LOUISIANA
WORKFORCE
COMMISSION

Instructions for Electronic Unemployment Insurance (UI) Wage Reporting & Tax Services

March 2012

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INSTRUCTIONS FOR EMPLOYERS

Create UI Online Services Account Login

Before You Begin
1. You must have an unemployment tax employer account number (EAN), (also known as a state identification number or SID) and a federal identification number (FEIN).

2. If you do not have an EAN, you can apply for an EAN online:
   a. Go to www.laworks.net
   b. Select "Online Services" in the listing on the upper right of the home page.
   c. On the "List of Online Services" webpage, go to the "For Employers" section and click "Register for an Unemployment Tax Account"

3. Your computer must have the following in order to use our web-based Wage Reporting services:
   a. Internet Explorer version 6.5 or above
   b. Allow cookies
   c. Javascript-enabled

Registration
IMPORTANT: Only ONE Login ID and Password are allowed per EAN. Check with your company and/or agent if you receive an error message stating that the State ID Number entered is already used on another Login User ID. If the company needs to have the existing User Login ID account deleted, they must contact LWC at 225-342-0210.

1. Go to www.laworks.net

2. Click "File Wages & Taxes"

3. Click "File Wage Reports"

4. Click "Create EMPLOYER Login Account" under New Users

5. Complete information as requested.
   a. All fields with a red asterisk are required.
   b. The Login User ID must be a unique ID that no one else has used. **Only one Login ID and Password are allowed per EAN.**
   c. The User ID and Password must be 6-10 characters long, lowercase alpha and at least one number.

6. Once all information is complete, click "Submit"

7. When your registration is successfully submitted, you will proceed to the Employer Wage Upload page.

Once You are Registered
The User Login ID and Password you created will be used to login to file a wage and tax report and for tax services functions. **Keep your User Login ID and password available for ready access.**

Electronic Wage Reporting Options

Quarterly Fixed File Format (.TXT)

Before You Begin

Review the "Instructions for .TXT Fixed File SSA Upload" found beginning on Page 33 of this document. You can also access the .TXT Fixed File Instructions from the LWC website, www.laworks.net.
Path from the home page: Downloads > Unemployment Insurance > Wage & Tax

1. Go to www.laworks.net

2. Click "File Wages & Taxes"

3. Click "File Wage Reports"

4. Under "Existing Users," enter your User Login ID and Password and click "Login"

5. Click "Upload Wage Data File"

6. Under file type, choose TXT (fixed file format) from the drop down list

7. Click "Browse" and select the .txt file that you created to upload

8. Enter the Year and Quarter you are filing

9. Click "Upload"

10. If any errors exist in your file, you will receive a detailed error message informing you of the position in your file where the error exists. Refer to the "Instructions for .TXT Fixed File SSA Upload" for guidance.

11. When the file is in the correct format, you will receive a website message, "File upload was successful." Print this confirmation for your records.

12. Review upload statistics

13. An email will be sent to the email address on file when the wage report and amount due for this submission is ready for review and payment.

14. If there are other outstanding quarters to be filed, you can click "Return to Services" and continue this process for each quarter you are filing.

15. Upon receipt of the email from LWC, you can login to Tax Services to view the wage report and amount due.

Quarterly Excel Template to .CSV Format

Before You Begin
Review the "Instructions for .CSV Comma Delimited File Format and Excel Template" found beginning on Page 34 of this document. You can also access the .CSV File Format Instructions and Excel Template from the LWC website, www.laworks.net.
Path from the home page: Downloads > Unemployment Insurance > Wage & Tax

1. Go to www.laworks.net

2. Click "File Wages & Taxes"

3. Click "File Wage Reports"

4. Under "Existing Users," enter your User Login ID and Password and click "Login"

5. Click "Upload Wage Data File"

6. Under file type, choose "CSV" (comma delimited) from the drop down list.

7. Click "Browse" and select the CSV file that you saved for the quarter that you are submitting.

8. Enter the Year and Quarter you are filing

9. Click "Upload"

10. If any errors exist in your file, you will receive a detailed error message informing you of the position in your file where the error exists. Please make corrections on the Excel template and save to CSV format each time until the file contains no more errors and successfully uploads.

11. Once the file is correct, you will receive a message, "File upload was successful." Print this confirmation for your records.

12. An email will be sent to the email address on file when the wage report and amount due for this submission is ready for review and payment.

13. If there are other outstanding quarters to be filed, you can click "Return to Services" and continue this process for each quarter you are filing.

14. Upon receipt of the email from LWC, you can login to Tax Services to view the wage report and amount due.

Quarterly Manual Entry (may only be used for reporting 99 or fewer employees)

Before You Begin
Manual entry of more than 99 employees is not allowed. The input session must be completed within 30 minutes or information will be lost. Employers needing to report more than 99 employees or who cannot input required data within 30 minutes must use the "Upload Wage Data File" function; refer to instructions in this document for Fixed File Format (Page 4) or Excel Template to CSV Format (Page 5) for additional information.

1. Go to www.laworks.net

2. Click "File Wages & Taxes"

3. Click "File Wage Reports"

4. Under "Existing Users," enter your User Login ID and Password and click "Login"

5. On the Employer home page, click "Manually Enter Wage Data"

6. Under "Select Wage Quarter," select the year and quarter you are filing from the drop-down list. **NOTE:** You MUST file quarters within a year in sequence 1, 2, 3, 4.

7. Check the box labeled "No Wage' Filing" ONLY **if you are filing a "no wage" report.**

8. Review the Submitter Information and update as needed. Click "Continue to Wage Entry"

9. In the "Number of New Employee Wage Rows" field, enter the number of new employee records you need to enter and click "Add New Employee Wage Rows." The number of rows requested will appear.

10. The following fields are required: SSN, First Name, Last Name, Wages

11. Enter total wages for the quarter. Do not include dollar sign or decimal in wage field. The wage field cannot include cents. Round cents to the nearest dollar; for example, round 150.48 to 150 and 151.50 to 152. Taxable and excess wages will be calculated by LWC.

12. Check applicable boxes to indicate if the employee was employed in Month(s) 1, 2, and/or 3 of the report quarter. Click "Submit."

13. If the file upload was successful, you will get a results page that includes the following information: Submitter Name, Year/Quarter, Employer State ID, Wage Entry Type= manual wage entry, and Number of Wage Records Accepted for Processing. You can print the results page by clicking the "Print" button.

14. If the file submission has errors, the entry page will refresh with the error messages appearing in red.

15. To file for any remaining quarters, click "Manual Wage Entry Page" in the left navigation and follow the above instructions. If the previous quarter filing was by manual entry, the fields will prepopulate

with the employees reported in the previous quarter.

16. If you need to add more rows because you hired new employees, put in the number of extra rows needed and click "Add New Employee Wage Rows."

17. If you need to delete rows because an employee is no longer working for your company or did not work that quarter, check the delete box for that row then click "Delete Selected Wage Rows."

18. **NOTE:** The "Restore" button will remove all newly added information that has not been submitted.

19. An email will be sent to the email address on file when the wage report and amount due for this submission is ready for review and payment.

20. Upon receipt of the email from LWC, you can login to Tax Services to view the wage report and amount due.

Annual Domestic Employer Manual Wage Entry

Before You Begin
IMPORTANT: The input session MUST be completed within 30 minutes or information will be lost.

1. Go to www.laworks.net

2. Click "File Wages & Taxes"

3. Click "File Wage Reports"

4. Under "Existing Users," enter your User Login ID and Password and click "Login"

5. On the Employer home page, click "Manually Enter Wage Data"

6. Under "Select Wage Year," choose the year you are reporting from the dropdown list.

7. Check the box labeled "No Wage' Filing" ONLY **if you are filing a "no wage" report.**

8. Click "Continue to Wage Entry"

9. In the "Number of New Employee Wage Rows" field, enter the number of new employee records you need to enter and click "Add New Employee Wage Rows." The number of rows requested will appear.

10. The following fields are required: SSN, First Name, Last Name

11. Enter total wages by 1st, 2nd, 3rd and 4th Quarter. Do not include dollar sign or decimal in wage field. The wage field cannot include cents. Round cents to the nearest dollar; for example, round 150.48 to 150 and 151.50 to 152. Taxable and excess wages will be calculated by LWC.

12. To delete rows, check the delete box for that row, then click "Delete Selected Wage Rows."

13. **NOTE:** The "Restore" button will remove all newly added information that has not been submitted.

14. When all information is entered, click "Submit"

15. Enter the total number of workers for each month of each quarter. To qualify, the payroll period must include the 12th day of the month. Click "Submit"

16. If the submission was successful, you will get a Wage Upload Results page that includes the following information: Submitter Name, Year, Employer State ID, Wage Entry Type= manual wage entry, and Number of Wage Records Accepted for Processing. You can print the results page by clicking the "Print" button.

17. If the file submission has errors, the webpage will refresh with error messages appearing in red.

18. An email will be sent to the email address on file when the wage report and amount due for this submission is ready for review and payment.

19. Upon receipt of the email from LWC, you can login to Tax Services to view the wage report and amount due.

View Wage Reports Submitted Electronically

1. Go to www.laworks.net

2. Click "File Wages & Taxes"

3. Click "Tax Services"

4. Login to "Employer (or representative) Sign-on for Secured Site Functions" using your User Login ID and Password.

5. On Employer Services webpage, click "View Wage Reports"

6. Under "View Wage Reports- Filings Reported Online," click "View" beside the quarter for the wage report you want to view.

7. You will be taken to the View Wage Report Details screen, which shows the information submitted for that quarter for your account. You can open a printer-friendly copy from here.

8. Contribution Due information is at the bottom of the screen.

9. To view payment history, click "View Payments"

10. To make a payment, click "Return to Services" and click "Make a Payment"

Unemployment Tax Payment Options

Quarterly Payment by EFT

1. Go to www.laworks.net

2. Click "File Wages & Taxes"

3. Click "Tax Services"

4. Login to "Employer (or representative) Sign-on for Secured Site Functions" using your User Login ID and Password.

5. On Employer Services webpage, click "Make a Payment"

6. You will be able to choose from the Quarters Available for Payment

7. Select the Type of Payment, Quarterly Payment by EFT and click "Proceed"

8. Choose the Payment Quarter and Payment Process Date from the drop down menus. Click "Proceed"

9. You will be taken to the "Review and Confirm Payment" screen. Review the details.

10. Enter the routing number and bank account number from the bottom of your paper check into the designated fields. Required fields have red asterisks. Input the Routing Number and Account Number again under "Please Confirm the Routing Number and Account Number." Click "Proceed."

11. Print the Payment Complete page for your records.

12. Payment status will be pending until payment is processed, which is usually next business day. If EFT is made online after 1 p.m., allow two business days for processing.

13. To view payment history on this account, select "Return to Services" and "View Payments." A record for each payment made online will be listed.

Quarterly Payment by Check

1. Go to www.laworks.net

2. Click "File Wages & Taxes"

3. Click "Tax Services"

4. Login to "Employer (or representative) Sign-on for Secured Site Functions" using your User Login ID and Password.

5. On Employer Services webpage, click "Make a Payment"

6. You will be able to choose from the Quarters Available for Payment

7. Select the Type of Payment, Quarterly by Check and click "Proceed"

8. Choose the Payment Quarter and Payment Process Date from the drop down menus. Click "Proceed"

9. You will be taken to the "Review and Confirm Payment" screen. Review the details, check "Yes" to certify that the payment information shown is correct, and click "Proceed."

10. Click "Print Voucher." The voucher will generate for you to print.

11. The voucher should be mailed with a check in the amount due to the address listed on the voucher and postmarked by the process date listed to avoid the accrual of interest and penalty.

12. If you do not have a printer, write the State ID Number (SID/EAN), Year and Quarter on your check. Failure to note the SID/EAN will result in a delay in posting the payment.

13. Payment status will be pending until the check is received at LWC. Once LWC receives the check, the payment status will indicate complete.

Lump Sum Payment by EFT

1. Go to www.laworks.net

2. Click "File Wages & Taxes"

3. Click "Tax Services"

4. Login to "Employer (or representative) Sign-on for Secured Site Functions" using your User Login ID and Password.

5. On Employer Services webpage, click "Make a Payment"

6. You will be able to choose from the Quarters Available for Payment

7. Under "Available Types of Payment," select "Lump Sum Payment by EFT (electronic funds transfer)." **NOTE:** If you have filed multiple quarters and one or more of the quarters has estimated wages, you will not be given the option to file lump sum by EFT.

8. Choose the Payment Quarter and Payment Process Date from the drop down menus. Click "Proceed"

9. The screen will show by quarter each Year/Quarter with Due Date, File Date, Contribution Amount, Interest Amount, Penalty Amount and Amount Due. A Total Amount Due and the Total Lump Sum Amount Due will be reflected in the calculation. Click "Proceed."

10. Review the details, check "Yes" to certify that the payment information shown is correct, and click "Proceed."

11. Choose the date you want the payment processed. Click "Proceed."

12. You will be taken to the "Review & Confirm Payment" screen. Review the details. Enter the routing number and bank account number from the bottom of your paper check into the designated fields. Required fields have red asterisks. Input the Routing Number and Account Number again under "Please Confirm the Routing Number and Account Number." Click "Proceed."

13. Print the Payment Complete page for your records.

14. Payment status will be pending until payment is processed, which is usually next business day. If EFT is made online after 1 p.m., allow two business days for processing.

15. To view payment history on this account, select "Return to Services" and "View Payments." A record for each payment made online will be listed.

Lump Sum Payment by Check

1. Go to www.laworks.net

2. Click "File Wages & Taxes"

3. Click "Tax Services"

4. Login to "Employer (or representative) Sign-on for Secured Site Functions" using your User Login ID and Password.

5. On Employer Services webpage, click "Make a Payment"

6. You will be able to choose from the Quarters Available for Payment

7. Select "Lump Sum Payment by Check." Click "Proceed"

8. A lump sum payment for prior quarter balances will post first to the oldest balance due on the account. To pay a specific balance, you must choose a quarterly payment.

9. Choose the Payment Process Date.

10. The screen will show by quarter each Year/Quarter with Due Date, File Date, Contribution Amount, Interest Amount, Penalty Amount and Amount Due. A Total Amount Due and the Total Lump Sum Amount Due will be reflected in the calculation. Click "Proceed."

16. Review the details, check "Yes" to certify that the payment information shown is correct, and click "Proceed."

11. Click "Print Voucher." The voucher will generate for you to print.

12. The voucher should be mailed with a check in the amount due to the address listed on the voucher and postmarked by the process date listed to avoid the accrual of interest and penalty.

13. If you do not have a printer, write the State ID Number (SID/EAN), Year and Quarter on your check. Failure to note the SID/EAN will result in a delay in posting the payment.

14. Payment status will be pending until the check is received at LWC. Once LWC receives the check, the payment status will indicate complete.

ACH Credit Payment

Instructions on how employers can submit ACH credit payments are in development. This page will be updated as more information is available.

Grant an Agent Access to Your Employer UI Account

Before You Begin

Both the agent and employer MUST have User Login IDs and Passwords for LWC's online Wage Reporting and Tax Services. See instructions on how to create an employer account login (Page 3) and how to create an agent login (Page 21.)

1. Go to www.laworks.net

2. Click "File Wages & Taxes"

3. Click "Tax Services"

4. At the Login screen, enter User Login ID and Password and click "Login."

5. Under Employer Services, select "Agent Maintenance"

6. You will be asked to enter the email address that was provided when the Login was created and click "Verify Email Address." You can review and change your account information, including email address, by clicking "Update User Login."

7. Enter the agent access code provided to you by the agent and click "Confirm Agent Code."

8. Under "Agent Access" put checkmark(s) next to the function(s) you wish to grant access. Click "Confirm Agent & Assign Access." Print "Agent Maintenance for the Employer Account" for your files. Confirmation emails will be sent to both the agent's email address and employer's email address on file.

9. The agent is now able to perform those services for your account.

Employer's Report of Change

Instructions are in development. This page will be updated as more information is available.

View Benefit Charges

Instructions are in development. This page will be updated as more information is available.

View Tax Rate Notices

Instructions are in development. This page will be updated as more information is available.

Account Maintenance

Instructions are in development. This page will be updated as more information is available.

INSTRUCTIONS FOR AGENTS

Create UI Online Services Account Login

An Agent Access Code and User ID allow you to perform online unemployment insurance transactions with LWC on behalf of employers. **You are responsible for safeguarding the employer information assessed.**

Registration
1. Go to www.laworks.net

2. Click "File Wages & Taxes"

3. Click "File Wage Reports"

4. Click on "Create AGENT Login Account" under New Users

5. Complete login information on YOUR company, not your client.
    a. All fields with a red asterisk are required.
    b. The Login User ID must be a unique ID that no one else has used.
    c. The User ID and Password must be 6-10 characters long, lowercase alpha and at least one number.

6. Once all information is complete, click "Submit"

7. Review the details. If all information is accurate, put a check in the checkbox stating that you have read and acknowledge your responsibility as an agent. If you need to edit the information, click "Change Contact Information" and you will return to the previous screen to make needed changes.

8. Click "Create New Agent User Login ID." Your registration is complete.

9. Print the confirmation page for your records as it contains agent account details, access code and login information that will be needed to file for your clients.

10. Click "Continue to Agent Home Page"

Once You are Registered
1. Provide your agent access code to any client (employer) for whom you intend to transact LWC online services, i.e. wage report filing by manual entry or Excel/.CSV upload, and viewing information about the client's UI account.

2. An employer must grant access to an agent to perform certain online UI transactions with LWC. They can do this from their LWC UI online employer account by selecting "Agent Maintenance."

3. An agent does not need his client's UI employer account access to upload a Wage and Tax Report by Fixed File format (.TXT). Agents may upload Fixed File Format reports on behalf of any employer.

Agent Options Without UI Employer Account Access

Quarterly Fixed File Format (.TXT) Wage Upload

Before You Begin
Review the "Instructions for .TXT Fixed File SSA Upload" found beginning on Page XX of this document. You can also access the .TXT Fixed File Instructions from the LWC website, www.laworks.net.
Path from the home page: Downloads > Unemployment Insurance > Wage & Tax

1. Go to www.laworks.net

2. Click "File Wages & Taxes"

3. Click "File Wage Reports"

4. Under "Existing Users," enter your User Login ID and Password and click "Login". You will be taken to the Agent Wage Upload page.

5. Select option to "Upload Fixed File Format Wage Data." You will be taken to the Wage File Upload page.

6. The only File Type option available is TXT (Fixed File Format).

7. Click "Browse" and select the .TXT file you wish to upload. In Submitter Information, enter the Year and Quarter you are filing.

8. **Only if you are filing for multiple employers**, check the box for "Multiple State ID Numbers."

9. Click "Upload."

10. If error(s) exist in your file, you will receive a detailed error message informing you of the position in your file where the error(s) exist. Refer to the "Instructions for .TXT Fixed File SSA Upload" for guidance.

11. When the file is in the correct format you will receive a website message, "File upload was successful." Print this confirmation for your records.

12. Review upload statistics.

13. An email will be sent to the email address on file when the wage report and tax calculation for this submission is ready for review and/or payment. Upon receipt of the email from LWC, you can login to Tax Services to view the report and amount due.

Have Access to Client/Employer's UI Account?
If an employer has granted you access to their online account information for you to act on their behalf, you also have the option to sign in to Employer Services using the Employer Account Number and upload their single report in the Fixed File Format. You would choose "Perform Wage Data Submission on Behalf of a Single Employer." You would be taken to the "Agent as Employer Page" where you would enter the Employer State ID (SID/EAN.) See instructions on Page 25 of this manual.

View Electronic Wage Submissions

Before You Begin
You will receive a confirmation number for each electronic wage submission. This confirmation number will be listed on the View Wage Submission page in Tax Services.

1. Go to www.laworks.net

2. Click "File Wages & Taxes"

3. Click "Tax Services"

4. Login to "Employer/Agent Login" using your User Login ID and Password.

5. Select "View Wage Submissions"* from the Agent Services Menu

6. Click "View" beside the submission that you would like to review.

7. Check the box beside the employer wage report(s) that you would like to view.

8. The wage report(s) will appear and can be printed.

* Have Access to Client/Employer's UI Account?
If an employer has granted you access to their online account information for you to act on their behalf, you also have the option to sign in to Employer Services using the Employer Account Number. You would enter the Employer Account Number (EAN/SID) under Employer Services and proceed following the directions given on Page 10 of this manual, Instructions for Employers > View Wage Reports Submitted Electronically.

Generate Check Voucher

1. Go to www.laworks.net

2. Click "File Wages & Taxes"

3. Click "Tax Services"

4. Login to "Employer (or representative) Sign-on for Secured Site Functions" using your User Login ID and Password.

5. Click "Generate Check Vouchers"

6. Select the submission for which to generate the check voucher(s). You will be taken to a screen which lists all of the employer accounts in that submission.

7. Check the box beside the EAN of the account for which you will generate the voucher.

8. The voucher for that account will appear and can be printed.

9. The voucher should be mailed with a check in the amount due to the address on the voucher and postmarked by the process date listed to avoid the accrual of interest and penalty.

10. If you do not have a printer, write the State ID Number (SID/EAN), Year and Quarter on your check. Failure to note the SID/EAN will result in a delay in posting the payment.

11. Payment status will be pending until the check is received at LWC. Once LWC receives the check, the payment status will indicate complete.

Agent Acting as Employer Options – Wage Filing for a Single Employer (must have UI Employer Account Access)

See Page 22 of this manual for instructions on uploading wages without accessing the employer's UI account.

Quarterly Fixed File Format (.TXT)

Before You Begin
Review the "Instructions for .TXT Fixed File SSA Upload" found beginning on Page XX of this document. You can also access the .TXT Fixed File Instructions from the LWC website, www.laworks.net.
Path from the home page: Downloads > Unemployment Insurance > Wage & Tax

IMPORTANT: Your client(s) must first grant you access to their information so you can perform online unemployment insurance transactions with LWC on their behalf. Your client(s) will need your Agent Access Code in order to authorize access. Refer to instructions on how employers can grant an agent access to their employer UI account (Page 16.)

1. Go to www.laworks.net

2. Click "File Wages & Taxes"

3. Click "File Wage Reports"

4. Under "Existing Users," enter your User Login ID and Password and click "Login"

5. Click "Agent as Employer" from menu on left

6. Enter the 7-digit State ID number (SID/EAN) for the account you are filing wages. Click "Submit"

7. Click "Upload Wage Data File"

8. Under file type, choose TXT (fixed file format) from the drop down list

9. Click "Browse" and select the .txt file that you created to upload

10. Enter Year and Quarter you are filing. You are filing a single FFF for one employer, so do NOT check the box for Multiple State ID numbers. Click "Upload"

11. If any errors exist in your file, you will receive a detailed error message informing you of the position in your file where the error exists. Refer to the "Instructions for .TXT Fixed File SSA Upload" for guidance.

12. When the file is in the correct format, you will receive a website message, "File upload was successful." Print this confirmation for your records.

13. Review upload statistics.

14. An email will be sent to the email address on file when the wage report and amount due for this submission is ready for review and payment.

15. If there are other outstanding quarters to be filed for this employer, click "Return to Services" and continue this process for each quarter you are filing.

16. Upon receipt of the email from LWC, you can login to Tax Services to view the wage report and amount due.

Quarterly Excel Template to .CSV Format

Before You Begin
Review the "Instructions for .CSV Comma Delimited File Format and Excel Template" found beginning on Page XX of this document. You can also access the .CSV File Format Instructions and Excel Template from the LWC website, www.laworks.net.
Path from the home page: Downloads > Unemployment Insurance > Wage & Tax

IMPORTANT: Your client(s) must first grant you access to their information so you can perform online unemployment insurance transactions with LWC on their behalf. Your client(s) will need your Agent Access Code in order to authorize access. Refer to instructions on how employers can grant an agent access to their employer UI account (Page 16.)

1. Go to www.laworks.net

2. Click "File Wages & Taxes"

3. Click "File Wage Reports"

4. Under "Existing Users," enter your User Login ID and Password and click "Login"

5. Click "Perform wage data submission on behalf of a single employer"

6. Enter the 7-digit State ID number (SID/EAN) for the account you are filing wages. Click "Submit"

7. Click "Upload Wage Data File"

8. Under file type, choose "CSV" (comma delimited) from the drop down list.

9. Click "Browse" and select the CSV file that you saved for the quarter that you are submitting.

10. Enter the Year and Quarter you are filing. Click "Upload"

11. If any errors exist in your file, you will receive a detailed error message informing you of the position in your file where the error exists. Please make corrections on the Excel template and save to CSV format each time until the file contains no more errors and successfully uploads.

12. Once the file is correct, you will receive a message, "File upload was successful".   Print this confirmation for your records.

13. An email will be sent to the email address on file when the wage submission is ready to be viewed in Tax Services.

14. If you have other outstanding quarter to be filed for this employer, click "Return to Services" and continue this process for each quarter you are filing.

15. Upon receipt of the email from LWC, you may Login to Tax Services to view the wage report and amount due.

Quarterly Manual Entry (may only be used for reporting 99 or fewer employees)

Before You Begin

Manual entry of more than 99 employees is not allowed. The input session must be completed within 30 minutes or information will be lost. If you need to report more than 99 employees for an employer, or if you cannot input required data within 30 minutes, you must use the "Upload Wage Data File" function. Refer to instructions on Pages 25 and 26 for additional information.

IMPORTANT: Your client(s) must first grant you access to their information so you can perform online unemployment insurance transactions with LWC on their behalf. Your client(s) will need your Agent Access Code in order to authorize access. Refer to instructions on how employers can grant an agent access to their employer UI account (Page 16.)

1. Go to www.laworks.net

2. Click "File Wages & Taxes"

3. Click "File Wage Reports"

4. Under "Existing Users," enter your User Login ID and Password and click "Login"

5. Click "Perform wage data submission on behalf of a single employer"

6. Enter the 7-digit State ID number (SID/EAN) for the account you are filing wages. Click "Submit."

7. Click on "Manually Enter Wage Data"

8. Under "Select Wage Quarter," select the year and quarter you are filing from the drop down list. **NOTE:** You MUST file quarters within a year in sequence 1, 2, 3, 4.

9. Check the box labeled "No Wage' Filing" ONLY **if you are filing a "no wage" report.**

10. Click "Continue to Wage Entry"

11. In "Number of New Employee Wage Rows" field, put the number of new employee records you need to enter and click "Add New Employee Wage Rows." The number of rows requested will appear.

12. The following fields are required: SSN, First Name, Last Name, Wages

13. Enter total wages for the quarter. Do not include dollar sign or decimal in wage field. The wage field cannot include cents. Round cents to the nearest dollar; for example, round 150.48 to 150 and 151.50 to 152. Taxable and excess wages will be calculated by LWC.

14. Check applicable boxes to indicate if the employee was employed in Month(s) 1, 2, and/or 3 of the report quarter. Click "Submit."

15. To file for any remaining quarters, click "Manual Wage Entry Page" in the left navigation and follow the above instructions. If the previous quarter filing was by manual entry, the fields will prepopulate with the employees reported in the previous quarter.

16. If you need to add more rows for new employees, put in the number of extra rows needed and click "Add New Employee Wage Rows."

17. If you need to delete rows because an employee is no longer working for your client's company or did not work that quarter, check the delete box for that employee, then click "Delete Selected Wage Rows."

18. **NOTE:** The "Restore" button will remove all newly added information that has not been submitted.

19. A response will be received: "File upload was successful" or a "failure" message indicating some information was incorrectly input.

20. The Wage Upload Results page will show Submitter Name, Year/Quarter, Employer State ID, Wage Entry Type= manual wage entry, and Number of Wage Records Accepted for Processing. You can print the results page with the "Print" option.

21. An email will be sent to the email address on file when the wage report and tax calculation for this submission is ready for review/payment.

22. Upon receipt of the email from LWC, you can login to Tax Services to view the wage report and amount due.

Annual Domestic Manual Wage Entry

Instructions are in development. This page will be updated as more information is available.

Agent Acting as Employer Options – Tax Services (must have UI Employer Account Access)

View Electronic Wage Reports

Before You Begin
IMPORTANT: Your client(s) must first grant you access to their information so you can perform online unemployment insurance transactions with LWC on their behalf. Your client(s) will need your Agent Access Code in order to authorize access. Refer to instructions on how employers can grant an agent access to their employer UI account (Page 16.)

1. Go to www.laworks.net

2. Click "File Wages & Taxes"

3. Click "Tax Services"

4. Login to "Employer (or representative) Sign-on for Secured Site Functions" using your User Login ID and Password.

5. Under Employer Services, input the Employer's Account Number.

6. You will be taken to the "Employer Information and Service Selection" page. You will be acting on behalf of the employer. The "Employer Services" menu is below the "Agent Services" table.

7. In the Employer Services section, click "View Wage Reports"

8. Under "View Wage Reports - Filings Reported Online," click "View" beside the quarter for the wage report you want to view.

9. You will be taken to the View Wage Report Details screen, which shows the information submitted for the report selected. You can open a printer-friendly copy from here.

10. Contribution Due information is at the bottom of the screen.

11. To view payment history for this account, click "View Payments"

12. To make a payment, click "Return to Services" and click "Make a Payment"

View Electronic Payments

Instructions are in development. This page will be updated as more information is available.

Make Payment

Before You Begin
IMPORTANT: Your client(s) must first grant you access to their information so you can perform online unemployment insurance transactions with LWC on their behalf. Your client(s) will need your Agent Access Code in order to authorize access. Refer to instructions on how employers can grant an agent access to their employer UI account (Page 16.)

1. Go to www.laworks.net

2. Click "File Wages & Taxes"

3. Click "Tax Services"

4. Login to "Employer (or representative) Sign-on for Secured Site Functions" using your User Login ID and Password.

5. Under Employer Services, input the Employer's Account Number.

6. You will be taken to the "Employer Information and Service Selection" page. You will be acting on behalf of the employer. The "Employer Services" menu is below the "Agent Services" table.

7. In the Employer Services section, click "Make a Payment"

8. You will be able to choose from the Quarters Available for Payment

9. For additional payment instructions, refer to instructions for Unemployment Tax Payment Options under Instructions for Employers (Pages 11-15).

View Benefit Charges

Instructions are in development. This page will be updated as more information is available.

APPENDIX

Instructions for .TXT Fixed File SSA Format

Full 20-page document starts on next page.

INSTRUCTIONS
FOR
.TXT FIXED FILE SSA UPLOAD

Quarterly Wage & Tax Reporting

Prepared By:

Louisiana Workforce Commission
Office of Unemployment Insurance Administration
Wage Record Unit
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Louisiana Workforce Commission
Instructions for .TXT Fixed File Format Upload
Wage and Tax Reporting

TABLE OF CONTENTS

I. Instructions for Online Wage and Tax Reporting

State law now requires businesses reporting 100 or more employees in any calendar quarter to file wage and tax reports electronically. Employers reporting less than this number of employees are also encouraged to file electronically.

Contained within this document are the instructions and specifications to be used when submitting your unemployment insurance (UI) wage and tax reports to the Louisiana Workforce Commission (LWC) using the Internet. These instructions generally follow the Social Security Administration guidelines, with modifications. Please review these instructions carefully to make certain that your file meets all the requirements.

The following guidelines should assist you in preparing your file for upload:

- Both your federal employer identification number (FEIN) and your state UI employer account number (EAN, also referred to as State Identification No. or SID) are required.

- The number of characters in each line (record length) is equal to 512 and the record delimiter is CRLF (carriage return / line feed).

- All money fields are strictly numeric and must include dollars and cents rounded to the nearest whole dollar (decimal assumed). Negative (credit) amounts are <u>not</u> allowed.

- Social Security Numbers (SSN) are required; duplicate SSNs will not be accepted within the same employer record.

II.   Definition of Record Types

CODE RA - Submitter Record
Required By Louisiana

CODE RE - Employer Records
Required By Louisiana

This record identifies an employer whose employee wage information is being reported quarterly. Generate one "RE" record for each employer with wages being reported.

CODE RW - Employee Wage Record
Not Required By Louisiana

CODE RO - Employee Wage Record
Not Required By Louisiana

CODE RS - State Record (Employee Record)
Required By Louisiana

This record contains quarterly state wage and tax data for an employee.
One "RS" record is required for each employee for whom wages were paid in Louisiana during the report quarter.

CODE RT - Total Records
Not Required By Louisiana

CODE RU - Total Records
Not Required By Louisiana

CODE RF - Final Record - (Only One per Report)
Required By Louisiana

This record indicates end of file and must be the last data record. The final record must appear once for each file. No data is processed after the "RF" record.

THE FIRST TWO POSITIONS OF EACH RECORD MUST BE ONE OF THE ALPHABETIC CODES ABOVE.

III. Record Description

CODE "RA" – SUBMITTER RECORD LENGTH = 512

POSITION FROM-TO	FIELD NAME	LENGTH	DESCRIPTION & REMARKS
001-002	RECORD IDENTIFIER	2	REQUIRED – CONSTANT "RA"
003-216	FILLER	214	ENTER BLANKS
217-273	SUBMITTER NAME	57	OPTIONAL – ENTER THE NAME OF THE ORGANIZATION TO WHOM THE NOTIFICATION OF UNPROCESSABLE DATA SHOULD BE SENT. LEFT JUSTIFY AND FILL WITH BLANKS.
274-295	LOCATION ADDRESS	22	OPTIONAL – ENTER THE LOCATION ADDRESS (ATTENTION, SUITE, ROOM NUMBER, ETC) FOR THE SUBMITTER NAME. LEFT JUSTIFY AND FILL WITH BLANKS
296-317	DELIVERY ADDRESS	22	OPTIONAL – ENTER THE DELIVERY ADDRESS (STREET OR POST OFFICE BOX) FOR THE ORGANIZATION TO WHOM THE NOTIFICATION OF UNPROCESSABLE DATA SHOULD BE SENT. LEFT JUSTIFY AND FILL WITH BLANKS.
318-339	CITY	22	OPTIONAL – ENTER THE CITY FOR THE ORGANIATION TO WHOM THE NOTIFICATION OF UNPROCESSABLE DATA SHOULD BE SENT. LEFT JUSTIFY AND FILL WITH BLANKS.
340-341	STATE ABBREVIATION	2	REQUIRED – ENTER THE STATE FOR THE ORGANIZATION TO WHOM THE NOTIFICATION OF UNPROCESSABLE DATA SHOULD BE SENT. USE A POSTAL ABBREVIATION AS SHOWN IN APPENDIX A. FOR A FOREIGN ADDRESS, LEAVE BLANK.
342-346	ZIP CODE	5	
347-350	ZIP CODE EXTENSION	4	OPTIONAL – ENTER THE FOUR DIGIT EXTENSION OF THE ZIP CODE. IF NOT APPLICABLE LEAVE BLANK.

351-395	FILLER	45	LEAVE BLANK
396-422	CONTACT NAME	27	OPTIONAL – ENTER THE NAME OF THE PERSON TO BE CONTACTED BY OUIA CONCERNING PROBLEMS PROCESSING YOUR SUBMISSION. LEFT JUSTIFY AND FILL WITH BLANKS.
423-437	CONTACT PHONE	15	OPTIONAL – ENTER THE TELEPHONE EXTENSION FOR THE CONTACT NAME. LEFT JUSTIFY AND FILL WITH BLANKS.
438-442	CONTACT PHONE EXTENSION	5	OPTIONAL – ENTER THE TELEPHONE EXTENSION FOR THE CONTACT NAME. LEFT JUSTIFY AND FILL WITH BLANKS.
443-488	FILLER	46	FILL WITH BLANKS
489-498	CONTACT FAX NUMBER	10	OPTIONAL – FOR U.S. AND U.S. TERRITORIES ONLY. IF APPLICABLE, ENTER YOUR FAX NUMBER (INCLUDING AREA CODE). LFET JUSTIFY AND FILL WITH BLANKS. OTHERWISE, LEAVE BLANK.

CODE "RE" – SUBMITTER RECORD LENGTH = 512

POSITION FROM-TO	FIELD NAME	LENGTH	DESCRIPTION & REMARKS
001-002	RECORD IDENTIFIER	2	REQUIRED – CONSTANT "RE"
003-006	REPORT YEAR	4	REQUIRED – ENTER THE YEAR FOR WHICH THIS REPORT IS BEING PREPARED. ENTER NUMERIC CHARACTERS ONLY. UPDATE EACH YEAR.
007-007	AGENT INDICATOR	1	MAY BE LEFT BLANK
008-016	FEDERAL EMPLOYER IDENTIFICATION NUMBER (FEIN)	9	REQUIRED – ENTER ONLY NUMERIC CHARACTERS. OMIT HYPHENS, PREFIXES AND SUFFIXES.
017-025	AGENT FOR EIN	9	MAY BE LEFT BLANK
026-026	TERMINATING BUSINESS INDICATOR	1	OPTIONAL – ENTER "1" IF YOU HAVE TERMINATED YOUR BUSINESS DURING THIS TAX YEAR. OTHERWISE, ENTER "0".
027-030	ESTABLISHMENT NUMBER	4	MAY BE LEFT BLANK
031-039	OTHER EIN	9	MAY BE LEFT BLANK
040-096	EMPLOYER NAME	57	REQUIRED – ENTER THE EMPLOYER NAME. LEFT JUSTIFY AND FILL WITH BLANKS.
097-118	EMPLOYER ADDRESS	22	REQUIRED – ENTER THE LOCATION ADDRESS (ATTENTION, SUITE, ROOM NUMBER, ETC.) FOR THE EMPLOYER NAME. LEFT JUSTIFY AND FILL WITH BLANKS.
119-140	DELIVERY ADDRESS	22	OPTIONAL – ENTER THE EMPLOYER DELIVERY ADDRESS (STREET OR POST OFFICE BOX). LEFT JUSTIFY AND FILL WITH BLANKS
141-162	EMPLOYER CITY	22	REQUIRED – EMPLOYER CITY. LEFT JUSTIFY AND FILL WITH BLANKS. 163-164 EMPLOYER STATE ABBREVIATION

CODE "RE" – SUBMITTER RECORD LENGTH = 512

163-164	EMPLOYER STATE ABBREVIATION	2	REQUIRED– ENTER THE EMPLOYER STATE. USE POSTAL ABBREVIATION. (SEE APPENDIX A.)
165-169	EMPLOYER ZIP CODE	5	REQUIRED – ENTER A VALID ZIP CODE
170-173	EMPLOYER ZIP EXTENSION	4	OPTIONAL– ENTER THE FOUR DIGIT EXTENSION OF THE ZIP CODE.
174-178	BLANK	5	LEAVE BLANK.
179-201	FOREIGN STATE/ PROVINCE	23	MAY BE LEFT BLANK
202-216	FOREIGN POSTAL CODE	15	MAY BE LEFT BLANK
217-218	COUNTRY CODE	2	MAY BE LEFT BLANK
219-219	EMPLOYMENT CODE	1	1 OPTIONAL – MAY ENTER THE APPROPRIATE CODE: A AGRICULTURE H HOUSEHOLD M MILITARY Q MEDICARE QUALIFIED GOVERNMENT EMPLOYMENT X RAILROAD R REGULAR (ALL OTHERS) OR MAY BE LEFT BLANK
220-220	TAX JURISDICTION CODE	1	MAY BE LEFT BLANK
221-221	TAX TYPE	1	REQUIRED – ENTER TAX TYPE "B"
222-223	STATE CODE IDENTIFIER	2	REQUIRED – ENTER THE APPROPRIATE NUMERIC FIPS CODE (LOUISIANA FIPS POSTAL CODE VALUE IS 22) SEE APPENDIX A.
224-229	REPORTING PERIOD	6	REQUIRED – ENTER ONLY NUMERIC CHARACTERS. ENTER MONTH AND FOUR DIGIT YEAR FOR THE CALENDAR QUARTER FOR WHICH THIS REPORT APPLIED. E.G. "092007" FOR JULY – SEPTEMBER, 2007.
230-231	BLOCKING FACTOR	2	OPTIONAL– ENTER BLOCKING FACTOR OF THE FILE. MAXIMUM BLOCKING FACTOR EQUALS 25.

			CODE "RE" – SUBMITTER RECORD LENGTH = 512

232-234	BLANK	3	LEAVE BLANK
235-246	STATE UI EMPLOYER ACCOUNT NUMBER	12	REQUIRED – ENTER NUMERIC STATE UI EMPLOYER ACCOUNT NUMBER IN THE FIRST SIX (7)DIGITS OF THIS FIELD. LEFT JUSTIFY
247-249	BLANK	3	LEAVE BLANK
250-250	MULTIPLE COUNTY INDUSTRY	1	OPTIONAL – IF EMPLOYING ENTITY IS CURRENTLY A MULTIPLE WORKSITE REPORTER AND HAS CHOSEN TO SUMIT FORM BLS 3020 (MULTIPLE WORKSITE REPORT) VIA MAGNETIC MEDIA. ENTER "1" IF THIS FIRM HAS EMPLOYEES IN MORE THAN ONE COUNTY/INDUSTRY INCLUDED IN THIS REPORT; OTHWISE, ENTER "0".
251-251	MULTIPLE WORKSITE LOCATION	1	REQUIRED – IF EMPLOYING ENTITY IS CURRENTLY A MULTIPLE WORKSITE REPORTER AND CHOSE TO SUBMIT FORM BLS 3020 (MULTIPLE WORKSITE REPORT) VIA FIXED FILE FORMAT. ENTER "1" IF THIS FIRM HAS EMPLOYEES AT MORE THAN ONE LOCATION WITHIN THE SAME COUNTY INCLUDED IN THIS REPORT; OTHERWISE, ENTER "0".
252-252	MULTIPLE WORKSITE INDICATOR	1	REQUIRED – ENTER "1" IF THIS FIRM IS INCLUDING MULTIPLE WORKSITE DATA ON WAGE REPORTING MAGNETIC MEDIA IN LIEU OF FORM BLS 3020; OTHERWISE, ENTER "0"
253-253	ELECRONIC FUNDS TRANSFER INDICATOR	1	OPTIONAL – ENTER "1" IF THIS FIRM PARTICIPATES IN ELECTRONIC FUNDS TRANSFER OF QUARTERLY UI PAYROLL TAXES; OTHERWISE, ENTER "0".
254-512	BLANK	259	LEAVE BLANK

CODE "RS" – SUBMITTER RECORD LENGTH = 512

POSITION FROM-TO	FIELD NAME	LENGTH	DESCRIPTION & REMARKS
001-002	RECORD IDENTIFIER	2	REQUIRED – CONSTANT "RS"
003-004	STATE CODE	2	REQURIED – ENTER THE APPROPRIATE FIPS POSTAL NUMERIC CODE. (LOUISIANA FIPS CODE IS 22.) SEE APPENDIX A.
005-009	TAXING ENTITY CODE	5	ENTER BLANKS
010-018	SOCIAL SECURITY NUMBER (SSN)	9	REQUIRED – ENTER THE EMPLOYEE'S SOCIAL SECURITY NUMBER. IF NOT AVAILABLE, ENTER ZEROS (0) IN LOCATIONS 010-018.
019-038	EMPLOYEE LAST NAME	20	REQUIRED – ENTER THE LAST NAME OF THE EMPLOYEE EXACTLY AS SHOWN ON THE SOCIAL SECURITY CARD. LEFT JUSTIFY AND FILL WITH BLANKS.
039-053	EMPLOYEE FIRST NAME	15	REQUIRED – ENTER THE FIRST NAME OF THE EMPLOYEE EXACTLY AS SHOWN ON THE SOCIAL SECURITY CARD. LEFT JUSTIFY AND FILL WITH BLANKS.
054-068	EMPLOYEE MIDDLE NAME OR INITIAL	15	OPTIONAL: IF APPLICABLE, ENTER THE EMPLOYEE MIDDLE NAME OR INITIAL EXACTLY AS SHOWN ON THE SOCIAL SECURITY CARD. LEFT JUSTIFY AND FILL WITH BLANKS; OTHERWISE, LEAVE BLANK.
069-072	SUFFIX	4	MAY BE LEFT BLANK
073-094	LOCATION ADDRESS	22	MAY BE LEFT BLANK
095-116	DELIVERY ADDRESS	22	MAY BE LEFT BLANK
117-138	CITY	22	MAY BE LEFT BLANK
139-140	STATE ABBREVIATION	2	MAY BE LEFT BLANK
141-145	ZIP CODE	5	MAY BE LEFT BLANK
146-149	ZIP CODE EXTENSION	4	MAY BE LEFT BLANK

CODE "RS" – SUBMITTER RECORD LENGTH = 512

150-154	BLANK	5	RESERVE FOR SOCIAL SECURITY ADMINISTRATION USE
155-177	FOREIGN STATE/ PROVINCE	23	FOREIGN STATE/ PROVINCE
178-192	FOREIGN POSTAL CODE	15	MAY BE LEFT BLANK
193-194	COUNTRY CODE	2	LEAVE BLANK
195-196	OPTIONAL CODE	2	LEAVE BLANK
197-202	REPORTING PERIOD	6	REQUIRED – ENTER THE 2-DIGIT LAST MONTH AND 4 DIGIT YEAR FOR THE CALENDAR QUARTER FOR WHICH THIS REPORT APPLIES: E.G., "092007" FOR JULY-SEPTEMBER 2007.
203-213	STATE QUARTERLY UI WAGES PIC 9(9)V99	11	REQUIRED – ENTER ONLY NUMERIC CHARACTERS, RIGHT JUSTIFY AND ZERO FILL. ENTER TOTAL QUARTERLY WAGES PAID TO THIS EMPLOYEE (ROUND CENTS TO THE NEAREST WHOLE DOLLAR AMOUNT; I.E. $1081.49 IS ROUNDED TO "108100" AND $1081.50 IS ROUNDED TO "108200"). INCLUDE ALL TIP INCOME.
214-224	STATE QUARTERLY TAXABLE WAGE	11	RIGHT JUSTIFY AND ZERO FILL OR MAY BE LEFT BLANK
225-226	NUMBER OF WEEKS	2	MAY BE LEFT BLANK
227-234	DATE FIRST EMPLOYED	8	OPTIONAL – MAY ENTER THE MONTH, DAY AND 4 DIGIT YEAR EMPLOYEE FIRST EMPLOYED WITH THIS EMPLOYER OR MAY BE LEFT BLANK
235-242	DATE OF SEPARATION	8	OPTIONAL – MAY ENTER THE MONTH, DAY AND 4 DIGIT YEAR EMPLOYEE SEPARATED FROM EMPLOYMENT WITH THIS EMPLOYER OR MAY BE LEFT BLANK.
243-247	BLANK	5	BLANK (RESERVED FOR SSA USE)
248-267	STATE EMPLOYER ACCOUNT NUMBER	20	MAY BE LEFT BLANK

268-273	BLANK	6	BLANK (RESERVED FOR SSA USE)
274-275	STATE CODE	2	OPTIONAL – MAY ENTER THE APPROPRIATE NUMERIC FIPS CODE (LOUISIANA FIPS POSTAL CODE IS 22) OR LEAVE BLANK. SEE APPENDIX A.
276-286	STATE TAXABLE WAGES	11	OPTIONAL – RIGHT JUSTIFY AND ZERO FILL
287-297	STATE INCOME TAX WITHHELD	11	ENTER BLANKS
298-307	STATE EXCESS WAGES PIC 9(8)V99	10	OPTIONAL – ENTER ONLY NUMERIC CHARACTERS, RIGHT JUSTIFY AND ZERO FILL. ENTER TOTAL QUARTERLY WAGES PAID TO THIS EMPLOYEE (ROUND CENTS TO THE NEAREST WHOLE DOLLAR AMOUNT; I.E. $1081.49 IS ROUNDED TO "108100" AND $1081.50 IS ROUNDED TO "108200"). WHICH ARE IN EXCESS OF THE LOUISIANA TAXABLE WAGE BASE AS SPECIFIED ON ANNUAL RATE NOTICE OR QUARTERLY REPORT.
308-308	TAX TYPE CODE	1	ENTER BLANKS
309-319	LOCAL TAXABLE WAGES	11	ENTER BLANKS
320-330	LOCAL INCOME TAX WITHHELD	11	ENTER BLANKS
331-337	STATE CONTROL NUMBER	7	ENTER BLANKS
338-347	REPORTING UNIT NUMBER	10	OPTIONAL- ENTER THE STATE ASSIGNED REPORTING UNIT NUMBER OF THE WORKSITE WHERE THE EMPLOYEE WORKED DURING THE QUARTER. RIGHT JUSTIFY AND ZERO FILL.
348-350	COUNTY CODE	3	OPTIONAL- ENTER THE THREE-DIGIT NUMERIC FIPS COUNTY CODE OF THE EMPLOYEE'S WORK SITE.
351-356	INDUSTRY CODE	6	OPTIONAL- ENTER THE SIX-DIGIT NORTH AMERICAN INDUSTRIAL CLASSIFICAITON SYSTEM CODE (NAICS) ASSIGNED TO THE REPORTING UNIT WHERE EMPLOYEE IS ASSIGNED.

			CODE "RS" – SUBMITTER RECORD LENGTH = 512
357-357	MONTH 1 EMPLOYMENT	1	REQUIRED- ENTER "1" IF THE EMPLOYEE WORKED DURING OR RECEIVED PAY FOR THE PAY PERIOD INCLUDING THE 12TH DAY OF THE FIRST MONTH IN THE QUARTER. OR ENTER "0" IF THE EMPLOYEE DID NOT WORK AND RECEIVED NO PAY FOR THE PAY PERIOD INCLUDING THE 12TH DAY OF THE FIRST MONTH IN THE QUARTER.
358-358	MONTH 2 EMPLOYMENT	1	REQUIRED- ENTER "1" IF THE EMPLOYEE WORKED DURING OR RECEIVED PAY FOR THE PAY PERIOD INCLUDING THE 12TH DAY OF THE SECOND MONTH IN THE QUARTER. OR ENTER "0" IF THE EMPLOYEE DID NOT WORK AND RECEIVED NO PAY FOR THE PAY PERIOD INCLUDING THE 12TH DAY OF THE SECOND MONTH IN THE QUARTER.
359-359	MONTH 3 EMPLOYMENT	1	REQUIRED- ENTER "1" IF THE EMPLOYEE WORKED DURING OR RECEIVED PAY FOR THE PAY PERIOD INCLUDING THE 12TH DAY OF THE THIRD MONTH IN THE QUARTER. OR ENTER "0" IF THE EMPLOYEE DID NOT WORK AND RECEIVED NO PAY FOR THE PAY PERIOD INCLUDING THE 12TH DAY OF THE THIRD MONTH IN THE QUARTER.
360-366	HOURLY WAGES	7	OPTIONAL – ENTER ONLY NUMERIC CHARACTERS. ENTER THE AMOUNT OF WAGES (DOLLARS & CENTS) WHICH ARE THE HOURLY WAGE AMOUNT. RIGHT JUSTIFY AND ZERO FILL.
367-372	OES CODE	6	OPTIONAL – SEE: OCCUPATIONAL CODES DICTIONARY (OES/SOC) ON THIS WEBSITE.
373-412	BLANK	40	LEAVE BLANK
413-487	BLANK	75	LEAVE BLANK
488-512	SUPPLEMENTAL DATA BLANK	25	BLANK (RESERVE FOR SSA)

CODE "RF" – STATE RECORD EMPLOYER LENGTH = 512

POSITION FROM-TO	FIELD NAME	LENGTH	DESCRIPTION & REMARKS
001-002	RECORD IDENTIFIER	2	REQUIRED – CONSTANT "RF"
003-512	FILLER	510	LEAVE BLANK

IV. Error Messages

Error Messages
Invalid record length. Each record must be 512 characters long.
Fixed File Format must begin with an RA record (positions 1-2)
Fixed File Format cannot contain multiple RA records
RS Records must be preceded by an RE record
Fixed File Format cannot contain more than one RF record
Invalid record type. Valid record types are RA, RE, RS, and, RF
No records permitted after the RF Record

RA RECORD ERRORS

Error Messages
Submitter Name is required. (positions 217-273)
Location Address is required. (positions 274-295)
Delivery Address is required. (positions 296-317)
City is required. (positions 318-339)
State is required. (positions 340-341)
Zip Code is required. (positions 342-346)
Zip Code must be a 5-digit number '<value>' was provided. (positions 342-346)
Zip Code Extension must be a 4-digit number '<value>' was provided. (positions 347-350)
Invalid State/ Zip Code combination. State abbreviation (positions 340-341) must match zip code (positions 342-346).
Contact Name is required. (positions 396-422)
Contact Phone Number is required. (positions 423-437)

4-digit year is required. (positions 003-006)
4- digit year must be a number '<value>' was provided. (positions 003-006)
Report Year does not match entered year. Fixed File Format report year must match year entered in submitter information for upload. (positions 003-006)
9-digit FEIN is required. (positions 008-016)
9-digit FEIN must be a number. '<value>' was provided. (positions 008-016)
Agent for EIN must be a Number. '<value>' was provided (positions 017-025)
Terminating Business Indicator must be a Number. '<value>' was provided. (position 026)
Invalid Terminating Business Indicator. The only valid values are 0 or 1. (position 026)
Establishment Number must be an Number. '<value>' was provided (position 027-030)
Other EIN must be an Number. '<value>' was provided. (position031-039)
Employer Name is required. (positions 040-096)
Employer Address is required. (positions 097-118)
Delivery Address is required. (positions 119-140)
Employer City is required. (positions 141-162)
Employer State is required. (positions 163-164)
Employer Zip Code is required. (positions 165-169)
Employer Zip Code must be a Number. '<value>' was provided. (positions 165-169)
Employer Zip Code Extension must be a Number. '<value>' was provided. (positions 170-173)
Foreign Postal Code must be a Number. '<value>' was provided. (positions 202-216)
Country Code must be a Number. '<value>' was provided. (positions 217-218)
State Code must be "22". (positions 222-223)
State Code must be "22" '<value>' was provided. (positions 222-223)
FIPS postal code must be "22". (positions 222-223)
6-digit reporting period is required. i.e. "092011" for July- September 2011. (positions 224-229)
Reporting Period must be a Number. '<value>' was provided. (positions 224-229)
A Wage file has already been uploaded for the quarter and year specified.
Blocking Factor must be a Number. '<value>' was provided. (positions 230-231)
7-digit State UI Identification Number is required. (positions 235-246)
7-digit State UI Identification Number must be a Number. '<value>' was provided
7-digit State UI Identification Number must be left justified and start at position 235. '<value>' was provided. (positions 235-246)
7-digit State UI Identification Number on RE Record must match the 7-digit State UI Identification Number in the submitter information from the file upload page. (positions 235-

246)
Comment: This occurs only for employers or agents acting as an employer.
Multiple County Industry is required. (Position 250)
Multiple County Industry must be a Number. '<value>' was provided. (Position 250)
Multiple County Industry must be '1' or '0'. (Position 250)
Multiple Worksite Location is required. (Position 251)
Multiple Worksite Location must be an Number. '<value>' was provided. (Position 251)
Multiple Worksite Location must be '1' or '0'. (Position 251)
Multiple Worksite Indicator is required. (Position 251)
Multiple Worksite Indicator must be an Number. '<value>' was provided. (Position 251)
Multiple Worksite Indicator must be '1' or '0'. (Position 251)
Electronic Funds Transfer Indicator is required. (Position 253)
Electronic Funds Transfer Indicator must be an Number. '<value>' was provided. (Position 253)
Electronic Funds Transfer Indicator must be '1' or '0'. (Position 253)

RS RECORD ERRORS

Error Messages
7-digit State UI Identification Number exceeds maximum length of 7 characters. '<value>' was provided. (positions 235-242)
7-digit State Identification Number on Wage Record must match the Employer State ID Number. '<value>' was provided. (positions 235-242)
7-digit State Identification Number must be a number. '<value>' was provided. (positions 235-242)
Reporting Period is required.
Reporting Period exceeds maximum length of 1 character. '<value>' was provided
Reporting Period must be a valid value (1,2,3 or 4). '<value>' was provided
Reporting Year is required.
Reporting Year exceeds maximum length of 4 characters. '<value>' was provided
Reporting Period is required
Reporting Period must be a number. '<value>' was provided
9-digit SSN cannot exceed 9-digits. '<value>' was provided. (positions 010-018)
9-digit SSN is required. (positions 010-018)

Error Messages
SSN must be 9 digits. '<value>' was provided. (positions 010-018)
Employer Record contains duplicate 9-digit SSN. (positions 010-018)
Employee First Name is required. (positions 039-053)
Employee First Name cannot exceed 15 characters. '<value>' was provided. (positions 039-053)
Employee Last Name is required. (positions 019-038)
Employee Last Name cannot exceed 20 characters. '<value>' was provided. (positions 019-038)
Employee Middle Name cannot exceed 15 characters. <value>' was provided. (positions 054-068)
State Quarterly UI Wages are required. (positions 203-213)
State Quarterly UI Wages cannot exceed 9-digits. '<value>' was provided. (positions 203-213)
State Quarterly UI Wages must be a number. '<value>' was provided. (positions 203-213)
Employee Wages must be a whole dollar amount and decimal assumed. Each wage must be rounded to the nearest dollar. i.e. $100.00 is 10000. (positions 203-213)
State Excess Wages cannot exceed 8-digits. '<value>' was provided. (positions 298-307)
State Excess Wages must be a number. '<value>' was provided. (positions 298-307)
Month One Employment is required. (position 357)
Month One Employment must be "0" or "1". '<value>' was provided. (position 357)
Month One Employment must be 0 or 1. '<value>' was provided
Month Two Employment is required. (position 358)
Month Two Employment exceeds maximum length of 1. '<value>' was provided. (position 358)
Month Two Employment must be "0" or "1". '<value>' was provided (position 358)
Month Three Employment is required. (position 359)
Month Three Employment must be "0" or "1". '<value>' was provided. (position 359)
Month Three Employment must be "0" or "1". '<value>' was provided. (position 359)
Invalid Tax Type on RE record. The only valid Tax Type is "B" (position 221)
State Code Identifier is required. (position 222-223)
State Code must be a number. '<value>' was provided. (position 222-223)
Enter the appropriate numeric FIPS code (Louisiana FIPS postal code value is 22)
Zip Code must be a number. '<value>' was provided

V. Appendix A: Postal Abbreviations and Numeric Codes

STATE	ABBREVIATION	NUMERIC CODE
ALASKA	AK	02
ARIZONA	AZ	04
ARKANSAS	AR	05
CALIFORNIA	CA	06
COLORADO	CO	08
CONNECTICUT	CT	09
DELAWARE	DE	10
DISTRICT OF COLUMBIA	DC	11
FLORIDA	FL	12
GEORGIA	GA	13
HAWAII	HI	15
IDAHO	ID	16
ILLINOIS	IL	17
INDIANA	IN	18
IOWA	IA	19
KANSAS	KS	20
KENTUCKY	KY	21
LOUISIANA	LA	22
MAINE	ME	23
MARYLAND	MD	24
MASSACHUSETTS	MA	25
MICHIGAN	MI	26
MINNESOTA	MN	27
MISSISSIPPI	MS	28
MISSOURI	MO	29
MONTANA	MT	30
NEBRASKA	NE	31
NEVADA	NV	32

Appendix A: Postal Abbreviations and Numeric Codes (Continued)

STATE	ABBREVIATION	NUMERIC CODE
NEW HAMPSHIRE	NH	33
NEW JERSEY	NJ	34
NEW MEXICO	NM	35
NEW YORK	NY	36
NORTH CAROLINA	NC	37
NORTH DAKOTA	ND	38
OHIO	OH	39
OKLAHOMA	OK	40
OREGON	OR	41
PENNSYLVANIA	PA	42
RHODE ISLAND	RI	44
SOUTH CAROLINA	SC	45
SOUTH DAKOTA	SD	46
TENNESSEE	TN	47
TEXAS	TX	48
UTAH	UI	49
VERMONT	VT	50
VIRGINIA	VA	51
WASHINGTON	WA	53
WEST VIRGINIA	WV	54
WISCONSIN	WI	55
WYOMING	WY	56

Instructions for .CSV Comma Delimited File Format and Excel Template

Proceed to next page for one-page instruction document

Print these instructions FIRST before accessing template.

Using an Excel© Template is another convenient way for employers to file a wage and tax report each quarter on the internet. Step-by-step instructions for Excel to CSV file upload can be found in the **Instructions for Electronic UI Wage Reporting & Tax Services.**

Employers wishing to report quarterly wages using an Excel© file should save the LWC Wage and Tax Excel© Template to their computer. We will not be able to process your report if the format does not match our Excel© Template. **The file must be saved in the .CSV format** in order to upload.

A) To download the Excel© wage and tax file template, follow these instructions:

1. A version of Excel© 2003 or above is required on your computer.
2. Click the "Save the LWC Wage and Tax Excel Template" link below. This will bring up the latest version.
3. If "File Download" is popped up, click "Save" to save the "Template" to your computer.

   Or

   If the "Template" is opened, click "Save As" under "File" on the web browser menu, then save the "Template" to your computer.
4. Carefully review the "Excel File Format Description" contained in the second tab.
5. Each filing period, return to this page and download the template to ensure you are using the required version.

   Save the LWC Wage and Tax Excel Template

B) To file your wages for a quarter:

1. A version of Excel© 2003 or above is required on your computer.
2. Open the "Template" saved from "A" above.
3. Click the "Employee Wages" worksheet.
4. Enter the required data **exactly** as outlined in the "Excel File Format Description" contained in the second tab. You may copy the data into the template from another format, but must ensure that formatting matches our template exactly. Example: no hyphens in SSN or in 7-digit State ID number (SID), wages must be rounded to nearest dollar, etc.
5. The Excel file **must** be saved in the **.CSV** format in order to be uploaded. You will not be able to upload the Excel® format.
6. To save in .CSV format – Click File > Save as > then select File Type "CSV (Comma delimited)"
7. Go to http://www.laworks.net
   a. Click "Online Services" on the top of the page.
   b. Click "File Wage and Tax Reports" under "For Employers"
   c. Follow the instructions to file your wage reports.

Questions regarding Excel template problems may be directed to LWC at 225-342-0210.
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