# Bulk File Option for TPAs and MUs

Employers representing or submitting tax/wage reports for multiple accounts such as Third-Party Administrators (TPAs) or Multi-Unit Organization (MUs) must file electronically. TPA agents or MU employers can use the Bulk File option to enter many reports into the system quickly. The feature allows Tax and Wage Reports to submit multiple employers and employees for the same quarter. The only file format supported for this function is a 512 Byte file, not a CSV file.

To perform bulk file option for TPAs and MUs:

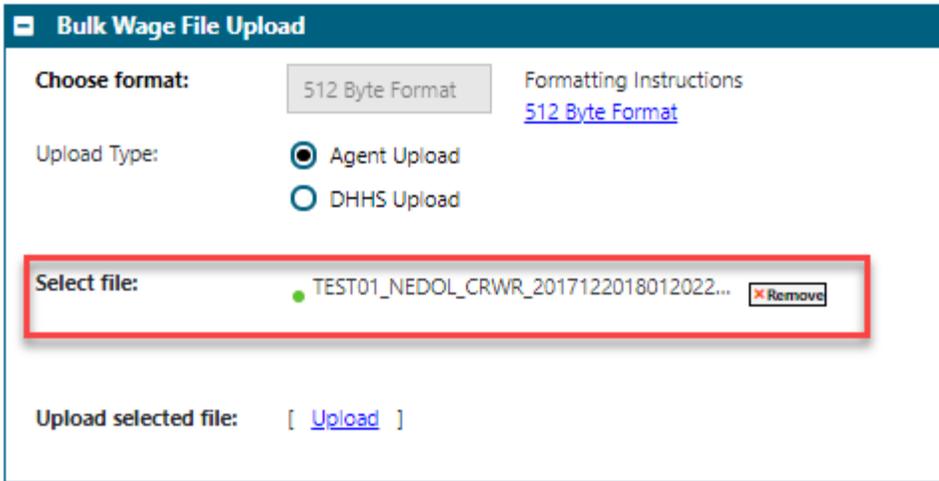1. From the Services for Employer group in the left navigation menu, click Bulk File Wage Upload.
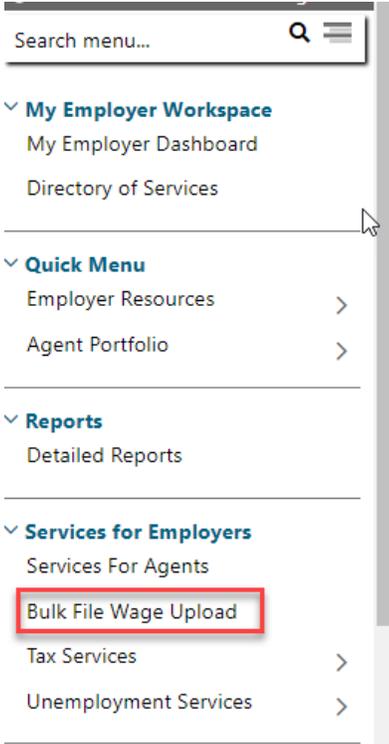
2. TPAs or MUs upload the 512 Byte text file into the system.
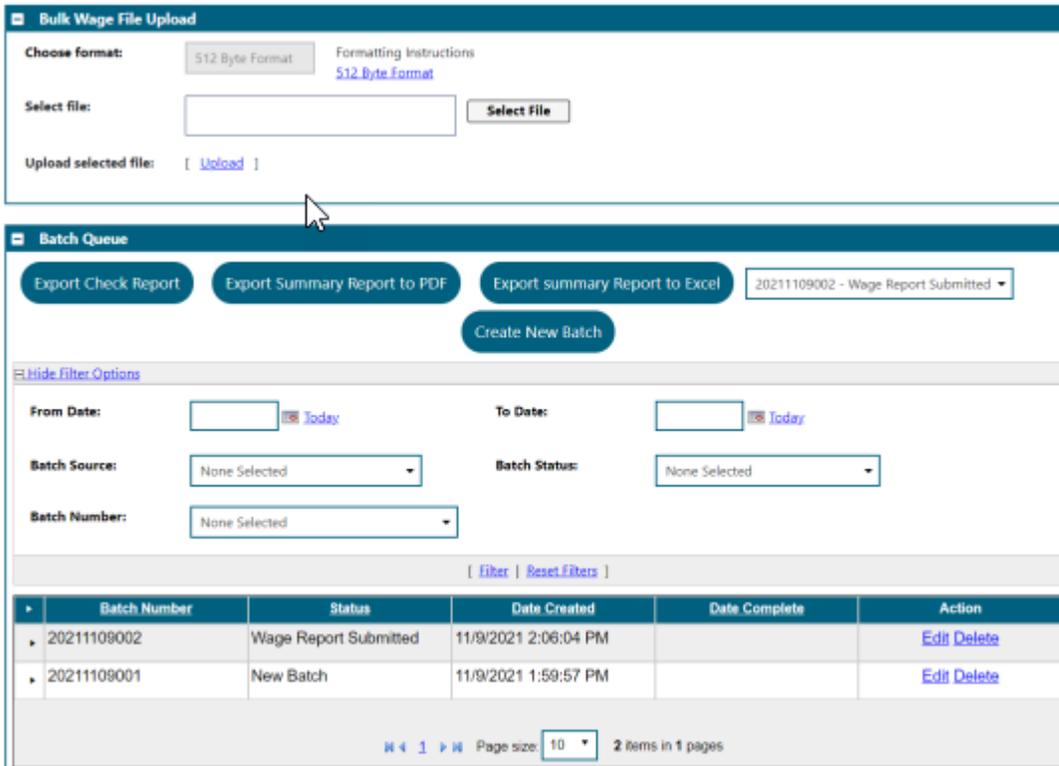
Bulk File Wage Upload Screen Showing Uploaded Batches for TPA or MU

a. Click the Select File button and browse to select the prepared file. The name of the file will display in the Selected File field with a green dot when ready.
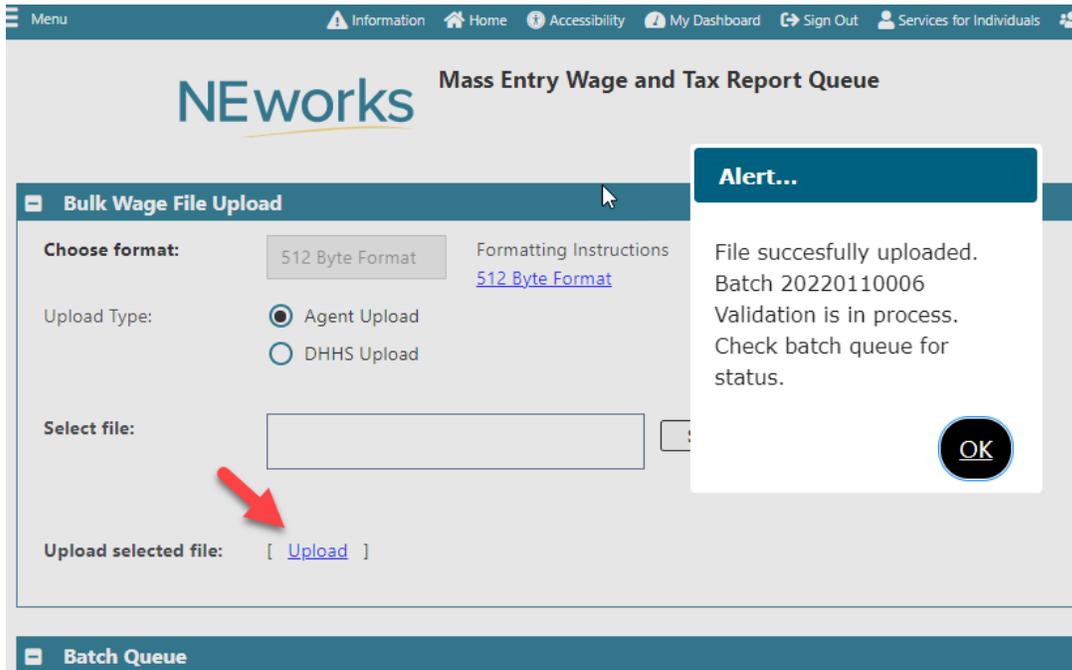
Bulk Wage File Upload

Choose format:	512 Byte Format	Formatting Instructions 512 Byte Format
Upload Type:	● Agent Upload ○ DHHS Upload	
Select file:	● TEST01_NEDOL_CRWR_2017122018012022... ✕ Remove	
Upload selected file:	[Upload]	

b. Click the Upload link. The system verifies the selected file is a 512 Byte text file. When TPAs or MUs upload and submit the report, they will be asked to correct any file structure validation errors and resubmit the file. If successful, the table will refresh and display the new record with the assigned Batch Number, Status (New Batch), and Date Created (today's date/time).

☰ Menu   ⚠ Information   🏠 Home   ⓘ Accessibility   ⚠ My Dashboard   ⮕ Sign Out   👤 Services for Individuals

NEworks   **Mass Entry Wage and Tax Report Queue**

Bulk Wage File Upload

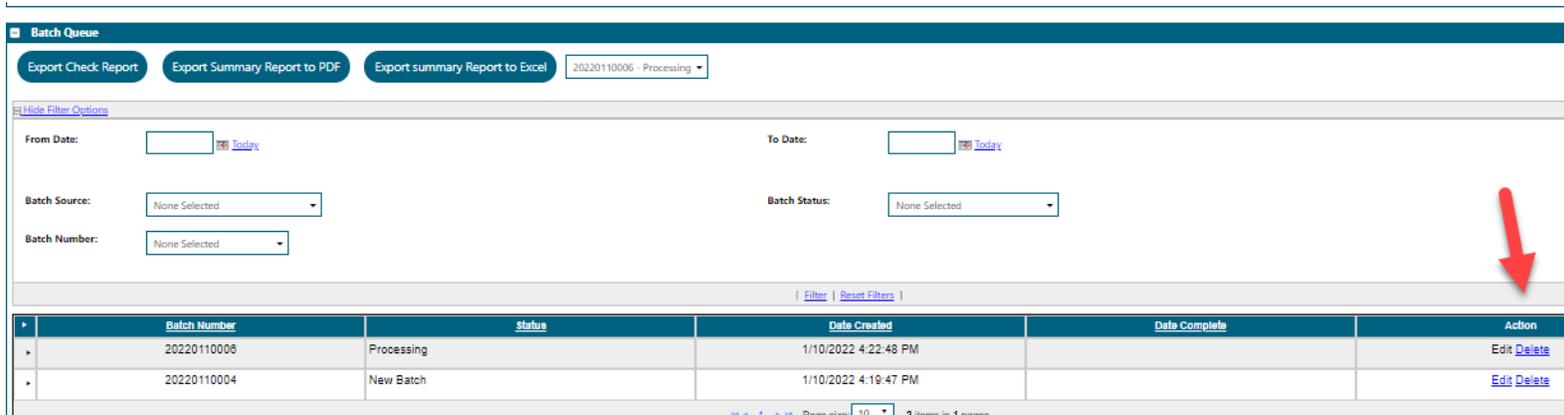|		
Choose format:	512 Byte Format	Formatting Instructions 512 Byte Format
Upload Type:	● Agent Upload ○ DHHS Upload	
Select file:		
Upload selected file:	[Upload]	

Alert...

File succesfully uploaded.
Batch 20220110006
Validation is in process.
Check batch queue for status.

OK

Batch Queue

c. To make changes to the file and re-upload, click the Delete link and repeat this step.

Batch Queue

Export Check Report   Export Summary Report to PDF   Export summary Report to Excel   20220110006 - Processing ▾

Hide Filter Options

From Date:	🗓 Today	To Date:	🗓 Today
Batch Source:	None Selected ▾	Batch Status:	None Selected ▾
Batch Number:	None Selected ▾		

[Filter | Reset Filters]

Batch Number	Status	Date Created	Date Complete	Action
20220110006	Processing	1/10/2022 4:22:48 PM		Edit Delete
20220110004	New Batch	1/10/2022 4:19:47 PM		Edit Delete

◄◄ ◄ 1 ► ►◄ Page size: 10 ▾ 2 items in 1 pages

3. TPA agents can verify their active client employers' reports are successfully submitted by going to their Tax/Wage Reports tab. Agents and MUs will go to their Representing Employers tab and use an Employer link to begin assisting an employer. On the Tax/Wage Reports tab, TPA agents and MUs will notice the following changes as a result of the uploaded report.

i. The quarterly report just submitted has moved from the Pending Reports table to the Report Details table.

ii. The Tax Report Received Date and Wage Report Received Date match the date of the final submission by staff. Note: The Wage Report Received Date determines whether the employer has filed timely or not.

iii. Total tax amounts due displays.

iv. If penalties, interest or fees have been assessed, the total will display in the window. Click the drop-down to see a breakdown of each. The total is added to the computed Combined Tax Amount to calculate the Total Amount due for the quarter. The Outstanding Balance includes the totals due for all unpaid quarters/reports.

Account Status Summary	Tax/Wage Reports	Payments	Delinquencies	Collections	Tax Rates	Tax Audits

Tax Summary

DM Test 02 UI Employer Account Number (EAN): 1112223332 FEIN: 123321222 Tax Rate: 1.250% Balance Due: $345.61 Phone: (555) 555-5555 Active, Contributory, Report Delinquent

Employer	Communication	Other

☐ Pending Reports

Quarter Ending Date	Due Date	Liable Employer	Action	Tax Report Only
06/30/2021	08/02/2021	DM Test 02	File Report	Manual Entry
09/30/2021	11/01/2021	DM Test 02	File Report	Manual Entry
12/31/2021	01/31/2022	DM Test 02	File Report	Manual Entry

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[Upload Wage Report | Statement of Account | Transfer Wage Request | Individual Wage Search | Receive Paper Reports: Yes]

Quarter ID : [_____]

File Non Liable Quarter

☐ Report Details

☐ Show Filter Options

Quarter Ending Date	Liable Employer	Tax Report Received Date	Wage Report Received Date	Taxable Wages	Combined Tax Amount	Penalties, Interest, & Fees	Total Amount	Outstanding Balance	Reason to Delete Wages	Action
03/31/2021	Submitted by Agent: TPA AGENT 1 Client: DM Test 02	11/09/2021	11/10/2021	$21,616.83	$270.21	Total: $75.40 ▼	$320.61	$44.39	[____]	Delete
12/31/2020	DM Test 02	12/31/2020	12/31/2020	$0.00	$0.00	Total: $0.00 ▼			[____]	Delete
09/30/2020	DM Test 02	09/30/2020	09/30/2020	$0.00	$0.00	Total: $0.00 ▼			[____]	Delete
06/30/2020	DM Test 02	06/30/2020	06/30/2020	$9,000.00	$112.50	Total: $24.51 ▼	$137.01	$24.51	[____]	Delete
03/31/2020	DM Test 02	03/31/2020	03/31/2020	$18,000.00	$225.00	Total: $59.23 ▼	$284.23	$59.23	[____]	Delete

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[Review Wage Amendments]

Validations and Error Reporting for Employer Submitted files

A real-time notification process is used for electronically submitted Combined Tax and Wage report files. It begins with a required pre-submission validation of the report data to identify any errors. This is also an opportunity for the submitter to manually review the wage records using the row by row display.

Errors are displayed in the last column of each employee record with a detail of the required correction(s). All corrections must be done by the submitter. When the validation shows no errors, the user can then select the Submit option to file the quarterly tax/wage report into the NE Tax system. Once submitted the report is visible in the Tax/Wage Reports folder.

A list of the NEworks system validations is provide below. *Submitters would be responsible to manually review data integrity such as correct SSNs, name spelling, and reported wages.

Combined Tax Report Validations
Validate Quarter ID and Date
Validate Employer Account Number is Numeric
Validate EAN
Validate Account Number is in Tax File
Validate the Quarter is liable for the account
Validate if the Quarter is locked for Audit

Wage Report Validations
Validate Quarter ID and Date
Validate Employer Account Information
Validate SSN
Validate First, and Last name fields are not empty
Validate First, Last and Middle name fields do not contain special characters #, $, %, etc.
Validate Wage amount is numeric
Validate Hours Paid is numeric
Validate the Job Title field does not exceed 50 characters
A check for Wage decreases on previously submitted reports is a report amendment requiring staff approval and cannot be submitted by mass entry or bulk file.

Source: NFOCUS_nedol_crwr_20210320211016083030.txt

Submit Combined Tax Report

Submit Wage Report

Validation Status:	Invalid	Submitted:	None Selected

[Filter | Reset Filters]

+ Add new record   Save changes   × Cancel changes   ↻ Refresh

EAN	Year / Qtr (YYYYQ)	0 Rpt	Gross Wages In State	Gross Wages OOS	Taxable Wages	Payroll Employee Count			Adjustment	Previous Over Payment	Payment Amount	Calculated Fields	Status	Validation	
						M 1	M 2	M 3							
00000000	0	☐	$0.00	$0.00	$0.00	0	0	0	$0.00	$0.00	$0.00	Tax Rate = 0.000% Tax Payment Due = : Total Amount Due = : Excess Wages In Sta	New Batch	Wage provided is not valid. -	Delete