

Employment and Wage Detail Reporting

Introduction

The TPA will be able to submit Employment and Wage Detail files for multiple or individual employer accounts (adjustments and original reports), or view employment and wage detail report information for TPA submissions and client groups, from the Employment and Wage Detail Reporting functions accessed via the TPA home page. To manage Employment and Wage Detail Reports for individual employer accounts, including, 'No Employment and Wage Detail Report' 'Copy from Previous' or 'Manual' submissions, you must navigate to the Employer's account via the 'Searches' function. Please refer to the 'Searches/Employer Account Home' section of the [TPA User Guide](#) on the main website, <http://www.mass.gov/uima>, in the lower right Publications area for instructions to access the individual employer account. In addition, please refer to the [Employer User Guide](#) in the same area of the main website for information on employer functions related to employment and wage detail reporting.

IMPORTANT: Your TPA account must have the required roles (security access) in order to perform Wage Detail Update and Submit functions for each assigned employer account. You must contact the Employer you are servicing to get these roles assigned to you.

NAVIGATING TO EMPLOYMENT AND WAGE DETAIL HOME

Introduction

This section of the document will show how you can navigate to the employment and wage detail home page.

Step-by-Step Instructions:

1. Login to your TPA account. The TPA home page will appear as shown below. Click on the link 'Employment and Wage Detail Reporting'.

Change Password Logoff	
<p>TPA Home</p> <p>Account Maintenance</p> <p>Assign TPA Role</p> <p>Employment and Wage Detail Reporting</p> <p>Payment Information</p> <p>Searches</p> <p>User Maintenance</p>	<p>Third Party Administrator</p> <p>TPA ID: 100 TPA Name: XXXX</p> <p>TPA Home</p> <p>TPA Home</p> <p>TPA Home</p> <hr/> <p>Account Maintenance View or update TPA account information including TPA Type, addresses and phone numbers.</p> <p>Employment and Wage Detail Reporting Submit Employment and Wage Detail files for multiple or individual employer accounts (adjustments and original reports), or view employment and wage detail report information for TPA submissions and client groups. To manage Employment and Wage Detail Reports for individual employer accounts, this includes 'Copy from Previous' or 'Manual' submissions, navigate to the Employer's account via the 'Searches' function.</p> <p>Searches Search for employers for which the TPA has been assigned account access.</p>
	<p>Payment Information Make payments for multiple or individual employer accounts or view payment information for agent submissions and client groups. To manage individual employer accounts, navigate to the employer's account via the 'Searches' function.</p> <p>User Maintenance Create new or update existing TPA user information</p>

Click here to access 'Employment and Wage Detail Reporting' home.

- The 'Employment and Wage Detail' home page will appear as shown below. Click on the function you wish to access, from here.

Change Password Logoff	
<p>TPA Home</p> <p>Account Maintenance</p> <p>Assign TPA Role</p> <p>Employment and Wage Detail Reporting</p> <ul style="list-style-type: none"> ▶ Submit Employment and Wage Detail File ▶ Submit Employment and Wage Detail File for Quarters Prior to 2010 ▶ View Employer History ▶ View Submission History <p>Payment Information</p> <p>Searches</p> <p>User Maintenance</p>	<p>Third Party Administrator</p> <p>TPA ID: 100</p> <p>Employment and Wage Detail Reporting</p> <p>Submit Employment and Wage Detail File Submit a Wage Detail file for delinquent, current, or adjusted quarters containing one or many Employer accounts. TPAs must have security access to Wage Detail Update and Submit for each Employer account submitted.</p> <p>View Employer History View individual Employer history, this includes quarter and year, gross wages, and amount due.</p>
	<p>Submit Employment and Wage Detail File for Quarters Prior to 2010 For quarters prior to 2010, submit a Wage Detail file for delinquent, current, or adjusted quarters containing one or many Employer accounts. TPAs must have security access to Wage Detail Update and Submit for each Employer account submitted.</p> <p>View Submission History View submission history by date range for original and adjusted wage detail reports. The data includes the Submission Date and Time, Filing Method, and Error information.</p>

Click here to submit wages for Q1 2010.

SUBMIT EMPLOYMENT AND WAGE DETAIL FILE

Introduction	<p>This section of the document will show how an authorized user can submit employment and wage detail files for assigned employer accounts. If you wish to submit employment and wage details for quarters prior to 2010, please refer to the 4th Quarter Employment and Wage Filing Instructions - TPA. 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.</p> <p>IMPORTANT: 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.</p>
File Upload method:	<p>Within the file upload method, 3 file types are available. They are: ICESA, EFW2 and Delimited. Key facts about file upload method are:</p> <ul style="list-style-type: none">• 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 will be processed immediately if your file size is within 150 records. Otherwise, your file will be processed as part of an overnight scheduled batch. 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 the same with the only difference being the file format. Please refer to the Quarterly Employment and Wage Submission as noted above 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:

1. Navigate to the 'Employment and Wage Detail' home page using the instructions provided in the section 'Navigating to Employment and Wage Detail home' above.
2. Click on the link 'Submit Employment and Wage Detail File'. The following page will appear. Choose from one of the file upload methods and click 'Next' (for the purposes of illustration, the 'Delimited' option is chosen here).

[Change Password](#) | [Logoff](#)

- 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

[Next](#)

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

[http://www.mass.gov/...](http://www.mass.gov/)

[Change Password](#) | [Logoff](#)

- TPA Home
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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

[Browse...](#)

[Previous](#) [Next](#)

4. If there are no errors, the following page will appear displaying the summary of wage details by employer account number and reporting unit. Click 'Next' to continue with the wage detail submission. Click 'Save and Exit' if you wish to return later.

NOTE: If you have more than 150 records to upload, your file will not be processed immediately. Instead, you will get a message stating that the records will be processed in an overnight batch. You will be able to view the status of your submission on the 'View Submission History' screen from the 'Employment and Wage Detail' home page the next business day.

[Change Password](#) | [Logoff](#)

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 - View Employer History
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- Payment Information
- Searches
- User Maintenance

Third Party Administrator

TPA ID: 100

TPA Name: XXXXXX

Employment and Wage Detail Submission Process



Summary of Units Reported

Employer Account Number	Unit Number	Business Name	Year	Quarter	Total UI Gross Wages	Number of Records	Month #1	Month #2	Month #3
100	0	Employer	2009	July, August, September (Q3)	\$14,000.00	1	1	1	1

[Previous](#) [Save and Exit](#) [Next](#)

5. On the next page you will be asked to certify your submission. Use the checkbox to complete the certification and click 'Next'.
6. The following page will appear, displaying the quarterly contributions due for each employer.

The screenshot shows the Missouri Workforce Development TPA interface. At the top left is the logo for Missouri's Department of Workforce Development. The top right shows the date Friday, July 31, 2009. Below the header is a navigation bar with 'Change Password' and 'Logout'. The main content area is titled 'Third Party Administrator' and shows 'TPA ID: 100' and 'TPA Name: XXXXXX'. A progress bar indicates three steps: 1. Submit Wage Information, 2. Certify Submission, and 3. Process and Calculate. A callout box points to the 'Process and Calculate' step with the text: 'Click here to view the wage detail calculations for this employer.' Below the progress bar is a table titled 'Quarterly Calculations' with the following data:

Employer Account Id	Year	Quarter	Submission Type	Total UI Gross Wages	Quarterly Payment Due
1000	20	July, August, September (Q3)	Adjustment #1	\$14,000.00	\$250.65

At the bottom of the table are 'Previous' and 'Submit' buttons.

7. The wage detail calculations will appear as shown below.



[Change Password](#) | [Logout](#)

[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: 10

TPA Name: XXXXXX

Reporting Information

Employment and Wages Paid for the Quarter: **3**
Year: **20**

Employment and Wage Detail Adjustment Calculations

- The table below illustrates the adjustment's total effect by quarter
- Each line lists the most recently submitted amount, the adjusted submission amount and the difference
- IMPORTANT NOTE: The adjustment process recalculates the quarter adjusted and any subsequent quarters
- Calculations DO NOT include records pending UI staff review. These will be included in a new account statement

	Submission Type	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Amount
Quarterly Wages						
Total UI Gross Wages *	Submitted		\$15,000.00	\$0.00	\$0.00	\$15,000.00
	Adjusted		\$15,000.00	\$14,000.00	\$0.00	\$29,000.00
	Difference		\$0.00	\$14,000.00	\$0.00	\$14,000.00
UI Taxable Wages *	Submitted		\$14,000.00	\$0.00	\$0.00	\$14,000.00
	Adjusted		\$14,000.00	\$14,000.00	\$0.00	\$28,000.00
	Difference		\$0.00	\$14,000.00	\$0.00	\$14,000.00
UHI Taxable Wages *	Submitted		\$0.00	\$0.00	\$0.00	\$0.00
	Adjusted		\$0.00	\$0.00	\$0.00	\$0.00
	Difference		---	---	---	---
Contributions						
UI Contribution *	Submitted		\$859.60	\$0.00	\$0.00	\$859.60
	Adjusted		\$859.60	\$844.99	\$0.00	\$1,704.59
	Difference		\$0.00	\$844.99	\$0.00	\$844.99
UHI Contribution *	Submitted		\$0.00	\$0.00	\$0.00	\$0.00
	Adjusted		\$0.00	\$0.00	\$0.00	\$0.00
	Difference		\$0.00	\$0.00	\$0.00	\$0.00
Workforce Training Fund *	Submitted		\$8.40	\$0.00	\$0.00	\$8.40
	Adjusted		\$8.40	\$5.66	\$0.00	\$14.06
	Difference		\$0.00	\$5.66	\$0.00	\$5.66
Secondary Unifom Adjustment *	Submitted		\$0.00	\$0.00	\$0.00	\$0.00
	Adjusted		\$0.00	\$0.00	\$0.00	\$0.00
	Difference		\$0.00	\$0.00	\$0.00	\$0.00
Penalties and Interest						
Non Filer Penalty *	Submitted		\$100.00	\$0.00	\$0.00	\$100.00
	Adjusted		\$100.00	\$0.00	\$0.00	\$100.00
	Difference		\$0.00	\$0.00	\$0.00	\$0.00
Interest *	Submitted		\$31.10	\$0.00	\$0.00	\$31.10
	Adjusted		\$31.10	\$0.00	\$0.00	\$31.10
	Difference		\$0.00	\$0.00	\$0.00	\$0.00
Quarterly Amount Due *	Submitted		\$999.10	\$0.00	\$0.00	\$999.10
	Adjusted		\$999.10	\$850.65	\$0.00	\$1,849.75
	Difference		\$0.00	\$850.65	\$0.00	\$850.65

[Previous](#)

8. The following confirmation will appear indicating that the process is complete.



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

[Change Password](#) | [Logoff](#)

[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](#)

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[User Maintenance](#)

Third Party Administrator

TPA ID: 100

TPA Name: XXXXXX

Employment and Wage Detail Submission Process



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 3 of Year 2009.
- Your confirmation number is : 00100051_07310914052. 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](#)

VIEW SUBMISSION HISTORY

Introduction

This section of the document will show how a TPA can view employment and wage detail submission history. You can view submission history by date range for original and adjusted wage detail reports. The data displayed includes the Submission Date and Time, Filing Method, Confirmation number and error information. You will also be able to view the employer account number and the summary of wage details specific to the submission, by clicking on the 'details' for each submission.

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' above.
2. Click on the link 'View Submission History'. The following page will appear. Enter the date range for which you wish to view the submission history. Click on 'Search'.

Massachusetts Department of **Workforce** Development

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

Change Password | Logoff

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

Wage Detail Submission History Search

From: To:

3. The search results will appear as shown below. Click on the 'details' to view more information on each submission.

Massachusetts Department of **Workforce** Development

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

Change Password | Logoff

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

Wage Detail Submission History Search

From: To:

Search Results							
Submission Date	Submission Time	Confirmation Number	Filing Method	Records	User ID	Employer Details	Record Errors
7/31/2009	2:05 PM	00100051_073109140525	File Upload		tk502	details	
7/31/2009	2:04 PM	00100051_073109140451	File Upload		tk502	details	
7/31/2009	2:04 PM	00100051_073109140427	File Upload		tk502	details	
7/31/2009	1:29 PM	00100051_073109132957	File Upload		tk502	details	

- The details will appear as shown below.

The screenshot displays the user interface for a Third Party Administrator (TPA) in the Massachusetts Department of Workforce Development system. The page includes a navigation menu on the left, a header with the department logo, and a main content area with search filters and results.

Navigation Menu:

- 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

Header: Massachusetts Department of Workforce Development

Navigation: Change Password | Logoff

User Information: Third Party Administrator
 TPA ID: 100 | TPA Name: XXXXXX

Search Section: Employment and Wage Detail Submission History Search

Employer Account Number:

Submission Type: All (dropdown)

Year: 2009 (dropdown)

Quarter: Select one (dropdown)

Buttons: Search, Reset

Search Results Table:

Employer Account Number	Employer Name	Year/Quarter	Submission Type	Confirmation Number	Number of Records	Total UI Gross Wages	MA Wages Subject to Withholding	MA Income Tax Amount Withheld	Statu
1000	Employer	2009/3	Original	00100051_073109140525	1	\$14,000.00	\$0.00	\$0.00	Submit

VIEW EMPLOYER HISTORY

Introduction

This section of the document will show how a TPA can view the summary of employment and wage detail history by employer accounts. You can view the employment and wage detail summary for each assigned employer account for a chosen quarter. The search results will include the employer account number, name, year/quarter, total UI gross wages, amounts due, and wages withheld.

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' above.
2. Click on the link 'View Employer History'. The following page will appear. Enter search criteria to limit results by employer account number and/or year/quarter. Click on 'Search'.

Change Password | Logoff

Third Party Administrator
TPA ID: 100 TPA Name: XXXXXX

View History Search

Employer Account Number:

Year: 2009

Quarter: All

Search Reset

3. The search results will appear as shown below.

Change Password | Logoff

Third Party Administrator
TPA ID: 100 TPA Name: XXXXXX

View History Search

Employer Account Number: 10004344

Year: 2009

Quarter: All

Search Reset

Search Results

Employer Account Number	Employer Name	Year	Quarter	Total UI Gross Wages	Quarterly Amount Due	MA Wages Subject to Withholding	DOR Withheld Amount
10C	Employer	2009	3	\$14,000	\$850.65	\$0	\$0

SEARCHES/EMPLOYER ACCOUNT HOME

Introduction

This section of the document will show how an authorized user can search and view the individual employer home pages of assigned employers. Once at the employer home page, you will be able to access and perform most of the employer functions on behalf of the employer. However, the functions that you will be able to perform will be controlled by the roles assigned to you by the employer. Once you are at the employer home page, you will be able to see only the functions assigned by the employer. Please refer to the [Employer User Guide](#) for complete information on all the functions performed from an employer account. You must contact the employer you are servicing to gain access to a role you require.

Step-by-Step Instructions:

1. Navigate to the TPA home page. If required, please refer to the section 'Logging In' in the [TPA User Guide](#). The following page will appear.

Change Password Logoff	
<ul style="list-style-type: none"> TPA Home Account Maintenance Assign TPA Role Employment and Wage Detail Reporting Payment Information Searches User Maintenance 	<div style="background-color: #4a7ebb; color: white; padding: 2px;">Third Party Administrator</div> <div style="border: 1px solid #ccc; padding: 2px;">TPA ID: 100 TPA Name: XXXX</div> <div style="background-color: #4a7ebb; color: white; padding: 2px;">TPA Home</div> <hr/> <p>TPA Home TPA Home</p> <hr/> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Account Maintenance View or update TPA account information such as; Name, Organization Type, addresses and phone numbers.</p> <p>Employment and Wage Detail Reporting Submit Employment and Wage Detail files for multiple or individual employer accounts (adjustments and original reports), or view employment and wage detail report information for TPA submissions and client groups. To manage Employment and Wage Detail Reports for individual employer accounts, this includes 'Copy from Previous' or 'Manual' submissions, navigate to the Employer's account via the 'Searches' function.</p> <p>Searches Search for employers for which the TPA has been assigned account access.</p> </div> <div style="width: 45%;"> <p>Assign TPA Role Submit client(s) for assignment of employment and wage detail and payment roles</p> <p>Payment Information Make payments for multiple or individual employer accounts or view payment information for agent submissions and client groups. To manage individual employer accounts, navigate to the employer's account via the 'Searches' function.</p> <p>User Maintenance Create new or update existing TPA user information</p> </div> </div>

2. Click on the link 'Searches'. The following page will appear.

Change Password Logoff	
<ul style="list-style-type: none"> TPA Home Account Maintenance Assign TPA Role Employment and Wage Detail Reporting Payment Information Searches <ul style="list-style-type: none"> Client/Rate Download Employer Search User Maintenance 	<div style="background-color: #4a7ebb; color: white; padding: 2px;">Third Party Administrator</div> <div style="border: 1px solid #ccc; padding: 2px;">TPA ID: 100 TPA Name: XXXXXX</div> <div style="background-color: #4a7ebb; color: white; padding: 2px;">Searches</div> <hr/> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Client/Rate Download Search for Employer/client rates file.</p> </div> <div style="width: 45%;"> <p>Employer Search Search for Employers/clients by Employer Name, Employer Account Number, and/or role.</p> </div> </div>

3. Click on the link 'Employer Search'. The following page will appear.

4. The search results will appear as shown below. Based on your search criteria, one or more employer accounts are displayed. Along each employer name, the assigned role(s) will also be displayed. Click on the Employer name to go to the home page of the Employer.

Employer Name	FEIN	EAN	Role	Services Begin Date	Services End Date
Employer	100	10C	Account Maintenance Update and Submit	7/31/2009	
Employer	100	10C	Benefit Charges Protest Submission	7/31/2009	
Employer	100	10C	Payments Update and Submit	7/31/2009	
Employer	100	10C	Employment and Wage Detail Update and Submit	7/31/2009	
Employer	100	10C	Wage and Separation Mailing	7/31/2009	
05		10C	Account Maintenance Update and Submit	11/20/2009	
05		10C	Benefit Charges Protest Submission	11/20/2009	
05				11/20/2009	
05			update and Submit	11/20/2009	

