

Instructions – How to file SDI online

- 1) Login to: <https://eddservices.edd.ca.gov/tap/secure/eservices>
- 2) Choose Employment Tax (Make sure to choose the correct one if you have both SDI and SUI online)

State of California
Employment Development Department

e-Service for Business

Logon Alerts I Want To

Balance: \$0.00

There is 1 request saved to finish later

Register a New Account (DE 1)
Add Access to Another Account
Upload a Bulk Payment File
Upload a Bulk Return File
Make Multiple Payments
Manage Payment Sources

Accounts Submissions Correspondence Names and Addresses Logons

Account	Account ID	Name	Balance
Employment Tax			\$0.00

- 3) Click on ***File Return*** under the correct period or click on the period(date) in blue
- 4) The quarterly return LEAs are required to file for SDI is the ***Tax Return*** (***Do not file the Wage Report***, SCOE does this on behalf of each LEA)
 - Click file now under ***Tax Return***
 - Do you have payroll to report? ***Click yes and hit next***

- 5) Go to Escape and *run* a Pay91A under: HR/Payroll → Reports → Payroll → Pay91
 - Choose the calendar year
 - Choose the tax quarter you are reporting
 - Print/Save this report
- 6) Enter Subject Wages from the Pay91 – Positive Wages (SDI Wages) under the Total Subject Wages Paid this Quarter
- 7) Enter the same Subject Wages from the Pay91 – under the SDI Wages box
 - This will calculate the SDI contributions for the current quarter

Main
Welcome, [redacted] [Settings](#) [Log Out](#)

Main > Account: [redacted] > Returns > Tax Return

1. Payroll Information: 30-Sep-2022 Tax Return for [redacted]
2. Wage Information: 30-Sep-2022 Tax Return for [redacted]

Wage Information: 30-Sep-2022 Tax Return for [redacted]

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Total Subject Wages Paid this Quarter				<input type="text" value="0.00"/>	← enter subject wages from the Pay91 (SDI Wages)
Unemployment Insurance (UI) <small>Total employee wages up to \$7,000.00 per employee per calendar year.</small>	UI %	0.00 x	UI Wages <input type="text" value="0.00"/>	=	UI Contributions \$0.00
Employment Training Tax (ETT) <small>Total employee wages up to \$7,000.00 per employee per calendar year.</small>	ETT %	0.00 x	ETT Wages \$0.00	=	ETT Contribution \$0.00
State Disability Insurance (SDI) <small>Total employee wages up to \$145,600.00 per employee per calendar year.</small>	SDI %	1.10 x	SDI Wages <input type="text" value="0.00"/>	=	SDI Contribution <input type="text" value="0.00"/>
enter the SDI wages from the Pay91 →					
Personal Income Tax (PIT) Withheld					<input type="text" value="0.00"/>
Subtotal (Sum of UI, ETT, SDI and PIT)					\$0.00
Less: Contributions and Withholdings Paid for the Quarter <small>Does not include Penalty & Interest payments.</small>					<input type="text" value="0.00"/>
Total Taxes Due or Overpaid					\$0.00

- 8) Hit next and finish filing the report for the current quarter for SDI

- 9) Make sure to check the Pay91 for negatives (If there are none – Make payment)
 - **To check for negatives** - Run Pay91 – Option B
 - This will show which employee wages need to be adjusted
 - If there are negatives, it is **necessary** to move these negative wages/deductions to a prior quarter
 - Run Pay91 for the prior quarter and deduct the negative wages and deductions from the specific employee’s prior quarter totals

- 10) **How to adjust for Negatives:** Go to EDD and click on the prior period quarter you need to adjust
 - **Click on View or Adjust return** (Please note you have to adjust both the Tax Return and the Wage Report when there are negatives)
 - **Print out** the Tax Return and the Wage Report for backup as to what was originally reported

- 11) **Tax Return Adjustment:** Click Adjust Return under Tax Return
 - Reduce the Tax Return - Total Subject Wages paid this quarter by the negative wages – See below:

1. Payroll Information: 30-Jun-2022 Tax Return for [redacted]

2. Wage Information: 30-Jun-2022 Tax Return for [redacted]

Wage Information: 30-Jun-2022 Tax Return for [redacted]

[Instructions](#)

Total Subject Wages Paid this Quarter		292,088.72	← Reduce this number by the negative wages
Unemployment Insurance (UI) <small>Total employee wages up to \$7,000.00 per employee per calendar year.</small>	UI % 0.00 x	UI Wages 0.00 =	UI Contributions \$0.00
Employment Training Tax (ETT) <small>Total employee wages up to \$7,000.00 per employee per calendar year.</small>	ETT % 0.00 x	ETT Wages \$0.00 =	ETT Contribution \$0.00
State Disability Insurance (SDI) <small>Total employee wages up to \$145,600.00 per employee per calendar year.</small>	SDI % 1.10 x	SDI Wages 292,088.72 =	SDI Contribution 3,212.98
Enter the same subject wages above to calculate what the SDI contribution should be with the negative included	Personal Income Tax (PIT) Withheld		0.00
	Subtotal (Sum of UI, ETT, SDI and PIT)		\$3,212.98
Less: Contributions and Withholdings Paid for the Quarter <small>Does not include Penalty & Interest payments.</small>			0.00
Total Taxes Due or Overpaid			<div style="border: 2px solid red; border-radius: 50%; padding: 2px; display: inline-block;">\$3,212.98</div> This number should change to the negative contributions on the Pay91

The amount shown may not include all payments. Review and update, if needed.

- 12) **Wage Report Adjustment:** Click Adjust Return under Wage Report
- Do you have payroll to report – yes
 - Do you want to import a file – no
 - Make sure to gather the SSN and full name of employee who needs the adjustment to enter into this adjustment report

Wage Information: 31-Mar-2022 Wage Report for [REDACTED]

Report only the wage lines being corrected in the wage detail table.

You may report multiple Wage Plan Codes on the same return if your account is subject to both Unemployment Insurance and Disability Insurance.

[Instructions](#)

Wage Detail

Filter

	SSN	First Name	M.I.	Last Name	Subject Wages	PIT Wages	PIT Withheld	Wage Plan Code

Complete Wage Information

Save Draft Cancel < Previous Next >

- Enter SSN, First Name, Last Name and Subject Wages – *This should be the original subject wages for this employee minus the negative wages that are being applied to this quarter*
- Hit next – The last page will ask for the total subject wages of all employees (*This is the original total subject wages of all employees for the quarter minus the negative wages being applied to this quarter*)
- Hit next and enter a reason and submit (Possible reason could be employee was overpaid) _

- 13) Make a payment to SDI electronically through your outside bank account, credit card or by check (*Payment should be positive contributions minus negative contributions on the Pay91 for current quarter*)
- In order to pay by check, make sure to fill out a waiver
 - https://edd.ca.gov/en/Payroll_Taxes/E-file_and_E-pay_Mandate_for_Employers

Note: Contact helpdesk@scoe.org for assistance in setting up SDI to automatically create a check to your LEA's outside bank account each month.

Any Questions: Carend@scoe.org, Jliu@scoe.org, helpdesk@scoe.org