WorkForce
West Virginia

MAGNETIC MEDIA
WAGE REPORTING

SPECIFICATIONS MANUAL

September 2022

WorkForce West Virginia
Unemployment Compensation Division
P O Box 106
Charleston WV 25321-0106

WorkForce West Virginia

Software Specifications and Edits for
Quarterly Unemployment Insurance Wage Reporting

1. Requirements and Procedures

This publication contains the specifications and instructions for reporting quarterly Unemployment Insurance wage data on magnetic media to WorkForce West Virginia. Acceptable magnetic media are 3.5" diskettes and CD-Rs.

1.1 Magnetic Media Reporting to WorkForce West Virginia

Employers who wish to file West Virginia Unemployment Insurance wage data on magnetic media must use the record layouts contained in this manual.

1.2 Processing Schedule and Employer Retention

Files having improper format or other technical problems will be delayed. If WorkForce West Virginia is unable to process a file, the file will be returned to the transmitter along with an explanation of the problems that were encountered. It is recommended that transmitters retain a backup copy of the magnetic media file.

1.3 Mailing Address for Quarterly Wage Magnetic Media

All quarterly wage data magnetic media should be sent to:

WorkForce West Virginia
Contribution Accounting Section – Room 507
P O Box 106
Charleston WV 25321-0106

1.4 Packaging Magnetic Media for Mailing

Affix an external label to your diskette, or CD-R. Include the wage report form and mail in a box or other packaging with proper padding to prevent damage in transit. It is not necessary to use an oversized box for your media.

2.   Technical Specifications

2.1   Technical Specifications for Diskette

Diskette Size	3.5" diskette, 1.44MB
File Name	QTRWAGES.ES File must be in the root directory only. No subdirectories Do not use file extension .TXT
Recording Code	ASCII
Record Length	Fixed 275 bytes followed by carriage return and line feed codes at the end of each record
Density	Double-sided, high-density
External Label	Attach an external label with the following: ③ Employer Name ③ WorkForce West Virginia employer account number ③ Quarter(s) for which wages are being reported ③ Contact person and telephone number

Diskettes will not be returned unless problems are encountered and the file cannot be processed.

2.2   Technical Specifications for CD-R

CD-R Format	One time recordable CD Do not use CD-RW (CD-Rewritable)
File Name	QTRWAGES.ES File must be in the root directory only. No subdirectories Do not use file extension .TXT
Recording Code	ASCII
Record Length	Fixed 275 bytes followed by carriage return and line feed codes at the end of each record

External Label	Attach an external label with the following:
	③ Employer Name
	③ WorkForce West Virginia employer account number
	③ Quarter(s) for which wages are being reported
	③ Contact person and telephone number

CD-Rs will not be returned unless problems are encountered and the file cannot be processed.

2.3   Technical Specifications for Record

Each record must be a fixed length of 275 bytes with the combination of a carriage return (CR) character and a line feed (LF) character following the end of each record.

The ASCII hexadecimal value for the carriage return character is 0D (zero and letter D); the ASCII hexadecimal value for the line feed is 0A (zero and letter A). The ASCII decimal values for the two characters are 13 and 10, respectively.

A record delimiter must appear immediately after the last character of each record. The carriage return character and the line feed character will be placed in positions 276 and 277, respectively.

DO NOT place a record delimiter before the first record on the file.

DO NOT place more than one record delimiter, i.e., more than one carriage return/line feed combination, following a record.

DO NOT place record delimiters after a field within a record.

2.4   Technical Specifications for File

Wage records for more than one Account Number may be written to one file as long as the "S" records for each Account Number are preceded by the account's "E" record and are followed by a "T" record for the same Account Number. The field "TOTAL GROSS WAGES" on the "T" record must contain the sum of all individual wages for that Account Number.

Refer to Appendix A for examples of the proper record sequence for the file.

3.   Data Record Descriptions

This section describes the records used in the magnetic media format published by the National Association of State Work Force Agencies (formerly ICESA – Interstate Conference of Employment Security Agencies). Use the information provided in this section as well as the technical requirements and specifications in other sections of this manual to prepare reports using magnetic media.

Multiple account information:

Multiple accounts may be reported on the same magnetic media as long as the guidelines in this manual are followed.

3.1   *Code A Transmitter Record*

The Code A record identifies the organization submitting the file. The Code A record must be the first data record on each diskette or CD-R.

3.2   *Code B Authorization Record*

The Code B record identifies the type of equipment used to generate the file. The Code B record must be the second data record on each diskette or CD-R.

The Code B record should contain the address where the file can be returned if WorkForce West Virginia is unable to process it. Address entries should be specific enough to ensure proper delivery and must be made precisely according to the specifications provided in this manual.

3.3   *Code E Employer Record*

The Code E record identifies an employer whose employee wage information is being reported. Generate a new Code E record each time it is necessary to change the information in any field in this record.

3.4   Code S Employee Record

The Code S record is used to report wage data for an employee. A Code S record should follow its related code E record or it could follow an associated Code S record which in turn follows a related Code E record.

3.5   Code T Total Record

The Code T record contains the totals for all Code S records reported since the last Code E record. A Code T record must be generated for each Code E record.

3.6   Code F Final Record

The Code F record indicates the end of the file and MUST be the last data record on each diskette or CD-R. The Code F record must appear only once on each file after the last Code T record.

4. Data Record Formats

This section describes the magnetic media format published by the National Association of State Work Force Agencies (formerly ICESA – Interstate Conference of Employment Security Agencies) with fields defined for reporting to WorkForce West Virginia.

This format may be submitted on a diskette or CD-R using filename QTRWAGES.ES. Records should be fixed length of 275 bytes followed by both carriage return and line feed codes respectively.

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4.1   Code A Transmitter Record

LOCATION	FIELD NAME	FIELD LENGTH	FIELD TYPE	DESCRIPTION
1 – 1	Record Identifier	1	A/N	Constant "A"
2 – 5	Year	4	N	Enter the four-digit year for which the wage report is being prepared
6 – 23	Blank	18	A/N	Leave blank (not used by West Virginia)
24 – 73	Transmitter Name	50	A/N	Enter the name of the organization submitting the file
74 – 113	Transmitter Street Address	40	A/N	Enter the street address of the organization submitting the file
114 – 138	Transmitter City	25	A/N	Enter the city of the organization submitting the file
139 – 140	Transmitter State	2	A/N	Enter the standard two-character FIPS postal abbreviation
141 – 153	Blank	13	A/N	Leave blank (not used by West Virginia
154 – 163	Transmitter Zip Code	10	A/N	Enter a valid zip code and the four-digit extension of the zip code with the hyphen in position 159 Example: 25305-0112
164 – 193	Blank	30	A/N	Leave blank (not used by West Virginia)
194 – 203	Transmitter Contact Telephone Number	10	N	Enter the telephone number at which the contact person can be reached
204 – 275	Blank	72	A/N	Leave blank (not used by West Virginia)

Field Types: A/N = Alphanumeric; left-justified, blank filled

N = Numeric; right justified, zero filled, unsigned
Do not include decimal point in fields containing dollars and cents

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4.2   *Code B Authorization Record*

LOCATION	FIELD NAME	FIELD LENGTH	FIELD TYPE	DESCRIPTION
1 – 1	Record Identifier	1	A/N	Constant "B"
2 – 5	Year	4	N	Enter the four-digit year for which the wage report is being prepared
6 – 14	Blank	9	A/N	Leave blank (not used by West Virginia)
15 – 22	Computer	8	A/N	Enter the manufacturer's name of the computer used to create the file
23 – 24	Internal Label	2	A/N	Enter spaces for diskette or CD-R file
25 – 25	Blank	1	A/N	Leave blank (not used by West Virginia)
26 – 27	Density	2	A/N	Enter spaces for diskette or CD-R file
28 – 30	Character Set	3	A/N	Enter "ASC" for diskette or CD-R file
31 – 32	Number of Tracks	2	A/N	Enter spaces for diskette or CD-R file
33 – 34	Blocking Factor	2	A/N	Enter spaces for diskette or CD-R file
35 – 146	Blank	112	A/N	Leave blank (not used by West Virginia)
147 – 190	Organization Name	44	A/N	Enter the name of the organization to which the file should be returned
191 – 225	Street Address	35	A/N	Enter the street address of the organization to which the file should be returned
226 – 245	City	20	A/N	Enter the city of the organization to which the file should be returned
246 – 247	State	2	A/N	Enter the standard two-character FIPS postal abbreviation of the organization to which the file should be returned
248 – 252	Blank	5	A/N	Leave blank (not used by West Virginia)
253 – 262	Zip Code	10	A/N	Enter a valid zip code and the four-digit extension of the zip code with the hyphen in position 258 Example: 25305-0112
263 – 275	Blank	13	A/N	Leave blank (not used by West Virginia)

Field Types: A/N = Alphanumeric; left-justified, blank filled

N = Numeric; right justified, zero filled, unsigned
Do not include decimal point in fields containing dollars and cents

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4.3   Code E Employer Record

LOCATION	FIELD NAME	FIELD LENGTH	FIELD TYPE	DESCRIPTION
1 – 1	Record Identifier	1	A/N	Constant "E"
2 – 5	Year	4	N	Enter the four-digit year for which the wage report is being prepared
6 – 170	Blank	165	A/N	Leave blank (not used by West Virginia)
171 – 172	State Identifier Code	2	N	Enter numeric FIPS code "54"
173 – 187	State UI Account Number	15	N	Enter the West Virginia Unemployment Insurance account number. All West Virginia UI account numbers entered here will have nine leading zeros followed by the six-digit account number which includes the check digit. Do not use the Federal Employer Identification Number (FEIN). Do not enter dashes or any other special characters. For example, enter account number 00012-3 as 000000000000123. Enter account number 12345-6 as 000000000123456.
188 – 189	Reporting Period	2	N	Enter the two-digit code for the last month of the quarter to which the report applies "03" – 1st quarter (Jan-Mar; Mar = 03) "06" – 2nd quarter (Apr-Jun; Jun = 06) "09" – 3rd quarter (Jul-Sep; Sep = 09) "12" – 4th quarter (Oct-Dec; Dec = 12)
190 – 275	Blank	86	A/N	Leave blank (not used by West Virginia)

Field Types: A/N = Alphanumeric; left-justified, blank filled

N = Numeric; right justified, zero filled, unsigned
Do not include decimal point in fields containing dollars and cents

4.4 Code S Employee Record

LOCATION	FIELD NAME	FIELD LENGTH	FIELD TYPE	DESCRIPTION
1 – 1	Record Identifier	1	A/N	Constant "S"
2 – 10	Social Security Number	9	N	Enter the employee's social security number. Do not enter dashes or any other special characters.
11 – 30	Employee Last Name	20	A/N	Enter the employee's last name
31 – 42	Employee First Name	12	A/N	Enter the employee's first name
43 – 43	Employee Middle Initial	1	A/N	Enter the employee's middle initial; if the employee has no middle initial, enter a space
44 – 45	State Identifier Code	2	N	Enter numeric FIPS code "54"
46 – 49	Blank	4	A/N	Leave blank (not used by West Virginia)
50 – 63	State QTR Total Gross Wages	14	N	Enter the quarter total gross wages paid the employee; enter dollars and cents with no decimal point. For example, enter $2,500.00 as "00000000250000".
64 – 146	Blank	83	A/N	Leave blank (not used by West Virginia)
147 – 161	State UI Account Number	15	N	Enter the West Virginia Unemployment Insurance account number. All West Virginia UI account numbers entered here will have nine leading zeros followed by the six-digit account number which includes the check digit. Do not use the Federal Employer Identification Number (FEIN). Do not enter dashes or any other special characters. For example, enter account number 00012-3 as 000000000000123. Enter account number 12345-6 as 000000000123456.
162 – 214	Blank	53	A/N	Leave blank (not used by West Virginia)
215 – 220	Reporting Period and Year	6	N	Enter the two-digit code for the last month of the quarter to which the report applies and the four-digit year to which the report applies "03" – 1st quarter (Jan-Mar; Mar = 03) "06" – 2nd quarter (Apr-Jun; Jun = 06) "09" – 3rd quarter (Jul-Sep; Sep = 09) "12" – 4th quarter (Oct-Dec; Dec = 12) Example: First quarter 2004 is entered as 032004
221 – 250	Employee Job Title	30	A/N	Please enter the employee's job title that your business uses.
251 – 256	SOC Code	6	N	The 2018 Standard Occupational Classification (SOC) system is a federal statistical standard used by federal agencies to classify workers into occupational categories for the purpose of

				collecting, calculating, or disseminating data. All workers are classified into one of 867 detailed occupations according to their occupational definition. Please enter the SOC for each employee. The SOC can be found at https://www.bls.gov/soc. No dashes , 888888 if there is no SOC code to be provided. Either SOC code or Employer Job title is required.
257 – 271	County	15	A/N	Please enter the West Virginia County in which the majority of the employee's job duties are performed. When employees work in multiple states the wages are reported to the base of operations state in which they receive their direction and control. The only exception is if the employee does not work in the state in which they receive their direction and control, then wages are reported to their state of residence. For example: If the business is located in West Virginia and they have a remote employee working in another state from their home and that remote employee does not do any work in West Virginia; then the wages are reported to the state in which they live. If this remote employee would work in both states, then since work is being performed in multiple states, the wages would be reported to West Virginia since that is the base of operations state in which they receive their direction and control.
272-275	Blank	4	A/N	Leave blank (not used by West Virginia)

Field Types: A/N = Alphanumeric; left-justified, blank filled
N = Numeric; right justified, zero filled, unsigned
Do not include decimal point in fields containing dollars and cents

4.5   Code T Total Record

1 – 1	Record Identifier	1	A/N	Constant "T"
2 – 12	Blank	11	A/N	Leave blank (not used by West Virginia)

13 – 26	State QTR Total Gross Wages	14	N	Enter the quarter total gross wages paid by the employer; enter dollars and cents with no decimal point. For example, enter $250,500.00 as "00000025050000"
27 – 275	Blank	249	A/N	Leave blank (not used by West Virginia)

4.6 Code F Final Record

1 – 1	Record Identifier	1	A/N	Constant "F"
2 – 11	Total Number Employees	10	N	Enter the total number of "S" records on the entire file. For example, enter 250 as "0000000250".
12 – 21	Total Number Employers	10	N	Enter the total number of "E" records on the entire file. For example, enter 2 as "0000000002".
22 – 25	Blank	4	A/N	Leave blank (not used by West Virginia)
26 – 40	Total Gross Wages	15	N	Enter the total gross wages for all "S" records on the entire file; enter dollars and cents with no decimal point. For example, enter $250,500.00 as "00000025050000"
41- 275	Blank	235	A/N	Leave blank (not used by West Virginia)

Field Types: A/N = Alphanumeric; left-justified, blank filled

N = Numeric; right justified, zero filled, unsigned
Do not include decimal point in fields containing dollars and cents

5.   Appendix

5.1   Appendix A – Example of Proper Record Sequence for File

A file should contain one type "A" record followed by one type "B" record that contains information about the transmitter and the type of media.

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Each employer account reported should have one type "E" record with the employer information, a type "S" record for each employee, and a type "T" record with totals for the employer account in the type "E" record.

The final record in the file should be one type "F" record with totals for the entire file.

The example below shows one employer reported on the file.

RECORD TYPE	CODE	NUMBER REQUIRED
Transmitter "A" One record Authorization		
"B" One record Employer "E" One record		
Employee	"S"	One or more records
Total	"T"	One record
Final	"F"	One record

The next example shows three employers reported on the file.

RECORD TYPE	CODE	NUMBER REQUIRED	
Transmitter "A" One record Authorization "B" One record			
Employer	"E"	One record	(Employer 1)
Employee	"S"	One or more records	
Total	"T"	One record	
Employer	"E"	One record	(Employer 2)
Employee	"S"	One or more records	
Total	"T"	One record	
Employer	"E"	One record	(Employer 3)
Employee	"S"	One or more records	
Total	"T"	One record	
Final	"F"	One record	