



Employment and Wage Detail Electronic Filing

Wage Reports
Delimited File Specification

New Mexico Department of Workforce Solutions
NMDWS

Effective:
Quarter 3 – 2012
Revised 02/01/2012

DOCUMENT REVISION HISTORY

Date*	Version	Responsible	Reason for Revision
7/20/2011	1.0	JLC	Initial Release
2/1/2012	2.0	JLC	Revise Format - Increase size of Employer Unit Number.

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1 INTERFACE: DELIMITED FILE FORMAT

1.1 Interface Summary Information

The information that follows provides extensive detail with the key information, data definitions, and formatting instructions for generating a comma delimited employment and wage file for submission to the New Mexico Department of Workforce Solutions (NMDWS).

Comma delimited files can be easily generated using spreadsheets (i.e., Excel). Simply format the spreadsheet columns in the order and with the properties as listed below, then save the information as a *.txt or *.csv file. There are no other naming conventions for the delimited files other than the extension (.txt or .csv).

Interface Summary Information			
Interface name	There are no restrictions on the file names.	Interface Extension	.txt or .csv
Purpose of Interface	The purpose of the Delimited interface is to allow employers and Third Party Administrators (TPA) to upload employment and wage detail information online.		
Trigger for Interface	Employer/TPA creates file and either 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. If the file is processed in a nightly batch, the file status will be available online the next business day.		
What is contained in file?	The file can contain original wage data or adjustments to prior quarters wage information. Third Party Administrators may include original filings and adjustments for their clients in the same file. Employers must submit one quarter per file.		

Interface Summary Information	
Required Data Elements and Order	<ol style="list-style-type: none">1. Employer Account Number (EAN)2. Unit Number (default to 00001)3. Year/Quarter4. Employment Data (Month 1)5. Employment Data (Month 2)6. Employment Data (Month 3)7. Employee SSN8. Employee last name9. Employee first name10. Employee middle initial11. UI Gross wages12. NM Income Tax Amount Withheld13. Worker's Compensation (WC) Fees14. Owner/officer Indicator15. Adjustment Reason Code

Interface Summary Information

<p>What kinds of errors are possible?</p>	<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, the entire file will be rejected.</p> <p>Fatal errors include:</p> <ol style="list-style-type: none"> 1. Missing employer account number 2. Incorrect year and quarter (either before the business start date or a future quarter) 3. Invalid employer account number (either number does not exist or invalid characters used) 4. TPA not authorized to file wage reports for employer account number in file (for TPAs only) 5. Duplicate SSN (same SSN for employer and year/quarter) 6. Missing SSN, last name AND first name 7. Missing UI gross wages 8. Comma used in reporting numeric fields 9. Missing or invalid employment date (for any month) 10. Quarter/year missing or invalid characters 11. For employers, quarter/year in file does not match quarter/year selected online. 12. Invalid characters in owner/officer field. <p>Non-fatal errors include:</p> <ol style="list-style-type: none"> 1. Incorrect or missing unit number 2. Invalid characters in unit number field 3. Missing SSN (If there are missing SSNs, the file will be accepted; however an incomplete report penalty will be assessed. The Employer will have 15 calendar days to update the report and provide missing SSN(s) to avoid the penalty.) 4. Invalid SSN 5. Missing or invalid characters in the first name or last name field 6. Invalid characters in the middle initial field 7. Missing last AND first name (SSN in record) 8. Missing NM withholding tax withheld 9. Missing WC fee 10. Missing owner/officer indicator
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1.2 Field Layout

Field Name	Format/Description	Logic/ Validation
Employer Account Number	Numeric - NM DWS Account Number	Numeric, do not include spaces or hyphens
Unit Number	Numeric - Reporting Unit Number.	Numeric, for single unit employers will be 00001.
Year/Quarter	Numeric - Reporting period year and quarter (1st quarter 2011 would be 20111).	Numeric in CCYYQ format.
Employment Data (Month 1) 1 if yes, 0 if no	Numeric - 12th of the Month Employment – indicates whether or not the employee worked during the pay period that included the 12th day of the first month of the reporting period (i.e. January, April, July, and October). A “1” means the employee worked during the period and a “0” means the employee did not work during the period.	Must be a 0 or 1.
Employment Data (Month 2) 1 if yes, 0 if no	Numeric - 12th of the Month Employment – indicates whether or not the employee worked during the pay period that included the 12th day of the second month of the reporting period (i.e. February, May, August, and November). A “1” means the employee worked during the period and a “0” means the employee did not work during the period.	Must be a 0 or 1.
Employment Data (Month 3) 1 if yes, 0 if no	Numeric - 12th of the Month Employment – indicates whether or not the employee worked during the pay period that included the 12th day of the third month of the reporting period (i.e. March, June, September, and December). A “1” means the employee worked during the period and a “0” means the employee did not work during the period.	Must be a 0 or 1.
Social Security number (no hyphens)	Numeric - Employee Social Security Number. No hyphen.	Numeric, no hyphens. Leave blank (do not put a space) if you do not yet have the employee’s SSN.

Last Name	Alphabetic - Employee last name	All alpha characters allowed.
First Name	Alphabetic - Employee first name	All alpha characters allowed.
Middle Initial	Alphabetic - Employ middle initial	All alpha characters allowed.
UI Gross Wages	Alpha Numeric - UI Gross wages earned by the employee during the reporting period. Cents must be included with decimal, no commas. You may have to format the Cell/ Column as "Number", "Decimal Places 2" with no "Thousand Separator".	Dollars and cents, with decimal . If no decimal then add .00 to wages.
NM Income Tax Withheld	Alpha Numeric - NM Income Tax Withheld from that employee's wages during the period. This data will be reported to the New Mexico Taxation and Revenue Department (NMTRD). Cents must be included with decimal, no commas. You may have to format the Cell/ Column as "Number", "Decimal Places 2" with no "Thousand Separator".	Dollars and cents, with decimal . If no decimal then add .00 to wages.
WC Fees	Numeric - Workers' Compensation Fees. See the New Mexico Workers Compensation Administration (NMWCA) website: http://www.workerscomp.state.nm.us/partners/employers.php for more information. This data will be supplied to the NMWCA. You may have to format the Cell/ Column as "Number", "Decimal Places 2".	Must either be 4.30 or 0
Owner/officer Indicator	Indicate if the worker is an owner or officer of the business. Y or N. If the indicator is blank the System will assume a N and the System will record a non fatal error. The System will record a fatal error if the character is invalid.	Must be either a Y or N

<p>Adjustment Reason Code (0 or blank for original, 1-7 for adjustment)</p>	<p>Alpha Numeric - Reason code for adjustment to employee wages. 0 means original filing. Valid adjustment reason codes are 1,2,3,4,5,6,7. The code descriptions are the following:</p> <p>0 or blank: Original submission 1: Employment and wages adjusted because of incorrectly reported wages. 2: Wages adjusted because worker(s) were mistakenly included or 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: Employment details adjusted to reflect correct 12th of the month employment information. 7: SSN or name changed. 8: Other.</p>	<p>Must be number 0 through 8 or space.</p>
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1.3 Field layout example

The following is a layout of the interface.

Employer Account Number	Unit Number (Enter 00001 if unknown)	Year/Qtr (YYYYQ)	Employed			Social Security number (no hyphens)	First Name	Middle Initial	UI Gross Wages	NM Income Tax Withheld	WC Fees	Owner/Officer Indicator	Adjustment Reason Code (0 or blank for original, 1-7 for adjustment)
			Employed on 12th of 1st month (1 if yes, 0 if no)	Employed on 12th of 2nd month (1 if yes, 0 if no)	Employed on 12th of 3rd month (1 if yes, 0 if no)								
12345678	00001	20094	1	1	1	200000001	Lastname Joe	X	23000.00	10000.00	4.30	N	0
12345679	00001	20094	1	1	1	300000001	Lastname John	Y	23000.85	2000.00	0	N	0
12345680	00001	20094	1	1	1	400000001	Lastname Jane	Z	4399.87	400.00	0	Y	0
12345681	00001	20094	0	0	1	500000001	Lastname Mary		23000.00	0.00	0	Y	0