MiUI

Michigan Unemployment Insurance

MiUI

WOTC Bulk File Upload

Employer Reference Document

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WOTC Bulk File Upload Overview

Document Description:

- This document is specific to the WOTC bulk file upload for the State of Michigan.
- This document contains:
  - WOTC bulk file upload requirements.
  - Information defining WOTC bulk file upload and its specifications.
  - Information detailing document size requirements, bulk file upload process, and submission confirmation information.
  - Tables detailing Michigan UIA's submission requirements for the Field Layout and the File Layout.
    - A *Field Layout* table that explains what information to provide for the employer or applicant.
    - A *File Layout* table that explains how to provide that information for each employer or applicant.
- To learn more about WOTC, visit LEO - Work Opportunity Tax Credit.

WOTC Bulk File Upload Requirements:

- Employers or WOTC TPAs with the Edit and View Access role have permissions to upload a WOTC bulk file.
- There are two accepted file formats available to submit a WOTC bulk file in MiUI:
  - Delimited (CSV Comma Separated)
  - TXT (Text File)
- Excel files cannot be uploaded unless converted to CSV format (.xls or .xlsx file types are not supported).
- Do not include a header row in the WOTC Bulk Application file.
- Editing the TXT file must be done in Notepad ++ which correctly displays the format that is supported when uploading the file. The visual cue that differentiates Notepad++ from the basic Notepad application and confirms usage of the correct application is that the entries will be on one line/row.
- Editing in the CSV application will look very similar to an Excel file, but the end of the file name will confirm that it is a CSV file.
- If there is an optional field where the applicant decided not to provide information, such as an optional phone number field, on the CSV version that cell would be skipped, but if there is a field in the TXT with no provided or given values it will be separated with two

	commas—‘,,’ which represents no data for that field. CSV is a bit more straightforward as the box would simply be left blank. • The county name used should be the name of the county only; do not include the county code. County name entries are not case sensitive. For example, “WAYNE”, “Wayne”, and “wayne” are all accepted.

	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 the identification of the WOTC applicant and employer, TPA information required where applicable.
	• 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 WOTC application 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 *Size* column can be found in the *File Layout* tables.

File Specifications and Submission

	Document Size: • Maximum file size is 20 MB.
	WOTC Bulk File Upload Process • Confirm that the first value in the TXT or CSV file matches the Employer's FEIN. If pasting a FEIN into the file, make sure to remove any hyphens from the number. • Select **Work Opportunity Tax Credit** from the left navigation in MiUI. • Select **Bulk Application Filing.** • Select **Browse.** • Upload the file, confirming it's in TXT or CSV file format type. It will list the name of the uploaded file and the file size. • Select **Upload WOTC Applications.** • If successful, MiUI will display a chart with the uploaded information. • If there is an error in the file, MiUI will display the error and not allow the user to submit the file until the error has been updated, and the file is re-submitted without the error. • On the *Bulk Application Supporting Documentation* screen, upload any additional documents needed and optionally add any forthcoming document submission dates. Select the certification checkbox at the bottom of the screen, then select **Submit**.
	Submission Confirmation: To view submitted applications and all uploaded information: • Select the **View Bulk Upload History** hyperlink upon submission of the Bulk Application file OR select **Bulk Application Filing History** from the left navigation menu. • If a Bulk File has not been uploaded for the employer a message will state, "No Data has been found." • If the file upload is successful, the status will note if the bulk upload is pending or if the cases were successfully created.

	• Bulk files can take up to 3-4 minutes to upload, or the cases can be created almost instantaneously, depending on how much data is stored in it. • Once the file is uploaded, for both successful and unsuccessful outcomes, MiUI will indicate how many files were included in the file ○ For example, if there are 3 files for the applications, the employer or TPA can do direct searches for the individual to see the status of those individual applications.

WOTC Record Table

FILE LAYOUT

The Header Record table lists the Field Name, Format, Size, and the Logic/Validation (the requirements for each data field to be accepted by the system) that each Header Record will contain within the WOTC bulk file document.

Field ID	Field Name	Format	Size	Logic/Validation
A	FEIN	Integer	**9**	Employer Information – Federal Employer Identification Number.
B	Employer Account Number	Integer	**10**	Employer Information – Unemployment Insurance Agency Account Number, leave blank if there is no value to provide.
C	First Name	String	**30**	Applicant Information – First name of the new hire.
D	Middle Initial	String	**1**	Applicant Information – Middle initial of the new hire.
E	Last Name	String	**30**	Applicant Information – Last name of the new hire.
F	SSN	Integer	**9**	Applicant Information – Social Security Number of the new hire.
G	Country	String	**2**	Applicant Information – Country of address of the new hire. Example US or CA.
H	Street 1	String	**50**	Applicant Information – Line 1 of Street Address of the new hire. Example 123 Anywhere Ave.
I	Street 2	String	**45**	Applicant Information – Line 2 of Street Address of the new hire Example P.O. Box 4538 or Suite #202.
J	Unit Type	String	**6**	Applicant Information – Unit Type of Street Address of new hire: APT = Apartment Building BSMT = Basement DEPT = Department FL= Floor FRNT = Front HNGR = Hanger LBBY = Lobby LOT = Lot LOWR = Lower OFC = Office PH = Penthouse PIER = Pier REAR = Rear

Field ID	Field Name	Format	Size	Logic/Validation
				RM = Room SIDE = Side SLIP = Slip SPC = Space STE = Suite STOP = Stop TRLR = Trailer UNIT = Unit UPPR = Upper
K	Unit	String	**6**	Applicant Information – The unit number associated with the unit type of the new hire. Example 1A
L	City	String	**35**	Applicant Information – The city of address of the new hire
M	State	String	**2**	Applicant Information – The state code of address of the new hire: MI = MICHIGAN AA = ARMED FORCES AMERICAS (EX CAN) AE = ARMED FORCES AFRICA/CAN/EUR/ME AK = ALASKA AL = ALABAMA AP = ARMED FORCES PACIFIC AR = ARKANSAS AS = AMERICAN SAMOA AZ = ARIZONA CA = CALIFORNIA CO = COLORADO CT = CONNECTICUT DC = DISTRICT OF COLUMBIA DE = DELAWARE FL = FLORIDA FM = FEDERATED STATES OF MICRONESIA GA = GEORGIA GU = GUAM HI = HAWAII IA = IOWA ID = IDAHO IL = ILLINOIS IN = INDIANA KS = KANSAS KY = KENTUCKY LA = LOUISIANA MA = MASSACHUSETTS

Field ID	Field Name	Format	Size	Logic/Validation
				MD = MARYLAND ME = MAINE MH = MARSHALL ISLANDS MN = MINNESOTA MO = MISSOURI MP = NORTHERN MARIANA ISLANDS MS = MISSISSIPPI MT = MONTANA NC = NORTH CAROLINA ND = NORTH DAKOTA NE = NEBRASKA NH = NEW HAMPSHIRE NJ = NEW JERSEY NM = NEW MEXICO NV = NEVADA NY = NEW YORK OH = OHIO OK = OKLAHOMA OR = OREGON PA = PENNSYLVANIA PR = PUERTO RICO PW = PALAU RI = RHODE ISLAND SC = SOUTH CAROLINA SD = SOUTH DAKOTA TN = TENNESSEE TX = TEXAS UT = UTAH VA = VIRGINIA VI = VIRGIN ISLANDS VT = VERMONT WA = WASHINGTON WI = WISCONSIN WV = WEST VIRGINIA WY = WYOMING
N	ZIP	String	**10**	Applicant Information – The ZIP Code of address of the new hire. Example 99999.
O	County	String	**15**	Applicant Information – The County of address of the new hire.
P	Phone Number	Integer	**10**	Applicant Information – The contact phone number of the new hire. Include area code but exclude country code, hyphens and (). Example 4293356300.

Field ID	Field Name	Format	Size	Logic/Validation
Q	Date of Birth	String-Integer	**10**	Applicant Information – The date of birth of the new hire. MM/DD/YYYY.
R	8850 Check Box 1	Integer	**1**	Received a conditional certification from the state workforce agency (SWA) or a participating local agency for the work opportunity credit. 1 = Yes 0 = No

S	8850 Check Box 2	Integer	**1**	Any of the following statements apply:
				
				• Member of a family that has received assistance from Temporary Assistance for Needy Families (TANF) for any 9 months during the past 18 months.
				• Veteran and a member of a family that received Supplemental Nutrition Assistance Program (SNAP) benefits (food stamps) for at least a 3-month period during the past 15 months.
				• Referred here by a rehabilitation agency approved by the state, an employment network under the Ticket to Work program, or the Department of Veterans Affairs.
				• At least age 18 but not age 40 or older and member of a family that:
				  ○ Received SNAP benefits (food stamps) for the past 6 months, or
				  ○ Received SNAP benefits (food stamps) for at least 3 of the past 5 months but is no longer eligible to receive them.
				• During the past year, convicted of a felony or released from prison for a felony.
				• Received supplemental security income (SSI) benefits for any month ending during the past 60 days.
				• Veteran and unemployed for a period or periods totaling at least 4 weeks but less than 6 months during the past year.
				
				1 = Yes
				0 = No

Field ID	Field Name	Format	Size	Logic/Validation
T	8850 Check Box 3	Integer	**1**	A veteran and unemployed for a period or periods totaling at least 6 months during the past year. 1 = Yes 0 = No
U	8850 Check Box 4	Integer	**1**	Veteran entitled to compensation for a service-connected disability and discharged or released from active duty in the U.S. Armed Forces during the past year. 1 = Yes 0 = No
V	8850 Check Box 5	Integer	**1**	Veteran entitled to compensation for a service-connected disability and unemployed for a period or periods totaling at least 6 months during the past year. 1 = Yes 0 = No
W	8850 Check Box 6	Integer	**1**	Member of a family that: • Received TANF payments for at least the past 18 months, or • Received TANF payments for any 18 months beginning after August 5, 1997, and the earliest 18-month period beginning after August 5, 1997, ended during the past 2 years, or • Stopped being eligible for TANF payments during the past 2 years because federal or state law limited the maximum time those payments could be made. 1 = Yes 0 = No
X	8850 Check Box 7	Integer	**1**	In a period of unemployment that is at least 27 consecutive weeks the day before you began to work for the employer, or if earlier, the day you completed IRS Form 8850, the Prescreening Form AND for all or part of that period you received unemployment compensation. 1 = Yes 0 = No

Field ID	Field Name	Format	Size	Logic/Validation
Y	Employer Contact Name	String	**60**	Employer Information - Employer contact name. Example JOHN SMITH.
Z	Employer Contact Phone	Integer	**10**	Employer Information -Employer contact phone number. Include area code but exclude country code, hyphens and (). Example 4295386533.
AA	Employer Contact Email	String	**50**	Employer Information – Employer Email Address. Example employer@business.com.
AB	Employer Contact Address	String	**50**	Employer Information – Employer contact address.
AC	Employer Contact City & State	String	**60**	Employer Information - Employer contact city and state. Example DETROIT MI.
AD	Targeted Group Number	String	**1**	Targeted Group Number 4 - Designated community resident. An individual who is at least age 18 but not yet age 40 on the hiring date and lives within an empowerment zone or rural renewal county 6 - Summer youth employee. An individual who: • Performs services for the employer between May 1 and September 15, • Is at least age 16 but not yet age 18 on the hiring date (or if later, on May 1) • Lives within an empowerment zone. <blank> = None 4 = Group Number 4 6 = Group Number 6
AE	Date applicant gave information	Date	**10**	The date the applicant gave application information. MM/DD/YYYY
AF	Date applicant was offered job	Date	**10**	The date of the applicant was offered job. MM/DD/YYYY
AG	Date applicant was hired	Date	**10**	The date of the applicant was hired. MM/DD/YYYY
AH	Date applicant started job	Date	**10**	The date of the applicant was offered job. MM/DD/YYYY

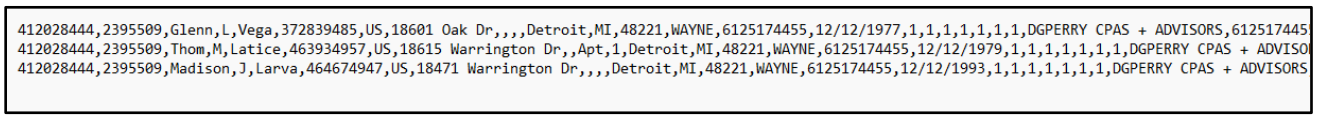
Field ID	Field Name	Format	Size	Logic/Validation
AI	Rehire	Integer	**1**	Indicates the applicant was a rehire. 1 = Yes 0 =No
AJ	Wage	Decimal	**14**	The starting wage per hour. Include decimal but not dollar sign.
AK	Position	String	**50**	The job position description. Example CLERK
AL	Occupation Category	Integer	**4**	The occupation category of the job. Note: Do not include "OC" before the occupation category, just the number. See the appendix for a list of occupation code and name.
AM	9061 Box 12, Question 1	Integer	**1**	Qualified IV-A Recipient (TANF).
AN	9061 Box 12, Question 2	String	**30**	Name of primary benefits recipient: Alphanumeric, apostrophe, and hyphen – Employee's last name. Alphanumeric, apostrophe, and hyphen – Employee's first name.
AO	9061 Box 12, City/State TANF benefits received	String	**40**	City/State TANF benefits received. Example DETROIT MI.
AP	9061 Box 13, Question 1	Integer	**1**	Check here if the job applicant is a veteran of the U.S. Armed Forces (includes National Guard and Reserves). 1 = Yes 0 = No
AQ	9061 Box 13, Name of Benefits Recipient	String	**30**	Name of Primary SNAP Recipient. Example John Smith.
AR	9061 Box 13, City and State Benefits Received	String	**40**	City/State SNAP benefits received. Example DETROIT MI.
AS	9061 Box 14, Question 1	Integer	**1**	Check here if the job applicant is an Ex-Felon (includes individuals on parole or probation). 1 = Yes 0 = No

Field ID	Field Name	Format	Size	Logic/Validation
AT	9061 Box 14, Question 2	Integer	**1**	Check if the job applicant is in a Work Release. 1 = Yes 0 = No
AU	9061 Box 14, Date of conviction	Date	**10**	Date of conviction, MM/DD/YYYY.
AV	9061 Box 14, Date of release	Date	**10**	Date of release, MM/DD/YYYY.
AW	9061 Box 14, Question 3	Integer	**1**	Was this a Federal conviction? 1 = Yes 0 = No
AX	9061 Box 14, Question 4	Integer	**1**	Was this a State conviction? 1 = Yes 0 = No
AY	9061 Box 14, Applicable City and State	String	**40**	List applicable city and state. Example Michigan.
AZ	9061 Box 15, Question 1	Integer	**1**	Rural Renewal County (RRC) or 1 = Yes 0 = No
BA	9061 Box 15, Question 2	Integer	**1**	Empowerment Zone (EZ) 1 = Yes 0 = No
BB	9061 Box 16, Question 1	Integer	**1**	Check here if the job applicant is a Vocational Rehabilitation (VR) Referral. 1 = Yes 0 = No
BC	9061 Box 16, Question 2	Integer	**1**	Rehabilitation agency approved by the state. 1 = Yes 0 = No

Field ID	Field Name	Format	Size	Logic/Validation
BD	9061 Box 16, Question 3	Integer	**1**	Employment Network under the Ticket to Work. 1 =Yes 0 = No
BE	9061 Box 16, Question 4	Integer	**1**	Department of Veteran Affairs. 1 = Yes 0 = No
BF	9061 Box 17, Question 1	Integer	**1**	Check here if the job applicant is a Qualified Summer Youth Employee. 1 = Yes 0 = No
BG	9061 Box 18, Question 1	Integer	**1**	Check here if the job applicant is a Qualified SNAP. 1 = Yes 0 = No
BH	9061 Box 18, Name of Benefits Recipient	String	**30**	Name of Benefits Recipient received, Example JOHN SMITH.
BI	9061 Box 18, City/State benefits received	String	**40**	City/State SNAP benefits received, Example DETROIT MI.
BJ	9061 Box 19, Question 1	Integer	**1**	Check here if the job applicant received or is receiving Supplemental Security Income. 1 = Yes 0 = No
BK	9061 Box 20, Question 1	Integer	**1**	Assistance (long-term TANF) recipient. 1 = Yes 0 = No
BL	9061 Box 20, Name of Benefits Recipient	String	**30**	Name of Primary long-term TANF Recipient. Example JOHN SMITH.

Field ID	Field Name	Format	Size	Logic/Validation
BM	9061 Box 20, City/State benefits received	String	**40**	City/State long-term TANF benefits received. Example DETROIT MI.
BN	9061 Box 21, Question 1	Integer	**1**	Check here if the job applicant is a long-term recipient (LTUR). 1 = Yes 0 = No
BO	9061 Box 21, City/State benefits received	String	**50**	City/State where UI claim/wage records were filed. 1 = Yes 0 = No

Example of File Layout



Note: *The example above shows how a TXT file format appears in Notepad++. Because Notepad++ displays each data entry in a single line, the screenshot above does not display the full line for each of the three example data entries.*

Appendix: Employee Occupations

Occupation Code	Occupation Name
17	Architecture and Engineering
27	Arts, Design, Entertainment, Sports, and Media
37	Building and Grounds Cleaning and Maintenance
13	Business and Financial Operations
21	Community and Social Services
15	Computer and Mathematical
47	Construction and Extraction
25	Education, Training, and Library
45	Farming, Fishing, and Forestry
35	Food Preparation and Serving Related
29	Healthcare Practitioner and Technical
31	Healthcare Support
49	Installation, Maintenance, and Repair
23	Legal
19	Life, Physical, and Social Science
11	Management
55	Military Specific
43	Office and Administrative Support
39	Personal Care and Service
51	Production
33	Protective Service
41	Sales and Related
53	Transportation and Material Moving

Note: *This list is subject to change.*