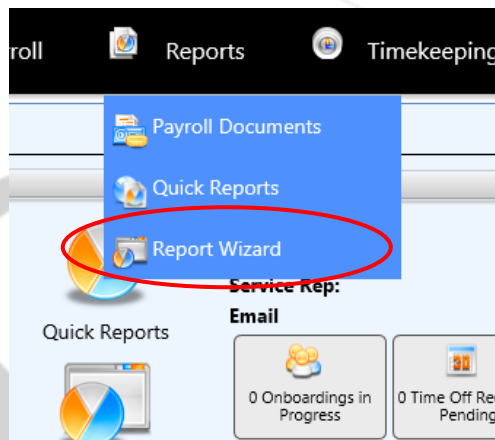



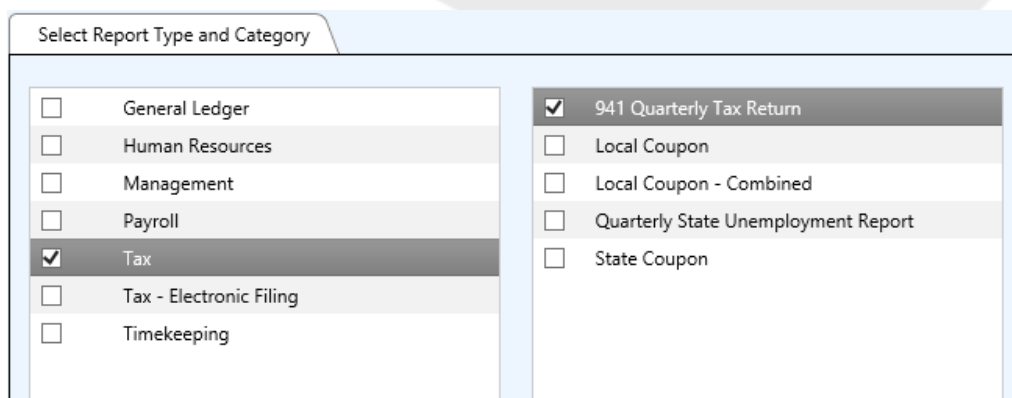
ACCESSING QUARTERLY REPORTS


1. Log into Employer on the Go
2. Click on “Report Wizard” under the “Reports” tab



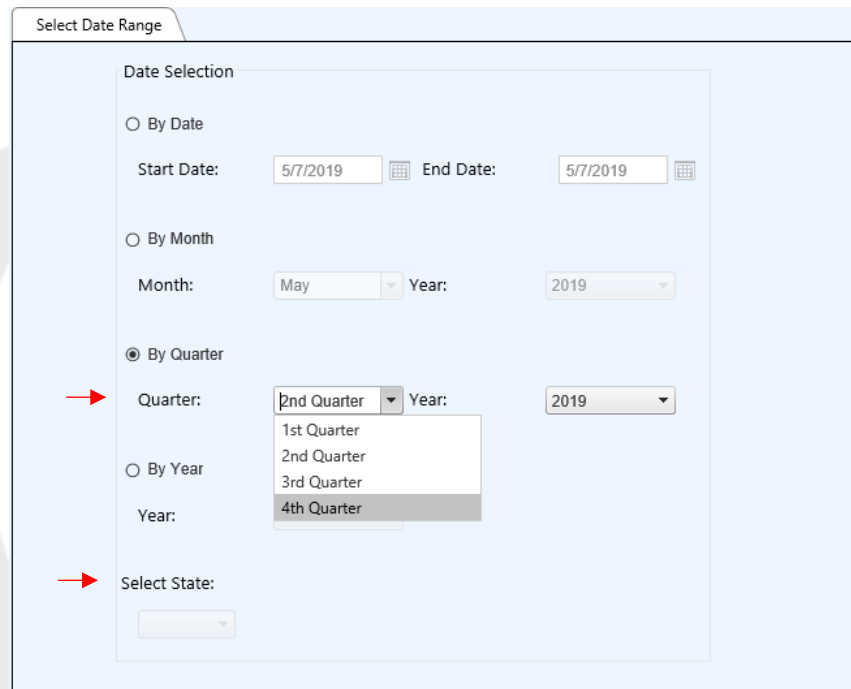
3. Select the “Tax” category, then select the desired report and click 
- 941 Quarterly Tax Return
 - Quarterly State Unemployment Report
 - State Coupon

For the purpose of this job aid, 941 Quarterly Tax Return is used as an example

A screenshot of the 'Select Report Type and Category' form. The form is divided into two columns. The left column lists categories: General Ledger, Human Resources, Management, Payroll, Tax (checked), Tax - Electronic Filing, and Timekeeping. The right column lists report types: 941 Quarterly Tax Return (checked), Local Coupon, Local Coupon - Combined, Quarterly State Unemployment Report, and State Coupon.

4. Select the desired quarter and year from the drop down, then click 

If applicable, select the desired state from its dropdown too.



Select Date Range

Date Selection

By Date

Start Date: 5/7/2019 End Date: 5/7/2019

By Month

Month: May Year: 2019

By Quarter

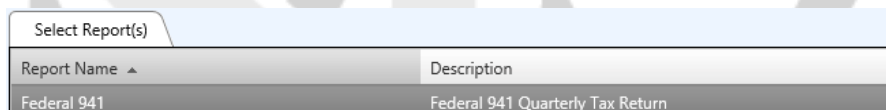
Quarter: 2nd Quarter Year: 2019

By Year

Year:

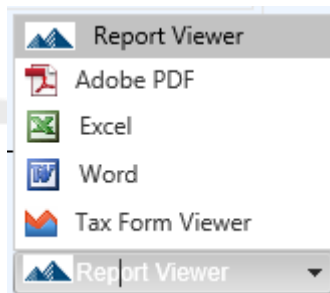
Select State:

5. Select the desired report.



Report Name	Description
Federal 941	Federal 941 Quarterly Tax Return

6. If you would like to change the viewing format, you can change it from the dropdown at the bottom center of the screen to the following options.



7. Then select “Run Report”.

Select Report(s)

Report Name	Description
Federal 941	Federal 941 Quarterly Tax Return
Federal 941 - 2011	Federal 941 - 2011
Federal 941 - 2012	Federal 941 - 2012
Federal 941 - 2013	Federal 941 - 2013
Federal 941 - Prior to Q2 2010	Federal 941 - Prior to Q2 2010
Federal 941 - Q2 2010 to Q4 2010	Federal 941 - Q2 2010 to Q4 2010
Federal 941 - Sched R	Federal 941 - Schedule R
Federal 941 - Sched R 2013	Federal 941 - Schedule R 2013
Federal 941 - Sched R 2017	Federal 941 - Sched R 2017
Federal 941 - Sched R Details	Federal 941 - Schedule R Details
Federal 941 2017 - Sched R Details	Federal 941 2017 - Sched R Details

Report Options

Show Hours as Decimals Totals Only

Show Pay Rate Use Gross Hours

Report Formatting

Group By:

Sort By:

← Back
Run Report
Cancel →

Get Tax Form Viewer
Report Viewer