



# **Florida State Requirements**

## *User Guide*



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# Contents

<b>Florida State Requirements</b>	<b>1</b>
Overview .....	1
Florida Quarterly Tax and Wage Report .....	2
Benefit Groups Tab.....	3
Hour Codes Tab .....	4
Command Buttons .....	5
Report Output.....	6
Submitting a Report .....	7
Saving Report Settings .....	8
Loading a Saved Report .....	10
Printing a Report.....	11



# FLORIDA STATE REQUIREMENTS

## Overview

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The “Florida Quarterly Tax and Wage Report” page provides the ability to submit and save state requirements reports. For more information about state remittances, please refer to the Florida Department of Revenue Web site:  
<http://www.myflorida.com/dor/eservices>.

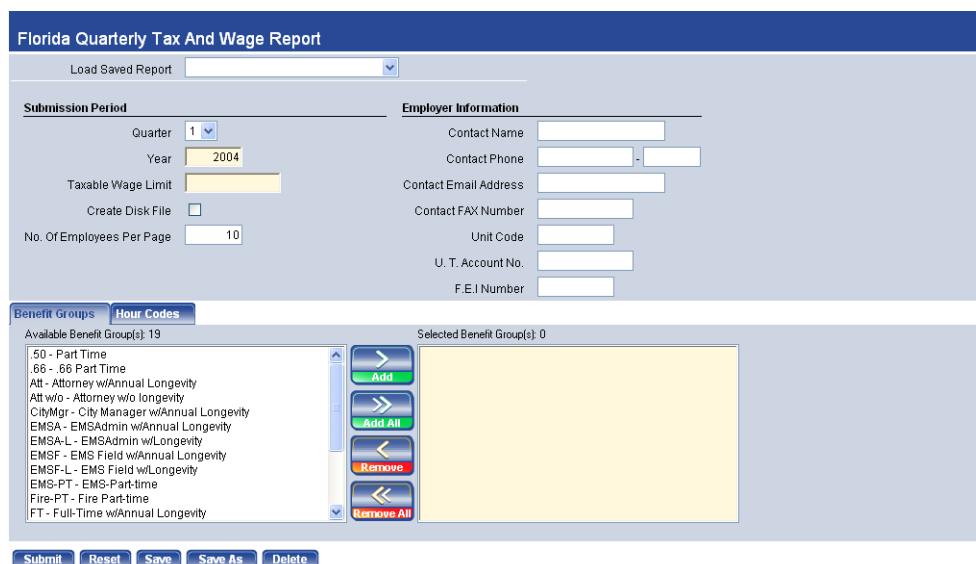
This report requires that benefit groups and hour codes are set up in Human Resources Maintenance.

- 1 “Florida Quarterly Tax and Wage Report” on page 2 provides specific window and field information for the “Florida Quarterly Tax and Wage Report” page. For a description of the procedures that can be performed from this page, please refer to the following topics:
  - “Submitting a Report” on page 7.
  - “Saving Report Settings” on page 8.
  - “Loading a Saved Report” on page 10.
- 2 “Printing a Report” on page 11 provides an overview of the .NET Dashboard from which you can print reports. For more information, please refer to “Printing a Report” on page 11.

## Florida Quarterly Tax and Wage Report

The “Florida Quarterly Tax and Wage Report” page, accessed from the Human Resources menu (**Human Resources > State Requirements > FL > Quarterly Tax and Wage Report**), enables authorized users to select the information that appears on the Florida Quarterly Tax and Wage Report and submit it to **myReports**. For a description of the procedures that can be performed on this page, please refer to the following topics:

- “Submitting a Report” on page 7.
- “Saving Report Settings” on page 8.
- “Loading a Saved Report” on page 10.



The screenshot shows the "Florida Quarterly Tax And Wage Report" web application. At the top, there is a "Load Saved Report" dropdown menu. Below this, the interface is divided into two main sections: "Submission Period" and "Employer Information".

**Submission Period:** Includes a "Quarter" dropdown set to "1", a "Year" dropdown set to "2004", a "Taxable Wage Limit" input field, a "Create Disk File" checkbox, and a "No. Of Employees Per Page" input field set to "10".

**Employer Information:** Includes input fields for "Contact Name", "Contact Phone", "Contact Email Address", "Contact FAX Number", "Unit Code", "U. T. Account No.", and "F.E.I Number".

Below these sections are two tabs: "Benefit Groups" and "Hour Codes". The "Benefit Groups" tab is active, showing a list of "Available Benefit Group(s): 19" on the left and "Selected Benefit Group(s): 0" on the right. The available groups include various job types and longevity options (e.g., ".50 - Part Time", ".66 - .66 Part Time", "Att - Attorney w/Annual Longevity", etc.). Between the lists are buttons for "Add", "Add All", "Remove", and "Remove All". At the bottom of the form are buttons for "Submit", "Reset", "Save", "Save As", and "Delete".

### Entry Control Descriptions

**Table 1** “Florida Quarterly Tax and Wage Report” Controls

Control	Description
<i>Load Saved Report</i>	This control enables you to retrieve selection criteria that has been previously defined. It displays a list of all saved report settings in alphanumeric order (with numerics displaying first). An unlimited number of selection criteria combinations for a report option can be stored. The default selection is <blank>.
<i>Submission Period</i>	This section groups submission period information for the report.
<i>Quarter</i>	This control enables you to select the quarter for which you want to run the report. The available options are 1-4. The default selection is 1.
<i>Year</i>	This control enables you to specify the year for which you want to run the report. This control is required. The acceptable range is 2001 - 2999. The current year is the default.
<i>Taxable Wage Limit</i>	This control enables you to specify the taxable wage limit for which you want to run the report. This control is required. The <i>Taxable Wage Limit</i> acceptable range is .01 through 9,999,999.99.

**Table 1** “Florida Quarterly Tax and Wage Report” Controls (continued)

Control	Description
<i>Create Disk File</i>	This control indicates whether you want to save this file to a disk. If this control is selected, the system will open a standard Microsoft File Download popup page when the report is submitted. This page enables you to specify the file location and file type. Also, if this control is selected, the <i>Contact Name</i> , <i>Contact Phone</i> , <i>U.T. Account No.</i> , and <i>F.E.I.</i> controls are required.
<i>No. of Employees Per Page</i>	This control enables you to enter the number of employees to display on each page of the report. The acceptable range is 1 - 999. The default value is 10.
<i>Employer Information</i>	This section groups employer information for the report.
<i>Contact Name</i>	This control enables you to specify the employer’s contact name for the report. If the <i>Create Disk File</i> control is selected, this control is required.
<i>Contact Phone</i>	This control enables you to specify the employer’s contact phone number for the report. If the <i>Create Disk File</i> control is selected, this control is required.
<i>Contact Email Address</i>	This control enables you to specify the employer’s contact email address for the report.
<i>Contact FAX Number</i>	This control enables you to specify the employer’s contact fax number for the report.
<i>Unit Code</i>	This control enables you to specify the employer’s unit code.
<i>U.T. Account No.</i>	This control enables you to specify the employer’s Unemployment Tax account number for the report. If the <i>Create Disk File</i> control is selected, this control is required.
<i>F.E.I. Number</i>	This control enables you to specify the employer’s F.E.I. (Federal Employer Identification) number for the report. If the <i>Create Disk File</i> control is selected, this control is required.

## Benefit Groups Tab

As the default visible tab of the “Florida Quarterly Tax and Wage Report” page, the “Benefit Groups” tab enables users to specify the benefit groups to include on the report. This tab is shown as the default under “Florida Quarterly Tax and Wage Report” on page 2.

### ***Benefit Groups Tab Entry Control Descriptions***

**Table 2** “Florida Quarterly Tax and Wage Report” Benefit Groups Tab Controls

Control	Description
<i>Available Benefit Group(s)</i>	This control displays all benefit groups to which the user has authority. Users may use Ctrl+Click to select multiple benefit groups or Shift+Click to select a range of benefit groups.
<i>Selected Benefit Group(s)</i>	This control displays all benefit groups that have been selected to include on the listing. At least one benefit group must be selected. Users may use Ctrl+Click to select multiple benefit groups or Shift+Click to select a range of benefit groups.

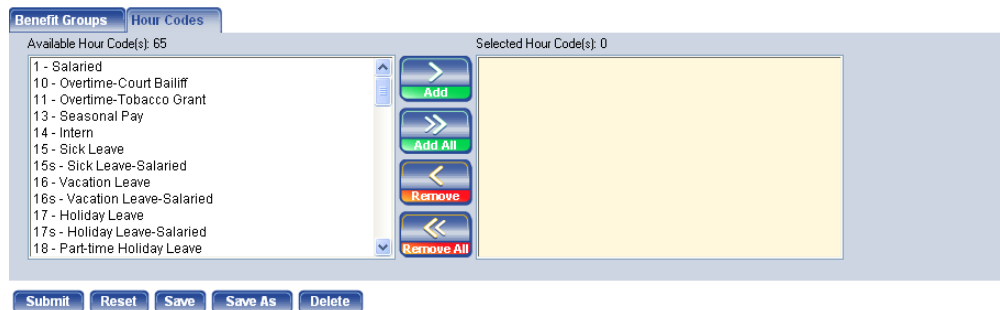
## Benefit Groups Tab Command Buttons

**Table 3** “Florida Quarterly Tax and Wage Report” Benefit Groups Tab Command Buttons

Button	Description
<b>Add</b>	This button moves all selected benefit groups in the <i>Available Benefit Group(s)</i> multi-select textbox to the <i>Selected Benefit Group(s)</i> multi-select textbox. If no benefit groups are listed in the <i>Available Benefit Group(s)</i> multi-select textbox, the <b>Add</b> command button is disabled.
<b>Add All</b>	This button moves all benefit groups from the <i>Available Benefit Group(s)</i> multi-select textbox to the <i>Selected Benefit Group(s)</i> multi-select textbox. If no benefit groups are listed in the <i>Available Benefit Group(s)</i> multi-select textbox, the <b>Add All</b> command button is disabled.
<b>Remove</b>	This button moves all selected benefit groups from the <i>Selected Benefit Group(s)</i> multi-select textbox to the <i>Available Benefit Group(s)</i> multi-select textbox. If no benefit groups are listed in the <i>Selected Benefit Group(s)</i> multi-select textbox, the <b>Remove</b> command button is disabled.
<b>Remove All</b>	This button moves all benefit groups from the <i>Selected Benefit Group(s)</i> multi-select textbox to the <i>Available Benefit Group(s)</i> multi-select textbox. If no benefit groups are listed in the <i>Selected Benefit Group(s)</i> multi-select textbox, the <b>Remove All</b> command button is disabled.

## Hour Codes Tab

The “Hour Codes” tab on the “Florida Quarterly Tax and Wage Report” page enables users to specify the hour codes to include on the report.



## Hour Codes Tab Control Descriptions

**Table 4** “Florida Quarterly Tax and Wage Report” Hour Codes Tab Controls

Control	Description
<i>Available Hour Code(s)</i>	This control displays all hour codes to which the user has authority. Users may use Ctrl+Click to select multiple hour codes or Shift+Click to select a range of hour codes.
<i>Selected Hour Code(s)</i>	This control displays all hour codes that have been selected to include on the listing. At least one hour code must be selected. Users may use Ctrl+Click to select multiple hour codes or Shift+Click to select a range of hour codes.



## Hour Codes Tab Command Buttons

**Table 5** “Florida Quarterly Tax and Wage Report” Hour Codes Tab Command Buttons

Button	Description
<b>Add</b>	This button moves all selected hour codes in the <i>Available Hour Code(s)</i> multi-select textbox to the <i>Selected Hour Code(s)</i> multi-select textbox. If no hour codes are listed in the <i>Available Hour Code(s)</i> multi-select textbox, the <b>Add</b> command button is disabled.
<b>Add All</b>	This button moves all hour codes from the <i>Available Hour Code(s)</i> multi-select textbox to the <i>Selected Hour Code(s)</i> multi-select textbox. If no hour codes are listed in the <i>Available Hour Code(s)</i> multi-select textbox, the <b>Add All</b> command button is disabled.
<b>Remove</b>	This button moves all selected hour codes from the <i>Selected Hour Code(s)</i> multi-select textbox to the <i>Available Hour Code(s)</i> multi-select textbox. If no hour codes are listed in the <i>Selected Hour Code(s)</i> multi-select textbox, the <b>Remove</b> command button is disabled.
<b>Remove All</b>	This button moves all hour codes from the <i>Selected Hour Code(s)</i> multi-select textbox to the <i>Available Hour Code(s)</i> multi-select textbox. If no hour codes are listed in the <i>Selected Hour Code(s)</i> multi-select textbox, the <b>Remove All</b> command button is disabled.

## Command Buttons

**Table 6** “Florida Quarterly Tax and Wage Report” Command Buttons

Button	Description
<b>Submit</b>	This button automatically sends the “Florida Quarterly Tax and Wage Report” to <b>myReports</b> .
<b>Reset</b>	This button updates the page and sets the data in the controls to the state they were in when the page was last saved.
<b>Save</b>	If the report settings have not yet been saved, this button opens a popup page that enables the user to save the current report settings and assign a name to the settings so they can be used at a later date. When <b>OK</b> is clicked, the settings are saved, the popup page is closed, and the cursor focus is placed in the <i>Quarter</i> control. When changes are made to a previously saved report, any changes are saved to the report settings and the cursor focus is placed in the <i>Quarter</i> control. This button is hidden if the user does not have the appropriate security permissions.
<b>Save As</b>	This button opens a popup page that enables the user to save the current report settings and assign a name to the settings so they can be used at a later date. When <b>OK</b> is clicked, the settings are saved, the popup page is closed, and the cursor focus is placed in the <i>Quarter</i> control. This button is hidden if the user does not have the appropriate security permissions.
<b>Delete</b>	Enabled only if the <i>Load Saved Report</i> option was used, this button prompts the user to delete the current report settings. When <b>OK</b> is clicked, the saved report settings are deleted, all controls are cleared, and the cursor focus is placed in the <i>Quarter</i> control. This button is hidden if the user does not have the appropriate security permissions.

## Report Output

Generated via the “Florida Quarterly Tax and Wage Report” page, the report provides users with information detailing the quarterly wages paid to each employee, and the employer’s wages and withholdings. The report also displays F.E.I. (Federal Employer Identification) exempt and taxable wages. Use this report as a guide in preparing the Florida Department of Revenue Employer’s Quarterly Report. Data on the report is sorted by *Name*. A sample report appears below.

City of Florida			
Florida Quarterly Tax and Wage Report			
From Date: 07/01/2004 - To Date: 09/30/2004			
SSN	Name	Quarterly Wages	
949-92-2483	Archie, Willie	1,018.40	
Page Total		\$1,018.40	
SSN	Name	Quarterly Wages	
999-77-8888	Wallis, Joan	3,204.75	
996-58-7412	Walters, Paulina	4,887.18	
999-99-5555	Walton, Jack	4,285.38	
Page Total		\$12,377.31	
Total Wages :		\$13,395.71	FEI Exempt Wages : \$0.00
Federal Taxable Wages :		\$912.11	FEI Taxable Wages : \$13,395.71
Federal Tax Withheld :		\$107.97	Total Employees : 4
State Taxable Wages :		\$0.00	Number Of Employees in Month 1 : 3
State Tax Withheld :		\$0.00	Number Of Employees in Month 2 : 0
FICA Taxable Wages :		\$0.00	Number Of Employees in Month 3 : 0
FICA Tax Withheld :		\$0.00	
Medicare Taxable Wages :		\$1,018.40	
Medicare Tax Withheld :		\$14.77	

## Report Fields

**Table 7** “Florida Quarterly Tax and Wage Report” Fields

Column	Description
SSN	This column displays the Social Security Number of the employee.
Name	This column displays the name of the employee.
Quarterly Wages	This column displays the wages received for the employee during the selected quarter.

## Submitting a Report

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Use the “Florida Quarterly Tax and Wage Report” page to submit a report to **myRe-ports**.

- 1 From the **Human Resources** menu, select **State Requirements > FL > Quarterly Tax and Wage Report**. The “Florida Quarterly Tax and Wage Report” page displays.
- 2 Complete the controls as detailed in the “Entry Control Descriptions” on page 2.
- 3 From the “Benefit Groups Tab” on the “Florida Quarterly Tax and Wage Report” page, select the benefit group(s) to include on the report. At least one benefit group is required. To select benefit groups:
  - a. Highlight the benefit group you want to select in the *Available Benefit Group(s)* multi-select textbox.  
**NOTE:** You can use Ctrl+Click to select multiple benefit groups or Shift+Click to select a range of benefit groups.
  - b. Click the **Add** button.

**-OR-**

Click the **Add All** button to select all benefit groups in the *Available Benefit Group(s)* multi-select textbox.
- 4 Select the “Hour Codes Tab” on the “Florida Quarterly Tax and Wage Report” page; then select the hour code(s) to include on the report. At least one hour code is required. To select hour codes:
  - a. Highlight the hour codes you want to select in the *Available Hour Code(s)* multi-select textbox.  
**NOTE:** You can use Ctrl+Click to select multiple hour codes or Shift+Click to select a range of hour codes.
  - b. Click the **Add** button.

**-OR-**

Click the **Add All** button to select all hour codes in the *Available Hour Code(s)* multi-select textbox.
- 5 Click the **Submit** button.

The “Florida Quarterly Tax and Wage Report” is automatically sent to **myReports**. For more information on retrieving and printing reports, please refer to the “Printing a Report” topic.

## Saving Report Settings

Use the “Florida Quarterly Tax and Wage Report” page to save report settings for future use.

- 1 From the **Human Resources** menu, select **State Requirements > FL > Quarterly Tax and Wage Report**. The “Florida Quarterly Tax and Wage Report” page displays.
- 2 Complete the controls as detailed in the “Entry Control Descriptions” on page 2.
- 3 From the “Benefit Groups Tab” on the “Florida Quarterly Tax and Wage Report” page, select the benefit group(s) to include on the report. At least one benefit group is required. To select benefit groups,
  - a. Highlight the benefit group(s) you want to select in the *Available Benefit Group(s)* multi-select textbox.

**NOTE:** You can use Ctrl+Click to select multiple benefit groups or Shift+Click to select a range of benefit groups.
  - b. Click the **Add** button.

**-OR-**

Click the **Add All** button to select all benefit groups in the *Available Benefit Group(s)* multi-select textbox.
- 4 Select the “Hour Codes Tab” on the “Florida Quarterly Tax and Wage Report” page; then select the hour code(s) to include on the report. At least one hour code is required. To select hour codes,
  - a. Highlight the hour code(s) you want to select in the *Available Hour Code(s)* multi-select textbox.

**NOTE:** You can use Ctrl+Click to select multiple hour codes or Shift+Click to select a range of hour codes.
  - b. Click the **Add** button.

**-OR-**

Click the **Add All** button to select all hour codes in the *Available Hour Code(s)* multi-select textbox.
- 5 Click the **Save** button to automatically save changes to an existing report template.

**-OR-**

Click the **Save As** button to save a new report template. A popup page similar to the following displays:



Please enter a new report criteria name

- 6** Enter a unique name for the report template in the *Please enter a new report criteria name* control.
- 7** Click **OK**.

The report settings are now saved for future use. For more information on loading a save report, please refer to the “Loading a Saved Report” topic.

## Loading a Saved Report

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Use the “Florida Quarterly Tax and Wage Report” page to load saved settings for this report.

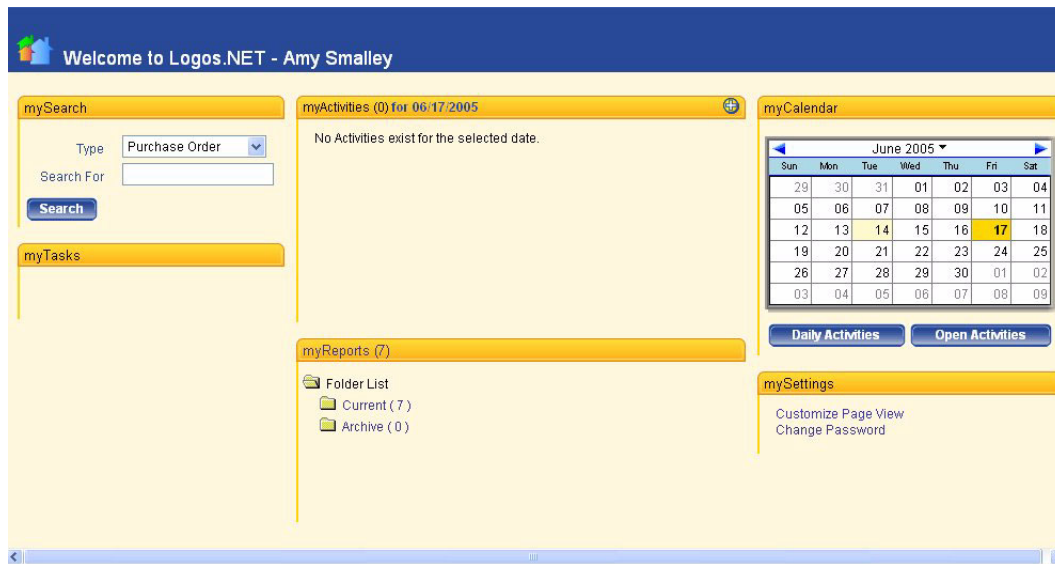
- 1** From the **Human Resources** menu, select **State Requirements > FL > Quarterly Tax and Wage Report**. The “Florida Quarterly Tax and Wage Report” page displays.
- 2** Select the name of the previously saved report template, from the *Load Saved Report* control.

The controls update to display the saved report settings.

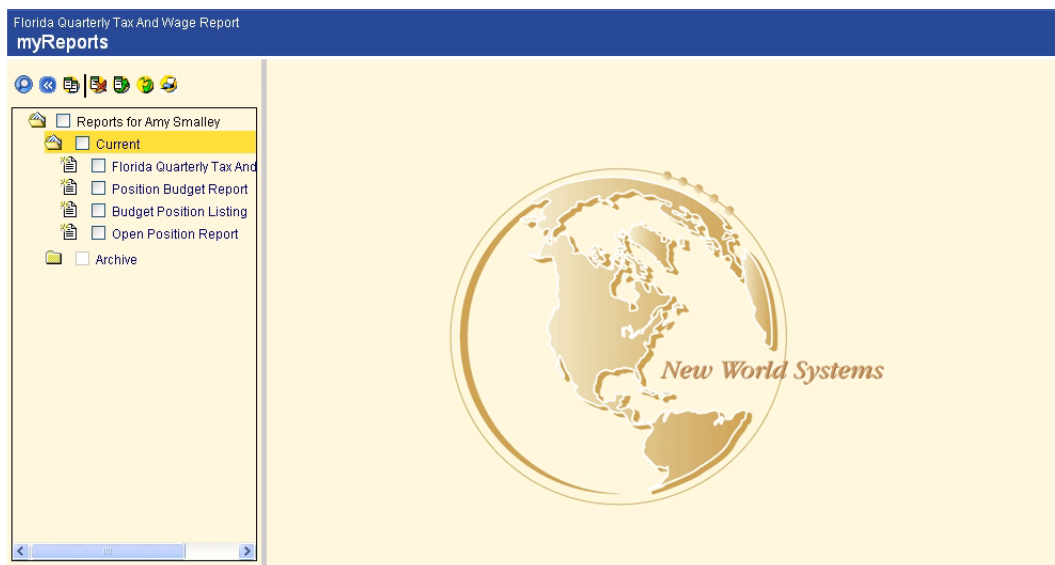
- 3** Make the necessary changes to the template or submit the report to **myReports**. For more information about submitting reports, please refer to the “Submitting a Report” topic.

## Printing a Report

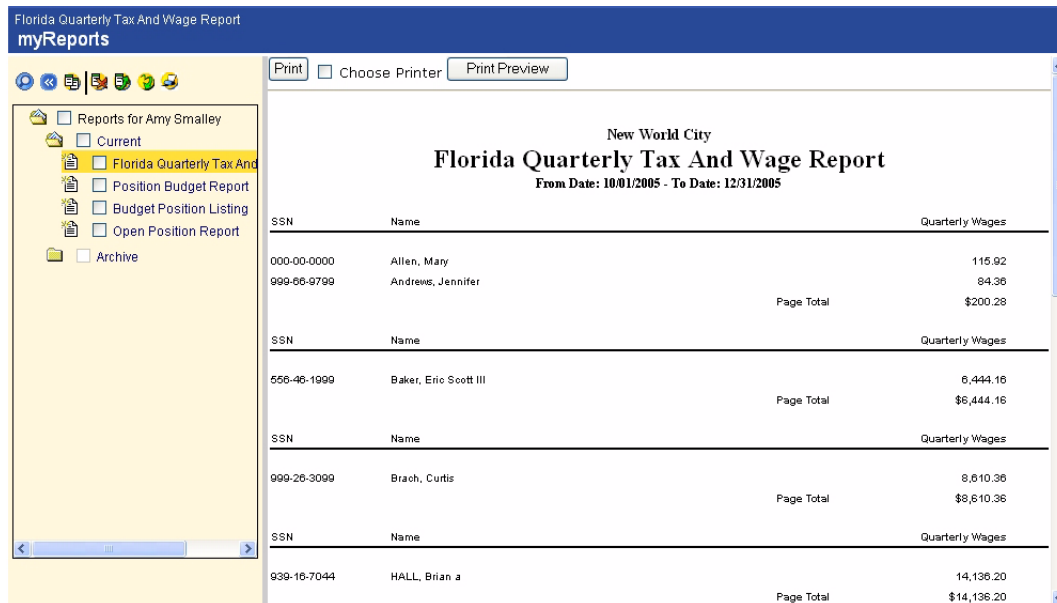
The **myReports** feature on the dashboard displays folders that hold all reports that are waiting to be printed by the logged-in user.



When you click on the Current hyperlink next to the folder icon, the myReports page will launch. The reports you have run will be listed on the left side of the page:



The report name is hyperlinked. Click on the name of the report you want to see, and the results will display on the right-hand side of the page:



Florida Quarterly Tax And Wage Report  
myReports

Print ☐ Choose Printer Print Preview

New World City  
**Florida Quarterly Tax And Wage Report**  
From Date: 10/01/2005 - To Date: 12/31/2005

SSN	Name	Quarterly Wages
000-00-0000	Allen, Mary	115.92
999-99-9799	Andrews, Jennifer	84.36
Page Total		\$200.28

SSN	Name	Quarterly Wages
556-46-1999	Baker, Eric Scott III	6,444.16
Page Total		\$6,444.16

SSN	Name	Quarterly Wages
999-26-3099	Brach, Curtis	8,610.36
Page Total		\$8,610.36

SSN	Name	Quarterly Wages
939-16-7044	HALL, Brian a	14,136.20
Page Total		\$14,136.20

To print the report, click the **Print** button.