



Electronic and Wage Detail Electronic Reporting
Agent Information

Payment Due File Format

New Mexico Department of Workforce Solutions
NMDWS

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DOCUMENT REVISION HISTORY

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

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1 INTERFACE SUMMARY INFORMATION

The Payments Due interface provides Third Party Administrators (TPA) with a point-in-time snapshot of the amounts due for each of their clients for whom they are authorized to make payments in a .csv flat file format. The file contains both total amount due and the amount due for the most recently completed calendar for each client.

This file will be generated on demand from the TPAs account in the online UI Tax system application.

Interface Summary Information	
Interface Type	The file is a comma separated value (.csv) file.
Primary Users	Third Party Administrator (TPA)
Frequency	Upon Request
Trigger for Interface	<input type="checkbox"/> Batch <input checked="" type="checkbox"/> On Demand Triggered from the TPA Payments Home page via Download Payments Due link, or TPA Payment Options page via Download Payments Due link
Method of Delivery	<input type="checkbox"/> Shared Drive <input checked="" type="checkbox"/> On Demand Flat file is generated upon user request and saved to the drive specified by the user via the browser's download manager.



2 INTERFACE PARAMETERS

The table below outlines the interface parameters:

Interface Variables		
Variable	Description	Business Logic
File Name	Name of file generated by the System. The filename will be in the following format: Payments_Upload_CCYYMMDD_HHMM	CCYYMMDD = Date file wage generated HHMM = System time file was generated. Will be truncated at the minute and will be Mountain Standard time.

3 FIELD LAYOUT

Each file will contain a header record in the first row. The header record will contain the TPA ID (created by the system when the TPA registers), the date the file was created, and the number of records in the file.

Only employers who have authorized the TPA to make payments on their behalf AND who have amounts due will be included in the file, those with no amounts due will not be in the file.

The file will be sorted by Employer Account Number (EAN), ascending.

File Layout		
Field Name	Format/Description	Logic/ Validation
Header Record		
TPA ID	Numeric/TPA ID	TPA ID assigned by the system.
Download Date	Numeric/Date file is downloaded	Current date in MMDDYYCC format
Record Count	Numeric/Number of records in file.	
Employer Detail		

Payment Due File



Employer Account Number	Numeric/Employer Account Number of TPA client	<p>Only employers who have authorized the TPA to make payments on their behalf AND who have amounts due will be included in the file, those with no amounts due will not be in the file.</p> <p>The file will be sorted by EAN, ascending</p>
Total Amount Due	Currency/Total Amount due on the account	<p>Include the total amount due on the account. This will include all contributions, reimbursable charges (if applicable), penalties, interest, and pre-payment amounts (if applicable).</p> <p>If the amount due is an even dollar amount, no decimal or cents will be include, i.e. if the employer has an amount due of \$100.00, the file will contain 100 in that field. Otherwise the field will include dollars and cents with the decimal</p>
Current Quarter Amount Due	Currency/current quarter amount due for the account (excludes prepayment amounts due for reimbursable employers)	<p>Include the amount due on the account for the most recently completed calendar quarter. This will include all contributions, reimbursable charges (if applicable), penalties, interest, and pre-payment amounts (if applicable).</p> <p>If the amount due is an even dollar amount, no decimal or cents will be include, i.e. if the employer has an amount due of \$100.00, the file will contain 100 in that field. Otherwise the field will include dollars and cents with the decimal</p>

4 FIELD LAYOUT EXAMPLE

Sample file –Download Payment Due File.

34,500000001,2

12345678,54.06,25

87654321,860.52,123