

Michigan Unemployment Insurance

MiUI


XML File Format


Employer Reference Document

Contents

XML File Format Overview.....	2
File Specifications and Submission	6
XML Record Table	8
Error Messages.....	24
Example of XML File Format	28
File Format Reference Document Locations	29

XML File Format Overview



	<p>Document Description:</p> <ul style="list-style-type: none"> • This document is specific to the XML file format for quarterly wage reports to the State of Michigan <ul style="list-style-type: none"> ○ Delimited, ICESA, and EFW2 each have separate reference documents <ul style="list-style-type: none"> ▪ Information on where to access all file format documents can be found here: File Format Employer Reference Document Locations • This document contains: <ul style="list-style-type: none"> ○ Employer and Third-Party Administrator (TPA) wage reporting requirements ○ Information defining the XML file format and its specifications ○ Information detailing document size requirements and submission confirmation information ○ 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 ▪ 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 ▪ 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 available 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 XML 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>XML Record Table</i> should contain information identifying the employer and employees for which the TPA is submitting on behalf of
	<p>Defining XML:</p> <ul style="list-style-type: none"> • The XML (Extensible Markup Language) file format uses a predefined set of rules to encode documents of the .XML type for wage reporting • This document contains a series of lines of text • Each line either: <ul style="list-style-type: none"> ○ Starts or ends fields within the file format ○ Provides details about the employer ○ Provides the identification and wage information for each individual employed during the period • The first line of the file is a standard code that Identifies that this is the .XML file type <ul style="list-style-type: none"> ○ This line is not repeated • Each line that includes employer or employee information within the file follows the format of <i>Field Name</i> then <i>Data Value(s)</i> then <i>Field Name</i> • Some lines do not contain a data value, and are instead used to indicate the sections of the file <ul style="list-style-type: none"> ○ This is done by having a Parent Element that comes before and after the lines of information it describes

	<ul style="list-style-type: none"> ○ Parent elements are not repeated in the same line and instead are repeated to indicate the beginning or end of a record <ul style="list-style-type: none"> ▪ All parent elements should be paired as they open and close a record in the file ○ The Parent Elements of an XML Wage File are: <ul style="list-style-type: none"> ▪ Wage File <ul style="list-style-type: none"> • Second and final line of entire document to indicate this is a wage file ▪ Employer <ul style="list-style-type: none"> • Includes general employer information and every employee’s specific information that was paid wages by that employer ▪ Employee <ul style="list-style-type: none"> • Found within the Employer Parent Element and only contains the information for a single employee who was paid wages during the quarter • Note: The following data fields within the file must be unique when combined for each Employee Parent Element: <ul style="list-style-type: none"> ○ Employer Account Number ○ Unit Number ○ Year Quarter ○ Employee SSN • The XML Record Table on Page 9 includes the exact text needed for each line field name and a visual example has been given at the end of this document for an employer with a single employee
	<p>Multiple Work Site Businesses:</p> <ul style="list-style-type: none"> • When registering, all employers have a choice to report wages under one main unit or to set up each work site as a separate reporting unit and report wages for each work site <ul style="list-style-type: none"> ○ If an employer sets up each work site as a separate reporting unit, wages for each work site may be reported in the same file ○ To do so, the employer specifies the reporting unit for each individual employee in the <i>Employee Detail Record</i> ○ Reporting unit refers to a distinct business location by number, based on how many locations an employer has • Example: An employer has 4 work sites in the State of Michigan and wishes to establish separate reporting units. The reporting structure

	<p>would be such that there would be one main company (000) and each additional site gets a sequential reporting unit (001, 002, 003)</p>
--	---

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 hyper link <u>View</u>

- On the right-hand side of search results there is a column named *Confirmation File*
- Select the Download link to gain access to the confirmation file

XML Record Table

EMPLOYER HEADER RECORD – EMPLOYER WAGE FILE FORMAT

The table below lists the Field Name (the exact text of each line with space to indicate where to place data elements), Format/Description (how the data should be entered and what it means), Length (maximum amount of characters allotted for each record), and the Logic/Validation (the requirements for each data field to be accepted by the system) that each line will contain.

Identifier	Field Name	Format/Description	Length	Validation
XML	Header	Header that tells the system what XML version is being used <i>Example: xml version="1.0" encoding="utf-8"</i>	N/A	Does not need an end tag
Wage File	Wage File	Record informs the system the file is a wage file <i>Example: <Wage_File></i>	N/A	Does not need an end tag Should be the last row in the entire field, therefore the end tag should </Wage_File>; no need to include the URL
Employer	Employer	Employer is the parent element having the child elements as listed below <i>Example: <Employer></i>	N/A	
Employer	Year/Quarter	Numeric – Reporting period year and quarter. Quarter should reflect last month of the reporting quarter 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 2022):</i> <i><Year_Qtr>202203</Year_Qtr></i>	6	Numeric in CCYYQQ format
Employer	Employer Account Number (EAN)	Numeric – Michigan's 7-digit account number without symbols <i>Example: <Employer_Acct_Number>1000238</Employer_Acct_Number></i>	7	Numeric, do not include spaces of hyphens Must be a valid EAN

Identifier	Field Name	Format/Description	Length	Validation
Employer	Apportionment Program	<p>Alphabetic –</p> <p>Insert Y if the employee has Apportionment Program indicator as activated and Insert N if the employee has Apportionment Program indicator as Deactivated</p> <p>If the employer wishes to request Apportionment for the 1st quarter taxes, the Apportionment indicator will need to be activated. To activate place Y in this field for the first quarter wage submission</p> <p><i>Example: <Apportionment_Ind>Y</Apportionment_Ind</i></p>	1	<p>Y or N</p> <p>If blank, default to N</p>
Employer	Terminating Business Indicator	<p>Alphabetic</p> <p>Insert Y if the employer wishes to indicate this is the final report (Inactivating/Terminating Business)</p> <p>Insert N if the employer does not need to indicate they are Inactivating/Terminating Business</p> <p><i>Example: <Out_of_business_ind>N</Out_of_business_ind></i></p>	1	<p>Y or N</p> <p>If blank, default to N</p>
Employee	Employee	<p>Employee is the parent element having the child elements as listed below. This element repeats for each SSN in the file.</p> <p><i>Example: <Employee></i></p>	N/A	
Employee	Employer Account Number (EAN)	<p>Numeric – Michigan's 7-digit account number without symbols</p> <p><i>Example: <Employer_Acct_Number>1000238</Employer_Acct_Number></i></p>	7	<p>Numeric, do not include spaces of hyphens</p> <p>Must be a valid EAN</p>
Employee	Unit Number	<p>Numeric – Reporting unit number</p> <p>Enter a 3-digit identification number to identify wages by work site</p> <p><i>Example: <Unit_Number></i></p>	3	<p>Numeric, for single unit employers use 000</p>

Identifier	Field Name	Format/Description	Length	Validation
Employee	Year/Quarter	<p>001</Unit_Number></p> <p>Numeric – Reporting period year and quarter. Quarter should reflect last month of the reporting quarter</p> <p>If Q1 then QQ is 03 If Q2 then QQ is 06 If Q3 then QQ is 09 If Q4 then QQ is 12</p> <p><i>Example (1st quarter 2022):</i> <Year_Qtr>202203</Year_Qtr></p>	6	Numeric in CCYYQQ format
Employee	Employment Data (Month 1)	<p>Numeric, 12th of the Month Employment indicator</p> <p>Indicates whether or not the employee worked during the pay period that included the 12th day of the first month of the reporting period (i.e., January, April, July, and October)</p> <p>Enter 1 if the employee worked for the employer during the pay period that included the 12th day of the first month of the quarter</p> <p>Enter 0 if the employee did not work for the employer during the pay period that included the 12th day of the first month of the quarter</p> <p><i>Example: <Month_1_Employment>1</Month_1_Employment></i></p>	1	<p>Numeric 1 or 0</p> <p>There is no default, this is a required field which requires a 1 or 0</p>
Employee	Employment Data (Month 2)	<p>Numeric, 12th of the Month Employment indicator</p> <p>Indicates whether or not the employee worked during the pay period that included the 12th day of the second month of the reporting period (i.e., February, May, August, and November)</p> <p>Enter 1 if the employee worked for the employer during the pay period that included the 12th day</p>	1	<p>Numeric 1 or 0</p> <p>There is no default, this is a required field which requires a 1 or 0</p>

Identifier	Field Name	Format/Description	Length	Validation
		<p>of the second month of the quarter</p> <p>Enter 0 if the employee did not work for the employer during the pay period that included the 12th day of the second month of the quarter</p> <p><i>Example: <Month_2_Employment>1</Month_2_Employment></i></p>		
Employee	Employment Data (Month 3)	<p>Numeric, 12th of the Month Employment indicator</p> <p>Indicates whether or not the employee worked during the pay period that included the 12th day of the third month of the reporting period (i.e., March, June, September, and December)</p> <p>Enter 1 if the employee worked for the employer during the pay period that included the 12th day of the third month of the quarter</p> <p>Enter 0 if the employee did not work for the employer during the pay period that included the 12th day of the third month of the quarter</p> <p><i>Example: <Month_3_Employment>1</Month_3_Employment></i></p>	1	<p>Numeric 1 or 0</p> <p>There is no default, this is a required field which requires a 1 or 0</p>
Employee	Social Security Number	<p>Numeric – employee’s social security number, no hyphen</p> <p><i>Example: <Employee_SSN>585377571</Employee_SSN></i></p>	9	<p>Numeric, no hyphen</p> <p>The following combination must be unique:</p> <ul style="list-style-type: none"> • Employer Account Number • Unit Number • Year/Quarter • Employee SSN
Employee	Last Name	Alphanumeric, apostrophe, and hyphen – employee’s last name	30	Alphanumeric, apostrophe, and

Identifier	Field Name	Format/Description	Length	Validation
		<i>Example:</i> <Employee_Last_Name>SANCHEZ</Employee_Last_Name>		hyphen, blank is acceptable
Employee	First Name	Alphanumeric, apostrophe, and hyphen – employee’s first name <i>Example:</i> <Employee_First_Name>CARLOS</Employee_First_Name>	30	Alphanumeric, apostrophe, and hyphen, blank is acceptable
Employee	Middle Initial	Alphabetic, apostrophe, and hyphen – employee’s middle initial <i>Example:</i> <Employee_Middle_Initial>V</Employee_Middle_Initial>	1	Alphanumeric, apostrophe, and hyphen, blank is acceptable
Employee	Total UI Gross Wages	Numeric, no comma – Unemployment Insurance (UI) gross wages paid to the employee during the reporting period Cents must be included with decimal, no commas. Format Cell/ Column as “Number”, “Decimal Places 2” with no “Thousand Separator” For example, if Employee makes \$10,000.99 in a quarter, 10000.99 should be entered into the filed <i>Example:</i> <UI_Gross_Wage>10000.99</UI_Gross_Wage>	12 (before decimal) 2 (after decimal)	Numeric, decimal are required If there are no cents, then add .00 to wage total
Employee	Obligation Tax Gross Wages	Numeric, no comma – Obligation gross wages paid to the employee during the reporting period, when the obligation assessment is active The obligation assessment is not currently active Cents must be included with decimal, no commas. At this time, enter 0.00	12 (before decimal) 2 (after decimal)	Numeric, decimal are required If there are no cents, then add .00 to wage total

Identifier	Field Name	Format/Description	Length	Validation
		<p><i>Example:</i> <Obligation_Tax_Gross_Wage>0.00</Obligation_Tax_Gross_Wage></p>		
Employee	Out of State Wages	<p>Numeric, no comma – Out of state Wages earned by the employee during the reporting period for which the employer is requesting wage credit</p> <p>Cents must be included with decimal, no commas.</p> <p>Defaults to 0 if left blank</p> <p>For example, if Employee makes \$10,000.99 in a quarter, 10000.99 should be entered into the filed</p> <p><i>Example:</i> <Out_Of_State_Wage>934.53</Out_Of_State_Wage></p>	<p>12 (before decimal)</p> <p>2 (after decimal)</p>	<p>Numeric, decimal are required</p> <p>If there are no cents, then add .00 to wage total</p>
Employee	Out of State Code	<p>Alphabetic, State USPS postal code abbreviation in which Out of State Wages were paid and credit is being requested</p> <p>Blanks allowed if not needed</p> <p><i>Example:</i> <Out_Of_State_Code>WI</Out_Of_State_Code></p>	2	<p>Alphabetic</p> <p>USPS postal abbreviation</p>
Employee	Visa Wage Indicator	<p>Alphanumeric – visa wage indicator to indicate whether the employee has wages reported for specific wages</p> <p>Will only be required when obligation tax is in effect</p> <p>Y if visa wage active N if visa wage is not active Default to N if left blank</p> <p><i>Example:</i> <Visa_Wage_Indicator>N</Visa_Wage_Indicator></p>	1	<p>Y or N</p> <p>If blank, default to N</p>
Employee	Seasonal Indicator	<p>Alphabetic – seasonal employment – indicates whether or not the employee worked during the pay period that</p>	1	<p>Y or N</p> <p>If blank, default to N</p>

Identifier	Field Name	Format/Description	Length	Validation
		<p>included season wages during that reporting period</p> <p>Y if seasonal N if not seasonal Default to N if left blank</p> <p><i>Example:</i> <Seasonal_Indicator>Y</Seasonal_Indicator></p>		
Employee	Owner or Officer Indicator	<p>Alphabetic – insert Y if the employee is an owner or officer of the business</p> <p>Y if an owner or officer N if not an owner or officer Default to N if left blank</p> <p><i>Example:</i> <Owner_Officer_Indicator>N</Owner_Officer_Indicator></p>	1	<p>Y or N</p> <p>If blank, default to N</p>
Employee	Adjustment Reason	<p>Numeric – reason code for adjustment (if any) to employee wages</p> <p>0 or a blank space means original filing</p> <p>Valid adjustment codes are 1, 2, 3, 4, 5, 6, 7, 8, 9, 10 and aligned to the following:</p> <ul style="list-style-type: none"> • 0 or blank - Original submission • 1 - Employment and Wages adjusted because of incorrectly reported wages • 2 - Wages adjusted because worker(s) were mistakenly included/excluded • 3 - Employment and Wages adjusted to correct computer system, data entry or accounting errors • 4 - Employment and Wages adjusted because they were reported to the wrong Michigan 	2	<p>Numeric</p> <p>Must be number 0 through 10 or blank.</p> <p>If blank, then default it to '0' for Original and '1' for adjustment.</p>

Identifier	Field Name	Format/Description	Length	Validation
		<ul style="list-style-type: none"> • 5 - Employment and Wages adjusted because the workers performed services for a different business • 6 - Employment details adjusted to reflect correct 12th of the month employment information • 7 - SSN or name changed • 8 - Other • 9 - Employment and wages adjusted as a result of an audit • 10 - Out of State Wages <p><i>Example:</i> <code><Adjustment_Reason_Code>0</Adjustment_Reason_Code></code></p>		
Employee	Employee Tag Ender	End tag for Employee or SSN Record <i>Example:</i> <code></Employee></code>	N/A	
Employer	Employer Tag Ender	End tag for Employer Record <i>Example:</i> <code></Employer></code>	N/A	
Wage File	Wage File Tag Ender	End Tag for Wage File <i>Example:</i> <code></Wage_File></code>	N/A	

EMPLOYER HEADER RECORD – THIRD PARTY ADMINISTRATOR WAGE FILE FORMAT

The table below lists the Field Name (the exact text of each line with space to indicate where to place data elements), Format / Description (how the data should be entered and what it means), Length (Maximum amount of characters allotted for each record), and the Logic/Validation (the requirements for each data field to be accepted by the system) that each line will contain.

Identifier	Field Name	Format/Description	Length	Validation
XML	Header	Header that tells the system what XML version is being used <i>Example: xml version="1.0" encoding="utf-8"</i>	N/A	Does not need an end tag
Wage File	Wage File	Record informs the system the file is a wage file <i>Example: <Wage_File></i>	N/A	Does need an end tag Should be the last row in the entire field, therefore the end tag should </Wage_File>; no need to include the URL
Employer	Employer	Employer is the parent element having the child elements as listed below <i>Example: <Employer></i>	N/A	
Employer	Year/Quarter	Numeric – Reporting period year and quarter. Quarter should reflect last month of the reporting quarter 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 2022):</i> <i><Year_Qtr>202203</Year_Qtr></i>	6	Numeric in CCYYQQ format
Employer	Employer Account Number (EAN)	Numeric – Michigan's 7-digit account number without symbols <i>Example: <Employer_Acct_Number>1000238</Employer_Acct_Number></i>	7	Numeric, do not include spaces of hyphens Must be a valid EAN
Employer	Apportionment Program	Alphabetic – Insert Y if the employee has Apportionment Program indicator	1	Y or N If blank, default to N

Identifier	Field Name	Format/Description	Length	Validation
		<p>as activated and Insert N if the employer has Apportionment Program indicator as Deactivated</p> <p>If the employer wishes to request Apportionment for the 1st quarter taxes, the Apportionment indicator will need to be activated. To activate place Y in this field for the first quarter wage submission</p> <p><i>Example: <Apportionment_Ind>Y</Apportionment_Ind</i></p>		
Employer	Terminating Business Indicator	<p>Alphabetic</p> <p>Insert Y if the employer wishes to indicate this is the final report (Inactivating/Terminating Business)</p> <p>Insert N if the employer does not need to indicate they are Inactivating/Terminating Business</p> <p><i>Example: <Out_of_business_ind>N</Out_of_business_ind></i></p>	1	<p>Y or N</p> <p>If blank, default to N</p>
Employee	Employee	<p>Employee is the parent element having the child elements as listed below. This element repeats for each SSN in the file.</p> <p><i>Example: <Employee></i></p>	N/A	
Employee	Employer Account Number (EAN)	<p>Numeric – Michigan’s 7-digit account number without symbols</p> <p><i>Example: <Employer_Acct_Number>1000238</Employer_Acct_Number></i></p>	7	<p>Numeric, do not include spaces of hyphens</p> <p>Must be a valid EAN</p>
Employee	Unit Number	<p>Numeric – Reporting unit number</p> <p>Enter a 3-digit identification number to identify wages by work site</p> <p><i>Example: <Unit_Number>001</Unit_Number></i></p>	3	<p>Numeric, for single unit employers use 000</p>
Employee	Year/Quarter	<p>Numeric – Reporting period year and quarter. Quarter should</p>	6	<p>Numeric in CCYYQQ format</p>

Identifier	Field Name	Format/Description	Length	Validation
		<p>reflect last month of the reporting quarter</p> <p>If Q1 then QQ is 03 If Q2 then QQ is 06 If Q3 then QQ is 09 If Q4 then QQ is 12</p> <p><i>Example (1st quarter 2022):</i> <Year_Qtr>202203</Year_Qtr></p>		
Employee	Employment Data (Month 1)	<p>Numeric, 12th of the Month Employment indicator</p> <p>Indicates whether or not the employee worked during the pay period that included the 12th day of the first month of the reporting period (i.e., January, April, July, and October)</p> <p>Enter 1 if the employee worked for the employer during the pay period that included the 12th day of the first month of the quarter</p> <p>Enter 0 if the employee did not work for the employer during the pay period that included the 12th day of the first month of the quarter</p> <p><i>Example: <Month_1_Employment>1</Month_1_Employment></i></p>	1	<p>Numeric 1 or 0</p> <p>There is no default, this is a required field which requires a 1 or 0</p>
Employee	Employment Data (Month 2)	<p>Numeric, 12th of the Month Employment indicator</p> <p>Indicates whether or not the employee worked during the pay period that included the 12th day of the second month of the reporting period (i.e., February, May, August, and November)</p> <p>Enter 1 if the employee worked for the employer during the pay period that included the 12th day of the second month of the quarter</p>	1	<p>Numeric 1 or 0</p> <p>There is no default, this is a required field which requires a 1 or 0</p>

Identifier	Field Name	Format/Description	Length	Validation
		<p>Enter 0 if the employee did not work for the employer during the pay period that included the 12th day of the second month of the quarter</p> <p><i>Example: <Month_2_Employment>1</Month_2_Employment></i></p>		
Employee	Employment Data (Month 3)	<p>Numeric, 12th of the Month Employment indicator</p> <p>Indicates whether or not the employee worked during the pay period that included the 12th day of the third month of the reporting period (i.e., March, June, September, and December)</p> <p>Enter 1 if the employee worked for the employer during the pay period that included the 12th day of the third month of the quarter</p> <p>Enter 0 if the employee did not work for the employer during the pay period that included the 12th day of the third month of the quarter</p> <p><i>Example: <Month_3_Employment>1</Month_3_Employment></i></p>	1	<p>Numeric 1 or 0</p> <p>There is no default, this is a required field which requires a 1 or 0</p>
Employee	Social Security Number	<p>Numeric – employee social security number, no hyphen</p> <p><i>Example: <Employee_SSN>585377571</Employee_SSN></i></p>	9	<p>Numeric, no hyphen</p> <p>The following combination must be unique:</p> <ul style="list-style-type: none"> • Employer Account Number • Unit Number • Year/Quarter • Employee SSN
Employee	Last Name	<p>Alphanumeric, apostrophe, and hyphen – employee's last name</p> <p><i>Example: <Employee_Last_Name>SANCHEZ</Employee_Last_Name></i></p>	30	<p>Alphanumeric, apostrophe, and hyphen, blank is acceptable</p>



Identifier	Field Name	Format/Description	Length	Validation
Employee	First Name	Alphanumeric, apostrophe, and hyphen – employee’s first name <i>Example:</i> <Employee_First_Name>CARLOS</Employee_First_Name>	30	Alphanumeric, apostrophe, and hyphen, blank is acceptable
Employee	Middle Initial	Alphabetic, apostrophe, and hyphen – employee’s middle initial <i>Example:</i> <Employee_Middle_Initial>V</Employee_Middle_Initial>	1	Alphanumeric, apostrophe, and hyphen, blank is acceptable
Employee	Total UI Gross Wages	Numeric, no comma – Unemployment Insurance (UI) gross wages paid to the employee during the reporting period Cents must be included with decimal, no commas. Format Cell/ Column as “Number”, “Decimal Places 2” with no “Thousand Separator” For example, if Employee makes \$10,000.99 in a quarter, 10000.99 should be entered into the filed <i>Example:</i> <UI_Gross_Wage>10000.99</UI_Gross_Wage>	12 (before decimal) 2 (after decimal)	Numeric, decimal are required If there are no cents, then add .00 to wage total
Employee	Obligation Tax Gross Wages	Numeric, no comma – Obligation gross wages paid to the employee during the reporting period, when the obligation assessment is active The obligation assessment is not currently active Cents must be included with decimal, no commas. At this time, enter 0.00 <i>Example:</i> <Obligation_Tax_Gross_Wage>0.00</Obligation_Tax_Gross_Wage>	12 (before decimal) 2 (after decimal)	Numeric, decimal are required If there are no cents, then add .00 to wage total


Identifier	Field Name	Format/Description	Length	Validation
Employee	Out of State Wages	<p>Numeric, no comma – Out of state Wages earned by the employee during the reporting period for which the employer is requesting wage credit</p> <p>Cents must be included with decimal, no commas.</p> <p>Defaults to 0 if left blank</p> <p>For example, if Employee makes \$10,000.99 in a quarter, 10000.99 should be entered into the filed</p> <p><i>Example:</i> <code><Out_Of_State_Wage>934.53</Out_Of_State_Wage></code></p>	<p>12 (before decimal)</p> <p>2 (after decimal)</p>	<p>Numeric, decimal are required</p> <p>If there are no cents, then add .00 to wage total</p>
Employee	Out of State Code	<p>Alphabetic, State USPS postal code abbreviation in which Out of State Wages were paid and credit is being requested</p> <p>Blanks allowed if not needed</p> <p><i>Example:</i> <code><Out_Of_State_Code>WI</Out_Of_State_Code></code></p>	2	<p>Alphabetic</p> <p>USPS postal abbreviation</p>
Employee	Visa Wage Indicator	<p>Alphanumeric – visa wage indicator to indicate whether the employee has wages reported for specific wages</p> <p>Will only be required when obligation tax is in effect</p> <p>Y if visa wage active N if visa wage is not active Default to N if left blank</p> <p><i>Example:</i> <code><Visa_Wage_Indicator>N</Visa_Wage_Indicator></code></p>	1	<p>Y or N</p> <p>If blank, default to N</p>
Employee	Seasonal Indicator	<p>Alphabetic – seasonal employment – indicates whether or not the employee worked during the pay period that included season wages during that reporting period</p>	1	<p>Y or N</p> <p>If blank, default to N</p>

Identifier	Field Name	Format/Description	Length	Validation
		<p>Y if seasonal N if not seasonal Default to N if left blank</p> <p><i>Example:</i> <Seasonal_Indicator>Y</Seasonal_Indicator></p>		
Employee	Owner	<p>Alphabetic – insert Y if the employee is an owner or officer of the business</p> <p>Y if an owner or officer N if not an owner or officer Default to N if left blank</p> <p><i>Example:</i> <Owner_Officer_Indicator>N</Owner_Officer_Indicator></p>	1	<p>Y or N</p> <p>If blank, default to N</p>
Employee	Adjustment Reason	<p>Numeric – reason code for adjustment (if any) to employee wages</p> <p>0 or a blank space means original filing</p> <p>Valid adjustment codes are 1, 2, 3, 4, 5, 6, 7, 8, 9, 10 and aligned to the following:</p> <ul style="list-style-type: none"> • 0 or blank - Original submission • 1 - Employment and Wages adjusted because of incorrectly reported wages • 2 - Wages adjusted because worker(s) were mistakenly included/excluded • 3 - Employment and Wages adjusted to correct computer system, data entry or accounting errors • 4 - Employment and Wages adjusted because they were reported to the wrong Michigan • 5 - Employment and Wages adjusted because the workers performed 	2	<p>Numeric</p> <p>Must be number 0 through 10 or blank.</p> <p>If blank, then default it to '0' for Original and '1' for adjustment.</p>

Identifier	Field Name	Format/Description	Length	Validation
		services for a different business <ul style="list-style-type: none"> • 6 - Employment details adjusted to reflect correct 12th of the month employment information • 7 - SSN or name changed • 8 - Other • 9 - Employment and wages adjusted as a result of an audit • 10 - Out of State Wages <i>Example:</i> <code><Adjustment_Reason_Code>0</Adjustment_Reason_Code></code>		
Employee	Employee Tag Ender	End tag for Employee or SSN Record <i>Example:</i> <code></Employee></code>	N/A	
Employer	Employer Tag Ender	End tag for Employer Record <i>Example:</i> <code></Employer></code>	N/A	
Wage File	Wage File Tag Ender	End Tag for Wage File <i>Example:</i> <code></Wage_File></code>	N/A	

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 after the business end date) 3. Employer Account Number <EAN> is invalid (either number does not exist, or invalid characters used) 4. TPA not authorized to file wage reports for Employer Account Number in file (for TPAs only) 5. Social Security Number <SSN> is duplicate (same SSN for employer, year/quarter, and unit) 6. Social Security Number <SSN> is invalid (Not meeting SSA guidelines) 7. Invalid last name and/or first name – acceptable values are [a-z], [A-Z], ['], [-], [Space] 8. Invalid format 9. Employee UI Gross Wages is missing 10. Employee UI Gross Wages <UI Gross Wages> contains commas

	<ol style="list-style-type: none"> 11. Employee Obligation Tax Gross Wages < Obligation Tax Gross Wages> contains commas 12. Quarter/year missing or invalid characters 13. For employers, quarter/year in file does not match quarter/year selected online 14. Incorrect or missing unit number 15. Employee Obligation Wages is missing (Blank) 16. Employee Out of State Wages is missing (Blank) 17. The state abbreviation is missing (Blank) 18. Cannot submit out of state wages, No Michigan Wages Reported 19. Cannot submit Out of State Wages, already submitted for another quarter 20. Employee 12th of month <month num> Data <nonnumeric data> is invalid/missing (must be 1 or 0) 21. Employee Out of State Wages has invalid characters 22. The Out of State Abbreviation is invalid
	<p>Non-Fatal Errors:</p> <ul style="list-style-type: none"> • Non-fatal errors are divided into two categories: <ul style="list-style-type: none"> ○ Wage records with missing first name, last name, or SSN ○ All others • Wage records with non-fatal errors can be processed by the system. However, these records may result in penalties being assessed if not corrected within 14 days after the wage submission due date • A file will not be processed if 25% or more of the records contain non-fatal errors. The following error 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> • Employers and TPAs must resolve all non-fatal errors to guarantee reported information is accurate and all possible deductions are applied • To use the Copy from Previous Quarter option when submitting future quarterly wage reports, the previous wage report must have no unresolved errors • Non-Fatal Error Messages

	<ol style="list-style-type: none"> 1. Missing SSN (If there are missing SSNs, the file will be accepted; System will assign dummy (-ve) values on the backend) 2. Employee middle initial <value> is invalid – Default to space 3. Invalid owner/officer indicator – Default to N 4. Missing employment information 5. Missing Owner/officer indicator – Default to N 6. Missing Seasonal indicator – Default to N 7. Invalid Seasonal indicator – Default to N 8. Missing Obligation Tax Gross Wages, auto populated UI Gross Wages <ul style="list-style-type: none"> ○ Note: This value is only required if Obligation Tax is in effect for the year and quarter being reported. This message is only displayed when required 9. Incorrect Obligation Tax Gross Wages, auto populated to UI Gross Wages <ul style="list-style-type: none"> ○ Note: This message is only displayed when Obligation Tax is in effect for the year and quarter being reported 10. Missing visa wage indicator – Default to N 11. Employee UI Gross Wages – Default to 0 12. Obligation Rate inactive – visa wage indicator – Default to N and Obligation Tax Gross Wages – Default to 0 13. Obligation Rate inactive – visa wage indicator – Default to N 14. Cannot submit Out of State Wages, missing Out of State wage amount 15. Cannot submit Out of State Wages, missing Out of State abbreviation code 16. Cannot submit Out of State Wages, invalid reason code 17. <EAN> ineligible for Apportionment Program, full amount of calculated tax is due
--	---

Example of XML File Format

```

<?xml version="1.0" encoding="UTF-8"?>
<Wage_File>
  <Employer>
    <Year_Qtr>202403</Year_Qtr>
    <Employer_Acct_Number>2510105</Employer_Acct_Number>
    <Apportionment_Ind>N</Apportionment_Ind>
    <Out_of_business_ind>N</Out_of_business_ind >
  <Employee>
    <Employer_Acct_Number>2510105</Employer_Acct_Number>
    <Unit_Number>000</Unit_Number>
    <Year_Qtr>202403</Year_Qtr>
    <Month_1_Employment>1</Month_1_Employment>
    <Month_2_Employment>1</Month_2_Employment>
    <Month_3_Employment>1</Month_3_Employment>
    <Employee_SSN>585377571</Employee_SSN>
    <Employee_Last_Name>SANCHEZ</Employee_Last_Name>
    <Employee_First_Name>CARLOS</Employee_First_Name>
    <Employee_Middle_Initial>K</Employee_Middle_Initial>
    <UI_Gross_Wage>22721.23</UI_Gross_Wage>
    <Obligation_Tax_Gross_Wage>0</Obligation_Tax_Gross_Wage >
    <Out_Of_State_Wage></Out_Of_State_Wage >
    <Out_Of_State_Code></Out_Of_State_Code>
    <Visa_Wage_Indicator >N</Visa_Wage_Indicator>
    <Seasonal_Indicator>N</Seasonal_Indicator>
    <Owner_Officer_Indicator>N</Owner_Officer_Indicator>
    <Adjustment_Reason_Code>0</Adjustment_Reason_Code>
  </Employee>
  <Employee>
    <Employer_Acct_Number>2510105</Employer_Acct_Number>
    <Unit_Number>000</Unit_Number>
    <Year_Qtr>202403</Year_Qtr>
    <Month_1_Employment>1</Month_1_Employment>
    <Month_2_Employment>1</Month_2_Employment>
    <Month_3_Employment>1</Month_3_Employment>
    <Employee_SSN>464734848</Employee_SSN>
    <Employee_Last_Name>Harris</Employee_Last_Name>
    <Employee_First_Name>Allison</Employee_First_Name>
    <Employee_Middle_Initial>W</Employee_Middle_Initial>
    <UI_Gross_Wage>17384.48</UI_Gross_Wage>
    <Obligation_Tax_Gross_Wage>0</Obligation_Tax_Gross_Wage >
    <Out_Of_State_Wage></Out_Of_State_Wage >
    <Out_Of_State_Code></Out_Of_State_Code>
    <Visa_Wage_Indicator >N</Visa_Wage_Indicator>
    <Seasonal_Indicator>N</Seasonal_Indicator>
    <Owner_Officer_Indicator>N</Owner_Officer_Indicator>
    <Adjustment_Reason_Code>0</Adjustment_Reason_Code>
  </Employee>
</Employer>
</Wage_File>

```

File Format Reference 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