



Filing a Pennsylvania Unemployment Quarterly Tax Report
Unemployment Compensation Management System
Office of Unemployment Compensation Tax Services

The purpose of this tutorial is to give instructions on:

- The online method for filing Pennsylvania Unemployment Compensation Tax returns using the new Unemployment Compensation Management System (UCMS).
- Add bank information into UCMS.
- Make an ACH debit payment after filing a Pennsylvania Unemployment Tax return.

Please refer all questions to the **Employer Tax Services at 866-403-6163**

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UCMS Home

Welcome to the Unemployment Compensation Management System (UCMS).



You've arrived on the employer home page of the new version of UCMS. If you need assistance, please call the contact center at **866-403-6163**. If you have feedback regarding the updated UCMS interface, please visit the inquiries menu on the left hand navigation bar.

Please use the navigation links on the left to open specific functions in the application.

For more information on the UCMS including FAQs, Tutorials, etc., please click [here](#).

Upload and FTP Filers Only

- If you are reporting by file upload or FTP, please make sure the file(s) you are uploading meets the filing specifications by using the File Validation Tool. Once you have confirmation that your file is correct and has been uploaded, please check UCMS periodically to make sure it has processed and is available for payment.
- If you are submitting a Wage Report (UC-2A) only via ICESA or SSA format, your filing is not complete until you also submit a .TAB file. The .TAB file is the UC-2 Tax data information only. [Click for UC-2 file specifications.](#)

- Amend Quarterly Report
- File Quarterly Report
- File Validation Tool
- Filing History
- Manage Uploaded Files
- Mid-Quarter Split



After signing into UCMS, on the main menu (under "UCMS Home"), select **Quarterly Reporting**. Then select **File Quarterly Report** from the flyout menu.



Filing Method

A chart of the yearly taxable wage base is available at www.uc.pa.gov. It is encouraged that you use File Upload or FTP filing options if you have more than 100 employees.

Upload and FTP filers only:

- If you are reporting by file upload or FTP, please make sure the file(s) you are uploading meets the filing specifications by using the File Validation Tool. Once you have confirmation that your file is correct and has been uploaded, please check UCMS periodically to make sure it has processed and is available for payment.
- If you are submitting a Wage Report (UC-2A) only via ICESA or SSA format, your filing is not complete until you also submit a .TAB file. The .TAB file is the UC-2 Tax data information only. Click for [UC-2 file specifications](#)

Select a method to file quarterly report

Online

Pre-Populate

Upload Wage Report File

File Transfer Protocol (FTP)

[Continue](#)

Select a method to file a quarterly report.

Online: Allows you to file reports online.

- Under the Online Radio button, a drop-down menu arrow is displayed. This allows you to choose the way you want to enter employee data, Pre-Populated, with your employee names and social security number already in the system displayed, or Non-Populated, which requires you to enter the employee’s names and social security numbers. This online filing option should be used only if the number of employees is 100 or less. If the number of employees exceeds 100, you will need to use one of the other two methods.

Upload Wage Report: Selecting this option take you to the files type page to upload your wage file.

Upload Wage Report (FTP): Selecting this option will take you to the FTP website to upload your wage file.



File Report

Select a quarter/year to file. Each report must be filed individually.

Quarter/Year ↑	Status	Effective Periods	Due Date	Saved Date	Actions
1/2018	Missing	01/01/2018 to 03/31/2018	04/30/2018		>
2/2018	Missing	04/01/2018 to 06/30/2018	07/31/2018		>
3/2018	Missing	07/01/2018 to 09/30/2018	10/31/2018		>
4/2018	Missing	10/01/2018 to 12/31/2018	01/31/2019		>
4/2019	Current	10/01/2019 to 12/31/2019	01/31/2020	12/11/2019	>

To file a report(s) other than for the quarters listed, please contact the Employer Contact Center at 866-403-6163 weekdays from 8:00 AM to 4:30 PM Eastern Time.

*Rate Change: You have more than one contribution rate within the calendar quarter so your tax report will need to be amended (split) to ensure contributions are correctly calculated for each rate effective period. Please file the quarterly report to record total wages paid for the quarter, then select Mid-Quarter Split to report the wages paid for each rate effective period, and submit payment.

*Bankruptcy: A separate tax report is necessary for the quarter in which the bankruptcy petition was filed to report wages paid before and after the date of petition. Please file the quarterly report to record total wages paid for the quarter, then select Mid-Quarter Split to report the wages paid before and after the date of petition, and submit payment.

The indicated quarter wages are locked. All quarterly report filings and amendments will not be permitted while the quarter is locked.

Back

Select the quarter and year to be filed by clicking the action icon > If you have multiple quarters to file, begin with the oldest quarter/year report. This will ensure that the taxable wages are calculated correctly.



Report- 1st Quarter 2019

Have you paid covered wages during this quarter/year?

Yes
 No

Back

Continue

Once you select the quarterly report you want to file, if you paid wages during this quarter/year, click on the radio button in front of "Yes" and select **Continue**.

If you want to file a report with zero wages (a none report), go to page 20.



Report- 1st Quarter 2019

Remove any Employees listed that did not receive wages this quarter or are no longer employed. Employees that are removed 4 consecutive quarters will be permanently removed.

To view the taxable wage calculation, select Calculate Taxable Wages.

Search by SSN

Employers Quarterly Report Of Wages Paid To Each Employee

Add New Employees

Remove Selected Employees

Pre-Populate

Total Employees

0

<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ <input type="text" value="0.00"/>	\$0.00	\$0.00	\$0.00	\$0.00	<input type="text" value="0"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ <input type="text" value="0.00"/>	\$0.00	\$0.00	\$0.00	\$0.00	<input type="text" value="0"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ <input type="text" value="0.00"/>	\$0.00	\$0.00	\$0.00	\$0.00	<input type="text" value="0"/>

Viewing all records

Edit Taxable Wages

Calculate Taxable Wages

Back



Save

Continue

If pre-populate was selected, the employees listed on the last quarterly report filed will be shown.

You can Add New Rows to enter employees not shown or Remove Selected Employees if they were not paid covered wages for the quarter. After the social security numbers, names, wages, and credit weeks are entered for all employees, select **Save**.



Report- 1st Quarter 2019

Remove any Employees listed that did not receive wages this quarter or are no longer employed. Employees that are removed 4 consecutive quarters will be permanently removed.

To view the taxable wage calculation, select **Calculate Taxable Wages**.

Search by SSN

Employers Quarterly Report Of Wages Paid To Each Employee

Total Employees: 1

Select	Employee SSN	Employee Last Name	Employee First Name	Employee MI	Employee Suffix	Q1 Gross Wages Paid	Q2 Gross Wages Paid	Q3 Gross Wages Paid	Q4 Gross Wages Paid	Q1 Taxable Wages Paid	Credit Weeks
<input type="checkbox"/>	123-45-6789	UCMS	SAMPLE			\$ 10,000	\$0.00	\$0.00	\$0.00	\$10,000.00	13

Viewing all records

Taxable Wages will be calculated for each employee based on that year's previously reported wages. Select **Continue**.



Employer Report for Unemployment Compensation - 1st Quarter 2019

Enter total covered employee(s) in pay period including 12th of Month

January February March

Employee Withholding Rate Employer Contribution Rate

Wages and Amounts Due	Amount	Actions
Total Gross Wages	\$ 10,000.00	
Employee Contributions Due	\$ <input type="text" value="6.00"/>	
Total Taxable Wages	\$ <input type="text" value="10,000.00"/>	
Employer Contributions Due	\$ 486.74	
Interest Due	\$ 39.44	
Penalty Due	\$ 125.00	
Total Amount Due	\$ 657.18	



- Enter the number of employees working each month in the boxes at the top of the screen.
- Review all amounts shown and make corrections where needed.
- If changes are made, select Calculate for the numbers to be updated.
- When all numbers are correct, select **Continue**.



Employer Report for Unemployment Compensation - 1st Quarter 2019

Enter total covered employee(s) in pay period including 12th of Month

January

February

March

1

1

1

Employee Withholding Rate

0.000600

Employer Contribution Rate

0.048674

Wages and Amounts Due	Amount
Total Gross Wages	\$10,000.00
Employee Contributions Due	\$6.00
Total Taxable Wages	\$10,000.00
Employer Contributions Due	\$486.74
Interest Due	\$39.44
Penalty Due	\$125.00
Total Amount Due	\$657.18
Available Credit	\$0.00
Net Amount Due	\$657.18

Back

Submit

A summary of money is due for the quarter will be shown.

- If changes need to be made, select **Back**.
- If the numbers are correct, select **Submit**.



Employer Report for Unemployment Compensation - 1st Quarter 2019

Please make a payment to complete filing. File all reports prior to selecting Make Payment.

Your Confirmation Number: 42170641 Transaction Date: 12/10/2019

Total covered employee(s) in pay period including 12th of Month

January: 1 February: 1 March: 1

Employee Withholding Rate: 0.000600 Employer Contribution Rate: 0.048674

Wages and Amounts Due	Amount
Total Gross Wages	\$10,000.00
Employee Contributions Due	\$6.00
Total Taxable Wages	\$10,000.00
Employer Contributions Due	\$486.74
Interest Due	\$39.44
Penalty Due	\$125.00
Total Amount Due	\$657.18
Available Credit	\$0.00
Net Amount Due	\$657.18

[View Quarterly Report History](#)
 [File Another Report](#)
 [Make Payment](#)

You will receive a Confirmation Number when the report has been successfully filed.

If credits are available for use, they will be reflected in red on the lines after Total Amount Due. Remember the amount of credit available, so it can be deducted from what is owed when making the payment. The example indicates there are no credits for this account.

When filing multiple quarters at once do not select Make Payment until all quarters are filed. The Make Payment only displays the report total just filed. Once all reports are filed use the Make a Payment option on the menu bar.

Select **Make Payment**.



Pending Payments

No pending payments found

Amounts Due

Enter Payment Amount: (Review pending payments above)

You are required to make electronic payments

Pay Total Amount Due

\$ 657.18

Pay Partial Amount

\$

Pre-Payment



Continue

Contributions, Interest and/or Penalties

Due Date	Payment Item	Amount Due
04/30/2019	Quarterly Report-1st Quarter 2019	\$657.18
	Employer Contributions	\$486.74
	Employee Withholding Contributions	\$6.00
	Employee Withholding Interest	\$0.48
	Late Filing Penalty	\$125.00
	Employer Contribution Interest	\$38.96

Viewing all records

NOTE: If the only money due on this account is for the report just filed, you will be taken to the screen on the next page, where you enter the method of payment. If money in addition to the report just filed is due, you will see all that is owed on this account. You can pay the total amount that is due or make a partial payment.

- To pay the total amount due, select **Continue**.
- If you want to pay a partial amount, click on the radio button in front of Pay Partial Amount Due, enter the amount you are paying, and select **Continue**.



Payment Methods

Total Amount to be Paid

\$ 1,091.88

Please select a method of payment below:

ACH Debit [\[What's This?\]](#)

Select Account: - Select One -

ACH Debit Payment Date: 12/12/2019

[Edit/Remove Bank Account](#) [Add Bank Account](#)

ACH Credit [\[What's This?\]](#)

Credit Card

Print Payment Voucher

[Back](#) [Continue](#)

If you are paying using the ACH Debit method and you haven't previously entered banking information, select **Add Bank Account Information**.

ACH Debit: Uses the Automated Clearing House (ACH) debit payment method to deduct the amount from the selected bank or credit union account on a specific date. UCMS will go to the bank account and pull the money.

ACH Credit: Uses the ACH credit for employer to transmit funds electronically to the department. The employer will instruct the financial institution to transmit the payment to UCMS.

Credit Card: Allows the employer to make a payment with a Credit Card.



Payment Methods

ACH Debit Payment

Complete your banking information

Bank Account Nick Name

Bank Name

Account Type
 Checking Savings

Transit Routing Number(ABA)

Bank Account Number

Terms and Conditions
 ACH DEBIT TERMS AND CONDITIONS

I/We hereby agree to the terms and conditions

Name _____ **110**

Address _____ **Date** _____

Pay to the Order of _____ \$

_____ Dollars

Bank Name _____

For _____

⑆123456789⑆ 0000123456789⑆ 110

Routing Number **Account Number** **Check Number**

Enter the following information:

- Bank Account Nick Name: Nick name selected by the employer to identify the account. Bank Name: Legal name of the bank
- Account Type: Type of account with the bank
- Transit Routing Number: Routing number for the bank.
- Bank Account Number: Checking or savings account number.

Please read the terms and conditions and click on the box to show you agree with them. Once all the information is completed and the terms box checked the submit button will turn green.

Select **Submit**.



ACH Debit Banking Information

Please verify the banking account information below

Bank Account Nick Name	Bank Name	Account Type
ABC Banking	ABC Bank	Checking
Transit Routing Number (ABA)	Bank Account Number	
123456789	00123456789	

[Back](#) [Continue](#)

Review the banking information. If correct, select **Continue**. If it is not correct, select Back and enter the correct information.

Make Payments



Payment Methods

Total Amount to be Paid

\$ 1,091.88

Please select a method of payment below:

ACH Debit [\[What's This?\]](#)

Select Account: TEST BANK

ACH Debit Payment Date: 12/12/2019

[Edit/Remove Bank Account](#) [Add Bank Account](#)

ACH Credit [\[What's This?\]](#)

Credit Card

Print Payment Voucher

[Back](#) [Continue](#)



Continue

UCMS stores your banking information for future electronic payments. To make an ACH Debit payment:

- Click on the radio button in front of ACH Debit.
- Select the account the payment is to be made from by using the drop-down arrow.
- Review the date in the ACH Debit Payment Date field. The date shown is defaulted to the next available business day. The date cannot be changed if you owe money other than the report that was just filed. If you cannot change the date but do not want to make a payment on the date shown, you will need to go back into UCMS at a later date to make the payment.

Select **Continue**.

Make Payments



Payment Review

Please confirm payment and select Make Payment.

ACH Debit Banking Information

Payment Details

Bank Account Nick Name

TEST BANK

Bank Name

TEST

Account Type

Checking

Bank Account Number

00123456789

Transit Routing Number (ABA)

123456789

ACH Debit Payment Date

12/12/2019

Contributions, Interest and/or Penalties

Payment Item	Amount
Quarterly Report-1st Quarter 2017	\$332.86
Employer Contribution Interest	\$70.78
Employer Contributions	\$262.08
Quarterly Report-2nd Quarter 2016	\$669.57
Employer Contribution Interest	\$216.11
Employer Contributions	\$453.32
Employee Withholding Interest	\$0.14
Quarterly Report-1st Quarter 2016	\$62.20
Employee Withholding Interest	\$0.25
Employer Contribution Interest	\$61.95

Viewing all records

Fees and Additional Penalties

Payment Item	Amount
Fee - Lien Satisfaction	\$9.25
Fee - Lien Filing	\$18.00

Viewing all records

Total Amount To Pay

\$ 1,091.88

Terms and Agreement

ACH DEBIT TERMS AND CONDITIONS

I/we hereby agree to above terms and conditions

Note : Payments initiated prior to 2:00 p.m. ET will post on the next banking business day. Payments initiated on/or after 2:00 p.m. ET will post on the second banking business day. If you initiate payment for the current quarter report on the due date, your payment will be accepted as timely. For all other payments, to avoid additional interest, please initiate payments at least 2 - 3 banking business days prior to the end of the month.

Back

Make Payment

This screen summarizes what is being paid.

Please review for:

- Payment Item/Amount, which itemizes the quarter(s) and amounts being paid, and summarizes the total amount of the payment.
- Bank Account Nick Name, Bank Name, Account Type, Bank Account Number, and Transit Routing Number.

If everything is correct, review the Terms and Agreement and click on the box to show you agree with them.

Select **Make Payment**.

Thank you for your payment.



x



- Amounts Due Delinquencies
- Audits
- Certifications >
- Contribution Rates >
- Correspondence
- Employer Profile >
- Financial Activities >
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- Shared-Work
- User Administration
- UCMS Home
- Log Off

Make Payments



Payment Confirmation

Transaction Date	Transaction Number	Warehouse Release Date
12/11/2019 11:21 AM	42170509	12/12/2019

Method Of Payment
ACH Debit TEST 00123456789

Payment Details

Contributions, Interest and/or Penalties

Payment Item	Amount
Quarterly Report-1st Quarter 2017	\$332.86
Employer Contribution Interest	\$70.78
Employer Contributions	\$262.08
Quarterly Report-2nd Quarter 2016	\$669.57
Employer Contribution Interest	\$216.11
Employer Contributions	\$453.32
Employee Withholding Interest	\$0.14
Quarterly Report-1st Quarter 2016	\$62.20
Employee Withholding Interest	\$0.25
Employer Contribution Interest	\$61.95

Viewing all records

Fees and Additional Penalties

Payment Item	Amount
Fee - Lien Satisfaction	\$9.25
Fee - Lien Filing	\$18.00

Viewing all records

Total Amount Paid
\$ 1,091.88

You will receive a confirmation message that the payment has been submitted.



File Report

Select a quarter/year to file. Each report must be filed individually.

Quarter/Year ↑	Status	Effective Periods	Due Date	Saved Date	Actions
4/2019	Current	10/01/2019 to 12/31/2019	01/31/2020	11/15/2019	>



To file a report(s) other than for the quarters listed, please contact the Employer Contact Center at 866-403-6163 weekdays from 8:00 AM to 4:30 PM Eastern Time.

*Rate Change: You have more than one contribution rate within the calendar quarter so your tax report will need to be amended (split) to ensure contributions are correctly calculated for each rate effective period. Please file the quarterly report to record total wages paid for the quarter, then select Mid-Quarter Split to report the wages paid for each rate effective period, and submit payment.

*Bankruptcy: A separate tax report is necessary for the quarter in which the bankruptcy petition was filed to report wages paid before and after the date of petition. Please file the quarterly report to record total wages paid for the quarter, then select Mid-Quarter Split to report the wages paid before and after the date of petition, and submit payment.

Back

Select the quarter and year to be filed by clicking the action icon >. If you have multiple quarters to file, begin with the oldest quarter/year report. This will ensure that the taxable wages are calculated correctly. If an asterisk is shown beside any of the quarters, refer to the message at the bottom regarding Rate Changes and Bankruptcy.



Report- 4th Quarter 2019

Have you paid covered wages during this quarter/year?

- Yes
- No



Back

Continue

After selecting the quarterly report, you want to file, you will see the question "Have you paid covered wages during this quarter/year".

If you paid no covered wages during this quarter/year, click on the radio button in front of "No" and select **Continue**.



Report- 4th Quarter 2019

Have you ceased paying covered Wages?

Yes

No

Back

Continue

You will see the question "Have you ceased paying covered Wages?"

- Choose No -If you plan on giving employment within a year. If you have not ceased paying covered wages, click on the radio button in front of "No" and select **Continue**.
- Choose Yes - If your business no longer gives covered employment. After selecting "Continue", you will receive a message to navigate to the "Employer Profile" page to enter the date wages were last paid, to inactivate your account. Do this only if you do not intend on having covered employment.

File Quarterly Report



A zero wage (None) report will be filed for Report- 4th Quarter 2019. Select the submit button to file the report



Submit

You will receive a message that a zero wage (None) report will be filed for the quarter indicated. If that is correct, select the **Submit** button to file the zero-wage report.

File Quarterly Report



Report- 4th Quarter 2019

You have successfully filed a zero wage (None) report for the Report- 4th Quarter 2019.

Your Confirmation Number

Transaction Date

42170622

12/10/2019



File Another Report

You will receive confirmation that the report was filed.

If you need to file another quarterly tax return, select **File Another Report**.