North Carolina Division of Employment Security

Specification and Record Layout for Wage Reporting, Adjustments and Payments

Employer CSV File Processing Errors

North Carolina State Unemployment Insurance Tax System

Employer CSV File Processing Errors

Record Type	Condition	Employer CSV File Pocessing Error
Employer 1	if No. of Employee On12 Month 1, 2, or 3 exceeds the number of wage records in the report	Month 1, 2, 3 count cannot be higher than the wage details count reported.
Wage 2	if Employer ID is invalid or does not match	Employer ID does not match with the employer record.
2	if Employer ID is not a number	Employer ID is invalid.
2	if Reporting Period is different than the reporting period from in the Employer record	Report year and quarter does not match the employer record.
2	if Reporting Period contains non-numeric characters	Reporting period has invalid value. It must be numeric.
2	if SSN already exists for same employer and reporting period	There are duplicate SSNs. The system will not process the same SSN twice for a quarter.
2	if SSN does not contain exactly 9 numeric characters or does not pass standard SSN validations (e.g., Any grouping containing all 0's)	SSN is invalid.
2	if First Name contains invalid characters or values (same validation as manual entry field)	First name is invalid.
2	if Middle Initial contains invalid characters or values (same validations as manual entry field)	Middle Initial is invalid.
2	if Last Name contains invalid characters or values (same validation as manual entry field)	Last name is invalid.
2	if Gross Wage Amt or OOS Wage Amt contains non-numeric characters	The wage amount is missing or invalid. Wage amounts must be numeric only, do not include the decimal point.
2	if OOS Wage Amt contains non-numeric characters	The Out of State wage amount is invalid.
2	if OOS State Code value is invalid.	Out of State code is invalid.
2	if Out of Wage State is provided and Out of State Wage Paid is blank or zero.	Out of State Wage Paid is required, if Out of Wage State is submitted.
2	If Out of State Wage Paid is provided and Out of Wage State is blank.	Out of Wage State is required, if Out of State Wage Paid is submitted.
2	if Hours Worked contains non-numeric characters	The hours worked is invalid.
2	if Hours Worked, Wages Amt, and Adjustment Reason Code are all 0	Hours worked and wage amount cannot both be 0.
2	if Owner Relationship contains value other than 0 or 1	Owner/Officer relationship indicator is missing or invalid
2	if Adj Reason Code is not a valid numeric code	The adjustment reason code is missing or contains invalid characters.
2	if Adj Reason Code is 1-9 for a reporting period that does not already have an original report on file	An original report has not been filed for employer. The amended records will not be processed.
2	if Adj Reason Code is 0 and wage report already exists for reporting period and Employer ID	Wages for year/quarter are already filed.
2	if any required field is blank	{Required Field} is blank.