



Upload a Pennsylvania Unemployment Quarterly Tax Report
Unemployment Compensation Management System
Office of Unemployment Compensation Tax Services

The purpose of this tutorial is to give instructions on:

- Uploading a data file using the Unemployment Compensation Management System (UCMS) to file a Pennsylvania Unemployment Compensation (PAUC) tax return.
- **IMPORTANT:** It may take up to 48 hours to process your file submitted by either upload or FTP. For this reason, you must file at least 2 business days prior to the due date, then log back into the system to make the payment on time.

For complete filing specifications go to:

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

Please refer all questions to the Employer Contact Center at 866 -403-6163.

After logging into UCMS, from the main menu, select **Quarterly Reporting** and then select **File Quarterly Report**.

The screenshot shows the Department of Labor & Industry UCMS interface. The top navigation bar includes the logo, the text 'Department of Labor & Industry', and the text 'TEST TEST TEST 15'. Below this is a dark blue header with fields for 'Employer Name', 'Employer Account', 'FEIN', 'Status' (Active), and 'Financing Method' (Contributory). The main content area features a left-hand menu with various options: 'Amounts Due Delinquencies', 'Audits', 'Certifications', 'Contribution Rates', 'Correspondence', 'Employer Profile', 'Financial Activities', 'Inquiries', 'Make a Payment', 'Quarterly Reporting', 'Reimbursable Financing Method', 'Shared-Work', and 'User Administration'. The 'Quarterly Reporting' menu item is expanded, showing sub-options: 'Amend Quarterly Report', 'File Quarterly Report', 'File Validation Tool', 'Filing History', and 'Manage Uploaded Files'. An orange arrow points to the 'File Quarterly Report' option. The main content area displays the text 'Welcome to the Unemployment Compensation Management System (UCMS)' and a blue circular icon with a document symbol.



Filing Method

 A chart of the yearly taxable wage base is available at www.uc.pa.gov. It is encouraged that you use File Upload or FTP filing options if you have more than 100 employees.

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 the File Validation Tool. 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.

Select a method to file quarterly report

Online

Pre-Populate

Upload Wage Report File


File Transfer Protocol (FTP)

Continue


Click on the radio button in front of Upload Wage Report File. Select **Continue**.



Upload Quarterly Report

 Please go to https://www.uc.pa.gov/Documents/UC_Forms/UC-2010.pdf to review the file naming convention and format for UCMS before uploading any file. If you fail to follow these specifications, your file will not process.

Select the format

- CSV - Comma Delimited File (UC2-UC2A) 
- Interstate Conference of Employment Security Agencies (ICESA) File (UC2-UC2A)

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.

Click on the radio button in front of the format being used. In this example, Comma Delimited File (UC2-UC2A) is chosen. Select **Continue**.



Upload Quarterly Report



Please go to https://www.uc.pa.gov/Documents/UC_Forms/UC-2010.pdf to review the file naming convention and format for UCMS before uploading any file. If you fail to follow these specifications, your file will not process.

Upload (Step 1 of 3) Your file will not be successfully uploaded until all steps have been completed.

Click the browse button to select the file to upload.

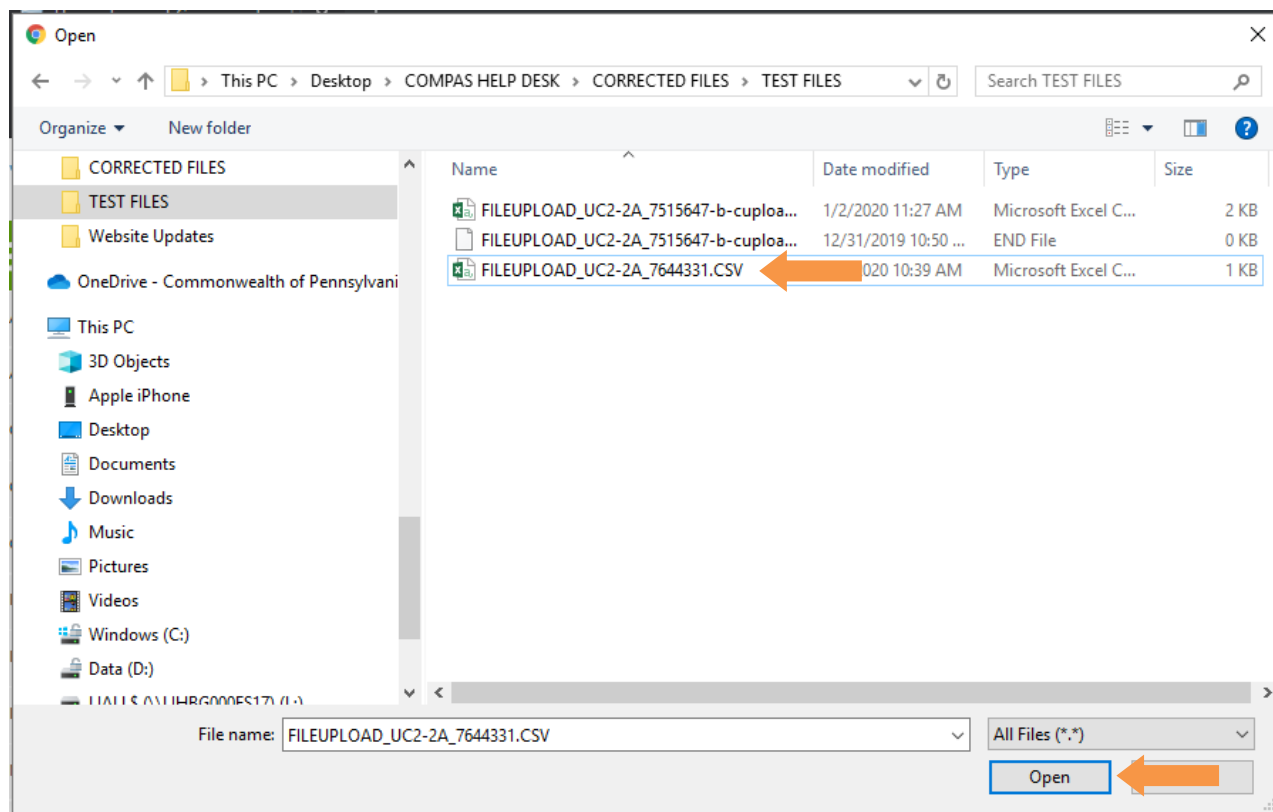
No file selected

Browse



Back

Select **Browse**.



Locate the file you created.

Highlight your file and select **Open**.



Upload Quarterly Report

Review/Confirm (Step 2 of 3) Your file will not be successfully uploaded until all steps have been completed.

The file you have selected has been confirmed for upload. Click "Submit" to complete upload.

File Name

FILEUPLOAD_UC2-2A_7644331-b-t2212-20200103105137.CSV



Re-Upload File

(If you uploaded the wrong file please click "Re-Upload File" button)

Submit



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



File Quarterly Report



Employer Report for Unemployment Compensation



Check UCMS periodically to make sure your file has processed and is available for payment.

Your Confirmation Number

Transaction Date

42194125

01/03/2020

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

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 (under Quarterly Reporting in left menu). 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 **Make a Payment** in the left-hand menu. 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.

Please note that UCMS offers a File Validation Tool that will check your upload file for errors before you submit the file for processing. The File Validation Tool can be found under the Quarterly Reporting left-menu option.

