

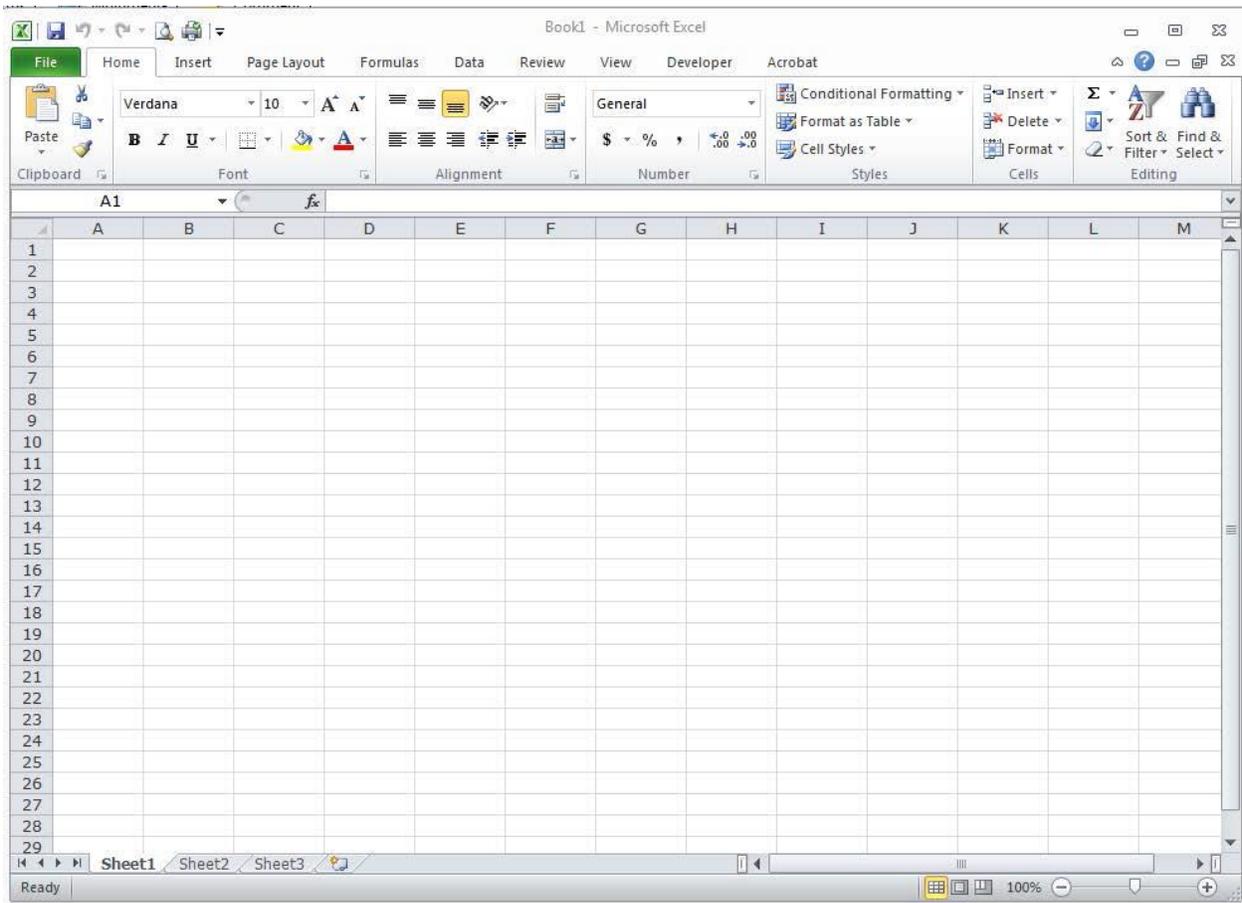


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## Creating a Multiple CSV File Upload Containing Two or More Employers in a Single File.

Unemployment Compensation Management System  
Office of Unemployment Compensation Tax Services

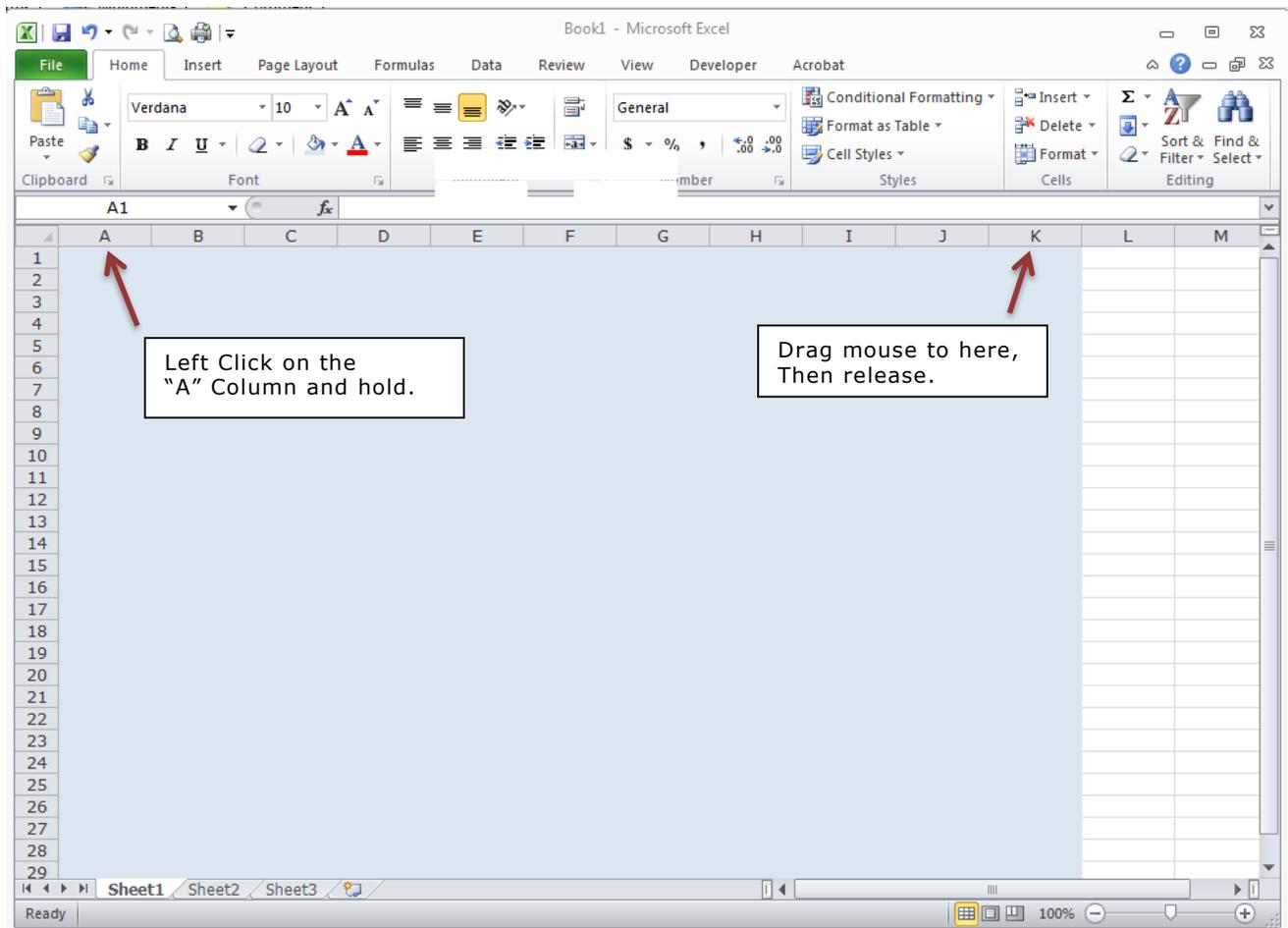
The purpose of this tutorial is to give instructions on how a Third Party Administrator (TPA) can submit quarterly reports for several employers with one CSV file upload in the Pennsylvania Unemployment Compensation Management System (UCMS).



A TPA must create a Comma Separated File (CSV) to upload a quarterly report (UC-2) and wage detail (UC2A), whether original or amended.

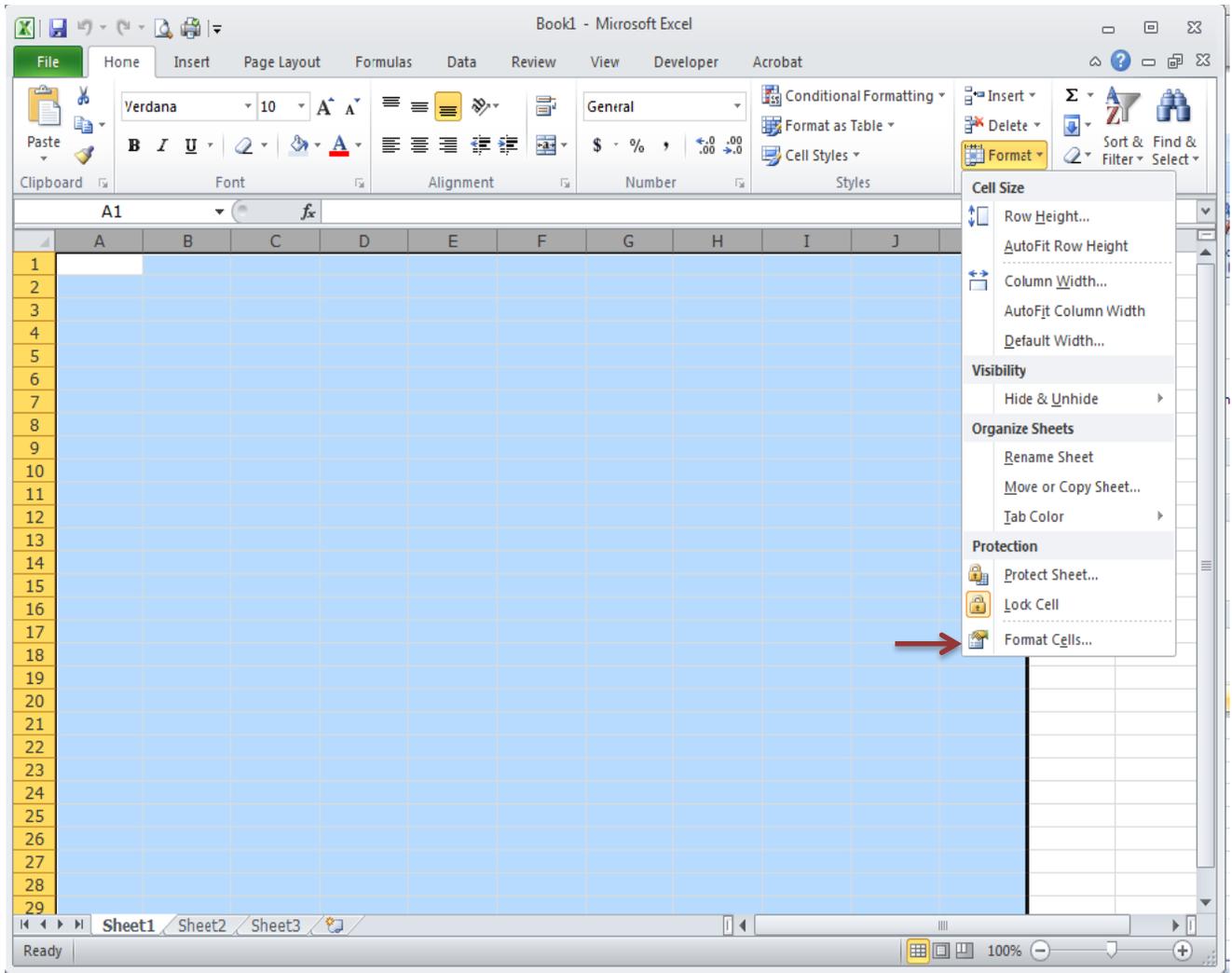
You must use a spreadsheet program such as Microsoft Excel, and save the results in a comma separated (.CSV) format.

Start with a new Excel Worksheet

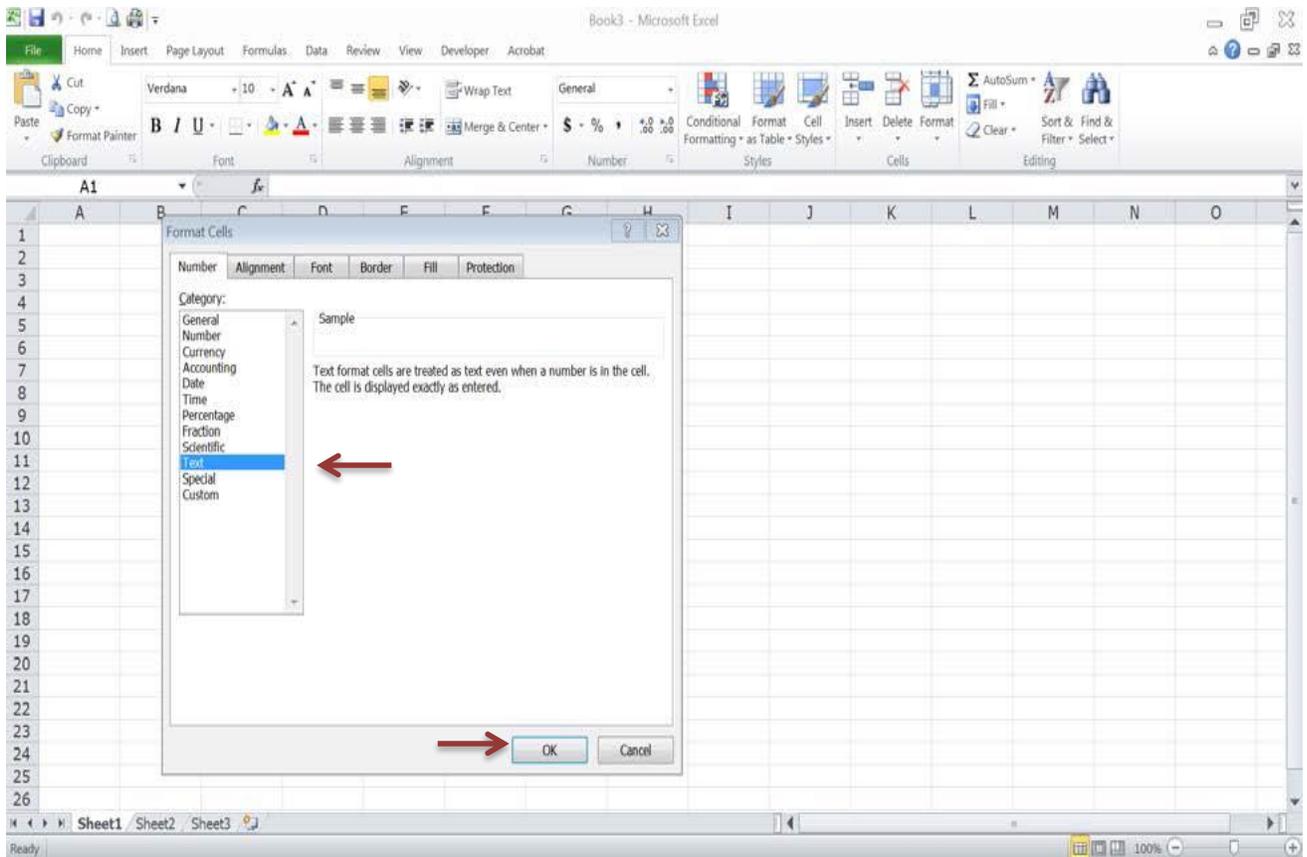


You will need to format columns A thru K as text.

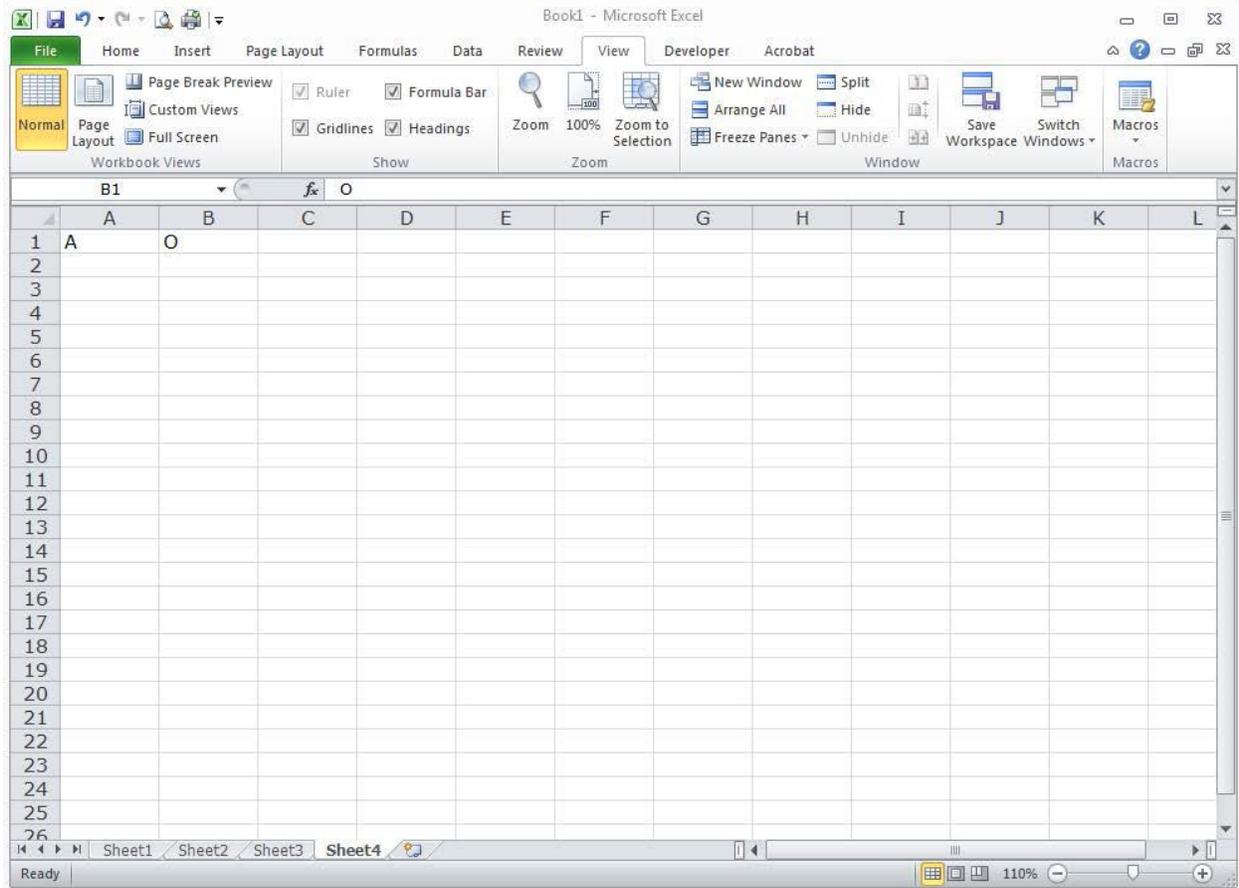
- Place your mouse pointer over the "A" Column header.
- Click on it and drag the mouse to the right until columns A through K are highlighted.
- Release your mouse button.



Step 3: Click on the Format menu at the top and select "Format Cells".



You will see the dialog box. Select "Text" from the list of formats, and then select "OK".



Step 5: You may now begin entering information into the spreadsheet.

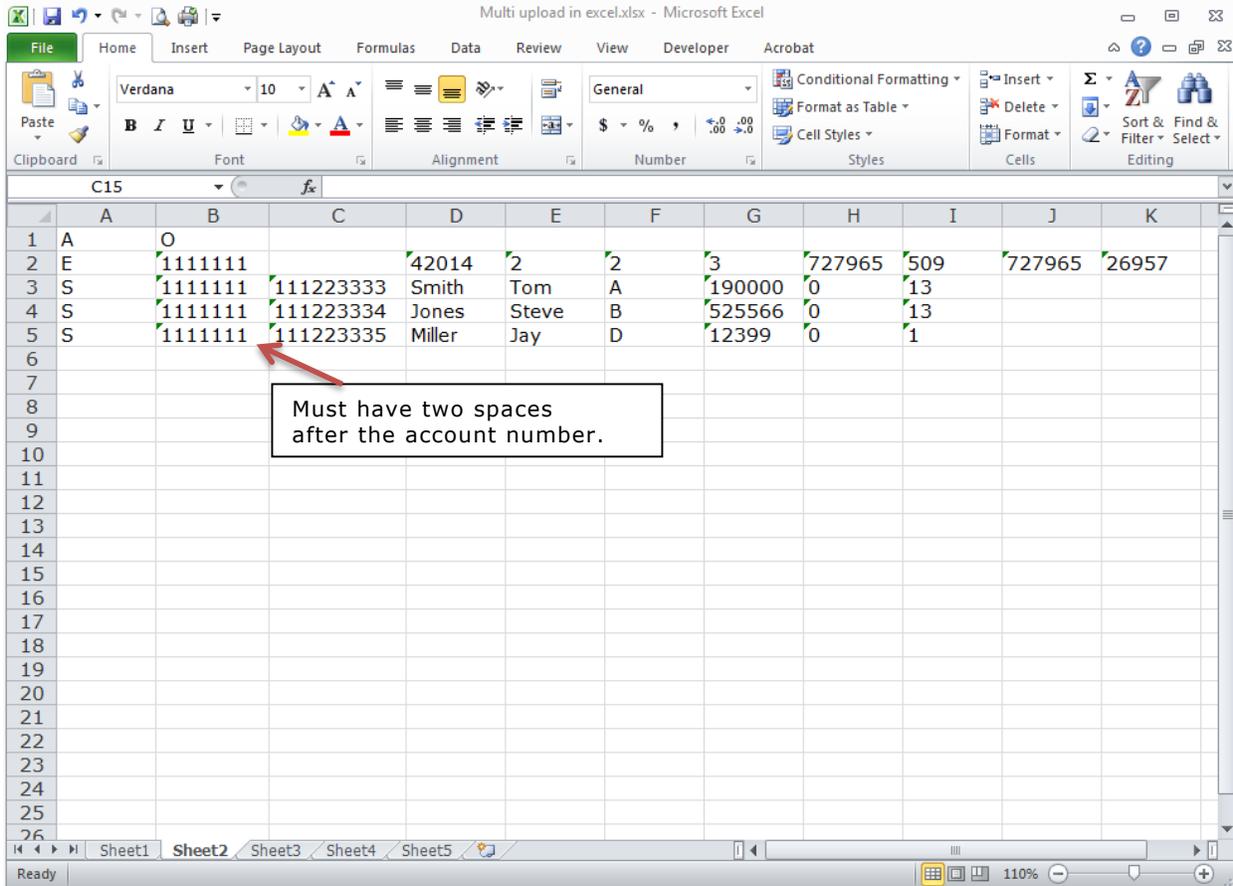
Row number one should contain the information relevant to the Record A identifier:

- Column A, Row 1, will always be the letter "A". (upper case only)
- Column B, Row 1, will be either the letter "O", which stands for Original Report, or "A", which stands for Amended Report. (upper case only)

	A	B	C	D	E	F	G	H	I	J	K	L
1	A	O										
2	E	1111111		42014	2	2	3	727965	509	727965	26957	
3												
4												
5												
6												
7												
8												
9												
10												
11												
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26												

Row number 2 will contain the following information for your first client:

- Column A Letter "E" (upper case only)
- Column B PA Unemployment Compensation (PAUC) Tax 7 digit account number, **followed by two spaces**. You must hit the space bar two times after entering the account number. Leading zeros must be included (e.g. 0100001 ).
- Column C Leave Blank
- Column D Filing period. For example, the 2nd quarter of 2014 is shown as 22014.
- Column E Number of employees in the 1st month of the quarter
- Column F Number of employees in the 2nd month of the quarter
- Column G Number of Employees in the 3rd month of the quarter
- Column H Gross wages for the quarter
- Column I Employee withholding due
- Column J Taxable wages for the quarter
- Column K Employer contributions due



Row number 3 will contain the following information:

- Column A Letter "S" (upper case only)
- Column B Client's PAUC Tax 7 digit account number, followed by 2 spaces.
- Column C Employee social security number
- Column D Employee last name
- Column E Employee first name
- Column F Employee middle name or initial
- Column G Employee gross wages for the quarter
- Column H Number "0" (zero)
- Column I Employee credit weeks
- Column J Leave blank
- Column K Leave blank

All currency fields are strictly numeric and must include dollars and cents, with the decimal point assumed. (e.g. \$500.00 is entered as 50000).

Use as many rows as needed to enter data on all of the employees of that client.

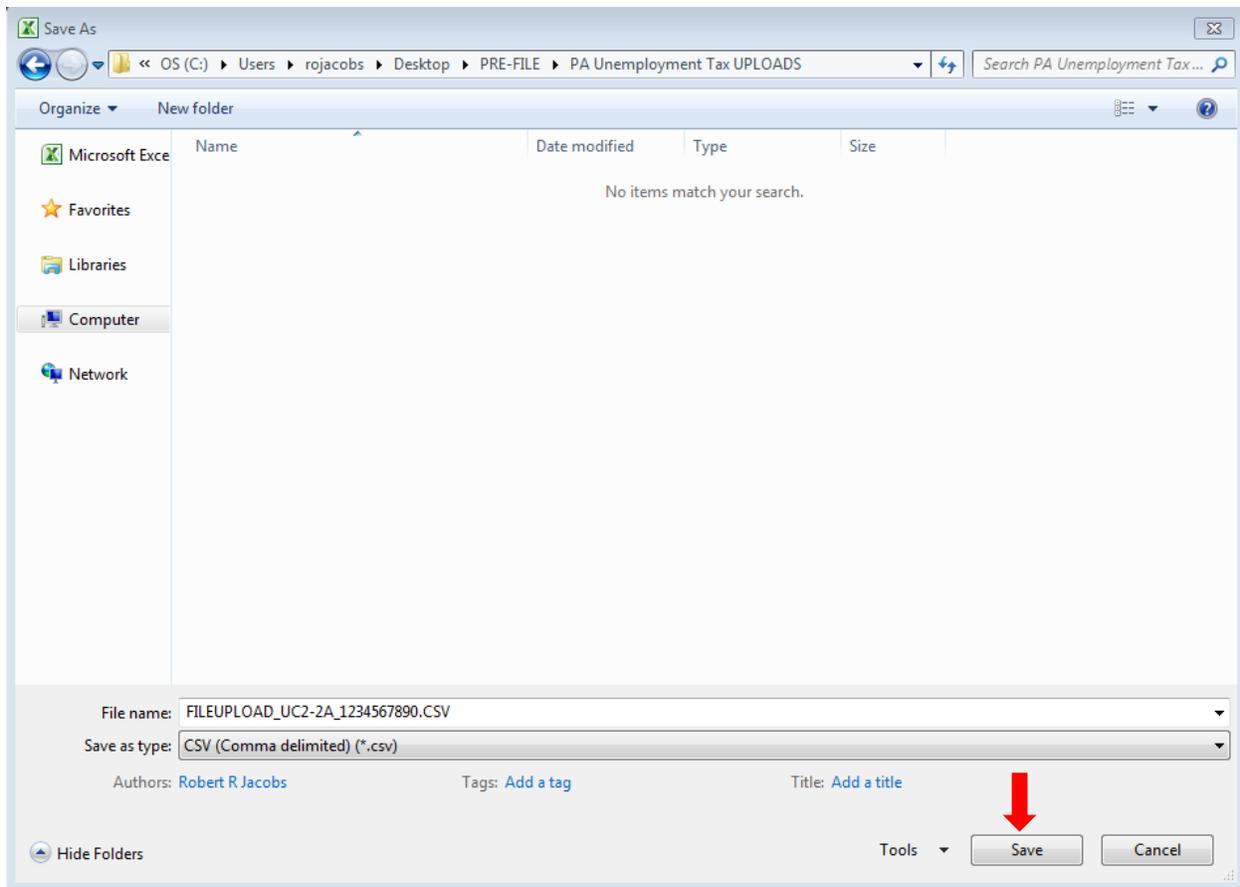
Multi upload in excel.xlsx - Microsoft Excel

	A	B	C	D	E	F	G	H	I	J	K
1	A	O									
2	E	1111111		42014	2	2	3	727965	509	727965	26957
3	S	1111111	111223333	Smith	Tom	A	190000	0	13		
4	S	1111111	111223334	Jones	Steve	B	525566	0	13		
5	S	1111111	111223335	Miller	Jay	D	12399	0	1		
6	E	1111112		42014	5	5	5	7400000	5180	4375000	162006
7	S	1111112	999887777	Doe	John	E	1000000	0	13		
8	S	1111112	999887778	Doe	Mary	C	1500000	0	13		
9	S	1111112	999887779	Smith	Bart	F	2500000	0	13		
10	S	1111112	999887780	Hamilton	John	E	1500000	0	13		
11	S	1111112	999887781	Jones	William	T	900000	0	13		
12	E	1111113		42014	4	3	4	1185025	829	1185025	438.81
13	S	1111113	999999998	Lincoln	Sue	Z	152525	0	10		
14	S	1111113	999999999	Madison	James	B	160000	0	13		
15	S	1111113	100000000	Harrison	Benjamin	E	122500	0	7		
16	S	1111113	100000001	Tyler	John	R	750000	0	13		
17											
18											
19											
20											
21											
22											
23											
24											
25											
26											

After you have finished entering the data for the first client, enter data for the next client, without skipping any lines in your spreadsheet. You **MUST** group all of the employees for a particular client together. The above example shows data for 3 clients.

	A	B	C	D	E	F	G	H	I	J	K
1	A	O									
2	E	1111111		42014	2	2	3	727965	509	727965	26957
3	S	1111111	111223333	Smith	Tom	A	190000	0	13		
4	S	1111111	111223334	Jones	Steve	B	525566	0	13		
5	S	1111111	111223335	Miller	Jay	D	12399	0	1		
6	E	1111112		42014	5	5	5	7400000	5180	4375000	162006
7	S	1111112	999887777	Doe	John	E	1000000	0	13		
8	S	1111112	999887778	Doe	Mary	C	1500000	0	13		
9	S	1111112	999887779	Smith	Bart	F	2500000	0	13		
10	S	1111112	999887780	Hamilton	John	E	1500000	0	13		
11	S	1111112	999887781	Jones	William	T	900000	0	13		
12	E	1111113		42014	4	3	4	1185025	829	1185025	438.81
13	S	1111113	999999998	Lincoln	Sue	Z	152525	0	10		
14	S	1111113	999999999	Madison	James	B	160000	0	13		
15	S	1111113	100000000	Harrison	Benjamin	E	122500	0	7		
16	S	1111113	100000001	Tyler	John	R	750000	0	13		
17											
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Once the required UC-2/2A data has been entered, you must save the spreadsheet in a comma separated (.CSV) format. Highlight columns A through K and all rows with data entered. Only cells that are highlighted will be saved. (Do not include any blank rows below the last row of employee data.)



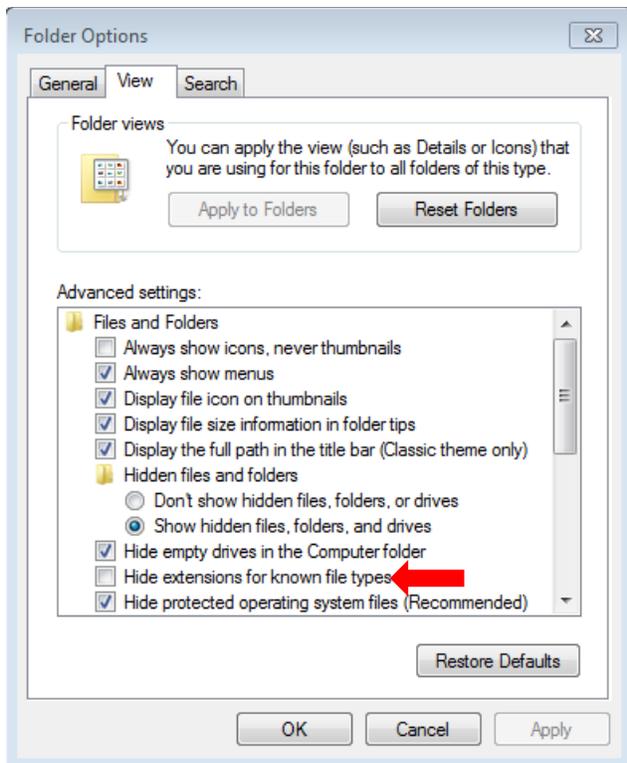
From the File menu at the top of the screen, select "Save As...". The above dialog box will appear. Click on the drop down arrow at the top of the screen to select the area where you want to save the file. In the "File name" field, type the name of the file as:

"FILEUPLOAD\_UC2-2A\_Your TPA identifier number.CSV" (e.g. FILEUPLOAD\_UC2-2A\_1234567890.CSV)

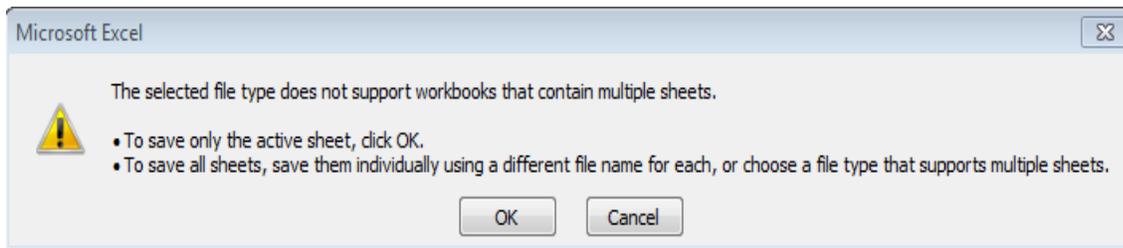
Click on the drop down arrow in the "Save as type" field and select CSV (Comma delimited).

Select **Save**

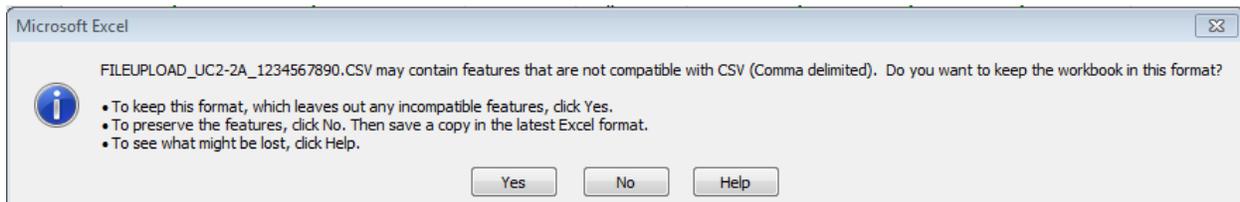
**Please note that all letters, including the file extension, must be upper case.**



If you cannot see the file extension in the File name, you will need to change your folder options. On a Windows computer, go to Start, Control Panel, Folder Options. Select the View tab. Make sure that “Hide extensions for known file types” is **not** checked.



The message above will be displayed. Since you've already selected the cells that you would like to save to the file, select **OK**.



A second message will be displayed. Select **Yes** to keep the format that you've defined in your spreadsheet.

To check the accuracy of the pre-file, it is recommended that you run the file you created thru the Department's File Checker Application at:

<http://www.uc.pa.gov/employers-uc-services-uc-tax/ucms/Pages/default.aspx>

File checker instructions can also be found at:

<http://www.uc.pa.gov/employers-uc-services-uc-tax/ucms/Pages/default.aspx>

DummyPageSecurityPort	
Employer Profile	
Quarterly Reporting	<b>Welcome to the UCMS application.</b>
Make a Payment	
Amounts Due Delinquencies	Please use the navigation links on the left to open specific functions in the application.
Financial Activities	
Contribution Rates	
Reimbursable Financing Method	
Inquiries	<b>ALERT:</b> As part of the Act 60 amendments to the Pennsylvania UC Law, the taxable wage base for 2014 is \$8,750, the taxable wage base for 2015 is \$9,000 and the taxable wage base for 2016 is \$9,500.
Certifications	For more information on the UCMS system including FAQs, Tutorials, Instructional Videos, File Checker, etc., please click <a href="#">here</a> .
User Administration	<b>Upload and FTP filers only:</b>
Correspondence	<ul style="list-style-type: none"> <li>If you are reporting by file upload or FTP, please make sure the file(s) you are uploading meets the filing specifications by 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.</li> </ul>
Log Off	<ul style="list-style-type: none"> <li>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 <a href="#">UC-2 file specifications</a>.</li> </ul>

After creating the file and logging into your TPA account in UCMS at [www.uctax.pa.gov](http://www.uctax.pa.gov), from the main menu, select **Quarterly Reporting**.

QuarterlyReportingHistoryPortlet [Help for this Page](#)

## FILING HISTORY

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**File Quarterly Report** ←  
 Employer Name : Status : Active  
 Employer Account : FEIN : Filing Method : Contributory

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### Report Filing History

Select a Quarter/Year.

Quarter/Year ▾	Effective Periods ▾	Type ▾	Filing Method	Receipt Date	Filer Name	Confirmation # ▾
*Reassigned report						

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

You will be taken to Filing History.

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





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Help for this Page

### FILE QUARTERLY REPORT

Employer Name : L&I Test Employer Account      Status : Inactive  
Employer Account : [74-14554.0](#)      FEIN : 01-0000002      Financing Method : Contributory

#### Upload Quarterly Report

**ALERT:** Please go to <http://www.uc.pa.gov/employers-uc-services-uc-tax/ucms/Pages/default.aspx> 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.

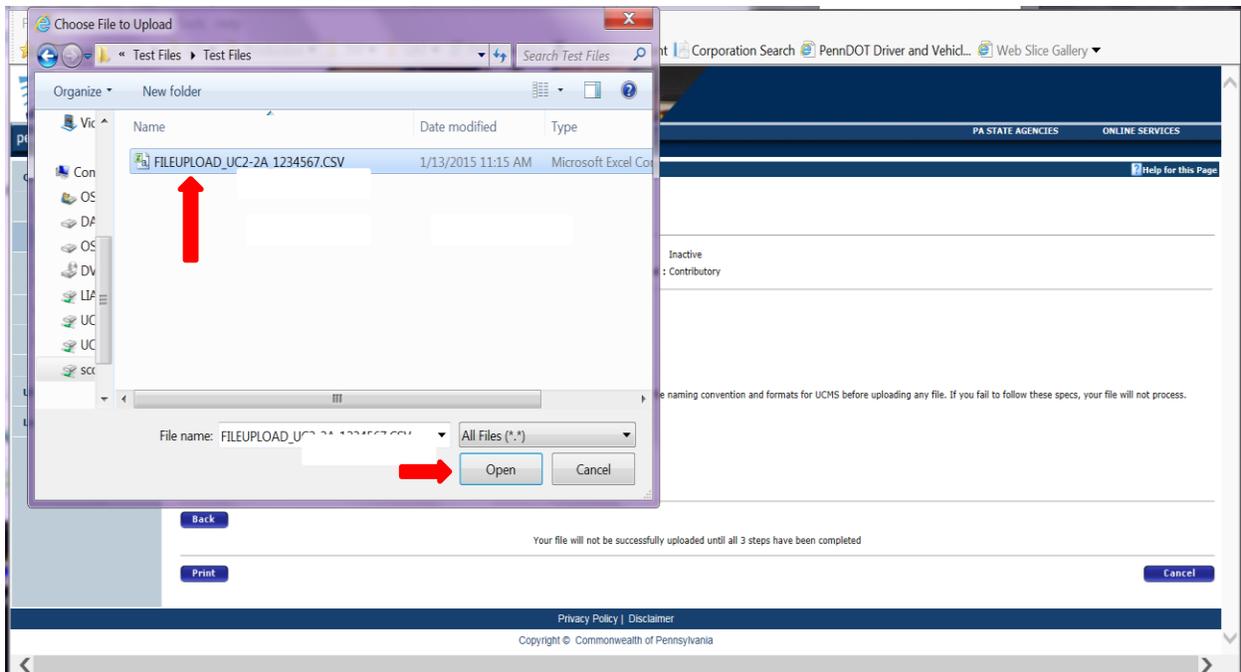
Upload (Step 1 of 3)  
Click the browse button to select the file to upload.

Browse... 

Your file will not be successfully uploaded until all 3 steps have been completed

Privacy Policy | Disclaimer

Select **Browse**.



Locate the file you created.

Highlight your file and select **Open**.



**FILE QUARTERLY REPORT**

**Employer Name :** L&I Test Employer Account      **Status :** Inactive  
**Er** [14554\\_0](#)      **Financing Method :** Contributory

**Employer Report for Unemployment Compensation**

**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.**

**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 by 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.
- 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](#).

**Your Confirmation Number:** 25701704      **Transaction Date :** 03/04/2016

[Upload Another Report \(s\)](#)

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

File processing will not be immediate. It can take a few days for the report to post to your account. To monitor the status of the file, go to Manage Uploaded Files. There are a number of payment options for the just filed reports.

- The TPA or employer can mail a check to Office of UC Tax Services, P.O. Box 60848 Harrisburg PA 17106-0848. Please include the employer's PAUC account number on the check.
- The employer can log into [www.uctax.pa.gov](http://www.uctax.pa.gov) and authorize an ACH debit payment or Credit Card payment. An instructional video can be found at <http://www.uc.pa.gov/employers-uc-services-uc-tax/ucms/Pages/default.aspx>
- The TPA can authorize an ACH credit process from their TPA account in UCMS. For ACH Credit instructions go to page 88 on the File Layouts and Formats for Electronic Reporting on PA Quarterly Unemployment Compensation Wage and Tax Data. <http://www.uc.pa.gov/employers-uc-services-uc-tax/ucms/Pages/default.aspx>