Michigan Web Account Manager

MiWAM Toolkit for Employers

Unemployment Insurance Agency

Michigan Web Account Manager
MiWAM Toolkit

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Who to Contact

Phone: 1-855-4UIAOEO (484-2636) or (313) 456-2300

E-mail: OEO@michigan.gov

For technical support, please contact MiWAM Support at (313) 456-2188 or MiWAMSupport@michigan.gov

Unemployment Insurance Agency

Michigan Web Account Manager

Introducing MiWAM

The Michigan Web Account Manager (MiWAM) is the UIA's new and improved system for managing your unemployment account electronically. MiWAM replaces the Employer Web Account Manager (EWAM) and makes doing business with the UIA simpler, faster and more efficient. MiWAM has a cleaner look and is more user-friendly.

MiWAM allows you to perform routine transactions such as filing reports, paying taxes, viewing statements, and updating your unemployment tax account information online. There is no charge to employers and the system is accessible 24 hours a day, seven days a week.

For employers, managing your account online is secure, accurate, provides faster processing, and allows for more real-time interaction with UIA staff. For the UIA, MiWAM helps lower the costs of processing, decreases paper and scanning costs and reduces keypunching and other errors.

What You Can Do With MiWAM

- Access UIA Account Information including your tax report and payment history
- File quarterly wage/tax/payroll reports
- Make a UIA tax payment
- Pay reimbursements
- File a UIA tax protest
- Create Out-of-State Service Provider access
- Request a seeking work waiver
- Respond to fact-finding questions
- File Power of Attorney authorizations
- Schedule recurring payments
- Report discontinuance or transfer of business
- and more...

Frequently Asked Questions

Q. What happens when I register for MiWAM?

A. When you register for MiWAM you will receive a 10-day temporary password granting you limited access to your account within minutes. The temporary password allows you to make payments, file reports, and update your user profile. You will receive your authorization code in the mail within 10 days of sign up for full MiWAM access.

Q. What do I do if I forgot my username or password?

A. Click the link 'Forgot your Password? Forgot Your Username?' under the Online Services for Employers section and follow the steps. If you forgot your password, you must enter your username. You may retrieve your username by providing your email address, ID, and answer to your secret question.

Q. What happens if I lost or never received my authorization code?

A. You must request a new code by clicking on "Lost/Never Received Authorization" on the log in screen. If you do not have an authorization code after your 10-day limited access expires, you must request a new authorization code be mailed to you. You will be unable to log on to MiWAM without an authorization code.

Q. Will another representative from my company be able to access my account and perform functions on my behalf?

A. Yes. When registering for MiWAM you have the option to establish an added user web account. This type of account would be essential for another representative within your company (who does not have an account with the UIA) to perform various functions on behalf of an employer. This new account allows you the ability to designate the appropriate level of authority for your added user.

Q. Will I be able to electronically protest a determination or respond to Agency correspondence?

A. Yes. You will access the account services tab to either protest a determination or respond to any open fact-finding issues.

Q. What's the difference between an "Added User" and an "Employer Representative"?

A. An Added User is generally someone inside your company or business such as an employee who has been granted access to submit, view, or change information regarding your account on your behalf. An Employer Representative is someone outside of your company such as a service provider or accountant – not an employee of your company. The Employer Representative requires Power of Attorney to act on your behalf.

Q. Does my password expire?

A. Yes, your password expires annually. As a result, you will be required to change it after one year.

Q. What if I need help?

A. To view help for individual elements on a window, click the Help ? icon in the upper right corner of any window. You can also click Help on the left sidebar, or look for the ℹ.

Q. Who do I contact if I have questions or need help with the system?

A. Contact the Office of Employer Ombudsman at 1-855-4UIAOEO (484-2636) or (313) 456-2300 or by email at OEO@michigan.gov. For technical support, please contact MiWAM Support at (313) 456-2188 or MiWAMSupport@michigan.gov.

Michigan Web Account Manager

MiWAM Logon Instructions

www.michigan.gov/uia

Step 1

Go to UIA's website: www.michigan.gov/uia

Click on the MiWAM logo or the link for Michigan Web Account Manager for Claimants and Employers

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Step 2

If you do not have a MiWAM account, click the link" Sign Up for Employer Online Services."

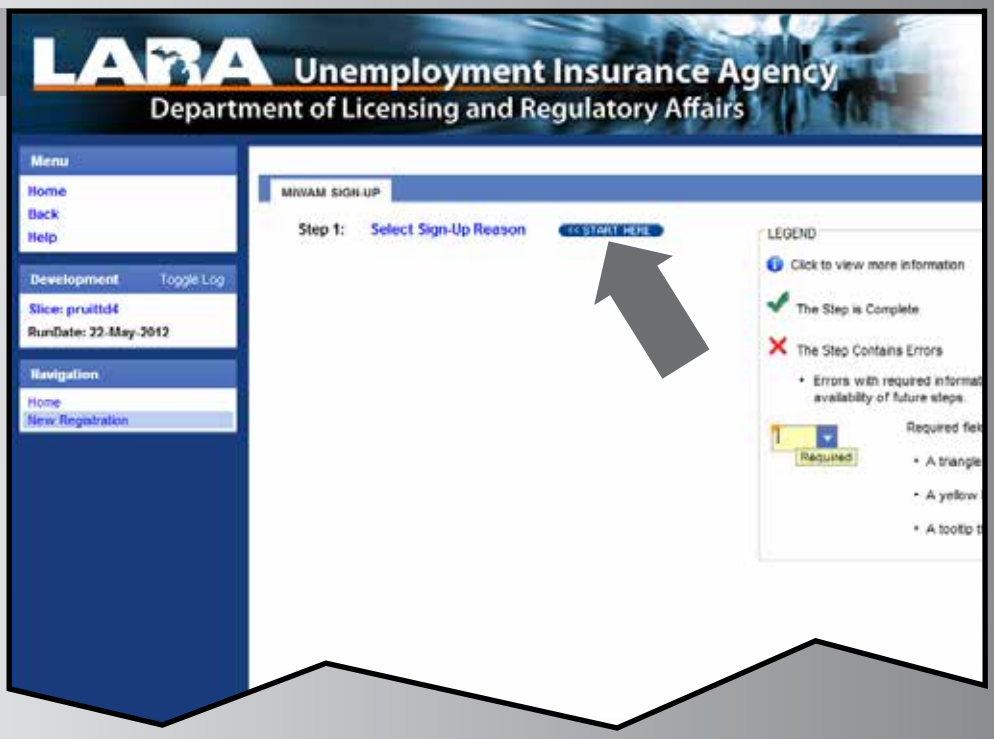
or

If you already have a MiWAM account, enter your username and password in the Log in to MiWAM section and click "Sign In."

Step 3

To continue as a new user; click "Start Here"

Note: Please see the legend on the right side of the screen for navigation tips.



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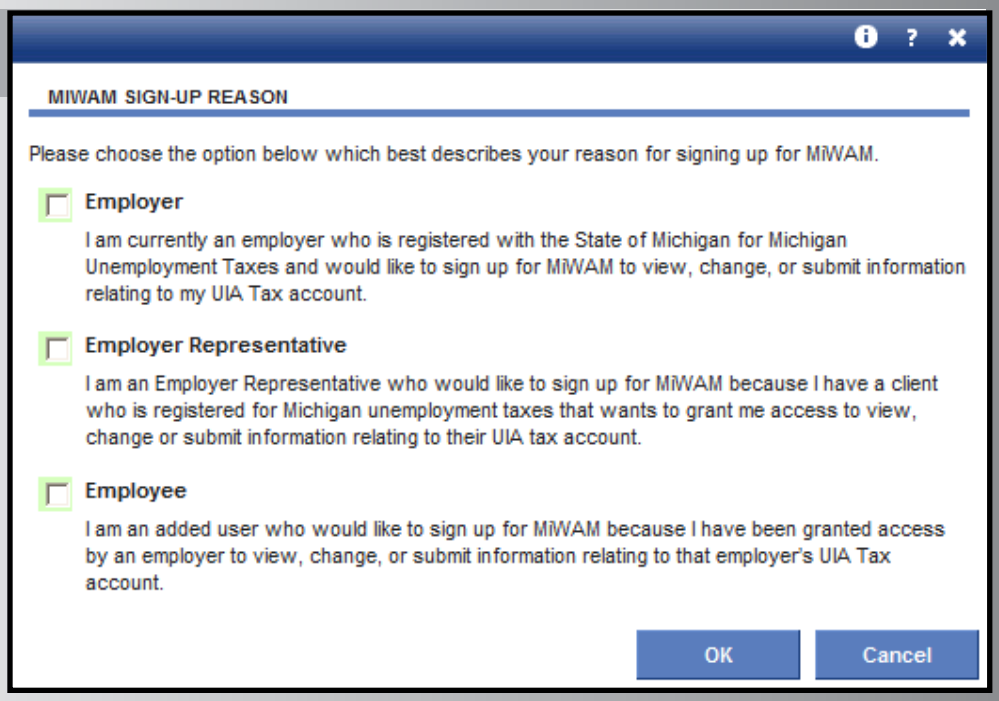
Step 4

Select the option that best describes your reason for signing up for MiWAM.

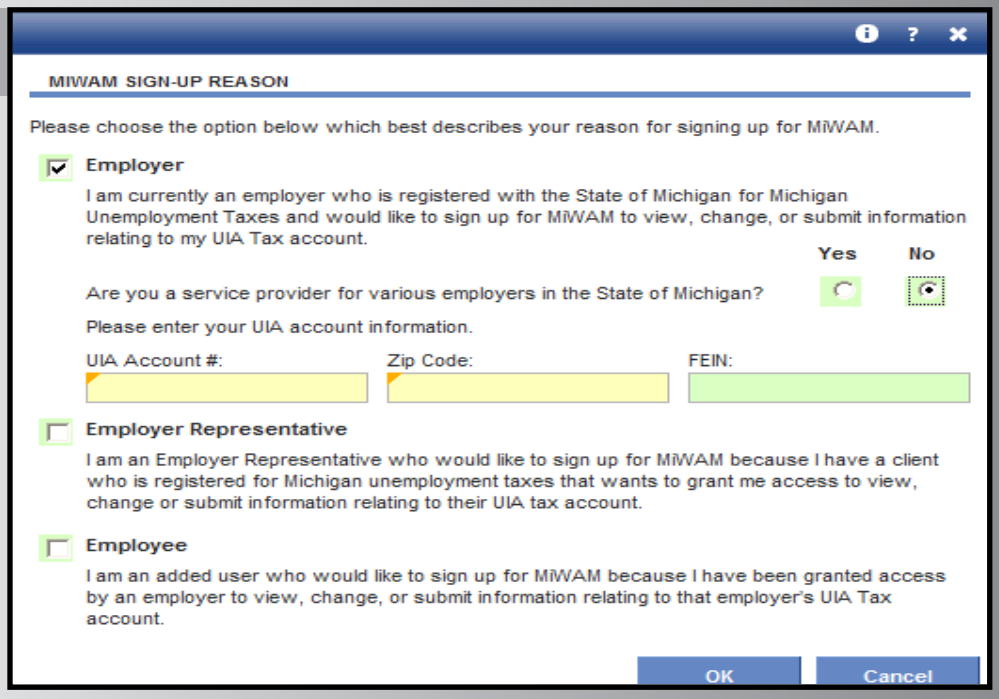
To select the Employer option, you must have a UIA employer account number.

If you will be acting as an employer representative and are also an employer, select the Employer Representative option.



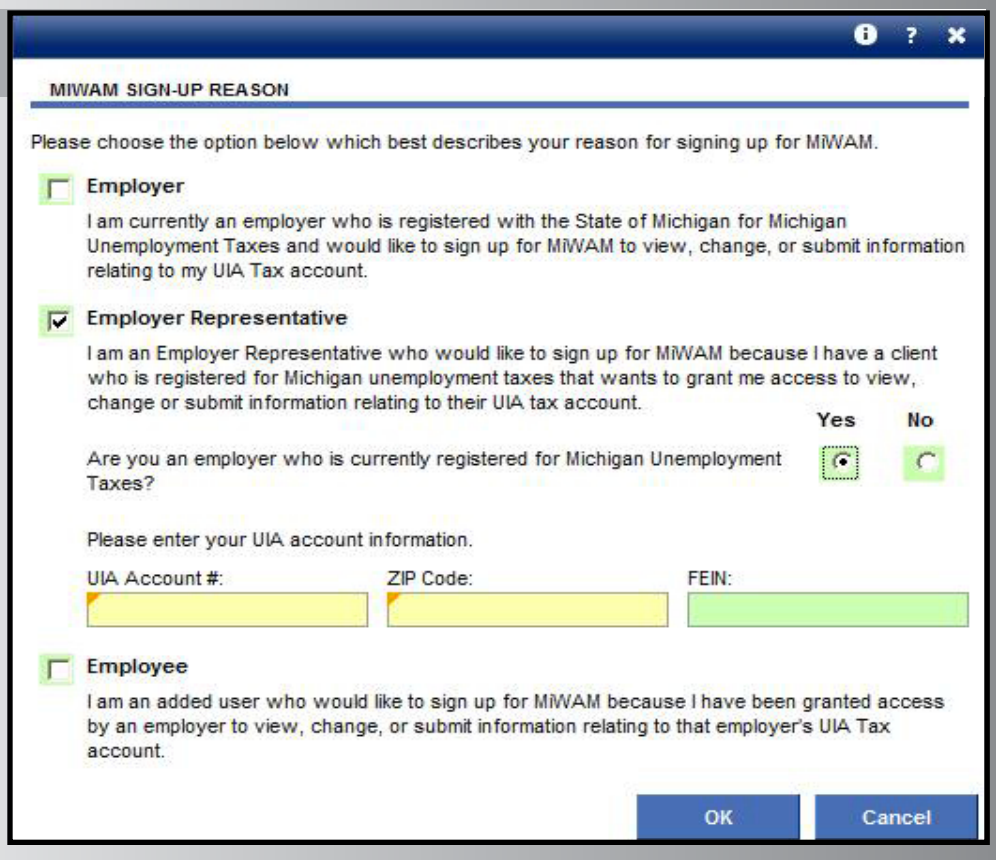
Step 5

If you select "Employer" you must enter your UIA account number and the zip code of the physical location of your business.



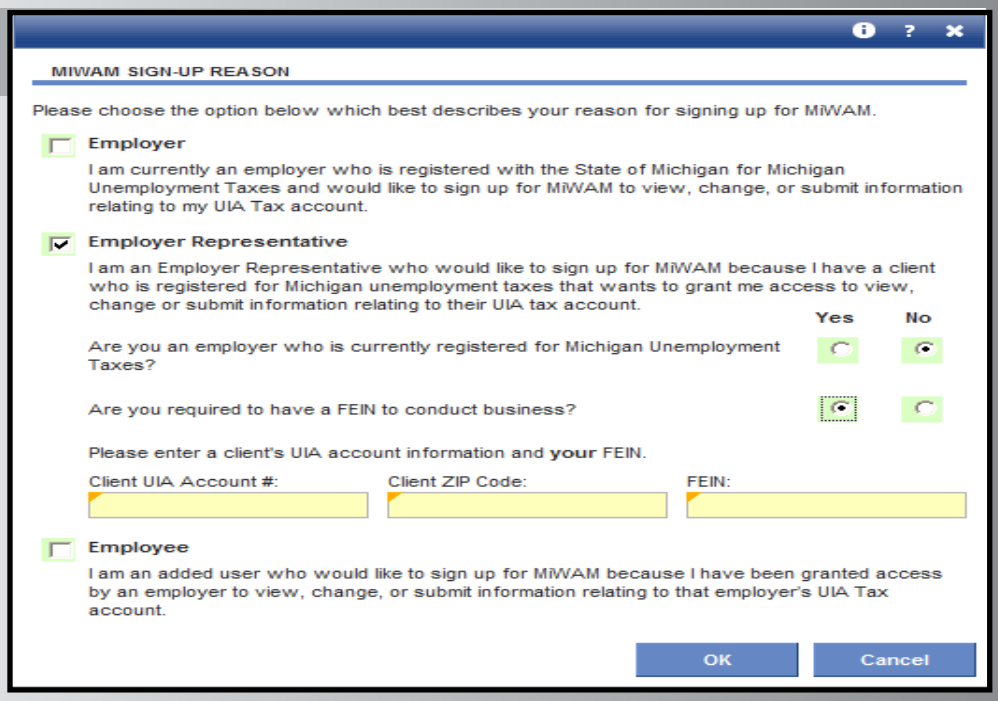
Step 6

If you select "Employer Representative" and you answer "Yes" to the question about whether you have a UIA employer account number, you must enter the UIA account number and zip code of the physical location of your business.



Step 7

If you select the option of Employer Representative and you answer "No" to the question about whether you have a UIA employer account number, you must answer the question about whether you have a Federal Employer Identification Number (FEIN). If you answer "Yes" then you must provide the FEIN along with a UIA employer account number and zip code of the physical business location of one of your clients.



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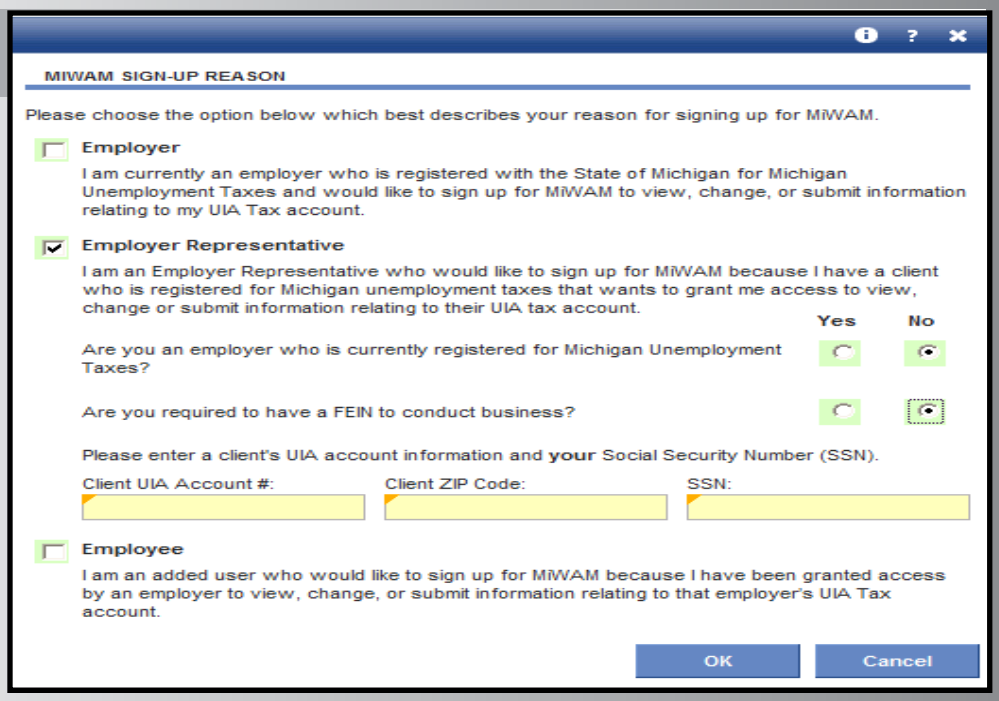
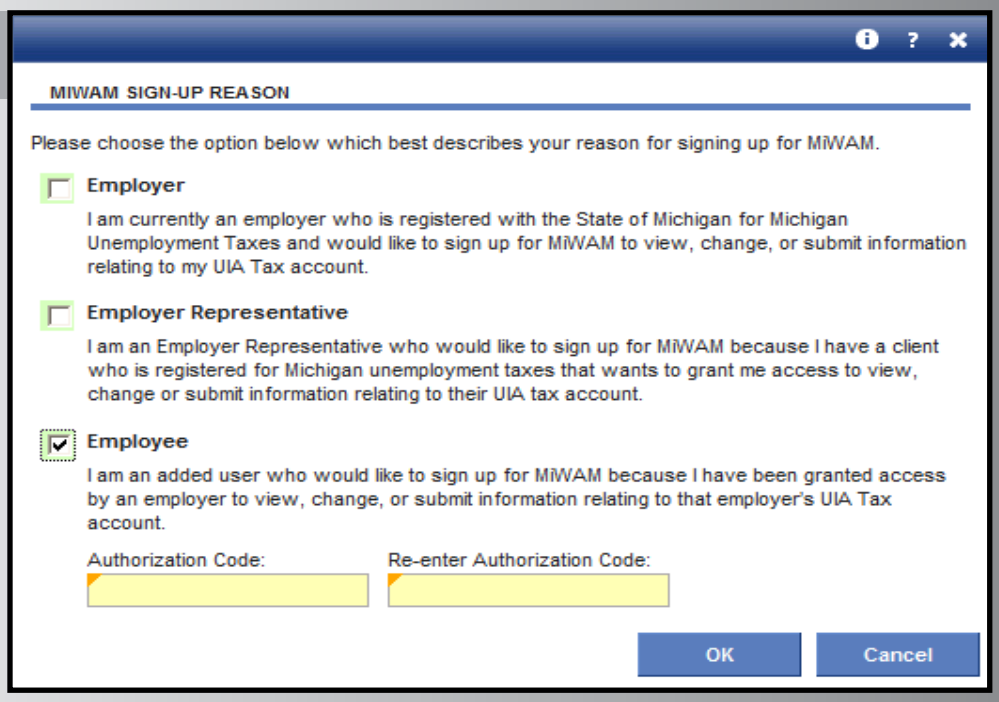
Step 8

If you select "Employer Representative" and you answer "No" to the question about whether you have a UIA employer account number, you must answer the question about whether you have a Federal Employer Identification Number (FEIN). If you answer "No" that you do not have a FEIN, then you must provide your Social Security Number along with a UIA employer account number and zip code of the physical business location of one of your clients.



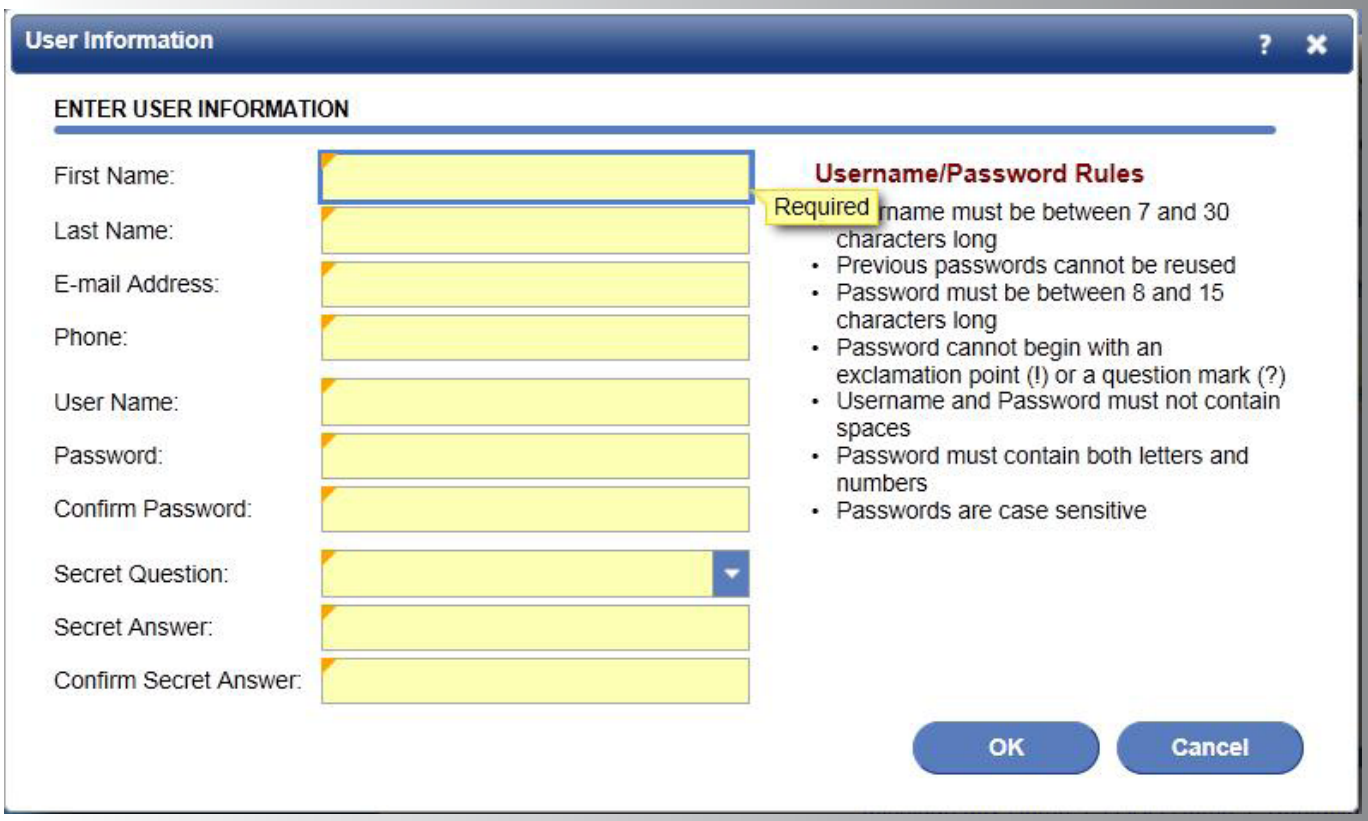
Step 9

Only select "Employee" if you have been added by either an employer or employer representative to their web account. In that circumstance you must enter and re-enter the authorization code. The authorization code was emailed when access was added for the employee by the employer or employer representative.



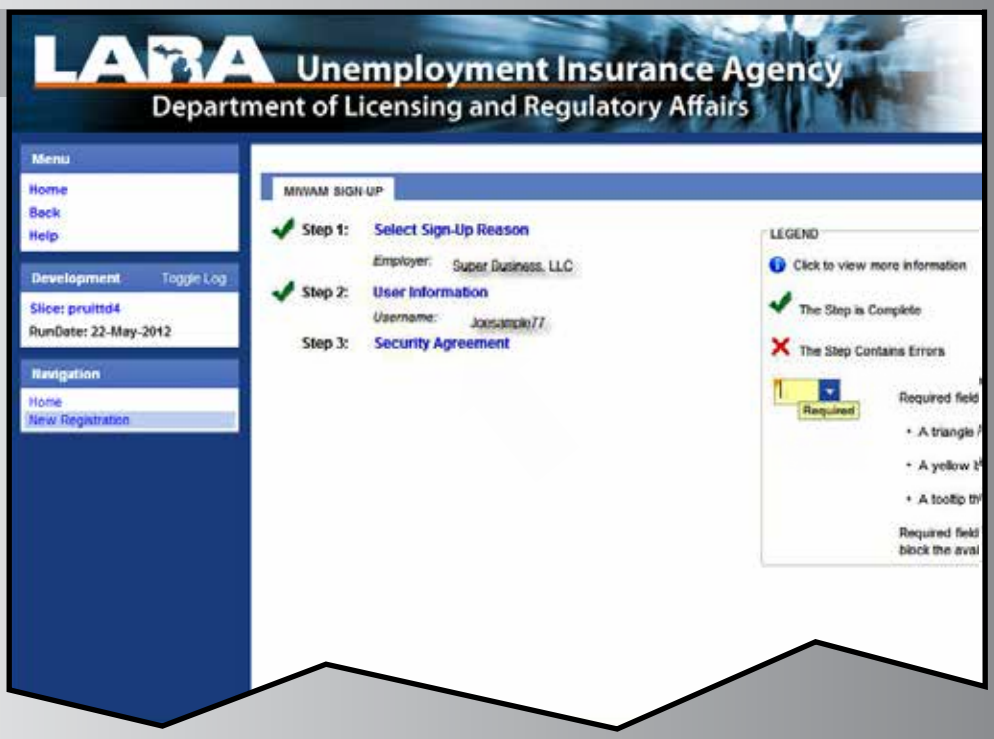
Step 10

Fill in the required User Information. This should be the person who will be using the MiWAM account for the business.



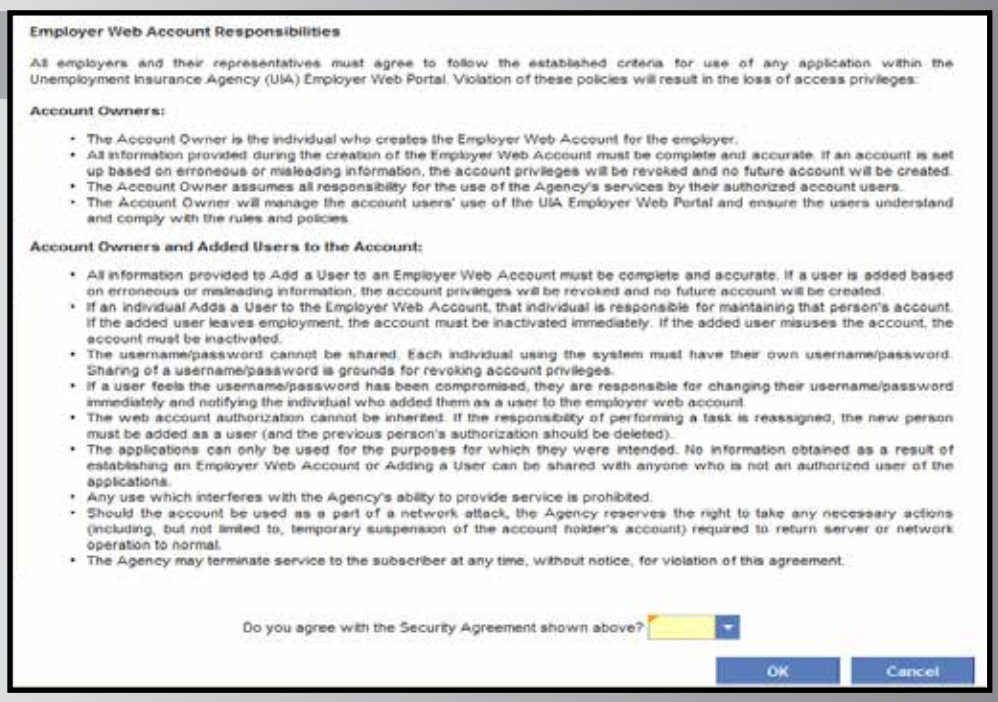
Step 11

Click "Security Agreement."



Step 12

Select "Yes" or "No" if you agree to the security agreement (you must agree in order to establish your web account).



Employer Web Account Responsibilities

All employers and their representatives must agree to follow the established criteria for use of any application within the Unemployment Insurance Agency (UIA) Employer Web Portal. Violation of these policies will result in the loss of access privileges:

Account Owners:

- The Account Owner is the individual who creates the Employer Web Account for the employer.
- All information provided during the creation of the Employer Web Account must be complete and accurate. If an account is set up based on erroneous or misleading information, the account privileges will be revoked and no future account will be created.
- The Account Owner assumes all responsibility for the use of the Agency's services by their authorized account users.
- The Account Owner will manage the account users' use of the UIA Employer Web Portal and ensure the users understand and comply with the rules and policies.

Account Owners and Added Users to the Account:

- All information provided to Add a User to an Employer Web Account must be complete and accurate. If a user is added based on erroneous or misleading information, the account privileges will be revoked and no future account will be created.
- If an individual Adds a User to the Employer Web Account, that individual is responsible for maintaining that person's account. If the added user leaves employment, the account must be inactivated immediately. If the added user misuses the account, the account must be inactivated.
- The username/password cannot be shared. Each individual using the system must have their own username/password. Sharing of a username/password is grounds for revoking account privileges.
- If a user feels the username/password has been compromised, they are responsible for changing their username/password immediately and notifying the individual who added them as a user to the employer web account.
- The web account authorization cannot be inherited. If the responsibility of performing a task is reassigned, the new person must be added as a user (and the previous person's authorization should be deleted).
- The applications can only be used for the purposes for which they were intended. No information obtained as a result of establishing an Employer Web Account or Adding a User can be shared with anyone who is not an authorized user of the applications.
- Any use which interferes with the Agency's ability to provide service is prohibited.
- Should the account be used as a part of a network attack, the Agency reserves the right to take any necessary actions (including, but not limited to, temporary suspension of the account holder's account) required to return server or network operation to normal.
- The Agency may terminate service to the subscriber at any time, without notice, for violation of this agreement.

Do you agree with the Security Agreement shown above?

OK Cancel

Step 13

You will receive a confirmation page with your username and confirmation number displayed.

Select OK.

You are now ready to begin using your MiWAM account with temporary access.

For the next 10 calendar days you may submit Form UIA 1028 and make tax or reimbursement payments through your MiWAM account.

Look for your authorization code to be mailed to the business address UIA has on file for your business within the next 7–10 business days.

Once you receive the authorization code and enter it when logging into your MiWAM account, you will have full access to all of the services for which you have been granted permission within MiWAM.

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Navigating MiWAM

Different computer programs have different ways of navigating. This tip sheet should help you find your way through the system.

Field colors are used to denote important information regarding what you can or cannot enter into that data field.

WHITE (Default) — This field is in an inquiry or view-only mode that will not accept data entry.

RED (Error) — This field is in error and has failed validation. Hovering over the fields in error with the mouse will show what is incorrect.

YELLOW (Required) — This field is mandatory. You must enter a value in this field before the information can be saved or proceed to the next screen. If yellow fields are not completed, MiWAM will not save the record.

GREEN (User Enabled) — This field is optional. The information is not required but keep in mind that it is often beneficial to complete as much information as possible.

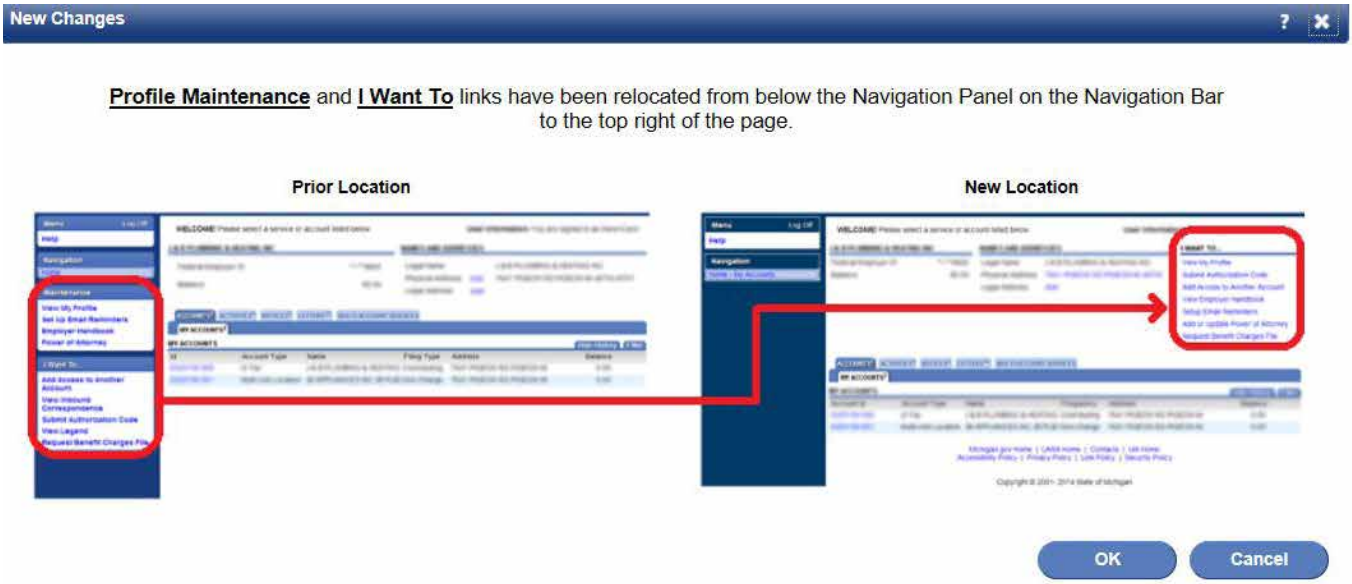
- Quarters
- The Activities tab keeps a log of all actions that the employer has taken on their account.
- Notices inform employers of pertinent information related to their account.
- Reports and payment history
- The Account Services tab is where each employer will be able to view rate information, apply for credits or seasonal designations, request a transfer of business, and manage any other facets of their account.
- The Letters tab indicates any correspondence sent to the employer from the UIA.

Please note: Sub-tabs will change as tabs are selected.

Navigating MiWAM

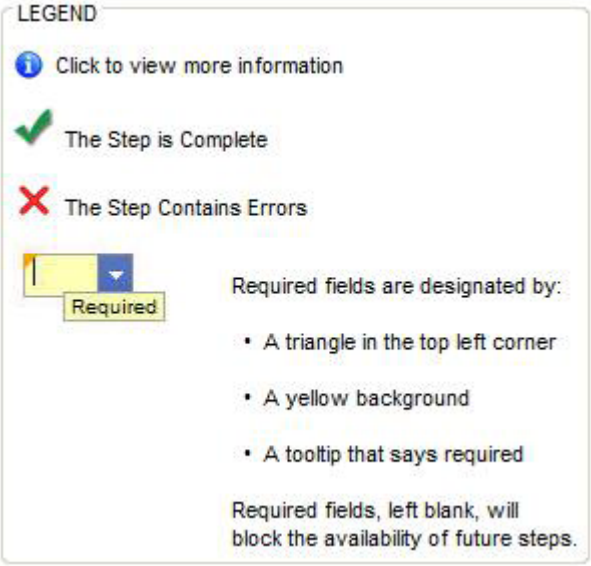
NAVIGATION

You will find the navigation links on the top right side of your screen. These links allow quick access to existing windows. You should always use these links to return to the previous screen — don't use the back button!



LEGEND

When entering data into MiWAM, always look for the following symbols:



Letters and Correspondence
in MiWAM

MiWAM allows you to review, keep track and respond to your notices and letters related to your UI tax account. Each letter you receive from UIA will have a Letter ID number, making it easier to search for correspondence on specific topics.

With MiWAM you can:

- View Web notices
- Send account inquiries to the UIA
- Set a web mail preference — select this option if you would like to receive UIA correspondence electronically only
- Create email reminders for specific tasks
- Search by letter ID for correspondence sent from UIA
- See the status of your protest

Here are some samples of what you'll encounter in MiWAM:

SEARCH BY LETTER ID

Use filter to go to a specific letter or form

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Other MiWAM Functions

SET MAIL PREFERENCES

Go Green Information

Receiving correspondence electronically has many advantages:

- Convenient access to time-sensitive information.
- Receive correspondence several days faster than by regular mail.
- Reduced mailing costs.

Set Mail Preference

Receive Your UIA Correspondence Electronically

☑ **Go Green!** Check this box if you would like to receive UIA correspondence electronically.

Choosing this option means that you are either the employer, or authorized by the employer to conduct electronic transactions and receive records and other correspondence from this Agency in an electronic format through its MiWAM system, and that you agree to do so.

Examples of correspondence that will be issued and received electronically through this agreement include, among others, information related to **any** MiWAM online service function:

- Reports/Payments
- Account Maintenance
- Tax Issues and Assessments
- Determinations
- Redeterminations
- WOTC

If your organization uses a third party administrator (TPA) for Michigan unemployment purposes, note that correspondence previously mailed to the TPA will only be viewable through MiWAM.

Congratulations on your choice to 'Go Green'! Employers can now receive Unemployment Insurance correspondence electronically through MiWAM. Correspondence previously sent by regular mail can now be viewed under the "Letters" tab. It is your responsibility to check your account regularly for new mail since email notifications are not sent.

If at any time you wish to receive your correspondence via U.S. mail and opt-out of receiving UIA correspondence electronically, please uncheck the Go Green button.

SET UP EMAIL REMINDERS

☐ Check this to have the system automatically send you an email reminder before the due date of the UIA 1028, Employer's Quarterly Wage/Tax Report. You must choose either a 10- or 25- day reminder, below, for the number of days before the quarterly due date to receive the email reminder.

The quarterly due dates are:

January	25th
April	25th
July	25th
October	25th

Note: To stop the system from automatically sending you an email reminder, please uncheck the box and resubmit your request.

○ Reminder 10 days before Due

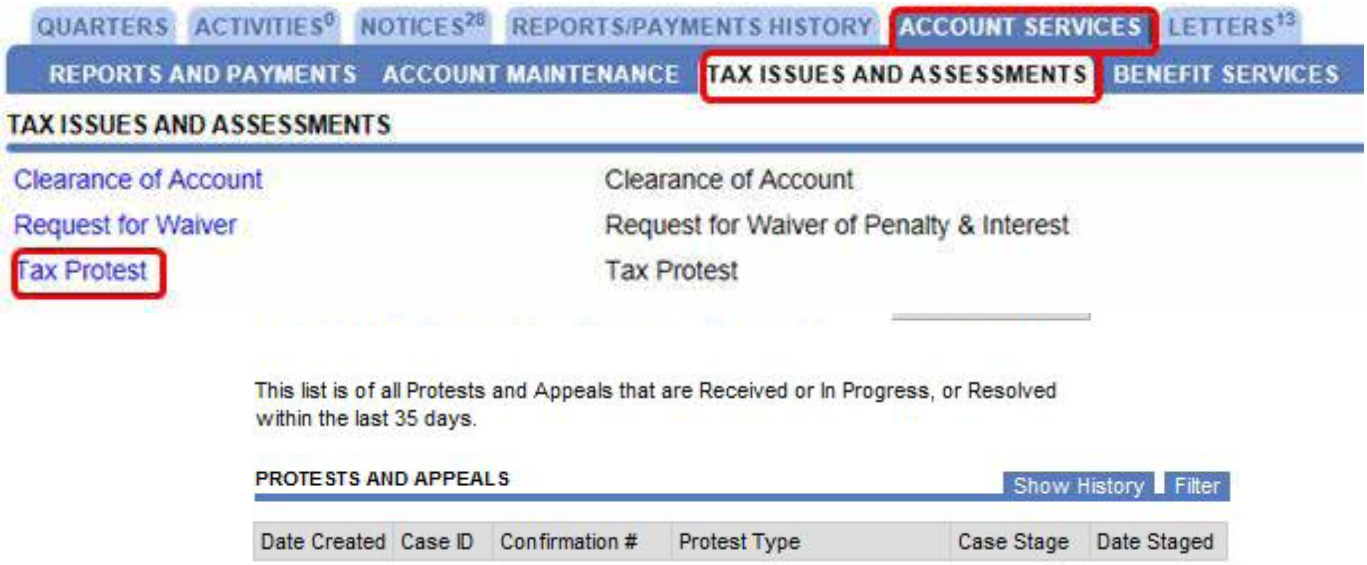
○ Reminder 25 days before Due

Submit Cancel

Other MiWAM Functions

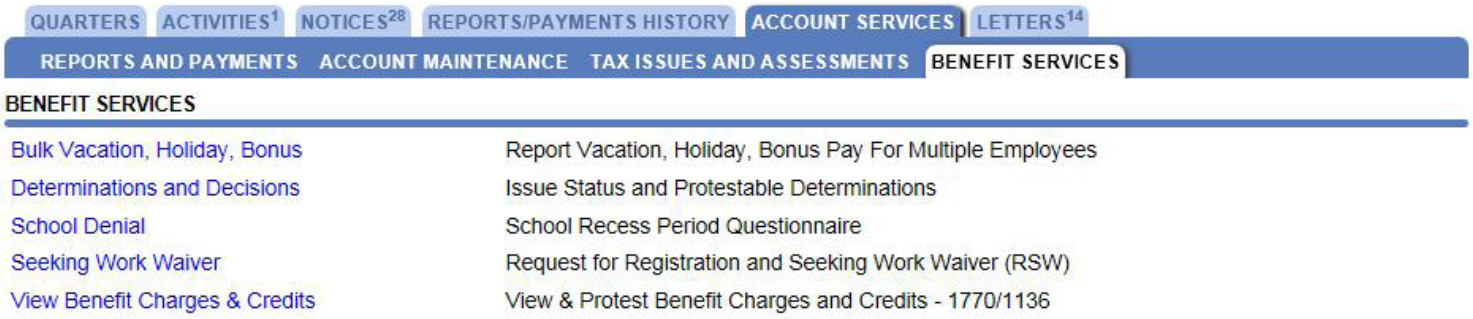
STATUS OF TAX PROTESTS OR APPEALS

To view the status of tax protests or appeals, click on the Account Services tab, then the Tax issues and Assessments sub-tab. Then click the link for Tax Protest.



BENEFIT SERVICES

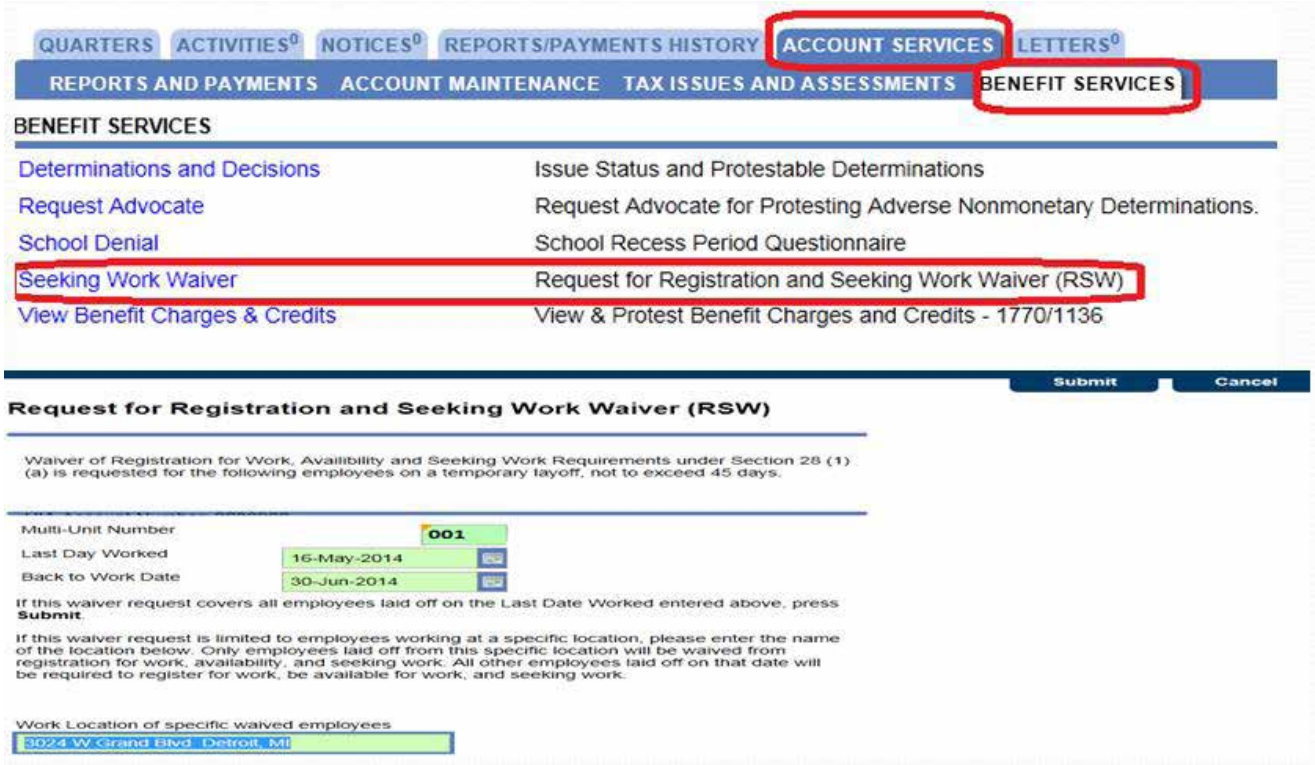
Employers can review and respond to a monetary determination that may affect their tax rate and review benefits that have been charged to their accounts.



Other MiWAM Functions

REGISTRATION AND SEEKING WORK WAIVER

Employers may request a Registration and Seeking Work Waiver for employees that are temporarily laid off for not more than 45 days. This request must be received before the layoff occurs (no later than the week prior to the layoff).



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Protesting Benefit Charges in MiWAM

Each week, employers receive statements of charges and credits that have been made to their accounts on *Form UIA 1136 — Statement of Unemployment Benefits Charged or Credited to Employer's Account*. If the employer disputes the accuracy of the statement, or believes the reported earning or other information is wrong, they may protest the benefit charges. With MiWAM, you can see the form and protest the benefit charges right away. Select the Benefit Services tab.

Form UIA 1136

UIA 1136
(Rev.##-##)

Rick Snyder
GOVERNOR

State of Michigan
Department of Licensing and Regulatory Affairs
Unemployment Insurance Agency
3024 W Grand Blvd, Suite 11-500, Detroit, MI 48202
www.michigan.gov/uia • (855) 484-2636 • (313) 456-2300

LARA

Authorized By
MCL421.1 etseq.
Steve Arwood
DIRECTOR

ABC COMPANY
123 MAIN STREET
ANYTOWN, MI 99999-9999

MailDate: December 31, 9999
Letter ID: L1497812992
EAN: 1234567-000
Employer: ABC COMPANY

STATEMENT OF UNEMPLOYMENT BENEFITS CHARGED OR CREDITED TO EMPLOYER'S ACCOUNT
CALENDAR WEEK ENDING 04/28/2012

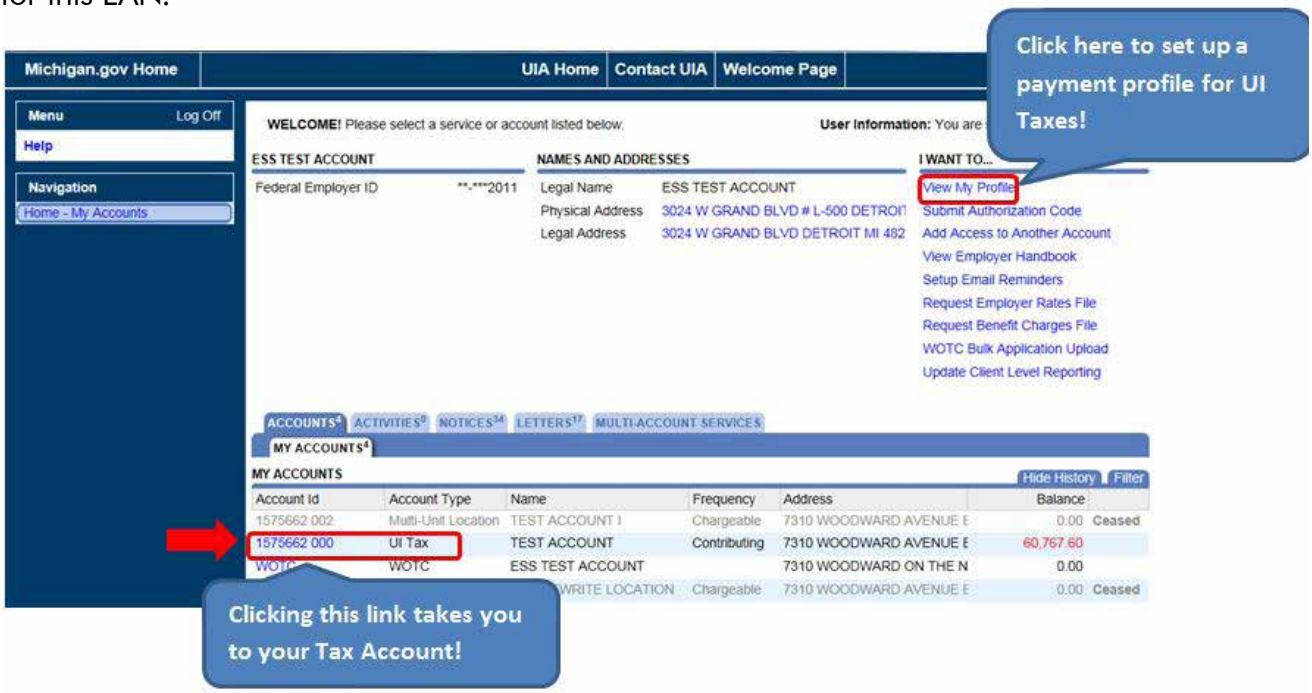
UNEMPLOYED WORKER SSN	UNEMPLOYED WORKER NAME	BO NBR	PAYMENT/ ADJUSTMENT DATE	CERT WKEND DATE	AD TYP	CHG TYP	UNEMPLOYED WORKER EARNED INCOME	TOTAL
111-11-1111	L. JONES	023	04/16/2012	04/07/2012	01	REG	126.82	145.56
222-22-2222	J. SMITH	023	04/17/2012	04/07/2012	01	REG	0.00	210.00
222-22-2222	J. SMITH	023	04/17/2012	04/14/2012	01	REG	0.00	210.00
333-33-3333	S.WHITE	008	04/17/2012	04/07/2012	01	REG	0.00	283.00
333-33-3333	S.WHITE	008	04/17/2012	04/14/2012	01	REG	0.00	283.00

TOTAL TO ACCOUNT 0056768003 1,131.56
FOR WEEK ENDING 04/28/2012

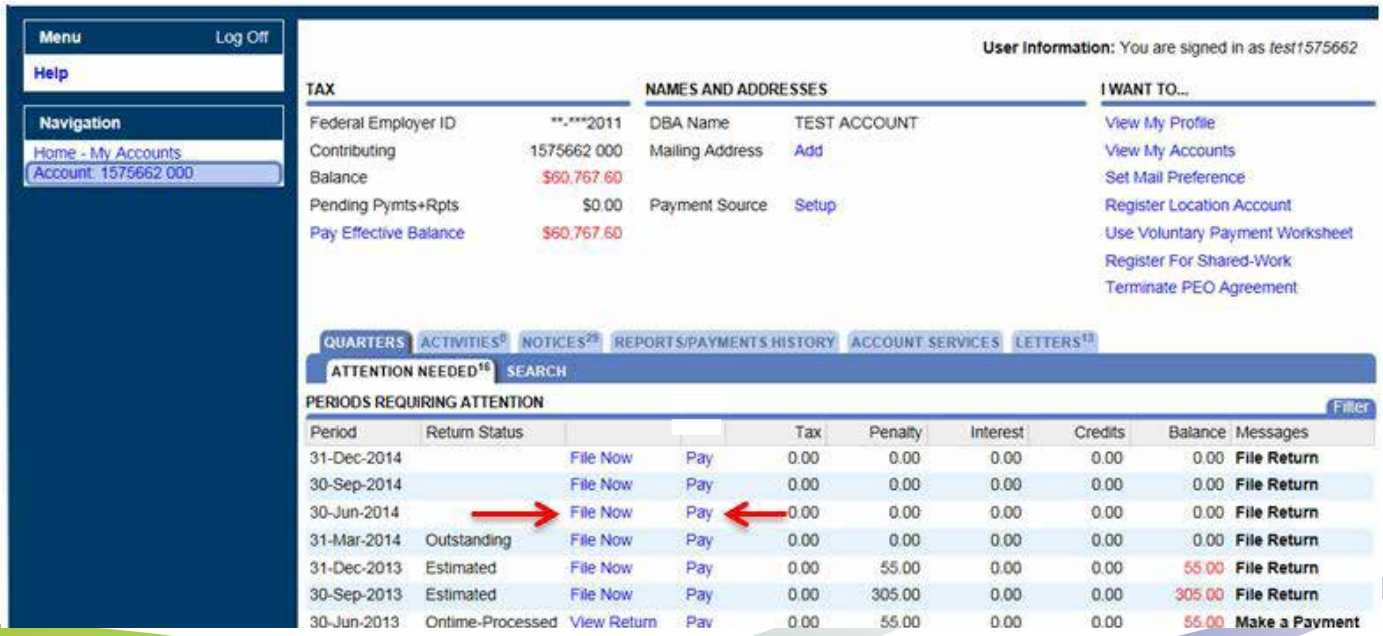
The listing of benefits paid is a determination that the involved claimant was not unemployed or underemployed, able to work, available for work, and had remuneration, (e.g., excessive earnings, lost earnings) as reported on Form UIA 1136 for the week(s) paid and has certified truthfully. Since the benefit payment listing is a determination, it may be protested in relation to the issues listed above. This form is also available in electronic format (see p.40).

Filing Form UIA 1028

Select the Employer Account Number (EAN) link under the ID column. This will bring you to the Quarters tab for this EAN.



Select the File Now option for the appropriate quarter. This will bring you to the Quarterly Wage/Tax Report Screen. The Attention Needed Tab is the default for quarters with balances and unfiled quarters. The Search Tab provides a history of quarters.



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Filing Form UIA 1028

Enter your information in the green fields. The monthly count of the number of employees and the wage detail fields are in green. MiWAM will calculate the total wage figures for you. Select the Submit button to submit the 1028 report.

If no errors are identified, you will be prompted to enter your MiWAM password. Then click Submit for confirmation.

Menu Log Off
Help
Navigation
Home - My Accounts
Account: 1575662 000
Qtrly Wage/Tax Report

Import | Submit | Save and finish later | Cancel

Quarterly Wage/Tax Report

VIEW FILE FORMAT

Click to import file

All liable employers are required by Section 13 of the Michigan Emp 13) and Administrative Rule 421.121 of the Unemployment Insurance Agency (UIA), to disclose their tax liabili

For All Employers: A penalty of $50 is assessed for the first quarter that the wage information is received by the Unemployment Insurance Agency (UIA) after the due date. A penalty of $250 is charged for each subsequent quarter that the wage information remains un-submitted. Interest accrues at the rate of 1% per month (computed on a daily basis) on all taxes or reimbursements remaining unpaid after the due date as provided by Section 15(a) of the MES Act.

For Contributing Employers: A penalty of 10% of the tax due for the quarter, minimum charge of $5 and a maximum charge of $25, is assessed for each quarter that the tax information is received by UIA after the due date.

For Reimbursing Employers: A penalty of $10.00 is assessed for each quarter that tax information is received by UIA after the due date.

Family Employment: Does the employee, alone or in combination with his/her child or spouse, own more than 50% of the shares of the business? OR, does the parent(s) of the employee who is under the age of 18 own more than 50% of the shares of the business? If the answer to either of these questions is "Yes", check the box for family employment. For more information on family employment, see Sections 43(g), 46(g) and (h) of the MES Act.

If you have filed your UIA 1028 online and wish to submit your payment in the form of a check, please attach the payment coupon found along with the downloadable UIA 1028 under the Forms link at www.michigan.gov/uia.

QUARTER ENDING DATE: 6/30/2013

Taxable Wage Limit:	$9,500.00
Gross Wages:	$0.00
Excess Wages:	$0.00
Out of State Wages:	$0.00
Taxable Wages:	**$0.00**
Calculated Tax Rate:	10.30%
Calculated Tax Due (Rounded):	$0.00
Obligation Assessment and Other Rate Factors:	5.16%
OA and Other Factors Tax Due:	$0.00
Total Tax Due:	**$0.00**
Apportionment Election	
Audited Report	

Is this the Final Report for this business? Yes No

Provide the number of all **full-time** employees and **part-time workers** who worked during or received pay for the pay period which includes the 12th of the month:

April	May	June
0	0	0

Note: When initially filing, the Wage Detail section is pre-populate al records may be added manually or through the 'Import' functionality.

WAGE DETAIL

	SSN	Last Name	First	of State Wages	Visa Wages	Filter
				Wages	Family Em	In Error
	***-**-1111	TESTY	TEST	0.00		

These lines contain employees from previous reports. You can edit, delete or add lines.

Select Submit when ready to send the 1028!

Import | Submit | Save and finish later | Cancel

Reports that have been submitted and processed can be viewed under the Quarters/Search tab. A report can be amended if View Report is selected, and the Change button on the left sidebar is selected.

Filing Form UIA 1028

Visa Wages

Enter visa wages for J-1 and H-2B wages under the Visa Wages tab. The obligation assessment due on these wages is automatically calculated and when saved will be added to the obligation assessment amount due on the 1028 screen.

Note: When initially filing, the Wage Detail section is pre-populated with up to 250 employee records. Additional records may be added manually or through the 'Import' functionality.

WAGE DETAIL

Out of State Wages | Visa Wages | Filter

SSN	Last Name	First Name	Middle Init	Wages	Family Em	In Error
***-**-6789	TESTER	J		1,500.00		
***-**-6123	TEST	JOHN		2,500.00		
***-**-3123	TESTY	TEST		5,000.00		
***-**-1222	TEST	EMPLOYEE		0.00		

Visa Wages Report

Visa Wages Quarterly Report

Visa Gross Wages	6,500.00
Visa Excess Wages	0.00
Visa Taxable Wages	6,500.00
Obligation Assmt Rate	0.96
Visa Obligation Assmt	62.40

1 - 2 of 2 Show Errors

SSN	Last Name	First Name	Middle Init	Visa Type	Visa Wages
***-**-6789	TESTER	J		J1	5,000.00
***-**-6123	TEST	JOHN		H2B	1,500.00

OK Cancel

Filing Form UIA 1028

Wage Report File Format

FILING 1028 AS AN UPLOAD

You have the option to submit a 1028 file using the Wage Report file format. This format is available on the Quarterly Wage/Tax Report screen. Select the View File Format link in the upper right corner (shown on previous page).

You can file the 1028 report with an imported file you created. Select the Import button at the top or bottom of the Quarterly Wage/Tax Report screen and browse for the file location. When the file is selected, import and submit through MiWAM.

Wage Reporting File Specifications (72 byte records)

Max Import Records: 25,000 employees.

Note: If import file exceeds 25,000 employees, the Bulk File option is available to submit the Quarterly/ Wage Tax Report.

Electronic Reporting

Employers who want to import Wage Detail information using this method must review all requirements and specifications in this document before submitting wage detail information electronically.

Specifications

Overview

- Record Size = 72, Fixed length
- ASCII Coding Scheme

UIA EMPLOYER ACCOUNT NUMBER (Location 2-11)

A separate Wage Import File must be submitted for each 10-digit UIA Employer Account Number. The UIA Employer Account Number consists of an assigned seven (7) digit account number plus a three (3) digit location/multi-unit number. The location/multi-unit number is three (3) zeros unless you have submitted a request for chargeable locations. All wages paid for the quarter under a single 10 digit UIA Employer Account Number must be submitted on one report for the quarter. For instance, all hourly and salary employees, if employed under one 10-digit UIA Employer Account Number, must be reported on the same import file for the quarter, unless a location number greater than 000 has been assigned.

LOCATION NUMBER

A location number is assigned for each business location or employment type upon the employer's request. If an employer wants wage and benefit charge data recorded separately by business location or by employment type (i.e. hourly, salary or executive), you may submit a request online through your MiWAM account by submitting a web notice.

The Social Security Number or Individual Taxpayer Identification Number (ITIN) identifies the "S" or "O" or "V" record and must be provided for each employee record in the detail. Zeros must not be entered for an employee's Social Security Number.

SOCIAL SECURITY NUMBER (Location 17-25, "S" Record or "O" Record or "V" Record)

- The wage data cannot be processed if the social security number or ITIN is missing or zero filled. Employers should have the social security number or ITIN of each individual in their employ. You must provide the social security number or ITIN for each employee for which you are reporting wages.
- A social security number or ITIN can only be entered once per UIA 10-digit UA Employer Account Number on the "W" and "V" wage records for a quarter. Since an employee may work in more than one state in a quarter, more than one "O" record per UIA 10-digit Employer Account Number can be submitted if the state indicated is different on each of the record(s) submitted for the employee.
- If an employee works for a business at several different locations during the quarter, and each location has the same location (multi-unit) number, all wages for the employee are to be totaled and reported under the 10-digit UIA Employer Account Number. If an employee works for a business at several different locations during the quarter, and each location has a different location (multi-unit) number, wages for each location must be reported under each 10-digit UA Employer Account Number.

GROSS WAGES (Location 62-71, "S" Record | Location 63-72, "O" Record)

Wage detail information should be provided for every covered employee to whom wages were paid during the calendar quarter. ***Do not report wages that were earned but not actually paid during the calendar quarter.*** Also, do not report wages of an employee whose services are excluded from coverage under Section 43 of the MES Act.

Include wages paid either in cash or in a medium other than cash, such as the cash equivalent of meals furnished on the employer's premises and the cash equivalent of lodging provided by the employer as a condition of employment. Also included as wages are commissions and bonuses, awards and prizes, severance pay, vacation and holiday pay, sick pay when paid to liquidate a worker's balance of sick pay at the time of separation from employment, tips actually reported by the worker to the employer and the cash value of a cafeteria plan if the employee has the option under the plan to choose cash.

Do not include as wages such payments as:

- profit-sharing,
- sick pay under an employer plan on account of sickness,
- contributions to a retirement plan,
- discounts on purchases from the employer,
- or reimbursements to employees of expenses incurred on behalf of the employer.

When reporting gross wages, enter the total amount of wages paid to each employee during the calendar quarter.

FAMILY STATUS (Location 72, "S" Record)

- This field should contain one of two values; a blank or an "F" for family employment.
- Leave blank unless you are a family owned business in which the majority interest is owned by the employee, their spouse, child, or parent (if the employee is under the age of 18 at the time the work is performed). If so, place an "F" in this field. Refer to Sections 46(g) and (h) of the MES Act for more information on family employment.

Employer Header Record

There must be one Header record preceding each set of Detail records.

Location	Field Name	Picture	Description
1	Record Identifier	X(01)	"E"
2-8	Employer Number	9(07)	UIA Account Number. Cannot be all zeros. Must match the employer number on the wage detail record(s).
9-11	Location/Multi-Unit Number	9(03)	UA Multi Unit number. May be all zeros. Must match the multi- unit/location number on the wage detail record(s).
12-15	Year	9(04)	Filing year in CCYY form, where CCYY is the year with century. CCYY must be a valid year such as 2012, 2013, 2014, etc. CCYY cannot be all zeros.
16	Quarter	9(01)	Filing calendar quarter: must be 1, 2, 3 or 4.
17-40	Filler	X(24)	
41-47	Number of Employees	9(07)	Number of employees on this 1017, right justified and left padded with zeros. This should match the number of wage detail records (Record Identifier="S", “O”, and “V”) that follow this header record. Cannot be negative. May be all zeros.
48-60	Total Wages	9(11)V99	Total amount of wages reported on following wage detail records, right justified and left padded with zeros. This should match the total of the Employee Gross Wages column found in the Detail Records (Record Identifier="S", “O”, and “V”). Cannot be negative. May be all zeros.
61-72	Filler	X(12)	

Employee Detail Record

There may be zero or more detail records after each Header record.

Location	Field Name	Picture	Description
1	Record Identifier	X(01)	"S"
2-8	Employer Number	9(07)	UIA Account Number. Cannot be all zeros. Must match the employer number on the header record.
9-11	Location/Multi Unit Number	9(03)	UIA Location/Multi Unit number. May be all zeros. Must match the multi- unit/location number on the header detail record.
12-15	Year	9(04)	Filing year in CCYY form, where CCYY is the year with century. CCYY must be a valid year such as 2012, 2013, 2014, etc. CCYY cannot be all zeros.
16	Quarter	9(01)	Filing calendar quarter: must be 1, 2, 3 or 4.
17-25	Social Security Number	9(09)	Employee's Social Security number or Individual Taxpayer Identification Number (ITIN). Do not zero fill.*
26-32	Filler	X(7)	
33-48	Employee Last Name	X(16)	Last name of the employee.
49-60	Employee First Name	X(12)	First name of the employee.
61	Employee Middle Initial	X(01)	Middle initial of employee's name.
62-71	Employee Gross Wages	9(08)V99	Total quarterly gross wages for employee, right justified and left padded with zeros. Cannot be negative. May be all zeros.
72	Family Status Indicator	X(01)	"F" if employee is a family member; blank otherwise.

Filing Form UIA 1028

Out of State Wages File Format

Out-of-State (OOS) wages are utilized to off-set UI tax liability on subsequent Michigan wages up to Michigan's taxable wage limit of $9,500. This is to acknowledge the payment of UI taxes in another state for the same calendar year. Wages should be reported in both categories (OOS and in-state) only on the quarter where the employee first had earnings in Michigan.

- The YTD OOS wages used will be limited to the Taxable Wage Limit for the state where the OOS wages were reported.
- The sum of the Out of State field for all quarters will not exceed the YTD OOS field amount.
- The sum of the Out of State fields plus the Taxable fields will not exceed Michigan's Taxable Wage Limit of $9,500.
  - If taxable OOS wages meet or exceed $9,500, no Michigan wages are taxable.
  - If taxable OOS wages are lower than $9,500, Michigan wages are taxed to reach the taxable wage limit.
- OOS are to be reported as a year-to-date figure on the same quarter when Michigan wages are first being reported. This should only occur once. The OOS wages should not include Michigan wages.
- The taxable wage limits for all the states are in the system, allowing us to ensure that Michigan's taxable wage limit of $9,500 is reached.
- Localization of employment rules still apply to employees who perform services in more than one state throughout the year. Below is the file format for the single wage report import process.

Out of State Wage Detail Record

There may be zero or more detail records after each Header record.

Location	Field Name	Picture	Description
1	Record Identifier	X(01)	"O"
2-8	Employer Number	9(07)	UIA Account Number. Cannot be all zeros. Must match the employer number on the header record.
9-11	Location/Multi Unit Number	9(03)	UIA Location/Multi Unit number. May be all zeros. Must match the multi- unit/location number on the header detail record.
12-15	Year	9(04)	Filing year in CCYY form, where CCYY is the year with century. CCYY must be a valid year such as 2012, 2013, 2014, etc. CCYY cannot be all zeros.
16	Quarter	9(01)	Filing calendar quarter: must be 1, 2, 3 or 4.
17-25	Social Security Number	9(09)	Employee's Social Security number or Individual Taxpayer Identification Number (ITIN). Do not zero fill.*
26-31	Filler	X(6)	
32-47	Employee Last Name	X(16)	Last name of the employee.
48-59	Employee First Name	X(12)	First name of the employee.
60	Employee Middle Initial	X(01)	Middle initial of employee's name.
61-62	State	X(02)	Identifies the state/region the wages were earned previous to Michigan. (Includes District of Columbia, Virgin Islands, and Puerto Rico.) Cannot be blank.
63-72	Employee Gross Out of State Wages	9(08)V99	Total quarterly gross out of state wages for employee, right justified and left padded with zeros. Cannot be negative. May be all zeros.

Filing Form UIA 1028

Visa Wages File Format

Public Act 241 of 2014 provides new exclusions from unemployment benefits for services performed by certain categories of workers. This amendment became effective August 26, 2014. Beginning (retroactively) January 1, 2014, unemployment benefits will no longer be payable to: (1) a holder of an "H-2B" visa, which covers workers admitted to the United States temporarily to perform non-agricultural services, and (2) a holder of a "J-1" visa, which covers workers admitted under the "exchange visitor program." However, only the following categories of "J-1" visa holder are excluded: international visitors, government visitors, camp counselors, and au pairs. When services are excluded, the employer is not required to pay state unemployment taxes on those services. However, the employer is still required to report the wages as Visa Wages since obligation assessment is still due on those wages.

These visa wages can be reported through MIWAM through data entry on the UIA 1028 page, through submission of a new V record type for the Wage Report file format for single employers, or through the Bulk Report file format for all other employers. Below is the file format for the single Wage Report import process.

Visa Wage Detail Record

There may be zero or more detail records after each Header record.

Location	Field Name	Picture	Description
1	Record Identifier	X(01)	"V"
2-8	Employer Number	9(07)	UIA Account Number. Cannot be all zeros. Must match the employer number on the header record.
9-11	Location/Multi Unit Number	9(03)	UIA Location/Multi Unit number. May be all zeros. Must match the multi- unit/location number on the header detail record.
12-15	Year	9(04)	Filing year in CCYY form, where CCYY is the year with century. CCYY must be a valid year such as 2012, 2013, 2014, etc. CCYY cannot be all zeros.
16	Quarter	9(01)	Filing calendar quarter: must be 1, 2, 3 or 4.
17-25	Social Security Number	9(09)	Employee's Social Security number or Individual Taxpayer Identification Number (ITIN). Do not zero fill.*
26-31	Filler	X(6)	
32-47	Employee Last Name	X(16)	Last name of the employee.
48-59	Employee First Name	X(12)	First name of the employee.
60	Employee Middle Initial	X(01)	Middle initial of employee's name.
61-62	Visa Type	9(02)	Enter 01 for an employee with a J-1 visa. Enter 02 for an employee with a H-2B visa. Cannot be zero filled.
63-72	Employee Quarterly Wages	9(08)V99	Total quarterly gross wages for employee, right justified and left padded with zeros. Cannot be negative. May be all zeros.

Yearly Wage Breakdown

The Wage Breakdown feature allows employers to access wage details for all their employees for an entire calendar year. This tool is intended to assist in the identification of wages that may be listed incorrectly. This will aid in determining the validity of the information reported on Form UIA 1107, *Notice of Error Reported Wages/ Taxes*. The initial presentation of the data is sorted by Social Security Number (SSN), from lowest to highest, to match the requirements for filing of Form UIA 1028, *Employer's Quarterly Wage/Tax Report*.

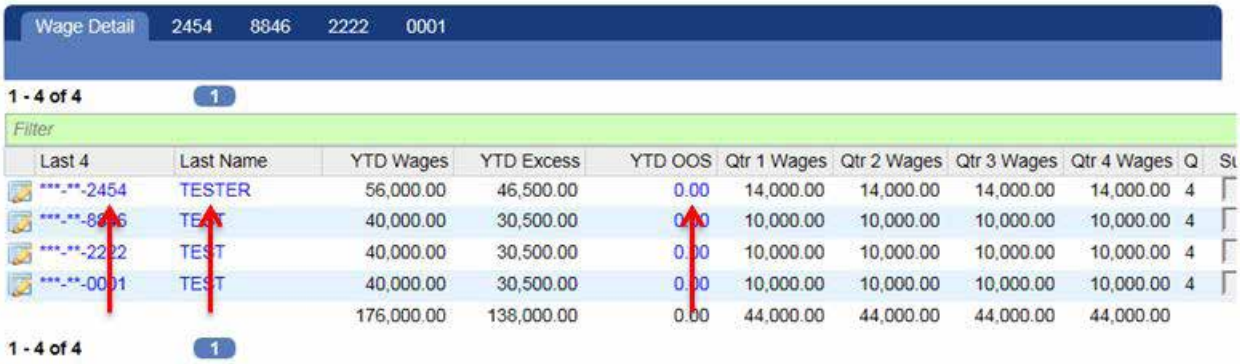
- The initial sort of SSNs will allow the location by line of the employee to be compared to their location by line on the employer file. The 10th record should match when the same sort is applied to both sets of records. This will identify those instances where an employee's SSN may need to be corrected.
- An additional level of detail is available for each employee when the Social Security Number link is selected. The most recent Last Name UIA received for that SSN will be displayed on the Yearly Wage Breakdown grid. If the SSN is selected, an additional window will appear with information on that individual. This will identify instances where a name change might have occurred during the year. This level can also be used to verify that the amount of wages reported for the employee is allocated accurately.
- Service Providers must have the MiWAM permission of 'Reports and Payments' for their clients to view the Yearly Wage Breakdown results.
- The 'Filter' line can be used to review a smaller sub-set of the Yearly Wage Breakdown.
    - If you filter on "SUS=True" the results will list all the employees who have a single quarter with wages and the employees who have last names that changed during the calendar year. This will identify those instances where a long-term employee's SSN may need to be corrected.
    - You may enter a name or part of a name to view the results.
    - You may also filter by one of the figures. If you filter on "YTD Wages>20000" the return will be all employees who have a YTD Wage figure over $20,000.
    - If you filter on "q=1" all lines with wages in a single quarter will be listed.
    - If you wish to display the entire file, the Filter line can be cleared and Enter selected.

Yearly Wage Breakdown

Accessing the Wage Breakdown Control

The Wage Breakdown control is located on the Account Springboard under the Account Services tab. MiWAM security of File/Pay is needed to access this control, and any service provider with File and Pay access can utilize it.

1. From MiWAM, click the Account ID hyperlink.
2. Click the Account Services tab.
3. Click the Reports and Payments sub-tab.
4. Click the Yearly Wage Evaluation hyperlink.
5. Click the appropriate calendar year.



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Payment Features

Employers can set up a payment profile, make payments and set up a payment plan through MiWAM.

Payments can also be mailed to the UIA. There is no need to include a copy of the report. Please include your Employer Account Number (EAN) on the check and on the *Form UIA 4101, Employer's Quarterly Tax Payment Coupon*, to assist in proper processing and mail to: UIA, Tax Office, P.O. Box 33598, Detroit, MI, 48232.

User Information: You are signed in as *DemoAccount*

TAX		NAMES AND ADDRESSES		I WANT TO...
Federal Employer ID	**-***5555	Mailing Address	Add	View My Profile
Contributing	2038900 000			View My Accounts
My Balance	$739.29	Payment Source	Setup	Set Mail Preference
Pending Pymts+Rpts	$0.00			Register Location Account
Pay Effective Balance	$739.29			Use Voluntary Payment Worksheet
				Register For Shared-Work

Establish a payment profile and choose to pay entire balance or designate a payment to a specific tax liability.

QUARTERS | ACTIVITIES[0] | NOTICES[0] | REPORTS/PAYMENTS HISTORY | ACCOUNT SERVICES | LETTERS[0]

ATTENTION NEEDED[4] | SEARCH

PERIODS REQUIRING ATTENTION — Filter

Period	Return Status			Tax	Penalty	Interest	Credits	Balance	Messages
31-Dec-2014		File Now	Pay	0.00	0.00	0.00	0.00	0.00	**File Return**
30-Sep-2014		File Now	Pay	0.00	0.00	0.00	0.00	0.00	**File Return**
30-Jun-2014	Outstanding	File Now	Pay	0.00	0.00	0.00	0.00	0.00	**File Return**
31-Mar-2014	Ontime-Processed	View Return	Pay	737.60	0.00	1.69	0.00	739.29	**Make a Payment**

The MiWAM account holder establishes a payment profile that is used anytime a payment is authorized.

Payments scheduled more than 90 days in the future and payment amounts exceeding $5,000,000 are not allowed and will result in a rejected payment.

Tax - Report Payment

TESTING | R US

Tax 2031608 000

Payment Date: 11-Feb-2014

PAY TO THE ORDER OF Unemployment Insurance Agency

428.16

Check Type: Business

Employer can choose the date the payment is initiated.

The amount due for the quarter is shown but can be changed by the employer.

J.P. MORGAN CHASE BANK, N.A.

September 2013

MEMO: **This payment will be designated to the quarter to pay off the obligation assessment, penalty, interest, and tax/reimbusement due.**

Bank Account Type	Routing Number:	Account Number:
Checking	021309379	****4567

Payment Features

Employers may also request a payment plan quote to pay delinquencies. This requires a payment profile to be established.

WELCOME! Please select a service or account listed below. **User Information:** You are signed in as *DemoAccount*

DEMONSTRATION ACCOUNT		NAMES AND ADDRESSES		I WANT TO...
Federal Employer ID	**-***5555	Legal Name	DEMONSTRATION ACCOUNT	View My Profile
My Balance	$1,793.95	Physical Address	3024 W GRAND BLVD DETROIT MI 482	Submit Authorization Code
Other Taxpayer Balance	$ -74.39	Legal Address	Add	Add Access to Another Account
				View Employer Handbook
				Setup Email Reminders
				Get a Payment Plan Quote
				Request Employer Rates File
				Request Benefit Charges File
				WOTC Bulk Application Upload
				Update Client Level Reporting
				Apply for WOTC

When an account balance exists, the link Get a Payment Plan Quote is displayed under the I Want To... links.

Submit Cancel

MAIN

To request a payment plan quote, you are required to pay a minimum payment of 10% of the outstanding account balance. The remainder of the balance can be paid in fixed monthly payments over a period of 12 months or weekly payments over a period of 52 weeks. Please select the Payment Frequency and desired down payment amount (minimum 10% of balance). Once you submit this request, you will receive an email detailing the results of your payment plan quote. A web notice will also be posted to your MiWAM account under the Notices tab.

Note: This is a request for a quote, not an actual payment plan.

Balance 1,793.95

Payment Frequency: Monthly Payments Weekly Payments Required

Select Monthly or Weekly payment option.

Number of Payments 0

Down Payment 179.40 179.40 Minimum (10% of Balance)

Down payment must be at least 10% but can be more.

To continue with the submission of this payment plan quote, please check the box and Submit.

Yes, I accept these terms

Accept terms of payment plans.

Payment Features

Once the web notice is received, the ability to actually establish the payment plan is provided through the "Add a Payment Plan" link.

Delete Close

WEB NOTICE - PAYMENT PLAN QUOTE

Received: Monday, May 12, 2014 11:06:33 AM
Subject: UIA Payment Plan Quote

Acknowledgment notice sent through MiWAM.

Dear Linda Kalinowski,

Employer Name: DEMONSTRATION ACCOUNT
Confirmation ID: 0-132-859-136

- With your current balance of **$1,793.95** and a down payment amount of **$179.40**, you will have **6** months to make installment payments of **$278.91/month**. If you do not submit a payment plan offer within 5 days you will have to request a new payment plan quote. Your payment plan amounts will increase as daily interest is accrued.

You may login to your account by going to:
http://hct641uiistw904/MIS/webdoc/

Please Note: This email was sent from a notification-only address that cannot accept incoming email. Please do not reply to this message. If you have questions regarding your unemployment account then contact the Office of the Employer Ombudsman (OEO) at 1-855-4UIAOEO (855-484-2636) or by email at OEO@michigan.gov.

If you have reason to believe this submission was made by someone other than yourself or an unauthorized person, or you are experiencing technical issues with MiWAM, you should immediately call (313) 456-2188 (between 8 am and 5 pm Monday through Friday) or email MiWAMSupport@michigan.gov.

Thank you for using MiWAM!

Unemployment Insurance Agency

WELCOME! Please select a service or account listed below.

User Information: You are signed in as *DemoAccount*

DEMONSTRATION ACCOUNT		NAMES AND ADDRESSES		I WANT TO...
Federal Employer ID	**-***5555	Legal Name	DEMONSTRATION ACCOUNT	View My Profile
My Balance	$1,793.95	Physical Address	3024 W GRAND BLVD DETROIT MI 482	Submit Authorization Code
Other Taxpayer Balance	$ -74.39	Legal Address	Add	Add Access to Another Account
				View Employer Handbook
				Setup Email Reminders
				Add a Payment Plan
				Request Employer Rates File
				Request Benefit Charges File
				WOTC Bulk Application Upload
				Update Client Level Reporting
				Apply for WOTC

Next step, if you want to proceed is to select Add a Payment Plan.

Payment Features

Once a payment plan is established, automated payments are initiated using the MiWAM Payment Profile. It is unneccessary fo rthe employer to schedule payments manually.

Payment Plan

Based on the information provided, below is a summary of the payment plan quote. At this time, you have the option to increase your down payment amount. If the down payment is increased, your weekly or monthly installments may decrease. You may set your first payment due date to sooner. Once this request has been processed, you will receive a Payment Plan confirmation letter under the Letters tab.

Note: Upon submission of this request, the initial down payment amount will be submitted for payment to your financial institution.

Payment Plan Quote

Balance	1,793.95
Number of Payments	6
Down Payment	179.40
Payment Frequency	Monthly

Your quoted payment amount is:

Payment Amount	278.91
First Payment Due Date	11-Jun-2014

Optional (You may increase your down payment amount or change your payment plan due date)

Down Payment Amount	179.40
First Payment Due Date	11-Jun-2014

Can modify down payment amount (must be at least 10%) and due date of payments.

This commitment will be in default if the terms and conditions of this commitment are not met. In the event that there is default, collection action as provided by law may be instituted for the full amount (Tax, Penalty, Interest), including asset seizure. The UIA reserves the right to declare this commitment null and void, if the account is considered to be in jeopardy.

To accept the terms of this Payment Plan, please check the button and Submit, otherwise select Cancel.

Yes, I would like to add a payment plan Required

Select this check box if you want to proceed with payment plan.

Submit Cancel

Michigan Web Account Manager

Information for Service Providers

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Frequently Asked Questions

for Service Providers

Q. Is MiWAM available for Third Party Administrators or must each of their Michigan clients fill out the Power of Attorney (POA)?

A. Service providers will be able to establish their own web account and upload a client file to obtain access to electronic services for their clients. The client file will serve as the POA.

Q. As a Service Provider, will I be able to access my client's account and perform functions on their behalf?

A. Yes. When registering for MiWAM, there is the option to establish an Employer Representative web account. This type of account is essential for employer representatives (who do not have an account with the UIA) to perform various functions on behalf of an employer. If you alrady have a MiWAM account and need to be designated as a service provider, please contact MiWAM support.

Q. Are there special requirements for Electronic Bulk Filing? Are third party service providers able to send a single file or process a single file upload for their clients?

A. If the service provider has permission to file for their clients electronically, bulk files may contain no more than 999 employer records; however, you may submit as many bulk files as necessary. This limit is set to assure good response time and performance for all.

Q. Will MiWAM provide unemployment tax rates for our clients through an online download?

A. If the service provider has been given permission to view tax rates for their clients, the service provider can opt in for a service that provides the information detailed in the rate exchange file. On a quarterly basis, this is a file that will be placed on the service provider's web account.

Q. Do I enter excess earnings for reimbursing?

A. No. Excess earnings do not apply to reimbursing.

Bulk Report Filing Formats

Bulk filing is an option for inputting multiple files at one time for companies with any number of employees or Service Providers, which usually represent several companies. The specs below represent one bulk file of reports in MiWAM. The file header will summarize all batches in the file including total number of combined reports and the total gross wages. The Tax portion of the file format will serve as a summary of the Wage portion of the file. The following file format is listed in order of submission.

Below are the specifications for the fixed length bulk file report format for use in MiWAM. The file header ("F" record) summarizes all "H" records in the file. Each file can only contain one "F" record. Each UIA 1028 being filed for an employer must include an "H" record. A maximum of 999 "H" records are permitted per bulk report file.

If there are no Michigan wages for the quarter, there will be no "W", "O" or "V" records following the "H" record for the specific employer and quarter. If there are Michigan wages for the quarter, each "H" record must be followed by the applicable wage records ("W", "O", or "V") for the specific employer and quarter. All record types must be grouped together. See Sample file for example on the grouping required.

All integer and currency fields in the file format below should be right justified and padded to the left with zeroes. All string fields are left justified and padded to the right with spaces.

Max file size is 5 megabytes.

File Header

Field Name	Data Type	Size	Format	Description
Record Type	String	1	X(1)	Enter F. Identifies the file header
Number of Combined Reports	Integer	7	9(7)	Recon Field - Should match the total number of "H" records in the file.
Total Gross Wages	Integer	13	9(11)V99	Recon Field - Should match the sum of the Total Gross Wage for all "H" records in the file.
		21		

Employer Tax Report

Field Name	Data Type	Size	Format	Description
Record Type	String	1	X(1)	Enter H. Identifies the employer tax report.
Sequence	Integer	3	9(3)	Sequence of the tax report in the file.
Employer Number	Integer	10	9(10)	The first seven digits are the employer number, the last three digits are the location (multi-unit number).
Quarter Ending	Integer	5	QCCYY	Valid values are 1, 2, 3 or 4.
Gross Wages	Integer	13	9(11)V99	Gross Wages field on the tax portion of the 1028.
Excess Wages	Integer	13	9(11)V99	Excess Wages field on the 1028.
Workers 1st Month	Integer	6	9(6)	Number entered in the 1st Month field of the 1028.
Workers 2nd Month	Integer	6	9(6)	Number entered in the 2nd Month field of the Report1028.
Workers 3rd Month	Integer	6	9(6)	Number entered in the 3rd Month field of the 1028.
Final Report	Integer	1	9(1)	Final Report Check Box, enter 1 for Yes, 0 for No.
Apportionment	Integer	1	9(1)	Apportionment Check Box, enter 1 for Yes, 0 for No.
Amended	Integer	1	9(1)	Amended Check Box, enter 1 for Yes, 0 for No.
Number of Wage Records	Integer	7	9(7)	Recon Field - Should match the total number of Wage Records, Out of State Records, and Visa Records for this 1028.
Total Gross Wages	Integer	13	9(11)V99	Recon Field - Should match the sum of the Gross Wages fields from the Wage Records, Out of State Records, and Visa Records for this 1028.
		86		

Wage portion of the 1028

Field Name	Data Type	Size	Format	Description
Record Type	String	1	X(1)	Enter W. Identifies the Wage Data report.
Employer Number	Integer	10	9(10)	The first seven digits are the employer number, the last three digits are the location (multi-unit number).
Quarter Ending	Integer	5	QCCYY	Valid values are 1, 2, 3 or 4
SSN	Integer	9	9(9)	Employee Social Security Number or Individual Taxpayer Identification Number (ITIN). Do not zero fill. No spaces or dashes.
Employee Last Name	String	16	X(16)	Employee Last Name.
Employee First Name	String	12	X(12)	Employee First Name.
Employee Middle In	String	1	X(1)	Employee Middle Initial. May be a blank space.
Employee Gross Wages	Currency	10	9(8)V99	Employee Gross Wages.
Family Status Indicator	String	1	X(1)	Family Status Indicator, enter 1 for Yes, 0 for No. May also be blank for No.
		65		

Out of State records for the Wage portion of the 1028

Field Name	Data Type	Size	Format	Description
Record Type	String	1	X(1)	Enter O. Identifies it as Out of State wage data.
Employer Number	Integer	10	9(10)	The first seven digits are the employer number, the last three digits are the location (multi-unit number).
Quarter Ending	Integer	5	QCCYY	Valid values are 1, 2, 3 or 4
SSN	Integer	9	9(9)	Employee Social Security Number or Individual Taxpayer Identification Number (ITIN). Do not zero fill. No spaces or dashes.
Employee Last Name	String	16	X(16)	Employee Last Name.
Employee First Name	String	12	X(12)	Employee First Name.
Employee Middle In	String	1	X(1)	Employee Middle Initial. May be a blank space.
State	String	2	X(2)	Identifies the state/region the wages were earned previous to Michigan. (Includes District of Columbia, Virgin Islands, and Puerto Rico). Cannot be blank.
Employee Gross Out of State Wages	Currency	10	9(8)V99	Year-to-date Employee Gross Out of State (non-Michigan) Wages.
		66		

Visa records for the Wage portion of the 1028

Field Name	Data Type	Size	Format	Description
Record Type	String	1	X(1)	Enter V. Identifies it as Visa wage data.
Employer Number	Integer	10	9(10)	The first seven digits are the employer number, the last three digits are the location (multi-unit number).
Quarter Ending	Integer	5	QCCYY	Valid values are 1, 2, 3 or 4
SSN	Integer	9	9(9)	Employee Social Security Number or Individual Taxpayer Identification Number (ITIN). Do not zero fill. No spaces or dashes.
Employee Last Name	String	16	X(16)	Employee Last Name.
Employee First Name	String	12	X(12)	Employee First Name.
Employee Middle In	String	1	X(1)	Employee Middle Initial. May be a blank space.
Visa Type	String	2	X(2)	Enter 01 for J1 visa wages. Enter 02 for H-2B visa wages. Cannot be blank or zero filled.
Employee Gross Visa Wages	Currency	10	9(8)V99	Gross visa wages for employee.
		66		

Sample Bulk Report without Out of State or Visa Wages

```
F00000010000042317248
H001NNNNNNN000QCCYY00000423172480000038517248000004000004000004000000000400000042317248
WNNNNNNN000QCCYY123456789LASTNAME          FIRSTNAME     M00105793120
WNNNNNNN000QCCYY123456789LASTNAME          FIRSTNAME     M00105793120
WNNNNNNN000QCCYY123456789LASTNAME          FIRSTNAME     M00105793120
WNNNNNNN000QCCYY123456789LASTNAME          FIRSTNAME     M00105793120
```

Sample Bulk Report with Out of State Wages (using State of Ohio)

```
F00000010000032417260
H001NNNNNNN000QCCYY00000423172480000038517248000004000004000004000000000500000032417260
WNNNNNNN000QCCYY123456789LASTNAME          FIRSTNAME     M00105793120
WNNNNNNN000QCCYY123456789LASTNAME          FIRSTNAME     M00105793120
WNNNNNNN000QCCYY123456789LASTNAME          FIRSTNAME     M00105793120
ONNNNNNN000QCCYY123456789LASTNAME          FIRSTNAME     AOH0000100312
ONNNNNNN000QCCYY123456789LASTNAME          FIRSTNAME     AOH0000579012
```

Sample Bulk Report with Visa Wages

```
F00000010000033377040
H001NNNNNNN000QCCYY00000423172480000038517248000004000004000004000000000500000033377040
WNNNNNNN000QCCYY123456789LASTNAME          FIRSTNAME     M00105793120
WNNNNNNN000QCCYY123456789LASTNAME          FIRSTNAME     M00105793120
WNNNNNNN000QCCYY123456789LASTNAME          FIRSTNAME     M00105793120
VNNNNNNN000QCCYY123456789LASTNAME          FIRSTNAME     A010000850092
VNNNNNNN000QCCYY123456789LASTNAME          FIRSTNAME     A020000789012
```

Sample Bulk Report with Out of State Wages (using State of Ohio) and Visa Wages

```
F00000010000033267352
H001NNNNNNN000QCCYY00000423172480000038517248000004000004000004000000000600000033267352
WNNNNNNN000QCCYY123456789LASTNAME          FIRSTNAME     M00105793120
WNNNNNNN000QCCYY123456789LASTNAME          FIRSTNAME     M00105793120
WNNNNNNN000QCCYY123456789LASTNAME          FIRSTNAME     M00105793120
ONNNNNNN000QCCYY123456789LASTNAME          FIRSTNAME     AOH0000100312
ONNNNNNN000QCCYY123456789LASTNAME          FIRSTNAME     AOH0000579012
VNNNNNNN000QCCYY123456789LASTNAME          FIRSTNAME     A010000850092
```

Bulk Payment File Format

The file format below represents one bulk file of payments in MiWAM including a file/batch header and a payment detail section.

Payment Batch/File Header

Field Name	Data Type	Size	Format	Description
Record Type	String	1	X(1)	Identifies the record as a header record ("H")
Number of Payments	Integer	7	9(7)	Recon Field - Should match the total number of "P" records in the batch, right justified and padded with zeros to the left.
Total Payment Amount	Integer	13	9(11)V99	Recon Field - Should match the total amount of all payments in the "P" records in the batch, right justified and padded with zeros to the left.
		21		

Payment Detail Record

Field Name	Data Type	Size	Format	Description
Record Type	String	1	X(1)	Identifies the record as a detail record ("P")
Employer Number	Integer	10	9(10)	Combines the employer number and multi-unit number. No spaces or dashes.
Quarter Ending	Integer	5	QCCYY	Q = 1,2,3 or 4
Payment Amount	Integer	13	9(11)V99	Amount of payment designated to this employer, right justified and padded with zeros to the left
Payment Type	String	1	X(1)	R = Report, L = Loose, A = Amended Report, V = Voluntary, W = Warrant
		30		

Export File Formats

With these export file formats, employers can download the information from Form UIA 1136, which is exported weekly, and the rate export files, which are available on a quarterly basis prior to the issue of the 1028.

Rate Exchange File Layout

Field Name	Data Type	Size	Format	Description
Employer Number	Integer	10	9999999999	10 digit employer account number
Filler	String	7		Spaces
Calculated Tax Rate	Decimal	5	00.000 or 99V9999 no decimal in field	This is calculated by summing the ABC, CBC, and NBC. Note: Tax Due is rounded to the nearest dollar
Obligation Assessment and Other Rate Factors	Decimal	4	0.000 or 9V9999 no decimal in field	This is calculated by summing the OA and other Rate Factors Note: OA and Others Factors Due is not rounded to the nearest dollar
Account Balance	Currency	11	(-)000000000.00 or S9 (9) V 99	Current account balance
Filler	String	15		Spaces
Employer Name	String	30	AAAAAAAAAAAAAAAAAAAAAAAAAAAAAA	First 30 characters of employer name

UIA 1136 Export File

Field Name	Data Type	Size	Format	Description
Employer Number	Numeric	10	9999999999	UIA employer account number
Claimant SSN	Numeric	9	999999999	SSN of Claimant related to charge/credit
Processed Date	Date	8	mmddyyyy	Date the charge/credit posted to employer
Week Ending Date	Date	8	mmddyyyy	Benefit week ending date for the charge/credit
Adjustment Type	String	2	XX	Two character code identifying the type of charge/credit
Earned Income	Numeric	11	S999999999V99	Signed field which indicates the Income reported by claimant for benefit week
Charge/Credit Amount	Numeric	11	S999999999V99	Signed field which indicates the charge/credit for the claimant for the benefit week
Claimant Last Name	String	17	Left Justified	Last name of the claimant
Claimant First Initial	String	1	Left Justified	First initial of the claimant
	Total	77		Fixed Width

This file is available on Tuesday of every week.

Power of Attorney

Client File Format

The POA client format is used for:

- Setting permissions in MiWAM for account access for clients
- Establishing start dates for client level reporting for PEOs and to satisfy the UIA requirement for client level PEO reporting
- Creating and submitting Work Opportunity Tax Credit (WOTC) applications-Please refer to the WOTC Toolkit for more information
- Accessing other unemployment matters

Power of Attorney (POA) Client File

Field Name	Data Type	Size	Format	Description
UIA Account Number	Numeric	10	9999999999	Unemployment Insurance Agency Account Number
FEIN	Numeric	9	999999999	Employer - Federal Employer Identification Number
Reports and Payments	Alpha	1	Y = Yes N = No	This is a permission field. If set to yes, this gives the third party permission to a subset of services categorized as Reports And Payments • Single Report Filing (including amendeds) • Bulk Report Filing (including amendeds) • Single Payment • Schedule for Automated / Recurring Payment • Payment Plan • Bulk Payment Filing • Create ePayment Account Profile • Access Yearly Wage Breakdown
Account Maintenance	Alpha	1	Y = Yes N = No	This is a permission field. If set to yes, this gives the third party permission to a subset of services categorized as Account Maintenance • Disclosure of Account • Tax Rate History • IRS Certification of Accounts • Discontinuance of Business – 1772 • Standalone Request for Transfer of Business • Apply for Refunds / Overpayment • Application for Designation as a Seasonal Employer • Employer Application for Determination of Employment Status • Michigan Tax Credit

Power of Attorney (POA) Client File

Field Name	Data Type	Size	Format	Description
Tax Issues and Assessments	Alpha	1	Y = Yes N = No	This is a permission field. If set to yes, this gives the third party permission to a subset of services categorized as Tax Issues and Assessments • View Assessment / Collection Activity • Clearance of Account • Tax Protest • Request for Removal of Penalty and Interest
Benefit Services	Alpha	1	Y = Yes N = No	This is a permission field. If set to yes, this gives the third party permission to a subset of services categorized as Benefit Services • View Benefit Charges and Credits - 1770/1136/1136 File Export • Non-Monetary Benefit Protest / General Protest • Response for Separation Information for Non-Monetary Issues (UIA 1713 Process) • Request for Registration and Seeking Work Waiver (RSW)
WOTC	Alpha	1	Y = Yes N = No	This is a permission field. If set to yes, this gives the third party permission to a subset of services categorized as WOTC • Work Opportunity Tax Credit (WOTC) • Work Opportunity Tax Credit (WOTC) POA - IRS 2848 The begin date can either be in the future or the past
WOTC Begin Date	Date	8	MMDDYYYY	
WOTC End Date	Date	8	MMDDYYYY	The end date must be greater than the start date.
Confidential Information	Alpha	1	Y = Yes N = No	Power of Attorney selection: Inspect or receive confidential information regarding the client.
Oral/written presentation	Alpha	1	Y = Yes N = No	Power of Attorney selection: Represent the client and make oral/written presentation of fact or argument.
Sign Returns	Alpha	1	Y = Yes; N = No	Power of Attorney selection: Sign reports on the clients behalf.
Agreements	Alpha	1	Y = Yes N = No	Power of Attorney selection: Enter into agreements for the client.
Receive Tax Forms	Alpha	1	Y = Yes N = No	Power of Attorney selection: Receive Client Tax Forms
Receive Claims Control Forms	Alpha	1	Y = Yes N = No	Power of Attorney selection: Receive Client Claims Control Forms.
Receive Contested Claims Forms	Alpha	1	Y = Yes N = No	Power of Attorney selection: Receive Client Contested Claims Forms.
UIA POA End Date	Date	8	MMDDYYYY	Used for limited term POA'sThe end date must be greater upload date
PEO Client Reporting Begin	Date	8	MMDDYYYY	Date client level reporting to begin for a Professional Employer Organization client account
Action	Alpha	1	A = ADD M = Modify D = Delete	When adding a new client this field should be marked with an 'A' When making any modifications to a client this field should be marked with a 'M' When deleting a client this field should be marked with a 'D' and all permission fields should be set to 'No'
	Total	64		Fixed Width

Rick Snyder, Governor
State of Michigan

Stephanie Comai, Director

Sharon Moffett-Massey, Director

www.michigan.gov/uia

The Unemployment Insurance Agency is an equal opportunity employer/program.
Auxiliary aids, services and other reasonable accommodations are available upon request to individuals with disabilities.

June 2015