



Hospital Services Corporation Unemployment Compensation Program

Part 3 – Wage and Contribution



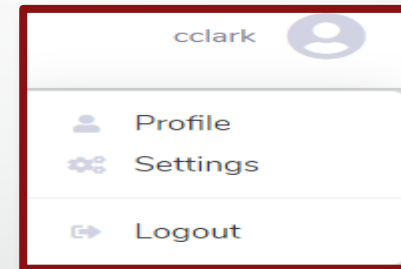
Unemployment Compensation Program

This presentation will instruct how to enter wage and contribution information.

Unemployment Compensation Program

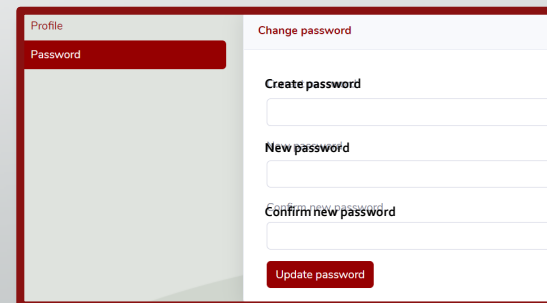
- The website to access our program is: <https://uc.nmhsc.com/Account/Login>
- Login information has been provided under a separate email for employer accounts
- Please change your password as soon as you successfully log into the system

➤ Select your log on from the top right corner



➤ Select Profile

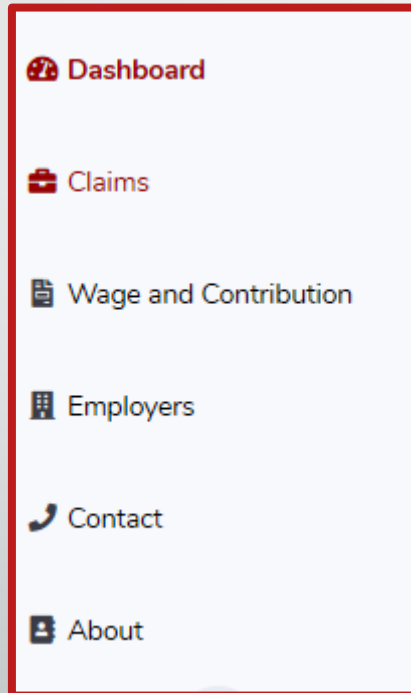
➤ Select Password

A screenshot of a "Change password" form. On the left, there is a "Profile" section with a "Password" field that is redacted with a black bar. On the right, the "Change password" section contains three input fields: "Create password", "New password", and "Confirm new password". Below these fields is a red "Update password" button. The entire form is enclosed in a red border.

➤ Change password and update password

Unemployment Compensation Program

Go to Wage and Contribution on the left



Unemployment Compensation Program

The specific quarter to be completed should present automatically. Click **Edit**.

Wage and Contribution

< 2019 > Q4

Total Owed to HSC: \$0.00

Show: 10 entries


Search:

State	Year/Quarter	Due Date	Is Submitted	
NM	2019 Q4	01/15/2020	No	Edit

Showing 1 to 1 of 1 entries

Previous **1** Next

< >



Unemployment Compensation Program

Year/Quarter: 2019 Q4	Quarter End: 12/31/2019
State: NM	Prepared: 12/11/2019
Fund: UC Reimbursable	Submitted: No

1. Gross Payroll for Quarter	<input type="text" value="\$ 0.00"/>
2. Less amount in excess of \$24,800.00 from those employees whose annual earnings were over \$24,800.00	<input type="text" value="\$ 0.00"/>
3. Total Taxable Wages (Line 1 - Line 2 = Total Taxable Wages)	\$0.00
4. Total owed to HSC (Total Taxable Wages * Admin Fee: 0.05% * NM Sales Tax: 7.875% = Total owed to HSC)	\$0.00

Total number of employees on payroll on the 12th day of each month.

October	November	December
<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

1. Review the top of the sheet to ensure it is the correct Quarter for reporting.
2. Enter the data on the left.—It will auto-calculate the amount owed.
3. Enter the number of employees and click Submit.

Unemployment Compensation Program

The submitted worksheet will show Total Owed to HSC. If Details is clicked it will bring up a duplicate of the worksheet that was just submitted that can be printed.

2019 Q4 Search

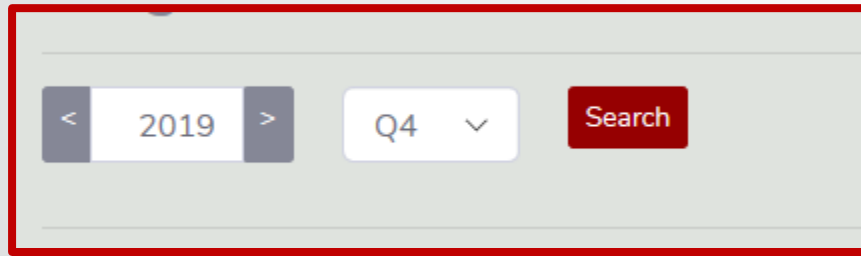
Total Owed to HSC: \$80.91

Show 10 entries Search:

State	Year/Quarter	Due Date	Is Submitted	
NM	2019 Q4	01/15/2020	Yes	Details

Showing 1 to 1 of 1 entries Previous 1 Next

Unemployment Compensation Program



A screenshot of a search interface for the Unemployment Compensation Program. The interface is enclosed in a red rectangular border. It features a year selector with a left arrow, the text "2019", and a right arrow. To the right is a dropdown menu showing "Q4" with a downward arrow. Further right is a red button with the text "Search".

- This program allows you to search prior W&C statements.
- By performing a “print screen” you can print any statement.

Make check payable to: Hospital Services Corporation
PO Box 92200
Albuquerque NM 87199-2200

Unemployment Compensation Program

Please feel free to send any feedback to ensure that we have made the program as efficient as possible. As the program continues to develop, we will keep you updated with new features.

For any questions please contact:

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