E. DELIMITED FILE FORMAT SPECIFICATIONS

This is a document available at the DUA QUEST website, providing extensive detail with key information, data definitions, and formatting instructions for generating Delimited Employment and Wage File for submission to the Massachusetts Department of Unemployment Assistance. Go to the online version of the Table of Contents of this Employer User Guide available at www.mass.gov/uima and click on the corresponding link under addendum to access this document.

F. WAGE DETAIL FILE UPLOAD TROUBLESHOOTING

Use these general pointers if you are having trouble uploads, or data from uploads does not seem to be handled correctly by the system.

- • •When wage detail information seems to have imported or calculated incorrectly, many times it is due to an incorrect employee SSN in a wage filing.
  - • Always check for typos in SSNs first when reviewing data for problems.
  - • For delimited file uploads, always verify that the cells in the delimited file had the right number format. Many cells are formatted as 'Text' expressly to handle data (like SSNs and zip codes) beginning with '0'.
- • •File uploads are rejected outright if:
  - • The Employer Account Number (EAN) is not included in the file name.
  - • 25% or more of the errors with the file are fatal errors.

G. LIST OF ERRORS DURING EMPLOYMENT AND WAGE DETAIL UPLOAD

Element: Scenario Description	Record: *Specific Line within a File*	Edit/Error Message:	Error Code	Notes/Business Rules
Employer Account Number: Missing Account Number in Employer or TPA Submission	Fatal	Missing Employer Account Number	error.missing.ean	If a file is submitted without an employer account number or an invalid account number, the information for that specific set of records will not be accepted. All sub-records (units and wages) will be rejected. If not corrected, the employer will be subject to the non filer penalty and interest on late contribution due. If TPAs do not have employer account numbers, the employer must provide this to the TPA; or, the TPA/employer must register the employer online (UI Staff will not process data without pre-registered, active/valid employer account numbers.).
Employer Account Number: Invalid Employer Account Number -	Fatal	Invalid Employer Number – Quarter/Year Not Open	error.invalid.ean	If a file is submitted with an EAN for an employer and the quarter and year for the submission is prior to the subjectivity date for that employer, the information for that specific set of records will not be accepted. All sub-records (units and wages) will be rejected. If not corrected, the employer will be subject to a non-filer penalty and interest on late contribution due. If TPAs do not have employer account numbers, the employer must provide this to the TPA; or, the TPA/employer must register the employer online (UI Staff will not process data without pre-registered, active/valid employer account numbers.).

Element: Scenario Description	Record: *Specific Line within a File*	Edit/Error Message:	Error Code	Notes/Business Rules
Employer Account Number: Invalid Employer Account Number (this includes alphanumeric invalidity) in Employer or TPA Submission	Fatal	Invalid Employer Number – incorrect format	error.invalid.ean	If a file is submitted with an invalid account number, the information for that specific set of records will not be accepted. All sub-records (units and wages) will be rejected. If not corrected, the employer will be subject to non-filer penalty and interest on late contribution due. If TPAs do not have employer account numbers, the employer must provide this to the TPA; or, the TPA/employer must register the employer online (UI Staff will not process data without pre-registered, active/valid employer account numbers.).
Employer Account Number: Invalid Employer Account Number – Does not Exist in Employer or TPA Submission	Fatal	Invalid Employer Number – Does not Exist	error.invalid.ean	If a file is submitted with an employer account number that does not exist, the information for that specific set of records will not be accepted. All sub-records (units and wages) will be rejected. If not corrected, the employer will be subject to non-filer penalty and interest on late contribution due. If TPAs do not have employer account numbers, the employer must provide this to the TPA; or, the TPA/employer must register the employer online (UI Staff will not process data without pre-registered, active/valid employer account numbers.).
Employer Account Number: Invalid Employer Account Number – Not Authorized to submit for EAN for TPA submissions	Fatal	Invalid Employer Number –– Not Authorized to submit for EAN	error.invalid.ean	Based on TPA Submissions: If a file is submitted with an employer account number for which the TPA is not authorized to submit, the information for that specific set of records will not be accepted. All sub-records (units and wages) will be rejected. If not corrected, the employer will be subject to non-filer penalty and interest on late contribution due. If TPAs do not have employer account numbers, the employer must provide this to them and authorize the TPA for the 'submit' functional role; or, the TPA/employer must register the employer online (UI Staff will not process data without pre-registered, active/valid employer account numbers.).
TPA ID: Not Authorized – TPA has Delinquent Debt	Fatal	Invalid TPA ID – Not Authorized – TPA has Delinquent Debt	Error.invalid.TPA.DelinquentDebt	The System must reject employment and wage detail submitted by TPAs on behalf of employers if the TPA has delinquent debt of $1,000 or more (See use case: Establish Delinquent Debt).
TPA ID: Not Authorized – TPA has delinquent employment and wage reports	Fatal	Invalid TPA ID - Not Authorized – TPA has delinquent employment and wage reports	Error.invalid.TPA.DelinquentEmploymentandWageReports	The System must reject employment and wage detail submitted by TPAs on behalf of employers if the TPA is delinquent in filing their employment and wage report for two or more consecutive quarters.

Element: Scenario Description	Record: *Specific Line within a File*	Edit/Error Message:	Error Code	Notes/Business Rules
Invalid File – 25% or more record errors	Fatal	Invalid File – 25% or more record errors	Error.invalid.file	The System will reject a file where 25% or greater of the total records have fatal record errors.
Employer Unit ID: Missing Unit Identifier in TPA or Employer Submission	Non-Fatal	Missing Unit Number	error.missing.unitid	The records will be identified as an error, but the employer could note to "Ignore the Errors" and proceed to "Process and Calculate for the online file upload process. System will assign records to the Parent. System will display error message: Missing Reporting Unit on line {0}. If Reporting Unit is not reported, employee data will be processed and associated with the Parent. For FTP the records will be identified as an error and assigned to the Parent.
Employer Unit ID: Invalid Unit Identifier in TPA or Employer Submission	Non-Fatal	Invalid Unit Number	error.invalid.unitid	Invalid records are considered those that do not match the employer's recorded units or include alpha characters. The records will be identified as an error, but the employer could note to "Ignore the Errors" and proceed to "Process and Calculate for the online file upload process. System will assign records to the Parent. For FTP the records will be identified as an error and assigned to the Parent.
SSN: Missing SSN in TPA or Employer Submission, all other information included.	Fatal	Missing Social Security Number	error.missing.ssn	SSN is required field. Records without a SSN will be rejected and not included in calculations.
SSN: Invalid SSN in TPA or Employer Submission, all other information included.	Fatal	Invalid Social Security Number	error.invalid.ssn	Invalid SSNs include alpha-submissions or System identified invalid SSNs. These include: 123456789, 987654321, 000000000, 111111111, 222222222, 333333333, 444444444, 555555555, 666666666, 777777777, 888888888, 999999999, or SSNs with the last four digits as 0000. Must be 9 digits. Records without a valid SSN will be rejected and not included in calculations.
SSN: Duplicate SSN within Unit-EAN in TPA or Employer Submission, all other information included.	Fatal	Duplicate Social Security Number within Unit	error.duplicate.ssn	Duplicate SSN within unit will be rejected and not included in calculations.

Element: Scenario Description	Record: *Specific Line within a File*	Edit/Error Message:	Error Code	Notes/Business Rules
First Name: Missing First Name, all other data available.	Non-Fatal	Missing First Name	error.missing.firstname	Must be alpha. Error will be produced for each missing record, but if all other data is available, record will be processed
First Name: Invalid First Name, all other data available.	Non-Fatal	Invalid First Name	error.invalid.firstname	Must be alpha. Error will be produced for each missing record, but if all other data is available, record will be processed, and message, "Invalid first name on line {0}. Record contained numeric characters. Names must be alpha. The record will be processed and included in calculations. Missing names may create benefit issues for the employee."
Last Name: Missing Last Name, all other data available.	Non-Fatal	Missing Last Name	error.missing.lastname	Must be alpha. Error will be produced for each missing record, but if all other data is available, record will be processed.
Last Name: Invalid Last Name, all other data available.	Non-Fatal	Invalid Last Name	error.invalid.lastname	Must be alpha. Error will be produced for each missing record, but if all other data is available, record will be processed and message, "Invalid last name on line {0}. Record contained numeric characters. Names must be alpha. The record will be processed and included in calculations. Missing names may create benefit issues for the employee."
Last Name and First Name: Missing both First and Last Name, but SSN is available.	Non-Fatal	Missing First and Last Name	error.missing.lastname error.missing.firstname	Must be alpha. Error will be produced for each missing record, but if all other data is available, record will be processed.
Middle Initial: Invalid/Numeric	Non-Fatal	Numeric Middle Initial	error.invalid.middleinitial	Must be alpha. Or display error message: Invalid middle initial on line {0}. Record contained numeric characters. Names must be alpha. The record will be processed and included in calculations. Missing names may create benefit issues for the employee.
UI Gross Wages: Missing Records within Employer or TPA Submission.	Fatal	Missing Gross Wages	error.missing.grosswages	Gross Wages must include at least a "0" and must be a positive numeric value. Records without Gross Wages will not (can not) be included for calculations. Employer can submit "0" hours and "0" wages.

Element: Scenario Description	Record: *Specific Line within a File*	Edit/Error Message:	Error Code	Notes/Business Rules
UI Gross Wages: Records include comma separating hundreds and thousands within Employer or TPA submission.	Fatal	Gross Wages Contain Commas	error.commas.grosswages	No commas will be accepted, but the decimal for cents will be accepted. If commas are included, for delimited files, the entire file may be off-sync and could create a fatal file error. For TPAs, if all other Employer records are correct, other records will be processed. **NOTE: Need to ensure that the system does not move the decimal over two spaces to the left if the decimal is given. For example 5000.00 should read as five thousand not fifty dollars.**
UI Gross Wages--: Invalid records/non-numeric in employer or TPA submission.	Fatal	Gross Wages Contain Non-Numeric Values	error.invalid.grosswages	No commas will be accepted, but the decimal for cents will be accepted. If commas are included, for delimited files, the entire file may be off-sync and could create a fatal file error. For Employers, individual records would be rejected, but if all or most records contained this error the file would be rejected. **NOTE: Need to ensure that the system does not move the decimal over two spaces to the left if the decimal is given. For example 5000.00 should read as five thousand not fifty dollars.**
MA Wages Subject to Withholding: Missing Records within Employer or TPA Submission	Fatal	MA Wages Subject to Withholding Missing	error.missing.DORwithholding wages	MA Wages Subject to Withholding must include at least a "0" and must be a positive numeric value. Records without **MA Wages Subject to Withholding** will not (can not) be included for calculations
MA Wages Subject to Withholding : Invalid Records within Employer or TPA Submission	Fatal	MA Wages Subject to Withholding Invalid	error.invalid.DORwithholding wages	MA Wages Subject to Withholding must include at least a "0" and must be a positive numeric value. Records without **MA Wages Subject to Withholding** will not (can not) be included for calculations. No commas will be accepted, but the decimal for cents will be accepted. If commas are included, for delimited files, the entire file may be off-sync and could create a fatal file error. For TPAs, if all other Employer records are correct, other records will be processed. **NOTE: Need to ensure that the system does not move the decimal over two spaces to the left if the decimal is given. For example 5000.00 should read as five thousand not fifty dollars.**
MA Income Tax Amount Withheld: Missing Records within Employer or TPA Submission	Fatal	MA Income Tax Amount Withheld Missing	error.missing.DORAmount Withheld	MA Income Tax Amount Withheld must include at least a "0" and must be a positive numeric value. Records without **MA Income Tax Amount Withheld** will not (can not) be included for calculations
MA Income Tax Amount Withheld Invalid Records within Employer or TPA Submission	Fatal	MA Income Tax Amount Withheld Invalid	error.invalid.DORAmount Withheld	MA Income Tax Amount Withheld must include at least a "0" and must be a positive numeric value. Records without **MA Income Tax Amount Withheld** will not (can not) be included for calculations No commas will be accepted, but the decimal for cents will be accepted. If commas are included, for delimited files, the entire file may be off-sync and could create a fatal file error. For TPAs, if all other Employer records are

Element: Scenario Description	Record: *Specific Line within a File*	Edit/Error Message:	Error Code	Notes/Business Rules
				correct, other records will be processed. **NOTE: Need to ensure that the system does not move the decimal over two spaces to the left if the decimal is given. For example 5000.00 should read as five thousand not fifty dollars.**
Hours Worked: Missing Hours Worked within Employer or TPA Submission	Non-Fatal	Missing Hours Worked	error.missing.hoursworked	Missing hours will default to zero
Hours Worked: Invalid/Non-Numeric, Negative, and/or Larger than Possible.	Non-Fatal	Invalid Hours Worked	error.invalid.hoursworked	Negative or non-numeric hours will default to zero. Hours in excess of 999 will default to 999.
Officer Code: Invalid	Non-Fatal	Invalid Officer Codes	error.invalid.officercode	Default to "No" if invalid. Error would be produced. If missing, system will default to "No" without an error being produced.
Employment (1-2-3): Missing Data	Fatal	Missing 12th of Month Data	error.missing.month12	If the field is left blank, the system will reject the record and provide error message.
Employment (1-2-3): Invalid - Non-Numeric Data	Fatal	Invalid/Non-Numeric 12th of Month Data	error.invalid.month12	If the field is invalid, the system will reject the record and provide error message.
Quarter/Year: Missing quarter/year	Fatal	Missing quarter and year	error.missing.quarteryear	Quarter/year layout: Delimited – yyyyq (Quarter 1 2004 = '20041') ICESA – mmyyyy (last month in the quarter being filed and year, for example Quarter 1 2004 = '032004') EFW2 - mmyyyy (last month in the quarter being filed and year, for example Quarter 1 2004 = '032004')
Quarter/Year: Invalid quarter/year	Fatal	Invalid quarter and year format	error.invalid.quarteryear	Quarter/year layout: Delimited – yyyyq (Quarter 1 2004 = '20041') ICESA – mmyyyy (last month in the quarter being filed and year, for example Quarter 1 2004 = '032004') EFW2 - mmyyyy (last month in the quarter being filed and year, for example Quarter 1 2004 = '032004')
Quarter/Year: Quarter/year for record does not match quarter/year select for online file upload by employer	Fatal	Invalid quarter and year – does not match quarter/year selected	error.invalid.quarteryear	If the quarter/year for the record does not match the quarter/year selected by the employer for the online file upload process, the System will produce a fatal error.

Element: Scenario Description	Record: *Specific Line within a File*	Edit/Error Message:	Error Code	Notes/Business Rules
Quarter/Year: Quarter/year for record is prior to 2010	Fatal	Invalid quarter and year – prior to 2010	error.invalid.quartery ear	If a record has a quarter/year <2010 and the filing is intended for the > Q4 2009 wage detail process, the system will reject the record. If a record has a quarter year > Q4 2009 and the filing is intended for the Prior to 2010 process, the system will reject the record. Wage records with qtr/yr prior to 2010 should not be mixed with > Q4 2009 records. **NOTE: Prior to 2010 wage detail is indicated by the user selecting the Prior to 2010 link. For FTP filers a separate folder will be set up for prior to 2010 wage files.**