



Bipartisan Budget Act (BBA) 826

Office of Management & Budget (OMB) Title II Screen
Package

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1. Document Version Information

Version Number	Date	Content Revisions
0.1	3/29/2017	Self-Reporter and Representative Payee scenarios for OMB review
0.2	4/5/2017	Updated the following with notes in comments: 2.1.5.1, 2.2.1, 2.2.2, 2.3.2, 3.1.5.1, 3.2.3, 3.2.4, 3.3.2, 3.3.4
0.3	4/14/2017	Updated text on 3.1.3.1 and 3.1.6.2 to change "you/your" to better reflect rep payee/beneficiary relationship.
0.4	4/21/2017	Updated the following based on product owner and ORDES feedback: 2.1.2.1, 2.1.2.2, 2.1.3.2, 2.1.4.2, 2.1.5.1, 2.2.1, 2.2.2, 2.3.1, 3.1.2.1, 3.1.3.1, 3.1.3.2, 3.1.4.2, 3.1.5.2, 3.1.6.1, 3.1.6.2, 3.2.1, 3.2.2, 3.2.3, 3.2.4, 3.3.1, 3.3.3 Specific changes to these screens are documented in the OMB Review Response file on Confluence, dated 4/21/2017.
0.5	4/25/2017	Added screenshot 2.1.2.1.1 (Foreign Address for employer listing). Changed heading of screen 3.3.2 to "Unlisted Wage Earner".
0.6	5/12/2017	Added Exit Disclaimer modal (2.1.5, 3.1.6). Removed "Start Date" from all Choose Employer screen variations. Added Wage Report Submission Error screens (2.3.5, 3.3.7). Replaced N800# with "contact us" link on all relevant screens. Updated error notification text in danger pattern on 2.3.3 and 3.3.5.
0.7	6/26/2017	Masked claim number in Receipt.Masked claim number in Receipt. Updated text on receipt to match UTIs. Removed employer name in buttons, labels and instruction text. Updated language for Review screen and Employer Selection screen for one employer on record. Added "Service Unavailable" error screen. Updated form controls on Employer Selection screen once data has been entered. Updated form controls on wage entry table screens. Updated "empty wage table" error screens with variants based on all scenarios. Updated "ineligible beneficiary" error screen for single employer on record scenario. Removed "submission confirmation" modal and changed to notice on review screen. Removed "Exit Disclaimer" modal.
0.8	6/28/2017	Added conditional my Social Security Landing Page teaser screens
0.9	6/29/2017	Removed "Previous" form control button on 2.1.2 and 2.2.1
0.10	7/18/2017	Removed "your" from error messages in 2.3.1 and 2.3.8
0.11	7/24/2017	Updated receipt screens to no longer use modals.
0.12	8/31/2017	Added OMB number to footer on first screen in each scenario progression (2.1.2, 2.2.1, 2.3.2, 3.1.2, 3.2.2, 3.3.1, 3.3.3). Added Wage Report Receipt Confirmation modal screenshots (2.1.5.2, 3.1.6.3).
0.13	8/31/2017	Added approved OMB number to screens with footer (2.1.2, 2.2.1, 2.3.2, 3.1.2, 3.2.2, 3.3.1, 3.3.3)
0.14	9/7/2017	Removed "Previous" form control button from 2.3.2
0.15	11/21/2017	Release 3 screens updated: 2.1.3.1, 2.2.4, 2.2.4.1, 2.2.6, 3.1.4.2, 3.1.6.2
0.16	12/1/2017	Additional Release 3 Screens added: 2.2.4, 2.2.5, 2.2.6, 2.2.10. Privacy Act statement added.

Current Version Notes:

This document represents the screen progression for the BBA 826 Wage Reporting application. Screens for both self-reporting beneficiary and representative payee scenarios are included.

Each scenario is presented first as a “happy path” displaying a complete screen progression from application entry through report submission and review of receipt, followed by conditional screen variations and error messages within each scenario.

2. Self-Reporter Screen Progression

2.1. Self-Reporter “Happy Path” Progression

2.1.1. my Social Security Landing Page



my Social Security

John Doe | [Sign Out](#)

[My Home](#) [Message Center](#) [Security Settings](#)

Overview

Welcome, John! You last signed in on March 1, 2017 at 10:03AM EST.

Social Security Statement

A Message from the Acting Commissioner:

[Your Social Security Statement ...](#)

Estimated Benefits at Full Retirement Age (67): **Not applicable**

Last Reported Earnings: **\$0 in 2016** [View Earnings Record](#)

Benefits & Payments

You are receiving: **Social Security (Disability)** [View Benefit Details](#)

Your next payment is: **\$230.20 on April 3, 2017** [View Payment History](#)

[Get a Benefit Verification Letter](#)

Need proof that you applied for Social Security benefits? Here's your official letter.

Report Wages

[Submit Pay Stub Information](#)

If you are receiving Social Security Disability and are working, you may report wages online.

Social Security Card Replacement

Overview

[Benefit & Payment Details](#)

[Earnings Record](#)

[Replacement Documents](#)

[My Profile](#)

2.1.2. Choose Employer

2.1.2.1. Employer Selection



my Social Security

John Doe | [Sign Out](#)


Wage Reporting

Choose Employer

Select an employer below to report wages for:

Employer reports are entered one at a time. After entering wages for your first employer, you will have the option to report for additional employers on the list below.

- Employer 1
123 Address Lane, Baltimore, MD 12345
- Employer 2
123 Address Lane, Baltimore, MD 12345
- Employer 3
123 Address Lane, Baltimore, MD 12345

 If you need to report wages for an employer not listed above, or have self-employment earnings to report, please [contact us](#). [More Info](#)

Next

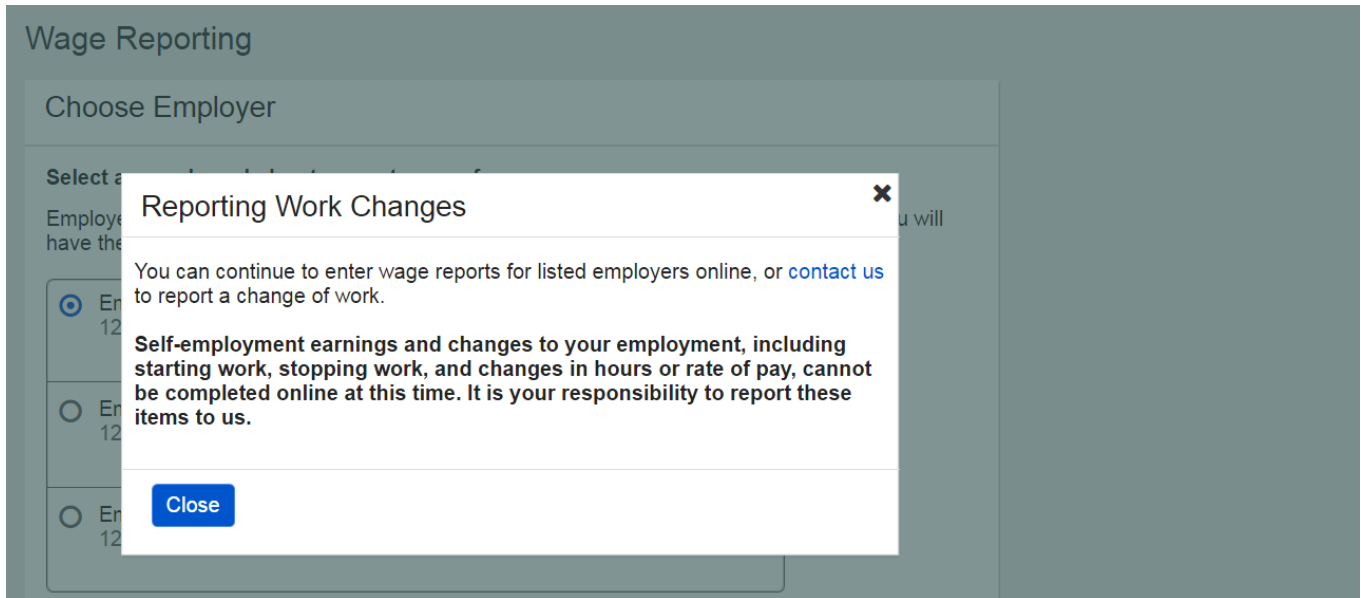
Exit

[OMB No. 0960-0808](#) | [Privacy Policy](#) | [Privacy Act Statement](#) | [Accessibility Help](#)

2.1.2.1.1. Employer Selection: Foreign Address

- Employer 1
Street Address, City, Country

2.1.2.2. Employer Selection “More Details” Modal



2.1.2.3. Privacy Act Statement



my Social Security

John Doe | [Sign Out](#)

Privacy Act Statement

Collection and Use of Personal Information

Sections 205(a), 223, and 1631(e) of the Social Security Act, as amended, allow us to collect this information. Furnishing us this information is voluntary. However, failing to provide all or part of the information may prevent us from making accurate and timely decisions regarding your Social Security benefits.

We will use the information to make determinations regarding your eligibility for Social Security benefits. We may also share your information for the following purposes, called routine uses:

1. To third party contacts (including private collection agencies under contract with SSA) for the purpose of their assisting SSA in recovering overpayments; and,
2. To contractors and other Federal agencies, as necessary, for the purpose of assisting SSA in the efficient administration of its programs. We contemplate disclosing information under this routine use only in situations in which SSA may enter a contractual or similar agreement with a third party to assist in accomplishing an agency function relating to this system of records.

In addition, we may share this information in accordance with the Privacy Act and other Federal laws. For example, where authorized, we may use and disclose this information in computer matching programs, in which our records are compared with other records to establish or verify a person's eligibility for Federal benefit programs and for repayment of incorrect or delinquent debts under these programs.

A list of additional routine uses is available in our Privacy Act System of Records Notice (SORN) 60-0059, entitled Earnings Recording and Self-Employment Income System; 60-0089, entitled Claims Folders System; 60-0090, entitled Master Beneficiary Record; and 60-0103, entitled Supplemental Security Income Record and Special Veterans Benefits. Additional information and a full listing of all our SORNs are available on our website at www.socialsecurity.gov/privacy/sorn.html.

Close

2.1.3. Wage Entry

2.1.3.1. Empty Wage Entry Screen



my Social Security

John Doe | [Sign Out](#)

Wage Reporting

Employer 1 Wages

How frequently do you receive a paycheck from this employer?:

Add or update pay periods below to report wages for this employer:

Pay Period	Gross Pay	Pay Date	Actions
Please select button below to add pay period.			

Add pay period for this employer

Next

Previous

Exit

2.1.3.1.1. Wage Report Frequency of Pay Dropdown

Dropdown menu showing options for wage report frequency:

-
- Daily
- Weekly
- Every Two Weeks
- Twice Each Month
- Monthly
- Every Two Months
- Every Three Months
- Twice a Year
- Yearly

2.1.3.2. Wage Entry Screen



my Social Security

John Doe | [Sign Out](#)

Wage Reporting

Add Pay Stub for Employer 1

Pay period start

Month Day Year

-- -- --

Pay period end

Month Day Year

-- -- --

Gross pay for this pay period

\$

Be sure to enter the value for "Gross Pay", and not "Net Pay" from the pay stub. Gross pay is the amount prior to taxes and deductions.

What date were you paid?

Month Day Year

-- -- --

If you receive direct deposit, this is the date the wages were deposited into your account.

2.1.3.3. Populated Wage Entry Screen



my Social Security

John Doe | [Sign Out](#)

Wage Reporting

Employer 1 Wages

How frequently do you receive a paycheck from this employer?:

Every Two Weeks

Add or update pay periods below to complete a wage report for this employer.

Pay Period	Gross Pay	Pay Date	Actions
02/05/2017 - 02/18/2017	\$350.00	02/24/2017	Update Delete
02/19/2017 - 03/04/2017	\$350.00	03/10/2017	Update Delete

[Add pay period for this employer](#)

[Next](#)

[Previous](#)

[Exit](#)

2.1.3.4. Pay Period Deletion Confirmation Screen



my Social Security

John Doe | [Sign Out](#)

Wage Reporting

Employer 1 Wages

! Are you sure you want to delete this pay period?

<u>Pay Period</u>	<u>Gross Pay</u>	<u>Pay Date</u>
02/05/2017 - 02/18/2017	\$350.00	02/24/2017

[Delete](#)

[Cancel](#)

2.1.4. Wage Report Review

2.1.4.1. Wage Report Review Screen



my Social Security

John Doe | [Sign Out](#)

Wage Reporting



Your wage report has not yet been submitted.

Confirm that all of the information below is correct and select "Submit" to complete your wage report. You can still report wages for additional employers by selecting "Report Additional Wages" below.

Wage Report Review

Report for John Doe (***-**-0000)

Employer 1 Wages

[Edit](#)

How frequently do you receive a paycheck from this employer?: **Every Two Weeks**

<u>Pay period</u>	<u>Gross Pay</u>	<u>Pay Date</u>
02/05/2017 - 02/18/2017	\$350.00	02/24/2017
02/19/2017 - 03/04/2017	\$350.00	03/10/2017



Are you ready to submit this wage report?

You will no longer be able to change this information once you submit the report. Additional wages can be added by submitting a new report.

[Submit](#)

[Report Additional Wages](#)

[Exit](#)

2.1.5. Wage Report Confirmation/Receipt

2.1.5.1. Wage Report Confirmation Screen



my Social Security

John Doe | [Sign Out](#)

Wage Reporting



Your wage report was successfully submitted at 1:00 PM on March 10, 2017.

We highly recommend that you print or save a copy of the wage report receipt for your records.

[View Receipt](#)



Are you self-employed?

[Contact us](#) to report self-employment earnings and work changes.

[Done](#)

[Add New Wage Report](#)

2.1.5.1.1. Wage Report Receipt


John Doe | Sign Out

Wage Report Receipt

Print Save

✔ Your wage report was successfully submitted at 1:00 PM on March 10, 2017.

Receipt of Wages



Social Security Administration

Date: March 10, 2017
Claim Number: 000000000

JOHN DOE
Foreign Address Line 1
Foreign Address Line 2
Foreign Address Line 3
Foreign Address Line 4
Foreign City, Postal Zone Country

Thank you for contacting us to report work or changes in your work.

The information shown below has been forwarded to a Representative to determine what effect this change will have on your Social Security and/or Supplemental Security Income benefits.

If any of the information shown below is incorrect, please contact us at 1-800-772-1213.

Suspect Social Security Fraud?

Please visit <http://oig.ssa.gov/r> or call the Inspector General's Fraud Hotline at 1-800-269-0271 (TTY 1-866-501-2101).

If You Have Questions

If you have any questions, please:

- Visit our website at www.socialsecurity.gov to find general information about Social Security.
- Call us at 1-410-965-0160. We can answer most questions over the phone.
- Write us at the Office of International Operations, which is the Social Security office that services people who live outside the United States:

OIO DIO
PO Box 17775
Baltimore, MD 21235-7775

- Contact your local U.S. Embassy or Consulate. You can find contact information for your country at www.socialsecurity.gov/foreign

Please have this letter with you if you call or visit an office. If you write, please include a copy of the first page of this letter. It will help us answer your questions.

Social Security Administration

Report for John Doe (***-**-0000)

Employer 1 Wages

Pay Date	Total Wages	Date Received
02/24/2017	\$350.00	03/10/2017
03/10/2017	\$350.00	03/10/2017

Employer 2 Wages

Pay Date	Total Wages	Date Received
02/24/2017	\$300.00	03/10/2017
03/10/2017	\$300.00	03/10/2017

2.2. Self-Reporter Variant Screens

2.2.1. Choose Employer- Single Employer Variant



my Social Security

John Doe | [Sign Out](#)

Wage Reporting

Choose Employer

Please select the employer name below to confirm that you are reporting wages for this employer, and select "Next":

Employer 1
123 Address Lane, Baltimore, MD 12345

i If you need to report wages for an employer not listed above, or have self-employment earnings to report, please contact your local field office or [contact us](#). [More Info](#)

[Next](#)

[Exit](#)

[OMB No. 0960-0808](#) | [Privacy Policy](#) | [Privacy Act Statement](#) | [Accessibility Help](#)

2.2.2. Choose Employer- Multiple Employer Variant



my Social Security

John Doe | [Sign Out](#)

Wage Reporting

! You have entered wages for the following employers:

- Employer 1

You may report for additional employers below. To complete this wage report, confirm all details on the [Wage Report Review](#) and submit before exiting.

Choose Employer

Select an employer below to report wages for:

- Employer 1
123 Address Lane, Baltimore, MD 12345
- Employer 2
123 Address Lane, Baltimore, MD 12345
- Employer 3
123 Address Lane, Baltimore, MD 12345

i If you need to report wages for an employer not listed above, or have self-employment earnings to report, please contact your local field office or [contact us](#). [More Info](#)

Next

[Return to Review](#)

[Exit](#)

2.2.3. Choose Employer Revisited- Single Employer on Record



my Social Security

John Doe | [Sign Out](#)

Wage Reporting

! You have entered wages for the following employers:

- Employer 1

You may report for additional employers for this employer. To complete this wage report, confirm all details on the [Wage Report Review](#) and submit before exiting.

Choose Employer

Select an employer below to report wages for:

- Employer 1
123 Address Lane, Baltimore, MD 12345

i If you need to report wages for an employer not listed above, or have self-employment earnings to report, please contact your local field office or [contact us](#). [More Info](#)

[Next](#)

[Return to Review](#)

[Exit](#)

2.2.4. Choose Employer – Maximum Number of Employers



my Social Security

John Doe | [Sign Out](#)

Wage Reporting

! You have entered the maximum number of employers to be included in this wage report.

To report wages from additional employers, submit this wage report and enter the wages from additional employers in a new report.

[Show more](#)

Choose Employer

Select an employer below to report wages for:

- Employer 1
123 Address Lane, Baltimore, MD 12345
- Employer 2
123 Address Lane, Baltimore, MD 12345
- Employer 3
123 Address Lane, Baltimore, MD 12345
- Employer 4
123 Address Lane, Baltimore, MD 12345
- Employer 5
123 Address Lane, Baltimore, MD 12345
- Employer 6
123 Address Lane, Baltimore, MD 12345
- Employer 7
123 Address Lane, Baltimore, MD 12345
- Employer 8
123 Address Lane, Baltimore, MD 12345
- Employer 9
123 Address Lane, Baltimore, MD 12345
- Employer 10
123 Address Lane, Baltimore, MD 12345
- Employer 11
123 Address Lane, Baltimore, MD 12345

[Return to Review](#)

[Exit](#)

2.2.5. Maximum Number of Employers- Expanded Notice



my Social Security

John Doe | [Sign Out](#)

Wage Reporting

! You have entered the maximum number of employers to be included in this wage report.

To report wages from additional employers, submit this wage report and enter the wages from additional employers in a new report.

[^ Show Less](#)

You have entered wages for the following employers:

- Employer 1
- Employer 2
- Employer 3
- Employer 4
- Employer 5
- Employer 6
- Employer 7
- Employer 8
- Employer 9
- Employer 10

To edit or add wages for these employers, select the employer below or return to the wage report review page and select edit.

2.2.6. Maximum Number of Employers- Error Screen



my Social Security

John Doe | [Sign Out](#)

Wage Reporting

You have entered the maximum number of employers for this wage report

× Please enter wages for this employer in a new report.

To report wages from the selected employer or other additional employers, review and submit this wage report and then enter the wages from additional employers in a new report.

You can review or update information in this report before you submit by selecting one of the employers you already entered wages for from the 'Choose Employer' list, or by selecting 'Return to Review' at the bottom of the page.

[Return to Review](#)

[Back](#)

2.2.6.1. Wage Entry Table Paginated Variant- Maximum Records for Single Employer



my Social Security

John Doe | [Sign Out](#)

Wage Reporting

i You have entered the maximum number of pay periods for this employer.
To report additional wages from this employer, submit this wage report then enter the additional pay periods in a new report.

Employer 1 Wages

How frequently do you receive a paycheck from this employer?:

Every Two Weeks

Add or update pay periods below to report wages for this employer:

Showing 1 to 10 of 104 entries

Page 1 of 11

Pay period	Gross Pay	Pay Date	Actions
02/05/2017 - 02/18/2017	\$350.00	02/24/2017	Update Delete
02/19/2017 - 03/04/2017	\$350.00	03/10/2017	Update Delete
10/02/2017-10/16/2017	\$1000.00	10/16/2017	Update Delete
10/16/2017-11/02/2017	\$1500.00	11/04/2017	Update Delete
11/02/2017-11/14/2017	\$1200.00	11/18/2017	Update Delete
11/14/2017-11/28/2017	\$600.00	12/02/2017	Update Delete
11/28/2017-12/12/2017	\$1200.00	12/16/2017	Update Delete
12/12/2017-12/26/2017	\$1000.00	12/30/2017	Update Delete
12/26/2017-01/10/2018	\$1300.00	01/14/2018	Update Delete
01/10/2018-01/24/2018	\$1000.00	01/28/2018	Update Delete

Showing 1 to 10 of 104 entries

Page 1 of 11

[Next](#) [Previous](#) [Exit](#)

2.2.7. Wage Report Review- Single Employer on Record



my Social Security

John Doe | [Sign Out](#)

Wage Reporting



Your wage report has not yet been submitted.

Confirm that all of the information below is correct and select "Submit" to complete your wage report. You can still report wages for this employer by selecting "Report Additional Wages" below.

Wage Report Review

Report for John Doe (***-**-0000)

Employer 1 Wages

[Edit](#)

How frequently do you receive a paycheck from this employer?: **Every Two Weeks**

<u>Pay period</u>	<u>Gross Pay</u>	<u>Pay Date</u>
02/05/2017 - 02/18/2017	\$350.00	02/24/2017
02/19/2017 - 03/04/2017	\$350.00	03/10/2017



Are you ready to submit this wage report?

You will no longer be able to change this information once you submit the report. Additional wages can be added by submitting a new report.

[Submit](#)

[Report Additional Wages](#)

[Exit](#)

2.2.8. Review Screen- Maximum Employer Limit Information Notice and Form Controls

i Are you ready to submit this wage report?

You have entered the maximum number of employers to be included in this wage report. To report wages from additional employers, submit this wage report and then enter additional wages in a new report.

You will no longer be able to change this information once you submit the report.

Submit

Exit

2.2.9. Wage Report Receipt Foreign Address


John Doe | [Sign Out](#)

Wage Report Receipt ✕

Print Save

✔ Your wage report was successfully submitted at 1:00 PM on March 10, 2017.

Receipt of Wages



Social Security Administration

Date: March 10, 2017
Claim Number: 000000000

JOHN DOE
Foreign Address Line 1
Foreign Address Line 2
Foreign Address Line 3
Foreign Address Line 4
Foreign City, Postal Zone Country

Thank you for contacting us to report work or changes in your work.

The information shown below has been forwarded to a Representative to determine what effect this change will have on your Social Security and/or Supplemental Security Income benefits.

If any of the information shown below is incorrect, please contact us at 1-800-772-1213.

Suspect Social Security Fraud?

Please visit <http://oig.ssa.gov/r> or call the Inspector General's Fraud Hotline at 1-800-269-0271 (TTY 1-866-501-2101).

If You Have Questions

If you have any questions, please:

- Visit our website at www.socialsecurity.gov to find general information about Social Security.
- Call us at 1-410-965-0160. We can answer most questions over the phone.
- Write us at the Office of International Operations, which is the Social Security office that services people who live outside the United States:

OIO DIO
PO Box 17775
Baltimore, MD 21235-7775

- Contact your local U.S. Embassy or Consulate. You can find contact information for your country at www.socialsecurity.gov/foreign

Please have this letter with you if you call or visit an office. If you write, please include a copy of the first page of this letter. It will help us answer your questions.

Social Security Administration

Report for John Doe (*-**-0000)**

Employer 1 Wages

Pay Date	Total Wages	Date Received
02/24/2017	\$350.00	03/10/2017
03/10/2017	\$350.00	03/10/2017

Employer 2 Wages

Pay Date	Total Wages	Date Received
02/24/2017	\$300.00	03/10/2017
03/10/2017	\$300.00	03/10/2017

2.3. Self-Reporter Error Screens

2.3.1. Service Unavailable Error



my Social Security

John Doe | [Sign Out](#)

Wage Reporting



We're sorry, wage reporting is currently not available.

If you wish to submit wages online, please try again later.

You can also contact your local field office or [contact us](#).

Exit

2.3.2. Choose Employer- No Eligible Employer on Record



my Social Security

John Doe | [Sign Out](#)

Wage Reporting

Choose Employer



You have no active employers on record at this time.

If you have started work with new employers, or have self-employment earnings to report, please contact your local field office or [contact us](#). [More Info](#)

Exit

[OMB No. 0960-0808](#) | [Privacy Policy](#) | [Privacy Act Statement](#) | [Accessibility Help](#)

2.3.3. Choose Employer- No Eligible Employer on Record More Details Modal

The screenshot shows the 'my Social Security' website interface. At the top left is the Social Security Administration logo. The user is logged in as 'John Doe' with a 'Sign Out' link. A modal dialog titled 'Reporting Work Changes' is open, containing the following text: 'In order to report wages online, you must have an employer on record. You can report a change of work by contacting your local field office or [contacting us](#). Self-employment earnings and changes to employment, including starting work, stopping work, and changes in hours or rate of pay, cannot be completed online at this time.' A 'Close' button is located at the bottom of the modal. In the background, the 'Wage' section is visible with a 'Choose' dropdown menu. At the bottom of the page, there are 'Exit' and 'Previous' buttons.

2.3.4. Empty Wage Entry Table- No Data Entered/Single Employer on Record



my Social Security

John Doe | [Sign Out](#)

Wage Reporting

✘ Please enter paycheck information for an employer before proceeding.

Go back to enter paycheck information for Employer 1.

Go Back

Exit

2.3.5. Empty Wage Entry Table- No Data Entered/Multiple Employers on Record



my Social Security

John Doe | [Sign Out](#)

Wage Reporting

✘ Please enter paycheck information for an employer before proceeding.

Go back to enter paycheck information for Employer 1, or choose a different employer to report for.

Go Back

Choose Different Employer

Exit

2.3.6. Empty Wage Entry Table- Data Entered/Multiple Employers on Record



my Social Security

John Doe | [Sign Out](#)

Wage Reporting

✘ Please enter paycheck information for an employer before proceeding.

Go back to enter paycheck information for Employer 1, or choose a different employer to report for.

To see paycheck information that you have reported for other employers, select Review Wage Report below.

Go Back

Choose Different Employer

Review Wage Report

Exit

2.3.7. Wage Entry Modal- Error Summary Example

The screenshot shows a web interface for entering wage information. At the top right, the user is identified as "John Doe" with a "Sign Out" link. A red modal box at the top left contains an error summary:

- Please correct the following information:
 - Error: Pay Period Start Month
 - Error: Pay Period End Month
 - Error: Gross Pay
 - Error: Pay Date Month

The main form is titled "Wage Report for Employer 1" and contains the following sections:

- Pay period start:** Includes dropdowns for Month (set to "--"), Day (set to "01"), and Year (set to "2017"). An error message states: "You must choose an option for this field."
- Pay period end:** Includes dropdowns for Month (set to "--"), Day (set to "14"), and Year (set to "2017"). An error message states: "You must choose an option for this field."
- Gross pay for this pay period:** A text input field containing "\$". An error message states: "You must choose an option for this field." Below the field is a note: "Be sure to enter the value for 'Gross Pay', and not 'Net Pay' from the paystub. Gross pay is the amount prior to taxes and deductions."
- What date did you receive this paycheck?:** Includes dropdowns for Month (set to "--"), Day (set to "15"), and Year (set to "2017"). An error message states: "You must choose an option for this field." Below the field is a note: "If you receive direct deposit, this is the date the wages were deposited into your account."

At the bottom of the form are two buttons: "Update" and "Cancel".


2.3.8. Wage Report Submission Error



my Social Security

John Doe | [Sign Out](#)

Wage Reporting

 **We're sorry. We cannot process your request at this time.**

If you wish to submit wages online please try again later.

You can also contact your local field office or [contact us](#).

Exit

3. Representative Payee Screen Progression

3.1. Representative Payee “Happy Path” Progression

3.1.1. my Social Security Landing Page (Rep Payee Only)



my Social Security

John Doe | [Sign Out](#)

[My Home](#) | [Message Center](#) | [Security Settings](#)

Overview

Welcome, John! You last signed in on March 1, 2017 at 10:03AM EST.

Social Security Statement

A Message from the Acting Commissioner:

▼ [Your Social Security Statement ...](#)

Estimated Benefits at Full Retirement Age (67): **Not applicable**

Last Reported Earnings: **\$0 in 2016** [View Earnings Record](#)

Benefits & Payments

You are receiving: **Social Security (Retirement)** [View Benefit Details](#)

Your next payment is: **\$230.20 on April 3, 2017** [View Payment History](#)

[Get a Benefit Verification Letter](#)

Need proof that you applied for Social Security benefits? Here's your official letter.

Report Wages

[Submit Pay Stub Information](#)

If you are a representative payee for someone receiving Social Security Disability, you may report their wages online.

Social Security Card Replacement

Overview

[Benefit & Payment Details](#)

[Earnings Record](#)

[Replacement Documents](#)

[My Profile](#)

[Privacy Policy](#) | [Accessibility Help](#)

3.1.2. Choose Wage Earner

3.1.2.1. Wage Earner Selection



my Social Security

John Doe | [Sign Out](#)

Wage Reporting

Choose Wage Earner

Whose wages are you reporting?

John Doe Jr. (**-**-0000)

Jane Doe (**-**-0000)



If you need to report wages for a wage earner who is not listed above, please contact your local field office or [contact us](#). [More Info](#)

Next

Exit

[OMB No. 0960-0808](#) | [Privacy Policy](#) | [Privacy Act Statement](#) | [Accessibility Help](#)

3.1.2.2. Wage Earner Details Modal



my Social Security

John Doe | [Sign Out](#)

Wage Reporting

Choose

Unlisted Wage Earner



Whose wages are you reporting?

John

Jane

If you are a representative payee for a beneficiary not listed online, please contact your local field office or [contact us](#).

You may report wages for any listed beneficiaries for whom you are a representative payee.

Close



If you need to report wages for a wage earner who is not listed above, please contact your local field office or [contact us](#). [More Info](#)

Next

Exit

[OMB No. 0000-0000](#) | [Privacy Policy](#) | [Privacy Act Statement](#) | [Accessibility Help](#)

3.1.3. Choose Employer

3.1.3.1. Employer Selection



my Social Security

John Doe | [Sign Out](#)

Wage Reporting

Choose Employer for Jane Doe

Select an employer below to report wages for:

Employer reports are entered one at a time. After entering wages for the first employer, you will have the option to report for additional employers on the list below.

- Employer 1
123 Address Lane, Baltimore, MD 12345
- Employer 2
123 Address Lane, Baltimore, MD 12345
- Employer 3
123 Address Lane, Baltimore, MD 12345

i If you need to report wages for an employer not listed above, or have self-employment earnings to report, please contact your local field office or [contact us](#). [More Info](#)

Next

Previous

Exit

3.1.3.2. Employer Selection “More Details” Modal

Choose Employer for Jane Doe

Select an employer below to report wages for:

Employer reports are entered one at a time. After entering wages for the first employer, you will have the option to report for additional employers on the list below.

- Employer 1
123 Address Lane, Baltimore, MD 12345
- Employer 2
123 Address Lane, Baltimore, MD 12345
- Employer 3
123 Address Lane, Baltimore, MD 12345

Reporting Work Changes

You can continue to enter wage reports for listed employers online, or report a change of work by contacting your local field office or [contacting us](#).

Self-employment earnings and changes to Jane Doe's employment, including starting work, stopping work, and changes in hours or rate of pay, cannot be completed online at this time. It is your responsibility to report these items to us.

Close

i If you need to report wages for an employer not listed above, or have self-employment earnings to report, please contact your local field office or [contact us](#). [More Info](#)

3.1.4. Wage Entry

3.1.4.1. Empty Wage Entry Screen



my Social Security

John Doe | [Sign Out](#)

Wage Reporting

Employer 1 Wages for Jane Doe

How frequently does Jane Doe receive a paycheck from this employer?:

Add or update pay periods below to report wages for this employer:

Pay Period	Gross Pay	Pay Date	Actions
------------	-----------	----------	---------

Please select button below to add pay period.

[Add pay period for this employer](#)

[Next](#)

[Previous](#)

[Exit](#)

3.1.4.2. Wage Entry Screen



my Social Security

John Doe | [Sign Out](#)

Wage Reporting

Add Pay Stub for Employer 1

Pay period start

Month Day Year

-- -- --

Pay period end

Month Day Year

-- -- --

Gross pay for this pay period

\$

Be sure to enter the value for "Gross Pay", and not "Net Pay" from the pay stub. Gross pay is the amount prior to taxes and deductions.

What date was Jane Doe paid?

Month Day Year

-- -- --

If Jane Doe receives direct deposit, this is the date the wages were deposited into an account.

Update

Cancel

3.1.4.3. Pay Period Deletion Confirmation Modal



my Social Security

John Doe | [Sign Out](#)

Wage Reporting

Employer 1 Wages

! Are you sure you want to delete this pay period?

<u>Pay Period</u>	<u>Gross Pay</u>	<u>Pay Date</u>
02/05/2017 - 02/18/2017	\$350.00	02/24/2017

Delete

Cancel

3.1.5. Wage Report Review

3.1.5.1. Wage Report Review Screen



my Social Security

John Doe | [Sign Out](#)

Wage Reporting



Your wage report has not yet been submitted.

Confirm that all of the information below is correct and select "Submit" to complete the wage report. You can still report wages for additional employers by selecting "Report Additional Wages" below.

Wage Report Review

John Doe's Report for Jane Doe (***_**_0000)

Employer 1 Wages

[Edit](#)

How frequently does Jane Doe receive a paycheck from Employer 1?: **Every Two Weeks**

Pay period	Gross Pay	Pay Date
02/05/2017 - 02/18/2017	\$350.00	02/24/2017
02/19/2017 - 03/04/2017	\$350.00	03/10/2017



Are you ready to submit this wage report?

You will no longer be able to change this information once you submit the report. Additional wages can be added by submitting a new report.

[Submit](#)

[Report Additional Wages](#)

[Exit](#)

3.1.6. Wage Report Confirmation/Receipt

3.1.6.1. Wage Report Confirmation Screen



my Social Security

John Doe | [Sign Out](#)

Wage Reporting



Your wage report was successfully submitted at 1:00 PM on March 10, 2017.

We highly recommend that you print or save a copy of the wage report receipt for your records.

[View Receipt](#)



Is Jane Doe self-employed?

Contact your local field office or [contact us](#) to report self-employment earnings and work changes.

[Done](#)

[Add New Wage Report](#)

3.1.6.2. Wage Report Receipt

John Doe | [Sign Out](#)

Wage Report Receipt ✕

[Print](#)[Save](#)

✔ Your wage report was successfully submitted at 1:00 PM on March 10, 2017.

Receipt of Wages

Social Security Administration

Date: March 10, 2017
Claim Number: 000000000

JANE DOE
12345 Jackson Parkway
Apt 2D
Jacksonville, FL 29304

Thank you for contacting us to report work or changes in Jane Doe's work.

The information shown below has been forwarded to a Representative to determine what effect this change will have on Jane Doe's Social Security and/or Supplemental Security Income benefits.

If any of the information shown below is incorrect, please contact us at 1-800-772-1213.

Suspect Social Security Fraud?

Please visit <http://oig.ssa.gov/r> or call the Inspector General's Fraud Hotline at 1-800-269-0271 (TTY 1-866-501-2101).

If You Have Questions

We invite you to visit our web site at www.socialsecurity.gov on the Internet to find general information about Social Security. If you have specific questions, you may call us toll-free at 1-800-772-1213. We can answer most questions over the phone. If you are deaf or hard of hearing, you may call our TTY number, 1-800-325-0778. You can also write or visit any Social Security office. The office that serves your area is located at:

Social Security Administration
Street Number Street Name
City, State ZIP

If you do call or visit an office, please have this letter with you. It will help us answer your questions. Also, if you plan to visit an office, you may call ahead to make an appointment. This will help us serve you more quickly when you arrive at the office.

Social Security Administration

John Doe's Report for Jane Doe (**-**-0000)

Employer 1 Wages

Pay Date	Total Wages	Date Received
02/24/2017	\$350.00	03/10/2017
03/10/2017	\$350.00	03/10/2017

Employer 2 Wages

Pay Date	Total Wages	Date Received
02/24/2017	\$300.00	03/10/2017
03/10/2017	\$300.00	03/10/2017

3.2. Representative Payee Variant Screens

3.2.1. my Social Security Landing Page (Authorized as Representative Payee + Beneficiary)



my Social Security

John Doe | [Sign Out](#)

[My Home](#) | [Message Center](#) | [Security Settings](#)

Overview

Welcome, John! You last signed in on March 1, 2017 at 10:03AM EST.

Social Security Statement

A Message from the Acting Commissioner:

▼ [Your Social Security Statement ...](#)

Estimated Benefits at Full Retirement Age (67): **Not applicable**

Last Reported Earnings: **\$0 in 2016** [View Earnings Record](#)

Benefits & Payments

You are receiving: **Social Security (Disability)** [View Benefit Details](#)

Your next payment is: **\$230.20 on April 3, 2017** [View Payment History](#)

[Get a Benefit Verification Letter](#)

Need proof that you applied for Social Security benefits? Here's your official letter.

Report Wages

[Submit Pay Stub Information](#)

If you are receiving Social Security Disability and are working, or are a representative payee for someone receiving Social Security Disability, you may report wages online.

Social Security Card Replacement

Overview

[Benefit & Payment Details](#)

[Earnings Record](#)

[Replacement Documents](#)

[My Profile](#)

[Privacy Policy](#) | [Accessibility Help](#)

3.2.2. Choose Wage Earner Variant - Representative Payee as Title II Beneficiary



my Social Security

John Doe | [Sign Out](#)

Wage Reporting

Choose Wage Earner

Whose wages are you reporting?

Myself (**-**-0000)

Jane Doe (**-**-0000)

i If you need to report wages for a wage earner who is not listed above, please contact your local field office or [contact us](#). [More Info](#)

Next

Exit

[OMB No. 0960-0808](#) | [Privacy Policy](#) | [Privacy Act Statement](#) | [Accessibility Help](#)

3.2.3. Choose Wage Earner- Single Beneficiary Variant



my Social Security

John Doe | [Sign Out](#)

Wage Reporting

Choose Wage Earner

Please select the name below to confirm that you are reporting wages for this individual, and select "Next":

Jane Doe (**-**-0000)

i If you need to report wages for a wage earner who is not listed above, please contact your local field office or [contact us](#). [More Info](#)

Next

Exit

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3.2.4. Choose Employer- Single Employer Variant



my Social Security

John Doe | [Sign Out](#)

Wage Reporting

Choose Employer for Jane Doe

Please select the employer name below to confirm that you are reporting wages for this employer, and select "Next":

Employer 1
123 Address Lane, Baltimore, MD 12345

i If you need to report wages for an employer not listed above, or have self-employment earnings to report, please contact your local field office or [contact us](#). [More Info](#)

Next

Previous

Exit

3.2.5. Choose Employer- Multiple Employer Variant



my Social Security

John Doe | [Sign Out](#)

Wage Reporting



You have entered wages for the following employers:

- Employer 1

You may report for additional employers below. To complete this wage report, confirm all details on the [Wage Report Review](#) and submit before exiting.

Choose Employer for Jane Doe

Select an employer below to report wages for:

- Employer 1
123 Address Lane, Baltimore, MD 12345
- Employer 2
123 Address Lane, Baltimore, MD 12345
- Employer 3
123 Address Lane, Baltimore, MD 12345



If you need to report wages for an employer not listed above, or have self-employment earnings to report, please contact your local field office or [contact us](#). [More Info](#)

Next

Previous

Return to Review

Exit

3.2.6. Choose Employer Revisited- Single Employer on Record



my Social Security

John Doe | [Sign Out](#)

Wage Reporting

! You have entered wages for the following employers:

- Employer 1

You may report for additional employers for this employer. To complete this wage report, confirm all details on the [Wage Report Review](#) and submit before exiting.

Choose Employer for Jane Doe

Select an employer below to report wages for:

- Employer 1
123 Address Lane, Baltimore, MD 12345

i If you need to report wages for an employer not listed above, or have self-employment earnings to report, please contact your local field office or [contact us](#). [More Info](#)

[Next](#)

[Return to Review](#)

[Exit](#)

3.3. Representative Payee Error Screens

3.3.1. Choose Wage Earner- Ineligible Wage Earner



my Social Security

John Doe | [Sign Out](#)

Wage Reporting

Choose Wage Earner

i You are unable to report wages online for this beneficiary at this time. You may still report for other beneficiaries as a representative payee.

If you need to report wages for this beneficiary, please contact your local field office or contact us. [More Info](#)

Exit

Previous

[OMB No. 0960-0808](#) | [Privacy Policy](#) | [Privacy Act Statement](#) | [Accessibility Help](#)

3.3.2. Choose Wage Earner- Ineligible Wage Earner More Details Modal



my Social Security

John Doe | [Sign Out](#)

Wage Reporting

Choose Wage Earner

Unlisted Wage Earner

The selected wage earner is not authorized to report wages online at this time.

Only wage earners who are receiving Social Security Disability and are working may report wages online.

Close

Exit

Previous

3.3.3. Choose Wage Earner- Ineligible Wage Earner Single Employer on Record



my Social Security

John Doe | [Sign Out](#)

Wage Reporting

Choose Wage Earner



You are unable to report wages online for this beneficiary at this time.

If you need to report wages for this beneficiary, please contact your local field office or [contact us](#). [More Info](#)

Exit

Previous

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3.3.4. Choose Employer- No Eligible Employer on Record



my Social Security

John Doe | [Sign Out](#)

Wage Reporting

Choose Employer for Jane Doe



There are no active employers on record for this beneficiary. You may still report for other beneficiaries as a representative payee.

If Jane Doe has started work with new employers, or has self-employment earnings to report, please contact your local field office or [contact us](#). [More Info](#)

Exit

Previous

3.3.5. Choose Wage Earner- Ineligible Wage Earner Modal



my Social Security

John Doe | [Sign Out](#)

Wage Reporting

Choose Employer for Jane Doe

Reporting Work Changes

In order to report wages for a beneficiary online, the beneficiary must have an employer on record. Contact your local field office or [contact us](#) report a change of work for a beneficiary.

Self-employment earnings and changes to Jane Doe's employment, including starting work, stopping work, and changes in hours or rate of pay, cannot be completed online at this time.

Close

If Jane Doe has started work with new employers, or has self-employment earnings to report, please contact your local field office or [contact us](#). [More Info](#)

Exit

Previous

3.3.6. Empty Wage Entry Table- No Data Entered/Single Employer on Record



my Social Security

John Doe | [Sign Out](#)

Wage Reporting

✘ Please enter paycheck information for an employer before proceeding.

Go back to enter paycheck information for Employer 1.

[Go Back](#)

[Exit](#)

3.3.7. Empty Wage Entry Table- No Data Entered/Multiple Employers on Record



my Social Security

John Doe | [Sign Out](#)

Wage Reporting

✘ Please enter paycheck information for an employer before proceeding.

Go back to enter paycheck information for Employer 1, or choose a different employer to report for.

[Go Back](#)

[Choose Different Employer](#)

[Exit](#)

3.3.8. Empty Wage Entry Table- Data Entered/Multiple Employers on Record



my Social Security

John Doe | [Sign Out](#)

Wage Reporting

✘ Please enter paycheck information for an employer before proceeding.

Go back to enter paycheck information for Employer 1, or choose a different employer to report for.

To see information that you have reported for other employers, select Review Wage Report below.

[Go Back](#)

[Choose Different Employer](#)

[Review Wage Report](#)

[Exit](#)

3.3.9. Wage Entry Modal- Error Summary Example

my Social Security

John Doe | Sign Out

Please correct the following information:

- Error: Pay Period Start Month
- Error: Pay Period End Month
- Error: Gross Pay
- Error: Pay Date Month

Wage Report for Employer 1

Pay period start
✖ You must choose an option for this field.

Month: -- Day: 01 Year: 2017

Pay period end
✖ You must choose an option for this field.

Month: -- Day: 14 Year: 2017

Gross pay for this pay period
✖ You must choose an option for this field.

\$

Be sure to enter the value for "Gross Pay", and not "Net Pay" from the paystub. Gross pay is the amount prior to taxes and deductions.

What date did Jane Doe receive this paycheck?
✖ You must choose an option for this field.

Month: -- Day: 15 Year: 2017

If Jane Doe receives direct deposit, this is the date the wages were deposited into an account.

[Update](#) [Cancel](#)

3.3.10. Wage Report Submission Error

my Social Security

John Doe | Sign Out

Wage Reporting

We're sorry. We cannot process your request at this time.

If you wish to submit wages online please try again later.

You can also contact your local field office or [contact us](#).

[Exit](#)