

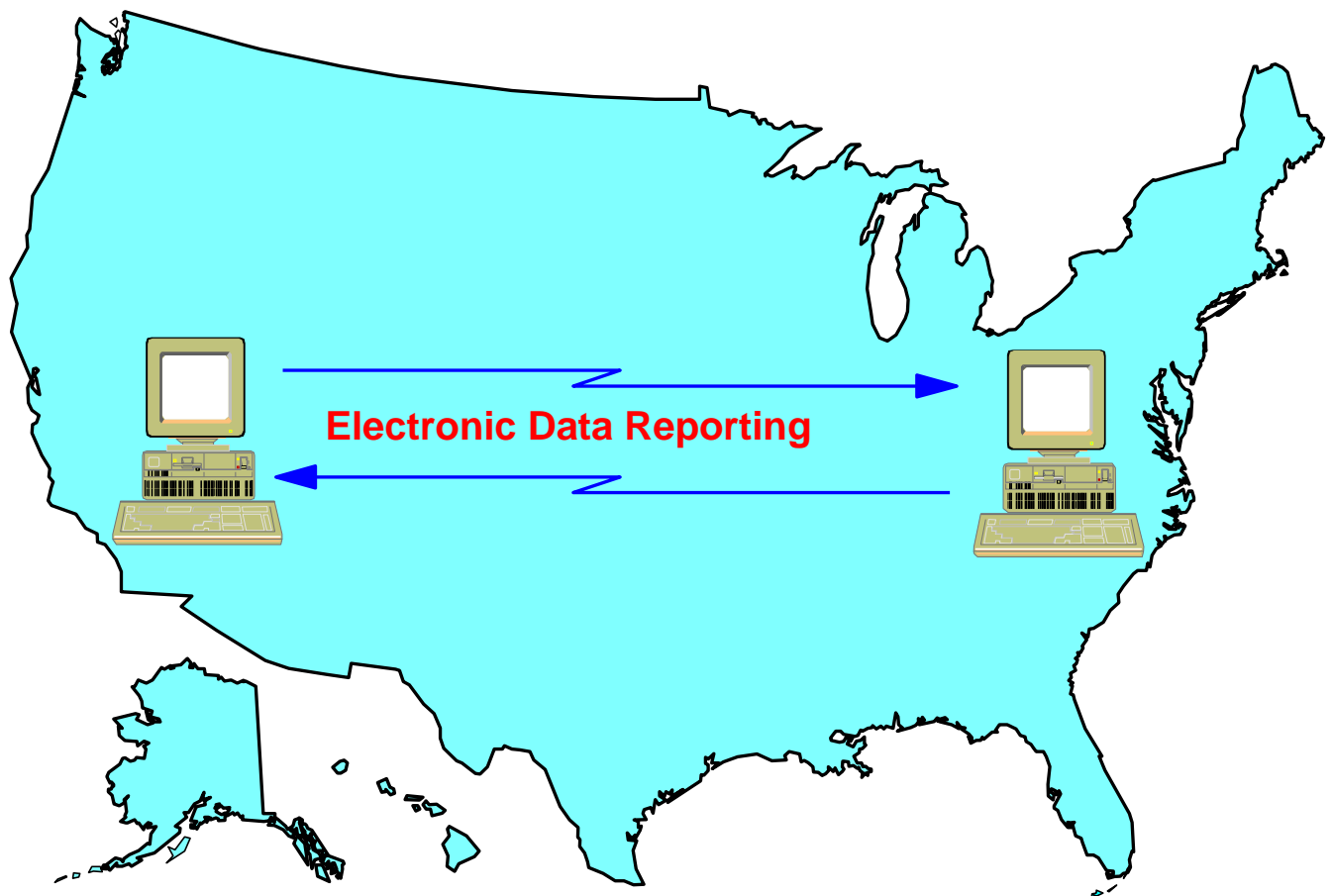
# Electronic Data Reporting



Standard Flat File Formats

Current Employment Statistics Report on Employment, Hours, and Earnings and the Multiple Worksite Report

U.S. Department of Labor  
Bureau of Labor Statistics  
September 2004



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U.S. Department of Labor  
Elaine Chao, Secretary

Bureau of Labor Statistics  
Kathleen Utgoff, Commissioner  
September 2004

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# Chapter 1 - Introduction

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Two Bureau of Labor Statistics (BLS) programs, the Current Employment Statistics (CES) and the Multiple Worksite Report (MWR), collect employment and payroll data from employers<sup>1</sup> throughout the United States.

The CES is a **monthly** survey of 300,000 non-farm business establishments<sup>2</sup> that estimates employment, hours, and earnings at the national, state, and metropolitan area levels. It provides one of the first indicators on the health of the economy.

The MWR is a **quarterly** survey of large employers used to collect statistical information to supplement statewide data provided by employers through State Unemployment Insurance (UI) Quarterly Contribution Reports (QCRs).

Both the CES and MWR programs publish statistics on our nation's employment and earnings. Collected monthly, the CES program uses its sample to provide current estimates of monthly nonfarm employment, average weekly hours, and average hourly and weekly earnings. CES data are very timely and are published on the first Friday of the month following the reference period. As such, they are one of the earliest indicators released regarding current economic conditions. Data are published for the nation, States, and most large metropolitan areas.

The MWR covers about 98 percent of all nonfarm employees and 99 percent of those in the private nonfarm sector. Collected quarterly, the MWR program is a comprehensive and accurate source of monthly employment and quarterly gross wage data, published by industry, at the national, State, and county levels.

One of BLS' primary goals is to reduce the employers' reporting burden, while providing timely, accurate economic information to those who need it. To meet this goal, BLS has established an Electronic Data Interchange (EDI) Center in Chicago, Illinois.

## 1.1 Electronic Data Reporting

Traditionally, the collection of the CES and MWR data has been by mail. The EDI Center, however, can facilitate collection of these data by offering centralized electronic data reporting. This reduces the burden for employers since they can generate electronic files directly from their payroll system, eliminating the need for manual transcription, and can send files covering all their locations to *one* place, the

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<sup>1</sup> Since tax reporting and the preparation of payrolls is often contracted out to service bureaus by employers, references in this booklet to employers (or firms) include service bureaus as well.

<sup>2</sup> Use of the terms "establishments," "worksites," and "reporting units" are synonymous throughout this document.

EDI Center, rather than sending files separately to each State. Thus, employers can reduce their points of contact from as many as fifty individual State agencies, the District of Columbia, Puerto Rico, and the Virgin Islands, to just one, the EDI Center. While the initial setup of these files by your firm will require a certain amount of up-front work, the benefits of electronic data reporting will substantially reduce your long-term workload.

For any prospective EDI reporter, the EDI Center also experiences some initial setup work. When initially contacting the EDI Center, ask EDI Center staff if your firm meets the initial size thresholds to qualify for EDI reporting. These size thresholds focus on the prospective firm's total employment, number of physical locations, and the number of States where the employer has locations.

While we prefer electronic data reporting, we can accept data files on magnetic media such as cartridge, tape, diskette, or CD. Once the data have been received and processed, the EDI Center transmits these data to the State agencies.

Electronic data reporting also provides benefits to BLS and the States. First, since data are received in electronic form, key-entry is eliminated thus reducing collection costs. Second, electronic data reporting often leads to more accurate data since manual transcription (which can potentially introduce data errors) has been eliminated. Finally, employers are usually able to provide electronic data more quickly, which allows for more timely information to be provided to users of economic data.

In short, electronic data reporting to the EDI Center provides employers with an efficient, low-cost method of submitting employment and payroll data while maintaining the high standards of quality and confidentiality expected from BLS.

## 1.2 Electronic Data Interchange (EDI)

In its most basic form, EDI is simply the transfer of information electronically from computer to computer. There are two major aspects of this transfer. The first is the *method*, and the second is the *format*. The information in this booklet will provide you with guidelines for creating and transmitting data in a "flat file format" to the EDI Center using the "direct" transmission method.

The *method* of file transfer is called "direct" EDI, and involves the use of modems, phone lines, and appropriate communications software. Using this method, the file transfer occurs *directly* between the firm and BLS's computers. The firm dials a toll-free number, logs onto a bulletin board, and executes a file transfer. The EDI Center can accept most common high-speed communications protocols. In addition, the EDI Center can receive data 24 hours a day, offers toll-free file transmission, and Help Desk services. Firms may also transmit their data to BLS using standard File Transfer Protocol. To secure the data, BLS requests that the file be encrypted. See Chapter 6, Data Transmission Procedures, for additional details.

The *format* offered by the EDI Center uses a fixed record layout in a standard ASCII file, which is referred to as a "flat file format." This file can be created with most



spreadsheet, database and word processing software packages. In the EDI industry, this type of format would be considered “proprietary” EDI, meaning simply that a format specific to one of the partners was adopted as the standard format.

### **1.3 Before you Begin**

Contact the EDI Center before you begin programming and creating data files. This provides us with the opportunity to discuss situations that may be unique to your firm. When your firm is ready to begin reporting data, please notify the EDI Center in advance. Also, to ensure that the electronic or magnetic media reporting of data is accurate, one or two test transmissions are required prior to discontinuing your current method of reporting.

You may submit your data on various media. The EDI Center will assist with your creation of a test cartridge, tape, diskette, or CD. If you need any additional information, or have suggestions or comments, please contact the EDI Center Manager toll free at 1-800-861-3804 ext 230 or via the Internet at **EDICTR-CHI@bls.gov**.

### **1.4 Where to Start: MWR**

BLS currently offers EDI for the two programs mentioned above. It is both logical and cost-effective to begin by converting firms participating in the MWR to EDI first, and then convert firms participating in the CES program to EDI. In this way, we can insure the maximum level of consistency and coordination.

### **1.5 Professional Employee Organizations (PEOs) and Payroll Provider Firms (PPFs)**

Separate record layouts have been specifically developed for employee leasing companies, currently known as professional employer organizations (PEOs) and for businesses that provide payroll operations, currently known as payroll provider firms (PPFs), for businesses that outsource their payroll operations. Although the record layouts are very similar to the general MWR layout described in Appendix B within this booklet, the differences necessitate that a PEO or PPF have their own unique file formats. The unique nature of the PEO and PPF reporting require additional data elements not identified on the general MWR file format. See Appendix E for the EDI-required PEO MWR file format. See Appendix F for the EDI-required PPF MWR file format

### **1.6 Required Overlap Period**

Ongoing data quality is of utmost importance to BLS. Therefore we require an overlap period which allows both programs to carefully match your previously

reported data with your new EDI reported data. This will further allow us to insure the continuity of our data series.

For the MWR, we require a minimum of one (1) quarter overlap period. For the CES, we require a minimum of three (3) months overlap. If we have substantial data quality issues, we reserve the right to extend the overlap period.

# Chapter 2 - Data Accuracy, Confidentiality and Security

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Data accuracy, confidentiality, and security are of the utmost importance to BLS and its CES and MWR programs. This chapter contains important information regarding these issues.

## 2.1 Data Accuracy

The accuracy of the submitted data is of the utmost importance to BLS. Also, BLS' approach to EDI emphasizes *building in* data quality so that the first transmitted files meet BLS data definition requirements and that every subsequent file is accurate. This approach minimizes revisions to the data file contents.

Please closely review the remaining chapters in this booklet to ensure that your data meet the CES and MWR data specifications. It is **imperative** that you review each data item with the EDI Center staff before programming begins. For CES data, see Appendices A and C, and for MWR data see Appendix B.

If the EDI Center determines that the quality of the data being submitted does not sufficiently meet the program requirements, BLS will notify the firm and discuss alternatives to remedy the situation. If these issues cannot be resolved, the EDI Center may notify the firm that it will no longer be able to process the electronic file.

### Reference Period

For accurate and consistent data, the proper reference period is the pay period that includes the **12th of the month**, regardless of the firm's payroll frequency or pay date. Employers should report their employment data for all full-time and part-time employees who worked during or received pay for the payroll (pay) period that includes the 12th of the month. The reporting of other CES data items such as payroll, hours, commissions, and overtime hours should also be reported for the same reference period. CES also collects gross monthly earnings.

## 2.2 Data Confidentiality

To maintain data confidentiality, BLS publishes data as industry aggregates, which are designed to prevent identification of individual firms. Various BLS regulations and the 2003 CIPSEA statutory legislation provide protections to insure the confidentiality of the employer data provided to the EDI Center. If you want additional information regarding the confidentiality measures of the BLS, please contact EDI Center staff. Below are some specifics by program.

## **CES**

Data collected by the CES program and the State agencies are kept strictly confidential and are used for statistical purposes only and BLS will hold the information in confidence to the full extent permitted by law.

## **MWR**

All information collected by the MWR program is kept strictly confidential by BLS. The various State agencies cooperating in the MWR program use these data for statistical and Unemployment Insurance program purposes and hold the data confidential to the extent allowed under their respective State laws. Detailed descriptions of State-specific confidentiality policies and uses of these data will be provided to your firm on an annual basis and are also available upon request.

## **2.3 Security**

To ensure security during the electronic transmission process, you will be required to enter a user name and password when you logon to the BLS electronic data reporting system. To ensure security within your firm, you should provide your user name and password ONLY to personnel authorized to transmit the file.

Within BLS, only specifically authorized personnel have access to your data. A user name and password is required to access the information contained in the BLS electronic data reporting system.

# Chapter 3 - Standardized Reporting Procedures

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The CES and the MWR programs collect 17 data elements that are common to both programs. BLS has standardized these common data elements and their associated field specifications and descriptions. These data elements are then incorporated into two standardized flat file formats of equal length.

Each CES and MWR file format begins with the 17 common data elements and are 350 characters long; the first 152 characters in both file formats are exactly the same. The remaining characters in each file format contain the data elements that are unique to each program.

These standardized layouts are designed to reduce your start-up programming costs and should substantially simplify the process for creating these files. Field specifications and detailed data element descriptions for these standardized flat file formats are contained in Appendices A and C for the CES program and Appendix B for the MWR.

## 3.1 Types of Data Elements

Each data element is categorized by one of three types based on how critical the data element is for processing and on the likelihood of the element being available to the employer. The three categories are as follows:

**Required** – A data element without which BLS cannot process the data received. It is imperative that the “required” elements are provided with each live submittal and that they are accurate. Failure to provide accurate “required” elements may result in the loss of EDI participation until BLS is assured of compliance.

**Conditional** – (For CES program only) A data element that is required depending on whether another related data element is reported. For example, if you report payroll and/or hours data, then **either** the *Start and End of Pay Period*, **or** the *Length of Pay Period Code* is required.

**Optional** – A data element that is not essential for processing, but is important for maintaining accurate and up-to-date employer information. Please include all *optional* data elements if they are available.

## 3.2 Establishments and Reporting Levels

### Establishments

Firms are organized differently and the definition of an establishment may vary from firm to firm. BLS defines an *establishment* as an economic unit that produces goods or services, usually at a single physical location, and is engaged in one or predominantly one activity.

### Reporting Levels

**BLS prefers data to be reported at the establishment level.** This reporting level allows each location to be included in the proper geographical area.

For each program (CES or MWR), the employer should generate a data record in the standardized flat file format for each establishment (or each payroll frequency for CES) and transmit all available data records for that program in a single transmission to the EDI Center.

## 3.3 Business Identification Information

Both programs use **six** data elements to differentiate and identify each physical location of an employer. These six items are:

- A 9-digit **Employer Identification Number (EIN)** assigned by the Internal Revenue Service. The EDI reporter should supply an EIN for each physical location owned by the reporter or owned by the reporter's subsidiaries. The EIN is located at positions 21 to 29 on the CES or MWR EDI file format.
- A State-specific **Unemployment Insurance (UI) account number** is assigned to each employer or employer subsidiary by the UI tax division within the State. The EDI reporter should supply the UI account numbers for each physical location owned by the reporter or owned by the reporter's subsidiaries. The UI account number to be entered on to the EDI file is an alpha/numeric and should not contain hyphens or other punctuation. The UI account number is located at positions 6 to 15 on the CES or MWR file format.

Because UI account number configurations will vary from State to State, it is possible that the UI account number configurations stored in an employer's system may not match the configurations required for transmittal to the EDI Center. Due to the variability of the UI account numbers, prospective EDI reporters should consult the EDI Center staff for advice when initially populating the UI account numbers on their test EDI files.

- Accurate **address information** (street, city, State, and minimum five-digit zip code) for every physical location supplied by the employer on the EDI file. These address fields are positions 65 to 136 on the CES or MWR EDI file format.
- A **trade name** is required for each physical location. The trade name is located at positions 30 to 64 on the CES or MWR EDI file formats. The trade name which

would be equivalent to the name on the door of the establishment if the public could visit that physical location. For example, a business owner of a restaurant named “Mom’s Place” may be incorporated as Mr. Ames Enterprises, Inc... The legal name of the physical locations would be “Mr. Ames Enterprises Inc.” The trade name to be provided on the EDI file would be “Mom’s Place.” The public upon visiting the location would see on the doorway “Mom’s Place.” *Note that for the MWR program, the legal name, in addition to the trade, name must be reported on the EDI MWR file format (positions 154 to 188 on the MWR file format).*

- The **Reporting Unit Number (RUN)** is a 5-digit number that is used in conjunction with the UI account number to uniquely identify a reported establishment at its address. The RUNs, like the UIs, are assigned by the State UI agencies. The UI account numbers assigned to employers are generally constant, and the changes to UI account numbers are usually employer-initiated. Unlike UI account number changes, the changes to RUNs are usually initiated by the State UI agencies. Because the State UI agencies can change RUNs without pre-notifying employers, it is difficult for employers to know or maintain correct RUN assignments on their reported EDI files. Because prospective EDI reporters will have this RUN uncertainty, the RUN is not a required data element on an EDI data submittal. Employers should zero-fill the RUN field, which is located at positions 16 to 20 on the CES or MWR EDI file format.
- **Worksite Identification Code:** The Worksite Identification Code fields are used to uniquely differentiate and identify each EDI reporter’s physical location. This code is usually maintained in the reporters internal accounting/payroll systems to identify a specific worksite location. On the CES EDI file format, the EDI reporters must provide a unique identifier using the fields in positions 165 to 206. On the MWR EDI file format, the EDI reporters must provide a unique worksite identifier in positions 302 to 322. The EDI reporter must populate these fields on every EDI file so that crosswalk linkages can be created for the proper State UI account number/RUN assignments. The EDI Center will internally maintain the crosswalk table that establishes a one-to-one relationship for each unique worksite identifier mapped to a unique State UI account number/RUN combination.





# Chapter 4 - CES Reporting Procedures

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This chapter contains specific procedures for CES reporting only. If you are reporting only for the MWR, you may skip this chapter and go directly to Chapter 5, MWR Reporting Procedures.

## 4.1 Creating the CES Standardized File

To create the CES standardized file, you need to create an ASCII text file, 350 characters long; containing a total of 41 fields (data elements). The first 17 fields are common to both the CES and MWR programs. The remaining 24 fields are unique to the CES program and contain economic data such as employment, payroll, and hours, and certain business identification information. See Appendix A for the CES standardized file format layout.

## 4.2 CES Reporting Level

The EDI Center needs comprehensive CES data to send to the State agencies to fulfill its reporting obligation to States. Any prospective EDI reporter should provide to the EDI Center all worksites for all its EINs including subsidiaries. If a firm is interested in EDI reporting, but may not be able to provide all payrolls electronically, please call the EDI Center to discuss.

As stated earlier (in Section 3.2), BLS prefers data to be reported at the establishment level. Because establishments in many organizations are not necessarily uniquely distinguished using the UI account number and the Reporting Unit Number, the CES program needs additional coding to uniquely identify the establishments. To accommodate different firms' organizational structures, the CES file format contains three codes, which can help, identify three possible levels of organization: the **Division**, **Establishment**, and **Sub-establishment** codes.

Although CES requests information at the establishment level, you may report at the division or sub-establishment level if your records permit reporting only at these levels. The three organizational levels are defined below.

**Division Code** – The *division code* is used to identify any higher organizational level above the establishment level as defined above. For example, you may have a division comprised of a group of establishments engaged in a similar type of production, or a county or Statewide division, or an entire subsidiary as a division, etc.

**Establishment Code** – If your employment, payroll, and hours data are maintained at the establishment level, please report for each establishment in a separate data record and include your *establishment code* for each unit. The *establishment code* may be any alpha or numeric string that uniquely identifies the establishment. For example, many firms assign a unique store number to each unit. The *establishment code* is required when reporting at the establishment or sub-establishment level. (See Section 4.3 for more information on payroll frequency.)

**Sub-establishment Code** – If your employment, payroll and hours data are maintained at the sub-establishment level (e.g., any smaller unit or section such as sales, marketing, or different payrolls, etc.), please report for each sub-establishment and include your *sub-establishment code* on each data record. Also, if you have employees paid at different payroll frequencies (e.g., some weekly and some bi-weekly) and maintain separate payroll information for each payroll frequency, report each payroll in a separate data record, entering the appropriate *sub-establishment code* for each payroll.

When reporting at the sub-establishment level, you **MUST** include the *establishment code* so that the sub-establishments can be aggregated into establishments. The *sub-establishment code* is required if you are reporting at the sub-establishment level.

Example:

The XYZ Corporation is divided into several divisions. The XYZ Corp. is reporting for **Unit 24** which is located in the **Eastern** division. Unit 24 maintains two separate payrolls for its non-supervisory employees: a **weekly** and a **monthly** payroll. To report for two separate payrolls, the XYZ Corp. must generate a separate record for each payroll frequency.

On the first record, the reporting level should be as follows:

Division Code:	<b>Eastern</b>
Establishment Code:	<b>Unit 24</b>
Sub-establishment Code:	<b>Weekly</b>

and on the second record:

Division Code:	<b>Eastern</b>
Establishment Code:	<b>Unit 24</b>
Sub-establishment Code:	<b>Monthly</b>

If Unit 24 is unique across all divisions, then the Division Code would not be required. The three reporting level codes above are the firm's internal codes. They may be alpha or numeric. It is important that they be consistently reported from month to month in order for us to accurately process your data. If your internal code structure changes, please let us know immediately.

## 4.3 Payroll Frequency

Payroll frequency varies across firms. For example, some firms pay their employees weekly, while others pay monthly. Most large multi-unit establishments have multiple pay frequencies. If you have multiple payroll frequencies, you should report each frequency as a separate data record rather than aggregating them into a single frequency. The CES standard file format accommodates separate reporting of each payroll frequency.

## 4.4 CES Data Items by Industry

The CES data items that you will include in the data records will depend on the specific industry of each establishment unit within your firm. The CES data items for each industry are included in the following table. "X" indicates the data items collected in each industry. For a complete description of each data element see Appendix C.

**CES Data Items by Industry**

Data Item	Industry			
	Service-Providing*	Manufacturing	Natural Resources and Mining	Construction
All Employees	X	X	X	X
All Employee Payroll	X	X	X	X
All Employee Hours	X	X	X	X
All Employee Overtime Hours	X	X	X	X
All Employee Commissions	X	X	X	X
Gross Monthly Earnings (for the Entire Previous Month)	X	X	X	X
Non-Supervisory Employees	X			
Non-Supervisory Employee Payroll	X			
Non-Supervisory Employee Hours	X			
Non-Supervisory Employee Commissions	X			
Production Workers		X	X	
Production Worker Payroll		X	X	
Production Worker Hours		X	X	
Production Worker Overtime Hours		X		
Production Worker Commissions		X	X	
Construction Workers				X
Construction Worker Payroll				X
Construction Worker Hours				X
Construction Worker Commissions				X

\* Includes industries such as trade, transportation, public utilities, finance, insurance, services, and real estate.

The definition of *payroll* is the same across all industries, with the only distinction being that CES collects payroll data for different categories of employees, depending on the firm's industry. For example, CES collects payroll and hours for *Production Workers* in the manufacturing and natural resources and mining industries, whereas in the services-providing industries it collects payroll and hours for *Non-Supervisory Employees*.

The CES data items are defined in greater detail in Appendices A and C. If you cannot provide these data as defined, please let us know and appropriate adjustments may be made.

## 4.5 Transmittal Due Dates

The CES survey involves collection, estimation, and publication of time-critical economic information on a monthly basis. On the first Friday of each month, BLS must publish the employment estimates for the previous month. In order to meet this strict deadline, BLS needs to receive the CES information from firms as soon as they are available.

Any transmission which does not meet the initial deadline will be used as CES publishes revised estimates at designated intervals following the initial release. Therefore, it is important that all transmissions be sent as soon as the data are available.

Timely transmission will depend on several factors, one of which is the firm's payroll frequency. For example, a firm's transmission comprised of reports from multiple establishment locations with different payroll frequencies could be delayed if an establishment cannot meet the deadline. Employers should provide as much information as possible prior to the deadline, rather than waiting for a late establishment report. The late establishment report can be transmitted as soon as it is available.

**The EDI Center will provide the firm with the exact transmission date for each month.**

# Chapter 5 - MWR Reporting Procedures

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This chapter contains specific procedures for MWR reporting only. If you are reporting only for the CES program, you may skip this chapter and go directly to Chapter 6, Data Transmittal Procedures.

## 5.1 Creating the MWR Standardized File

To create the MWR standardized file, you need to create an ASCII text file, 350 characters long, containing a total of 27 fields (data elements). The first 17 fields are common to both the CES and MWR programs. The remaining 10 fields are unique to the MWR program and contain economic data such as monthly employment, quarterly wages, and certain business identification information. See Appendix B for the MWR's standardized file format layout.

## 5.2 Worksite Information

The EDI Center needs comprehensive MWR data to send to the State agencies to fulfill its reporting obligations to States. Any prospective EDI reporter should provide to the EDI center all worksites for all of its EINs including subsidiaries. If a firm is interested in EDI reporting, but may not be able to provide all payrolls electronically, please call the EDI Center to discuss.

BLS requests that, when transmitting your MWR data to the EDI Center, worksite information specific to the worksite be provided. In addition to the EIN and UI account number for the worksite, the EDI reporter must provide the trade name of the worksite, the legal name of the business, a worksite description, and an establishment worksite identification code to assist in identifying the individual worksite within your firm.

**Trade name** (required element) – This is the division or subsidiary name of the establishment. The trade name would be equivalent to the name on the door of the establishment if the public were to visit that physical location. “Mom’s Restaurant” is an example of a trade name of ABC Enterprises (legal name). These are positions 30 to 64 of the file layout.

**Legal name** (required element) – The legal or corporate name of the establishment. For example, “ABC Enterprises” or “Smith Companies, Inc.” These are positions 154 to 188 of the file layout.

**Worksite description field** – A meaningful, unique description of the establishment, such as a store number, unit number, or plant name (e.g., Store 101, Unit # 1812, or Jones River Plant). These are positions 189 to 223 of the file layout.

**Worksite identification code** – An alpha/numeric code that uniquely identifies the establishment at its address. This code is usually maintained in the company’s internal accounting/payroll systems. These are positions 302 to 322 of the file layout. See the end of Section 3.3 for the crosswalk discussion that relates the worksite identification code field with the combination of EIN, State UI account number, and RUN fields.

## 5.3 Monthly Employment

The monthly employment reported for each location (worksite) on the MWR should be a count of all full- and part-time workers who worked during or received pay (subject to Unemployment Insurance wages) for the pay period which includes the 12<sup>th</sup> day of the month. The count should be unduplicated, so that for the reference period in any month, an employee should be counted only once. The summed employment for all worksites reported on the MWR should equal the employment total reported on the State Quarterly Contribution Report.

The EDI reporter should only count those individuals who worked or received pay for the pay period including the 12<sup>th</sup> day of the month. So, if the EDI reporter had a weekly payroll, and the employer had employees who started the fourth week of the month, those employees would not be included in the monthly employment count for that month since these late hires were not working or receiving pay for the pay period including the 12<sup>th</sup>. Although those employees would not be reflected in the employment count field, their wages for that month would be included in the quarterly wage field below. See below for explanation.

## 5.4 Quarterly Wages

Total (quarterly) wages, sometimes called gross wages or simply wages, are the total amount of wages paid or payable (depending on the wording of the State law) to workers covered by State Unemployment Insurance laws for services performed during the quarter. The summed wages paid to workers for all worksites reported on the MWR should equal that amount of wages reported on the State Quarterly Contribution Report. When you have any questions whether to include or exclude some form of payment that may be considered as wages, follow the same procedure that you used to determine its wage status when you file the State Quarterly Contribution Report.

## 5.5 Providing Information on Data Changes

The EDI Center encourages prospective EDI reporters to explain any large changes in employment or wages due to store closure, layoffs, bonuses, seasonal changes,

etc. If any units are being reported for the first time, following the expansion of operations or the purchase of units from another firm, please provide a description of the business activity(s) that will be conducted at each new establishment. This will assist BLS in assigning industrial classification codes to the new unit(s). In addition, if units were purchased from another firm, please provide the name of the firm, the effective date of the transaction, and the UI number of the seller, if known. If units have been sold to another firm, please provide the name of the firm, the effective date of the transaction, and the UI number of the purchaser, if known. All of the above information can be provided to the EDI Center in a number of different ways and formats, and should be discussed with EDI Center staff during the EDI enrollment process.

## **5.6 Transmittal Due Dates**

Multiple Worksite Reports should be transmitted to the EDI Center in Chicago on or before the last day of the month following the end of the quarter. For example, data for the January-March period must be submitted by April 30<sup>th</sup>. Data for the reference quarter of April to June must be submitted by July 31<sup>st</sup>.





# Chapter 6 - Data Transmittal Procedures

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The CES and MWR programs have established a central EDI Center to receive data from large multiple-establishment firms. As your firm's representative, you will create files of data in CES and/or MWR standardized formats. While electronic data reporting is preferred, the EDI Center can accept data files on magnetic media such as cartridge, tape, or diskette.

When your firm is ready to begin reporting data to the EDI Center, please notify the EDI Center in advance so that we can prepare for its receipt. If you wish to submit your data on magnetic medium, such as cartridge, tape, or diskette, the EDI Center will also assist in the creation of a test transmittal and provide additional instructions, if necessary. Once you are ready to submit your data, or if you need any additional information, please contact the EDI Center (see Section 1.4).

## 6.1 Electronic Transmission

The EDI Center offers several modes for file transfer including standard File Transfer Protocol (FTP) and secure Web file transfer. The BLS staff will work with your data processing staff to establish and maintain connectivity. To ensure data security and confidentiality BLS requests that all files be encrypted using standard 128 bite encryption technology.

The section below describes more fully the basic file transfer options available. If these options do not suit your needs we will work with your IT staff to explore other transmission options.

### **FTP Requirements:**

1. Prior to transmitting CES or MWR data to BLS, the data must be encrypted. This provides data security while files are in transit.

BLS currently supports two encryption software products: COMM-PRESS ver. 3.4.1 and PGP Personal Privacy ver. 6.5.1. COM-PRESS is more commonly used on mainframe systems, while PGP is more commonly used on PC-based systems.

If a firm is using a different encryption package, we will make every effort to work with the firm to accommodate that package.

For more information on COMM-PRESS: [www.comm-press.com](http://www.comm-press.com); telephone number is 972-550-7694.

For more information on PGP: [www.pgp.com](http://www.pgp.com): telephone number is 1-888-747-3011 or 972-308-9960.

2. Only authorized firms can report via FTP. Thus, the firms must provide BLS with their IP address. BLS will contact you and request your IP address.
3. Once permission has been granted, BLS will provide the firm with a username and the initial password required for transmitting data via FTP. This information will be provided through the telephone or mail.
4. Firms must name their files according to the following naming convention: XXXCES.TXT or XXXMWR.TXT, where XXX is a three-letter company abbreviation, CES denotes data for the Current Employment Statistics program, and MWR denotes data for the Multiple Worksite Report. If you are reporting both CES and MWR data on a single file, please use the CES name. The BLS FTP system will only accept files with this naming convention.
5. Firms should transmit data files to the following BLS IP Address: 146.142.4.200 or www.ces.bls.gov
6. You will be given a directory that you can drop the files in.
7. To ensure that all transmission paths are operational, BLS recommends a successful test transmission of non-sensitive information prior to beginning actual data transmission.
8. The firm can use any automated or manual process for FTP logon and transmission.

#### **Web File Transfer:**

For Web file transfer, you create the data file per BLS specifications and then transmit it via the Internet. An account number and password will be provided to you. With this option, all you need is access to the Internet. The file is automatically encrypted and transmitted to a secure server.

BLS can also accept files via other media such as magnetic tape, cartridge, CD, or diskette. Section 6.2 provides additional information regarding magnetic media process.

## **6.2 Magnetic Media Transmission**

Data files submitted via magnetic tape should be in ASCII or EBCDIC format using standard IBM labels. Tapes are recommended to be 6250 BPI with a block size of 23450 (the block size for a 350-character record). The EDI Center can process only 3480 compatible cartridges.

Magnetic media should be mailed to:

BLS EDI Center  
230 S. Dearborn St.  
9<sup>th</sup> Floor  
Chicago, IL 60604

**The EDI Center will not return cartridges, tapes, or diskettes unless specifically requested to do so.**

# Appendix A - CES File Format

Shaded data elements are common to both CES and MWR.

Note: Round to the nearest dollar or hour; do **not** include decimals or fractions in fields containing dollars or hours.

## CES Data Elements

Position	Data Element	Length	Data Specification
1-2	Program Code	2	<u>Required.</u> A 2-digit program code indicating the type of data being reported. 01 = CES 02 = MWR
3	Record Type	1	<u>Required.</u> A 1-digit number indicating the record format is Y2K compliant. Enter "2".
4-5	Reference State	2	<u>Required.</u> The 2-digit State FIPS code indicating the location of the establishment. (See Appendix D for a list of FIPS codes).
6-15	UI Account Number	10	<u>Required.</u> The Unemployment Insurance (UI) account number assigned to the employer by the State. Right justify, zero fill.
16-20	Reporting Unit Number	5	<u>Optional.</u> The number assigned by the State to distinguish between records with the same UI account number. Right justify, zero fill. If the RUN numbers are not known, zero fill. The EDI Center will assist in assigning the correct RUNs.
21-29	Employer Identification Number (EIN)	9	<u>Required.</u> The 9-digit EIN assigned to the employer by the Internal Revenue Service (IRS). Numeric, right justified. If EIN is unknown, zero fill.
30-64	Trade Name	35	<u>Required.</u> The division or subsidiary name of the establishment. "Mom's Restaurant" is an example of a trade name of ABC Enterprises. Left justify, blank fill.

(Continued on next page.)

## CES Data Elements (Cont.)

<b>Position</b>	<b>Data Element</b>	<b>Length</b>	<b>Data Specification</b>
65-99	Street Address	35	<u>Required.</u> The physical street address of the establishment. Abbreviate as necessary in accordance with the U.S. Postal Service's <u>National Zip Code and Postal Service Directory</u> . Left justify, blank fill.
100-129	City	30	<u>Required.</u> The city of the establishment. Left justify, blank fill.
130-131	State	2	<u>Required.</u> The standard 2-letter Postal Service State abbreviation for the establishment. (See Appendix D).
132-136	Zip Code	5	<u>Required.</u> The 5-digit Zip Code used by the Postal Service for the establishment.
137-140	Expanded Zip Code	4	<u>Optional.</u> The 4-digit expanded Zip Code used by the Postal Service for the establishment. If not used, blank fill.
141-142	Delivery Point Barcode	2	<u>Optional.</u> The 2-digit delivery point Barcode used by the Postal Service for the establishment. If not used, zero fill.
143-144	Primary Comment Code	2	<u>Optional.</u> If not used, blank fill.
145-146	Secondary Comment Code	2	<u>Optional.</u> If not used, blank fill.
147-148	Third Comment Code	2	<u>Optional.</u> If not used, blank fill.
149-152	Reference Year	4	<u>Required.</u> Enter the four digits of the calendar year covered by the report.
153-154	Reference Month	2	<u>Required.</u> The 2-digit number indicating the reference month for the report. For example, enter "01" for January.
155-164	Firm Code	10	<u>Required.</u> The 10-digit Firm Code assigned to your firm by the EDI Center.

(Continued on next page.)

## CES Data Elements (Cont.)

Position	Data Element	Length	Data Specification
165-185	Division Code	21	<u>Conditional</u> . Your firm accounting code (1-21 alphanumeric characters) that identifies the division. The code is <b>required only</b> if it is needed to uniquely identify each establishment or your records permit reporting <b>only</b> at the division level. (See Section 4.2.) Left justify, blank fill.
186-195	Establishment Code	10	<u>Conditional</u> . Your firm accounting code (1-10 alphanumeric characters) that identifies the establishment. The code is <b>required</b> unless you are reporting <b>only</b> at the division level. (See Section 4.2.) Left justify, blank fill.
196-205	Sub-establishment Code	10	<u>Conditional</u> . Your firm accounting code (1-10 alphanumeric characters) that identifies the sub-establishment. The code is <b>required only</b> if reporting at the sub-establishment level. (See Section 4.2.) Left justify, blank fill.
206-213	Start Date of Pay Period	8	<u>Conditional</u> . The beginning date of the pay period that includes the <b>12th of the month</b> . Format must be ' <b>yyymmdd</b> '. For example, a pay period that begins on January 10, 2004 would be '20040110'. If not used, blank fill.
214-221	End Date of Pay Period	8	<u>Conditional</u> . The ending date of the pay period that includes the <b>12th of the month</b> . Format must be ' <b>yyymmdd</b> '. For example, a pay period that ends on January 16, 2004 would be '20040116'. If not used, blank fill.
222	Length of Pay Period Code	1	<u>Conditional</u> . The 1-digit code that describes the length of the payroll period for the report. Enter ' <b>1</b> ' for Weekly payroll, ' <b>2</b> ' for Bi-Weekly payroll, ' <b>3</b> ' for Semi-Monthly payroll or ' <b>4</b> ' for Monthly payroll. This field is <b>required only</b> if payroll and/or hours data are reported and the <i>Start and End Dates of Payroll Period</i> are <b>not</b> provided. If not used, blank fill.
223-229	All Employees	7	<u>Required</u> . The number of all paid, full- and part-time employees who worked during or received pay for the pay period that includes the <b>12th of the month</b> . Right-justify, zero fill.

(Continued on next page.)

## CES Data Elements (Cont.)

Position	Data Element	Length	Data Specification
230-239	All Employee Payroll	10	<u>Required</u> . The total payroll, including overtime, commissions (paid at least once a month or more often) and lump sum payments, for All Employees earned during the pay period that includes the <b>12th of the month</b> <sup>1</sup> . If commissions are paid at a different pay frequency than regular pay, do not include them in Payroll but report them in the Commissions field (columns 255-262). <b>(Omit cents)</b> . Right justify, zero fill. If not reported, blank fill.
240-247	All Employee Hours	8	<u>Required</u> . The total hours paid, <b>including overtime hours</b> , for All Employees for pay period that includes the <b>12th of the month</b> . <b>(Omit fractions)</b> . Right justify, zero fill. If not reported, blank fill.
248-254	All Employee Overtime Hours	7	<u>Required</u> . The total overtime hours paid to All Employees for the pay period that includes the <b>12th of the month</b> <sup>1</sup> . <b>(Omit fractions)</b> . Right justify, zero fill. If not reported, blank fill.
255-262	All Employee Commissions	8	<u>Required</u> . The total commissions earned by All Employees for the pay period that includes the <b>12th of the month</b> . Commissions already included in <b>All Employee Payroll</b> should NOT be included here. <b>Do not include</b> commissions paid less often than once a month (e.g. quarterly). <b>(Omit cents)</b> . Right justify, zero fill. If not reported, blank fill.
263-270	Start Date of Commissions Pay Period	8	<u>Conditional</u> . The beginning date of the reported commissions data. Format must be ' <b>yyymmdd</b> '. For example, a pay period that begins on January 10, 2004 would be '20040110'. This field is <b>required only</b> if commissions are reported and the <i>Length of Commissions Pay Period Code</i> <b>cannot</b> be provided. If not used, blank fill.
271-278	End Date of Commissions Pay Period	8	<u>Conditional</u> . The ending date of the reported commissions' data. Format must be ' <b>yyymmdd</b> '. For example, a pay period that ends on January 17, 2004 would be '20040117'. This field is <b>required only</b> if commissions are reported and the <i>Length of Commissions Pay Period Code</i> <b>cannot</b> be provided. If not used, blank fill.

(Continued on next page.)

## CES Data Elements (Cont.)

Position	Data Element	Length	Data Specification
279	Length of Commissions Pay Period Code	1	<u>Conditional</u> . The 1-digit code that describes the length of the pay period for the reported commission's data. Enter '1' for Weekly payroll, '2' for Bi-Weekly payroll, '3' for Semi-Monthly payroll or '4' for Monthly payroll. This field is <b>required only</b> if commissions are reported and the <i>Start and End Dates of Commissions Pay Period</i> are <b>not</b> provided. If not used, blank fill.
280-290	Gross Monthly Earnings (for the Entire Previous Month)	11	<u>Required</u> . Total gross wages paid to all employees for the entire PREVIOUS month, before deductions. <b>(Omit cents)</b> . For example, if the reference month in columns 153-154 is "02" (February), enter Gross Monthly Earnings for January. Right justify, zero fill. If not reported, blank fill.
291-297	Production Workers, Construction Workers, or Non-Supervisory Employees	7	<u>Required</u> . The number of All Employees who are Production Workers, Construction Workers, or Non-Supervisory Employees depending on the industry of the establishment. Right-justify, zero fill. If not reported, blank fill.
298-307	Production Worker, Construction Worker, or Non-Supervisory Employee Payroll	10	<u>Required</u> . The total payroll, including overtime, commissions (paid at least once a month or more often) and lump sum payments, for Production Workers, Construction Workers, or Non-Supervisory Employees depending on the industry of the establishment. If commissions are paid at a different pay frequency than regular pay, do not include them in Payroll but report them in the Commissions field (columns 322-329). <b>(Omit cents)</b> . Right justify, zero fill. If not reported, blank fill.
308-314	Production Worker, Construction Worker, or Non-Supervisory Employee Hours	7	<u>Required</u> . The total hours paid, <b>including overtime hours</b> , for Production Workers, Construction Workers, or Non-Supervisory Employees depending on the industry of the establishment. <b>(Omit fractions)</b> . Right justify, zero fill. If not reported, blank fill.

(Continued on next page.)

## CES Data Elements (Cont.)

Position	Data Element	Length	Data Specification
315-321	Production Worker Overtime Hours	7	<u>Required.</u> ( <b>Manufacturing only</b> ). The total Production Worker overtime hours. ( <b>Omit fractions</b> ). Right justify, zero fill. If not reported, blank fill.
322-329	Commissions of Non-Supervisory Employees	8	<u>Required.</u> ( <b>Service-Providing only</b> ). The total commissions earned by Non-Supervisory Employees paid Weekly. <b>Do not include</b> commissions paid less often than once a month (e.g. quarterly). ( <b>Omit cents</b> ). Right justify, zero fill. If not reported, blank fill.
330-350	Blank	21	For future use. Blank fill.



# Appendix B - MWR File Format

Shaded data elements are common to both CES and MWR.

Note: Round to the nearest dollar; do **not** include decimals or fractions in fields containing dollars.

## MWR Data Elements

Position	Data Element	Length	Data Specification
1-2	Program Code	2	<u>Required.</u> A 2-digit program code indicating the type of data being reported. 01 = CES 02 = MWR
3	Record Type	1	<u>Required.</u> A 1-digit number indicating the record format is Y2K compliant. Enter "2".
4-5	Reference State	2	<u>Required.</u> The 2-digit State FIPS code indicating the location of the establishment. (See Appendix D for a list of FIPS codes).
6-15	UI Account Number	10	<u>Required.</u> The Unemployment Insurance (UI) account number assigned to the employer by the State. Right justify, zero fill.
16-20	Reporting Unit Number	5	<u>Optional.</u> The number assigned by the State to distinguish between records with the same UI account number. Right justify, zero fill. Unless the RUN numbers are known, zero fill. The EDI Center will assign the correct RUN by using a crosswalk mapping in conjunction with positions 302-322 (Worksite Identification Code).
21-29	Employer Identification Number (EIN)	9	<u>Required.</u> The 9-digit EIN assigned to the employer by the Internal Revenue Service (IRS). Numeric, right justified. If EIN is unknown, zero fill.
30-64	Trade Name	35	<u>Required.</u> The division or subsidiary name of the establishment. "Mom's Restaurant" is an example of a trade name of ABC Enterprises. Left justify, blank fill.

(Continued on next page.)

## MWR Data Elements (Cont.)

Position	Data Element	Length	Data Specification
65-99	Street Address	35	<u>Required.</u> The physical street address of the establishment. Abbreviate as necessary in accordance with the U.S. Postal Service's <u>National Zip Code and Postal Service Directory</u> . Left justify, blank fill.
100-129	City	30	<u>Required.</u> The city of the establishment. Left justify, blank fill.
130-131	State	2	<u>Required.</u> The standard 2-letter Postal Service State abbreviation for the establishment. (See Appendix D).
132-136	Zip Code	5	<u>Required.</u> The 5-digit Zip Code used by the Postal Service for the establishment.
137-140	Expanded Zip Code	4	<u>Optional.</u> The 4-digit expanded Zip Code used by the Postal Service for the establishment. If not used, blank fill.
141-142	Delivery Point Barcode	2	<u>Optional.</u> The 2-digit delivery point Barcode used by the Postal Service for the establishment. If not used, zero fill.
143-144	Primary Comment Code	2	<u>Optional.</u> If not used, blank fill.
145-146	Secondary Comment Code	2	<u>Optional.</u> If not used, blank fill.
147-148	Third Comment Code	2	<u>Optional.</u> If not used, blank fill.
149-152	Reference Year	4	<u>Required.</u> Enter the four digits of the calendar year covered by the report.
153	Reference Quarter	1	<u>Required.</u> The 1-digit number indicating the reference calendar quarter for the report. The calendar quarters are: 1 = January - March      2 = April - June 3 = July - September      4 = October - December

(Continued on next page.)

## MWR Data Elements (Cont.)

Position	Data Element	Length	Data Specification
154-188	Legal Name	35	<u>Required.</u> The legal or corporate name of the establishment. For example "ABC Enterprises" or "Smith Companies, Inc." Left justify, blank fill.
189-223	Worksite Description	35	<u>Required.</u> Enter a meaningful, unique description of the establishment, such as store number or plant name (e.g., Store 101, Jones River Plant). Left justify, blank fill.
224-229	Month 1 Employment	6	<u>Required.</u> The number of all full- and part-time employees who worked during or received pay (subject to UI wages) for the pay period that includes the <b>12th of the month</b> . The employment for all worksites should match the employment that is reported on that States' Quarterly Contribution Report. Right-justify, zero fill.
230-235	Month 2 Employment	6	<u>Required.</u> The number of all full- and part-time employees who worked during or received pay (subject to UI wages) for the pay period that includes the <b>12th of the month</b> . The employment for all worksites should match the employment that is reported on that States' Quarterly Contribution Report. Right-justify, zero fill.
236-241	Month 3 Employment	6	<u>Required.</u> The number of all full- and part-time employees who worked during or received pay (subject to UI wages) for the pay period that includes the <b>12th of the month</b> . The employment for all worksites should match the employment that is reported on that States' Quarterly Contribution Report. Right-justify, zero fill.
242-251	Quarterly Wages	10	<u>Required.</u> The total amount of wages (both taxable and non-taxable) paid to employees during the entire reference quarter that are subject to Unemployment Insurance taxes. The wages for all worksites should match the wages paid that are reported on that States' Quarterly Contribution Report. Must be numeric (no \$ signs or commas). Must be right-justified and filled with leading zeros. Round to the nearest dollar ( <b>Omit cents</b> ). If no wages were paid, zero fill.

(Continued on next page.)

## MWR Data Elements (Cont.)

Position	Data Element	Length	Data Specification
252-301	Comments	50	<u>Optional.</u> Explain any large changes in employment or wages due to store closure, layoffs, bonuses, seasonal changes, etc. If any units of your firm are being reported for the first time following expansion of operations or purchase of units from another firm, please provide a description of the business activity(s) that will be conducted at each establishment. This will assist BLS in assigning industrial classification codes to the new unit(s). In addition, if units were purchased from another firm, please provide the name of the firm, the effective date of the transaction, and the UI number of the seller, if known. If units have been sold to another firm, please provide the name of the firm, the effective date of the transaction, and the UI number of the purchaser, if known. Left justify, blank fill.
302-322	Worksite Identification Code	21	<u>Required.</u> Alpha/numeric indicator that uniquely identifies the business at this physical location. This code should not be duplicated within the State for this location. Left justify, blank fill. If unknown, blank fill.
323-350	Blank	28	For future use. Blank fill.

# Appendix C - CES Data Item Definitions

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## All Employees

The number of all paid, full- and part-time employees who worked during or received pay for the pay period that includes the **12th of the month**. (See table at end of section for details.)

## Payroll

The total gross amount paid during the entire pay period that includes the 12th of the month (omit cents). This total includes overtime pay and excludes lump sum payments. If commissions are maintained separately from regular payroll, then commissions should be excluded from **Payroll**. If commissions are not maintained separately from regular payroll, then commissions earned and paid each month should be included in **Payroll**. (See table at end of section for details.)

*Payroll* should be reported before employee deductions for:

- FICA (social security)
- unemployment insurance
- health insurance
- pensions
- pay deferral plans (401K plans)
- Federal, State and local income taxes
- bonds
- union dues

## Hours

The total number of hours paid, **including overtime**, for the pay period that includes the **12th of the month** (omit fractions).

Do not convert overtime or other premium hours to straight-time equivalent hours.

Hours paid is the sum of:

- Hours worked, including overtime
- Hours paid for stand-by or reporting time
- Hours not worked, but for which pay was received directly from the firm.  
Included are holidays, vacations, sick leave, or other paid leave.

## Overtime Hours

The total number of overtime hours paid during the pay period that includes the **12th of the month** (omit fractions). (See table at end of section for details.)

*Overtime Hours* constitute premium hours paid because the hours were in excess of the regularly scheduled hours. These hours are also included in *Hours* above.

## **Commissions**

The total amount of commissions (not base pay, drawing account, or basic guarantees) earned for the entire commissions pay period that includes the **12th of the month** (omit cents). **Commissions** earned at frequencies longer than monthly are to be excluded (e.g., do not include quarterly or annual commissions). If commissions are maintained separately from regular pay, then commissions should be excluded from your **Payroll** figure and reported in the **Commissions** field only. If commissions are not maintained separately, then commissions earned and paid each month should be included in regular **Payroll** so long as commissions are paid at the same frequency as regular pay. If all your commissions are included in the regular **Payroll** amount, then the *Commissions* field should be left blank.

## **Non-Supervisory Employees**

The number of workers from *All Employees* who are non-supervisory. *Non-Supervisory Employees* are applicable to the **services-providing industries only**. (See table at end of section for details.)

## **Production Workers**

The number of workers from *All Employees* who are production workers. (See table at end of section for details.)

## **Construction Workers**

The number of workers from *All Employees* who are construction workers. (See table at end of section for details.)

*Construction Workers* must work at the site of construction, or in shops or yards at jobs ordinarily performed by members of the construction trade.

## **Gross Monthly Earnings (for the entire previous month)**

Total gross wages paid during the entire *previous* month, before deductions. Report wages subject to the Federal Insurance Contributions Act (FICA, commonly known as Social Security).

## CES Data Items - Include/Exclude

<b>All Employees</b>	<b>Include</b>	<ul style="list-style-type: none"> <li>- salaried officials of corporations</li> <li>- executives and their staff</li> <li>- elected officials</li> <li>- appointed officials</li> <li>- part-time employees</li> </ul>	<ul style="list-style-type: none"> <li>- persons on paid vacation</li> <li>- persons on paid sick leave</li> <li>- persons on other paid leave</li> <li>- trainees</li> </ul>	
	<b>Exclude</b>	<ul style="list-style-type: none"> <li>- proprietors</li> <li>- pensioners</li> <li>- unpaid family workers</li> <li>- persons on leave without pay the entire pay period</li> <li>- persons on strike the entire pay period</li> <li>- outside contractors and their employees</li> <li>- armed forces personnel on active duty the entire pay period</li> <li>- non-office real estate sales agents working solely for commissions</li> <li>- institution inmates</li> <li>- partners of unincorporated firms.</li> <li>- employees of the state and local school system</li> </ul>		
<b>Production Workers</b>	<b>Include</b>	<p><b>Manufacturing:</b></p> <ul style="list-style-type: none"> <li>- fabricating</li> <li>- storage</li> <li>- receiving</li> <li>- warehousing</li> <li>- maintenance</li> <li>- trucking</li> <li>- record keeping (clerical) related to production</li> </ul> <p><b>Coal mining, metal and non-metallic mining and quarrying:</b></p> <ul style="list-style-type: none"> <li>- excavation</li> <li>- hoisting</li> <li>- drilling</li> <li>- crushing</li> <li>- storage</li> <li>- janitorial</li> <li>- trucking</li> <li>- record keeping (clerical) related to production</li> <li>- auxiliary production for use in plant</li> </ul>		<ul style="list-style-type: none"> <li>- shipping</li> <li>- trucking</li> <li>- packing</li> <li>- handling</li> <li>- repair</li> <li>- processing</li> <li>- assembling</li> <li>- janitorial</li> <li>- product development</li> <li>- hauling</li> <li>- ventilation</li> <li>- maintenance</li> <li>- blasting</li> <li>- processing</li> <li>- handling</li> <li>- drainage</li> <li>- loading</li> <li>- inspection</li> <li>- warehousing</li> <li>- repair</li> <li>- development</li> <li>- guard services</li> <li>- shipping</li> </ul>

## CES Data Items - Include/Exclude (Cont.)

<b>Production Workers (Cont.)</b>	<b>Include (Cont.)</b>	<p><b>Crude petroleum, natural gas or natural gas producers:</b></p> <ul style="list-style-type: none"> <li>- rig building</li> <li>- pumping</li> <li>- inspection</li> <li>- shipping</li> <li>- handling</li> <li>- record keeping (clerical) related to production</li> <li>- auxiliary production for use in plant</li> </ul>
	<b>Exclude</b>	<ul style="list-style-type: none"> <li>- executives</li> <li>- finance</li> <li>- technical</li> <li>- advertising</li> <li>- legal</li> <li>- collection</li> <li>- personnel</li> <li>- record keeping (clerical) not related to production</li> <li>- professional</li> <li>- sales</li> <li>- credit</li> <li>- purchasing</li> <li>- cafeterias</li> <li>- accounting</li> <li>- sales-delivery</li> <li>- medical</li> <li>- installation of products</li> <li>- servicing of products</li> <li>- force account construction</li> </ul> <p><i>Production Workers</i> also <b>includes</b> working supervisors and group leaders who may be <i>in charge</i> of a group of employees, but whose supervisory functions are only incidental to their regular work.</p>
<b>Construction Workers</b>	<b>Include</b>	<ul style="list-style-type: none"> <li>- laborers</li> <li>- apprentices</li> <li>- helpers</li> <li>- mechanics</li> <li>- qualified craft workers</li> </ul> <p><b>engaged in:</b></p> <ul style="list-style-type: none"> <li>- new work</li> <li>- demolition</li> <li>- alterations</li> <li>- repair</li> <li>- maintenance</li> </ul> <p><i>Construction Workers</i> also <b>includes</b> working supervisors and group leaders who may be <i>in charge</i> of a group of employees, but whose supervisory functions are only incidental to their regular work.</p>
	<b>Exclude</b>	<ul style="list-style-type: none"> <li>- executives</li> <li>- purchasing</li> <li>- professional</li> <li>- legal</li> <li>- clerical</li> <li>- personnel</li> <li>- finance</li> <li>- accounting</li> <li>- technical</li> </ul>



## CES Data Items - Include/Exclude (Cont.)

<b>Non-Supervisory Employees</b>	<b>Include</b>	<ul style="list-style-type: none"> <li>- Working supervisors and group leaders who may be <i>in charge</i> of a group of employees, but whose supervisory functions are only incidental to their regular work.</li> <li>- Every employee except those whose responsibility is to supervise, plan or direct the work of others.</li> </ul>
	<b>Exclude</b>	<ul style="list-style-type: none"> <li>- officers of corporations</li> <li>- executives</li> <li>- department heads</li> <li>- managers</li> <li>- superintendents</li> </ul>
<b>Payroll</b>	<b>Include</b>	<ul style="list-style-type: none"> <li>- vacations</li> <li>- overtime</li> <li>- holidays</li> <li>- sick leave</li> <li>- bonuses paid each pay period</li> <li>- commissions paid at least monthly (<b>non-trade only</b>)</li> <li>- other paid leave</li> <li>- drawing accounts</li> <li>- basic guarantees</li> <li>- incentive pay</li> </ul>
	<b>Exclude</b>	<ul style="list-style-type: none"> <li>- annual pay for unused leave</li> <li>- commissions (<b>trade only</b>)</li> <li>- lump sum payments</li> <li>- retroactive pay</li> <li>- pay advances</li> <li>- payment-in-kind (meals, etc.)</li> <li>- bonuses not paid each pay period</li> <li>- travel expenses</li> <li>- tips</li> </ul>
<b>Production Worker Overtime Hours</b>	<b>Include</b>	<ul style="list-style-type: none"> <li>- Hours for which overtime premiums were paid because the hours were in excess of the regularly scheduled hours.</li> <li>- Saturday, Sunday, 6th day, 7th day and holiday hours only if overtime premiums were paid.</li> </ul>
	<b>Exclude</b>	<ul style="list-style-type: none"> <li>- Hours for which only shift differential, hazard, incentive, or other similar types of premiums were paid.</li> </ul>
<b>Gross Monthly Earnings (for the entire previous month)</b>	<b>Include</b>	Earnings from all pay distributed during the previous month, such: <ul style="list-style-type: none"> <li>- payroll</li> <li>- commissions</li> <li>- bonuses or awards</li> <li>- incentive pay</li> <li>- severance pay</li> <li>- stock options exercised</li> </ul>
	<b>Exclude</b>	<b>Employer</b> contribution to: <ul style="list-style-type: none"> <li>- 401K or pensions plans</li> <li>- medical insurance accounts</li> <li>- health insurance accounts</li> </ul> Reimbursements for: <ul style="list-style-type: none"> <li>- travel expenses</li> <li>- work related expenses</li> <li>- tuition</li> </ul>



## Appendix D - USPS State Abbreviations and FIPS Codes

State	Postal Abbr.	FIPS Code	State	Postal Abbr.	FIPS Code
Alabama	AL	01	Nebraska	NE	31
Alaska	AK	02	Nevada	NV	32
Arizona	AZ	04	New Hampshire	NH	33
Arkansas	AR	05	New Jersey	NJ	34
California	CA	06	New Mexico	NM	35
Colorado	CO	08	New York	NY	36
Connecticut	CT	09	North Carolina	NC	37
Delaware	DE	10	North Dakota	ND	38
District of Columbia	DC	11	Ohio	OH	39
Florida	FL	12	Oklahoma	OK	40
Georgia	GA	13	Oregon	OR	41
Hawaii	HI	15	Pennsylvania	PA	42
Idaho	ID	16	Puerto Rico	PR	72
Illinois	IL	17	Rhode Island	RI	44
Indiana	IN	18	South Carolina	SC	45
Iowa	IA	19	South Dakota	SD	46
Kansas	KS	20	Tennessee	TN	47
Kentucky	KY	21	Texas	TX	48
Louisiana	LA	22	Utah	UT	49
Maine	ME	23	Vermont	VT	50
Maryland	MD	24	Virginia	VA	51
Massachusetts	MA	25	Virgin Islands	VI	78
Michigan	MI	26	Washington	WA	53
Minnesota	MN	27	West Virginia	WV	54
Mississippi	MS	28	Wisconsin	WI	55
Missouri	MO	29	Wyoming	WY	56
Montana	MT	30			



# Appendix E - MWR File Format (PEO)

Note: Round to the nearest dollar; do **not** include decimals or fractions in fields containing dollars.

## MWR PEO Data Elements

Position	Data Element	Length	Data Specification
1-2	Program Code	2	<u>Required.</u> A 2-digit program code indicating the type of data being reported. 02 = MWR
3	Record Type	1	<u>Required.</u> A 1-digit number indicating the reporter is a PEO. Enter "3".
4-5	Reference State	2	<u>Required.</u> The 2-digit State FIPS code indicating the location of the client establishment (State where PEO pays UI taxes for that client). (See Appendix D for a list of FIPS codes).
6-15	UI Account Number	10	<u>Required.</u> The Unemployment Insurance (UI) account number assigned to the PEO and pertaining to the State listed above. Right justify, zero fill.
16-20	Reporting Unit Number	5	<u>Optional.</u> The number assigned by the State to distinguish between records with the same UI account number. Right justify, zero fill.
21-29	Employer Identification Number (EIN)	9	<u>Required.</u> The 9-digit EIN assigned to the PEO by the Internal Revenue Service (IRS). Numeric, right justified. If EIN is unknown, zero fill.
30-64	Trade Name	35	<u>Required.</u> The name of the client establishment. "Mom's Restaurant" is an example of a trade name of ABC Enterprises. Left justify, blank fill.

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## MWR PEO Data Elements (Cont.)

<b>Position</b>	<b>Data Element</b>	<b>Length</b>	<b>Data Specification</b>
65-99	Street Address	35	<u>Required.</u> The physical street address of the client establishment. Abbreviate as necessary in accordance with the U.S. Postal Service's <u>National Zip Code and Postal Service Directory</u> . Left justify, blank fill.
100-129	City	30	<u>Required.</u> The city of the client establishment. Left justify, blank fill.
130-131	State	2	<u>Required.</u> The standard 2-letter Postal Service State abbreviation for the client establishment. (See Appendix D).
132-136	Zip Code	5	<u>Required.</u> The 5-digit Zip Code used by the Postal Service for the client establishment.
137-140	Expanded Zip Code	4	<u>Optional.</u> The 4-digit expanded Zip Code used by the Postal Service for the client establishment. If not used, blank fill.
141-142	Delivery Point Barcode	2	<u>Optional.</u> The 2-digit delivery point Barcode used by the Postal Service for the establishment. If not used, zero fill.
143-144	Primary Comment Code	2	<u>Not currently Used.</u> Leave blank.
145-146	Secondary Comment Code	2	<u>Not currently Used.</u> Leave blank.
147-148	Third Comment Code	2	<u>Not currently Used.</u> Leave blank.
149-152	Reference Year	4	<u>Required.</u> Enter the four digits of the calendar year covered by the report.
153	Reference Quarter	1	<u>Required.</u> The 1-digit number indicating the reference calendar quarter for the report. The calendar quarters are: 1 = January - March      2 = April - June 3 = July - September      4 = October - December

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## MWR PEO Data Elements (Cont.)

Position	Data Element	Length	Data Specification
154-188	Legal Name	35	<u>Optional</u> . The legal or corporate name of the PEO. For example "ABC Enterprises" or "Smith Companies, Inc." Left justify, blank fill. If same as Trade Name, blank fill.
189-223	Worksite Description	35	<u>Required</u> . Enter a meaningful, unique description of the client establishment, such as store number or plant name (e.g., Store 101, Jones River Plant). Left justify, blank fill.
224-229	Month 1 Employment	6	<u>Required</u> . The number of all full- and part-time employees who worked during or received pay (subject to UI wages) for the pay period that includes the <b>12th of the month</b> . Right-justify, zero fill.
230-235	Month 2 Employment	6	<u>Required</u> . The number of all full- and part-time employees who worked during or received pay (subject to UI wages) for the pay period that includes the <b>12th of the month</b> . Right justify, zero fill.
236-241	Month 3 Employment	6	<u>Required</u> . The number of all full- and part-time employees who worked during or received pay (subject to UI wages) for the pay period that includes the <b>12th of the month</b> . Right justify, zero fill.
242-251	Quarterly Wages	10	<u>Required</u> . The total amount of wages (both taxable and non-taxable) paid to employees during the entire reference quarter. Must be numeric (no \$ signs or commas). Must be right justified and filled with leading zeros. Round to the nearest dollar ( <b>Omit cents</b> ). If no wages were paid, zero fill.

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## MWR PEO Data Elements (Cont.)

<b>Position</b>	<b>Data Element</b>	<b>Length</b>	<b>Data Specification</b>
252-261	Client UI Account Number	10	<u>Required.</u> The Unemployment Insurance (UI) account number assigned to the client before entering the co-employer relationship with the Professional Employer Organization (PEO). Right justify, zero fill.
262-267	Client NAICS Code	6	<u>Required.</u> The North American Industrial Classification System (NAICS) code assigned to the client. The NAICS code identifies the economic activity of the client. Right justify, zero fill.
268-301	Client Economic Activity	34	<u>Required.</u> The Client Economic Activity describes the principal business(es) in which the client is engaged. Left justify.
302-322	Worksite Identification Code	21	<u>Required.</u> Alpha/numeric indicator that uniquely identifies the business at this physical location. This code should not be duplicated within the State for this location. Left justify, blank fill.
323-331	Client EIN	9	<u>Required.</u> The federal Employer Identification Number (EIN) assigned to the client before entering the co-employer relationship with the Professional Employer Organization (PEO).
332-341	Client Telephone Number	10	<u>Required.</u> The Telephone Number of the Client.
342-343	Month Became Client	2	<u>Required.</u> The first month that the Client entered into contract for the PEO's service.
344-345	Year Became Client	2	<u>Required.</u> The first year that the Client entered into contract for the PEO's service.
346-347	Client Month of Termination	2	<u>Required.</u> The month of termination of the contract for the PEO's service.
348-349	Client Year of Termination	2	<u>Required.</u> The year of the termination of the contract for the PEO's service.
350	Blank	1	For future use. Blank fill.



# Appendix F - MWR File Format (PPF)

Note: Round to the nearest dollar; do **not** include decimals or fractions in fields containing dollars.

## MWR PPF Data Elements

Position	Data Element	Length	Data Specification
1-2	Program Code	2	<u>Required.</u> A 2-digit program code indicating the type of data being reported. 02 = MWR
3	Record Type	1	<u>Required.</u> A 1-digit number indicating the reporter is a PPF. Enter "4".
4-5	Reference State	2	<u>Required.</u> The 2-digit State FIPS code indicating the location of the establishment. (See Appendix D for a list of FIPS codes).
6-15	UI Account Number	10	<u>Required.</u> The Unemployment Insurance (UI) account number assigned to the employer by the State. Right justify, zero fill.
16-20	Reporting Unit Number	5	<u>Optional.</u> The number assigned by the State to distinguish between records with the same UI account number. Right justify, zero fill.
21-29	Employer Identification Number (EIN)	9	<u>Required.</u> The 9-digit EIN assigned to the employer by the Internal Revenue Service (IRS). Numeric, right justified. If EIN is unknown, zero fill.
30-64	Trade Name	35	<u>Required.</u> The division or subsidiary name of the establishment. "Mom's Restaurant" is an example of a trade name of ABC Enterprises. Left justify, blank fill.

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## MWR PPF Data Elements (Cont.)

<b>Position</b>	<b>Data Element</b>	<b>Length</b>	<b>Data Specification</b>
65-99	Street Address	35	<u>Required.</u> The physical street address of the establishment. Abbreviate as necessary in accordance with the U.S. Postal Service's <u>National Zip Code and Postal Service Directory</u> . Left justify, blank fill.
100-129	City	30	<u>Required.</u> The city of the establishment. Left justify, blank fill.
130-131	State	2	<u>Required.</u> The standard 2-letter Postal Service State abbreviation for the establishment. (See Appendix D).
132-136	Zip Code	5	<u>Required.</u> The 5-digit Zip Code used by the Postal Service for the establishment.
137-140	Expanded Zip Code	4	<u>Optional.</u> The 4-digit expanded Zip Code used by the Postal Service for the establishment. If not used, blank fill.
141-142	Delivery Point Barcode	2	<u>Optional.</u> The 2-digit delivery point Barcode used by the Postal Service for the establishment. If not used, zero fill.
143-144	Primary Comment Code	2	<u>Not currently Used.</u> Leave blank.
145-146	Secondary Comment Code	2	<u>Not currently Used.</u> Leave blank.
147-148	Third Comment Code	2	<u>Not currently Used.</u> Leave blank.
149-152	Reference Year	4	<u>Required.</u> Enter the four digits of the calendar year covered by the report.
153	Reference Quarter	1	<u>Required.</u> The 1-digit number indicating the reference calendar quarter for the report. The calendar quarters are: 1 = January - March      2 = April - June 3 = July - September      4 = October - December

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## MWR PPF Data Elements (Cont.)

Position	Data Element	Length	Data Specification
154-188	Legal Name	35	<u>Optional</u> . The legal or corporate name of the establishment. For example "ABC Enterprises" or "Smith Companies, Inc." Left justify, blank fill. If same as Trade Name, blank fill.
189-223	Worksite Description	35	<u>Required</u> . Enter a meaningful, unique description of the establishment, such as store number or plant name (e.g., Store 101, Jones River Plant). Left justify, blank fill.
224-229	Month 1 Employment	6	<u>Required</u> . The number of all full- and part-time employees who worked during or received pay (subject to UI wages) for the pay period that includes the <b>12th of the month</b> . Right-justify, zero fill.
230-235	Month 2 Employment	6	<u>Required</u> . The number of all full- and part-time employees who worked during or received pay (subject to UI wages) for the pay period that includes the <b>12th of the month</b> . Right justify, zero fill.
236-241	Month 3 Employment	6	<u>Required</u> . The number of all full- and part-time employees who worked during or received pay (subject to UI wages) for the pay period that includes the <b>12th of the month</b> . Right justify, zero fill.
242-251	Quarterly Wages	10	<u>Required</u> . The total amount of wages (both taxable and non-taxable) paid to employees during the entire reference quarter. Must be numeric (no \$ signs or commas). Must be right justified and filled with leading zeros. Round to the nearest dollar ( <b>Omit cents</b> ). If no wages were paid, zero fill.

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## MWR PPF Data Elements (Cont.)

<b>Position</b>	<b>Data Element</b>	<b>Length</b>	<b>Data Specification</b>
252-261	Client Contact Phone Number	10	<u>Required.</u> The phone number (with area code) of the client's contact person to call in reference to data questions. Omit parentheses and hyphens.
262-301	Client Contact Name	40	<u>Required.</u> The name of the client's contact person. Left justify.
302-322	Worksite Identification Code	21	<u>Required.</u> Alpha/numeric indicator that uniquely identifies the business at this physical location. This code should not be duplicated within the State for this location. Left justify, blank fill.
323-350	Blank fill	28	For future use. Blank fill.