

## General Specifications for the SUTA Dumping Detection System (SDDS)

### EXTRACT FILE LAYOUT

#### SUTA File Layouts

The data that is loaded into SDDS has to be extracted from its source into fixed length files. The extracts must conform to the following layouts. Fields that are indicated as “R” for Required must have data present in the extract. Fields that are specified as “O” for Optional must exist as specified in the layout but do not require actual data. File layouts are also designated required or optional. Files that are required are needed by the SDDS loader to run successfully and represent the minimum amount of information to be provided to the system for the purpose of SUTA dumping detection. However, states should make every effort to load all specified data is available to them to gain the full benefits and features of SDDS. Limiting the amount of information loaded into the system will limit the system’s ability to accurately analyze a state’s SUTA activity for purposes of SUTA dumping detection.

#### *Wage Records, Employer, and Employer Contacts*

An extract will be created for each quarter of Wage Record, Employer data, and Employer Contacts data, to be loaded into the system. **Every quarter of Wage Record data must have a corresponding quarter of Employer data and Employer Contacts data.**

For example, if a state wants to load all Wage Records for the twelve quarters from 2000 Quarter 1 to 2003 Quarter 4, twelve Wage Record extract files will be created, one for each quarter, and twelve Employer Information extract files will be created, one for each quarter, and twelve Employer Contacts extract files, one for each quarter.

This section identifies and describes the input files to SDDS. All states’ wage record files will contain the following data items:

- Year
- Quarter
- Employer UI Account Number
- Federal Employer Identification Number (EIN)
- Social Security Number of the worker
- Name of worker (completeness and format varies by state)
- Wages paid by the employer to the worker

(States that collect additional data items in their wage record system, such as hours worked, worksite (reporting unit), and occupation, should not include those elements in the extract.)

The Wage Record extract is a fixed length file and must be in the format shown in Table 1. This file is required by SDDS.

Table 1 - Wage Record File layout				
<i>Position</i>	<i>Short name</i>	<i>Description</i>	<i>Format</i>	<i>Required</i>
1-9	SSN	SSN	9 digits, no dashes	R
10-24	Name_first	First Name	Alpha – filler needed	R
25	Name_middle	Middle initial	Alpha	R
26-45	Name_last	Last name	Alpha	R
46-47	State	State FIPS code	2 digit	R
48-57	Empr_no	UI Account Number	10 digit (left pad w/ 0s)	R
58-62	Seinunit	State UI reporting unit number	5 digit (left pad w/ 0s) Fill with 00000 if unavailable.	R
63-71	EIN	Employer identification number	9 digit (left pad w/ 0s)	R
72-75	Year	Year YYYY	4 digit	R
76	Quarter	Quarter Q	1 digit	R
77-86	Wage	Quarterly wages paid	10 digit (no commas or \$ sign)	R
<i>Source: Adapted from LEHD Technical Paper No. TP-2002-05 (rev), page 157.</i>				

*Employer Information:* The Employer Information extract is a fixed length file and must be in the format shown in Table 2. This file is required by SDDS.

<b>Table 2 – Employer Information File Layout</b>				
<b>Position</b>	<b>Short name</b>	<b>Description</b>	<b>Format</b>	<b>Required (R) or Optional (O)</b>
1-2	Stfips	State FIPS of the State that the file is from	Alpha2	R
3-12	UIAccount	UIAccount	Alpha 10 chars (left pad w/ 0s)	R
13-21	EIN	Federal Employer identification number	Alpha9 (left pad w/ 0s)	R
22-25	Year	Year of Employer Record	Alpha 4	R
26	Quarter	Quarter of Employer Record	Alpha 1 (if a state has only annual records, the quarter is 0)	R
27-61	Name1	Primary Name of Employer	Alpha 35	R
62-96	Name2	Secondary Name of Employer	Alpha 35	O
97-131	UI Address1	1 <sup>st</sup> line of address from UI block	Alpha35	O
132-166	UI Address2	2 <sup>nd</sup> line of address from UI block	Alpha35	O
167-196	UI City	City of Employer from UI block	Alpha30	O
197-198	UI State	Stfips of Employer from UI block	Alpha2	O
199-203	UI Zip 5	5 digit zip code from UI block	Alpha5	O
204-207	UI Zip 4 Extension	4 digit zip code extension from UI block	Alpha4	O
208-242	Physical Address 1	1 <sup>st</sup> line of address from Physical Block	Alpha35	O
243-277	Physical Address 2	2 <sup>nd</sup> line of address from Physical Block	Alpha35	O
278-307	Physical City	City of Employer from Physical Block	Alpha 30	O
308-309	Physical State	Stfips of Employer	Alpha2	O
310-314	Physical Zip 5	5 digit zip code	Alpha5	O
315-318	Physical Zip 4	4 digit zip code extension	Alpha4	O
319-328	Telephone	10 digit telephone	Alpha10, no dashes	O
329-330	Ownership	Ownership Code	Alpha 2, known valid values: 10 Federal 20 State 30 Local 40 International 50 Private	O
331-334	SIC code	Industry Code SIC	Alpha 4	O
335-340	NAICS code	Industry Code NAICS	Alpha 6	O

(adjusted during v1.10 of SDDS release).

*Employer Contacts File:* The Employer Contacts File extract is a fixed length file and must be in the format shown in Table 3. This file is required by SDDS.

<b>Table 3 - Employer Contacts File Layout</b>				
<b>Position</b>	<b>Short name</b>	<b>Description</b>	<b>Format</b>	<b>Required (R) or Optional (O)</b>
1-2	Stfips	State FIPS of the State that the file is from	Alpha2	R
3-12	UIAccount	UIAccount	Alpha 10 chars (left pad w/ 0s)	R
13-16	Year	Year of Employer Record	Alpha 4	R
17	Quarter	Quarter of Employer Record	Alpha 1	R
18-52	Contact Name	Contact Name	Alpha35; right pad with spaces	R
53-62	Contact Telephone	Contact Telephone	Alpha10, no dashes	O
63-71	Contact SSN	Owner/Officer SSN	Alpha9, no dashes	O
72-101	Contact Title	Contact Title	Alpha 30; right pad with spaces	O

*Tax Quarter Information The Tax Quarter extract is a fixed length file and must be in the format shown in Table 4. This file is required by SDDS.*

Table 4 -Tax Quarter Information File Layout				
<i>Position</i>	<i>Short name</i>	<i>Description</i>	<i>Format</i>	<i>Required</i>
1-2	Stfips	State FIPS	Alpha 2	R
3-12	UIaccount	UI Account Number	Alpha 10 (left pad w/ 0s)	R
13-16	Year	Year	Alpha 4, YYYY	R
17	Quarter	Quarter	Alpha 1	R
18-26	Taxpaid	Taxes Paid	Alpha 9* (left pad w/0s)	R
27-37	Totalwage	Total Wages Reported	Alpha 11* (left pad w/0s)	R
38-48	Taxwage	Taxable Wages Reported	Alpha 11* (left pad w/0s)	R
59-54	TaxRate	Tax Rate of Account	Alpha 6* (left pad w/0s)	R
55-60	Mnth1emp	Employment in first month of quarter	Alpha 6 (left pad w/0s)	R
61-66	Mnth2emp	Employment in second month of quarter	Alpha 6 (left pad w/0s)	R
67-72	Mnth3emp	Employment in third month of quarter	Alpha 6 (left pad w/0s)	R

Alpha9 can include two decimal places up to 9 characters, including the decimal point, example: 123456.89, or represent whole dollars (no decimal point or cents), example: 123456789

Alpha11 can include two decimal places up to 11 characters, including the decimal point, example: 12345678.01, or represent whole dollars (no decimal point or cents), example: 12345678901

Tax Rate, Alpha6, should include the decimal point, example: 12.456.

Benefit Charges File layout – The Benefits Charges extract is a fixed length file and must be in the format shown in Table 5. This file is optional, however, if included, all fields are required.

Table 5 - Benefit Charges File layout				
<i>Position</i>	<i>Short name</i>	<i>Description</i>	<i>Format</i>	<i>Required (R) or Optional (O)</i>
1-2	Stfips	State FIPS	Alpha 2	R
3-12	UIaccount	UI Account Number	Alpha 10 (left pad w/ 0s)	R
13-16	Year	Year	Alpha 4	R
17-18	Periodtype	01 for annual, 02 for quarterly, 03 for monthly	Alpha2	R
19-20	Period	Period, 00 if periodtype is annual	Alpha 2	R
21-32	ChargeAmount	Total Charges Reported for the Account in a designated timeframe	Alpha 12 (includes decimal character)	R
33-42	ChargeDate	Date Charges Were Assigned to the Account	Alpha 10 MM/DD/YYYY Y	R

*Voluntary Contributions* - The Voluntary Contributions file (Table 6) is an optional, fixed length file. This section will not be activated during the setup routine if a state does not have voluntary contributions. However, if a state intends to use the voluntary contribution part of the program, then all fields are required.

Table 6-Voluntary Contribution File Layout				
<i>Position</i>	<i>Short name</i>	<i>Description</i>	<i>Format</i>	<i>Required</i>
1-2	Stfips	State FIPS	Alpha 2	R
3-12	UIaccount	UI Account Number	Alpha 10 (left pad w/ 0s)	R
13-16	TaxYear	Tax Year Contribution was made	Alpha 4	R
17-27	Contrib	Contribution Amount	Alpha 11	R
28-37	Contrib_Date	Contribution Date	Alpha 10 in format MM/DD/YYYY	R

*Demographics File* - The Demographics files is an optional, fixed length file, and, if loaded, must be in the format specified here.

Table 7 - Demographics File Layout

<i>Position</i>	<i>Length</i>	<i>Field Name</i>	<i>Description</i>	<i>Format</i>	<i>Valid Values</i>	<i>Required (R) or Optional (O)</i>
1-3	3	DataSourceType	Type of data source	Alpha3	WFR=Workforce Registration UI=Unemployment Insurance DMV=Dept of Motor Vehicles NH=New Hires PT=Performance Tracking OTR=SSA/LED/Other	R
4-6	3	DataSource	The source of this data	Alpha3	State Specific.	R
7-16	10	DataSourceDate	The Date the data from this data source was generated	Alpha10	MM/DD/YYYY	R
17	1	StatusFlag		Alpha1	N=New Record this quarter C=Changed Record since last quarterly run U=Unchanged	R
18-19	2	SourceStfips	Which state did this data come from	Alpha2	State Fips	R
20-23	4	Year	Year this data represents	Alpha4	YYYY	R
24	1	Quarter	Quarter this data represents	Alpha1	if unknown pad with spaces	R
25-33	9	SSN	Social Security No	Alpha9	Alpha9 no dashes	R
34-43	10	Alternate ID	StateSpecific Alternated ID number - such as Driver	Alpha10	if unknown pad with spaces	O

			License Number			
44-153	110	FullName	concatanation of all name fields. Or if you have a single field with name then put it here	Alpha110	if unknown pad with spaces	O
154-183	30	LastName		Alpha30	if unknown pad with spaces	R
184-213	30	FirstName		Alpha30	if unknown pad with spaces	R
214-243	30	MiddleName		Alpha30	if unknown pad with spaces	R
244-247	4	Title		Alpha4	if unknown pad with spaces	O
248-251	4	Suffix		Alpha4	if unknown pad with spaces	O
252	1	Gender		Alpha1	M=male F=female U=unknown	R
253	1	Race		Alpha1	1=White 2=Black African American 3=Asian 4=American Indian or Alaska Native 5=Native Hawaiian or Other Pacific Islander 6=Multiple Categories Reported 9=Race Unknown	R

254	1	Ethnicity		Alpha1	0=Not Hispanic 1=Hispanic 9=Unknown	R
255-264	10	DOB		MM/DD/YYYY	if unknown pad with spaces	O
265	1	Citizen		Alpha1	C=Citizen A=Authorized Alien N=Unauthorized Alien U=unknown	R
266-300	35	Address1		Alpha35	if unknown pad with spaces	O
301-335	35	Address2		Alpha35	if unknown pad with spaces	O
336-370	35	Address3		Alpha35	if unknown pad with spaces	O
371-400	30	City		Alpha30	if unknown pad with spaces	O
401-402	2	State		Alpha2	if unknown then UU	R
403-407	5	Zip5		Alpha5	if unknown then 00000	R
408-411	4	Zip4		Alpha4	if unknown then 0000	R
412-413	2	STFIPS	State FIPS	Alpha2	if unknown then 99	R

The Account Balances file (Table 8) is an optional, fixed length file.

Table 8 - Account Balances File layout				
Position	Short name	Description	Format	Required (R) or Optional (O)
1-2	Stfips	State FIPS	Alpha 2	R
3-12	UIaccount	UI Account Number	Alpha 10 (left pad w/ 0s)	R
13-16	Year	Year	Alpha 4	R
17-18	Periodtype	From the periodtype table	Alpha2	R
19-20	Period	Period	Alpha 2	R
21-33	AccountBalance	Tax Account Balance for the Specified Period	Alpha 13 (to be converted into a 9,2 decimal that can be negative)*	R
34-40	ExperienceRating	Historical Experience Rating of UIAccount	Alpha 8 (to be converted into a 3,3 decimal that can be negative)**	O

*\*Example of positive and negative account balances: 000001234.56, -000001234.56*

*\*States that do not carry account balances should pad with spaces.*

*\*\*Example of positive and negative experience rating: 0123.678, -234.678*

The Predecessor/Successor file (Table 9) is optional, fixed length file. If a state wants to include it, all fields require data.

Table 9 - Predecessor/Successor File Layout				
<i>Position</i>	<i>Short name</i>	<i>Description</i>	<i>Format</i>	<i>Required (R) or Optional (O)</i>
1-2	Stfips	Stfips	2 digits	R
3-12	pred_uiaccount	Predecessor UIAccount #	Alpha 10 (left pad w/ 0s)	R
13-22	Succ_uiaccount	Successor UIAccount #	Alpha 10 (left pad w/ 0s)	R

**Critical Assumptions:**

1. That we are dealing with 100% or total successorships – when generating the records for this file, you should only include total successorships.
2. That this file is all inclusive -- because this file has no time on the relationship, it has to assume that the contents of the file are the full contents of the destination table. Therefore, this file should be a cumulative set of all 100% successorships. So for example if you have new predecessor/successor relationships to add 6 months from now, you would add those records to the ones that you have in your file today.

## Administrative Table Definitions:

The Administrative tables necessary to manage the information in the Account Balances table are defined in the following period/periodtype tables. These constructs are the same as those established for the ALMIS database standard.

<b>This table contains one record for each period identified in the database.</b>					
<b>Position</b>	<b>Period Column</b>	<b>Type</b>	<b>Constraint</b>	<b>Description</b>	<b>Required</b>
1-4	periodyear	Char(4)	Primary Key	Character representation of calendar year (e.g. 2000).	R
5-6	periodtype	Char(2)	Primary Key	Code describing type of period (e.g. annual, quarterly, monthly, etc.)	R
7-8	period	Char(2)	Primary Key	Period Code. (see below for examples)	R

<b>This table contains one record for each type of period (e.g. Annual, quarterly, hourly, etc.)</b>					
<b>Position</b>	<b>Period Type Column</b>	<b>Type</b>	<b>Constraint</b>	<b>Description</b>	<b>Required</b>
1-2	periodtype	char(2)	Primary Key	Code describing type of period (e.g. annual, quarterly, monthly, etc.)	R
3-42	pertypdesc	varchar(40)		A description of the period type.	R

Predefined periodtypes are as followed:

<b>periodtype</b>	<b>01 = Annual (calendar year)</b> <b>02 = Quarter</b> <b>03 = Monthly</b> <b>04 = Weekly</b> <b>05 = Decennial</b> <b>06 = BI-MONTHLY</b> <b>07 = SEMI-ANNUALLY</b> <b>08 = BI-ANNUALLY</b>  <b>99 = Not Applicable</b>  <b>50-70 = State Defined Period Types</b>
-------------------	--

Some examples of periodyear, periodtype, period combinations would be as follows:

2003 Annual\* → Periodyear = '2003', Periodtype = '01', Period = '00'

2003 2<sup>nd</sup> Quarter → Periodyear = '2003', Periodtype = '02', Period = '02'

2003 November → Periodyear = '2003', Periodtype = '03', Period = '11'

**\*Calendar Year**

Periodyear is the year the calculation for which the calculation is applied to generate a new tax rate. For example, in North Carolina, the account balance as of July 31, 2003 was used in the computation of the tax rate for calendar year 2004, therefore, the periodyear is 2004.