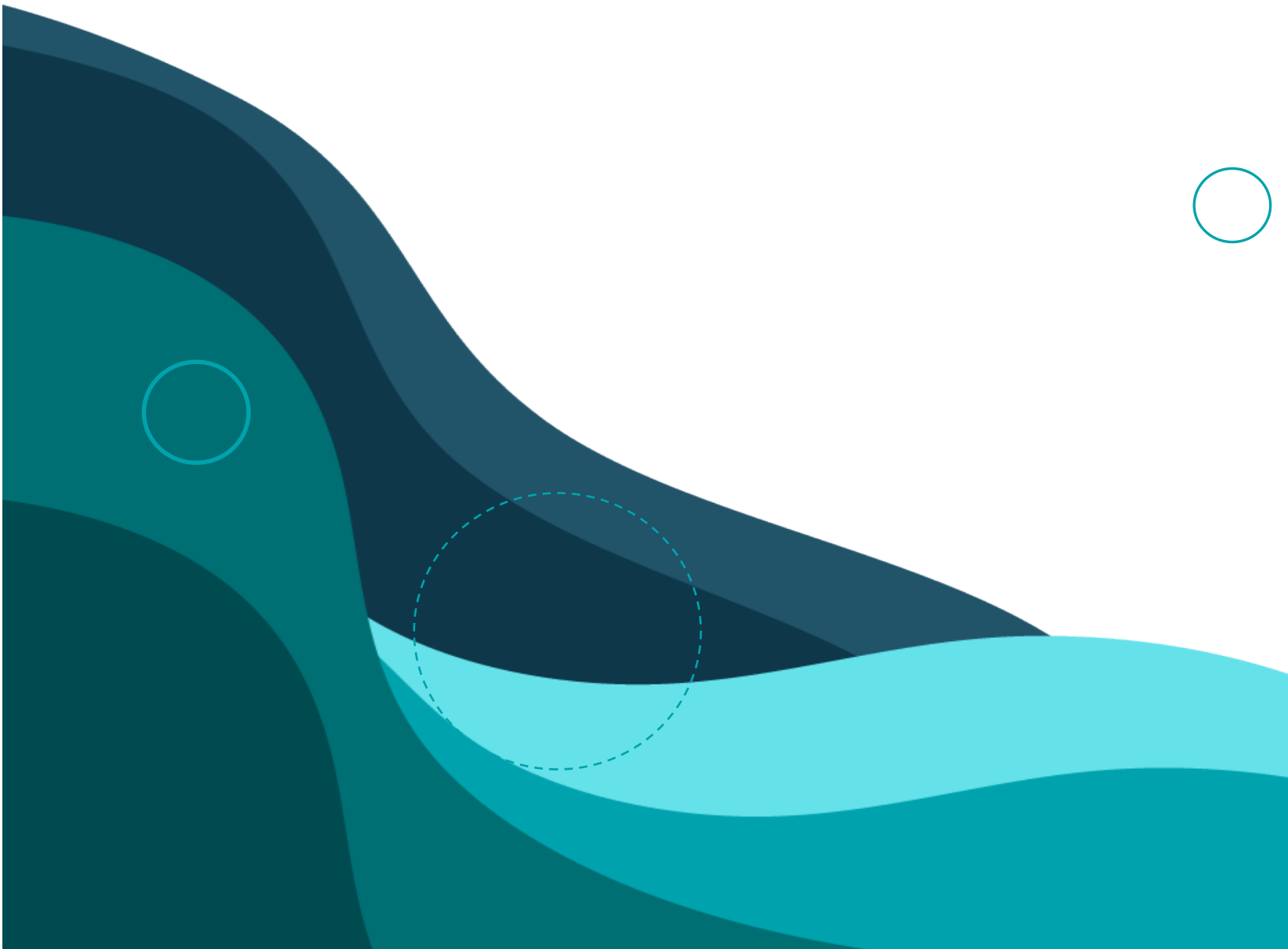
MiUI

Michigan Unemployment Insurance Agency

Submit a Wage Report: File Bulk Report

MiUI Job Aid



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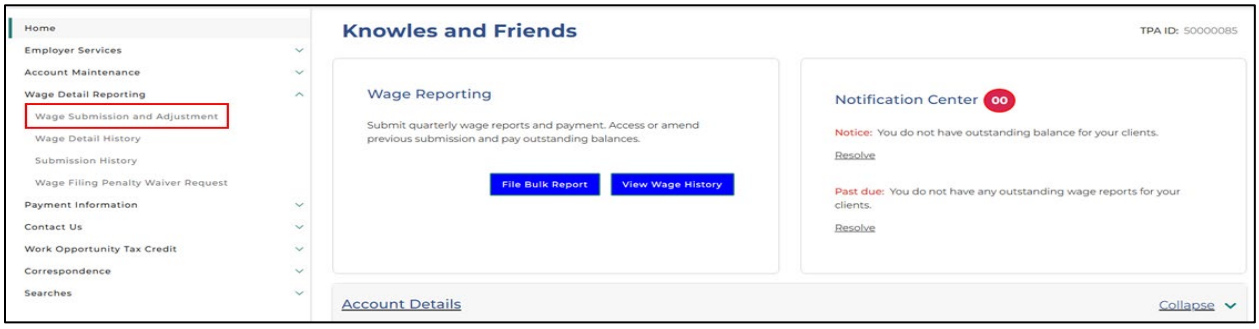
Note:

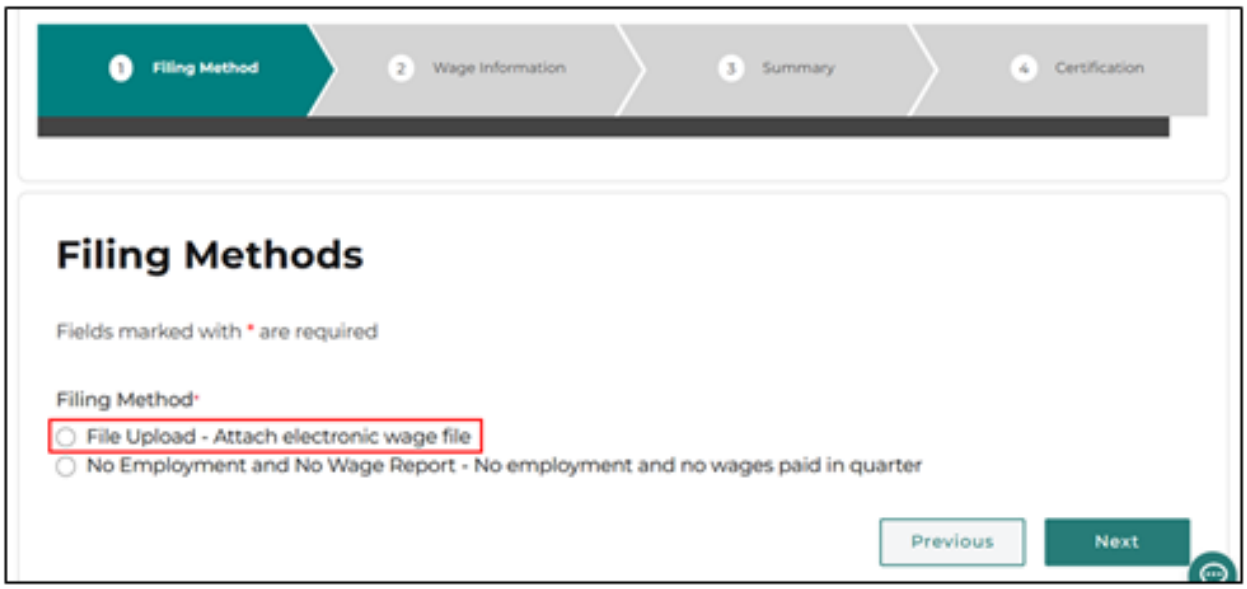
- The following steps are listed from the perspective of a third-party administrator (TPA).
- The TPA must be assigned the *Submit Employment and Wage Detail* role for the associated employers to be able to submit the wage report on their behalf.
- To maintain system performance and account for the volume of reports being filed at the same time, larger files are processed during off-hours. Any file greater than 1,000 records and/or having 5 or more employers will be directed to overnight processing. For example:
  - A file that has 2,000 records and 3 employers will be processed overnight.
  - A file that has 900 records and 8 employers will be processed overnight.

1. From the left navigation on the *TPA Homepage,* select **Wage Detail Reporting.** From the *Wage Detail Reporting* drop-down, select **Wage Submission and Adjustment.**



Tip: Another way to submit the quarterly wage report is to select **File Bulk Report** from the *Wage Reporting* section on the *TPA Homepage*.

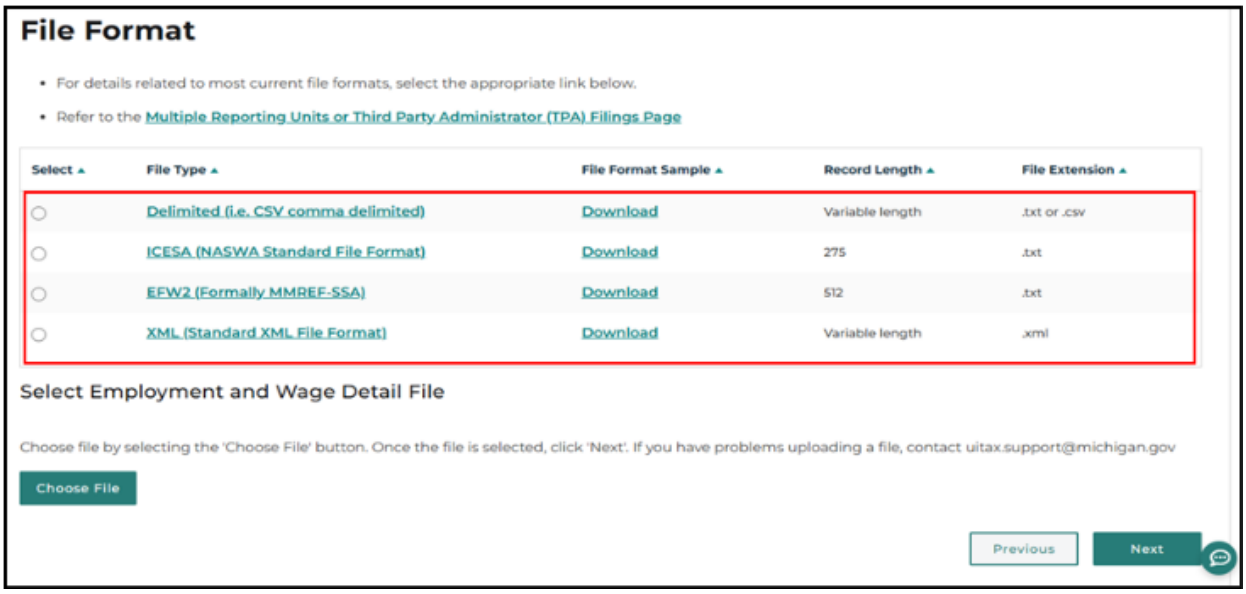
2. On the *Filing Methods* screen, select **File Upload – Attach electronic wage file**.



Note: The chevrons displayed at the top of each screen help you track your progress through the process. A green chevron shows your current step, while grey chevrons indicate upcoming steps.

3. Select **Next**.

4. Select a **radio button** for the file type you'd like to submit from the *Select* column.

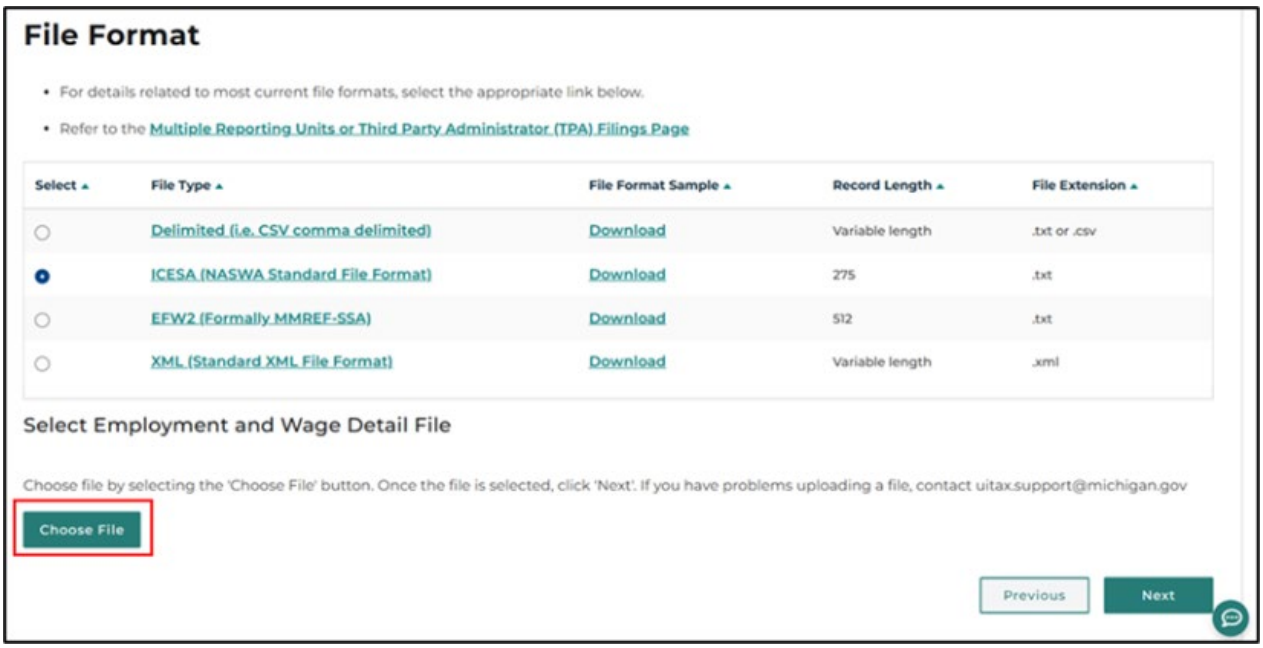


Tip:

- Select the Multiple Reporting Units or Third Party Administrator (TPA) Filings Page hyperlink to learn more about multiple file submissions and large file submissions.
- Select Download next to the *File Type* to download the file format specifications for the file type.

Note: A detailed breakdown of file formats and their specifications can be accessed via MiUI University under Quarterly Reports in MiUI.

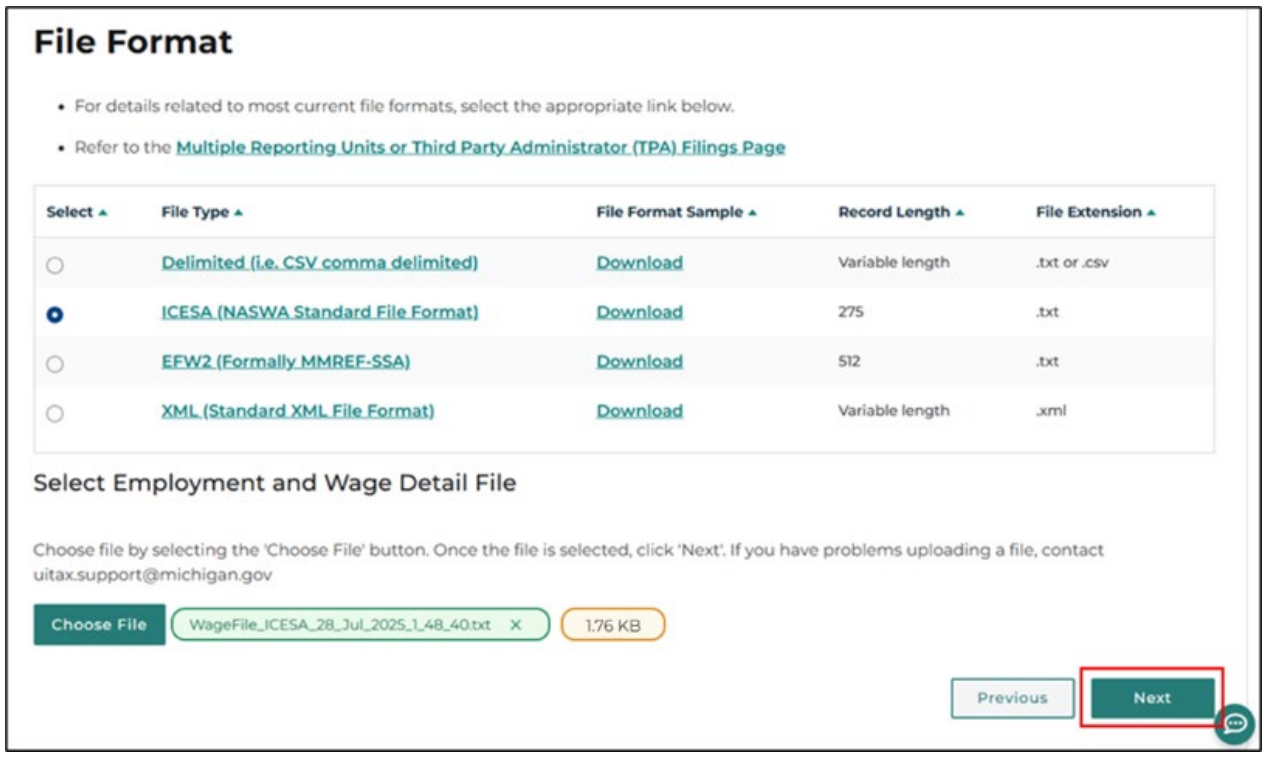
5. Select **Choose File**.



Note: The maximum size for each uploaded file is 50 MB. 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.

6. Select **Next**.



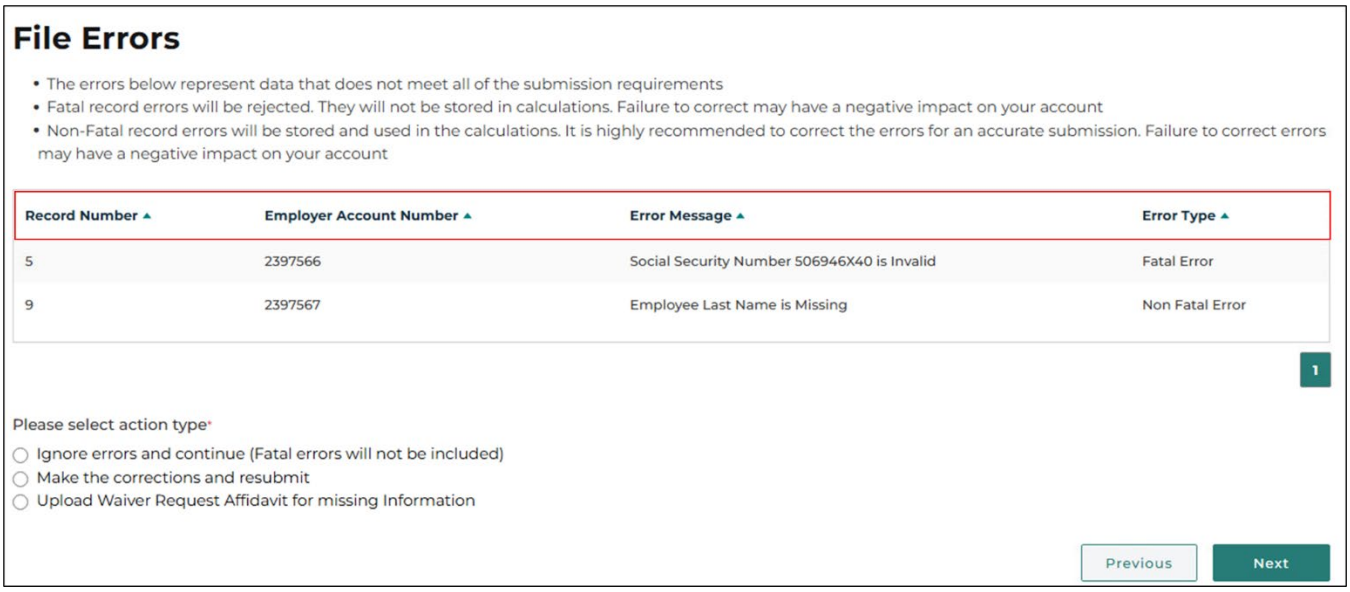
Tip: Select the **X** next to the file to remove the selected file.

7. Based on the results of the validation MiUI will display:
   - Fatal & non-fatal errors
   - No errors

Note: A comprehensive list of fatal and non-fatal errors can be found in the File Format Instructions on MiUI University.

Fatal & Non-Fatal Errors

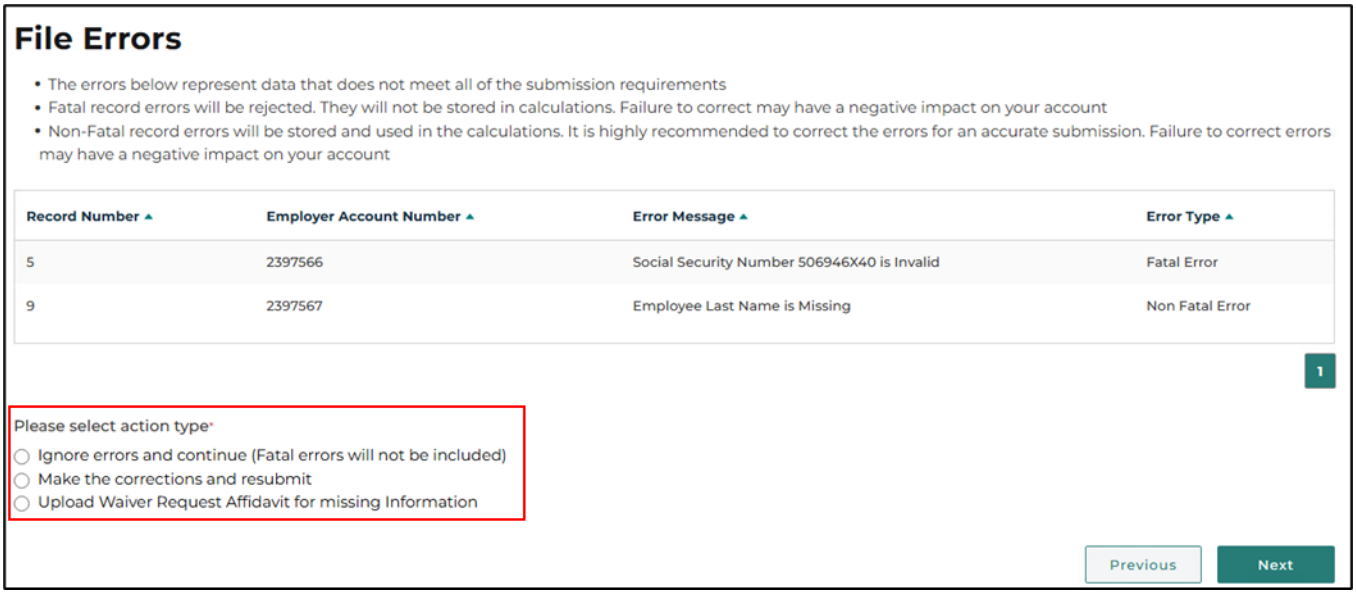
1. On the *Reporting Information* screen, MiUI will display a table of accepted records from your file. In the *File Errors* section, it will display identified records with errors. The *Error Type* column will indicate whether the errors were fatal or non-fatal, while the reasons for the errors will be provided in the *Error Message* column.



Note:

- A fatal error in the employer record will result in the rejection of the entire file
- When MiUI validates the file for fatal and non-fatal errors, it will reject the file if 25% or more of the records for any employer contain errors, such as missing Social Security numbers

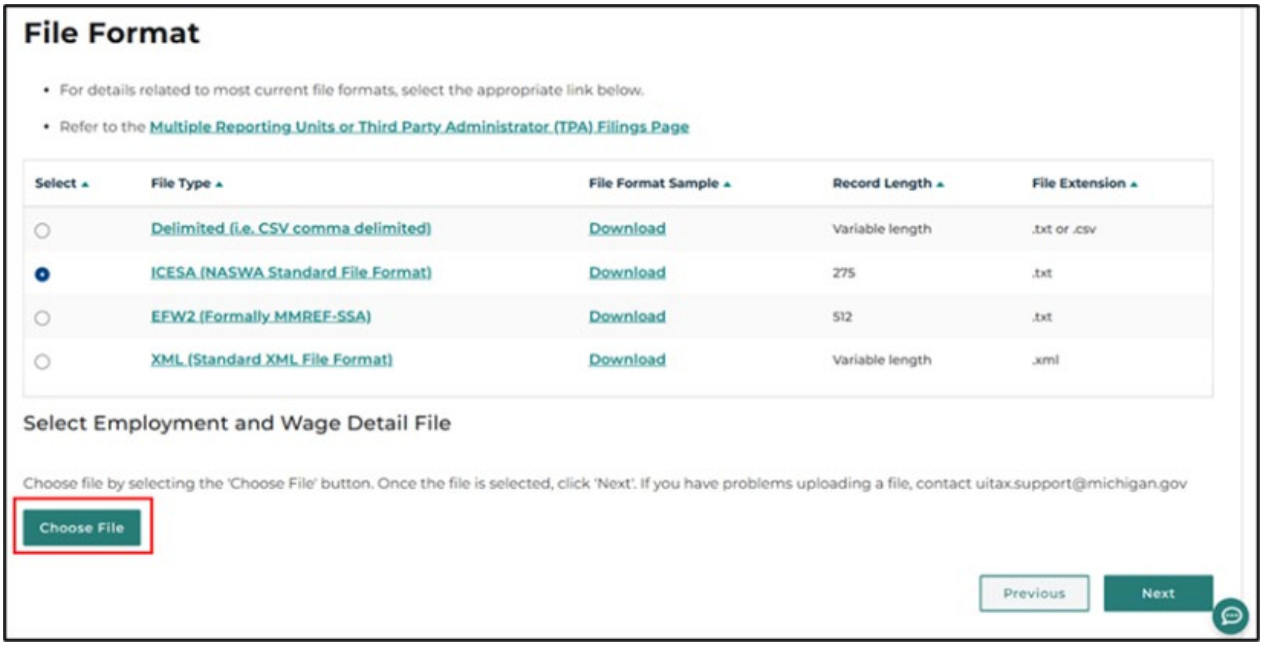
2. In the *File Errors* section, select a radio button under *Please Select an Action Type*.



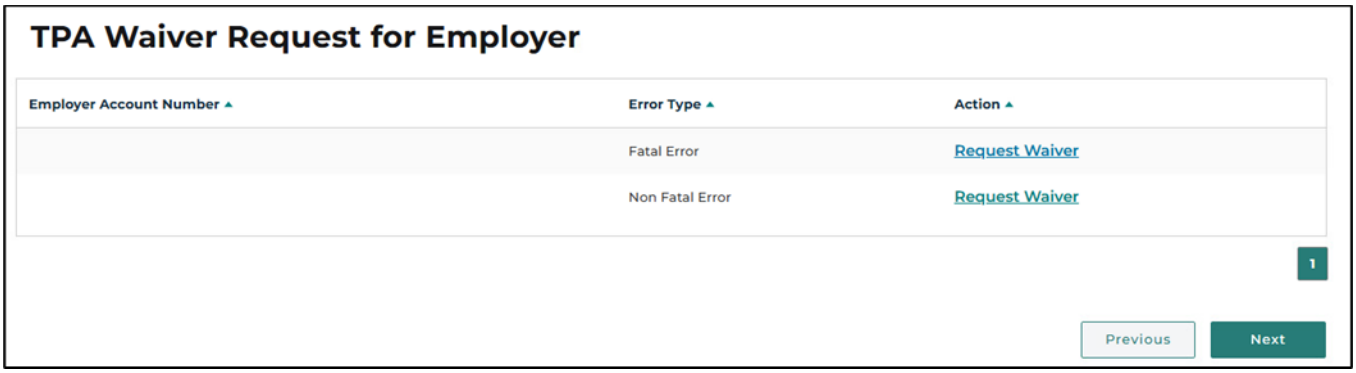
3. **Ignore errors and continue (FATAL ERRORS WILL NOT BE UPLOADED)** will continue with the upload, leaving out any records with fatal errors with the message: Files processed with uncorrected errors, if you do not fix within 14 days you will be assessed a Wage Filing Penalty.

Note: To see the rest of this process, continue to No Errors.

4. **Make the corrections and resubmit** will return you to the *File Format* screen, where you can submit your corrected file.



5. **Upload Waiver Request Affidavit for missing information** will take you to the *TPA Waiver Request for Employer* screen to request a waiver.



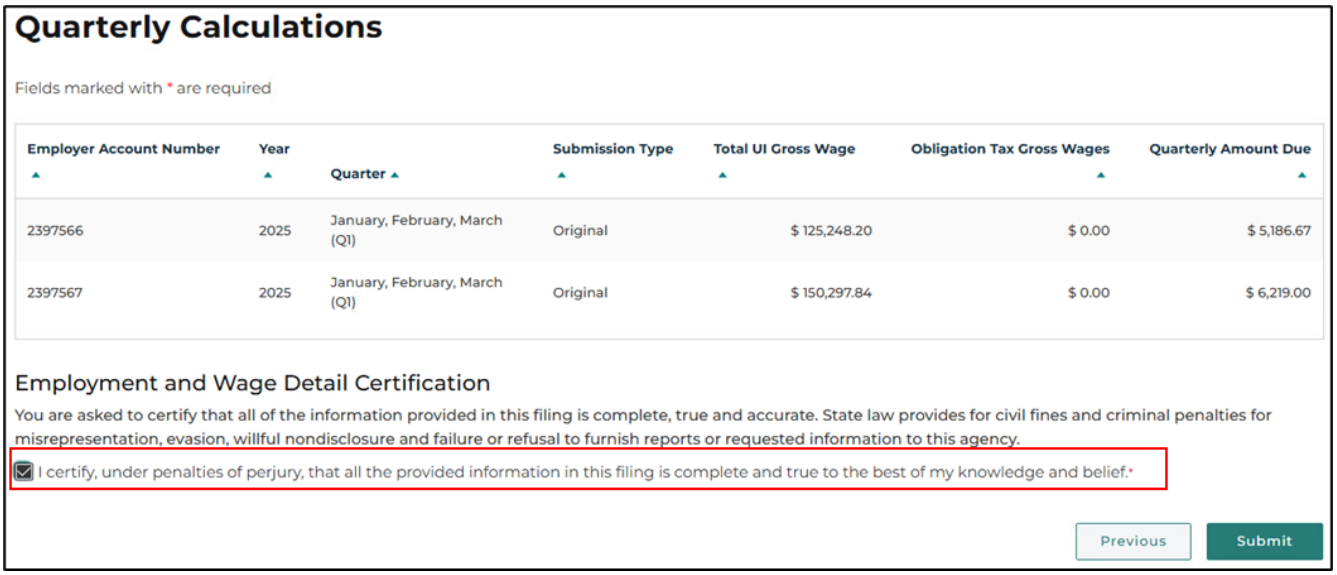
Tip:

- Select the **Request Waiver** hyperlink to upload and submit the waiver. After submitting the waiver, you will receive a *Confirmation* pop-up. Closing out of that pop-up will return you to this screen.
- Select **Next** to go to the *Employment and Quarterly Wage Detail Report Summary* screen. Proceed to No Errors to see the rest of this process.

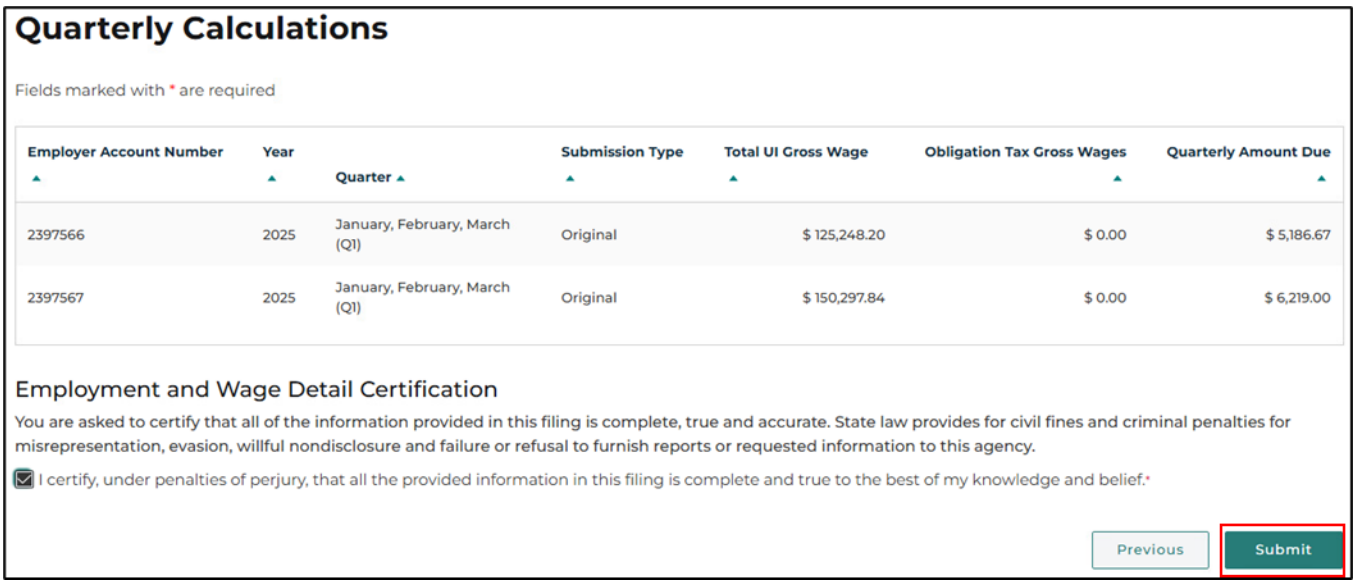
No Errors

1. On the *Employment and Quarterly Wage Detail Report Summary* screen, MiUI displays all the employer account numbers from your file and the number of associated records. Select **Next**.

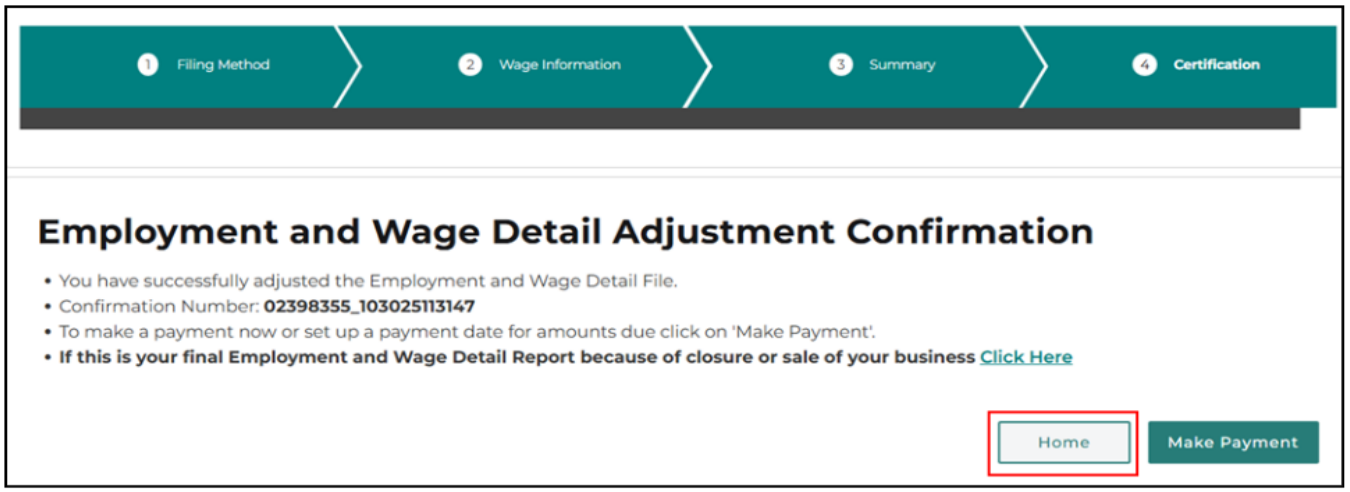
2. On the *Quarterly Calculations* screen, review the information and check the *I certify that, under penalties of perjury, that all the information provided in this filing is complete and true to the best of my knowledge and belief* box.



3. Select **Submit**.



4. On the *Employment and Wage Detail Adjustment Confirmation* screen, select **Home**.



Tip:

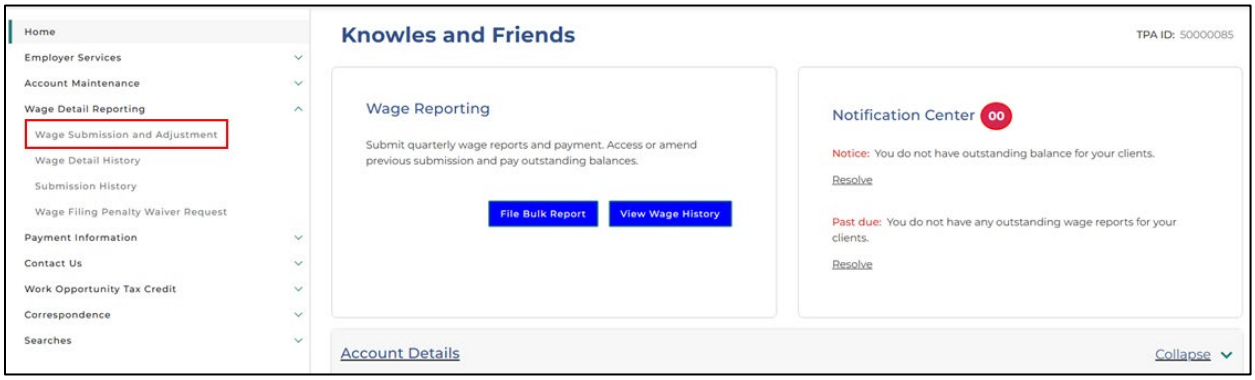
- Select **Make Payment** to make a payment on the collective amount due. The *Edit Tax Payments Update and Submit* role must be assigned for the TPA to make payments on behalf of the associated employers.
- Select Click Here if this is your final Employment and Wage Detail Report because of closure or sale of your business.

Large File

Note: The following steps are listed from the perspective of a Third-Party Administrator (TPA).

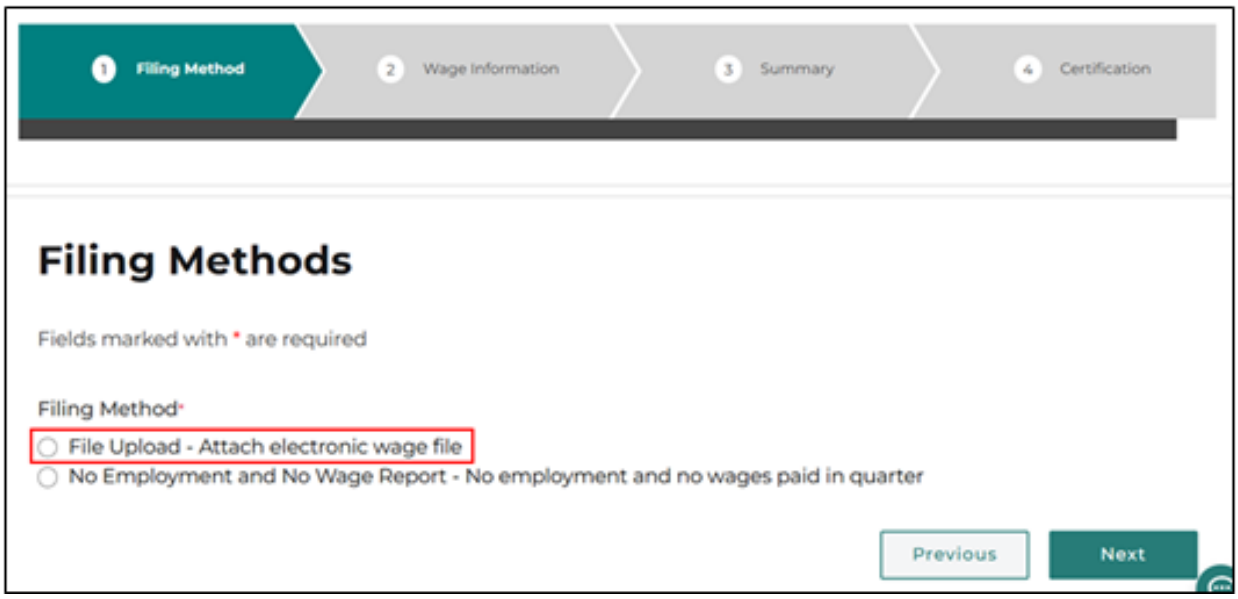
- The TPA must be assigned the *Submit Employment and Wage Detail* role for the associated employers to be able to submit the wage report on their behalf.

1. From the left navigation on the *TPA Homepage,* select **Wage Detail Reporting.** From the *Wage Detail Reporting* drop-down, select **Wage Submission and Adjustment.**



Tip: Another way to submit the quarterly wage report is to select **File Bulk Report** from the *Wage Reporting* section on the *TPA Homepage*

2. On the *Filing Methods* screen, select **File Upload – Attach electronic wage file**.



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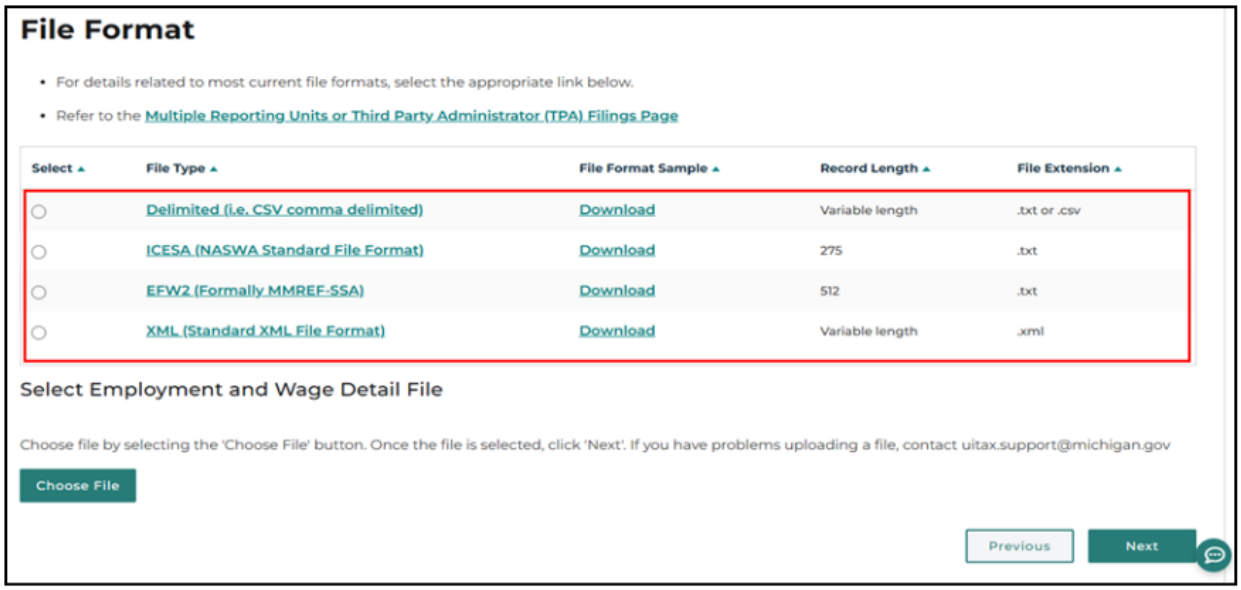
3. Select **Next**.

4. Select a radio button next to *File Type*.



Tip:

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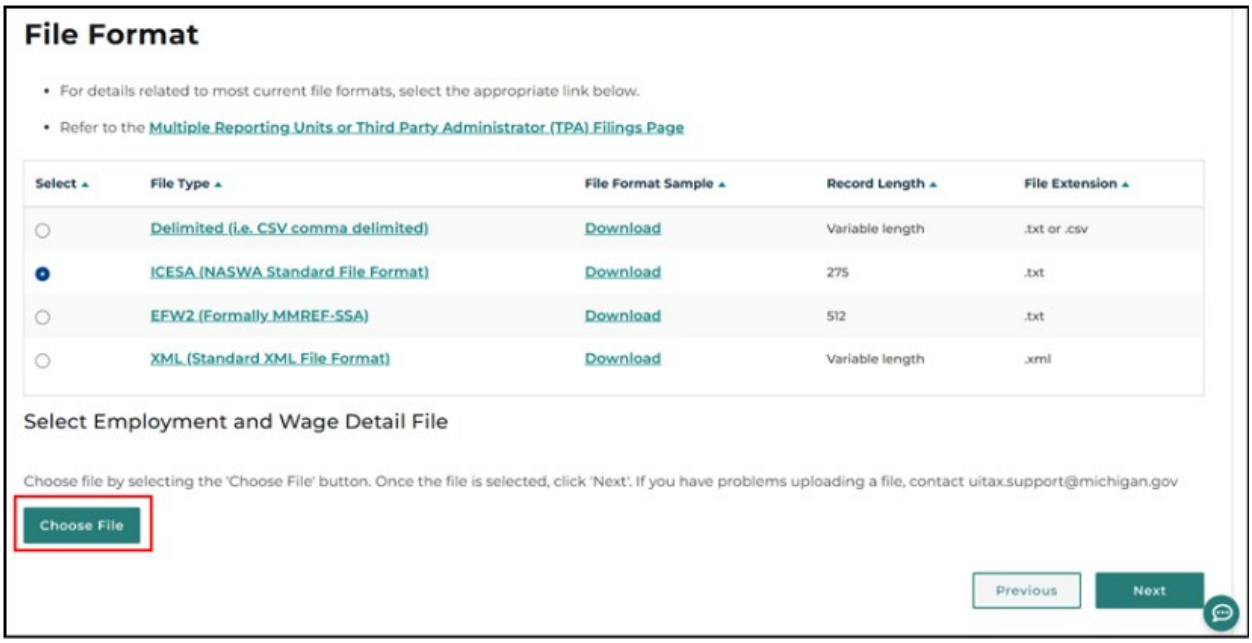
- Select Download next to the *File Type* to download the file format specifications for the file type

Note: A detailed breakdown of file formats and their specifications can be accessed in MiUI University under Quarterly Wage Reports: File Formats.

5. Select **Choose File**.



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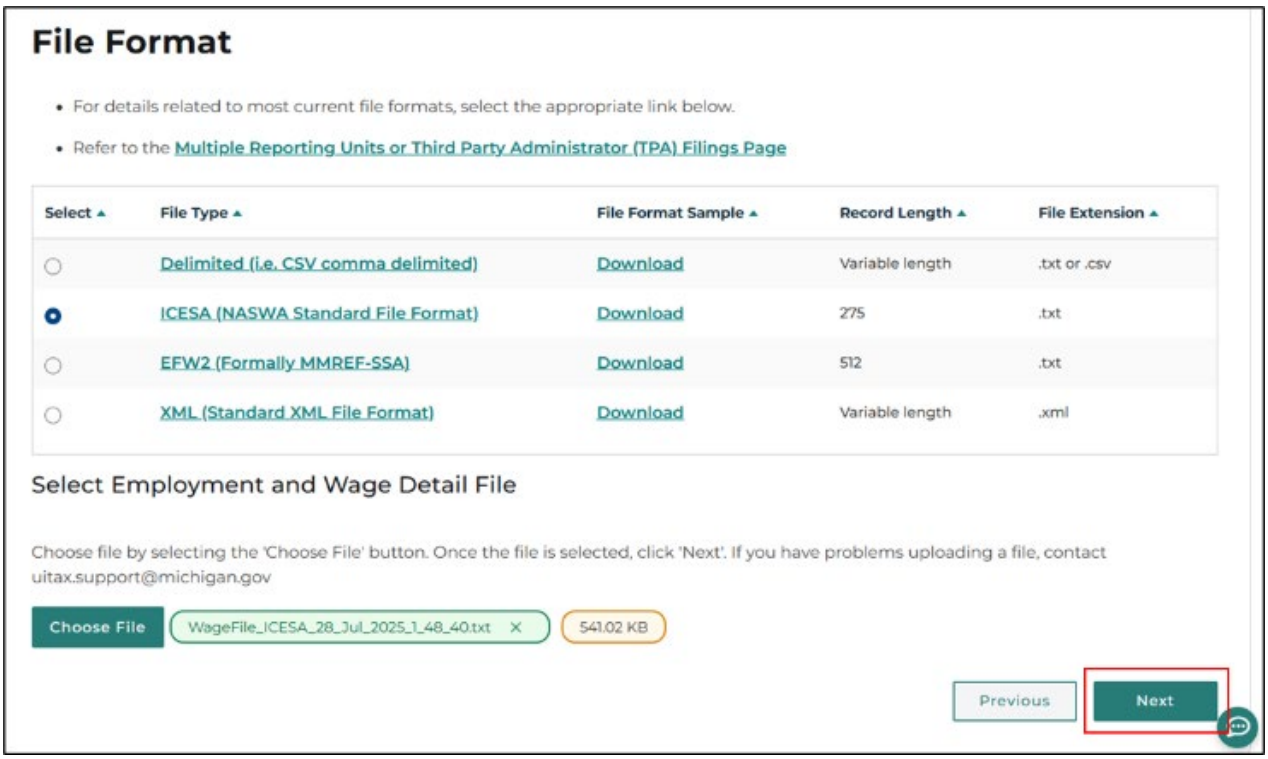
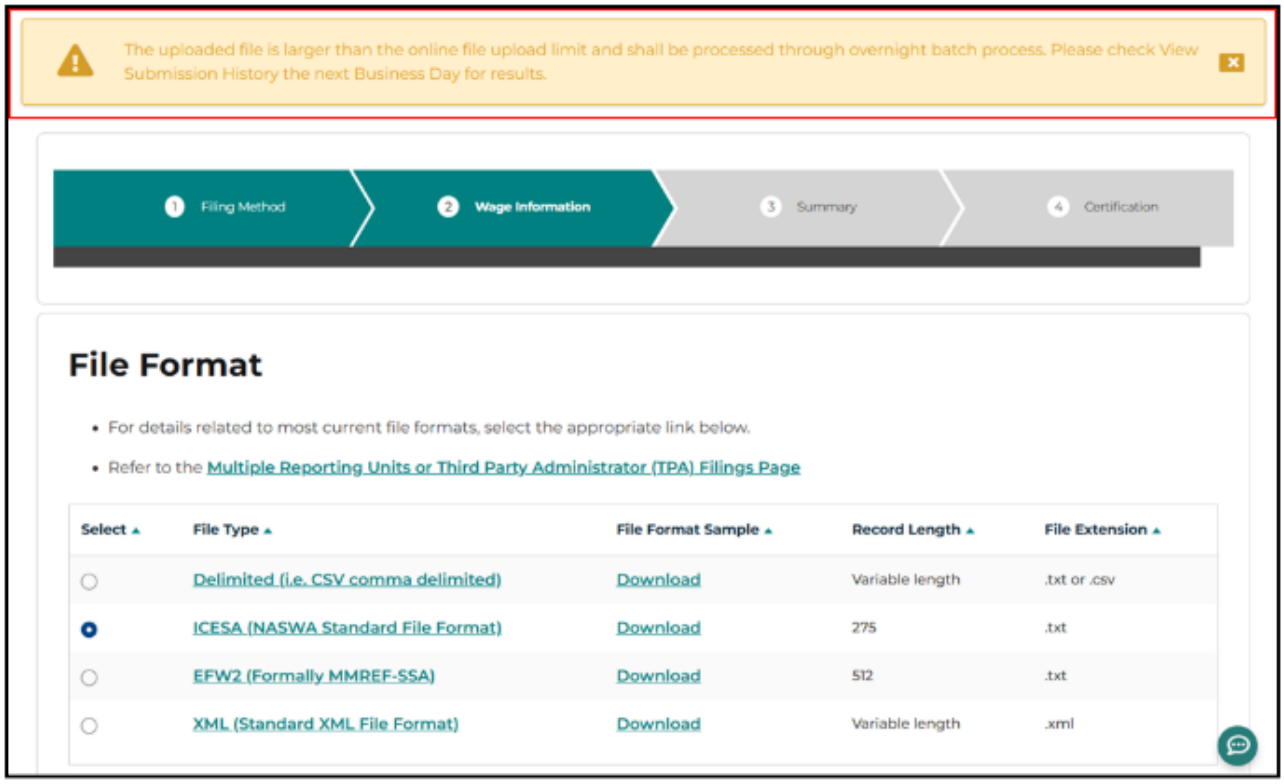


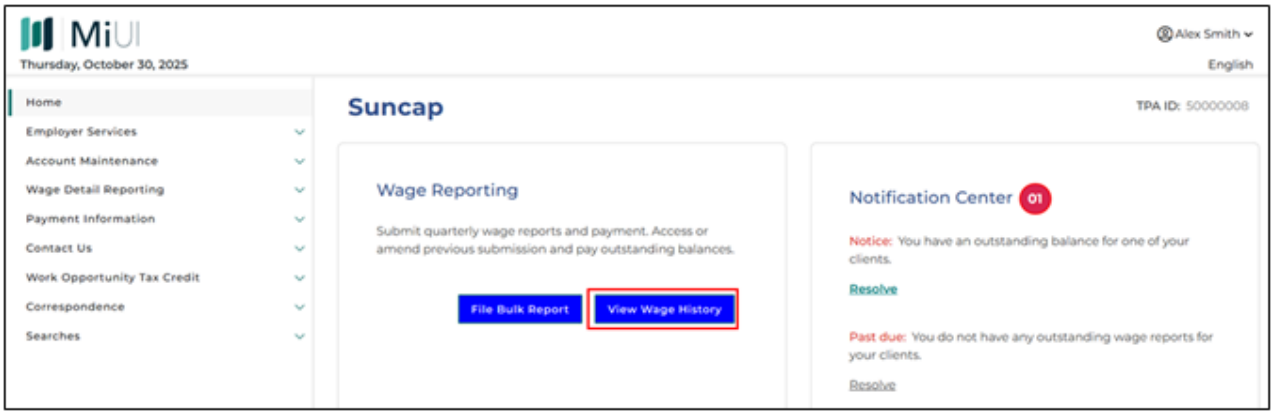
Tip: Select the **X** next to the file to remove the selected file.

7. Notice a notification appears at the top of the screen: *The uploaded file is larger than the online file uploaded limit and shall be processed through overnight batch process. Please check View Submission History for the next Business Day for results*.



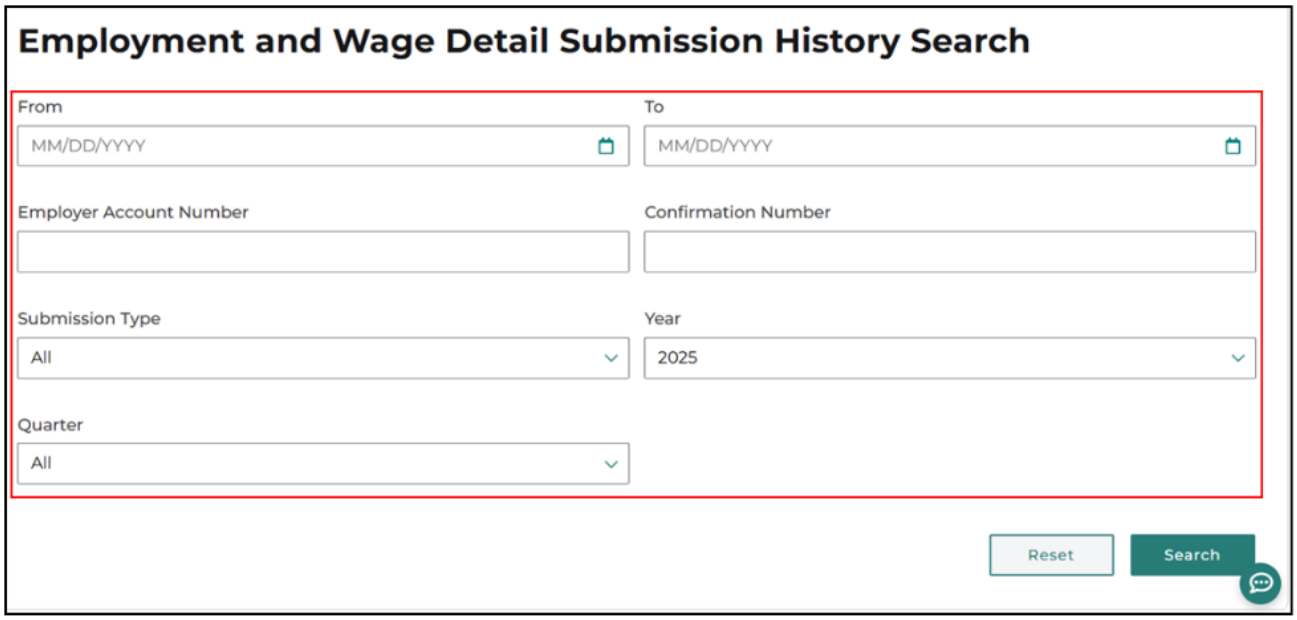
Note: You will be able to view the confirmation number of your uploaded file after 8:00 AM EST the next business day.

8. To view the confirmation number of your uploaded file the next business day after 8:00 AM EST, select **View Wage History** from the TPA Homepage.



Tip: Another way to navigate to the confirmation number is to select **Wage Detail Reporting** from the left navigation menu and select **Submission History** from the *Wage Detail Reporting* drop-down.

9. From the *Employment and Wage Detail Submission History Search* screen, you can narrow the search using any of the search criteria listed.

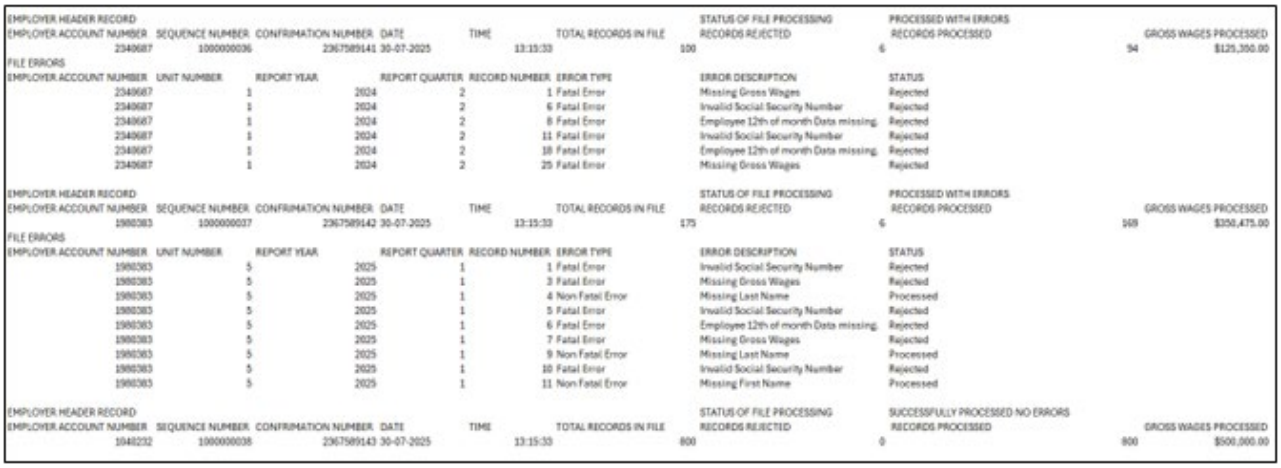


10. In the *Search Results*, review the details of the wage submission. Select the Confirmation Number in the *Confirmation File* column.

Note:

- The *Filing* types available are:
  - *Original*
  - *Estimated*
  - *Adjustment*
- The statuses available are:
  - *Unprocessed*
  - *Loaded File With Errors*
  - *Loaded File Without Errors*
  - *Rejected*

11. Review the confirmation file. The Wage Confirmation Report shows results at both the record level and the file level, revealing the number of successfully processed employers.



EMPLOYER HEADER RECORD

EMPLOYER ACCOUNT NUMBER	SEQUENCE NUMBER	CONFIRMATION NUMBER	DATE	TIME	TOTAL RECORDS IN FILE	STATUS OF FILE PROCESSING: RECORDS REJECTED	PROCESSED WITH ERRORS: RECORDS PROCESSED	GROSS WAGES PROCESSED
2340687	1000000036	2367589141	30-07-2025	13:15:33	100	6	94	$125,350.00

FILE ERRORS

EMPLOYER ACCOUNT NUMBER	UNIT NUMBER	REPORT YEAR	REPORT QUARTER	RECORD NUMBER	ERROR TYPE	ERROR DESCRIPTION	STATUS
2340687	1	2024	2	1	Fatal Error	Missing Gross Wages	Rejected
2340687	1	2024	2	6	Fatal Error	Invalid Social Security Number	Rejected
2340687	1	2024	2	8	Fatal Error	Employee 12th of month Data missing.	Rejected
2340687	1	2024	2	11	Fatal Error	Invalid Social Security Number	Rejected
2340687	1	2024	2	18	Fatal Error	Employee 12th of month Data missing.	Rejected
2340687	1	2024	2	25	Fatal Error	Missing Gross Wages	Rejected

EMPLOYER HEADER RECORD

EMPLOYER ACCOUNT NUMBER	SEQUENCE NUMBER	CONFIRMATION NUMBER	DATE	TIME	TOTAL RECORDS IN FILE	STATUS OF FILE PROCESSING: RECORDS REJECTED	PROCESSED WITH ERRORS: RECORDS PROCESSED	GROSS WAGES PROCESSED
1980383	1000000037	2367589142	30-07-2025	13:15:33	175	6	169	$350,475.00

FILE ERRORS

EMPLOYER ACCOUNT NUMBER	UNIT NUMBER	REPORT YEAR	REPORT QUARTER	RECORD NUMBER	ERROR TYPE	ERROR DESCRIPTION	STATUS
1980383	5	2025	1	1	Fatal Error	Invalid Social Security Number	Rejected
1980383	5	2025	1	3	Fatal Error	Missing Gross Wages	Rejected
1980383	5	2025	1	4	Non Fatal Error	Missing Last Name	Processed
1980383	5	2025	1	5	Fatal Error	Invalid Social Security Number	Rejected
1980383	5	2025	1	6	Fatal Error	Employee 12th of month Data missing.	Rejected
1980383	5	2025	1	7	Fatal Error	Missing Gross Wages	Rejected
1980383	5	2025	1	9	Non Fatal Error	Missing Last Name	Processed
1980383	5	2025	1	10	Fatal Error	Invalid Social Security Number	Rejected
1980383	5	2025	1	11	Non Fatal Error	Missing First Name	Processed

EMPLOYER HEADER RECORD

EMPLOYER ACCOUNT NUMBER	SEQUENCE NUMBER	CONFIRMATION NUMBER	DATE	TIME	TOTAL RECORDS IN FILE	STATUS OF FILE PROCESSING: RECORDS REJECTED	SUCCESSFULLY PROCESSED NO ERRORS: RECORDS PROCESSED	GROSS WAGES PROCESSED
1048232	1000000038	2367589143	30-07-2025	13:15:33	800	0	800	$500,000.00

> **Note:** If an employer has 25% or more error records, only that employer is rejected, not the whole file.

> **Tip:** After reviewing the file, if resubmission is needed, follow the steps starting in Step 1of submitting a large file.