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.*



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



1. On the Search Results page:
	1. 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.
	2. Select the actual status link to see an [Explanation of Processing Status Code](#_Explanation_of_Processing).
	3. Select the **Back to Search** button to return to the “Employer Report Selection” page.
	4. Select the **Print Page** button to print the “Search Results” page.



1. On the Report Summary page:
	1. Select the **Error Details** link to go to the “Error Details” page.
	2. Select the actual status link in the Report Details section to see an [Explanation of Processing Status Code](#_Explanation_of_Processing).
	3. Select the actual importance link in the Error Summary section to see an [Explanation of the Error Importance](#_Explanation_of_Error).
	4. Select the **Back to Search Results** button to return to the “Search Results” page.
	5. Select the **Print Page** button to print the “Report Summary” page.



1. On the Error Details page:
	1. Select the **Importance** link to see an explanation of the Action you may need to take.
	2. Select the <https://www.ssa.gov/employer/notices.html> link. The system displays the Employer Correction Request Notices (EDCOR) page.
	3. Select the [Online Error Reference Material](http://www.ssa.gov/employer/onlineerror.htm) link. The system displays the Online Error Reference Material page.
	4. Select the [http://www.socialsecurity.gov/employer/accuwage](http://www.socialsecurity.gov/employer/accuwage/index.html)  link. The system displays the AccuWage Online Information page.
	5. Select the **Back to Report Summary** button to return to the “Report Summary” page.
	6. Select the **Print Page** button to print the “Error Details” page.



#  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.



## 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.

