New Withholding

From Date\* To Date\*

« January 2019 »

| Su | Mo | Tu | We | Th | Fr | Sa |
|----|----|----|----|----|----|----|
| 30 | 31 | 1  | 2  | 3  | 4  | 5  |
| 6  | 7  | 8  | 9  | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | 1  | 2  |
| 3  | 4  | 5  | 6  | 7  | 8  | 9  |

Close

Once dates are entered, the period you are working on opens, automatically. If you have NO employees entered yet for your project your screen looks like this. There are two ways to enter employees. You can enter them through the reimbursement side as a bulk upload or individually here, using the green button.

DMACC Training Management System: Withholding

260E CompanyTest 7  
 Set Default Employer  Set Default Project

Employer Name: **CompanyTest** Project Code: **TEST7** Certificate Number: **2019-TESTXX** [Laborshed Wages](#)  
 Start Date: 01/10/2018 End Date: 12/31/2027 Project Headcount\*:  Lock:  Anticipated Project Headcount: 8

[Back](#)

Withholding Periods:

| Period ID | From Date  | To Date    | Submitted Date | Submitted Amount | Status |
|-----------|------------|------------|----------------|------------------|--------|
| 1         | 01/01/2018 | 01/31/2018 |                | \$0.00           | Active |

Employees:

[Employee List From Project](#) [+Add Employee To Project For Training](#) [+ Employee List For Withholding Only](#) [+ Add Employee For Withholding Only](#)

Import Gross Wages:

[Download Gross Wages Import Template and Encryption Tool](#) [Instructions](#) Excel File:  No file chosen

Total Employees: 0

Using the green button lets you add employees to the list on the training side too.

Click the green button to get a pop up to enter new employees who will do training in the project. Entering the hourly rate will calculate the withholding rate based on the laborshed wage for their location.

The blue button is for adding people to withhold on ONLY. THEY WILL NOT BE DOING TRAINING WITH PROJECT FUNDS. More on that later.

Add Employees

| #                          | Employee ID | First Name | Last Name | Current Title | Hourly Rate | Gross Wages* | Withholding Rate | Withholding Amount | Position Start Date | Assign Funding Types & Projects* |
|----------------------------|-------------|------------|-----------|---------------|-------------|--------------|------------------|--------------------|---------------------|----------------------------------|
| Cert #: 2019-TESTXX Total: |             |            |           |               | \$0.00      |              | \$0.00           |                    |                     |                                  |
| 1                          | 102         | Severus    | Snape     | Director, HR  | 885656675   |              |                  |                    | 12/01/2017          | 260E 7                           |
| 2                          | 103         | Hermione   | Granger   | Researcher II | 656337897   |              |                  |                    | 12/04/2017          | 260E 7                           |
| 3                          | 104         | Ron        | Weasley   | Accountant I  | 885677878   |              |                  |                    |                     |                                  |

Click the blue plus sign to add another employee.  
 Click the red x to delete that line.  
 Click the green locator sign to choose which location that employee belongs to (if applicable).

Select Location & Laborshed Wage

| Location      | Laborshed Wage |
|---------------|----------------|
| Main Location | 24.27          |
| Branch 2      | 18.73          |

Use radio button to choose location if needed

## Adding Wages—Individually

When adding a new withholding period, active employees will automatically populate. You will need to add their gross wages for that period. You can do that two ways: individually, or in an upload.

To individually add Gross Wages for the withholding period, just click the underlined \$0.00 of the employee and type in their wages. Click the check mark to save. The Withholding Amount will calculate automatically.

You will see employees split into NJC (1.5%) and SJC—supplemental 1.5% (3%) groups. Those who are at the higher rate are shaded yellow, and will be in both groups. Click the next page arrow to see the rest of the employees in that group.

| Period ID | From Date  |
|-----------|------------|
| 3         | 03/01/2018 |

| First Name   | Last Name | Current Title | Hourly Rate | Gross Wages*  | Withholding Rate | Withholding Amount | Position Start Date | Status | For Withholding Only     |  |
|--|-----------|---------------|-------------|---------------|------------------|--------------------|---------------------|--------|--------------------------|--|
| Harry  | Potter    | Accountant I  | -----       | <u>\$0.00</u> | 1.5%             | \$0.00             | 12/20/2017          | Active | <input type="checkbox"/> |  |
| Severus  | Snape     | Director, HR  | -----       | <u>\$0.00</u> | 1.5%             | \$0.00             | 12/01/2017          | Active | <input type="checkbox"/> |  |
| Hermione   | Granger   | Researcher II | -----       | <u>\$0.00</u> | 1.5%             | \$0.00             | 12/04/2017          | Active | <input type="checkbox"/> |  |
| Ron  | Weasley   | Accountant I  | -----       | <u>\$0.00</u> | 1.5%             | \$0.00             | 12/01/2017          | Active | <input type="checkbox"/> |  |
| Draco  | Malfoy    | Clerk         | -----       | <u>\$0.00</u> | 1.5%             | \$0.00             | 11/30/2017          | Active | <input type="checkbox"/> |  |
| Cert #: 2019-TESTXX NJC Total (1.50 %):              |           |               |             |               |                  | \$0.00             |                     |        |                          |  |
| <span>1</span> <span>2</span> <span>»</span>         |           |               |             |               |                  |                    |                     |        |                          |  |
| Harry  | Potter    | Accountant I  | -----       | <u>\$0.00</u> | 1.5%             | \$0.00             | 12/20/2017          | Active | <input type="checkbox"/> |  |
| Severus  | Snape     | Director, HR  | -----       | <u>\$0.00</u> | 1.5%             | \$0.00             | 12/01/2017          | Active | <input type="checkbox"/> |  |
| Hermione   | Granger   | Researcher II | -----       | <u>\$0.00</u> | 1.5%             | \$0.00             | 12/04/2017          | Active | <input type="checkbox"/> |  |
| Cert #: 2019-TESTXX SJC Total (Supplemental 1.50 %): |           |               |             |               |                  | \$0.00             |                     |        |                          |  |
| Cert #: 2019-TESTXX Total:                           |           |               |             |               |                  | \$0.00             |                     |        |                          |  |

| Emp ID   | First Name | Last Name | Current Title             | Hourly Rate | Gross Wages*  | Withholding Rate | Withholding Amount | Position Start Date | Status | For Withholding Only     |
|--|------------|-----------|---------------------------|-------------|---------------|------------------|--------------------|---------------------|--------|--------------------------|
| 106  | Luna       | Lovegood  | Communications Specialist | -----       | <u>\$0.00</u> | 1.5%             | \$0.00             | 12/04/2017          | Active | <input type="checkbox"/> |
| Cert #: 2019-TESTXX NJC Total (1.50 %):              |            |           |                           |             |               | \$0.00           |                    |                     |        |                          |
| <span>«</span> <span>1</span> <span>2</span>         |            |           |                           |             |               |                  |                    |                     |        |                          |
| 101  | Harry      | Potter    | Accountant I              | -----       | <u>\$0.00</u> | 1.5%             | \$0.00             | 12/20/2017          | Active | <input type="checkbox"/> |
| 102  | Severus    | Snape     | Director, HR              | -----       | <u>\$0.00</u> | 1.5%             | \$0.00             | 12/01/2017          | Active | <input type="checkbox"/> |
| 103  | Hermione   | Granger   | Researcher II             | -----       | <u>\$0.00</u> | 1.5%             | \$0.00             | 12/04/2017          | Active | <input type="checkbox"/> |
| Cert #: 2019-TESTXX SJC Total (Supplemental 1.50 %): |            |           |                           |             |               | \$0.00           |                    |                     |        |                          |
| Cert #: 2019-TESTXX Total:                           |            |           |                           |             |               | \$0.00           |                    |                     |        |                          |

## Adding Wages—Encrypted Upload

When you have employees already added, you may upload using an Excel template and copying information in from your own HR system.

Employees:

Import Gross Wages:

Step 1

Step 2

Step 3 Import Encrypted File:  No file chosen

Total Employees: 6

| Emp ID | First Name | Last Name | Current Title | Hourly Rate | Gross Wages* | Withholding Rate | Withholding Amount | Position Start Date | Status | For Withholding Only |
|--------|------------|-----------|---------------|-------------|--------------|------------------|--------------------|---------------------|--------|----------------------|
| 102    | Severus    | Snake     | Director HR   | 44.65       | \$0.00       | 1.5%             | \$0.00             | 12/01/2017          | Active |                      |

- Click Step 1: 'Download Gross Wages Import Template'
- Open Excel template and Enable Editing

PROTECTED VIEW Be careful—files from the Internet can contain viruses. Unless you need to edit, it's safer to stay in Protected View.

F3

|   | A                            | B                           | C                   | D                             | E                            | F |
|---|------------------------------|-----------------------------|---------------------|-------------------------------|------------------------------|---|
|   | First Name*<br>(exact value) | Last Name*<br>(exact value) | SSN*<br>(no dashes) | Gross Wages*<br>(exact value) | Hourly Rate<br>(exact value) |   |
| 1 |                              |                             |                     |                               |                              |   |
| 2 |                              |                             |                     |                               |                              |   |

- Fill in employee information (you can copy/paste from your HR system without sorting out project participants; this system will match and filter for you)  
**NOTE:** Hourly Rate is optional
- Save and Close Excel document
- Click Step 2: 'Encrypt a File'
- Find the Gross Wages Import Template—Usually in your Downloads Folder, based on your computer settings
- Click 'Open' to create the encrypted file
- The encrypted file will also be placed in your Downloads Folder
- Click Step 3: 'Import Encrypted File'
- Click 'Open' and you will see the file listed to upload

Step 3

Import Encrypted File:  ImportGrossWag...p

Step 2

Step 3

## Adding Wages—Encrypted Upload

- Click 'Upload'
- You will be notified of successful updates
- You will see the Gross Wages added and withholding calculated on the screen
- **NOTE:** you will not need to download the template each time, just copy and paste new data for the new pay period and start from Step 2

4 04/01/2018 5 record(s) updated successfully. x Active

Employees:

Employee List From Project Add Employee To Project For Training Employee List For Withholding Only Add Employee For Withholding Only

Import Gross Wages:

Step 1 Download Gross Wages Import Template

Step 2 Encrypt a file

Step 3 Import Encrypted File: Choose File No file chosen

Total Employees: 6

| Emp ID | First Name | Last Name | Current Title             | Hourly Rate | Gross Wages* | Withholding Rate | Withholding Amount | Position Start Date | Status | For Withholding Only |
|--------|------------|-----------|---------------------------|-------------|--------------|------------------|--------------------|---------------------|--------|----------------------|
| 102    | Severus    | Snape     | Director, HR              | 44.65       | \$5,295.22   | 1.5%             | \$79.43            | 12/01/2017          | Active |                      |
| 103    | Hermione   | Granger   | Researcher II             | 29.63       | \$4,101.99   | 1.5%             | \$61.53            | 12/04/2017          | Active |                      |
| 101    | Harry      | Potter    | Accountant I              |             | \$3,190.23   | 1.5%             | \$47.85            | 12/20/2017          | Active |                      |
| 104    | Ron        | Weasley   | Accountant I              | 24.20       | \$3,007.33   | 1.5%             | \$45.11            | 12/01/2017          | Active |                      |
| 106    | Luna       | Lovegood  | Communications Specialist | 18.92       | \$2,300.77   | 1.5%             | \$34.51            | 12/04/2017          | Active |                      |

Wages added and Withholding calculated automatically

## Submitting Withholding Period(s)

When all Gross Wages are entered, you will have the amount to divert calculated and you may submit. There are two ways to submit.

withholding periods:

| Period ID | From Date  | To Date    | Submitted Date | Submitted Amount | Status | <input type="checkbox"/>            | <input type="checkbox"/> |
|-----------|------------|------------|----------------|------------------|--------|-------------------------------------|--------------------------|
| 2         | 02/01/2018 | 02/28/2018 |                | \$0.00           | Active | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

Employees:

[Employee List From Project](#) [Add Employee For Withholding Only](#)

Import Gross Wages: [Download Gross Wages](#)

Total Employees: 6

| Emp ID   | First Name  | Last Name           | Current Title  | Hourly Rate              | Gross Wages*             | Withholding Rate         | Withholding Amount | Position Start Date | Status | For Withholding Only | <input type="checkbox"/> |
|--|-------------|---------------------|----------------|--------------------------|--------------------------|--------------------------|--------------------|---------------------|--------|----------------------|--------------------------|
| 101  | Harry       | Potter              | Accountant I   |                          | \$4,112.33               | 1.5%                     | \$61.68            | 12/20/2017          | Active |                      | <input type="checkbox"/> |
| 102  | Severus     | Snape               | Director, HR   |                          | \$4,596.33               | 1.5%                     | \$68.94            | 12/01/2017          | Active |                      | <input type="checkbox"/> |
| 103  | Hermione    | Granger             | Researcher II  |                          | \$4,815.03               | 1.5%                     | \$72.23            | 12/04/2017          | Active |                      | <input type="checkbox"/> |
| 104  | Ron         | Weasley             | Accountant I   |                          | \$3,312.59               | 1.5%                     | \$49.69            | 12/01/2017          | Active |                      | <input type="checkbox"/> |
| 105  | Draco       | Malfoy              | Clerk          |                          | \$3,018.25               | 1.5%                     | \$45.27            | 11/30/2017          | Active |                      | <input type="checkbox"/> |
| Cert #: 2019-TESTXX NJC Total ( 1.50 %):             |             |                     |                |                          |                          |                          | \$357.84           |                     |        |                      |                          |
| 1 2 »  |             |                     |                |                          |                          |                          |                    |                     |        |                      |                          |
| 101  | Harry       | Potter              | Accountant I   |                          | \$4,112.33               | 1.5%                     | \$61.68            | 12/20/2017          | Active |                      | <input type="checkbox"/> |
| 102  | Severus     | Snape               | Director, HR   |                          | \$4,596.33               | 1.5%                     | \$68.94            | 12/01/2017          | Active |                      | <input type="checkbox"/> |
| 103  | Hermione    | Granger             | Researcher II  |                          | \$4,815.03               | 1.5%                     | \$72.23            | 12/04/2017          | Active |                      | <input type="checkbox"/> |
| Cert #: 2019-TESTXX SJC Total (Supplemental 1.50 %): |             |                     |                |                          |                          |                          | \$202.85           |                     |        |                      |                          |
| Cert #: 2019-TESTXX Total:                           |             |                     |                |                          |                          |                          | \$23,856.65        | \$560.69            |        |                      |                          |
| Uploaded Date  | Uploaded by | Attachment Filename | Do not Convert | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                    |                     |        |                      |                          |
| <input type="button" value="Submit Withholding"/>    |             |                     |                |                          |                          |                          |                    |                     |        |                      |                          |

Submit multiple periods from the main screen by clicking the green arrow box(es), then blue Submit Withholding button below.

3 Period(s) found

| Quarter Of Year | Period ID | From Date  | To Date    | Submitted Date | Submitted Amount | Status    | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | View Package |
|-----------------|-----------|------------|------------|----------------|------------------|-----------|-------------------------------------|--------------------------|--------------------------|--------------|
| Q1 2018         | Select 1  | 01/01/2018 | 01/31/2018 | 01/14/2019     | \$730.70         | Submitted | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | View         |
| Q1 2018         | Select 2  | 02/01/2018 | 02/28/2018 |                | \$0.00           | Active    | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |              |
| Q1 2018         | Select 3  | 03/01/2018 | 03/31/2018 |                | \$0.00           | Active    | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |              |

[Confirmation Page Info](#)

# Submitting Withholding Period(s)

You will confirm the accuracy of the submission and have the opportunity to hide sensitive employee information at that time, if you choose, if you need to send the documentation on to another department to cut a check, etc.

Confirm Submission ✕

I certify this withholding information is true and accurate to the best of my knowledge

Hide Employee Information

First Name

Last Name

Current Title

Position Start Date

OK
Cancel

Withholding Periods: Status Any + Add New Withholding

2 Period(s) found

| Quarter Of Year | Period ID | From Date  | To Date    | Submitted Date | Submitted Amount | Status    | View Package |
|-----------------|-----------|------------|------------|----------------|------------------|-----------|--------------|
| Q1 2018         | Select 1  | 01/01/2018 | 01/31/2018 | 01/14/2019     | \$730.70         | Submitted | View         |
| Q1 2018         | Select 2  | 02/01/2018 | 02/28/2018 |                | \$0.00           | Active    |              |

Upload Confirmation Page file
Submit Withholding

[Confirmation Page Info](#)

From the main page, you can see what has been submitted, and what is still active. You can also click view to see/print/save the documentation created.

## Withholding Summary and Employee List

Company: CompanyTest  
 Project Code: TEST70  
 Multiple Number:

| Period ID | From Date | To Date   | Total Cost | Submitted Date |
|-----------|-----------|-----------|------------|----------------|
| 1         | 1/1/2018  | 1/31/2018 | \$730.70   | 01/14/2019     |
| Totals:   |           |           | \$730.70   |                |

## Withholding Summary and Employee I

| Employee ID | First Name   | Last Name | Current Title              | Position Start Date | Hourly Rate | Gross Wages | Withholding Rate | Withheld |
|-------------|--|-----------|----------------------------|---------------------|-------------|-------------|------------------|----------|
| 104         | Ron  | Wesley    | Accountant I               | 12/1/2017           | 24.20       | \$4,452.80  | 1.50%            | \$       |
| 105         | Draco  | Malfoy    | Clerk                      | 11/30/2017          | 17.82       | \$3,207.12  | 1.50%            | \$       |
| 106         | Luna   | Lovegood  | Communication s Specialist | 12/4/2017           | 18.92       | \$3,765.08  | 1.50%            | \$       |
| 101         | Harry  | Potter    | Accountant I               | 12/20/2017          | 26.12       | \$4,806.08  | 1.50%            | \$       |
| 102         | Severus  | Snape     | Director, HR               | 12/1/2017           | 44.65       | \$8,215.60  | 1.50%            | \$1      |
| 103         | Hermione   | Granger   | Researcher II              | 12/4/2017           | 29.63       | \$5,622.38  | 1.50%            | \$       |
| 6           | Cert #2019-TESTXX: NJC Total (1.50%):              |           |                            |                     |             |             |                  | \$:      |
| 101         | Harry  | Potter    | Accountant I               | 12/20/2017          | 26.12       | \$4,806.08  | 1.50%            | \$       |
| 102         | Severus  | Snape     | Director, HR               | 12/1/2017           | 44.65       | \$8,215.60  | 1.50%            | \$1      |
| 103         | Hermione   | Granger   | Researcher II              | 12/4/2017           | 29.63       | \$5,622.38  | 1.50%            | \$       |
| 3           | Cert #2019-TESTXX: SJC Total (Supplemental 1.50%): |           |                            |                     |             |             |                  | \$:      |
| 6           | Cert #2019-TESTXX: Totals:                         |           |                            |                     |             | \$30,069.06 |                  | \$:      |

Company: CompanyTest  
 Project Code: TEST70  
 Multiple Number:

| Period ID | From Date | To Date   | Total |
|-----------|-----------|-----------|-------|
| 2         | 2/1/2018  | 2/28/2018 | \$5   |
| Totals:   |           |           |       |

| Employee ID | First Name   | Last Name | Current Title              | Position Start Date | Hourly Rate | Gross Wages | Withheld |  |
|-------------|--|-----------|----------------------------|---------------------|-------------|-------------|----------|--|
| 104         |  |           | Accountant I               | 12/1/2017           |             | \$3,312.59  | 1.50     |  |
| 105         |  |           | Clerk                      | 11/30/2017          |             | \$3,018.25  | 1.50     |  |
| 106         |  |           | Communication s Specialist | 12/4/2017           |             | \$4,002.12  | 1.50     |  |
| 101         |  |           | Accountant I               | 12/20/2017          |             | \$4,112.33  | 1.50     |  |
| 102         |  |           | Director, HR               | 12/1/2017           |             | \$4,596.33  | 1.50     |  |
| 103         |  |           | Researcher II              | 12/4/2017           |             | \$4,815.03  | 1.50     |  |
| 6           | Cert #2019-TESTXX: NJC Total (1.50%):              |           |                            |                     |             |             |          |  |
| 101         |  |           | Accountant I               | 12/20/2017          |             | \$4,112.33  | 1.50     |  |
| 102         |  |           | Director, HR               | 12/1/2017           |             | \$4,596.33  | 1.50     |  |
| 103         |  |           | Researcher II              | 12/4/2017           |             | \$4,815.03  | 1.50     |  |
| 3           | Cert #2019-TESTXX: SJC Total (Supplemental 1.50%): |           |                            |                     |             |             |          |  |
| 6           | Cert #2019-TESTXX: Totals:                         |           |                            |                     |             | \$23,856.65 |          |  |

Examples of reports 'Package' created: the report from the session, plus any other documents you upload. The one to the right has information hidden.

Please PRINT and send this report to DMACC with your check to the attention of Jennifer Brand.

## Uploading Confirmation Page

Once per quarter, you will upload the Confirmation Page from the State E-file system.

Click **black** upload arrow box for ALL applicable sessions for that quarter. Then click **blue Upload Confirmation Page file** button.

3 Period(s) found

| Quarter Of Year | Period ID | From Date         | To Date           | Submitted Date | Submitted Amount | Status    |                                     |                          |                          | View Package |
|-----------------|-----------|-------------------|-------------------|----------------|------------------|-----------|-------------------------------------|--------------------------|--------------------------|--------------|
| Q1 2018         | Select 1  | 01/01/2018        | 01/31/2018        | 01/14/2019     | \$730.70         | Submitted | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | View         |
| Q1 2018         | Select 2  | 02/01/2018        | 02/28/2018        | 01/15/2019     | \$560.71         | Submitted | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | View         |
| Q1 2018         | Select 3  | <u>03/01/2018</u> | <u>03/31/2018</u> |                | \$0.00           | Active    | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> |              |

If you need information about the State system/ Confirmation page, follow the link below the button.

[Upload Confirmation Page file](#) [Confirmation Page Info](#) [Submit Withholding](#)

A popup will open for you to drag and drop the file.  
Then click Start Upload.

Add new file

DROP FILE HERE

BROWSE

Capture.PNG 30.14 KB

Close

| Quarter Of Year | Period ID | From Date         | To Date           | Submitted Date | Submitted Amount | Status    |                                     |                          |                          | View Package |
|-----------------|-----------|-------------------|-------------------|----------------|------------------|-----------|-------------------------------------|--------------------------|--------------------------|--------------|
| Q1 2018         | Select 1  | 01/01/2018        | 01/31/2018        | 01/14/2019     | \$730.70         | Submitted | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | View         |
| Q1 2018         | Select 2  | 02/01/2018        | 02/28/2018        | 01/15/2019     | \$560.71         | Submitted | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | View         |
| Q1 2018         | Select 3  | <u>03/01/2018</u> | <u>03/31/2018</u> |                | \$0.00           | Active    | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> |              |

The Confirmation Page file will be added to all sessions you indicated.

## Managing Employees for Withholding

The employee list can be managed on the reimbursement side for training, and will carry over to withholding.

Employees:

Employee List From Project

+ Add Employee To Project For Training

+ Employee List For Withholding Only

+ Add Employee For Withholding Only

When you start a new withholding period, it will autopopulate with all ACTIVE employees. If an employee has been made INACTIVE on the reimbursement/training side, but still had wages and can have withholding tax diverted for that period, you can find them in the Employee List From Project Button, under Inactive.

Employee From Project

| Active      | Inactive   |           |               |                  |                          |                        |                                     |
|-------------|------------|-----------|---------------|------------------|--------------------------|------------------------|-------------------------------------|
| Employee ID | First Name | Last Name | Current Title | Withholding Rate | Inactive Date in Project | Employee Inactive Date | <input type="checkbox"/>            |
| 105         | Draco      | Malfoy    | Clerk         | 1.50             | 01/28/2019               | 01/25/2019             | <input checked="" type="checkbox"/> |

To add them back to the list so you can add their gross wages, just check the box, then click Add. You will see them with the rest of the employees.

Add

Close

## Managing Withholding Once Reimbursement is Over

You must continue withholding even after Reimbursement Funds are no longer available. You continue to track employees from the project and keep the employee list up to date.

### Employees:

Employee List From Project

Add Employee To Project For Training

Employee List For Withholding Only

Add Employee For Withholding Only

Use the blue buttons AFTER the time for Reimbursements is over.

The blue buttons are for managing employees FOR WITHHOLDING ONLY. These are employees who were **NOT** hired as part of the project parameters, but may be part of the base headcount, and help fulfill your withholding requirements.

For example, if your base headcount was 20, and your anticipated project headcount was 8, and you hired 8, your total headcount was 28, that's great! But then five years into withholding, you lost 2 people and couldn't fill those positions. You're down to 6 in that project, but since you hired 8, you must withhold on 8, so you can go to that base of 20 and choose two similar positions and use the blue button to [Add Employee for Withholding Only](#).

When adding a withholding period even after Reimbursement is over, it will populate with employees who are active in that project. If you have added employees from the base for withholding only, access them by clicking the [Employee List for Withholding Only](#) button. Choose the employee, check the box, and click Add.

For Withholding Only List

| Employee ID | First Name* | Last Name* | Hourly Rate | Current Title* | Position Start Date* | Withholding Rate* | <input type="checkbox"/>            |
|-------------|-------------|------------|-------------|----------------|----------------------|-------------------|-------------------------------------|
|             | Hedwig      | TheOwl     | 14.22       | Communications | 02/01/2018           | 1.5%              | <input checked="" type="checkbox"/> |

Add

Close

They will be added to the list of employees, with a checkbox in "For Withholding Only"

| Emp ID ⇅ | First Name ⇅ | Last Name ⇅ | Current Title ⇅ | Hourly Rate | Gross Wages* | Withholding Rate | Withholding Amount | Position Start Date ⇅ | Status ⇅ | For Withholding Only ⇅              | <input checked="" type="checkbox"/> |
|----------|--------------|-------------|-----------------|-------------|--------------|------------------|--------------------|-----------------------|----------|-------------------------------------|-------------------------------------|
| .....    | Hedwig       | TheOwl      | Communications  | 14.22       | \$0.00       | 1.5%             | \$0.00             | 02/01/2018            | Active   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |

Cert #: 2019-TESTXX NJC Total ( 1.50 %): \$0.00