



Employment and Wage Detail Electronic Reporting

**UI Wage Reports
Confirmation File Format**

New Mexico Department of Workforce Solutions
NMDWS

Revised 2/10/2012



DOCUMENT REVISION HISTORY

Date*	Version	Responsible	Reason for Revision
7/1/2011	1.0	JLC	Initial Release
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1 INTERFACE SUMMARY INFORMATION

The information that follows provides detail with the key information, data definitions, and formatting instructions for the wage detail confirmation file from the New Mexico Department of Workforce Solutions (NMDWS).

The Wage Detail Confirmation interface is a comma delimited file that is sent to the Employer/Third Party Administrator (TPA) FTP folder after an Employment Wage Detail submission for confirmation and error reporting purposes.

These interface files will be used for both original filings and adjustments.

Interface Summary Information			
Interface name		Interface Extension	.csv
Purpose of Interface	The purpose of the interface is to inform Third Party Administrators (TPAs) or employers who are allowed to file via FTP that the file was received and of any errors that were in the file.		
Trigger for Interface	User creates file and submits via online Employment and Wage Submission process. NMDWS processes file in both real-time and batch processing depending on file sizes and system load.		
What is contained in file?	Error and confirmation information regarding file sent.		



Interface Summary Information				
Data Elements and Order	<p style="margin-left: 40px;">Header Record 1</p> <ol style="list-style-type: none"> 1. TPA ID 2. Interface Sequence Number 3. Confirmation Number 4. Date 5. Time 6. Number of Records <p style="margin-left: 40px;">Header Record 2</p> <ol style="list-style-type: none"> 1. Detail Record Identifier 2. Employer Account Number 3. Interface Sequence Number 4. Confirmation Number 5. Date 6. Time 7. Records for EAN 8. Failed Records 9. Gross Wages processed 10. NM State Withholding 11. WC Fees <p style="margin-left: 40px;">Error Details</p> <ol style="list-style-type: none"> 1. Header Identifier 2. Line Number 3. EAN 4. Unit Number 5. Report Year 6. Report Quarter 7. Error Code 8. Error Type 9. Error Description 			
Error Types	<p>The system recognizes two types of errors, fatal and non-fatal. If a row has a fatal error, that row will not be uploaded into the system and the wages reported in that row will not be used when calculating amounts due. Rows with non-fatal errors will be processed but there will be incomplete data. If there are greater than 25% errors in the file (fatal, non-fatal, or both), the entire file will be rejected.</p>			
Error Codes and Descriptions	Error Code	Edit/Error Description:	Error Type	Notes
	error.missing.ean	Missing Employer Account Number	Fatal	If a file is submitted without an employer account number, the information for that specific set of records will not be accepted. All sub-records (units and wages) will be rejected. If not corrected, the employer will be subject to late report penalty, late payment penalty, and interest on late contribution due.



Interface Summary Information				
				If TPAs do not have employer account numbers, the employer must provide this to the TPA; or, the TPA/employer must register the employer online (UI staff will not process data without pre-registered, active/valid employer account numbers).
	error.incorrect.yearquarter	Invalid Employer Number – Quarter/Year Not Open	Fatal	<p>If a file is submitted with an EAN for an employer and the quarter and year for the submission is prior to the liability date for that employer or for a future quarter that is not open yet, the information for that specific set of records will not be accepted. All sub-records (units and wages) will be rejected. If not corrected, the employer will be subject to late report penalty, late payment penalty, and interest on late contribution due. Same is true if an employer account is terminated and a filing is received for any year/quarter.</p> <p>The TPA must submit wage and employment report file with active/valid year and quarter combination.</p>
	error.invalid.ean	Invalid Employer Number – incorrect format	Fatal	<p>If a file is submitted with an invalid account number, the information for that specific set of records will not be accepted. All sub-records (units and wages) will be rejected. If not corrected, the employer will be subject to late report penalty, late payment penalty, and interest on late contribution due. If TPAs do not have employer account numbers, the employer must provide this to the TPA; or, the TPA/employer must register the employer online (UI staff will not process data without pre-registered, active/valid employer account numbers).</p>
	error.noexist.ean	Invalid Employer Number – Does not Exist	Fatal	<p>If a file is submitted with an employer account number that does not exist in the database, the information for that specific set of records will not be accepted. All sub-records (units and wages) will be rejected. If not corrected, the employer will be subject to late report penalty, late payment penalty, and interest on late contribution due.</p>



Interface Summary Information				
	error.unauthorized.ean	TPA not authorized to submit for EAN	Fatal	Based on TPA Submissions: If a file is submitted with an employer account number for which the TPA is not authorized to submit, the information for that specific set of records will not be accepted. All sub-records (units and wages) will be rejected. If not corrected, the employer will be subject to late report penalty, late payment penalty, and interest on late contribution due. If TPAs do not have employer account numbers, the employer must provide this to, and authorize the TPA for the submit functional role; or, the TPA/employer must register the employer online (UI staff will not process data without pre-registered, active/valid employer account numbers..
	Error.invalid.file	Invalid File – 25% or more record errors	Fatal	The System will reject a file when 25% or more of the total records have fatal record errors.
	error.missing.unitid	Missing Unit Number	Non-Fatal	<p>The records will be identified as an error, but the employer could note to "Ignore the Errors" and proceed to "Process and Calculate for the online file upload process. System will assign records to the Parent. System will display error message:</p> <p>Missing Reporting Unit on line {0}. If Reporting Unit not reported, employee data will be processed and associated with the Parent.</p> <p>For FTP the records will be identified as an error and assigned to the Parent.</p>
	error.invalid.unitid	Invalid Unit Number	Non-Fatal	<p>Invalid records are considered those that do not match the employer's recorded units or include alpha characters.</p> <p>The records will be identified as an error, but the employer could note to "Ignore the Errors" and proceed to "Process and Calculate for the online file upload process. System will assign records to the Parent.</p> <p>For FTP the records will be identified as an error and assigned to the Parent.</p>



Interface Summary Information				
	error.missing.ssn	Missing Social Security Number	Non Fatal	<p>SSN is not a required field. Records without an SSN will be assigned a dummy SSN as long as they have valid first and last names</p> <p>If there is any missing SSN, the report will be accepted; however an incomplete report penalty will be assessed. The confirmation file to employer/TPA will indicate the penalty and the Employer/TPA will have 15 calendar days to update the report and provide missing SSNs to avoid the penalty.</p>
	error.invalid.ssn	Invalid Social Security Number	Fatal	<p>Invalid SSN's includes alpha-submissions or System identified invalid SSN's. These include: 123456789, 987654321, 000000000, 111111111, 222222222, 333333333, 444444444, 555555555, 666666666, 777777777, 888888888, 999999999, or SSN's with the last four digits as 0000. Must be 9 digits. Records without a valid SSN will be rejected and not included in calculations.</p>
	error.duplicate.ssn	Duplicate Social Security Number within Unit	Fatal	<p>Duplicate SSN within unit will be rejected and not included in calculations.</p>
	error.missing.firstname	Missing First Name	Non-Fatal	<p>Must be alpha. Error will be produced for each missing record, but if all other data is available, record will be processed</p>
	error.invalid.firstname	Invalid First Name	Non-Fatal	<p>Must be alpha. Error will be produced for each missing record, but if all other data is available, record will be processed, and message, "Invalid first name on line {0}. Record contained numeric characters. Names must be alpha. The record will be processed and included in calculations. Missing names may create benefit issues for the employee."</p>
	error.missing.lastname	Missing Last Name	Non-Fatal	<p>Must be alpha. Error will be produced for each missing record, but if all other data is available, record will be processed.</p>



Interface Summary Information				
	error.invalid.lastname	Invalid Last Name	Non-Fatal	<p>Must be alpha. Error will be produced for each missing record, but if all other data is available, record will be processed and message, "Invalid last name on line {0}". Record contained numeric characters. Names must be alpha. The record will be processed and included in calculations. Missing names may create benefit issues for the employee.</p> <p>The special characters that will be accepted in the last name field will be the same as those accepted in the Employer Name (see Create and Register New Employer Account).</p>
	error.missing.lastname error.missing.firstname	Missing First and Last Name	Non-Fatal	Error will be produced for each missing record,
	error.missing.lastname error.missing.firstname error.missing.SSN	Missing or invalid First and Last Names, with missing or invalid SSN	Fatal	Error will be produced for each missing record
	error.invalid.middleinitial	Numeric Middle Initial	Non-Fatal	<p>Must be alpha. Or display error message: Invalid middle initial on line {0}. Record contained numeric characters. Names must be alpha. The record will be processed and included in calculations. Missing names may create benefit issues for the employee.</p>
	error.missing.grosswages	Missing Gross Wages	Fatal	Gross Wages must include at least a "0" and must be a positive numeric value. Records without Gross Wages will not (cannot) be included for calculations. Employer can submit "0" wages.
	error.missing.NMTaxWithheld	Missing NM Tax Withheld	Non-Fatal	NM Tax Withheld must include at least a "0" and must be a positive numeric value. Records without NM Tax Withheld will not (cannot) be included for calculations. Employer can submit "0" tax withheld.
	error.missing.WCFee	Missing WC Fee	Non-Fatal	WC Fee must include at least a "0" and must be a positive numeric value. Records without WC Fee will not (cannot) be included for calculations. Employer can submit "0" fee due.



Interface Summary Information				
	error.commas.grosswages	Gross Wages Contain Commas	Fatal	No commas will be accepted, but the decimal for cents will be accepted. If commas are included, for delimited files, the entire file may be off-sync and could create a fatal file error. For TPAs, if all other Employer records are correct, other records will be processed. NOTE: Need to ensure that the System does not move the decimal over two spaces to the left if the decimal is given. For example 5000.00 should read as five thousand, not fifty dollars.
	error.commas.NMTaxwithheld	NM Tax Withheld Contain Commas	Fatal	No commas will be accepted, but the decimal for cents will be accepted. If commas are included, for delimited files, the entire file may be off-sync and could create a fatal file error. For TPAs, if all other Employer records are correct, other records will be processed. NOTE: Need to ensure that the System does not move the decimal over two spaces to the left if the decimal is given. For example 5000.00 should read as five thousand not fifty dollars. If no decimal point is present, System takes it as the whole dollar amount.
	error.missing.month12	Missing 12th of Month Data	Fatal	If the field is left blank, the System will reject the record and provide error message.
	error.invalid.month12	Invalid/Non-Numeric 12th of Month Data	Fatal	If the field is invalid, the System will reject the record and provide error message.
	error.missing.quarteryear	Missing quarter and year	Fatal	Quarter/year layout: Delimited – yyyyq (Quarter 1 2004 = '20041') ICESA – mmyyyy (last month in the quarter being filed and year, for example Quarter 1 2004 = '032004') EFW2 - mmyyyy (last month in the quarter being filed and year, for example Quarter 1 2004 = '032004') XML - <Year_Qtr>tag used, for example <Year_Qtr>20101</Year_Qtr>



Interface Summary Information				
	error.invalid.quarteryear	Invalid quarter and year format	Fatal	Quarter/year layout: Delimited – yyyyq (Quarter 1 2004 = '20041') ICESA – mmyyyy (last month in the quarter being filed and year, for example Quarter 1 2004 = '032004') EFW2 - mmyyyy (last month in the quarter being filed and year, for example Quarter 1 2004 = '032004') XML - <Year_Qtr>tag used, for example <Year_Qtr>20101</Year_Qtr>
	error.invalid.quarteryear	Invalid quarter and year – does not match quarter/year selected	Fatal	If the quarter/year for the record does not match the quarter/year selected by the employer for the online file upload process, the System will produce a fatal error.
	Owner/Officer: Missing Owner/Officer indicator	Non-Fatal	Missing Owner/Officer indicator	error.missing.ownerofficer
	Owner/Officer: invalid Owner/Officer indicator	Fatal	invalid Owner/Officer indicator	error.invalid.ownerofficer



2 FIELD LAYOUT

Header Record 1– The header record will be the first line of the file. The information identifies the TPA and file related to the errors. Note: header 1 information will only be generated for a TPA submission.

File Layout				
Field Name	Format/Description	Length	Logic/ Validation	Sorting
Header Identifier	The element identifies the beginning of the file and associates the data which follows to the specific TPA account.	Alphabetic, 3	Display this only if the Employment and Wage report is submitted by TPA. For the primary header data, it will display as h01.	
TPA Identification Number	This element identifies the TPA who submitted the file. The element is used to place the file in the correct FTP folder.	Numeric, 7		
Interface Sequence Number (IntSeqNo)	Identification number established when wage or adjustment file was submitted.	Numeric, 10	Each file submission will receive one interface sequence number. The interface sequence number will appear in Header Record 1 for TPAs submissions and Header Record 2 for employer submission.	

New Mexico UI Wage Reports – Confirmation File Format



Confirmation Number	Identification number established when wage or adjustment data has been accepted within the TPA file.	Numeric, 10	If file is rejected because fatal record errors exceed the threshold of rejection, a message will be displayed in this space informing the TPA that the file has been rejected. If data for any EANs is not processed, there will be no confirmation number for that employer. There will be separate confirmation numbers for each Quarter/Year combination submitted by EAN; however, it will match the submission number. For example, if a TPA submits a file of 1000 EANs and 950 are processed – 50- are rejected. The overall file could receive a confirmation number 1234567890; each of the 950 employers would also receive number 1234567890. The 50 fatal employers would receive a code in their confirmation column representing the reason the file was rejected (unless the entire file is rejected for exceeding the threshold); if no EANs were processed, the confirmation number will not be made available.	
Date	The date element identifies the date the Wage Detail or Adjustment file was received; it will assist in reconciling edits with file submissions.	Date, the field will be 8 characters in length with no spaces or breaks.	Example: The data will be stored as 11082010 (November 08, 2010)	
Time	The date element identifies the time the Wage Detail or Adjustment file was received; it will assist in reconciling edits with file submissions.	Time, the field will be 6 characters in length with no spaces or breaks	Example: The data will be stored as 102732 (10:27 a.m. and 32 seconds).	

New Mexico UI Wage Reports – Confirmation File Format



Number of Records	This element represents the total records submitted in the Wage Detail or Adjustment file.	Variable		
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Header Record 2– The header record will be associated with each employer submission. The information included in this component outlines the submission confirmation for timely submission.

File Layout				
Field Name	Format/Description	Length	Logic/ Validation	Sorting
Detail Record Identifier	The element identifies the beginning of a specific account; it associates the data which follows to the specific employer.	Alphabetic , 3	For the primary header data, it will display as h02.	
Employer Account Number (EAN)	This element identifies the employer with submitted data in the file.	Numeric, 8		
Interface Sequence Number (IntSeqNo)	Identification number established when wage or adjustment file was submitted.	Numeric, 10	Each file submission will receive one interface sequence number. The interface sequence number will appear in Header Record 1 for TPAs submissions and Header Record 2 for employer submission.	
Confirmation Number	Identification number established when wage or adjustment data has been accepted.	Numeric, 10	If data for an EAN is not processed (either because the number of records errors exceeds the threshold or adjustment data requires Staff review) there will be a message identifying the reason the data was not processed. There will be separate confirmation records for each Quarter/Year combination submitted; if more than one quarter/year is submitted in a file or if an adjustment is submitted along with an original submission, each Quarter/Year and/or submission type would have a different confirmation record header (H2).	

New Mexico UI Wage Reports – Confirmation File Format



Date	The date element identifies the date the Wage Detail or Adjustment file was received; it will assist in reconciling edits with file submissions.	Date, the field will be 8 characters in length with no spaces or breaks.	The data will be stored as 11082005 (November 08, 2005) Note: If TPA submission, 'Date' will be appear in Header 1 only.	
Time	The date element identifies the time the Wage Detail or Adjustment file was received; it will assist in reconciling edits with file submissions.	Time, the field will be 6 characters in length with no spaces or breaks	The data will be stored as 102732 (10:27 a.m. and 32 seconds). Note: If TPA submission, 'Time' will be appear in Header 1 only.	
Records included for EAN	This element identifies the total number of records submitted for the EAN within each submission (Quarter/Year and/or Adjustment).	Numeric, variable	The number includes fatal, non-fatal, and clean records	
Failed Records	This element identifies the total number of records within each submission (Quarter/Year and/or Adjustment) that were not processed due to fatal errors.	Numeric, variable	The number cannot exceed the total number of records submitted.	
Gross Wages Processed	This element represents the total gross wages included in the submission for processing.	Numeric, variable	The total DOES NOT include fatal error records' wages.	
NM State Withholding	This element represents the total NM State Withholding included in the submission for processing	Numeric, variable		
WC Fees	This element represents the total WC fees included in the submission for processing	Numeric, variable		

Error Details – The following elements represent specific errors or edits found in the file.
NOTE: No space is necessary between the Header Record and Error Details.

New Mexico UI Wage Reports – Confirmation File Format



File Layout				
Field Name	Format/Description	Length	Logic/ Validation	Sorting
Header Identifier	The element identifies each detailed transaction contained in the second heading.	Alphanumeric, 3	The header data will display as d01	
Line Number (LineNo)	The line number on the file for which the error occurred. The number will be a whole number and will relate directly to the submitted file.	Numeric, Variable		
Employer Account Number (EmprAcctID)	Employer Account Number associated with the error record.	Numeric, 8	The display will only display the data from the submitted file.	
Employer Unit Number (EmprUnitID)	The unit identification number associated with the error record.	Numeric, 5	The display will only display the data from the submitted file.	
Report Year (RptYr)	The year associated with the error record.	Numeric, 4	The display will only display the data from the submitted file.	
Report Quarter (RptQtr)	The quarter associated with the error record. This is a one digit field. The display will only display the data from the submitted file. <ul style="list-style-type: none"> • 1 = 1st quarter • 2 = 2nd quarter • 3 = 3rd quarter • 4 = 4th quarter 	Numeric, 1		
Error Code (ErrorCode)	The error code associated with the error record. For example; error.invalid.ssn. This error code will identify the error and will correspond to the business rules for fatal and non-fatal error processing (See Submit Employment and Wage Detail use case).	Alphabetic, variable		

New Mexico UI Wage Reports – Confirmation File Format



Error Type (ErrorType)	The error type associated with the record error. "Fatal" or "Non fatal" are the valid error types (See Submit Employment and Wage Detail use case).	Alphabetic, variable		
Error Description (ErrorDesc)	The description of the error explains detail related to the error (See Submit Employment and Wage Detail use case).	Alphabetic, variable		



3 FIELD LAYOUT EXAMPLE

The following is a layout of the interface.

File Format Example - TPA submission with two employers

h01,1000000001,2000000001, 2345678901,11082005,102732,9523
h02,87654321,2345678901,2003342343, 11082010, 102732,50,3,1500000,4600,430
d01,1,10000007,00001,2004,1,error.invalid.ssn, Fatal Error,Invalid Social Security Number
d01,5,10000007,00001,2004,1,error.invalid.ssn, Fatal Error,Invalid Social Security Number
d01,9,30000023,0001,2004,1,error.missing.grosswages,Fatal Error,Missing Gross Wages
h02,68954321, 2345678901, 2006638343, 11082010, 102732,459,2,9671409,5700,8600
d01,12,30000023,0002,2004,1,error.invalid.unitid,Non Fatal Error,Unit record not valid
d01,93,30000023,0003,2004,1,error.missing.ssn,Fatal Error,Missing Social Security Number

File Format Example- Employer submission

h02,68976344, 2344478901, 200656856753, 12102010, 101732,400,3,34531409,6100,4300
d01,5,14000007,00001,2004,1,error.invalid.ssn, Fatal Error,Invalid Social Security Number
d01,12,40000026,00002,2004,1,error.invalid.unitid,Non Fatal Error,Unit record not valid
d01,93,40000023,0003,2004,1, error.duplicate.ssn,Fatal Error,Duplicate Social Security Number

File Format Example - TPA submission with > threshold of record errors (25% currently)

h01,1000000001,2000000001,file.rejected.excessive.record.errors,11082005,102732,

File Format Example - Employer submission with > threshold of record errors (25% currently)

h02,68954321,2000000001,file.rejected.excessive.record.errors,11082005,102732