Uploading Quarterly Wage Reports

These instructions are provided as a resource for employers that have not used File Transfer Protocol (FTP) with the Colorado Department of Labor and Employment.

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General Information about FTP

File Transfer Protocol (FTP) is the simplest and most secure way to exchange files over the Internet. All FTP transactions with the Division of Unemployment Insurance (UI) are secure and use Axway Secure Transport (Tumbleweed). The FTP service automatically negotiates a 128-bit encrypted secure-sockets-layer (SSL) connection with the user's browser before allowing a login or data transmission. A user-identification (ID) name and password, which are required to access AST, are provided to you by UI after you submit a successful test wage file, as detailed below.

Getting Started

First time users are required to submit a file to be validated by a UI representative to confirm that the files are in the Interstate Conference of Employment Security Agencies (ICESA) format.

To do this, upload a file here: https://cdleftp.cdle.state.co.us using the following case sensitive login information:

username: RPCOMMON
password: rpcommon1

Logging In

To log in, go to https://cdleftp.cdle.state.co.us/

First time users that are validating the file must use the validation username: RPCOMMON and password: rpcommon1. Changing the Password

Passwords expire after 210 days requiring change.

The password provided by UI is a one-time-use password. You are required to change your password after you log in for the first time. The password you select must be a minimum of six characters and include at least one letter and one number.

If you lose your password or are locked out, contact the Colorado Department of Labor and Employment at 303-318-9100 (Denver-metro) or 1-800-480-8299 (outside Denver-metro area) during regular business hours (Monday through Friday, 8 a.m. to 5 p.m. MST) to request that your password be reset.

Important: While we will make every effort to help you successfully upload a file via FTP, our technicians are not IT Professional. We may be able to answer some technical questions, but cannot assist with IT coding or your payroll system.

File Format

The file can be created using a text editor with a .txt extension. If you are using Notepad as your text editor, you can view the line # and column # in the lower right corner of the window. If it isn't viewable, click on the "View" menu and check the Status Bar. You may have to turn off "Word Wrap" to enable this option.

Wage files that are uploaded must be in ICESA format. The A-Record Layout contains transmitter contact information and the S-Record Layout contains employee wage information. Both must be submitted as part of the file.

The file includes two distinct types of records. The "A" record contains information about who is submitting the file and contact information. The "S" record contains information about each worker (there may be several hundred "S" records in a file if there are several hundred workers).

The layout as described refers to the Location, Field Name, Field Length, and Description. The Location is the column where the cursor should be when entering the information. Field Length is the number of characters in the field. Only one character is afforded in each column. Do not insert any blank lines between the "A" record and "S" records. Do not double-space anything in the file.

Column 1 (or the first character) on every line indicates what type of record is on that line; it will be either an "A" or "S". There may be lots of 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 is at column # 276.

The first line of the file should be the "A" record and subsequent lines should be "S" records. At the end of each record there needs to be an end of record terminator, or a carriage return. If the "A" record is incomplete or missing, a technician will not be able to contact you. If the "A" record does not have a valid email address, no notification will be sent directly to you.

```
1 2 3 4 5 6 7 8 9 10 . . . ( C o L U M N _ N U M B E R )
A 2 0 1 2                    U T A X           A B C . C O M P A N Y
S 4 6 5 0 0 0 0 0 0 J O N E S                             M A R Y
S 4 0 8 1 2 5 5 1 1 S M I T H - W I L L I A M S           C H A R L
S 3 5 5 0 0 1 1 1 1 D O E                                 J O H N
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ICESA A-Record Layout (276-byte)

LOCATION	FIELD NAME	FIELD LENGTH	DESCRIPTION AND REMARKS
1	Record Identifier	1	Always enter "A"
2-5	Year	4	Enter a 4-digit year for which this report is being prepared EXAMPLE: 2007
6-14	Blank	9	This field is not used in Colorado; leave blank
15-18	Taxing Entity Code	4	Always enter "UTAX"
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	Transmitter'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 individual from the organization transmitting the information who is responsible for the accuracy and completeness of the wage report
194-203	Transmitter's 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	E-mail Address	69	Required. Fill unused characters with blanks
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 0D 0A.

ICESA S-Record Layout (276-byte)

LOCATION	FIELD NAME	FIELD LENGTH	DESCRIPTION AND REMARKS
1	Record Identifier	1	Always enter "S"
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 "08"
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: 00000000023450 NOTE: Include all income from tips.
78-142	Blank	65	Leave blank
143-146	Taxing Entity Code	4	Always enter "UTAX"
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 "000" 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	Always enter "S" for seasonal (uppercase "S"), 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 by UI Operations 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: 032007 for January-March 2007; 062007 for April-June 2007; 092007 for July-September 2007; and 122007 for October-December 2007
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 0D 0A.

Upload the Wage Reports

Wage reports that are submitted must be in ICESA format.

After you log in using your new username and password, from the "Files" page:

1. Click on the "Browse" button. Then "Choose a file" dialog box appears showing the directory.
2. Click the drop-down arrow to navigate to the directory and/or folder where your wage file is stored.
3. Select the wage report to upload and then click on the "Open" button or double-click on the file.
4. Click the "Upload File" button.

The file transfer process is initiated. The file will appear below the folder of uploaded files. You cannot view this file. Upon returning back to the main directory, your file now appears in the list of files in the "uploaded_files" folder. You will not be able to view this file as it is now in our secure environment. However a "Receipt.txt" file is created to inform you of the upload status.

Additionally, an email is sent from the service about the file submitted to the address that is provided at the time of validation in the "A" record. If you are not the designated recipient of the email and want to be, please call a representative at 303-318-9100 (Denver-metro) or 1-800-480-8299 (outside Denver-metro area) during regular business hours (Monday through Friday, 8 a.m. to 5 p.m. MST).

The Receipt (Confirmation)

Detailed information about your transaction is maintained in the Receipt.txt file. Click the folder icon located above the uploaded files link to return to the Directory of Files page and view the details.

The file named Receipt.txt is created and modified each time you upload a file. The receipt contains detailed information about the status (success or failure) of your transmission and is your receipt for each transaction. The status of each wage-file upload is added to this file as a record of the transaction.

Review the Receipt.txt file after each upload is complete. The file shows the status of the upload, a count of all "S" records, and details of any errors if the upload failed.

If you encounter an error message in this file that you do not understand, contact the Unemployment Insurance Program at 303-318-9100 (Denver-metro) or 1-800-480-8299 (outside Denver-metro area) during regular business hours (Monday through Friday, 8 a.m. to 5 p.m. MST).

Viewing the File

You cannot open the uploaded wage file from the uploaded files folder. If you click on the file name, an error page appears. However, the file will appear in the list of files in the uploaded_files folder.

To view the list of files in the folder, click the uploaded_files link. Based on the results of a process review, each wage file in this list is appended with an extension of '.complete.accepted' or '.complete.rejected'. If fewer than 100 errors are detected in the file, it is accepted. If 100 or more errors are detected in the file, it is rejected. An entry in the Receipt.txt file explains the reasons for rejecting the file.

If you encounter an error message in this file that you do not understand, contact the Unemployment Insurance Program at 303-318-9100 (Denver-metro) or 1-800-480-8299 (outside Denver-metro area) during regular business hours (Monday through Friday, 8 a.m. to 5 p.m. MST).

Frequently Asked Questions

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

A: No. You can use the same username that you've 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 left margin, the words will wrap to the next line. However, at the end of each line, there has to be a carriage 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: The file may contain multiple account numbers, also, as long as 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 folder. The screen must be at the top level before attempting to upload. The file will programmatically move into the uploaded_files folder. Click on the Top folder.

Default Code Setting

If you click the Set ASCII button, the encoding setting changes to American Standard Code for Information Interchange (ASCII) and the button text changes to Set Binary; if you click the button again, it changes the setting back to binary and the button text changes to Set ASCII.

The default setting on the Axway Secure Transport server is binary, and it is strongly recommended that you leave this setting at the default value.

Log Out

To ensure that the secure connection is simultaneously shut down on your Internet browser and on the Axway Secure Transport server, always log off using the Logout label rather than closing the window.