



Employment and Wage Detail Electronic Filing

**ICESA
Specification**

*New Mexico Department of Workforce Solutions
NMDWS*

Effective:

Quarter 3 – 2012

Revised 01/31/2012

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 in position 21. Decrease blank spaces in position 20.

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1 INTERFACE: ICESA 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 an ICESA employment and wage file for submission to the New Mexico Department of Workforce Solutions (NMDWS).

The ICESA (Interstate Conference of Employment Security Agencies) file format is used by employment security agencies to receive wage data from employers and third party administrators. Not all fields that are in the format are required by NMDWS. The format is outlined below.

Interface Summary Information			
File name	There are no restrictions on the file names.	File Extension	.txt (this file is a fixed length text file.)
Purpose of interface	The purpose of the interface is to allow employers and Third Party Administrators (TPA) to upload employment and wage detail information online.		
Trigger for Interface	<p>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.</p> <p>If the files are processed in an overnight batch, a confirmation file will be available the next business day. See the Confirmation File Format document for specifications on the confirmation file.</p>		
What is contained in file?	<p>For Third Party Administrators, the file can contain original wage data or adjustments to prior quarters wage information for all of their clients</p> <p>For Employers, each quarter must be uploaded in a separate file.</p>		



Interface Summary Information

Data Elements and Order in file	<ol style="list-style-type: none"> 1. Record Identifier – always ‘S’ 2. Social Security Number – No hyphens 3. Employee Last Name 4. Employee First Name 5. Employee Middle Initial 6. State Code – N/A 7. Adjustment Reason Code (0 or blank for original, 1-7 for adjustment) 8. Blank – N/A 9. Total UI Gross Wages - N/A 10. Total State Quarterly Wages Subject to Unemployment Taxes - N/A 11. Quarterly Wages in Excess of the State U.I. Taxable Wage Base - N/A 12. State Qtr. U.I Total Wages Less State Qtr. Excess Wages - N/A 13. Quarterly State Disability Insurance Taxable Wages - N/A 14. Quarterly Tip Wages - N/A 15. Number of Weeks Worked - N/A 16. Hours Worked - N/A 17. Blank - N/A 18. Taxing Entity Code- N/A 19. State Unemployment Insurance Employer Account Number 20. Blank- N/A 21. Unit Number 22. Blank- N/A 23. NM Amount Withheld 24. WC Fees Due 25. Seasonal Indicator- N/A 26. Employer Health Insurance Code- N/A 27. Employee Health Insurance Code- N/A 28. Probationary Code- N/A 29. Officer Code - Y or N 30. Wage Plan Code- N/A 31. Employment Data (Month 1) 32. Employment Data (Month 2) 33. Employment Data (Month 3) 34. Reporting Quarter and Year 35. Date First Employed- N/A 36. Date of Separation- N/A 37. Blank- N/A 38. End of Line Indicator
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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 owner/officer indicator <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

The NMDWS system will ignore any data found within the elements listed below as “N/A”. Either fill-in the spaces with blanks or the data outlined by the standard format. As long as the NMDWS required spaces are filled in with the correct data, the file will be processed.

PLEASE NOTE: EACH RECORD IN THE FILE MUST BE EXACTLY 275 POSITIONS WITH THE CARRIAGE RETURN IN POSITION 275. IF THE CARRIAGE RETURN IS NOT IN POSITION 275 EXACTLY, IT WILL BE REJECTED.

File Layout					
Field Name	Format/Description	Length	Range	Logic/Validation	Sorting
Record Identifier	Alpha/Numeric - Constant “S”.	1	1-1	Always S	N/A
Social Security Number	Numeric - Employee Social Security Number.	9	2-10	Must be numbers, no hyphens.	N/A
Employee Last Name	Alphabetic - Employee last name.	20	11-30	Left justify and pad with spaces	N/A
Employee First Name	Alphabetic - Employee first name.	12	31-42	Left justify and pad with spaces	N/A
Employee Middle Initial	Alphabetic - Employee middle initial.	1	43-43	Alpha characters only.	N/A
State Code	N/A	2	44-45	N/A	N/A



Adjustment Reason Code (0 or blank for original, 1-7 for adjustment)	Numeric - Reason code for adjustment (if any) to employee wages. 0 or a blank space means original filing. Valid adjustment reason codes are 1,2,3,4,5,6,7. The code descriptions are the following: 0 or blank. Original submission. 1. Employment and Wages adjusted because of incorrectly reported wages. 2. Wages adjusted because worker(s) were mistakenly included/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.	1	46-46	Must be number 0 through 8 or blank.	N/A
Blank	N/A	3	47-49	N/A	N/A
Total UI Gross Wages	Numeric - UI gross wages earned by the employee during the reporting period. No commas or decimals. Right justify zero and fill. For example, Employee A makes \$10,000.99 a quarter. 00000010000199 should be entered in this field.	14	50-63	Numeric with no comma or decimal. Right justified and filled with zeros.	N/A
Total State Quarterly Wages Subject to Unemployment Taxes	N/A	14	64-77	N/A	N/A
Quarterly Wages in Excess of the State U.I. Taxable Wage Base	N/A	14	78-91	N/A	N/A
State Qtr. U.I Total Wages Less State Qtr. Excess Wages	N/A	14	92-105	N/A	N/A

NMDWS uFacts



Quarterly State Disability Insurance Taxable Wages	N/A	15	106-120	N/A	N/A
Quarterly Tip Wages	N/A	9	121-129	N/A	N/A
Number of Weeks Worked	N/A	2	130-131	N/A	N/A
Hours Worked	N/A	3	132-134	N/A	N/A
Blank	8 blank characters.	8	135-142	N/A	N/A
Taxing Entity Code	N/A	4	143-146	N/A	N/A
State Unemployment Insurance Employer Account Number	Numeric – New Mexico DWS Employer Account Number (EAN)	8	147-154	Numbers only in this field.	N/A
Blank	N/A	6	155-160	N/A	N/A
Unit Number	Numeric - Reporting Unit Number Right justify and zero fill. Single unit employers should fill with 00001.	5	161-165	Numbers only in this field.	N/A
Blank	N/A	11	166-176	N/A	N/A
NM Amount Withheld	Numeric - NM Income Tax Withheld for the quarter	14	177-190	Numbers only, no decimals or commas. Right justified and zero filled.	N/A

NMDWS uFacts



Worker's Compensation Fees Due	Numeric – Worker's Compensation fees due for the employee during the reporting period. No commas or decimals. Right justify zero and fill. This should be either \$4.30 or \$0.00 for each employee. For more information on the worker's compensation fee, visit the State of New Mexico's Worker's Compensation Administration website at: http://www.workerscomp.state.nm.us/	14	191-204	Numbers only, no decimals or commas. Right justified and zero filled.	N/A
Seasonal Indicator	N/A	2	205-206	N/A	N/A
Employer Health Insurance Code	N/A	1	207-207	N/A	N/A
Employee Health Insurance Code	N/A	1	208-208	N/A	N/A
Probationary Code	N/A	1	209-209	N/A	N/A
Officer Code	Insert a Y if the employee is an owner or officer of the business, insert an N if not. The System will assume N if the field is left blank, if any other character is in the field the System will record a fatal error.	1	210-210	Y or N	N/A
Wage Plan Code	N/A	1	211-211	N/A	N/A
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.	1	212-212	Must be a 0 or a 1.	N/A

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<End of file>