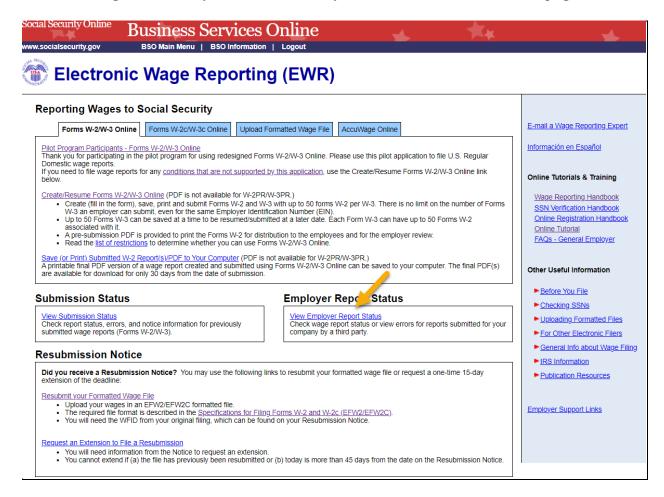
Tax Year 2023 Employer Report Status Tutorial

Users can check wage report status or view errors for wage reports submitted for their companies by a third party.

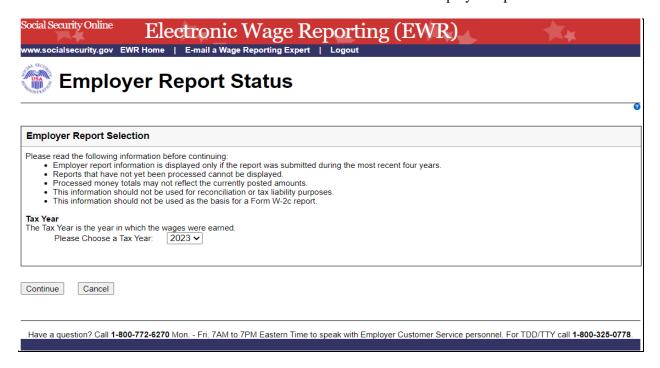
1.0 Primary Pages

1. Select the **View Employer Report Status** link on the EWR homepage. The system displays the "Employer Report Selection" page.

See "Accessing EWR Suite of Services Tutorial" for how to access the EWR homepage.

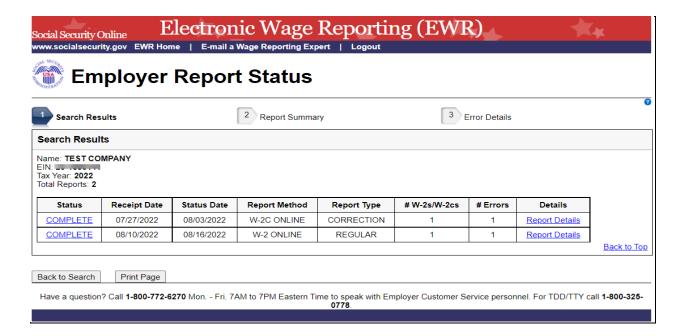


- 2. On the "Employer Report Selection" page, select a **Tax Year**. The current tax year is the default value.
 - a. Select the **Continue** button to go to the "Search Results" page.
 - b. If there is no Report Status available, the system displays the "Search Results" page with a message.
 - c. Select the **Cancel** button to return to the EWR home page.



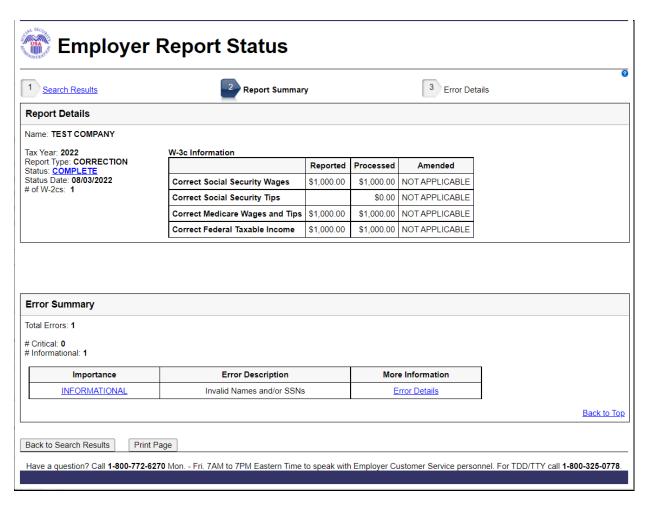
3. On the Search Results page:

- a. Select the **Report Details** link to see the "Report Summary" page. If there is no error information available, the system displays the "Report Summary" page with a message.
- b. Select the actual status link to see an Explanation of Processing Status Code.
- c. Select the **Back to Search** button to return to the "Employer Report Selection" page.
- d. Select the **Print Page** button to print the "Search Results" page.



4. On the Report Summary page:

- a. Select the Error Details link to go to the "Error Details" page.
- b. Select the actual status link in the Report Details section to see an <u>Explanation of Processing Status Code</u>.
- c. Select the actual importance link in the Error Summary section to see an <u>Explanation of</u> the Error Importance.
- d. Select the **Back to Search Results** button to return to the "Search Results" page.
- e. Select the **Print Page** button to print the "Report Summary" page.



5. On the Error Details page:

- a. Select the **Importance** link to see an explanation of the Action you may need to take.
- b. Select the https://www.ssa.gov/employer/notices.html link. The system displays the Employer Correction Request Notices (EDCOR) page.
- c. Select the Online Error Reference Material link. The system displays the Online Error Reference Material page.

- d. Select the http://www.socialsecurity.gov/employer/accuwage link. The system displays the AccuWage Online Information page.
- e. Select the **Back to Report Summary** button to return to the "Report Summary" page.
- f. Select the **Print Page** button to print the "Error Details" page.



2.0 Other Pages

2.1 Explanation of Processing Status Code Page:

Users can access this page by selecting the specific status link in the Status column on any page. Here is an example of "COMPLETE" status page.

Explanation of Processing Status Code

You have requested information about the COMPLETE processing status code.

COMPLETE

Social Security was able to complete processing of this report. If you or the people filing on your behalf are required to resubmit your wage file, do NOT change the information in this report.

Please note that you may have to close this window in order to resume your BSO session.

Close Browser Window

You can use the File menu to close this window.

2.2 Explanation of Error Importance Page:

Users can access this page by selecting either **CRITICAL** link or **INFORMATIONAL** link in the Importance column on any error page. Here is an example of "INFORMATIONAL" error.

Explanation of Error Importance

You have requested information about INFORMATIONAL errors

The error listed is **INFORMATIONAL** and in most instances requires no further action. This means that Social Security was able to complete processing of your submission.

However, if you received an Employer Correction Request letter (EDCOR), then you should read the information under the <u>Description</u> heading and provide corrections by submitting a Form W-2c. Additional resources are available on the Employer Correction Request landing page at www.ssa.gov/employer/notices.html.

You can find instructions for correcting many common errors in our Online Error Reference Material. We encourage you to use our AccuWage service to check your Form W-2 (Wage and Tax Statement) and Form W-2c (Corrected Wage and Tax Statement) files for over 200 kinds of errors before you send them to us. Visit http://www.socialsecurity.gov/employer/accuwage for more information.