

Supplemental Requirements Specification  
Interface: Wage Detail Confirmation

DUA QUEST Project

Division of Unemployment Assistance (DUA)

Commonwealth of Massachusetts

# ***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	Review and Update
07/11/08	0.04	Updates based on Technical Review
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12/15/09	1.0	Update example

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## 1 INTERFACE: WAGE DETAIL CONFIRMATION

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### 1.1 INTERFACE SUMMARY INFORMATION

The information that follows provides extensive detail and file-format definitions for the Confirmation file that is generated after processing a Wage File submitted using the FTP process to the Massachusetts Department of Unemployment Assistance.

The Confirmation file is .txt file that will include a confirmation number for each employer, quarter and year successfully processed. The confirmation file will also include any fatal or non fatal errors.

Interface Summary Information			
<b>Interface Name</b>	Wage Detail Confirmation	<b>Legacy System Reference</b>	n/a
<b>Purpose of Interface</b>	The Wage Detail Confirmation interface is a comma delimited file that is sent to the Employer/Third Party Administrator (TPA) FTPS folder after an Employment Wage Detail submission for confirmation and error reporting purposes.		
<b>Trigger for Interface</b>	An Employer/TPA has submitted an Employment and Wage Detail file to the system via the FTP interface and the batch job that processes the file is complete.		
<b>Pre-conditions</b>	An Employer/TPA has submitted an Employment and Wage Detail file to the system via the FTP interface and the system has successfully received the file.		
<b>Post-conditions</b>	The Employer/TPA FTPS folder will receive an Employment and Wage Detail Confirmation file.		
<b>Frequency/Schedule</b>	Secure FTP Filers are processed in batch after processing of incoming FTP Wage file.		

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## 1.2 TRANSMISSION / DOWNLOAD DATA SET INSTRUCTIONS

<b>Transmission / Download Data Set Instructions</b>	
<b>What specific data needs to be included in the transmission / file?</b>	<p>TPA Header Record (H01)</p> <ol style="list-style-type: none"> <li>1. TPA Identification Number</li> <li>2. Interface Sequence Number</li> <li>3. Confirmation Number</li> <li>4. Date</li> <li>5. Time</li> <li>6. Number of Records</li> </ol> <p>Employer Header Record (H02)</p> <ol style="list-style-type: none"> <li>7. Employer Account Number</li> <li>8. Year</li> <li>9. Quarter</li> <li>10. Confirmation Number</li> <li>11. Records included for EAN</li> <li>12. Failed Records</li> <li>13. UI Gross Wages Processed</li> <li>14. MA Wages Subject to Withholding</li> <li>15. MA Income Tax Amount Withheld</li> </ol> <p>Error record (D01)</p> <ol style="list-style-type: none"> <li>16. Line Number</li> <li>17. Employer Account Number</li> <li>18. Employer Unit Number</li> <li>19. Report Year</li> <li>20. Report Quarter</li> <li>21. Error Code</li> <li>22. Error Type</li> <li>23. Error Description</li> </ol>
<b>How is this data retrieved?</b>	Employer/TPA accesses the file in FTP folder
<b>What is the file extension / format?</b>	<p>Delimited Variable length</p> <ul style="list-style-type: none"> <li>• .txt</li> </ul>
<b>Expected naming convention</b>	<<input file name>>_MMDDYYYYHHMMSS.txt

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Transmission / Download Data Set Instructions	
Specific steps required for transmission	1. Upon completion of batch to process employment and wage detail information submitted via FTP, the System returns confirmation to TPA FTP folder
Location for Output File	TPAID/Out/WageDetail

## 1.3 OTHER DESIGN INSTRUCTIONS

Other Design Instructions	
Other Information and Design Instructions	<p>See following supplemental documents for additional information:</p> <ul style="list-style-type: none"> <li>• Employment and Wage Submission Guidelines and Information</li> <li>• Sample Delimited, ICESA and EFW2 File</li> </ul>

## 1.4 FIELD LAYOUT AND DEFINITIONS

**Header Record 1**– The header record will be the first line of the file. The information identifies the TPA and file related to the errors. Note: header 1 information will only be generated for a TPA submission.

Field Definitions			
Field Name	Format	Description	Data Sources
Header Identifier	Alpha/Numeric	The element identifies the beginning of the file and associates the data which follows to the specific TPA account. For the primary header data, it will display as H01	System
TPA Identification Number (TPAID)	Alpha/Numeric	This element identifies the TPA or employer who submitted the file. The element is used to place the file in the correct FTPS folder.	System
Interface Sequence Number (IntSeqNo)	Numeric	Identification number established when wage or adjustment file was submitted.	System

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Field Definitions			
Field Name	Format	Description	Data Sources
Confirmation Number	Numeric	Identification number established when wage or adjustment data has been accepted within the TPA file.	System
Date (Date)	Numeric MMDDCCYY	The date element identifies the date the Wage Detail or Adjustment file was received; it will assist in reconciling edits with file submissions. The field will be 8 characters in length with no spaces or breaks. The data will be stored as 01312010 (January 31, 2010)	System
Time (Time)	Numeric HHMMSS	The date element identifies the time the Wage Detail or Adjustment file was received; it will assist in reconciling edits with file submissions. The field will be 6 characters in length with no spaces or breaks. The data will be stored as 102732 (10:27 a.m. and 32 seconds).	System
Number of Records (Records)	Numeric	This element represents the total records submitted in the Wage Detail or Adjustment file.	System

**Header Record 2** – The header record will be associated with each employer submission. The information included in this component outlines the submission confirmation for timely submission. Note: The employer header record will only appear in the confirmation file if the wages for the quarter and year submitted have been accepted.

Field Definitions			
Field Name	Format	Description	Data Sources
Header Identifier	Numeric	The element identifies the beginning of a specific employer account; it associates the data which follows to the specific employer. The header data will display as H02	System
Employer Account Number (EAN)	Numeric	This element identifies the employer with submitted data in the file. The employer account numbers are 8 characters.	System

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Field Definitions			
Field Name		Description	Data Sources
Report Year (RptYr)	Numeric	The year associated with the submission. This is a four digit, numeric field. The display will only display the data from the submitted file.	System
Report Quarter (RptQtr)	Numeric	The quarter associated with the submission. This is a one digit field. The display will only display the data from the submitted file. <ul style="list-style-type: none"> <li>• 1 = 1<sup>st</sup> quarter</li> <li>• 2 = 2<sup>nd</sup> quarter</li> <li>• 3 = 3<sup>rd</sup> quarter</li> <li>• 4 = 4<sup>th</sup> quarter</li> </ul>	System
Interface Sequence Number (IntSeqNo)	Numeric	Identification number established when wage or adjustment file was submitted.	System
Confirmation Number	Numeric	Identification number established when wage or adjustment data has been accepted.	System
Date (Date)	Numeric MMDDCCYY	The date element identifies the date the Wage Detail or Adjustment file was processed; it will assist in reconciling edits with file submissions. The field will be 8 characters in length with no spaces or breaks. The data will be stored as 01312010 (January 31, 2010)	System
Time (Time)	Numeric HHMMSS	The date element identifies the time the Wage Detail or Adjustment file was received; it will assist in reconciling edits with file submissions. The field will be 6 characters in length with no spaces or breaks. The data will be stored as 102732 (10:27 a.m. and 32 seconds).	System

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Field Definitions			
Field Name		Description	Data Sources
Records included for EAN (NoRecords)	Numeric	This element identifies the total number of records submitted for the EAN within each quarterly submission.	System
Failed Records (Failed)	Numeric	This element identifies the total number of records within each employer quarterly submission that were not processed due to fatal errors. The number cannot exceed the total number of records submitted.	System
UI Gross Wages Processed (GrossWages)	Numeric	This element represents the total UI gross wages included in the employer quarterly submission; the total DOES NOT include fatal error records' wages.	System
MA Wages Subject to Withholding	Numeric	This element represents the total MA Wages Subject to Withholding for each employer quarterly submission	System
MA Income Tax Amount Withheld	Numeric	This element represents the total MA Income Tax Amount Withheld for each employer quarterly submission	System

**Error Details** – The following elements represent specific errors found in the file.

Field Definitions			
Field Name	Format	Description	Data Sources
Header Identifier	Alpha/Numeric	The element identifies each record error for the employer quarterly submission. The header data will display as D01	System
Line Number (LineNo)	Numeric	The line number on the file for which the error occurred. The number will be a whole number and will relate directly to the submitted file.	System

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Field Definitions			
Field Name	Format	Description	Data Sources
Employer Account Number (EmprAcctID)	Numeric	Employer Account Number associated with the error record.	System
Employer Unit Number (EmprUnitID)	Numeric	The unit identification number associated with the error record.	System
Report Year (RptYr)	Numeric CCYY	The year associated with the error record. This is a four digit, numeric field.	System
Report Quarter (RptQtr)	Numeric Q	The quarter associated with the error record. This is a one digit field. <ul style="list-style-type: none"> <li>• 1 = 1<sup>st</sup> quarter</li> <li>• 2 = 2<sup>nd</sup> quarter</li> <li>• 3 = 3<sup>rd</sup> quarter</li> <li>• 4 = 4<sup>th</sup> quarter</li> </ul>	System
Error Code (ErrorCode)	Alpha/Numeric	The error code associated with the error record. For example; error.invalid.ssn.	System
Error Type (ErrorType)	Alpha	The error type associated with the record error. "Fatal" or "Non fatal" are the valid error types. NOTE: Records with Fatal errors will be rejected.	
Error Description (ErrorDesc)	Alpha/Numeric	The description of the error explains detail related to the error. For example; "Employee 12th of Month Data is Missing"	System

## **File Format Example -** TPA submission with two employers

H01,000000001,10,000000001\_01312010102732,01312010,102732,39877458.50,10245

H02,87654321,2009,4,10,000000001\_01312010102732,01312010,102732,3987745.50,3987745.50,898749.25

D01,1,87654321,0,2009,4,error.invalid.ssn, Fatal Error, Invalid Social Security Number

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D01,5,87654321,0,2009,4,error.invalid.ssn, Fatal Error,Invalid Social Security Number

D01,9,87654321,0,2009,4,error.missing.grosswages,Fatal Error,Missing Gross Wages