North Carolina Division of Employment Security

Specification and Record Layout for Wage Reporting, Adjustments and Payments

NCSUITS
STATE UNEMPLOYMENT INSURANCE TAX SYSTEM

Agent Payment Submission — Payment Allocation File

North Carolina State Unemployment Insurance Tax System

des.nc.gov/ncsuits

June/2023

1. Agent Payment Submission – Payment Allocation File

1.1. General Information

In the Agent Self-Service Portal, agents can submit payments for a single or multiple client employer. If an agent chooses to submit a single payment for multiple employers, they must first tell the system how they want the single payment allocated between their clients. The payment allocation file is the way this is done. Agents may manually allocate payments or submit a payment allocation file.

There are two ways to create a payment allocation file. An agent can download a file from the system and add the allocated amounts to that file (column E) or they can create their own allocation file using the specifications listed below.

The download file contains basic information about the agent's clients:

- Employer ID for all active clients
- Total amount due for each client
- Amount due for the most recently completed calendar quarter for each client

Agents may select the following type of file for download:

- A file that contains only clients that have an authorization on file with NCDES.
- A file that contains only clients that were in wage report file – you will be required to enter the confirmation number(s) of the report(s).
- A file that contains only clients that have an authorization on file with NCDES AND clients that were in the wage report file – you will be required to enter the confirmation number(s) of the report(s).

The file to be uploaded will contain the same elements as the download file with one more element added:

Amount of payment to be allocated to each employer (Column E). The payment amounts for individual employers cannot exceed the total outstanding debt for that employer.

1.2. Payment Allocation File

This incoming file is submitted through the Agent Self-Service Portal via the system's online screens. It will be a commaseparated file (CSV) that contains payment allocation amounts for each employer. Agents can upload a file to the system without first generating a download file. The file must match the specifications listed below.

1.2.1. Summary Section – Row 1

This row will contain summary information about the file. This record should be the first record in the file. (Beginning at Column A, Row 1). All fields are required.

Column	Column Name	Column Description
A1	Record Identifier	Will always be '1'
B1	Agent ID	Contains the Agent ID assigned by the system.
C1	Total Number of Employers inthe file	Contains the total number of employers in the file.

1.2.2. Detail Section – Remaining Rows

These rows will contain information about the separate employer accounts. Each row will contain the Employer ID number as well as debt information. An example of the file is below this table. (Beginning at Column A, Row 2). All fields are required.

Column	Column Name	Column Description
A2	Record Identifier	Will always be 2
B2	Employer ID	Contains the Employer ID.
C2	Total Amount Due	Contains the total amount due by the employer. This is a currency field and should contain decimals and cents. This field should not contain commas. Example: $1,000.23 should be included as 1000.23 Enter 0 if the file is created manually.
D2	Quarter Amount Due	Contains the amount due for the most recently completed calendar quarter. This is a currency field and should contain decimals and cents. This field should not contain commas. Example: $1,000.23 should be included as 1000.23 Enter 0 if the file is created manually.

E2	Allocated Amount	This column will contain the allocated payment amount for the employer that is entered by the agent. The system will store this amount as the allocated payment amount. This is a currency field and should contain decimals and cents. This field should not contain commas. Example: $1,000.23 will be included as 1000.23