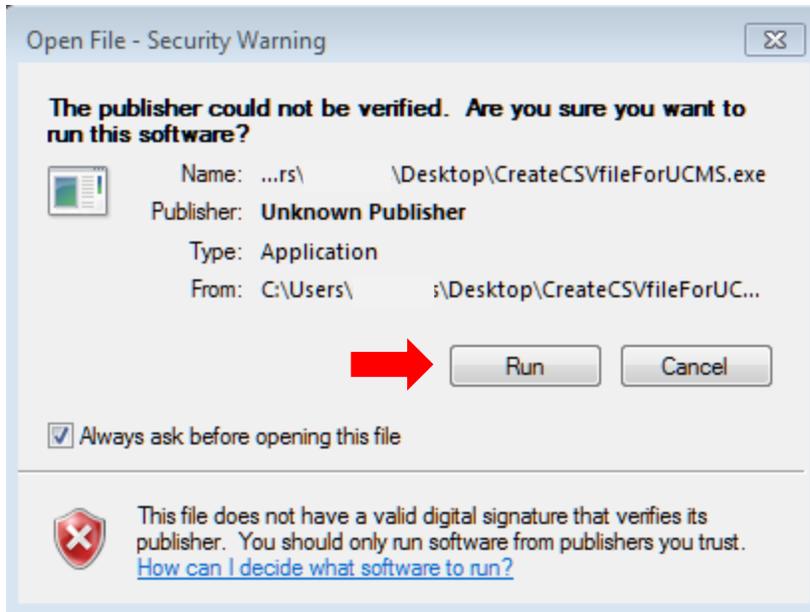


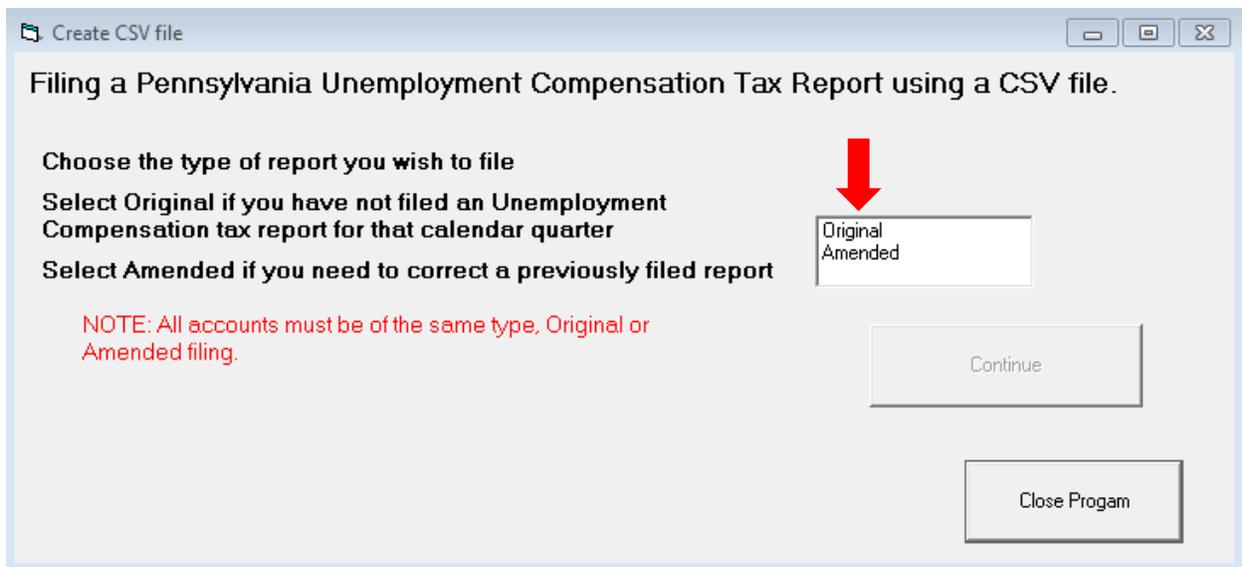


Instructions for Program to Create a CSV file to upload a Quarterly Report
Unemployment Compensation Management System
Office of Unemployment Compensation Tax Services



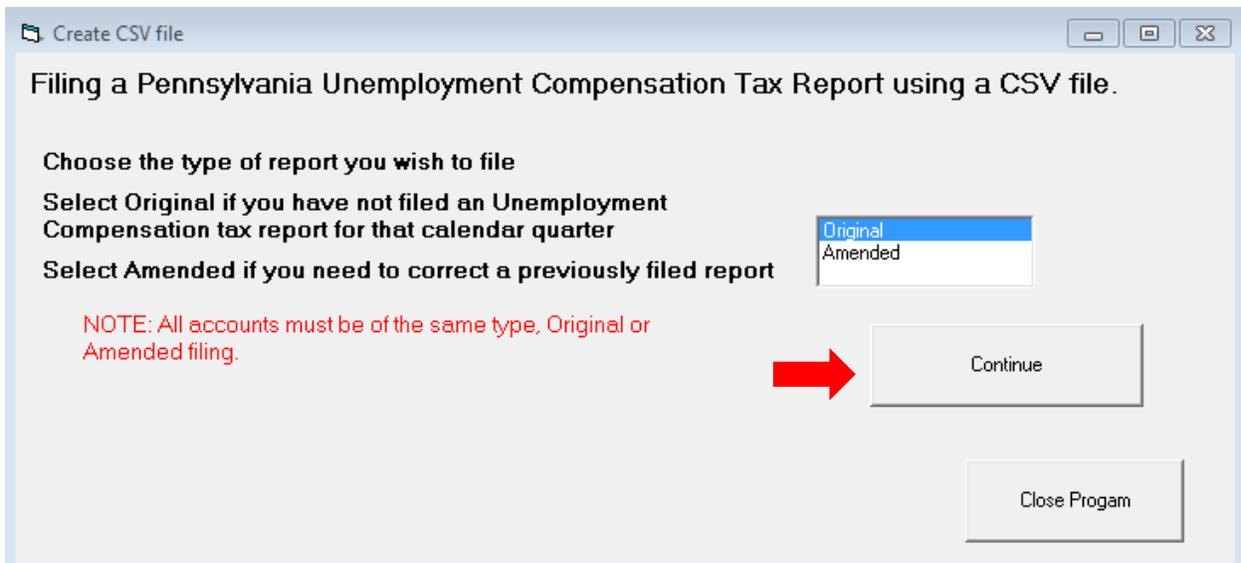
NOTE: Employers should use this program if they want to create a CSV file to upload a quarterly report into UCMS. Employers with less than 100 employees can key their quarterly report data directly into UCMS. (See the PDF tutorial on How to File a Quarterly Report Online.)

Upon opening the program choose run.



Select **Original** if you have not filed a Pennsylvania Unemployment Tax report for particular calendar quarter you are working on.

Select **Amended** if you need to correct a previously filed Pennsylvania Unemployment Tax UC-2 report.



In this example **Original** is selected.

Select Continue.

Create CSV file

Filing a Pennsylvania Unemployment Compensation Tax Report using a CSV file.

The filing type is ORIGINAL.

Quarter: **1 = January to March**
 2 = April to June
 3 = July to September
 4 = October to December

Year: 2015
 2014
 2013
 2012

Enter your 7 digit Pennsylvania Unemployment Compensation Tax account number, without the dash.

Enter number of covered employees who worked or received pay for the pay period including the 12th day of the 1st month of the reporting period.

Enter number of covered employees who worked or received pay for the pay period including the 12th day of the 2nd month of the reporting period.

Enter number of covered employees who worked or received pay for the pay period including the 12th day of the 3rd month of the reporting period.

Enter the total quarterly gross wages subject to state UC tax. Enter wages, excluding the decimal point, ie \$1234.56 wages should be entered as 123456.

Enter employee withholding due (gross wages multiplied by the employee withholding rate). Enter amount due, excluding the decimal point, ie \$1234.56 amount due should be entered as 123456.

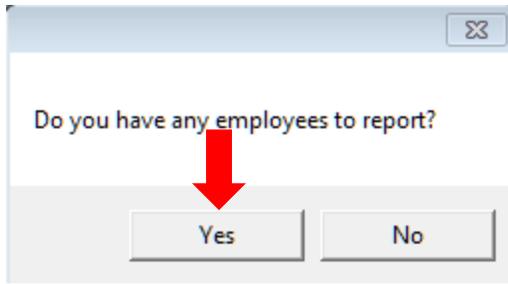
Enter the employee's quarterly taxable wages subject to unemployment taxes. Reimbursable financial method employers should enter zeros. Enter wages, excluding the decimal point, ie \$1234.56 wages should be entered as 123456.

Enter employer contributions due (taxable wages multiplied by employer PA contribution rate). Enter amount due, excluding the decimal point, ie \$1234.56 amount due should be entered as 123456.



Enter the required information in each field.

Select Continue.



Select **Yes** to add employee data to your file.

Select **No** if you are filing a Pennsylvania Unemployment Compensation Tax report with no payroll.

Create CSV file

Filing a Pennsylvania Unemployment Compensation Tax Report using a CSV file.

Account Number: 7300000
Quarter/Year: 1/2014
File Type: ORIGINAL

Social Security number	<input type="text" value="123456789"/>
Employee Last Name	<input type="text" value="DOE"/>
Employee First Name	<input type="text" value="JAN"/>
Employee Middle Name	<input type="text" value="SUSANNE"/>
Employee Gross Wages - Enter wages, excluding the decimal point, ie \$1234.56 wages should be entered as 123456.	<input type="text" value="150000"/>
Employee Taxable Wages - Enter wages, excluding the decimal point, ie \$1234.56 wages should be entered as 123456.	<input type="text" value="150000"/>
Employee Credit Weeks	<input type="text" value="13"/>



Enter the first employee's nine digit social security number, without the dashes.

Enter the remaining employee demographic and wage data.

Select **Add Employee**.

Account Number: 7300000
Quarter/Year: 1/2014
File Type: ORIGINAL

Social Security number: 123456789
Employee Last Name: DOE
Employee First Name: JAN
Employee Middle Name: SUSANNE
Employee Gross Wages - Enter wages, excluding the decimal point, ie \$1234.56 wages should be entered as 123456: 150000
Employee Taxable Wages - Enter wages, excluding the decimal point, ie \$1234.56 wages should be entered as 123456: 150000
Employee Credit Weeks: 13

Add an additional employee?
Yes No

Add Employee

You will receive a question about adding an additional employee.

Select **Yes** if you wish to add an additional employee.

Select **No** if you are finished adding employees.

Add an additional PA Unemployment Compensation tax account to this file?

Yes No

After you've added your last employee and selected No as on the prior screen, you will be asked if you want to add an additional PAUC tax account.

Select Yes if you are creating a CSV file for multiple employer account numbers.

Select No if you are finished adding PA UC tax accounts.

In this example, **No** was selected.

Create CSV file

Filing a Pennsylvania Unemployment Compensation Tax Report using a CSV file.

NOTE: the CSV file created will be in the same location where this program is located

Are you an employer or Third Party Administrator?

Are you uploading this file to the Unemployment Compensation Management System (File Upload) or to the FTP website?

Enter your 7 digit Pennsylvania Unemployment Compensation Tax account number, without the dash.

Sequence Number for this File

Sequence number may be blank. If used, it must be alphanumeric. Use sequence number to give unique names to multiple files for the same EAN or TPAID, ie: FILEUPLOAD_UC2X-2AX_01234567_1Q2014.CSV where 1Q2014 is the sequence number.

Continue

Select who is filing the report, method of upload, employer account number, and sequence number (if desired). Select Continue.

File named FILEUPLOAD_UC2-2A_7300000.CSV has been created. This CSV file will be stored in the same location where this program is located. The program is now closing...

OK

You will receive the above confirmation message.



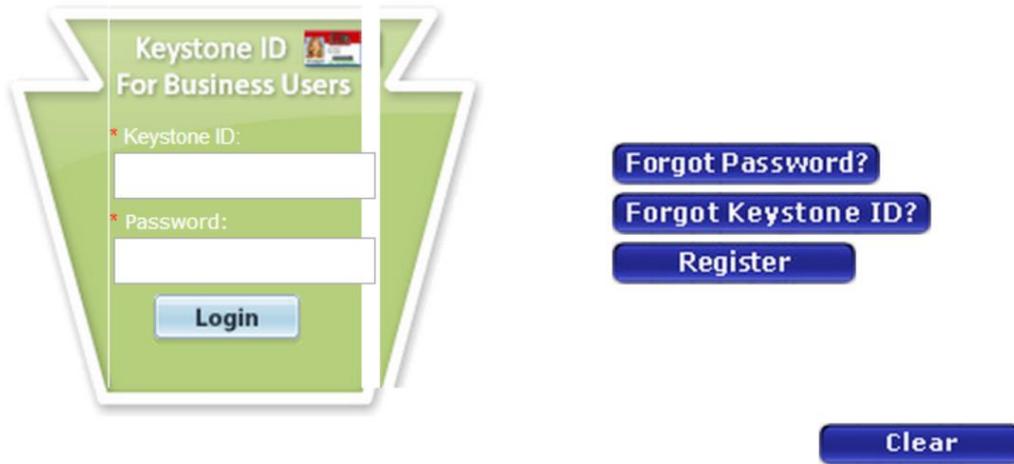
Your CSV file will will be created and placed in the same location of your CreateCSVfile.exe.

Login

Log in to your account.

Welcome to Pennsylvania's Unemployment Compensation Self-Service Portal. If you do not have a Keystone ID and password, select the "Register" button to secure a Keystone ID and password. If you are a registered user, enter your Keystone ID and password in the fields below, and then select the "Login" button. If you forgot your password, select the "Forgot password?" button. If you forgot your Keystone ID, select the "Forgot Keystone ID?" button.

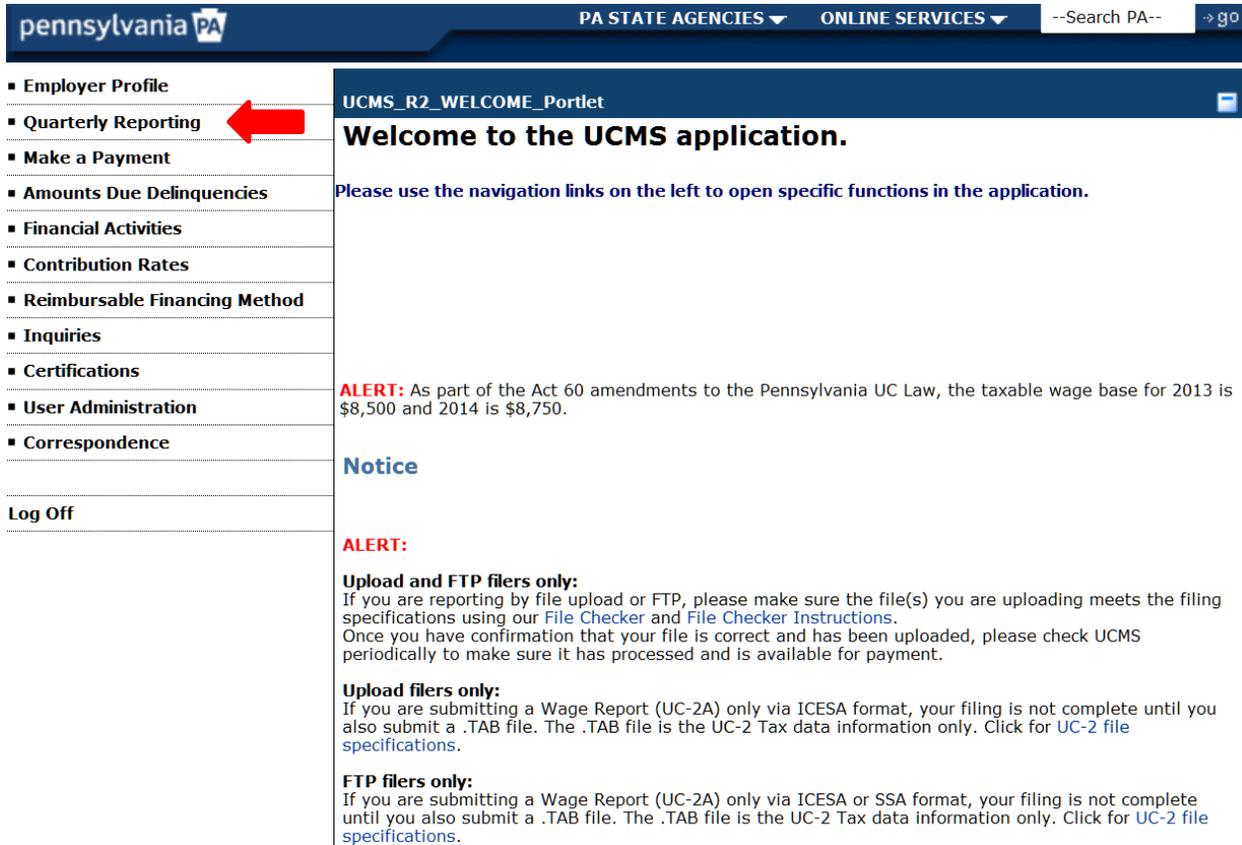
Required Fields are Indicated by *



The screenshot shows a login form titled "Keystone ID For Business Users". The form is set against a green background with a white outline of the Keystone state. It contains two input fields: "Keystone ID:" and "Password:", both marked with a red asterisk to indicate they are required. Below these fields is a blue "Login" button. To the right of the form are three stacked blue buttons: "Forgot Password?", "Forgot Keystone ID?", and "Register". Below these buttons is a separate blue "Clear" button.

Go to www.paucemployers.state.pa.us to log into UCMS.

After logging into UCMS, from the main menu, select **Quarterly Reporting**.



The screenshot shows the Pennsylvania UCMS application interface. At the top, there is a navigation bar with the Pennsylvania logo, 'PA STATE AGENCIES', 'ONLINE SERVICES', and a search bar. A left-hand menu lists various options, with 'Quarterly Reporting' highlighted by a red arrow. The main content area is titled 'UCMS_R2_WELCOME_Portlet' and contains the following text:

Welcome to the UCMS application.

Please use the navigation links on the left to open specific functions in the application.

ALERT: As part of the Act 60 amendments to the Pennsylvania UC Law, the taxable wage base for 2013 is \$8,500 and 2014 is \$8,750.

Notice

ALERT:

Upload and FTP filers only:
If you are reporting by file upload or FTP, please make sure the file(s) you are uploading meets the filing specifications using our [File Checker](#) and [File Checker Instructions](#).
Once you have confirmation that your file is correct and has been uploaded, please check UCMS periodically to make sure it has processed and is available for payment.

Upload filers only:
If you are submitting a Wage Report (UC-2A) only via ICESA format, your filing is not complete until you also submit a .TAB file. The .TAB file is the UC-2 Tax data information only. Click for [UC-2 file specifications](#).

FTP filers only:
If you are submitting a Wage Report (UC-2A) only via ICESA or SSA format, your filing is not complete until you also submit a .TAB file. The .TAB file is the UC-2 Tax data information only. Click for [UC-2 file specifications](#).

■ Quarterly Reporting
 ■ Filing History
 ■ File Quarterly Report
 ■ Amend Quarterly Report
 ■ Mid-Quarter Split
 ■ Manage Uploaded Files

FILING HISTORY
 Employer Name : ANTHONY FEIN : 25- Status : Active
 Employer Account : 82- Financing Method : Contributory

Report Filing History
 Select a Quarter/Year.

Quarter/Year	Effective Periods	Type	Filing Method	Receipt Date	Filer Name	Confirmation #
<input type="radio"/> 4 / 2010	10/01/2010 to 12/31/2010	Original	Paper (DLI)	02/28/2011	ACTUPD CONV	7603630
<input type="radio"/> 3 / 2010	07/01/2010 to 09/30/2010	Original	Paper (DLI)	02/28/2011	ACTUPD CONV	7605139
<input type="radio"/> 2 / 2010	04/01/2010 to 06/30/2010	Original	Paper (DLI)	02/28/2011	ACTUPD CONV	7605448
<input type="radio"/> 1 / 2010	01/01/2010 to 03/31/2010	Amended	Paper (DOR)	04/30/2010	UC2 CONVERSION	7273414
<input type="radio"/> 1 / 2010	01/01/2010 to 03/31/2010	Amended	Paper (DOR)	04/30/2010	UC2 CONVERSION	7232304
<input type="radio"/> 1 / 2010	01/01/2010 to 03/31/2010	Original	Paper (DLI)	04/30/2010	UC2 CONVERSION	4885340
<input type="radio"/> 1 / 2010	01/01/2010 to 03/31/2010	Original	Paper (DLI)	04/30/2010	UC2 CONVERSION	4499375

[View Wage Detail](#) [View Tax Summary](#) [View Payment History](#)

[Print](#) [Cancel](#)

You will be taken to Filing History, where you can see which quarterly reports have been filed, the report Type, Filing Method, Receipt Date, Filer Name and Confirmation Number. If an amended report is filed, the quarter will be listed more than once, one for the original report and one for each amendment. The user can select a particular quarter to view the employee wage detail, tax summary or payment history.

To file a report, click on **File Quarterly Report**.

Please note that the Department offers a File Checker program that will check your upload file for errors. The program can be downloaded at

ftp://copaftp.state.pa.us/pub/LI/media/UCMS_FileChecker_V25.exe

To use the UCMS File Checker program:

Copy UCMS_FileChecker.exe anywhere you would like. It does not have to be in the same location as the files.

- Click on the CMS_FileChecker.exe. This will start the program.
- Click the BROWSE button. This will open a window that will let you select your file.
- After selecting the file to be checked, the CHECK FILE button will be visible.
- Click the CHECK FILE button if you want to validate the file.
- If you selected the wrong file, you may click on the BROWSE button and select another file.
- Once you have the right file to check, click on CHECK FILE button. A log file will be created with the same name as the original with a _log.txt file name.
For example: FTP_UC2A_7665010424.ICS will produce this log file
FTP_UC2A_7665010424.ICS_log.txt
- The log file will be put in the same location as the file that was checked and will over write any previous log files of the same name.
- The log file can be viewed in Notepad or Wordpad.
- At the end of the file check, you will be given a chance to print the file. You do not have to print it. You may say no to printing it and just view it electronically. Or, you may print it later.
- When an error is found, the log file will identify the line number and field that is in error and try to give a description of the error.
- Fix any errors and recheck the file.
- When the file is completely correct, you will receive only one message in the logfile and that will say the file is GOOD.

<ul style="list-style-type: none"> ▪ Quarterly Reporting ▪ Filing History ▪ File Quarterly Report ▪ Amend Quarterly Report ▪ Mid-Quarter Split ▪ Manage Uploaded Files <hr/> <p>UCMS Home</p> <p>Log Off</p>	<div style="border: 1px solid #ccc; background-color: #f9f9f9; padding: 5px;"> <h2 style="margin: 0;">FILE QUARTERLY REPORT</h2> <hr/> <div style="display: flex; justify-content: space-between; font-size: small;"> Employer Name : ANTHONY FEIN : 25- Status : Active </div> <div style="display: flex; justify-content: space-between; font-size: small;"> Employer Account : 82- Financing Method : Contributory </div> <hr/> <h3 style="margin: 0;">Filing Method</h3> <p style="color: red; font-weight: bold; margin: 5px 0;">ALERT:</p> <p style="font-size: x-small; margin: 5px 0;">As part of the Act 60 amendments to the Pennsylvania UC Law, the taxable wage base for 2013 is \$8,500 and 2014 is \$8,750.</p> <p style="font-size: x-small; margin: 5px 0;">The Online real time filing option is limited to 100 employees. If you have more than 100 employees to submit, please use the Upload or FTP filing options.</p> <p style="font-size: x-small; margin: 5px 0;">Upload filers only: If you are submitting a Wage Report (UC-2A) only via ICESA format, your filing is not complete until you also submit a .TAB file. The .TAB file is the UC-2 Tax data information only. See http://www.portal.state.pa.us/portal/server.pt?open=18&objID=895129&mode=2 for UC-2 file specifications.</p> <p style="font-size: x-small; margin: 5px 0;">FTP filers only: If you are submitting a Wage Report (UC-2A) only via ICESA or SSA format, your filing is not complete until you also submit a .TAB file. The .TAB file is the UC-2 Tax data information only. See http://www.portal.state.pa.us/portal/server.pt?open=18&objID=895129&mode=2 for UC-2 file specifications.</p> <p style="margin: 5px 0;">Select a method to file quarterly report</p> <p style="margin: 5px 0;"><input type="radio"/> Online</p> <div style="margin: 5px 0;"> <input type="text" value="Pre-Populate"/> (Drop Down Values : Pre-Populate, Non-Populated) </div> <p style="margin: 5px 0;"><input checked="" type="radio"/> Upload Wage Report File</p> <p style="margin: 5px 0;"><input type="radio"/> File Transfer Protocol(FTP)</p> <hr/> <div style="display: flex; justify-content: space-between; margin: 5px 0;"> <input type="button" value="Back"/> <input type="button" value="Continue"/> </div> <hr/> <div style="display: flex; justify-content: space-between; margin: 5px 0;"> <input type="button" value="Print"/> <input type="button" value="Cancel"/> </div> </div>
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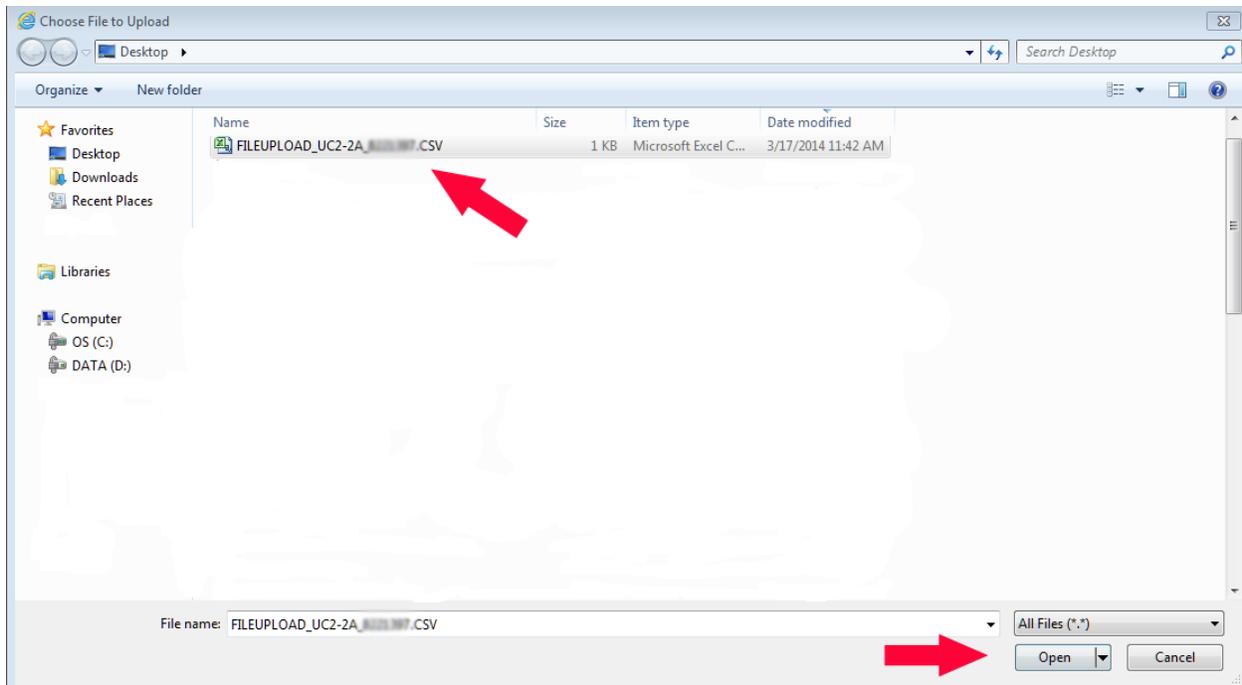
Click on the radio button in front of **Upload Wage Report File**. Select **Continue**.

<ul style="list-style-type: none">Quarterly Reporting<ul style="list-style-type: none">Filing HistoryFile Quarterly ReportAmend Quarterly ReportMid-Quarter SplitManage Uploaded FilesUCMS HomeLog Off	<h2>FILE QUARTERLY REPORT</h2> <hr/> <p>Employer Name : ANTHONY FEIN : 25- Status : Active Employer Account : 82- Financing Method : Contributory</p> <hr/> <h3>Upload Quarterly Report</h3> <p>ALERT: Please go to http://www.portal.state.pa.us/portal/server.pt/community/uc_management_system/18222 to review the file naming convention and formats for UCMS before uploading any file. If you fail to follow these specs, your file will not process.</p> <p>Select the format</p> <ul style="list-style-type: none"><input checked="" type="radio"/> Comma Delimited File (UC2-UC2A) ←<input type="radio"/> Interstate Conference of Employment Security Agencies (ICESA) File (UC2A)<input type="radio"/> Tab Delimited File (UC2)<input type="radio"/> SSA File (UC2A) <hr/> <p>Back Continue ↓</p> <p>Note: It will take a minimum of two business days for an uploaded file to process. Please ensure you allow sufficient time for timely payment of contributions due.</p> <hr/> <p>Print Cancel</p>
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Click on the radio button in front of the format being used. In this example, Comma Delimited File (UC-2-UC-2A) is chosen. Select **Continue**.

<ul style="list-style-type: none">Quarterly Reporting<ul style="list-style-type: none">Filing HistoryFile Quarterly ReportAmend Quarterly ReportMid-Quarter SplitManage Uploaded FilesUCMS HomeLog Off	<h2>FILE QUARTERLY REPORT</h2> <hr/> <p>Employer Name : ANTHONY FEIN : 25- Status : Active Employer Account : 82- Financing Method : Contributory</p> <hr/> <h3>Upload Quarterly Report</h3> <p>ALERT: Please go to http://www.portal.state.pa.us/portal/server.pt/community/uc_management_system/18222 to review the file naming convention and formats for UCMS before uploading any file. If you fail to follow these specs, your file will not process.</p> <p>Upload (Step 1 of 3) Click the browse button to select the file to upload.</p> <p><input type="text"/> <input type="button" value="Browse..."/> </p> <hr/> <p><input type="button" value="Back"/> Your file will not be successfully uploaded until all 3 steps have been completed</p> <hr/> <p><input type="button" value="Print"/> <input type="button" value="Cancel"/></p>
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Select **Browse**.



Locate the file you created.

Highlight your file and select **Open**.

pennsylvania
DEPARTMENT OF LABOR & INDUSTRY

My Communities Help

pennsylvania PA PA STATE AGENCIES ONLINE SERVICES --Search PA--

- Quarterly Reporting
 - Filing History
 - File Quarterly Report**
 - Amend Quarterly Report
 - Mid-Quarter Split
 - Manage Uploaded Files
- UCMS Home
- Log Off

FILE QUARTERLY REPORT

✔ Your file has been successfully uploaded.

Employer Name : ANTHONY **FEIN :** 25- **Status :** Active
Employer Account : [82-](#) **Financing Method :** Contributory

Upload Quarterly Report

Review/Confirm (Step 2 of 3)
The file you have selected will be confirmed for upload. Click "Submit" to confirm the upload.

File Name : FILEUPLOAD_UC2-2A_ b-jswanson-20140317123744.CSV

Re-Upload File **Submit**

(If you uploaded the wrong file please click "Re-Upload File" button) Your file will not be successfully uploaded until all 3 steps have been completed

Print **Cancel**



The name of the file you selected will be displayed. Select **Submit**.

The screenshot shows the Pennsylvania UCMS portal interface. The top navigation bar includes the Pennsylvania logo, 'PA STATE AGENCIES', 'ONLINE SERVICES', and a search field. The left sidebar contains a menu with options like 'Quarterly Reporting', 'Filing History', and 'UCMS Home', which is highlighted with a red arrow. The main content area is titled 'FILE QUARTERLY REPORT' and displays the following information:

- Employer Name :** ANTHONY
- FEIN :** 25-
- Status :** Active
- Employer Account :** [82](#)
- Financing Method :** Contributory

The main heading is 'Employer Report for Unemployment Compensation'. A green message states: 'You have successfully filed a Quarterly Report. Please allow a minimum of two days for your file to be processed. Please go to Manage Uploaded Files to see the Status of your file.' Below this is an **ALERT:** section with instructions for upload and FTP filers. At the bottom, it shows 'Your Confirmation Number: 19568980' and 'Transaction Date : 03/17/2014'. Action buttons include 'Upload Another Report (s)', 'Print', and 'Cancel'.

You will receive a message saying you have successfully filed the tax return.

File processing will not be immediate. To monitor the status of the file, go to Manage Uploaded Files. It can take a few days for the report to post to your account. If you want to make a payment for the just filed report, you need to click on **UCMS Home**, and then **Make a Payment**. As the money due for the report will not be shown there, you will need to make a Pre-payment of contributions, interest and/or penalty, which will pay the report when it posts to the account.