

Employment and Wage Detail Electronic Filing

EFW2 SPECIFICATION

Division of Unemployment Assistance (DUA)

Commonwealth of Massachusetts

Effective:

Quarter 4 – 2009 Filing and Beyond

Revised 4/21/10

DUA QUEST

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1 INTERFACE: EFW2 FILE FORMAT

1.1 RECEPTION / UPLOAD DATA SET INSTRUCTIONS

Reception / Upload Data Set Instructions	
Data Elements	<ol style="list-style-type: none"> 1. Employer Account Number (EAN) 2. Year/Quarter 3. Employee SSN 4. Employee last name 5. Employee first name 6. Employee middle initial 7. Owner/officer 8. Hours worked 9. UI Gross wages 10. State Taxable Wages 11. State Income Tax Withheld 12. Unit number 13. 12th of the month employment data – month 1 14. 12th of the month employment data – month 2 15. 12th of the month employment data – month 3 16. Adjustment reason code
File Extension Format	<p>EFW2 (Formally MMREF-SSA)</p> <ul style="list-style-type: none"> • Length: 512 • *.txt • .zip (for FTP only)
Expected Naming Convention	<p>Employer: EmployerID_MMDDYYYY.txt</p> <p style="padding-left: 40px;">Example1: 87654321_01312010.txt</p> <p style="padding-left: 40px;">Example2 (FTP): 87654321_01312010.zip</p> <p>Agent: AgentID_MMDDYYYY.txt</p> <p style="padding-left: 40px;">Example1: 987654321_01312010.txt</p> <p style="padding-left: 40px;">Example2 (FTP): 987654321_01312010.zip</p>

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Reception / Upload Data Set Instructions	
File Rejection Thresholds	<ul style="list-style-type: none">• 25% of Entire File Contains Fatal Record Errors, Entire File is Rejected (See "Data Validation and Error Handling Guide")• Unacceptable File Format (i.e., wrong file length or type)• Unacceptable File Organization (i.e., SSN in Name column)• No wage data (for entire file)

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1.2 FIELD DEFINITIONS

DUA's new system will ignore any data found within the elements listed below as "N/A". Either fill-in the spaces with blanks or the data outlined by the standard format. As long as the DUA – required spaces are filled in with the correct data, the file will be processed.

PLEASE NOTE: EACH RECORD IN THE FILE MUST BE EXACTLY 512 POSITIONS WITH THE CARRIAGE RETURN IN POSITION 512. IF THE CARRIAGE RETURN IS NOT IN POSITION 512 EXACTLY, IT WILL BE REJECTED.

Position	Field Name	Description
1-2	Record Identifier	Constant "RS"
3-4	State Code	Constant "25"
5-9	Taxing Entity Code	N/A
10-18	Social Security Number	Enter employee's social security number as found on the original or replacement card issued by the SSA. No hyphens or dashes.
19-33	Employee First Name	Enter the employee's first name as found on his/her Social Security Number. Left justify and fill with blanks. Hyphens are allowed.
34-48	Employee Middle Name or Initial	Enter exactly as shown on the employee's Social Security Card. Left justify and fill with blanks. If no middle initial or middle name, fill with blanks.
49-68	Employee Last Name	Enter the employee's last name as found on his/her Social Security Number. Left justify and fill with blanks
69-72	Suffix	N/A
73-94	Location Address	N/A
95-116	Delivery Address	N/A
117-138	City	N/A
139-140	State Abbreviation	N/A
141-145	ZIP Code	N/A
146-149	ZIP Code Extension	N/A
150-154	Blank	5 positions

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Position	Field Name	Description
155-177	Foreign State/Province	N/A
178-192	Foreign Postal Code	N/A
193-194	Country Code	N/A
195-196	Optional Code	N/A
197-202	Reporting Period	Enter the month and 4 digit year for which this report applies. (e.g., "032010" for January-March of 2010)
203-213	State Quarterly Unemployment Insurance Total (Gross) Wages	Enter Unemployment Insurance (UI) Gross Wages . No commas or decimals. Right justified and zero fill. If the employer is a non-subject employer for UI they should zero fill.
214-224	State Quarterly Unemployment Insurance Total Taxable Wages	N/A
225-226	Numbered of weeks worked	N/A
227-234	Date first employed	N/A
235-242	Date of Separation	N/A
243-247	Blank	5 positions
248-255	State Unemployment Insurance Account Number	8-digit account number assigned to the employer. Numeric field only. No dashes or hyphens.
256-259	Employer Unit Number	4-digit unit number Numeric field only. No dashes or hyphens. Right justify and zero fill. If Unit is unknown enter 0000

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Position	Field Name	Description
260	12 th of the month employment indicator – month 1	12 th of the Month Employment – indicates whether or not the employee worked on the 12 th day of each month during the reporting period. Enter 1 if the employee worked during the week in the first month of the quarter that contained the 12 th of the month. Enter zero if the employee did not work during the period.
261	12 th of the month employment indicator – month 2	12 th of the Month Employment – indicates whether or not the employee worked on the 12 th day of each month during the reporting period. Enter 1 if the employee worked during the week in the second month of the quarter that contained the 12 th of the month. Enter zero if the employee did not work during the period.
262	12 th of the month employment indicator month 3	12 th of the Month Employment – indicates whether or not the employee worked on the 12 th day of each month during the reporting period. Enter “1” if the employee worked during the week in the third month of the quarter that contained the 12 th of the month. Enter zero if the employee did not work during the period.
263	Adjustment Reason Code	<p>Enter the adjustment reason code. Valid codes are 1,2,3,4,5,6,7,8. The code descriptions are the following:</p> <ol style="list-style-type: none"> 1. Employment and Wages adjusted because they were not taxable 2. Wages adjusted because worker(s) were hired/terminated 3. Employment and Wages adjusted to correct computer system, data entry or accounting errors 4. Employment and Wages adjusted because they were reported to the wrong state 5. Employment and Wages adjusted because the workers performed services for a different business 6. Employment and Wages adjusted for a non subject employer 7. Employment adjusted 8. Other <p>For “Original Submissions”, enter a “0” for Adjustment Reason Code.</p>
264-267	Blank	4 positions. Field not used. Reserved for state use.
268-273	Blank	6 positions. Field not used. Reserved for SSA use.
274-275	State Code	N/A

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Position	Field Name	Description
276-286	State Taxable Wages	Enter MA Wages Subject to Withholding . No commas or decimals. Right justify and zero fill.
287-297	State Income Tax Withheld	Enter MA Income Tax Amount Withheld . No commas or decimals. Right justify and zero fill.
298-307	Other State Data	N/A
308	Tax Type Code	N/A
309-319	Local Taxable Wages	N/A
320-330	Local Income tax Withheld	N/A
331-337	State Control Number	N/A
338-340	Hours Worked	Number of hours worked. Right justified and zero fill. No decimals (000 – 999 only).
341	Officer Code	"Y" if affirmative. Otherwise blank space.
342-412	Supplemental Data 1	N/A
413-487	Supplemental Data 2	N/A
488-511	Blank	24-positions reserved for SSA use
512	End of Line Identifier	Carriage return (new line)

1.3 FILE LAYOUT

Field Name	Format	Position	Length	Logic/ Validation
Record Identifier	Text	1-2	2	Constant "RS"
State Code	Numeric	3-4	2	Constant "25"
Taxing Entity Code		5-9	5	N/A
Social Security Number	Numeric	10-18	9	See "Error Management and File Rejection" section of "Employment and Wage Submission Guidelines and Information" document.
Employee First Name	A/N	19-33	15	See "Error Management and File Rejection" section of "Employment and Wage Submission Guidelines and Information" document.

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Field Name	Format	Position	Length	Logic/ Validation
Employee Middle Name or Initial	A/N	34-48	15	See "Error Management and File Rejection" section of "Employment and Wage Submission Guidelines and Information" document.
Employee Last Name	A/N	49-68	20	See "Error Management and File Rejection" section of "Employment and Wage Submission Guidelines and Information" document.
Suffix	A/N	69-72	4	N/A
Location Address	A/N	73-94	22	N/A
Delivery Address	A/N	95-116	22	N/A
City	A/N	117-138	22	N/A
State Abbreviation	A/N	139-140	2	N/A
Zip Code	Numeric	141-145	5	N/A
Zip Code Extension	Numeric	146-149	4	N/A
Blank		150-154	5	N/A
Foreign State / Province	A/N	155-177	23	N/A
Foreign Postal Code	A/N	178-192	15	N/A
Country Code	A/N	193-194	2	N/A
Optional Code	A/N	195-196	2	N/A
Reporting Period	Numeric	197-202	6	See "Error Management and File Rejection" section of "Employment and Wage Submission Guidelines and Information" document.
State Quarterly Unemployment Insurance Total (gross) Wages	Numeric	203-213	11	See "Error Management and File Rejection" section of "Employment and Wage Submission Guidelines and Information" document.
State Quarterly Unemployment Insurance Total Taxable Wages	Numeric	214-224	11	N/A
Number of Weeks Worked	Numeric	225-226	2	N/A
Date First Employed	Numeric	227-234	8	N/A
Date of Separation	Numeric	235-242	8	N/A

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Field Name	Format	Position	Length	Logic/ Validation
Blank		243-247	5	
State Unemployment Insurance Account Number	Numeric	248-255	8	See "Error Management and File Rejection" section of "Employment and Wage Submission Guidelines and Information" document.
Employer Unit Number	Numeric	256-259	4	See "Error Management and File Rejection" section of "Employment and Wage Submission Guidelines and Information" document.
12th of the Month Employment Indicator – Month 1	Numeric	260	1	See "Error Management and File Rejection" section of "Employment and Wage Submission Guidelines and Information" document.
12th of the Month Employment Indicator – Month 2	Numeric	261	1	See "Error Management and File Rejection" section of "Employment and Wage Submission Guidelines and Information" document.
12th of the Month Employment Indicator – Month 3	Numeric	262	1	See "Error Management and File Rejection" section of "Employment and Wage Submission Guidelines and Information" document.
Adjustment Reason Code	Numeric	263	1	See "Error Management and File Rejection" section of "Employment and Wage Submission Guidelines and Information" document.
Blank		264-267	4	N/A
Blank		268-273	6	N/A
State Code	Numeric	274-275	2	N/A

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Field Name	Format	Position	Length	Logic/ Validation
State Taxable Wages	Numeric	276-286	11	See "Error Management and File Rejection" section of "Employment and Wage Submission Guidelines and Information" document.
State Income Tax Withheld	Numeric	287-297	11	See "Error Management and File Rejection" section of "Employment and Wage Submission Guidelines and Information" document.
Other State Data	A/N	298-307	10	N/A
Tax Type Code	A/N	308	1	N/A
Local Taxable Wages		309-319	11	N/A
Local Income Tax Withheld		320-330	11	N/A
State Control Number		331-337	7	N/A
Hours Worked	Numeric	338-340	3	
Officer Code	A/N	341	1	See "Error Management and File Rejection" section of "Employment and Wage Submission Guidelines and Information" document.
Supplemental Data 1		342-412	71	N/A
Supplemental Data 2		413-487	75	N/A
Blank		488-511	24	N/A
End of Line Identifier	ASCII	512	1	Carriage return (new line)