

Michigan Unemployment Insurance


MiUI


Delimited No Wage File Format Employer Reference Document

Contents

Delimited File Format Overview	2
File Specifications and Submission	5
Delimited Record Table	7
Error Messages.....	8
Example of File Layout.....	9
File Format Document Locations	10



Delimited File Format Overview

	<p>Document Description:</p> <ul style="list-style-type: none"> • This document is specific to the Delimited file format for quarterly wage reports to the State of Michigan • This document contains: <ul style="list-style-type: none"> ○ Employer and Third-Party Administrator (TPA) wage reporting requirements ○ Information defining the Delimited file format and its specifications ○ Information detailing document size requirements and submission confirmation information ○ Tables detailing Michigan UIA’s submission requirements for the Employer Record <ul style="list-style-type: none"> ▪ An <i>Employer Record</i> table that explains how to provide information for the employer ○ Information defining errors and a log of error messages that may result from a submission
	<p>Employer Wage Reporting Requirements:</p> <ul style="list-style-type: none"> • Employers within the State of Michigan are required to submit wage reports quarterly, with the following due dates: <ul style="list-style-type: none"> ○ 1st Quarter: April 25th ○ 2nd Quarter: July 25th ○ 3rd Quarter: October 25th ○ 4th Quarter: January 25th <ul style="list-style-type: none"> ▪ Employers: <ul style="list-style-type: none"> • Must submit individual wage reports for each reporting period and reporting year • Must also submit original wage reports separate from any adjustment wage reports • If an adjustment is needed, a wage report will need to be submitted in one of the following formats: <ul style="list-style-type: none"> ○ Delimited ○ EFW2 ○ ICESA ○ XML ▪ TPAs:

	<ul style="list-style-type: none"> • A TPA is able to submit a wage file that contains records for multiple years and different quarters, with appropriate employer permissions given • TPAs are also allowed to submit original wage reports and adjustment reports in the same file • If an adjustment is needed, a wage report will need to be submitted in one of the following formats: <ul style="list-style-type: none"> ○ Delimited ○ EFW2 ○ ICESA ○ XML ▪ Users have four methods to submit all wage reports through a single wage report file: <ul style="list-style-type: none"> • No employment or wage report (only if applicable) • Manual entry • Copy previous quarter • File upload (options detailed in this document) ▪ There are four accepted file formats that may be chosen from to submit wage reports in MiUI: <ul style="list-style-type: none"> • Delimited (CSV Comma Separated) • EFW2 (formerly MMREF-SSA) • ICESA (NASWA Standard file format) • XML (standard XML format)
	<p>TPA Information:</p> <ul style="list-style-type: none"> • This document explains how to use the Delimited file format to collect details regarding an employer’s business and employee wage information • If a TPA is submitting a wage report document on behalf of an employer: <ul style="list-style-type: none"> ○ The <i>Employer Record</i> should contain information identifying the employer that the TPA is submitting on behalf of.
	<p>Defining Delimited:</p> <ul style="list-style-type: none"> • CSV Comma Delimited is a comma separated, variable length file format • Files can be .txt or .csv • Each line of information is known as a <i>record</i> • Each record (line) either: <ul style="list-style-type: none"> ○ Provides details about the employer

	<ul style="list-style-type: none">○ Provides the identification and wage information for each individual employed during the period• Each record in the Delimited file has data fields that are separated by a single comma and always appear in the same order• Each record's data fields represent a different aspect of the wage filing process
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File Specifications and Submission

	<p>Document Size:</p> <ul style="list-style-type: none"> • The maximum file size for each uploaded file is 50MB. <ul style="list-style-type: none"> ○ If your data exceeds this limit, you'll need to divide it into smaller files for submission. Important: When splitting files, do not split records for the same employer across separate files. If an employer's data is divided between files, the system will treat the second file as an "Adjustment File" rather than an "Original File." Submitting part of an employer's data as an adjustment, rather than as part of the original, may result in penalties for not submitting a complete original file during the wage submission period. • Files that exceed 1,000 records or 5 employers will be part of overnight processing. The following message will be displayed if the document will be processed overnight: <ul style="list-style-type: none"> ○ <i>"The uploaded file is larger than the online file upload processing limit and shall be processed through an overnight batch process. Please check View Submission History the next Business Day for results."</i>
	<p>Submission Confirmation:</p> <ul style="list-style-type: none"> • If the file was processed upon submission, a pop-up will appear, and the user will be able to see the confirmation file immediately • If the file was processed overnight, the confirmation file will be available 24 hours after the submission is processed • Employers are encouraged to check their confirmation file as soon as it is available, as it will include any file error messages created by the system • To access the confirmation file if it is not available immediately: <ul style="list-style-type: none"> ○ Start from the Employer Home Screen ○ Select the <i>Wage Detail Reporting</i> tab from the left navigation bar ○ Select <i>Submission History</i> <ul style="list-style-type: none"> ▪ Fill in search criteria based on when the wage report was submitted ▪ Press the Search button ○ Search results will appear ○ Select the hyperlink <u>View</u> ○ On the right-hand side of search results there is a column named <i>Confirmation File</i>

	<ul style="list-style-type: none">○ Select the <u>Download</u> link to gain access to the confirmation file
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Delimited Record Table

EMPLOYER RECORD

The Employer Record table lists the Field Name, Field Format/Description (how the data should be entered and what it means), and the Logic/Validation (the requirements for each data field to be accepted by the system) that each Employer Record will contain within the Delimited no wage report document.

Field Name	Format/Description	Validation
Employer Account Number (EAN)	Numeric – Michigan’s 7-digit account number without symbols <i>Example: 2345670</i>	Numeric, do not include spaces or hyphens Left justify with trailing spaces
Year	Numeric – Reporting period year (YYYY) <i>Example (2025)</i>	Numeric in CCYY format.
Quarter	Numeric – Reporting period Quarter (Q). Quarter should be reflected as the last month in the quarter for which the report is filed If Q1 then QQ is 03 If Q2 then QQ is 06 If Q3 then QQ is 09 If Q4 then QQ is 12 <i>Example (1st quarter): 03</i>	Numeric in Q format

Error Messages

	<p>Error Message Information:</p> <ul style="list-style-type: none"> • MiUI will display error messages of two types: fatal and non-fatal • Error messages are created and displayed when an employer submits their file or, in the case of overnight processing, in the confirmation file that is available 24 hours after submission • A list of all possible error messages and their descriptions can be found below
	<p>Fatal Errors:</p> <ul style="list-style-type: none"> • A wage file will not be processed if 25% or more of the records within the file contain fatal errors. The following message will appear if this occurs: <ul style="list-style-type: none"> ○ <i>“The file cannot be processed as it contains more than 25% fatal errors. Please make the necessary corrections and resubmit.”</i> • Make changes to the file based on what errors were identified and resubmit the file • Fatal Error Messages <ol style="list-style-type: none"> 1. Employer Account Number is missing 2. Incorrect year and quarter (either before the business start date or a future quarter) 3. Employer Account Number <EAN> is invalid (either number does not exist, or invalid characters used) 4. Invalid format 5. Quarter or year missing or invalid characters

Example of File Layout

1024239,2025,12

File Format Document Locations



How to Find Other File Format Documents

- A complete list of all locations the four File Format Employer Reference Documents can be found:
 - [The MiUI University](#)
 - [UIA Website](#)
 - Within MiUI under the *Wage Detail Reporting* drop-down from the left-hand navigation menu, Select *Wage Submission*
 - Within the *File Upload* box select the dial and click **Next**
 - Here the user will see all four file format documents with a download link for each