

# FILING 4<sup>th</sup> QUARTER WAGES FOR 2009 USING QUEST - FOR EMPLOYERS

<p><b>Introduction</b></p>	<p>The instructions below show how an employer can submit employment and wage detail report to DUA (Division of Unemployment Assistance) for the 4<sup>th</sup> Quarter of 2009. For this quarter, the employers are responsible for two separate filings: 1. The DUA Contribution Report (i.e., DUA UI and UHI Gross Employment and Wages 2. DOR (Department of Revenue) Employment and Wage Detail report. The data elements required for DUA filing are: Gross Wages, UI taxable wages, UHI taxable wages and gross 12<sup>th</sup> of the month employment data. The taxable wages submitted will be used to process and calculate the UI contributions due for the quarter. For DOR filing, the user will submit wage detail at employee level, but it will not be used in the calculation of UI contributions due. During the process, the user will first be required to provide the gross employment and wages (i.e., DUA Contribution Report) and will then be prompted to provide the detail employment and wage information (i.e., DOR Wage Report).</p> <p>For submitting the employment and wage detail (i.e., DOR Wage Report), the system provides 2 methods: 1. online file upload or 2. manual entry method. If you have more than 100 employee records to file, you must use the file upload method, the manual entry method cannot be used.</p>
<p><b>Abbreviations Used</b></p>	<p>1) DUA – Division of Unemployment Assistance 2) DOR – Department of Revenue 3) UI – Unemployment Insurance 4) UHI – Unemployment Health Insurance</p>

## Step-by-Step Instructions:

1. Login to your QUEST employer online account at [www.mass.gov/uima](http://www.mass.gov/uima)
2. Your account home page will appear as shown below. Click on the link 'Employment and Wage Detail Reporting'.

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Employment and Wage Detail Reporting

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**Employer Information**

Employer Account Number: 1000      Employer Name: XXXXXX

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Employer Home

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[FAQ](#)  
Review frequently asked questions (FAQ's) for the UI program or UI system.

[Workflow - My Inbox](#)  
View any action items requiring your attention.

[Account Maintenance](#)  
Maintain account information including changing legal name, mailing address, owners/officers, reporting units, or reporting status. View the most recent Tax Rate Notice, authorize TPAs or provide information regarding the purchase or sale of a business.

[Benefit Charge Activities](#)  
View Benefit Charges by calendar year and quarterly summaries; claimant detail summaries; and individual claimant transaction details. Additional information includes fiscal year summaries with tax rate buydown and/or merger-acquisition details related to benefit charges.

[Correspondence](#)  
Search for Correspondence

[Employment and Wage Detail Reporting](#)  
Submit Employment and Wage Detail Reports for this Agency and the Department of Revenue. View historical Employment and Wage Reporting information.

[Payment Information](#)  
Make payments; view account summary, pending payments, processed or cancelled payments, taxable wages, and FUTA credit information.

[User Maintenance](#)  
Assign or Update user access to Employer account information.

**Click Here**

## Filing 4<sup>th</sup> Quarter Wages for 2009

- The following page will appear. Click on the link 'Submit Employment and Wage Detail for Quarters Prior to 2010'.

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**Employer Information**

Employer Account Number: 1000      Employer Name: XXXXXX

**Employment and Wage Detail Reporting**

[Adjustments](#)  
Adjust previously submitted employment and wage detail records. Upload a file of adjustments, or select and modify specific records online. Staff may review adjustments online.

[Submit Employment and Wage Detail for Quarters Prior to 2010](#)  
Submit the original or adjust a Division of Unemployment Assistance (DUA) Contribution Report or Department of Revenue (DOR) Wage Report for quarters prior to 2010. Contributions, other charges, penalties and interest will be calculated online through this process."

[View Employment and Wage Detail Calculation History](#)  
Search for and view historical calculations for quarterly employment and wage submissions.

[View Submission History](#)  
View basic information for each original and adjusted wage detail submission. The data includes the Submission Date and Time, Filing Method, Errors, Number of Records Processed, and Gross Wages Processed.

**Click Here**

- The following page will appear. You will be asked to choose the year and quarter for which you wish to file wages, using the drop down menus. Choose Quarter as October, November, December (Q4) and the year as 2009. Click 'Next'.

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**Employment and Wage Detail Reporting**

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**Employer Information**

Employer Account Number: 1000      Employer Name: XXXXXX

Employment and Wage Detail Submission Process

1 → 2 → 3 → 4 → COMPLETE

Select Quarter and Year    Submit Wage Information    Confirm Submission    Process and Calculate

**Reporting Information**

Employment and Wages Paid for the Quarter:

Year:

- The following screen will appear displaying the filing status for the chosen year and quarter. The filing status section on this page will tell you if the DUA/DOR reports have been filed already. Click 'Next' to continue.

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**Employer Information**

Employer Account Number: 1000      Employer Name: XXXXXX

Employment and Wage Detail Submission Process

1 → 2 → 3 → 4 → COMPLETE

Select Quarter and Year    Submit Wage Information    Confirm Submission    Process and Calculate

**Reporting Information**

Employment and Wages Paid for the Quarter: **October, November, December (Q4)**

Year: **2009**

Submission Type: **Original**

**Filing Status**

You have not filed the DUA Contribution Report or the DOR Wage Report for Quarter 4 and Year 2009. You need to submit the original DUA Contribution Report and the DOR Wage Report

The filing status for the chosen quarter is displayed here.

- The screen shown below will appear. Enter the Total UI Gross wages to be reported to DUA on this screen. Click 'Next' to continue. Note: If the employer is not subject for UI, enter "0" in all fields. If the employer is a reimbursable employer and not required to file UI (i.e. Form 1) enter "0" in the UI taxable wages field. If the employer is exempt from UHI, enter "0" in the UHI Taxable Wages field.

- The following screen will appear. Enter the 12<sup>th</sup> of the month employment data here. (Number of employees employed on the 12<sup>th</sup> of each month for each month of the quarter).

*Note: if the employer has UHI Taxable Wages to report, the average employment for the 12<sup>th</sup> of the month count must be six or greater.*

8. You will be asked to choose your method of filing for the DOR wage detail information. Choose from the 'Manual Entry' or 'File Upload'. If your choice is 'Manual Entry', proceed to the next step. Otherwise, proceed to **step 16** for instructions to upload a file for DOR Wage Detail.

**IMPORTANT:** You will be able to use the manual entry method, only if the wage detail records are limited to 100 employees or less. If you have more than 100 employees, you must use the file upload method.

9. The following screen will appear. Click 'Next' to continue.

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**Employer Information**

Employer Account Number: 1000 Employer Name: XXXXXX

Employment and Wage Detail Submission Process

1 → 2 → 3 → 4 → COMPLETE

Select Quarter and Year Submit Wage Information Confirm Submission Process and Calculate

**Reporting Information**

Employment and Wages Paid for the Quarter: **October, November, December (Q4)**

Year: **2009**

Submission Type: **Original**

**Filing Methods**

File Upload - Attach electronic wage adjustment file

Manual Entry - Adjust individual wage records manually online

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10. The following screen will appear. *(Please turn over to the next page)*. On this screen, enter the wage detail records. Please refer to the screenshot for details on entering data in this screen. After data entry is complete, click 'Next' to continue.

*NOTE: The wage detail information you provide on this page will not be used to calculate your UI, UHI contributions. The contributions will be calculated using the wage detail information you provided in steps 6 and 7. This calculation method is applicable only for quarters prior to 2010.*

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**Employer Information**

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

Employment and Wage Detail Submission Process

**Reporting Information**

Employment and Wages Paid for the Quarter: **October, November, December**

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 selections are complete, select 'Save', or 'Next'.
- Please note that adjustments to the **MA Income Tax Amount Withheld** on the **Employment and Wage 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](http://www.mass.gov/dor), to amend the withholding amount paid.

**Wage Detail Records**

	SSN	Last Name	First Name	MI	Unit Number <sup>?</sup>	UI Gross Wages <sup>?</sup>	MA Wages Subject to Withholding <sup>?</sup>	MA Income Tax Amount Withheld <sup>?</sup>	Delete
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>				
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>				
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>				
4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>				
5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>				
6	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>				
7	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>				
8	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>				
9	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>				
10	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>				
11	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>				
12	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>				
13	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>				
14	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>				
15	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>				
16	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>				
17	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>				
18	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>				
19	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>				
20	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>				
21	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>				
22	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>				
23	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>				
24	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>				
25	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>				

**Sort Criteria**

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

SSN:       Last Name:

**IMPORTANT:** Please read the instructions here before entering Wage Detail Records.

Enter Social Security Number without spaces or dashes.

**IMPORTANT:** If the Unit Number is unknown leave blank.

Click here to proceed to the next step after all data entry is complete.

If more than 25 employees need to be entered, click 'Save' after entering the first 25 records and then click 'Add'.

11. The following screen will appear where you will be required to enter the 12<sup>th</sup> of the month employment data for each employee and hours worked. Choose 'Yes' from the drop-down menus if the employee was employed on the 12<sup>th</sup> of the month, otherwise, choose 'No'. Click 'Next' to continue.

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**Employer Information**

Employer Account Number: 1000      Employer Name: XXXXXX

Employment and Wage Detail Submission Process

**Reporting Information**

Employment and Wages Paid for the Quarter: **October, November, December (Q4)**  
 Year: **2009**  
 Submission Type: **Original**

**Employment and Wage Detail Records**

- The monthly employment data reported below should be a count of all full-time and part-time workers in covered employment (subject to Massachusetts's Unemployment Compensation Law) who performed services during the payroll period which includes the 12th of the month.
  - If an employee was employed in the payroll period based on the definition above, select 'Yes'.
  - If no employment for an employee in the payroll period based on the definition above, select 'No'.
- If you have more than 25 employees and need to enter employee information across MULTIPLE pages:
  - Complete each page and select 'Save' before clicking on the next page number.
  - Do not click 'Next' until you have completed and saved all pages.
- When selections are complete, select 'Save', or 'Next'.

	SSN	Last Name	First Name	MI	Unit Number	Employment Month#1	Employment Month#2	Employment Month#3	Hours Worked	Owner/Officer
1	200	XX	XXXXX		0	<input type="button" value="v"/>	<input type="button" value="v"/>	<input type="button" value="v"/>	<input type="text"/>	<input type="button" value="No"/>
2	300	YY	YYYY		0	<input type="button" value="v"/>	<input type="button" value="v"/>	<input type="button" value="v"/>	<input type="text"/>	<input type="button" value="No"/>

**Sort Criteria**

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

SSN:       Last Name:

12. The following screen will appear, summarizing the wage details for each reporting unit. Verify the details and click 'Next' to continue.

Change Password | Logoff

**Employer Information**

Employer Account Number:      Employer Name:

Employment and Wage Detail Submission Process

**Reporting Information**

Employment and Wages Paid for the Quarter: **October, November, December (Q4)**  
 Year: **2009**  
 Submission Type: **Original**

**Employment and Wage Detail Report Summary**

Number of Records: **2**  
 Total UI Gross Wages: **\$20,000.00**

**Summary of Units Reported**

Unit Number	Business Name	Number of Records	Total UI Gross Wages	MA Wages Subject to Withholding	DOR Withheld Amount
0		2	\$20,000.00	\$20,000.00	\$0.00

- To continue processing your Employment and Wage Detail records, select 'Next'.
- To save data and continue in the future, select 'Save and Exit'. Click [here](#) for save and exit details.

Filing 4<sup>th</sup> Quarter Wages for 2009

13. The following screen will appear. Certify your filing by clicking on the checkbox. Click 'Next' to continue.

Change Password | Logoff \* Indicates Required Field

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**Employer Information**

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

Employment and Wage Detail Submission Process

**Reporting Information**

Employment and Wages Paid for the Quarter: **October, November, December (Q4)**

Year: **2009**

Submission Type: **Original**

**Employment and Wage Detail Certification**

You are asked to certify that all of the information provided in this filing is complete, true and accurate. Massachusetts law provides for civil fines and criminal penalties for misrepresentation, evasion, willful nondisclosure, and failure or refusal to furnish reports or requested information to this agency.

I certify, under penalties of perjury, that all information provided in this filing is complete and true to the best of my knowledge and belief.\*

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14. The following screen will appear, displaying the quarterly calculations of your UI, UHI contributions. The total (gross) wage information you provided in steps 6 and 7 will be used to calculate the amount due. If you are satisfied with the calculations, click 'Submit' to continue. Otherwise, click 'Previous' to make any changes.

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**Employer Information**

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

Employment and Wage Detail Submission Process

**Reporting Information**

Employment and Wages Paid for the Quarter: **October, November, December (Q4)**

Year: **2009**

Submission Type: **Original**

**Quarterly Calculations**

Quarterly Wages	Amount
Total UI Gross Wages <sup>Ⓜ</sup>	\$20,000.00
UI Taxable Wages <sup>Ⓜ</sup>	\$20,000.00
UHI Taxable Wages <sup>Ⓜ</sup>	\$0.00
<b>Contributions</b>	
UI Contribution <sup>Ⓜ</sup>	\$566.00
UHI Contribution <sup>Ⓜ</sup>	\$0.00
Workforce Training Fund <sup>Ⓜ</sup>	\$12.00
Secondary Uniform Adjustment <sup>Ⓜ</sup>	\$0.00
<b>Penalties and Interest</b>	
Non Filer Penalty <sup>Ⓜ</sup>	\$0.00
Interest <sup>Ⓜ</sup>	\$0.00
Quarterly Amount Due <sup>Ⓜ</sup>	\$578.00

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Submit

15. Upon clicking 'Submit', a confirmation page will appear as shown below. You have successfully completed the DUA/DOR wage filings for the 4<sup>th</sup> Quarter of 2009.

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**Employer Information**

Employer Account Number: 1000 Employer Name: XXXXXX

Employment and Wage Detail Submission Process

1 Select Quarter and Year → 2 Submit Wage Information → 3 Confirm Submission → 4 Process and Calculate → COMPLETE

**Employment and Wage Detail Report Submission Confirmation**

- Thank you for using our online Employment and Wage Detail Submission process. You have successfully submitted an Employment and Wage Detail Report for Quarter October, November, December (Q4) of Year 2009.
- Your confirmation number is : 10004538\_12150915182. For future reference, this number is in View Submission History.
- If you would like to make a payment for amounts due select 'Make Payment' at the bottom of this page.
- If you are closing your business and this is your final Employment and Wage Detail Report Select 'Account Maintenance' then 'Suspend Account' from the left navigation and proceed with the prompts.

[Make Payment](#)

16. **File upload method - Continued from step 8:** If you wish to choose 'File Upload' as your option to file DOR wage detail reports, indicate your choice as 'File Upload' using the radio buttons. Click 'Next' to continue.

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**Employer Information**

Employer Account Number: 1000 Employer Name: XXXX

Employment and Wage Detail Submission Process

1 Select Quarter and Year → 2 Submit Wage Information → 3 Confirm Submission → 4 Process and Calculate → COMPLETE

**Reporting Information**

Employment and Wages Paid for the Quarter: **October, November, December (Q4)**

Year: **2009**

Submission Type: **Original**

**Filing Methods**

File Upload - Attach electronic wage adjustment file

Manual Entry - Adjust individual wage records manually online

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17. The following page will appear, prompting you to choose among the file formats available for the file upload method. Indicate your choice using the radio buttons. If you wish to read the instructions on each file format proceed to next step (**step 18**), Otherwise, Click on 'Next' and proceed to **step 20**.

**IMPORTANT:** It is recommended that you use the Delimited file format for uploading wage details, if you are not already using the ICESA and EFW2 formats. Instructions to prepare a delimited file from scratch are available on the next page.

**NOTE:** For the purposes of this illustration the 'Delimited' option will be used. The step by step instructions to process ICESA and EFW2 files are the same, except for the file formats. Click on each file format for additional information on the file format. In order to use the delimited option, the data that needs to be uploaded

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should be in the form of a comma delimited text file (with an extension .txt) or a comma separated value file (with an extension .CSV).

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Employment and Wage Detail Submission Process

1 → 2 → 3 → 4 → COMPLETE

1: Select Quarter and Year    2: Submit Wage Information    3: Confirm Submission    4: Process and Calculate

### Reporting Information

Employment and Wages Paid for the Quarter: **October, November, December (Q4)**

Year: **2009**

Submission Type: **Original**

### File Format

- For details related to the most current file formats, select the appropriate link below.
- For details related to multiple file submissions or third party administrators (TPA) filings, click [here](#).

File Type	Record Length	File Extension
<input checked="" type="radio"/> <a href="#">Delimited</a> (i.e., export from Excel with a comma delimiter)	Variable	.bt or .csv
<input type="radio"/> <a href="#">ICESA</a> (NASWA Standard File Format)	275	.bt
<input type="radio"/> <a href="#">EFW2</a> (Formally MMREF-SSA)	512	.bt

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Click here for detailed instructions on this format.

18. Click on the file type name (blue text) as shown in the screenshot from **step 17**.

19. The following message will appear in a new window. Click on the link provided here to open the PDF file format specifications.

Address: <http://uiq-uat-web-01/Static/Revenue/WageDetail/FileFormatEFW2.htm>

Links: DWD Intranet    Workforce Development    Home - DUA QUEST Training    System Test    Training URL    UAT    SnagIt

### EFW2 File Format

EFW2 is a standard file format that may be used to file employment and wage detail. For file layout and instructions please select [here](#)

Close

Click here to open the file format details.

**PREPARING THE DELIMITED FILE FOR UPLOAD:** *Before proceeding to the next step, it is important that you have the delimited file containing wage detail records, ready for upload. If you require additional information on the file format, refer to steps 18 and 19 to obtain it.*

In order to use the delimited option, the data that needs to be uploaded should be in the form of a comma delimited text file (with an extension .txt) or comma separated value file – saved from EXCEL (with the extension .CSV).

It is recommended that you begin by entering your wage detail upload information in an EXCEL file and convert it to a .CSV file. A downloadable EXCEL template is available at [http://www.mass.gov/Elwd/docs/dua/quest/delimited\\_template\\_4th\\_09.xls](http://www.mass.gov/Elwd/docs/dua/quest/delimited_template_4th_09.xls). You can use this template to enter your wage detail information for the purposes of filing. You must convert the EXCEL file to a

Filing 4<sup>th</sup> Quarter Wages for 2009

.CSV format before uploading it. If you would like to view instructions on saving an EXCEL file to .CSV format, please refer to the bottom of this document.

On the file, each wage detail record should contain the following information and in the order described below.

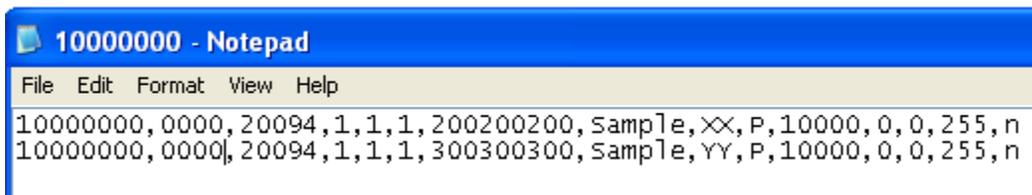
Employer Account Number	Unit Number (Enter 0000 if unknown)	Year/Qtr (YYYYQ)	Employed on 12th of 1st month (1 if yes, 0 if no)	Employed on 12th of 2nd month (1 if yes, 0 if no)	Employed on 12th of 3rd month (1 if yes, 0 if no)	Social Security number (no hyphens)	Last Name	First Name
-------------------------	--	---------------------	---	---	---	--	-----------	------------

Continued from First name column.

Middle Initial	UI Gross Wages	DOR Withholding Wages	DOR Amount Withheld (MA Income tax)	Hours Worked	Officer Code ( y if officer, otherwise blank or n)
----------------	----------------	-----------------------	-------------------------------------	--------------	---

The comma delimited text file (.txt) or comma separated value (.CSV) or should file look like below:

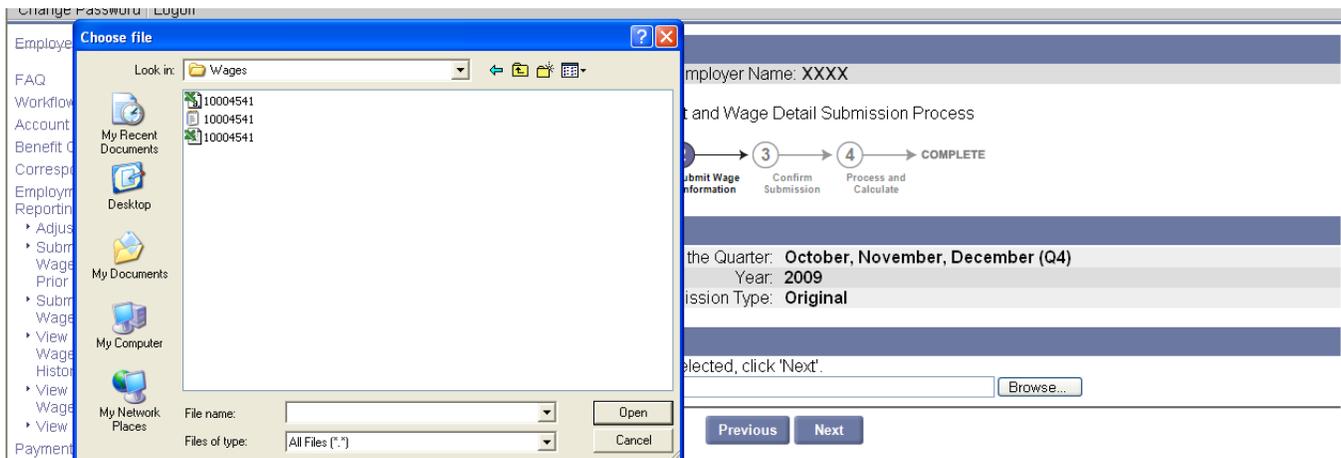
**NOTE:** If you using .CSV do not open the .CSV file with EXCEL to compare against this screenshot. Right-click on the .CSV file, choose 'Open with' and select 'Notepad' from the list of programs.



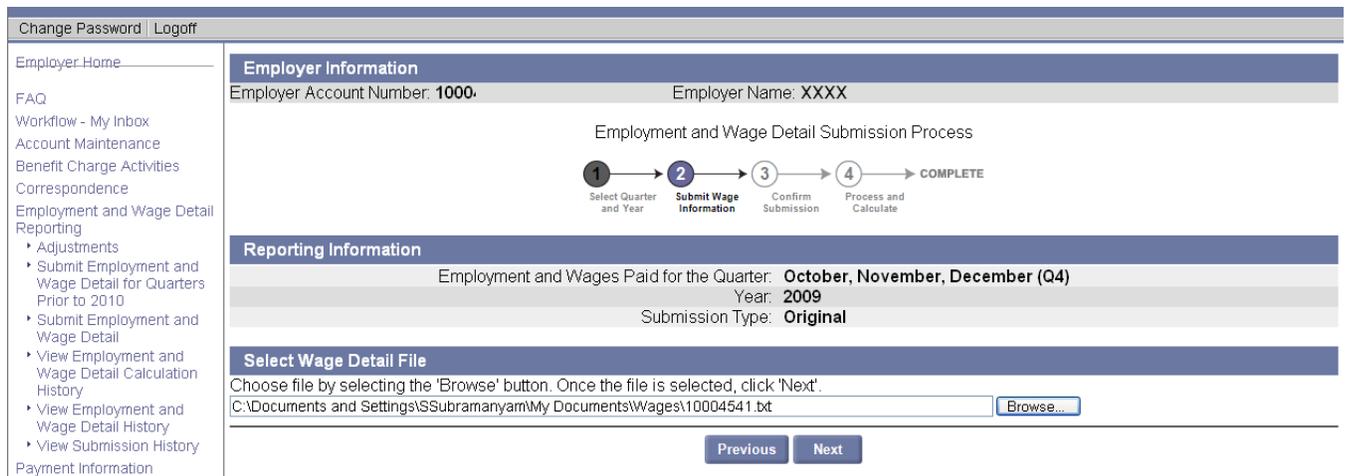
20. The following page will appear and you will be able to upload the wage detail file from here, using the 'Browse' button. (The delimited file should be ready with all the required data before it is uploaded.)

## Filing 4<sup>th</sup> Quarter Wages for 2009

21. The following Windows explorer screen will appear. Navigate to the location of your wage detail file and double click on it.



22. The wage detail screen will be updated with the location of the file, as shown below. Click 'Next' to continue with the upload. If your file contains more than 250 employee records or 150 KB of data, proceed to **step 24**, otherwise proceed to **step 25**. If you encounter errors proceed to **step 23** (next step).



*(Please turn over to continue reading)*

## Filing 4<sup>th</sup> Quarter Wages for 2009

23. If you encounter errors during your upload, the error messages will be displayed as shown below. Correct all the errors and upload your file again. To return to the previous screen and upload again, click on 'Previous'. If your session is timed out, log into the system again and begin from step 1. The information you entered so far would have been saved, but you will have to go through all the steps. Additional information on error management can be found at: <http://www.mass.gov/Elwd/docs/dua/quest/wsgi.pdf>

- FAQ
- Account Maintenance
- Benefit Charge Activities
- Collections
- Correspondence
- Employment and Wage Detail Reporting
  - Adjustments
  - Employment and Wage Report Removal
  - Exception
  - Out of State Wage Credit
  - Reallocate Taxable Wages
  - Recalculate Amounts Due
  - Submit Employment and Wage Detail for Quarters Prior to 2010
  - Submit Employment and Wage Detail
  - Transfer Wage Detail Adjustments
  - View Employment and Wage Detail Calculation History
  - View Employment and Wage Detail History

Employer Account Number: **8**      Employer Name:

The following issue was detected with your submission:

**Notices**

- The number of errors in the file exceeded the threshold limit. Please select 'Previous', correct the errors and re-submit. (704)

**Reporting Information**

For the Quarter: **October, November, December (Q4)**  
 Year: **2009**  
 Submission Type: **Original**

**File Errors**

- Click [here](#) for detail error descriptions

Record Number	Error Message	Error Type
2	Employer Account Number 10000000 is Invalid	Fatal Error
3	Employer Account Number 10000000 is Invalid	Fatal Error
4	Employer Account Number 10000000 is Invalid	Fatal Error

[Previous](#)

Click here for error descriptions.

Click here to return to previous screen and continue upload.

24. If your wage detail file did not contain any errors, the file will be uploaded successfully, but will not be processed immediately. It will be batch processed on a nightly basis. You will be able to view the submission history and calculations the following day, by clicking on the link – 'View Submission History' in your employment and wage detail reporting home page. The following screen will appear with the message – 'File cannot be processed online but is saved to be processed in Batch (634)'. This means that the wage filing for DOR/DUA is complete at this point. If your file contained errors, the errors will be displayed and you must fix the errors before it can be uploaded. Additional information on error management can be found at: <http://www.mass.gov/Elwd/docs/dua/quest/wsgi.pdf>

- FAQ
- Account Maintenance
- Benefit Charge Activities
- Collections
- Correspondence
- Employment and Wage Detail Reporting
  - Adjustments
  - Employment and Wage Report Removal
  - Exception
  - Out of State Wage Credit
  - Reallocate Taxable Wages
  - Recalculate Amounts Due
  - Submit Employment and Wage Detail for Quarters Prior to 2010
  - Submit Employment and Wage Detail
  - Transfer Wage Detail Adjustments
  - View Employment and Wage Detail Calculation History
  - View Employment and Wage Detail History

Employer Account Number:      Employer Name:

The following issue was detected with your submission:

**Notices**

- File 78.csv cannot be Processed Online but is Saved to be Processed in Batch. (634)

Employment and Wage Detail Submission Process

**Reporting Information**

Employment and Wages Paid for the Quarter: **October, November, December (Q4)**  
 Year: **2009**  
 Submission Type: **Original**

**Select Wage Detail File**

Choose file by selecting the 'Browse' button. Once the file is selected, click 'Next'.

[Previous](#)    [Next](#)

## Filing 4<sup>th</sup> Quarter Wages for 2009

25. If your wage detail file did not contain any errors, the first 10 records from your file will appear on the file preview window as shown below. If your file contains errors, they will be displayed here and you must fix the errors before you can proceed. Additional information on error management can be found at: <http://www.mass.gov/Elwd/docs/dua/quest/wsgi.pdf> . Click 'Next' to continue.

Change Password   Logoff										
<a href="#">Employer Home</a> <a href="#">FAQ</a> <a href="#">Workflow - My Inbox</a> <a href="#">Account Maintenance</a> <a href="#">Benefit Charge Activities</a> <a href="#">Correspondence</a> <a href="#">Employment and Wage Detail Reporting</a> <ul style="list-style-type: none"> <li>▶ <a href="#">Adjustments</a></li> <li>▶ <a href="#">Submit Employment and Wage Detail for Quarters Prior to 2010</a></li> <li>▶ <a href="#">Submit Employment and Wage Detail</a></li> <li>▶ <a href="#">View Employment and Wage Detail Calculation History</a></li> <li>▶ <a href="#">View Employment and Wage Detail History</a></li> <li>▶ <a href="#">View Submission History</a></li> </ul> <a href="#">Payment Information</a> <a href="#">User Maintenance</a>	<div style="background-color: #4F81BD; color: white; padding: 2px;"><b>Employer Information</b></div> Employer Account Number: <b>1000</b> Employer Name: <b>XXXX</b>									
Employment and Wage Detail Submission Process										
<div style="background-color: #4F81BD; color: white; padding: 2px;"><b>Reporting Information</b></div> Employment and Wages Paid for the Quarter: <b>October, November, December (Q4)</b> Year: <b>2009</b> Submission Type: <b>Original</b>										
<div style="background-color: #4F81BD; color: white; padding: 2px;"><b>File Preview</b></div> The following are the first ten (10) records accepted from your file. If one of the first ten records in the file submitted has a fatal error, it will not appear. For example, if record "1" has a fatal error and record "2" is clean, "2" will be the first number that appears in the record number column. If there is a problem with the file, please select "Previous" to resubmit a file online.										
Record Number	SSN	Last Name	First Name	MI	UI Gross Wages	MA Wages Subject to Withholding	MA Income Tax Amount Withheld	Hours Worked	Owner/Officer	Unit Number
1	200200200	Sample	XX	P	\$10,000.00	\$0.00	\$0.00	255	No	0
2	300300300	Sample	YY	P	\$10,000.00	\$0.00	\$0.00	255	No	0
<div style="display: flex; justify-content: center; gap: 10px;"> <span style="border: 1px solid #4F81BD; padding: 2px 5px;">Previous</span> <span style="border: 1px solid #4F81BD; padding: 2px 5px;">Next</span> </div>										

26. The following page will appear, summarizing the wage detail information. Click 'Next' to continue. If you are not satisfied with the summary, click on 'Previous' to make changes as necessary.

Change Password   Logoff																		
<a href="#">Employer Home</a> <a href="#">FAQ</a> <a href="#">Workflow - My Inbox</a> <a href="#">Account Maintenance</a> <a href="#">Benefit Charge Activities</a> <a href="#">Correspondence</a> <a href="#">Employment and Wage Detail Reporting</a> <ul style="list-style-type: none"> <li>▶ <a href="#">Adjustments</a></li> <li>▶ <a href="#">Submit Employment and Wage Detail for Quarters Prior to 2010</a></li> <li>▶ <a href="#">Submit Employment and Wage Detail</a></li> <li>▶ <a href="#">View Employment and Wage Detail Calculation History</a></li> <li>▶ <a href="#">View Employment and Wage Detail History</a></li> <li>▶ <a href="#">View Submission History</a></li> </ul> <a href="#">Payment Information</a> <a href="#">User Maintenance</a>	<div style="background-color: #4F81BD; color: white; padding: 2px;"><b>Employer Information</b></div> Employer Account Number: <b>1000</b> Employer Name: <b>XXXX</b>																	
Employment and Wage Detail Submission Process																		
<div style="background-color: #4F81BD; color: white; padding: 2px;"><b>Reporting Information</b></div> Employment and Wages Paid for the Quarter: <b>October, November, December (Q4)</b> Year: <b>2009</b> Submission Type: <b>Original</b>																		
<div style="background-color: #4F81BD; color: white; padding: 2px;"><b>Employment and Wage Detail Report Summary</b></div> Number of Records: <b>2</b> Total UI Gross Wages: <b>\$20,000.00</b>																		
<div style="background-color: #4F81BD; color: white; padding: 2px;"><b>Summary of Units Reported</b></div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Unit Number</th> <th>Business Name</th> <th>Number of Records</th> <th>Total UI Gross Wages</th> <th>MA Wages Subject to Withholding</th> <th>DOR Withheld Amount</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>XXXX</td> <td>2</td> <td>\$20,000.00</td> <td>\$0.00</td> <td>\$0.00</td> </tr> </tbody> </table>							Unit Number	Business Name	Number of Records	Total UI Gross Wages	MA Wages Subject to Withholding	DOR Withheld Amount	0	XXXX	2	\$20,000.00	\$0.00	\$0.00
Unit Number	Business Name	Number of Records	Total UI Gross Wages	MA Wages Subject to Withholding	DOR Withheld Amount													
0	XXXX	2	\$20,000.00	\$0.00	\$0.00													
<ul style="list-style-type: none"> <li>To continue processing your Employment and Wage Detail records, select 'Next'.</li> <li>To save data and continue in the future, select 'Save and Exit'. Click <a href="#">here</a> for save and exit details.</li> </ul>																		
<div style="display: flex; justify-content: center; gap: 10px;"> <span style="border: 1px solid #4F81BD; padding: 2px 5px;">Previous</span> <span style="border: 1px solid #4F81BD; padding: 2px 5px;">Save and Exit</span> <span style="border: 1px solid #4F81BD; padding: 2px 5px;">Next</span> </div>																		

## Filing 4<sup>th</sup> Quarter Wages for 2009

27. The following page will appear. Certify the wage detail information you are uploading by checking the box. Click 'Next' to continue.

Change Password | Logoff
\*Indicates Required Field

Employer Home

FAQ

Workflow - My Inbox

Account Maintenance

Benefit Charge Activities

Correspondence

Employment and Wage Detail Reporting

- ▶ Adjustments
- ▶ Submit Employment and Wage Detail for Quarters Prior to 2010
- ▶ Submit Employment and Wage Detail
- ▶ View Employment and Wage Detail Calculation History
- ▶ View Employment and Wage Detail History
- ▶ View Submission History

Payment Information

User Maintenance

**Employer Information**

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

Employment and Wage Detail Submission Process

**Reporting Information**

Employment and Wages Paid for the Quarter: **October, November, December (Q4)**  
Year: **2009**  
Submission Type: **Original**

**Employment and Wage Detail Certification**

You are asked to certify that all of the information provided in this filing is complete, true and accurate. Massachusetts law provides for civil fines and criminal penalties for misrepresentation, evasion, willful nondisclosure, and failure or refusal to furnish reports or requested information to this agency.

I certify, under penalties of perjury, that all information provided in this filing is complete and true to the best of my knowledge and belief.\*

Previous    Next

28. The following screen will appear, displaying the quarterly calculations of your UI, UHI contributions. The wage information you provided in steps 6 and 7 will be used to calculate the amount due.

Change Password | Logoff

Employer Home

FAQ

Workflow - My Inbox

Account Maintenance

Benefit Charge Activities

Correspondence

Employment and Wage Detail Reporting

- ▶ Adjustments
- ▶ Submit Employment and Wage Detail for Quarters Prior to 2010
- ▶ Submit Employment and Wage Detail
- ▶ View Employment and Wage Detail Calculation History
- ▶ View Employment and Wage Detail History
- ▶ View Submission History

Payment Information

User Maintenance

**Employer Information**

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

Employment and Wage Detail Submission Process

**Reporting Information**

Employment and Wages Paid for the Quarter: **October, November, December (Q4)**  
Year: **2009**  
Submission Type: **Original**

**Quarterly Calculations**

Quarterly Wages	Amount
Total UI Gross Wages <sup>?</sup>	\$20,000.00
UI Taxable Wages <sup>?</sup>	\$20,000.00
UHI Taxable Wages <sup>?</sup>	\$0.00
<b>Contributions</b>	
UI Contribution <sup>?</sup>	\$566.00
UHI Contribution <sup>?</sup>	\$0.00
Workforce Training Fund <sup>?</sup>	\$12.00
Secondary Uniform Adjustment <sup>?</sup>	\$0.00
<b>Penalties and Interest</b>	
Non Filer Penalty <sup>?</sup>	\$0.00
Interest <sup>?</sup>	\$0.00
Quarterly Amount Due <sup>?</sup>	\$578.00

Previous    Submit

## Filing 4<sup>th</sup> Quarter Wages for 2009

29. If you are satisfied with the calculations, click 'Submit' to continue. Otherwise, click 'Previous' to make any changes.
30. Upon clicking 'Submit', a confirmation page will appear as shown below. You have successfully completed the DUA/DOR wage filings for the 4<sup>th</sup> Quarter of 2009.

The screenshot shows a web interface for an employer. At the top, there are links for 'Change Password' and 'Logoff'. Below that is a navigation menu with options like 'Employer Home', 'FAQ', 'Workflow - My Inbox', 'Account Maintenance', 'Benefit Charge Activities', 'Correspondence', 'Employment and Wage Detail Reporting', 'Adjustments', 'Submit Employment and Wage Detail for Quarters Prior to 2010', 'View Employment and Wage Detail Calculation History', 'View Employment and Wage Detail History', 'View Submission History', 'Payment Information', and 'User Maintenance'. The main content area is titled 'Employer Information' and shows 'Employer Account Number: 100' and 'Employer Name: XXXX'. Below this is a flowchart titled 'Employment and Wage Detail Submission Process' with four steps: 1. Select Quarter and Year, 2. Submit Wage Information, 3. Confirm Submission, and 4. Process and Calculate, leading to 'COMPLETE'. A section titled 'Employment and Wage Detail Report Submission Confirmation' contains a thank-you message and instructions, including a confirmation number '10004541\_12150917503' and a 'Make Payment' button.

### INSTRUCTIONS TO CONVERT EXCEL FILE TO COMMA SEPARATED VALUE FORMAT:

1. Open your EXCEL file containing wage detail information. (There should be only one worksheet in your workbook. Delete all other worksheets).

The screenshot shows the Microsoft Excel interface with a table of wage detail information. The table has columns A through O and rows 1 through 5. The data in the table is as follows:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	10000000	0	20094	1	1	1	200000000	Sample	XX	P	14000	0	0	255	n
2	10000000	0	20094	1	1	1	300000000	Sample	YY	P	14000	0	0	255	n
3															
4															
5															

2. Select 'File' from the menu bar. When the drop-down menu appears, select 'Save As'.

The screenshot shows the Microsoft Excel interface with the 'File' menu open. The 'Save As...' option is highlighted. The table from the previous screenshot is visible in the background.

## Filing 4<sup>th</sup> Quarter Wages for 2009

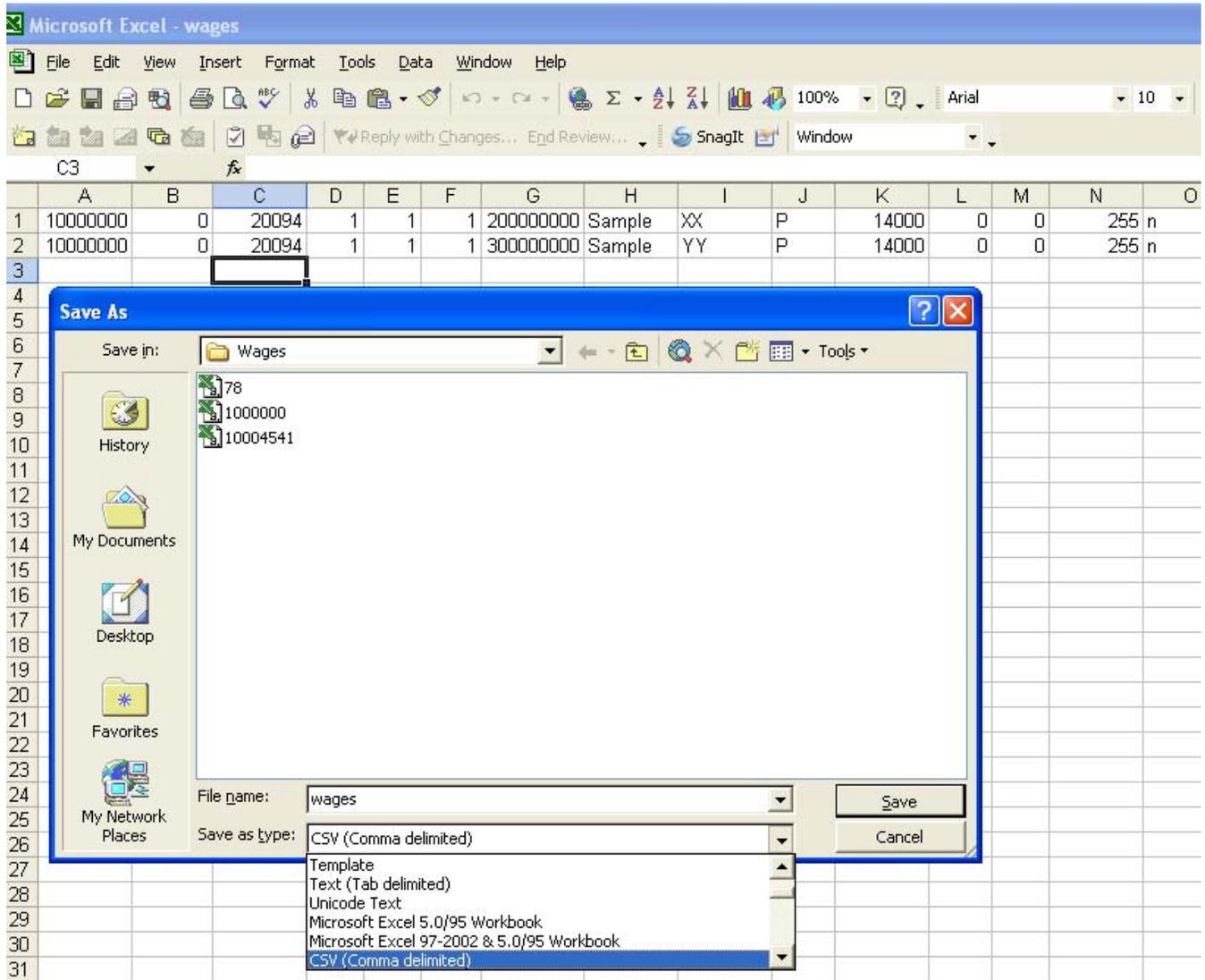
3. In the "Save As" dialogue box:

Select **'Desktop'** (an icon on the left side of the dialogue box)

ii. Give your file a name in the **'File name:'** area

iii. In the **'Save as type:'** area, use the "down arrow" to select: **"CSV (Comma Delimited) (\*.CSV)"**

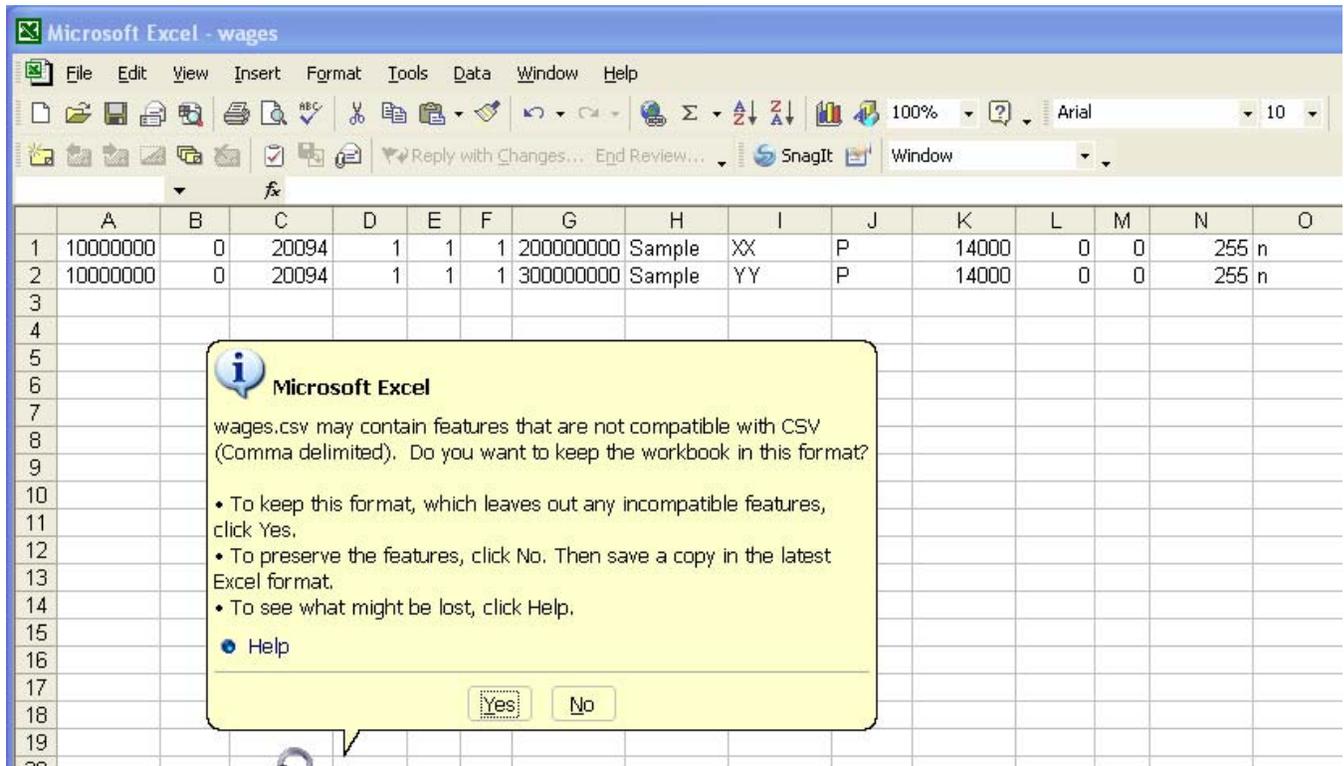
v. Click on the "Save" button



*(Please turn over to continue reading)*

## Filing 4<sup>th</sup> Quarter Wages for 2009

- A dialogue box will appear, asking you the following question: "YourFileName.csv may contain features that are not compatible with CSV (Comma delimited). Do you want to keep the workbook in this format?" You should click the "Yes" button to accept the file in CSV format.



- Now, go to your desktop and find the \*.CSV file you just saved. Right-click on the file, choose 'Open with' and select 'Notepad' from the list (or choose 'Notepad' from Programs | Accessories). **Do NOT open this file in EXCEL.**

In 'Notepad' you can see the file just as it will be sent to e-file. Does everything look right?

- It should be comma delimited (i.e. there should be a comma separating each data field item).
- The account number should be an eight-digit number and the reporting unit a four-digit number. (Make sure that any leading zeroes are still there).
- There should be no hyphens in the SSN.
- Does this file end with the very last character? There should be NO extra lines, spaces, tabs. Also, NO TOTALS. Remove EVERYTHING after the last character.

Once you have verified that the file is correct, save it, close it and use for submission.

If it is not correct, delete this \*.CSV file from your desktop, make corrections to your spreadsheet file, and save it again as outlined above.