

Thomas & Company

Unemployment/Employment and Wage Verification File Specification

Clients who utilize the T&C Unemployment Claims Management (UCM) and/or Employment and Wage Verification (EWV) service can use the file format described in this document to transfer data to Thomas & Company. The file format is a fixed-width layout that consists of nine different record layouts as follows:

Record Type	Record ID	Required For	
		Unemployment	Employment and Wage Verification
Header	H1	Yes	Yes
Employee Detail 1	E1	Yes	Yes
Employee Detail 2	E2	No	Yes
Employee Benefits	E3	No	Yes
Payroll	P1	No	Yes
Dependent	D1	No	Yes
Benefit Provider Master	B1	No	Yes
Location Master	L1	Yes	Yes
Termination Code Master	S1	No	No
Trailer	T1	Yes	Yes

Each record is 210 bytes long and the record type is identified by a two-byte code that starts in column 1

- **Date Formats:** All dates should be written in the format YYYYMMDD. For example, the date January 1, 2006 should be formatted in the file as 20060101.
- **Social Security Numbers (SSN):** SSNs should always be written as a nine-digit number with no hyphens. For example, the SSN 111-22-3333 should be formatted in the file as 111223333.
- **Decimal Values:** All decimal numbers are written without the decimal place. For example, if the number of hours an employee works per week is 24.00 then the number should be formatted as 2400. This format is indicated in the record layout below as 99V99 where the V indicates the position of the "implied" decimal point.
- **Account Numbers (Fed ID and SUI):** All account numbers should be written without any special characters.
- **Filler:** The last field in each record layout is named "Filler" and is present to have a uniform record length across all record types. These fields should simply be "filled" with spaces to achieve the proper record length.
- **Required Fields:** Each field in the detailed record layouts below is categorized in the column labeled "Req" as follows:
 - Required (Y): a value for this field must be present in the record.
 - Not Required (N): a value for this field is optional in the record.

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- Recommended (R): a value for this field is highly recommended but not required.

There should be only one header record (the first record) and one trailer record (the last record) in a file.

E1, E2, E3, P1, and D1 records can either be grouped by Record Type or by Employee. B1 and L1 records should only contain one record per Plan Number or Location Code respectively making it recommended to group B1 and L1 records together by Record Type.

As indicated in the table above, the interface type determines which record types should be present in the interface file. For Unemployment Claims Management, the following record types are required: H1, E1, L1 and T1. All record types are required for clients participating in the Employment and Wage Verification service. Clients that utilize both services (UCM and EWV) can simply provide one file which will be used for both services by T&C. The following notes are specific to each type of file.

Unemployment Claims Management

Clients may supply either "full" files or "update" files for the UCM service. An update file would only contain information about employees (E1 records) whose status has changed since the last file was sent. For example, if an employee was terminated or changed work locations since the last file was sent, then an E1 record for the employee should be included in an update file. If possible, update files are preferable as they minimize the amount of data that must be processed.

Two very important fields are present in the E1 record: the separation reason code and the location code. The separation reason code provides information to T&C about why an employee has left your company. In order to accurately translate your separation reason codes to T&C's standard separation reasons, you must provide T&C with a listing of your codes and descriptions prior to transmitting the first interface file. An updated list should be sent anytime codes are added, removed or changed.

The location code uniquely identifies the physical location where an employee works. This code is required on each E1 record. Additionally, the list of all possible locations should be provided using the Location Master (L1) record type. L1 records define for T&C what each location code is in terms of the name and address of the location and the account numbers (Fed ID and SUI) for the location. A full listing of locations should be included in the first transmitted file. After that, it is only necessary to include L1 records if a location is added or changed.

Finally, as an example, a UCM file with three employees and two locations (identified by LOCCODE1 and LOCCODE2) would have the following records:

```
H120060101SAMPLE      Sample Company Name
E1111223333 ... LOCCODE1 ...
E1444556666 ... LOCCODE2 ...
E1777889999 ... LOCCODE1 ...
L1LOCCODE1 ...
L1LOCCODE2 ...
T10000003 ... 0000002 ...
```

Employment and Wage Verification

Similar to the UCM file, an Employment and Wage Verification file can either be a "full" file or an "update" file. However, if information about an employee has changed since the last EWV file, then you must always provide the E1 and E2 records. Additionally, you must provide the E3 record if the employee is covered by at least one benefit and you must provide one or more D1 records if the employee has dependents that are also covered by at least one benefit.

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Payroll records should be included in the file for each employee pay cycle that has occurred since the last transmitted file. Multiple payroll records for the same employee can be included in the same file; however, each record must be uniquely identified based on the following fields:

- Pay Check Date
- Location Code
- Fed ID Number
- State UI Account Number
- Location State Code

Employee information (record types E1, E2, E3 and D1) for each payroll record must be transmitted to T&C (either in the same file or in a previous file) in order for T&C to properly process the payroll.

Historical Data

For unemployment claims management, the initial file should include all employees that are currently active plus any employee that terminated within the previous 18 months.

For Employment and Wage Verification, the initial file should include all employees that are currently active plus any employee that terminated within the prior 5 calendar years. Additionally, payroll history data should be provided for every employee for the current year and the prior 5 calendar years. The payroll data would include detailed pay records for each pay period for the prior 5 years.

Frequency

Files should be transmitted as frequently as each week and no less frequent than monthly. For Employment and Wage Verification, files should be sent following the same frequency as your payroll cycles.

Record Layouts

A detailed description of each record layout is presented below.

Header Record (H1)

The header record identifies the client and date of the file. There should only be one header record in the file and it should be the first record. This record type is required for both UCM and EWV.

HEADER RECORD							
Field	Start	End	Length	Description	Req	Format	Values
1	1	2	2	Record Id	Y		H1
2	3	10	8	File Date	Y	YYYYMMDD	
3	11	22	12	Company Code	Y		Assigned by Thomas & Company
4	23	62	40	Company Name	Y		
5	63	320	258	Filler	Y		

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Employee Detail Record 1 Layout (E1)

This record defines the employee's name, work status and location. The location code (field 6) should correspond to a location code defined using the L1 record type. This record type is required for both UCM and EWW.

EMPLOYEE DETAIL RECORD 1							
Field	Start	End	Length	Description	Req	Format	Values
1	1	2	2	Record Id	Y		E1
2	3	11	9	Employee SSN	Y	999999999	
3	12	36	25	Employee Last Name	Y		
4	37	51	15	Employee First Name	Y		
5	52	52	1	Employee Middle Initial	N		
6	53	67	15	Location Code	Y		
7	68	75	8	First Day Worked	Y	YYYYMMDD	Employee's most recent hire date
8	76	83	8	Last Day Worked	N*	YYYYMMDD	Employee's termination date. * Required if employee is terminated
9	84	84	1	Employee Status	Y		A = Active L = Leave of Absence T = Terminated
10	85	99	15	Separation Reason Code	N*		Client should provide list of standard termination codes. * Required if employee is terminated
11	100	119	20	Miscellaneous Code	N		
12	120	169	50	Comments	N		
13	170	177	8	Original First Day Worked	Y	YYYYMMDD	Employee's original hire date
14	178	192	15	Employee ID	Y		Left Justified
15	193	207	15	Authentication ID (PIN)	Y		Employee Identification for EWW
16	208	320	113	Filler	Y		Spaces

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Employee Detail Record 2 Layout (E2)

This record defines the employee's home address, position and pay information and eligibility for medical coverage. This record type is required for EWW only.

EMPLOYEE DETAIL RECORD 2							
Field	Start	End	Length	Description	Req	Format	Values
1	1	2	2	Record Id	Y		E2
2	3	11	9	Employee SSN	Y	999999999	
3	12	41	30	Employee Address 1	Y		
4	42	71	30	Employee Address 2	N		
5	72	91	20	Employee City	Y		
6	92	93	2	Employee State	Y		
7	94	98	5	Employee Zip Code (5 Digit)	Y		
8	99	102	4	Employee Zip Code (4 Digit ext)	N		
9	103	142	40	Position	Y		Job Title or Position
10	143	143	1	Position Type	Y		H = Hourly S = Salaried
11	144	144	1	Position Status	Y		P = Part Time F = Full Time O = On Call T = Temporary
12	145	153	9	Pay Rate	Y	9999999V99	For hourly this would be the per hour rate; for salaried this would be per year
13	154	157	4	Standard Hours Per Week	Y	99V99	
14	158	158	1	Pay Frequency	Y		D = Daily W = Weekly B = Bi-Weekly S = Semi-Monthly M = Monthly Y = Yearly
15	159	159	1	Eligible for Medical Coverage	R		Y or N
16	160	160	1	Multi-Position Indicator	N		Y or N
17	161	320	160	Filler	Y		

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Employee Benefit Record Layout (E3)

This record defines the employee's benefits and should only be included if the employee participates in a benefit plan. Up to four benefit plans can be defined for an employee. The benefit plan numbers (fields 3, 8, 13 and 18) should correspond to benefit plans that have been defined using the B1 record type. This record type is required for EWW only.

EMPLOYEE BENEFIT RECORD							
Field	Start	End	Length	Description	Req	Format	Values
1	1	2	2	Record Id	Y		E3
2	3	11	9	Employee SSN	Y	999999999	
3	12	31	20	Benefit Plan Number 1	Y		Plan number of the first plan that employee is covered by
4	32	37	6	Plan 1 Cost to Employee	Y	9999V99	
5	38	45	8	Plan 1 Coverage Begin Date	Y	YYYYMMDD	
6	46	46	1	Plan 1 Cost Frequency	Y		M = Monthly S = Semi-Monthly B = Bi-Weekly W = Weekly
7	47	47	1	Plan 1 Coverage Type	R		E = Employee Only P = Employee Plus One F = Employee Plus Family
8	48	67	20	Benefit Plan Number 2	N		Plan number of the second plan that employee is covered by
9	68	73	6	Plan 2 Cost to Employee	N*	9999V99	* Required if Plan 2 is specified
10	74	81	8	Plan 2 Coverage Begin Date	N*	YYYYMMDD	* Required if Plan 2 is specified
11	82	82	1	Plan 2 Cost Frequency	N*		M = Monthly S = Semi-Monthly B = Bi-Weekly W = Weekly
12	83	83	1	Plan 2 Coverage Type	N		E = Employee Only P = Employee Plus One F = Employee Plus Family
13	84	103	20	Benefit Plan Number 3	N		Plan number of the third plan that employee is covered by
14	104	109	6	Plan 3 Cost to Employee	N*	9999V99	* Required if Plan 3 is specified
15	110	117	8	Plan 3 Coverage Begin Date	N*	YYYYMMDD	* Required if Plan 3 is specified
16	118	118	1	Plan 3 Cost Frequency	N*		M = Monthly S = Semi-Monthly B = Bi-Weekly W = Weekly
17	119	119	1	Plan 3 Coverage Type	N		E = Employee Only P = Employee Plus One F = Employee Plus Family
18	120	139	20	Benefit Plan Number 4	N		Plan number of the fourth plan that employee is covered by
19	140	145	6	Plan 4 Cost to Employee	N*	9999V99	* Required if Plan 4 is specified
20	146	153	8	Plan 4 Coverage Begin Date	N*	YYYYMMDD	* Required if Plan 4 is specified
21	154	154	1	Plan 4 Cost Frequency	N*		M = Monthly S = Semi-Monthly B = Bi-Weekly W = Weekly
22	155	155	1	Plan 4 Coverage Type	N		E = Employee Only P = Employee Plus One F = Employee Plus Family
23	156	320	165	Filler	Y		

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Payroll Record Layout (P1)

This record defines the employee's payroll information for the pay period and year-to-date (YTD). This record type is required for EWV only.

PAYROLL RECORD							
Field	Start	End	Length	Description	Req	Format	Values
1	1	2	2	Record Id	Y		P1
2	3	11	9	Employee SSN	Y	999999999	
3	12	21	10	Federal ID Number	Y	No Hyphens	
4	22	36	15	State UI Number	Y	No Hyphens	
5	37	38	2	Location State Code	Y		
6	39	53	15	Location Code	Y		
7	54	61	8	Check Date	Y	YYYYMMDD	
8	62	72	11	Gross Pay	Y	99999999V99	
9	73	83	11	Net Pay	Y	99999999V99	
10	84	94	11	Gross Base Pay	Y	99999999V99	
11	95	105	11	Gross Overtime Pay	Y	99999999V99	
12	106	116	11	Gross Bonus Pay	Y	99999999V99	
13	117	127	11	Gross Commission	Y	99999999V99	
14	128	138	11	Gross Severance	Y	99999999V99	
15	139	149	11	Gross Other Pay	Y	99999999V99	
16	150	156	7	Hours	Y	99999V99	Total hours worked in pay period
17	157	168	12	Gross Pay (YTD)	Y	999999999V99	
18	169	180	12	Gross Base Pay (YTD)	Y	999999999V99	
19	181	192	12	Gross Overtime Pay (YTD)	Y	999999999V99	
20	193	204	12	Gross Bonus Pay (YTD)	Y	999999999V99	
21	205	216	12	Gross Commission (YTD)	Y	999999999V99	
22	217	228	12	Gross Severance (YTD)	Y	999999999V99	
23	229	240	12	Gross Other Pay (YTD)	Y	999999999V99	
24	241	280	40	Position	Y		Job Title or Position
25	281	281	1	Position Type	Y		H = Hourly S = Salaried
26	282	290	9	Pay Rate	Y	99999999V99	For hourly this would be the per hour rate; for salaried this would be per year
27	291	320	30	Filler	Y		

Historical Data

For Employment and Wage Verification, the initial file should include all employees that are currently active plus any employee that terminated within the prior 5 calendar years. Additionally, payroll history data should be provided for every employee for the current year and the prior 5 calendar years. The payroll data would include detailed pay records for each pay period for the prior 5 years.

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Dependent Record Layout (D1)

This record defines the employee's dependents and should only be included if the dependent participates in a benefit plan. Up to four benefit plans can be defined for a dependent. If the employee has multiple dependents, each should be defined with a separate D1 record. This record type is required for EWV only.

DEPENDENT RECORD							
Field	Start	End	Length	Description	Req	Format	Values
1	1	2	2	Record Id	Y		D1
2	3	11	9	Employee SSN	Y	999999999	
3	12	31	20	Dependent Last Name	Y		
4	32	46	15	Dependent First Name	Y		
5	47	55	9	Dependent SSN	R	999999999	
6	56	63	8	Dependent Date of Birth	R	YYYYMMDD	
7	64	64	1	Relation to Employee	Y		S = Spouse C = Child O = Other
8	65	84	20	Plan Number 1	Y		Plan number of the first plan that dependent is covered by
9	85	104	20	Plan Number 2	N		Plan number of the 2nd plan that dependent is covered by
10	105	124	20	Plan Number 3	N		Plan number of the 3rd plan that dependent is covered by
11	125	144	20	Plan Number 4	N		Plan number of the 4th plan that dependent is covered by
12	145	320	176	Filler	Y		

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Benefit Provider Master Record Layout (B1)

This record defines the benefit plans available to an employee. Each record should be uniquely identified by the Plan Number (Field 2). B1 records are only required when a benefit is added or changed. This record type is required for EWW only.

BENEFIT PROVIDER MASTER RECORD							
Field	Start	End	Length	Description	Req	Format	Values
1	1	2	2	Record Id	Y		B1
2	3	22	20	Plan Number	Y		Group or Policy Number. Should uniquely identify the plan.
3	23	52	30	Plan Description	Y		
4	53	82	30	Provider Name	Y		
5	83	83	1	Plan Type	Y		M = Medical D = Dental V = Vision O = Other
6	84	113	30	Address Line 1	R		
7	114	143	30	Address Line 2	R		
8	144	163	20	City	R		
9	164	165	2	State	R		
10	166	170	5	Zip Code (5 digit)	R		
11	171	174	4	Zip Code (4 digit ext)	R		
12	175	184	10	Phone Number	R	9999999999	
13	185	192	8	Next Open Enrollment Date	R	YYYYMMDD	
14	193	193	1	Dependent Coverage Available	R		Y or N
15	194	198	5	Cost to Add Dependent	R	999V99	
16	199	320	122	Filler	Y		

Location Master Record Layout (L1)

This record defines the locations where an employee can work. Each record should be uniquely identified by the Location Code (Field 2). L1 records are only required when a location is added or changed. This record type is required for UCM and EWW.

LOCATION MASTER RECORD							
Field	Start	End	Length	Description	Req	Format	Values
1	1	2	2	Record Id	Y		L1
2	3	17	15	Location Code	Y		
3	18	47	30	Location Name	Y		
4	48	77	30	Address Line 1	Y		
5	78	107	30	Address Line 2	N		
6	108	127	20	City	Y		
7	128	129	2	State	Y		
8	130	134	5	Zip Code (5 digit)	Y		
9	135	138	4	Zip Code (4 digit ext)	N		
10	139	148	10	Phone Number	R	9999999999	
11	149	158	10	Federal ID Number	Y	No Hyphens	
12	159	173	15	SUI Account Number	Y	No Hyphens	
13	174	183	10	Group Code 1	N		Regional breakdown assigned by client
14	184	193	10	Group Code 2	N		Regional breakdown assigned by client
15	194	203	10	Group Code 3	N		Regional breakdown assigned by client
16	204	213	10	Group Code 4	N		Regional breakdown assigned by client
17	214	223	10	Group Code 5	N		Regional breakdown assigned by client
18	224	320	97	Filler	Y		

Separation Codes Record Layout (S1)

This record defines the different separation codes along with the definition of the code. This record type is optional for UI services but if not sent via the file integration a separate document containing the information below will be required.

SEPARATION CODES RECORD							
Field	Start	End	Length	Description	Req	Format	Values
1	1	2	2	Record Id	Y		S1
2	3	17	15	Separation Reason Code	Y		Matching codes used in E1 records
3	18	67	50	Separation Reason Description	Y		
4	68	320	253	Filler	Y		

Trailer Record Format

The trailer record ensures that a full file was received and provides a summary of how many records (by record type) are present in the file. There should only be one trailer record in the file and it should be the last record. If the Record Type is not used either 7 empty spaces or 7 zeros can be added as that field's data. This record type is required for both UCM and EWV.

TRAILER RECORD							
Field	Start	End	Length	Description	Req	Format	Values
1	1	2	2	Record ID	Y		T1
2	3	9	7	Total E1 Records	Y	9999999	
3	10	16	7	Total E2 Records	Y	9999999	
4	17	23	7	Total E3 Records	Y	9999999	
5	24	30	7	Total P1 Records	Y	9999999	
6	31	37	7	Total D1 Records	Y	9999999	
7	38	44	7	Total B1 Records	Y	9999999	
8	45	51	7	Total L1 Records	Y	9999999	
9	52	58	7	Filler	Y	0000000	
10	59	65	7	Total S1 Records	Y	9999999	
13	66	320	255	Filler	Y		