Maryland
DEPARTMENT OF LABOR

THIRD PARTY AGENT ACKNOWLEDGEMENT FILE FORMAT

ABSTRACT

This document provides technical information regarding the acknowledgement file for Third Party Agent's filing Unemployment Insurance wage files on behalf of Maryland employers using the following file formats: .CSV, XML, EFW2, and ICESA. Updated 8/29/20, Version 1

CHANGING
Maryland
for the Better

Document Revision History

VERSION	DATE	SUMMARY OF CHANGES
1.0	8/29/2020	Original Version of Acknowledgement file with Error listing

CONTENTS

1. INTRODUCTION – TAX AND WAGE REPORTING

The Unemployment Insurance (UI) system, called the Reemployment Beacon, allows Third Party Agents (TPAs) to submit wage and employment reports online on behalf of Maryland employers. TPAs can submit wage reports using manual entry via the online screens or they can upload a file containing the wage information. The wage report file specifications can be accessed here: https://www.dllr.state.md.us/uim/employer/uimtpafileformat.pdf

This document will describe the acknowledgement file data layouts for each of the four file types. The file types are:

- Comma Separated Values (CSV) format
- The Social Security format for filing W-2 electronically (EFW2)
- The Interstate Conference of Employment Security Agencies (ICESA) format
- Extensible Markup Language (XML) format

After the submitted wage report file is processed, the Reemployment Beacon system will generate an acknowledgement file. If the wage report was submitted by uploading the file using the online agent portal, then the acknowledgement file will be available from the Wage Summary area in the online portal. If the wage file was submitted via SFTP the acknowledgement file will be placed in a folder for retrieval.

The acknowledgement file will follow the file naming convention of:

Original File Name.<timestamp>.ack

1.1   Acknowledgement File Overview

The Reemployment Beacon system will generate acknowledgement files in the same format as the submitted wage report file (i.e. if the wage report file was submitted as an XML file then the acknowledgement file will be an XML file).

The format of the acknowledgement files will vary slightly from the incoming wage report files. The data contained in the original file will remain as it was submitted and there will be a processing code appended to each record. Processing codes are four (4) digit numeric codes that define the processing status of the record, or the errors in the record, and are defined in the Appendix to this document.

The file layouts below include the processing codes; they have been highlighted to distinguish them from the rest of the layouts which have already been defined.

Some of the errors encountered will prevent the wage report for the employer from being processed and some are informational errors only.   The Appendix contains this information.

Up to three processing codes per record will be included. If there are no errors in the record, then only the 'processed successfully' code – 0000- will be included in the record.

1.1.1   Processing Hierarchy

There are three level of validations performed by Reemployment Beacon. The first is at the submitter record level, the second is at the employer record level, and the third is at the SSN record level.

If there is an error at the submitter record level that prevents the file from being processed only the submitter record will have a processing code, the remaining records will not be updated by the system.

If there is an error at an employer record level that prevents processing of that employer's wage records, only the employer record will have a processing code; the remaining records for that employer and year/quarter will not be updated by the system. Other employer records, or other year/quarter records for the same employer, will be processed.

If there are no errors in the submitter or employer record that prevent processing, then the system will update all records and include processing codes for all records.

2. AGENT CSV ACKNOWLEDGEMENT FILE SPECIFICATIONS

The acknowledgement file will contain four (4) record types and the records and fields within the file are described below. As stated earlier, the files will have the same layout as the submitted wage report file with the exception of the processing code that is added. The processing code will be appended to each record and will be the last field(s) in the record. There will be from one to three processing codes per record.

2.1   Submitter Record

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

Position	Field Name	Field Specifications	Comments
A	Record Identifier	Will be 0	
B	Submitters FEIN	The business FEIN as included in the submitted wage file.	
C	Business Name	The legal name of the business submitting the file as included in the submitted wage file.	
D	Business Address	The mailing address of the business submitting the file as included in the submitted wage file.	
E	Business City	The mailing address city of the business as included in the submitted wage file.	
F	State FIPS code	The two character FIPS code as included in the submitted wage file.	
G	Submitter Zip Code	The mailing address ZIP code of the business as included in the submitted wage file.	
H	Transmitter ZIP code extension (+4)	The mailing address ZIP code extension of the business as included in the submitted wage file.	
I	Transmitter Contact	First and last name of individual from submitting business as included in the submitted wage file.	
J	Transmitter Contact Telephone Number	Contact telephone number, as included in the submitted wage file.	

Position	Field Name	Field Specifications	Comments
K	Telephone Extension/Box	Contact telephone number extension (if any) as included in the submitted wage file.	
L	Transmitter Email	Email address of the transmitter as included in the submitted wage file.	
M	Processing code	Processing code for the record	There will be from 1-3 processing codes per record. See Appendix for processing code values System will display the top 3 priority process codes (Priority Column in Appendix will determine what codes the system includes.)
N	Processing code	Processing code for the record.	There will be up to three possible processing codes per record. Will be blank if no processing code is required

Position	Field Name	Field Specifications	Comments
O	Processing code	Processing code for the record.	There will be up to three possible processing codes per record. Will be blank if no processing code is required

2.2   Employer Record

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

Position	Field Name	Field Specifications	Comments
A	Record type	Must be 1 for employer record as included in the submitted wage file.	
B	UI Account	Employer UI Account number as included in the submitted wage file.	
C	Reporting Period	This field will contain the last month of the quarter and the year as included in the submitted wage file.	
D	Gross wages paid	Total Gross wages for employer/reporting period as included in the submitted wage file.	
E	Taxable wages paid	Total taxable wages for employer/reporting period as included in the submitted wage file.	
F	Taxable excess wages paid	Total excess (nontaxable) wages for employer/reporting period as included in the submitted wage file.	
G	12th of month data for month 1.	As included in the submitted wage file.	
H	12th of month data for month 2.	As included in the submitted wage file.	
I	12th of month data for month 3.	As included in the submitted wage file.	
J	No wage indicator	As included in the submitted wage file.	

Position	Field Name	Field Specifications	Comments
K	Processing code	Processing code for the record	There will be from 1-3 processing codes per record. See Appendix for processing code values System will display the top 3 priority process codes (Priority Column in Appendix will determine what codes the system includes.)
L	Processing code	Processing code for the record.	There will be up to three possible processing codes per record. Will be blank if no processing code is required
M	Processing code	Processing code for the record.	There will be up to three possible processing codes per record. Will be blank if no processing code is required

2.3   Wage Record

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

Position	Field Name	Field Specifications	Comments
A	Record type	As included in the submitted wage file.	

Position	Field Name	Field Specifications	Comments
B	SUI	Employer's UI Account Number as included in the submitted wage file.	
C	Reporting Period	This field will contain the last month of the quarter and the year as included in the submitted wage file.	
D	SSN	Employee's SSN as included in the submitted wage file.	
E	First Name	Employee's First Name, as included in the submitted wage file.	
F	Employer's middle initial	Employees Middle Initial as included in the submitted wage file.	
G	Employee's last name	Employee's Last Name as included in the submitted wage file.	
H	Gross wages paid	Gross wages subject to UI paid to employee for employer/unit/reporting period as included in the submitted wage file.	
I	Out of State Taxable Wages Paid	Out of State taxable wages subject to UI paid to employee for the year as included in the submitted wage file.	
J	Hours worked	As included in the submitted wage file.	
K	Employee 12th of month for month 1	As included in the submitted wage file.	
L	Employee 12th of month for month 2	As included in the submitted wage file.	
M	Employee 12th of month for month 3	As included in the submitted wage file.	
N	Owner/Officer relationship information	As included in the submitted wage file.	
O	Adjustment Code	As included in the submitted wage file.	
P	Other description	As included in the submitted wage file.	

Position	Field Name	Field Specifications	Comments
Q	Processing code	Processing code for the record	There will be from 1-3 processing codes per record. See Appendix for processing code values System will display the top 3 priority process codes (Priority Column in Appendix will determine what codes the system includes.)
R	Processing code	Processing code for the record.	There will be up to three possible processing codes per record. Will be blank if no processing code is required
S	Processing code	Processing code for the record.	There will be up to three possible processing codes per record. Will be blank if no processing code is required

2.4   Final Record

The final record will contain totals for the file.

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

Position	Field Name	Field Specifications	Comments
A	Record type	As included in the submitted wage file.	
B	Total number of records in file	Total number of wage records in file as included in the submitted wage file.	
C	Total wages reported	Total SSN level wages reported in file as included in the submitted wage file.	
D	Processing code	Processing code for the record	There will be from 1-3 processing

			codes per record. See Appendix for processing code values System will display the top 3 priority process codes (Priority Column in Appendix will determine what codes the system includes.)
E	Processing code	Processing code for the record.	There will be up to three possible processing codes per record. Will be blank if no processing code is required
F	Processing code	Processing code for the record.	There will be up to three possible processing codes per record. Will be blank if no processing code is required

3. AGENT XML ACKNOWLEDGEMENT FILE SPECIFICATIONS

The acknowledgement file will contain the same four (4) records and the records and fields within the file are described below. As stated earlier the files will have the same layout as the submitted wage report file with the exception of the processing code that is added. The processing code will be appended to each record and will be the last field(s) in the record. There will be from one to three processing codes per record.

3.1   Agent XML File

The file contains the following system fields:

Field Name	Description	Comments
XmlVersion	This informs the compiler of the XML version that is used. There is no end tag for the XML Version.	
<root>	Parent tag, must have an end tag as the last record 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 as included in the submitted wage file, will have end tag. <FEIN>123456789</FEIN>	
<BusinessName>	Submitter business name as included in the submitted wage file, will have end tag. <BusinessName>ABC Corporation</BusinessName>	
<Address>	Submitter street address as included in the submitted wage file, will have end tag. <Address>123 Any Street</Address>	
<City>	Submitter city as included in the submitted wage file, will have end tag. <City>Any City</City>	
<State>	Submitter state as included in the submitted wage file, will have end tag. <State>MD</State>	
<ZIP>	Submitter ZIP code as included in the submitted wage file, will have end tag. <ZIP>12345</ZIP>	
<ZIP4>	Submitter +4 for ZIP code as included in the submitted wage file, will have end tag. <ZIP4>1234</ZIP4>	

Field Name	Description	Comments
<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. <Contact>Jane Smith</Contact>	
<Phone>	Contact telephone number, must have an end tag. <Phone>1234567890</Phone>	
<Extension>	Contact telephone extension as included in the submitted wage file, will have end tag. <Extension>1234</Extension>	
<Email>	Email address of the contact person as included in the submitted wage file, will have end tag. <Email>JaneSmith@ABCCorporation.com</Email>	
<ProcessingCode>	Tag informing the compiler that processing codes will follow. There must be a </ProcessingCode> end tag at the end of the wage record.	
<Code>	Processing code for the Submitter record. Will have an end tag and there may be up to three processing codes per record <code> code </code> <code> code </code> <code> code </code>	There will be at least one and may be up to three processing codes. This field may be 0000 if there are no errors in the record. See Appendix for processing code values.
</ProcessingCode>	Tag informing the compiler that this is the end of the processing codes.	
</Submitter>	Tag informing the compiler that this is the end of the submitter record.	
<Wage>	Tag informing the compiler that this is a wage file. There must be a </Wage> end tag at the end of the wage record.	
<WageRecord>	Tag informing the compiler that an individual wage record is following. There must be a </WageRecord> tag following each 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 employee record.	

Field Name	Description	Comments
<EmployerID>	This field will contain the employer's UI account number as included in the submitted wage file, will have end tag. <EmployerID>123456</EmployerID>	
<Period>	This field will contain the period for which the report is filed as included in the submitted wage file, will have end tag. <Period>032016</Period>	
<SSN>	This field will contain the employee SSN as included in the submitted wage file, will have end tag. <SSN>123456789</SSN>	
<LastName>	This field will contain the employee's last name, as shown on the Social Security card as included in the submitted wage file, will have end tag. <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 as included in the submitted wage file, will have end tag. <MI>G</MI>	
<StateGrossWages>	This field will contain the state gross wages as included in the submitted wage file, will have end tag. <StateGrossWages>1254636</StateGrossWages>	

Field Name	Description	Comments
<OutofStateTaxableWages>	This field will contain the out of gross wages paid to the employee during the quarter out of state as included in the submitted wage file, will have end tag. <OutofStateTaxableWages> 1254636</OutofStateTaxableWages>	
<HrsWkd>	This field will contain the hours worked by the worker in the reporting period as included in the submitted wage file, will have end tag. <HrsWkd>150</HrsWkd>	
<OwnerRel>	Include the owner/officer relationship of the worker as included in the submitted wage file, will have end tag. <OwnerRel>0</OwnerRel>	
<EmployMon1>	As included in the submitted wage file, will have end tag.	
<EmployMon2>	As included in the submitted wage file, will have end tag.	
<EmployMon3>	As included in the submitted wage file, will have end tag.	
<AdjCode>	As included in the submitted wage file, will have end tag.	
<Reason>	As included in the submitted wage file, will have end tag.	

Field Name	Description	Comments
<ProcessingCode>	Tag informing the compiler that processing codes will follow. There must be a </ProcessingCode> end tag at the end of the wage record.	
<Code>	Processing code for the Employee record. Will have an end tag and there may be up to three processing codes per record <code> code </code> <code> code </code> <code> code </code>	There will be at least one and may be up to three processing codes. This field may be 0000 if there are no errors in the record. See Appendix for processing code values.
</ProcessingCode>	Tag informing the compiler that this is the end of the processing codes.	
</Employee>	End tag for the employee record	
<ProcessingCode>	Tag informing the compiler that processing codes will follow. There must be a </ProcessingCode> end tag at the end of the wage record.	
<Code>	Processing code for the Employer record. Will have an end tag and there may be up to three processing codes per record <code> code </code> <code> code </code> <code> code </code>	There will be at least one and may be up to three processing codes. This field may be 0000 if there are no errors in the record. See Appendix for processing code values.
</ProcessingCode>	Tag informing the compiler that this is the end of the processing codes.	
</WageRecord>	End tag for the wage record	
<Totals>	As included in the submitted wage file, will have end tag.	
<EmployerID>	As included in the submitted wage file, will have end tag.	

Field Name	Description	Comments
<Period>	As included in the submitted wage file, will have end tag.	
<NoWageIndicator>	As included in the submitted wage file, will have end tag.	
<TotalWages>	As included in the submitted wage file, will have end tag.	
<TaxableWages>	As included in the submitted wage file, will have end tag.	
<ExcessWages>	As included in the submitted wage file, will have end tag.	
<Month1>	As included in the submitted wage file, will have end tag.	
<Month2>	As included in the submitted wage file, will have end tag.	
<Month3>	As included in the submitted wage file, will have end tag.	
<ProcessingCode>	Tag informing the compiler that processing codes will follow. There must be a </ProcessingCode> end tag at the end of the wage record.	

Field Name	Description	Comments
<Code>	Processing code for the Total record. Will have an end tag and there may be up to three processing codes per record <Code> Code </Code> <Code> Code </Code> <Code> Code </Code>	There will be at least one and may be up to three processing codes. This field may be 0000 if there are no errors in the record. See Appendix for processing code values.
</ProcessingCode>	Tag informing the compiler that this is the end of the processing codes.	
</Totals>	End tag informing the complier that this is the end of the total record.	
</Wage>	End tag for the wage record	
</root>	End tag for the file	

4. AGENT EFW2 ACKNOWLEDGEMENT FILE SPECIFICATIONS

The acknowledgement file will contain four (4) records and the records and fields within the file are described below. As stated earlier the files will have the same layout as the submitted wage report file with the exception of the processing code that is added. There will be from one to three processing codes per record.

The file is a fixed length file; there will be five hundred twelve (512) characters in each record. If a record in the incoming file had more than 512 characters, it will be truncated to 512 characters in the acknowledgement file.

4.1 Fixed Length Records

The system will only process RA, RV, RS and RF record types and will only include processing codes for those records. If other records were included in the incoming fie they will NOT be included in the acknowledgement file.

4.1.1 RA Record: Submitter Record

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

Below is a description for each field in the record:

Location	Field Name	Length	Field Specifications	Comments
1-2	Record Identifier	2	Should always be RA	
3-11	Submitter's FEIN	9	The submitter's FEIN as included in the submitted wage file.	
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	

Location	Field Name	Length	Field Specifications	Comments
38-94	Company Name	57	The company name as included in the submitted wage file. Will be left justified and filled with spaces.	
95-116	Mailing Address Line 1	22	The company's mailing address line 1 as included in the submitted wage file. Will be left justified and filled with spaces.	
117-138	Mailing Address Line 2	22	The company's mailing address line 2 as included in the submitted wage file. Will be left justified and filled with spaces.	
139-160	City	22	The company's mailing address city as included in the submitted wage file. Will be left justified and filled with spaces.	
161-162	State Abbreviation	2	The company's mailing address State or commonwealth/ territory as included in the submitted wage file. .	
163-167	ZIP Code	5	The company's mailing address ZIP code as included in the submitted wage file.	
168-171	ZIP Code Extension	4	The company's four-digit extension of the mailing address ZIP code as included in the submitted wage file.	
172-216	Blanks	45	Will be filled with spaces	
217-273	Submitter Name	57	The name of the organization to receive error notification as included in the submitted wage file. Will be left justified and filled with spaces.	
274-295	Physical Address Line 1	22	The submitter's physical address as included in the submitted wage file. Will be left justified and filled with spaces.	

Location	Field Name	Length	Field Specifications	Comments
296-317	Physical Address Line 2	22	The submitter's physical address line 2 as included in the submitted wage file. Will be left justified and filled with spaces.	
318-339	City	22	The submitter's physical address city as included in the submitted wage file. Will be left justified and filled with spaces.	
340-341	State Abbreviation	2	The submitter's physical address State or commonwealth/territory as included in the submitted wage file.	
342-346	ZIP Code	5	The submitter's physical address ZIP code as included in the submitted wage file.	
347 - 350	ZIP Code Extension	4	The submitter's physical address four-digit extension of the ZIP code. Do not include hyphen. If not applicable, fill with spaces.	
351 - 395	Blanks	45	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. Truncate if the name is more than 27 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 justify and fill with spaces.	
438 - 442	Contact Phone Extension	5	The contact's telephone extension. Left justify and fill with spaces.	
443 - 445	Blanks	3	Fill with spaces	
446 - 485	Contact Email	40	The contact's Email address in standard format.	
486 - 488	Blanks	3	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.	

Location	Field Name	Length	Field Specifications	Comments
499-502	Processing Code 1	4	Processing code for the RA record.	See Appendix for processing code values
503-506	Processing Code 2	4	Processing code for the RA record.	See Appendix for processing code values
507-510	Processing Code 3	4	Processing code for the RA record.	See Appendix for processing code values
511-512	Blanks	2	Will be filled with spaces	

4.1.2   RV Record: Employer Totals

Below is a description for each field in the record:

Location	Field Name	Length	Field Specifications	Comments
1-2	Record Identifier	2	Will be RV	
3-17	State Unemployment Insurance Account Number	15	Employer Account Number as included in the submitted wage file. Will be left justified and filled with spaces.	
18-23	Reporting Period	6	Last month and year of reporting period as included in the submitted wage file.	
24-33	Blanks	10	Will be filled with spaces	
34-53	Gross Wages	20	Gross wages reported by the employer for reporting period as included in the submitted wage file. Will be right justified and padded with zeros.	

Location	Field Name	Length	Field Specifications	Comments
54-73	Taxable wages	20	Taxable wages as included in the submitted wage file. Will be right justified and padded with zeros.	
74-93	Excess (non-taxable) wages	20	Non-taxable wages as included in the submitted wage file. Will be right justified and padded with zeros.	
94-103	Blanks	10	Will be filled with spaces	
104-108	Employees on payroll on the 12th of month, Month 1	5	As included in the submitted wage file.	
109-113	Employees on payroll on the 12th of month, Month 2	5	As included in the submitted wage file.	
114-118	Employees on payroll on the 12th of month, Month 3	5	As included in the submitted wage file.	

Location	Field Name	Length	Field Specifications	Comments
119	No wage report indicator	1	As included in the submitted wage file.	
120-123	Processing Code 1	4	Processing code for the RV record.	See Appendix for processing code values
124-127	Processing Code 2	4	Processing code for the RV record.	See Appendix for processing code values
128-131	Processing Code 3	4	Processing code for the RV record.	See Appendix for processing code values
132-512	Blanks	381	Will be filled with spaces	

4.1.3   RS Record: Employee State Wage Record

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

Below is a description for each field in the record:

Location	Field Name	Length	Field Specifications	Comments
1-2	Record Identifier	2	Will 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 submitted wage file.	
19-33	Employee First Name	15	The employee's first name as included in the submitted wage file.	
34-48	Employee Middle Initial	15	As included in the submitted wage file.	

Location	Field Name	Length	Field Specifications	Comments
49-68	Employee Last Name	20	The employee's last name as included in the submitted wage file.	
69-72	Suffix	4	As included in the submitted wage file.	
73-194	Blanks	122	Will be filled with spaces	
195-196	Adjustment Code	2	As included in the submitted wage file.	
197-202	Reporting Period	6	As included in the submitted wage file.	
203-213	State Quarterly Unemployment Insurance Total (Gross) Wages	11	As included in the submitted wage file.	
214-224	Out of State Quarterly Unemployment Insurance Total Taxable Wages	11	As included in the submitted wage file.	
225-247	Blanks	23	Will be filled with spaces	
248-267	State Unemployment Insurance Account Number	20	As included in the submitted wage file.	
268-337	Blanks	70	Fill with spaces	
338	12th Month 1	1	As included in the submitted wage file.	

Location	Field Name	Length	Field Specifications	Comments
339	12th Month 2	1	As included in the submitted wage file.	
340	12th Month 3	1	As included in the submitted wage file.	
341	Owner/ Officer Relationship	1	As included in the submitted wage file.	
342-344	Number of Hours Worked	3	As included in the submitted wage file.	
345-375	Adjustment reason. Other Explanation	31	As included in the submitted wage file.	
376-379	Processing Code 1	4	Processing code for the RS record.	See Appendix for processing code values
380-383	Processing Code 2	4	Processing code for the RS record. Will be filled with spaces if there is no need for processing code 2.	See Appendix for processing code values
384-387	Processing Code 3	4	Processing code for the RS record. Will be filled with spaces if there is no need for processing code 3.	See Appendix for processing code values
388-512	Blanks	144	Fill with spaces	

4.1.4   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	Will be RF	
3-7	Blanks	5	Will be filled with spaces	
8-16	Number of RS Records	9	As included in the submitted wage file.	

Location	Field Name	Length	Field Specifications	Required?
17-36	Total wages reported in file	20	As included in the submitted wage file.	
37-40	Processing Code 1	4	Processing code for the RF record.	See Appendix for processing code values
41-44	Processing Code 2	4	Processing code for the RF record.	See Appendix for processing code values
45-48	Processing Code 3	4	Processing code for the RF record.	See Appendix for processing code values
49-512	Blanks	464	Will be filled with spaces	

5. AGENT ICESA FILE SPECIFICATIONS

The acknowledgement file will contain four (4) records and the records and fields within the file are described below. As stated earlier the files will have the same layout as the submitted wage report file with the exception of the processing code that is added. There will be from one to three processing codes per record.

The file is a fixed length file; there will be two hundred seventy five (275) characters in each record. If a record in the incoming file had more than 275 characters, it will be truncated to 275 characters in the acknowledgement file.

5.1   Agent ICESA Record Layouts

5.1.1   Record Type A

Below is a description for each field in record type A

Location	Contents of Field	Field Length	Description	Comments
1- 1	Record Identifier	1	Will always be A	
2 – 5	Blank	4	Will be filled with spaces	
6 – 14	Submitters FEIN	9	The business FEIN as included in the submitted wage file.	
15 – 23	Blanks	9	Will be filled with spaces	
24 – 73	Business Name	50	The legal name of the business as included in the submitted wage file.	
74 – 113	Business Address	40	The mailing address of the business as included in the submitted wage file.	
114 – 138	Business City	25	The mailing address city of the business as included in the submitted wage file.	

Location	Contents of Field	Field Length	Description	Comments
139 - 140	Business State FIPS code	2	The state FIPS postal numeric code as included in the submitted wage file.	
141-153	Blanks	13	Will be filled with spaces	
154 - 158	Transmitter ZIP Code	5	The mailing address ZIP code of the business as included in the submitted wage file.	
159 - 163	Transmitter ZIP code extension (+4)	5	The mailing address ZIP code extension as included in the submitted wage file.	
164 - 193	Transmitter Contact Full Name	30	The first and last name of individual from submitting Business as included in the submitted wage file.	
194 - 203	Transmitter Contact Telephone Number	10	Contact telephone number as included in the submitted wage file.	
204 - 207	Transmitter Contact Telephone Extension	4	Contact telephone number extension (if any) as included in the submitted wage file. If there was no extension, it will be filled with spaces.	

Location	Contents of Field	Field Length	Description	Comments
208-211	Processing Code 1	4	Processing code 1 for record A.	See Appendix for processing code values
212-215	Processing Code 2	4	Processing code 2 for record A.	See Appendix for processing code values
216-219	Processing Code 3	4	Processing code 3 for record A.	See Appendix for processing code values
220- 275	Blanks	56	Will be filled with spaces	

5.1.2 Record Type B

The entire record type B record will be ignored by the system.   It can be included with or excluded from the filing. If there was a type B record in the original file it will NOT be included in the acknowledgement file.

5.1.3 Record Type E

Below is a description for each field in the record:

Location	Contents of Field	Field Length	Description	Comments
1- 1	Record Identifier	1	Will be E	
2 – 5	Report Year	4	Year for which the report was filed as included in the submitted wage file.	
6 – 14	Federal EIN (FEIN)	9	The business FEIN as included in the submitted wage file.	
15 – 23	Blanks	9	Will be filled with spaces	
24 - 73	Employer's Legal Name	50	The employer's legal name as included in the submitted wage file.	
74 - 113	Address where work is performed in the state	40	The address where work is performed in the state as included in the submitted wage file.	
114 - 138	City	25	City where work is performed in the state as included in the submitted wage file.	
139-140	Employer State	2	State in which work was performed as included in the submitted wage file.	
141 - 148	Blanks	8	Will be filled with spaces	

Location	Contents of Field	Field Length	Description	Comments
149 - 153	ZIP Code	5	The business ZIP code as included in the submitted wage file.	
154 - 158	ZIP Code Extension	5	Four digit extension of ZIP code as included in the submitted wage file. Will be filled with spaces if there was no extension.	
159 - 166	Blank	8	Will be filled with spaces	
167 - 170	Taxing Entity Code	4	Will be UTAX	
171 - 172	State Identifier Code	2	The state FIPS postal numeric code as included in the submitted wage file.	
173 - 187	State Unemployment Insurance Account Number	15	Will be the state UI employer account number as included in the submitted wage file.	
188 - 189	Report quarter	2	As included in the submitted wage file.	
190 - 190	No wage report indicator	1	As included in the submitted wage file.	
191-194	Processing Code 1	4	Processing code 1 for record E.	See Appendix for processing code values
195-198	Processing Code 2	4	Processing code 2 for record E.	See Appendix for processing code values
199-202	Processing Code 3	4	Processing code 3 for record E.	See Appendix for processing code values
203 - 275	Blanks	73	Will be filled with spaces	

5.1.4   Record Type S

Below is a description for each field in the record:

Location	Contents of Field	Field Length	Description	Comments
1- 1	Record Identifier	1	Will be S	
2 - 10	Social Security Number	9	Employee's Social Security number as included in the submitted wage file	

Location	Contents of Field	Field Length	Description	Comments
11 - 30	Employee Last Name	20	Employee's last name as included in the submitted wage file.	
31 - 42	Employee First Name	12	Employee's first name as included in the submitted wage file.	
43 - 43	Employee Middle Initial	1	Employee's middle initial as included in the submitted wage file.	
44 - 45	State FIPS Code	2	The state FIPS postal numeric code as included in the submitted wage file	
46 - 63	Blanks	18	Will be filled with spaces	
64 - 77	State QTR Unemployment Insurance Total Wages	14	Employee's UI covered wages paid as included in the submitted wage file.	
78-91	Blanks	14	Will be filled with spaces	
92 - 131	Blanks	40	Will be filled 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.	
135 - 146	Blanks	12	Will be filled with spaces	Fill with spaces
147 - 161	State Unemployment Insurance Account Number	15	State UI employer account number as included in the submitted wage file.	Yes
162 - 176	Blanks	15	Will be filled with spaces	Fill with spaces
177 – 209	Blanks	33	Will be filled with spaces	Fill with spaces
210-210	Owner/Officer Relationship	1	Owner/officer relationship of the worker as included in the submitted wage file.	Yes
211-211	Blanks\Ignore	1	Will be filled with spaces	Fill with spaces
212-212	Month 1 Employment	1	As included in the submitted wage file.	No
213-213	Month 2 Employment	1	As included in the submitted wage file.	No
214-214	Month 3 Employment	1	As included in the submitted wage file.	No
215-220	Reporting Quarter and Year	6	As included in the submitted wage file.	

Location	Contents of Field	Field Length	Description	Comments
221-226	Month and year the employee was first employed	6	As included in the submitted wage file.	
227 - 232	Month and year the employee became separated from employment	6	As included in the submitted wage file.	
233 - 247	Out of State QTR Unemployment Insurance Total Taxable Wages	15	Employee's Out of State UI covered taxable wages for the year as included in the submitted wage file.	
248 -249	Adjustment Reason Code	2	As included in the submitted wage file.	
250-253	Processing Code 1	4	Processing code 1 for record S.	See Appendix for processing code values
254-257	Processing Code 2	4	Processing code 2 for record S.	See Appendix for processing code values
258-261	Processing Code 3	4	Processing code 3 for record S.	See Appendix for processing code values
262 - 275	Blanks	14	Will be filled with spaces	Fill with spaces

5.1.5   Record Type T

Below is a description for each field in the record:

Location	Contents of Field	Field Length	Description	Comments
1- 1	Record Identifier	1	Will be T	
2 - 8	Total Number of Employees	7	The total number of "S" records in the file as included in the submitted wage file.	
9 - 26	Blank	18	Will be filled with spaces	

Location	Contents of Field	Field Length	Description	Comments
27 - 40	State QTR Unemployment Insurance Total Wages For Employer	14	Quarterly gross wages subject to UI taxes as included in the submitted wage file.	
41 - 54	State QTR Unemployment Insurance Excess Wages for Employer	14	Quarterly excess UI wages for the employer/period as included in the submitted wage file.	
55 - 68	State QTR Unemployment Insurance Taxable Wages For Employer	14	Quarterly taxable UI wages for the employer/period as included in the submitted wage file.	
69 - 81	Blank	13	Will be filled with spaces	
82 -87	Reporting Quarter and Year	6	As included in the submitted wage file.	
88 - 226	Blank	139	Will be filled with spaces	
227-233	Month 1 Employment for Employer	7	As included in the submitted wage file.	
234-240	Month 2 Employment for Employer	7	As included in the submitted wage file.	

Location	Contents of Field	Field Length	Description	Comments
241-247	Month 3 Employment for Employer	7	As included in the submitted wage file.	
248-251	Processing Code 1	4	Processing code 1 for record T.	See Appendix for processing code values
252-255	Processing Code 2	4	Processing code 2 for record T.	See Appendix for processing code values
256-259	Processing Code 3	4	Processing code 3 for record T.	See Appendix for processing code values
260 - 275	Blanks	16	Will be filled with spaces	

5.1.6   Record Type F

Below is a description for each field in the record:

Location	Contents of Field	Field Length	Description	Comments
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 as included in the submitted wage file.	
12 – 40	Blank	29	Will be filled with spaces	
41 - 55	Quarterly State Unemployment Insurance Total Wages in File	15	Total of quarterly gross wages as included in the submitted wage file.	

Location	Contents of Field	Field Length	Description	Comments
56-59	Processing Code 1	4	Processing code 1 for record T.	See Appendix for processing code values
60-63	Processing Code 2	4	Processing code 2 for record T.	See Appendix for processing code values
64-67	Processing Code 3	4	Processing code 3 for record T.	See Appendix for processing code values
68 – 275	Blank	208	Will be filled with spaces	

6. APPENDIX

Below are the Processing codes and their description.

Processing Code	Description	Effect on processing	Priority
0000	Processed successfully	The entire file is processed	
878	The employer ID has a valid format but does not exist in the system	The entire set of SSN records for this employer/quarter will not be processed.	
1068	The employer ID listed in the record is not a valid employer ID	The entire set of SSN records for this employer/quarter will not be processed. ~~There will not be processing codes on the SSN level records.~~	5
1080	The employer FEIN listed is not associated with the employer ID listed in the agency's records ICESA Only	The entire set of SSN records for this employer/quarter will not be processed. ~~There will not be processing codes on the SSN level records.~~	6
1082	The employer is not active for the reporting period listed in the record.	The entire set of SSN records for this employer/quarter will not be processed. ~~There will not be processing codes on the SSN level records.~~	7
1083	The employer does not have an experience rate for the reporting period listed in the record.	The entire set of SSN records for this employer/quarter will not be processed.	8

1089	The employer account ID included in this SSN record does not match the employer account ID in the employer records for this set of SSN records.	The entire set of SSN records for this employer/quarter will not be processed.	9
2372	The employer status for this employer is Cancelled. Wage reports cannot be accepted by the agency while the status is cancelled.	The entire set of SSN records for this employer/quarter will not be processed.	10
1033	The employer's legal name is missing.\n\nICESA Only.	The entire set of SSN records for this employer/quarter will not be processed.	11
1437	This quarter is currently under agency review. Wage amendments for this quarter cannot be submitted until the agency review is completed.	The entire set of SSN records for this employer/quarter will not be processed.	12
2371	The employer status for this employer is Pending. Wage reports cannot be accepted by the agency while the status is pending.	The entire set of SSN records for this employer/quarter will not be processed.	14
1022	The employer SSN records contain SSNs that are associated with an owner and the Business Entity Type is a Sole-Proprietor, Partnership, LLC (Single Owner), LLC (Partnership) or LLP. Owner wages are not taxable for these entities.	The entire set of SSN records for this employer/quarter will not be processed.	15
1421	An original report has not been filed for employer. The amended records will not be processed.	The entire set of SSN records for this employer/quarter will not be processed.	16
1091	An original wage report for this employer and quarter has already been submitted. Another original cannot be filed.	The entire set of SSN records for this employer/quarter will not be processed.	17
2054	There is an audit being performed on this year and quarter for the employer. Wages cannot be amended while an audit is active for the quarter.	The entire set of SSN records for this employer/quarter will not be processed.	18

2593	The wage amendment is for a quarter that is greater than 24 quarters (6 years) in the past. Wage amendments cannot be made for quarters greater than 24 quarters in the past.	The entire set of SSN records for this employer/quarter will not be processed.	19
1402	The out-of-state taxable wages field contains invalid characters.	The entire set of SSN records for this employer/quarter will not be processed. There will not be processing codes on the SSN level records.	20
1050	The 'no wage' indicator was set to 0 (no wages were paid in the quarter) but there are SSN records associated with the employer/quarter in the file.	The entire set of SSN records for this employer/quarter will not be processed.	21
1069	The reporting period field has invalid characters.	The entire set of SSN records for this employer/quarter will not be processed.	23
1090	The report year/quarter included in this SSN record does not match the report year/quarter in the employer records for this set of SSN records.	The entire set of SSN records for this employer/quarter will not be processed. There will not be processing codes on the SSN level records.	24
1612	The 'no wage' indicator was set to 1 (wages were paid in the quarter) but there are no SSN records associated with the employer/quarter in the file.	The entire set of SSN records for this employer/quarter will not be processed.	25
2264	The gross wages amount contains too many characters.	The entire set of SSN records for this employer/quarter will not be processed. There will not be processing codes on the SSN level records.	26

2306	The out-of-state gross wages amount contains too many characters. CVS and XML only.	The entire set of SSN records for this employer/quarter will not be processed. There will not be processing codes on the SSN level records.	27
1459	The total gross wages included in the record does not equal the sum of the gross wages listed in each employee record.	The entire set of SSN records for this employer/quarter will not be processed.	28
1062	The 12th of the month data for month 1 is missing or invalid for employer record.	The entire set of SSN records for this employer/quarter will not be processed.	29
1063	The 12th of the month data for month 2 is missing or invalid for employer record.	The entire set of SSN records for this employer/quarter will not be processed.	30
1064	The 12th of the month data for month 3 is missing or invalid for employer record.	The entire set of SSN records for this employer/quarter will not be processed.	31
1071	The 'no wage report' indicator is not numeric.	The entire set of SSN records for this employer/quarter will not be processed.	32
1407	The 'no wage report' indicator is numeric but is not 0 or 1	The entire set of SSN records for this employer/quarter will not be processed.	33
1081	A no wage report cannot be filed for this quarter because wages were paid in this quarter based on information received during account registration.	The entire set of SSN records for this employer/quarter will not be processed.	34
1412	The agent is not authorized to submit wage reports for this employer per the agency's records	The entire set of SSN records for this employer/quarter will not be processed.	35

1079	The FEIN is Invalid. It should be numeric of length 9. ICESA only.	The entire set of SSN records for this employer/quarter will not be processed. There will not be processing codes on the SSN level records.	
1074	The taxable wage amount field contains invalid characters or is not included in the file.	The entire set of SSN records for this employer/quarter will not be processed.	36
1073	The gross wage amount field contains invalid characters or is not included in the file.	The entire set of SSN records for this employer/quarter will not be processed.	37
1410	The reported gross wages paid is less than the reported taxable wages paid. Gross wages cannot be less than taxable wages.	The entire set of SSN records for this employer/quarter will not be processed.	38
1411	The excess wages reported does not equal the gross wages minus the taxable wages.	The entire set of SSN records for this employer/quarter will not be processed.	39
1078	The employer is not liable for the reporting period.	The entire set of SSN records for this employer/quarter will not be processed.	40
1072	The excess wage amount field contains invalid characters or is not included in the file.	The entire set of SSN records for this employer/quarter will not be processed.	41
1086	There are duplicate SSNs. The system will not process the same SSN twice for a quarter.	The entire set of SSN records for this employer/quarter will not be processed.	42
1085	The SSN field contains invalid characters.	The entire set of SSN records for this employer/quarter will not be processed.	43

1414	There is no SSN in the record or the file contains SSNs of 999-99-9999. The wage base calculation will not be performed for these SSNs.	The record will be processed, all wages reported under this SSN will be taxable wages.	44
1442	The out-of-state taxable wages have already been reported for this employee and year.	The record will be processed however the out of state wages reported will not be used when calculating taxable wages for the SSN.	45
1481	The first or last name associated with this SSN does not match the information provided in a previous quarter.	The entire set of SSN records for this employer/quarter will not be processed.	47
749	The reason for amendment field is required for this record XML only.	This is required field. System rejects the record if amendment reason is blank.	48
1417	The total number of employees in the Totals record is missing or invalid ICESA Only.	This is an informational message, the records will be processed provided there are no other issues.	
1460	The total number of employees listed does not equal the sum of employee records in the file. ICESA Only.	This is an informational message, the records will be processed provided there are no other issues.	51
1431	The owner/officer information filed is blank or contains invalid characters.	This is required field. System rejects the record if owner / officer indicator is invalid or empty.	56
1084	The first or last name is missing or the field contains invalid characters.	This is required field. System rejects the record if first or last name is invalid.	57
1423	The amendment code field is blank or contains invalid characters.	This is required field. System rejects' the	58

		record if amendment reason is blank.	
1057	The street address line 1 where work is performed in MD is not in the field or contains invalid characters. ICESA Only	This is an informational message, the records will be processed provided there are no other issues.	60
1406	The city where work is performed in MD is not in the field or contains invalid characters. ICESA Only	This is an informational message, the records will be processed provided there are no other issues.	61
1415	Zip Code in Employer Record is missing or invalid ICESA Only	This is an informational message, the records will be processed provided there are no other issues.	62
1070	Reporting period has incorrect data. Provided that report period is numeric but data is incorrect.	The entire set of SSN records for this employer/quarter will not be processed	63
1418	State in Employer Record is missing or invalid ICESA Only	The entire set of SSN records for this employer/quarter will not be processed	64
2591	A wage report cannot be filed for this quarter because wage report can be filed only for most recent 16 quarters.	The entire set of SSN records for this employer/quarter will not be processed	65