SUBMIT EMPLOYMENT AND WAGE DETAIL

Introduction	This section describes how to submit employment and wage detail information for Employer accounts for Q1 2010 and forward. **Employment and wage detail reports are due from Employers every quarter**. The employment and wage detail information can be submitted for current or prior quarters by using one of these filing methods. • Manual Entry • File Upload (real-time online) • No Employment/Wage Submission • Copy from Previous Quarter, and • FTP file upload. **NOTE**: If you wish to submit employment and wage detail for quarters prior to 2010, please see the section, *Submit Employment and Wage Detail for Quarters Prior to 2010*.

Helpful hints	• The **Manual Entry Method** allows up to one hundred employee records to be entered. If more than one hundred employee records need to be submitted, the **File Upload Method** should be used.
	
	• **FTP** file upload is required when Employers/TPA(s) submit more than 29,999 records per quarter.
	
	• It is not possible to submit an employment and wage detail report for future dates if the quarter is not open for filing.
	
	• The **Gross UI Wages** column applies to wages on which UI and/or UHI is calculated. Reimbursable Employers must also report Gross UI wages for calculating unemployment benefits. (Note that actual UI payment will be based on the first $14,000 each Employee earns in the calendar year.)
	
	• If you upload a file but you have not actually **submitted** it yet, its data <u>can</u> be re-uploaded in a corrected file and then submitted using either a **Merge** or **Overwrite** function.
	
	• It is not possible to submit an "original" employment and wage detail report more than once for any quarter or using more than one method. If a report was submitted incorrectly or incompletely, the adjustment function should be used to make corrections. (Contact DUA for wage transfers or removals.)
	
	• If you submit a report via File Upload, the first report for any quarter should be submitted with an Adjustment Reason Code of "0", indicating an "Original Submission". File Uploads with corrections should have an Adjustment Reason Code of 1 thru 8 to indicate it is an adjustment vs. an original submission. Once a File Upload with Adjustment Reason Code of 0 has been submitted to QUEST for a given quarter filing, QUEST will reject all subsequent filings for that quarter with an Adjustment Reason Code of 0.
	
	• **NOTE**: Depending on network or QUEST activity, and/or the size of file:
	  o Your upload may be held for batch processing in "off peak" hours.
	  o Your upload may be processed immediately, but the calculations for contributions, surcharges, interest, and penalties may be performed during "off peak" hours.
	If this happens, right after you submit the report you will see an on-screen message that notifies you that processing and/or calculations are pending.

Manual Entry Method

1. Click **Employment and Wage Detail Reporting**.

2. Click **Submit Employment and Wage Detail**. A page appears where you configure the report.

3. Select a **Quarter** and a **Year**. Click the radio button for **Manual Entry**. Click **Next**.

4. The **Wage Detail Records** page appears. Enter the wage detail information. (See the detailed instructions on filling in the wage detail records that appear onscreen.)

   NOTE: The maximum number of records that can be entered using manual entry is 100. The page will initially display 25 blank rows for wage detail entries. Upon reaching 25 records, you can add more records by clicking on **Add** at the end of the page.

   IMPORTANT NOTE: It is strongly recommended that you periodically save the information being entered manually. The system times out after 30 minutes. Unsaved data is lost if a timeout occurs.

Employer Information

Employer Account Number: ▮▮▮▮▮▮   Employer Name: ▮▮▮▮▮▮▮

The following issue was detected with your submission:

Notices

⊙ The employer has past due report(s), please submit the past due report(s) before submitting the current report. (10000053)

> If a Notice appears, you can proceed; if an Error appears, you must make a correction before proceeding

Employment and Wage Detail Submission Process

1 → **2** → 3 → 4 → COMPLETE

Select Filing Method | Submit Wage Information | Confirm Submission | Process and Calculate

Reporting Information

Employment and Wages Paid for the Quarter: **April, May, June (Q2)**
Year: **2011**
Submission Type: **Original**

Employment and Wage Detail Records

- If you intend to be on the screen for more than 30 minutes, select 'Save'. If you do not select save within 30 minutes, you will lose all information entered.
- Enter employee information in space provided. If additional rows are needed, complete all rows select "Save" and then select 'Add'.
- To permanently delete an employee record from the employment and wage report check the 'Delete' checkbox and select 'Next' or 'Save'.
- If you have more than 25 employees and need to enter employee information across MULTIPLE pages:
  - Complete each page and select the next page number.
  - Do not click 'Next' until you have completed all pages.
- When selections are complete, select 'Save', or 'Next'.
- Please note that adjustments to the **MA Income Tax Amount Withheld** on the [...] not amend the amount of withholding that you originally reported. If an adjustment to [...] ld of any employee results in an over/underpayment of your company's withholding tax [...] withholding tax return(s) with the Department of Revenue (DOR). Employers filing withholding via DOR's WebFile for Business (WFB) should use the Amend function available through their WFB account. Other employers should use DOR's Form CA-6, Application for Abatement/Amended return, available at www.mass.gov/dor, to amend the withholding amount paid.

> Read detailed instructions on preparing the submission

Wage Detail Records

	SSN	Last Name	First Name	MI	Unit Number ?	UI Gross Wages ?	MA Wages Subject to Withholding ?	MA Income Tax Amount Withheld ?	Delete
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
19									
20									
21									
22									
23									
24									
25									

> Begin entering details here

> Click the column heading to view Assistive Content on data that belongs in this column

[Previous] [Save] [Add] [Next]

> Quickly retrieve a previously saved record by performing a search

Sort Criteria

- To view a specific SSN or Last Name enter the appropriate data and select 'Search' to continue.

SSN: [_____]   Last Name: [_____]

[Search] [Reset]

5. Once you have entered all the information, click **Next** to proceed to the next step.

6. The **Employment and Wage Detail Records** page appears. Use the instructions on the page to complete the requested information. (Also see the 'HOURS WORKED GUIDELINE' in the Addendum for additional pointers.) Click **Next**.

   NOTE: Save frequently if you are making numerous data additions or changes, or if you want to leave the page and return in a later session.

7. The **Summary of Units Reported** page displays a summary of the gross wage detail information you entered. The information is tallied at the reporting unit level.

8. A **Certification** page appears. Check the box, and click **Next**.

9. A **Quarterly Calculations** page appears, showing calculations and the quarterly contributions due. If you are ready to submit the wage detail report, click **Submit**.

   NOTE: If you need to correct any wage submission details at this point, click **Previous** to return to the **Employment and Wage Detail Records** page where you can edit your entries.

Employer Information	
Employer Account Number: ▮▮▮▮	Employer Name: ▮▮▮▮▮▮▮▮

Employment and Wage Detail Submission Process

1 → 2 → 3 → 4 → COMPLETE
Select Filing Method | Submit Wage Information | Confirm Submission | Process and Calculate

Reporting Information	
Employment and Wages Paid for the Quarter:	**April, May, June (Q2)**
Year:	**2011**
Submission Type:	**Original**

Quarterly Calculations	
Quarterly Wages	**Amount**
Total UI Gross Wages	$15,000.00
UI Taxable Wages	$14,000.00
UHI Taxable Wages	$0.00
Contributions	
UI Contribution	$198.80
UHI Contribution	$0.00
Workforce Training Fund	$8.40
Secondary Uniform Adjustment	$0.00
Amount Due	
Quarterly Amount Due	$207.20

Previous | Submit

10. The **Employment and Wage Detail Report Submission Confirmation** page appears, indicating that the reporting process has been successful. Click **Make Payment**.

Employer Information	
Employer Account Number: ▮▮▮▮	Employer Name: ▮▮▮▮▮▮

Employment and Wage Detail Submission Process

1 → 2 → 3 → 4 → COMPLETE
Select Filing Method | Submit Wage Information | Confirm Submission | Process and Calculate

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 April, May, June (Q2) of Year 2011.
- Your confirmation number is : ▮▮▮▮_07151116332. 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

11. The **Payment Method** page appears. Select **Payment Amount** and **Payment Method**.

- If **Check** is selected as the payment method, a voucher displays onscreen. Print copies of the voucher, and send a copy to DUA along with the paper check when you make the payment.

- To use **ACH Credit**, you must have prior approval from DUA. You can click the link below the Payment Method selection for detailed information on seeking DUA approval.

- No prior approval is required for using **ACH Debit**.

NOTE: For more information on making payments, see the section, *Payment Information*.

File Upload Method

There are three file formats that can be used for file upload:

- ICESA,
- EFW2, and
- Delimited

File upload tips

Always use a file upload method when there are more than 100 records in the wage detail.

Upload files may contain fewer than 100 records.

Expect files of 300 records or more to be batch processed. When batch processed, the file upload is scheduled by the system for off-peak hours. Results will not appear onscreen until the processing is complete. You may see the following screen message:

Due to the size of the file Your_file.csv, the employment and wage detail will be processed in an overnight batch. Please check back tomorrow in View Submission History for results (634).

Files with more than 29,999 records must be uploaded using the File Transfer Protocol (FTP). Employers should consult with DUA staff to review file format and FTP a test file.

Preparing ICESA or EFW2 Files

Some accounting packages output employment wage and detail reports in ICESA and EFW2 format. The ICESA file format that works with the QUEST file upload process includes only the "S" records, and has only 275 characters per record with the carriage return at space 275.

The EFW2 file format works only with "RS" records and has only 512 characters per record with the carriage return at space 512.

Preparing Delimited Files

Delimited files can be created and edited using readily available software.

Delimited files should be in a comma delimited text file format. The delimited file should look like the screen shot below (one record shown for a sample). There should be no header row.

```
wages - Notepad
File  Edit  Format  View  Help
10004232,0,20092,1,1,1,012012012,Smith,John,P,14000,0,0,255,n,0
```
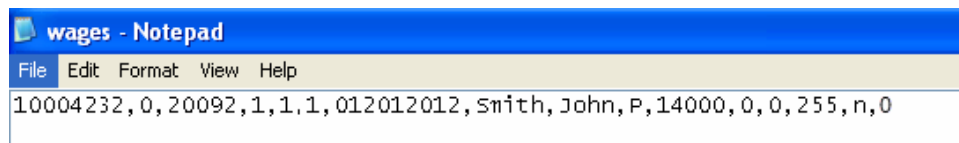
The DUA provides a template with these fields. Its fields are formatted so the data uploads correctly. (Search for 'delimited template' from the DUA website at http://www.mass.gov/uima to locate the template.)

Pointers on using the delimited template

- Do not change any cell 'Number Format' in the file.
- Make sure that columns 1, 2, 4, 5, 6, and 15 are formatted as 'Text.'
- Delete rows 1-4 (i.e., rows with template notes in them, the column headings, and the sample data).
- If using Microsoft Excel, before uploading the file, save it in 'CSV (Comma delimited)' format. (Use similar selections with other software packages.)
- If you ever open the saved output file, RESAVE it in 'CSV (Comma delimited)' format before uploading it.

Performing a File Upload

These instructions show a delimited file upload, but they apply as well to ICESA and EFW2 files.

1. Click **Employment and Wage Detail Reporting**.

2. Click **Submit Employment and Wage Detail**.

3. Select a **Quarter** and a **Year**. Click the radio button for **File Upload**. Click **Next**.

4. In the **File Format** area, select a **File Type** (in this example, Delimited). Click **Next**.

5. In the **Select Wage Detail File** area, click **Browse**.

6. In the dialog box, choose a file, and click **Open**.

7. The file name displays in the **Select Wage Detail File** field. Click **Next**.

    NOTE: Typically files with 300 records or more are processed during off-peak hours in a batch. In this case, the following message will appear:

    Due to the size of the file Your_file.csv, the employment and wage detail will be processed in an overnight batch. Please check back tomorrow in View Submission History for results (634).

8. If you uploaded fewer than 300 records, a **File Preview** appears. Review the uploaded information and click **Next**.

    NOTE: If errors are found in the file, the errors will be displayed. You can either correct the errors or ignore them. If you ignore the errors and a record contains a fatal error (e.g., a missing SSN), the system will reject the specific record. The system will accept records with non-fatal errors (e.g., hours worked missing). See the *Addendum* for a list of error messages, and for troubleshooting information.

9. Review the summary information about the upload and click **Next**.

10. The **Employment and Wage Detail Certification** page appears. Check the box and click **Next**.

11. Review the Quarterly Calculations and Amount Due.

   IMPORTANT NOTE: If the uploaded data is incorrect, the file can be corrected and uploaded again without having to perform an Adjustment as long as you **do not click Submit** at this point. See *Performing a Merge or Overwrite.*

12. When you are satisfied that the data is correct, click **Submit**.

13. If the file upload is successful, the **Employment and Wage Detail Report Submission Confirmation** page appears. If desired, click **Make Payment**.

> **NOTE**: For more information on making payments, see the section, *Payment Information*.

Performing a Merge or Override

If at the point of submitting Employment Wage and Detail information via file upload, you realize that the data is incorrect, you can upload the data again without performing an Adjustment.

1. Do NOT click **Submit**.

2. Correct the file.

3. Click **Previous** on successive pages until you have returned to the **Browse for File** page.

4. Select the corrected file and click **Next** until you reach the **Select Action** page.

5. Select to either **delete** the records or **merge** them and click **Next** to continue with the upload. (See below for Merge Rules.)

Employer Merge Rules

Wage Detail Merge Rules:

When requested to merge, the System will merge distinct employee records at the unit level.

If an employee(s) exist within the same reporting unit while merging data for the same reporting unit the System will overwrite the previous employee data with the employee data from the latest filing. Please note: employee level merge (replace/add) has no ability to delete employees.

For example:

Employer user Jane saves an employment and wage detail file with the following reporting units:

- 0001
- 0003
- 0005
- 0007
- 0009

Employer user Bill follows Jane and uploads the following reporting units:

- 0000
- 0002
- 0004
- 0005
- 0006
- 0008
- 0009
- 0010

Jane and Bill have submitted two common units, 0005 and 0009. The System will keep Jane's units 0001, 0003, and 0007. The System will merge Jane's units 0005 and 0009 with Bill's 0005 and 0009 at the employee level. If the same employee(s) exist within unit 0005 and 0009 for both Jane and Bill's files, then the System will use the records from Bill's seeing that it is the latest filing.

The final submission will include the following units for calculation:

- 0000 (from Bill)
- 0001 (from Jane)
- 0002 (from Bill)
- 0003 (from Jane)
- 0004 (from Bill
- 0005 (from Bill)
- 0006 (from Bill)
- 0007 (from Jane)
- 0008 (from Bill)
- 0009 (from Bill)
- 0010 (from Bill)

If the employer does not report using units and Employee A is in both files, (File 1 being uploaded first and file 2 being uploaded subsequently), the System will overwrite the Employee A record from file 1 with the Employee A record from file 2.

If employees A, B, D, and E are in File 1; and C, F, G, H are in file 2; submit A, B, C, D, E, F, G, and H.

If A, B, and D are in File 1 and B, C, and E are in File 2. Submit A and D from file 1 and B, C and E from file 2.

Close

No Employment and No Wage Report

The **No Employment and No Wage Report** option can be used by Employers if they have no employees and no wages to report for a quarter.

NOTE: This filing method should not be used if the Employer **had employees** under employ who did not earn any wages during the quarter. In such cases, this information must be reported via one of the other filing methods, entering employee information with 0 wage information.

To file a No Employment and No Wage Report, perform these steps:

1. Follow the first 2 steps in *Manual Entry Method*.

2. Select **No Employment and No Wage Report** and click **Next**.

3. The **Section Header** page appears. Click **Submit**.

4. A **Confirmation** page appears.

Copy from Previous Quarter

When this method is used, the employee details from a past quarter in calendar year 2010 or later (as specified by the user) are copied into the quarter for which you are filing, reducing the data entry time.

NOTE: Only the employee names and SSNs will be copied from the previous quarter. The wage data from each employee record will not be copied.

1. Click **Employment and Wage Detail Reporting**.

2. Click **Submit Employment and Wage Detail**. A page appears where you configure the report.

3. Select a **Quarter** and a **Year**. Click the radio button for **Copy from Previous Quarter**. Click **Next**.

4. The **Prior Quarter Search** page appears. Select the year and the quarter to copy from and click **Search**.

Employer Information	
Employer Account Number: ▉▉▉	Employer Name: ▉▉▉▉▉

Employment and Wage Detail Submission Process

① → ② → ③ → ④ → COMPLETE
Select Filing   Submit Wage   Confirm   Process and
Method   Information   Submission   Calculate

Reporting Information
Employment and Wages Paid for the Quarter: **July, August, September (Q3)**
Year: **2011**
Submission Type: **Original**

Prior Quarter Search
Year: [2011 ▾] Quarter: [April, May, June (Q2) ▾]

[Reset] [Search]

5. The quarter you specified appears below the search grid in the **Submitted Reports** area. Select the radio button for the quarter and click **Next**.

Submitted Reports
- Select quarter and year to copy from and then select 'Next' to continue.
- To select a previous year's quarter, change search criteria above and select 'Search'.

	Year	Quarter	Total UI Gross Wages	Number of Records	Transaction Date
○	2011	April, May, June (Q2)	$93,000.00	9	7/19/2011

Pending Reports
- To complete a saved and unprocessed report, select the record below and select "Next" to continue. To overwrite the saved copy, select a record from above and select "Next".

There are no results found based on the date range entered.

[Previous] [Next]

6. The page shown in the next page will appear. Only the name and SSN of the employee from the previous quarter are copied. Add wage information in the **Wage Detail Records** area. In addition:

-   If you use the **Copy from Previous Filing** method and you have entered the wage information but have not clicked on **Save** and **Next** to complete the filing, the only way to get back to the pending filing is to select **Manual Entry**. Then you can continue with the initial submission.

-   If you use the **Copy from Previous Filing** method you must fill in every field of every copied Employee for anything on the page to be saved. You must also fill in every field of any new record for anything on the page to be saved. **The system cannot save employee records with blank wage information.**

-   If you are deleting a record, check off the delete box and enter "0" for each wage field.

7. Once you have modified all the information as necessary, click **Next**.

Employer Information

Employer Account Number: ██████████   Employer Name: ████████████████████████

Employment and Wage Detail Submission Process

① → ② → ③ → ④ → COMPLETE
Select Filing Method | Submit Wage Information | Confirm Submission | Process and Calculate

Reporting Information

Employment and Wages Paid for the Quarter: **July, August, September (Q3)**
Year: **2011**
Submission Type: **Original**

Employment and Wage Detail Records

- If you intend to be on the screen for more than 30 minutes, select 'Save'. If you do not select save within 30 minutes, you will lose all information entered.
- Enter employee information in space provided. If additional rows are needed, complete all rows select 'Save" and then select 'Add'.
- To permanently delete an employee record from the employment and wage report check the 'Delete' checkbox and select 'Next' or 'Save'.
- If you have more than 25 employees and need to enter employee information across MULTIPLE pages:
  - Complete each page and select the next page number.
  - Do not click 'Next' until you have completed all pages.
- When selections are complete, select 'Save', or 'Next'.
- Please note that adjustments to the **MA Income Tax Amount Withheld** on the **Employment and Wage Report** will not amend the amount of withholding that you originally reported. If an adjustment to the **MA Income Tax Amount Withheld** or any employee results in an over/underpayment of your company's withholding tax, you must separately amend your withholding tax return(s) with the Department of Revenue (DOR). Employers filing withholding via DOR's WebFile for Business (WFB) should use the Amend function available through their WFB account. Other employers should use DOR's Form CA-6, Application for Abatement/Amended return, available at www.mass.gov/dor, to amend the withholding amount paid.

Wage Detail Records

	SSN	Last Name	First Name	MI	Unit Number ?	UI Gross Wages ?	MA Wages Subject to Withholding ?	MA Income Tax Amount Withheld ?	Delete
1	████	████	██	X	0				☐
2	████	████	██	X	0				☐
3	████	████	██	X	0				☐
4	████	████	██	X	0				☐
5	████	████	██	X	0				☐
6	████	████	██	X	0				☐
7	████	████	██	X	0				☐
8	████	████	██	X	0				☐
9									
10									
17									
18									
19									
20									
21									
22									
23									
24									
25									

[Previous] [Save] [Add] [Next]

Sort Criteria

- To view a specific SSN or Last Name enter the appropriate data and select 'Search' to continue.

SSN: [_____]   Last Name: [_____]

[Search] [Reset]

8. From here on, the process is the same as the manual entry filing method. If required, refer to **Step 6** of the instructions for manual entry and continue to read from there.