

Illinois Department of Employment Security

File Format guide

For

Employer Monthly reporting

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Section 1 – Overview

The passage of Public Act 097-0689, the Medicaid Reform “SMART” Act requires monthly wage reports from employers who are required to submit their contribution and wage reports electronically, beginning with January, 2013. Those employers will continue to submit quarterly contribution and wage reports, but will also submit eight additional monthly wage reports.

The mandatory electronic monthly filing requirement has been expanded to cover employers having 25 or more employees from the previously required 250 or more effective January, 2013. The monthly reporting requirement will be phased in as follows:

1. Employers of 250 or more, effective January, 2013
2. Employers of 100 – 249, effective July, 2013
3. Employers of 50 – 99, effective January, 2014
4. Employers of 25 – 49, effective July, 2014

Monthly wage filing must be done via TaxNet, the Illinois Department of Employment Security’s online tax filing application. Employers that are already registered on TaxNet can file using their existing TaxNet account. If you are not yet registered, you can register at <https://taxnet.ides.state.il.us>

TaxNet will only accept a comma separated (.csv) plain ASCII text format file for the monthly wage report. A file can contain a single employer or multiple employers.

PLEASE NOTE; there will NOT be a manual entry option for the monthly wage report.

Section 2 – Contact Information

Call the IDES TaxNet Hotline toll free at (866) 274– 5697 for TaxNet related questions.

You can also email us at DES.TaxnetAD@illinois.gov

Or write us:

IDES – Revenue, Report & Remittance, Document Control – Attn: TaxNet Administrator

33 South State Street

Chicago, Illinois 60603

Section 3 – Certification for electronic filing

The Illinois Department of Employment Security requires employers to file their employee’s monthly wage reports through our internet application, Illinois TaxNet:

<https://taxnet.ides.state.il.us>

Failure to file your monthly reports on time will result in the assessment of a penalty. Employers who use electronic methods of filing must complete the Electronic Filing Certification which can be accessed via TaxNet. See the example below.

ELECTRONIC FILING CERTIFICATION

The Electronic Filing Certification must be filed prior to your initial electronic submission. If you are already a TaxNet user, no further action is necessary. The first time user submitting a report will Logon to TaxNet, select the Tax Filing Application, Identify the Organization, select the Administration option, and click on Sign Up for File Upload. This will allow the User to read the Electronic Filing Certification form. The User will click on the I Agree checkbox and click on Submit to complete the certification.

Section 4 – Timeliness and Date submitted

Once your company eligibility period begins, based on the number of employees, it is expected that each employer (or service bureau on your behalf) upload an electronic monthly report within the TaxNet website.

Employees	Eligibility period begins	Due date
250+	January 1 2013	February 28 2013
100-249	July 1 2013	August 31 2013
50-99	January 1 2014	February 28 2014
25-49	July 1 2014	August 31 2014

Monthly reporting uploads may begin as early as the 16th of the current month and are due on the last day of the following month. In situations where resubmissions are required, resubmissions are accepted for an additional 15 days. Please see the chart below for an illustration.

NOTE: Failure to adhere to the schedule below may result in penalties to the Employer.

Reporting Month	First date of upload eligibility	Final date of timely report without penalty	Final date of report with penalty
January	16 th January	28 th /29 th February	15 th March
February	16 th February	31 st March	Include resubmissions within the Qtrly report
March	No report for the last month of the quarter is to be submitted. The last month of the quarter is to be included in the quarterly report.		
April	16 th April	31 st May	15 th June
May	16 th May	30 st June	Include resubmissions within the Qtrly report
June	No report for the last month of the quarter is to be submitted. The last month of the quarter is to be included in the quarterly report.		
July	16 th July	31 st August	15 th September
August	15 th August	30 th September	Include resubmissions within the Qtrly report
September	No report for the last month of the quarter is to be submitted. The last month of the quarter is to be included in the quarterly report.		
October	16 th October	30 th November	15 th December
November	16 th November	31 st December	Include resubmissions within the Qtrly report
December	No report for the last month of the quarter is to be submitted. The last month of the quarter is to be included in the quarterly report.		

Section 5 – Transmission information

General Guidelines

Each reporting employer needs to create an electronic file (transmission file) containing information specific to the employer as well as to each employee paid wages during a given report period.

The transmission file is a comma separated values (CSV) file that contains employer and employee data.

There are two record types within the monthly report transmission file, an employer record and an employee record. The structure of the transmission file will contain an employer record and zero-to-many employee records.

A company will fit into one of two categories for reporting:

1. Single company reporter
2. Multiple company reporter (aka - service bureau)

For a single company reporter, the employer is submitting information for their own company. The transmission file will contain one Employer record and zero or more records for each employee that has been paid wages for the report period.

For an employer agent (multiple companies reporter), the employer (aka - service bureau) is submitting information for multiple companies. The transmission file will contain an employer record and zero or more corresponding employee records. Each employer reported will be separated by an employer record. This requires a sequential listing of employer and employee data in the transmission file. The existence of another employer record indicates the change in employer.

Example 1:

Employer ABC, Inc has 200 employees and is submitting a report for their company. The file would contain 1 employer record (with ABC, Inc specific information) and 200 employee records representing the wages earned by each employee.

Example 2:

Employer 123, Inc is a service bureau and will be submitting a report for 10 companies. The file would contain an employer record (Company AAA) and the corresponding company AAA employee records representing the wages earned by each employee.

Employer 123 will supply another employer record (Company BBB) to indicate a change in company and reporting information. Corresponding company BBB employee records will follow the company BBB employer record. The presence of another employer record (company BBB) signifies the change in employers.

The Sequence of data would be as follows:

- 1) Employer AAA record
- 2) Employee 1 (of employer AAA)

- 3) Employee 2 (of employer AAA)
- 4) ...
- 5) Employee 200 (of employer AAA)
- 6) Employer BBB record
- 7) Employee 1 (of employer BBB)
- 8) Employee 2 (of employer BBB)
- 9) ...
- 10) Employee 200 (of employer BBB)

Transmission Format

File Format

The first record in the transmission file represents the Employer information. The fields included on this record include a Record Indicator, FEIN, UI Account number, Total Gross Wages and Wages not Allocated.

Employer Record			
Field Name	Max Length	Data type	Description
Record Indicator	1	Alpha numeric	Identifies the record that contains specific details about the employer. For an Employer record, the expected value is E. Any other value will not be recognized as an employer record.
FEIN	9	Alpha numeric	Transmitter's Federal Employer Identification Number. Enter only numeric characters, omit hyphens, prefixes and suffixes.
UI Account	8	Alpha numeric	State employer UI account number
Total Gross Wages	14	Numeric (including decimal)	Total wages paid to workers during the reporting period, including all tip income.
Wages not Allocated	14	Numeric (including decimal)	Optional field to indicate the sum of total wages greater than \$15k for an employee(s). This field may be used when an employer does not want to report wages greater than \$15k for highly compensated employees. If wages greater than \$15k are included within the employee wages field for all employees, this value should be zero.

For each employee included in the transmission file, a corresponding record indicating a Record Indicator, Last Name, First Name, SSN, Wages (for the month) need to be included.

PLEASE DO NOT INCLUDE COMMAS in any of the fields as a comma serves as the field separator, inclusion of a comma with a field value will cause unexpected exception results.

Employee Record			
Field Name	Max Length	Data type	Description
Record Indicator	1	Alpha numeric	Identifies the record that contains specific details about the employee. For an Employee record, the expected value is S. Any other value will not be recognized as an employee record.
Employee First Name	12	Alpha numeric	Case insensitive. It is advised to omit prefixes e.g., Dr., Mr., etc.
Employee Last Name	20	Alpha numeric	Case insensitive. Generational suffixes are permitted, e.g., Jar, III, etc. It is advised to omit honorary, professional, or academic suffixes, etc. Hyphens and apostrophes are permitted. Commas should be omitted. Refer to this resource for a complete list of post-nominal letters that should be omitted: http://en.wikipedia.org/wiki/List_of_post-nominal_letters_(USA) .
Employee Social Security number	9	Numeric	Employee's social security number. Enter only numeric characters, omit hyphens and dashes.
Employee Wages	14	Numeric (including decimal)	Total wages paid to the employee during the report period. If wages are greater than \$15k, the employer may choose to limit this wage to \$15k and include any additional amount within the Employer Wages not Allocated field.

Transmission File Example

Attached below is a sample file for a single employer report



Sample single
employer.csv

Attached below is a sample file for a multiple employer report



Sample multiple
employer.csv

Section 6 – Submission Acknowledgement

General Information

Upon uploading a monthly wage report to TaxNet, there will be a confirmation message displayed. This message will indicate success or failure of the submission of the monthly wage report.

In the case of a successful upload, there will be a success message with confirmation # for reference. This number may be used within the TaxNet site to retrieve details regarding the uploaded data. Additionally this confirmation # will serve as evidence of a successful upload in case of dispute.

The following two sections provide examples of a successful message as well as an error message.

Acknowledgement Message

Acknowledgement Error Messages

Appendices

Appendix- Allowable Characters



Valid characters.xlsx