Employment and Wage Detail Electronic Filing

DELIMITTED FILE FORMAT SPECIFICATION

Division of Unemployment Assistance (DUA)

Commonwealth of Massachusetts

Effective:

Quarter 4 – 2009 Filing

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DOCUMENT REVISION HISTORY

Date	Version	Responsible	Reason for Revision
06/04/08	0.01	H Hoffman	Initial Draft
06/13/08	0.02	N Fisher	Review and Update
06/24/08	0.03	M Holte	Updated to include file upload using application
07/08/08	0.04	M Holte	Updated file layout
07/22/08	0.05	M Holte	Updates on review with Theresa DeMarco, Jane Welch, Kathy Wilson and Susan Lynn
09/05/08	0.06	M Holte S Lynn T DeMarco J Welch	Updates based on consolidated comments review
09/17/08	0.07	M Holte	Updates to adjustment reasons per Steering Committee Review
11/15/08	1.0	D Wenzel	Finalize Documentation for Employer and Agent Filers – Public Consumption
11/25/08	1.01	M Holte D Wenzel	Updates based on Holte review.
12/17/08	1.02	O. Chernozhukov D. Wenzel	Updated cover page and dates.
07/08/09	2.0	M Holte	Updated file naming convention

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1   INTERFACE: DELIMITED FILE FORMAT

1.1 INTERFACE SUMMARY INFORMATION

The information that follows provides extensive detail with the key information, data definitions, and formatting instructions for generating a Delimited Employment and Wage File for submission to the Massachusetts Department of Unemployment Assistance.

Delimited files can be easily generated using spreadsheets (i.e., Excel). Simply format the spreadsheet columns in the order and with the properties as listed below; then, save the information as a *.txt or *.csv file. For simple reference, see the Delimited File Format "Quick Reference Guide"

Interface Summary Information	
Interface Name	Electronic Employment and Wage Detail Filing - Delimited Format
Purpose of Interface	The purpose of the Delimited interface is to allow employers and Third Party Administrators (TPA) to upload employment and wage detail information via online or secure FTP file upload processes.
Trigger for Interface	Employer/TPA creates file and either submits via online Employment and Wage Submission process through self-service system; or, via secure FTP file folder designated to individual employers and TPA organizations (by assignment only). Massachusetts Division of Unemployment Assistance processes file in both real-time and batch processing depending on file sizes and system load.
Post-conditions	- File processed or rejected. - Employment and Wage records posted to employer(s) account(s). - UI and UHI Contributions and Charges are calculated and posted. - Online Filers receive real-time edits, calculation notice, and confirmation. - FTP Filers receive FTP Acknowledgement File

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Interface Summary Information	
Frequency/Schedule	- Online files within size limits are processed online in real time; real time edits are displayed for the user. - Online files outside size limits are processed in batch throughout each day and/or overnight. Edits are displayed available for review via "Submission History" self-service module. - Secure FTP Filers are processed in batch each night. - Secure FTP Filers will be assigned a recommended filing time to accommodate large file sizes and anticipated system loads for quarterly filing.

1.2 RECEPTION / UPLOAD DATA SET INSTRUCTIONS

Reception / Upload Data Set Instructions	
Data Elements	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. Gross wages 10. DOR Withholding Wages 11. DOR Amount 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	Delimited (i.e. export from Excel with a comma delimiter) - Variable length *.txt or *.csv .zip (for FTP only)

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Reception / Upload Data Set Instructions	

Expected Naming Convention	**Employer:** EmployerID_ FileType_MMDDYYYY.txt
	
	    Example1: 87654321_DEL_01312010.txt
	
	    Example2 (FTP): 87654321_DEL _01312010.zip
	
	Agent: AgentID_FileType_MMDDYYYY.txt
	
	    Example1: 987654321_ DEL _01312010.txt
	
	    Example2 (FTP): 987654321_ DEL _01312010.zip

File Rejection Thresholds	• 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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1.3 OTHER DESIGN INSTRUCTIONS

Other Design Instructions / Miscellaneous Information	
Other Information and Design Instructions	See following supplemental documents for additional information: • Employment and Wage Submission Guidelines and Information • Sample Delimited File • Questions can be directed to: duaquest@detma.org

1.4 FIELD DEFINITIONS

Field ID	Field Name	Description
1	Employer Account Number	The Employer's state UI Account Number
2	Unit location number	Reporting Unit Number.
3	Reporting Period	Reporting period year and quarter (1st qtr 2010 would be 20101).
4	12th of the month employment indicator – month 1	12th of the Month Employment – indicates whether or not the employee worked on the 12th 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 12th of the month. Enter zero if the employee did not work during the period.
5	12th of the month employment indicator – month 2	12th of the Month Employment – indicates whether or not the employee worked on the 12th 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 12th of the month. Enter zero if the employee did not work during the period.

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Field ID	Field Name	Description
6	12th of the month employment indicator month 3	12th of the Month Employment – indicates whether or not the employee worked on the 12th 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 12th of the month. Enter zero if the employee did not work during the period.
7	Social Security Number	Employee Social Security Number. No hyphen.
8	Last Name	Employee last name
9	First Name	Employee first name
10	Middle Initial	Employ middle initial
11	UI Gross Wages	UI Gross wages earned by the employee during the reporting period. Cents must be included with decimal, no commas. Format Cell/ Column as "Number", "Decimal Places 2" with no "Thousand Separator".
12	DOR Withholding Wages	MA income tax wages for DOR. Cents must be included with decimal, no commas. Format Cell/ Column as "Number", "Decimal Places 2" with no "Thousand Separator".
13	DOR Amount Withheld	MA amount withheld for DOR. Cents must be included with decimal, no commas. Format Cell/ Column as "Number", "Decimal Places 2" with no "Thousand Separator".
14	Hours Worked	Hours worked during the reporting period. No decimal allowed.
15	Officer Code	Owner or Officer indicator – indicates whether or not the employee is an owner or officer of the organization (y or blank).

Field ID	Field Name	Description
16	Adjustment Reason Code	Reason code for adjustment to employee wages. Valid codes are 1,2,3,4,5,6,7,8.The code descriptions are the following: 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 For "Original Submissions", enter a "0" for Adjustment Reason Code.

1.5 FILE LAYOUT

Column	Field Name	Format	Length	Logic/ Validation
A or 1	Employer Account Number	Text	8	See "Error Management and File Rejection" section of "Employment and Wage Submission Guidelines and Information" document.
B or 2	Unit Location Number	Text	4	See "Error Management and File Rejection" section of "Employment and Wage Submission Guidelines and Information" document.
C or 3	Reporting Period	Text	5	See "Error Management and File Rejection" section of

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				"Employment and Wage Submission Guidelines and Information" document.
D or 4	12th of the month employment indicator – month 1	Text	1	See "Error Management and File Rejection" section of "Employment and Wage Submission Guidelines and Information" document.
E or 5	12th of the month employment indicator – month 2	Text	1	See "Error Management and File Rejection" section of "Employment and Wage Submission Guidelines and Information" document.
F or 6	12th of the month employment indicator month 3	Text	1	See "Error Management and File Rejection" section of "Employment and Wage Submission Guidelines and Information" document.
G or 7	Social Security Number	Text	9	See "Error Management and File Rejection" section of "Employment and Wage Submission Guidelines and Information" document.
H or 8	Last Name	Alpha	20	See "Error Management and File Rejection" section of "Employment and Wage Submission Guidelines and Information"

					document.
I or 9	First Name	Alpha	15		See "Error Management and File Rejection" section of "Employment and Wage Submission Guidelines and Information" document.
J or 10	Middle Initial	Alpha	1		See "Error Management and File Rejection" section of "Employment and Wage Submission Guidelines and Information" document.
K or 11	UI Gross Wages	Numeric			See "Error Management and File Rejection" section of "Employment and Wage Submission Guidelines and Information" document.
L or 12	DOR Withholding Wages	Numeric			See "Error Management and File Rejection" section of "Employment and Wage Submission Guidelines and Information" document.
M or 13	DOR Amount Withheld	Numeric			See "Error Management and File Rejection" section of "Employment and Wage Submission Guidelines and Information" document.
N or 14	Hours Worked	Numeric	3		See "Error Management and File Rejection" section of

				"Employment and Wage Submission Guidelines and Information" document.
O or 15	Officer Code	Text	1	See "Error Management and File Rejection" section of "Employment and Wage Submission Guidelines and Information" document.
P or 16	Adjustment Reason Code	Numeric	1	See "Error Management and File Rejection" section of "Employment and Wage Submission Guidelines and Information" document.

NOTE: Fields identified as "TEXT" are established in this manner to accommodate leading zeros. For example, an SSN beginning with zero will be considered valid as a "TEXT" formatted field; where it would be considered an eight digit character in a "NUMERIC" field and would be rejected as invalid.