EMPLOYER SELF SERVICE (ESS) WAGE AUDIT RESPONSE GUIDE

JASHE	BOARD				
Actior	ns Required	WAGE AUDIT NOTICE	NOTICE OF SEPARATION	Account Information	
Sep 28 Max 2000	View Recent Correspondence Repond to Additional Information for Claims Respond to Wage Audit	9 Accounts TAX ACCOUNT	4	EMPLOYER NAME MAILING ADDRESS PREFERRED CONTACT METHOD TELEPHONE	634344 3747 HECKTOWN RD EASTON, PA 19045 Emil: PSSCIBSCDEW.COM Text Alert: 610-333-8059
		Quick Links			
		EMPLOYMENT Refusal of Job Otler Employer Separation Separation History Failure to Maintain Contact Incident of Late or Inadequate Respon	EMPLOYER FILING File Clam Multis Clamate Group DOCUMENTS Media Search Correspondence	APPEAL Appeal BENEFITS Benefits Ch SIDES PAL SIDES PAL SIDES Very SIDES	CHARGES arges RTICIPATION Opation Entry Periodation

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Audit								
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• The au	y soll edit earnings as n http://social.issed/below/is rea sal assistance is needed	reeded. dy for your review, consact the FIRE	and wage information er Audit Unit at (803) 737-24	ntry. Select Wew/Print co.	to view and/or print	the corresponding o	document. Select Start to begin 9 ite	wage information entry. If
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WAGE AUDIT NOTICE

SN	HUNTER, WETTE	AUDIT START	09/12/2021	DATE SENT DUE DATE	10/06/2021	CORRESPONDENCE	ViewPrint
oyer Contact mation	Employment inj	formation	Payr	oil information		Earnings	Confirmation
): Instructi	ion						
Please comple	te the contact information be	slow and proceed to the	next page to respond to the	wage audit notice or report	discrepancy with the in	formation provided above.	
Frankaus							
Employe	er Contact Im	ormation					
Contact Title			_	Phone Nu	mber		
Contact Title			•	Phone Nu	mber		
Contact Title			•	Phone Nu	mber 2 Phone Number <i>(Op</i>	ttonal)	
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On the ESS homepage, select Respond to Wage Audit.

Select Start, next to the individual you wish to complete the wage audit for.

Enter title, first and last name, phone number, e-mail address and question under Employer Contact Information. All fields are required unless otherwise stated. Select Next.

Review all statements on the next screen. All fields are required unless otherwise stated.

Employer Self Service (ESS) Wage Audit Response Guide

	Wage Audit Additional Information	0
•	You may be contacted for additional information	
		ок

If you choose There are no wages to enter, name and/or social security number does not match, or We have no record, select Next.

The below pop up will be presented. Select OK. You will return to the Audit List.

If you choose I can enter wages earned based on the calendar week, the following will be presented:

Earnings Brea	kdown									
BWE	HOURS	DATE PAID	WAGES	TIPS	HOLIDAY/ VACATION	SICK	BONUS/ COMMISSION	BACK PAY	SEVERANCE PAY	PER DIEM
09/05/2020		mm/dd/yyyy	0.00		0.00	0.00	0.00	0.00	0.00	0.00
09/12/2020		mm/dd/yyyy	0.00		0.00	0.00	0.00	0.00	0.00	0.00
09/19/2020		mm/dd/yyyy	0.00		0.00	0.00	0.00	0.00	0.00	0.00
09/26/2020		mm/dd/yyyy 🛅	0.00		0.00	0.00	0.00	0.00	0.00	0.00
Additional Com	ine if the pay typ ments (If bonus , certify that the statements or	pes below are deductible s or other pay is provid e information submitte r misrepresentations of	le against unem ied. please expl d on this on-lir r for failing to c	an below) (an below) ne form is cor disclose a ma	irance payments ci	nck on this link	t ge and belief, and I to payment of benefits	inderstand that	it the law provid	Calcu

	Confirmati	on			A
Ť	Your confirmation nu	mber is # 20683486			
				Audit List	Main Menu
Employer Informat	Contact Ion	Employment information	Payroll Information	Earnings	Confirmation
;@:	All fields are required of	miss otherwise indicated			
	Payroll Infor	mation			

Sun Men Tue Wed Thu Fri Sat Varie

Enter all gross wages by week. Make any additional notes, select the statement and select Finish.

The following confirmation screen will be presented:

Select Audit List to return to the remaining Wage Audits. Select Main Menu to return to the home page.

If you choose I need assistance calculating wages based on calendar week, the following will we presented:

0		
PAY PERIOD START	PAY PERIOD END	GROSS EARNINGS
12/18/2020	12/31/2020	\$ 5000
01/01/2021	01/14/2021	\$ 3500
01/15/2021	01/28/2021	\$ 4000
01/29/2021	02/11/2021	\$ 5100
02/12/2021	02/25/2021	\$ 3500
02/26/2021	03/11/2021	5
03/12/2021	03/25/2021	5
03/26/2021	04/08/2021	\$

Earnings

Enter the requested Payroll Information and Select Next. The following will be different based on the Pay Period selected.



Confirmation			
Your confirmation number is	# 20683486		
		Audit List	Main Menu

Enter all gross earnings for present pay periods. Select Next.

Review the weekly earnings calculated by the system. Select the statement and select Finish.

The following confirmation screen will be presented:

Select Audit List to return to the remaining Wage Audits. Select Main Menu to return to the home page.