

# Colorado Department of Labor and Employment

## Secure File Transfer Protocol Guide for Quarterly Wage Reports

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### General Information about FTP

File Transfer Protocol (FTP) is a simple and secure way to submit your quarterly wage report to the the Colorado Department of Labor and Employment (CDLE).

This document contains guidance and tools for creating a file in the correct format, uploading a test wage report file, and obtaining a unique User ID and Password for ongoing use in submitting quarterly wage reports. It can also be useful as a refresher for returning users.

### Creating a File in the Correct Format

In order for your wage report to upload, it must be in the correct format, known as the Interstate Conference for Employment Security Agencies (ICESA) format. The information in this section assists you in creating an ICESA formatted data file.

Your wage file can be created using the [Excel Formatting Tool](#) available on our website or in Notepad with a .txt extension. The file will include two distinct types of records: the A-Record and S-Records.

**A-Record:** The A-Record contains information about who is submitting the file, including contact information. The first line of the file is the A-Record. At the end of each record there needs to be an end-of-record terminator, or a hard return. If the A-Record is incomplete or missing, a CDLE representative will not be able to contact you. The A-Record **must** include a valid email address.

**S-Record:** The S-Records contain information about each worker (there may be several hundred S-Records in a file if there are several hundred workers). Each subsequent line following the A-Record is an S-Record.

Each character represents a column. Each record must have a length of 277 columns and must have a hard return at column 277 in order to comply with ICESA Format.

Column 1 (or the first character) on every line indicates what type of record is on that line; either an "A" or "S". There could be many empty spaces between the different fields, and there will be blank spaces at the end of each S-Record so that the end-of-record terminator (hard return) is at column #277.

In Notepad you can view the line # and column # (or character number) in the lower right corner



## ICESA 276-character A-Record Layout

The 'Location' is the column that the cursor must be at when entering the information. Only one character fits into a column.

LOCATION	FIELD NAME	FIELD LENGTH	DESCRIPTION AND REMARKS
1	Record Identifier	1	Always enter <b>A</b>
2-5	Year	4	Enter a 4-digit year for which this report is being prepared EXAMPLE: 2014
6-14	Blank	9	This field is not used in Colorado; leave blank
15-18	Taxing Entity Code	4	Always enter <b>UTAX</b>
19-23	Blank	5	Leave blank
24-73	Transmitter's Name	50	Enter the name of the organization submitting the file and leave the remainder of the field blank
74-113	Transmitter's Street Address	40	Enter the street address of the organization submitting the file and leave the remainder of the field blank
114-138	Transmitter's City	25	Enter the city of the organization submitting the file and leave the remainder of the field blank
139-140	Transmitter's State	2	Enter the standard 2-character Federal Information Processing Standards (FIPS) postal abbreviation for the state of the organization submitting the file.  NOTE: Leave blank if transmitter is outside the United States.
141-153	Blank	13	Leave blank
154-158	Transmitter's Zip Code	5	Enter the valid 5-digit ZIP Code for the address of the organization submitting the file
159-163	Trnsmmitter's Zip Code Extension	5	Enter the 4-digit extension of the ZIP Code; include the hyphen in position 159
164-193	Transmitter's Contact	30	Name and title of the individual from the organization transmitting the information who is responsible for the accuracy and completeness of the wage report
194-203	Transmitters Contact Telephone Number	10	Enter the telephone number including the area code at which the individual transmitting the information can be contacted EXAMPLE: 3035555555
204-207	Telephone Ext./Box	4	Enter the contact telephone extension or message box of the individual transmitting the information. If none, leave blank.
208-276	Email Address	69	Required. Fill unused characters with blanks. This is a requirement in the State of Colorado.
277	Carriage Return	1	If using a non-Windows platform (such as Linux or Apple) to create this file, the correct sequence of ASCII characters is <b>0D 0A</b> .

## ICESA 276-character S-Record Layout

The 'Location' is the column that the cursor must be at when entering the information. Only one character fits into a column.

LOCATION	FIELD NAME	FIELD LENGTH	DESCRIPTION AND REMARKS
1	Record Identifier	1	Always enter <b>S</b>
2-10	Social Security Number	9	If not available, enter an uppercase letter I in location 2, left justify, and leave the remainder of the field blank
11-30	Employee Last Name	20	Left justify, and leave the remainder of the field blank
31-42	Employee First Name	12	Left justify, and leave the remainder of the field blank
43	Employee Middle Initial	1	Leave blank if no middle initial
44-45	State Code	2	Always enter <b>08</b>
46-63	Blank	18	Leave blank
64-77	State Unemployment Insurance Total Quarterly Gross Wages Paid to This Employee	14	Enter dollars and cents without symbols, right justify, and fill remainder of field with zeros EXAMPLE: 0000000023450  NOTE: Include all income from tips
78-142	Blank	65	Leave blank
143-146	Taxing Entity Code	4	Always enter <b>UTAX</b>
147-161	State Unemployment Insurance Account Number	15	Enter the 9-digit account number without symbols, left justify, and leave the remainder of the field blank EXAMPLE: 234567008
162-176	Unit / Division / Location / Plant Code	15	Enter a 3-digit identification number to identify wages by worksite, left justify, and leave the remainder of the field blank.  NOTE: If reporting only one location, enter <b>000</b> as the identification number, left-justify, and leave the remainder of the field blank.
177-204	Not Read	28	Leave blank
205-206	Seasonal Indicator	2	Enter <b>S</b> for seasonal (uppercase), left justify, and leave the remainder of the field blank; leave the entire field blank for non-seasonal  NOTE: Your business must have been granted seasonal status annually by CDLE to place an S in this field.
207-214	Not Read	8	Leave blank
215-220	Reporting Quarter and Year	6	Enter the last month of the calendar quarter (two digits) and the year (four digits) for which this report applies. EXAMPLES: 032014 for January-March 2014; 062014 for April-June 2014; 092014 for July-September 2014; and 122014 for October-December 2014. 1st qtr.= 03, 2nd qtr.= 06, 3rd qtr.= 09 and 4th qtr.= 12
221-276	Not Read	56	Leave blank
277	Carriage Return	1	If using a non-Windows platform (such as Linux or Apple) to create this file, the correct sequence of ASCII characters is <b>0D 0A</b> .

## **New or First-Time Users**

First-time users are required to submit a test file to be manually validated by CDLE for correct format.

First-time users who need to submit a test file for validation must use a generic User ID and Password (see Logging In). The files submitted under the generic log in are never uploaded for production use but are sent to a CDLE technician for manual validation of the file format. Once a technician is assigned to your file, you will be contacted with further instructions (normally within 24 - 72 hours of receipt).

Information submitted in the A-Record is used to identify and contact the submitter. The A-Record must contain the submitter's contact information. If the A-Record is blank or missing from your test file, the CDLE technician will not be able to contact you about the file.

Once your test file passes validation, a CDLE representative will provide you with a unique User ID and Password for ongoing use. The User ID and Password will be sent to the email address you include in the A-Record of your test file (see Creating a File in the Correct Format). Returning users must use their unique User ID and Password to upload a quarterly wage file.

## **Logging In**

The Secure Transport FTP log in page is at <https://cdleftp.cdle.state.co.us/>.

To log in, enter your User ID and Password. Then click the **Log In** button.

If you are a **returning user** who previously completed the test-file validation process, use your unique User ID and Password to submit a quarterly wage file. Users *must* confirm or update the email address in order to upload a wage file.

If you are a **first-time user** who needs to submit a test file for validation, use the generic User ID, RPCOMMON, and Password, rpcommon1. Only use the RPCOMMON User ID if you have not used CDLE's Secure Transport FTP site before.

## **Confirming / Updating the Submitter's Email Address**

Each quarter you will be prompted by the Secure Transport FTP application to confirm or update the email address associated with your FTP account. The email address you provide will be used to communicate success or failure of your wage file upload and any issues with specific records within the file. You *must* confirm or update your email address in order to upload a wage file each quarter.

## Uploading a File

First ensure your wage file is in ICESA Format in accordance with the “Creating a File in the Correct Format” section above.

To upload the wage file, click the “Upload Files” button at the top of the left-menu in Secure Transport. Then follow the prompt to either drag-and-drop the file for upload or select the file for upload. After this step is complete, Secure Transport will automatically process the file.

## Confirmation Email, Receipt File, and Error File

When you upload a quarterly wage file under your unique User ID and Password, you will receive an email confirming that the file was received and whether the records were in the correct format. After uploading a wage file, a file named “receipt.txt” will appear in your main Secure Transport folder. The receipt file contains details on when the file was processed, how many records were accepted, and how many records were found in error and not accepted, if applicable.

**All records accepted:** If the email indicates that **all** records were in the correct format and accepted by CDLE, no further action is required.

**Some records accepted:** If the email indicates that **some** records were not accepted by CDLE because of formatting errors, then you must upload a second file with the corrected records (this second file can include all records or just the records found in error).

If **some** records were found to have formatting errors, an “ERROR\_LOG...” file and a “PARTIAL...” file will appear in the uploaded\_files folder. The ERROR\_LOG specifies which records failed and the specific data validation rules that failed for each record. The PARTIAL file contains the records that were formatted correctly and accepted by CDLE.

**File rejected:** If the email indicates that the whole file was rejected due to formatting errors, then you must submit a second file with all records in the correct format.

## Secure Transport Preferences

If you click the Preferences link in the top menu of Secure Transport, you will see a Transfer Mode option of Binary or ASCII Text. The default setting on the Secure Transport server is Binary, and it is strongly recommended that you leave this setting at the default value.

## Logging Out

To ensure that the secure connection is simultaneously shut down on your Internet browser and on the Secure Transport server, always log off using the Logout link in the top menu in the right corner rather than closing the window.

## **Frequently Asked Questions**

Q: If my employer account number changed, do I need a new User ID?

A: No. You can use the User ID that you used before your account number changed. Just remember to put the new account number in each S-Record.

Q: What is an end of record terminator, or a hard return?

A: Some programs 'wrap' the text, meaning that if the text continues past the right margin, the words will wrap to the next line, giving the appearance of a new line but without a true hard return character. At the end of each line at the 277th character, there must be a hard return.

Q: Can I submit multiple quarters in one file or do I need to submit separate files?

A: The file may contain multiple quarters, as long as each S-Record's location 215-220 differentiates the quarters.

Q: Can I file multiple account numbers in one file or do I need to submit separate files for each account number?

A: CDLE prefers that multiple account numbers are submitted in a single file. Verify that each S-Record's location 147-161 differentiates the separate account numbers.

Q: I get an error after I click on the upload button. Why?

A: You are probably attempting to upload into the uploaded\_files subfolder. The screen must be at the top level Secure Transport folder (labeled "remote" in the left menu) before attempting to upload a wage file.

## **Contact Us**

If you have questions or have lost your FTP User ID or Password, please call 303-318-9094.