Responding to a Wage Audit Notice: Employer Instructions
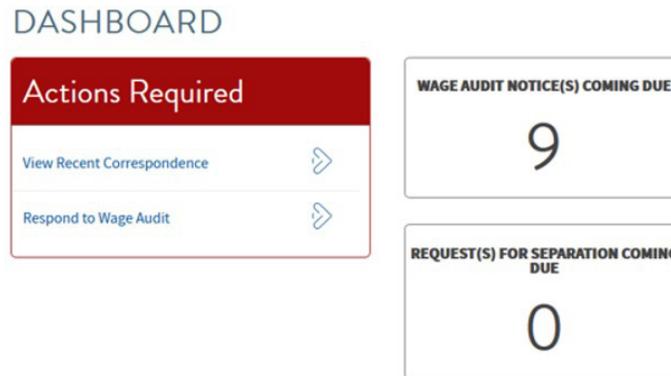
1. Log into your employer account, which is accessible via the DES website at https://des.nc.gov.
2. The Dashboard homepage will display any Wage Audit Notice(s), or WANs, coming due and actions required.
   a. Past Due Notices remain available under the **Respond to Wage Audit link**.

3. Click on the **Respond to Wage Audit link** under Actions Required. The screen will refresh to the Wage Audit Notice Screen. The screen will list the WANs that need to be completed. Read the Instruction Section, then **select Start** under the Complete Audit column.
4. The screen will refresh and show Employer Contact Information. This is an important section as the employer may be contacted if DES staff has questions about the WAN. After completing the form, **click Next**.
5. Complete the **Employment Information section**.

> The 7-Days week ending period begins at 12.01 a.m. Sunday and ends at midnight on Saturday. If your pay period differs, use your daily earrings records to calculate gross earnings for that 7-Day period. Employers are required to keep daily earnings record by the Fair Labor Standards Act. Please visit the U.S.Department of Labor site for details on recordkeeping requirements.
>
> Furthermore, report gross earnings for the weeks(s) listed. Wages are considered to be "earned" during the week is preformed, regardless of when the claimant is paid to work.

○ We have no record of this employee on file
○ The name and/or social security number does not match employer records
○ There are no wages to enter. The employee did not work between 07/05/2022 and 08/27/2022
○ I can enter the wages earned based on the calendar weeks
○ I need assistance in calculating wages based on benefit week

   a. **Select one of the five options.**
      i. If you select "We have no record of this employee on file" and click next, then you are done. Thank you for completing the Wage Audit Notice. You may be contacted for additional information.
      ii. If you select "The name and/or social security number does not match employer records" and click next, then you are done. Thank you for completing the Wage Audit Notice. You may be contacted for additional information.
      iii. If you select "There are no wages to enter. The employee did not work between mm/dd/yyyy and mm/dd/yyyy" and click next, then you are done. Thank you for completing the Wage Audit Notice. You may be contacted for additional information.
      iv. If you select "I can enter the wages earned based on calendar weeks," then you need to complete additional screens as shown in 1-5 below.

1) Fill out the **Employment Information section** as shown below. Click next.

Employment Information

First day worked for pay *mm/dd/yyyy*	Last day worked for pay *mm/dd/yyyy*	Rate of Pay	Frequency
📅	– 📅	$ /	Biweekly ▼

Date of Separation *mm/dd/yyyy (Optional)*	Future return to work date *mm/dd/yyyy (Optional)*	Pay Cycle *(Optional)*	Pay Period *(Optional)*
📅	📅		Biweekly ▼

Employment Status

[▼]

Note: There are drop-down menus for Pay Frequency and Pay Period. Date of Separation should not be completed if the person is still employed.

2) Enter the GROSS earnings for each requested week.
3) Payroll records can be uploaded at the **Earnings** screen (optional). **Click the Browse** button. You may upload timesheets and paystubs to support the wages that have been recorded.

UPLOAD CONTENT   (Browse)

- Preferred document type is PDF

UPLOAD DOCUMENTATION

DOCUMENT NAME	DATE CREATED	ACTIONS
	No Document Uploaded	

4) Click the box beside "I hereby certify the information is true and correct to the best of my knowledge."
5) **Click Finish**. You will receive a confirmation number.

v. If you are unable to record earnings for a Sunday-Saturday pay schedule, you may select the "I need assistance in calculating wages based on the benefit week" option.

1) Fill out the **Employment Information section**. Click next.

Employment Information

First day worked for pay *mm/dd/yyyy*	Last day worked for pay *mm/dd/yyyy*	Rate of Pay	Frequency
📅	– 📅	$ /	Biweekly ▼

Date of Separation *mm/dd/yyyy (Optional)*	Future return to work date *mm/dd/yyyy (Optional)*	Pay Cycle *(Optional)*	Pay Period *(Optional)*
📅	📅		Biweekly ▼

Employment Status

[▼]

Note: There are drop-down menus for Pay Frequency and Pay Period. Date of Separation should not be completed if the person is still employed.

2) The screen will refresh to **Payroll Information**.

Employer Contact
Information — Employment Information — **Payroll Information** — Earnings — Confirmation

💡 **Instructions**
- All fields are required unless otherwise indicated

Payroll Information

Last Day of Pay Period	First Pay period ending date on or after 12/20/2020	Claimant's Regular Work Days
▼	MM/dd/yyyy 📅	Sun Mon Tue Wed Thu Fri Sat Varies ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

Back   **Next**

3) Complete the fields. **Click Next**.

Payroll Information

Last Day of Pay Period	First Pay period ending date on or after 12/20/2020	Claimant's Regular Work Days
Sunday ▼	12/27/2020 📅	Sun Mon Tue Wed Thu Fri Sat Varies ☐ ☑ ☑ ☑ ☑ ☑ ☑ ☐

Back   Next

Earnings

PAY PERIOD START	PAY PERIOD END	GROSS EARNINGS
12/14/2020	12/27/2020	$
12/28/2020	01/10/2021	$
01/11/2021	01/24/2021	$
01/25/2021	02/07/2021	$
02/08/2021	02/21/2021	$
02/22/2021	03/07/2021	$
03/08/2021	03/21/2021	$
03/22/2021	04/04/2021	$

Exit   Back   Next

4) The system will refresh to the **Earnings screen**. Enter wages that match your payroll period. **Click Next**.
5) The system will refresh to **Earnings Breakdown screen**.

6) Payroll records can be uploaded at the **Earnings** screen (optional). **Click the Browse button**. You may upload timesheets and paystubs to support the wages that have been recorded.

7) Click the box beside "I hereby certify the information is true and correct to the best of my knowledge."
8) **Click Finish**. You will receive a confirmation number.

6. Select one of three available options from bottom of the confirmation screen.
   a. **Audit List**: Navigates you to the Wage Audit screen to complete any remaining audits.
   b. **Main Menu** or **Exit**: Navigates you to the main Dashboard.
7. Log out of your Employer Account.