

How To

FILE A

QUARTERLY

WAGE REPORT

In the Employer Services Portal



Employers must file a Quarterly Wage Report and Unemployment Tax Report the month following the end of the quarter, regardless of whether they paid wages.

To get started, you'll need:

- Employee names
- Social Security numbers
- Gross wages paid in the quarter you are filing



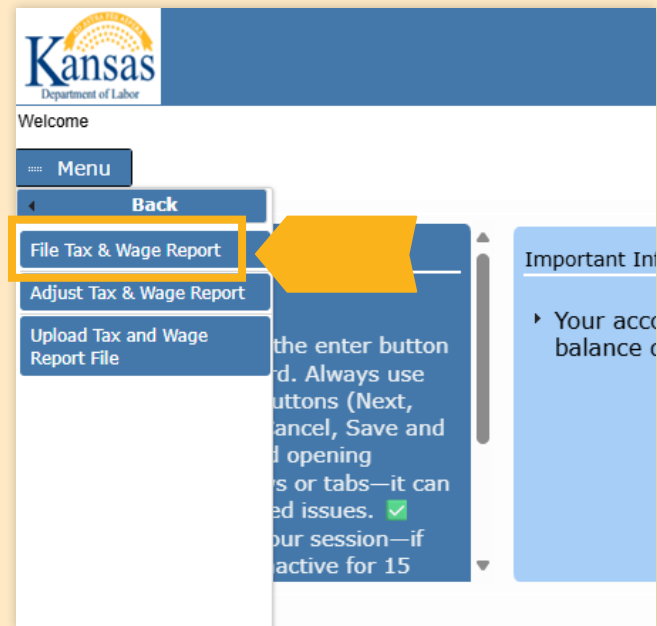
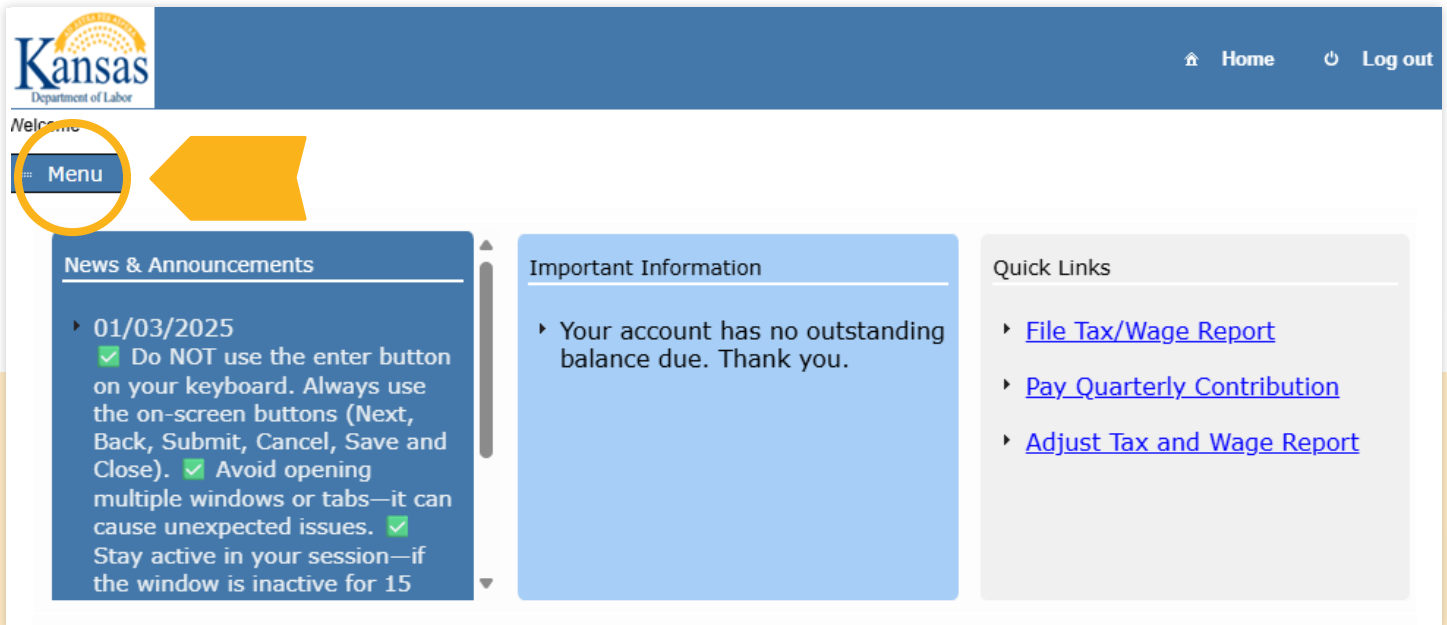
1. Visit kansaslabor.gov and enter your User ID and Password. If you do not have login credentials, choose the appropriate option from Register, Create User ID and Password or Create a TPA account.

The screenshot shows the login page for the Kansas Department of Labor's Wage & Tax Reporting System. The page has a blue header with the Kansas Department of Labor logo on the left and the text "Welcome" and "LOGIN-001" on the right. The main content area is titled "Welcome to Kansas's new Wage & Tax Reporting System" and contains four columns of options:

- New Employer Registration:** "If you are a new employer to KDOL and need to register your business" with a "Register" button.
- Existing Employers:** "If you have an Employer Account Number (EAN) and your entity does not have a User ID and Password" with a "Create User ID and Password" button.
- Third Party Agents:** "If you are a Third Party Agent" with a "Create a TPA Account" button.
- Log In:** Fields for "User ID" and "Password (Case sensitive)", a "Submit" button, and links for "Forgot User ID" and "Forgot Password".

At the bottom, there are "Quick Links" for "Add Federal Identification Number (FEIN)" and "Update BIA Information".

2. Under the menu on the left, select Tax & Wage Report, then select File Tax & Wage Report from the submenu.



3. Select the quarter and enter the year you are filing for. Click Next.

Kansas Department of Labor

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Menu

TWR-120

UI Tax Report

* Required Information

- * Employer Account Number (EAN) - -
- * Quarter/Year Filing For /

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4. You will also need to provide your information to proceed. Click Next.

Menu

TWR-001

UI Tax Report - Information Submitted By

* Required Information

Employer Name
EAN
Quarter/Year

- * First Name
- Middle Initial
- * Last Name
- * Job Title
- * Contact Number - - Ext.
- Email Address

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5. Verify the information listed is correct. If you need to make a change, click Modify. If all the information is correct, select Next.

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TWR-002

UI Tax Report - Verify Address Details

Employer Name
EAN
Quarter/Year

| Address Type | Address Details |
|----------------|-----------------|
| Physical | |
| Tax Mailing | |
| Claims Mailing | |
| Payroll | |

Modify Back Next

6. Answer the account questions about your business, then click Next.

Menu

TWR-003

UI Tax Report - Account Questions

* Required Information

Employer Name
EAN
Quarter/Year

1. * Did you pay wages to any employee(s) during the Quarter/Year, 4/2024? Yes No

2. * Do you anticipate having employees in the future? Yes No

a. If No, when did you last pay wages in Kansas? MM / DD / YYYY

3. * Have you sold your business? Yes No

4. * Has the business type changed (Incorporated, Merged etc.)? Yes No

a. If Yes, when? MM / DD / YYYY

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7. Enter the number of covered employees for each month in the quarter you are filing for. Click Next.

Menu TWR-004

UI Tax Report - Number of Employees

* Required Information

Employer Name
EAN
Submitted By
Quarter/Year


1. * For each month below, report the number of covered employees who worked during or received pay for any part of the payroll period that includes the **12th of the month**:
If no employment in the payroll period, enter zero.

| | | |
|----------------------|----------------------|----------------------|
| January 2023 | February 2023 | March 2023 |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

A detailed employee wage report including Employee Name, SSN, and Quarterly Wage Amount is required. Failure to provide this information could cause you to be assigned a penalty rate of 5.4%.

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8. Select your wage reporting method. Method A is for a maximum of 250 employees using this form. Method B is for a maximum of 1,000 employees using a file upload.

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Welcome TWR-006

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UI Tax Report - Wage Reporting Methods

Employer Name
EAN
Submitted By
Quarter/Year

We offer two online methods for reporting the detailed employee wages.
Maximum employees allowed using **method A** is 250.
Maximum employees allowed using **method B** is 1000.

Note: You can file your report using bulk uploads (**Tax & Wage Report > Upload Tax & Wage Report File**) with MMREF or NASWA file format for reporting any number of employees.

Method A: Enter your wage data online using this application.
-OR-
Method B: Upload a file using a pre-approved file format. [?](#)

To file employee details and wage amounts online, select one of the following methods

[← Back](#) [Method A](#) [Method B](#)

9. For Method A, fill out the form for each employee. You will need their Social Security numbers, names and gross wages paid in that quarter. When you're done, click Submit.

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Welcome

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TWR-008

UI Tax Report - Provide Wage Details - Wage Report

* Required Information

Employer Name
EAN
Submitted By
Quarter/Year
Report Received Date 08 / 05 / 2025

Sort By -Select- Order -Select- Sort

[Select All](#) [Delete Selected Employees](#) [Add Blank Rows](#)

| | Delete | SSN* | First Name* | Last Name* | Middle Initial | |
|----|--------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| 1 | <input type="checkbox"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 2 | <input type="checkbox"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 3 | <input type="checkbox"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 4 | <input type="checkbox"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 5 | <input type="checkbox"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 6 | <input type="checkbox"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 7 | <input type="checkbox"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 8 | <input type="checkbox"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 9 | <input type="checkbox"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 10 | <input type="checkbox"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

10. For Method B, select the Excel file format, then click Choose File and select the file to upload from your computer. Click Next.

Menu TWR-007

UI Tax Report - Upload Wages - Wage Report

* Required Information

Employer Name
EAN
Submitted By
Quarter/Year
Report Received Date / /

1. * Select File Format

2. * Select File

11. This will take you to a summary page where you can review the wage totals. Add any comments and click Next.

UI Tax Report - Total/Non-Taxable/Taxable Wages - Tax Report

* Required Information

Employer Name
Employer Account Number (EAN)
Quarter/Year 1/2026

1. * Total Wages \$ 50,000.00

2. * Non-Taxable Wages \$ 34,900.00

3. **Taxable Wages** \$ 15,100.00

4. * Report Received Date 01 / 27 / 2026

5. Comments
(Must not Exceed 512 characters)



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12. This will take you to a final, read-only screen with calculated totals for wages, tax rate, contribution due, and other items depending on your situation. Verify the information and click Submit.

UI Tax Report - Tax Report Verification

Employer Name
Employer Account Number (EAN)
Quarter/Year 1/2026

Total number of covered employees who worked during or received pay for any part of the payroll period that includes the **12th of the month**:

| January 2026 | February 2026 | March 2026 |
|--------------|---------------|------------|
| 1 | 1 | 1 |

Total Wages \$50,000.00
 Non-Taxable Wages \$34,900.00
 Taxable Wages \$15,100.00

UI Tax Rate 1.75%

UI Contribution Due \$264.25

Interest \$0.00

Penalty \$0.00

Total Amount due for the reporting quarter \$264.25

Comments



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Submit

13. You have now completed your Quarterly Wage Report and Unemployment Tax Report. You may continue to Make Online Payment or complete your payment later.

Kansas
Department of Labor

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Welcome

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TWR-011

UI Tax Report Confirmation

Employer Name
Employer Account Number (EAN)
Submitted By
Quarter/Year

You have successfully filed the Tax & Wage Report for the Quarter/Year 1/2023. To print a copy of the Tax Report, select [Print Tax Report](#). To print a copy of the Wage Report, select [Print Wage Report](#).

To file another tax report, select [File Another Tax/Wage Report](#).

Make Online Payment

FAQs

How can I get a copy of the tax report?

From the main Menu, use the drop-down box and choose Inquiry>TaxInquiry>Employer Tax Report.