



Employment and Wage Detail Electronic Filing

**Wage Reports
XML File Specification**

New Mexico UI Tax Modernization Project
NMDWS

Effective:

Quarter 3 – 2012

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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: XML 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 XML employment and wage file for submission to the New Mexico Department of Workforce Solutions (NMDWS).

The XML (Extensible Markup Language) file format is a set of rules for encoding documents in machine-readable form and is gaining wide use in many applications. The System will ignore fields other than those specified if they have valid tags. Files with invalid tags will be rejected.

Interface Summary Information			
Interface name	There are no restrictions on the file names.	File Extension	.xml
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	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.		
What is contained in file?	<p>The file can contain original wage data or adjustments to prior quarters wage information. Third Party Administrators may include original and adjustment records for all of their clients in the file,</p> <p>Employers can only include data for one quarter in each file.</p>		
Data Elements and Order in file	<ol style="list-style-type: none"> 1. Employee 2. Employer Account Number 3. Unit Number 4. Year Quarter 5. Month 1 Employment 6. Month 2 Employment 7. Month 3 Employment 8. Employee SSN 9. Employee Last Name 10. Employee First Name 11. Employee Middle Initial 12. UI Gross Wage 13. NM Income Tax Withheld 14. WC Fee Due 15. Owner/Officer Indicator 16. 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 owner/officer code. <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 code
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1.2 Field Layout

All fields below must be in each record. If you do not have the data for a field (e.g. middle initial) include the start and end tags: (
 <Employee_Middle_Initial></Employee_Middle_Initial>)

File Layout				
Field Name	Format/Description	Length	Logic/ Validation	Sorting
<?xml version="1.0" encoding="utf-8" ?>	Header that tells the system what XML version is being used	N/A	Does not need an end tag	
<Wage_File xmlns="https://ui.dws.state.nm.us/Revenue/WageDetail/WageDetailFile">	Record informs the system the file is a wage file.	N/A	Does need an end tag, should be the last row in the entire file. The end tag should be </Wage_File> no need to include the URL.	
Employee	Employee is the parent element having the child elements as listed below. This element repeats for each SSN in the file.		N/A	N/A
Employer_Acct_Number	Numeric - Employer Account Number.	8	Numeric must be valid EAN.	N/A
Unit_Number	Numeric - Reporting Unit Number.	5	Numeric must be valid, active reporting unit number. Employers with only one reporting unit should fill with 00001	N/A
Year_Qtr	Numeric - Reporting period year and quarter (1st quarter 2011 would be 20111).	5	Numeric in CCYYQ format.	N/A
Month_1_Employment	Numeric - 12th of the Month Employment – indicates whether or not the employee worked on the 12th day of each month during the reporting period. A “1” means the employee worked during the week in the first month of the quarter that contained the 12th of the month. A “0” means the employee did not work during the period.	1	Must be a 0 or 1.	N/A



Month_2_Employment	Numeric - 12th of the Month Employment – indicates whether or not the employee worked on the 12th day of each month during the reporting period. A “1” means the employee worked during the week in the second month of the quarter that contained the 12th of the month. A “0” means the employee did not work during the period.	1	Must be a 0 or 1.	N/A
Month_3_Employment	Numeric - 12th of the Month Employment – indicates whether or not the employee worked on the 12th day of each month during the reporting period. A “1” means the employee worked during the week in the third month of the quarter that contained the 12th of the month. A “0” means the employee did not work during the period. - Text	1	Must be a 0 or 1.	N/A
Employee_SSN	Numeric - Employee Social Security Number. No hyphen.	9	Numeric, no hyphens. The following combination must be unique: 1. Employer_Acct_Number 2. Unit_Number 3. Year_Qtr 4. Employee_SSN	N/A
Employee_Last_Name	Alphabetic - Employee last name.	30	All alpha characters allowed.	N/A
Employee_First_Name	Alphabetic - Employee first name.	30	All alpha characters allowed.	N/A
Employee_Middle_Initial	Alphabetic - Employ middle initial.	1	All alpha characters allowed.	N/A
UI_Gross_Wage	Alpha Numeric - UI Gross wages earned by the employee during the reporting period. Cents must be included with decimal, no commas. Format Cell/ Column as “Number”, “Decimal Places 2” with no “Thousand Separator”.	12, 2	Dollars and cents, with decimal. If no decimal then add .00 to wages.	N/A



NM_Income_Tax_Withheld	Alpha Numeric - NM Income Tax Withheld. Cents must be included with decimal, no commas. Format Cell/Column as "Number", "Decimal Places 2" with no "Thousand Separator".	12, 2	Dollars and cents, with decimal. If no decimal then add .00 to wages.	N/A
WC_Fee_Due	Alpha Numeric - Workers' Compensation Fees. The values will be 4.3 or 0.	12, 2	Must either be 4.3 or 0.	N/A
Owner_Officer_Indicator	Alphabetic – Insert Y if the employee is an owner of officer of the business, otherwise insert N. If the field is blank or missing the System will assume N, if there is an incorrect character in the field the System will record a fatal error.	1	Must be Y or N	
Adjustment_Reason_Code	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: 0 or space. 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 12 th of the month employment information. 7. SSN or name changed 8. Other.	1	Must be number 0 through 8 or space.	N/A

1.3 Field layout example

The following is a layout of an instance of the interface.

```
<?xml version="1.0" encoding="utf-8" ?>
<Wage_File>
  <Employee>
    <Employer_Acct_Number>12345678</Employer_Acct_Number>
    <Unit_Number>00001</Unit_Number>
    <Year_Qtr>20101</Year_Qtr>
    <Month_1_Employment>1</ Month_1_Employment>
    <Month_2_Employment>1</ Month_2_Employment>
    <Month_3_Employment>0</ Month_3_Employment>
    <Employee_SSN>Employee_1</Employee_SSN>
    <Employee_Last_Name>Last_Name</Employee_Last_Name>
    <Employee_First_Name>First_Name</Employee_First_Name>
    <Employee_Middle_Initial>Middle Initial</Employee_Middle_Initial>
    <UI_Gross_Wage>12345.67</UI_Gross_Wage>
    <NM_Income_Tax_Withheld>123.67</NM Income_Tax_Withheld>
    <WC_Fee_Due>4.3</WC_Fee_Due>
    <Owner_Officer_Indicator>Y</ Owner_Officer_Indicator >
    <Adjustment_Reason_Code>3</Adjustment_Reason_Code>
  </Employee>
</Wage_File>
```