

A new and simpler way employers and third-party agents (TPAs) can do business with the DC Department of Employment Services.

DCETS is secure, interactive, and user friendly. It's your one-stop shop, designed to meet your needs – all online! The DC Employer Tax System (DCETS) makes it easier for you to:

- File unemployment insurance wage reports
- Pay unemployment insurance taxes
- Update account information
- Submit requests or inquiries to DOES

Can the draft version of the e-file specs be considered final, or will there be revisions to the layout?

No, the draft version should not be considered final. All of the data fields and data positions remain the same, but we are making certain changes to verbiage, validations and determining if a data field is required or not. None of the data fields that we are making changes to will generate fatal errors, however. If they do generate errors, they will only be informational errors.

Can an agent or employer submit test files at a specific URL to confirm in advance that they have an appropriate process for when DCETS goes live?

Our developer has been made aware of this request and will advise when/if a test URL can be created prior to go-live.

WAGE FILE SIZE LIMIT QUESTIONS

Is there a size limit for the bulk wage files?

The size limit recommended by Sagitec is a maximum of 20 MB.

Will DCETS accept a compressed bulk wage file?

DCETS does not accept zip files.

Is there a “number of employers” limit to bulk wage files?

No, we are validating only on the file size limit of 20 MB, not the number of employers.

Is there a “number of SSN records” limit to bulk wage files?

No, we are validating only on the file size limit of 20 MB, not the number of employees.

PAYMENT ALLOCATION FILE SIZE LIMIT QUESTIONS

Is there a number of employers limit to payment allocation files?

There is no limit to the number of employers in a payment allocation file. There are limitations to specific employers who can be included in a payment allocation file.

- A payment allocation file may include employers that the agent has an active POA on file for.
- A payment allocation file may include employers who are included in a bulk wage file submitted by the agent and have a wage report successfully processed.
- A payment allocation file may not include employers who had wage reports rejected in a bulk wage file upload.

Q: Is there a file size limit for the payment allocation file, or as is the case with South Carolina's system, can the payment allocation file size be unlimited?

There are no file size limits in DCETS for the payment allocation file.

Q: Is there any kind of limitation on the creation of the payment allocation file, and if so, what are those exact limitations?

Below is a list of payment file allocation validations.

- The agent may create a payment allocation file by downloading a file from the agent download center containing just the employers with an active POA. The system will validate that the employers in the file have an active POA on file with the agent.
- The agent may create a payment allocation file by downloading a file from the agent download center containing just the employers included in a wage confirmation file, and the wage confirmation number(s) would have to be provided. The system will validate that the employers in the file are included in the wage file for which the agent provided the confirmation number. This will exclude employers who had wage reports rejected in the bulk wage file upload.
- The agent may create a payment allocation file by downloading a file from the agent download center containing employers with an active POA or/and employers included in a wage confirmation matching the confirmation number(s) provided. The system will validate that the employers in the file have an active POA on file with the agent and/or are included in the wage file corresponding to the agent-provided confirmation number. This will exclude employers who had wage reports rejected in the bulk wage file upload.
- A payment allocation file created by an agent, that was not downloaded from the download center, must only contain employers who have an active POA on file with the agent or/and are included in the wage file corresponding to the agent-provided confirmation number. This will exclude employers who had wage reports rejected in the bulk wage file upload.

- Other payment allocation validations:
 - Payment allocation file has no restrictions on the number of employers to be included.
 - Payment allocation file maximum size is 20MB as recommended by the developer.
 - Payment allocations will not be allowed for employers who have an inactivation effective date prior to the current quarter due. The system will validate whether employer inactivation is effective prior to the current quarter. If any discrepancies are found, file will be rejected and system will list all allocations with this error and error will state, “Employer account xxxxxx is inactive.”
 - Payment allocations will not be allowed for employers who have account status of cancelled. System will validate if employer’s account has a status of “cancelled” regardless of date of cancellation. If any discrepancies are found, file will be rejected, system will list all allocations with this error and error will state “Employer account xxxxxx is cancelled.”
 - Payment allocations will not be allowed for employers who have an account status of “error.” System will validate if employer’s account has a status of “error.” If any discrepancies are found, file will be rejected, system will list all allocations with this error and error will state, “Employer account xxxxxx has a status of ‘error.’”
 - Payments with no decimal places will process as whole numbers with two decimal places of .00 assumed.
 - Payments can only have a maximum of two decimal places. The system will validate that payment allocations are not more than two decimal places. If any payment allocations are found with this error, the file will be rejected. The system will list all allocations with this error and the error will state “The payment amount allocated to employer xxxxxx has more than two decimal places.”
 - Payment allocations will not be allowed for employers with a total account balance less than or equal to zero. System will validate if **employer’s total account balance on the system** is greater than zero. If any employer accounts are found with a total balance on the account less than or equal to zero, the file will be rejected. System will list all allocations with this error and error will state, “Employer xxxxxx has an account balance of less than or equal to zero.”
 - Payments cannot be greater than \$100.00 over the total account balance, and the total account balance must be greater than zero. System will validate that the total balance of the account is greater than zero, and then validate that the amount the of the payment allocated is no greater than \$100.00 over the **employer’s total account balance on the system**. If any allocations are found with this error, the file will be rejected. System will list all allocations with this error and error will state, “Payment allocation for employer xxxxxx is greater than \$100.00 over the total account balance.”
 - The payment allocation file must not reflect an employer account more than once. The system will validate if any of the employers in the file appear more than once. If any employers are found to appear more than once, the file will be rejected. System will list all employers that occur in the file more than once, and the error will state “Employer xxxxxx occurs more than once in the file.”

- Payment allocation file will be rejected if a file with the same file name was previously submitted and processed. System will validate that the file name of the file uploaded is not the same as the file name of a file previously submitted. If a file is found with this error, the file will be rejected and the error will state “File with the same name is already uploaded and the status of the file is processed.”
- If agents need to submit a payment for an employer who cannot be included in a payment allocation file, please submit a check for that individual employer with supporting documentation (UC30 report, statement of account, other notice or bill). Enter the employer’s DC UI Tax account number on the check and mail to:
P.O. Box 96664, Washington, D.C., 20090-6664.

Will DCETS require a payment confirmation number, as opposed to the file confirmation number, in the addenda record?

In DCETS, when you make a payment via the ACH credit method, the system will create the addenda record for you. The record will be provided after you have proceeded through the ACH credit payment wizard in the system. You can then submit the addenda record DCETS provides to your bank in order for the payment to process.

The new/DCETS payment allocation file appears to be substantially similar in format to the existing ESSP one. Are there particular differences between the two we should note?

The payment allocation file specifications for DCETS have not as of yet been finalized. As such, a complete list of differences cannot be provided at present. That being said, one difference in the new allocation file is that it has column A as the record identifier and that will be either 1 or 2 for the employer. Also, the first row must always be a 1 and it will have the Agent ID as well as the total number of record 2s. After row 1, multiple record 2 rows for the employer date are permitted.

With reference to the DCETS payment allocation file, it also appears that Column E now cannot be \$100 greater than Column C. Is this new?

Yes. The validation means that column E cannot be 100.00 greater than column C. We did not have this validation in the past with ESSP because the employer balances due were not always reflective of the balances due on our accounting system. With the new system, the balances due on the employer account *will* be reflective of the balances due on our accounting system.

Consider hypothetically that Column E is greater than Column C by more than \$100. Since the allocation file is generated after the report/return was accepted (without errors), does it mean that we won’t be able to make a bulk payment to include this employer but the wage report is accepted?

If a single employer check payment was submitted and the check amount is more than \$100.00 greater than the employer’s total balance due, we will not reject that single employer payment.

If a payment is rejected due to a \$100 discrepancy, will the entire return for the employer be rejected as well?

Any errors in the payment allocation file will cause the whole file to reject. All fatal errors are on the file level, not the employer level. All errors would have to be corrected and the allocation file be uploaded again in order for the payment voucher to be generated for a supercheck, or for a bulk ACH payment to be submitted. The “make payment” function will not advance to the next steps of the payment process until the payment allocation is successfully completed.

Will DCETS require a payment confirmation number—and not the file confirmation number—in the addenda record?

Yes. The addenda record will contain the payment confirmation number which is generated from when the ACH credit wizard is completed.

Will ACH payments have to match the exact amount of what the payment due states on the wage report?

No, but the payment cannot be greater than \$100.00 over what the total balance due is on the employer’s account. The ACH debit and ACH credit payments, as well as the superchecks, must all agree with the payment allocations uploaded for the specific payment.

Will DCETS have a dedicated location where you can download client details, rate details, credit balance details, wage and payment delinquency details, wage file processing reports and payment allocation files?

Yes. Once you are logged into DCETS, a page with these features will be accessible via the “Download Center” main menu option on the left side of the home screen.

Must all SSNs reported to DOES be valid?

DC Code Title 51 requires employers to file wage reports that are **true and correct**. Our form UC30, Employer’s Quarterly Contribution and Wage Report, requires that the employee wage information entered/provided include the social security number, name and wage amount for each employee. Additionally, employers are required to certify that the information on the report is true and correct on both the paper UC30 form and the online wage report submission.

Effective with the new system, DCETS, DOES will not allow individual employers to file wage reports containing missing/invalid SSN fields or to file wage reports with SSNs containing all 9s. All paper wage reports submitted with invalid or missing SSNs will be returned to the employer as incomplete. The manual wage submission method online through the employer’s portal will not allow invalid SSNs to be entered in the SSN fields. Electronic wage files that are uploaded on the individual employer’s portal and contain invalid SSNs will be rejected.

What takes place in DCETS upon the successful processing of a bulk file?

When a bulk file processes, there will be a status report available on the Agent Portal with the status of the processed wage file. An automated email will also be sent to: (a) the agent contact email which was provided; and (b) the email provided by the person who submitted the report. The email will provide a confirmation number and indicate whether the file processed successfully or only partially. In the event the file fails, an email will be sent to that effect as well with instructions on how to view the results on the portal.

Are final e-file specs available for review?

The download/upload agent payment allocation file format specifications document has been finalized and is available [here](#). It has also been posted to the Tax System Modernization section of our new UI website at the following link: [Modernization | Office of Unemployment Compensation \(dc.gov\)](#). The wage file upload formatting specification have been posted at the same location.

Is there a sample wage file processing report that can be provided?

This is in progress, but is not yet available for release. It is in the last phase of development with Sagitec but has not been finalized.

Do you have a final URL for the DCETS system that you can provide? What is the projected date for when the DCETS system will go live?

The final URL does not exist as of yet because the system is still in the final stages of development. DCETS is currently scheduled to go live within the year. Employers and agents will be notified if there is any change to this projection.

For general information about UI benefits, please visit www.unemployment.dc.gov.