Washington D.C. Department of Employment Services (DOES)

Tipped Wages Reporting – File Format Documentation

Contents

1 Employer CSV Interface File Definition

1.1 General Information

This section contains the file specifications for the DOES Unemployment Insurance Tax and Wage reporting.csv file format. This format can be created using commercially available spreadsheet software (e.g. Microsoft Excel). Employers can file original tipped wage reports in this file; however each file should only contain the information for one quarter.

This incoming file is submitted to DOES via the employer wage file upload process. The file is comma separated file and there is no set length for the rows. The following paragraphs contain the specifications for the incoming wage report and outgoing confirmation files. Employers will upload the incoming files and the system will process the file and generate the outgoing confirmation files.

Rules for Currency Fields

1.1.1
- Must contain only numbers.
- No comma separators.
- Include only whole dollars and no cent values (example: $1,159.60 = 116000).
  - Submission user should round all dollar values to the next-highest integer if decimal value is .50 or greater, then set decimals to "00"
- No signed amounts (high order signed or low order signed).

1.2 Employer .CSV File

This incoming file is submitted to ESSP via the wage file upload process. The file is a comma separated file. The file contains four records are the rules for records and fields within the file as described in the following subchapters.

1.2.1

Submitter Record

The submitter record will contain information about the business submitting the file; this may be the same as the employer.

Below is a description for each field in the record.

Position	Field Name	Field Specifications	Required
A1	Letter that identifies the record in the file	Should always be: 0	Yes
B2	Submitters FEIN	The business' FEIN, do not include the hyphen	Yes
C3	Business Name	Enter the legal name of the business submitting the file.	Yes
D4	Business Address	Enter the mailing address of the business submitting the file.	Yes

Position	Field Name	Field Specifications	Required
E5	Business City	Enter the mailing address city of the business submitting the file	Yes
F6	State FIPS code	Enter the two character FIPS code for DC: 11	Yes
G7	Transmitter Zip Code	Enter the mailing address ZIP code of the business submitting the file. Include leading zeros.	Yes
H8	Transmitter ZIP code extension (+4)	Enter the mailing address ZIP code extension of the business submitting the file.	Fill with spaces or include the +4
I9	Transmitter Contact	First and last name of individual from submitting business who is responsible for the accuracy and completeness of the wage report. Format the names as: First name<space>last name,	Yes
J10	Transmitter Contact Telephone Number	Contact telephone number, include the area code. Numbers only, no special characters.	Yes
K11	Telephone Extension/Box	Contact telephone number extension (if any)	Fill with spaces or Extension

1.2.2 **Employer Record**

The employer record contains summary totals for the employer/reporting period.

Below is a description for each field in the record.

Position	Field Name	Field Specifications	Required
A2	Record type	Must be 1 for employer record	Yes
B2	UI Account Number	Employer UI Account number	Yes
C2	Reporting Period	This field will contain the last month of the quarter and the year, for example the values for 2014 should be: 1st - 032014 2nd – 062014 3rd - 092014 4th - 122014	Yes
D2	Gross wages paid	Total Gross wages for employer/reporting period. Do not use comma separator or decimal.	Yes
E2	Total tip amount	Total tip amount for employer/reporting period. Do not use comma separator or decimal.	Yes
F2	12th of month count for month 1	Total number of employees that worked for the employer during the payroll period that included the 12th of the month for the first month in the quarter.	Yes
G2	12th of month count for month 2	Total number of employees that worked for the employer during the payroll period that included the 12th of the month for the second month in the quarter.	Yes

Position	Field Name	Field Specifications	Required
H2	12th of month count for month 3	Total number of employees that worked for the employer during the payroll period that included the 12th of the month for the third month in the quarter.	Yes

Wage Record

The wage record contains wage data for the employees. There should be one row for each SSN.

Below is a description for each field in the record.

1.2.3

Position	Field Name	Field Specifications	Required?
A3	Record type	Must be 2 for wage record	Yes
B3	SUI	Employer's UI Account Number	Yes
C3	Reporting Period	This field will contain the last month of the quarter and the year, for example the values for 2014 should be:---- 1st - 032014 2nd – 062014 3rd - 092014 4th - 122014	Yes
D3	SSN	Employee's SSN	Yes
E3	First Name	Employee's First Name as printed on social security card	Yes
F3	Employer's middle Initial	Employees Middle Initial. Do not fill if there is no middle initial	No
G3	Employee's last name	Employee's last name as printed on social security card.	Yes
H3	Paid Hourly Rate	Employer paid hourly rate	Yes
I3	Total Hours worked	Include hours worked during the quarter for the employee	Yes
J3	Gross wages paid	Gross wages subject to UI paid to employee for employer/unit/reporting period. Do not use comma separator or decimal.	Yes
K3	Total Tip Amount	Total Tip Amount for the quarter Whole dollars only, and no cent values (example: $1,159.60 = 116000). o Submission user should round all dollar values to the next-highest integer if decimal value is .50 or greater, then set decimals to "00"	Yes
1.2.4 L3	Original Code	Numeric - 0 means original filing. No adjustments	Yes

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Final Record

The final record contains totals for the file.

Below is a description for each field in the record.

Position	Field Name	Field Specifications	Required?
A4	Record type	Must be 3 for final record	Y
B4	Total number of records in file	Include total number of tip records in file	Y
C4	Total tip wages reported	Include total SSN level wages reported in file. Do not use comma separator or decimal	y

1.3 Confirmation .CSV File

The confirmation file is generated after the incoming file has been processed. It will contain a processing code indicating the status of each individual record as well as the system calculated taxes and administrative assessment due. Below are the rules for records and fields within the file.

Submitter Record

The submitter record will contain information about the business submitting the file; this may be the same as the employer. The submitter record will not change.

1.3.1

Below is a description for each field in the record.

Position	Field Name	Field Specifications
A1	Letter that identifies the record in the file	Will always be: 0
B2	Submitters FEIN	Will be the business' FEIN, without include the hyphen
C3	Business Name	Will be the legal name of the business submitting the file. Left justify the name and fill with spaces if it is less than 50 characters.
D4	Business Address	Will be the mailing address of the business submitting the file.
E5	Business City	Will be the mailing address city of the business submitting the file
F6	State FIPS code	Will be 11
G7	Transmitter Zip Code	Will be the mailing address ZIP code of the business submitting the file. Including leading zeros.
H8	Transmitter ZIP code extension (+4)	Will be the mailing address ZIP code extension of the business submitting the file.
I9	Transmitter Contact	Will be the First and last name of individual from submitting business who is responsible for the accuracy and completeness of the wage report. .
J10	Transmitter Contact Telephone Number	Will be the Contact telephone number, include the area code.
K11	Telephone Extension/Box	Will be the Contact telephone number extension (if any)

1.3.2

Employer Record

The employer record contains summary totals for the employer/reporting period.

Below is a description for each field in the record.

Position	Field Name	Field Specifications
A2	Record type	Will be 1 for employer record
B2	UI Account Number	Employer UI Account number
C2	Reporting Period	This field will contain the last month of the quarter and the year, for example the values for 2014 should be 1st - 032014 2nd – 062014 3rd - 092014 4th - 122014
D2	Gross wages paid	Gross wages subject to UI paid to employee for employer/unit/reporting period. Do not use comma separator or decimal.
E2	Total tip amount	Total Tip Amount for the quarter Whole dollars only, and no cent values (example: $1,159.60 = 116000). o Submission user should round all dollar values to the next-highest integer if decimal value is .50 or greater, then set decimals to "00"
F2	12th of month data for month 1.	Total number of employees that worked for the employer during the payroll period that included the 12th of the month for the first month in the quarter.
G2	12th of month data for month 2.	Total number of employees that worked for the employer during the payroll period that included the 12th of the month for the second month in the quarter.
H2	12th of month data for month 3.	Total number of employees that worked for the employer during the payroll period that included the 12th of the month for the third month in the quarter.

1.3.3

Wage Record

The wage record contains wage data for the employees. There should be one row for each SSN.

Below is a description for each field in the record.

Position	Field Name	Field Specifications
A3	Record type	Will be 2 for wage record
B3	SUI	Employer's UI Account Number
C3	Reporting Period	This field will contain the last month of the quarter and the year, for example the values for 2014 should be:---- 1st - 032014 2nd – 062014 3rd - 092014 4th - 122014
D36	SSN	Employee's SSN
E3	First Name	Employee's First Name
F3	Employer's middle Initial	Employees Middle Initial.
G3	Employee's last name	Employee's last name a

Position	Field Name	Field Specifications
H3	Paid Hourly Rate	Employer paid hourly rate
I3	Total Tip Amount	Total Tip Amount for the quarter
J3	Gross wages paid	Gross wages subject to UI paid to employee for employer/unit/reporting period
K3	Total Hours worked	I hours worked during the quarter for the employee
L3	Processing code	Will contain the processing status of each record

Final Record

The final record contains totals for the file.

Below is a description for each field in the record.

Position	Field Name	Field Specifications	Required?
A4	Record type	Will be 3 for final record	Yes
B4	Total number of records in file	Will be total number of wage records in file	Yes
C4	Total wages calculated	The total SSN level wages calculated based on records in file. Will not contain comma separator or decimal.	Yes

2   Agent CSV Interface File Definition

2.1   General Information

This section contains the file specifications for the DOES Unemployment Insurance Tax and Wage reporting.csv file format. This format can be created using commercially available spreadsheet software (e.g. Microsoft Excel). Agents can file original tipped wage reports in this file; however each file should only contain the information for one quarter.

This incoming file is submitted to DOES via the Agent wage file upload process. The file is comma separated file and there is no set length for the rows. The following paragraphs contain the specifications for the incoming wage report and outgoing confirmation files. Agents will upload the incoming files and the system will process the file and generate the outgoing confirmation files.

Rules for Currency Fields

- Must contain only numbers.
- No comma separators.
- Include only whole dollars and no cent values (example: $1,159.60 = 116000).
  - Submission user should round all dollar values to the next-highest integer if decimal value is .50 or greater, then set decimals to "00"
- No signed amounts (high order signed or low order signed).

2.2 Agent .CSV File

This incoming file is submitted to ESSP via the wage file upload process. The file is a comma separated file. The file contains four records are the rules for records and fields within the file as described in the following subchapters.

Submitter Record

The submitter record will contain information about the business submitting the file; this may be the same as the employer.

2.2.1

Below is a description for each field in the record.
The submitter record will contain information about the business submitting the file; this may be the same as the employer.

Below is a description for each field in the record.

Position	Field Name	Field Specifications	Required
A1	Letter that identifies the record in the file	Should always be: 0	Yes
B2	Submitters FEIN	The business' FEIN, do not include the hyphen	Yes
C3	Business Name	Enter the legal name of the business submitting the file.	Yes
D4	Business Address	Enter the mailing address of the business submitting the file.	Yes
E5	Business City	Enter the mailing address city of the business submitting the file	Yes
F6	State FIPS code	Enter the two character FIPS code for DC: 11	Yes
G7	Transmitter Zip Code	Enter the mailing address ZIP code of the business submitting the file. Include leading zeros.	Yes
H8	Transmitter ZIP code extension (+4)	Enter the mailing address ZIP code extension of the business submitting the file.	Fill with spaces or include the +4
I9	Transmitter Contact	First and last name of individual from submitting business who is responsible for the accuracy and completeness of the wage report. Format the names as: First name<space>last name,	Yes
J10	Transmitter Contact Telephone Number	Contact telephone number, include the area code. Numbers only, no special characters.	Yes
K11	Telephone Extension/Box	Contact telephone number extension (if any)	Fill with spaces or Extension

Employer Record

Below is a description for each field in the record.

Position	Field Name	Field Specifications	Required
A2	Record type	Must be 1 for employer record	Yes
B2	UI Account Number	Employer UI Account number	Yes
C2	Reporting Period	This field will contain the last month of the quarter and the year, for example the values for 2014 should be: 1st - 032014 2nd – 062014 3rd - 092014 4th - 122014	Yes
D2	Gross wages paid	Total Gross wages for employer/reporting period. Do not use comma separator or decimal.	Yes
E2	Total tip amount	Total tip amount for employer/reporting period. Do not use comma separator or decimal.	Yes
F2	12th of month count for month 1	Total number of employees that worked for the employer during the payroll period that included the 12th of the month for the first month in the quarter.	Yes
G2	12th of month count for month 2	Total number of employees that worked for the employer during the payroll period that included the 12th of the month for the second month in the quarter.	Yes
H2	12th of month count for month 3	Total number of employees that worked for the employer during the payroll period that included the 12th of the month for the third month in the quarter.	Yes

2.2.3

Wage Record

The wage record contains wage data for the employees. There should be one row for each SSN.

Below is a description for each field in the record.

Position	Field Name	Field Specifications	Required?
A3	Record type	Must be 2 for wage record	Yes
B3	SUI	Employer's UI Account Number	Yes
C3	Reporting Period	This field will contain the last month of the quarter and the year, for example the values for 2014 should be:---- 1st - 032014 2nd – 062014 3rd - 092014 4th - 122014	Yes
D3	SSN	Employee's SSN	Yes
E3	First Name	Employee's First Name as printed on social security card	Yes
F3	Employer's middle Initial	Employees Middle Initial. Do not fill if there is no middle initial	No
G3	Employee's last name	Employee's last name as printed on social security card.	Yes
H3	Paid Hourly Rate	Employer paid hourly rate	Yes
I3	Total Hours worked	Include hours worked during the quarter for the	Yes

Position	Field Name	Field Specifications	Required?
		employee Its Important to note that data requested is regarding hours worked at the tipped wage rate. Not necessarily the same data requested from UI	
J3	Gross wages paid	Gross wages subject to UI paid to employee for employer/unit/reporting period. Do not use comma separator or decimal. Its Important to note that data requested is regarding hours worked at the tipped wage rate. Not necessarily the same data requested from UI	Yes
K3	Total Tip Amount	Total Tip Amount for the quarter Whole dollars only, and no cent values (example: $1,159.60 = 116000). o Submission user should round all dollar values to the next-highest integer if decimal value is .50 or greater, then set decimals to "00"	Yes
L3	Original Code	Numeric - 0 means original filing. No adjustments	Yes

** * To add another employer(s) to the file submission repeat the employer(s) record with fields from A2 to H2 in the file layout.

2.2.4

Final Record

The final record contains totals for the file.

Below is a description for each field in the record.

Position	Field Name	Field Specifications	Required?
A4	Record type	Must be 3 for final record	Yes
B4	Total number of records in file	Include total number of tip records in file	Yes
C4	Total tip wages reported	Include total SSN level wages reported in file. Do not use comma separator or decimal	Yes

2.3   Confirmation .CSV File

The confirmation file is generated after the incoming file has been processed. It will contain a processing code indicating the status of each individual record as well as the system calculated taxes and administrative assessment due. Below are the rules for records and fields within the file.

Submitter Record

The submitter record will contain information about the business submitting the file; this may be the same as the employer. The submitter record will not change.

Below is a description for each field in the record.

2.3.1

Position	Field Name	Field Specifications
A1	Letter that identifies the record in the file	Will always be: 0
B2	Submitters FEIN	Will be the business' FEIN, without include the hyphen
C3	Business Name	Will be the legal name of the business submitting the file. Left justify the name and fill with spaces if it is less than 50 characters.
D4	Business Address	Will be the mailing address of the business submitting the file.
E5	Business City	Will be the mailing address city of the business submitting the file
F6	State FIPS code	Will be 11
G7	Transmitter Zip Code	Will be the mailing address ZIP code of the business submitting the file. Including leading zeros.
H8	Transmitter ZIP code extension (+4)	Will be the mailing address ZIP code extension of the business submitting the file.
I9	Transmitter Contact	Will be the First and last name of individual from submitting business who is responsible for the accuracy and completeness of the wage report. .
J10	Transmitter Contact Telephone Number	Will be the Contact telephone number, include the area code.
K11	Telephone Extension/Box	Will be the Contact telephone number extension (if any)

2.3.2

Employer Record

The employer record contains summary totals for the employer/reporting period.

Below is a description for each field in the record.

Position	Field Name	Field Specifications
A2	Record type	Will be 1 for employer record
B2	UI Account Number	Employer UI Account number
C2	Reporting Period	This field will contain the last month of the quarter and the year, for example the values for 2014 should be 1st - 032014 2nd – 062014 3rd - 092014 4th - 122014
D21	Gross wages paid	Gross wages subject to UI paid to employee for employer/unit/reporting period. Do not use comma separator or decimal.

Position	Field Name	Field Specifications
E2	Total tip amount	Total Tip Amount for the quarter Whole dollars only, and no cent values (example: $1,159.60 = 116000). o Submission user should round all dollar values to the next-highest integer if decimal value is .50 or greater, then set decimals to "00"
F2	12th of month data for month 1.	Total number of employees that worked for the employer during the payroll period that included the 12th of the month for the first month in the quarter.
G2	12th of month data for month 2.	Total number of employees that worked for the employer during the payroll period that included the 12th of the month for the second month in the quarter.
H2	12th of month data for month 3.	Total number of employees that worked for the employer during the payroll period that included the 12th of the month for the third month in the quarter.

Wage Record

2.3.3 The wage record contains wage data for the employees. There should be one row for each SSN.

Below is a description for each field in the record.

Position	Field Name	Field Specifications
A3	Record type	Will be 2 for wage record
B3	SUI	Employer's UI Account Number
C3	Reporting Period	This field will contain the last month of the quarter and the year, for example the values for 2014 should be:---- 1st - 032014 2nd – 062014 3rd - 092014 4th - 122014
D3	SSN	Employee's SSN
E3	First Name	Employee's First Name
F3	Employer's middle Initial	Employees Middle Initial.
G3	Employee's last name	Employee's last name a
H3	Paid Hourly Rate	Employer paid hourly rate
I3	Total Tip Amount	Total Tip Amount for the quarter
J3	Gross wages paid	Gross wages subject to UI paid to employee for employer/unit/reporting period Its Important to note that data requested is regarding hours worked at the tipped wage rate. Not necessarily the same data requested from UI

Position	Field Name	Field Specifications
K3	Total Hours worked	I hours worked during the quarter for the employee. Its Important to note that data requested is regarding hours worked at the tipped wage rate. Not necessarily the same data requested from UI
L3	Processing code	Will contain the processing status of each record

Final Record

The final record contains totals for the file.

Below is a description for each field in the record.

Position	Field Name	Field Specifications	Required?
A4	Record type	Will be 3 for final record	Yes
B4	Total number of records in file	Will be total number of wage records in file	Yes
C4	Total wages calculated	The total SSN level wages calculated based on records in file. Will not contain comma separator or decimal.	Yes