

SUTA Setup

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What is SUTA?

SUTA stands for State Unemployment Tax Act and is a payroll tax that states will require employers to pay. Each state will set up a taxable wage base and a taxable rate each year. Because rates and base wages change for each state, you'll need to update your SUTA rates as your rates change (usually yearly) in order for the system to properly track SUTA taxes.

This article includes:

1. [Initial SUTA Setup](#)
2. [Updating SUTA Rates](#)
3. [Recalculating SUTA](#)

Note To view the new SUTA wage base limits, please refer to the [APA](#). Any wage base limits not shown have not been published by the state yet.

Initial SUTA Setup

If you are brand new to TempWorks or just want to triple check things are still set up in the system, this section will walk you through how to setup SUTA information in the system. This information needs to be filled out correctly in order to utilize our services to generate and/or print W-2s in the system.

Note To make sure you can see all employers and related information, navigate to your highest hierarchy level (ex. system or sub system)

To Find SUTA Information:

1. Navigate to all options > administration
2. Select employers

Employer
No Open Employer Records.

! Lunch Today

tasks appointments

accruals
adjustment
assessment packages
▶ attendance
authorities
branch
business code types
▶ commission
company
custom data
drop downs
← employers
aca setup
employer setup
funding
jurisdiction setup
suta setup
evaluations

employer search

Name Fed. ID State

EINC City Zip

Your search returned 1 result.

Drag a column header here to group by that column.

| Employer Name | Legal Name | EINC | Fed. ID | Street |
|------------------------|-------------------------|------|-----------|--------------|
| High Tech Staffing Inc | High Tech Staffing Inc. | 0 | 154645165 | 701 Main St. |

3. Double click on an employer

- You may have more than one employer listed here if you have multiple EINC's or sub companies in your system

High Tech Staffing Inc
701 Main St.
Duluth MN, 55123

! Lunch Today

! Pay update

tasks appointments social email

accruals
adjustment
assessment packages
▶ attendance
authorities
branch
business code types
▶ commission
company
custom data
drop downs
← employers
employer setup
aca setup
funding
jurisdiction setup
suta setup

company information

Active

Name Street

Legal Name Street 2

Web Public Name City

EINC State

Fed Employer ID Zip

Phone Country

mailing address

Street

Street 2

City

State

electronic w-2 file

BSO User ID

Contact

Phone

Fax

Note If you can not see administration or the employers section in administration, you may not have the right permissions in the system. Check out, [Enterprise - Security Roles](#) for more information.

Once you have navigated to the employer information, you'll want to verify employer setup, jurisdiction setup, and SUTA rate.

Verify Employer Setup

In order for SUTA information to properly show on W2s, you will need to verify the following information is correct for each employer you have listed:

- **Legal Name:** Will be the name that appears on all W2's for this employer
- **Fed Employer ID:** Will be the ID on all W2's for this employer
- **Mailing Address:** Will be the return address on all W2's for this employer
- **Mag Media:** Will be in the Federal SSA W2 file

The screenshot shows a web form for employer information. The form is divided into several sections: 'company information', 'mailing address', 'electronic w-2 file', 'employer contacts', and 'tax filing defaults'. Red boxes highlight the 'Legal Name', 'Fed Employer ID', 'mailing address' section, and the 'electronic w-2 file' section.

| company information | |
|---------------------|-------------------------------------|
| Active | <input checked="" type="checkbox"/> |
| Name | High Tech Staffing LLC |
| Legal Name | High Tech Staffing Inc. |
| Web Public Name | |
| EINC | 0 |
| Fed Employer ID | 154645165 |
| Phone | 555-555-5555 |
| Street | 701 Main St. |
| Street 2 | |
| City | Duluth |
| State | MN |
| Zip | 55123-____ |
| Country | United States of America |

| mailing address | |
|-----------------|--------------------------|
| Street | 701 Main St. |
| Street 2 | |
| City | Duluth |
| State | MN |
| Zip | 55123-____ |
| Country | United States of America |

| electronic w-2 file | |
|---------------------|-----------------------|
| BSO User ID | 123654 |
| Contact | Joe Johnson |
| Phone | 555-555-5555 |
| Fax | 6515551314 |
| Email | example@tempworks.com |
| Contact Method | Email |
| Preparer | |
| Federal BP Pin | 1234 |
| PSD Code | |

| employer contacts | | | |
|--------------------------|-----------------|-------|-------|
| Primary | Name | Email | Phone |
| <input type="checkbox"/> | Charles Babbage | | |

| tax filing defaults | |
|--|--|
| <input checked="" type="checkbox"/> Taxes Filed Externally | <input type="checkbox"/> Print W2's Externally |
| <input type="checkbox"/> Taxes Paid Externally | <input type="checkbox"/> Skip New Hire Reporting |

Verify Jurisdiction Setups

After you've double clicked on an employer, you can click on Jurisdiction Setup on the left. Once the Jurisdiction Setup page is opened, you will see a list of jurisdictions to select from. Jurisdictions include local, state and federal taxes.

The dashboard features a navigation menu on the left with the following items: employee, customer, order, assignment, contact, pay / bill, calendar, and all options. The main content area includes several widgets:

- Top customer is Central Perk Packaging**: A small pie chart.
- Unfilled Assignments**: A list showing Barren Logistics (St.Paul) with 6 assignments, EZ Manufacturing (Minnea) with 5, and Peet's Coffee & Tea (Eagan) with 5.
- Sales by Month by Account Manager**: A bar chart with the text "Top Sales by Rep: alex.binenst".
- Pipeline Status Estimated Values**: A pie chart with the text "Highest value status is Opportunity Qualified".
- New Orders for Top 5 Customers**: A bar chart showing "0 new orders this month".
- New Applicants by Week**: A line chart showing "1 New Applicant(s)".

On the right side, there is a large pie chart with the following values: 78367.15 (blue), 20122.09 (pink), 13683.20 (orange), and 10553 (red). Below the pie chart is the word "announcements".

Options:

- If the Jurisdiction you are looking for is in the list, you can double click the row to see the details
- If you do not see the one you are looking for, select the plus icon in the upper right-hand corner to add it

123

Currently viewing 2 of 399229 tasks. View more...

tasks appointments social email

Drag a column header here to group by that column.

| Description | Verified | Payment Type | Filing Type | Pay Freq |
|--------------------|-------------------------------------|--------------|-------------|-----------|
| ABBOTT TOWNSHIP PA | <input type="checkbox"/> | Check | Mail | Monthly |
| ADAMS TOWNSHIP PA | <input checked="" type="checkbox"/> | Electronic | Mag Media | Quarterly |
| ADAMS TOWNSHIP PA | <input checked="" type="checkbox"/> | Electronic | Mag Media | Quarterly |

Buttons: + Add Tax Jurisdiction, +, edit, x

Whether you've added a new one or are reviewing an existing, you will need to enter any applicable SUTA IDs or employer identification numbers as necessary for the tax:

? X

edit tax jurisdiction

| | |
|--|---|
| <p>jurisdiction setup</p> <p>Jurisdiction: <input type="text" value="Minnesota State Unemployment Tax"/></p> <p>Verified: <input checked="" type="checkbox"/></p> | <p>filing options</p> <p>Pay Method: <input type="text" value="Check"/></p> <p>Pay Frequency: <input type="text" value="Quarterly"/></p> <p>Filing Method: <input type="text" value="Website"/></p> |
| <p>identification numbers</p> <p>MNSUTA ID: <input type="text" value="12-34567-8-90"/></p> <p>MNSUTAWDF ID: <input type="text" value="12-34567-8-90"/></p> | <p>filing instructions</p> <p>Instructions: <input style="width: 100%; height: 50px;" type="text"/></p> <p>Website: <input type="text"/></p> <p>Username: <input type="text"/></p> <p>Password: <input type="text"/></p> |

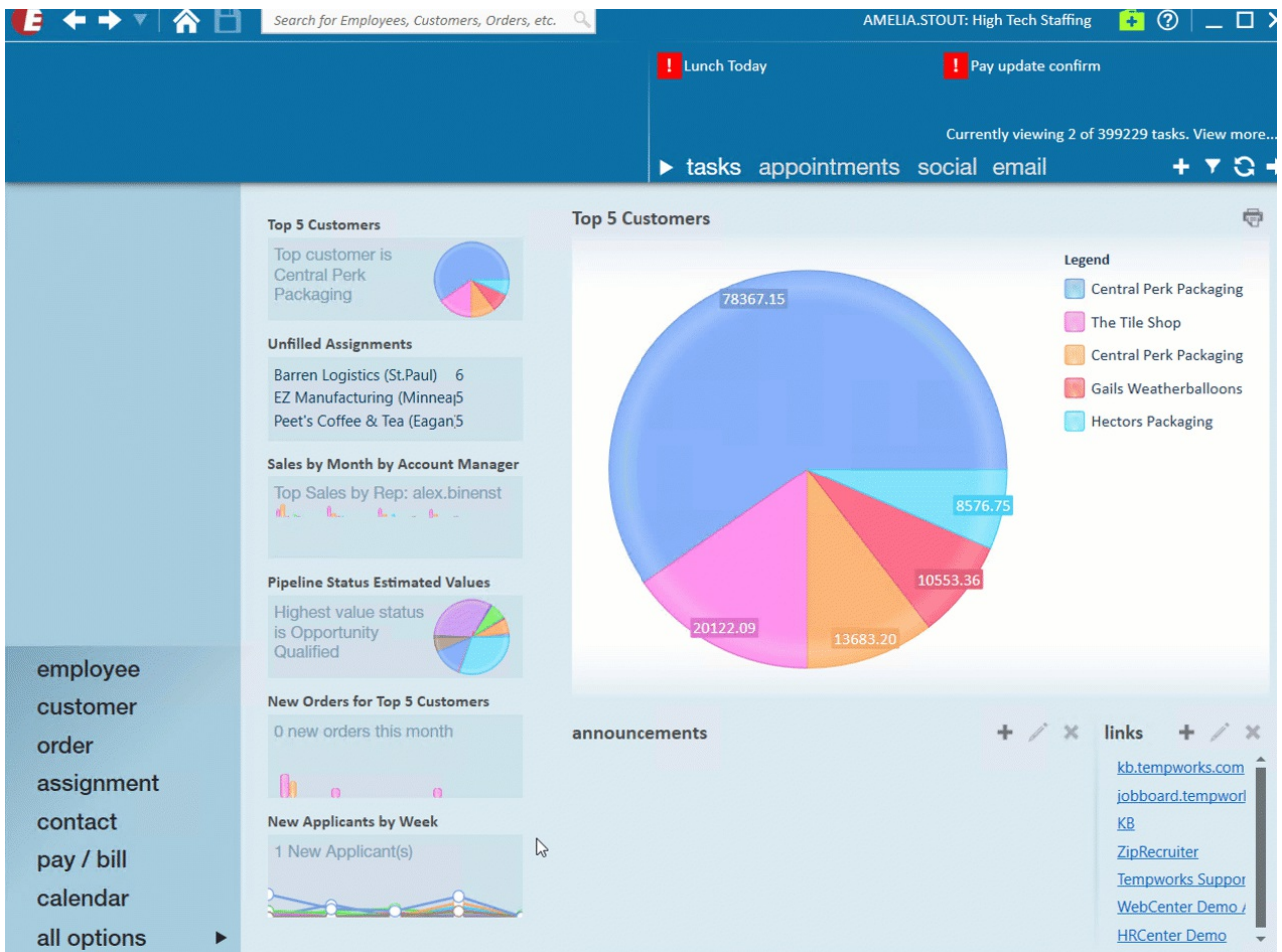
0 ▲
Save

Minnesota State tax
Check
Website
Quarterly

Note If you have multiple employers in the system, you will need to repeat these steps for each employer under administration > employers. If you do not see all your employers listed, double check your [hierarchy](#) level.

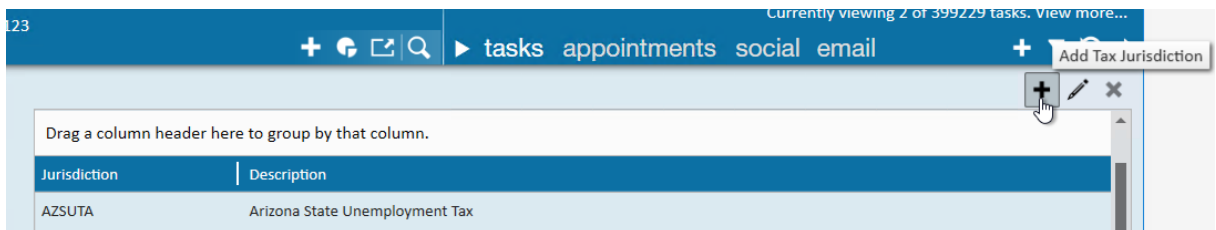
Verify SUTA Rates

To verify the rates listed for each SUTA in your system, select SUTA setup on the left after selecting an employer. Once the SUTA Setup page is opened, you will see a list of SUTA jurisdictions to select from.



Options:

- If you do not see the one you are looking for, select the plus icon in the upper right-hand corner to add it



- Double click or click the pencil after selecting a SUTA Jurisdiction to review the current rates

If a SUTA rate is wrong for the current year, check out below for more information on updating SUTA rates

Updating SUTA Rates

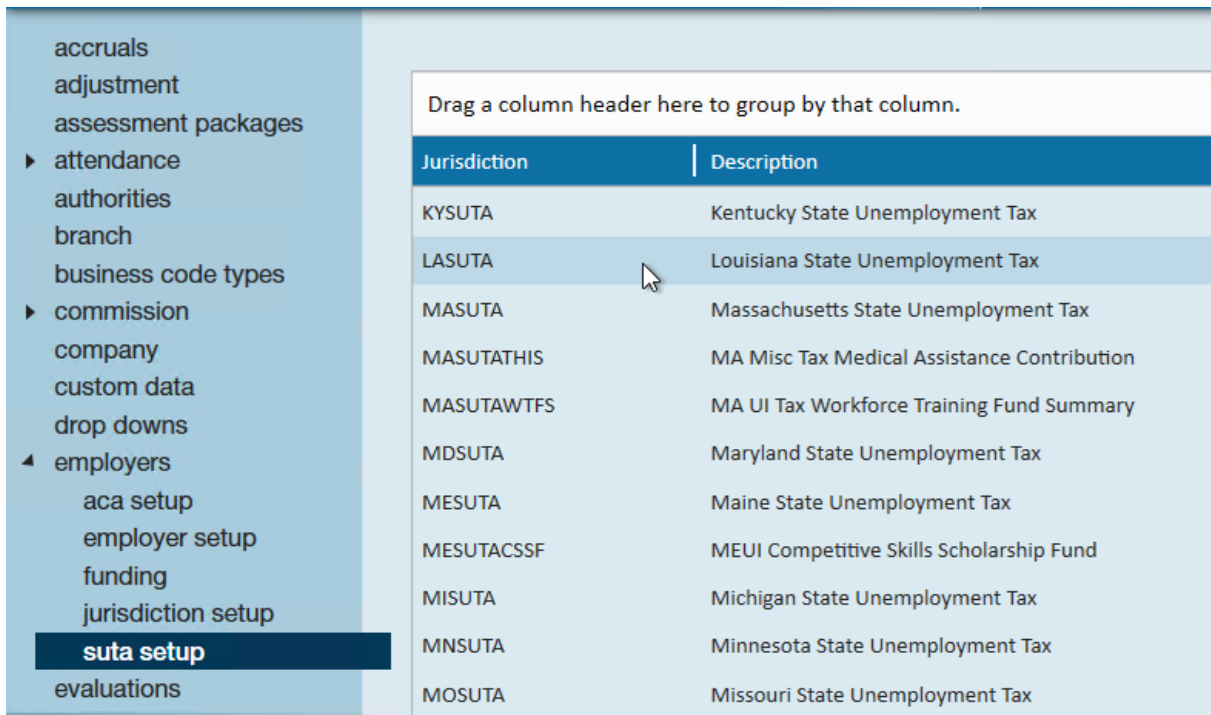
When rates change for a state or you need to correct a rate that was entered wrong, you'll need to update the SUTA Rates, we'll walk through the options for updating a SUTA rate in this section.

Updating Rates for a New Year (or other date range)

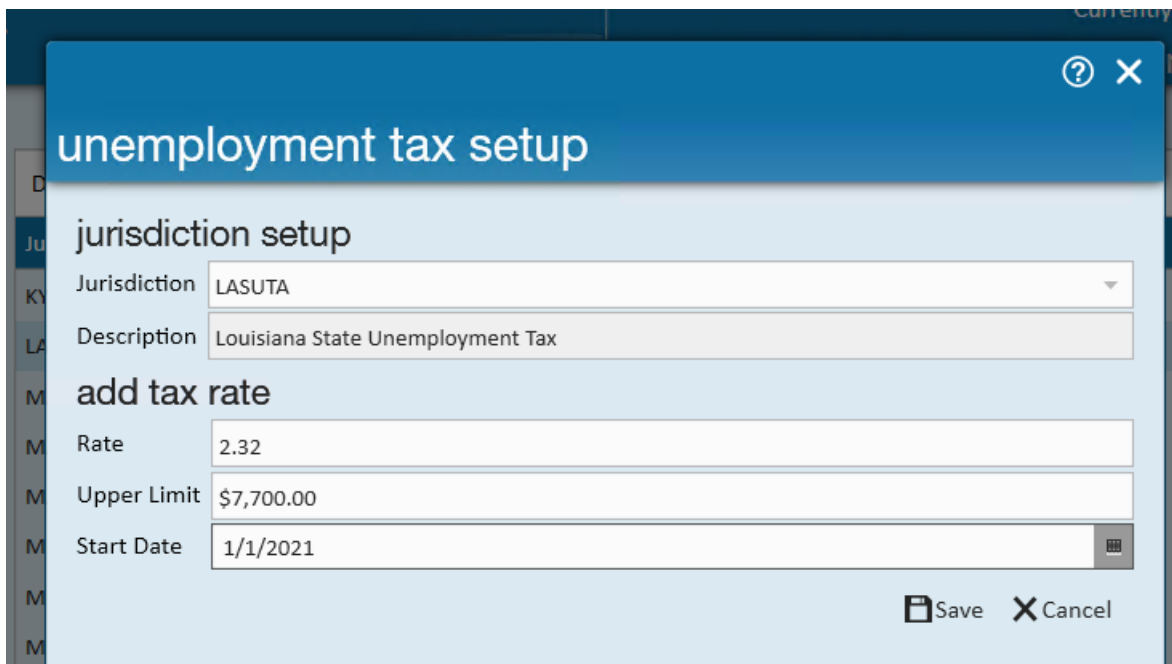
States may update their tax rates and/or taxable wage base at any time but usually rates change at the beginning of

each year. When a rate changes, it's best to add the new rate as a separate line in the applicable SUTA.

1. Navigate to all options > administration
2. Select employers on the left and double click on the employer you want to update rates for
3. Select SUTA setup on the left



4. Double click on the SUTA you want to update rates for
5. Select the + to add a new line
6. Enter the following:



- o Rate - % rate determined by state
- o Upper limit - the wage base for the SUTA rate
- o Start Date - the date this rate becomes effective

7. Select Save and you'll see 2 lines appear - for amounts up to the upper limit entered and one line for amounts above that limit:

The screenshot shows a software window titled 'unemployment tax setup'. It has a blue header with a question mark and a close button. Below the header, there is a 'jurisdiction setup' section with a dropdown menu for 'Jurisdiction' set to 'LASUTA' and a text field for 'Description' containing 'Louisiana State Unemployment Tax'. Below this is a 'tax rates' section with a table. The table has columns for 'Start Date', 'End Date', 'Rate', 'Amount', 'Lower Limit', and 'Upper Limit'. The table contains 10 rows of data. The last two rows, representing the year 2021, are highlighted with a red border. The first row of 2021 shows a rate of 02.320% and an amount of \$0.00, with a lower limit of \$0.00 and an upper limit of \$7,700.00. The second row of 2021 shows a rate of 00.000% and an amount of \$178.64, with a lower limit of \$7,700.01 and an upper limit of \$99,999,999,999.99. There are also plus, pencil, and close icons to the right of the table header.

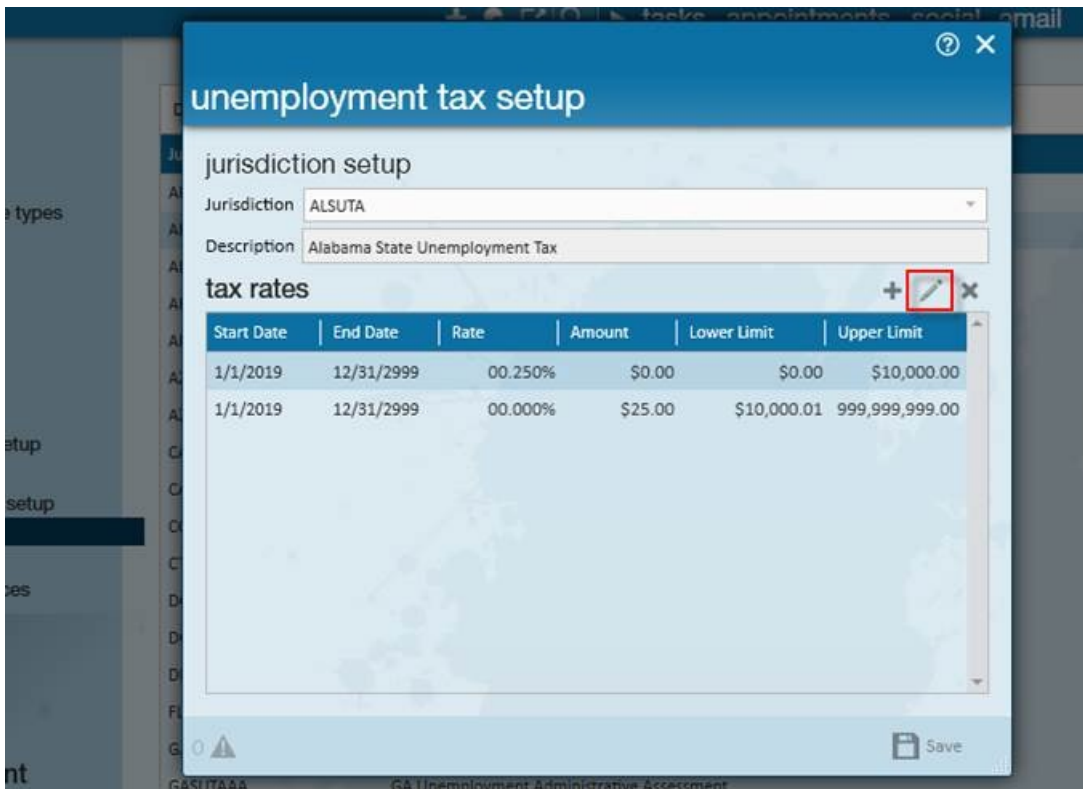
| Start Date | End Date | Rate | Amount | Lower Limit | Upper Limit |
|------------|------------|---------|----------|-------------|---------------------|
| 1/1/1900 | 12/31/2017 | 01.510% | \$0.00 | \$0.00 | \$7,700.00 |
| 1/1/1900 | 12/31/2017 | 00.000% | \$116.27 | \$7,700.01 | \$99,999,999,999.99 |
| 1/1/2018 | 12/31/2018 | 02.170% | \$0.00 | \$0.00 | \$7,700.00 |
| 1/1/2018 | 12/31/2018 | 00.000% | \$167.09 | \$7,700.01 | \$99,999,999,999.99 |
| 1/1/2019 | 12/31/2019 | 02.290% | \$0.00 | \$0.00 | \$7,700.00 |
| 1/1/2019 | 12/31/2019 | 00.000% | \$176.33 | \$7,700.01 | \$99,999,999,999.99 |
| 1/1/2020 | 12/31/2020 | 02.290% | \$0.00 | \$0.00 | \$7,700.00 |
| 1/1/2020 | 12/31/2020 | 00.000% | \$176.33 | \$7,700.01 | \$99,999,999,999.99 |
| 1/1/2021 | 12/31/2999 | 02.320% | \$0.00 | \$0.00 | \$7,700.00 |
| 1/1/2021 | 12/31/2999 | 00.000% | \$178.64 | \$7,700.01 | \$99,999,999,999.99 |

Note Make sure you double check that the old rates end on the day before the new rates start. To update an end date, select the rate you want to change and click the pencil to edit.

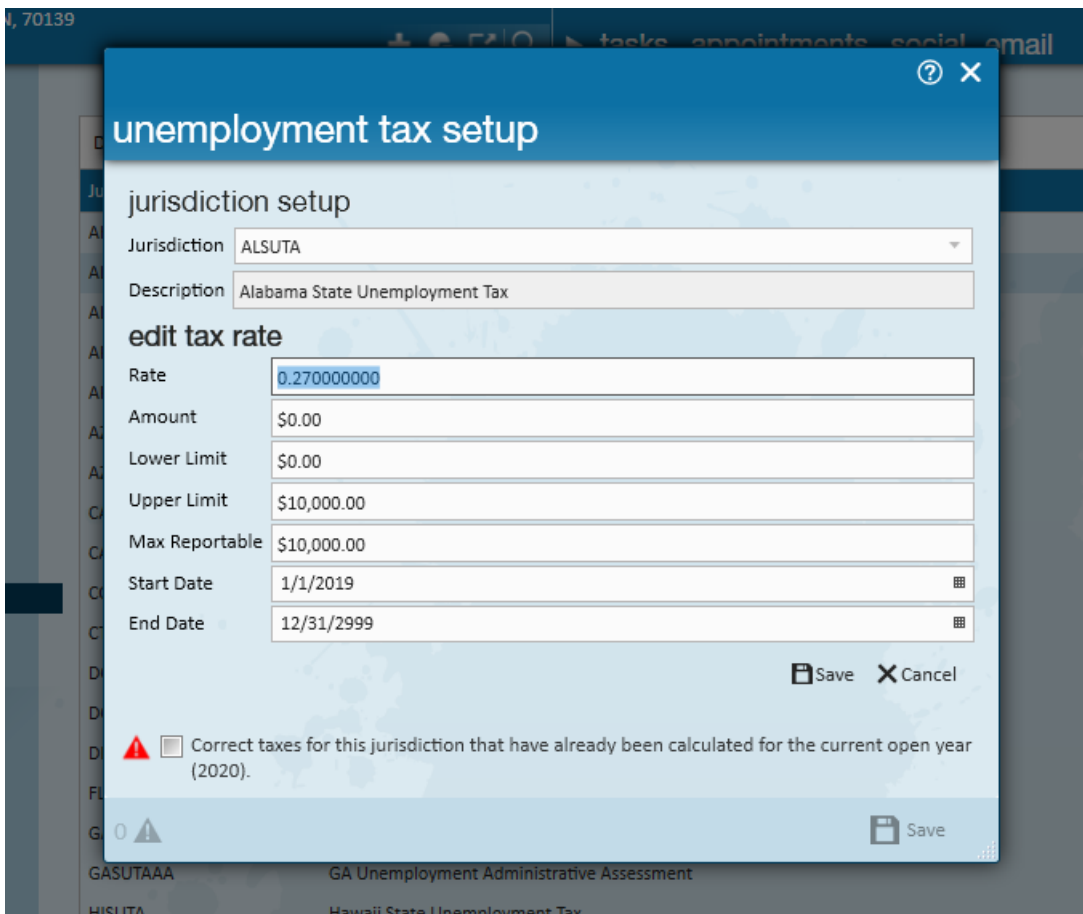
Modifying Incorrect Rates

Sometimes you just get the butterfingers or you write down a wrong number. When you realize a rate is incorrect, you'll need to correct it in the system which is different than adding a new rate.

1. Navigate to all options > administration
2. Select employers on the left and double click on the employer you want to change rates for
3. Select SUTA setup on the left
4. Double click on the SUTA you want to change rates for
5. Select the rate you wish to change and click the pencil to edit



6. Update the incorrect information including rate, %/amount, and dates



- If this rate change effects the current open year, you can check the box to recalculate the rates **for the entire open year**
- If this rate is for a future SUTA rate that has not taken effect, you will **not** need to check the box to recalculate

7. Select save to save your changes

Recalculate SUTA Rates

As seen in the above image if an update is made you will have the option to correct the taxes for the *entire calendar year*.

If it changes mid-year, please contact [TempWorks Support](#) for additional assistance.

Note If you choose to correct the taxes, this difference in the originally accrued SUTA cost and the new and accurate SUTA cost will be reflected in the current Weekend Bill for accounting purposes.

Related Articles