South Carolina

SUITS - Wage Report and Payment File Specifications

Version 1.4

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SOUTH CAROLINA DEPARTMENT OF
EMPLOYMENT AND WORKFORCE
1550 Gadsden St., Columbia, SC 29201

Document Revision History

RELEASE DATE	SUMMARY OF CHANGES
02/20/2018	Added Appendix 12.6 SSN Validation and Appendix 12.7 Standard File Errors. Minor corrections in the remainder of the document.
03/09/2018	Updated Employer & Agent Sample files added for XML and EFW2 files. Minor corrections to ensure consistency throughout the document in file format tables.

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TABLE OF CONTENTS

SUITS - Wage Report and Payment File Specifications

SUITS - Wage Report and Payment File Specifications

SUITS - Wage Report and Payment File Specifications

1 INTRODUCTION – TAX AND WAGE REPORTING

The SUITS system allows employers and agents to report wages earned and to submit their required reports online. Employers and agents will be able to submit the reports using manual entry, copy from a previous quarter or they can upload an electronic file containing the wage information. This document will describe the different file types that are available and the specific data layouts for each file type. This document also provides instructions on how to format, read, and use each file that is used for uploading data into the system. The individual sections contain data upload file and the corresponding record layouts.

1.1 Project Scope

The system includes the following project scope:

1.1.1 Processing and Adjusting Wage and Tax Reports

- Submit quarterly created by:
  - Direct data entry of wage records
  - Submitting of no wage(s) report
  - Resuming submission of previously started wage and tax report
  - Data upload in standard file formats (ICESA, EFW2, XML, and CSV)
- Adjust wage and tax detail via the 'Amend Prior Report' option
- View history of wage and tax reports submissions

1.2 System Functionalities

This specification includes the following system functionalities:

1.2.1 Employer Functions

The system will include necessary functionalities for employers to submit and review information related to tax and wage reporting:

- View and maintain account tax and wage information
- View history of wage and tax report submissions for an employer's account
- Submit quarterly wage reports
  - Single employer filings by data upload in standard data format (ICESA, EFW2, XML, and CSV)
- Amend quarterly wage reports

7

1.2.2   Agent Functions

The system will include the following functionalities for agents:

- View and maintain employer tax and wage information within the agent's authorization
- View history of wage and tax report submissions for an employer's account
- Submit quarterly wage reports
  - Single employer or multiple employer filings by data upload in standard data format (ICESA, EFW2, XML, and CSV)
- Amend quarterly wage reports

1.3   Interface File Definitions

1.3.1   Employer Filing of Wage Reports

Employers can file original or amended wage reports using one of the four file formats. Detailed information describing formatting rules, field positions, and content is in the following chapters:

- Chapter 2: Employer ICESA Interface File Definition
- Chapter 4: Employer EFW2 Interface File Definition
- Chapter 6: Employer XML Interface File Definition
- Chapter 8: Employer CSV Interface File Definition

Each file may only contain the information for the submitter and for one (1) quarter.

All file types can be submitted via the employer wage file upload processor.

1.3.2   Agent Filing of Wage Reports

Agents, authorized by employers, can submit wage information for multiple employers and / or reporting periods, using the same file formats. Detailed information describing formatting rules, field positions, and content is in the following chapters:

- Chapter 3: Agent ICESA Interface File Definition
- Chapter 5: Agent EFW2 Interface File Definition
- Chapter 7: Agent XML Interface File Definition
- Chapter 9: Agent CSV Interface File Definition

The file can contain original filings and adjustments, however, an original and amendment for the same employer and reporting period cannot be included in the same file.

All file types can be submitted via the agent wage file upload processor.

2 EMPLOYER ICESA INTERFACE REQUIREMENTS

2.1 General Information

Employers can file original or amended wage reports using this file format, however, each file should only contain the information for one (1) quarter. The following records should be included in each file:

- There should be one (1) record type A in the file
- There can be multiple type 'S' records in the file
  - There can only be one (1) record type 'S' for a SSN / employer / reporting period
- There should be only one (1) type 'T' record for employers
  - If the employer paid no wages during the quarter, include a type 'T' record and no type 'S' records
- There should be one (1) record type 'E' in the file
- There should be one (1) record type 'F' in the file

Report the actual wages paid for amended wage records. Do not report the difference between the amended and original wages.

Information regarding what is considered a valid SSN is located in Appendix 12.6.

A listing of error messages and identification of fatal versus informational messages is listed in Appendix 12.7.

2.2 Employer ICESA Record Layouts

2.2.1 Record Type A

The record type 'A' record will contain information about who is submitting the file. Information contained in this record includes:

- Name and address for the submitter
- Contact information for the submitter

Below is a description for each field in the record:

Location	Contents of Field	Field Length	Description	Required
1- 1	Record Identifier	1	Should always be A	Yes
2 – 5	Blank	4	Fill with spaces	Fill with spaces
6 – 14	Submitters FEIN	9	The business FEIN; numbers only, do not include the hyphen	Yes
15 – 23	Blanks	9	Fill with spaces	Fill with spaces

Location	Contents of Field	Field Length	Description	Required
24 – 73	Business Name	50	The legal name of the business submitting the file Left justify the name and fill with spaces if it is less than fifty (50) characters	Yes
74 – 113	Business Address	40	The mailing address of the business submitting the file Left justify the address and fill with spaces if it is less than forty (40) characters	No
114 – 138	Business City	25	The mailing address city of the business submitting the file Left justify the city and fill with spaces if it is less than twenty-five (25) characters	No
139 - 140	Business State FIPS code	2	The two character FIPS code for the business submitting the file. 45 for South Carolina	Yes
141 - 153	Blanks	13	Fill with spaces	Fill with spaces
154 - 158	Transmitter Zip Code	5	The mailing address ZIP Code of the business submitting the file Include leading zeros (0)	No
159 - 163	Transmitter ZIP code extension (+4)	5	The mailing address ZIP Code extension of the business submitting the file If you include this, you must include the hyphen in position one-hundred and fifty-nine (159) If unknown, fill with spaces	No, fill with spaces if you do not include the + four (4)
164 - 193	Transmitter Contact Full Name	30	The first and last name of individual from submitting business who is responsible for the accuracy and completeness of the wage report Format the names as: First name<space>last name Left justify the name and fill with spaces if less than thirty (30)	Yes
194 - 203	Transmitter Contact Telephone Number	10	Contact telephone number, include the area code Numbers only, no special characters	No
204 - 207	Transmitter Contact Telephone Extension	4	Contact telephone number extension (if any) If there is no extension, fill with spaces	No, fill with spaces if there is no extension
208- 247	Transmitter Email Address	40	Contact Email Address	Yes
248 - 275	Blanks	28	Fill with spaces	Fill with spaces

10

2.2.2   Record Type E

The record type 'E' record should contain information about the employer for whom the report is being submitted. Information contained in this record includes:

- FEIN of the employer
- Employer's name and address
- State unemployment insurance account number
- Number of employee records

Below is a description for each field in the record:

Location	Contents of Field	Field Length	Description	Required?
1- 1	Record Identifier	1	Should always be E	Yes
2 – 5	Report Year	4	Year for which the report is being filed Format as YYYY	Yes
6 – 14	Federal EIN (FEIN)	9	The business FEIN; numbers only, do not include the hyphen	Yes
15 – 23	Blanks	9	Fill with spaces	Fill with spaces
24 - 73	Employer's Legal Name	50	The first fifty (50) characters of the employer's legal name Left justify and fill with spaces if the name is less than fifty (50) characters	Yes
74 - 113	Address where work is performed in state	40	The address where work is performed in the state Left justify and fill with spaces if the address is less than forty (40) characters	Yes
114 - 138	City	25	Left justify and fill with spaces if the city is less than twenty five (25) characters	Yes
139-140	Employer State	2	Must be 'STATE'	Yes
141 - 148	Blanks	8	Fill with spaces	Fill with spaces
149 - 153	Zip Code	5	The business ZIP Code	Yes
154 - 158	Zip Code Extension	5	Four (4) digit extension of ZIP Code, being sure to include the hyphen in position one-hundred and fifty-four (154) Fill with spaces if there is no extension	No
159 - 166	Blank	8	Fill with spaces	Fill with spaces

Location	Contents of Field	Field Length	Description	Required?
167 - 170	Taxing Entity Code	4	Contains 'UTAX'	Yes
171 - 172	State Identifier Code	2	Will be 45 always4	No
173 - 187	Employer Account Id	15	The state UI employer account number Left justify and fill with spaces	Yes
188 - 189	Report quarter	2	The last month of the calendar quarter to which the report applies. "03" = First quarter "06" = Second quarter "09" = Third quarter "12" = Fourth quarter	Yes
190 - 190	No wage report indicator	1	If the employer did not pay wages during the calendar quarter and there will not be any employee records in the report, enter a zero (0) Otherwise enter a one (1) There should never be a one (1) where there are not type S records in the file, and there should never be a zero (0) when there are type S records in the file	Yes
191 - 275	Blanks	85	Fill with spaces	Fill with spaces

2.2.3   Record Type S

The record type 'S' record is used to report wage and tax data for an individual employee. Information contained in this record includes:

- SSN
- Wages paid
- Name
- Employer account number
- Number of hours worked
- There should be one (1) record for each SSN / employer and account ID / year and quarter.
- Do not generate a record type 'S' if there were no wages paid to the employee during the quarter.

Below is a description for each field in the record:

Location	Contents of Field	Field Length	Description	Required?
1- 1	Record Identifier	1	Should always be S	Yes

SUITS - Wage Report and Payment File Specifications

Location	Contents of Field	Field Length	Description	Required?
2 - 10	Social Security Number	9	Employee's Social Security Number (SSN)	Yes
11 - 30	Employee Last Name	20	Employee's last name Left justify and fill with spaces if it is less than twenty (20) characters	Yes
31 - 42	Employee First Name	12	Employee's first name Left justify and fill with spaces if it is less than twelve (12) characters	Yes
43 - 43	Employee Middle Initial	1	Employee's middle initial If no middle initial, fill with spaces	No
44 - 45	State FIPS Code	2	The state FIPS postal numeric code for the state to which wages are being reported. 45 for South Carolina	Yes
46 - 63	Blanks	18	Fill with spaces	Fill with spaces
64 - 77	State QTR Unemployment Insurance Total Wages	14	Employee's UI covered wages Include the cents but no decimal Right justify and pad with zeros (0) For example 25.64 should be included as: 00000000002564	Yes
78 - 131	Blanks	54	Fill with spaces	Fill with spaces
132 - 134	Number of Hours Worked	3	The number of hours the employee worked in the reporting period Right justify if the number is less than three (3) characters and pad with zeros (0)	No
135-141	SOC Code	7	SOC code of the employee Ex. 11-0000	No
142 - 146	Blanks	5	Fill with spaces	Fill with spaces
147 - 161	Employer Account Id	15	Employer account number Left justify and fill with spaces	Yes

13

SUITS - Wage Report and Payment File Specifications

Location	Contents of Field	Field Length	Description	Required?
162-164	Location/Unit	3	Employer location/Unit Right justify and fill with spaces If blank, defaulted to primary location	No
165 - 209	Blanks	45	Fill with spaces	Fill with spaces
210 - 210	Owner/Officer Relationship	1	Include the owner/officer relationship of the worker Zero (0) for Employee One (1) for Officer	Yes
211 - 211	Blanks	1	Fill with spaces	Fill with spaces
212-212	Employed on payroll for on 12th of month, Month 1	1	Will contain whether the employee was included on the payroll that included on the 12th of the month for the first month of the quarter 0=No 1=Yes	No
213-213	Employed on payroll for on 12th of month, Month 2	1	Will contain whether the employee was included on the payroll that included on the 12th of the month for the second month of the quarter 0=No 1=Yes	No
214-214	Employed on payroll for on 12th of month, Month 3	1	Will contain whether the employee was included on the payroll that included on the 12th of the month for the third month of the quarter0=No 1=Yes	No
215 - 220	Reporting Quarter and Year	6	The last month and year for the calendar quarter for which this report applies, e.g., "032014" for Jan-Mar of 2014	Yes
221 - 226	Month the employee was first employed	6	The month and year when the employee was first employed , e.g., "031997"	No, fill with spaces if there is no data

SUITS - Wage Report and Payment File Specifications

Location	Contents of Field	Field Length	Description	Required?
227 - 232	Month the employee became separated from employment	6	The month and year when the employee was separated, e.g., "031997"	No, fill with spaces if there is no data
233-247	Out of State QTR Unemployment Insurance Taxable Wages	15	Employee's Out of State UI taxable wages Include the cents but no decimal Right justify and pad with zeros (0) For example 25.64 should be included as: 000000002564	No
248-249	Adjustment Reason	2	Numeric - Reason code for adjustment to employee wages Zero (0) means original filing Valid adjustment reason codes are one (1) through ten (10) Refer Section 12.2 Adjustment Reason Codes for valid reason codes	Yes
250 - 275	Blanks	28	Fill with spaces	Fill with spaces

2.2.4   Record Type T

The record type 'T' record should contain the totals for all record type 'S' records reported for the employer / reporting period. Information contained in this record includes:

- Total number of employees
- Total wages paid
- Total taxable wages
- Total non-taxable wages
- Total employment on the 12th of each month during the reporting period
- Report the total number of employees that were on the payroll for the payroll period that includes the 12th of the month for each month of the quarter.

Below is a description for each field in the record:

Location	Contents of Field	Field Length	Description	Required?
1- 1	Record Identifier	1	Should always be T	Yes
2 - 8	Total Number of Employees	7	The total number of "S" records in the file Right justify and pad with zeros (0)	Yes
9 - 26	Blank	18	Fill with spaces	Fill with spaces

Location	Contents of Field	Field Length	Description	Required?
27 - 40	State QTR Unemploymen t Insurance Total Wages For Employer	14	Quarterly gross wages subject to UI taxes - total of all gross wages. Include the cents but no decimal Right justify and pad with zeros (0) For example 25.64 should be included as: 00000000002564	Yes
41 - 54	State QTR Unemployment Insurance Excess Wages for Employer	14	Quarterly excess UI wages for the employer Include the cents but no decimal Right justify and pad with zeros (0) For example 25.64 should be included as: 00000000002564	No
55 - 68	State QTR Unemployment Insurance Taxable Wages For Employer	14	Quarterly taxable UI wages for the employer Include the cents but no decimal Right justify and pad with zeros (0) For example 25.64 should be included as: 00000000002564	No
69 - 81	Blank	13	Fill with spaces	Fill with spaces
82 -87	Reporting Quarter and Year	6	The last month and year for the calendar quarter for which this report applies, e.g., "032014" for Jan-Mar of 2014	Yes
88 - 226	Blank	139	Fill with spaces	Fill with spaces
227 - 233	Month 1 Employment for Employer	7	Total employees for the employer/period who were on the payroll for the payroll period that includes the 12th of the Month for the first month of the quarter Right justify and pad with zeros (0)	Yes
234 - 240	Month 2 Employment for Employer	7	Total employees for the employer/period who were on the payroll for the payroll period that includes the 12th of the month for the second month of the quarter Right justify and pad with zeros (0)	Yes
241 - 247	Month 3 Employment for Employer	7	Total employees for the employer/period who were on the payroll for the payroll period that includes the 12th of the month for the third month of the Quarter Right justify and pad with zeros (0)	Yes
248 - 275	Blanks	28	Fill with spaces	Fill with spaces

SUITS - Wage Report and Payment File Specifications

2.2.5 Record Type F

The record type 'F' indicates the end of the file and must be the last data record on each file submitted. Information contained in this record includes:

- Total number of record type 'S' records in the file
- Total gross wages
- Total employment

The record type 'F' must appear only once on each file.

Below is a description for each field in the record:

Location	Contents of Field	Field Length	Description	Required?
1- 1	Record Identifier	1	Should always be F	Yes
2 - 11	Total Number of Employees in File	10	The total number of "S" records in the entire file Right justify and pad with zeros (0)	Yes
12 – 40	Blank	29	Fill with spaces	Fill with spaces
41 - 55	Quarterly State Unemployment Insurance Total Wages in File	15	Total of quarterly gross wages subject to U.I. tax in this field on all "S" records in the file Right justify and pad with zeros (0) Include the cents but no decimal For example $25.64 should be included as: 000000000002564	Yes
56 – 275	Blank	220	Fill with spaces	Fill with spaces

2.3 Download Sample File for Employer ICESA File Layout

2.3.1 Original Submission

for a sample employer ICESA file layout.

2.3.2 Amendment Submission

To amend wages for a SSN, employers should enter the proper adjustment code against each SSN at position 177. A new employee can be added by simply adding a new record with the proper wages. To modify wages for an employee, employers must enter the same SSN and the new wages with the proper adjustment code. To delete an employee from the submission, employers must enter the SSN with zero (0) wages and proper adjustment reason code.

SUITS - Wage Report and Payment File Specifications

See Section 12.4 for a sample employer ICESA file layout for amendment.

3 AGENT ICESA INTERFACE REQUIREMENTS

3.1 General Information

Agents can submit wage information for multiple employers and reporting periods in the file. There is no need to generate a separate file for each employer and reporting period. The file can also contain original filings and adjustments in the same file, however, an original and amendment for the same employer and reporting period cannot be included in the same file. The following rules for individual record types apply:

- There should be only one (1) record type 'A' in the file
- There can be multiple record type 'E' records in the file
    - There should be a record type 'E' for each employer / reporting period
    - If the employer had no wages to report in the quarter, then include a record type 'E' record for the period, but no record type 'S' records
- There can be multiple record type 'S' records in the file
    - There can only be one (1) record type 'S' for an SSN / employer / reporting period
- There can be multiple record type 'T' records in the file
    - There should be a record type 'T' for each employer / reporting period
    - If the employer had no wages to report in the quarter, then include a record type 'T' record for the period, but no record type 'S' records
- There should be one (1) record type 'F' in the file

Report the actual wages paid for amended wage records. Do not report the difference between the amended and original wages.

If a SSN record is rejected for any reason, then the entire employer record associated with that SSN will be rejected.

Information regarding what is considered a valid SSN is located in Appendix 12.6.

A listing of error messages and identification of fatal versus informational messages is listed in Appendix 12.7.

3.2 Agent ICESA Record Layouts

3.2.1 Record Type A

The record type 'A' record will contain information about who is submitting the file. Information contained in this record includes:

- Name and address for the submitter
- Contact information for the submitter

Below is a description for each field in the record:

Location	Contents of Field	Field Length	Description	Required?
1- 1	Record Identifier	1	Should always be A	Yes
2 – 5	Blank	4	Fill with spaces	Fill with spaces
6 – 14	Submitters FEIN	9	The business FEIN; numbers only, do not include the hyphen	Yes
15 – 23	Blanks	9	Fill with spaces	Fill with spaces
24 – 73	Business Name	50	The legal name of the business submitting the file Left justify the name and fill with spaces if it is less than fifty (50) characters	Yes
74 – 113	Business Address	40	The mailing address of the business submitting the file Left justify the address and fill with spaces if it is less than forty (40) characters	No
114 – 138	City	25	The mailing address city of the business submitting the file Left justify the city and fill with spaces if it is less than twenty-five (25) characters	No
139-140	Business State FIPS code	2	The two character FIPS code for the business submitting the file. 45 for South Carolina	Yes
141 - 153	Blanks	13	Fill with spaces	Fill with spaces
154 - 158	Transmitter Zip Code	5	The mailing address ZIP Code of the business submitting the file Include leading zeros (0)	No
159 - 163	Transmitter ZIP Code extension (+ Four (4)	5	The mailing address ZIP Code extension of the business submitting the file If you include this, you must include the hyphen in position one-hundred and fifty-nine (159) If unknown, fill with spaces	No, fill with spaces if you do not include the + four (4)

SUITS - Wage Report and Payment File Specifications

164 - 193	Transmitter Contact Full Name	30	The first and last name of individual from submitting business who is responsible for the accuracy and completeness of the wage report Format the names as: First name<space>last name Left justify the name and fill with spaces if less than thirty (30) characters	Yes
194 - 203	Transmitter Contact Telephone Number	10	Contact telephone number, include the area code Numbers only, no special characters	No, fill with spaces if not available
204 - 207	Transmitter Contact Telephone Extension	4	Contact telephone number extension (if any) If there is no extension, fill with spaces	No, fill with spaces if not available
208- 247	Transmitter Email	40	Contact Email Address	Yes
248 - 275	Blanks	28	Fill with spaces	Fill with spaces

3.2.2   Record Type E

The record type 'E' record should contain information about the employer for whom the report is being submitted. Information contained in this record includes:

- The FEIN of the employer
- The employer's name and address
- The state unemployment insurance account number
- The number of employee records

Below is a description for each field in the record:

Location	Contents of Field	Field Length	Description	Required?
1- 1	Record Identifier	1	Will always be E	Yes
2 – 5	Report Year	4	Year for which the report was filed Formatted as YYYY	Yes
6 – 14	Federal EIN (FEIN)	9	The business FEIN; numbers only, will not include the hyphen	Yes
15 – 23	Blanks	9	Will be filled with spaces	Fill with spaces
24 - 73	Employer's Legal Name	50	The first fifty (50) characters of the employer's legal name Will be left justified and filled with spaces if the name is less than fifty (50) characters	Yes

SUITS - Wage Report and Payment File Specifications

Location	Contents of Field	Field Length	Description	Required?
74 - 113	Address where work is performed in the state	40	The address where work is performed in the state Will be left justified and filled with spaces if the address is less than forty (40) characters	No
114 - 138	City	25	Left justify and fill with spaces if the city is less than twenty five (25) characters	Yes
139-140	Employer State	2	Will be 'STATE'	Yes
141 - 148	Blanks	8	Will be filled with spaces	Fill with spaces
149 - 153	Zip Code	5	The business ZIP Code	Yes
154 - 158	ZIP Code Extension	5	Four digit extension of ZIP Code, being sure to include the hyphen in position one-hundred and fifty-four (154) Fill with spaces if there is no extension	No
159 - 166	Blank	8	Will be filled with spaces	Fill with spaces
167 - 170	Taxing Entity Code	4	Will be UTAX	Yes
171 - 172	State Identifier Code	2	45 for South Carolina	No
173 - 187	Employer Account Id	15	Will be the state UI employer account number from original file Will be left justified and filled with spaces	Yes
188 - 189	Report quarter	2	Will be the last month of the calendar quarter to which the report was filed. "03" = First quarter "06" = Second quarter "09" = Third quarter "12" = Fourth quarter	Yes
190 - 190	No wage report indicator	1	If the employer did not pay wages during the calendar quarter and there will not be any employee records in the report, enter a zero (0) Otherwise enter a one (1) There should never be a one (1) where there are not type S records in the file, and there should never be a zero (0) when there are type S records in the file	Yes
191 - 275	Blanks	85	Will be filled with spaces	Fill with spaces

SUITS - Wage Report and Payment File Specifications

3.2.3   Record Type S

The record type 'S' record is used to report wage and tax data for an employee. Information contained in this record includes:

- SSN
- Wages paid
- Name
- Employer account number
- Number of hours worked

There should be one (1) record for each SSN / employer account ID / year and quarter.

Do not generate a record type 'S' record if there were no wages paid to the employee during the quarter.

Below is a description for each field in the record:

Location	Contents of Field	Field Length	Description	Required?
1- 1	Record Identifier	1	Should always be S	Yes
2 – 10	Social Security	9	Employee's SSN	Yes
11 – 30	Employee Last Name	20	Employee's last name Left justify and fill with spaces if it is less than twenty (20) characters	Yes
31 – 42	Employee First Name	12	Employee's first name Left justify and fill with spaces if it is less than twelve (12) characters	Yes
43 – 43	Employee Middle Initial	1	Employee's middle initial If no middle initial, filled with a space	No
44 – 45	State FIPS Code	2	The state FIPS postal numeric code for the state to which wages are being reported. 45 for South Carolina'	No
46 – 63	Blanks	18	Fill with spaces	Fill with spaces
64 – 77	State QTR Unemployment Insurance Total Wages	14	Employee's UI covered wages paid in the quarter. Include the cents but no decimal Right justify and pad with zeros (0) For example $15.90 should be included as: 00000000001590	Yes
78 – 131	Blanks	54	Fill with spaces	Fill with spaces
132 – 134	Number of Hours Worked	3	The number of hours the employee worked in the reporting period Right justify if the number is less than three (3) characters and pad with zeros (0)	No
135-141	SOC Code	7	SOC code of the employee Ex. 11-0000	No
142 – 146	Blanks	5	Enter blanks	Fill with spaces

SUITS - Wage Report and Payment File Specifications

Location	Contents of Field	Field Length	Description	Required?
147 – 161	Employer Account Id	15	State UI employer account number Left justify and fill with spaces	Yes
162-164	Location/Unit	3	Employer location/Unit Right justify and fill with spaces If blank, defaulted to primary location	No
165 – 209	Blanks	45	Fill with spaces	Fill with spaces
210 – 210	Owner/Officer Relationship	1	Owner/officer relationship of the worker Zero (0) for Employee One (1) for Officer	Yes
211 – 211	Blanks	1	Fill with spaces	Fill with spaces
212-212	Employed on payroll for on 12th of month, Month 1	1	Will contain whether the employee was included on the payroll that included on the 12th of the month for the first month of the quarter 0=No 1=Yes	No
213-213	Employed on payroll for on 12th of month, Month 2	1	Will contain whether the employee was included on the payroll that included on the 12th of the month for the second month of the quarter 0=No 1=Yes	No
214-214	Employed on payroll for on 12th of month, Month 3	1	Will contain whether the employee was included on the payroll that included on the 12th of the month for the third month of the quarter 0=No 1=Yes	No
215 - 220	Reporting Quarter and Year	6	The last month and year for the calendar quarter for which this report applies, e.g., "032014" for Jan-Mar of 2014	Yes
221 - 226	Month the employee was first employed	6	The month and year when the employee was first employed, , e.g., "031997"	No, fill with spaces if there is no data

SUITS - Wage Report and Payment File Specifications

Location	Contents of Field	Field Length	Description	Required?
227 - 232	Month the employee became separated from employment	6	The month and year when the employee was separated, e.g., "031997"	No, fill with spaces if there is no data
233-247	Out of State QTR Unemployment Insurance Taxable Wages	15	Employee's Out of State UI covered taxable wages for the year Include the cents but no decimal Right justify and pad with zeros (0) For example 25.64 should be included as: 00000000002564	No
248 – 249	Adjustment Reason	2	Numeric – Adjustment Reason code for adjustment to employee wages Zero (0) means original filing Valid adjustment reason codes one (1) through ten (10) Refer Section 12.2 Adjustment Reason Codes for valid reason codes	Yes
250 - 275	Blanks	26	Fill with spaces	Fill with spaces

SUITS - Wage Report and Payment File Specifications

3.2.4   Record Type T

The record type 'T' record will contain the totals for all record type 'S' records reported for the employer / reporting period. Information contained in this record includes:

- Total number of employees
- Total wages paid
- Total taxable wages
- Total non-taxable wages
- Total employment on the 12th of each month
- There should be one (1) record for each SSN / employer account ID / year and quarter.
- There can be multiple record type 'T' records in the file.
- There should be one (1) record type 'T' for each employer account ID / reporting period.
- If the employer paid no wages in the quarter, include a record type 'T' record for the employer / period and enter zeros (0) for the total wages paid in the quarter, taxable, and excess wages.
- Do not include any record type 'S' records for those employers.

Below is a description for each field in the record:

Location	Contents of Field	Field Length	Description	Required?
1- 1	Record Identifier	1	Should always be T	Yes
2 – 8	Total Number of Employees	7	The total number of "S" records in the file for the employer/period Right justify and pad with zeros (0)	No
9 – 26	Blank	18	Fill with spaces	Fill with spaces
27 - 40	State QTR Unemployment Insurance Total Wages For Employer	14	Quarterly gross wages subject to UI taxes Total of all gross wages for the employer/period Include the cents but no decimal Right justify and pad with zeros (0) For example $15.90 should be included as: 00000000001590	Yes
41 - 54	State QTR Unemployment Insurance Excess Wages for Employer	14	Quarterly excess UI wages for the employer/period Include the cents but no decimal Right justify and pad with zeros (0) For example $15.90 should be included as:00000000001590	No
55 - 68	State QTR Unemployment Insurance Taxable Wages For Employer	14	Quarterly taxable UI wages for the employer/period. Include the cents but no decimal Right justify and pad with zeros (0) For example $15.90 should be included as:00000000001590	No
69 - 81	Blank	13	Fill with spaces	Fill with spaces
82 -87	Reporting Quarter and Year	6	The last month and year for the calendar quarter for which this report applies, e.g., "032014" for Jan-Mar of 2014	Yes

25

Location	Contents of Field	Field Length	Description	Required?
88 - 226	Blank	139	Fill with spaces	Fill with spaces
227 - 233	Month 1 Employment for Employer	7	Total employees for the employer/period who were on the payroll for the payroll period that included the 12th of month for the first month of the quarter Right justify and pad with zeros (0)	Yes
234 - 240	Month 2 Employment for Employer	7	Total employees for the employer/period who were on the payroll for the payroll period that included the 12th of month for the second month of the quarter Right justify and pad with zeros (0)	Yes
241 - 247	Month 3 Employment for Employer	7	Total employees for the employer/period who were on the payroll for the payroll period that included the 12th of month for the third month of the quarter Right justify and pad with zeros (0)	Yes
248 - 275	Blanks	28	Fill with spaces	Fill with spaces

3.2.5   Record Type F

The record type 'F' will indicate the end of the file and will be the last data record on each file submitted. Information contained in this record includes:

- Total number of record type 'S' records in the file
- Total gross wages of all record type 'T' records
- Total 12th of the month employment data from the record type 'T' records

The record type 'F' record must appear only once on each file.

Below is a description for each field in the record:

Location	Contents of Field	Field Length	Description	Required?
1 – 1	Record Identifier	1	Should always be F	Yes
2 – 11	Total Number of Employees in File	10	The total number of "S" records in the entire file Right justify and pad with zeros (0)	Yes
12 - 40	Blank	29	Fill with spaces	Fill with spaces
41 - 55	Quarterly State Unemployment Insurance Total Wages in File	15	Quarterly gross wages subject to state U.I. tax. Total of all corresponding fields in all "S" records in the file Right justify and pad with zeros (0) Include the cents but no decimal	Yes
56 – 275	Blank	220	Fill with spaces	Fill with spaces

SUITS - Wage Report and Payment File Specifications

3.3 Download Sample File for Agent ICESA File Layout

3.3.1 Original Submission

See Section 12.4 for a sample agent ICESA file layout.

3.3.2 Amendment Submission

To amend wages for a SSN, employers should enter the proper adjustment code against each SSN at position 177. A new employee can be added by simply adding a new record with the proper wages. To modify wages for an employee, employers must enter the same SSN and the new wages with proper adjustment code. To delete an employee from the submission, employers must enter the SSN with zero (0) wages and proper adjustment reason code.

See Section 12.4 for a sample agent ICESA file layout for amendment.

4 EMPLOYER EFW2 INTERFACE FILE DEFINITION

4.1 General Information

Employers can file original or amended wage reports in this file, however, each file should only contain the information for one (1) quarter.

Report the actual wages paid for amended wage records, do not report the difference between the amended and original wages.

Information regarding what is considered a valid SSN is located in Appendix 12.6.

A listing of error messages and identification of fatal versus informational messages is listed in Appendix 12.7.

4.1.1 Fixed Length Records

This incoming file is submitted to the system via the employer wage file upload process. The file is a fixed length file; there should be five hundred twelve (512) characters in each row. The file contains the following fixed length records:

- Record type **RA: Submitter Record**

27

- o   There should be one (1) transmitter record per file
- o   This record will contain information about the entity submitting the file
  - ▪   This could be employer or agent information
- o   The record RA must be the first row in the file
- Record Type **RE: Employer Record**

  - o   There should be one (1) employer record per file
  - o   This record contains the employer information
- Record Type **RW: Employee Record**
  - o   There should be one (1) employee record for each employee for whom wages are being reported
  - o   This record contains individual employee wage information
    - ▪   There may be a single or multiple employee records in the file
- Record Type **RT: Employer Totals Record**
  - o   There should be one (1) total record per file
  - o   This record contains the totals for all record type 'RW' records in the file
- Record Type **RF: Final Record**
  - o   There should be one (1) final record per file
  - o   This record indicates the end of the file and must be the last row in each file

]
Below are the rules for fields within the file.

4.1.2   Rules for Alpha / Numeric Fields

- Left justify and fill with blanks
- Where the "field" shows "Blank," all positions must be blank (spaces), not zeros (0)

4.1.3   Rules for Currency Fields

- Must contain only numbers
- No punctuation
- No signed amounts (high order signed or low order signed)
- Right justify and pad with zeros (0)
- Include both dollars and cents with no decimal point (example: $59.60 = 00000005960)
- Any money field that has no amount to be reported must be filled with zeros (0), not blanks or spaces

SUITS - Wage Report and Payment File Specifications

4.2   Employer EFW2 Record Layouts

4.2.1   RA Record: Submitter Record

The RA record identifies the organization submitting the file. There is only one (1) RA record, and it must be the first data record on each file.

Below is a description for each field in the record:

Location	Field Name	Length	Field Specifications	Required?
1 – 2	Record Identifier	2	Should always be RA	Yes
3 – 11	Submitter's FEIN	9	The submitter's FEIN Numbers only, do not include the hyphen	Yes
12 – 28	Blanks	17	Fill with spaces	Fill with spaces
29	Resub Indicator	1	"0" (zero)	Yes
30 – 37	Blanks	8	Fill with spaces	Fill with spaces
38 – 94	Business Name	57	The business name Left justify and fill with spaces	Yes
95 – 116	Mailing Address Line 1	22	The company's mailing address line 1 (Street or Post Office Box) Left justify and fill with spaces	No
117 – 138	Mailing Address Line 2	22	The company's mailing address line 2 (Attention, Suite, Room Number, etc.) Left justify and fill with spaces	No
139 – 160	City	22	The company's mailing address city Left justify and fill with spaces	No
161 – 162	State Abbreviation	2	The company's mailing address state or commonwealth/ territory Use postal abbreviations	No
163 – 167	ZIP Code	5	The company's mailing address ZIP Code.	No
168 – 171	ZIP Code Extension	4	The company's four (4)-digit extension of the mailing address ZIP Code If not applicable, fill with spaces Do not include the hyphen	No
172 – 216	Blanks	45	Fill with spaces	Fill with spaces
217 – 273	Submitter Name	57	The name of the organization to receive error notification if this file cannot be processed Left justify and fill with spaces	Yes

Location	Field Name	Length	Field Specifications	Required?
274 – 295	Physical Address Line 1	22	The submitter's physical address (Street or Post Office Box) Left justify and fill with spaces	No
296 – 317	Physical Address Line 2	22	The submitter's physical address line 2 (Attention, Suite, Room, Number, etc.) Left justify and fill with spaces	No
318 – 339	City	22	The submitter's physical address city Left justify and fill with spaces	No
340 – 341	State Abbreviation	2	The submitter's physical address State or commonwealth/territory Use postal abbreviations	No
342 – 346	ZIP Code	5	The submitter's physical address ZIP Code	No
347 – 350	ZIP Code Extension	4	The submitter's physical address four (4)-digit extension of the ZIP code Do not include hyphen If not applicable, fill with spaces	No
351 – 395	Blanks	45	Fill with spaces	Fill with spaces
396 – 422	Contact Name	27	The name of the person to be contacted by the agency concerning processing problems Left justify and fill with spaces	Yes
423 – 437	Contact Phone Number	15	The contact's telephone number with numeric values only (including area code) Do not use any special characters Example: 1232345678 Left justify and fill with spaces	No
438 – 442	Contact Phone Extension	5	The contact's telephone extension Left justify and fill with spaces	No
443 – 445	Blanks	3	Fill with spaces	Fill with spaces
446 – 485	Contact E-Mail	40	The contact's Email address in standard format	Yes
486 – 488	Blanks	3	Fill with spaces	Fill with spaces
489 – 498	Contact Fax	10	If applicable, Include the contact's fax number (including area code) Otherwise, fill with spaces For U.S. and U.S. territories only	No
499 – 512	Blanks	14	Fill with spaces	Fill with spaces

30

4.2.2   RE Record: Employer Record

The RE record will contain employer related information. There will be one (1) RE record for each employer EFW2 interface file and reporting period.

Below is a description for each field in the record:

Location	Field Name	Length	Field Specifications	Required?
1-2	Record Identifier	2	Should always be RE	Yes
3-6	Reporting Year	4	Tax year for which the wages are reported for	Yes
7	Blanks	1	Fill with spaces	Fill with spaces
8-16	Employer Account Id	9	State issues Employer Account number Right justify and fill with spaces	Yes
17-39	Blanks	23	Fill with spaces	Fill with spaces
40 – 96	Employer Name	57	The business name Left justify and fill with spaces	Yes
97 – 118	Mailing Address Line 1	22	The company's mailing address line 1 (Street or Post Office Box) Left justify and fill with spaces	No
119 – 140	Mailing Address Line 2	22	The company's mailing address line 2 (Attention, Suite, Room Number, etc.) Left justify and fill with spaces	No
141 – 162	City	22	The company's mailing address city Left justify and fill with spaces	No
163 – 164	State Abbreviation	2	The company's mailing address state or commonwealth/ territory Use postal abbreviations	No

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Location	Field Name	Length	Field Specifications	Required?
165 – 169	ZIP Code	5	The company's mailing address ZIP Code.	No
170 – 173	ZIP Code Extension	4	The company's four (4)-digit extension of the mailing address ZIP Code If not applicable, fill with spaces Do not include the hyphen	No
174 – 221	Blanks	48	Fill with spaces	Fill with spaces
222 – 248	Employer Contact Name	27	The name of the person to be contacted by the agency concerning processing problems Left justify and fill with spaces	Yes
249 – 263	Employer Contact Phone Number	15	The contact's telephone number with numeric values only (including area code) Do not use any special characters Example: 1232345678 Left justify and fill with spaces	No
264 – 268	Employer Contact Phone Extension	5	The contact's telephone extension Left justify and fill with spaces	No
269 – 278	Blanks	10	Fill with spaces	Fill with spaces
279 – 318	Employer Contact E-Mail	40	The contact's Email address in standard format	No
319	No wage report indicator	1	If the employer did not pay wages during the calendar quarter and there will not be any employee records in the report, enter a zero (0) Otherwise enter a one (1) There should never be a one (1) where there are not type RW records in the file, and there should never be a zero (0) when there are type RW records in the file	Yes
320 - 321	Report quarter	2	Will be the last month of the calendar quarter to which the report was filed. "03" = First quarter "06" = Second quarter "09" = Third quarter "12" = Fourth quarter	Yes

SUITS - Wage Report and Payment File Specifications

Location	Field Name	Length	Field Specifications	Required?
322 – 512	Blanks	191	Fill with spaces	Fill with spaces

4.2.3   RW Record: Employee State Wage Record

The RW records include the individual wage records for an SSN. Include one (1) row for each unique SSN.

Below is a description for each field in the record:

Location	Field Name	Length	Field Specifications	Required?
1-2	Record Identifier	2	Should always be RW	Yes
3-11	Social Security Number (SSN)	9	The employee's SSN as shown on the original/replacement SSN card issued by SSA without hyphens If no SSN is available, fill with nines	Yes
12-26	Employee First Name	15	The employee's first name as shown on the SSN card Left justify and fill with spaces	Yes
27-41	Employee Middle Initial	15	If applicable, include the employee's initial	No
42-61	Employee Last Name	20	The employee's last name as shown on the SSN card Left justify and fill with spaces	Yes
62-65	Suffix	4	If applicable, include the employee's alphabetic suffix For example: SR, JR Left justify and fill with spaces Otherwise, fill with spaces	No
66-179	Blanks	114	Fill with spaces	Fill with spaces
180-181	Adjustment Reason	2	Numeric - Reason code for adjustment to employee wages zero (0) means original filing Right aligned Valid adjustment reason codes are one (1) through ten (10) Refer Section 12.2 Adjustment Reason Codes for valid reason codes	Yes
182-187	Reporting Period	6	The last month and four (4)-digit year for the calendar quarter for which this report applies; e.g., "032013" for January through March of 2013	Yes

Location	Field Name	Length	Field Specifications	Required?
188-198	State Quarterly Unemployment Insurance Total (Gross) Wages	11	Right justify and fill with zeros (0) Do not include the decimal For example $25.64 should be included as: 00000002564	Yes
199-209	Out of State Quarterly Unemployment Insurance Total Taxable Wages	11	Employee's Out of State UI covered taxable wages for the quarter Right justify and fill with zeros (0) Do not include the decimal For example $25.64 should be included as: 00000002564	No
210-247	Blank	38	Fill with spaces	Fill with spaces
248-267	Employer Account Id	20	The state UI account number Right justify and fill with spaces	Yes
268-270	Location/Unit	3	Employer location/Unit Right justify and fill with spaces If blank, defaulted to primary location	No
271-337	Blank	67	Fill with spaces	Fill with spaces
338-338	Employed on payroll for on 12th of month, Month 1	1	Will contain whether the employee was included on the payroll that included on the 12th of the month for the first month of the quarter0=No 1=Yes	No

SUITS - Wage Report and Payment File Specifications

Location	Field Name	Length	Field Specifications	Required?
339-339	Employed on payroll for on 12th of month, Month 2	1	Will contain whether the employee was included on the payroll that included on the 12th of the month for the first month of the quarter 0=No 1=Yes	No
340-340	Employed on payroll for on 12th of month, Month 3	1	Will contain whether the employee was included on the payroll that included on the 12th of the month for the first month of the quarter 0=No 1=Yes	No
341-341	Owner/Officer Relationship	1	The owner/officer relationship of the worker 0-Employee 1-Officer	Yes
342-344	Number of Hours Worked	3	The number of hours worked during reporting period	No
345-375	Adjustment reason. Other explanation	31	Include the reason for adjustment if adjustment code = Ten (10) Left justify and fill with spaces Refer Section 12.2 Adjustment Reason Codes for valid reason codes	Not Only if adj. reason = Ten (10) or fill with spaces
376-382	SOC Code	7	SOC code of the employee Ex. 11-0000	No
383-512	Not used	130	Fill with spaces	Fill with spaces

4.2.4   RT Record: Total Record

RT records contains the calculated gross (total), taxable, and non-taxable (excess) wages for the reporting period.

Below is a description for each field in the record:

Location	Field Name	Length	Field Specifications	Required?
1-2	Record Identifier	2	Should always be RT	Yes

35

Location	Field Name	Length	Field Specifications	Required?
3-17	State Unemployment Insurance Account Number	15	Employer Account Number assigned by state for reporting Right justify and pad with spaces	Yes
18-23	Reporting Period	6	Last month and year of reporting period First quarter 2014 would be stored as 032014	Yes
24-33	Blanks	10	Fill with spaces	Fill with spaces
34-53	Gross Wages	20	Gross wages reported by the employer for reporting period Right justify and pad with zeros (0) Include the cents but no decimal For example $25.64 should be included as: 00000000000000002564	Yes
54-73	Taxable wages	20	Taxable wages calculated from the records processed Right justify and pad with zeros (0) Include the cents but no decimal For example $25.64 should be included as: 00000000000000002564	No
74-93	Excess (non-taxable) wages	20	Non-taxable wages calculated from the records processed. Right justify and pad with zeros. Include the cents but no decimal. For example $25.64 should be included as: 00000000000000002564	No
94-103	Blanks	10	Fill with spaces	Fill with spaces
104-108	Employees on payroll on the 12th of month, Month 1	5	The number of employees who were included in the payroll for the payroll period on the 12th of month for the first month of the quarter Right justify and pad with zeros (0)	Yes
109-113	Employees on payroll on the 12th of month, Month 2	5	The number of employees who were included in the payroll for the payroll period on the 12th of month for the second month of the quarter Right justify and pad with zeros (0)	Yes
114-118	Employees on payroll on the 12th of month, Month 3	5	The number of employees who were included in the payroll for the payroll period on the 12th of month for the third month of the quarter Right justify and pad with zeros (0)	Yes
119-512	Blanks	394	Fill with spaces	Fill with spaces

SUITS - Wage Report and Payment File Specifications

4.2.5   RF Record: Final Record

The RF record includes the totals for the file. This must be the last record in the file.

Below is a description for each field in the record:

Location	Field Name	Length	Field Specifications	Required?
1-2	Record Identifier	2	Should always be RF	Yes
3-7	Blanks	5	Fill with spaces	Fill with spaces
8-16	Number of RW Records	9	The total number of RW records reported on the entire file Right justify and fill with zeros (0)	Yes
17-36	Total wages reported in file	20	The sum of gross wages reported in file Right justify and fill with zeros (0) For example $25.64 should be included as: 00000000000000002564	Yes
37-512	Blanks	476	Fill with spaces	Fill with spaces

4.3   Download Sample File for Employer EFW2 File Layout

4.3.1   Original Submission

See Section 12.4 for a sample employer EFW2 file layout.

4.3.2   Amendment Submission

To amend wages for a SSN, employers should enter the proper adjustment code against each SSN at position 195-196. A new employee can be added by simply adding a new record with the proper wages. To modify wages for an employee, employers must enter the same SSN and the new wages with proper adjustment code. To delete an employee from the submission, employers must enter the SSN with zero (0) wages and proper adjustment reason code.

See Section 12.4 for a sample employer EFW2 file layout for amendment.

SUITS - Wage Report and Payment File Specifications

5 AGENT EFW2 INTERFACE FILE DEFINITION

5.1   General Information

Agents submitting wages in this format can file multiple employers / reporting periods in the file. There is no need to generate a separate file for each employer or reporting period. The file can also contain original filings and adjustments in the same file, however, an original and amendment for the same employer and reporting period cannot be included in the same file.

Report the actual wages paid for amended wage records, do not report the difference between the amended and original wages.

If a SSN record is rejected for any reason, then the entire employer record associated with that SSN will be rejected.

Information regarding what is considered a valid SSN is located in Appendix 12.6.

A listing of error messages and identification of fatal versus informational messages is listed in Appendix 12.7.

5.1.1   Fixed Length Records

This incoming file is submitted to the system via the wage file upload process. The file is a fixed length file; there should be five hundred twelve (512) characters in each row. The file contains the following fixed length records:

- Record type **RA: Submitter Record**
    - There should be one (1) transmitter record per file
    - This record will contain information about the entity submitting the file
        - This will be the agent information
    - The record RA must be the first row in the file
- Record Type **RE: Employer Totals Record**
    - There should be one (1) total record per employer / reporting period
        - There can be multiple RE records in a file
    - This record contains the totals for all record type 'RW' records for an employer / period in the file
- Record Type **RW: Employee Record**
    - There should be one (1) employee record for each employee for whom wages are being reported for each SSN / employer account ID / reporting period
    - This record contains individual employee wage information
        - There may be a single or multiple employee records in the file
- Record Type **RT: Employer Totals Record**

SUITS - Wage Report and Payment File Specifications

- There should be one (1) total record per employer / reporting period
- This record contains the totals for all record type 'RW' records for the employer
- Record Type **RF: Final Record**
  - There should be one (1) final record per file
  - This record indicates the end of the file and must be the last row in each file

Below are the rules for fields within the file.

5.1.2   Rules for Alpha/Numeric Fields

- Left justify and fill with blanks
- Where the "field" shows "Blank," all positions must be blank (spaces), not zeros (0)

5.1.3   Rules for Currency Fields

- Must contain only numbers
- No punctuation
- No signed amounts (high order signed or low order signed)
- Right justify and pad with zeros (0)
- Include both dollars and cents with no decimal point (example: $59.60 = 00000005960)
- Any money field that has no amount to be reported must be filled with zeros (0), not blanks or spaces

5.2   Agent EFW2 Record Layouts

5.2.1   RA Record: Submitter Record

The RA record identifies the organization submitting the file. There is only one (1) RA record, and it must be the first data record on each file.

Below is a description for each field in the record:

Location	Field Name	Length	Field Specifications	Required?
1-2	Record Identifier	2	Should always be RA	Yes
3-11	Submitter's FEIN	9	The submitter's FEIN Numbers only, do not include the hyphen	Yes
12-28	Blanks	17	Fill with spaces	Fill with spaces
29	Resub Indicator	1	"0" (zero)	Yes

SUITS - Wage Report and Payment File Specifications

Location	Field Name	Length	Field Specifications	Required?
30-37	Blanks	8	Fill with spaces	Fill with spaces
38-94	Company Name	57	The company name Left justify and fill with spaces	Yes
95-116	Mailing Address Line 1	22	The company's mailing address line 1 (Street or Post Office Box) Left justify and fill with spaces	No
117-138	Mailing Address Line 2	22	The company's mailing address line 2 (Attention, Suite, Room Number, etc.) Left justify and fill with spaces	No
139-160	City	22	The company's mailing address city Left justify and fill with spaces	No
161-162	State Abbreviation	2	The company's mailing address State or commonwealth/ territory Use postal abbreviations	No
163-167	ZIP Code	5	The company's mailing address ZIP Code	No
168-171	ZIP Code Extension	4	The company's four (4)-digit extension of the mailing address ZIP Code If not applicable, fill with spaces Do not include the hyphen	No
172-216	Blanks	45	Fill with spaces	Fill with spaces
217-273	Submitter Name	57	The name of the organization to receive error notification if this file cannot be processed Left justify and fill with spaces	Yes
274-295	Physical Address Line 1	22	The submitter's physical address (Street or Post Office Box) Left justify and fill with spaces	No
296-317	Physical Address Line 2	22	The submitter's physical address line 2 (Attention, Suite, Room, Number, etc.) Left justify and fill with spaces	No
318-339	City	22	The submitter's physical address city Left justify and fill with spaces	No
340-341	State Abbreviation	2	The submitter's physical address State or commonwealth/territory Use postal abbreviations	No
342-346	ZIP Code	5	The submitter's physical address ZIP Code	No

SUITS - Wage Report and Payment File Specifications

Location	Field Name	Length	Field Specifications	Required?
347-350	ZIP Code Extension	4	The submitter's physical address four-digit extension of the ZIP Code If not applicable, fill with spaces	No
351-395	Blanks	45	Fill with spaces	Fill with spaces
396-422	Contact Name	27	The name of the person to be contacted by the agency concerning processing problems Left justify and fill with spaces	Yes
423-437	Contact Phone Number	15	The contact's telephone number with numeric values only (including area code) Do not use any special characters Example: 1232345678 Left justify and fill with spaces	No
438-442	Contact Phone Extension	5	The contact's telephone extension Left justify and fill with spaces	No
443-445	Blanks	3	Fill with spaces	Fill with spaces
446-485	Contact E-Mail	40	The contact's Email address in standard format	Yes
486-488	Blanks	3	Fill with spaces	Fill with spaces
489-498	Contact Fax	10	If applicable, include the contact's fax number (including area code) Otherwise, fill with spaces For U.S. and U.S. territories only	No
499-512	Blanks	14	Fill with spaces	Fill with spaces

5.2.2   RE Record: Employer Record

The RE record will contain totals reported. There will be one (1) RE record for each employer / reporting period. The records will contain the employer related information.

Below is a description for each field in the record:

Location	Field Name	Length	Field Specifications	Required?
1-2	Record Identifier	2	Should always be RE	Yes

41

Location	Field Name	Length	Field Specifications	Required?
3-6	Reporting Year	4	Tax year for which the wages are reported for	Yes
7	Blanks	1	Fill with spaces	Fill with spaces
8-16	Employer Account Id	9	State issues Employer Account number Right justify and pad with spaces	Yes
17-39	Blanks	23	Fill with spaces	Fill with spaces
40 – 96	Employer Name	57	The business name Left justify and fill with spaces	Yes
97 – 118	Mailing Address Line 1	22	The company's mailing address line 1 (Street or Post Office Box) Left justify and fill with spaces	No
119 – 140	Mailing Address Line 2	22	The company's mailing address line 2 (Attention, Suite, Room Number, etc.) Left justify and fill with spaces	No
141 – 162	City	22	The company's mailing address city Left justify and fill with spaces	No
163 – 164	State Abbreviation	2	The company's mailing address state or commonwealth/ territory Use postal abbreviations	No
165 – 169	ZIP Code	5	The company's mailing address ZIP Code.	No

SUITS - Wage Report and Payment File Specifications

Location	Field Name	Length	Field Specifications	Required?
170 – 173	ZIP Code Extension	4	The company's four (4)-digit extension of the mailing address ZIP Code If not applicable, fill with spaces Do not include the hyphen	No
174 – 221	Blanks	48	Fill with spaces	Fill with spaces
222 – 248	Employer Contact Name	27	The name of the person to be contacted by the agency concerning processing problems Left justify and fill with spaces	Yes
249 – 263	Employer Contact Phone Number	15	The contact's telephone number with numeric values only (including area code) Do not use any special characters Example: 1232345678 Left justify and fill with spaces	No
264 – 268	Employer Contact Phone Extension	5	The contact's telephone extension Left justify and fill with spaces	No
269 – 278	Blanks	10	Fill with spaces	Fill with spaces
279 – 318	Employer Contact E-Mail	40	The contact's Email address in standard format	No
319	No wage report indicator	1	If the employer did not pay wages during the calendar quarter and there will not be any employee records in the report, enter a zero (0) Otherwise enter a one (1) There should never be a one (1) where there are not type RW records in the file, and there should never be a zero (0) when there are type RW records in the file	Yes
320 - 321	Report quarter	2	Will be the last month of the calendar quarter to which the report was filed. "03" = First quarter "06" = Second quarter "09" = Third quarter "12" = Fourth quarter	Yes
322 – 512	Blanks	191	Fill with spaces	Fill with spaces

SUITS - Wage Report and Payment File Specifications

5.2.3   RW Record: Employee State Wage Record

The RW records include the individual wage records for an SSN. Include one (1) row for each employer and unique SSN.

Below is a description for each field in the record:

Location	Field Name	Length	Field Specifications	Required?
1-2	Record Identifier	2	Should always be RW	Yes
3-11	Social Security Number (SSN)	9	The employee's SSN as shown on the original/replacement SSN card issued by SSA without hyphens If no SSN is available, fill with nines	Yes
12-26	Employee First Name	15	The employee's first name as shown on the SSN card Left justify and fill with spaces	Yes
27-41	Employee Middle Initial	15	If applicable, include the employee's initial	No
42-61	Employee Last Name	20	The employee's last name as shown on the SSN card Left justify and fill with spaces	Yes
62-65	Suffix	4	If applicable, include the employee's alphabetic suffix For example: SR, JR Left justify and fill with spaces Otherwise, fill with spaces	No
66-179	Blanks	114	Fill with spaces	Fill with spaces
180-181	Adjustment Reason	2	Numeric - Reason code for adjustment to employee wages zero (0) means original filing Right aligned Valid adjustment reason codes are one (1) through ten (10) Refer Section 12.2 Adjustment Reason Codes for valid reason codes	Yes
182-187	Reporting Period	6	The last month and four (4)-digit year for the calendar quarter for which this report applies; e.g., "032013" for January through March of 2013	Yes
188-198	State Quarterly Unemployment Insurance Total (Gross) Wages	11	Right justify and fill with zeros (0) Do not include the decimal For example $25.64 should be included as: 00000002564	Yes

44

Location	Field Name	Length	Field Specifications	Required?
199-209	Out of State Quarterly Unemployment Insurance Total Taxable Wages	11	Employee's Out of State UI covered taxable wages for the quarter Right justify and fill with zeros (0) Do not include the decimal For example $25.64 should be included as: 00000002564	No
210-247	Blank	38	Fill with spaces	Fill with spaces
248-267	Employer Account Id	20	The state UI account number Right justify and fill with spaces	Yes
268-270	Location/Unit	3	Employer location/Unit Right justify and fill with spaces If blank, defaulted to primary location	No
271-337	Blank	67	Fill with spaces	Fill with spaces
338-338	Employed on payroll for on 12th of month, Month 1	1	Will contain whether the employee was included on the payroll that included on the 12th of the month for the first month of the quarter0=No 1=Yes	No
339-339	Employed on payroll for on 12th of month, Month 2	1	Will contain whether the employee was included on the payroll that included on the 12th of the month for the first month of the quarter 0=No 1=Yes	No

45

Location	Field Name	Length	Field Specifications	Required?
340-340	Employed on payroll for on 12th of month, Month 3	1	Will contain whether the employee was included on the payroll that included on the 12th of the month for the first month of the quarter 0=No 1=Yes	No
341-341	Owner/Officer Relationship	1	The owner/officer relationship of the worker 0-Employee 1-Officer	Yes
342-344	Number of Hours Worked	3	The number of hours worked during reporting period	No
345-375	Adjustment reason. Other explanation	31	Include the reason for adjustment if adjustment code = Ten (10) Left justify and fill with spaces Refer Section 12.2 Adjustment Reason Codes for valid reason codes	Not Only if adj. reason = Ten (10) or fill with spaces
376-382	SOC Code	7	SOC code of the employee Ex. 11-0000	No
383-512	Not used	130	Fill with spaces	Fill with spaces

5.2.4 RT Record: Total Record

RT records contains the calculated gross (total), taxable, and non-taxable (excess) wages for the reporting period.

Below is a description for each field in the record:

Location	Field Name	Length	Field Specifications	Required?
1-2	Record Identifier	2	Should always be RT	Yes
3-17	State Unemployment Insurance Account Number	15	Employer Account Number assigned by state for reporting Right justify and pad with spaces	Yes
18-23	Reporting Period	6	Last month and year of reporting period First quarter 2014 would be stored as 032014	Yes
24-33	Blanks	10	Fill with spaces	Fill with spaces

Location	Field Name	Length	Field Specifications	Required?
34-53	Gross Wages	20	Gross wages reported by the employer for reporting period Right justify and pad with zeros (0) Include the cents but no decimal For example $25.64 should be included as: 00000000000000002564	Yes
54-73	Taxable wages	20	Taxable wages calculated from the records processed Right justify and pad with zeros (0) Include the cents but no decimal For example $25.64 should be included as: 00000000000000002564	No
74-93	Excess (non-taxable) wages	20	Non-taxable wages calculated from the records processed. Right justify and pad with zeros. Include the cents but no decimal. For example $25.64 should be included as: 00000000000000002564	No
94-103	Blanks	10	Fill with spaces	Fill with spaces
104-108	Employees on payroll on the 12th of month, Month 1	5	The number of employees who were included in the payroll for the payroll period on the 12th of month for the first month of the quarter Right justify and pad with zeros (0)	Yes
109-113	Employees on payroll on the 12th of month, Month 2	5	The number of employees who were included in the payroll for the payroll period on the 12th of month for the second month of the quarter Right justify and pad with zeros (0)	Yes
114-118	Employees on payroll on the 12th of month, Month 3	5	The number of employees who were included in the payroll for the payroll period on the 12th of month for the third month of the quarter Right justify and pad with zeros (0)	Yes
119-512	Blanks	394	Fill with spaces	Fill with spaces

5.2.5 RF Record: Final Record

The RF record includes the totals for the file. This must be the last record in the file.

Below is a description for each field in the record:

Location	Field Name	Length	Field Specifications	Required?
1-2	Record Identifier	2	Should always be RF	Yes
3-7	Blanks	5	Fill with spaces	Fill with spaces

SUITS - Wage Report and Payment File Specifications

Location	Field Name	Length	Field Specifications	Required?
8-16	Number of RW Records	9	The total number of RW records reported on the entire file Right justify and fill with zeros (0)	Yes
17-36	Total wages reported in file	20	The sum of gross wages reported in file Right justify and fill with zeros (0) For example $25.64 should be included as: 00000000000000002564	Yes
37-512	Blanks	476	Fill with spaces	Fill with spaces

5.3   Download Sample File for Agent EFW2 Record Layout

5.3.1   Original Submission

See Section 12.4 for a sample agent EFW2 file layout.

5.3.2   Amendment Submission

To amend wages for a SSN, employers should enter the proper adjustment code against each SSN at position 195-196. A new employee can be added by simply adding a new record with the proper wages. To modify wages for an employee, employers must enter the same SSN and the new wages with proper adjustment code. To delete an employee from the submission, employers must enter the SSN with zero (0) wages and proper adjustment reason code.

See Section 12.4 for a sample agent EFW2 file layout

6 EMPLOYER XML INTERFACE FILE DEFINITION

6.1   General Information

Employers can file original or amended wage reports in this file, however, each file should only contain the information for one (1) quarter.

Report the actual wages paid for amended wage records. Do not report the difference between the amended and original wages.

Information regarding what is considered a valid SSN is located in Appendix 12.6.

A listing of error messages and identification of fatal versus informational messages is listed in Appendix 12.7.

6.2   Employer XML File

This incoming file is submitted to via the employer wage file upload process. The file is an XML file. The file contains the following system fields:

Field Name	Description	Validation
XmlVersion	This informs the compiler of the XML version that is used There is no end tag for the XML Version	NA
<root>	Parent tag must be the first tag in the file There must be a </root> tag as the final row in the file	Required
<Submitter>	Tag informing the compiler that this is a submitter record There must be a </Submitter> end tag at the end of the record	Required
<FEIN>	Submitter FEIN, must have end tag.	Required
<BusinessName>	Submitter business name, must have an end tag.	Required
<Address>	Submitter street address, must have an end tag.	Required
<City>	Submitter city, must have an end tag.	Required
<State>	Submitter state, must have an end tag.	Required
<ZIP>	Submitter ZIP code, must have an end tag.	Required
<ZIP4>	Submitter +Four (4) for ZIP Code, must have and end tag	Not Required, but tags must be in the file <ZIP4></ZIP4>
<Contact>	First and last name of contact person This is the person the Department will contact with questions about the file, must have an end tag	Required
<Phone>	Contact telephone number, must have an end tag	Not Required
<Extension>	Contact telephone extension, must have an end tag	Not Required, but tags must be in the file
<Email>	Email address of the contact person Must have end tag	Required
<Wage>	Tag informing the compiler that this is a wage file There must be a </Wage> end tag at the end of the file	Required
<WageRecord>	Tag informing the compiler that an individual wage record is following There must be a </WageRecord> tag following each individual wage record	Required
<Employee>	Tag informing the compiler that an individual employee record is beginning There must be an end tag </Employee> at the end of each individual record	Required

49

Field Name	Description	Validation
<EmployerID>	This field will contain the employer's UI account number Must have end tag <EmployerID>123456</EmployerID>	Required The file will be rejected if the employer account number is not included.
<Period>	This field will contain the period for which the report is filed Should contain the last month of the quarter and the year The values for the year 2014 would be: 1st quarter = 032014 2nd quarter = 062014 3rd quarter = 092014 4th quarter = 122014 <Period>032014</Period>	Required, the file will be rejected if the period is not included in the file The period in the file must equal the period selected in the wage submission screen.
<SSN>	This field will contain the employee SSN <SSN>123456789</SSN>	Required
<LastName>	This field will contain the employee's last name, as shown on the Social Security card <LastName>Smith</LastName>	Required
<FirstName>	This field will contain the employee's first name, as shown on the Social Security card <FirstName>Jane</FirstName>	Required
<MI>	This field will contain the employee's middle initial It is not required <MI>G</MI>	Not required but tags must be included in the file
<StateGrossWages>	This field will contain the gross wages paid to the employee during the quarter in State Do not include the decimal point or comma separators <GrossWages>1254636</GrossWages>	Required
<OutofStateTaxableWages>	This field will contain the employee's out of state UI covered taxable wages for the year Do not include the decimal point or comma separators <OutofStateTaxableWages>1254636</OutofStateTaxableWages>	No
<Location>	Employer location/Unit Right justify and fill with spaces If blank, defaulted to primary location < Location >1</ Location >	No
<HrsWkd>	This field will contain the hours worked by the worker in the reporting period <HrsWkd>150</HrsWkd>	No
<SOCCode>	SOC code of the employee Ex. 11-0000	No

SUITS - Wage Report and Payment File Specifications

Field Name	Description	Validation
<OwnerRel>	Include the owner/officer relationship of the worker <OwnerRel>0</OwnerRel>	Required
<EmployMon1>	Will contain whether the employee was included on the payroll on the 12th of the month for the first month of the quarter <EmployMon1>1<EmployMon1> for yes <EmployMon1>2<EmployMon1> for no	No
<EmployMon2>	Will contain whether the employee was included on the payroll on the 12th of the month for the first month of the quarter <EmployMon2>1<EmployMon2> for yes <EmployMon2>2<EmployMon2> for no	No
<EmployMon3>	Will contain whether the employee was included on the payroll on the 12th of the month for the first month of the quarter <EmployMon3>1<EmployMon3> for yes <EmployMon3>2<EmployMon3> for no	No
<AdjCode>	This field will contain the original filing/adjustment code Codes are numbers zero (0) – ten (10) <AdjCode>0</AdjCode> Refer Section 12.2 Adjustment Reason Codes for valid reason codes	Required
<Reason>	This field will contain reason if adjustment code = Ten (10) Otherwise do not include <Reason>Testing</Reason>	Not required but tags must be included in the file
<Totals>	Tag informing the complier that this is a total record; there must be an end tag at the end of the record	Required
<EmployerID>	This field will contain the UI account number <EmployerID>123456</EmployerID>	Required
<Period>	This field will contain the period for which the report is filed. Should contain the last month of the quarter and the year The values for the year 2014 would be: 1st quarter = 032014 2nd quarter = 062014 3rd quarter = 092014 4th quarter = 122014 <Period>032014</Period>	Required, the file will be rejected if the period is not included in the file The period in the file must equal the period selected in the wage submission screens
<NoWageIndicator>	Email address of the contact person Must have end tag If the employer did not pay wages during the calendar quarter and there will not be any employee records in the report, enter a zero (0) Otherwise enter a one (1)	Required

SUITS - Wage Report and Payment File Specifications

Field Name	Description	Validation
<TotalWages>	This field will contain the total wages reported by the employer for the period Do not include decimal or comma separators, <TotalWages>1548233</TotalWages>	Required The file will be rejected if the employer account number is not included
<TaxableWages>	This field will contain the total taxable wages reported by the employer for the period Do not include decimal or comma separators <TaxableWages>5264525</TaxableWages>	Required,
<ExcessWages>	This field will contain the total excess wages reported by the employer for the period Do not include decimal or comma separators, <ExcessWages>524525</ExcessWages>	Required
<Month1>	This field will contain the total number of employees who were on the payroll that includes the 12th of the first month of the quarter <Month1>5</Month1>	Required
<Month2>	This field will contain the total number of employees who were on the payroll that includes the 12th of the second month of the quarter <Month2>5</Month2>	Required
<Month3>	This field will contain the total number of employees who were on the payroll that includes the 12th of the third month of the quarter <Month3>5</Month3>	Required

6.3 Download Sample File for Employer XML File Layout

6.3.1 Original Submission

See Section 12.4 for a sample employer XML file layout

6.3.2 Amendment Submission

To amend wages for a SSN, employers should enter the proper adjustment code against each SSN in the employee record. A new employee can be added by simply adding a new record with the proper wages. To modify wages for an employee, employers must enter the same SSN and the new wages with proper adjustment code. To delete an employee from the submission, employers must enter the SSN with zero (0) wages and proper adjustment reason code.

See Section 12.4 for a sample employer XML file layout for amendment.

7   AGENT XML INTERFACE FILE DEFINITION

7.1   General Information

Agents can file multiple employers / reporting periods in the file. There is no need to generate a separate file for each employer or reporting period. The file can also contain original filings and adjustments in the same file, however, an original and amendment for the same employer and reporting period cannot be included in the same file. The file can also contain no wage reports for employers.

All begin and end tags must be included in the file. If there is no data for that field then include the tags with nothing between them e.g. <tag></tag>.

Report the actual wages paid for amended wage records. Do not report the difference between the amended and original wages.

If a SSN record is rejected for any reason, then the entire employer record associated with that SSN will be rejected.

Information regarding what is considered a valid SSN is located in Appendix 12.6.

A listing of error messages and identification of fatal versus informational messages is listed in Appendix 12.7.

7.2   Agent XML File

This incoming file is submitted to the system via the wage file upload process. The file is an XML file. The file contains the following fields:

Field Name	Description	Validation
XmlVersion	This informs the compiler of the XML version that is used There is no end tag for the XML Version	NA
<root>	Parent tag, must have an end tag as the last row in the file	Required
<Submitter>	Tag informing the compiler that this is a submitter record There must be a </Submitter> end tag at the end of the record	Required
<FEIN>	Submitter FEIN, must have end tag	Required
<BusinessName>	Submitter business name, must have an end tag	Required
<Address>	Submitter street address, must have an end tag	Required
<City>	Submitter city, must have an end tag	Required
<State>	Submitter state, must have an end tag	Required
<ZIP>	Submitter ZIP code, must have an end tag	Required
<ZIP4>	Submitter + Four (4) for ZIP Code, must have and end tag	Not Required, but tags must be in the file <ZIP4></ZIP4>
<Contact>	First and last name of contact person This is the person the Department will contact with questions about the file, must have an end tag	Required

53

Field Name	Description	Validation
<Phone>	Contact telephone number, must have an end tag	Not Required
<Extension>	Contact telephone extension, must have an end tag	Not Required, but tags must be in the file
<Email>	Email address of the contact person Must have end tag	Required
<Wage>	Tag informing the compiler that this is a wage file There must be a </Wage> end tag at the end of the file	Required
<WageRecord>	Tag informing the compile that an individual wage record is following There must be a </WageRecord> tag following each individual	Required
<Employee>	Tag informing the compiler that an individual employee record is beginning There must be an end tag </Employee> at the end of each individual record	Required
<EmployerID>	This field will contain the employer's UI account number Must have end tag <EmployerID>123456</EmployerID>	Required The file will be rejected if the employer account number is not
<Period>	This field will contain the period for which the report is filed Should contain the last month of the quarter and the year The values for the year 2014 would be: 1st quarter = 032014 2nd quarter = 062014 3rd quarter = 092014 4th quarter = 122014 <Period>032014</Period>	Required, the file will be rejected if the period is not included in the file The period in the file must equal the period selected in the wage submission screens
<SSN>	This field will contain the employee SSN <SSN>123456789</SSN>	Required
<LastName>	This field will contain the employee's last name, as shown on the Social Security card <LastName>Smith</LastName>	Required
<FirstName>	This field will contain the employee's first name, as shown on the Social Security card. <FirstName>Jane</FirstName>	Required
<MI>	This field will contain the employee's middle initial It is not required <MI>G</MI>	Not required but tags must be included in the file
<StateGrossWages>	This field will contain the state gross wages paid to the employee during the quarter Do not include decimal or comma separators <StateGrossWages>1254636</StateGrossWages>	Required

SUITS - Wage Report and Payment File Specifications

Field Name	Description	Validation
\<OutofStateTaxableWages\>	This field will contain the out of gross wages paid to the employee during the quarter out of state Do not include the decimal point or comma separators \<OutofStateTaxableWages\>1254636\</OutofStateTaxableWages\>	No
\<Location\>	Employer location/Unit Right justify and fill with spaces If blank, defaulted to primary location \< Location \>1\</ Location \>	No
\<HrsWkd\>	This field will contain the hours worked by the worker in the reporting period. \<HrsWkd\>150\</HrsWkd\>	No
\<SOCCode\>	SOC code of the employee Ex. 11-0000	No
\<OwnerRel\>	Include the owner/officer relationship of the worker. \<OwnerRel\>0\</OwnerRel\>	Required
\<EmployMon1\>	Will contain whether the employee was included on the payroll on the 12th of the month for the first month of the quarter. \<EmployMon1\>1\<EmployMon1\> for yes \<EmployMon1\>2\<EmployMon1\> for no	No
\<EmployMon2\>	Will contain whether the employee was included on the payroll on the 12th of the month for the first month of the quarter \<EmployMon2\>1\<EmployMon2\> for yes \<EmployMon2\>2\<EmployMon2\> for no	No
\<EmployMon3\>	Will contain whether the employee was included on the payroll on the 12th of the month for the first month of the quarter \<EmployMon3\>1\<EmployMon3\> for yes \<EmployMon3\>2\<EmployMon3\> for no	No
\<AdjCode\>	This field will contain the original filing/adjustment code Codes are numbers zero (0) – eight (8) \<AdjCode\>0\</AdjCode\> Refer Section 12.2 Adjustment Reason Codes for valid reason codes	Required
\<Reason\>	This field will contain reason if adjustment code = Eight (8) Otherwise do not include \<Reason\>Testing\</Reason\>	Not required but tags must be included in the file
\<Totals\>	Tag informing the complier that this is a total record There must be an end tag at the end of the record	Required

SUITS - Wage Report and Payment File Specifications

Field Name	Description	Validation
<EmployerID>	This field will contain the UI account number. <EmployerID>123456</EmployerID>	Required
<Period>	This field will contain the period for which the report is filed Should contain the last month of the quarter and the year The values for the year 2014 would be: 1st quarter = 032014 2nd quarter = 062014 3rd quarter = 092014 4th quarter = 122014 <Period>032014</Period>	Required, the file will be rejected if the period is not included in the file The period in the file must equal the period selected in the wage submission screens
<NoWageIndicator>	Email address of the contact person Must have end tag If the employer did not pay wages during the calendar quarter and there will not be any employee records in the report, enter a zero (0) Otherwise enter a one (1)	Required
<TotalWages>	This field will contain the total wages reported by the employer for the period Do not include the decimal point or comma separators <TotalWages>1548233</TotalWages>	Required The file will be rejected if the employer account number is not included
<TaxableWages>	This field will contain the total taxable wages reported by the employer for the period Do not include the decimal point or comma separators <TaxableWages>5264525</TaxableWages>	Required
<ExcessWages>	This field will contain the total excess wages reported by the employer for the period Do not include the decimal point or comma separators <ExcessWages>524525</ExcessWages>	Required
<Month1>	This field will contain the total number of employees who were on the payroll that includes the 12th of the first month of the quarter <Month1>5</Month1>	Required
<Month2>	This field will contain the total number of employees who were on the payroll that includes the 12th of the second month of the quarter <Month2>5</Month2>	Required
<Month3>	This field will contain the total number of employees who were on the payroll that includes the 12th of the third month of the quarter <Month3>5</Month3>	Required

56

7.3 Download Sample File for Agent XML File Layout

7.3.1 Original Submission

See Section 12.4 for a sample agent XML file layout.

7.3.2 Amendment Submission

To amend wages for a SSN, employers should enter the proper adjustment code against each SSN in the employee record. A new employee can be added by simply adding a new record with the proper wages. To modify wages for an employee, employers must enter the same SSN and the new wages with proper adjustment code. To delete an employee from the submission, employers must enter the SSN with zero (0) wages and proper adjustment reason code.

See Section 12.4 for a sample agent XML file layout for amendment.

8 EMPLOYER CSV INTERFACE FILE DEFINITION

8.1 General Information

This section contains the file specifications for the state Unemployment Insurance Tax and Wage reporting .csv file format. This format can be created using commercially available spreadsheet software (e.g., Microsoft Excel). Employers can file original or amended wage reports in this file, however, each file should only contain the information for one (1) quarter.

Report the actual wages paid for amended wage records. Do not report the difference between the amended and original wages.

This incoming file is submitted to the State via the employer wage file upload process. The file is a comma separated file, and there is no set length for the rows. The following paragraphs contain the specifications for the incoming wage report and outgoing confirmation files. Employers will upload the incoming files, and the system will process the file and generate the outgoing confirmation files.

Information regarding what is considered a valid SSN is located in Appendix 12.6.

A listing of error messages and identification of fatal versus informational messages is listed in Appendix 12.7.

8.1.1   Rules for Currency Fields

- Must contain only numbers
- No comma separators
- No signed amounts (high order signed or low order signed)
- Include both dollars and cents with no decimal point (example: $59.60 = 00000005960)

8.1.2   Rules for SSN Fields

- Must contain nine (9) digits
  - Excel will trim leading zeros (0) with the default settings
  - Set the number format to 'text' for the SSN column if creating the file with Excel

8.2   Employer CSV File

This incoming file is submitted to the system via the wage file upload process. The file is a comma separated file. The file contains four (4) records and the rules for records and fields within the file as described in the following subchapters.

8.2.1   Submitter Record

The submitter record will contain information about the business submitting the file, this may be the same as the employer.

Below is a description for each field in the record. (Beginning at Column A, Row 1)

Position	Field Name	Field Specifications	Required
A1	Record Identifier	Should always be zero (0)	Yes
B1	Submitters FEIN	The business' FEIN; numbers only, do not include the hyphen	Yes
C1	Business Name	The legal name of the business submitting the file	Yes
D1	Business Address	The mailing address of the business submitting the file	No
E1	Business City	The mailing address city of the business submitting the file	No
F1	State FIPS code	The two character FIPS code for 'STATE': Forty Five(45)	No
G1	Transmitter Zip Code	The mailing address ZIP Code of the business submitting the file Include leading zeros (0)	No

Position	Field Name	Field Specifications	Required
H1	Transmitter ZIP Code extension (+4)	The mailing address ZIP Code extension of the business submitting the file If unknown, fill with spaces	No, fill with spaces or include the + Four (4)
I1	Transmitter Contact	First and last name of individual from submitting business who is responsible for the accuracy and completeness of the wage report Format the names as: First name<space>last name	Yes
J1	Transmitter Contact Telephone Number	Contact telephone number, include the area code Numbers only, no special characters	No
K1	Telephone Extension/Box	Contact telephone number extension (if any) If there is no extension, fill with spaces	No, fill with spaces or Extension
L1	Transmitter Email	Email Alphanumeric	Yes

8.2.2 Employer Record

The employer record will contain summary totals for the employer / reporting period.

Below is a description for each field in the record. (Beginning at Column A, Row 2)

Position	Field Name	Field Specifications	Required
A2	Record type	Must be one (1) for employer record	Yes
B2	Employer Account Id	Employer account number	Yes
C2	Reporting Period	This field will contain the last month of the quarter and the year For example, the values for 2014 would be: 1st - 032014 2nd – 062014 3rd - 092014 4th – 122014	Yes
D2	Gross wages paid	Total Gross wages for employer/reporting period Do not use comma separator or decimal	Yes
E2	Taxable wages paid	Total taxable wages for employer/reporting period Do not use comma separator or decimal	No

SUITS - Wage Report and Payment File Specifications

Position	Field Name	Field Specifications	Required
F2	Total excess wages paid	Total excess (nontaxable) wages for employer/reporting period Do not use comma separator or decimal	No
G2	12th of month count for month 1	Total number of employees that worked for the employer during the payroll period that included the 12th of the month for the first month in the quarter	Yes
H2	12th of month count for month 2	Total number of employees that worked for the employer during the payroll period that included the 12th of the month for the second month in the quarter	Yes
I2	12th of month count for month 3	Total number of employees that worked for the employer during the payroll period that included the 12th of the month for the third month in the quarter	Yes
J2	No Wage Indicator	If the employer did not pay wages during the calendar quarter and there will not be any employee records in the report, enter a zero (0) Otherwise enter a one (1) There should never be a one (1) where there are not type S records in the file, and there should never be a zero (0) when there are type S records in the file	Yes

8.2.3   Wage Record

The wage record will contain wage data for the employees. There should be one (1) row for each SSN.

Below is a description for each field in the record. (Beginning at Column A, Row 3)

Position	Field Name	Field Specifications	Required?
A3	Record type	Must be two (2) for wage record	Yes
B3	Employer Account Id	Employer's account number	Yes
C3	Reporting Period	This field will contain the last month of the quarter and the year For example, the values for 2014 should be: 1st - 032014 2nd – 062014 3rd - 092014 4th – 122014	Yes
D3	SSN	Employee's SSN Note: the SSN must contain nine (9) digits Excel will trim leading zeros (0) with the default settings Set the number format to 'text' for the SSN column if creating the file with Excel	Yes

Position	Field Name	Field Specifications	Required?
E3	First Name	Employee's First Name, as printed on Social Security card	Yes
F3	Employer's middle Initial	Employees Middle Initial Do not fill if there is no middle initial	No
G3	Employee's last name	Employee's Last Name, as printed on Social Security card	Yes
H3	Gross wages paid	Gross wages subject to UI paid to employee for employer/unit/reporting period Do not use comma separator or decimal	Yes
I3	Out of State Taxable Wages Paid	Out of State taxable wages subject to UI paid to employee for the year Do not use comma separator or decimal	No
J3	Hours worked	Include hours worked during the quarter for the employee	No
K3	Employee 12th of month for month 1	Employee worked for the employer during the payroll period that included the 12th of the month for the first month in the quarter	No
L3	Employee 12th of month for month 2	Employee worked for the employer during the payroll period that included the 12th of the month for the second month in the quarter	No
M3	Employee 12th of month for month 3	Employee worked for the employer during the payroll period that included the 12th of the month for the third month in the quarter	No
N3	Owner/Officer relationship information	Include the owner/officer relationship of the worker 0- Employee 1- Officer	Yes
O3	Adjustment Code	Numeric - Reason code for adjustment to employee wages Zero (0) means original filing Refer Section 12.2 Adjustment Reason Codes for valid reason codes	Yes
P3	Other description	Description if adjustment code is ten (10)	Only if Adjustment Code in column O3 = Ten (10)
Q3	Location	Employer location/Unit Right justify and fill with spaces If blank, defaulted to primary location	No

SUITS - Wage Report and Payment File Specifications

Position	Field Name	Field Specifications	Required?
R3	SOC code of the employee	SOC code of the employee Ex. 11-0000	No

8.2.4   Final Record

The final record will contain totals for the file.

Below is a description for each field in the record. (Beginning at Column A, Row 4)

Position	Field Name	Field Specifications	Required?
A4	Record type	Must be three (3) for final record	Yes
B4	Total number of records in file	Include total number of wage records in file	Yes
C4	Total wages reported	Include total SSN level wages reported in file Do not use comma separator or decimal	Yes

8.3   Download Sample File for Employer CSV File Layout

8.3.1   Original Submission

See Section 12.4 for a sample employer CSV file layout

8.3.2   Amendment Submission

To amend wages for a SSN, employers should enter the proper adjustment code against each SSN in the record type two (2). A new employee can be added by simply adding a new record with the proper wages. To modify wages for an employee, employers must enter the same SSN and the new wages with proper adjustment code. To delete an employee from the submission, employers must enter the SSN with zero (0) wages and proper adjustment reason code.

See Section 12.4 for a sample employer CSV file layout for amendment.

SUITS - Wage Report and Payment File Specifications

9   AGENT CSV INTERFACE FILE DEFINITION

9.1   General Information

This section contains the file specifications for the state Unemployment Insurance Tax and Wage reporting .csv file format. This format can be created using commercially available spreadsheet software (e.g., Microsoft Excel). Agents can file multiple employers / reporting periods in the file. There is no need to generate a separate file for each employer or reporting period. The file can also contain original filings and adjustments in the same file, however, an original and amendment for the same employer and reporting period cannot be included in the same file.

Report the actual wages paid for amended wage records. Do not report the difference between the amended and original wages.

This incoming file is submitted to the agency via the employer wage file upload process. The file is a comma separated file, and there is no set length for the rows. The following paragraphs contain the specifications for the incoming wage report and outgoing confirmation files. Users will upload the incoming files, and the system will process the file and generate the outgoing confirmation files.

If an SSN record is rejected for any reason, then the entire employer record associated with that SSN will be rejected.

Information regarding what is considered a valid SSN is located in Appendix 12.6.

A listing of error messages and identification of fatal versus informational messages is listed in Appendix 12.7.

9.1.1   Rules for Currency Fields

- Must contain only numbers
- No comma separators
- No signed amounts (high order signed or low order signed)
- Include both dollars and cents with no decimal point (example: $59.60 = 00000005960)

9.1.2   Rules for SSN Fields

- Must contain nine (9) digits
    - Excel will trim leading zeros (0) with the default settings
    - Set the number format to 'text' for the SSN column if creating the file with Excel

9.2 Agent CSV File

This incoming file is submitted to the system via the wage file upload process. The file is a comma separated file. The file contains four (4) records and the rules for records and fields within the file as described in the following subchapters.

9.2.1 Submitter Record

The submitter record will contain information about the business submitting the file, this may be the same as one (1) of the employers.

Below is a description for each field in the record. (Beginning at Column A, Row 1)

Position	Field Name	Field Specifications	Required
A1	Record Identifier	Should always be zero (0)	Yes
B1	Submitters FEIN	The business FEIN; numbers only, do not include the hyphen	Yes
C1	Business Name	The legal name of the business submitting the file	Yes
D1	Business Address	The mailing address of the business submitting the file	No
E1	Business City	The mailing address city of the business submitting the file	No
F1	State FIPS code	The two character FIPS code for the state. 45 for South Carolina	No
G1	Transmitter ZIP Code	The mailing address ZIP Code of the business submitting the file	No
H1	Transmitter ZIP code extension (+4)	The mailing address ZIP Code extension of the business submitting the file If unknown, fill with spaces	No, fill with spaces or include the + Four (4)
I1	Transmitter Contact	First and last name of individual from submitting business who is responsible for the accuracy and completeness of the wage report Format the names as: First name<space>last name	Yes
J1	Transmitter Contact Telephone Number	Contact telephone number, include the area code Numbers only, no special characters	No
K1	Telephone Extension/Box	Contact telephone number extension (if any) If there is no extension, fill with spaces	No, fill with spaces or Extension
L1	Transmitter Email	Contact email address Alphanumeric	Yes

SUITS - Wage Report and Payment File Specifications

9.2.2   Employer Record

The employer record will contain summary totals for the employer / reporting period.

Below is a description for each field in the record. (Beginning at Column A, Row 2)

Position	Field Name	Field Specifications	Required?
A2	Record type	Must be one (1) for employer record	Yes
B2	Employer Account Id	Employer UI Account number	Yes
C2	Reporting Period	This field will contain the last month of the quarter and the year For example, the values for 2014 would be: 1st - 032014 2nd – 062014 3rd - 092014 4th - 122014	Yes
D2	Gross wages paid	Total Gross wages for employer/reporting period Do not use comma separator or decimal	Yes
E2	Taxable wages paid	Total taxable wages for employer/reporting period Do not use comma separator or decimal	No
F2	Excess wages paid	Total excess (nontaxable) wages for employer/reporting period Do not use comma separator or decimal	No
G2	12th of month data for month 1.	Total number of employees that worked for the employer during the payroll period that included the 12th of the month for the first month in the quarter	Yes
H2	12th of month data for month 2.	Total number of employees that worked for the employer during the payroll period that included the 12th of the month for the second month in the quarter	Yes
I2	12th of month data for month 3.	Total number of employees that worked for the employer during the payroll period that included the 12th of the month for the third month in the quarter	Yes
J2	No Wage Indicator	If the employer did not pay wages during the calendar quarter and there will not be any employee records in the report, enter a zero (0) Otherwise enter a one (1) There should never be a one (1) where there are not type S records in the file, and there should never be a zero (0) when there are type S records in the file	Yes

9.2.3   Wage Record

The wage record will contain wage data for the employees. There should be one (1) row for each SSN / employer / reporting period.

Below is a description for each field in the record. (Beginning at Column A, Row 3)

Position	Field Name	Field Specifications	Required?

65

Position	Field Name	Field Specifications	Required?
A3	Record type	Must be two (2) for wage record	Yes
B3	Employer Account Id	Employer's UI Account Number	Yes
C3	Reporting Period	This field will contain the last month of the quarter and the year For example, the values for 2014 should be: 1st - 032014 2nd – 062014 3rd - 092014 4th – 122014	Yes
D3	SSN	Employee's SSN Note: the SSN must contain nine (9) digits Excel will trim leading zeros (0) with the default settings Set the number format to 'text' for the SSN column if creating the file with Excel	Yes
E3	First Name	Employee's First Name, as printed on Social Security card	Yes
F3	Employer's middle Initial	Employees Middle Initial	No
G3	Employee's last name	Employee's Last Name, as printed on Social Security card	Yes
H3	Gross wages paid	Gross wages subject to UI paid to employee for employer/unit/reporting period Do not use comma separator or decimal	Yes
I3	Out of State Taxable Wages Paid	Out of State taxable wages subject to UI paid to employee for the year Do not use comma separator or decimal	No
J3	Hours worked	Include hours worked during the quarter for the employee	No
K3	Employee 12th of month for month 1	Employee worked for the employer during the payroll period that included the 12th of the month for the first month in the quarter	No
L3	Employee 12th of month for month 2	Employee worked for the employer during the payroll period that included the 12th of the month for the second month in the quarter	No
M3	Employee 12th of month for month 3	Employee worked for the employer during the payroll period that included the 12th of the month for the third month in the quarter	No

66

Position	Field Name	Field Specifications	Required?
N3	Owner/Officer relationship information	Include the owner/officer relationship of the worker	Yes
O3	Adjustment Code	Numeric - Reason code for adjustment to employee wages Zero (0) means original filing Refer Section 12.2 Adjustment Reason Codes for valid reason codes	Yes
P3	Other description	Description if adjustment code = Ten (10) If not, leave blank	Only if Adjustment Code in column O3 = Ten (10)
Q3	Location	Employer location/Unit Right justify and fill with spaces If blank, defaulted to primary location	No
R3	SOC code of the employee	SOC code of the employee Ex. 11-0000	No

9.2.4   Final Record

The final record will contain totals for the file.

Below is a description for each field in the record. (Beginning at Column A, Row 4)

Position	Field Name	Field Specifications	Required?
A4	Record type	Must be three (3) for final record	Yes
B4	Total number of records in file	Total number of wage records in file	Yes
C4	Total wages reported	Total SSN level wages reported in file Do not use comma separator or decimal	Yes

9.3   Download Sample File for Agent CSV File Layout

9.3.1   Original Submission

See Section 12.4 for a sample agent CSV file layout

9.3.2   Amendment Submission

To amend wages for a SSN, employers should enter the proper adjustment code against each SSN in the record type 2. A new employee can be added by simply adding a new record with the proper wages. To modify wages for an employee, employers must enter the same SSN and the new wages with proper adjustment code. To delete an employee from the submission, employers must enter the SSN with zero (0) wages and proper adjustment reason code.

See Section 12.4 for a sample agent CSV file layout for amendment.

SUITS - Wage Report and Payment File Specifications

10 AGENT PAYMENT SUBMISSION – PAYMENT ALLOCATION FILE

10.1 General Information

In the Agent Self-Service Portal, agents can submit payments for a single or multiple client employers. If an agent chooses to submit payment for multiple employers, they must first tell the system how they want the single payment allocated between their clients. The payment allocation file is the way this is done. Agents may manually allocate payments or submit a payment allocation file.

There are two payment allocation files: an agent payment allocation file download (agent pulls the file from the system) and an agent payment allocation file upload (agent uploads the file to the system).

The download file contains basic information about the agent's clients:

- Employer UI Account Number for all active clients
- Total amount due for each client
- Amount due for the most recently completed calendar quarter for each client

Agents may select the following type of file for download:

- A file that contains only those clients that have a power of attorney on file with DEW.
- A file that contains only those clients that who were in wage report file – you will be required to enter the confirmation number(s) of the report(s).
- A file that contains only those clients that have a power of attorney on file with DEW AND those clients that who were in wage report file – you will be required to enter the confirmation number(s) of the report(s).

The upload file contains the same elements as the download file with one more element added:

- Amount of payment to be allocated to this employer. Note that the payment amounts for individual employers cannot exceed the total outstanding debt for that employer.

Agents will download the file from the UI system, modify the file to add the amount they would like to pay for each client, and then upload the file. After the allocation file is uploaded, the agent can make a payment and the system will allocate the total payment among clients based on the amounts in the uploaded file.

10.2 Download Payment Allocation CSV File

This download file is pulled from the SCDEW SUITS website by the agents. It is a comma separated value (.csv) file. The layout is below.

10.2.1 Summary Section – Row 1

This row will contain summary information about the file. (Beginning at Column A, Row 1)

Column	Column Name	Column Description
A1	Record Identifier	Will always be 0
B1	Agent ID	Contains the Agent ID assigned by the system.
C1	Total Number of Employers in the file	Contains the total number of employers who have authorized the agent to make payments AND who have outstanding debt.

10.2.2 Detail Section – Remaining Rows

These rows will contain information about the separate employer accounts. Each row will contain the Employer ID number as well as debt information. An example of the file is below the table. (Beginning at Column A, Row 2)

Column	Column Name	Column Description
A2	Record Identifier	Will always be 1
B2	Employer ID	Contains the Employer ID.
C2	Total Amount Due	Contains the total amount due by the employer. This is a currency field and will contain the decimal and cents. This field will not contain commas. Example: $1,000.23 will be included as 1000.23
D2	Quarter Amount Due	Contains the amount due for the most recently completed calendar quarter. The amount will contain all amounts due for the quarter. This is a currency field and will contain the decimal and cents. This field will not contain commas. Example: $1,000.23 will be included as 1000.23

See Section 12.4 to download a sample file for agent payment allocation.

SUITS - Wage Report and Payment File Specifications

10.3 Payment Allocation File

This incoming file is submitted through the Agent Self-Service Portal via the online screens. It will be a comma separated file that contains payment allocation amounts for each employer for whom the agent is authorized to make payments. Agents can upload a file to the system without first generating a download file. The file must match the specifications listed below.

10.3.1 Summary Section – Row 1

This row will contain summary information about the file. This record should be the first record in the file. (Beginning at Column A, Row 1). All fields are required.

Column	Column Name	Column Description
A1	Record Identifier	Will always be 1
B1	Agent ID	Contains the Agent ID assigned by the system.
C1	Total Number of Employers in the file	Contains the total number of employers who have authorized the agent to make payments AND who have outstanding debt.

10.3.2 Detail Section – Remaining Rows

These rows will contain information about the separate employer accounts. Each row will contain the Employer ID number as well as debt information. An example of the file is below this table. (Beginning at Column A, Row 2). All fields are required.

Column	Column Name	Column Description
A2	Record Identifier	Will always be 2
B2	Employer ID	Contains the Employer ID.
C2	Total Amount Due	Contains the total amount due by the employer. This is a currency field and should contain the decimal and cents. This field should not contain commas. Example: $1,000.23 should be included as 1000.23 Enter $0 if the file is created manually.

SUITS - Wage Report and Payment File Specifications

Column	Column Name	Column Description
D2	Quarter Amount Due	Contains the amount due for the most recently completed calendar quarter. The amount will contain all amounts due for the quarter. This is a currency field and should contain the decimal and cents. This field should not contain commas. Example: $1,000.23 should be included as 1000.23 Enter $0 if the file created manually.
E2	Allocated Amount	This column will contain the allocated payment amount for the employer that is entered by the agent. The system will store this amount as the allocated payment amount. This is a currency field and should contain the decimal and cents. This field should not contain commas. Example: $1,000.23 will be included as 1000.23

See Section 12.4 to download a sample file for agent payment allocation.

11 PAYMENT SUBMISSION – ACH CREDIT OUTBOUND FILE (AVAILABLE IN EARLY 2018)

11.1 General Information

In the Employer or Agent Self-Service Portal, employers or agents can submit payments via the payment method ACH Credit. This requires the employer or agent download or create an ACH Credit file which they send to the bank. The bank then 'pushes' the money to DEW each night via interface.

The system will allow users to download the ACH Credit file to be sent to the bank. This file will identify payment amount, the account ID, and the ACH Credit confirmation number.

Employer or Agent are prompted to download the ACH Credit file from the Payment Confirmation screen when ACH Credit payment method is selected. Once downloaded, the employer or agent will send the file to their bank. The bank will initiate the ACH Credit process, and the payment will be entered in SUITS once received via bank interface.

11.2 ACH Addenda record specification

The ACH file sent by employers and agents to their bank should have an Addenda record with the information in the ACH confirmation file downloaded from SUITS. "Payment Related Information" field in the addenda record is a free filed with 80 characters length from position 04-83. This filed should be in following format.

	Field Name	Format/Description	Length	Logic/Validation
1	Record Type	'7' designates an addenda record for a specific Entry detail record	1	"7"
2	Addenda Type Code	'05' is the addenda type	2	"05"
3	Payment Related Information (80 characters spaces 4-83) Discretionary Data	Discretionary Payment related data. This field is broken down further into five (5) additional fields each field is separated by a field separator (*). These fields contain data regarding the individual employer accounts to which the payments are to be applied.		
3a	Reserved	Reserved.	3	Reserved Value must be 'TXP'
		Separator	1	Field Separator (*)
3b	Employer Account ID Agent Account ID	Account number of the employer or Agent submitting the payment	9	Left justified with blank spaces to the right
		Separator	1	Field Separator (*)
3c	Confirmation Number	This positon should contain the confirmation number assigned by the system	9	Left justified with blank spaces to the right
		Separator	1	Field Separator (*)

	Field Name	Format/Description	Length	Logic/Validation
3d	Amount	Total Payment amount of the ACH Credit for a particular transaction in US dollars and cents	10	Amount of Payment (dollars and cents. No decimal No comma) Left fill with zeros (0) $$$$$$$$¢¢
		Separator	1	Field Separator (*)
3e	Reserved Data	Reserved Data	43	Reserved Data – fill with 0s 0000000000000000000000000000000000000000000
		Separator	1	Field Separator (*)
		Terminator Always '\'	1	must be = \
4	Addenda Sequence Number	A sequential ascending consecutive number assigned to each primary addenda record	4	"0001"
5	Entry Detail Sequence Number	Contains the last seven digits (or ascending sequence number section) of the Entry Detail Record's trace number	7	Last seven (7) digits of the trace number of the related entry detail record

11.3 Download ACH Credit CSV File

This download file is pulled from the DEW website by the agent or employers. It is a comma separated value (.csv) file. The layout is below.

11.3.1 Detail Section – Agent ACH Credit Outbound Row 1

This row will contain summary information about the Agent payment. (Beginning at Column A, Row 1)

Column	Column Name	Column Description
A1	Agent ID	Contains the Agent Account ID number which is assigned to the agent by SUITS
B1	Confirmation Number	Contains the ACH Credit payment confirmation number which is generated upon completion of the payment wizard.
C1	Total Payment Amount	Contains the total payment amount being paid by the agent.

Below is an example of the Agent download file:

End of Example.

SUITS - Wage Report and Payment File Specifications

11.3.2 Detail Section – Employer ACH Credit Outbound Row 1

This row will contain summary information about the Employer payment. (Beginning at Column A, Row 1)

Column	Column Name	Column Description
A1	Employer ID	Contains the Employer ID.
B1	Confirmation Number	Contains the ACH Credit payment confirmation number which is generated upon completion of the payment wizard.
C1	Total Payment Amount	Contains the total amount being paid by the employer. This is a currency field and will contain the decimal and cents. This field will not contain commas. Example: $1,000.23 will be included as 1000.23

Below is an example of the Employer download file:
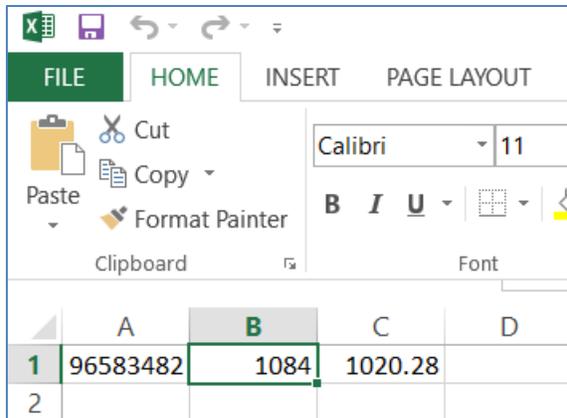
End of Example.

12 APPENDICES

12.1 Worker Relationship

SUITS - Wage Report and Payment File Specifications

The state requires information about the relationship between the employee and the employer. This information will be used to help agency staff make determinations regarding unemployment claims.

The types and values that should be included in the file are described below:

Value	Title	Description
0	Worker/Employee	Use this if there is no relationship between the worker and the employer Most workers will fall into this category
1	Owner or Officer	Use code one (1) if the worker is also an owner or officer of the business.

12.2 Adjustment Reason Codes

Code used for adjustment to employee wages.

The code descriptions are the following:

Code	Adjustment Reason	
01	Employment Adjusted	
02	Employment and Wages adjusted because the workers performed services for a different business	
03	Employment and Wages adjusted because they were not taxable	
04	Employment and Wages adjusted because they were reported to the wrong state	
05	Employment and Wages adjusted for a non-subject employer	
06	Employment and Wages adjusted to correct computer system, data entry or accounting	
07	Reversal of Previous Adjustment	
08	Staff Amended	Staff facing & selected only If a staff member
09	Wages adjusted because worker(s) were hired/terminated	
10	Other	

12.3 Email Standard Format

- Must contain only one (1) @ symbol

- Must not contain consecutive periods to the left or right of the @ symbol
- Must not contain empty spaces to the left or right of the @ symbol
- Must not contain a period in the first or last position
- Must not contain a period immediately to the left or right of the @ symbol
- Must not contain an @ symbol in the first or last position
- Must not contain characters other than alphanumeric, hyphens, or periods to the right of the @ symbol
- Must not contain hyphens immediately to the right of the @ symbol or before or after a period
- Must contain either alphanumeric characters or the following keyboard characters, to the left of the @ symbol: (~!#$%^&*_+{}|?'-= / `)

12.4 Sample Files

Sample files for employer wage, agent wage, and agent payment allocation documents are available here.

12.5 FIPS Codes

Employer Account ID	Employer Unit ID	Name	FIPS Code	Postal Code
9999901	1	Alabama	1	AL
9999902	1	Alaska	2	AK
9999960	1	American Samoa	60	AS
9999904	1	Arizona	4	AZ
9999904	1	Arkansas	5	AR
9999906	1	California	6	CA
9999908	1	Colorado	8	CO
9999969	1	Commonwealth of the Northern Mariana Islands	69	MP
9999909	1	Connecticut	9	CT

SUITS - Wage Report and Payment File Specifications

Employer Account ID	Employer Unit ID	Name	FIPS Code	Postal Code
9999910	1	Delaware	10	DE
9999911	1	District of Columbia	11	DC
9999912	1	Florida	12	FL
9999913	1	Georgia	13	GA
9999966	1	Guam	66	GU
9999915	1	Hawaii	15	HI
9999916	1	Idaho	16	ID
9999917	1	Illinois	17	IL
9999918	1	Indiana	18	IN
9999919	1	Iowa	19	IA
9999920	1	Kansas	20	KS
9999921	1	Kentucky	21	KY
9999922	1	Louisiana	22	LA
9999923	1	Maine	23	ME
9999924	1	Maryland	24	MD
9999925	1	Massachusetts	25	MA
9999926	1	Michigan	26	MI
9999927	1	Minnesota	27	MN
9999928	1	Mississippi	28	MS
9999929	1	Missouri	29	MO
9999930	1	Montana	30	MT
9999931	1	Nebraska	31	NE

Employer Account ID	Employer Unit ID	Name	FIPS Code	Postal Code
9999932	1	Nevada	32	NV
9999933	1	New Hampshire	33	NH
9999934	1	New Jersey	34	NJ
9999935	1	New Mexico	35	NM
9999936	1	New York	36	NY
9999937	1	North Carolina	37	NC
9999938	1	North Dakota	38	ND
9999939	1	Ohio	39	OH
9999940	1	Oklahoma	40	OK
9999941	1	Oregon	41	OR
9999942	1	Pennsylvania	42	PA
9999972	1	Puerto Rico	72	PR
9999944	1	Rhode Island	44	RI
9999945	1	South Carolina	45	SC
9999946	1	South Dakota	46	SD
9999947	1	Tennessee	47	TN
9999948	1	Texas	48	TX
9999978	1	U.S. Virgin Islands	78	VI
9999949	1	Utah	49	UT
9999950	1	Vermont	50	VT
9999951	1	Virginia	51	VA
9999953	1	Washington	53	WA

SUITS - Wage Report and Payment File Specifications

Employer Account ID	Employer Unit ID	Name	FIPS Code	Postal Code
9999954	1	West Virginia	54	WV
9999955	1	Wisconsin	55	WI
9999956	1	Wyoming	56	WY

12.6 SSN Validation

Social Security Numbers are validated based on the standard Social Security Administration rules. These are listed below.

- A Social Security number CANNOT :
  - Contain all zeroes in any specific group (ie 000-##-####, ###-00-####, or ###-##-0000)
  - Begin with '666'.
  - Begin with any value from '900-999'
  - Be '078-05-1120'
  - Be '219-09-9999'
  - Be 000000000, 111111111, 222222222, 333333333, 444444444, 555555555, 666666666, 777777777, 888888888, 123456789, 987654321.

12.7 Standard File Errors

FILE TYPE	ERROR TYPE	ERROR MESSAGE
ICESA	Fatal Error	Invalid File layout. Line {0} has {1} characters than allowed.
ICESA	Fatal Error	Invalid record identifier in line {1} at position 1.
ICESA	Fatal Error	A record should be the first record in a file.
ICESA	Fatal Error	E record should immediately follow the A record.
ICESA	Fatal Error	T record should be the last but not one record in the file.
ICESA	Fatal Error	F record should be the last record in the file.
ICESA	Fatal Error	FEIN in line {0} at position 6-14 is required.

SUITS - Wage Report and Payment File Specifications

FILE TYPE	ERROR TYPE	ERROR MESSAGE
ICESA	Fatal Error	FEIN in line {0} at position 6-14 does not match with the FEIN in system.
ICESA	Fatal Error	Contact Full Name in line {0} at position 164-193 is required.
ICESA	Fatal Error	Contact Email Address in line {0} at position 208-247 is required.
ICESA	Fatal Error	Report Year in line {0} at position 2-5 is required.
ICESA	Fatal Error	Report Year in line {0} at position 2-5 does not match with report year selected in submission screen.
ICESA	Fatal Error	State Employer Account Number in line {0} at position {1}-{2} is required.
ICESA	Fatal Error	State Employer Account Number in line {0} at position 173-187 is either invalid or does not match with this account.
ICESA	Fatal Error	Report Quarter in line {0} at position {1}-{2} is required.
ICESA	Fatal Error	Report Quarter in line {0} at position 188-189 does not match with report quarter selected in submission screen.
ICESA	Fatal Error	The No wage report indicator in line {0} at position 190 reads 1, but there are no S records followed. Please add the S records.
ICESA	Fatal Error	The No wage report indicator in line {0} at position 190 reads 0, but there are S records followed. Please remove the S records.
ICESA	Fatal Error	Social Security Number at position 2-10 is required.
ICESA	Fatal Error	Social Security Number at position 2-10 is invalid.
ICESA	Fatal Error	Employee Last Name at position 11-30 is required.
ICESA	Fatal Error	Employee First Name at position 31-42 is required.
ICESA	Fatal Error	State Quarter Total Wages at position 64-77 is required.

82

FILE TYPE	ERROR TYPE	ERROR MESSAGE
ICESA	Fatal Error	State Quarter Total Wages at position 64-77 is invalid
ICESA	Informational Error	Number of Hours Worked at position 132-134 is missing.
ICESA	Informational Error	Number of Hours Worked at position 132-134 is invalid.
ICESA	Fatal Error	State Employer Account Number at position 147 - 161 is required.
ICESA	Fatal Error	State Employer Account Number at position 147 - 161 is either invalid or does not match with this account.
ICESA	Fatal Error	Owner/Officer Relationship at position 210-210 is required.
ICESA	Fatal Error	Owner/Officer Relationship at position 210-210 is invalid.
ICESA	Fatal Error	Reporting Quarter and Year at position 215-220 is required.
ICESA	Fatal Error	Reporting Quarter and Year at position 215-220 does not match with E record.
ICESA	Fatal Error	Out of State Taxable Wages at position 233-247 is invalid.
ICESA	Fatal Error	Adjustment Reason at position 248-249 is required.
ICESA	Fatal Error	Adjustment Reason at position 248-249 is invalid.
ICESA	Fatal Error	The No wage report indicator in line {0} at position 190 is invalid.It should be either 1 or 0 and can't not be blank.
ICESA	Fatal Error	There are duplicate SSNs at position 2-10. The system will not process the same SSN twice for a quarter.
ICESA	Informational Error	The SSN is 999-99-9999 at position 2-10. This SSN will be included in wage base calculation.

SUITS - Wage Report and Payment File Specifications

FILE TYPE	ERROR TYPE	ERROR MESSAGE
ICESA	Fatal Error	The 12th of the month data for month 1 in Line {0} at position 227 - 233 is missing or invalid for employer record.
ICESA	Fatal Error	The 12th of the month data for month 2 in Line {0} at position 234 - 240 is missing or invalid for employer record.
ICESA	Fatal Error	The 12th of the month data for month 3 in Line {0} at position 241 - 247 is missing or invalid for employer record.
ICESA	Fatal Error	Invalid File layout. Line {0} has {1} characters than allowed.
ICESA	Fatal Error	Invalid record identifier in line {1} at position 1.
ICESA	Fatal Error	A record should be the first record in a file.
ICESA	Fatal Error	E record in Line {0} should be the first record for each employer set in the file.
ICESA	Fatal Error	T record in Line {0} should be the last record for each employer set in the file.
ICESA	Fatal Error	F record should be the last record in the file.
ICESA	Fatal Error	FEIN in line {0} at position 6-14 is required.
ICESA	Fatal Error	FEIN in line {0} at position 6-14 does not match with the FEIN in system.
ICESA	Fatal Error	Contact Full Name in line {0} at position 164-193 is required.
ICESA	Fatal Error	Contact Email Address in line {0} at position 208-247 is required.
ICESA	Fatal Error	Report Year at position 2-5 is required.
ICESA	Fatal Error	Report Year at position 2-5 is invalid.
ICESA	Fatal Error	FEIN at position 6-14 is required.
ICESA	Fatal Error	FEIN position 6-14 does not match with the FEIN in system for employer.

84

FILE TYPE	ERROR TYPE	ERROR MESSAGE
ICESA	Fatal Error	State Employer Account Number at position 173-187 is required.
ICESA	Fatal Error	State Employer Account Number at position 173-187 is either invalid or does not exists in the state system.
ICESA	Fatal Error	Report Quarter at position 188-189 is required.
ICESA	Fatal Error	Report Quarter at position 188-189 is invalid.
Common	Fatal Error	This agent account does not have a POA established with this employer.
Common	Fatal Error	The employer is not liable for the reported period.
ICESA	Fatal Error	The No wage report indicator at position 190 reads 1, but there are no S records followed. Please add the S records.
ICESA	Fatal Error	The No wage report indicator at position 190 reads 0, but there are S records followed. Please remove the S records.
ICESA	Fatal Error	The No wage report indicator at position 190 is invalid. It should be either 1 or 0 and can not be blank.
ICESA	Fatal Error	Social Security Number at position 2-10 is required.
ICESA	Fatal Error	Social Security Number at position 2-10 is invalid.
ICESA	Fatal Error	There are duplicate SSNs at position 2-10. The system will not process the same SSN twice for a quarter.
ICESA	Informational Error	The SSN is 999-99-9999 at position 2-10. This SSN will be included in wage base calculation.
ICESA	Fatal Error	Employee Last Name at position 11-30 is required.
ICESA	Fatal Error	Employee First Name at position 31-42 is required.
ICESA	Fatal Error	State Quarter Total Wages at position 64-77 is required.
ICESA	Fatal Error	State Quarter Total Wages at position 64-77 is invalid

85

FILE TYPE	ERROR TYPE	ERROR MESSAGE
ICESA	Informational Error	Number of Hours Worked at position 132-134 is missing.
ICESA	Informational Error	Number of Hours Worked at position 132-134 is invalid.
ICESA	Fatal Error	State Employer Account Number at position 147 - 161 is required.
ICESA	Fatal Error	State Employer Account Number at position 147 - 161 is either invalid or does not exists in the state system.
ICESA	Fatal Error	Owner/Officer Relationship at position 210-210 is required.
ICESA	Fatal Error	Owner/Officer Relationship at position 210-210 is invalid.
ICESA	Fatal Error	Reporting Quarter and Year at position 215-220 is required.
ICESA	Fatal Error	Reporting Quarter and Year at position 215-220 does not match with E record.
ICESA	Fatal Error	Out of State Taxable Wages at position 233-247 is invalid.
ICESA	Fatal Error	Adjustment Reason at position 248-249 is required.
ICESA	Fatal Error	Adjustment Reason at position 248-249 is invalid.
ICESA	Fatal Error	The 12th of the month data for month 1 at position 227 - 233 is missing or invalid for employer record.
ICESA	Fatal Error	The 12th of the month data for month 2 at position 234 - 240 is missing or invalid for employer record.
ICESA	Fatal Error	The 12th of the month data for month 3 at position 241 - 247 is missing or invalid for employer record.
CSV	Fatal Error	Invalid record identifier in record {0} at position A.
CSV	Fatal Error	0 record type should be the first record in a file.
CSV	Fatal Error	1 record type should immediately follow the 0 record type.

SUITS - Wage Report and Payment File Specifications

FILE TYPE	ERROR TYPE	ERROR MESSAGE
CSV	Fatal Error	3 record should be the last record in the file.
CSV	Fatal Error	FEIN in record {0} at position B is required.
CSV	Fatal Error	FEIN in record {0} at position B does not match with the FEIN in system.
CSV	Fatal Error	Contact Full Name in record {0} at position I is required.
CSV	Fatal Error	Contact Email Address in record {0} at position L is required.
CSV	Fatal Error	State Employer Account Number in record {0} at position B is required.
CSV	Fatal Error	State Employer Account Number in record {0} at position B is either invalid or does not match with this account.
CSV	Fatal Error	Reporting Period in record {0} at position C is required.
CSV	Fatal Error	Reporting Period in record {0} at position C does not match with report year selected in submission screen.
CSV	Fatal Error	The No wage report indicator in record {0} at position J reads 1, but there are no S records followed. Please add the S records.
CSV	Fatal Error	The No wage report indicator in record {0} at position J reads 0, but there are S records followed. Please remove the S records.
CSV	Fatal Error	The No wage report indicator in record {0} at position J is invalid. It should be either 1 or 0 and can not be blank.
CSV	Fatal Error	The 12th of the month data for month 1 in Record G is missing or invalid for employer record.
CSV	Fatal Error	The 12th of the month data for month 2 in Record H is missing or invalid for employer record.
CSV	Fatal Error	The 12th of the month data for month 3 in Record I is missing or invalid for employer record.

87

FILE TYPE	ERROR TYPE	ERROR MESSAGE
CSV	Fatal Error	State Employer Account Number at position B is required.
CSV	Fatal Error	State Employer Account Number at position B is either invalid or does not match with this account.
CSV	Fatal Error	Reporting Period at position C is required.
CSV	Fatal Error	Reporting Period at position C does not match with report year selected in submission screen.
CSV	Fatal Error	Social Security Number at position D is required.
CSV	Fatal Error	Social Security Number at position D is invalid.
CSV	Fatal Error	There are duplicate SSNs at position D. The system will not process the same SSN twice for a quarter.
CSV	Informational Error	The SSN is 999-99-9999 at position D. This SSN will be included in wage base calculation.
CSV	Fatal Error	Employee First Name at position E is required.
CSV	Fatal Error	Employee Last Name at position G is required.
CSV	Fatal Error	State Quarter Total Wages at position H is required.
CSV	Fatal Error	State Quarter Total Wages at position H is invalid.
CSV	Fatal Error	Out of State Taxable Wages at position I is invalid.
CSV	Informational Error	Number of Hours Worked at position J is missing.
CSV	Informational Error	Number of Hours Worked at position J is invalid.
CSV	Fatal Error	Owner/Officer Relationship at position N is required.
CSV	Fatal Error	Owner/Officer Relationship at position N is invalid.
CSV	Fatal Error	Adjustment Reason at position O is required.
CSV	Fatal Error	Adjustment Reason at position O is invalid.
CSV	Fatal Error	Invalid record identifier in record {0} at position A.
CSV	Fatal Error	0 record type should be the first record in a file.

SUITS - Wage Report and Payment File Specifications

FILE TYPE	ERROR TYPE	ERROR MESSAGE
CSV	Fatal Error	1 record type should immediately follow the 0 record type.
CSV	Fatal Error	3 record should be the last record in the file.
CSV	Fatal Error	FEIN at position B is required.
CSV	Fatal Error	FEIN at position B does not match with the FEIN in system.
CSV	Fatal Error	Contact Full Name at position I is required.
CSV	Fatal Error	Contact Email Address at position L is required.
CSV	Fatal Error	State Employer Account Number at position B is required.
CSV	Fatal Error	State Employer Account Number at position B is either invalid or does not exists in the state system.
CSV	Fatal Error	Reporting Period at position C is required.
CSV	Fatal Error	Reporting Period at position C is invalid.
CSV	Fatal Error	The No wage report indicator at position J reads 1, but there are no S records followed. Please add the S records.
CSV	Fatal Error	The No wage report indicator at position J reads 0, but there are S records followed. Please remove the S records.
CSV	Fatal Error	The No wage report indicator at position J is invalid. It should be either 1 or 0 and cannot be blank.
CSV	Fatal Error	The 12th of the month data for month 1 in Record G is missing or invalid for employer record.
CSV	Fatal Error	The 12th of the month data for month 2 in Record H is missing or invalid for employer record.
CSV	Fatal Error	The 12th of the month data for month 3 in Record I is missing or invalid for employer record.
CSV	Fatal Error	State Employer Account Number at position B is required.

89

FILE TYPE	ERROR TYPE	ERROR MESSAGE
CSV	Fatal Error	State Employer Account Number at position B is either invalid or does not exists in the state system.
CSV	Fatal Error	This agent account does not have a POA established with this employer.
CSV	Fatal Error	Reporting Period at position C is required.
CSV	Fatal Error	Reporting Period at position C does not match with report year in type 1 record for this employer.
CSV	Fatal Error	The employer is not liable for the reported period.
CSV	Fatal Error	Social Security Number at position D is required.
CSV	Fatal Error	Social Security Number at position D is invalid.
CSV	Fatal Error	There are duplicate SSNs at position D. The system will not process the same SSN twice for a quarter.
CSV	Informational Error	The SSN is 999-99-9999 at position D. This SSN will be included in wage base calculation.
CSV	Fatal Error	Employee First Name at position E is required.
CSV	Fatal Error	Employee Last Name at position G is required.
CSV	Fatal Error	State Quarter Total Wages at position H is required.
CSV	Fatal Error	State Quarter Total Wages at position H is invalid.
CSV	Fatal Error	Out of State Taxable Wages at position I is invalid.
CSV	Informational Error	Number of Hours Worked at position J is missing.
CSV	Informational Error	Number of Hours Worked at position J is invalid.
CSV	Fatal Error	Owner/Officer Relationship at position N is required.
CSV	Fatal Error	Owner/Officer Relationship at position N is invalid.
CSV	Fatal Error	Adjustment Reason at position O is required.
CSV	Fatal Error	Adjustment Reason at position O is invalid.
EFW2	Fatal Error	Invalid File layout. Line {0} has {1} characters than allowed.

90

FILE TYPE	ERROR TYPE	ERROR MESSAGE
EFW2	Fatal Error	Invalid record identifier in line {0} at position 1-2.
EFW2	Fatal Error	RA record should be the first record in a file.
EFW2	Fatal Error	RE record should immediately follow the RA record.
EFW2	Fatal Error	RF record should be the last record in the file.
EFW2	Fatal Error	FEIN in line {0} at position 3-11 is required.
EFW2	Fatal Error	FEIN in line {0} at position 3-11 does not match with the FEIN in system.
EFW2	Fatal Error	Contact Full Name in line {0} at position 396-422 is required.
EFW2	Fatal Error	Contact Email Address in line {0} at position 446-485 is required.
EFW2	Fatal Error	State Employer Account Number in line {0} at position 3-17 is required.
EFW2	Fatal Error	State Employer Account Number in line {0} at position 3-17 is either invalid or does not match with this account.
EFW2	Fatal Error	Report Period in line {0} at position 18-23 is required.
EFW2	Fatal Error	Report Period in line {0} at position 18-23 does not match with report period selected in submission screen.
EFW2	Fatal Error	The No wage report indicator in line {0} at position 119 reads 1, but there are no S records followed. Please add the S records.
EFW2	Fatal Error	The No wage report indicator in line {0} at position 119 reads 0, but there are S records followed. Please remove the S records.
EFW2	Fatal Error	The No wage report indicator is required.
EFW2	Fatal Error	Social Security Number at position 10-18 is required.
EFW2	Fatal Error	Social Security Number at position 10-18 is invalid.

SUITS - Wage Report and Payment File Specifications

FILE TYPE	ERROR TYPE	ERROR MESSAGE
EFW2	Fatal Error	There are duplicate SSNs at position 3-11. The system will not process the same SSN twice for a quarter.
EFW2	Informational Error	The SSN is 999-99-9999 at position 2-10. This SSN will be included in wage base calculation.
EFW2	Fatal Error	Employee First Name at position 19-33 is required.
EFW2	Fatal Error	Employee Last Name at position 49-68 is required.
EFW2	Fatal Error	Adjustment Reason at position 195-196 is required.
EFW2	Fatal Error	Adjustment Reason at position 195-196 is invalid.
EFW2	Fatal Error	Report Period at position 197-202 is required.
EFW2	Fatal Error	Report Period at position 197-202 does not match with report period in RE record.
EFW2	Fatal Error	State Quarter Total Wages at position 203-213 is required.
EFW2	Fatal Error	State Quarter Total Wages at position 203-213 is invalid.
EFW2	Fatal Error	State Employer Account Number at position 248-267 is required.
EFW2	Fatal Error	State Employer Account Number at position 248-267 is either invalid or does not match with this account.
EFW2	Fatal Error	Owner/Officer Relationship at position 341 is required.
EFW2	Fatal Error	Owner/Officer Relationship at position 341 is invalid.
EFW2	Informational Error	Number of Hours Worked at position 342-344 is missing.
EFW2	Informational Error	Number of Hours Worked at position 342-344 is invalid.
EFW2	Fatal Error	Out of State Taxable Wages at position 214-224 is invalid.

SUITS - Wage Report and Payment File Specifications

FILE TYPE	ERROR TYPE	ERROR MESSAGE
EFW2	Fatal Error	The 12th of the month data for month 1 in Line {0} at position 104-108 is missing or invalid for employer record.
EFW2	Fatal Error	The 12th of the month data for month 2 in Line {0} at position 109-113 is missing or invalid for employer record.
EFW2	Fatal Error	The 12th of the month data for month 3 in Line {0} at position 109-113 is missing or invalid for employer record.
EFW2	Fatal Error	Invalid File layout. Line {0} has {1} characters than allowed.
EFW2	Fatal Error	Invalid record identifier in line {0} at position 1-2.
EFW2	Fatal Error	RA record should be the first record in a file.
EFW2	Fatal Error	RE record should immediately follow the RA record.
EFW2	Fatal Error	RF record should be the last record in the file.
EFW2	Fatal Error	FEIN in line {0} at position 3-11 is required.
EFW2	Fatal Error	FEIN in line {0} at position 3-11 does not match with the FEIN in system.
EFW2	Fatal Error	Contact Full Name in line {0} at position 396-422 is required.
EFW2	Fatal Error	Contact Email Address in line {0} at position 446-485 is required.
EFW2	Fatal Error	State Employer Account Number at position 3-17 is required.
EFW2	Fatal Error	State Employer Account Number at position 3-17 is either invalid or does not exists in the state system.
EFW2	Fatal Error	Report Period at position 18-23 is required.
EFW2	Fatal Error	Report Year at position 18-23 is invalid.

SUITS - Wage Report and Payment File Specifications

FILE TYPE	ERROR TYPE	ERROR MESSAGE
EFW2	Fatal Error	The No wage report indicator at position 119 reads 1, but there are no S records followed. Please add the S records.
EFW2	Fatal Error	The No wage report indicator at position 119 reads 0, but there are S records followed. Please remove the S records.
EFW2	Fatal Error	Social Security Number at position 10-18 is required.
EFW2	Fatal Error	Social Security Number at position 10-18 is invalid.
EFW2	Fatal Error	There are duplicate SSNs at position 3-11. The system will not process the same SSN twice for a quarter.
EFW2	Informational Error	The SSN is 999-99-9999 at position 10-18. This SSN will be included in wage base calculation.
EFW2	Fatal Error	Employee First Name at position 19-33 is required.
EFW2	Fatal Error	Employee Last Name at position 49-68 is required.
EFW2	Fatal Error	Adjustment Reason at position 195-196 is required.
EFW2	Fatal Error	Adjustment Reason at position 195-196 is invalid.
EFW2	Fatal Error	Report Period at position 197-202 is required.
EFW2	Fatal Error	Report Period at position 197-202 does not match with report period in RE record.
EFW2	Fatal Error	State Quarter Total Wages at position 203-213 is required.
EFW2	Fatal Error	State Quarter Total Wages at position 203-213 is invalid
EFW2	Fatal Error	State Employer Account Number at position 248-267 is required.
EFW2	Fatal Error	State Employer Account Number at position 248-267 is either invalid or does not exists in the state system.
EFW2	Fatal Error	Owner/Officer Relationship at position 341 is required.

94

FILE TYPE	ERROR TYPE	ERROR MESSAGE
EFW2	Fatal Error	Owner/Officer Relationship at position 341 is invalid.
EFW2	Informational Error	Number of Hours Worked at position 342-344 is missing.
EFW2	Informational Error	Number of Hours Worked at position 342-344 is invalid
EFW2	Fatal Error	Out of State Taxable Wages at position 214-224 is invalid.
EFW2	Fatal Error	The 12th of the month data for month 1 at position 104-108 is missing or invalid for employer record.
EFW2	Fatal Error	The 12th of the month data for month 2 at position 109-113 is missing or invalid for employer record.
EFW2	Fatal Error	The 12th of the month data for month 3 at position 114-118 is missing or invalid for employer record.
XML	Fatal Error	Invalid File layout. File is not in the defined format
XML	Fatal Error	Submitter record layout is in invalid. Please refer to the file specification
XML	Fatal Error	Employee record layout is in invalid. Please refer to the file specification
XML	Fatal Error	Total record layout is in invalid for Employer Account Number. Please refer to the file specification
XML	Fatal Error	FEIN in submitter record is required.
XML	Fatal Error	FEIN in submitter record does not match with the FEIN in system.
XML	Fatal Error	Contact Full Name in submitter record is required.
XML	Fatal Error	Contact Email Address in submitter record is required.
XML	Fatal Error	State Employer Account Number is required.
XML	Fatal Error	State Employer Account Number is either invalid or does not match with this account
XML	Fatal Error	Reporting Period is required.

95

FILE TYPE	ERROR TYPE	ERROR MESSAGE
XML	Fatal Error	Reporting Period does not match with Total record.
XML	Fatal Error	Social Security Number is required.
XML	Fatal Error	Social Security Number is invalid.
XML	Fatal Error	There are duplicate SSNs. The system will not process the same SSN twice for a quarter.
XML	Informational Error	The SSN is 999-99-9999. This SSN will be included in wage base calculation.
XML	Fatal Error	Employee Last Name is required.
XML	Fatal Error	Employee First Name is required.
XML	Fatal Error	State Quarter Total Wages is required.
XML	Fatal Error	State Quarter Total Wages in is invalid
XML	Informational Error	Number of Hours Worked is missing.
XML	Informational Error	Number of Hours Worked is invalid
XML	Fatal Error	Owner/Officer Relationship is required.
XML	Fatal Error	Owner/Officer Relationship is invalid.
XML	Fatal Error	Out of State Taxable Wages is invalid.
XML	Fatal Error	Adjustment Reason code is required.
XML	Fatal Error	Adjustment Reason code is invalid.
XML	Fatal Error	State Employer Account Number is required.
XML	Fatal Error	State Employer Account Number for EAN is either invalid or does not match with this account
XML	Fatal Error	Reporting Period for EAN is required.
XML	Fatal Error	Reporting Period for EAN does not match with period selected.
XML	Fatal Error	The 12th of the month data for month 1 for Employer Account Number is missing or invalid for employer record.

FILE TYPE	ERROR TYPE	ERROR MESSAGE
XML	Fatal Error	The 12th of the month data for month 2 for Employer Account Number is missing or invalid for employer record.
XML	Fatal Error	The 12th of the month data for month 3 in for Employer Account Number is missing or invalid for employer record.
XML	Fatal Error	Invalid File layout. File is not in the defined format.
XML	Fatal Error	Submitter record layout is in invalid. Please refer to the file specification.
XML	Fatal Error	Employee record layout is in invalid. Please refer to the file specification.
XML	Fatal Error	Total record layout is in invalid for Employer Account Number {0}. Please refer to the file specification.
XML	Fatal Error	FEIN in submitter record is required.
XML	Fatal Error	FEIN in submitter record does not match with the FEIN in system.
XML	Fatal Error	Contact Full Name in submitter record is required.
XML	Fatal Error	Contact Email Address in submitter record is required.
XML	Fatal Error	State Employer Account Number is required.
XML	Fatal Error	State Employer Account Number is either invalid or does not match with this account.
XML	Fatal Error	Reporting Period is required.
XML	Fatal Error	Reporting Period does not match with Total record.
XML	Fatal Error	Social Security Number is required.
XML	Fatal Error	Social Security Number is invalid.
XML	Fatal Error	There are duplicate SSNs. The system will not process the same SSN twice for a quarter.
XML	Informational Error	The SSN is 999-99-9999. This SSN will be included in wage base calculation.

97

FILE TYPE	ERROR TYPE	ERROR MESSAGE
XML	Fatal Error	Employee Last Name is required.
XML	Fatal Error	Employee First Name is required.
XML	Fatal Error	State Quarter Total Wages is required.
XML	Fatal Error	State Quarter Total Wages in is invalid.
XML	Informational Error	Number of Hours Worked is missing.
XML	Informational Error	Number of Hours Worked is invalid.
XML	Fatal Error	Owner/Officer Relationship is required.
XML	Fatal Error	Owner/Officer Relationship is invalid.
XML	Fatal Error	Out of State Taxable Wages is invalid.
XML	Fatal Error	Adjustment Reason code is required.
XML	Fatal Error	Adjustment Reason code is invalid.
XML	Fatal Error	State Employer Account Number is invalid or does not match with this account.
XML	Fatal Error	Reporting Period for EAN does not match with period selected.
XML	Fatal Error	Reporting Period for EAN is required.
XML	Fatal Error	Reporting Period for EAN does not match with period selected.
XML	Fatal Error	The 12th of the month data for month 1 is missing or invalid for employer record.
XML	Fatal Error	The 12th of the month data for month 2 is missing or invalid for employer record.
XML	Fatal Error	The 12th of the month data for month 3 is missing or invalid for employer record.
XML	Fatal Error	The No wage indicator is invalid. It should be either 1 or 0 and cannot be blank.

98

FILE TYPE	ERROR TYPE	ERROR MESSAGE
XML	Fatal Error	The No wage indicator is 1, but there are no Employee records followed. Please add the Employee records.
XML	Fatal Error	The No wage indicator is 0, but there are Employee records followed. Please remove the Employee records.
CSV	Fatal Error	State Quarter Total Wages in record {0} at position H is invalid.
CSV	Fatal Error	Out of State Taxable Wages in record {0} at position I is invalid
CSV	Fatal Error	Reporting Period in record {0} at position C does not match with report year selected in submission screen.
CSV	Fatal Error	Adjustment Reason in record {0} at position O is invalid.
CSV	Fatal Error	Adjustment Reason in record {0} at position O is required.
EFW2	Fatal Error	RE record should immediately follow the A record.
EFW2	Fatal Error	State Employer Account ID in line {0} at position 8-16 is required.
EFW2	Fatal Error	State Employer Account ID in line {0} at position 8-16 is either invalid or does not match with this account.
EFW2	Fatal Error	Report Quarter in line {0} at position {1}–{2} is required.
EFW2	Fatal Error	Report Quarter in line {0} at position 320 - 321 does not match with report quarter selected in submission screen.
EFW2	Fatal Error	Report Period at position 182-187 does not match with report period in RW record.
EFW2	Fatal Error	Report Period at position 182-187 is required.
EFW2	Fatal Error	Social Security Number at position 3-11 is invalid.

99

FILE TYPE	ERROR TYPE	ERROR MESSAGE
EFW2	Fatal Error	There are duplicate SSNs at position 3-11. The system will not process the same SSN twice for a quarter.
EFW2	Fatal Error	Social Security Number at position 3-11 is required.
EFW2	Fatal Error	Report Period at position 18-23 does not match with report period in RE record.
EFW2	Fatal Error	Report Period at position 18-23 is required.
Common	Fatal Error	Out Of State Gross Wages Amount is out of range.
Common	Fatal Error	Same SSN has been reported for the same location.

SUITS - Wage Report and Payment File Specifications