



MICHIGAN DEPARTMENT OF
**LABOR & ECONOMIC
OPPORTUNITY**

EMPLOYER FILED CLAIMS

FILING TUTORIAL USING THE EXCEL TEMPLATE



MICHIGAN DEPARTMENT OF
**LABOR & ECONOMIC
OPPORTUNITY**

ACCESS THE UI TAX ACCOUNT

LOG IN TO YOUR COMPANY'S MIWAM ACCOUNT AND CLICK ON THE UI TAX LINK.



Department of Labor and Economic Opportunity

UNEMPLOYMENT INSURANCE



☰ MiWAM For Employers

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🚩 Alerts

📄 I Want To

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For security reasons it is important to remember to close your browser completely when you are done.

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ACCESS THE EMPLOYER FILED CLAIMS PAGE

AFTER YOUR ACCOUNT HAS BEEN AUTHORIZED FOR EMPLOYER FILED CLAIM SUBMISSIONS, CLICK ON THE SUBMIT EMPLOYER FILED CLAIMS LINK.



Department of Labor and Economic Opportunity

UNEMPLOYMENT INSURANCE



UI Tax

Settings Help Log Off

Home > Account:

User Information:

Account

Account Alerts

I Want To

UI Tax

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[Set Go Green Preference](#)

[Register Location Account](#)

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[Payment Voucher](#)

[Submit Employer Filed Claims](#)

[Register for Work-Share](#)



Recent Periods

Recent Items

Account Services

Names and Addresses

DOWNLOAD EXCEL TEMPLATE

MIWAM will only accept the Excel template found on this page. Please download the template and save it to your computer for future use.

Click on the 'Download Excel Template' link to open the document.



1. Employer Filed Claims

2. Review and Submit

Employer Filed Claims

Instructions File Records

Employer Filed Claims

To use the **import feature** instead of manually keying, you can **download the excel template** using the button below **OR** you can submit a **flat file** following the format specified below. The file should include all of the employees for the Employer Filed Claims. You can **upload your file** using the **Import** button at the bottom. Each record added will be listed below and can be modified prior to submission.

[VIEW FILE FORMAT](#)



[DOWNLOAD EXCEL
TEMPLATE](#)

EMPLOYER BENEFITS

- **COST CONTROL** - When filing via Employer Filed Claims (EFC), you will have a file of approved laid off employees to match against incoming unemployment charges.
- **FRAUD REDUCTION** - When claim information is being provided directly from the employer, it provides us with accurate wage and separation information for establishing a claim.
- **REDUCED PAPER WORK** - Employer Filed Claims reduces bureaucratic paperwork sent by us and returned from you.
- **CUSTOMER SERVICE** - You will have a direct contact within the Unemployment Insurance Agency (UIA), and your employees will get personalized service, filers and upon request informational seminars.
- **FREE BENEFIT TO EMPLOYEES** - When you file unemployment for your employees, they will know that their claim information will enable the agency to quickly and correctly process their application for benefits.

EMPLOYEE BENEFITS

- **CONVENIENCE** - Workers idled by a mass layoff will not have to apply for unemployment benefits.
- **EFFICIENT** - By filing claims electronically, the Agency can begin processing employer-filed claims immediately, simplifying the delivery of benefits to eligible workers.

REQUIREMENTS

- Company must have at least 1000 layoffs a year for the past three years.

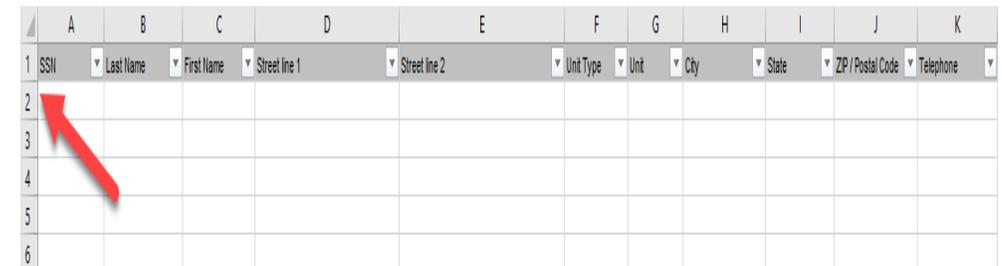
The UIA Administrative Rule 421.210, which was amended in April 2002, states, "that in the case of an employer whose workers have filed either 1,000 or more new claims or additional claims, or both, in each of the previous 3 calendar years, the employer shall file claims on behalf of the workers, in a manner prescribed by the agency."

Under EFC, employers submit claims on behalf of all laid off workers. The employee information will be relayed via a popular Internet technology known as FTP or File Transfer Protocol.

FILE SPECIFICATIONS FOR EXCEL TEMPLATE

The file specifications for submitting an EFC file in Excel has not changed from the flat text file, however each field is assigned a column not space.

You will find the file specifications in the first row. **DO NOT DELETE** the data in this row, MIWAM will not read any data in row #1, so make sure you start populating the file in row #2.



1	SSN	Last Name	First Name	Street line 1	Street line 2	Unit Type	Unit	City	State	ZIP / Postal Code	Telephone
2											
3											
4											
5											
6											



FORMATTING AND DROP BOXES

- This Excel document has cells pre-formatted, please do not change the formatting.
- There are cells with drop boxes that you will have to choose from instead of a number or letter code. You can copy and paste that data for additional cells.

- CELLS WITH DROP BOXES
 - G – UNIT
 - I – STATE
 - M – GENDER
 - N – US CITIZEN
 - O – ALIEN DOCUMENT TYPE
 - R – RACE
 - V – RETURN TO WORK CODE
 - W – OCCUPATION CODE
 - X – SEPARATION REASON



COMPLETED FILE

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	SSN	Last Name	First Name	Street line 1	Street line 2	Unit Type	Unit	City	State	ZIP / Postal Code	Telephone	Date of Birth	Gender	U.S. Citizen
2	111-22-3333	Bennett	Deborah	123 Street Ave		apt	1A	Lansing	mi	48911		12291964	female	yes
3	444-55-6666	Smith	Sam	456 Avenue Blvd				Lansing	mi	48911		04251968	male	yes
4														

M	N	O	P	Q	R	S	T	U	V	W	X	Y
Gender	U.S. Citizen	Alien Document Type	Alien Number	Alien Expiration Date	Race	Ethnicity	First Day of Work	Last Day of Work	RTW Code	Occupation Code	Separation Reason	Wages
female	yes				b	No	04231996	10032020	45 days or less	15	Laid Off	8,300.00
male	yes				b	No	04231990	10032020	45 days or less	15	Laid Off	5,600.00

