

Work Without Limits Employment Network

Wage Reporting Guidelines

How to Submit Pay Stubs to Work Without Limits

If you get your pay stubs online:

- Download them as PDF files.
- Email your benefits counselor and attach the PDF pay stubs.

If you get paper (hard copy) pay stubs:

- **Preferred option: Scan** your pay stubs and save as PDF files using a smartphone free scanning app:
 - [Scannable](#) app for Apple or [CamScanner](#) app for Android, or [Adobe Scan Mobile](#) app for both Apple and Android (or search for other free scanning apps).
 - Email the PDF to your benefits counselor.
- If you don't want to use a scanning app, **take a photo** with your smartphone:
 - Save the picture as a JPG file and text or email it to your benefits counselor.
 - Make sure the picture is clear and easy to read.

Please do not send screenshots of your pay stubs on a computer screen. Screenshots often cut off important information and may be too blurry to use.

How to Report Wages to Social Security

You must report wages to Social Security every month. How you report depends on your benefit type.

If you get SSI¹:

The best way to report your wages (monthly) is to:

- Use the SSI Mobile Wage Reporting App (free for [Apple](#) and [Android](#)).
 - Type in your pay stub information.
 - Take a picture of each pay stub and upload it to the app.
- You can also use your **My Social Security** account at www.ssa.gov (see directions below).

If you get SSDI²:

The best way to report your wages (monthly) is to set up a **My Social Security** account at www.ssa.gov. Once your account is set up:

- Go to the wage reporting section.
- Check the employer listed for you.
 - If correct, enter your pay stub information.
 - If incorrect or outdated, contact your local Social Security office to update it. *It may take a few months for the change to be shown in your account.*

¹ Supplemental Security Income

² Social Security Disability Insurance

Work Without Limits Employment Network

Payroll Information Exchange

Payroll Information Exchange (PIE) is a service that lets Social Security get wage information directly from participating employers.

You can give Social Security permission to get your employment information by completing Form SSA-8240, found at www.ssa.gov. Social Security can send you the form, or you can request it from them directly.

Note: Not all employers use PIE.

It is important to report all earnings information to Social Security and our Employment Network in a timely manner, including:

- When you start and stop employment
- When you receive a pay increase
- When you increase or decrease your hours

It is also important that you keep a record of what you reported, to whom, and when.

Learn more about Social Security Reporting Requirements.

Work Without Limits Employment Network team helps individuals:

- Understand how work impacts SSI and SSDI
- Leverage work incentives such as Trial Work Period and Impairment Related Work Expenses
- Report wages correctly
- Avoid or address overpayments
- Prepare letters, forms and appeals
- Maintain Medicare or Medicaid while working
- Identify workplace accommodations
- Access helpful resources
- Maintain employment through long-term services and support
- Create a plan to transition smoothly off benefits, if desired

For More Information:

[Work Without Limits Employment Network](#)

Contact Us:

ENreferral@umassmed.edu

Toll-Free: **877-937-9675 (YES-WORK)**

Work Without Limits is an Employment Network under Social Security's Ticket to Work Program.