

MWRweb



**Multiple Worksite Report Web System
(MWRweb)**

State Reference Documentation

**Division of Business Establishment Systems
(December 2006)**

Table of Contents

MULTIPLE WORKSITE REPORT WEB (MWRWEB) SYSTEM	1
MWRWEB OVERVIEW	1
MWRWEB FEATURES	2
SELECT A UI ACCOUNT WINDOW.....	5
WELCOME AND UI ACCOUNT INFORMATION WINDOWS	7
WELCOME WINDOW	7
UI ACCOUNT INFORMATION WINDOW.....	8
MONTHLY EMPLOYMENT AND TOTAL WAGES DATA	11
EMPLOYMENT AND WAGES FOR EXISTING WORKSITES.....	11
CORRECTING AND EXPLAINING DATA	14
UPDATING OTHER DATA FOR EXISTING WORKSITES.....	15
ADDING NEW WORKSITES	19
ADDING NEW WORKSITES	19
DELETING WORKSITES.....	21
WORKSITE PERMANENTLY CLOSED	21
REVIEWING WORKSITE DATA.....	23
PRINT, VIEW, AND REVIEW WORKSITE DATA	23
MODIFY EMPLOYMENT AND WAGE DATA PRIOR TO SUBMISSION.....	27
REPORTING OTHER CHANGES	29
ACQUISITION, SALE, MERGER OR REORGANIZATION.....	29
SUBMITTING QUARTERLY MWR DATA TO BLS.....	31
SUBMIT DATA.....	31
INDEX.....	33

Multiple Worksite Report Web (MWRweb) System

MWRweb Overview

The Multiple Worksite Report Web (MWRweb) system was developed by BLS staff in Washington, DC with technical assistance provided by State QCEW staff. It provides solicited multiple worksite reporters an opportunity to provide their quarterly MWR data via paperless reporting to BLS.

In support of MWRweb, State systems (EXPO-202 and WIN-202) solicit and receive MWR data and accommodate necessary file transfers. The MWRweb windows have also undergone various usability testing by real reporters.

Solicited reporters have a temporary account number and temporary password printed on their paper MWR form. They can use this information in order to begin accessing MWRweb. During the initial registration process, they will receive a permanent account number and also create a personal and more permanent password.

After the reporter accesses MWRweb and gets through the first couple of windows, the reporter provides current monthly employment counts and total wages for the quarter, adds and reports new worksites (if needed), and indicates worksites that should be deleted (such out-of-business locations). Additional worksite data can be modified, if necessary, including the Trade (Business) Name, Physical Location Address information, and Reporting Unit Description.

Once the reporter has finished entering the quarterly data for their worksite, they can review their worksite information prior to submitting the data to BLS. They can also indicate, prior to data submission, whether a reporting change has occurred for their company: acquired, sold, merged, reorganized, or opened a new UI account.

After the reporter submits their MWR data to BLS, their reporting for that quarter is ended. The reporter can still access MWRweb again during the same quarter if desired, but they can only view their worksite data at that point.

The MWRweb system does not accept updates after the data are submitted by the reporter for the quarter. Once the reporter submits their data via the MWRweb system, the data is passed to the appropriate State. If corrections are needed, the reporter must contact the State.

MWRweb Features

The reporter may notice several window features that are common in the system. These are listed and briefly described below.

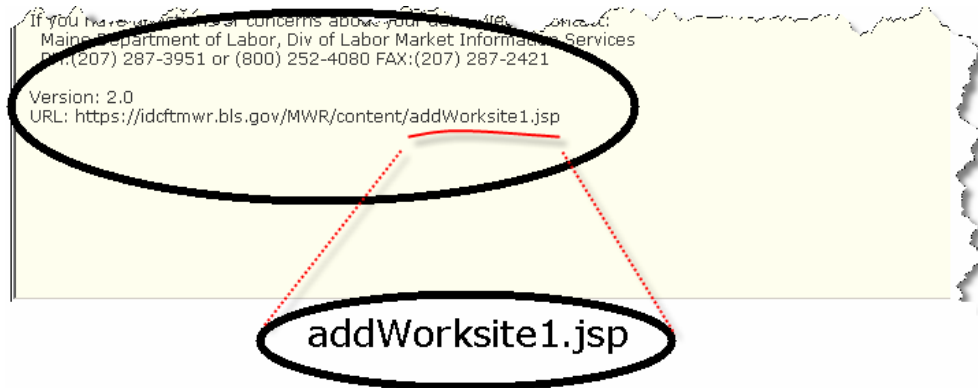
UI Account Number, State Name, and Legal Name - The current UI Account Number and applicable State Name of the reporter are listed near the top of most windows. The Legal Name for the account is also listed.

Prior quarter monthly employment and total wages data - Prior quarter employment and total wages are shown in the window where current quarter data are entered. Prior quarter data are supplied by the appropriate State each quarter. In cases where a reporter failed to report in the previous quarter, the State's processing system will determine what is displayed as prior quarter data. For example, if the State's processing system imputes missing data, then the MWRweb system will display imputed data as prior quarter data. When no prior quarter data are supplied by the State, the MWRweb system will not display the data fields for prior quarter. Prior quarter data are not editable by the reporter in MWRweb.

Monthly employments and total wages summary - In this window, the system provides the sum of employment for each month and the total wages for the current quarter. The window also reminds the reporter that the employment and wage totals displayed should match those reported on the Quarterly Contributions Report (QCR). To assist the reporter in verifying this match, the state's QCR form name and number are provide on this window.

Editing - The system applies logical edits to the address fields, monthly employments, and total wage fields.

Window names - Though all windows may not have titles, each window has a unique URL address. For this reason, the last portion of the URL address is used throughout this document as the unique identifier for windows with no titles. For windows with titles, the last portion of the URL address will be provided as a parenthetical reference. States may also choose to identify windows using the URL address (for example, if they need to contact BLS with a question about a window). The URL address is located in the lower left corner of each window, just below the version number.



State contact information - Each window in the system shows appropriate State contact information, including State agency name and corresponding phone and fax numbers.

Online help content - The online help for the system is accessible at any time by selecting "Help" in the upper right corner of a window. The instructions are very straightforward, simple, and normally written as a basic extension of the phrase "How Do I".

E-mail address help link - Each window contains an e-mail address link that can be used by the reporter if technical problems are encountered while using the system. The address listed is mwr.helpdesk@bls.gov

Select a UI Account Window

Select a UI Account (selectUI2.jsp)

This window is the first window displayed to a reporter – if they are reporting MWR data for more than one UI account. Otherwise, the Welcome screen is shown first.



ACCESS

If the account has multiple UI account numbers, the selectUI2.jsp window can be accessed from most windows by clicking on the "Homepage" link or the "Change UI Account" link. Once processing is complete, clicking the Continue button in the thankYouPlus.jsp window will also take you back to the selectUI2.jsp window.

DESTINATIONS

Once a reporter is in the Select a UI Account (selectUI2.jsp) window, it is possible for them to access or to be transferred to one of the windows listed below.

- Worksite Selection List (viewWorksites.jsp)
- Thank you for completing the Multiple Worksite Report on the Web (thankYouPlus.jsp)

After MWR data are submitted to BLS for each UI account, the word Yes will appear in the "Done?" column for that UI account.

Welcome and UI Account Information Windows

Welcome Window

The Welcome window is the first window displayed to a reporter each time they access the MWRweb system.

There are various items specific to the Welcome window. They include:

State Name - The name of the State or territory to which the company reports for Unemployment Insurance (UI) purposes.

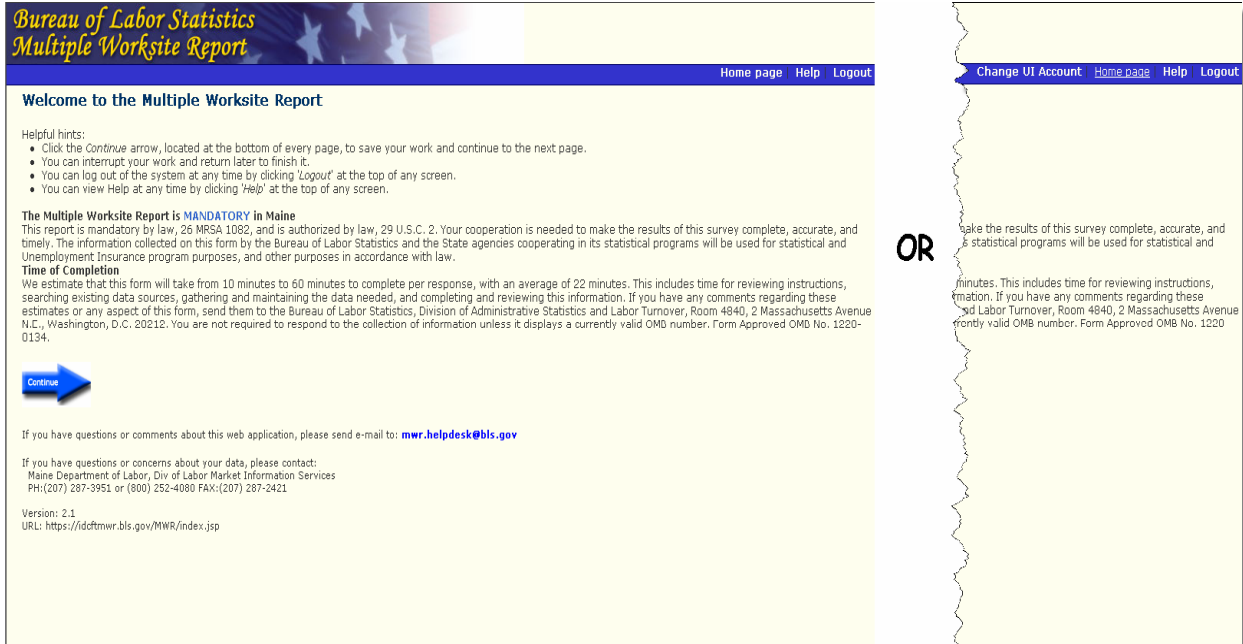
Authorization statement - The authorization statement indicates whether or not the State, to whom the company reports to for Unemployment Insurance (UI) purposes, mandates the provision of quarterly MWR data or makes the provision of the data voluntary.

Time of Completion statement - The time of completion statement provides an estimate of the time needed to provide the MWR data each quarter. Also included in the statement is the Bureau of Labor Statistics' national office address for sending comments.

Helpful hints - Helpful hints provide some very basic instructions near the top of the window for the reporter (navigating, how to logout, etc).

Reporters with multiple UI accounts see a slightly different Welcome window. The Welcome window for such reporters includes the "Change UI Account" link located in the top right corner of the screen. The "Change UI Account" is not an option for reporters with only one UI account.

An example of the Welcome window is shown below (index.jsp).



UI Account Information Window

The UI Account Information window is shown only once each quarter: when the respondent accesses the system for the first time. It appears after the Welcome window.

There are various items specific to the UI Account Information window. They include:

UI Account Number - The ten-position Unemployment Insurance account number assigned to the respondent (company) by their State.

State - The name of the State or territory to which the company reports for Unemployment Insurance (UI) purposes.

Legal Name - The name of the account for legal purposes. It applies to every worksite in the account. The Legal Name in the window can be updated if necessary.

An example of the UI Account Information window is shown below (uiAccountinfo.jsp).

Multiple Worksite Report

[Home page](#) | [Help](#) | [Logout](#)

UI Account Information

Here is the information for LAMEY WELLEHAN:
UI Account Number 0014815007
State Maine
Legal Name
(You can correct the Legal Name, if you wish)

 Continue

If you have questions or comments about this web application, please send e-mail to: mwr.helpdesk@bls.gov

If you have questions or concerns about your data, please contact:
Maine Department of Labor, Div of Labor Market Information Services
PH:(207) 287-3951 or (800) 252-4080 FAX:(207) 287-2421

Version: 2.0
URL: <https://idcfmwr.bls.gov/MWR/content/uiAccountInfo.jsp>

Monthly Employment and Total Wages Data

Employment and Wages for Existing Worksites

After the UI Account Information window, the first window that the reporter will normally see is a listing of existing worksites in their account. It is from here that the reporter will begin entering their employment and wages data for the current quarter.

The process of entering employment and wage data for a particular worksite begins in the Worksite Selection List (viewWorksites.jsp) window, where the worksite is selected. Once a worksite is selected, another window appears (updateEmployment.jsp), providing the reporter with the ability to enter their employment and wage data.

Worksite Selection List (ViewWorksites.jsp)

The Worksite Selection List (viewWorksites.jsp) window, pictured below, provides the reporter with the list of worksites in their account. The worksites can be sorted by Business Name, Description (Reporting Unit Description), Address, City/State, or Zip.

Multiple Worksite Report
Home page Help Logout

UI Account Number: 0014815007 State: Maine Legal Name: Legal Name
 To enter employment and wage data for each worksite, click the *Select* buttons.
 To sort worksites, select a display order in the drop-down list. The symbol ▲ shows you the current sort.
Tip: When you update a worksite, you can place any useful text in its *Description*. Example: Store #3.
Additional benefit: When you sort the list by *Description*, the system will display the worksites in that order.

[Add a worksite to this list](#) Sort by:

	Done?	Business Name ▲	Description	Address	City / State	Zip
Select		Business Name	DRY GOODS STORE	123 MAIN STREET	CITY, ME	04330-0433
Select		DISTRIBUTION CENTER		54 CANAL ST	LEWISTON, ME	04240-0424
Select		LAMEY-WELLEHAN	STORE B06	COOK'S CORNER, BATH RD	BRUNSWICK, ME	04011-0401
Select		LAMEY-WELLEHAN	STORE S07	238 MAINE MALL	SOUTH PORTLAND, ME	04106-0410
Select		LAMEY-WELLEHAN	STORE N08	940 TURNER STREET	AUBURN, ME	04210-0421
Select		LAMEY-WELLEHAN	STORE F02	U S ROUTE 1	FALMOUTH, ME	04105-0410
Select		Legal Name	STORE R-04	BANGOR MALL	BANGOR, ME	04401-0440
Select		Legal Name	STORE W05	74 MAIN STREET	WATERVILLE, ME	04901-0490
Select		Legal Name	CORPORATE HEADQUARTERS	940 TURNER STREET	AUBURN, ME	04210-0421

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Version: 2.0
 URL: <https://idftmwr.bls.gov/MWR/content/viewWorksites.jsp>

ACCESS

The Worksite Selection List (ViewWorksites.jsp) window can be accessed from the following five windows:

- UI Account Information (uiAccountInfo.jsp)
- Step 1 – Add a Worksite (AddWorksite1.jsp)
- Step 2 – Add a Worksite (addWorksite3.jsp)
- updateEmployment1.jsp; window where the reporter enters the monthly employments and total wages for the selected worksite for the current quarter.
- updateEmployment2.jsp; window where reporter confirms and/or explains flagged current quarter employment and/or total wage data

DESTINATIONS

Once a reporter is in the Worksite Selection List (viewWorksites.jsp) window, it is possible for them to access or to be transferred to one of the windows listed below.

- Step 1 – Add a Worksite (addWorksite1.jsp)
- updateEmployment1.jsp

As current quarter monthly employment and total wages data are provided for the listed worksites, the "Done?" column is populated with the word "Yes." The Worksite Selection List window continues to be available if at least one worksite is **not** "Done."

Multiple Worksite Report

UI Account Number: 0014815007 State: Maine Legal Name: Legal
To enter employment and wage data for each worksite, click the *Select* button.
To sort worksites, select a display order in the drop-down list. The symbol indicates the current sort order.
Tip: When you update a worksite, you can place any useful text in its *Description* field.
Additional benefit: When you sort the list by *Description*, the system will sort the list by the *Description* field.

[Add a worksite to this list](#) Sort by:

	Done?	Business Name ▲	Description	
Select	yes	Business Name	DRY GOODS STORE	123
Select	yes	BUSINESS NAME	WIDGET FACTORY	123 M
Select	yes	BUSINESS NAME	WIDGET STORE	456 M
Select	yes	DISTRIBUTION CENTER	WAREHOUSE	789 W
Select	yes	BUSINESS NAME	STORE 15	123 M
Select	yes	BUSINESS NAME	BIGGEST STORE	123
Select	yes	LAMEY-WELLEHAN	STORE N08	940
Select	yes	LAMEY-WELLEHAN	STORE 502	U 9

Entering Employment and Wage Data (updateEmployment1.jsp):

The reporter enters monthly employment and total wages data for the current quarter in the window shown below. Prior quarter data, if available, are shown for the worksite. However, prior quarter data can not be edited. An example of the window is shown below with current quarter data entered.

Multiple Worksite Report

UI Account Number: 0014815007 State: Maine Legal Name: Legal Name [Home page](#) [Help](#) [Logout](#)

Business Name: BUSINESS NAME
 Worksite Description: WIDGET FACTORY
 Address: 123 MAIN STREET
 CITY, ME 04401-0440
[Update this worksite information](#)

Quarter ending June 30, 2005				Quarter ending September 30, 2005			
Number of Employees			Quarterly Wages	Number of Employees			Quarterly Wages
Apr	May	Jun		Jul	Aug	Sep	
9	9	10	\$ 34,626.00	10	10	11	\$ 35,426.00

[Continue](#)

[Cancel and Return to the Worksite Selection list](#)

If you have questions or comments about this web application, please send e-mail to: mwr.helpdesk@bls.gov

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 PH:(207) 287-3951 or (800) 252-4080 FAX:(207) 287-2421

Version: 2.0
 URL: <https://idftmwr.bls.gov/MWR/content/updateEmployment1.jsp>

ACCESS

The updateEmployment1.jsp window can be accessed from the following five windows:

- Worksite Selection List (viewWorksites.jsp)
- Step 2 – Add a Worksite (addWorksite3.jsp)
- Step 1 – Update a Worksite (updateWorksite1.jsp)
- Step 2 – Update a Worksite (updateWorksite3.jsp)
- Compare and Review Worksite Data (viewSummary.jsp)

DESTINATIONS

Once a reporter is in the updateEmployment1.jsp window, it is possible for them to access or to be transferred to one of the windows listed below.

- Worksite Selection List (viewWorksites.jsp)
- updateEmployment2.jsp; window where reporter confirms and/or explains flagged current quarter employment and/or total wage data
- Compare and Review Worksite Data (viewSummary.jsp)

Correcting and Explaining Data

Monthly employment and total wage data are edited by MWRweb. If data entered for the current quarter appear questionable (fluctuate unusually high or low when compared to previous data), appropriate error messages are displayed along with a list of possible explanations from which the reporter can choose. In case none of the explanations are sufficient, the reporter can enter a narrative comment instead.

The process of correcting or explaining current quarter, monthly employment and total wages data begins in the updateEmployment1.jsp window. If the current quarter employment or total wages fluctuate enough and are flagged, a correction can be made in the updateEmployment1.jsp window. However, if the flagged data are accurate and an explanation is required, the reporter must click "Continue" and proceed to the updateEmployment2.jsp window.

Confirming Employment and Wage Data (updateEmployment2.jsp)

Confirmation of accurate but abnormal data is made in the updateEmployment2.jsp window, pictured below. The example below shows flagged data, along with appropriate error messages, and a list of possible explanations that the reporter can check to explain the changes. The reporter can select up to three explanations, but no more. If none of the provided explanations fit the data situation, a narrative comment can be entered in the box next to "Other Reason:"

Multiple Worksite Report [Home page](#) [Help](#) [Logout](#)

UI Account Number: 0014815007 State: Maine Legal Name: Legal Name

Business Name: BUSINESS NAME
Worksite Description: BIGGEST STORE
Address: 123 MEGA MALL ROAD
CITY, ME 04106-0410

Quarter ending June 30, 2005				Quarter ending September 30, 2005			
Number of Employees			Quarterly Wages	Number of Employees			Quarterly Wages
Apr	May	Jun		Jul	Aug	Sep	
14	17	20	\$ 52,113.00	56	57	60	\$ 1,236,549.00

**Employment for July is much higher than employment for June.
Wages for this quarter are much higher than last quarter's wages.**

Please select the appropriate explanation(s) for the changes in the list below.

- Seasonal reopening or seasonal increase in business
- General increase in business
- New short-term project
- Internal changes leading to more employment
- Employees transferred from other locations
- Response to a natural disaster (hurricane, earthquake, tornado, etc.)
- Employees worked more hours
- Employees worked significantly more overtime
- More pay periods than usual in the calendar quarter
- Employment or wages for last quarter are not correct

If you do not see the explanation for your situation, describe it below:

Other Reason:



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PH:(207) 287-3951 or (800) 252-4080 FAX:(207) 287-2421

Version: 2.0
URL: <https://fdftmwr.bls.gov/MWR/content/updateEmployment2.jsp>

ACCESS

The updateEmployment2.jsp window can be accessed from the following window:

- updateEmployment1.jsp

DESTINATIONS

The following window is the only destination from the updateEmployment2.jsp window.

- Worksite Selection List (viewWorksites.jsp)

Updating Other Data for Existing Worksites

In addition to employment and wage data, the reporter can update the following items for an existing worksite:

- Business (Trade) Name
- Worksite Description (Reporting Unit Description)
- Address
- City
- Zipcode

- Zipcode Extension
- Township (name)

The first six items can be updated in the updateWorksite1.jsp window. The last item, Township, can be updated in the updateWorksite3.jsp window.

Step 1 – Update a Worksite (updateWorksite1.jsp)

When the answer to the question "Does this worksite consist of a single physical location?" is "No," the updateWorksite1.jsp window will allow the reporter to update only the Business name and Worksite description. Step 2 will also be bypassed.

ACCESS

The updateWorksite1.jsp window can be accessed from the following window:

- updateEmployment1.jsp

DESTINATIONS

Once a reporter is in the updateEmployment1.jsp window, it is possible for them to access or to be transferred to one of the windows listed below.

- updateEmployment1.jsp
- Step 2 – Update a Worksite (updateWorksite3.jsp)

The screenshot displays the 'Multiple Worksite Report' web application interface. At the top, there is a navigation bar with 'Home page', 'Help', and 'Logout' links. The main heading is 'Step 1 - Update a Worksite'. Below this, the user's account information is shown: 'UI Account Number: 5556 556005', 'State: Maine', and 'Legal Name: SUNDAY AND MONDAY'. A note indicates that an asterisk (*) denotes a required field. The form contains several input fields: 'Business Name' (filled with 'SUNDAY AND MONDAY'), a question 'One location: Does this worksite consist of a single physical location in Maine?' with radio buttons for 'Yes' (selected) and 'No', 'Worksite Description' (filled with 'RestWork'), '* Address' (filled with 'Tuesday Morning Road'), '* City' (filled with 'Wednesday', with 'Maine' listed below), and '* ZIP' (filled with '04261') and 'ZIP4' (filled with '0426'). There is also an unchecked checkbox for 'Don't know the ZIP code'. A blue arrow button labeled 'Continue' is positioned below the form. At the bottom, there is a link 'Return to entering Employment and Wages', contact information for the Maine Department of Labor, and the application version '2.0' and URL.

Step 2 – Update a Worksite (updateWorksite3.jsp)

A reporter's Township (name) can be updated in the Step 2 – Update a Worksite (updateWorksite3.jsp) window.



Multiple Worksite Report

Home page Help Logout

Step 2 - Update a Worksite

UI Account Number: 5556556005 State: Maine Legal Name: SUNDAY AND MONDAY
* = required field

Business Name: SUNDAY AND MONDAY
Worksite Description: Rest/Work
Address: Tuesday Morning Road
City: Wednesday
State: Maine
ZIP: 04261-0426
* Township: Don't know the township

[Continue](#)

[Return to entering Employment and Wages](#)

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PH:(207) 287-3951 or (800) 252-4080 FAX:(207) 287-2421

Version: 2.0
URL: <https://idcftmwr.bls.gov/MWR/content/updateWorksite3.jsp>

ACCESS

The updateWorksite3.jsp window can be accessed from the following window:

- Step 1 – Update a Worksite (updateWorksite1.jsp)

DESTINATIONS

The following window is the only destination from the updateEmployment2.jsp window.

- updateEmployment1.jsp

Adding New Worksites

Adding New Worksites

Adding a new worksite to an existing reporter is a two step process. First, the reporter accesses the window Step 1 – Add a Worksite (addWorksite1.jsp) and provides the Business (Trade) Name and Worksite Description of the new worksite. Next, the reporter completes the worksite information in the Step 2 – Add a Worksite (addWorksite3) window. Additional required fields are indicated by an asterisk (*).

Step 1 – Add a Worksite (addWorksite1.jsp)

Multiple Worksite Report

Step 1 - Add a Worksite

UI Account Number: 0014815007 State: Maine Legal Name: Legal Name
* = required field

Business Name BUSINESS NAME

* One location: Does this worksite consist of a single physical location in Maine?
 Yes No

Worksite Description WIDGET STORE

* Address 456 MAIN STREET

* City CITY

* State ME (State must be ME)

* ZIP 12345 ZIP-4 1235

Don't know the ZIP code

[Continue](#)

[Cancel and Return to the Worksite Selection List](#)

If you have questions or comments about this web application, please send e-mail to: mwr_helpdesk@bls.gov

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PH:(207) 287-3951 or (800) 252-4080 FAX:(207) 287-2421

Version: 2.0
URL: <https://idctmwr.bls.gov/MWR/content/addWorksite1.jsp>

Step 2 – Add a Worksite (addWorksite3) (addWorksite3.jsp)

Multiple Worksite Report

Step 2 - Add a Worksite

UI Account Number: 0014815007 State: Maine Legal Name: Legal Name
* = required field


Business Name: BUSINESS NAME
Worksite Description: WIDGET STORE
Address: 456 MAIN STREET
City: CITY
State: Maine
ZIP: 04401-0440
* Township:
 Don't know the township

When did this worksite open? (mm/yyyy)

You can leave the month or year blank, if you don't know them.

* Does this worksite conduct the same type of business activities as all the others in this UI account?
 YES, it conducts the *same* type of business
 NO, it conducts a *different* type of business

* Describe the type of business or economic activity that is performed at this site:



[Cancel and Return to the Worksite Selection List](#)

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PH:(207) 287-3951 or (800) 252-4080 FAX:(207) 287-2421

Version: 2.0
URL: <https://idcftmwr.bls.gov/MWR/content/addWorksite3.jsp>

ACCESS

The Step 1 – Add a Worksite (addWorksite1.jsp) window can be accessed from the following windows:

- Worksite Selection List (viewWorksites.jsp)
- Compare and Review Worksite Data (viewSummary.jsp)

DESTINATIONS

Once a reporter is in the Worksite Selection List (viewWorksites.jsp) window, it is possible for them to access or to be transferred to one of the windows listed below.

- Worksite Selection List (viewWorksites.jsp)
- Compare and Review Worksite Data (viewSummary.jsp)
- Step 2 – Add a Worksite (addWorksite3.jsp)

Deleting Worksites

Worksite Permanently Closed

MWRweb does not permit a reporter to actually delete a worksite from the system, so the updateEmployment1.jsp window, in conjunction with the updateEmployment2.jsp window, allows a reporter to convey this message to BLS indirectly. The employment and wage data are zero-filled in the updateEmployment1.jsp window and the explanation "Worksite permanently closed" is selected in the updateEmployment2.jsp window.

updateEmployment1.jsp

Employment and wage data are zero-filled.

Quarter ending June 30, 2005				Quarter ending September 30, 2005			
Number of Employees			Quarterly Wages	Number of Employees			Quarterly Wages
Apr	May	Jun		Jul	Aug	Sep	
29	29	28	\$ 360,706.00	0	0	0	\$ 0.00

Employment for July is much lower than employment for June.
Wages for this quarter are much lower than last quarter's wages.
Please verify your data, make corrections if necessary, and click *Continue*.
If data are correct, click *Continue*.

[Continue](#)

[Cancel](#) and [Return to the Worksite Selection list](#)

updateEmployment2.jsp

Employment for July is much lower than employment for June.
Wages for this quarter are much lower than last quarter's wages.

Please select the appropriate explanation(s) for the change:

- Seasonal closing or end-of-season business slow
- Generally less business, general slowdown
- Short-term project ending or ended
- Employees on strike (labor dispute) during the quarter
- Worksite permanently closed
- Internal changes resulting in less employment
- Employees transferred to other locations
- Natural disaster (hurricane, earthquake, tornado, etc.)
- Bad weather
- Employees worked significantly less overtime
- Employees received an across-the-board wage cut
- Fewer pay periods than usual in the calendar quarter
- Employment or wages for last quarter are not correct

If you do not see the explanation for your situation, describe it below:
Other Reason:

[Continue](#)

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Version: 2.0

Reviewing Worksite Data

Print, View, and Review Worksite Data

Printing Data

The reporter must use the print feature of their web browser to print the employment and wage data. No special format is provided for printing.

Viewing and Reviewing Data

The employment and wage data of a worksite can be viewed in three different windows:

- `updateEmployment1.jsp`
- `viewSummary.jsp`
- Thank you for completing the Multiple Worksite Report on the Web (`thankYouPlus.jsp`)

updateEmployment1.jsp

Employment and wage data are entered in the updateEmployment1.jsp window, pictured below.

Multiple Worksite Report Home page Help Logout

UI Account Number: 0014815007 State: Maine Legal Name: Legal Name

Business Name: BUSINESS NAME
Worksite Description: WIDGET FACTORY
Address: 123 MAIN STREET
CITY, ME 04401-0440
[Update this worksite information](#)

Quarter ending June 30, 2005				Quarter ending September 30, 2005			
Number of Employees			Quarterly Wages	Number of Employees			Quarterly Wages
Apr	May	Jun		Jul	Aug	Sep	
9	9	10	\$ 34,626.00	10	10	11	\$ 35,426.00

[Continue](#)

[Cancel and Return to the Worksite Selection list](#)

If you have questions or comments about this web application, please send e-mail to: mwr.helpdesk@bls.gov

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Version: 2.0
URL: <https://dofmwr.bls.gov/MWR/content/updateEmployment1.jsp>

ACCESS

The updateEmployment1.jsp window can be accessed from the following five windows:

- Worksite Selection List (viewWorksites.jsp)
- Step 2 – Add a Worksite (addWorksite3.jsp)
- Step 1 – Update a Worksite (updateWorksite1.jsp)
- Step 2 – Update a Worksite (updateWorksite3.jsp)
- Compare and Review Worksite Data (viewSummary.jsp)

DESTINATIONS

Once a reporter is in the updateEmployment1.jsp window, it is possible for them to access or to be transferred to one of the windows listed below.

- Worksite Selection List (viewWorksites.jsp)
- updateEmployment2.jsp
- Compare and Review Worksite Data (viewSummary.jsp)

Compare and Review Worksite Data (viewSummary.jsp)

The reporter can compare and review employment and wage totals in the Compare and Review Worksite Data (viewSummary.jsp) window, pictured below. This window also lists the applicable State-specific Quarterly Contribution Report (QCR) form name and number reference. The QCR form totals are not provided in MWRweb. However, the worksite employment and wage totals listed in the window should match to the corresponding QCR form totals for the same reporter.

Multiple Worksite Report Home page Help Logout

Compare and Review Worksite Data

UI Account Number: 0014815007 Maine Legal Name

Grand Totals from all Worksites:

	Quarter ending September 30, 2005			
	Number of Employees			Quarterly Wages
	Jul	Aug	Sep	
Total of all worksites:	149	150	161	1,710,821

NOTICE: The totals on this form must match the corresponding totals on your Combined Filing for Income Tax Withholding and Unemployment Contributions (Form 941/C-1ME).
What if the totals don't match? Click the *Update* buttons (below) to update information for any worksite.
[Add a worksite that should be in the list.](#)

Click the *Continue* arrow when you are finished.

	Worksite	Description	Quarter ending September 30, 2005			
			Number of Employees			Quarterly Wages
			Jul	Aug	Sep	
<input type="button" value="Update"/>	BUSINESS NAME 123 MAIN STREET CITY, ME 04330-0433	DRY GOODS STORE	8	8	8	33,789
<input type="button" value="Update"/>	BUSINESS NAME 123 MAIN STREET CITY, ME 04401-0440	WIDGET FACTORY	10	10	11	35,426
<input type="button" value="Update"/>	BUSINESS NAME 456 MAIN STREET CITY, ME 04401-0440	WIDGET STORE	15	14	17	75,823
<input type="button" value="Update"/>	DISTRIBUTION CENTER 789 WATER STREET CITY, ME 04240-0424	WAREHOUSE	2	3	3	21,856
<input type="button" value="Update"/>	BUSINESS NAME 123 MOTHBALL ROAD CITY, ME 04011-0401	STORE 15	11	11	10	38,952
<input type="button" value="Update"/>	BUSINESS NAME 123 MEGA MALL ROAD CITY, ME 04106-0410	BIGGEST STORE	56	57	60	1,236,549
<input type="button" value="Update"/>	LAMEY-WELLEHAN 940 TURNER STREET AUBURN, ME 04210-0421	STORE N08	13	14	17	65,892
<input type="button" value="Update"/>	LAMEY-WELLEHAN V S ROUTE 1 FALMOUTH, ME 04105-0410	STORE F02	11	10	12	39,852
<input type="button" value="Update"/>	Legal Name 74 MAIN STREET WATERVILLE, ME 04901-0490	STORE W05	10	10	10	35,426
<input type="button" value="Update"/>	Legal Name 123 MAIN STREET CITY, ME 04210-0421	CORPORATE HEADQUARTERS	13	13	13	127,256
Total of all worksites:			149	150	161	1,710,821

If you have questions or comments about this web application, please send e-mail to: mwr.helpdesk@bls.gov

If you have questions or concerns about your data, please contact:
Maine Department of Labor, Div of Labor Market Information Services
PH:(207) 287-3951 or (800) 252-4080 FAX:(207) 287-2421

Version: 2.0
URL: <https://iddftmwr.bls.gov/MWR/content/viewSummary.jsp>

ACCESS

The Compare and Review Worksite Data (viewSummary.jsp) window can be accessed from the following windows:

- Step 1 – Add a Worksite (addWorksite1.jsp)
- Step 2 – Add a Worksite (addWorksite3.jsp)
- updateEmployment1.jsp

DESTINATIONS

Once a reporter is in the Compare and Review Worksite Data (viewSummary.jsp) window, it is possible for them to access or to be transferred to one of the windows listed below.

- Step 1 – Add a Worksite (addWorksite1.jsp)
- updateEmployment1.jsp
- Acquisition, Sale, Merger, or Reorganization (companyEventsDataEntry.jsp)

Thank you for completing the Multiple Worksite Report on the Web (thankYouPlus.jsp)

The Thank you for completing the Multiple Worksite Report on the Web (thankYouPlus.jsp) window, pictured below, appears after the reporter submits their MWR data to BLS for the current quarter. When this window appears, the reporter can view but no longer revise their worksite data for that quarter.

Multiple Worksite Report

[Home page](#) [Help](#) [Logout](#)

Thank you for completing the Multiple Worksite Report on the Web.

UI Account Number: 0014815007 Maine Legal Name
We have received the data that you submitted. You may wish to print this page for your records.

Worksite	Description	Quarter ending September 30, 2005			Quarterly Wages
		Jul	Aug	Sep	
BUSINESS NAME 123 MAIN STREET CITY, ME 04330-0433	DRY GOODS STORE	8	8	8	33,789
BUSINESS NAME 123 MAIN STREET CITY, ME 04401-0440	WIDGET FACTORY	10	10	11	35,426
BUSINESS NAME 456 MAIN STREET CITY, ME 04401-0440	WIDGET STORE	15	14	17	75,823
DISTRIBUTION CENTER 789 WATER STREET CITY, ME 04240-0424	WAREHOUSE	2	3	3	21,856
BUSINESS NAME 123 MOTHBALL ROAD CITY, ME 04011-0401	STORE 15	11	11	10	38,952
BUSINESS NAME 123 MEGA MALL ROAD CITY, ME 04106-0410	BIGGEST STORE	56	57	60	1,236,549
LAMEY-WELLEHAN 940 TURNER STREET AUBURN, ME 04210-0421	STORE N08	13	14	17	65,892
LAMEY-WELLEHAN U S ROUTE 1 FALMOUTH, ME 04105-0410	STORE F02	11	10	12	39,852
Legal Name 74 MAIN STREET WATERVILLE, ME 04901-0490	STORE W05	10	10	10	35,426
Legal Name 123 MAIN STREET CITY, ME 04210-0421	CORPORATE HEADQUARTERS	13	13	13	127,256
Total of all worksites		149	150	161	1,710,821

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 Div of Labor Market Information Services
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 Augusta, ME 04332-0259
 PH:(207) 287-3951 or (800) 252-4080 FAX:(207) 287-2421 INTERNET:www.state.me.us

If you have questions or comments please send e-mail to: mwr.helpdesk@bls.gov
 Version: 2.0
 URL: <https://idcfmwr.bls.gov/MWR/content/thankYouPlus.jsp>

ACCESS

The Thank you for completing the Multiple Worksite report on the Web (thankYouPlus.jsp) window can be accessed from the following windows.

- Internet Data Collection Facility (selSurvery.asp)
- Acquisition, Sale, Merger, or Reorganization (companyEventsDataEntry.jsp)

DESTINATION

- Out of the MWRweb system

Modify Employment and Wage Data Prior to Submission

The Compare and Review Worksite Data (viewSummary.jsp) window, pictured below, also allows the reporter to review and modify their employment and wage data, or add additional worksites, before submitting their quarterly MWR data to BLS. The below window appears once the reporter has entered the employments and wages for all of their worksites (after “Yes” is shown in the “Done” column for all worksites in the Worksites Selection List window).

Compare and Review Worksite Data (viewSummary.jsp)

Multiple Worksite Report

Home Page Help Logout

Compare and Review Worksite Data

UI Account Number: 0014811481 Maine Legal Name

Grand Totals from all Worksites:

Quarter ending September 30, 2005				
Number of Employees				
	Jul	Aug	Sep	Quarterly Wages
Total of all worksites:	149	150	161	1,710,821

NOTICE: The totals on this form must match the corresponding totals on your Combined Filing for Income Tax Withholding and Unemployment Contributions (Form 941/C-1ME).
What if the totals don't match? Click the Update buttons (below) to update information for any worksite.
[Add a worksite that should be in the list.](#)

Click the Continue arrow when you are finished.

Worksite	Description	Quarter ending September 30, 2005			
		Number of Employees			Quarterly Wages
		Jul	Aug	Sep	
<input type="button" value="Update"/> Business Name 123 MAIN STREET CITY, ME 04330-0433	DRY GOODS STORE	8	8	8	35,789
<input type="button" value="Update"/> BUSINESS NAME 123 MAIN STREET CITY, ME 04401-0440	WIDGET FACTORY	10	10	11	35,426
<input type="button" value="Update"/> BUSINESS NAME 456 MAIN STREET CITY, ME 04401-0440	WIDGET STORE	15	14	17	75,823
<input type="button" value="Update"/> Legal Name 74 MAIN STREET WATERVILLE, ME 04901-0490	STORE W05	10	10	10	35,426
<input type="button" value="Update"/> Legal Name 123 MAIN STREET CITY, ME 04210-0421	CORPORATE HEADQUARTERS	13	13	13	127,256
Total of all worksites:		149	150	161	1,710,821

If you have questions or comments about this web application, please send e-mail to: mwr_helpdesk@blis.gov

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PH:(207) 287-3951 or (800) 252-4080 FAX:(207) 287-2421

Version: 2.0
URL: <https://ldfmmwr.blis.gov/MWR/content/viewSummary.jsp>

ACCESS

The Compare and Review Worksite Data (viewSummary.jsp) window can be accessed from the following windows:

- Step 1 – Add a Worksite (addWorksite1.jsp)
- Step 2 – Add a Worksite (addWorksite3.jsp)
- updateEmployment1.jsp

DESTINATIONS

Once a reporter is in the Compare and Review Worksite Data (viewSummary.jsp) window, it is possible for them to access or to be transferred to one of the windows listed below.

- Step 1 – Add a Worksite (addWorksite1.jsp)
- updateEmployment1.jsp
- Acquisition, Sale, Merger, or Reorganization (companyEventsDataEntry.jsp)

Reporting Other Changes

Acquisition, Sale, Merger or Reorganization

The Acquisition, Sale, Merger or Reorganization (companyEventsDataEntry.jsp) window, pictured below, allows the reporter to inform BLS and the States whether or not their company has experienced an acquisition, sale, merger, reorganization, or the opening of a new UI account. All reporters will see this window just before they submit their quarterly MWR data to BLS, regardless if the company has experienced any of the changes. The option, "None of the above" is provided for companies that have experienced no changes.

Acquisition, Sale, Merger or Reorganization (companyEventsDataEntry.jsp)

The screenshot shows a web form titled "Multiple Worksite Report" with a blue header and navigation links for "Home page", "Help", and "Logout". The main heading is "Acquisition, Sale, Merger or Reorganization". The form asks, "In the quarter ending September 30, 2005, has this company: (Select all that apply):" and lists five options with checkboxes: "Acquired another company?", "Been sold to another company?", "Been in a merger?", "Reorganized?", "Opened a new UI Account?", and "None of the above". Below the options is a "Submit data to BLS" button and a warning: "Once you submit your data, you will not be able to make further updates. Contact the State office shown at the bottom of the screen if you need to correct your data, or if there is an error in a prior quarter report." At the bottom, there is contact information for the Maine Department of Labor, Div of Labor Market Information Services, including phone and fax numbers, and a version number of 2.0 with the URL: https://idcfmwr.bls.gov/MWR/content/companyEventsDataEntry.jsp

If the reporter has checked either of the check-boxes indicating an acquisition, sale, merger, reorganization, or the addition of a new UI account, a text box will be displayed asking for the name of the other business involved.

Multiple Worksite Report

Acquisition, Sale, Merger or Reorganization

In the quarter ending September 30, 2005, has this company:
(Select all that apply):

Acquired another company?
 Been sold to another company?
 Been in a merger?
 Reorganized?
 Opened a new UI Account?
 None of the above

Please provide the name(s) of the other business(es) involved in the change:

Submit data to BLS Once you submit your data, you will not be able to make further updates. Contact the correct your data, or if there is an error in a prior quarter report.

If you have questions or comments about this web application, please send e-mail to: mwr.helpdesk@bls.gov

If you have questions or concerns about your data, please contact:
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PH:(207) 287-3951 or (800) 252-4080 FAX:(207) 287-2421

Version: 2.0
URL: <https://idcftmwr.bls.gov/MWR/content/companyEventsDataEntry.jsp>

ACCESS

The Acquisition, Sale, Merger or Reorganization (companyEventsDataEntry.jsp) window can be accessed from the following window:

- Compare and Review Worksite Data (viewSummary.jsp)

DESTINATIONS

The following window is the only destination from the Acquisition, Sale, Merger or Reorganization (companyEventsDataEntry.jsp) window

- Thank you for completing the Multiple Worksite Report on the Web (thankYouPlus.jsp)

Submitting Quarterly MWR Data to BLS

This chapter provides basic information about the window that permits a reporter to submit their quarterly MWR data to BLS, and the confirmation window.

Submit Data

The reporter's quarterly MWR data can only be submitted from the Acquisition, Sale, Merger, or Reorganization (companyEventsDataEntry.jsp) window. Once the reporter submits their data to BLS, the confirmation window, Thank you for completing the Multiple Worksite Report on the Web (thankYouPlus.jsp) appears.

Acquisition, Sale, Merger, or Reorganization (companyEventsDataEntry.jsp)

The screenshot shows a web application interface with a blue header containing the text "Multiple Worksite Report" and navigation links for "Home page", "Help", and "Logout". The main content area has a yellow background and is titled "Acquisition, Sale, Merger or Reorganization". It contains a form with the following text: "In the quarter ending September 30, 2005, has this company: (Select all that apply):". Below this are six checkboxes: "Acquired another company?", "Been sold to another company?", "Been in a merger?", "Reorganized?", "Opened a new UI Account?", and "None of the above". A "Submit data to BLS" button is present, with a warning: "Once you submit your data, you will not be able to make further updates. Contact the State office shown at the bottom of the screen if you need to correct your data, or if there is an error in a prior quarter report." At the bottom, there is contact information for the Maine Department of Labor, Div of Labor Market Information Services, including phone and fax numbers, an email address (mwr.helpdesk@bls.gov), and version/URL information.

ACCESS

The Acquisition, Sale, Merger, or Reorganization (companyEventsDataEntry.jsp) window can only be accessed from the following window:

- Compare and Review Worksite Data (viewSummary.jsp)

DESTINATIONS

The follow window appears once the reporter clicks the Submit data to BLS button:

- Thank you for completing the Multiple Worksite Report on the Web (thankYouPlus.jsp)

Thank you for completing the Multiple Worksite Report on the Web (thankYouPlus.jsp)

Multiple Worksite Report

Thank you for completing the Multiple Worksite Report on the Web.

UI Account Number: 0011457002 Maine GARDINER SAVINGS INSTITUTION
We have received the data that you submitted. You may wish to print this page for your records.

Worksite	Description	Quarter ending September 30, 2005			Quarterly Wages
		Number of Employees			
		Jul	Aug	Sep	
David GARDINER SAVINGS INSTITUTION 14 WINTHROP STREET HALLOWELL, ME 04347-0434	Real Savings Bank	6	6	6	36,000
GARDINER SAVINGS INSTITUTION 190 WATER STREET GARDINER, ME 04345-0434		99	99	99	888,222
GARDINER SAVINGS INSTITUTION US ROUTE 1 WISSCASSET, ME 04578-0457		25	25	25	105,501
GARDINER SAVINGS INSTITUTION 111 MAIN STREET RICHMOND, ME 04357-0435		0	0	0	0
GARDINER SAVINGS INSTITUTION 9 POND ROAD MANCHESTER, ME 04351-0435		0	0	0	5,000
GARDINER SAVINGS INSTITUTION 26 STATE STREET BARKLAND, ME 04963-0496		7	7	7	50,000
GARDINER SAVINGS INSTITUTION ROUTE 17 READFIELD, ME 04355-0435		1	1	1	10,000
JP's House of Success People 1235 Morgan Road Augusta, ME	Card Shop	15	15	15	150,000
Total of all worksites		251	251	251	1,852,723

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If you have questions or comments please send e-mail to: mwr.helpdesk@bls.gov
 Version: 2.0
 URL: <https://idcfmwr.bls.gov/MWR/content/thankYouPlus.jsp>

ACCESS

The Thank you for completing the Multiple Worksite Report on the Web (thankYouPlus.jsp) window can be accessed from the following windows:

- * Internet Data Collection Facility (SelSurvey.asp)
- Acquisition, Sale, Merger, or Reorganization (companyEventsDataEntry.jsp)

*Access from this window only occurs when the respondent's data have already been submitted.

DESTINATIONS

The follow links appear at the bottom of the confirmation window:

- Return to IDCF Home Page
- Economy at a Glance
- BLS Home Page

Index

A

Acquisition 29
Acquisition, Sale, Merger or
Reorganization
(companyEventsDataEntry.jsp) 29
Acquisition, Sale, Merger, or
Reorganization
(companyEventsDataEntry.jsp) 31
Add a Worksite
addWorksite1.jsp 19
addWorksite3.jsp 19
Adding New Worksites 19
AddWorksite1.jsp 19
Add a Worksite 19
AddWorksite3.jsp 19
Add a Worksite 19
Authorization 7

C

CompanyEventsDataEntry.jsp 29
Acquisition, Sale, Merger or
Reorganization 29
Acquisition, Sale, Merger, or
Reorganization 31
Compare and Review Worksite Data 25
(viewSummary.jsp) 27
Compare and Review Worksite Data
(viewSummary.jsp) 25, 27
Confirming Employment and Wage
Data (updateEmployment2.jsp) 14

D

Data
Printing 23
Submit 31

Viewing and Reviewing 23

E

Editing 2
E-mail address help link 3
Employment and Wages 11
Entering Employment and Wage Data
(updateEmployment1.jsp) 13
EXPO-202 1

L

Legal Name 2, 8

M

Merger 29
Monthly employment summary 2
Multiple Worksite Report Web 1

N

New Worksites
Adding 19

O

Online help content 3

P

Permanently closed 21
Printing data 23
Prior quarter employment 2
Prior quarter total wages 2

Q

Quarterly Contribution Report (QCR) 25

*****R*****

Reorganization 29
Reporting change 1

*****S*****

Sale 29
Screen
UI Account Information 8
Select a UI Account 5
selectUI2.jsp 5
State 8
State contact information 3
State Name 2, 7
Statement
Authorization 7
Time of Completion 7
Submit Data 31

*****T*****

Thank you for completing the Multiple
Worksite Report on the Web
(thankYouPlus.jsp) 26
Thank you for completing the Multiple
Worksite Report on the Web
(thankYouPlus.jsp) 32
ThankYouPlus.jsp
Thank you for completing the Multiple
Worksite Report on the Web 26, 32
ThankYouPlus.jsp 32

Time of Completion 7
Total wages summary 2

*****U*****

UI Account Information 8
UI Account Number 2, 8
UpdateEmployment1.jsp 13, 23, 24
Entering Employment and Wage Data
13
UpdateEmployment2.jsp 14, 21
Confirming Employment and Wage
Data 14

*****V*****

Viewing and Reviewing Data 23
ViewSummary.jsp 23, 25, 27
Compare and Review Worksite Data 25,
27
ViewWorksites.jsp 11
Worksite Selection List 11

*****W*****

WIN-202 1
Window names 2
Worksite
Permanently Closed 21
Worksite Permanently Closed 21
Worksite Selection List
(viewWorksites.jsp) 11