Tips for Electronic Filing Using File Upload or FTP

- Employers with more than 100 employees must file wage detail electronically via File Upload or FTP. Employers with 100 or less employees may manually enter employee wage detail directly in the UCMS employer portal. Note that employee information is pre-populated in UCMS to facilitate the entering of quarterly wage detail by employers.

- Reimbursable Financing Method employers/clients should enter zeros for any Taxable Wage fields

- File naming conventions must be according to those indicated in the UCMS File Layouts and Formats for Electronic Reporting of PA Quarterly UC Wage and Tax Data Handbook found at **http://www.portal.state.pa.us/portal/server.pt/community/uc_management_system/18222**

- The ICESA and SSA files are UC2A wage reporting only. Users must file a TAB file for the UC tax report.

- Upload the file one time. Depending on the size of your file and during high volume filing, it may take time for the system to process the data. You can see the status of your file(s) that include tax reporting by logging in and reviewing the Manage Uploaded Files screen. File(s) that only reflect wage reporting will not be displayed.

- If the files are incorrectly formatted, they will either fail to process or the data within the file will post inaccurately. Errors to watch for

    - If you use CSV format:
        - Too many commas
        - Not enough commas
        - Need to indicate both the quarter and year in the E Record
        - Do not use decimal points in any amount field in the E and S records
        - Make sure there are no extra blank lines

    - If you use ICESA and SSA format:
        - Use caution when truncating the record length. The fixed-length file is 275 bytes
        - Make sure there are no extra blank lines

    - If you use TAB format:
        - Left pad all currency fields with zeros. Do not put the zeros at the end of your data
        - Do not place any decimal points in any amount field
        - Make sure there are no extra blank lines

- Always use the UCMS File Checker Program to ensure that your files upload correctly and to reduce failures or inaccuracies. Access the current version of the File Checker Program at UCMS File Checker found at **http://www.portal.state.pa.us/portal/server.pt/community/ uc_management_system/18222**

Auxiliary aids and services are available upon request to individuals with disabilities.
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