SUBMIT EMPLOYMENT AND WAGE DETAIL for Q1 2010

Introduction	This section of the user guide will show how an authorized user can submit employment and wage detail information for employer accounts for Q1 2010 going forward. It will also be shown how employment and wage detail/submission/calculation history can be viewed. Employment and wage detail reports are due from employers every quarter. The system provides multiple submission options and they are: Manual Entry, File Upload (real-time online), No Employment/Wage Submission, Copy from Previous Quarter, and FTP file upload. The employment and wage detail information can be submitted for current or prior quarters by using one of these filing methods. Upon submission, contributions, surcharges, interest, and penalties will be calculated and returned to the user. NOTE: If you wish to submit employment and wage detail for quarters prior to 2010, please see filing instructions for 4th Quarter Employment and Wage Filing Instructions - Employers . IMPORTANT: The step by step instructions in this section are limited to capturing details of completing the wage detail submission process in QUEST. In order to understand the process flows, key business rules and changes, security, error handling and for extensive detail on processing Employment and Wage Detail through the new QUEST system, please refer to the document: Employment and Wage Detail Guidelines and Information on the main website, http://www.mass.gov/uima, under Key Resources under the Quarterly Employment and Wage Submission topic.
Helpful hints	• The **Manual Entry Method** allows up to one hundred employee records to be entered. If more than one hundred employee records need to be submitted, the **File Upload Method** should be used. • It is not possible to submit an employment and wage detail report for future dates. • It is not possible to submit an “original” employment and wage detail report more than once for any quarter or using more than one method. If a report was submitted incorrectly or incompletely, the adjustment function should be used to make corrections. • **FTP** file upload is applicable only for Employers/TPA(s) that submit more than 30,000 records per quarter. • When submitting employment and wage detail reports via File Upload

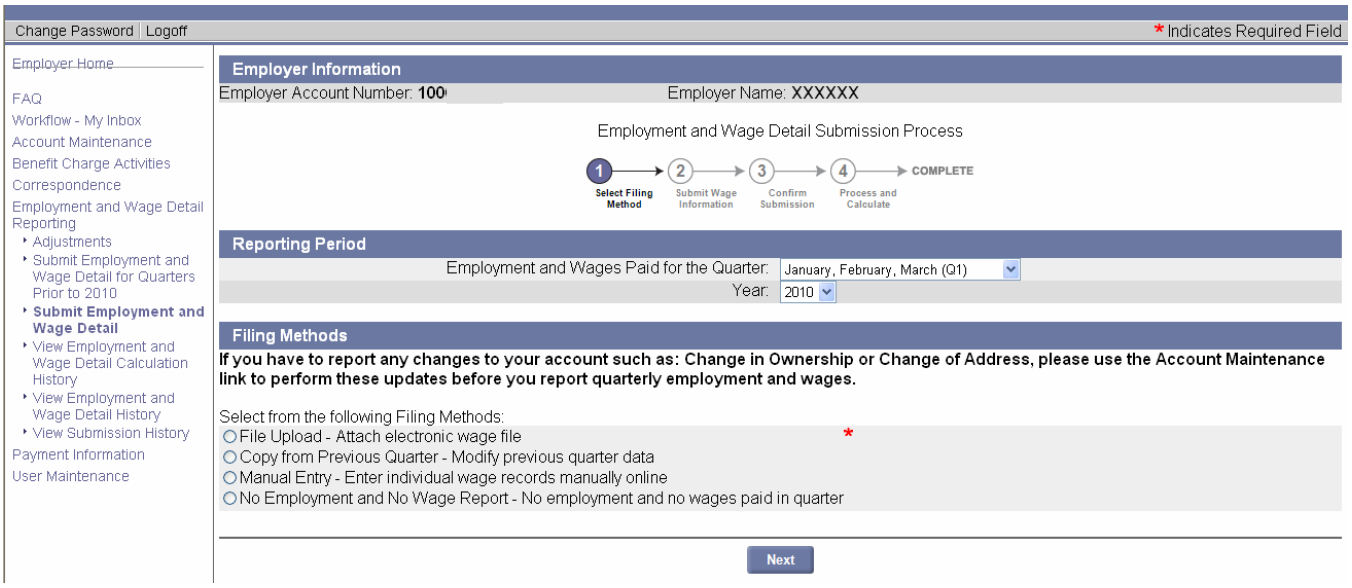
the first report for any quarter should be submitted with an Adjustment Reason Code of "0", indicating an "Original Submission". The QUEST system will only accept one submission per quarter as an Original Submission. If an employment and wage detail report was submitted incorrectly or incompletely, File Uploads with corrections should have an Adjustment Reason Code of 1 thru 8 to indicate it is an adjustment vs. an original submission. Once a File Upload with Adjustment Reason Code of 0 has been submitted to QUEST for a given quarter filing, it will reject all subsequent filings for that quarter with an Adjustment Reason Code of 0.

Step-by-Step Instructions:

Manual Entry Method:

1. Navigate to the employment and wage detail home page using the instructions provided in the section – 'Navigating to Employment and Wage Detail Reporting' in the Employer User Guide.

2. Click on the link 'Submit Employment and Wage Detail'. The screen shown below will appear, prompting you to choose from the available filing methods.



3. Using the radio buttons, click on the filing method of your choice. In this case, 'Manual Entry'.

4. The screen shown in the next page will appear. Enter the wage detail information as requested. Please refer to the screenshot for additional information on entering data.

NOTE: The maximum number of records that can be entered using manual entry is limited to 100. The page will initially display 25 blank rows for wage detail entries. Upon reaching 25 records, you can add more records by clicking on 'Save" then 'Add' at the end of the page. If you wish to periodically save the information being entered, click on the 'Save' button at the end of the page. If

you do not hit ‘Save’ or ‘Next’ within 30 minutes the system will log you out, and you may lose what you entered.

Massachusetts Department of Workforce Development

Friday, November 06, 2009
Print

Change Password | Logoff

Employer Home
FAQ/Contact Us
Account Maintenance
Benefit Charge Activities
Collections
Correspondence
Employment and Wage Detail Reporting
- Adjustments
- Employment and Wage Report Removal
- Out of State Wage Credit
- Submit Employment and Wage Detail for Quarters Prior to 2010
- Submit Employment and Wage Detail
- View Employment and Wage Detail History
- View Submission History

History
Payment Information
User Maintenance

Employer Information

Employer Account Number: 100(Employer Name: **Employer**

ail Submission Process

4 → COMPLETE

Process and Calculate

If you encounter errors during save, the notices section will provide details on the error.

Reporting Information

Employment and Wages Paid for the Quarter: Ar
Year: 20
Submission Type: O

This section provides instructions to enter data. Read this before proceeding to enter records.

Employment and Wage Detail Records

- Enter employee information in space provided. If additional rows are needed, [illegible] Add.
- To permanently delete an employee record from the employment and wage report check the 'Delete' checkbox and select 'Next' or 'Save'.
- If you have more than 25 employees and need to enter employee information across MULTIPLE pages:
  - Complete each page and select the next page number.
  - Do not click 'Next' until you have completed all pages.
- When selections are complete, select 'Save', or 'Next'.
- Please note that adjustments to the **MA Income Tax Amount Withheld** on the **Wage and Employment Report** will not amend the amount of withholding that you originally reported. If an adjustment to the **MA Income Tax Amount Withheld** of any employee results in an over/underpayment of your company's withholding tax, you must separately amend your withholding tax return(s) with the Department of Revenue (DOR). Employers filing withholding via DOR's WebFile for Business (WFB) should use the Amend function available through their WFB account. Other employers should use DOR's Form CA-6, Application for Abatement/Amended return, available at www.mass.gov/dor, to amend the withholding amount paid.

Wage Detail Records

	SSN	Last Name	First Name	MI	Unit Number	UI Gross Wages	MA Wages Subject to Withholding	MA Income Tax Amount Withheld	Delete
1									
2									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
21									
22									
23									
24									
25									

Begin entering wage details for this quarter here. Maximum allowed is 100.

Click on the blue text to know more about the data to be entered in this column.

Previous | Save | Add

Sort Criteria

- To view a specific SSN or Last Name enter the appropriate data and select 'Search' t

SSN: Last

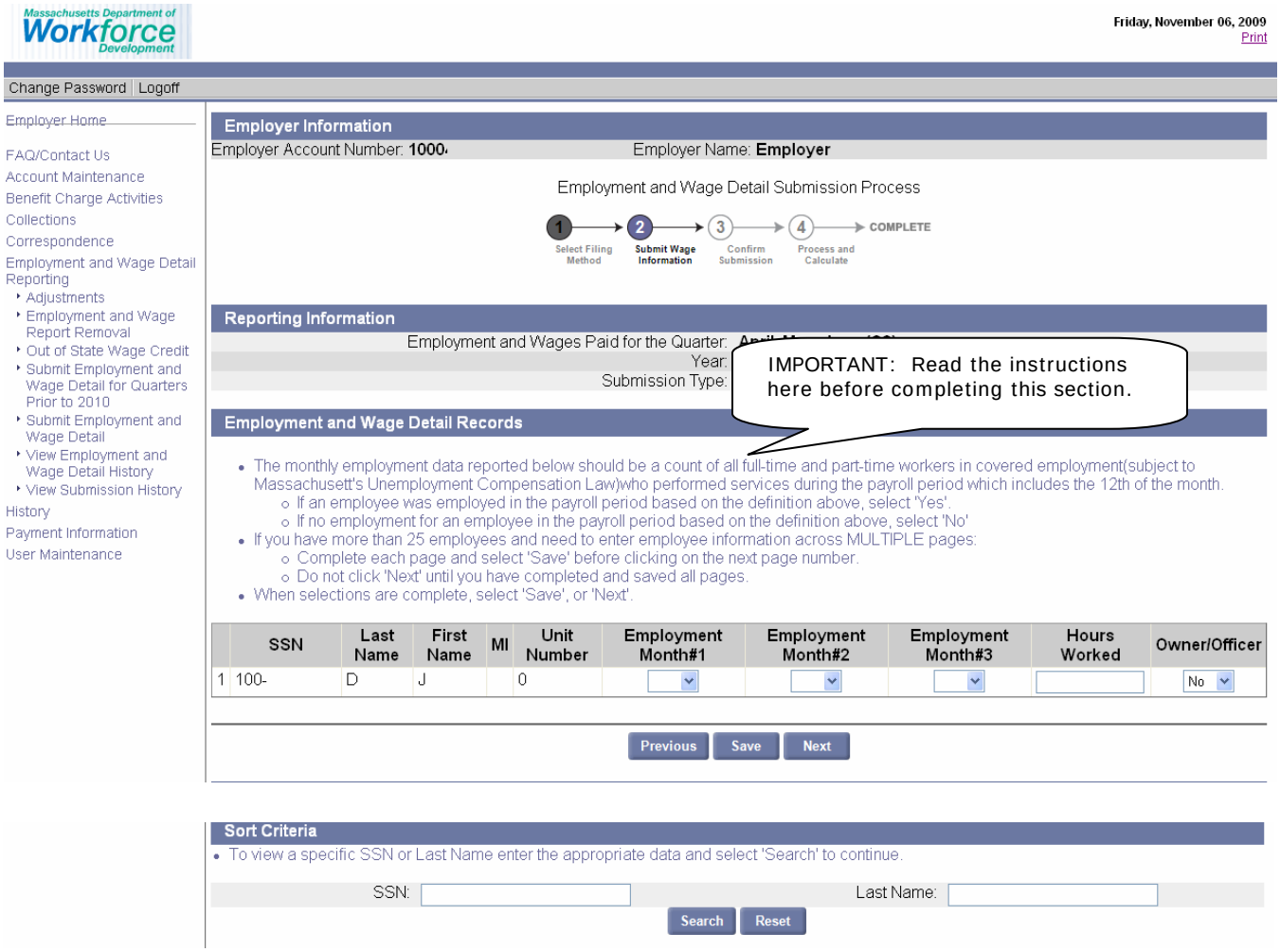
Search | Reset

Use this section to initiate search for an existing record from the manual entries for this quarter. It is useful when you have to quickly retrieve a previously saved record.

5. Once you have entered all the information, click on the 'Next' button to proceed to the next step.

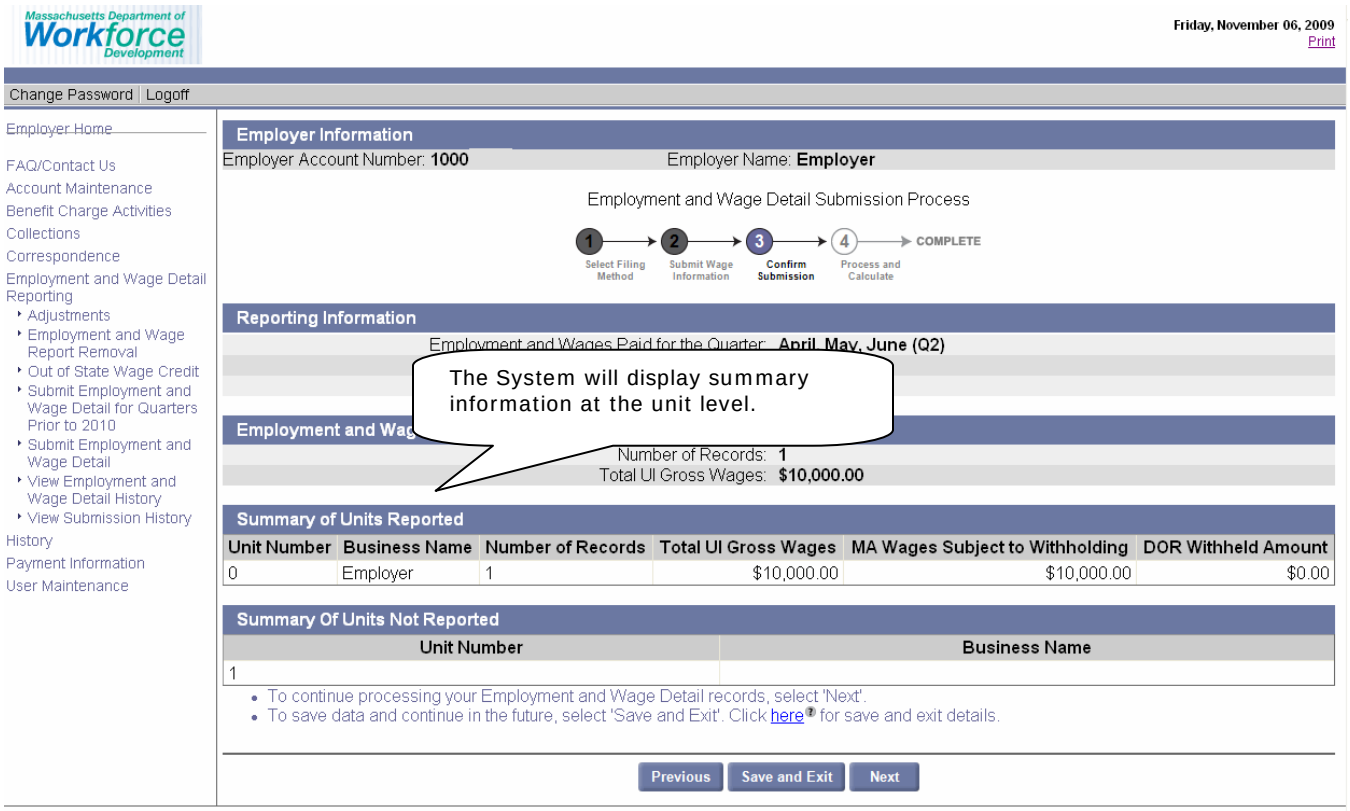
6. The following screen will appear. Use the instructions on this page to complete the requested information.

NOTE: If required, please refer to the '[HOURS WORKED GUIDELINE'](#) on the main website, http://www.mass.gov/uima, under Key Resources.



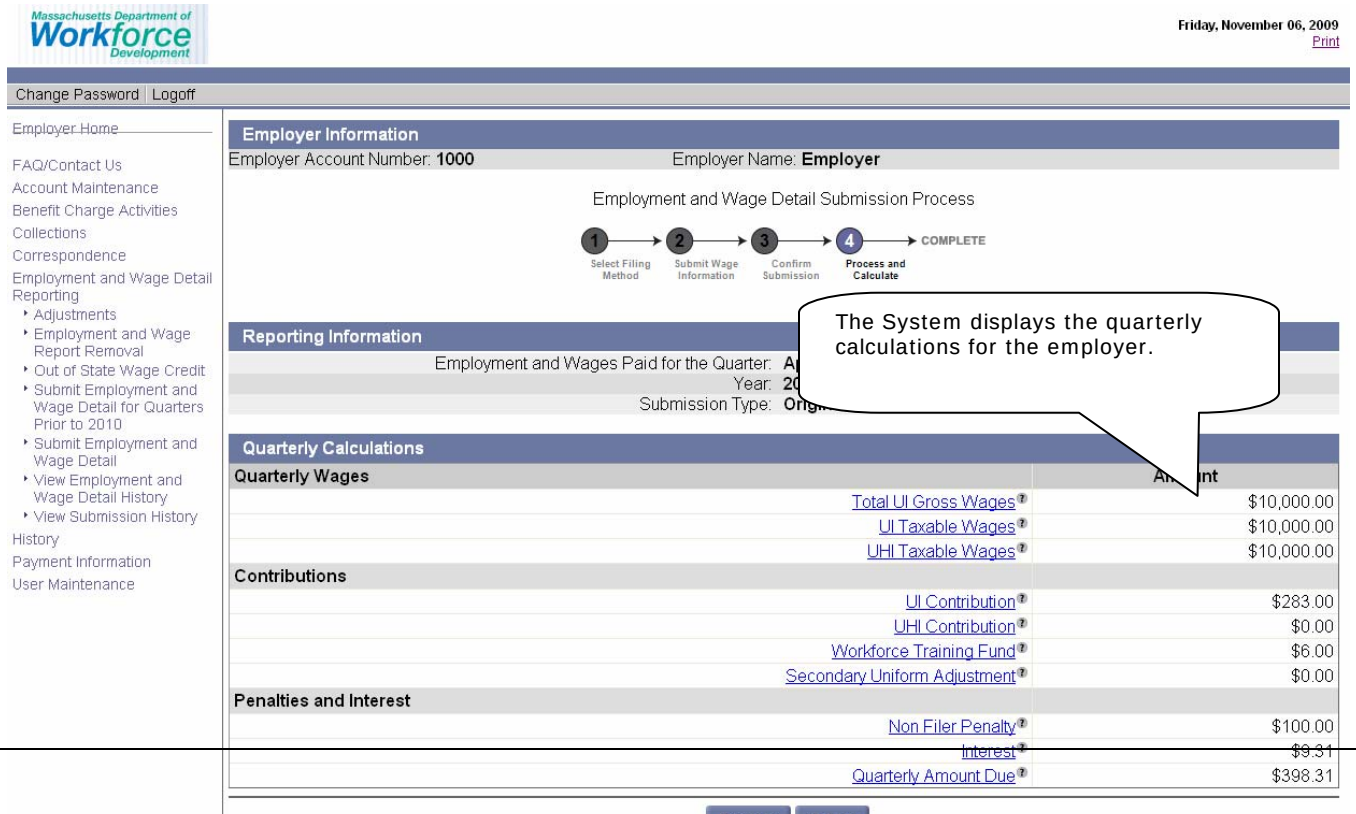
7. If you intend to save the records entered so far and return later, click on the 'Save' button. Otherwise, click 'Next' to continue.

8. The next page will display a summary of the gross wage detail information you entered. The wage detail information you entered will be totaled at the reporting unit level (screenshot shown below). Click 'Next' to continue.



9. On the next page, you will be requested to certify the employment and wage detail information being submitted. Use the checkbox to complete the certification and click 'Next' to continue.

10. A page will be displayed as shown below with the quarterly contributions due. If you would like to revisit your wage submission details at this point, you can do so by clicking on 'Previous'.



11. If you are ready to submit the wage detail report, click on 'Submit'. A confirmation number for your submission will be displayed on the next page indicating that the process is complete. On this page the 'Make Payment' link is also displayed, which will lead you to the payment process.

File Upload method:

This method allows employers to submit information via a self service application. The File Upload method should be used, whenever there are more than 100 records (the upper limit for manual entry). However, this method can also be used to process a lesser number of records. Within the file upload method, 3 file format types are available. They are: ICESA, EFW2 and Delimited. Key facts about the File Upload method are:

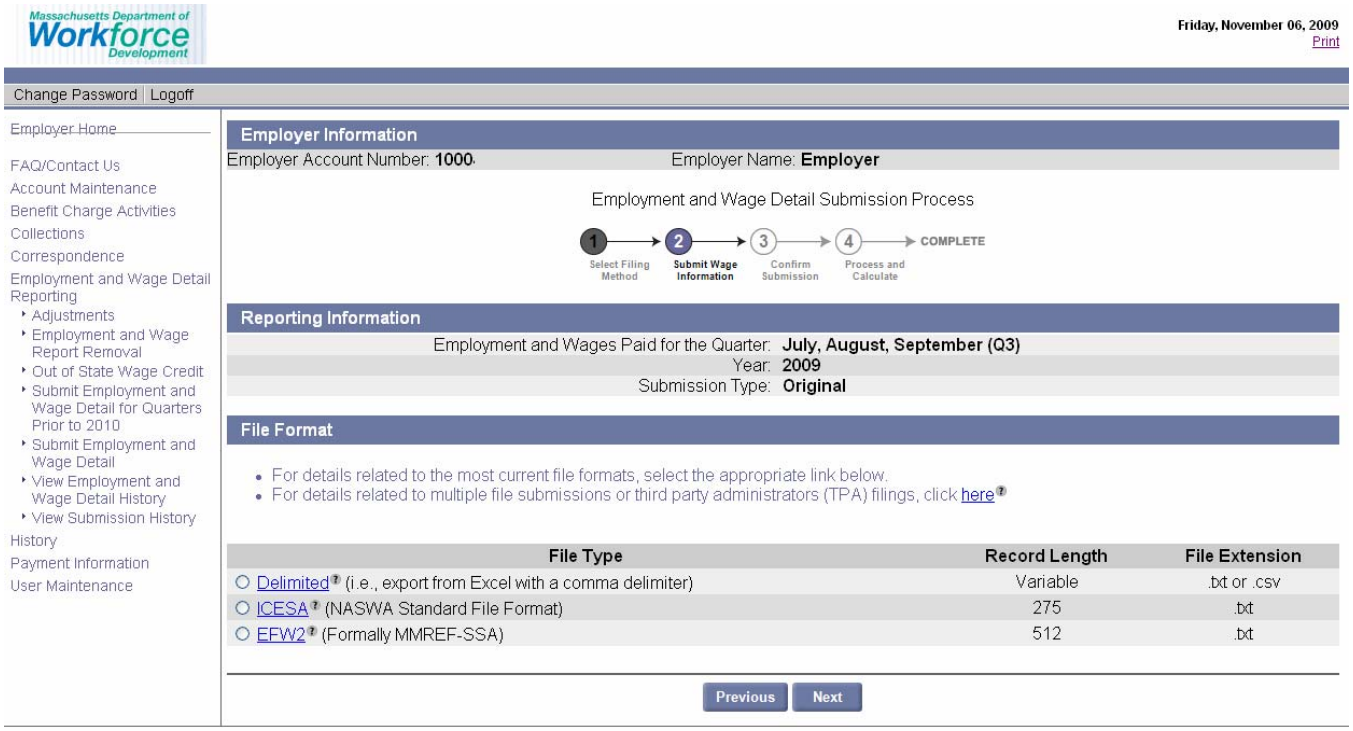
- The File Upload method can be used to process up to 30,000 records. If you have more than 30,000 records, the FTP method should be used.
- The uploaded wage detail files would be processed immediately, if your file size is within 150 records. Otherwise, your file would be processed as part of a scheduled batch overnight. You should be able to view the status of your submission the following day, using the link 'View Submission History'.
- The process to upload files using ICESA, EFW2 or Delimited is similar with the only difference being in the file format. **Please refer to the file format documents available on the main website**, http://www.mass.gov/uima, under Key Resources under the Quarterly Employment and Wage Submission topic for additional information and extensive detail on file format, data definitions, formatting and file generation instructions for each of these formats.

Step by Step Instructions:

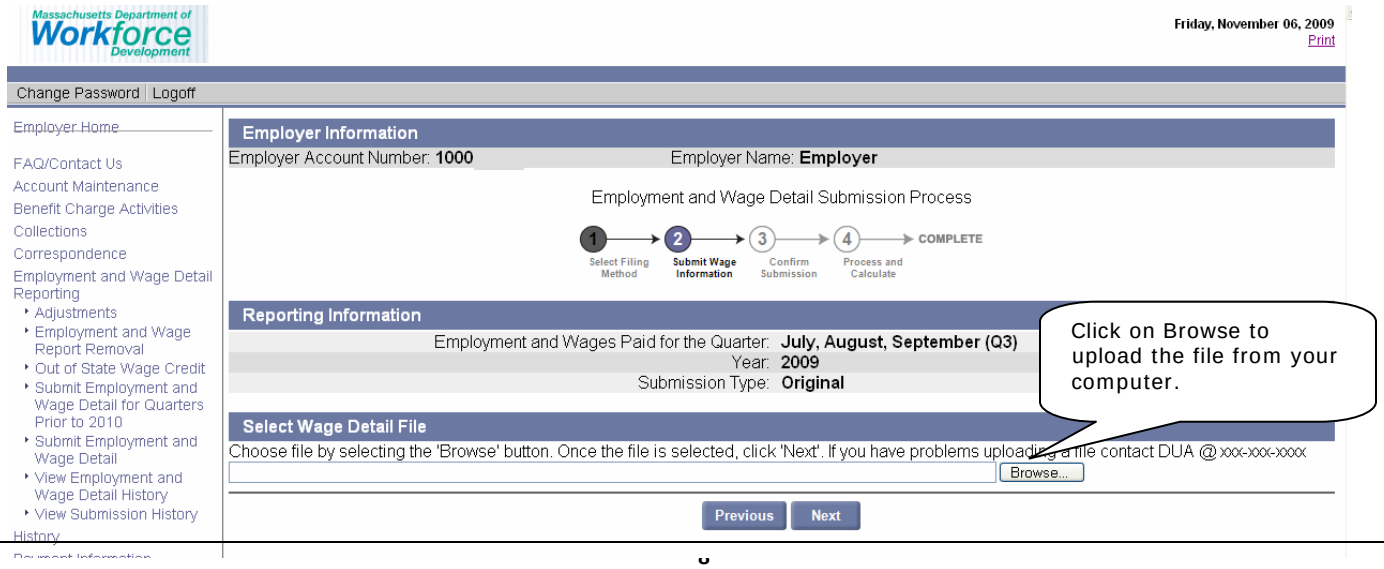
For the purposes of this illustration the 'Delimited' option will be used. The step by step instructions to process ICESA and EFW2 files would be the same, except for the file formats. In order to use this delimited option, the data that needs to be uploaded should be in the form of a comma delimited text file. The delimited file should have a format like the single sample record shown below.

10000000,0,20101,1,1,1,100000000,Smith,John,P,14000,140000,3500,255,n,0

1. Follow the first 3 steps outlined in 'Manual Entry Method'.
2. Click the radio button next to the File Upload method as your choice and click 'Next'. The following screen will appear. On this screen choose 'Delimited' as your option and click 'Next'.

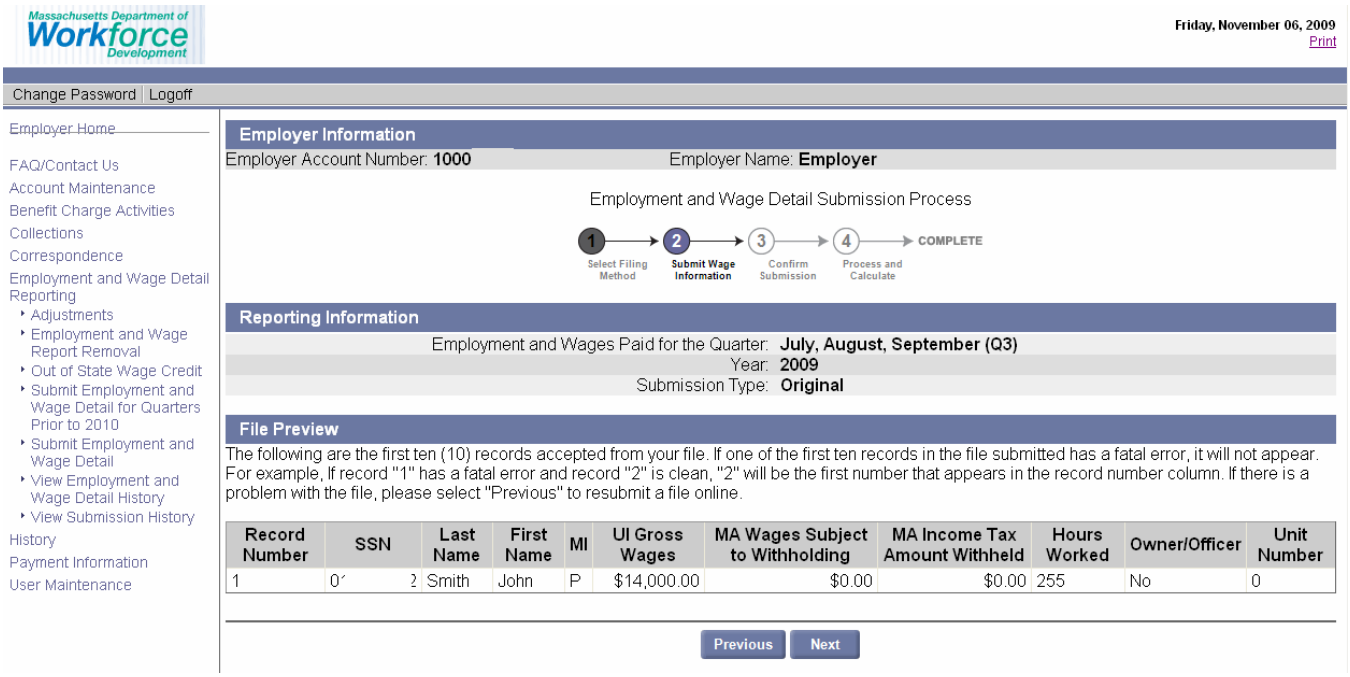


3. The following screen will appear. Click the Browse button to open the Choose file window. Locate and then click on the upload file on your computer and click the Open button. Click Next to process the file.

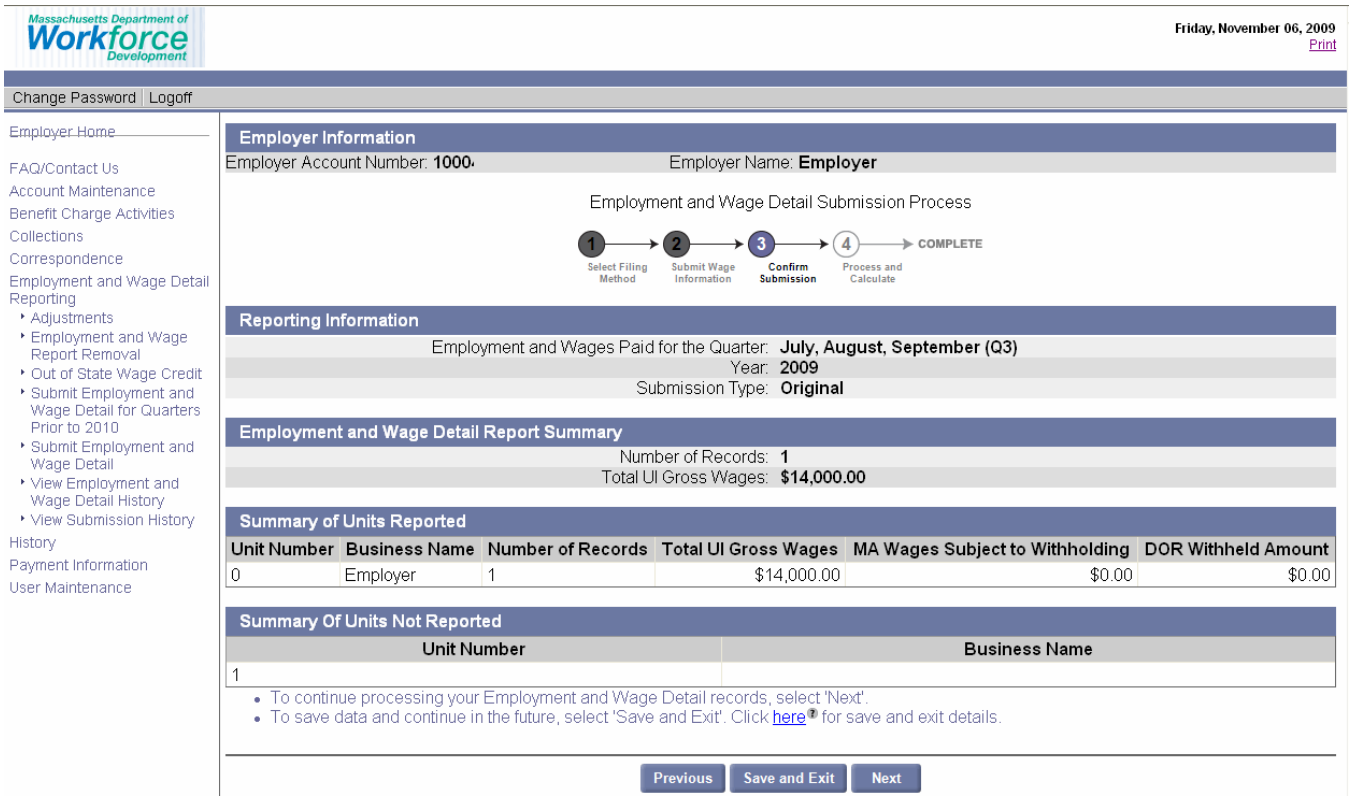


4. If the file finishes processing successfully, the following screen will appear. The File Preview screen will display the first 10 rows of data from the uploaded file. If errors are found in the file, the errors will be displayed. The user may choose to either correct the errors or ignore them. If the user chooses to ignore the errors and a record contains a fatal error (e.g., a missing SSN), the system will reject the specific record. The system will accept records with non fatal errors (e.g., hours worked missing). Please refer to Section 2.2.2 Error Management and File Rejection in the Employment and Wage Detail Guidelines and Information on the main website, http://www.mass.gov/uima, under Key Resources under the Quarterly Employment and Wage Submission topic for a list of error messages encountered during employment and wage uploads.

NOTE: If the uploaded file contains 150 or more records it will be processed overnight in a batch process. The results of this batch process can be viewed the following day in 'View Submission History' which is a later topic in this manual.



Click 'Next' to continue. The next page will display a summary of the gross wage detail information you entered (as shown below). The wage detail information you entered will be summed up at the reporting unit level.



5. From here on, the process is similar to manual entry method. Go to step 9 of the manual entry if you wish to continue reading instructions.

No Employment and No Wage Report:

'No Employment and No Wage Report' option can be used by employers if they intend to report no employment and wages for a quarter. This option should be used only if there are no MA Wages Subject to Withholding and no UI Gross wages for the quarter. This filing method should not be used if the employer had employees under employ who did not earn any wages during the quarter. In such cases, their information must be reported via one of the other filing methods using a “$0.00" entry under UI Gross Wages. Step by step instructions are:

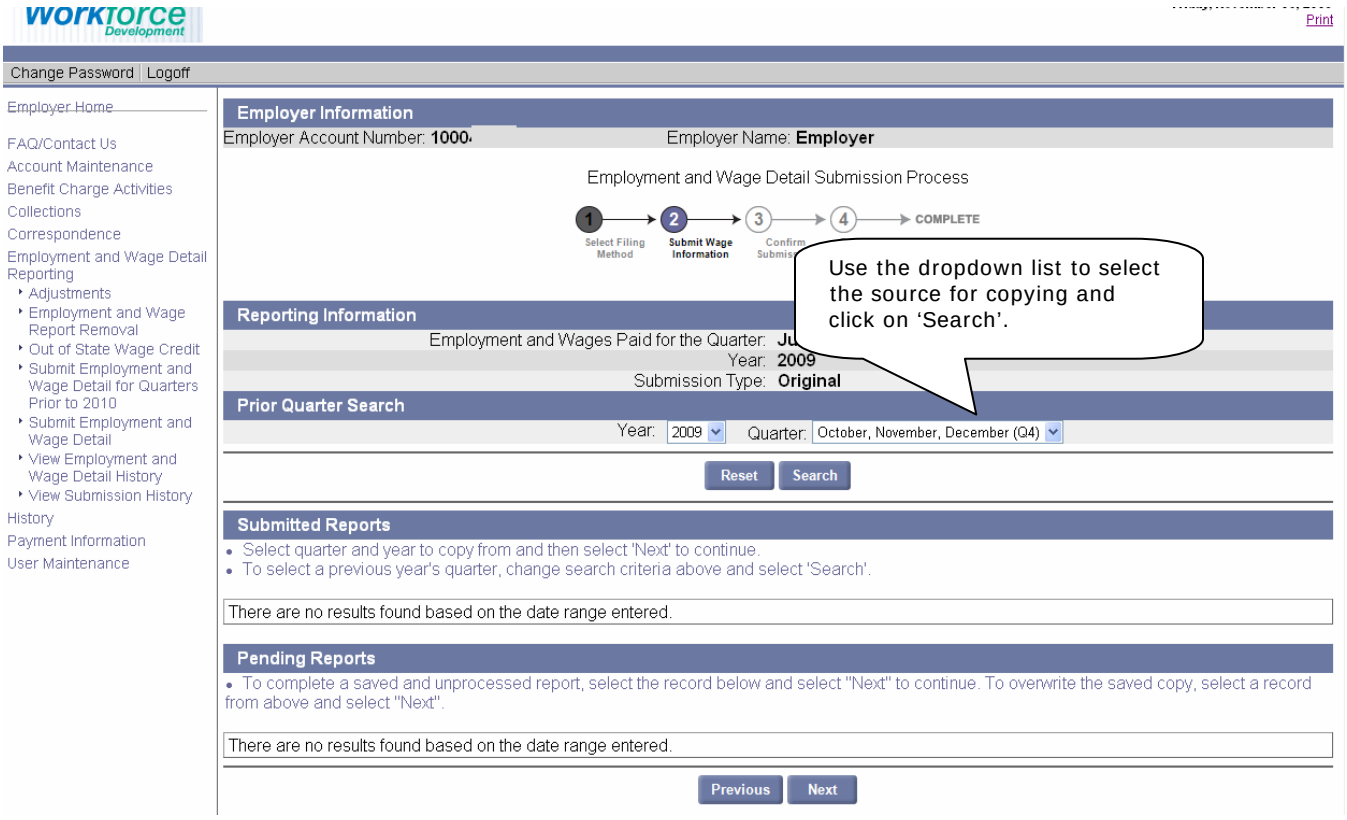
1. Follow the first 3 steps outlined in ‘Manual Entry’ method.
2. On the screen that appears, use ‘No Employment and No Wage Report’ as your choice from the list of options. Click ‘Next’.
3. The following screen will appear. Complete the filing process by clicking ‘Submit’ and a confirmation page will appear afterwards.

Copy from previous quarter:

When this method is used, the employee details from a past quarter (as specified by the user) are copied into the quarter for which you are filing, thereby reducing the data entry time. PLEASE NOTE: **The Copy From Previous filing method will not be available until Q2 2010.** The user must first enter the data for Q1 2010 before they can copy the data to the following quarter (i.e., Q2 2010).

NOTE: Only the employee details will be copied from the previous quarter. The wage details from each employee record will not be copied.

1. Follow the first 3 steps outlined in 'Manual Entry' method.
2. Use 'Copy from Previous Quarter' as your choice from the list of options. Click 'Next'.
3. The following screen will appear. Use the dropdown list to select the quarter to be used as the source for copying and click on 'Search'.



4. The quarter you searched for will appear as shown below. Use the radio button to confirm it as source and click 'Next' to continue.

5. The screen shown in the next page will appear. You will see that only the name and SSN details of the employee from the previous quarter are copied. You also have the option to delete any record copied over.

Massachusetts Department of Workforce Development

Friday, November 06, 2009
Print

Change Password | Logoff

Employer Home
FAQ/Contact Us
Account Maintenance
Benefit Charge Activities
Collections
Correspondence
Employment and Wage Detail Reporting
- Adjustments
- Employment and Wage Report Removal
- Out of State Wage Credit
- Submit Employment and Wage Detail for Quarters Prior to 2010
- Submit Employment and Wage Detail
- View Employment and Wage Detail History
- View Submission History

History
Payment Information
User Maintenance

Employer Information

Employer Account Number: **1000** Employer Name: **Employer**

Employment and Wage Detail Submission Process

1 Select Filing Method → 2 Submit Wage Information → 3 Confirm Submission → 4 Process and Calculate → COMPLETE

Reporting Information

Employment and Wages Paid for the Quarter: **July, August, September (Q3)**
Year: **2009**
Submission Type: **Original**

Employment and Wage Detail Records

- Enter employee information in space provided. If additional rows are needed, please select 'Add'.
- To permanently delete an employee record from the employment and wage report check the 'Delete' checkbox and select 'Next' or 'Save'.
- If you have more than 25 employees and need to enter employee information across MULTIPLE pages:
  - Complete each page and select the next page number.
  - Do not click 'Next' until you have completed all pages.
- When sel
- Please n ... **held** on the **Wage and Employment Report** will not amend the amount of withholdi ... **come Tax Amount Withheld** of any employee results in an over/unde ... arately amend your withholding tax return(s) with the Department of Revenue (DOR). E ... s (WFB) should use the Amend function available through their WFB account. ... n for Abatement/Amended return, available at www.mass.gov/dor, to amend the withholdi

Only the SSN and name are copied from previous quarters. You must enter the other wage details manually.

Wage Detail Records

	SSN	Last Name	First Name	MI	Unit Number	UI Gross Wages	MA Wages Subject to Withholding	MA Income Tax Amount Withheld	Delete
1	10	D	J		0				☐
2									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
21									
22									
23									
24									
25									

Click on the checkbox and click 'Save' to delete a copied record.

Previous | Save | Add | Next

Sort Criteria

- To view a specific SSN or Last Name enter the appropriate data and select 'Search' to continue.

SSN: _____ Last Name: _____

Search | Reset

6. Once you have modified all the information as necessary, click on 'Next' to continue.
7. From here on, the process is the same as the Manual Entry filing method. If required, refer to step 7 of the instructions for Manual Entry and continue to read from there.

FTP method:

The secure FTP process provides employers with large files (over 30,000 records) the ability to submit information via an FTP folder. Special set-up is required to provide secure access to individual employer folders. Data will be processed in overnight batch and acknowledgement files which will be provided in a separate FTP folder on the next day for review. Submission and error history will also be viewable online by logging onto the self-service application.

Please refer to the following sections on the main website, http://www.mass.gov/uima, under Key Resources under the Quarterly Employment and Wage Submission topic for details on the FTP method.

- Employment and Wage Submission Guidelines and Information
- Delimited File Format Specification
- ICESA File Format Specification
- EFW2 File Format Specification