## EMPLOYER SELF SERVICE (ESS) WAGE AUDIT RESPONSE GUIDE

DASHBOARD Actions Required			WAGE AUDIT NOTICE	NOTICE OF SEPARATION	Account Information		
Action	View Recent Correspondence	Recent Spondence Statement	9	4	EMPLOYER NAME MAILING ADDRESS	634364 3747 HECKTOWN RD EASTON, PA 18045 Email: PSSC@SCDEW.COM Text Alert:	
Sep 28 Max 2020	Respond to Additional Information for Claims Issues		Accounts	\$0.00	PREFERRED CONTACT METHOD		
	Respond to Wage Audit	۵	PRODUCT POST		TELEPHONE	610-333-8059	
		Quick Links					
			EMPLOYMENT	EMPLOYER FILING	APPEAL		
			Refusal of job Offer Employer Separation	File Claim Multi-Claimant Group	Appeal		
			Separation History	DOCUMENTS	BENEFITS Benefits Ch	CHARGES	
			Failure to Maintain Contact Incident of Late or Inadequate Response			RTICIPATION	
				Correspondence		cipation Entry	
						Participation	

NG BUSINESS AS			BUSINESS TYPE		FEIN		LIABILITY TYPE Contributory	
Audit								
• wages	uctions carned will be automat y still edit carrings as r	ically populated i	f you receive prorating as:	istance or hours worl	ed and rate of pay a	re provided.		
<ul> <li>The aut</li> </ul>	dats) listed below is rea	dy for your review	v and wage information er Audit Unit at (803) 737-24 AUDIT START		to view and/or print	the corresponding	ocument. Select Start to begin 9 ite CORRESPONDENCE	
The aut addition	ings) listed below is rea rail assitance is needed	dy for your review , contact the FIRE	Audit Unit at (803) 737-24	20.			9 100	ems found, displaying all i
The automotion     addition     LAST NAME	https liszed below is rea nal assistance is needed	dy for your review , contact the FIRE	Audit Unit at (803) 737-24	AUDIT END	DATE SENT	DUE DATE	9 ite	ems found, displaying all i COMPLETE AUDIT
LAST NAME BOOKER	FIRST NAME YVETTE	dy for your review , contact the FIRE	Audit Unit at (803) 737-24 AUDIT START 09/12/2021	AUDIT END 10/30/2021	DATE SENT 10/06/2021	DUE DATE 10/18/2021	9 ite CORRESPONDENCE View/Print	ems found, displaying all i COMPLETE AUDIT Start
LAST NAME BOOKER HUNTER	FIRST NAME YVETTE YVETTE	dy for your review , contact the FIRE	Audit Unit at (803) 737-24 AUDIT START 09/12/2021 09/12/2021	AUDIT END 10/30/2021 10/30/2021	DATE SENT 10/06/2021 10/06/2021	DUE DATE 10/18/2021 10/18/2021	9 tte CORRESPONDENCE View/Print View/Print	ems found, displaying all i COMPLETE AUDIT Start Start
LAST NAME BOOKER HUNTER MACK	FIRST NAME YVETTE YVETTE DOUGLAS	dy for your review , contact the FIRE	Audit Unit at (803) 737-24 AUDIT START 09/12/2021 09/12/2021 12/06/2020	AUDIT END 10/30/2021 10/30/2021 01/23/2021	DATE SENT 10/06/2021 10/06/2021 01/06/2021	DUE DATE 10/18/2021 10/18/2021 01/19/2021	9 ite CORRESPONDENCE View/Print View/Print View/Print	ems found, displaying all i COMPLETE AUDIT Start Start Start Start

## WAGE AUDIT NOTICE

SN	HUNTER, YVETTE	AUDIT START	09/12/2021	DATE SENT DUE DATE	10/06/2021	CORRESPONDENCE	ViewPrint
oyer Contact mation	Employment inf	formation	Payr	oil Information		Earnings	Confirmation
E Instructi	on						
	e the contact information be	slow and proceed to the r	text page to respond to the	wage audit notice or report.	discrepancy with the in	formation provided above.	
Frankaus	. Combook last						
Employe	r Contact Inf	ormation					
Contact Title				Phone Nu	mber		
			•				
First Name			•		mber 2 Phone Number (O)	nonaŭ	
			•		e Phone Number (O)	noval)	
First Name			•	Alternativ	e Phone Number (O)	Eena0	
First Name	time and/or wage recor	ds be available if nee		Alternativ	e Phone Number (O)	eona)	
First Name	time and/or wage recor	ds be available if nee		Alternativ	e Phone Number (O)	tonaĝ	
First Name	time and/or wage recor	ds be available if nee		Alternativ	e Phone Number (O)	ronuț	



On the ESS homepage, select Respond to Wage Audit.

Select Start, next to the individual you wish to complete the wage audit for.

Enter title, first and last name, phone number, e-mail address and question under Employer Contact Information. All fields are required unless otherwise stated. Select Next.

Review all statements on the next screen. All fields are required unless otherwise stated.

Employer Self Service (ESS) Wage Audit Response Guide

	Wage Audit Additional Information	8
•	You may be contacted for additional information	
		ок

If you choose There are no wages to enter, name and/or social security number does not match, or We have no record, select Next.

The below pop up will be presented. Select OK. You will return to the Audit List.

If you choose I can enter wages earned based on the calendar week, the following will be presented:

	kdown									
BWE	HOURS	DATE PAID	WAGES	TIPS	HOLIDAY/ VACATION	SICK	BONUS/ COMMISSION	BACK PAY	SEVERANCE PAY	PER DIEM
09/05/2020		mm/dd/yyyy	0.00		0.00	0.00	0.00	0.00	0.00	0.00
09/12/2020		mm/dd/yyyy	0.00		0.00	0.00	0.00	0.00	0.00	0.00
09/19/2020		mm/dd/yyyy 🔁	0.00		0.00	0.00	0.00	0.00	0.00	0.00
09/26/2020		mm/dd/yyyy 🚍	0.00		0.00	0.00	0.00	0.00	0.00	0.00
Additional Com	ments (If bonus o	es below are deductibl or other pay is provid information submitte misrepresentations of	led, please expl	iain below)	ect to the best of	my knowledge				Colcul

	Confirmati	on			A
Ť	Your confirmation nu	mber is # 20683486			
				Audit List	Main Menu
Employer Informat	Contact Ion	Employment information	Payroll Information	Earnings	Confirmation
;@:	All fields are required of	miess otherwise indicated			
	Payroll Infor	mation			

Sun Men Tue Wed Thu Fri Sat Varie

Enter all gross wages by week. Make any additional notes, select the statement and select Finish.

The following confirmation screen will be presented:

Select Audit List to return to the remaining Wage Audits. Select Main Menu to return to the home page.

If you choose I need assistance calculating wages based on calendar week, the following will we presented:

PAY PERIOD START	PAY PERIOD END	GROSS EARNINGS
12/18/2020	12/31/2020	\$ 5000
01/01/2021	01/14/2021	\$ 3500
01/15/2021	01/28/2021	\$ 4000
01/29/2021	02/11/2021	\$ 5100
02/12/2021	02/25/2021	\$ 3500
02/26/2021	03/11/2021	s
03/12/2021	03/25/2021	5
03/26/2021	04/08/2021	5

Earnings

Enter the requested Payroll Information and Select Next. The following will be different based on the Pay Period selected.



Confirmation			
Your confirmation number is	# 20683486		
		Audit List	Main Menu

Enter all gross earnings for present pay periods. Select Next.

Review the weekly earnings calculated by the system. Select the statement and select Finish.

The following confirmation screen will be presented:

Select Audit List to return to the remaining Wage Audits. Select Main Menu to return to the home page.