

MyWage Reporting

Office of Management & Budget (OMB) Screen Package Revisions (October 2019 Updates)

myWage Reporting Release 8 Screen Changes

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Document Version Information

The previous (Release 7) screen package was updated during the mySSA Core Assets release 5. Several non-substantive updates were made. Updates are itemized below, with screenshots and summaries of each change. Changes since Release 7 OMB screen change request approval:

- Wage Entry Screen
- Empty wage table error screens
- Representative Payee Choose Employer Screens
- Representative Payee Review Screens
- Self-Reporter confirmation screens for users who are also Representative Payees

Summary of Changes

Version Number	Date	Content Revisions
0.1	10/24/2019	1.1. Revised Self-Reporter Wage Entry Screen: Removed the additional guidance about direct deposit information under date paid field to reduce user confusion based on usability testing results.
		1.2.2. Revised Representative Payee Wage Entry Screen: Removed the additional guidance about direct deposit information under date paid field to reduce user confusion based on usability testing results.
		2.1.2. Revised Empty Wage Table – No Data Entered/Single Employer on Record: Replaced the word 'paycheck' with 'pay stub' in order to maintain consistent terminology throughout myWageReporting.
		2.2.2. Revised Empty Wage Table – No Data Entered/Multiple Employers on Record: Replaced the word 'paycheck' with 'pay stub' in order to maintain consistent terminology throughout myWageReporting.
		2.3.2. Revised Empty Wage Table – Data Entered/Multiple Employers on Record: Replaced the word 'paycheck' with 'pay stub' in order to maintain consistent terminology throughout myWageReporting.
		3.1.2. Revised Representative Payee Choose Employer: Revised language in blue notice to say "your local Social Security Field Office" instead of "your local Field office" in order to maintain consistent phrasing throughout myWage Reporting
		3.2.2. Revised Representative Payee Choose Employer (Return Variant): Revised language in blue notice to say "your local Social Security Field Office" instead of "your local Field office" in order to maintain consistent phrasing throughout myWage Reporting
		3.3.2. Revised Representative Payee Choose Employer (Single Employer Variant): Revised language in blue notice to say "your local Social Security Field Office" instead of "your local Field office" in order to maintain consistent phrasing throughout myWage Reporting
		3.4.2. Revised Representative Payee Choose Employer (Single Employer: Return Variant): Revised language in blue notice to say "your local Social Security Field Office" instead of "your local Field office" in order to maintain consistent phrasing throughout myWage Reporting
		4.1.2. Revised Title II Representative Payee Review Screen: Revised language in header of container to say " <i>Report for [Beneficiary name]</i> " instead of " <i>[Representative Payee Name]'s report for [Beneficiary's name]</i> " to reduce user confusion based on usability testing feedback.
		4.2.2. Revised Title XVI/Concurrent Representative Payee Review Screen: Revised language in header of container to say " <i>Report for [Beneficiary name]</i> " instead of " <i>[Representative Payee Name]</i> 's report for [Beneficiary's name]" to reduce user confusion based on usability testing feedback.
		5.1.2. Revised Title II Wage Report Confirmation Screens for self-reporter users who are also Rep Payees Removed conditional guidance about how to navigate to report wages as a representative payee for self-reporters who are also representative payees. Users who are self-reporters and representative payees will see the same language as users who are only self-reporters on the self-reporter confirmation screen. This is to reduce user confusion based on feedback gathered during usability testing.
		5.2.2. Revised Title XVI Wage Report Confirmation Screens for self-reporter users who are also Rep Payees Removed conditional guidance about how to navigate to report wages as a representative payee for self-reporters who are also representative payees. Users who are self-reporters and representative payees will see the same language as users who are only self-reporters on the self-reporter confirmation screen. This is to reduce user confusion based on feedback gathered during usability testing.
		5.3.2. Revised Concurrent Wage Report Confirmation for Self-Reporter users who are also Rep Payees Removed conditional guidance about how to navigate to report wages as a representative payee for self-reporters who are also representative payees. Users who are self-reporters and representative payees will see the same language as users who are only self-reporters on the self-reporter confirmation screen. This is to reduce user confusion based on feedback gathered during usability testing.
		6.2. Revised myWage Reporting Exit Warning Confirmation: Revised language for clarity to be briefer. Resolve issue of truncating text in internet Explorer.
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1. Wage Entry Screen

1.1. Self-Reporter Wage Entry Screen

1.1.1. Original Self Reporter Wage Entry Screen

(R7 Comprehensive Screen Package # 2.1.4.2.)

	Social Security		Jane Doe	Sign Out
Wage F	eporting			
Add P	ay Stub for Employer 1			
Pay peri Month Gross p Gross pa Gross'. What dat If you reco Month 	Day Year Image: Second Seco	Pay period end Month Day Year Day Year Day Year Month Day Year Month Day Month Day Year Month Day Year) ne 'Net Pay' d	ər 'YTD

1.1.2. Revised Self-Reporter Wage Entry Screen

Social Security	Jane Doe Sign Out
Wage Reporting	
Add Pay Stub for Employer 1	
Pay period start Month Day Year Image: Second start Gross pay for this pay period () What's this? Gross pay might be listed on a pay stub as 'Current Total', 'Current Androsos'. \$ What date were you paid? Month Day Year Image: Second start	Pay period end Month Day Year The Pay of the Pay' or 'YTD mount', or something similar. Do not enter the 'Net Pay' or 'YTD
Update	

1.2. Representative Payee Wage Entry Screen

1.2.1. Original Representative Payee Wage Entry Screen

(R7 Comprehensive Screen Package # 3.1.5.2.)

Social Security	Jane Doe	Sign Out
Wage Reporting		
Add Pay Stub for Employer 1		
Pay period start Pay period end Month Day Year Image: Start Month Day Image: Start Image: Start Image: Start Graces pay for this pay period @ What's thic? Image: Start	ar V	
Gross pay not this pay period what's this? Gross pay might be listed on a pay stub as 'Current Total', 'Current Amount', or something similar. Do not Gross'. \$ What date was, John Apple paid?	enter the 'Net Pay' o	or 'YTD
If John Apple receives direct deposit, this is the date the wages were deposited into an account. Month Day Year Image: Second		
Update		

1.2.2. Revised Representative Payee Wage Entry Screen

10X 80X	Social Security	Jane Doe Sign Out
٧	lage Reporting □	
	Add Pay Stub for Employer 1	
	Pay period start	Pay period end
	Month Day Year	
	Gross pay for this pay period ? What's this?	
	Gross pay might be listed on a pay stub as "Current Gross".	t Total", "Current Amount", or something similar. Do not enter the "Net Pay" or "YTD
	\$	
	What date was John Apple paid?	
	Month Day Year	
	Update Cancel	

Empty Wage Entry Table: Error Screens *Empty Wage Table – No Data Entered/Single Employer on Record* Original Empty Wage Table – No Data Entered/Single Employer on Record

(R7 Comprehensive Screen Package # 2.3.5/ #3.3.8.)

<i>my</i> 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	

2.1.2. Revised Empty Wage Table - No Data Entered/Single Employer on Record



2.2. Empty Wage Table – No Data Entered/Multiple Employers on Record

2.2.1. Original Empty Wage Table – No Data Entered/Multiple Employers on Record

(R7 Comprehensive Screen Package # 2.3.6./ # 3.3.9.)



2.2.2. Revised Empty Wage Table – No Data Entered/Multiple Employers on Record

<i>my</i> Social Security	John Doe Sign Out
Wage Reporting Please enter pay stub information for an employer before proceeding. Go back to enter pay stub information for Employer 1, or choose a different employer to report for.	
Go Back Choose Different Employer Exit	

2.3. Empty Wage Table – Data Entered/Multiple Employers on Record 2.3.1. Original Empty Wage Table – Data Entered/Multiple Employers on Record

(Comprehensive Screen Package # 2.3.7. / #3.3.10)



2.3.2. Revised Empty Wage Table – Data Entered/Multiple Employers on Record



3. Representative Payee Choose Employer Screen

3.1. Representative Payee Choose Employer

3.1.1. Original Representative Payee Choose Employer

(R7 Comprehensive Screen Package #3.1.4.)

<i>my</i> Social Security	Jane Doe Sign Out
Wage Reporting	
Choose Employer for John Apple	
Select an employer below to report wages for:	
O Employer 1 123 Address Lane, Baltimore, MD 12345	
O Employer 2 123 Address Lane, Baltimore, MD 12345	
O Employer 3 123 Address Lane, Baltimore, MD 12345	
Need to report your own wages?	
Employer not listed? If you need to report wages for an employer not listed above, or have self- Representative Payee, please contact us or your local field office. @ How	employment earnings or work changes to report as a do I report work changes?
Next Previous Exit	

3.1.2. Revised Representative Payee Choose Employer

wy Social Security	Jane Doe Sign Out
Wage Reporting	
Choose Employer for John Apple	
Select an employer below to report wages for:	
O Employer 1 123 Address Lane, Baltimore, MD 12345	
O Employer 2 123 Address Lane, Baltimore, MD 12345	
O Employer 3 123 Address Lane, Baltimore, MD 12345	
Need to report your own wages?	
Employer not listed? If you need to report wages for an employer not listed above, or have self Representative Payee, please contact us or your local Social Security field	employment earnings or work changes to report as a ld office.
Next Previous Exit	
]	Page 10

3.2. Representative Payee Choose Employer (Return Variant) 3.2.1. Original Representative Payee Choose Employer (Return Variant)

(R7 Comprehensive Screen Package # 3.2.4.)

() my Social Security		John	Doe Si <mark>g</mark> n Out
Wage Reporting			
Choose Employer for John Apple			
Wages have been entered for 1 of 3 employers report, confirm all details on the Wage Report Revi Select an employer below to report wages for:	 To enter additional wages, ew and submit before exiting. 	select an employer below.To complete	this wage
O Employer 1 123 Address Lane, Baltimore, MD 12345	1 Pay Stub Entered		
O Employer 2 123 Address Lane, Baltimore, MD 12345			
O Employer 3 123 Address Lane, Baltimore, MD 12345			
Employer not listed? If you need to report wages for an employer not Representative Payee, please contact us or you	ot listed above, or have self-e our local field office.	mployment wages or work changes to to I report work changes?	report as a
Next Return to Review Exit			

3.2.2. Revised Representative Payee Choose Employer (Return Variant)

my	Social Security	John Doe Sign Out
Wage Report	ing 😼	
Choose Emp	oloyer for John Apple	
Wages have bee report, confirm all Select an employ	n entered for 1 of 3 employers. To enter additional wages, select I details on the Wage Report Review and submit before exiting. yer below to report wages for:	an employer below.To complete this wage
O Employer 1 123 Address	s Lane, Baltimore, MD 12345	
O Employer 2 123 Address	s Lane, Baltimore, MD 12345	
O Employer 3 123 Address	s Lane, Baltimore, MD 12345	
Employer no If you need to Representation	ot listed? o report wages for an employer not listed above, or have self-emplo ive Payee, please contact us or your local Social Security field office o Review Exit	eyment earnings or work changes to report as a e. I How do I report work changes?

3.3. Representative Payee Choose Employer (Single Employer Variant) 3.3.1. Original Representative Payee Choose Employer (Single Employer Variant)

(R7 Comprehensive Screen Package # 3.2.3..)

wy Social Security	Jane Doe Sign Out
Wage Reporting	
Choose Employer for John Apple	
Please confirm the employer you are reporting wages for:	
O Employer 1 123 Address Lane, Baltimore, MD, 12345	
Need to report your own wages?	
Employer not listed? If you need to report wages for an employer not listed above, or have self-employment earnings or work ch Representative Payee, please contact us or your local field office. How do I report work changes?	nanges to report as a
Next Previous Exit	

3.3.2. Revised Representative Payee Choose Employer (Single Employer Variant)

<i>my</i> Social Security	Jane Doe Sign Out
Wage Reporting	
Choose Employer for John Apple	
Please confirm the employer you are reporting wages for:	
O Employer 1 123 Address Lane, Baltimore, MD, 12345	
Need to report your own wages?	
Employer not listed?	
If you need to report wages for an employer not listed above, or have self-employment earnings or work Representative Payee, please contact us or your local Social Security field office. How do I report v	k changes to report as a work changes?
Next Previous Exit	

3.4. Representative Payee Choose Employer (Single Employer: Return Variant) 3.4.1. Original Representative Payee Choose Employer (Single Employer: Return Variant)

(R7 Comprehensive Screen Package # 3.2.4.1.)

wy Social Security	John Doe Sign Out		
Wage Reporting			
Choose Employer for John Apple			
Wages have been entered for this employer. You can still enter additional wages for this employed confirm all details on the Wage Report Review and submit before exiting.	over. To complete this wage report,		
Select the employer below to report more wages:			
O Employer 1 123 Address Lane, Baltimore, MD, 12345			
Employer not listed?			
If you need to report wages for an employer not listed above, or have self-employment wages or work changes to report as a Representative Payee, please contact us or your local field office. How do I report work changes?			
Next Return to Review Exit			

3.4.2. Revised Representative Payee Choose Employer (Single Employer: Return Variant)

<i>my</i> Social Security	John Doe Sign Out
Wage Reporting	
Choose Employer for John Apple	
Wages have been entered for this employer. You can still enter additional wages for this employer. confirm all details on the Wage Report Review and submit before exiting.	To complete this wage report,
Select the employer below to report more wages:	
C Employer 1 123 Address Lane, Baltimore, MD, 12345 2 Pay Stubs Entered	
Employer not listed? If you need to report wages for an employer not listed above, or have self-employment earnings or Representative Payee, please contact us or your local Social Security field office. How do I report	work changes to report as a rt work changes?
Next Return to Review Exit	

4. Representative Payee Review Screen 4.1. Title II Representative Payee Review Screen

4.1.1. Original Title II Representative Payee Review Screen

(R7 Comprehensive Screen Package #3.1.6.1.)

<i>my</i> Social Se	ecurity		Jane Doe Sign Out
Wage Reporting			
This wage report has not be	en submitted yet!]
Wage Report Review for Confirm the information below and selecting "Report Additional Wages	John Apple select "Submit" to comple " below.	te this wage report, or enter pay stub	is from additional employers by
Employer 1 Wages			Edit
Pav period	Gross Pav	Pav Date	
04/28/2017 - 05/12/2017	\$350.00	05/13/2017	
05/13/2017 - 05/26/2017	\$350.00	05/27/2017	
Ready to submit this wage This report cannot be change your local Social Security fiel Submit Report Additional Wa	report? ed online after submitting. d office or contact us. ages Exit	To make any changes after submittir	ng this report you will need to contact

4.1.2. Revised Title II Representative Payee Review Screen

my Social Sec	curity		Jane Doe Sign Out
Wage Reporting			
This wage report has not beer	submitted yet!		
Wage Report Review for J Confirm the information below and s selecting "Report Additional Wages" Report for John Apple (***-**-	ohn Apple elect "Submit" to comple below. 0000)	te this wage report, or enter pay stubs fr	om additional employers by
Employer 1 Wages			Edit
How frequently is John Apple paid by	/ this employer? Every	Two Weeks	
Pay period	<u>Gross Pay</u>	Pay Date	
04/28/2017 - 05/12/2017	\$350.00	05/13/2017	
05/13/2017 - 05/26/2017	\$350.00	05/27/2017	
Ready to submit this wage ready to submit this wage ready to submit this wage ready our local Social Security field Submit Report Additional Wage	eport? online after submitting. office or contact us. es Exit	To make any changes after submitting t	his report you will need to contact

4.2. *Title XVI/Concurrent Representative Payee Review Screen* 4.2.1. Original Title XVI/Concurrent Representative Payee Review Screen

(R7 Comprehensive Screen Package #3.1.6.2.)

my Social Se	ecurity		Jane Doe Sign Ou
/age Reporting			
This wage report has not be Make sure to enter all pay stu	en submitted yet! bs received in January be	ore submitting.	
Wage Report Review for Confirm the information below and selecting "Report Additional Wage	John Apple select "Submit" to comple " below.	te this wage report, or enter pay stubs	s from additional employers by
Jane Doe's Report for John	Apple (***_**-0000)		
Employer 1 Wages			Edit
How frequently is John Apple paid	by this employer? Every	Two Weeks	
Pay period	Gross Pay	Pay Date	
04/28/2017 - 05/12/2017	\$350.00	05/13/2017	
05/13/2017 - 05/26/2017	\$350.00	05/27/2017	
Ready to submit this wage This wage report for John Ap this report you will need to co Submit	report? ple must include all wages intact your local field office	paid by all employers in January. To or contact us.	make any changes after submitting

4.2.2. Revised Title XVI/Concurrent Representative Payee Review Screen

my Social Se	ecurity	Jane Doe Sign Out
Wage Reporting		
This wage report has not be Make sure to enter all pay stu	en submitted yet! bs received in January bel	fore submitting.
Wage Report Review for Confirm the information below and selecting "Report Additional Wages	John Apple Select "Submit" to comple " below.	te this wage report, or enter pay stubs from additional employers by
Report for John Apple (***-*	*-0000)	
Employer 1 Wages		Edit
How frequently is John Apple paid	by this employer? Every	Two Weeks
Pay period	<u>Gross Pay</u>	Pay Date
04/28/2017 - 05/12/2017	\$350.00	05/13/2017
05/13/2017 - 05/26/2017	\$350.00	05/27/2017
Ready to submit this wage This wage report for John Ap this report you will need to co Submit Report Additional Wage	report? ple must include all wages ntact your local Social Se les Exit	s paid by all employers in January. To make any changes after submitting curity field office or contact us.

5. Wage Report Confirmation Screens for Self-Reporter (SR) Users who are also Rep Payees(RP)

- 5.1. Title II Wage Report Confirmation for SR users who are also RP
- 5.1.1. Original Title II Wage Report Confirmation for SR users who are also Rep Payees



WISTRA	
Wa	ge Reporting
	Your wage report was successfully submitted at 1:00 PM on March 10, 2017. We recommend that you print or save a copy of the wage report receipt for your records.
	View Receipt
6	Have you had any changes in employment, or are you self employed?
	To report work changes or self-employment earnings, please contact your local Social Securty field office or contact us.
Don	e Add New Wage Report

5.2. Title XVI Wage Report Confirmation for SR users who are also Rep Payees

5.2.1. Original Title XVI Wage Report Confirmation for SR users who are also Rep Payees

(R7 Comprehensive Screen Package #2.1.8.2.1..)

	my Social Security	John Doe	Sign Out
Wag	e Reporting		
	Your wage report for May 2019 was successfully submitted at 1:00 PM on June 20, 2019. We recommend that you print or save a copy of the wage report receipt for your records. Please report your wages for June in the first six days of July to avoid incorrect payments. To report any w received before May 2019, contact your local Social Security field office or contact us.	ages that you	
	View Receipt		
1	Have you had any changes in employment, or are you self-employed? To report work changes or self-employment earnings, please contact your local Social Securty field office of	or contact us.	
	✓ Need to report wages as a Representative Payee?		
Done			
(Shown	n)		
() H	Have you had any changes in employment, or are you self-employed? To report work changes or self-employment earnings, please contact your local Social Securty field office	or contact us.	
	Need to report wages as a Representative Payee? If you are a Representative Payee for someone who is working and receiving Supplemental Security Ind Social Security Disability Insurance, you can report their wages by returning to the Service Options pag "Representative Payee Services".	come (SSI) an e and selectin	d/or g
Done			

5.2.2. Revised Title XVI Wage Report Confirmation for SR users who are also Rep Payees



5.3. Concurrent Wage Report Confirmation Screen for SR users who are also Rep Payees

5.3.1. Original Concurrent Wage Report Confirmation for SR users who are also Rep Payees

(R7 Comprehensive Screen Package #2.1.3.1.)



5.3.2. Revised Concurrent Wage Report Confirmation for SR users who are also Rep Payees



6. myWage Reporting Exit Warning Confirmation

6.1. Original Exit Warning Confirmation



6.2. Revised Exit Warning Confirmation

