

HRS5050 - TWC Wage List

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The report is also known as the TWC Quarterly Report. The report must be printed after the last payroll, and all adjustments are run for March, June, September, and December. Print the report for all pay periods at once or print the pay periods individually.

Parameter	Parameter Description
Do you wish to create the TWC Wage file? (Y/N)	Y - Create the TWC Wage file. N - Do not create the TWC Wage file. This is a required field. If Y is selected, a Payroll pop-up is displayed asking if you want include C-3 Summary Data. If you click **Yes**, the Please Enter C-3 Summary Data pop-up is displayed when the report is generated prompting you to enter the following information: **TIP**: Generate the 941 Worksheet for each individual month in the quarter to obtain the employee count for each month. **Number of employees for first month** **Number of employees for second month** **Number of employees for third month** **Number of employees outside the county** Click **OK**. Otherwise, click **Exit**.
Use TWC Wage file ICESA format? (Y/N)	Y - Use the TWC Wage Interstate Conference of Employment Security Agencies (ICESA) file format. If you choose to use the TWC Wage ICESA file format, the system displays the ICESA data page that must be completed before the report can be generated. N - Do not use the TWC Wage ICESA file format. This is a required field.
Select Frequency(ies), or blank for ALL	Type a one-digit frequency number separating multiple frequency numbers with a comma (e.g., 5, 6). Or, click ⋮ to search for payroll frequencies. Otherwise, leave blank to use all payroll frequencies.
Beginning page number (####)	Type the beginning page number, which will be included on the report. This field can be a maximum of four digits. This is a required field.
Tax Area (##)	Type the tax area, which will be included on the report. This field can be a maximum of two digits. This is a required field.
Tax Rate (##.###%)	Type the tax rate, which will be included on the report. This is a required field.

Parameter	Parameter Description
C-4 Form? (Y/N)	Y - Use the C-4 form. N - Do not use the C-4 form. This is a required field.
County Code with the greatest number of employees (###)	Type the county code with the greatest number of employees, which will be included on the report. This field can be a maximum of three digits. This is a required field.
Quarter and Year (QYYYY)	Type the quarter and year in the QYYYY format, which will be included on the report. This is a required field.
NAICS Code (######)	Type the NAICS code, which will be included on the report. This field can be a maximum of six digits.
Contact Name (up to 30 characters)	Type the contact name to be used when generating the TWC Wage List in ICESA format. This parameter is not used to generate the report in the standard format.
Contact Phone Number (###-###-####)	Type the contact phone number to be used when generating the TWC Wage List in ICESA format. This parameter is not used to generate the report in the standard format.
Contact Phone Extension (####)	Type the contact phone extension to be used when generating the TWC Wage List in ICESA format. This parameter is not used to generate the report in the standard format.

Generate the report.