



Employment and Wage Detail Electronic Reporting
Payments

Payment Allocation File Format

New Mexico UI Tax Modernization Project
Department of Workforce Solutions

Revised: 2/1/2012



DOCUMENT REVISION HISTORY

Date*	Version	Responsible	Reason for Revision
2/1/2012	1.0	JLC	Initial Release

TABLE OF CONTENTS

DOCUMENT REVISION HISTORY	II
TABLE OF CONTENTS	III
1 INTERFACE SUMMARY INFORMATION	1
2 INTERFACE PARAMETERS	2
3 FIELD LAYOUT	2
4 FIELD LAYOUT EXAMPLE	3



1 INTERFACE SUMMARY INFORMATION

The Payment Allocation File is used to update the UI Tax system with specific payment amount(s) to be applied to the accounts included in the file. This file sets the amount of the total payment that will be allocated to each of the Third Party Administrator (TPA) client accounts included in the file. If an account is not included in the file, no payment amount will be allocated to that account.

This allows the TPA to make a single ACH Debit payment for their clients, and the System will then allocate the payment to client accounts based on the information in the file.

This file should be used in conjunction with the Payment Due file.

If the TPA does not want any part of the payment allocated to a particular client, the employer should not be included in the file.

Interface Summary Information	
Interface Type	The file is a comma separated value (.csv) file.
Primary Users	Third Party Administrator (TPA)
Frequency	On demand
Trigger for Interface	<input type="checkbox"/> Batch <input checked="" type="checkbox"/> On Demand Triggered via the upload payment application file (.txt) link on the TPA Payment Options page.
Method of Delivery	<input type="checkbox"/> Shared Drive <input checked="" type="checkbox"/> On Demand Triggered via the upload payment application file (.txt) link on the TPA Payment Options page. File is loaded and saved to a system server.

2 INTERFACE PARAMETERS

The table below outlines the interface parameters:

Interface Variables		
Variable	Description	Business Logic
File Name	Filename of payment allocation file	There are no system restrictions on the name of the file that will be uploaded.

3 FIELD LAYOUT

The payment allocation file must contain a header record containing the TPA ID (assigned when the TPA registers in the system), the date the file is uploaded, and the record count. There are no restrictions on the file sorting

File Layout		
Field Name	Format/Description	Logic/ Validation
File Detail		
TPA ID	Numeric/TPA ID	Validate the logged on User ID is authorized to upload the file for the TPA (See Assign and Maintain TPA Use Case for role).
Upload Date	MMDDCCYY/Date file is uploaded	No validation on the date, it is an informational field only.
Record Count	Numeric/Count of records in file	Must equal the number of records in the file, excluding the header row. The file will be rejected if the record count and number of rows in the file do not equal.
Employer Detail		
Employer Account Number	Numeric/Employer Account Number	If the employer account number is that of an employer who has not authorized the TPA to make payments on their behalf, the record will be rejected.
Payment Amount	Currency	Include dollars and cents, if the payment amount is an even dollar amount include '.00'.
Current Quarter Due	Currency	This is an informational field, there are no validations performed on the field.

4 FIELD LAYOUT EXAMPLE

Sample File –Payment Allocation File

34,09162009,2

12345678,27.31, 0.00

87654321,0.00,10.15