



Illinois Payroll Reporting Manual

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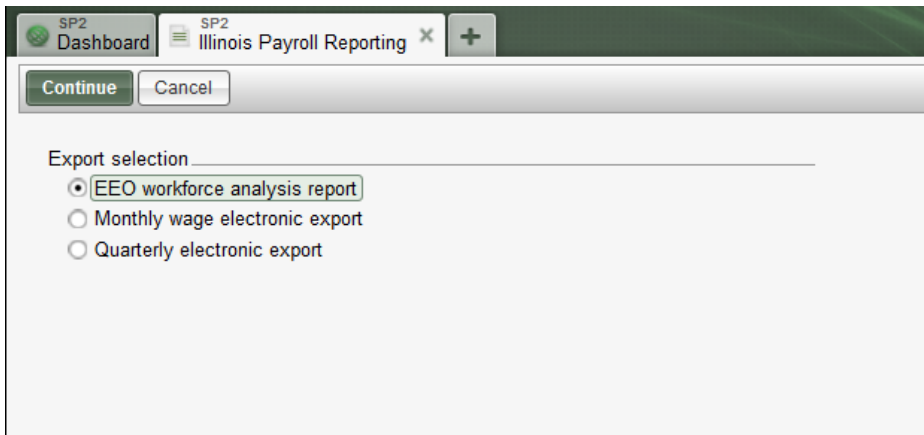
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OVERVIEW

A new option has been added to the Payroll > Data Entry site map called Illinois Payroll Reporting. These components are state-specific payroll reporting requirements for the State of Illinois. The following components were created:

- EEO Workforce Analysis Report
- Monthly Wage Electronic Export
- Quarterly Electronic Export



EEO WORKFORCE ANALYSIS REPORT

The start screen defines the specific format and data needed to run the report.

The screenshot shows the 'EEO Workforce Analysis Report' start screen. On the left is a sidebar with 'SAVED SELECTIONS' and 'Standard Template' options, and a 'Save Current' button. The main area has a 'Preview' button and tabs for 'Export', 'My Reports', and 'Contractor Info'. The report title is 'EEO Workforce Analysis Rpt'. Under 'Selections', there are fields for 'From period end date', 'To period end date' (10/25/16), and 'EEO classification' (ALL). Under 'Report type', 'Job specific' is selected. Under 'Report format', 'Number of employees' is selected. Under 'Work classes', all options are checked: 'Journeyman?', 'Apprentice?', 'Trainee?', and 'No work class?'. Under 'Job selections', 'Job number' is set to 'ALL', and 'Print master job summary?' and 'Certified jobs only?' are unchecked.

Buttons

- Contractor info
 - Displays the Contractor information from the screen. Information defaults from the Company installation screen but can be overwritten using this button.

Selections

- From/To period end date = define the date range to use and the fields have lookup functionality
- EEO Classification = define the EEO Classification to show on the report.

Report type

- Job Specific = defaults as selected
- Company Wide

Report format

- Number of employees = defaults as selected
- Number of hours

Work classes - all options default as selected

- Journeyman?
- Apprentice?
- Trainee?
- No work class?

Job selections

- Job number = define the Job number to show on the report.
- Print master job summary? = defaults as unselected.
- Certified jobs only? = defaults as unselected.

Report Layout

The EEO Workforce Analysis report shows data broken out by Race, Gender, Job Category, and Veteran Status based on the following two options:

- Number of Employees = shows the number (i.e. count) of employees.
- Hours of Employment = shows the hours worked for the employees.

Example of the Report by Number of Hours - by Job

Company SP2 - copy of ARC EEO Workforce Analysis Report By Number of Hours From 01/01/15 to 12/31/15												
Name and Location of Contractor: Company SP2 - copy of ARC 3200 NE 125TH STREET Suite 120 SEATTLE, WA 98125		Job Number: 300		Install Sky Bridge & <+>								
EEO Class / Work Class	Sex	Hispanic	White	Black	Asian	Pacific Islander	American Indian	Other(2 or more)	Minority %	Female %	Total Employees	Total Minority
CARPENTERS	M	0.00	0.00	45.00	0.00	0.00	0.00	0.00	100.0%	0.0%	1	1
JOURNEYMAN	F	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0
Journeyman total:	M	0.00	0.00	45.00	0.00	0.00	0.00	0.00	100.0%	0.0%	1	1
	F	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0
Apprentice total:	M	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%	0.0%	0	0
	F	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0
Trainee total:	M	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%	0.0%	0	0
	F	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0
No work class total:	M	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%	0.0%	0	0
	F	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0
Vet Status total:	M	0.00	0.00	45.00	0.00	0.00	0.00	0.00	100.0%	0.0%	1	1
	F	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0
Job total:	M	0.00	0.00	45.00	0.00	0.00	0.00	0.00	100.0%	0.0%	1	1
	F	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0

Title:	_____	Telephone:	_____
	Signature		Date Signed

Example of the Report by Number of Hours - by Company

Report Selection Criteria:			
EEO classification:	ALL	Include journeyman?	Yes
Include employee detail?	No	Include apprentice?	Yes
Include contractor details?	No	Include trainee?	Yes
Report type:	Company wide	Include no work class?	Yes

Company SP2 - copy of ARC
EEO Workforce Analysis Report
 By Number of Hours
 From 01/01/15 to 12/31/15

Name and Location of Contractor: Company SP2 - copy of ARC
 3200 NE 125TH STREET
 Suite 120
 SEATTLE, WA 98125

EEO Class / Work Class	Sex	Hispanic	White	Black	Asian	Pacific Islander	American Indian	Other(2 or more)	Minority %	Female %	Total Employees	Total Minority
NO WORK CLASS	M	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%	100.0%	0	0
	F	0.00	0.00	0.00	0.00	0.00	0.00	0.00			7	7
CARPENTERS	M	0.00	0.00	45.00	0.00	0.00	0.00	0.00	100.0%	0.0%	1	1
JOURNEYMAN	F	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0	0
CARPENTERS	M	0.00	80.00	0.00	0.00	0.00	0.00	0.00	0.0%	0.0%	1	0
APPRENTICE	F	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0	0
Subtotal:	M	0.00	80.00	45.00	0.00	0.00	0.00	0.00	36.0%	0.0%	2	1
	F	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0	0
Journeyman total:	M	0.00	0.00	45.00	0.00	0.00	0.00	0.00	100.0%	0.0%	1	1
	F	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0	0
Apprentice total:	M	0.00	80.00	0.00	0.00	0.00	0.00	0.00	0.0%	0.0%	1	0
	F	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0	0
Trainee total:	M	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%	0.0%	0	0
	F	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0	0
No work class total:	M	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%	100.0%	0	0
	F	0.00	0.00	0.00	0.00	0.00	0.00	0.00			7	7
Vet Status total:	M	0.00	0.00	45.00	0.00	0.00	0.00	0.00	18.4%	81.6%	1	1
	F	0.00	0.00	0.00	0.00	0.00	0.00	0.00			2	2
Report total:	M	0.00	80.00	45.00	0.00	0.00	0.00	0.00	5.8%	83.8%	2	1
	F	0.00	0.00	0.00	0.00	0.00	0.00	0.00			7	7

Title: _____ **Telephone:** _____
 Signature Date Signed

Example of the Report by Number of Employees – by Company

Report Selection Criteria:			
EEO classification:	ALL	Include journeyman?	Yes
Include employee detail?	No	Include apprentice?	Yes
Include contractor details?	No	Include trainee?	Yes
Report type:	Company wide	Include no work class?	Yes

Company SP2 - copy of ARC
EEO Workforce Analysis Report
 By Number of Employees
 From 01/01/15 to 12/31/15

Name and Location of Contractor: Company SP2 - copy of ARC
 3200 NE 125TH STREET
 Suite 120
 SEATTLE, WA 98125

EEO Class / Work Class	Sex	Hispanic	White	Black	Asian	Pacific Islander	American Indian	Other(2 or more)	Minority %	Female %	Total Employees	Total Minority
NO WORK CLASS	M	0	0	0	0	0	0	0	0.0%	100.0%	0	0
	F	0	0	0	0	0	0	0			7	7
CARPENTERS	M	0	0	1	0	0	0	0	100.0%	0.0%	1	1
JOURNEYMAN	F	0	0	0	0	0	0	0			0	0
CARPENTERS	M	0	1	0	0	0	0	0	0.0%	0.0%	1	0
APPRENTICE	F	0	0	0	0	0	0	0			0	0
Subtotal:	M	0	1	1	0	0	0	0	50.0%	0.0%	2	1
	F	0	0	0	0	0	0	0			0	0
Journeyman total:	M	0	0	1	0	0	0	0	100.0%	0.0%	1	1
	F	0	0	0	0	0	0	0			0	0
Apprentice total:	M	0	1	0	0	0	0	0	0.0%	0.0%	1	0
	F	0	0	0	0	0	0	0			0	0
Trainee total:	M	0	0	0	0	0	0	0	0.0%	0.0%	0	0
	F	0	0	0	0	0	0	0			0	0
No work class total:	M	0	0	0	0	0	0	0	0.0%	100.0%	0	0
	F	0	0	0	0	0	0	0			7	7
Vet Status total:	M	0	0	1	0	0	0	0	33.3%	66.7%	1	1
	F	0	0	0	0	0	0	0			2	2
Report total:	M	0	1	1	0	0	0	0	11.1%	77.8%	2	1
	F	0	0	0	0	0	0	0			7	7

Title: _____ **Telephone:** _____
 Signature Date Signed

Example of the Report by Number of Employees – by Job

Company SP2 - copy of ARC EEO Workforce Analysis Report By Number of Employees From 01/01/15 to 12/31/15												
Name and Location of Contractor:		Company SP2 - copy of ARC 3200 NE 125TH STREET Suite 120 SEATTLE, WA 98125				Job Number:		300		Install Sky Bridge & <+>		
EEO Class / Work Class	Sex	Hispanic	White	Black	Asian	Pacific Islander	American Indian	Other(2 or more)	Minority %	Female %	Total Employees	Total Minority
CARPENTERS	M	0	0	1	0	0	0	0	100.0%	0.0%	1	1
JOURNEYMAN	F	0	0	0	0	0	0	0			0	0
Journeyman total:	M	0	0	1	0	0	0	0	100.0%	0.0%	1	1
	F	0	0	0	0	0	0	0			0	0
Apprentice total:	M	0	0	0	0	0	0	0	0.0%	0.0%	0	0
	F	0	0	0	0	0	0	0			0	0
Trainee total:	M	0	0	0	0	0	0	0	0.0%	0.0%	0	0
	F	0	0	0	0	0	0	0			0	0
No work class total:	M	0	0	0	0	0	0	0	0.0%	0.0%	0	0
	F	0	0	0	0	0	0	0			0	0
Vet Status total:	M	0	0	1	0	0	0	0	100.0%	0.0%	1	1
	F	0	0	0	0	0	0	0			0	0
Job total:	M	0	0	1	0	0	0	0	100.0%	0.0%	1	1
	F	0	0	0	0	0	0	0			0	0

Title:	_____	Telephone:	_____
	Signature		Date Signed

The following standard Spectrum report will be used to validate the information:

- Payroll > Employee Utilization report
- Human Resources > EEO Employee Employment report (if available)
- Payroll > Time Card History with the Employee Master can be used to manually calculate the values if needed
- Payroll > Maintenance > Employees
- To validate the Veteran Status each employee on the report will need to be reviewed to see if they have Veteran status and then manually totaled to match the report

MONTHLY WAGE ELECTRONIC EXPORT

The start screen defines the specific format and data needed to run the report.

Export

Selections

From check date

To check date

Tax code Illinois

Federal EIN

UI Acct #

Export file name

Include only confidential company employees?

Deallocate excess wages (optional)?

Employee wage limit

Selections

- From check date - define the check date.
- To check date - define the check date.
- Tax code – Select the tax code used for the state.
- Check cost group
 - This option only displays when using Cost Centers or Entity logic as part of the Enterprise Management option.
 - Note: Each Entity should have a Cost Group defined to be used for reporting.
- Federal EIN – enter Employer’s Federal Employer Identification Number that is provided by the state. This is a required field.
- UI Acct # - enter State Employer UI account number that is provided by the state. This is a required field.
- Export file name – file name convention - <TAX CODE>UIMonthlyWageMMYYYY.csv
- Include only confidential company employees?
 - This option only displays when the Confidential Payroll module is available.
 - If selected, the report displays only employees created in the Confidential Payroll Company’s Payroll module.
 - If unselected, the report displays all employees defined in the Confidential Payroll > Report Companies.

- Defaults as unchecked.
- Deallocate excess wages (optional)?
 - If this field is selected then the 'Employee wage limit' field appears so it can be defined.
 - This is optional for the export and removes the 'Excess wages' from the calculation.
- Employee wage limit
 - Field only appears if 'Deallocate excess wages (optional)?' is checked.
 - Enter the dollar amount to display on the employee record for wages exceeding the specified amount.

Export Layout

Employer Record layout

Field Name	Max Length	Data Type	Description	Spectrum Location
Record Indicator	1	Alpha numeric	Identifies the record that contains specific details about the employer. For an Employer record, the expected value is E. Any other value will not be recognized as an employer record.	Always "E"
FEIN	9	Numeric	Employer's Federal Employer Identification Number. Enter only numeric characters, omit hyphens, prefixes and suffixes. IF the supplied FEIN is < 9 characters, TaxNet will assume leading zeros are to be included. The system will insert leading zeros to the supplied FEIN and proceed processing.	Start Screen
UI Account	7	Numeric	State employer UI account number IF the supplied UI Account is < 7 characters, TaxNet will assume leading zeros are to be included. The system will insert leading zeros to the supplied UI account and proceed processing.	Start Screen
Total Wages Paid	14	Numeric (decimal when available)	Total wages paid to workers during the reporting period, including all tip income. http://www.ides.illinois.gov/Custom/Library/publications/Publications/IllinoisUnemploymentinsuranceAct2.pdf If wages earned was \$15.50, the value to expect would be 15.50 If wages earned was \$15.00, the value can be submitted as 15, 15.0, or 15.00	This is the total employee wages for all of the S records in the file.

Field Name	Max Length	Data Type	Description	Spectrum Location
Wages not Allocated	14	Numeric (decimal when available)	Optional field to indicate the sum of total wages greater than \$15k for an employee(s). If wages earned was \$15.50, the value to expect would be 15.50 If wages earned was \$15.00, the value can be submitted as 15.0, or 15.00 This field may be used when an employer does not want to report wages greater than \$15k for highly compensated employees. If wages greater than \$15k are included within the employee wage field for all employees, this value should be zero.	Set to 0

Employee Record Layout

Field Name	Max Length	Data Type	Description	Spectrum Location
Record Indicator	1	Alpha numeric	Identifies the record that contains specific details about the employee. For an Employee record, the expected value is S. Any other value will not be recognized as an employee record.	Always "S"
Employee First Name	12	Alpha numeric	Case insensitive. It is advised to omit prefixes e.g., Dr., Mr., etc.	Payroll > Employee Maintenance Screen If first name is greater than 12 characters, it will be truncated
Employee Last Name	20	Alpha numeric	Case insensitive. Generational suffixes are permitted, e.g., Jr, III, etc. Please omit honorary, professional, academic suffixes, titles, degrees (MD, PhD, JD, etc.) Hyphens and apostrophes are permitted. Commas should be omitted. Refer to this resource for a complete list of post-nominal letters that should be omitted: http://en.wikipedia.org/wiki/List_of_post-nominal_letters_(USA) .	Payroll > Employee Maintenance Screen If last name is greater than 20 characters, it will be truncated

Field Name	Max Length	Data Type	Description	Spectrum Location
Employee Social Security number	11	Alpha numeric	Employee's social security number. Include hyphens/dashes as standard formatting (e.g. 123-45-6789). If an employee does not have a SSN, the value 000-00-0000 will be accepted as an APPLIED FOR employee. Resubmissions for this type of employee will only be an addition, meaning each submission of an APPLIED FOR resource will be treated as an additional employee. There will be no method to update wages for an applied for resource.	Payroll > Employee Maintenance Screen in Tax Setup
Employee Wages	14	Numeric (decimal when available)	Total wages paid to the employee during the report period. Include any decimal digits when wages include a fractional amount. If wages earned was \$15.50, the value to expect would be 15.50 If wages earned was \$15.00, the value can be submitted as 15, 15.0, or 15.00 If wages are greater than \$15k, the employer may choose to limit this wage to \$15k and include any additional amount within the Employer Wages not Allocated field.	Payroll > Employee Maintenance Screen in Pay Rates

The export text file has the following format (in Notepad):

```
File Edit Format View Help
E,123456431,1324651,10141959,0
S,Krystal,Chan,478-94-6549,30000
S,Elijah,Cohen,664-56-4564,27360
S,Hayley,Cohen,555-66-1453,75924
S,Susan,Henry,556-45-6413,10005455
```

The following standard Spectrum report will be use to validate the information:

- Payroll > Reports > Unemployment Tax Report
- Payroll > Reports > Subject-to-Tax Report

QUARTERLY ELECTRONIC EXPORT

The start screen allows the entry of required information that is not currently stored in standard Spectrum.

Export

Selections

From check date: 04/01/16
To check date: 06/30/16
Tax code: IL Illinois
UI Tax rate: 0.000%
Check cost group: ALL
 Include only confidential company employees?

Transmitter

Name: _____ Federal EIN: _____
Address: _____ Contact: _____
City: _____ Phone: _____ Ext.: _____
State: _____ Zip code: _____ Ext.: _____

Employer

Name: _____ UI Acct#: _____
Address: _____
City: _____
State: _____ Zip code: _____ Ext.: _____

Previous underpayment: _____ Credit/Overpayment: _____
Interest: _____ Penalty: _____

Export file name: IL_Quarterly_Export_062016.txt

Selections

- From check date - define the check date.
- To check date - define the check date.
 - Check date range is limited to a 3-month timeframe
- Tax code – select the tax code
- UI Tax Rate – Employer tax rate for the reporting period.
- Check cost group
 - Available when Cost center and Entity companies exist.
 - Note: Each Entity should have a Cost Group defined to be used for reporting.
- Include only confidential company employees?
 - Appears when the Confidential Payroll module is available.

Export Layout

ICESA File Layout for IL Quarterly Report consists of six records with each its own separate line:

- A record = Transmitter Record
- B record = Authorization Record
- E record = Employer Record
- S record = Employee Record
- T Record = Total Record
- F Record = Final Record

Transmitter Record

RECORD NAME: A = TRANSMITTER RECORD LENGTH 276					
Type: A/N = Alpha/numeric, left justified blank filled					
N = Numeric, right justified, zero filled, unsigned. Do not include decimal in dollar fields					
Location	Field Name	Field Length	Type	Description	Spectrum Location
1-1	Record Identifier	1	A/N	Constant "A"	
2-5	Year	4	A/N	Enter year for which report is being prepared	4-digit year from the "To" check date from start screen
6-14	Transmitter's Federal EIN	9	A/N	Transmitter's Federal Employer ID Number, enter only numeric characters, omit hyphens, prefixes and suffixes	Start screen Transmitter section
15-18	Taxing Entity Code	4	A/N	Constant "UTAX"	
19-23	Blank	5	A/N	Enter Blanks	
24-73	Transmitter's Name	50	A/N	Enter the name of the organization submitting the file	Start screen - Transmitter section
74-113	Transmitter's Street Address	40	A/N	Enter the street address of the organization submitting the file	Start screen - Transmitter section
114-138	Transmitter's City	25	A/N	Enter the city of the organization submitting the file	Start screen - Transmitter section
139-140	Transmitter's State	2	A/N	Enter the standard two character FIPS postal abbreviation	Start screen - Transmitter section
141-153	Blank	13	A/N	Enter Blanks	

RECORD NAME: A = TRANSMITTER RECORD LENGTH 276

Type: A/N = Alpha/numeric, left justified blank filled

N = Numeric, right justified, zero filled, unsigned. Do not include decimal in dollar fields

Location	Field Name	Field Length	Type	Description	Spectrum Location
154-158	Transmitter's Zip Code	5	A/N	Enter a valid zip code	Start screen - Transmitter section
159-163	Transmitter's Zip Code Extension	5	A/N	Enter the four-digit extension of the zip code being sure to include the hyphen in position 159; if N/A, enter blanks	Start screen - Transmitter section
164-193	Transmitter Contact	30	A/N	Title of individual from the transmitting organization who is responsible for the accuracy and completeness of the quarterly report	Start screen - Transmitter section
194-203	Transmitter Contact Telephone Number	10	A/N	Telephone number where the transmitter contact can be reached	Start screen - Transmitter section
204-207	Transmitter Contact Telephone Extension	4	A/N	Enter the transmitter telephone extension or message box	Start screen - Transmitter section
208-213	Authorization Number	6	A/N	Identifier assigned to the entity transmitting the tape or cartridge (Not used at this time)	
214-214	C S Data	1	A/N	Not Used by IDES	
215-219	Suffix Code	5	A/N	Not Used by IDES	
220-220	Allocation Lists	1	A/N	Not Used by IDES	
221-229	Service Agent LD	9	A/N	Not Used by IDES	
230-242	Total Remittance Amount	13	A/N	Not Used by IDES	
243-250	Media Creation Date	8	A/N	Enter date: MMDDYYYY	Use current date
251-276	Blank	26	A/N	Enter blanks	

Authorization Record

RECORD NAME: B = AUTHORIZATION RECORD LENGTH 276					
Type: A/N = Alpha/numeric, left justified blank filled					
N = Numeric, right justified, zero filled, unsigned. Do not include decimal in dollar fields					
Location	Field Name	Field Length	Type	Description	Spectrum Location
1-1	Record Identifier	1	A/N	Contact "B"	B
2-5	Payment Year	4	A/N	Enter the year for which this report is being prepared	4-digit year from the "From" check date from start screen
6-14	Transmitter's Federal EIN	9	A/N	Enter only the numeric characters omit hyphens, prefixes, and suffixes	Start screen - Transmitter section
15-22	Computer	8	A/N	Enter the manufacturer's name Diskettes enter blanks	Leave blank
23-24	Internal Label	2	A/N	SL=IBM Standard Label Diskettes enter blanks	Leave blank
25-25	Blank	1	A/N	Enter a blanks	
26-27	Density	2	A/N	38=38,000 BPI IBM 3480/3490 Cartridge. 76=76,000 BPI IBM 3490E Cartridge Diskettes enter blanks	Leave blank
28-30	Recording Code	3	A/N	EBC = EBCDIC (cartridge) ASC = ASCII (diskette)	ASC
31-32	Number of Tracks	2	A/N	18=38,000 IBM 3480/3490 Cartridge 36=76,000 IBM 3490E Cartridge Diskettes enter blanks	Leave blank
33-34	Blocking Factor	2	A/N	Enter the blocking factor less than or equal to 85 Diskettes enter blanks	Leave blank
35-38	Taxing Entity Code	4	A/N	Constant "UTAX"	
39-146	Blank	108	A/N	Enter blanks	

RECORD NAME: B = AUTHORIZATION RECORD LENGTH 276					
Type: A/N = Alpha/numeric, left justified blank filled					
N = Numeric, right justified, zero filled, unsigned. Do not include decimal in dollar fields					
Location	Field Name	Field Length	Type	Description	Spectrum Location
147-190	Organization Name	44	A/N	The name of the organization to which the cartridge will be returned	Start screen - Employer Section
191-225	Street Address	35	A/N	The street address where the cartridge should be returned	Start screen - Employer Section
226-245	City	20	A/N	The city of the organization to which the cartridge should be returned	Start screen - Employer Section
246-247	State	2	A/N	Enter the standard two character FIPS postal abbreviation	Start screen - Employer Section
248-252	Blank	5	A/N	Enter blanks	
253-257	Zip Code	5	A/N	Enter a valid zip code	Start screen - Employer Section
258-262	Zip Code Extension	5	A/N	Enter four-digit extension of zip code being sure to include the hyphen in position 258; if N/A enter blanks	Start screen - Employer Section
263-264	Filing Type	2	A/N	MC=Magnetic Cartridge D3=3 1/2 Diskette ED=Modem	Blank
265-276	Blanks	12	A/N	Enter blanks	

Employer Record

RECORD NAME: E = EMPLOYER RECORD LENGTH 276					
Type: A/N = Alpha/numeric, left justified blank filled					
N = Numeric, right justified, zero filled, unsigned. Do not include decimal in dollar fields					
Location	Field Name	Field Length	Type	Description	Spectrum Location
1-1	Record Identifier	1	A/N	Constant E	

RECORD NAME: E = EMPLOYER RECORD LENGTH 276

Type: A/N = Alpha/numeric, left justified blank filled

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Location	Field Name	Field Length	Type	Description	Spectrum Location
2-5	Payment Year	4	A/N	Enter the year for which the report is being prepared	4-digit year from the "To check date" from start screen
6-14	Federal EIN	9	A/N	Enter only numeric characters omit hyphens, prefixes & suffixes	Start screen - Transmitter section
15-23	State/Local	9	A/N	Not Used by IDES	
24-73	Employer Name	50	A/N	The first 50 characters of the employer's name, exactly as the employer is registered with the State Unemployment Insurance Agency	Start screen - Employer Section
74-113	Employer Street Address	10	A/N	The street address of the employer	Start screen - Employer Section
114-138	Employer City	25	A/N	The city of employer's mailing address	Start screen - Employer Section
139-140	Employer State	2	A/N	Enter the standard two character FIPS postal abbreviation of the employer's address	Start screen - Employer Section
141-148	Blanks	8	A/N	Enter Blanks	
149-153	Zip Code Extension	5	A/N	Enter the four-digit extension of the zip code, being sure to include the hyphen in position 149; if N/A, enter blanks	Start screen - Employer Section
154-158	Zip Code	5	A/N	Enter a valid zip code	Start screen - Employer Section
159-159	Name Code	1	A/N	Not Used by IDES	
160-160	Type of Employment	1	A/N	Not Used by IDES	
161-162	Blocking Factor	2	A/N	Enter blocking factor as less than or equal to 85	Leave blank
163-166	Establishment Number or Coverage Group/PRU	4	A/N	Not Used by IDES	
167-170	Taxing Entity Code	4	A/N	Constant "UTAX"	

RECORD NAME: E = EMPLOYER RECORD LENGTH 276

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Location	Field Name	Field Length	Type	Description	Spectrum Location
171-172	State Identifier	2	A/N	Enter the state FIPS postal numeric code for the state to which wages are being reported. In Illinois FIPS=17	Constant '17'
173-179	State UI Employer Account Number	7	N	Enter State UI Employer account number	Start screen - Employer Section
180-187	Blank	8	A/N	Enter Blanks	
188-189	Reporting Period	2	A/N	Enter the last month of the calendar quarter to which the report applies 03=First quarter 06=Second quarter 09=Third quarter 12=Fourth quarter	Based on start screen from check date entry
190-190	No workers/No wages	1	N	0=Indicates that the E record will not be followed by S, employee record 1=Indicates that the E record will be followed by S employee record	
191-191	Tax Type Code	1	A/N	T= Taxable employer R=Reimbursable employer	Default to "T"
192-196	Taxing Entity Code	5	A/N	Not Used by IDES	
197-203	State Control Number	7	A/N	Not Used by IDES	
204-208	Unit Number	5	A/N	Not Used by IDES	
209-254	Blank	46	A/N	Enter blanks	
255-255	Limitation of Liability Indicator	1	A/N	Not Used by IDES	
256-256	Foreign Indicator	1	A/N	Not Used by IDES	
257-257	Blank	1	A/N	Enter a blank	
258-266	Other FEIN	9	A/N	Not Used by IDES	
267-267	Report Type	1	A/N	O=Original S=Supplemental (Used August 2017)	Defaults to 'O'

RECORD NAME: E = EMPLOYER RECORD LENGTH 276					
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Location	Field Name	Field Length	Type	Description	Spectrum Location
268-269	Report Number	2	A/N	When filing supplemental reports enter the (number of the report/total reports) et 1/4 (1 of 4 reports), 2/4 (2 of 4 reports) (Not used at this time)	Leave blank
270-276	Blanks	7	A/N	Enter blanks	

Employee Record

RECORD NAME: S = EMPLOYEE RECORD LENGTH 276					
Type: A/N = Alpha/numeric, left justified blank filled					
N = Numeric, right justified, zero filled, unsigned. Do not include decimal in dollar fields					
Location	Field Name	Field Length	Type	Description	Spectrum Location
1-1	Record Identifier	1	A/N	Constant "S"	
2-10	Social Security Number	9	A/N	Employee's social security number	PR > Employee Maintenance>Tax setup page
11-30	Employee Last Name	20	A/N	Enter employee last name	PR > Employee Maintenance>Main page
31-42	Employee First Name	12	A/N	Enter employee first name	PR > Employee Maintenance>Main page
43-43	Employee Middle Initial	1	A/N	Enter employee middle initial, if no middle initial enter blank	PR > Employee Maintenance>Main page
44-45	State Code	2	A/N	Enter the state FIPS postal numeric code for the state to which wages are being reported ILLINOIS = 17	17
46-49	Blanks	4	A/N	Enter Blanks	

RECORD NAME: S = EMPLOYEE RECORD LENGTH 276

Type: A/N = Alpha/numeric, left justified blank filled

N = Numeric, right justified, zero filled, unsigned. Do not include decimal in dollar fields

Location	Field Name	Field Length	Type	Description	Spectrum Location
50-63	State Quarter Total Gross Wages	14	N	Not used by IDES	
64-77	State Quarterly Unemployment Insurance Total Wages	14	N PIC 9(12)V99	Enter total wages paid to worker during the quarter, including all tip income	Validate to the Unemployment Tax Report – Subject To Amount for defined tax code
78-91	State Quarterly Unemployment Insurance Excess Wages	14	N	Not used by IDES	
92-105	State Quarterly State Disability Insurance Taxable Wages	14	N	Not used by IDES	
106-120	Quarterly State Disability Insurance Taxable Wages	15	N	Not used by IDES	
121-129	Quarterly Tip Wages	9	N	Not used by IDES	
130-131	Number of weeks worked	2	A/N	Not used by IDES	
132-134	Number of hours worked	3	A/N	Not used by IDES	
135-142	Blanks	8	A/N	Not used by IDES	
143-146	Taxing Entity Code	4	A/N	Constant "UTAX"	
147-153	State Unemployment Insurance Account Number	7	N	Enter the state unemployment account number	Start screen - Employer Section
154-161	Blanks	8	A/N	Enter blanks	
162-164	Unit Division Location/Plant Code	3	N	Enter the plant code if applicable	Leave Blank
165-176	Blanks	12	A/N	Enter blanks	

RECORD NAME: S = EMPLOYEE RECORD LENGTH 276

Type: A/N = Alpha/numeric, left justified blank filled

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Location	Field Name	Field Length	Type	Description	Spectrum Location
177-190	State Taxable Wages	14	N	Not used by IDES	
191-204	State Income Tax Withheld	14	N	Not used by IDES	
205-206	Seasonal Indicator	2	A/N	Not used by IDES	
207-207	Employer Health Insurance Code	1	A/N	Not used by IDES	
208-208	Employee Health Insurance Code	1	A/N	Not used by IDES	
209-209	Probationary Code	1	A/N	Not used by IDES	
210-210	Officer Code	1	A/N	Not used by IDES	
211-211	Wage Plan Code	1	A/N	Not used by IDES	
212-212	Month 1 Employment	1	A/N	Not used by IDES	
213-213	Month 2 Employment	1	A/N	Not used by IDES	
214-214	Month 3 Employment	1	A/N	Not used by IDES	
215-220	Reporting Quarter and Year	6	N	Enter the last month and year for the calendar quarter for which this report applies, e.g. "031997" for Jan-Mar of 1997. Format = MMYYYY	Start screen - month and year based on "To check date"
221-226	Month and Year First Employed	6	A/N	Not used by IDES	
227-232	Month and Year Separation	6	A/N	Not used by IDES	
233-276	Blanks	44	A/N	Enter blanks	

Total Record

RECORD NAME: T = TOTAL RECORD LENGTH 276					
Type: A/N = Alpha/numeric, left justified blank filled					
N = Numeric, right justified, zero filled, unsigned. Do not include decimal in dollar fields					
Location	Field Name	Field Length	Type	Description	Spectrum Location
1-1	Record Identifier	1	A/N	Constant "T"	
2-8	Total Number of Employees	7	N	Total number of employees reported on tape/cartridge	Total "S" records
9-12	Taxing Entity Code	4	A/N	Constant "UTAX"	UTAX
13-26	State Quarterly Gross Wages for Employer	14	N	Not used by IDES	blank
27-40	State Quarterly Gross Wages for Employer	14	N PIC (12)V99	Quarterly gross wages paid to workers during quarter including all tip wages. Total of all "S" records since the last "E" record	Validate to the Unemployment Tax Report – Subject To Amount for defined tax code
41-54	State Quarterly Unemployment Excess Wages for Employer	14	N PIC (12)V99	Quarterly wages in excess of the state UI taxable wage base	Validate to Unemployment Tax Report – Excess
55-68	State Quarterly Unemployment Insurance Taxable Wages for Employer	14	N PIC (12)V99	Quarterly UI total wages less the quarterly state UI excess wages	Validate to Unemployment Tax Report – Subject to Amount minus Excess
69-81	Quarterly Tip Wages for Employer	13	N	Not used by IDES	
82-87	UI Tax Rate this Quarter	6	A/N	The employer tax rate for the reporting period. Decimal point followed by 5 digits. E.g. 3.1% = .03100	Start Screen – Selections section

RECORD NAME: T = TOTAL RECORD LENGTH 276

Type: A/N = Alpha/numeric, left justified blank filled

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Location	Field Name	Field Length	Type	Description	Spectrum Location
88-100	State Quarterly Contribution Due	13	N PIC (12)V99	UI Taxes Due	Calculation of the Taxable Wages Paid this Quarter (position 55-68) multiplied by the UI Tax Rate (position 82-87).
101-111	Previous Quarter(s) Underpayment	11	N PIC (12)V99	Previous underpayments (including previously due penalty and interest)	Start screen - Employer Section
112-122	Interest	11	N PIC (12)V99	Interest Due	Start screen - Employer Section
123-133	Penalty	11	N PIC (12)V99	Penalty Due	Start screen - Employer Section
134-144	Credit/Overpayment	11	N PIC (12)V99	Previous overpayment being applied to balance due	Start screen - Employer Section
145-148	Employer Assessment Rate	4	A/N	Not used by IDES	
149-159	Employer Assessment Amount	11	N	Not used by IDES	
160-163	Employee Assessment Rate	4	A/N	Not used by IDES	
164-174	Employee Assessment Amount	11	N	Not used by IDES	
175-185	Total Payment Due	11	N PIC (12)V99	Total payment due (calculation of contribution due, previous overpayments, interest,	[Contribution due (position 88-100) + underpayments + interest + penalty] - overpayment

RECORD NAME: T = TOTAL RECORD LENGTH 276

Type: A/N = Alpha/numeric, left justified blank filled

N = Numeric, right justified, zero filled, unsigned. Do not include decimal in dollar fields

Location	Field Name	Field Length	Type	Description	Spectrum Location
				and penalty minus any overpayment)	
186-198	Allocation Amount	13	N	Not used by IDES	
199-212	Wages subject to State Income Tax	14	N	Not used by IDES	
213-226	State Income Tax withheld	14	N	Not used by IDES	
227-233	Month 1 employment for employer	7	N	Total number of employees covered by UI who worked or received pay for the pay period including the 12th days of the month	Time card history report – count employees that worked on the 12 th of the month
234-240	Month 2 Employment for employer	7	N	Total number of employees covered by UI who worked or received pay for the pay period including the 12th days of the month	Time card history report – count employees that worked on the 12 th of the month
241-247	Month 3 Employment for employer	7	N	Total number of employees covered by UI who worked or received pay for the pay period including the 12th days of the month	Time card history report – count employees that worked on the 12 th of the month
248-250	County code	3	A/N	Not used by IDES	
251-256	Reporting Quarter and Year	6	N	Enter the last month and year for the calendar quarter for which this report applies, e.g., "031997" for Jan-March of 1997	Start screen – month and year based on the "To Check Date" value
257-257	Blanks	1	A/N	Enter Blank	

RECORD NAME: T = TOTAL RECORD LENGTH 276					
Type: A/N = Alpha/numeric, left justified blank filled					
N = Numeric, right justified, zero filled, unsigned. Do not include decimal in dollar fields					
Location	Field Name	Field Length	Type	Description	Spectrum Location
258-267	Document Control Number	10	N	Not used per August 2017 change	Leave Blank
268-274	State Unemployment Insurance Account Number	7	N	Enter the State Unemployment Insurance Account Number including the leading zeros. Do not include - (hyphen) and the number after	Start Screen - Employer Section
275-276	Blanks	2	A/N	Enter Blanks	

Final Record

RECORD NAME: F = TOTAL RECORD LENGTH 276					
Type: A/N = Alpha/numeric, left justified blank filled					
N = Numeric, right justified, zero filled, unsigned. Do not include decimal in dollar fields					
Location	Field Name	Field Length	Type	Description	Spectrum Location
1-1	Record Identifier	1	A/N	Constant "F"	
2-11	Total Number of Employees in file	10	N	Enter the total "S" records in the entire file	Validate to Unemployment Tax Report - "Employees"
12-21	Total Number of Employees in file	10	N	Enter the total number "E" records in the entire file	'1'
22-25	Taxing Entity Code	4	A/N	Constant 2 "UTAX"	
26-40	Quarterly Total Gross Wages in File	15	N	Not used by IDES	
41-55	Quarterly State UI Total Wages in File	15	N PIC (13)V99	Quarterly Gross wages subject to UI Tax. Include all Tip income, total of all T records	Validate to the Unemployment Tax Report – Subject To Amount for defined tax code

RECORD NAME: F = TOTAL RECORD LENGTH 276					
Type: A/N = Alpha/numeric, left justified blank filled					
N = Numeric, right justified, zero filled, unsigned. Do not include decimal in dollar fields					
Location	Field Name	Field Length	Type	Description	Spectrum Location
56-70	Quarterly State UI Excess Wages in File	15	N PIC (13)V99	Quarterly wages in excess of the state UI taxable wage base, total of all T records	Validate to Unemployment Tax Report – Excess
71-85	Quarterly State UI Taxable Wages in File	15	N PIC (13)V99	Quarterly UI gross/total wages less the excess wages, total of all T records	Validate to Unemployment Tax Report - Total wages minus Excess
86-100	Quarterly Tip Wages	15	N	Not used by IDES	
101-108	Month 1 Employment for employers in file	8	A/N	Not used by IDES	
109-116	Month 2 Employment for employers in file	8	A/N	Not used by IDES	
117-124	Month 3 Employment for employers in file	8	A/N	Not used by IDES	
125-276	Blanks	152	A/N	Enter Blanks	

The following standard Spectrum information will be used for validation:

- Time Card History Report
- PR > Employee Maintenance>Tax setup page
- PR > Employee Maintenance>Main page
- Payroll > Reports > Unemployment Tax Report (both formats)
- Payroll > Reports > Subject-to-Tax Report