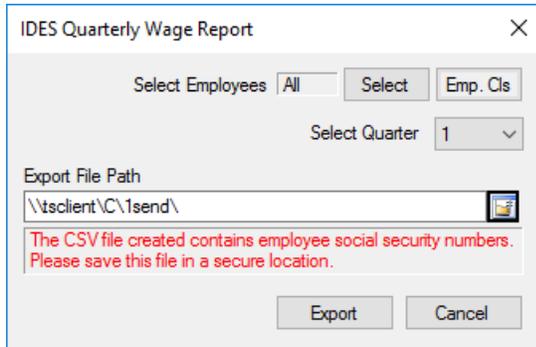


IDES Quarterly Wage CSV

Last Modified on 01/19/2022 8:18 am CST

Regulations from the Illinois Department of Employment Securities require quarterly wage information be submitted electronically. This export can be found at *Payroll / IDES Quarterly Wage CSV*.



The screenshot shows a dialog box titled "IDES Quarterly Wage Report" with a close button (X) in the top right corner. The dialog contains the following elements:

- "Select Employees" section with a dropdown menu set to "All", a "Select" button, and an "Emp. Cls" button.
- "Select Quarter" section with a dropdown menu set to "1".
- "Export File Path" section with a text input field containing "\\tsclient\C\1send\" and a browse button (folder icon).
- A red warning message: "The CSV file created contains employee social security numbers. Please save this file in a secure location."
- "Export" and "Cancel" buttons at the bottom.

- **Select Employees** – This defaults to *All*, but specific employees may be selected.
- **Emp. Cls** – Optionally select employees by *Employee Classifications*.
- **Select Quarter** – Choose the quarter for the wages to be included in the file.
- **Export File Path** – Specify the location where the file will be created. This file contains employee social security numbers so care should be taken to save this file to a secure location.