MiUI

Michigan Unemployment Insurance

MiUI

TPA Bulk ACH Debit Payments

Employer Reference Document

MiUI

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TPA Bulk ACH Debit Payment File Upload Overview

Document Description:

- This document is specific to the TPA Bulk ACH Debit Payments for the State of Michigan
- This document contains:
    - Accepted Bulk File Formats and Editing Tools
    - Detailed File Layout and Data Specifications
    - Document and Payment Limits
    - Quarterly Reporting and Payment Due Dates
    - Submission and Payment Processing Instructions
    - Error Handling and Resubmission Protocols
    - Security and Authorization Guidance
    - Tables detailing Michigan UIA's submission requirements for the File Detail and the Employer Detail
        - A *File Detail* table that establishes the header record
        - An *Employer Detail* table that explains how to provide information for each employer record

Bulk File Upload Requirements:

- There are two accepted file formats available to submit a bulk file in MiUI:
    - Delimited (CSV Comma Separated)
    - Txt (Text File)
    - Files can be edited in Notepad++

Defining Delimited:

- CSV Comma Delimited is a comma separated, variable length file format
- Each line of information is known as a *record*
- Each record (line) either:
    - Provides details about the employer
    - 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 bulk filing process, and each have a maximum number of characters

- The file does not have to utilize the entire max-length for each field data element
- A *max-length* column can be found in both the *File Layout – File Detail Record and File Layout Employer Detail* tables

Payment File Specifications and Submission

Document Size:

- The maximum file size is 50 MB.
- Bulk Payment amount limit is five million dollars ($5,000,000.00).
- If sending two $5 million payments, wait five minutes between each to ensure both process correctly.
- When a TPA needs to make a payment that exceeds five million dollars, the amount must be split across multiple allocation files. This is due to restrictions of the state's secure online payment processing system (CEPAS) guidelines which state the maximum payment allowed per allocation file is five million dollars

Due Dates:

- Payment due dates:
  - Quarter 1: April 25
  - Quarter 2: July 25
  - Quarter 3: October 25
  - Quarter 4: January 25
- Both wage reports and payments must be submitted by the 25th for the appropriate quarter.
- If you do not submit your reports and payments accurately and on time, penalty and interest will be applied to your account.
- Compliance with filing Employer's Quarterly Wage/Tax Report, online through MiUI will help ensure efficient processing of the employer's quarterly tax report and payment.

File Submission Process:

- Select **"To initiate payment based on file uploads/edits, download payment due file"**
- A .txt file will download, save the file where desired and update with the amount of the payment for each employer
- To upload the bulk payment file, select **"Choose File"**
- Locate the bulk payment file to submit and select **"Open"**
- Once the file has been selected, select **"Submit"**
- **Note:** 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.

Submission Confirmation:

- Ensure you have filed your wage report prior to submitting your Bulk Payment file.
- After submission, payments will appear in the “Recent Payment Application File Submission History”.
- When you return to this submission page, the status will reflect the latest updates.
- Please revisit the page periodically to monitor the validation status of your submission.

Failed Records:

- Failed records will be displayed in the “Recent Payment Application File Submission History” section
- Selecting the failed records will provide a popup and information for the “Rejected Employer Records” will be displayed
- A reason will be provided in the popup for the failed record
- Any records that fail in processing must be resubmitted

***Do not include** records that have already been successfully processed in your resubmission file.

Making the payment:

- Once the file has been uploaded, select **“Make a Payment”** under the Action column in the Recent Payment Application File Submission History table.
- Enter Payment Method and Details.
- Once the method and details have been verified, select **“Submit”**
- 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.”

Preventing Unauthorized Withdrawals:

To prevent unauthorized withdrawals, contact your financial institution and provide ACH Company ID 9044030366. This authorizes UIA to receive the electronic payment.

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 be making 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 that the fourth value (Quarter End Date) is present; if it is missing, the payment will be processed as a loose payment which may delay the payment showing the employer’s account as a quarterly payment.

Loose Payments

- Loose payments are the mechanism for payments to be made on the employer’s account on previous debt that is not directly tied to the current year and quarter.
- Set the fifth value (Payment Type) to “L” for loose payments.
- The fourth value (Quarter End Date) must be blank.

Bulk Payment Record Tables

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 payment file, TPA may add rows for additional Employers. The max number of Employers is 999 Employers.

File Layout – Employer Detail			
Field Name	**Data Type Size**	**Format**	**Description**
Employer Account Number	Numeric/Employer Account Number	7	The downloaded Allocation file displays the EAN of the employer associated with the TPA.
Total Amount Due	Currency	14,2	The downloaded Allocation file displays the total amount due for an employer No $ sign No 'Comma' between the numbers Has a 'period' to separate decimal values.
Quarterly Payment Amount	Currency	14,2	The payment amount is the amount due for the most recent quarter that has ended. No $ sign No 'Comma' between the numbers Has a 'period' to separate decimal values.
Quarter End Date	MMDDYYYY	8	The Quarter End Date will default to the quarter end date of the most recent completed quarter, and the payment will be applied as a Quarterly Report Payment.
Payment Type	Alpha	1	The Payment Type will default to R. If there is not a quarter end date, then the Payment Type should be 'L' (Loose Payment). If there is a Quarter End Date entered, User can enter one of the below values: R = Quarterly Report Payment

Example of Field Layout

```
5000000369,12202025,4
1024239,2022.47,500.00,12312025,R
1024245,11334.51,11334.51,12312025,R
1024225,7845.91,845.91,12312025,R
1024239,4557.00,57.00,12312025,R
```