SUI (OESC) E-file Notes

Beginning Jan 1 2017 the Oklahoma Employment Security Commission (OESC) requires you to submit your SUI report electronically (e-file). This may be done in one of two ways... 1) Create a file when printing the SUI report and upload it using the OESC website or 2) Print the SUI report and manually enter the amounts on the OESC website. If you want to create and upload a file read the below notes. Note you must have Payroll version "**22.4"** or higher to e-file your SUI report.

One-time set up:
Any fund whose name and fed-id# will be stored in the e-file will need to have the SUI (OESC) Id# stored. In the past the fund screen only stored federal and state (OTC) id#s so a SUI Id# was recently added. To add it do the following:
1- Open '**Fund Codes'**.
2- Enter any fund code that will be used in the e-file (ex: 01 or 02) and press Enter.
3- Select "Edit" and enter the SUI Id# **without** dashes.
4- Select "Save".

SUI report settings need to be entered. To do that:
1- Open "**Setup/Tax Information**". Open "**System Parameter Info**".
2- In the "**941/SUI Reports**" section (upper left side) enter:
   SUI Rate (1% would be entered as 1.00).
   SUI E-file: enter Y or N. This sets a default as to whether you normally want to create an e-file when running the SUI report. No matter what the value entered is user can change the setting when printing the SUI Rept. This is just setting the default.
3- Select "Save and Exit".

The state code for Oklahoma must be entered. To do this:
1- Open "**Setup/Tax Information**". Open "**W3/E-file Parameter Info**".
2- For the "**State Numeric Code**" enter **40**.
3- Select "Save and Exit".

SUI Report (with e-file):
When running the SUI Report (found under Lists/Reports–Quarterly Reports) you should be aware of the following:
1- The SUI report amounts can from the Payroll Information file or from the History file. If the report is for a prior year you must use the History file and you must also enter the applicable year and SUI Limit. The Payroll Information file assumes you are printing for the current year but you can also use the History file for the current year.
2- The fund# entered in the "**Get Name/Id# from Which Fund**" field determines which fund name and Federal/SUI Id#s are placed in the e-file so it is important that the fund record has those values.
3- Depending upon a setting, the **"Create E-file"** box is checked automatically when entering "S" for the report type but this box can be checked or unchecked depending upon whether a file should be created when printing the rept.
4- The "**File Name**" defaults as "OESC_999999999.txt" where 999999999 is the fed-id# of the fund being used as the reporting organization. If desired you may click on this field and change the name since OESC has no naming rules except that the file end in **".txt"**.
5- The e-file is created when printing or displaying the SUI report as long as the "Create E-file" box is checked.
6- When printing/displaying the SUI report (with the e-file box checked) the number of employees who worked thru the 12th day of each of the three months must be entered manually since those numbers are not determinable by the program. You can get these numbers off Pay or History Lists.

The file will be stored in the same folder as your Payroll files (usually Payrl.win). This file can be uploaded on the OESC website by:
1- Open the website: **https://eztaxexpress.oesc.state.ok.us/** Enter User Id and Password and Login.
2- The process will begin by choosing "File Upload". When the "Browse" option appears select it and search/open the e-file (name is printed in the heading of the SUI report totals page). After uploading the file you will be able to see a report of the contents before submitting it. If "Processing Failed" displays then choose "Print Error Rept" and if from the report it is not apparent what the problem is contact GFC. If the file is ok then "Data Validation Completed" will display. You will click on "Details" and "Continue" and go to Signature screen. Enter contact info and click "Continue" to submit.