

SUBMIT EMPLOYMENT AND WAGE DETAIL FILE FOR QUARTERS PRIOR TO 2010

Introduction

This section of the document will show how a TPA can submit employment and wage detail file for multiple employer accounts for quarters prior to 2010. The instructions here are applicable only if you are using the 'File Upload method' for multiple employers. If you wish to submit employment and wage detail reports using any other method from the individual employer account, please refer to the 'Employment and Wage Detail Reporting section' of the Employer User Guide.

IMPORTANT: The file format for uploading UI Gross wages and UHI gross wages has not changed, when you are submitting these reports for quarters prior to 2010. At the same time, please note that you will not be able to use this method for Quarters beginning 2010.

Step-by-Step Instructions:

1. Navigate to the employment and wage detail home page using the instructions provided in the section 'Navigating to employment and wage detail home'.
2. Click on the link 'Submit Employment and Wage Detail File for Quarters Prior to 2010'. The following page will appear. Locate the UI wage detail file and UHI wage detail file that are ready for upload, from your local folders. Click 'Next'.

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Friday, July 31, 2009 [Print](#)

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TPA Home

Account Maintenance

Employment and Wage Detail Reporting

- [Submit Employment and Wage Detail File](#)
- **[Submit Employment and Wage Detail File for Quarters Prior to 2010](#)**
- [View Employer History](#)
- [View Submission History](#)

Payment Information

Searches

User Maintenance

Third Party Administrator

TPA ID: **100** TPA Name: XXXXXX

Upload UI and UHI Files

- To upload the necessary UI and UHI files choose file by selecting the 'Browse' button.
- Once files are selected, click 'Next'.
- File names are limited to a maximum of 35 characters, excluding the file extension.
- Uploaded files will be processed in an overnight batch. Please check back next day to view submission details.

Select UI Tax Transmission Report File

File Name must start with UI and end in .bt

Select UHI Tax Transmission Report File

File Name must start with UHI and end in .bt

3. Both the UI file and UHI file, will be uploaded to QUEST and will be processed by a batch process that runs daily. After the upload is complete, the following page will appear, asking if you wish to submit the DOR wage detail files. Click 'Yes' to continue.

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TPA Home

Account Maintenance

Employment and Wage Detail Reporting

- ▶ Submit Employment and Wage Detail File
- ▶ **Submit Employment and Wage Detail File for Quarters Prior to 2010**
- ▶ View Employer History
- ▶ View Submission History

Third Party Administrator

TPA ID: 100 TPA Name: XXXXXX

DOR Wage Detail Option

Would you like to submit DOR Wage Detail? No Yes*

4. The following page will appear, prompting you to select the file format for uploading the DOR wage detail file. Choose one of the formats and click 'Next'. **IMPORTANT:** The file format for the DOR wage detail file is similar to the Employment and Wage Detail reports for Quarters beginning 2010. Please refer to the 'Submit Employment and Wage Detail Files' for instructions on file format.

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Friday, November 20, 2009
[Print](#)

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TPA Home

Account Maintenance

Employment and Wage Detail Reporting

- ▶ Submit Employment and Wage Detail File
- ▶ **Submit Employment and Wage Detail File for Quarters Prior to 2010**
- ▶ View Employer History
- ▶ View Submission History

Payment Information

Searches

User Maintenance

Third Party Administrator

TPA ID: 100 TPA Name: XXXXXX

Employment and Wage Detail Submission Process

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

5. The following page will appear, prompting you to upload the file. Use the 'Browse' button to upload the file and click on 'Next', to continue.

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Friday, November 20, 2009
[Print](#)

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TPA Home

Account Maintenance

Employment and Wage Detail Reporting

- ▶ Submit Employment and Wage Detail File
- ▶ **Submit Employment and Wage Detail File for Quarters Prior to 2010**
- ▶ View Employer History
- ▶ View Submission History

Payment Information

Searches

User Maintenance

Third Party Administrator

TPA ID: 100 TPA Name: XXXXXX

Employment and Wage Detail Submission Process

Select Wage Detail File

Choose file by selecting the 'Browse' button. Once the file is selected, click 'Next'. If you have problems uploading a file contact DUA @ xxx-xxx-xxxx

6. The following confirmation will appear, indicating that your DOR wage detail file has been uploaded. Click on 'Exit' to complete the process.
7. **IMPORTANT:** The DOR wage detail file you uploaded in the previous step will not be used to calculate the Quarterly contributions due for the employer account.

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Friday, November 20, 2009 [Print](#)

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TPA Home

Account Maintenance

Employment and Wage Detail Reporting

- Submit Employment and Wage Detail File
- **Submit Employment and Wage Detail File for Quarters Prior to 2010**
- View Employer History
- View Submission History

Payment Information

Searches

User Maintenance

Third Party Administrator

TPA ID: 1001 TPA Name: XXXXXX

Employment and Wage Detail Report Submission Confirmation

- You have successfully submitted an Employment and Wage Detail file.
- If you would like to make a payment for amounts due, select 'Make Payment' at the bottom of this page.

[Exit](#) [Make Payment](#)