

ELECTRONIC REPORTING

Multiple Worksite Report



**U. S. Department of Labor
Bureau of Labor Statistics**

MULTIPLE WORKSITE REPORT (MWR)

- Collected quarterly
- 110,000 legal entities
- 1.2 million worksites
- Approximately 33% of all employment



COMMON QUESTIONS ON MWR REPORTING

- How do I report workers who moved from one worksite to another?

Report in last worksite for that quarter

- How do I report sales reps or utility workers who work in different places?

Report them in the worksite from which they are supervised (based) or report

- How do I report sales reps who work out of their homes?

Report them in one worksite described as “Sales Reps - Statewide” (worksite description) and leave their address field blank

WHAT IS A WORKSITE?

An economic unit, generally at a single physical location, where business is conducted or where services or industrial operations are performed.

EXAMPLES OF WORKSITES

Factory

Bank

Mill

Movie Theater

Store

Sales Office

Hotel

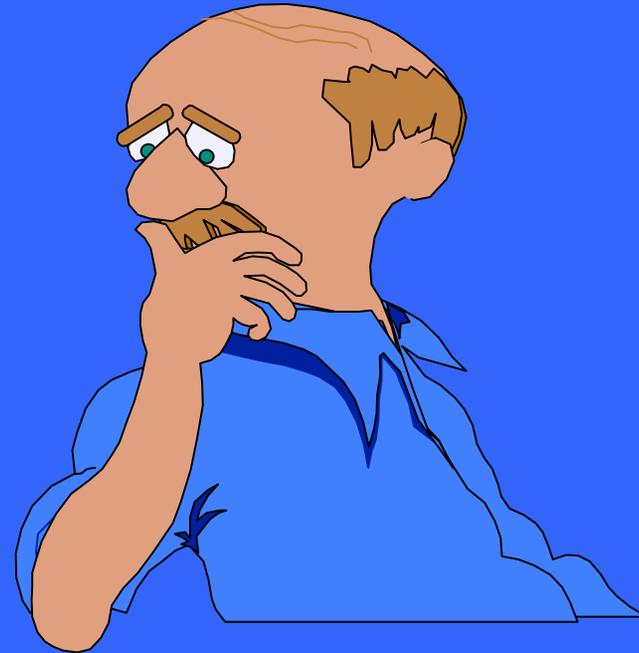
Warehouse

Restaurant

Corporate Headquarters

WHAT IS NOT A WORKSITE?

- **Cost Centers**
 - **Pay Units**
 - **Hourly**
 - **Salary**
 - **Exempt**
 - **Types of Payroll**
 - **Weekly**
 - **Biweekly**
 - **Semimonthly**
 - **Monthly**



State Address

Multiple Worksite Report

The information collected on this form by the Bureau of Labor Statistics and the State Agencies

This is authorized by law, 29 U.S.C. 2 and is mandatory under State Unemployment Compensation Law Section XXI. Your Cooperation is needed to make

Form Approved
O. M. B. No. XXV -X

SUPPLEMENT TO THE QUARTERLY CONTRIBUTION REPORT

A. EMPLOYER NAME AND MAILING ADDRESS

ABC Automotive
321 10th St
Anytown, MI 01234 - 5678

B. QUARTERLY REPORT INFORMATION

UI Number 0001439870
Qtr Ending March 31, 1998

C. CONTACT PERSON

D. WORKSITES

| 2. NAME, ADDRESS, DESCRIPTION | 3. NUMBER OF EMPLOYEES During the Pay Period Which Includes the 12th of the Month | | | TOTAL QUARTERLY WAGES OF WORKSITE |
|---|---|-----|-----|---|
| | JAN | FEB | MAR | |
| 00001 A & A Automotive 1111 T St. Kalamazoo, MI 19283 <i>Shop 2</i> | 12 | 11 | 12 | 61,705 |
| COMMENTS : | | | | |
| 00002 Al's Auto World 1888 18th St Detroit, MI 98765 - 4321 | 14 | 0 | 0 | 23,850 |
| COMMENTS : <i>Shop closed 1/31/98</i> | | | | |
| 00003 ABC Automotive 321 10th St Anytown, MI 01234-5678 <i>Administrative Office</i> | 8 | 8 | 9 | 32,000 |
| COMMENTS : | | | | |
| 00004 Bob's Auto Repair 63 Michigan Blvd Lansing, MI 56789 <i>Shop 1</i> | 15 | 15 | 15 | 84,100 |
| COMMENTS : | | | | |
| <i>Helen's Hall of Hubcaps</i> 101 Elm St. Lansing, MI 56789-0123 <i>Shop 3</i> | 0 | 4 | 4 | 11,743 |
| COMMENTS : <i>Retail hubcap store opened 2/5/98</i> | | | | |
| TOTALS | 49 | 38 | 40 | 213,398 |

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UI
Number



UNEMPLOYMENT INSURANCE (UI) NUMBER

Positions 6-15

- **Assigned by the State**
- **May be some variation in the numbers configuration**
- **Proper configuration is critical**
- **EDI Center will assist in determining correct UI numbers**

State Address

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D. WORKSITES

3. NUMBER OF EMPLOYEES
During the Pay Period Which Includes the
12th of the Month

TOTAL
QUARTERLY WAGES
OF WORKSITE

| 1. Do not use | 2. NAME, ADDRESS, DESCRIPTION | JAN | FEB | MAR | TOTAL |
|---|---|-----|-----|-----|---------|
| 00001 | A & A Automotive 1111 T St. Kalamazoo, MI 19283 <i>Shop 2</i> | 12 | 11 | 12 | 61,705 |
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Reporting
Unit
Number



REPORTING UNIT NUMBER

Positions 16-20

- RUNs are assigned by the State to distinguish between records with the same UI account number
- RUNs are numeric only, and are 5 digits
- Employers should *maintain these assigned RUNs* in their payroll system

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D. WORKSITES

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|---|---|---|-----|-----|--------------------------------|
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Reporting
Unit
Description



REPORTING UNIT (WORKSITE) DESCRIPTION

Positions 189-223

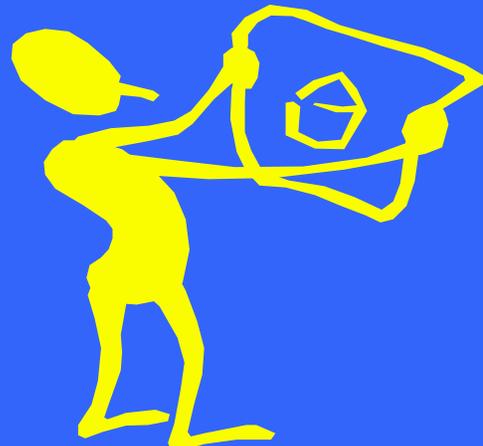
- Employer's unique description of the worksite which is meaningful to them
 - » Store Number 101
 - » Jones River Plant
 - » Branch C15
 - » Sales-Reps Statewide (statewide data)

HOW DO I HANDLE NEW WORKSITES?

- Employers assign next available (sequential) RUN to new worksites
- Employers should insert a comment code of 85 (new establishment or worksite) in the primary comment code field (position 143-144)

HOW DO I HANDLE CLOSED WORKSITES?

Employers should insert a comment code of 86 to help identify permanently closed worksites in the primary comment code field (positions 143-144)



MWR EMPLOYMENT DATA

Positions 224-229 First Month

Positions 230-235 Second Month

Positions 236-241 Third month

Proper reference period

A count of all full- and part-time workers who worked during or received pay for the pay period which includes the 12th of the month.



| 1998 | | | | | | |
|------|----|----|----|----|----|----|
| | | | | | | |
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |

WEEKLY PAY PERIOD INCLUDING THE MONTH'S 12TH DAY

| 1998 | | | | | | |
|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| | | | | | | |
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |

BI-WEEKLY PAY PERIOD INCLUDING THE MONTH'S 12TH DAY

| 1998 | | | | | | |
|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| | | | | | | |
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |

BI-WEEKLY PAY PERIOD INCLUDING THE MONTH'S 12TH DAY

| 1998 | | | | | | |
|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| | | | | | | |
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |

SEMI-MONTHLY PAY PERIOD INCLUDING THE MONTH'S 12TH DAY

| 1998 | | | | | | |
|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| | | | | | | |
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |

Correct MWR Employment Reporting

Content

MWR - Include only those workers whose wages were subject to State UI taxes

Method to compute employment counts

The count should be unduplicated, so that for the reference period in any month, an employee is counted only once.

MWR QUARTERLY WAGES

Positions 242-251

Total amount of wages paid to employees-

- During the ENTIRE reference quarter
- Subject to the payment of UI taxes in State



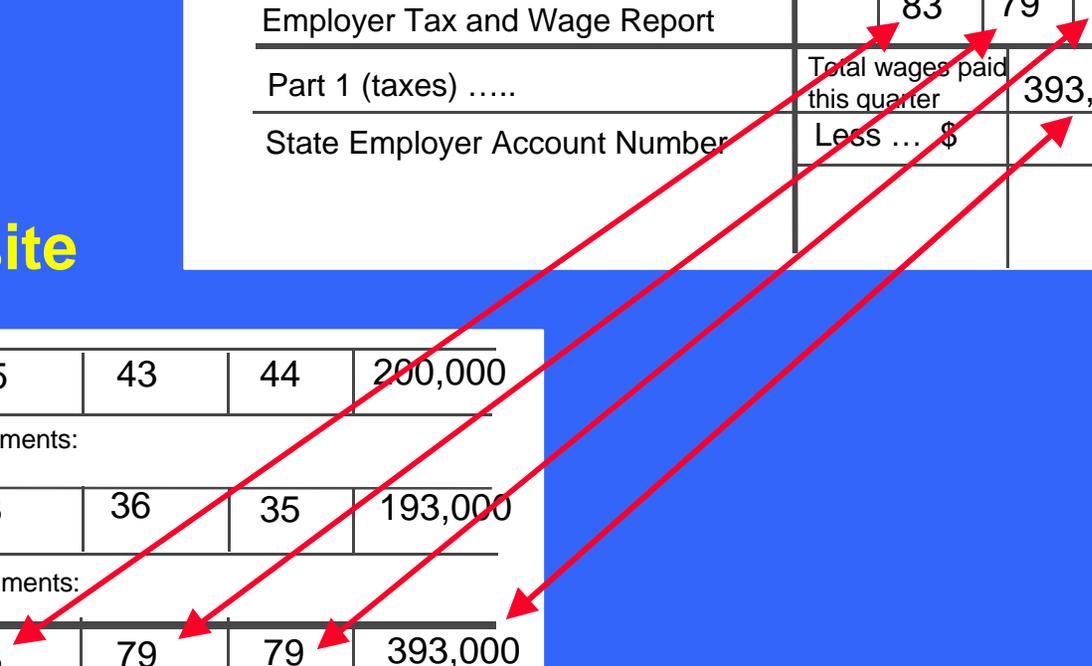
MWR & QUARTERLY CONTRIBUTION REPORT FORMS

State QCR

| | | | |
|---|---------------------------------------|---------|---------|
| State Department of Employment Security Employer Tax and Wage Report | 1st Mo. | 2nd Mo. | 3rd Mo. |
| | 83 | 79 | 79 |
| Part 1 (taxes) | Total wages paid this quarter 393,000 | | |
| State Employer Account Number | Less ... \$ | | |

Multiple Worksite

| | | | | | |
|---------------|---|-----------|-----------|-----------|----------------|
| 00005 | Jerrys #116 510 Main Akron, OH | 45 | 43 | 44 | 200,000 |
| | Comments: | | | | |
| 00006 | Jerrys #118 733 E. Park Akron, OH | 38 | 36 | 35 | 193,000 |
| | Comments: | | | | |
| TOTALS | | 83 | 79 | 79 | 393,000 |



BLS ELECTRONIC DATA INTERCHANGE (EDI) CENTER - CHICAGO

- **All employers**
- **MWR Electronic Reporting**

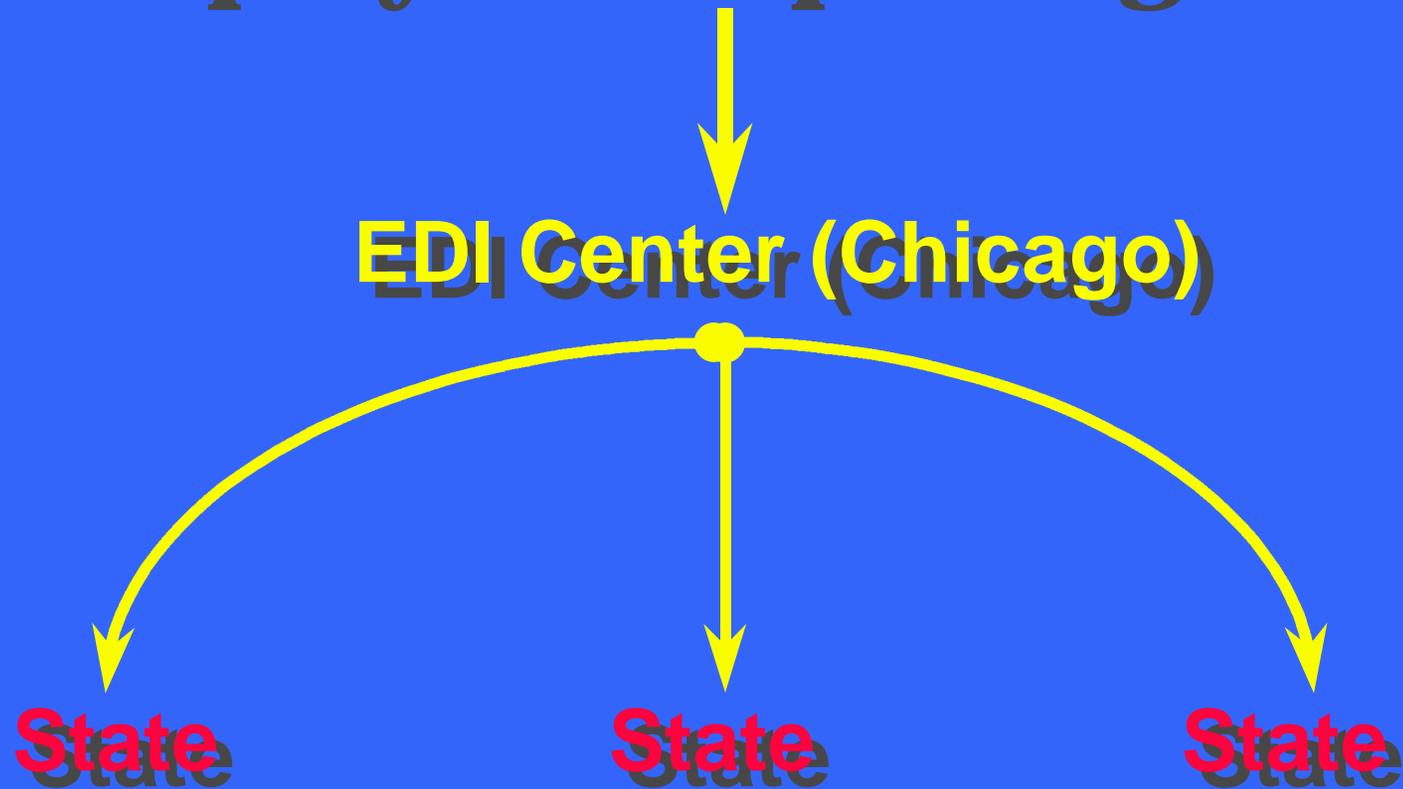
BULLETIN BOARD SYSTEM (BBS)

- **User Handbook of Instructions**
- **Toll free helpline number**
- **Toll free BLS on-line data reporting system (EUS Online)**
- **Only Authorized Users**
- **Files may be compressed (Pkzip)**

POWERACCESS

- **PowerAccess--freeware created by makers of PowerBBS**
- **Windows Users can use PowerAccess to transmit these data**
- **Download PowerAccess from the BBS**
- **Instructions on how to load and use PowerAccess is provided**

Employer - Reporting MWR



ONE STOP REPORTING

- One diskette, tape, or electronic transmittal should contain data for all States and be forwarded to the EDI Center in Chicago.

EDI Center will extract & forward the information pertaining to each State for you

Data confidentiality will be maintained by the EDI Center

BEFORE GETTING STARTED

Question:

**Does your company use a payroll
service bureau or lease payroll
software?**

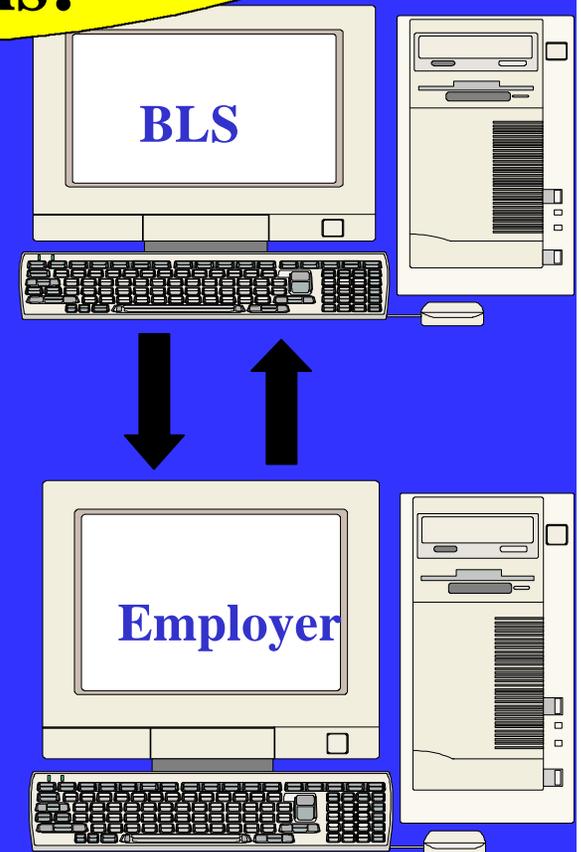
**If YES, then
determine whether the service
bureau or the software developer has
plans to add MWR electronic
reporting to their systems.**





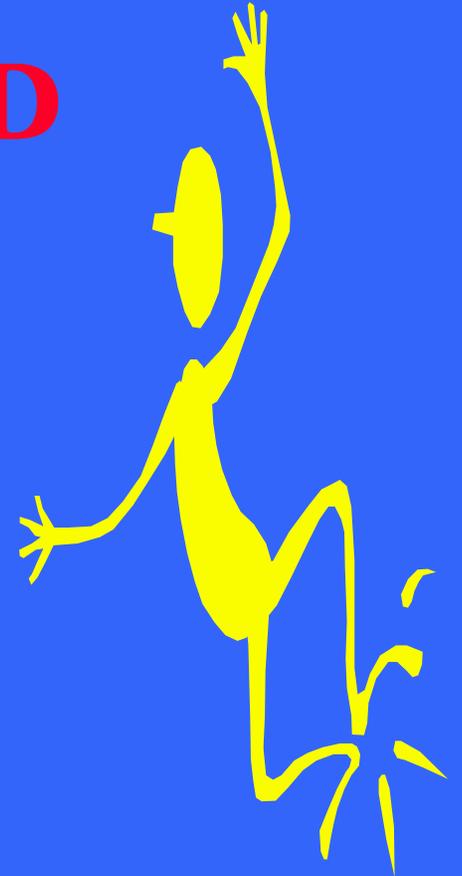
**Multiple Worksite Report
Single Electronic Transmittal
for All States
available in these payroll
systems!**

- **Ceridian Tax Services**
- **PeopleSoft**
- **Tesseract**



GETTING STARTED

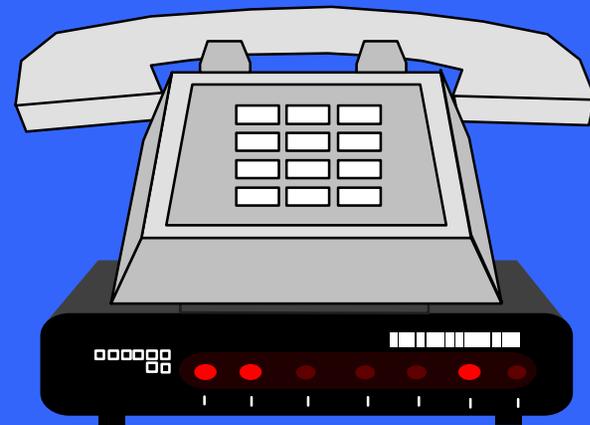
1. Electronic Bulletin Board
Handbook of Instructions.



ALSO

Contact the EDI Center In Advance to:

- **Determine Appropriate UI numbers.**
- **Verify Worksite Level Reporting.**
- **Submit Test Files.**



QUESTIONS?

Please contact:

Chicago EDI Center Manager

Michael Kettman

1-800-861-3804

KETTMAN_M@BLS.GOV