



# TWC/Unemployment Checklist

To report state unemployment tax liabilities to Texas Workforce Commission each quarter, follow these steps.

## Finance > Reports > Unemployment Liabilities

- Run the Unemployment Liabilities report using the parameters for the appropriate quarter.

Finance Reports : Unemployment Liabilities

Parameters

Type: State Unemployment

Format: Summary

Mode: By Quarter

Year: 2015

Quarter: 4th

ID Type: Default

Export Data To Excel

Run Report

The report will be similar to the snapshot below:

District #		<b>Unemployment Liabilities</b>			2 Total Page(s)	
Parameters:					01/25/2016	
					04:11:42 PM	
Staff ID	Employee Name	Gross Wages	State Unemployment Taxable Gross	Contribution		
***-**-8339	Employee 1	\$ 12,914.78	\$ 500.00	\$ 0.00		
***-**-4922	Employee 2	\$ 10,669.36	\$ 1,982.50	\$ 0.00		
***-**-4887	Employee 3	\$ 127.50	\$ 127.50	\$ 0.00		
***-**-8489	Employee 4	\$ 10,408.72	\$ 2,166.66	\$ 0.00		

## Finance > Reports

- Run the Texas Workforce Commission ICE Extract
- Select the appropriate Year and Quarter
- Select Run Report

**Finance Reports : Texas Workforce Commission ICE Extract**

TWC ICE

**Parameters**

Year 2015 ▾

Quarter 4 ▾

*Export Data To Excel*

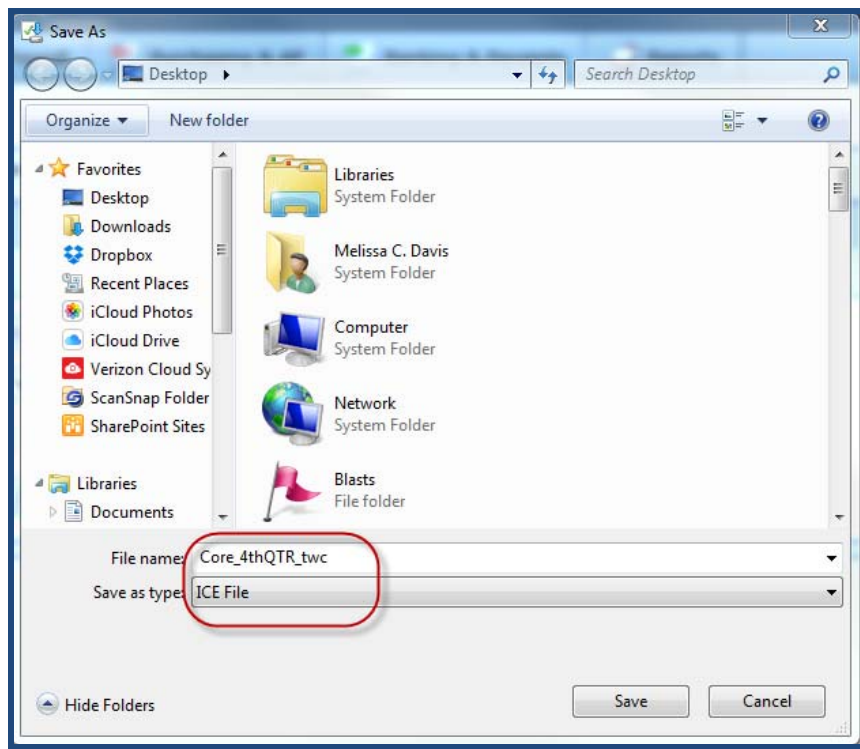
Run Report

- Select **Save**
- Save the text file to Desktop with the following parameters:
  - **File name:** “SchoolName\_#QTR\_TWC.ice”
    - Example: Cedars\_1stQTR\_TWC.ice
  - **Save as type:** .ice Document

Do you want to open or save Unemployment\_Liabilities.pdf (21.2 KB) from core.websmartsolutions.org?

Open Save ▾

Save  
Save as  
Save and open



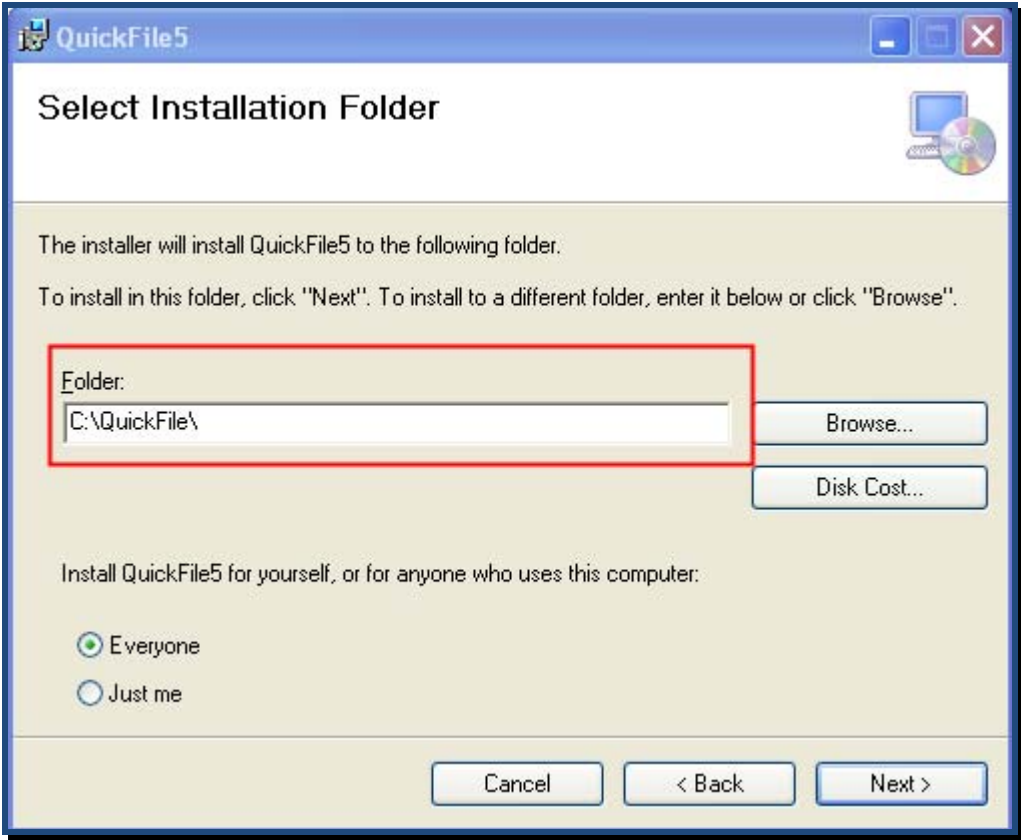
If you are submitting the TWC File through TASB, you can submit this file directly through TASB's website.

### **Texas Workforce Commission – QuickFile5**

If you are submitting the file through Texas Workforce Commission's website, you must use Quick File 5, which is a software program available to download from the Texas Workforce Commission's website:

<http://www.twc.state.tx.us/ui/tax/quickfile.html> . If you need to download the program, click on Download Quickfile and select Run and follow the QuickFile5 Setup Wizard.

The setup wizard will automatically default to a folder C:\QuickFile\; however, if you'd like for the downloaded files to go to another folder, click on the Browse button and find the location you desire.

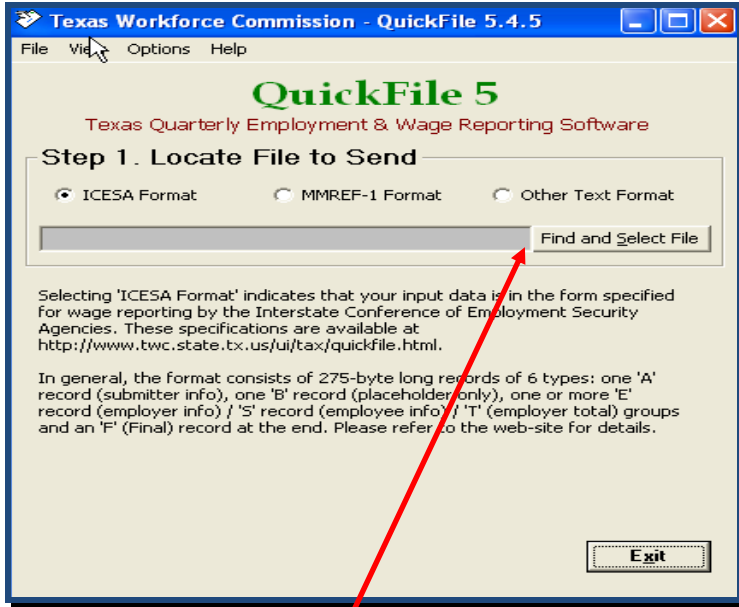


**NOTE:** Remember this folder location. You will need it when uploading the files on the Texas Workforce Commission website.

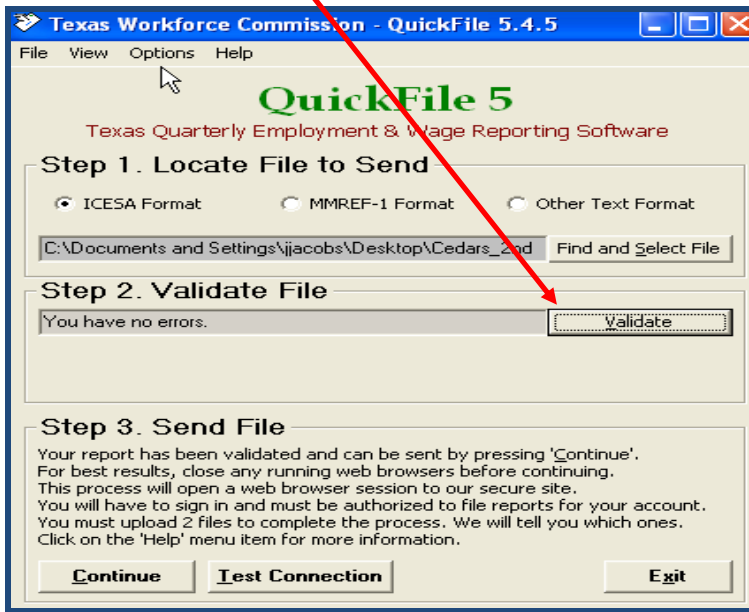
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## To send the TWC File using QuickFile5:

- Open Quick File 5
- Leave default options (see example below)



- Select **Find and Select File**
- Select the “.ice” file, which you previously downloaded to your Desktop
- Select **Validate** until you have no errors (see example below)



- You will see a screen similar to the screen shot below.
- Select **Close**

Please review this extract of your data to ensure the data was properly interpreted. This screen only shows up to 25 employees, so if you have more, they will not display. If it does not look right, you should check your data formats before continuing.

Employer Name [REDACTED]

TWC Employer Account Number [REDACTED] Qtr: 4 Year: 2015

Employee SSN	Qtr Total Wages	Employee Name
[REDACTED]	12,499.98	[REDACTED]
[REDACTED]	10,000.02	[REDACTED]
[REDACTED]	9,499.98	[REDACTED]
[REDACTED]	10,000.02	[REDACTED]
[REDACTED]	10,500.00	[REDACTED]
[REDACTED]	7,000.02	[REDACTED]

Close

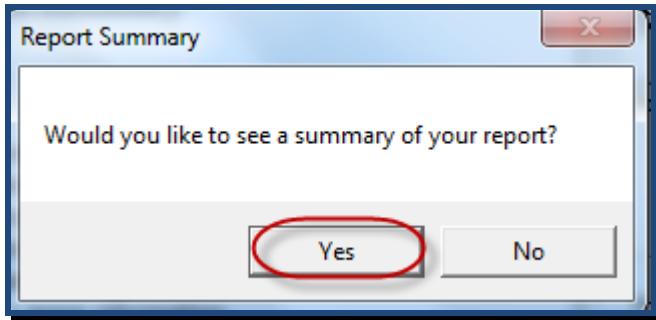
- Select **Continue**

**Step 3. Send File**

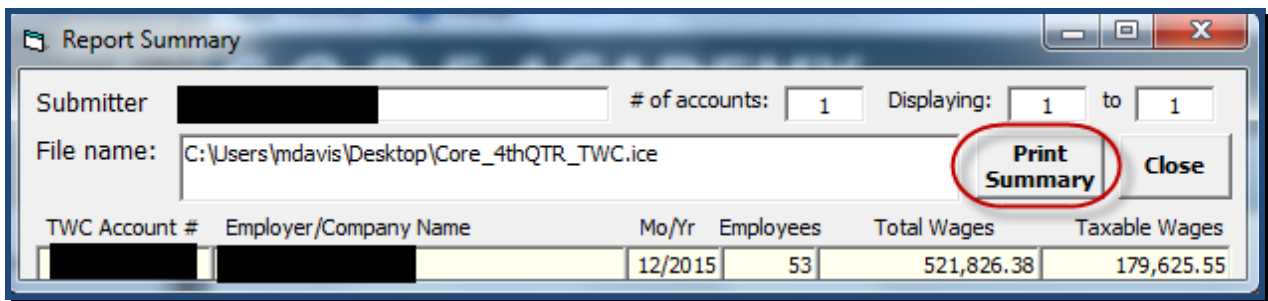
Your report has been validated and can be sent by pressing 'Continue'. For best results, close any running web browsers before continuing. This process will open a web browser session to our secure site. You will have to sign in and must be authorized to file reports for your account. You must upload 2 files to complete the process. We will tell you which ones. Click on the 'Help' menu item for more information.

Continue Test Connection Exit

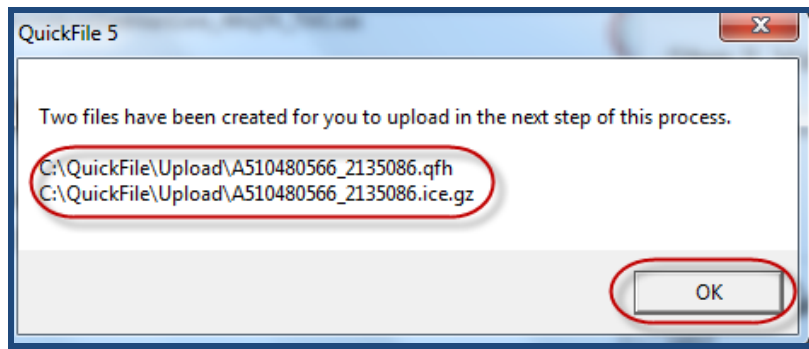
- Select **Yes** to see the summary



- Select **Print Summary** – the summary figures should correspond to figures found on the Unemployment Liabilities report.



- Select **Close** – The 2 files will generate automatically and you'll receive the following message:

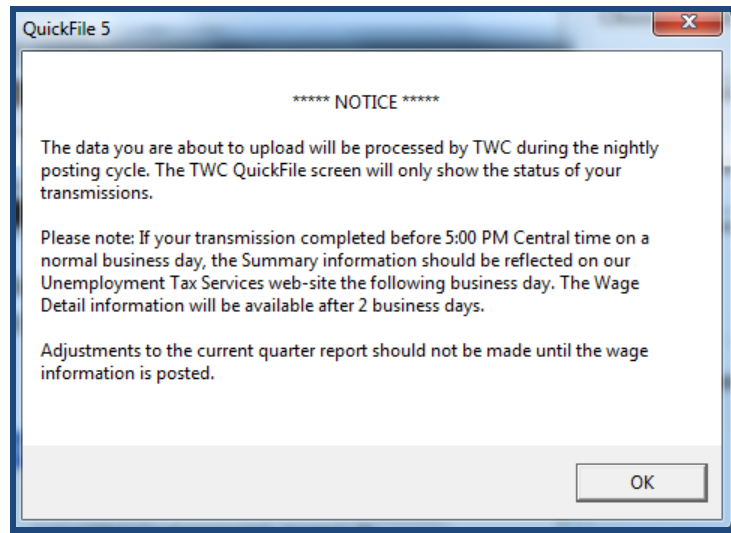


**NOTE:** Be aware that the 2 files uploaded from QuickFile5 will automatically default to the specified folder upon the initial QuickFile installation.

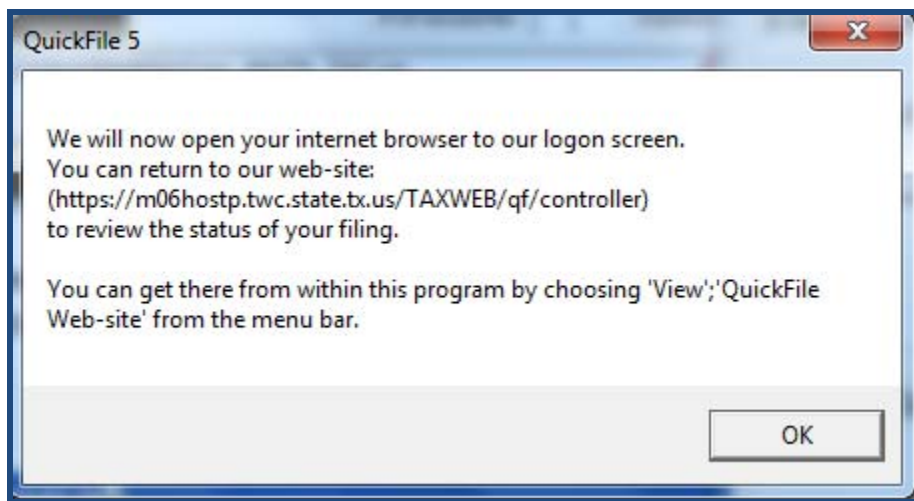
**Remember this folder location.** You will need it when uploading the files on the Texas Workforce Commission website.

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- Select OK at the following prompt:



- Select OK at the following prompt:





- TWC log in will automatically pop up.
  - Log in with school's username and password
  - Upload and send files in order prompted by website
    - When browsing for the .qfh and ice.gz files on your computer, remember the folder location from the steps above.

[QuickFile Home](#)

**STEP 1:**  
Upload a summary file of the report. We use this file to ensure that the report meets all the security and filing criteria.

The file listed in red below has been created on your system by the QuickFile client program.  
This file must be uploaded and verified before the report can be submitted.

<b>Directory</b>	C:\QuickFile\Upload\
<b>File</b>	A510480566_2135086.qfh

Use the BROWSE button on the right to locate and select the file listed above.

Summary File:

[QuickFile Home](#)

**Step 1: Complete.**

**Step 2: Upload the ICESA report file created on your PC or LAN by the QuickFile program:**

The file listed in red below has been created on your system by the QuickFile client program.  
This file contains the actual Report information. You must select the indicated file in the listed directory.

<b>Directory</b>	C:\QuickFile\Upload\
<b>File</b>	A510480566_2135086.ice.gz

Use the BROWSE button on the right to locate and select the file listed in red above.

Data File:


[QuickFile Home](#)

Upload Listing for [REDACTED]

Click on the Date/Time link to see detailed submission information.

[PRODUCTION](#)

[TEST](#)

Date/Time Report Submitted	ICESA-format Payroll File	Uploaded Filename	# Accts	Status	PDF
<a href="#">01/25/2016 17:13:17</a>	[REDACTED]4thQTR_TWC.ice	A510480566_2135086.ICE.GZ	1	Accepted	
Employer ID	Employer Name	Qtr	Year	Status	
[REDACTED]	[REDACTED]	4	2015	Meets Requirements	

- Wait overnight for validation from TWC
- Login to TWC the following day to verify the file processed.