

# Employment and Wage Detail Electronic Filing

## **DELIMITED FILE FORMAT SPECIFICATION**

Division of Unemployment Assistance (DUA)

Commonwealth of Massachusetts

Effective:

Quarter 4 – 2009 Filing

# **DUA QUEST**

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## **DOCUMENT REVISION HISTORY**

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<b>Date</b>	<b>Version</b>	<b>Reason for Revision</b>
06/04/08	0.01	Initial Draft
06/13/08	0.02	Review and Update
06/24/08	0.03	Updated to include file upload using application
07/08/08	0.04	Updated file layout
07/22/08	0.05	Updates based on review
09/05/08	0.06	Updates based on consolidated comments review
09/17/08	0.07	Updates to adjustment reasons
11/15/08	1.0	Finalize Documentation for Employer and Agent Filers – Public Consumption
11/25/08	1.01	Updates based on review.
12/17/08	1.02	Updated cover page and dates.
07/08/09	2.0	Updated file naming convention
12/15/09	2.1	Updated labels

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## 1 INTERFACE: DELIMITED FILE FORMAT

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### 1.1 INTERFACE SUMMARY INFORMATION

The information that follows provides extensive detail with the key information, data definitions, and formatting instructions for generating a Delimited Employment and Wage File for submission to the Massachusetts Department of Unemployment Assistance.

Delimited files can be easily generated using spreadsheets (i.e., Excel). Simply format the spreadsheet columns in the order and with the properties as listed below; then, save the information as a \*.txt or \*.csv file. For simple reference, see the Delimited File Format "Quick Reference Guide"

<b>Interface Summary Information</b>	
<b>Interface Name</b>	Electronic Employment and Wage Detail Filing - Delimited Format
<b>Purpose of Interface</b>	The purpose of the Delimited interface is to allow employers and Third Party Administrators (TPA) to upload employment and wage detail information via online or secure FTP file upload processes.
<b>Trigger for Interface</b>	Employer/TPA creates file and either submits via online Employment and Wage Submission process through self-service system; or, via secure FTP file folder designated to individual employers and TPA organizations (by assignment only).  Massachusetts Division of Unemployment Assistance processes file in both real-time and batch processing depending on file sizes and system load.
<b>Post-conditions</b>	<ul style="list-style-type: none"><li>• File processed or rejected.</li><li>• Employment and Wage records posted to employer(s) account(s).</li><li>• UI and UHI Contributions and Charges are calculated and posted.</li><li>• Online Filers receive real-time edits, calculation notice, and confirmation (depending on file size).</li><li>• FTP Filers receive FTP Acknowledgement File</li></ul>

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<b>Interface Summary Information</b>	
<b>Frequency/Schedule</b>	<ul style="list-style-type: none"> <li>• Online files within size limits are processed online in real time; real time edits are displayed for the user.</li> <li>• Online files outside size limits are processed in batch throughout each day and/or overnight. Edits are displayed available for review via "View Submission History" self-service module.</li> <li>• Secure FTP Filers are processed in batch.</li> <li>• Secure FTP Filers will be assigned a recommended filing time to accommodate large file sizes and anticipated system loads for quarterly filing.</li> </ul>

## 1.2 RECEPTION / UPLOAD DATA SET INSTRUCTIONS

<b>Reception / Upload Data Set Instructions</b>	
<b>Data Elements</b>	<ol style="list-style-type: none"> <li>1. Employer Account Number (EAN)</li> <li>2. Year/Quarter</li> <li>3. Employee SSN</li> <li>4. Employee last name</li> <li>5. Employee first name</li> <li>6. Employee middle initial</li> <li>7. Owner/officer</li> <li>8. Hours worked</li> <li>9. Gross wages</li> <li>10. MA Wages Subject to Withholding</li> <li>11. MA Income Tax Amount Withheld</li> <li>12. Unit number</li> <li>13. 12<sup>th</sup> of the month employment data – month 1</li> <li>14. 12<sup>th</sup> of the month employment data – month 2</li> <li>15. 12<sup>th</sup> of the month employment data - month 3</li> <li>16. Adjustment Reason Code</li> </ol>
<b>File Extension Format</b>	<p>Delimited (i.e. export from Excel with a comma delimiter)</p> <ul style="list-style-type: none"> <li>• Variable length</li> <li>• *.txt or *.csv</li> <li>• .zip (for FTP only)</li> </ul>

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<b>Reception / Upload Data Set Instructions</b>	
<b>Expected Naming Convention</b>	<b>Employer:</b> EmployerID_MMDDYYYY.txt  <b>Example1:</b> 87654321_01312010.txt  <b>Agent:</b> AgentID_MMDDYYYY.txt  <b>Example1:</b> 987654321_01312010.txt  <b>Example2 (FTP):</b> 987654321_01312010.zip
<b>File Rejection Thresholds</b>	<ul style="list-style-type: none"><li>• 25% of Entire File Contains Fatal Record Errors, Entire File is Rejected (See "Data Validation and Error Handling Guide")</li><li>• Unacceptable File Format (i.e., wrong file length or type)</li><li>• Unacceptable File Organization (i.e., SSN in Name column)</li><li>• No wage data (for entire file)</li></ul>

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## 1.3 OTHER DESIGN INSTRUCTIONS

Other Design Instructions / Miscellaneous Information	
<b>Other Information and Design Instructions</b>	See following supplemental documents for additional information: <ul style="list-style-type: none"><li>• Employment and Wage Submission Guidelines and Information</li><li>• Sample Delimited File</li></ul>

## 1.4 FIELD DEFINITIONS

Field ID	Field Name	Description
1	Employer Account Number	The Employer's state UI Account Number
2	Unit location number	Reporting Unit Number.
3	Reporting Period	Reporting period year and quarter (1st qtr 2010 would be 20101).
4	12 <sup>th</sup> of the month employment indicator – month 1	12 <sup>th</sup> of the Month Employment – indicates whether or not the employee worked on the 12 <sup>th</sup> day of each month during the reporting period. Enter "1" if the employee worked during the week in the third month of the quarter that contained the 12 <sup>th</sup> of the month. Enter zero if the employee did not work during the period.
5	12 <sup>th</sup> of the month employment indicator – month 2	12 <sup>th</sup> of the Month Employment – indicates whether or not the employee worked on the 12 <sup>th</sup> day of each month during the reporting period. Enter "1" if the employee worked during the week in the third month of the quarter that contained the 12 <sup>th</sup> of the month. Enter zero if the employee did not work during the period.

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Field ID	Field Name	Description
6	12 <sup>th</sup> of the month employment indicator month 3	12 <sup>th</sup> of the Month Employment – indicates whether or not the employee worked on the 12 <sup>th</sup> day of each month during the reporting period. Enter “1” if the employee worked during the week in the third month of the quarter that contained the 12 <sup>th</sup> of the month. Enter zero if the employee did not work during the period.
7	Social Security Number	Employee Social Security Number. No hyphen.
8	Last Name	Employee last name
9	First Name	Employee first name
10	Middle Initial	Employ middle initial
11	UI Gross Wages	UI Gross wages earned by the employee during the reporting period. Cents must be included with decimal, no commas. Format Cell/ Column as “Number”, “Decimal Places 2” with no “Thousand Separator”.
12	MA Wages Subject to Withholding	MA income tax wages for DOR. Cents must be included with decimal, no commas. Format Cell/ Column as “Number”, “Decimal Places 2” with no “Thousand Separator”.
13	MA Income Tax Amount Withheld	MA amount withheld for DOR. Cents must be included with decimal, no commas. Format Cell/ Column as “Number”, “Decimal Places 2” with no “Thousand Separator”.
14	Hours Worked	Hours worked during the reporting period. No decimal allowed.
15	Officer Code	Owner or Officer indicator – indicates whether or not the employee is an owner or officer of the organization (y or blank).

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Field ID	Field Name	Description
16	Adjustment Reason Code	<p>Reason code for adjustment to employee wages. Valid codes are 1,2,3,4,5,6,7,8.The code descriptions are the following:</p> <ol style="list-style-type: none"> <li>1. Employment and Wages adjusted because they were not taxable</li> <li>2. Wages adjusted because worker(s) were hired/terminated</li> <li>3. Employment and Wages adjusted to correct computer system, data entry or accounting errors</li> <li>4. Employment and Wages adjusted because they were reported to the wrong state</li> <li>5. Employment and Wages adjusted because the workers performed services for a different business</li> <li>6. Employment and Wages adjusted for a non subject employer</li> <li>7. Employment adjusted</li> <li>8. Other</li> </ol> <p>For "Original Submissions", enter a "0" for Adjustment Reason Code or leave blank.</p>

## 1.5 FILE LAYOUT

Column	Field Name	Format	Length	Logic/ Validation
A or 1	Employer Account Number	Text	8	See "Error Management and File Rejection" section of "Employment and Wage Submission Guidelines and Information" document.
B or 2	Unit Location Number	Text	4	See "Error Management and File Rejection" section of "Employment and Wage Submission Guidelines and Information" document.
C or 3	Reporting Period	Text	5	See "Error Management and File Rejection" section of

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				"Employment and Wage Submission Guidelines and Information" document.
D or 4	12 <sup>th</sup> of the month employment indicator – month 1	Text	1	See "Error Management and File Rejection" section of "Employment and Wage Submission Guidelines and Information" document.
E or 5	12 <sup>th</sup> of the month employment indicator – month 2	Text	1	See "Error Management and File Rejection" section of "Employment and Wage Submission Guidelines and Information" document.
F or 6	12 <sup>th</sup> of the month employment indicator month 3	Text	1	See "Error Management and File Rejection" section of "Employment and Wage Submission Guidelines and Information" document.
G or 7	Social Security Number	Text	9	See "Error Management and File Rejection" section of "Employment and Wage Submission Guidelines and Information" document.
H or 8	Last Name	Alpha	20	See "Error Management and File Rejection" section of "Employment and Wage Submission Guidelines and Information"

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I or 9	First Name	Alpha	15	document. See "Error Management and File Rejection" section of "Employment and Wage Submission Guidelines and Information" document.
J or 10	Middle Initial	Alpha	1	See "Error Management and File Rejection" section of "Employment and Wage Submission Guidelines and Information" document.
K or 11	UI Gross Wages	Numeric		See "Error Management and File Rejection" section of "Employment and Wage Submission Guidelines and Information" document.
L or 12	MA Wages Subject to Withholding	Numeric		See "Error Management and File Rejection" section of "Employment and Wage Submission Guidelines and Information" document.
M or 13	MA Income Tax Amount Withheld	Numeric		See "Error Management and File Rejection" section of "Employment and Wage Submission Guidelines and Information" document.
N or 14	Hours Worked	Numeric	3	See "Error Management and File Rejection" section of

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				"Employment and Wage Submission Guidelines and Information" document.
O or 15	Officer Code	Text	1	See "Error Management and File Rejection" section of "Employment and Wage Submission Guidelines and Information" document.
P or 16	Adjustment Reason Code	Numeric	1	See "Error Management and File Rejection" section of "Employment and Wage Submission Guidelines and Information" document.

**NOTE:** Fields identified as "TEXT" are established in this manner to accommodate leading zeros. For example, an SSN beginning with zero will be considered valid as a "TEXT" formatted field; where it would be considered an eight digit character in a "NUMERIC" field and would be rejected as invalid.