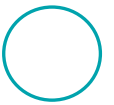


Michigan Unemployment
Insurance Agency

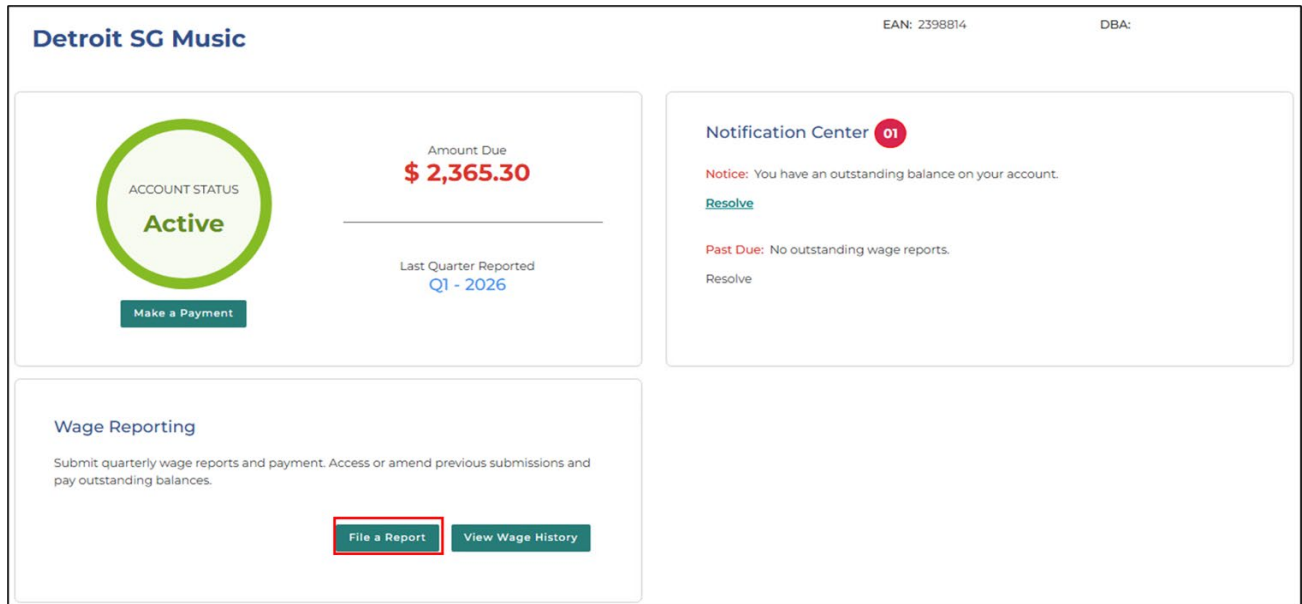
**Submit a Wage Report -
Manual Entry**

MiUI Job Aid



Submit a Wage Report – Manual Entry

1. From the *Wage Reporting* section of the *Employer Homepage*, select **File a Report**.

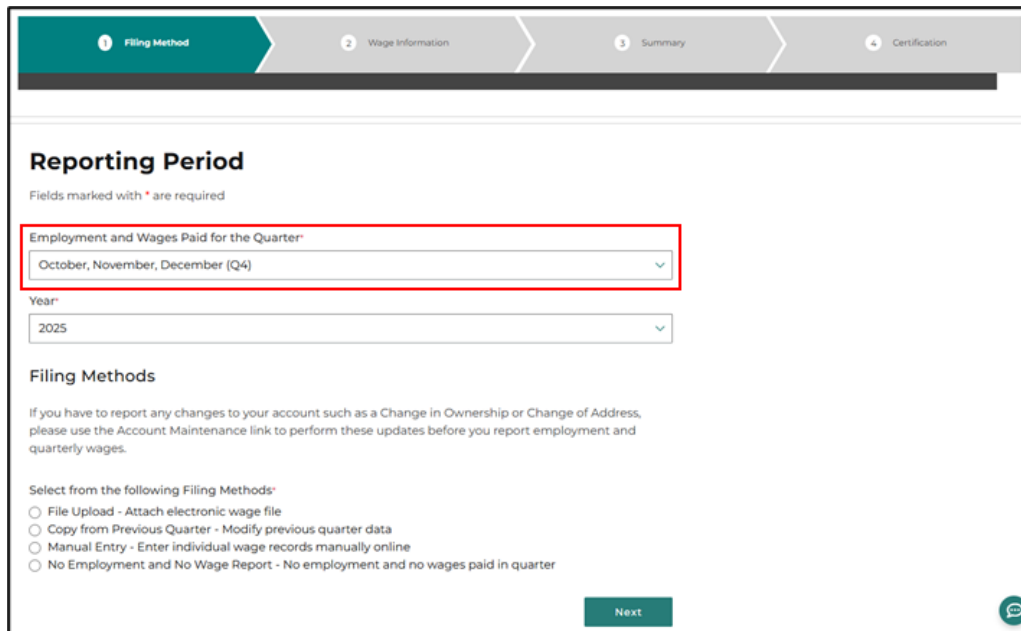


Note:

- MiUI will display the quarter of the last wage report submitted on the *Employer Homepage*.
- A TPA must be assigned the *Submit Employment and Wage Detail* role to complete this on behalf of the employer.
- TPAs can only perform this action by navigating to the employer account.

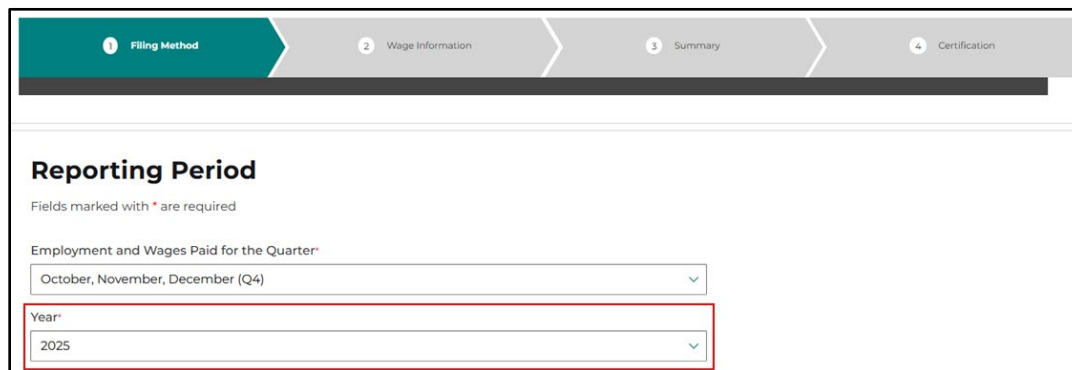
Tip: Another way to start the wage submission process is to select **Wage Detail Reporting** from the left navigation and select **Wage Submission** from the *Wage Detail Reporting* drop-down.

2. On the *Reporting Period* screen, select a **quarter** from the *Employment and Wages Paid for the Quarter* drop-down.



The screenshot shows the 'Reporting Period' screen in a four-step process: 1. Filing Method, 2. Wage Information, 3. Summary, and 4. Certification. The 'Filing Method' step is active. The 'Reporting Period' section includes a note that fields marked with an asterisk are required. The 'Employment and Wages Paid for the Quarter' dropdown menu is highlighted with a red box and contains the selection 'October, November, December (Q4)'. Below it, the 'Year' dropdown menu is set to '2025'. The 'Filing Methods' section provides instructions on reporting changes and lists four options: File Upload, Copy from Previous Quarter, Manual Entry, and No Employment and No Wage Report. A 'Next' button is located at the bottom right of the form.

3. Select a **reporting year** from the *Year* drop-down.



This screenshot is identical to the previous one, showing the 'Reporting Period' screen. In this view, the 'Year' dropdown menu is highlighted with a red box and shows the selection '2025'. The 'Employment and Wages Paid for the Quarter' dropdown remains selected as 'October, November, December (Q4)'. The rest of the form, including the 'Filing Methods' section and the 'Next' button, is visible as in the previous image.

4. Select **Manual Entry** under *Select from the following Filing Methods*.

Reporting Period

Fields marked with * are required

Employment and Wages Paid for the Quarter*

October, November, December (Q4)

Year*

2025

Filing Methods

If you have to report any changes to your account such as a Change in Ownership or Change of Address, please use the Account Maintenance link to perform these updates before you report employment and quarterly wages.

Select from the following Filing Methods*

- File Upload - Attach electronic wage file
- Copy from Previous Quarter - Modify previous quarter data
- Manual Entry - Enter individual wage records manually online
- No Employment and No Wage Report - No employment and no wages paid in quarter

5. Select **Next**.

Reporting Period

Fields marked with * are required

Employment and Wages Paid for the Quarter*

October, November, December (Q4)

Year*

2025

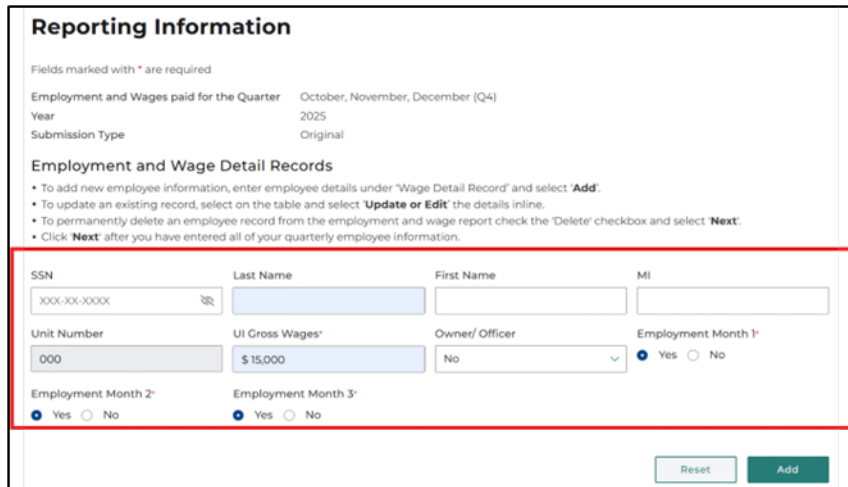
Filing Methods

If you have to report any changes to your account such as a Change in Ownership or Change of Address, please use the Account Maintenance link to perform these updates before you report employment and quarterly wages.

Select from the following Filing Methods*

- File Upload - Attach electronic wage file
- Copy from Previous Quarter - Modify previous quarter data
- Manual Entry - Enter individual wage records manually online
- No Employment and No Wage Report - No employment and no wages paid in quarter

6. On the *Reporting Information* screen, enter the employment and wage detail record information.



Reporting Information

Fields marked with * are required

Employment and Wages paid for the Quarter: October, November, December (Q4)
 Year: 2025
 Submission Type: Original

Employment and Wage Detail Records

- To add new employee information, enter employee details under "Wage Detail Record" and select **Add**.
- To update an existing record, select on the table and select **Update or Edit** the details inline.
- To permanently delete an employee record from the employment and wage report check the "Delete" checkbox and select **Next**.
- Click **Next** after you have entered all of your quarterly employee information.

SSN: [XXX-XX-XXXX] [Magnifying Glass Icon]
 Last Name: [Text Field]
 First Name: [Text Field]
 MI: [Text Field]

Unit Number: [000]
 UI Gross Wages*: [\$15,000]
 Owner/ Officer: [No] [Dropdown Arrow]
 Employment Month 1*: Yes No

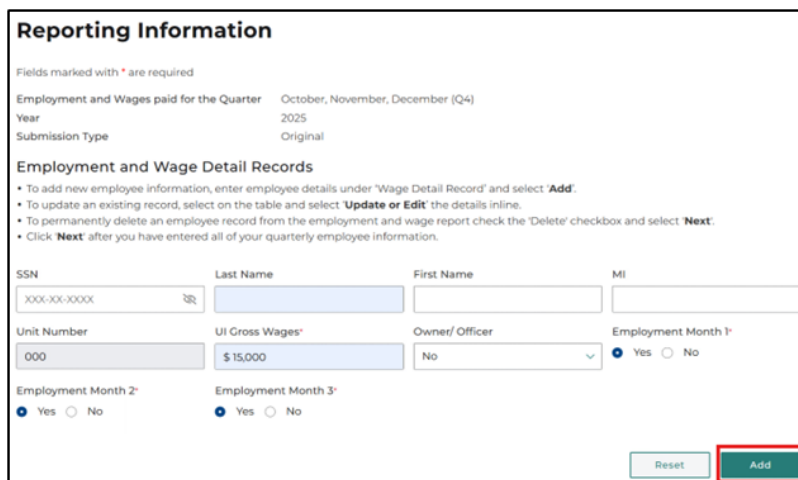
Employment Month 2*: Yes No
 Employment Month 3*: Yes No

[Reset] [Add]

Note:

- Fields exist to capture the Social Security Number, last name, first name, middle initial, unit number (reporting unit), UI gross wages, and owner/officer status for the employee.
- Radio buttons exist to indicate whether the employee was employed with the business for months 1, 2, and 3 of the quarter.

7. Select **Add**.



Reporting Information

Fields marked with * are required

Employment and Wages paid for the Quarter: October, November, December (Q4)
 Year: 2025
 Submission Type: Original

Employment and Wage Detail Records

- To add new employee information, enter employee details under "Wage Detail Record" and select **Add**.
- To update an existing record, select on the table and select **Update or Edit** the details inline.
- To permanently delete an employee record from the employment and wage report check the "Delete" checkbox and select **Next**.
- Click **Next** after you have entered all of your quarterly employee information.

SSN: [XXX-XX-XXXX] [Magnifying Glass Icon]
 Last Name: [Text Field]
 First Name: [Text Field]
 MI: [Text Field]

Unit Number: [000]
 UI Gross Wages*: [\$15,000]
 Owner/ Officer: [No] [Dropdown Arrow]
 Employment Month 1*: Yes No

Employment Month 2*: Yes No
 Employment Month 3*: Yes No

[Reset] [Add]

Note: Repeat for any additional employees.

8. To modify the record, select the **Edit Pencil** icon next to the corresponding record.

Please type in the search box provided to search for data in the table below.

SSN	Last Name	First Name	MI	Unit Number	UI Gross Wages	Month 1	Month 2	Month 3	Owner/ Officer	Edit	Delete
XXX-XX-5739			N/A	000	\$ 15,000	Yes	Yes	Yes	No		<input type="checkbox"/>

1

9. To delete the record, select the checkbox under the *Delete* column for the corresponding record.

Please type in the search box provided to search for data in the table below.

SSN	Last Name	First Name	MI	Unit Number	UI Gross Wages	Month 1	Month 2	Month 3	Owner/ Officer	Edit	Delete
XXX-XX-5739			N/A	000	\$ 15,000	Yes	Yes	Yes	No		<input type="checkbox"/>

1

10. Select **Next**.

Please type in the search box provided to search for data in the table below.

SSN	Last Name	First Name	MI	Unit Number	UI Gross Wages	Month 1	Month 2	Month 3	Owner/ Officer	Edit	Delete
XXX-XX-5739			N/A	000	\$ 15,000	Yes	Yes	Yes	No		<input type="checkbox"/>

1

11. Review the information in the *Reporting Information*, *Employment and Wage Detail*, and *Summary of Units Reported* sections.

Reporting Information

Employment and Wages paid for the Quarter October, November, December (Q4)
 Year 2025
 Submission Type Original

Employment and Wage Detail Report Summary

No. of Records 1
 Total UI Gross Wages \$ 15,000.00

Summary of Units Reported

Unit No. ▲	Business Name ▲	Number of Records ▲	Total UI Gross Wages ▲	12th of the Month October ▲	12th of the Month November ▲	12th of the Month December ▲
000	Detroit SG Music	1	\$ 15,000.00	1	1	1

12. Select **Next**.

Reporting Information

Employment and Wages paid for the Quarter: October, November, December (Q4)
 Year: 2025
 Submission Type: Original

Employment and Wage Detail Report Summary

No. of Records: 1
 Total UI Gross Wages: \$ 15,000.00

Summary of Units Reported

Unit No. ▲	Business Name ▲	Number of Records ▲	Total UI Gross Wages ▲	12th of the Month		
				October ▲	November ▲	December ▲
000	Detroit SG Music	1	\$ 15,000.00	1	1	1

Previous
Next

13. Review the information in the *Reporting Information and Quarterly Calculations* sections.

Reporting Information

Fields marked with * are required

Employment and Wages paid for the Quarter: October, November, December (Q4)
 Year: 2025
 Submission Type: Original
 Taxable Wage Base: \$ 9,000.00
 Calculated Rate: 2.70%
 Solvency Rate: 0.00%
 Total Rate: 2.70%

Quarterly Calculations

Your information has NOT been submitted. Please click on submit button below in order to successfully complete the wage detail and/or adjustment, failure to do so will result in report delinquency and could result in the assessment of penalties.

Quarterly Wages ▲	Amount ▲
Total UI Gross Wages ⓘ	\$ 15,000.00
Total Excess Wages ⓘ	\$ 6,000.00
Out of State Wages ⓘ	\$ 0.00
Total Taxable Wages ⓘ	\$ 9,000.00
Contributions	
UI Contribution ⓘ	\$ 243.00

14. Select the *I certify that, under penalties of perjury, that all the information provided in this filing is complete and true to the best of my knowledge and belief* checkbox.

Employment and Wage Detail Certification

You are asked to certify that all of the information provided in this filing is complete, true and accurate. Law provides for civil fines and criminal penalties for misrepresentation, evasion, willful nondisclosure and failure or refusal to furnish reports or requested information to this agency.

I certify, under penalties of perjury, that all the provided information in this filing is complete and true to the best of my knowledge and belief.*

Previous
Submit

15. Select **Submit**.

Employment and Wage Detail Certification

You are asked to certify that all of the information provided in this filing is complete, true and accurate. Law provides for civil fines and criminal penalties for misrepresentation, evasion, willful nondisclosure and failure or refusal to furnish reports or requested information to this agency.

I certify, under penalties of perjury, that all the provided information in this filing is complete and true to the best of my knowledge and belief.

Previous Submit

16. On the *Wage Summary Report* pop-up screen, select **I do not have to edit prior wage reports**.

Wage Summary Report for Detroit SG Music

Quarter ▲	#Employees ▲	Edit ▲
2025 Q4	1	
2025 Q3		
2025 Q2		
2025 Q1		

Thank you for submitting your employment and wage reports for this quarter. Do you have any edits or updates you would like to make to past quarter reports?

If you have out of state wages to report for the current quarter, refer to the [Out of State Wages Report for Current Quarter](#)

I do not have to edit prior wage reports

Tip: Select the [Out of State Wages Report for Current Quarter](#) hyperlink to report any out of state wages for the current quarter.

17. On the *Employment and Wage Detail Report Submission Confirmation* screen, select **Home**.

Employment and Wage Detail Report Submission Confirmation

You have successfully submitted an Employment and Wage Detail Report for Quarter 3 of Year 2025.

Your confirmation number is **02398814_021226150515**

To make a payment now or set up date for amounts due click on 'Make Payment'.
If this is your last quarter for wage submission, refer to the [Inactivate Employer Account Page](#)

Home Make Payment

Tip:

- Select **Make Payment** to make a payment now or set up a date for amounts due.
- Refer to the [Inactivate Employer Account Page](#) if this is your last quarter for wage submission.