

**Justification for Non-Substantive Changes for myWageReport
20 CFR 404.1520(b), 404.1571-1576, & 404.1584-1593
OMB No. 0960-0808**

Justification for Non-Substantive Changes to the Collection

- **Change #1:** We are revising the link language on the Title II Self-Reporter mySSA Landing Teaser (page 9):

Old Language: Submit pay stub information.

New Language: Submit your pay stub information.

Justification #1: We are revising to clarify language.

- **Change #2:** We are revising the link language on the Title XVI Self Reporter mySSA Landing Teaser (page 10):

Old Language: Submit pay stub information.

New Language: Submit your pay stub information.

Justification #2: We are revising to clarify language.

- **Change #3:** We are revising the language of the Concurrent Self-Reporter mySSA Landing Teaser (page 11):

Old Language: Submit pay stub information.

New Language: Submit your pay stub information.

Justification #3: We are revising to clarify language and instructions.

- **Change #4:** We are revising the language in the Title II Representative Payee mySSA Landing Teaser on page 12 to display conditionally to Social Security Disability Insurance (SSDI) Representative Payees.

Justification #4: We are revising to clarify language and instructions.

- **Change #5:** We are making changes on the Title XVI Representative Payee mySSA Landing Teaser (page 13): We are revising the language to display conditionally to Supplemental Security Income (SSI) Representative Payees, and adding hide/show navigation guidance about how to self-report for deems.

Justification #5: We are revising to clarify language and instructions.

- **Change #6:** We are revising the Concurrent Representative Payee mySSA Landing Teaser to display a conditionally (page 13).

Justification #6: We are revising to clarify language and instructions.

- **Change #7:** We are revising the language in the Title XVI/Concurrent Monthly Wage Reporting Requirement Acknowledgement screen (Self-Reporter), and removing the warning notice pattern (page 14).

Justification #7: We are revising to clarify language and instructions.

- **Change #8:** We are making revisions on the Title XVI/Concurrent Monthly Wage Reporting Requirement Acknowledgement screen (Representative Payee) (page 15): We are revising the language and removing the warning notice; and adding a ‘Need to report your own wages?’ link that provides navigation guidance to deemors who may be trying to report their own wages.

Justification #8: We are revising to clarify language and instructions.

- **Change #9:** We are making changes on the Title XVI/Concurrent Monthly Wage Reporting Requirement Acknowledgement screen (Representative Payee) ‘Need to report your own wages?’ modal (page 16): We are revising the language on the Navigation guidance screen to display for Representative Payee; after selecting the ‘Need to report your own wages?’ help link. Modal, provides guidance about how to navigate to report wages as a self-reporter, or deemor, along with a link to the Service Options page

Justification #9: We are revising to clarify language and instructions.

- **Change #10:** We are making changes on the Title XVI/Concurrent Monthly Wage Reporting Requirement Acknowledgement screen. We are revising the language and the screen design to match the usability enhancement changes made for the self-reporter and representative payee revisions of this screen (page 18).

Justification #10: We are revising to clarify language and instructions.

- **Change #11:** We are making changes on the Representative Payee Choose Worker Screen (page 18): We are revising the language in the blue information notice field; removing the “more information” link and replacing with “Need to report your own wages?” help link.

Justification #11: We are adding the link to provide navigation guidance to deemors, representative payees or self-reporters who may need to switch accounts to report their own wages.

- **Change #12:** We making changes on the Representative Payee Choose Worker “Need to report your own wages?” section to provide guidance on how to navigate to report wages as a self-reporter ,or deemor, along with a link to the Service Options page

Justification #12: We are revising to clarify language and instructions.

- **Change #13:** We making changes on the Revised Choose Worker Error: Ineligible Worker screen (page 20): We are replacing the blue information notice with a red error notice; revising the format of the notice; incorporating a “Need to report your own wages?” help link to provide navigation guidance to deemors, representative payees or self-reporters, who may need to switch accounts to report their own wages.

Justification #13: We are revising to clarify language and instructions.

- **Change #14:** We are adding the language on the Choose Worker Error: Ineligible Worker “More info” modal (page 20):

New Language: You may still report wages as a Representative Payee for other listed beneficiaries by returning to the previous screens.

Justification #14: We are revising to clarify language and instructions.

- **Change #15:** We are revising the language on the Choose Worker Error: Ineligible Worker “Need to report your own wages?” Modal. We are revising to clarify language (page 20):

Old Language: Only workers who are receiving Social Security Disability or Supplemental Security Income (SSI) and are working may report wages online.

New Language: Unauthorized Worker. This worker is not authorized for online wage reporting at this time. As a Representative Payee, you can only report wages online for beneficiaries who are working and receiving Social Security Disability and/or Supplemental Security Income (SSI). To report wages or changes in employment for this worker, please contact your local Social Security field office or contact us.

Justification #15: We are revising to clarify language and instructions.

- **Change #16:** We are revising the language and reformatting on the Choose Worker Error: Ineligible Worker (single beneficiary Variant) (page 22): We are replacing the blue information notice with the red error notice; revising formatting of notice and language within notice; and adding a “Need to report your own wages?” help link to provide navigation guidance to deemors, representative payee, or self-reporters who may need to switch accounts to report their own wages.

Justification #16: We are revising to clarify language and instructions.

- **Change #17:** We are revising the language and formatting on the Representative Payee Choose Employer (page 24): We are removing the instruction text from above the employer list box and revising the language in blue information notice; replacing the “more information” help link language with “How do I report work changes?”; and adding “Need to

report your own wages?” help link on the screen to provide navigation guidance to deemors, representative payee or self-reporters who may need to switch accounts to report their own wages.

Justification #17: We are revising to clarify language and instructions.

- **Change #18:** We are making changes on the Representative Payee Choose Employer: “Reporting Work Changes” Modal screen (page 23): We are reformatting examples incorporated a bullet list to enhance readability of work changes to report to provide clarity for the representative payee.

Justification #18: We are revising to clarify language and instructions.

- **Change #19:** We are making changes on the Representative Payee Choose Employer: “Need to report your own wages?” Modal (page23): We are incorporated navigation guidance to display to Representative Payees after selecting the “Need to report your own wages?” help link.

Justification #19: We are revising to clarify language and instructions, and to provide guidance about how to report wages as a self-reporter, deemor.

- **Change #20:** We are making changes on the Representative Payee Choose Employer (single employer variant) screen: We are revising the language above the radio list and revised language in blue information notice; changing the “more information” help link language to “How do I report work changes?; and adding “Need to report your own wages?” help link to provide navigation guidance to deemors, spouses or self-reporters who may need to switch accounts to report their own wages

Justification #20: We are revising to clarify language and instructions.

- **Change #21:** We are making changes on the language on the Self-Reporter Choose Employer Screen: (revisions made for screen consistency with the revised representative Payee screen Change) (page 38): We are removing the text above the radio list; and revising the language in blue information notice and in the “more information” help link.

Justification #21: We are revising to clarify language and instructions.

- **Change #22:** We are making revisions on the Self-Reporter Choose Employer: “Reporting Work Changes” Modal (page 27): We are revising the formatting, and revising the language for types of work changes to report; how to report work changes; and adding a bullet list to enhance readability with examples of work changes to report for user clarity.

Justification #22: We are revising to be consistent with the revised Representative Payee version of the screen in change 39, and to clarify language and instructions.

- **Change #23:** We are replacing the language on the Self-Reporter Choose Employer (single employer variant) (page 40) revisions made for screen consistency with the revised Representative Payee version of the screen (Change #40 below).

Justification #23: We are revising to clarify language and instructions

- **Change #24:** We are making changes on the Representative Payee Choose Employer Error: No Eligible Employers on Record (page 30): We are replacing the blue information notice with the red error notice; revising the formatting of notice and language within notice for user clarity; incorporating a “Need to report your own wages?” help link to provide navigation guidance to deemors or self-reporters who may need to switch

Justification #24: We are revising to clarify language and instructions.

- **Change #25:** We are making revisions to the language and format on the Representative Payee Choose Employer Error: No Eligible Employers on Record “Work Changes” Modal (page 31) for how to report work changes as a representative payee for clarity; and adding bullets listing examples of work changes to report with a bullet list to enhance readability.

Justification #25: We are revising to clarify language and enhance readability.

- **Change #26:** We are revising the language on the Representative Payee Choose Employer Error: No Eligible Employers - “Need to Report your own Wages?” Modal (page 31): We are adding navigation guidance language, which displays to Representative Payees after selecting the “Need to report your own wages?” help link Modal.

Justification #26: We are revising to clarify language and instructions, and to provide guidance about how to report wages as a self-reporter, deemor, along with a link to the Service Options page.

- **Change #27:** We are making revisions on the Representative Payee Choose Employer Error: No Eligible Employers on Record (single employer Variant) (page 31): We are replacing the blue information notice with the red error notice, revising language and format of notice and within notice; and adding a “Need to report your own wages?” help link to provide navigation guidance to deemors; spouses; representative payees; or self-reporters who may need to switch accounts to report their own wages.

Justification #27: We are revising to match the Representative Payee screen changes (Change 28), to clarify language and instructions, and to provide guidance about how to report wages as a self-reporter, deemor.

- **Change #28:** We are making changes on the Self-Reporter Choose Employer Error: No Eligible Employers (page 32): We are replacing the blue information notice with the red error notice; and revising the format and language.

Justification #28: We are revising to match the Representative Payee screen changes (Change #27), and to clarify language and instructions.

- **Change #29:** We are making changes on the Self-Reporter Choose Employer Error: No Eligible Employers “Reporting Work Changes” Modal (page 34): We are replacing the blue information notice with the red error notice; and revising the format and language.

Justification #29: We are revising to match the Representative Payee screen changes (Change #28), and to clarify language and instructions.

- **Change #30:** We are making changes on the Choose Employer Revisited (pending submission) – Multiple Employers on record – Representative Payee Variant screen (page 34): We are removing the yellow warning notice; revising and moving the instruction text to gray shaded row; adding badges in radio list to display number of paystubs entered per employer; and moving the information notice and help link text to blue box.

Justification #30: We are revising to match information to match revised info notice on 'choose employer' screen (Change #38) and to clarify language and instructions.

- **Change #31:** We are making changes on the revising the Choose Employer Revisited (pending submission) – Single employer on record – Representative Payee Variant screen (page 36): We are removing the yellow warning notice; revising and moving the instruction text to gray shaded row; adding badges in radio list to display number of paystubs entered per employer; and moving the information notice and help link text to blue box.

Justification #31: We are revising to match information to match revised info notice on 'choose employer' screen (Change #38).

- **Change #32:** We are making changes on the Choose Employer Revisited (pending submission) – Multiple Employers on record – Self-Reporter Variant screen (page 37): We are removing the yellow warning notice, revising and moving instruction text to gray shaded row; adding badges in radio list to display number of paystubs entered per employer.; and moving information notice and help link text to blue box.

- **Justification #32:** We are revising to match revised info notice on “choose employer” screen on Change #38; and to clarify language and instruction to the user.

- **Change #33:** We are making changes on the Choose Employer Revisited (pending submission) – Single employer on record – Self-Reporter Variant screen (page 39): We are

are removing the yellow warning notice, revising and moving instruction text to gray shaded row; adding badges in radio list to display number of paystubs entered per employer.; and moving information notice and help link text to blue box.

- **Justification #33:** We are revising changes to clarify language and instruction to the user.
- **Change #34:** We are making changes to the following Wage Entry Screen (page 40): revising the format and instruction text under “Gross pay for this pay period”; and adding a “What’s this?” help link to provide additional guidance about reporting gross pay.
- **Justification#34:** We are revising to clarify language and instruction to the user.
- **Change #35:** We are adding a display modal (screen) to the Wage Entry Screen: ‘Gross pay’ Modal (page 41) after users after click the “What’s this?” help link.

Justification #35: We are making this change to provide guidance to users about gross pay in order to help them better understand how to find it on their pay stubs.

- **Change #36:** We are making revisions on the Wage Entry Screen (Representative Payee variant) (page 42): We are revising the format and instruction text under “Gross pay for this pay period; and incorporating a “What’s this?” help link to provide additional guidance about reporting gross pay.

Justification #36: We are revising to clarify language and instructions.

- **Change #37:** We are adding a display modal (screen) on the Wage Entry Screen: “Gross pay” Modal (page 42) after users after click the “What’s this?” help link.

Justification #37: We making this change to provide guidance to users about gross pay in order to help them better understand how to find it on their pay stubs.

- **Change #38:** We are making changes on the Representative Payee Title XVI/Concurrent Wage Report Review Screen (page 44): We are reformatting the text to provide instruction within the appropriate container and under the container title instead of within the warning notice; revising the language of the yellow warning notice; revising the language of the blue information notice; and incorporating the beneficiary name.

Justification #38: We are revising to be consistent with other Representative screens, and to clarify language and instructions.

- **Change #39:** We are making changes on the Representative Payee Title II Wage Report Review Screen (page 44): We are revising the text to provide instructions within the container under the title instead of within the warning notice; revising the language of the

yellow warning notice and the blue information notice for user clarity, and incorporating the beneficiary name.

Justification #39: We are revising to be consistent with other Representative screens, and to clarify language and instructions.

- **Change #40:** We are making changes on the Title XVI/Concurrent Wage Report Review Screen (page 47): We are revising the text to provide instruction within the container under the container title instead of within the warning notice; revising the language of the yellow warning notice; and revising the language of the blue information notice for user clarity.

Justification #40: We are revising to be consistent with other Representative screens, and to clarify language and instructions.

- **Change #41:** We are making changes on the Self-Reporter Title II Wage Report Review Screen (page 49): We are revising text to provide instruction under the title instead of within the warning notice; and revising the language of the yellow warning notice and the blue information notice for user clarity.

Justification #41: We are revising to clarify language and instructions

- **Change #42:** We are making changes on the Title II Representative Payee Wage Report Confirmation Screen (page 50): We are revising the language in the green success notice; moving the language about reporting self-employment earnings and work changes into the green success notice; and adding “need to report your own wages?” guidance, and link to Service Options page into blue information notice for representative payees who need to self-report.

Justification #42: We are revising to clarify language and instructions.

- **Change #43:** We making revisions on the revising the language on the Title II Representative Payee Wage Report Confirmation: Wage Report Receipt (page 51) to include beneficiary name in green success notice.

Justification #43: We are revising to clarify language and instructions.

- **Change #44:** We are making changes on the Title XVI Representative Payee Wage Report Confirmation Page (page 52): We are revising the language in the green success notice for user clarity; and incorporating the “need to report your own wages?” guidance and link to Service Options page into the blue information notice for representative payees who need to self-report.

Justification #44: We are revising to clarify language and instructions.

- **Change #45:** We adding the beneficiary name in the green success notice on the Title XVI Representative Payee Wage Report Confirmation: Wage Report Receipt (page 53).

Justification #45: We are adding to clarify language and instructions.

- **Change #46:** We are making changes on the Concurrent Representative Payee Wage Report Confirmation Page (page 54): We are revising the language in the green success notice; moving the language about reporting self-employment earnings and work changes into green success notice.; and incorporating the “need to report your own wages?” guidance and link to Service Options page in blue information notice for representative.

Justification #46: We are revising to clarify language and instructions.

- **Change #47:** We are making changes on the Title II Self-Reporter Wage Report Confirmation Screen (Self-Reporter Only)(page 55): We are revising the language in the green success notice, and the language information for reporting self-employment/work changes in blue information notice.

Justification #47: We are revising to clarify language and instructions.

- **Change #48(A):** We are making changes on the Title II Self Reporting Wage Report Confirmation Screen (Self Reporter who is also Representative Payee) (Hidden): (this screen revision correlates to Change #48B) (page 56): We are revising the language in the green success notice; and including a hide/ show pattern to provide information to self-reporting users about how to report wages as a representative payee, and quick access to a link back to the Service Options page.

Justification #48(A): We are revising to clarify language and instructions.

- **Change #48(B):** We are making revisions on the Title II Self Reporting Wage Report Confirmation Screen (Self Reporter who is also Representative Payee) (Shown): (this screen revision correlates to Change 48A)(page 56): We are revising the language within green success notice; revising language about reporting self-employment/work changes in blue information notice; adding a hide/ show pattern to provide information to self-reporting users about how to report wages as a representative payee,; and quick access to a link back to the Service Options.

Justification #48(B): We are revising to clarify language and instructions.

- **Change #49:** We are making changes on the Title XVI Self-Reporter Wage Report Confirmation Screen (Self-Reporter Only) (page 57): We are revising the language in the green success notice; and revising the language for reporting self-employment/work changes in the blue information notice.

Justification #49: We are revising to clarify language and instructions.

- **Change #50(A):** We are making changes on the Title XVI Self Reporting Wage Report Confirmation Screen (Self Reporter who is also Representative Payee) (Hidden): (this screen revision correlates to Change#50B)(page 58): We are revising the language within green success notice; revising language about reporting self-employment/work changes in blue information notice; adding a hide/ show pattern to provide information to self-reporting users about how to report wages as a representative payee, and adding quick access to a link back to the Service Options.

Justification #50(A): We are revising to clarify language and instructions.

- **Change #50(B):** We are making changes on the Title XVI Self Reporting Wage Report Confirmation Screen (Self Reporter who is also Representative Payee) (Shown) (this screen revision correlates to Change #50A) (page 59): We are revising the language within green success notice; revising language about reporting self-employment/work changes in blue information notice; adding a hide/ show pattern to provide information to self-reporting users about how to report wages as a representative payee, and adding quick access to a link back to the Service Options.

Justification #50(B): We are revising to clarify language and instructions.

- **Change #51:** We are making changes on the Concurrent Self-Reporter Wage Report Confirmation Screen (Self-Reporter Only) (page 60): We are revising the language within green success notice; revising language about reporting self-employment/work changes in blue information notice; adding a hide/ show pattern to provide information to self-reporting users about how to report wages as a representative payee, and adding quick access to a link back to the Service Options.

Justification #51: We are revising to clarify language and instructions.

- **Change #52(A):** We are making changes on the Concurrent Self Reporting Wage Report Confirmation Screen (Self Reporter who is also Representative Payee) (Hidden): (this screen revision correlates to Change #52B) (page 60): We are revising the language within green success notice; revising language about reporting self-employment/work changes in blue information notice; adding a hide/ show pattern to provide information to self-reporting users about how to report wages as a representative payee, and adding quick access to a link back to the Service Options.

Justification #52(A): We are revising to clarify language and instructions.

- **Change #52(B):** We are revising the language on the Concurrent Self Reporting Wage Report Confirmation Screen (Self Reporter who is also Representative Payee) (Shown):

(this screen revision correlates to Change #52A) (page 61): We are revising the language within green success notice; revising language about reporting self-employment/work changes in blue information notice; adding a hide/ show pattern to provide information to self-reporting users about how to report wages as a representative payee, and adding quick access to a link back to the Service Options.

Justification #52(B): We are revising to clarify language and instructions.

We will implement these updates upon OMB's approval.

Justification for Resubmission of the Collection within One Year of Office of Management and Budget's (OMB) Approval

We are implementing the changes above within one year of OMB's approval, because we developed the myWageReport application using a method that focuses on adaptability and user satisfaction, and is broken into incremental builds. These updates incorporate enhancements and respond to myWageReport user needs. With the roll out of the Individual Representative Payee Portal (IRPP) within the mySSA application, we are implementing changes to the navigation paths myWageReport and mySSA users currently see. We will implement these changes, and display the appropriate wage reporting screens and options to the user based on their role of Representative Payee, Self-Reporter, or Deemor. The path will contain language changes and the introduction of modals and screens to provide clarity to the user. The new screens will display specific information for Title II, Title XVI, and Concurrent beneficiaries and reporters. The information the reporters and items displayed to the Self-Reporter will be different from the Representative Payee reporting wages for a beneficiary. Since the method we used for development focuses on adaptability, we will likely need to submit subsequent Change Requests for further minor revisions as the need arises.