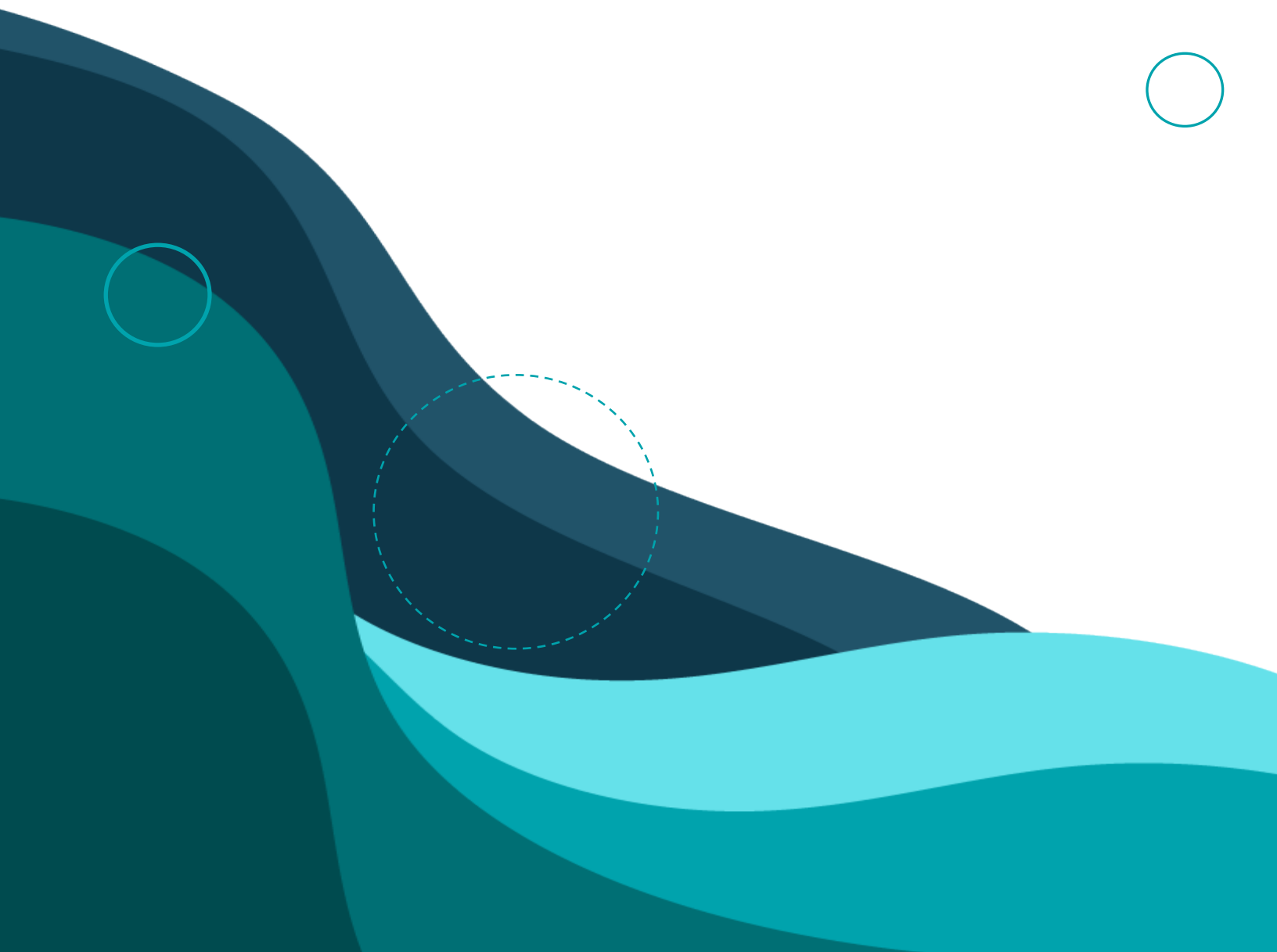
MiUI

Michigan Unemployment Insurance Agency

Make a Bulk Payment

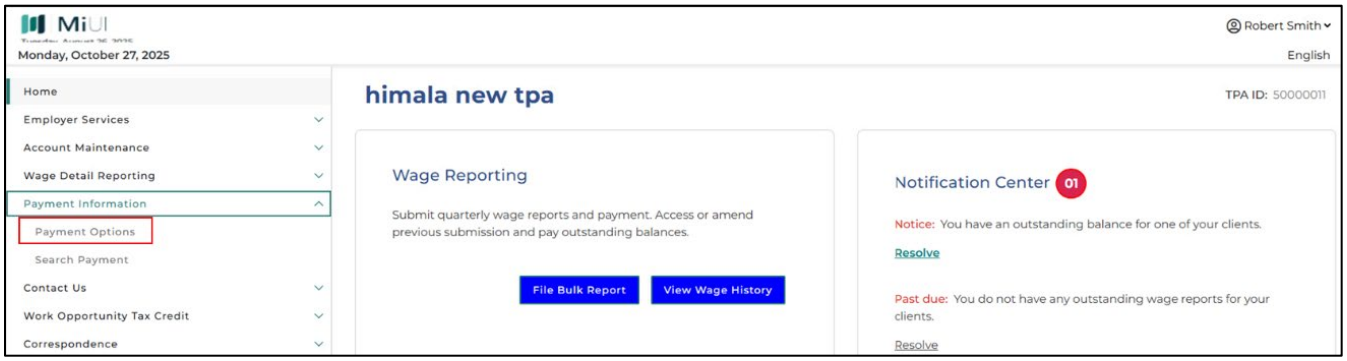
MiUI Job Aid



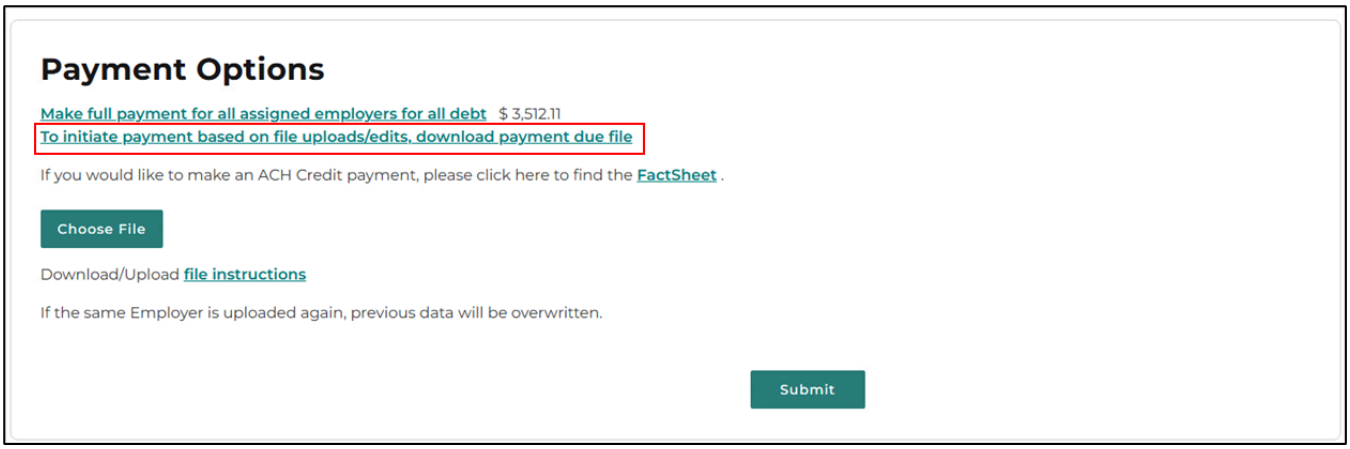
Note:

- The following steps are listed from the TPA perspective.
- For a TPA to make a bulk payment on behalf of their associated employers, they must be assigned the *Edit Tax Payments Update and Submit* role.
- TPAs can submit and schedule individual payments. TPAs, however, cannot schedule bulk payments. For additional information, please refer to the MiUI Toolkit.

1. From the left navigation on the *Employer Homepage*, select **Payment Information**. From the *Payment Information* drop-down, select **Payment Options**.

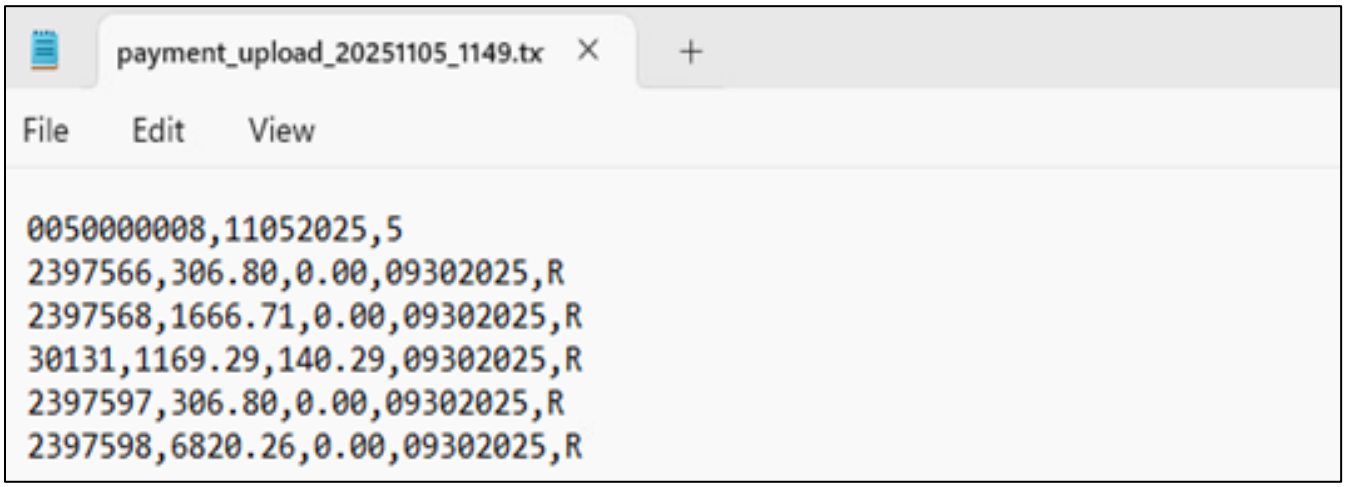


2. On the *Payment Options* screen, select To initiate payment based on file uploads/edits, download payment due file to download the allocation file.



Note: TPAs making payments exceeding five million dollars must make payments by uploading multiple allocation files. This is required because the maximum amount allowed per allocation file is five million dollars, in accordance with the CEPAS payment amount limit.

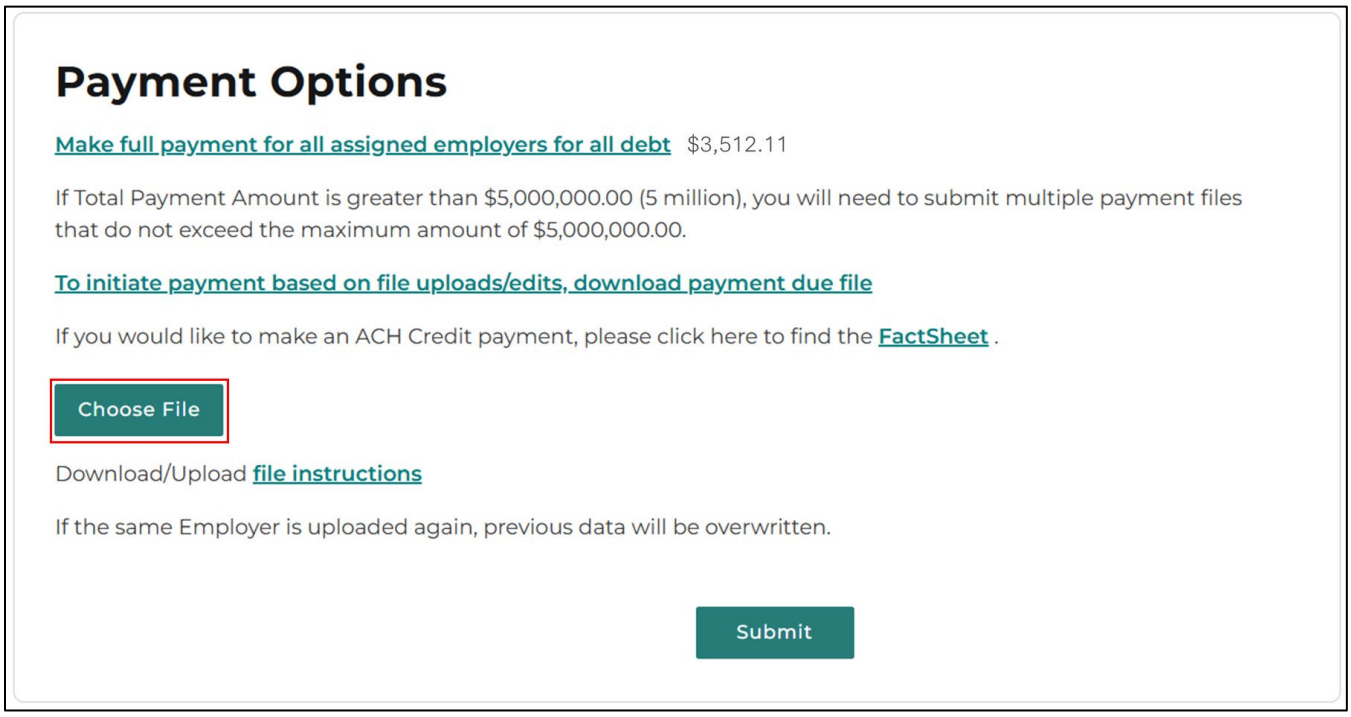
3. If needed, modify or edit the downloaded allocation file.



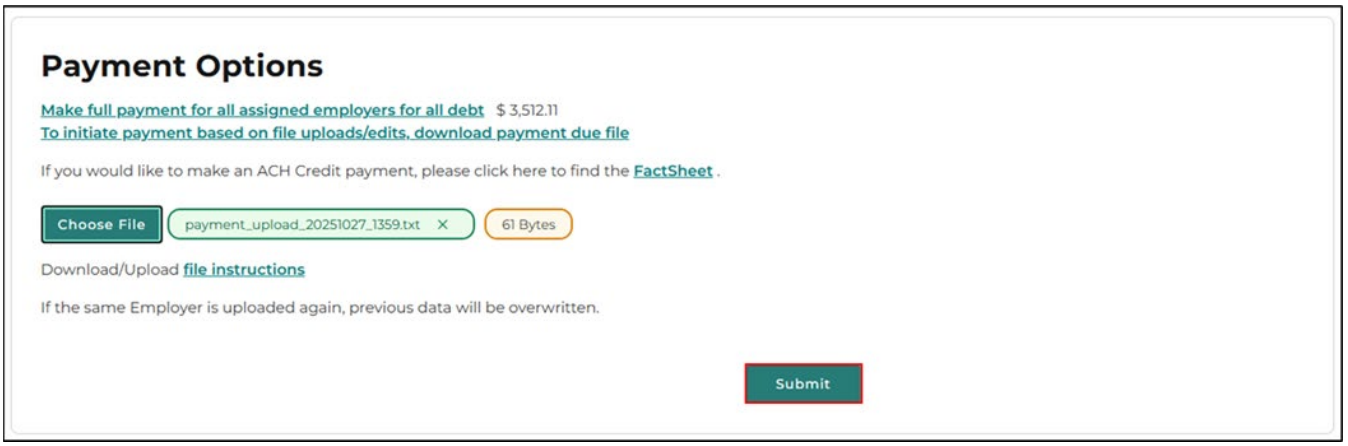
Tip: Please review the employer names, EANs, and your role permissions for each associated employer to confirm you are submitting a bulk payment for the correct employers.

Note: If an error occurs when attempting to download the allocation file or editing the file, download the file again.

4. Select **Choose File** to upload the downloaded allocation file.



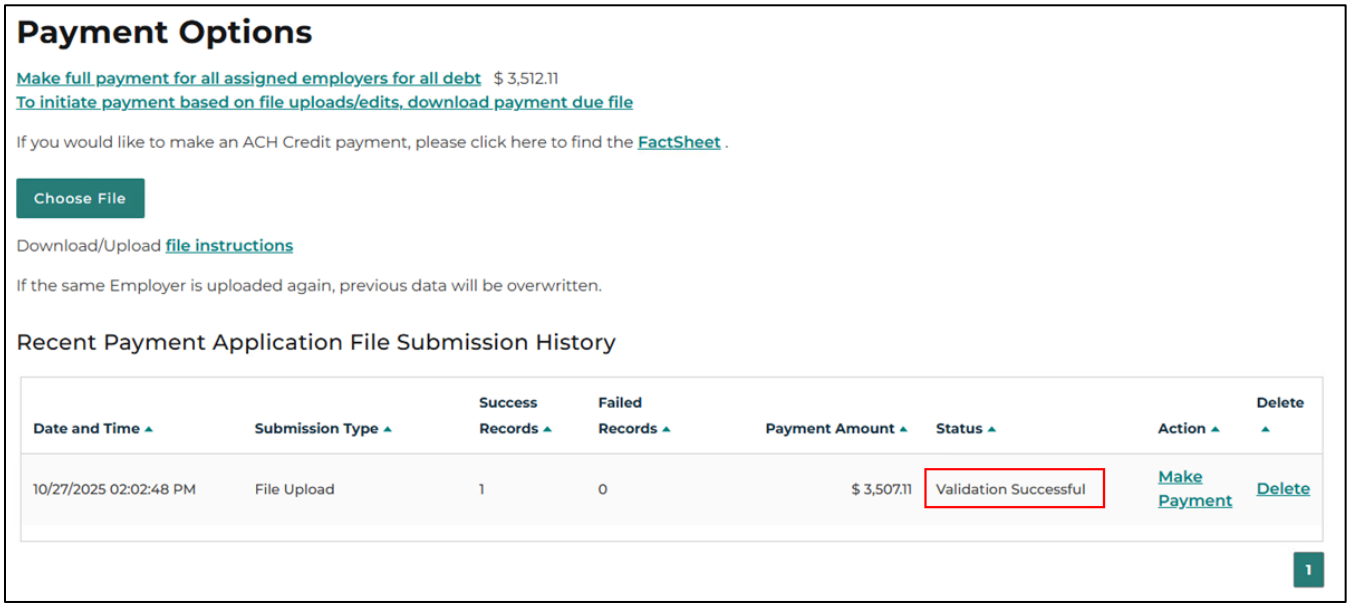
5. Select **Submit**.



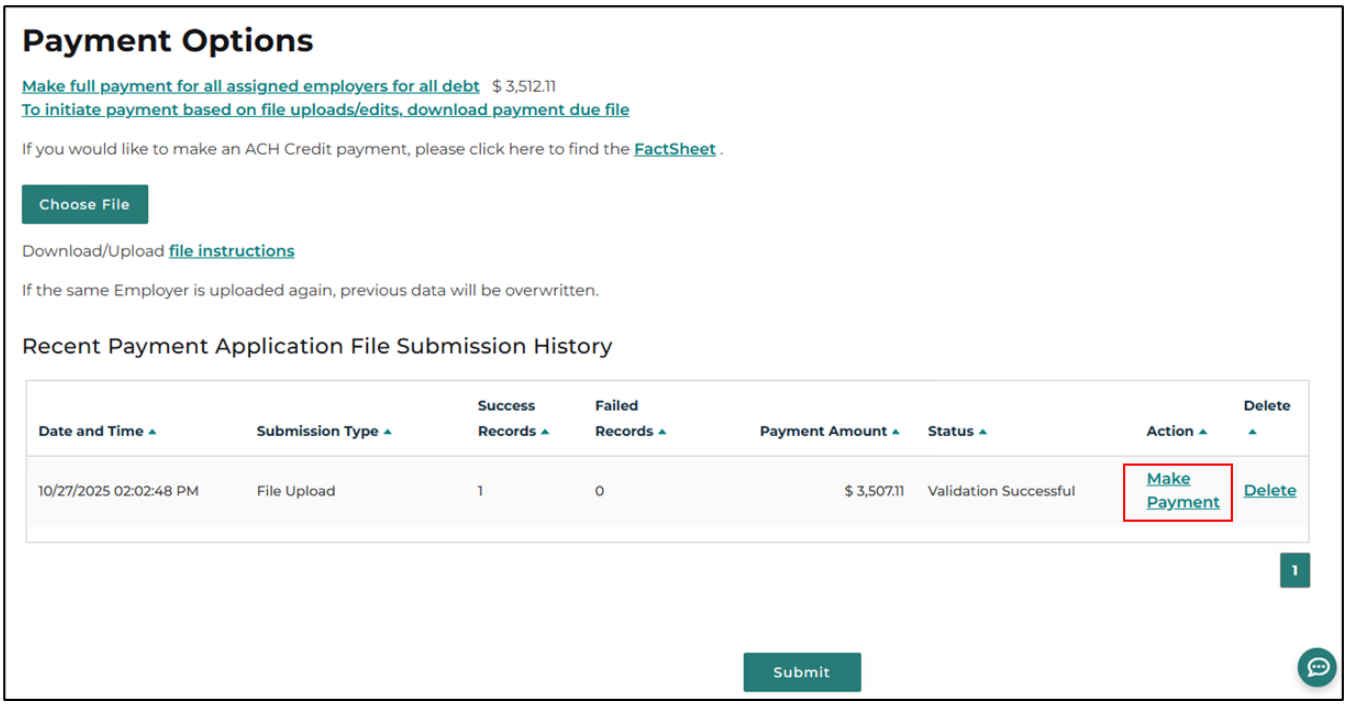
Note: After submitting, MiUI displays the confirmation message "Please return back shortly to check the validation status of your uploaded file."

Tip: Select the **X** next to the file to remove the selected file.

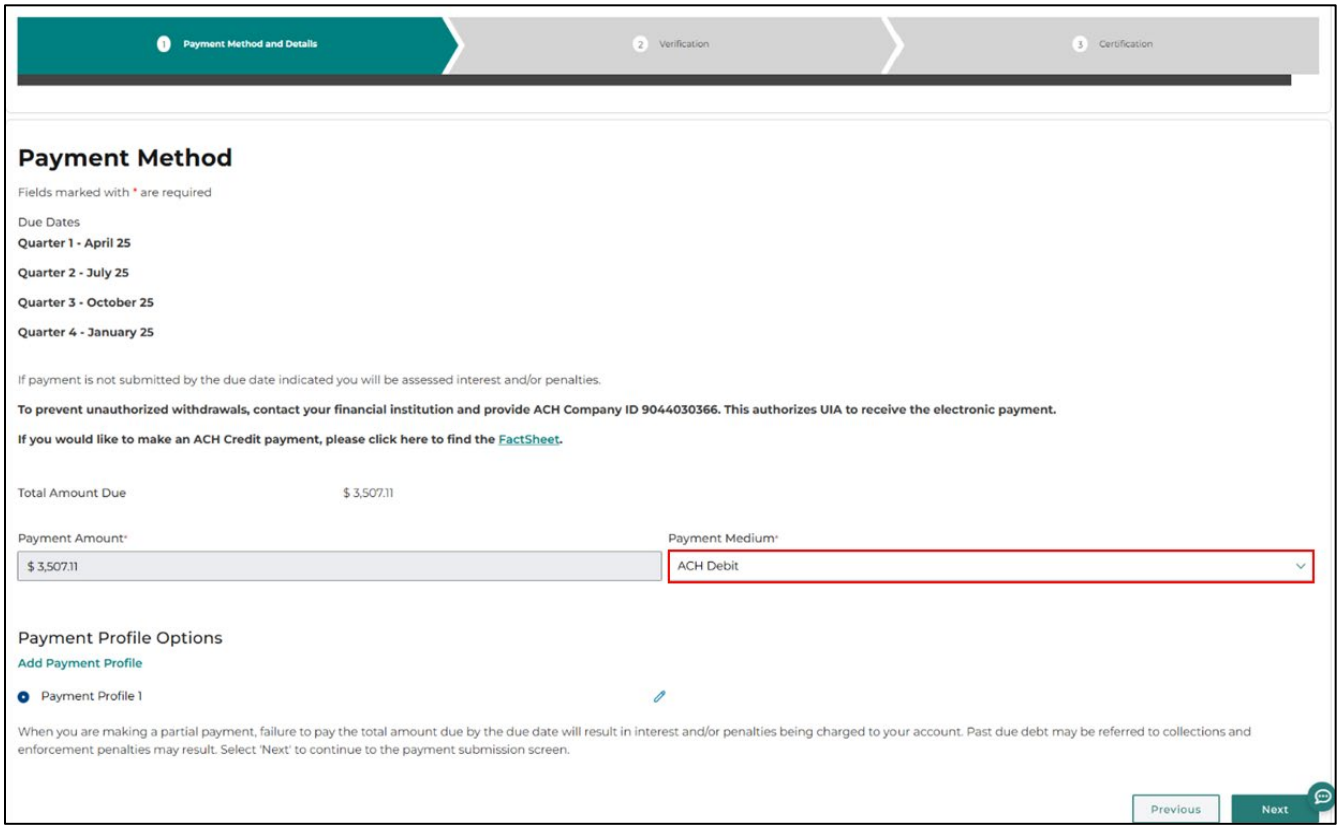
6. MiUI refreshes the *Recent Payment Application File Submission History* section. When MiUI finishes processing your payment records, *Validation Successful* will be displayed in the *Status* column, confirming your submission met all requirements.



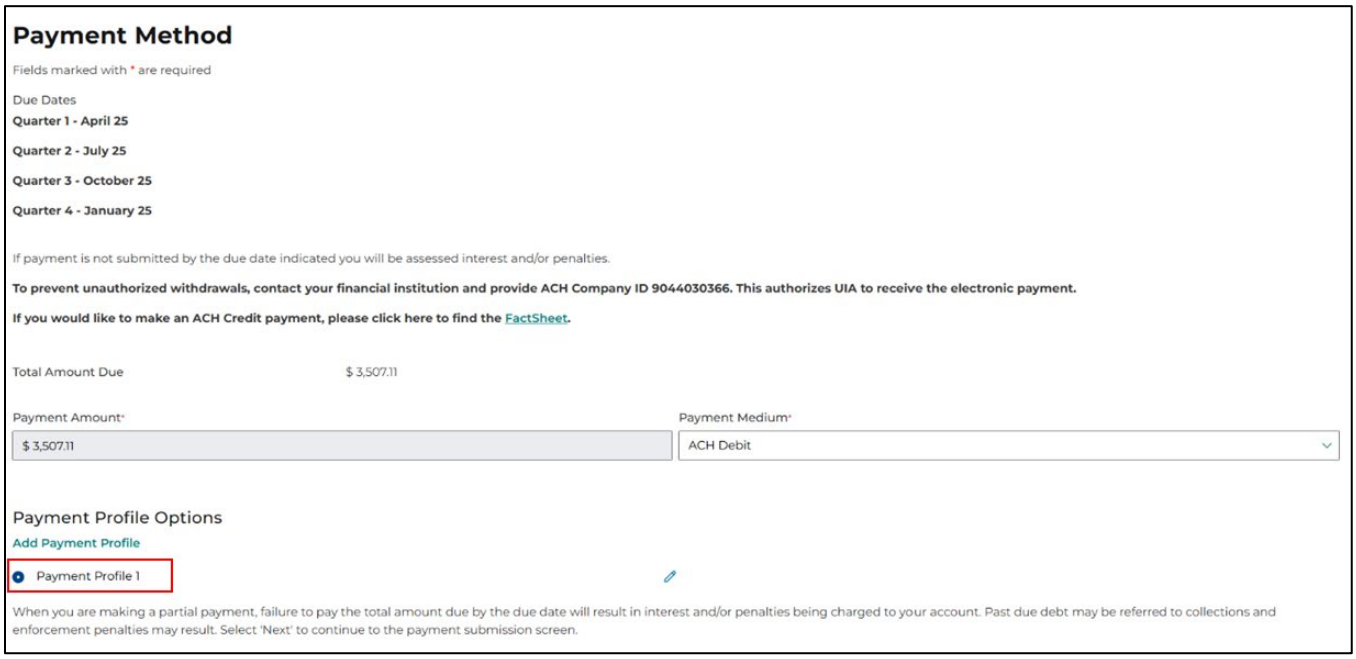
7. Select Make Payment.



8. On the *Payment Method* screen, verify the payment amount and from the *Payment Medium* drop-down, select **ACH Debit**.

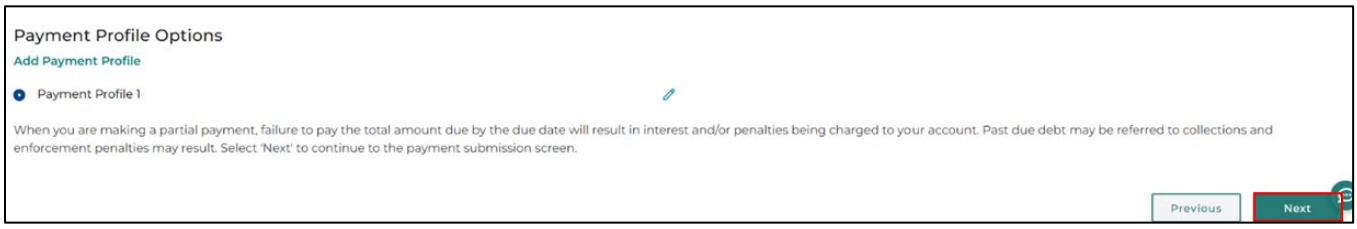


9. Select an existing **Payment Profile** radio button in the *Payment Profile Options* section.



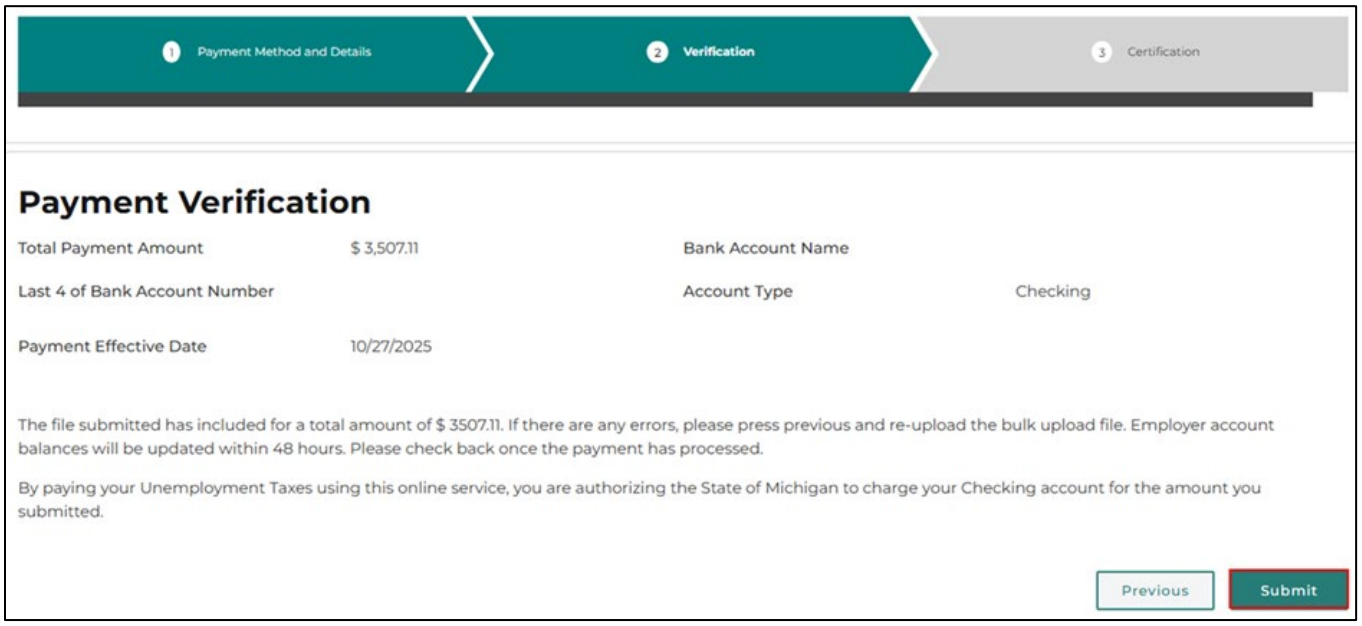
Note: TPAs cannot schedule a bulk payment. However, if a TPA is associated with an employer and has the *Edit Tax Payments Update and Submit* role, the TPA can schedule and submit payments for that individual employer account. TPAs can do this by completing a TPA Authorized Employer Search and accessing the employer's homepage. For a step-by-step on making payments as an employer, please see the MiUI Toolkit.

10. Select **Next.**



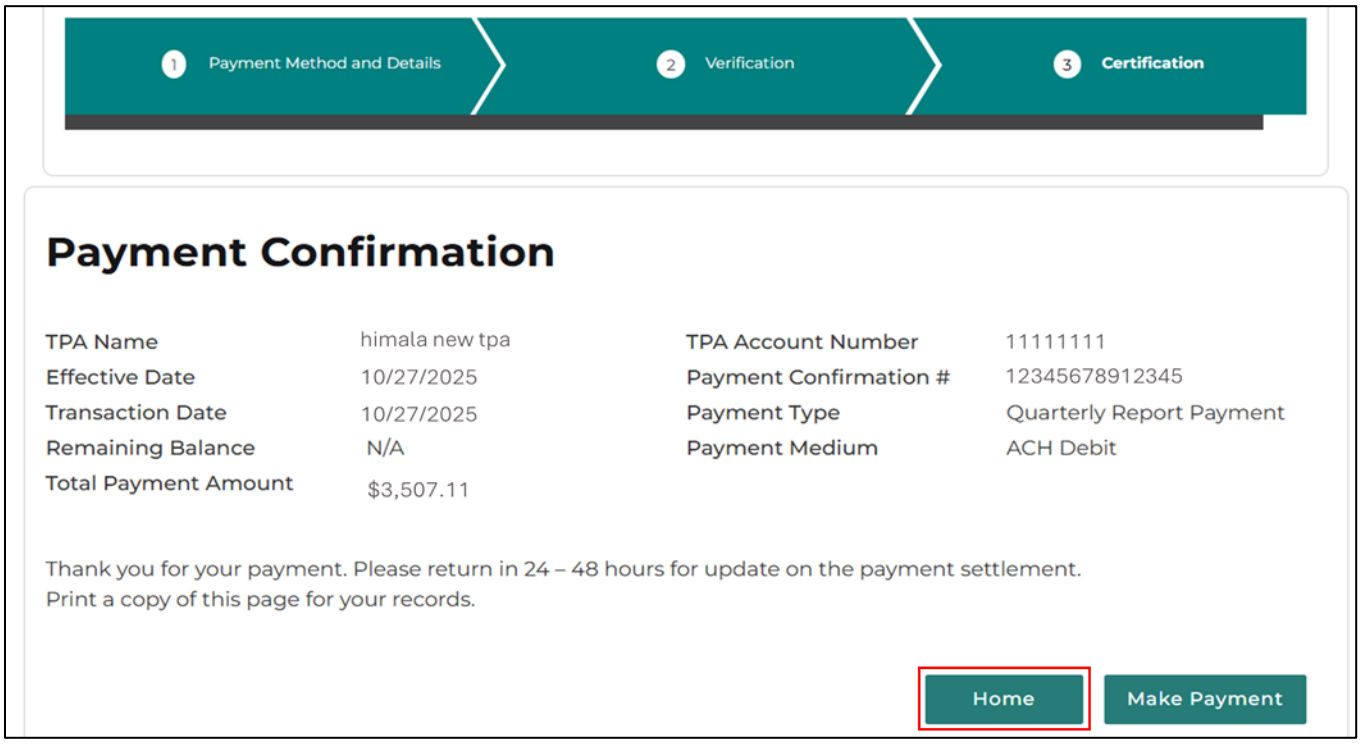
Note: If a payment profile does not exist, select Add Payment Profile.

11. Select **Submit** to submit the payment.



Note: On submission, MiUI processes the payment through the CEPAS payment webservice. If the payment is rejected, MiUI displays the error message: *Your payment has been rejected. Please verify that your payment information is entered correctly and resubmit your payment.*

12. Select **Home.**



Tip: Select **Make Payment** to make an additional payment.

Appendix: Bulk Payment

File Specifications

File Layout – File Detail			
Field Name	**Data Type Size**	**Format**	**Description**
TPA ID	Numeric/TPA ID	10	Validate the logged-on User ID is authorized to upload the file for the TPA.
Download Date	MMDDCCYY/Date file is downloaded	8	No validation.
Record Count	Numeric/Count of Records in file	3	Validate with the count of employers included in file, TPA may add rows for additional employers. The max number of employers is 999.

File Instructions

Bulk Payment File Layout	• Header includes: TPA ID, Download Date, Record Count. • Each record contains: employer Account Number, Total Amount Due, Quarterly Payment Amount, Quarter End Date, Payment Type.
Updating Payment Amounts	• After downloading and saving, update the third value (Quarterly Payment Amount) for each record with the correct payment to be applied. • Enter "0" for employers who will not receive a payment. • If employer records are removed, update the third value in the header (Record 1); note that Record 1 is not included in the record count.
Quarterly Report Payments	• Set the fifth value (Payment Type) to “R” for quarterly report payments. • Ensure the fourth value (Quarter End Date) is present; if it is missing, the payment will be processed as a loose payment.
Loose Payments	• Set the fifth value (Payment Type) to “L” for loose payments. • The fourth value (Quarter End Date) must be blank.

Note: MiUI will provide submitters with a downloadable allocation file they can edit before submitting bulk payments. If you make an error in the submission process, download the file again and make the necessary corrections.