EMPLOYER SELF-SERVICE PORTAL (ESSP)
INTERFACE DOCUMENTATION
FILE FORMAT SPECIFICATIONS

Version 1.06

Updated: 7/17/2015

Document available at http://does.dc.gov/page/ui-taxes
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Version Control

Document Version	Release Date	List of Changes	Approved By
1.0	9/16/2014	Original document	Alena Svozil ESSP Program Manager
1.01	9/24/2014	Corrected version (2.2.4)	Alena Svozil
1.02	01/21/2015	Adding hours worked to XML file	Alena Svozil
1.03	02/06/2014	Clarifying middle initial specifications	Nick Lam
1.04	05/14/2014	Correcting XML excess wage example	Alena Svozil
1.05	06/24/2015	Adding no wage report XML example	Alena Svozil
1.06	07/16/2015	What's New? Section added	Nick Lam

1 What's New?

1.1 July 16, 2015

The following updates have been made to this document:

- Description of no wage report in XML file clarified
- Example of XML no wage report added

2 Introduction – Tax and Wage Reporting via ESSP

With the new UI Employer Self-Service Portal (ESSP), employers and agents reporting wages earned in the District will be able to submit their required reports online. Employers and agents will be able to submit the reports using manual entry, 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.

2.1 Project Scope

The Employer's Self-Service Portal includes the following project scope:

2.1.1 Registering new employer accounts:

- Create UI Account and generate UI account number
- Register a new employer
- Register predecessor/successor relationship
- Determine new employer's liability – automated determination
- Determine new employer's liability – escalated manual processing and approval by DOES staff where required by the law

2.1.2 Processing and adjusting wage and tax reports:

- View history of wage and tax reports submissions
- Submit quarterly or annual wage reports created by:
  - Direct data entry of wage records
  - Modification of previous wage and tax report
  - Data upload in standard file formats
  - Adjust wage and tax detail

2.1.3 Payment processing related to submitted wage and tax report:

- View history of payments related to wage and tax reports submissions
- Schedule ACH payment
- Submit ACH payment
- Request IRS 940 certification

2.2 System Functionalities

2.2.1 Third Party Administrator (TPA) Functions

The self-service portal will include the following functionalities for TPAs:

- Register a new TPA
- View and maintain employer account Information within agent's authorization
- View history of wage and tax report submissions for an individual employer's account
- View history of payments related to wage and tax report submissions for an individual employer's account
- Submit quarterly wage reports – single employer or multiple employer filings by data upload in standard data format
- Submit ACH payments – single employer or multiple employer filings related to submitted wage and tax report
- Request IRS 940 Re-Certification

2.2.2 DOES Staff Functionalities

The Self-Service Portal will include necessary functionalities for DOES staff to review information related to recent portal activities on employers' accounts:

- View recent portal activities related to new account registration and reporting/payment submissions
- Perform communication functions with employers and agents
- View individual employer's account and account activities performed by an employer or an agent

This document provides instructions on how to format, read, and use each file that is used for uploading data into ESSP or downloading data from ESSP. The individual chapters contain data upload file/record layout and confirmation file/record layout. The first section describes details of the file that the employers or their agent will upload into the ESSP. Employers or their agents will upload the incoming files. The system will process the incoming file and generate the outgoing confirmation file.

2.3 Interface File Definitions

2.3.1 Employers Filing of Wage Reports

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

- Chapter 1: Employer **ICESA** Interface File Definition
- Chapter 3: Employer **EFW2** Interface File Definition
- Chapter 5: Employer **XML** Interface File Definition
- Chapter 7: Employer **CSV** Interface File Definition

  - ✓ Each file may only contain the information for the submitter and for one quarter.
  - ✓ All file types can be submitted via the employer wage file upload processor via the employer wage file upload process.

2.3.2 Agents Submission of Wage Information

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

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

  - ✓ The file can 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.
  - ✓ All file types can be submitted via the employer wage file upload processor via the employer wage file upload process.

2.3.3 Agents Submission of Payments

Users authorized by employers can submit payments for a single or multiple client employers. Detailed information describing formatting rules, field positions, and their content is in the following chapter:

- Chapter 9: Agent Payment Submission – Payment Allocation File

  - ✓ The agents can download the payment allocation file into the ESSP, or they can upload the file containing the payment information about the agent's clients, modify the file to add the amount they would like to pay for each client, and then upload the file.

2.4 Confirmation Files

Each file type has specifications for the incoming file (provided by employer or agent) and the confirmation file (system generated). If the submitted file's size allows it to be processed in real time, the confirmation file will be generated immediately after submission. If the file is too large to process in real time, it will be processed in the evening batch processing jobs. If the file is processed by a batch process then the confirmation files will be available the next business day, after they have been processed.

3 Employer ICESA Interface File Definition

3.1 General Information

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

- There should be one record type A in the file.
- There can be multiple type S records in the file. There can only be one record type S for a SSN/employer/reporting period.
- There should be only one 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 record type E in the file.
- There should be one 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.

3.2 Employer ICESA Record Layouts

3.2.1 Record Type A

The record A row should contain information about who is submitting the file. The information contained in the record is:

- 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 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 40 characters.	Yes
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 25 characters.	Yes
139 - 140	State FIPS code	2	The two character FIPS code for DC: 11	Yes
141 - 153	Blanks	13	Fill with spaces	Fill with spaces

Location	Contents of Field	Field Length	Description	Required?
154 - 158	Transmitter Zip Code	5	The mailing address ZIP code of the business submitting the file. Include leading zeros.	Yes
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 159. If unknown, fill with spaces.	No, fill with spaces if you do not include the +4
164 - 193	Transmitter Contact	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 30 characters.	Yes
194 - 203	Transmitter Contact Telephone Number	10	Contact telephone number, include the area code. Numbers only, no special characters.	Yes
204 - 207	Telephone Extension/Box	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- 242	Blank	35	Fill with spaces	Fill with spaces
243 - 250	Media Creation Date	8	The date the file was created. Format as MMDDCCYY.	Yes
251 - 275	Blanks	25	Fill with spaces	Fill with spaces

3.2.2 Record Type E

The record type E should contain information about the employer for whom the report is being submitted. Information contained in this row 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	Should always be E	Yes
2 – 5	Report Year	4	Year for which the report is being filed. Format as CCYY.	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 50 characters of the employer's legal name. Left justify and fill with spaces if the name is less than 50 characters.	Yes

Location	Contents of Field	Field Length	Description	Required?
74 - 113	Address where work is performed in DC	40	The address where work is performed in DC. Left justify and fill with spaces if the address is less than 40 characters.	Yes
114 - 138	City	25	Contains 'Washington' followed by 15 spaces	Yes
139-140	Employer State	2	Contains 'DC'	Yes
141 - 148	Blanks	8	Fill with spaces	Fill with spaces
149 - 153	Zip Code Extension	5	Four digit extension of zip code, being sure to include the hyphen in position 149. Fill with spaces if there is no extension.	No
154 - 158	Zip Code	5	The business ZIP code	Yes
159 - 166	Blank	8	Fill with spaces	Fill with spaces
167 - 170	Taxing Entity Code	4	Contains 'UTAX'	Yes
171 - 172	State Identifier Code	2	Contains '11'	Yes
173 - 187	State Unemployment Insurance Account Number	15	The DC 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 0. Otherwise enter a 1. There should never be a 1 where there are not type S records in the file, and there should never be a 0 when there are type S records in the file.	Yes
191 - 275	Blanks	85	Fill with spaces	Fill with spaces

3.2.3 Record Type S

The Code S record is used to report wage and tax data for an individual employee. Data in the type S record includes:

- SSN
- Wages paid
- Name
- Employer UI account number
- Number of hours worked
  - ✓ There should be one record for each SSN/Employer and account ID/Year and Quarter. Do not generate a Code 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 Number	9	Employee's Social Security. number	Yes
11 - 30	Employee Last Name	20	Employee's last name. Left justify and fill with spaces if it is less than 20 characters.	Yes
31 - 42	Employee First Name	12	Employee's first name. Left justify and fill with spaces if it is less than 12 characters.	Yes
43 - 43	Employee Middle Initial	1	Employee's middle initial. If no middle initial, fill with spaces.	Yes
44 - 45	State Code	2	The state FIPS postal numeric code for the state to which wages are being reported. DC = 11	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. 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 3 characters and pad with zeros.	Yes
135 - 146	Blanks	12	Fill with spaces	Yes
147 - 161	State Unemployment Insurance Account Number	15	State UI employer account number. Right justify and fill with spaces.	Yes
162 - 176	Blanks	15	Fill with spaces	Fill with spaces

Location	Contents of Field	Field Length	Description	Required?
177-177	Adjustment Reason	1	Numeric - Reason code for adjustment to employee wages. 0 means original filing. Valid adjustment reason codes are 1, 2,3,4,5, 7, and 8. See appendix 12.2 for code values.	Yes
178 - 209	Blanks	32	Fill with spaces	Fill with spaces
210 - 210	Owner/Officer Relationship	1	Include the owner/officer relationship of the worker. See appendix 12.1 for code values.	Yes
211 - 214	Blanks	4	Fill with spaces	Fill with spaces
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
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 - 275	Blanks	43	Fill with spaces	Fill with spaces

3.2.4 Record Type T

The Code T record should contain the totals for all Code S records reported for the employer/reporting period. Information in the 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	Yes
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. Include the cents but no decimal. Right justify and pad with zeros. 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. For example 25.64 should be included as: 00000000002564	Yes
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. For example 25.64 should be included as: 00000000002564	Yes
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.	Yes

Location	Contents of Field	Field Length	Description	Required?
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.	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.	Yes
248 - 275	Blanks	28	Fill with spaces	Fill with spaces

3.2.5 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 in the type F record includes:

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

✓ The Code 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	Is data required in the field?
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.	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. 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

3.3 Employer ICESA Confirmation File

The confirmation file will be generated after the incoming file has been processed. It will contain the processing status of each record as well as system calculated total wages and tax and administrative assessment due for the quarter.

3.3.1 Record Type A

The record A row will contain information about who submitted the input file. The information contained in the record is:

- Year for which the report is being filed
- Employer state UI account number
- Name and address for the submitter
- Contact information for the submitter

✓ The confirmation (outgoing) record type A will be a duplicate of the incoming record type A.

Below is a description for each field in the record.

Location	Contents of Field	Field Length	Description
1- 1	Record Identifier	1	Always A
2 – 5	Report Year	4	Year for which report is being filed. Formatted as CCYY.
6 – 14	Submitters FEIN	9	The business' FEIN; numbers only.
15 – 23	Blanks	9	Filled with spaces
24 – 73	Business Name	50	The legal name of the business submitting the file. Left justified and filled with spaces if it is less than 50 characters.
74 – 113	Business Address	40	The mailing address of the business submitting the file. Left justified and filled with spaces if it is less than 40 characters.
114 – 138	Business City	25	The mailing address city of the business submitting the file Left justified and filled with spaces if it is less than 25 characters.
139 - 140	State FIPS code	2	Two character FIPS code for DC: 11
141 - 153	Blanks	13	Filled with spaces
154 - 158	Transmitter Zip Code	5	The mailing address ZIP code of the business submitting the file. Will include leading zeros.
159 - 163	Transmitter ZIP code extension (+4)	5	Will be the mailing address ZIP code extension of the business submitting the file. Will include the hyphen in the first character if it is populated.
164 - 193	Transmitter Contact	30	Will be the first and last name of individual from submitting business who is responsible for the accuracy and completeness of the wage report. Will be left justified and filled with spaces if less than 30 characters.
194 - 203	Transmitter Contact Telephone Number	10	Contact telephone number, include the area code. Will be numbers only, no special characters.

Location	Contents of Field	Field Length	Description
204 - 207	Telephone Extension/Box	4	Contact telephone number extension (if any). If there is no extension, will be filled with spaces.
208- 242	Blank	35	Will be filled with spaces
243 - 250	Media Creation Date	8	Will be the date the confirmation file was generated. Will be formatted as MMDDCCYY.
251 - 275	Blanks	25	Will be filled with spaces

3.3.2 Record Type E

The record type E will contain information about the employer for whom the report has been submitted. Information contained in this row includes:

- The business FEIN
- The employer name and address
- The state unemployment insurance account number
- The number of employee records

✓ The confirmation record type E will be a duplicate of the incoming record type E.

Below is a description for each field in the record.

Location	Contents of Field	Field Length	Description
1- 1	Record Identifier	1	Will always be E
2 – 5	Report Year	4	Year for which the report was filed. Formatted as CCYY.
6 – 14	Federal EIN (FEIN)	9	The business FEIN; numbers only, will not include the hyphen.
15 – 23	Blanks	9	Will be filled with spaces
24 - 73	Employer's Legal Name	50	The first 50 characters of the employer's legal name. Will be left justified and filled with spaces if the name is less than 50 characters.
74 - 113	Address where work is performed in DC	40	The address where work is performed in DC. Will be left justified and filled with spaces if the address is less than 40 characters.
114 - 138	City	25	Will be Washington followed by 15 spaces
139-140	Employer State	2	Will be DC
141 - 148	Blanks	8	Will be filled with spaces
149 - 153	Zip Code Extension	5	The four digit extension of zip code, the hyphen will be in position 149. Will be spaces if there was no extension in the original file.
154 - 158	Zip Code	5	The business ZIP code
159 - 166	Blank	8	Will be filled with spaces
167 - 170	Taxing Entity Code	4	Will be UTAX
171 - 172	State Identifier Code	2	Will be 11
173 - 187	State Unemployment Insurance Account Number	15	Will be the DC UI employer account number from original file. Will be left justified and filled with spaces.

Location	Contents of Field	Field Length	Description
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
190 - 190	No wage report indicator	1	Will contain the value from the original report, record E.
191 - 275	Blanks	85	Will be filled with spaces

3.3.3 Record Type S

The Code S record will contain wage and tax data for an employee.
Data in the type S record includes:

- SSN
- Wages paid
- Name
- Employer UI account number
- Number of hours worked
- Processing code*

✓ Each record contained in the incoming file will be contained in the outgoing file with one modification to the record.
✓ *The last four characters of the file will contain a processing code letting the employer know if the record was successfully processed or not.

Below is a description for each field in the record.

Location	Contents of Field	Field Length	Description
1- 1	Record Identifier	1	Will be S
2 - 10	Social Security Number	9	Employee's Social Security number
11 - 30	Employee Last Name	20	Employee’s last name. Will be left justified and filled with spaces if it is less than 20 characters.
31 - 42	Employee First Name	12	Employee’s first name. Will be left justified and filled with spaces if it is less than 12 characters.
43 - 43	Employee Middle Initial	1	Employee’s middle initial. Will be a space if no middle initial was available.
44 - 45	State Code	2	The State FIPS postal numeric code for the state to which wages are being reported. Will be DC= 11
46 - 63	Blanks	18	Will be filled with spaces
64 - 77	State QTR Unemployment Insurance Total Wages	14	Employee’s UI covered wages. Will include the cents but no decimal. Will be right justified and filled with zeros. For example $25.64 will be recorded as: 00000000002564
78 - 131	Blanks	54	Will be filled with spaces

Location	Contents of Field	Field Length	Description
132 - 134	Number of Hours Worked	3	The number of hours the employee worked in the reporting period. Right justified and filled with zeros if less than three digits are used.
135 - 146	Blanks	12	Will be filled with spaces
147 - 161	State Unemployment Insurance Account Number	15	The state UI employer account number. Will be left justified and filled with spaces.
162 - 176	Blanks	15	Will be filled with spaces
177-177	Adjustment Reason	1	Adjustment Reason code. See appendix 12.2 for code values.
178 - 209	Blanks	32	Will be filled with spaces
210 - 210	Owner/Officer Relationship	1	Owner/officer relationship of the worker. See appendix 12.1 for code values.
211 - 214	Blanks	4	Will be filled with spaces
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
221 - 226	Month the employee was first employed	6	The month and year when the employee was first employed, , e.g., "031997”. May be filled with spaces if the data was not provided.
227 - 232	Month the employee became separated from employment	6	The month and year when the employee was separated, e.g., "031997". May be filled with spaces if the data was not provided.
233 - 271	Blanks	39	Will be filled with spaces
272-275	Processing Code	4	Will contain information on the processing status of the record. See appendix 0 for code values.

3.3.4 Record Type T

The record type T will contain the totals for all record type S records reported for the employer/reporting period.

The totals will only include information from Type S records that were processed. Wages from unprocessed records will not be included in the totals. The outgoing Record type T will contain system calculated totals. This will allow the employer to compare the totals calculated by their systems to the totals calculated by the DOES system.

Below is a description for each field in the record.

Location	Field Name	Field Length	Description
1- 1	Record Identifier	1	Will be T
2 - 8	Total Number of Employees	7	The total number of "S" records processed for an EIN/Reporting period. Will be right justified and filled with zeros.
9 - 26	Blanks	18	Will be filled 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 from processed S records for the employer/reporting period. Will be right justified and filled with zeros. For example $25.64 will be stored as: 00000000002564
41 - 54	State QTR Unemployment Insurance Excess Wages for Employer	14	Quarterly excess UI wages for the employer/reporting period. Will be right justified and filled with zeros. For example $25.64 will be recorded as: 00000000002564 This is the system calculated amount.
55 - 68	State QTR Unemployment Insurance Taxable Wages For Employer	14	Quarterly taxable UI wages for the employer/reporting period. Will be right justified and filled with zeros. For example $25.64 will be recorded as: 00000000002564 This is the system calculated amount.
69 - 81	Blank	13	Fill with spaces
82 -87	U.I. Tax Rate This Quarter	6	The employer U.I. tax rate for this reporting period. Decimal point followed by 5 digits, e.g., 2.7% = .02700.
88 - 100	State QTR U.I. Taxes Due	13	Calculated taxes due for the employer/reporting period. Calculation will be based on processed records only.
101 - 111	Blank	11	Will be filled with spaces
112 - 122	Interest	11	Interest due for this quarter (if any). Will include dollars and cents with no decimal. Will be right justified and filled with zeros, for example $25.43 will be recorded as: 00000002543
123 - 133	Penalty	11	Penalty due for this quarter (if any). Will include dollars and cents with no decimal. Will be right justified and filled with zeros, for example $25.43 will be recorded as: 00000002543
134 - 148	Blanks	15	Will be filled with spaces

Location	Field Name	Field Length	Description
149 - 159	Administrative Assessment Amount	11	System calculated administrative assessments due. If no assessment is calculated will be filled with zeros Will include dollars and cents with no decimal. Will be right justified and filled with zeros, for example $25.43 will be recorded as: 00000002543
160 - 226	Blanks	67	Will be filled 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 in the first month of the quarter. Will be right justified and filled with zeros.
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. Will be right justified and filled with zeros.
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. Will be right justified and filled with zeros.
248 - 275	Blanks	28	Will be filled with spaces

3.3.5 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 in the type F record includes:

- Total number of type S records
- Total gross wages
- Total employment

✓ The record will duplicate the original F record.

Below is a description for each field in the record.

Location	Contents of Field	Field Length	Description
1- 1	Record Identifier	1	Will be F
2 - 11	Total Number of Employees in File	10	The total number of "S" records in the entire file. Will be right justified and filled with zeros
12 – 40	Blank	29	Will be filled with spaces
41 - 55	Quarterly State Unemployment Insurance Total Wages in File	15	Quarterly gross wages subject to state U.I. tax in this field on all "S" records in the file - total of all gross wages. Will be right justified and filled with zeros with dollars and the cents but no decimal. For example $25.64 will be recorded as: 000000000002564
56 – 275	Blank	220	Will be filled with spaces

4 Agent ICESA Interface File Definition

4.1 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 record type A in the file.
- There can be multiple type S records in the file. There can only be one record type S for an SSN/Employer/reporting period.
- There can be multiple 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 type T record for the period, but no type S records.
- There should be one 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 an SSN record is rejected for any reason, then the entire employer record associated with that SSN will be rejected.

4.2 Agent ICESA Record Layouts

4.2.1 Record Type A

The record A row will contain information about who is submitting the file. The information contained in the record is:

- 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 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 40 characters.	Yes

Location	Contents of Field	Field Length	Description	Required?
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 25 characters.	Yes
139 - 153	Blanks	15	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.	Yes
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 159. If unknown, fill with spaces.	No, fill with spaces if you do not include the +4
164 - 193	Transmitter Contact	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 30 characters.	Yes
194 - 203	Transmitter Contact Telephone Number	10	Contact telephone number, include the area code. Numbers only, no special characters.	Yes
204 - 207	Telephone Extension/Box	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- 242	Blank	35	Fill with spaces	Fill with spaces
243 - 250	Media Creation Date	8	The date the file was created. Format as MMDDCCYY.	Yes
251 - 275	Blanks	25	Fill with spaces	Fill with spaces

4.2.2 Record Type E

The record type E should contain information about each employer for whom the report is being submitted. Information contained in this row 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	Should always be E	Yes
2 – 5	Report Year	4	Year for which the report is being filed. Format as CCYY.	Yes
6 – 14	Federal EIN (FEIN)	9	The business FEIN; numbers only, do not include the hyphen.	Yes

Location	Contents of Field	Field Length	Description	Required?
15 – 23	Blanks	9	Fill with spaces	Fill with spaces
24 - 73	Employer's Legal Name	50	The first 50 characters of the employer's legal name. Left justify and fill with spaces if the name is less than 50 characters.	Yes
74 - 113	Address where work is performed in DC	40	The address where work is performed in DC. Left justify and fill with spaces if the address is less than 40 characters.	Yes
114 - 138	City	25	Contains 'Washington' followed by 15 spaces	Yes
139-140	Employer State	2	Contains 'DC'	Yes
141 - 148	Blanks	8	Fill with spaces	Fill with spaces
149 - 153	Zip Code Extension	5	Four digit extension of zip code, being sure to include the hyphen in position 149. Fill with spaces if there is no extension.	No
154 - 158	Zip Code	5	The business ZIP code	Yes
159 - 166	Blank	8	Fill with spaces	Fill with spaces
167 - 170	Taxing Entity Code	4	Contains 'UTAX'	Yes
171 - 172	State Identifier Code	2	Contains '11'	Yes
173 - 187	State Unemployment Insurance Account Number	15	The DC 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 0. Otherwise enter a 1. There should never be a 1 where there are not type S records in the file, and there should never be a 0 when there are type S records in the file.	Yes
191 - 275	Blanks	85	Fill with spaces	Fill with spaces

4.2.3 Record Type S

The Code S record is used to report wage and tax data for an employee.
Data in the type S record includes:

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

✓ There should be one record for each SSN/Employer account ID/Year and Quarter. Do not generate a Code 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 Number	9	Employee's Social Security number.	Yes
11 - 30	Employee Last Name	20	Employee's last name. Left justify and fill with spaces if it is less than 20 characters.	Yes
31 - 42	Employee First Name	12	Employee's first name. Left justify and fill with spaces if it is less than 12 characters.	Yes
43 - 43	Employee Middle Initial	1	Employee's middle initial. If no middle initial, filled with a space.	Yes
44 - 45	State Code	2	The state FIPS postal numeric code for the state to which wages are being reported. DC = 11	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 paid in the quarter. Include the cents but no decimal. Right justify and pad with zeros. 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 3 characters and pad with zeros.	Yes
135 - 146	Blanks	12	Enter blanks	Yes
147 - 161	State Unemployment Insurance Account Number	15	State UI employer account number. Left justify and fill with spaces.	Yes
162 - 176	Blanks	15	Fill with spaces	Fill with spaces

Location	Contents of Field	Field Length	Description	Required?
177-177	Adjustment Reason	1	Numeric – Adjustment Reason code for adjustment to employee wages. 0 means original filing. Valid adjustment reason codes are 1, 2,3,4,5,7,8. See appendix 12.2 for code values.	Yes
178 - 209	Blanks	32	Fill with spaces	Fill with spaces
210 - 210	Owner/Officer Relationship	1	Owner/officer relationship of the worker. See appendix 12.1 for code values.	Yes
211 - 214	Blanks	4	Fill with spaces	Fill with spaces
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
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 - 275	Blanks	43	Fill with spaces	Fill with spaces

4.2.4 Record Type T

The Code T record will contain the totals for all Code S records reported for the employer/reporting period. Information in the 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 can be multiple T Record Types in the file. There should be one record type T for each Employer Account ID/reporting period. If the employer paid no wages in the quarter, include a type T record for the employer/period and enter zeros for the total wages paid in the quarter, taxable, and excess wages. Do not include any 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.	Yes
9 - 26	Blank	18	Fill with spaces	Fill with spaces

Location	Contents of Field	Field Length	Description	Required?
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 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. For example $15.90 should be included as:00000000001590	Yes
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. For example $15.90 should be included as:00000000001590	Yes
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 included the 12th of month for the first month of the quarter. Right justify and pad with zeros.	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.	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.	Yes
248 - 275	Blanks	28	Fill with spaces	Fill with spaces

4.2.5 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 in the type F record includes:

- Total number of type S records in the file
- Total gross wages of all type T records
- Total 12th of the month employment data from the type T records

✓ The Code 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 - 8	Total Number of Employees in File	7	The total number of "S" records in the entire file. Right justify and pad with zeros	Yes
9– 40	Blank	32	Fill with spaces	Fill with spaces
41 - 54	Quarterly State Unemployment Insurance Total Wages in File	14	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. Include the cents but no decimal.	Yes
55 – 275	Blank	221	Fill with spaces	Fill with spaces

4.3 Agent ICESA Confirmation File

The confirmation file will be generated after the incoming file has been processed. It will contain the processing status of each record as well as system calculated wages and tax and administrative assessment due for the quarter for each employer/period.

4.3.1 Record Type A

The record A row will contain information about who submitted the input file. The information contained in the record is:

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

✓ The confirmation record type A will be a duplicate of the incoming record type A.

Below is a description for each field in the record.

Location	Contents of Field	Field Length	Description
1- 1	Record Identifier	1	Will always be A
2 – 5	Report Year	4	Year for which report is filed. Will be in format as CCYY
6 – 14	Submitters FEIN	9	The business' FEIN; numbers only, without the hyphen or dash
15 – 23	Blanks	9	Will be filled with spaces
24 – 73	Business Name	50	The legal name of the business submitting the file. Will be left justified and filled with spaces if it is less than 50 characters.
74 – 113	Business Address	40	The mailing address of the business submitting the file. Will be left justified and filled with spaces if it is less than 40 characters.
114 – 138	Business City	25	The mailing address city of the business submitting the file Will be left justified and filled with spaces if it is less than 25 characters.
139 - 140	State FIPS code	2	The two character FIPS code for DC: 11
141 - 153	Blanks	13	Will be filled with spaces
154 - 158	Transmitter Zip Code	5	The mailing address ZIP code of the business submitting the file. Will include leading zeros.
159 - 163	Transmitter ZIP code extension (+4)	5	The mailing address ZIP code extension of the business submitting the file. Will include the hyphen in position 159. Will be filled with spaces if not included in inbound file.
164 - 193	Transmitter Contact	30	First and last name of individual from submitting business who is responsible for the accuracy and completeness of the wage report. The names will be formatted as: First name<space>last name, Will be left justified and filled with spaces if less than 30 characters.
194 - 203	Transmitter Contact Telephone Number	10	Contact telephone number, include the area code. Will be numbers only, no special characters.

Location	Contents of Field	Field Length	Description
204 - 207	Telephone Extension/Box	4	Contact telephone number extension (if any) If there is no extension, fill with spaces.
208- 242	Blank	35	Will be filled with spaces
243 - 250	Media Creation Date	8	Will be the date the confirmation file was generated. Will be formatted as MMDDCCYY.
251 - 275	Blanks	25	Will be filled with spaces

4.3.2 Record Type E

The record type E will contain information about each employer for whom the report has been submitted. Information contained in this row includes:

- The business FEIN
- The employer name and address
- The state unemployment insurance account number
- The number of employee records

✓ The confirmation record type E will be a duplicate of the incoming record type E.

Below is a description for each field in the record.

Location	Contents of Field	Field Length	Description
1- 1	Record Identifier	1	Will always be E
2 – 5	Report Year	4	Year for which the report was filed. Formatted as CCYY.
6 – 14	Federal EIN (FEIN)	9	The business FEIN; numbers only, will not include the hyphen.
15 – 23	Blanks	9	Will be filled with spaces
24 - 73	Employer's Legal Name	50	The first 50 characters of the employer's legal name. Will be left justified and filled with spaces if the name is less than 50 characters.
74 - 113	Address where work is performed in DC	40	The address where work is performed in DC. Will be left justified and filled with spaces if the address is less than 40 characters.
114 - 138	City	25	Will be Washington followed by 15 spaces
139-140	Employer State	2	Will be DC
141 - 148	Blanks	8	Will be filled with spaces
149 - 153	Zip Code Extension	5	The four digit extension of zip code, the hyphen will be in position 149. Will be spaces if there was no extension in the original file.
154 - 158	Zip Code	5	The business ZIP code
159 - 166	Blank	8	Will be filled with spaces
167 - 170	Taxing Entity Code	4	Will be UTAX
171 - 172	State Identifier Code	2	Will be 11
173 - 187	State Unemployment Insurance Account Number	15	Will be the DC UI employer account number from original file. Will be left justified and filled with spaces.

Location	Contents of Field	Field Length	Description
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
190 - 190	No wage report indicator	1	Will contain the value from the original report, record E.
191 - 275	Blanks	85	Will be filled with spaces

4.3.3 Record Type S

The Code S record will contain wage and tax data for an employee.
Data in the type S record includes:

- SSN
- Wages paid
- Name
- Employer UI account number
- Number of hours worked
- Processing code*

✓ Each record contained in the incoming file will be contained in the outgoing file with one modification to the record.
✓ *The last four characters of the file will contain a processing code letting the employer know if the record was successfully processed or not.

Below is a description for each field in the record.

Location	Contents of Field	Field Length	Description
1- 1	Record Identifier	1	Will be S
2 - 10	Social Security Number	9	Employee's Social Security number
11 - 30	Employee Last Name	20	Employee's last name. Will be left justified and filled with spaces if it is less than 20 characters.
31 - 42	Employee First Name	12	Employee's first name. Will be left justified and filled with spaces if it is less than 12 characters.
43 - 43	Employee Middle Initial	1	Employee's middle initial. If no middle initial, will be a space.
44 - 45	State Code	2	Will be the State FIPS postal numeric code for the state to which wages are being reported. DC = 11
46 - 63	Blanks	18	Will be filled with spaces
64 - 77	State QTR Unemployment Insurance Total Wages	14	Employee's UI covered wages. Will include the cents but no decimal. Will be right justified and filled with zeros. For example $16.44 will be recorded as: 00000000001644
78 - 131	Blanks	54	Will be filled with spaces

Location	Contents of Field	Field Length	Description
132 - 134	Number of Hours Worked	3	The number of hours the employee worked in the reporting period. Will be right justified and filled with zeros if the number is less than 3 characters.
135 - 146	Blanks	12	Will be filled with spaces
147 - 161	State Unemployment Insurance Account Number	15	The state UI employer account number. Will be left justified and fill with spaces.
162 - 176	Blanks	15	Will be filled with spaces
177-177	Adjustment Reason	1	Numeric – Adjustment Reason code for adjustment to employee wages. See appendix 12.2 for code values.
178 - 209	Blanks	32	Will be filled with spaces
210 - 210	Owner/Officer Relationship	1	Include the owner/officer relationship of the worker. See appendix 12.1 for code values.
211 - 214	Blanks	4	Will be filled with spaces
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
221 - 226	Month the employee was first employed	6	The month and year when the employee was first employed, e.g., "031997”. May be filled with spaces.
227 - 232	Month the employee became separated from employment	6	The month and year when the employee was separated, e.g., "031997". May be filled with spaces.
233 - 271	Blanks	39	Will be filled with spaces
272 - 275	Processing Code	4	Will contain information on the processing status of the record. See appendix 0 for code values.

4.3.4 Record Type T

The record type T will contain the totals for all record type S records reported for the employer/reporting period.

The totals will only include information from Type S records that were processed. Wages from unprocessed records will not be included in the totals. The outgoing Record type T will contain system calculated totals. This will allow the agent to compare the totals reported to the totals calculated.

Below is a description for each field in the record.

Location	Field Name	Field Length	Description
1- 1	Record Identifier	1	Will be T
2 - 8	Total Number of Employees	7	The total number of "S" records processed for an EIN/Reporting period. Will be right justified and filled with zeros.
9 - 26	Blanks	18	Will be filled 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 from processed S records for the employer/reporting period. Include the cents but no decimal. Will be right justified and filled with zeros. For example $34.56 will be recorded as 00000000003456
41 - 54	State QTR Unemployment Insurance Excess Wages for Employer	14	System calculated quarterly excess UI wages for the employer/reporting period. Include the cents but no decimal. Will be right justified and filled with zeros. For example $34.56 will be recorded as 00000000003456
55 - 68	State QTR Unemployment Insurance Taxable Wages For Employer	14	System calculated quarterly taxable UI wages for the employer/reporting period. Will be right justified and filled with zeros. For example $34.56 will be recorded as 00000000003456
69 - 81	Blank	13	Will be filled with spaces
82 -87	U.I. Tax Rate This Quarter	6	The employer U.I. tax rate for this reporting period. Decimal point followed by 5 digits, e.g., 2.7% = .02700.
88 - 100	State QTR U.I. Taxes Due	13	System calculated UI taxes due for the employer/reporting period. Calculation will be based on processed records only.
101 - 111	Blank	11	Will be filled with spaces
112 - 122	Interest	11	System calculated interest due for this quarter (if any). Will be right justified and filled with zeros. Will include cents but no decimal. For example $34.56 will be recorded as 00000000003456
123 - 133	Penalty	11	System calculated penalty due for this quarter (if any). Include the cents but no decimal. Will be right justified and filled with zeros. Will include cents but no decimal. For example $56.78 will be recorded in the file as: 00000005678
134 - 148	Blanks	15	Will be filled with spaces

Location	Field Name	Field Length	Description
149 - 159	Administrative Assessment Amount	11	Any system calculated administrative assessments due. If no assessment is calculated, will be filled with zeros. Include dollars and cents with no decimal. Right justify and pad with zeros. For example $25.43 will be recorded as: 00000002543
160 - 226	Blanks	67	Will be filled 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. Will be right justified and filled with zeros.
234 - 240	Month 2 Employment for Employer	7	Total employees for the employer/period who were on the payroll that included the 12th of month for the second month of the quarter. Will be right justified and filled with zeros.
241 - 247	Month 3 Employment for Employer	7	Total employees for the employer/period who were included in the payroll for the payroll period that included the 12th of month for the third month of the quarter. Will be right justified and filled with zeros.
248 - 275	Blanks	28	Will be filled with spaces

4.3.5 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 in the type F record includes:

- Total number of type S records
- Total gross wages
- Total employment

✓ The record will duplicate the original F record.

Below is a description for each field in the record.

Location	Contents of Field	Field Length	Description
1- 1	Record Identifier	1	Will be F
2 - 11	Total Number of Employees in File	10	The total number of "S" records in the entire file. right justified and filled with zeros
12 – 40	Blank	29	Will be filled with spaces
41 - 55	Quarterly State Unemployment Insurance Total Wages in File	15	Quarterly wages subject to state U.I. tax in this field on all "S" records in the file - total of all gross wages. Right justified and filled with zeros. Include the cents but no decimal. For example $32.24 will be recorded as: 000000000003224
56 – 275	Blank	220	Will be filled with spaces

5 Employer EFW2 Interface File Definition

5.1 General Information

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

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

5.1.1 Fixed Length Records

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

- Record type **RA: Submitter Record**
  - There should be one transmitter record per file.
  - This record will contain information about the entity submitting the file. This could be employer or agent information.
  - The record RA MUST be the first row in the file.
- Record Type **RV: Employer Totals Record**
  - There should be one total record per file.
  - This record contains the totals for all type S records in the file.
- Record Type **RS: Employee Record**
  - There should be one employee record for each employee for whom wages are being reported.
  - This record contains individual employee wage information. There may be a single or multiple employee records in the file.
- Record Type **RF: Final Record**
  - There should be one final record per file.
  - This record indicates the end of the file and MUST be the last row in each file.

✓ The confirmation (output) files will be generated by the system when the wage file is processed. It will contain the same records as the input 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.

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.

- 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, not blanks or spaces.

5.2 Employer EFW2 Record Layouts

5.2.1 RA Record: Submitter Record

The RA record identifies the organization submitting the file. There is only one 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	Company Name	57	The company name. Left justify and fill with spaces.	Yes
95-116	Mailing Address ATTN Line	22	The company's mailing address line 2 (Attention, Suite, Room Number, etc.). Left justify and fill with spaces.	Yes
117-138	Mailing Address	22	The company's mailing address line 1 (Street or Post Office Box). Left justify and fill with spaces.	Yes
139-160	City	22	The company's mailing address city. Left justify and fill with spaces.	Yes
161-162	State Abbreviation	2	The company's mailing address State or commonwealth/ territory. Use postal abbreviations.	Yes
163-167	ZIP Code	5	The company's mailing address ZIP code.	Yes
168-171	ZIP Code Extension	4	The company's four-digit extension of the mailing address ZIP code. If not applicable, fill with spaces. Do not include the hyphen.	Yes
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	Location Address	22	The submitter's physical address line 2 (Attention, Suite, Room, Number, etc.). Left justify and fill with spaces.	Yes
296-317	Delivery Address	22	The submitter's physical address (Street or	Yes

Location	Field Name	Length	Field Specifications	Required?
			Post Office Box). Left justify and fill with spaces.	
318-339	City	22	The submitter's physical address city. Left justify and fill with spaces.	Yes
340-341	State Abbreviation	2	The submitter's physical address State or commonwealth/territory Use postal abbreviations.	Yes
342-346	ZIP Code	5	The submitter's physical address ZIP code.	Yes
347-350	ZIP Code Extension	4	The submitter's physical address four-digit extension of the ZIP code. If not applicable, fill with spaces.	Yes
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.	Yes
438-442	Contact Phone Extension	5	The contact's telephone extension. Left justify and fill with spaces.	Yes
443-445	Blanks	3	Fill with spaces	Fill with spaces
446-485	Contact E-Mail/ Internet	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.	Yes
499-512	Blanks	14	Fill with spaces	Fill with spaces

5.2.2 RV Record: Employer Totals

The RV record will contain totals reported. There will be one RV record for each employer EFW2 interface file and reporting period. The records will contain 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 RV	Yes
3-17	DC State Employer Account Number (SUI)	15	Employer Account Number assigned by DOES for reporting. Right justify and pad with zeros.	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. 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. Include the cents but no decimal. For example $25.64 should be included as: 00000000000000002564	Yes
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	Yes
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.	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.	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.	Yes
119-512	Blanks	394	Fill with spaces	Fill with

Location	Field Name	Length	Field Specifications	Required?
				spaces

5.2.3 RS Record: Employee State Wage Record

The RS records include the individual wage records for an SSN. Include one 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 RS	Yes
3-9	Blanks	7	Fill with spaces	Fill with spaces
10-18	Social Security Number (SSN)	9	The employee's SSN as shown on the original/replacement SSN card issued by SSA. If no SSN is available, fill with nines (999999999).	Yes
19-33	Employee First Name	15	The employee's first name as shown on the SSN card. Left justify and fill with spaces.	Yes
34-34	Employee Initial	1	If applicable, include the employee's initial	No
35-48	Blanks	14	Fill with spaces	Fill with spaces
49-68	Employee Last Name	20	The employee's last name as shown on the SSN card. Left justify and fill with spaces.	Yes
69-72	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
73-194	Blanks	122	Fill with spaces	Fill with spaces
195-196	Adjustment Reason	2	Numeric – Adjustment Reason code for adjustment to employee wages. See appendix 12.2 for code values.	Yes
197-202	Reporting Period	6	The last month and four-digit year for the calendar quarter for which this report applies; e.g., “032013” for January through March of 2013.	Yes
203-213	State Quarterly Unemployment Insurance Total (Gross) Wages	11	Right justify and fill with zeros. Do not include the decimal. For example $25.64 should be included as: 00000002564	Y
214-223	Not used	10	Fill with spaces	Fill with spaces
224-224	Owner/Officer Relationship	1	The owner/officer relationship of the worker.	Y

Location	Field Name	Length	Field Specifications	Required?
			See appendix 12.1 for code values.	
225-227	Number of Hours Worked	3	The number of hours worked during reporting period.	Yes
228-247	Not used	20	Fill with spaces	Fill with spaces
248-267	State Employer Account Number (SUI)	20	The DC UI account number. Right justify and fill with spaces.	Yes
268-275	Blanks	8	Fill with spaces	Fill with spaces
276-307	Adjustment reason. Other explanation	32	Include the reason for adjustment if adjustment code = 08. Left justify and fill with spaces.	Only if adj. reason = 8 or fill with spaces
308-512	Not used	205	Fill with spaces	Fill with spaces

5.2.4 RF Record: Totals

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 RS Records	9	The total number of RS records reported on the entire file. Right justify and fill with zeros.	Yes
17-36	Total wages reported in file	20	The sum of gross wages reported in file. Right justify and fill with zeros. For example $25.64 should be included as: 00000000000000002564	Yes
37-512	Blanks	476	Fill with spaces	Fill with spaces.

5.3 Employer EFW2 Confirmation File

This outbound file is generated by the DC UI system. The file will contain system calculated totals and the UI tax and administrative assessment due for the period. Each employee record will contain a processing code which will indicate if the record could be processed. The outgoing file contains the following fixed length records identified by the first two characters of the record:

5.3.1 RA Record: Submitter Record

The RA record identifies the organization submitting the file. There is only one RA record, and it must be the first data record on each file. The submitter record will not be modified, the outgoing file will = the input file.

Below is a description for each field in the record.

Location	Field Name	Length	Field Specifications
1-2	Record Identifier	2	Will be RA
3-11	Submitter's FEIN	9	Will be submitter's FEIN. Numbers only.
12-28	Blanks	17	Will be filled with spaces.
29	Resub Indicator	1	Will be “0” (zero).
30-37	Blanks	8	Will be filled with spaces.
38-94	Company Name	57	Will be the company name. Left justified and filled with spaces.
95-116	Mailing Address ATTN Line	22	Will be the company's mailing address line 2 (Attention, Suite, Room Number, etc.). Left justified and filled with spaces
117-138	Mailing Address	22	Will be the company’s mailing address line 1 (Street or Post Office Box). Left justified and filled with spaces.
139-160	City	22	Will be the company's mailing address city. Left justified and filled with spaces.
161-162	State Abbreviation	2	Will be the company's mailing address State or commonwealth/ territory. Use postal abbreviations
163-167	ZIP Code	5	Will be the company's mailing address ZIP code.
168-171	ZIP Code Extension	4	Will be the company's four-digit extension of the mailing address ZIP code. If not applicable, will be filled with spaces.
172-216	Blanks	45	Will be filled with spaces.
217-273	Submitter Name	57	Will be the name of the organization to receive error notification if this file cannot be processed. Left justified and filled with spaces.
274-295	Location Address	22	Will be the submitter's physical address line 2 (Attention, Suite, Room, Number, etc.). Left justified and filled with spaces.
296-317	Delivery Address	22	Will be the submitter's physical address (Street or Post Office Box). Left justified and filled with spaces.
318-339	City	22	Will be the submitter's physical address city. Left justified and filled with spaces.
340-341	State Abbreviation	2	Will be the submitter's physical address State or

Location	Field Name	Length	Field Specifications
			commonwealth/territory Use postal abbreviations.
342-346	ZIP Code	5	Will be the submitter's physical address ZIP code.
347-350	ZIP Code Extension	4	Will be the submitter's physical address four-digit extension of the ZIP code. If not applicable, will be filled with spaces.
351-395	Blanks	45	Will be filled with spaces
396-422	Contact Name	27	Will be the name of the person to be contacted by the agency concerning processing problems. Left justified and filled with spaces.
423-437	Contact Phone Number	15	Will be the contact's telephone number with numeric values only (including area code). Do not use any special characters. Example: 1232345678 Left justified and filled with spaces.
438-442	Contact Phone Extension	5	The contact's telephone extension. Left justify and fill with spaces.
443-445	Blanks	3	Will be filled with spaces
446-485	Contact E-Mail/ Internet	40	Will be the contact’s Email address in standard format.
486-488	Blanks	3	Will be filled with spaces
489-498	Contact Fax	10	If applicable, will be the contact’s fax number (including area code). Otherwise, will be filled with spaces. For U.S. and U.S. territories only.
499-512	Blanks	14	Will be filled with spaces.

5.3.2 RS Record: Employee State Wage Record

The RS record includes the individual wage records for each SSN. The RS records will be modified from the input file. The last four characters in the file will contain an error code if the record could not be processed. If the last four characters = 0000 then the row was successfully processed.

Below is a description for each field in the record.

Location	Field Name	Length	Field Specifications
1-2	Record Identifier	2	Will be RS
3-9	Blanks	7	Will be filled with spaces
10-18	Social Security Number (SSN)	9	Will be the employee’s SSN
19-33	Employee First Name	15	Will be the employee's first name. Left justified and filled with spaces.
34-48	Employee Middle Name or Initial	15	The employee's middle name or initial Left justified and filled with spaces Otherwise, filled with spaces.
49-68	Employee Last Name	20	Will be the employee's last Left justified and filled with spaces.
69-72	Suffix	4	If applicable, will be the employee's alphabetic suffix.

Location	Field Name	Length	Field Specifications
			For example: SR, JR Left justified and filled with spaces. Otherwise, filled with spaces.
73-194	Blanks	122	Will be filled with spaces
195-196	Adjustment Reason	2	Numeric – Adjustment Reason code for adjustment to employee wages. See appendix 12.2 for code values.
197-202	Reporting Period	6	The last month and four-digit year for the calendar quarter for which this report applies; e.g., "032013" for January through March of 2013.
203-213	State Quarterly Unemployment Insurance Total (Gross) Wages	11	Right justified and fill with zeros. For example $25.64 will be recorded as: 00000002564
214-223	Not used	10	Fill with spaces
224-224	Owner/Officer Relationship	1	Include the owner/officer relationship of the worker. See appendix 12.1 for code values.
225-227	Number of hours Worked	3	Will contain number of hours worked during reporting period.
228-247	Not used	20	Will be filled with spaces
248-267	State Employer Account Number (SUI)	20	DC UI account number. Right justified and filled with spaces.
268-275	Blanks	8	Will be filled with spaces
276-307	Adjustment reason. Other explanation	32	Reason for adjustment if adjustment code = 8. Left justified and filled with spaces.
308-508	Not used	201	Will be filled with spaces
509-512	Processing code	4	Will contain the processing code for the record.

5.3.3 RV Record: Employer Totals

The RV record will contain totals reported. There will be one RV record for each EIN/Period. The records will contain the DC UI system calculated gross (total), taxable, and non-taxable (excess) wages for the employer.

Below is a description for each field in the record.

Location	Field Name	Length	Field Specifications
1-2	Record Identifier	2	Will be RV
3-17	State Employer Account Number (SUI)	15	State's Employer Identification Number. Will be right justified and filled with zeros.
18-23	Reporting Period	6	The last month and year of reporting period. First quarter 2014 will be stored as 032014
24-28	Number of records without errors	5	Will contain the number of records that had no errors. Will be right justified and filled with zeros.
29-33	Number of records with errors	5	Will contain the number of records that had errors. Will be right justified and filled with zeros.
34-53	Gross Wages	20	Gross wages calculated by the system for the employer. Will be right justified and filled with zeros. The amount will include the cents but no decimal. For example $25.12 will be recorded as: 00000000000000002512
54-73	Taxable wages	20	Taxable wages calculated by the system from the records processed. Will be right justified and filled with zeros. Will include the cents but no decimal. For example S25.64 will be recorded as: 00000000000000002564
74-93	Excess (non-taxable) wages	20	Non-taxable wages calculated by the system from the records processed. Will be right justified and filled with zeros. Will include the cents but no decimal. For example $25.64 will be recorded as: 00000000000000002564
94-103	Taxes Due	10	Total system calculated UI taxes due based on processed records. Will be right justified and filled with zeros. Will include the cents but no decimal. For example $25.64 will be recorded as: 0000002564
104-108	Employees on payroll for on 12th of month, Month 1	5	Will contain the number of employees who were included on the payroll that included on the 12th of the month for the first month of the quarter. Right justified and filled with zeros.
109-113	Employees on payroll for on 12th of month, Month2	5	Will contain the number of employees who were included on the payroll that included on the 12th of the month for the second month of the quarter. Right justified and filled with zeros.
114-118	Employees on payroll for on 12th of month, Month 3	5	Will contain the number of employees who were included on the payroll that included on the 12th of the month for the third month of the quarter. Right justified and filled with zeros.
119-128	Administrative Assessment Due	10	Total system calculated Administrative assessment based on processed records. Will be right justified and filled with zeros. Will include the cents but no decimal. For example $25.64 will be recorded as: 0000002564
129-512	Blanks	384	Will be filled with spaces

5.3.4 RF Record: Totals

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

Below is a description for each field in the record.

Location	Field Name	Length	Field Specifications
1-2	Record Identifier	2	Will be RF
3-7	Blanks	5	Filled with spaces
8-16	Number of RS Records	9	The total number of RS Records reported on the entire file. Right justified and filled with zeros.
17-36	Total wages reported in file	20	The sum of gross wages reported in file. Right justify and fill with zeros. For example $25.64 will be stored as: 00000000000000002564
37-512	Blanks	496	Filled with spaces

6 Agent EFW2 Interface File Definition

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

6.1.1 Fixed Length Records

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

- Record type **RA: Submitter Record**
  - There should be one 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 **RV: Employer Totals Record**
  - There should be one total record per employer/reporting period. There can be multiple RV records in a file.
  - This record contains the totals for all type S records for an Employer/period in the file.
- Record Type **RS: Employee Record**
  - There should be one employee record for each employee for whom wages are being reported for each SSN/Employer Account ID/Report period.
  - This record contains individual employee wage information. There may be a single or multiple employee records in the file.
- Record Type **RF: Final Record**
  - There should be one final record per file.
  - This record indicates the end of the file and MUST be the last row in each file.

  - ✓ The confirmation (output) files will be generated by the system when the wage file is processed. It will contain the same records as the input file.
  - ✓ Below are the rules for fields within the file

6.1.2 Rules for Alpha/Numeric Fields

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

6.1.3 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
- Include both dollars and cents with the decimal point assumed (example: $59.60 = 00000005960).
- Any currency field that has no amount to be reported must be filled with zeros, not blanks.

6.2 Agent EFW2 Record Layouts

6.2.1 RA Record: Submitter Record

The RA record identifies the organization submitting the file. There is only one 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	Company Name	57	The company name. Left justify and fill with spaces.	Yes
95-116	Mailing Address ATTN Line	22	The company's mailing address line 2 (Attention, Suite, Room Number, etc.). Left justify and fill with spaces.	Yes
117-138	Mailing Address	22	The company’s mailing address line 1 (Street or Post Office Box). Left justify and fill with spaces.	Yes
139-160	City	22	The company's mailing address city. Left justify and fill with spaces.	Yes
161-162	State Abbreviation	2	The company's mailing address State or commonwealth/ territory. Use postal abbreviations.	Yes
163-167	ZIP Code	5	The company's mailing address ZIP code.	Yes
168-171	ZIP Code Extension	4	The company's four-digit extension of the mailing address ZIP code. If not applicable, fill with spaces. Do not include the hyphen.	Yes
172-216	Blanks	45	Fill with spaces	Fill with spaces
217-273	Submitter Name	57	The name of the organization to receive	Yes

Location	Field Name	Length	Field Specifications	Required?
			error notification if this file cannot be processed. Left justify and fill with spaces.	
274-295	Location Address	22	The submitter's physical address line 2 (Attention, Suite, Room, Number, etc.). Left justify and fill with spaces.	Yes
296-317	Delivery Address	22	The submitter's physical address (Street or Post Office Box). Left justify and fill with spaces.	Yes
318-339	City	22	The submitter's physical address city. Left justify and fill with spaces.	Yes
340-341	State Abbreviation	2	The submitter's physical address State or commonwealth/territory Use postal abbreviations.	Yes
342-346	ZIP Code	5	The submitter's physical address ZIP code.	Yes
347-350	ZIP Code Extension	4	The submitter's physical address four-digit extension of the ZIP code. If not applicable, fill with spaces.	Yes
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.	Yes
438-442	Contact Phone Extension	5	The contact's telephone extension. Left justify and fill with spaces.	Yes
443-445	Blanks	3	Fill with spaces	Fill with spaces
446-485	Contact E-Mail/ Internet	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.	Yes
499-512	Blanks	14	Fill with spaces	Fill with spaces

6.2.2 RV Record: Employer Totals

The RV record will contain totals reported. There will be one RV record for each Employer ID Number/Period. The records will contain the calculated gross (total), taxable, and non-taxable (excess) wages for the employer/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 RV	Yes
3-17	State Employer Account Number (SUI)	15	DC's Employer Identification Number. Right justify and pad with zeros.	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 for the employer/period. Right justify and pad with zeros. Include the cents but no decimal. For example $25.12 should be included as: 00000000000000002512	Yes
54-73	Taxable wages	20	Taxable wages calculated from the records processed. Right justify and pad with zeros. Include the cents but no decimal. For example $25.12 should be included as: 00000000000000002512	Yes
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 $25.12 should be included as: 00000000000000002512	Yes
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.	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.	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.	Yes
119-512	Blanks	394	Fill with spaces	Fill with spaces

6.2.3 RS Record: Employee State Wage Record

The RS records include the individual wage records for an SSN. Include one 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 RS	Yes
3-9	Blanks	7	Fill with spaces	Fill with spaces
10-18	Social Security Number (SSN)	9	The employee's SSN as shown on the SSN card issued by SSA. If no SSN is available, fill with nines (999999999).	Yes
19-33	Employee First Name	15	The employee's first name as shown on the SSN card. Left justify and fill with spaces.	Yes
34-48	Employee Middle Name or Initial	15	If applicable, enter the employee's middle name or initial as shown on the SSN card. Left justify and fill with spaces. Otherwise, fill with spaces.	No
49-68	Employee Last Name	20	The employee's last name as shown on the SSN card. Left justify and fill with spaces.	Yes
69-72	Suffix	4	If applicable, enter the employee's alphabetic suffix. For example: SR, JR Left justify and fill with spaces. Otherwise, fill with spaces.	No
73-194	Blanks	122	Fill with spaces	Fill with spaces
195-196	Adjustment Reason	2	Numeric – Adjustment Reason code for adjustment to employee wages. 00 means original filing. Valid adjustment reason codes are 01, 02, 03, 04, 05, 07, 08. See appendix 12.2 for code values.	Yes
197-202	Reporting Period	6	The last month and four-digit year for the calendar quarter for which this report applies; e.g., “032013” for January through March of 2013.	Yes
203-213	State Quarterly Unemployment Insurance Total (Gross) Wages	11	Right justify and fill with zeros. For example $25.12 should be included as: 00000002512	Yes
214-223	Not used	10	Fill with spaces	Fill with spaces
224-224	Owner/Officer Relationship	1	Include the owner/officer relationship of the worker. See appendix 12.1 for code values.	Yes
225-227	Number of Hours	3	Number of hours worked during reporting	Yes

Location	Field Name	Length	Field Specifications	Required?
	Worked		period.	
228-247	Not used	20	Fill with spaces	Fill with spaces
248-267	State Employer Account Number (SUI)	20	DC UI account number. Right justify and fill with spaces.	Yes
268-275	Blanks	8	Fill with spaces	Fill with spaces
276-307	Adjustment reason. Other explanation	32	A reason for adjustment if adjustment code = 8. Left justify and fill with spaces.	Only if adj. reason = 8 or fill with spaces
308-512	Not used	205	Fill with spaces	Fill with spaces

6.2.4 RF Record: Totals

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 RS Records	9	The total number of RS records reported on the entire file. Right justify and fill with zeros.	Yes
17-36	Total wages reported in file	20	The sum of gross wages reported in file. Right justify and fill with zeros. For example $25.64 should be included as: 00000000000000002564	Yes
37-512	Blanks	476	Fill with spaces	Fill with spaces.

6.3 Agent EFW2 Confirmation Files

This outbound file is generated by the DC UI system. The file will contain system calculated totals, and the tax and administrative assessment due for the period. Each employee record will contain a processing code which will indicate if the record could be processed. The outgoing file contains the following fixed length records identified by the first two characters of the record.

6.3.1 RA Record: Submitter Record

The RA record identifies the organization submitting the file. There is only one RA record, and it will be the first data record on each file. The submitter record will not be modified; the outgoing file will = the input file.

Below is a description for each field in the record.

Location	Field Name	Length	Field Specifications
1-2	Record Identifier	2	Will be RA
3-11	Submitter's FEIN	9	Will be the submitter's FEIN.
12-28	Blanks	17	Will be filled with spaces
29	Resub Indicator	1	Will be “0” (zero).
30-37	Blanks	8	Will be filled with spaces
38-94	Company Name	57	The company name. Left justify and fill with spaces.
95-116	Mailing Address ATTN Line	22	The company's mailing address line 2 (Attention, Suite, Room Number, etc.). Left justify and fill with blanks.
117-138	Mailing Address	22	The company’s mailing address line 1 (Street or Post Office Box). Left justify and fill with blanks.
139-160	City	22	The company's mailing address city. Left justify and fill with blanks.
161-162	State Abbreviation	2	The company's mailing addresses State or commonwealth/ territory. Use postal abbreviations.
163-167	ZIP Code	5	The company's mailing address ZIP code.
168-171	ZIP Code Extension	4	The company's four-digit extension of the mailing address ZIP code. If not applicable, filled with spaces.
172-216	Blanks	45	Will be filled with spaces
217-273	Submitter Name	57	The name of the organization to receive error notification if this file cannot be processed. Left justified and filled with spaces.
274-295	Location Address	22	The submitter's physical address line 2 (Attention, Suite, Room, Number, etc.). Left justified and filled with spaces.
296-317	Delivery Address	22	The submitter's physical address (Street or PO Box). Left justify and fill with spaces.
318-339	City	22	The submitter's physical address city. Left justified and filled with spaces.
340-341	State Abbreviation	2	The submitter's physical address State or commonwealth/territory

Location	Field Name	Length	Field Specifications
342-346	ZIP Code	5	The submitter's physical address ZIP code.
347-350	ZIP Code Extension	4	The submitter's physical address four-digit extension of the ZIP code. If not applicable, filled with spaces.
351-395	Blanks	45	Will be filled with spaces
396-422	Contact Name	27	The name of the person to be contacted by the agency concerning processing problems. Left justified and filled with spaces.
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 justified and filled with spaces
438-442	Contact Phone Extension	5	The contact's telephone extension. Left justified and filled with spaces.
443-445	Blanks	3	Will be filled with spaces
446-485	Contact E-Mail/ Internet	40	Will be the contact's Email address in standard format.
486-488	Blanks	3	Will be filled with spaces
489-498	Contact Fax	10	The contact's fax number (including area code), if included in the submission. Otherwise, will be filled with spaces
499-512	Blanks	14	Will be filled with spaces

6.3.2 RS Record: Employee State Wage Record

The RS record includes the individual wage records for each SSN. The RS records will be modified from the input file. The last four characters in the file will contain an error code if the record could not be processed. If the last four characters = 0000 then the row was successfully processed.

Below is a description for each field in the record.

Location	Field Name	Length	Field Specifications
1-2	Record Identifier	2	Should always be RS
3-9	Blanks	7	Will be filled with spaces.
10-18	Social Security Number (SSN)	9	The employee's SSN as included in the submission.
19-33	Employee First Name	15	The employee's first name as shown on the SSN card. Left justified and filled with spaces.
34-48	Employee Middle Name or Initial	15	The employee's middle name or initial as shown on the SSN card. Left justified and filled with spaces.
49-68	Employee Last Name	20	The employee's last name as shown on the SSN card. Left justified and filled with spaces.
69-72	Suffix	4	The employee's alphabetic suffix. For example: SR, JR; remainder filled with spaces.
73-194	Blanks	122	Will be filled with spaces
195-196	Adjustment Reason	2	Numeric – Adjustment Reason code for adjustment to

Location	Field Name	Length	Field Specifications
			employee wages. See appendix 12.2 for code values.
197-202	Reporting Period	6	The last month and four-digit year for the calendar quarter for which this report applies; e.g., "032013" for January through March of 2013.
203-213	State Quarterly Unemployment Insurance Total (Gross) Wages	11	Will be the system calculated gross wages. Right justified and filled with zeros. For example $25.12 will be recorded as: 00000002512
214-223	Not used	10	Fill with spaces
224-224	Owner/Officer Relationship	1	Include the owner/officer relationship of the worker. See appendix 12.1 for code values.
225-227	Number of hours Worked	3	Will contain number of hours worked during reporting period.
228-247	Not used	20	Will be filled with spaces
248-267	State Employer Account Number (SUI)	20	The DC UI account number. Right justify and fill with spaces.
268-275	Blanks	8	Will be filled with spaces
276-307	Adjustment reason. Other explanation	32	A reason for adjustment if adjustment code = 8. Left justify and filled with spaces.
308-508	Not used	201	Will be filled with spaces
509-512	Processing code	4	Will contain the processing code for the record. See appendix 11.3 for code definitions.

6.3.3 RV Record: Employer Totals

The RV record will contain totals reported. There will be one RV record for each Employer/Period. The records will contain the system calculated gross (total), taxable, and non-taxable (excess) wages for the employer, as well as the amounts due.

Below is a description for each field in the record.

Location	Field Name	Length	Field Specifications
1-2	Record Identifier	2	Will always be RV
3-17	State Employer Account Number (SUI)	15	DC's Employer Identification Number. Will be right justified and filled with zeros.
18-23	Reporting Period	6	The last month and year of reporting period. First quarter 2014 would be stored as 032014
24-28	Number of records without errors	5	Will contain the number of records that had no errors. Will be right justified and zero filled
29-33	Number of records with errors	5	Will contain number of records that had errors. Will be right justified and zero filled
34-53	Gross Wages	20	Gross wages calculated by the system for the employer. Will be right justified and filled with zeros. The amount will include the cents but no decimal. For example $25.12 will be: 00000000000000002512

Location	Field Name	Length	Field Specifications
54-73	Taxable wages	20	Taxable wages calculated from the records processed. Will be right justified and filled with zeros. Will include the cents but no decimal. For example $25.12 will be: 00000000000000002512
74-93	Excess (non-taxable) wages	20	Non-taxable wages calculated from the records processed. Will be right justified and filled with zeros. Will include the cents but no decimal. For example $25.12 will be: 00000000000000002512
94-103	Taxes Due	10	Total calculated UI taxes due based on processed records. Will be right justified and filled with zeros. Will include the cents but no decimal. For example $25.12 will be: 0000002512
104-108	Employees on payroll for on 12th of month, Month 1	5	Will contain the number of employees who were included on the payroll that included on the 12th of the month for the first month of the quarter. Right justified and filled with zeros.
109-113	Employees on payroll for on 12th of month, Month2	5	Will contain the number of employees who were included on the payroll that included on the 12th of the month for the second month of the quarter. Right justified and filled with zeros.
114-118	Employees on payroll for on 12th of month, Month 3	5	Will contain the number of employees who were included on the payroll that included on the 12th of the month for the third month of the quarter. Right justified and filled with zeros.
119-128	Administrative Assessment Due	10	Total calculated Administrative assessment based on processed records. Will be right justified and filled with zeros. Will include the cents but no decimal. For example $25.12 will be: 0000002512
129-512	Blanks	384	Will be filled with spaces

6.3.4 RF Record: Totals

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

Below is a description for each field in the record.

Location	Field Name	Length	Field Specifications
1-2	Record Identifier	2	Will be RF
3-7	Blanks	5	Will be filled with spaces
8-16	Number of RS Records	9	The total number of RS Records reported on the entire file. Right justified and filled with zeros.
17-36	Total wages reported in file	20	The sum of gross wages reported in file. Right justified and filled with zeros. For example $25.64 should be stored as: 00000000000000002564
37-512	Blanks	476	Will be filled with spaces

7 Employer XML Interface File Definition

7.1 General Information

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

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

7.2 Employer XML File

This incoming file is submitted to ESSP via the employer 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 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 +4 for ZIP code, must have and end tag.	Not Required, but tags must be in 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.	Required
<Extension>	Contact telephone extension, must have an end tag	Not Required, but tags must be in file
<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
<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.

Field Name	Description	Validation
<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
<GrossWages>	This field will contain the gross wages paid to the employee during the quarter. . Do not include the decimal point or comma separators. <GrossWages>1254636</GrossWages>	Required
<HrsWkd>	This field will contain the hours worked by the worker in the reporting period. This field will be required for the first quarter of 2015, it can be included in the fourth quarter 2014 reports <HrsWkd>150</HrsWkd>	Required
<OwnerRel>	Include the owner/officer relationship of the worker. See appendix 12.1 for code values. <OwnerRel>0</OwnerRel>	Required
<AdjCode>	This field will contain the original filing/adjustment code. Codes are numbers 0 – 8. See appendix 12.2 for code values. <AdjCode>0</AdjCode>	Required
<Reason>	This field will contain reason if adjustment code = 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
<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	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

Field Name	Description	Validation
	<Period>032014</Period>	screens.
<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

Example:
Below is an example of an XML file with two employees:

```
<?xml version="1.0" encoding="utf-8" ?>
<root>
<Wage_File xmlns="URL Here">
<Submitter>
<FEIN>123456789</FEIN>
<BusinessName>ABC CORP</BusinessName>
<Address>123 Main St</Address>
<City>Washington</City>
<State>DC</State>
<ZIP>20002</ZIP>
<ZIP4>1234</ZIP4>
<Contact>Joe Smith</Contact>
<Phone>2025551212</Phone>
<Extension>1234</Extension>
</Submitter>
<WageRecord>
<Employee>
<EmployerID>123456</EmployerID>
```

```
<Period>032014</Period>
<SSN>123456789</SSN>
<LastName>Smith</LastName>
<FirstName>Jane</FirstName>
<MI>J</MI>
<GrossWages>152365</GrossWages>
<HrsWkd>150</HrsWkd>
<OwnerRel>0</OwnerRel>
<AdjCode>0</AdjCode>
</Employee>
<Employee>
<EmployerID>123456</EmployerID>
<Period>032014</Period>
<SSN>987654321</SSN>
<LastName>Doe</LastName>
<FirstName>John</FirstName>
<MI>J</MI>
<GrossWages>1132923</GrossWages>
<HrsWkd>150</HrsWkd>
<OwnerRel>1</OwnerRel>
<AdjCode>0</AdjCode>
</Employee>
</WageRecord>
<Totals>
<EmployerID>123456</EmployerID>
<Period>032014</Period>
<TotalWages>1285288</TotalWages>
<TaxableWages>1285288</TaxableWages>
<ExcessWages>0</ExcessWages>
<Month1>2</Month1>
<Month2>2</Month2>
<Month3>2</Month3>
</Totals>
</Wage>
</root>
```


End of Example.

7.3 Employer Confirmation XML File

This confirmation file will be generated after the incoming file is processed. It will contain one additional field in the wage record - the processing code. This code will indicate if the record was processed and, if not, why it was not processed.

The total record in the confirmation file will also contain the system calculated total wages, total taxable wages, and total excess wages as well as the calculated tax and administrative assessment due. The file contains the following fields:

<root>	Parent tag, must have an end tag as the last row in the file.
<Submitter>	Tag informing the compiler that this is a submitter record. There must be a </Submitter> end tag at the end of the record.
<FEIN>	Submitter FEIN, must have end tag.
<BusinessName>	Submitter business name, must have an end tag.
<Address>	Submitter street address, must have an end tag.
<City>	Submitter city, must have an end tag.
<State>	Submitter state, must have an end tag.
<ZIP>	Submitter ZIP code, must have an end tag.
<ZIP4>	Submitter +4 for ZIP code, must have and end tag.
<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.
<Phone>	Contact telephone number, must have an end tag.
<Extension>	Contact telephone extension, must have an end tag.
<Wage>	Tag informing the compiler that this is a wage file. There must be a </Wage> end tag at the end of the file.
<WageRecord>	Tag informing the compile that an individual wage record is following. There must be a </WageRecord> tag following each individual wage record.
<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.
<EmployerID>	This field will contain the employer's UI account number. Must have end tag. <EmployerID>123456</EmployerID>
<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>
<SSN>	This field will contain the employee SSN. <SSN>123456789</SSN>
<LastName>	This field will contain the employee's last name, as shown on the

	Social Security card. <LastName>Smith</LastName>
<FirstName>	This field will contain the employee's first name, as shown on the Social Security card. <FirstName>Jane</FirstName>
<MI>	This field will contain the employee's middle initial. It is not required. <MI>G</MI>
<GrossWages>	This field will contain the gross wages paid to the employee during the quarter. Do not include decimal or comma separators. <GrossWages>1254636</GrossWages>
<HrsWkd>	This field will contain the hours worked by the worker in the reporting period. This field will be required for the first quarter of 2015, it can be included in the fourth quarter 2014 reports <HrsWkd>150</HrsWkd>
<OwnerRel>	Include the owner/officer relationship of the worker. See appendix 12.1 for code values. <OwnerRel>0</OwnerRel>
<AdjCode>	This field will contain the original filing/adjustment code. Codes are numbers 0 – 8. See appendix 12.2 for code values. <AdjCode>0</AdjCode>
<Reason>	This field will contain reason if adjustment code = 8. Otherwise do not include. <Reason>Testing</Reason>
<ProcCode>	This field will contain the processing code for the wage record. See appendix 0 for code values and definitions.
<Totals>	Tag informing the complier that this is a total record; there must be an end tag at the end of the record.
<EmployerID>	This field will contain the UI account number. <EmployerID>123456</EmployerID>
<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>
<TotalWages>	This field will contain the total wages calculated by the system for the period. Do not include decimal or comma separators <TotalWages>1548233</TotalWages>
<TaxableWages>	This field will contain the total taxable wages calculated by the system for the period. Do not include decimal or comma separators <TaxableWages>5264525</TaxableWages>
<ExcessWages>	This field will contain the total excess wages calculated by the system for the period. Do not include decimal or comma separators <ExcessWages>524525</ExcessWages>
<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>
<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>
<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>
<UITax>	This field will contain the calculated UI tax due.
<AdminAsmt>	This field will contain the calculated administrative assessment due.

8 Agent XML Interface File Definition

8.1 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. See example at the end of this section.

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

8.2 Agent XML File

This incoming file is submitted to ESSP 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.	Required
<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 +4 for ZIP code, must have and end tag.	Not Required, but tags must be in 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.	Required
<Extension>	Contact telephone extension, must have an end tag.	Not Required, but tags must be in file
<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	Required

Field Name	Description	Validation
	individual wage record.	
<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 record will be rejected if no employer ID is 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
<SSN>	This field will contain the employee SSN. <SSN>123456789</SSN>	Required, the employer records will be rejected if an SSN is missing
<LastName>	This field will contain the employee's last name, as shown on the Social Security card. <LastName>Smith</LastName>	Required, the employer records will be rejected if a last name is missing
<FirstName>	This field will contain the employee's first name, as shown on the Social Security card. <FirstName>Jane</FirstName>	Required, the employer records will be rejected if a first name is missing
<MI>	This field will contain the employee's middle initial. It is not required. <MI>G</MI>	Not Required, but tags must be in file
<GrossWages>	This field will contain the gross wages paid to the employee during the quarter. Do not include the decimal point or comma separators. <GrossWages>1254636</GrossWages>	Required
<HrsWkd>	This field will contain the hours worked by the worker in the reporting period. This field will be required for the first quarter of 2015, it can be included in the fourth quarter 2014 reports <HrsWkd>150</HrsWkd>	Required
<OwnerRel>	Include the owner/officer relationship of the worker. See appendix 12.1 for code values. <OwnerRel>0</OwnerRel>	Required
<AdjCode>	This field will contain the original filing/adjustment code. Codes are numbers 0 – 8. See appendix 12.2 for code values. <AdjCode>0</AdjCode>	Required
<Reason>	This field will contain reason if adjustment code = 8. Otherwise do not include.	Only required if adjustment code =

Field Name	Description	Validation
	<Reason>Testing</Reason>	8, otherwise include the tags 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, the record will be rejected if no employer ID is 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 employer records will be rejected if the reporting period is not included.
<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
<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, can be 0
<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, can be 0
<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, can be 0

8.3 **Example** 1

Below is an example of an XML file:


```
<?xml version="1.0" encoding="utf-8" ?>
<root>
<Wage_File xmlns="URL Here">
<Submitter>
<FEIN>123456789</FEIN>
<BusinessName>ABC CORP</BusinessName>
<Address>123 Main St</Address>
<City>Washington</City>
<State>DC</State>
<ZIP>20002</ZIP>
<ZIP4>1234</ZIP4>
<Contact>Joe Smith</Contact>
<Phone>2025551212</Phone>
<Extension>1234</Extension>
</Submitter>
<WageRecord>
<Employee>
<EmployerID>123456</EmployerID>
<Period>032014</Period>
<SSN>123456789</SSN>
<LastName>Smith</LastName>
<FirstName>Jane</FirstName>
<MI>J</MI>
<GrossWages>152365</GrossWages>
<HrsWkd>150</HrsWkd>
<OwnerRel>0</OwnerRel>
<AdjCode>0</AdjCode>
</Employee>
<Employee>
<EmployerID>123456</EmployerID>
<Period>032014</Period>
<SSN>987654321</SSN>
<LastName>Doe</LastName>
<FirstName>John</FirstName>
<MI>J</MI>
<GrossWages>1132923</GrossWages>
<HrsWkd>150</HrsWkd>
<OwnerRel>1</OwnerRel>
<AdjCode>0</AdjCode>
</Employee>
</WageRecord>
<Totals>
<Employer>
```

```
<EmployerID>123456</EmployerID>
<Period>032014</Period>
<TotalWages>1285288</TotalWages>
<TaxableWages>1285288</TaxableWages>
<ExcessWages>0</ExcessWages>
<Month1>2</Month1>
<Month2>2</Month2>
<Month3>2</Month3>
</Employer>
</Totals>
</Wage>
</root>
```


End of example.

8.4 Example 2

Below is an example of a file with multiple employers


```
<?xml version="1.0" encoding="utf-8"?>
<root>
<Submitter>
  <FEIN>878788888</FEIN>
  <BusinessName>ABC</BusinessName>
  <Address>test address test </Address>
  <City>test</City>
  <State></State>
  <ZIP></ZIP>
  <ZIP4></ZIP4>
  <Contact>test</Contact>
  <Phone>5445454545</Phone>
  <Extension></Extension>
</Submitter>
<Wage>
  <WageRecord>
<Employee>
    <EmployerID>813693</EmployerID>
    <Period>92014</Period>
    <SSN>122322222</SSN>
    <LastName>aaa</LastName>
    <FirstName>bbb</FirstName>
    <MI></MI>
    <GrossWages>1500000</GrossWages>
    <HrsWkd>150</HrsWkd>
```

```
   <OwnerRel>4</OwnerRel>
   <AdjCode>0</AdjCode>
   <Reason></Reason>
</Employee>
</WageRecord>
</Wage>
<Wage>
  <WageRecord>
<Employee>
   <EmployerID>813693</EmployerID>
   <Period>92014</Period>
   <SSN>123456789</SSN>
   <LastName>aaaaa</LastName>
   <FirstName>bbbbb</FirstName>
   <MI></MI>
   <GrossWages>1800000</GrossWages>
   <HrsWkd>150</HrsWkd>
   <OwnerRel>4</OwnerRel>
   <AdjCode>0</AdjCode>
   <Reason></Reason>
</Employee>
</WageRecord>
</Wage>

<Totals>
  <EmployerID>813693</EmployerID>
  <Period>92014</Period>
  <TotalWages>150000</TotalWages>
  <TaxableWages>150000</TaxableWages>
  <ExcessWages>0</ExcessWages>
  <Month1>1</Month1>
  <Month2>1</Month2>
  <Month3>1</Month3>
</Totals>
<Wage>
  <WageRecord>
<Employee>
   <EmployerID>813695</EmployerID>
   <Period>92014</Period>
   <SSN>122322223</SSN>
   <LastName>aaa</LastName>
   <FirstName>bbb</FirstName>
   <MI></MI>
   <GrossWages>1500000</GrossWages>
   <HrsWkd>150</HrsWkd>
   <OwnerRel>4</OwnerRel>
```

```
   <AdjCode>0</AdjCode>
   <Reason></Reason>
</Employee>
</WageRecord>
</Wage>
<Wage>
  <WageRecord>
<Employee>
   <EmployerID>813695</EmployerID>
   <Period>92014</Period>
   <SSN>123456784</SSN>
   <LastName>aaaaa</LastName>
   <FirstName>bbbbb</FirstName>
   <MI></MI>
   <GrossWages>1800000</GrossWages>
   <HrsWkd>150</HrsWkd>
   <OwnerRel>4</OwnerRel>
   <AdjCode>0</AdjCode>
   <Reason></Reason>
</Employee>
</WageRecord>
</Wage>

<Totals>
  <EmployerID>813695</EmployerID>
  <Period>92014</Period>
  <TotalWages>150000</TotalWages>
  <TaxableWages>150000</TaxableWages>
  <ExcessWages>0</ExcessWages>
  <Month1>1</Month1>
  <Month2>1</Month2>
  <Month3>1</Month3>
</Totals>
<Wage>
  <WageRecord>
<Employee>
   <EmployerID>813690</EmployerID>
   <Period>92014</Period>
   <SSN>122322225</SSN>
   <LastName>aaa</LastName>
   <FirstName>bbb</FirstName>
   <MI></MI>
   <GrossWages>1500000</GrossWages>
   <HrsWkd>150</HrsWkd>
   <OwnerRel>4</OwnerRel>
   <AdjCode>0</AdjCode>
```

```
   <Reason></Reason>
</Employee>
</WageRecord>
</Wage>
<Wage>
  <WageRecord>
<Employee>
   <EmployerID>813690</EmployerID>
   <Period>92014</Period>
   <SSN>123456786</SSN>
   <LastName>aaaaa</LastName>
   <FirstName>bbbbb</FirstName>
   <MI></MI>
   <GrossWages>1800000</GrossWages>
   <HrsWkd>150</HrsWkd>
   <OwnerRel>4</OwnerRel>
   <AdjCode>0</AdjCode>
   <Reason></Reason>
</Employee>
</WageRecord>
</Wage>

<Totals>
  <EmployerID>813690</EmployerID>
  <Period>92014</Period>
  <TotalWages>150000</TotalWages>
  <TaxableWages>150000</TaxableWages>
  <ExcessWages>0</ExcessWages>
  <Month1>1</Month1>
  <Month2>1</Month2>
  <Month3>1</Month3>
</Totals>
<Wage>
  <WageRecord>
<Employee>
   <EmployerID>813756</EmployerID>
   <Period>92014</Period>
   <SSN>122322227</SSN>
   <LastName>aaa</LastName>
   <FirstName>bbb</FirstName>
   <MI></MI>
   <GrossWages>1500000</GrossWages>
   <HrsWkd>150</HrsWkd>
   <OwnerRel>4</OwnerRel>
   <AdjCode>0</AdjCode>
   <Reason></Reason>
```

```
</Employee>
</WageRecord>
</Wage>
<Wage>
  <WageRecord>
<Employee>
    <EmployerID>813756</EmployerID>
    <Period>92014</Period>
    <SSN>123456788</SSN>
    <LastName>aaaaa</LastName>
    <FirstName>bbbbb</FirstName>
    <MI></MI>
    <GrossWages>1800000</GrossWages>
    <HrsWkd>150</HrsWkd>
    <OwnerRel>4</OwnerRel>
    <AdjCode>0</AdjCode>
    <Reason></Reason>
</Employee>
</WageRecord>
</Wage>

<Totals>
  <EmployerID>813756</EmployerID>
  <Period>92014</Period>
  <TotalWages>150000</TotalWages>
  <TaxableWages>150000</TaxableWages>
  <ExcessWages>0</ExcessWages>
  <Month1>1</Month1>
  <Month2>1</Month2>
  <Month3>1</Month3>
</Totals>
<Wage>
  <WageRecord>
<Employee>
    <EmployerID>813760</EmployerID>
    <Period>92014</Period>
    <SSN>122322229</SSN>
    <LastName>aaa</LastName>
    <FirstName>bbb</FirstName>
    <MI></MI>
    <GrossWages>1600000</GrossWages>
    <HrsWkd>150</HrsWkd>
    <OwnerRel>4</OwnerRel>
    <AdjCode>0</AdjCode>
    <Reason></Reason>
</Employee>
```

```
</WageRecord>
</Wage>
<Wage>
  <WageRecord>
<Employee>
    <EmployerID>813760</EmployerID>
    <Period>92014</Period>
    <SSN>123456780</SSN>
    <LastName>aaaaa</LastName>
    <FirstName>bbbbb</FirstName>
    <MI></MI>
    <GrossWages>1900000</GrossWages>
    <HrsWkd>150</HrsWkd>
    <OwnerRel>4</OwnerRel>
    <AdjCode>0</AdjCode>
    <Reason></Reason>
</Employee>
</WageRecord>
</Wage>

<Totals>
  <EmployerID>813760</EmployerID>
  <Period>92014</Period>
  <TotalWages>550000</TotalWages>
  <TaxableWages>550000</TaxableWages>
  <ExcessWages>0</ExcessWages>
  <Month1>1</Month1>
  <Month2>1</Month2>
  <Month3>1</Month3>
</Totals>
</root>
```


End of example.

8.5 Example 3

Below is an example of an XML file containing a no wage report:


```
<?xml version="1.0" encoding="utf-8"?>
<root>
        <Submitter>
                <FEIN>123456789</FEIN>
                <BusinessName>Testing File Upload</BusinessName>
                <Address>123 Main St</Address>
                <City>Washington</City>
                <State>DC</State>
                <ZIP>20001</ZIP>
                <ZIP4></ZIP4>
                <Contact>Joe Smith</Contact>
                <Phone>5055551212</Phone>
                <Extension></Extension>
        </Submitter>
        <Wage>
                <WageRecord>
                        <employee></employee>
                </WageRecord>
        <Totals>
  <EmployerID>123456</EmployerID>
  <Period>62015</Period>
  <TotalWages>0</TotalWages>
  <TaxableWages>0</TaxableWages>
  <ExcessWages>0</ExcessWages>
  <Month1>0</Month1>
  <Month2>0</Month2>
  <Month3>0</Month3>
        </Totals>
</Wage>
```


End of example.

8.6 Confirmation XML File

This confirmation file will be generated after the incoming file is processed. It will contain one additional field in the wage record - the processing code. This code will indicate if the record was processed and, if not, why it was not processed.

The total record in the confirmation file will also contain the system calculated total wages, total taxable wages, and total excess wages as well as the calculated tax and administrative assessment due for each employer/report period contained in the original file. The file contains the following fields:

Field Name	Description
XmlVersion	This informs the compiler of the XML version that is used. There is no end tag for the XML Version.
<root>	Parent tag, will have an end tag as the last row in the file.
<Submitter>	Tag informing the compiler that this is a submitter record. There must be a </Submitter> end tag at the end of the record.
<FEIN>	Submitter FEIN, must have end tag.
<BusinessName>	Submitter business name, must have an end tag.
<Address>	Submitter street address, must have an end tag.
<City>	Submitter city, must have an end tag.
<State>	Submitter state, must have an end tag
<ZIP>	Submitter ZIP code, must have an end tag.
<ZIP4>	Submitter +4 for ZIP code, must have and end tag.
<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.
<Phone>	Contact telephone number, must have an end tag.
<Extension>	Contact telephone extension, must have an end tag.
<WageRecord>	Tag informing the compile that an individual wage record is following. There must be a </WageRecord> tag following each individual wage record.
<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.
<EmployerID>	This field will contain the employer's UI account number. Must have end tag. <EmployerID>123456</EmployerID>
<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>
<SSN>	This field will contain the employee SSN. <SSN>123456789</SSN>

Field Name	Description
<LastName>	This field will contain the employee's last name, as shown on the Social Security card. <LastName>Smith</LastName>
<FirstName>	This field will contain the employee's first name, as shown on the Social Security card. <FirstName>Jane</FirstName>
<MI>	This field will contain the employee's middle initial. It is not required. <MI>G</MI>
<GrossWages>	This field will contain the gross wages paid to the employee during the quarter. Do not include decimal or comma separators <GrossWages>1254636</GrossWages>
<HrsWkd>	This field will contain the hours worked by the worker in the reporting period. This field will be required for the first quarter of 2015, it can be included in the fourth quarter 2014 reports <HrsWkd>150</HrsWkd>
<OwnerRel>	This field will contain the relationship between the owners and employee. This will not change from the original file. <OwnerRel>0</OwnerRel>
<AdjCode>	This field will contain the original filing/adjustment code. Codes are numbers 0 – 8. See appendix 12.2 for code values. <AdjCode>0</AdjCode>
<Reason>	This field will contain reason if adjustment code = 8. Otherwise do not include. <Reason>Testing</Reason>
<ProcCode>	This field contains the processing code for the wage record. See appendix 0for code values and definitions.
<Totals>	Tag informing the complier that this is a total record; there must be an end tag at the end of the record.
<EmployerID>	This field will contain the UI account number. <EmployerID>123456</EmployerID>
<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>
<TotalWages>	This field will contain the total wages calculated by the system for the period. Do not include decimal or comma separators <TotalWages>1548233</TotalWages>
<TaxableWages>	This field will contain the total taxable wages calculated by the system for the period. Do not include decimal or comma separators <TaxableWages>5264525</TaxableWages>
<ExcessWages>	This field will contain the total excess wages calculated by the system for the period. Do not include decimal or comma separators <ExcessWages>524525</ExcessWages>

Field Name	Description
<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>
<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>
<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>
<UITax>	This field will contain the calculated UI tax due.
<AdminAsmt>	This field will contain the calculated administrative assessment due.

Example

Below is an example of an XML confirmation file with two employees:

```
<?xml version="1.0" encoding="utf-8" ?>
<root>
<Wage_File xmlns="URL Here">
<Submitter>
<FEIN>123456789</FEIN>
<BusinessName>ABC CORP</BusinessName>
<Address>123 Main St</Address>
<City>Washington</City>
<State>DC</State>
<ZIP>20002</ZIP>
<ZIP4>1234</ZIP4>
<Contact>Joe Smith</Contact>
<Phone>2025551212</Phone>
<Extension>1234</Extension>
</Submitter>
<WageRecord>
<Employee>
<EmployerID>123456</EmployerID>
<Period>032014</Period>
<SSN>123456789</SSN>
<LastName>Smith</LastName>
<FirstName>Jane</FirstName>
<MI>J</MI>
<GrossWages>152365</GrossWages>
<HrsWkd>150</HrsWkd>
<OwnerRel>0</OwnerRel>
<AdjCode>0</AdjCode>
<ProcCode>0001</ProcCode>
</Employee>
<Employee>
```

```
<EmployerID>123456</EmployerID>
<Period>032014</Period>
<SSN>987654321</SSN>
<LastName>Doe</LastName>
<FirstName>John</FirstName>
<MI>J</MI>
<GrossWages>1132923</GrossWages>
<HrsWkd>150</HrsWkd>
<OwnerRel>1</OwnerRel>
<AdjCode>0</AdjCode>
<ProcCode>0002</ProcCode>
</Employee>
</WageRecord>
<Totals>
<EmployerID>123456</EmployerID>
<Period>032014</Period>
<TotalWages>1285288</TotalWages>
<TaxableWages>1285288</TaxableWages>
<ExcessWages>0</ExcessWages>
<Month1>2</Month1>
<Month2>2</Month2>
<Month3>2</Month3>
<UITax>10233</UITax>
<AdminAsmt>2533</AdminAsmt>
</Totals>
</Wage>
</root>
```


End of example.

9 Employer CSV Interface File Definition

9.1 General Information

This section contains the file specifications for the DOES 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 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 DOES 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.

9.1.1 Rules for Currency Fields

- Must contain only numbers.
- No comma separators.
- Include both dollars and cents without the decimal point (example: $1,15959.60 = 11595960).
- No signed amounts (high order signed or low order signed).

9.1.2 Rules for SSN Fields

- The SSN must contain 9 digits. Excel will trim leading zeros with the default settings. Set the number format to 'text' for the SSN column if creating the file with Excel

9.2 Employer .CSV File

This incoming file is submitted to ESSP via the wage file upload process. The file is a comma separated file. The file contains four 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 the employer.

Below is a description for each field in the record.

Position	Field Name	Field Specifications	Required
1	Record Identifier	Should always be 0	Yes
2	Submitters FEIN	The business' FEIN; numbers only, do not include the hyphen.	Yes

Position	Field Name	Field Specifications	Required
3	Business Name	The legal name of the business submitting the file.	Yes
4	Business Address	The mailing address of the business submitting the file.	Yes
5	Business City	The mailing address city of the business submitting the file.	Yes
6	State FIPS code	The two character FIPS code for DC: 11	Yes
7	Transmitter Zip Code	The mailing address ZIP code of the business submitting the file. Include leading zeros.	Yes
8	Transmitter ZIP code extension (+4)	The mailing address ZIP code extension of the business submitting the file. If unknown, fill with spaces.	Fill with spaces or include the +4
9	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
10	Transmitter Contact Telephone Number	Contact telephone number, include the area code. Numbers only, no special characters.	Yes
11	Telephone Extension/Box	Contact telephone number extension (if any). If there is no extension, fill with spaces.	Fill with spaces or Extension

9.2.2 Employer Record

The employer record contains summary totals for the employer/reporting period.

Below is a description for each field in the record.

Position	Field Name	Field Specifications	Required
1	Record type	Must be 1 for employer record.	Yes
2	UI Account Number	Employer UI Account number.	Yes
3	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
4	Gross wages paid	Total Gross wages for employer/reporting period. Do not use comma separator or decimal.	Yes
5	Taxable wages paid	Total taxable wages for employer/reporting period. Do not use comma separator or decimal.	Yes
6	Taxable excess wages paid	Total excess (nontaxable) wages for employer/reporting period. Do not use comma separator or decimal.	Yes
7	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

Position	Field Name	Field Specifications	Required
8	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
9	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

9.2.3 Wage Record

The wage record contains wage data for the employees. There should be one row for each SSN.

Below is a description for each field in the record.

Position	Field Name	Field Specifications	Required?
1	Record type	Must be 2 for wage record.	Yes
2	SUI	Employer's UI Account Number.	Yes
3	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
4	SSN	Employee's SSN. NOTE the SSN must contain 9 digits. Excel will trim leading zeros with the default settings. Set the number format to 'text' for the SSN column if creating the file with Excel	Yes
5	First Name	Employee's First Name, as printed on Social Security card.	Yes
6	Employer's middle Initial	Employees Middle Initial. Do not fill if there is no middle initial.	No
7	Employee's last name	Employee's Last Name, as printed on Social Security card.	Yes
8	Gross wages paid	Gross wages subject to UI paid to employee for employer/unit/reporting period. Do not use comma separator or decimal.	Yes
9	Hours worked	Include hours worked during the quarter for the employee.	Yes
10	Owner/Officer relationship information	Include the owner/officer relationship of the worker. See appendix 12.1 for code values.	Yes
11	Adjustment Code	Numeric - Reason code for adjustment to employee wages. 0 means original filing. See appendix 12.2 for code values.	Yes
12	Other description	Description if adjustment code = 8. If not enter comma.	Only if the adjustment code = 8

9.2.4 Final Record

The final record contains totals for the file.

Below is a description for each field in the record.

Position	Field Name	Field Specifications	Required?
1	Record type	Must be 3 for final record.	Yes
2	Total number of records in file	Include total number of wage records in file.	Yes
3	Total wages reported	Include total SSN level wages reported in file. Do not use comma separator or decimal.	Yes

9.3 Confirmation .CSV File

The confirmation file is generated after the incoming file has been processed. It will contain a processing code indicating the status of each individual record as well as the system calculated taxes and administrative assessment due. Below are the rules for records and fields within the file.

9.3.1 Submitter Record

The submitter record will contain information about the business submitting the file; this may be the same as the employer. The submitter record will not change.

Below is a description for each field in the record.

Position	Field Name	Field Specifications
1	Record Identifier	Will always be A
2	Submitters FEIN	Will be the business FEIN; numbers only, hyphen not included.
3	Business Name	Will be the legal name of the business submitting the file. Left justify the name and fill with spaces if it is less than 50 characters.
4	Business Address	Will be the mailing address of the business submitting the file.
5	Business City	Will be the mailing address city of the business submitting the file .
6	State FIPS code	Will be 11 for DC.
7	Transmitter Zip Code	Will be the mailing address ZIP code of the business submitting the file. Including leading zeros.
8	Transmitter ZIP code extension (+4)	Will be the mailing address ZIP code extension of the business submitting the file. If unknown, filled with spaces.
9	Transmitter Contact	Will be the first and last name of individual from submitting business who is responsible for the accuracy and completeness of the wage report..
10	Transmitter Contact Telephone Number	Will be the contact telephone number, include the area code. Numbers only, no special characters.
11	Telephone Extension/Box	Will be the contact telephone number extension (if any). If there is no extension, filled with spaces.

9.3.2 Employer Record

The employer record contains summary totals for the employer/reporting period.

Below is a description for each field in the record.

Position	Field Name	Field Specifications
1	Record type	Will be 1 for employer record.
2	UI Account Number	Employer UI Account number.
3	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
4	Gross wages calculated	Total calculated gross wages for employer/reporting period. Will not contain comma separator or decimal.
5	Taxable wages calculated	Total calculated taxable wages for employer/reporting period. Will not contain comma separator or decimal.
6	Taxable excess wages paid	Total excess (nontaxable) wages for employer/reporting period. Will not contain comma separator or decimal.
7	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.
8	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.
9	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.
10	Tax due	System calculated UI tax due for the quarter.
11	Administrative assessment due	System calculated administrative assessment due for the quarter. Will not contain comma separator or decimal.
12	Interest	System calculated interest due, if any. Will not contain comma separator or decimal.
13	Penalty	System calculated penalty if any. Will not contain comma separator or decimal.

9.3.3 Wage Record

The wage record contains wage data for the employees. There will be one row for each SSN.

Below is a description for each field in the record.

Position	Field Name	Field Specifications
1	Record type	Will be 2 for wage record.
2	SUI	Employer's UI Account Number.
3	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
4	SSN	Employee's SSN.
5	First Name	Employee's First Name
6	Employer's middle Initial	Employees Middle Initial
7	Employee's last name	Employee's Last Name
8	Gross wages paid	Gross wages subject to UI paid to employee for employer/unit/reporting period
9	Hours worked	Hours worked during the quarter for the employee.
10	Owner/Officer relationship information	Will contain the owner/officer relationship of the worker from the original file. See appendix 12.1 for code values.
11	Adjustment Code	Numeric - Reason code for adjustment to employee wages. See appendix 12.2 for code values.
12	Other description	Description if adjustment code = 8. If not enter comma.
13	Processing code	Will contain the processing status of each record.

9.3.4 Final Record

The final record will contain totals for the file.

Below is a description for each field in the record.

Position	Field Name	Field Specifications	Required?
1	Record type	Will be 3 for final record.	Yes
2	Total number of records in file	Will be total number of wage records in file.	Yes
3	Total wages calculated	Total SSN level wages calculated based on records in file. Will not contain comma separator or decimal.	Yes

10 Agent CSV Interface File Definition

10.1 General Information

This section contains the file specifications for the DOES 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 DOES 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

10.1.1 Rules for Currency Fields

- Must contain only numbers.
- No comma separators.
- Include both dollars and cents without the decimal point (example: $115,959.60 = 11595960).
- No signed amounts (high order signed or low order signed).

10.1.2 Rules for SSN Fields

- The SSN must contain 9 digits. Excel will trim leading zeros with the default settings. Set the number format to 'text' for the SSN column if creating the file with Excel

10.2 Agent .CSV File

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

10.2.1 Submitter Record

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

Below is a description for each field in the record.

Position	Field Name	Field Specifications	Required
1	Record Identifier	Should always be 0	Yes
2	Submitters FEIN	The business FEIN; numbers only, do not include the hyphen.	Yes
3	Business Name	The legal name of the business submitting the file.	Yes
4	Business Address	The mailing address of the business submitting the file.	Yes
5	Business City	The mailing address city of the business submitting the file.	Yes
6	State FIPS code	The two character FIPS code for DC: 11	Yes
7	Transmitter Zip Code	The mailing address ZIP code of the business submitting the file. Include leading zeros.	Yes
8	Transmitter ZIP code extension (+4)	The mailing address ZIP code extension of the business submitting the file. If unknown, fill with spaces.	Fill with spaces or include the +4
9	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
10	Transmitter Contact Telephone Number	Contact telephone number, include the area code. Numbers only, no special characters.	Yes
11	Telephone Extension/Box	Contact telephone number extension (if any). If there is no extension, fill with spaces.	Fill with spaces or Extension

10.2.2 Employer Record

The employer record contains summary totals for the employer/reporting period.

Below is a description for each field in the record.

Position	Field Name	Field Specifications	Required?
1	Record type	Must be 1 for employer record.	Yes
2	UI Account Number	Employer UI Account number.	Yes
3	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
4	Gross wages paid	Total Gross wages for employer/reporting period. Do not use comma separator or decimal.	Yes
5	Taxable wages paid	Total taxable wages for employer/reporting period. Do not use comma separator or decimal.	Yes
6	Taxable excess wages paid	Total excess (nontaxable) wages for employer/reporting period. Do not use comma separator or decimal.	Yes
7	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
8	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
9	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

10.2.3 Wage Record

The wage record contains wage data for the employees. There should be one row for each SSN/employer/report period.

Below is a description for each field in the record.

Position	Field Name	Field Specifications	Required?
1	Record type	Must be 2 for wage record.	Yes
2	SUI	Employer's UI Account Number.	Yes
3	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
4	SSN	Employee's SSN. NOTE the SSN must contain 9 digits. Excel will trim leading zeros 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?
5	First Name	Employee's First Name, as printed on Social Security card.	Yes
6	Employer's middle Initial	Employees Middle Initial.	No
7	Employee's last name	Employee's Last Name, as printed on Social Security card.	Yes
8	Gross wages paid	Gross wages subject to UI paid to employee for employer/unit/reporting period. Do not use comma separator or decimal.	Yes
9	Hours worked	Include hours worked during the quarter for the employee.	Yes
10	Owner/Officer relationship information	Include the owner/officer relationship of the worker. See appendix 12.1 for code values.	Yes
11	Adjustment Code	Numeric - Reason code for adjustment to employee wages. 0 means original filing. See appendix 12.2 for code values.	Yes
12	Other description	Description if adjustment code = 8. If not enter comma.	Only if adj. code = 8

10.2.4 Final Record

The final record contains totals for the file.

Below is a description for each field in the record.

POSITION	FIELD NAME	Field Specifications	Required?
1	Record type	Must be 3 for final record.	Yes
2	Total number of records in file	Total number of wage records in file.	Yes
3	Total wages reported	Total SSN level wages reported in file. Do not use comma separator or decimal.	Yes

10.3 Confirmation .CSV File

The confirmation file is generated after the incoming file has been processed. It will contain a processing code indicating the status of each individual record as well as the system calculated taxes and administrative assessment due. Below are the rules for records and fields within the file:

10.3.1 Rules for currency fields:

- Must contain only numbers.
- No punctuation.
- No signed amounts (high order signed or low order signed).
- Include both dollars and cents with the decimal point assumed (example: $59.60 = 5960).

10.3.2 Submitter Record

The submitter record will contain information about the business submitting the file. The submitter record will not change.

Below is a description for each field in the record.

Position	Field Name	Field Specifications	Required
1	Record Identifier	Will always be 0	Yes
2	Submitters FEIN	The business FEIN; numbers only, will not include the hyphen.	Yes
3	Business Name	The legal name of the business submitting the file.	Yes
4	Business Address	The mailing address of the business submitting the file.	Yes
5	Business City	The mailing address city of the business submitting the file	Yes
6	State FIPS code	The two character FIPS code for DC: 11	Yes
7	Transmitter Zip Code	The mailing address ZIP code of the business submitting the file. Include leading zeros.	Yes
8	Transmitter ZIP code extension (+4)	The mailing address ZIP code extension of the business submitting the file. If unknown, filled with spaces.	Fill with spaces or include the +4
9	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
10	Transmitter Contact Telephone Number	Contact telephone number, will include the area code. Numbers only, no special characters.	Yes
11	Telephone Extension/Box	Contact telephone number extension (if any). If there is no extension, filled with spaces.	Fill with spaces or Extension

10.3.3 Employer Record

The employer record contains summary totals for each employer/reporting period.

Below is a description for each field in the record.

Position	Field Name	Field Specifications
1	Record type	Will be 1 for employer record.
2	UI Account Number	Employer UI Account number.
3	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
4	Gross wages calculated	Total calculated gross wages for employer/reporting period. Will not include comma separator or decimal,
5	Taxable wages calculated	Total calculated taxable wages for employer/reporting period. Will not include comma separator or decimal,
6	Taxable excess wages paid	Total excess (nontaxable) wages for employer/reporting period. Will not use comma separator or decimal.
7	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.
8	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.
9	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.
10	Tax due	System calculated UI tax due for the quarter.
11	Administrative assessment due	System calculated administrative assessment due for the quarter.

10.3.4 Wage Record

The wage record contains wage data for the employees. There should be one row for each SSN/employer/report period.

Below is a description for each field in the record.

Position	Field Name	Field Specifications
1	Record type	Will be 2 for wage record.
2	SUI	Employer's UI Account Number.
3	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
4	SSN	Employee's SSN.
5	First Name	Employee's First Name
6	Employer's middle Initial	Employees Middle Initial.

Position	Field Name	Field Specifications
7	Employee's last name	Employee's Last Name
8	Gross wages paid	Gross wages subject to UI paid to employee for employer/unit/reporting period. Will not include comma separator or decimal.
9	Hours worked	Will include hours worked during the quarter for the employee.
10	Owner/Officer relationship information	Will contain the owner/officer relationship value from the original file. See appendix 12.1 for code values.
11	Adjustment Code	Numeric - Reason code for adjustment to employee wages. See appendix 12.2 for code values.
12	Other description	Description if adjustment code = 8. If not enter comma.
13	Processing code	Will contain the processing status of each record. See appendix 11.3 for code values.

10.3.5 Final Record

The final record contains totals for the file.

Below is a description for each field in the record.

Position	Field Name	Field Specifications	Required?
1	Record type	Will be 3 for final record.	Yes
2	Total number of records in file	Total number of wage records in file.	Yes
3	Total wages calculated	Total SSN level wages calculated based on records in file	Yes

11 Agent Payment Submission – Payment Allocation File

11.1 General Information

In ESSP 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.
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

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 can 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.

11.2 Download CSV File

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

11.2.1 Detail Section – Row 1

This row will contain summary information about the file.

Column	Column Name	Column Description
1	Agent ID	Contains the Agent ID assigned by the system.
2	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 for the quarter.

11.2.2 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.

Column	Column Name	Column Description
1	Employer ID	Contains the Employer ID.
2	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
3	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

Below is an example of the download file:

```
DCA1B2,4
123456,115.23,23.00
654321,2233.55,2233.55
135790,12555.33,100.00
221133,100.11,100.00
```

End of Example

11.3 Payment Allocation File

This incoming file is submitted to ESSP via the online screens. It will be a comma separated file that contains payment allocation amounts for each employer 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.

11.3.1 Detail Section – Row 1

This row will contain summary information about the file. It should not be changed from the download file.

Column	Column Name	Column Description
1	Agent ID	Contains the Agent ID assigned by the system.
2	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 for the quarter.

11.3.2 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.

Column	Column Name	Column Description
1	Employer ID	Contains the Employer ID.
2	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
3	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
4	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

Below is an example of the upload file:

```
DCA1B2,4
123456,115.23,23.00,115.23
654321,2233.55,2233.55,100.00
135790,12555.33,100.00,12555.33
221133,100.11,100.00,100.00
```

End of example.

12 Appendices

12.1 Worker Relationship

The District requires information about the relationship between the worker and the employer. This information will be used to help UI 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 1 if the worker is also an owner or officer of the business.
2	Spouse of Owner or Officer	Use code 2 if the worker is a spouse of an owner or officer of the business.
3	Parent/Grandparent of Owner or Officer	Use code 3 if the worker is a parent or grandparent of an owner or officer of the business.
4	Child of Owner or Officer	Use code 4 if the worker is a child under 18 years of age of an owner or officer of the business.
5	Sibling of Owner or Officer	Use code 5 if the worker is a sibling of an owner or officer of the business.
6	Board Member	Use code 6 if the wages reported are for a board member of the business.

12.2 Adjustment Reason Codes

Code used for adjustment to employee wages. The code descriptions are the following:

Code	Adjustment Reason
0	Original submission
1	Employment and Wages adjusted because of incorrectly reported wages
2	Wages adjusted because worker(s) were mistakenly included/excluded
3	Employment and Wages adjusted to correct computer system, data entry, or accounting errors
4	Employment and Wages adjusted because they were reported to the wrong state
5	Employment and Wages adjusted because the workers performed services for a different business
6	(Not used)
7	SSN or name changed
8	Other

12.3 Processing Codes

Code	Error
00	Record processed successfully
01	For fixed length files, record is an invalid length
03	SSN missing
04	SSN invalid
05	Duplicate SSN (SUI, Unit #, and report period are the same)
06	Reporting period in record does not = reporting period selected
09	Missing first name, last name, or both
10	Invalid characters in any name field
11	SSN, last name, and first name missing from row
12	Missing UI gross wages in row
13	Missing total gross, taxable, and/or excess wages in summary
14	Too many fields in row (for example, a .csv file is submitted and user had comma separators in dollar fields)
15	Missing 12th of month data (any month)
16	Missing hours/weeks worked
17	Missing owner/officer record
18	Invalid owner/officer record
NA	For XML files, invalid tags or content

12.4 Email Standard Format

- Must contain only one @ 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: (~!#$%^&*_+{}|?’-= / `).