



## **Quarterly Report File Specifications**

Version 4.2 - 11/21/2025

## VERSION HISTORY

Version #	Implemented By	Revision Date	Approved By	Approval Date	Reason
1.0	Infosys	10/28/2024	TBD	TBD	Initial Version
2.0	Infosys	11/5/2024	TBD	TBD	Updated to remove Employee Classification and Rel 3 information
3.0	Infosys	11/12/2024	TBD	TBD	Updated "combined FICA" field to "Y" for required. Updated Employee contribution % to "Employer" and moved to Employee level in Schema per email 11/12
3.1	Chris Cantler	1/23/2025	TBD	TBD	Made minor updates and clarifications; released as Final
3.2	Infosys	2/6/2025	TBD	TBD	Updated images for CSV and XML to include Middle Initial
3.3	Infosys	2/14/2025	TBD	TBD	Updated the XSD definitions and XML
3.4	Anthony Cerasi	3/27/2025	TBD	TBD	Added notes to First Name, Last Name, and Preparer Legal Name fields. Added a note to the end of the file format specs.
3.5	Infosys / Anthony Cerasi	4/3/2025	TBD	TBD	Additional edits to name fields, updated XML sample, added comments to the error processing section.
3.6	Infosys	4/9/2025	TBD	TBD	Removed a comment that is not needed. Final version.
4.0	Chris Cantler/ Anthony Cerasi / Infosys	4/22/2025			Updated XML format, Total hours and weeks worked notes and added Attachments section.
4.1	Infosys/Anthony Cerasi	7/17/2025			Renamed. Former title: Wage Report File Formats and Error Processing. Added Zero wage report information. Edited File Format-CSV (Single and Bulk) notes.

4.2	Infosys/Anthony Cerasi	11/21/2025			Removed Adjustment code UP2, added adjustment code ADD. Added section on amendment rules.
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## Introduction

This document defines the formats for the wage report files that are used by Delaware Department of Labor.

The purpose of this interface is to allow Employers, Third Party Administrators (TPA), and staff to submit employment and wage detail information via various sources. These formats are available for download on the LaborFirst website here:

<https://labor.delaware.gov/laborfirst/>. Once populated they can be uploaded into the employer/TPA/staff portals on LaborFirst.

The file contains the wages earned by all employees during a specific quarter. This includes in- state and out of state wages for Paid Family Medical Leave. Employers are required to submit this information once per quarter.

Delaware Department of Labor supports both CSV and XML formats. Each of these contains the same data represented in the respective formats. Both formats support single filers and TPAs who can submit on behalf of many employers(bulk filing).

LaborFirst processes the files in both real-time and batch processing depending on file sizes and system load. If the file is processed in a nightly batch, the file status will be available online the next business day.

## File Format Download

For the file format download the screens that are designed for this are defined in DeDOL Program-Common-Wage and Contribution Reporting. These screens include the download file format information as well as the screens that show all the errors that occurred in the file processing for the files that are below the size threshold.

## File Format-XML (Single and Bulk)

XML Body Details – See Below

### Single filing sample

---

```
▼ <DEWageAndHourReport>
  <TotalRecordCount>29</TotalRecordCount>
  <PreparerLegalName>Inc</PreparerLegalName>
  <PreparerFEIN>729269467</PreparerFEIN>
  ▼ <Employer>
    <EmployerAccountNumber>1005016</EmployerAccountNumber>
    <Year>2024</Year>
    <Quarter>4</Quarter>
    ▼ <Wage>
      <SocialSecurityNumber>234442100</SocialSecurityNumber>
      <FirstName>Fname</FirstName>
      <MiddleInitial>M</MiddleInitial>
      <LastName>Lname</LastName>
      <EmployerContributionPercent>55</EmployerContributionPercent>
      <FICA wages>2600.45</FICA wages>
      <CombinedOutOfStateWages>5000</CombinedOutOfStateWages>
      <TotalHours>400</TotalHours>
      <WeeksWorked>13</WeeksWorked>
      <AdjustmentReason/>
    </Wage>
    ▼ <Wage>
      <SocialSecurityNumber>234442101</SocialSecurityNumber>
      <FirstName>Fame</FirstName>
      <MiddleInitial>M</MiddleInitial>
      <LastName>Lame</LastName>
      <EmployerContributionPercent>55</EmployerContributionPercent>
      <FICA wages>3600.00</FICA wages>
      <CombinedOutOfStateWages>5000</CombinedOutOfStateWages>
      <TotalHours>400</TotalHours>
      <WeeksWorked>13</WeeksWorked>
      <AdjustmentReason/>
    </Wage>
    ▼ <Wage>
      <SocialSecurityNumber>234442103</SocialSecurityNumber>
      <FirstName>Fname</FirstName>
      <MiddleInitial>M</MiddleInitial>
      <LastName>Lname</LastName>
      <EmployerContributionPercent>55</EmployerContributionPercent>
      <FICA wages>5000.06</FICA wages>
      <CombinedOutOfStateWages>4000.00</CombinedOutOfStateWages>
      <TotalHours>400</TotalHours>
      <WeeksWorked>13</WeeksWorked>
      <AdjustmentReason/>
    </Wage>
    ▼ <Wage>
      <SocialSecurityNumber>234442104</SocialSecurityNumber>
      <FirstName>Flame</FirstName>
      <MiddleInitial>M</MiddleInitial>
      <LastName>Lamb</LastName>
      <EmployerContributionPercent>55</EmployerContributionPercent>
      <FICA wages>4000.00</FICA wages>
      <CombinedOutOfStateWages>0.0</CombinedOutOfStateWages>
      <TotalHours>400</TotalHours>
      <WeeksWorked>13</WeeksWorked>
      <AdjustmentReason/>
    </Wage>
    ▼ <Wage>
      <SocialSecurityNumber>234442105</SocialSecurityNumber>
```

## Multiple employer filing sample – 2 Employers.

```
<DEWageAndHourReport>
  <TotalRecordCount>3</TotalRecordCount>
  <PreparerLegalName>Paychex, Inc.</PreparerLegalName>
  <PreparerFEIN>593156017</PreparerFEIN>
  <Employer>
    <EmployerAccountNumber>1004787</EmployerAccountNumber>
    <Year>2025</Year>
    <Quarter>1</Quarter>
    <Wage>
      <SocialSecurityNumber>888669999</SocialSecurityNumber>
      <FirstName>Frank</FirstName>
      <MiddleInitial>M</MiddleInitial>
      <LastName>Lame</LastName>
      <EmployerContributionPercent>55</EmployerContributionPercent>
      <FICA wages>7000.00</FICA wages>
      <CombinedOutOfStateWages>0.0</CombinedOutOfStateWages>
      <TotalHours>500</TotalHours>
      <WeeksWorked>13</WeeksWorked>
      <AdjustmentReason/>
    </Wage>
    <Wage>
      <SocialSecurityNumber>888669999</SocialSecurityNumber>
      <FirstName>Nathan</FirstName>
      <MiddleInitial>M</MiddleInitial>
      <LastName>Lname</LastName>
      <EmployerContributionPercent>55</EmployerContributionPercent>
      <FICA wages>5000.00</FICA wages>
      <CombinedOutOfStateWages>0.0</CombinedOutOfStateWages>
      <TotalHours>480</TotalHours>
      <WeeksWorked>13</WeeksWorked>
      <AdjustmentReason/>
    </Wage>
    <Wage>
      <SocialSecurityNumber>111669999</SocialSecurityNumber>
      <FirstName>Chad</FirstName>
      <MiddleInitial>M</MiddleInitial>
      <LastName>Jones</LastName>
      <EmployerContributionPercent>55</EmployerContributionPercent>
      <FICA wages>6500.0</FICA wages>
      <CombinedOutOfStateWages>0.0</CombinedOutOfStateWages>
      <TotalHours>480</TotalHours>
      <WeeksWorked>13</WeeksWorked>
      <AdjustmentReason/>
    </Wage>
  </Employer>
  <Employer>
    <EmployerAccountNumber>1004815</EmployerAccountNumber>
    <Year>2025</Year>
    <Quarter>1</Quarter>
    <Wage>
      <SocialSecurityNumber>888669999</SocialSecurityNumber>
      <FirstName>Melanie</FirstName>
      <MiddleInitial>M</MiddleInitial>
      <LastName>Spam</LastName>
      <EmployerContributionPercent>55</EmployerContributionPercent>
      <FICA wages>2000.00</FICA wages>
      <CombinedOutOfStateWages>0.0</CombinedOutOfStateWages>
      <TotalHours>400</TotalHours>
      <WeeksWorked>13</WeeksWorked>
      <AdjustmentReason/>
    </Wage>
  </Employer>
</DEWageAndHourReport>
```

\*Every Employer element must have Wage elements underneath, do not include an empty Employer element like the one shown below.

```
<Employer>
  <EmployerAccountNumber>"xxxxxxx"</EmployerAccountNumber>
  <Year>2025</Year>
  <Quarter>1</Quarter>
</Employer>
```

## File Format-CSV (Single and Bulk)

Release	Header	Type	Length	Sample Value	Required	Notes
2	Total Record Count	Numeric	5	500	Y	Total Number of Wage records in the file (Must be same for all rows)
2	Preparer Legal Name	String	200	Paychex Inc.	C	Required for TPA only. Name of the Company filing the Wages. *No special nor accented characters are permitted (control characters, embedded line feeds)*
2	Preparer FEIN	String	9	102223123	C	Required for TPA only. FEIN of the Company filing the Wages. This must be 9 digits including the preceding zeros
2	Employer Account Number	Numeric	8	1009876	Y	Labor Employer Acct Number. NOTE: if the LaborFirst account number is 7 digits ONLY.
2	Year	Numeric	4	2023	Y	Reporting Year ( <i>Minimum value of 2000</i> )
2	Quarter	Numeric	1	1	Y	Reporting Quarter ( <i>Must be between 1 and 4</i> )
2	Social Security Number	String	9	888669999	Y	Social Security Number (SSN), for authorized foreign nationals that have not yet received either a SSN or ITIN, the format 999-99-9999 shall be used. Additionally, the first three digits cannot be "000", "666", or "900"; second group of digits cannot be "00"; the third group of digits cannot be "0000"; and the SSN cannot be consecutive digits as "123-45-6789"
2	First Name	String	40	Thomas	Y	No special nor accented characters are permitted (control characters, embedded line feeds)* Enter "FNU" when no first name is present.
2	Middle Initial	String	1	M	N	
2	Last Name	String	80	Peterson	Y	No special nor accented characters are permitted (control characters, embedded line feeds)* Enter "LNU" when no last name is present.
2	Employer Contribution %	Numeric	3	50	Y	50-100
2	FICA Wages	Numeric	16,2	123456.55	Y	Delaware FICA wages. If no

						FICA wages, then report as 0.00 dollars
2	Combined Out of State Wages	Numeric	16,2	123456.56	Y	This is a required field. If no wages, then report as 0.00 dollars
2	Total Hours	Numeric	4	520	Y	This is a required field. Maximum number of hours per quarter cannot exceed 2200 and this field will not accept '0' hours.
2	Weeks Worked	Numeric	2	14	Y	This is a required field. If no weeks worked, then report 0 weeks worked. Maximum number of weeks per quarter cannot exceed 14.
2	Adjustment Code	String	3	UP1	N	Reason code for adjustment (if any) to employee wages. A blank space means original filing. Blank/Empty – Original Filing UP1 – Update due to Incorrect Name UP3 - Update due to Incorrect Wages DEL – Delete as it was Entered in Error ADD – Adding an employee to a previous quarter

- Notes: Control (e.g., Ctrl-W), non-printable (e.g., CR/LF), embedded commas, and accented characters (e.g., umlauts) are not permitted in the file.
- No commas are permitted in “string” fields in CSV files
- For Zero Wage Report for an individual employer, enter the following values as a single employee record:
  - o Record Count = 1
  - o Preparer Name = [BLANK or TPA Name]
  - o Preparer FEIN = [BLANK or TPA FEIN]
- - o Employer Account Number = Employer Account Number
  - o Year = Liability Year
  - o Quarter = Liability Quarter
  - o SSN = 777777777
  - o First Name = FNU
  - o Middle Initial = M
  - o Last Name = LNU
  - o Employer Contribution % = 0
  - o FICA Wages = 0
  - o Out of State Wages = 0
  - o Total Hours = 0
  - o Weeks Worked = 0
  - o Adjustment Reason = [BLANK]



## Example .csv File

Total Record Count	Preparer Legal Name	Preparer FEIN	Employer Account Number	Year	Quarter	Social Security Number	First Name	Middle Initial	Last Name	Employer Contribution %	FICA Wages	Combined Out of State Wages	Total Hours	Weeks Worked	Adjustment Code
11	Anthony TPA	77715555	1004891	2025	1	263942467	Ronald	J	Carson	100	15000	0	510	13	
11	Anthony TPA	77715555	1004891	2025	1	851322500	Arthur	E	Carrillo	100	5000	0	510	13	
11	Anthony TPA	77715555	1004891	2025	1	733282039	Omar	H	Dyer	100	5098.25	0	480	12	
11	Anthony TPA	77715555	1004891	2025	1	376100125	Karen	S	Bradshaw	100	5873.99	400	480	12	
11	Anthony TPA	77715555	1004891	2025	1	493802871	Kara		Golden	100	6000	0	510	12	
11	Anthony TPA	77715555	1004891	2025	1	593162865	Peter	V	Alford	100	7900	0	510	12	
11	Anthony TPA	77715555	1004891	2025	1	206102611	Darryn	D	Duke	100	6600	0	510	12	
11	Anthony TPA	77715555	1004891	2025	1	445881978	Paul	X	Shepard	100	7700	2000	510	12	
11	Anthony TPA	77715555	1004891	2025	1	356537437	Fiona	L	Jones	100	5001	750	510	12	
11	Anthony TPA	77715555	1004891	2025	1	619117626	Raymond		Williams	100	5002	900	500	12	
11	Anthony TPA	77715555	1004891	2025	1	619117620	Janice	L	Morris	100	5003	750	500	12	

## Example Zero Wage File

ClipboardFontAlignmentNumberStyles

A1:fxTotal Record Count

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	Total Recs	Preparer L	Preparer FEIN	Employer	Year	Quarter	Social Security I	First Nam	Middle Ini	Last Name	Employer	FICA Wage	Combined	Total Hou	Weeks Wc	Adjustment	Code
2	1	AC Demo	880074444	1005821	2025	1	777777777	FNU	M	LNU	0	0	0	0	0		
3																	
4																	
5																	

## File Processing

The file may contain a mixture of original wage data or adjustments to prior quarters wage information. The only exception is that the system will not allow an original and an adjustment for the same SSN, quarter and year.

Once the file is received the system first applies the file to two staging objects.

1. **Upload Report Object:** This object gives information on whether the file was successfully uploaded or if there are errors in the file.
2. **Upload Report Details Object:** This object gives the details of the records that were included in the file that was processed.

After the file is applied to the staging objects, the record in the Upload Report Object contains a status of the file.

1. **Pending:** Detail records are ready to be processed to determine if they have errors or are free of errors.
2. **Error:** At least one record in the file has an error or the complete file failed.
3. **Ready:** Detail records have no errors and are ready to be moved to the wage object.
4. **Success:** Detail records have all been moved to the wage object and processing is complete.
5. **In Progress:** File size is above the threshold and will be processed in a batch job. Once processed the status will change to Error/Ready/Success, depending on where the file is in processing.

When the file reaches a status of 'Success' then the detail records in the file are applied to the Wage Object and the records are set to a status of 'Active'.

## Error Processing

There are two levels of error processing. The first level is determining if the file can even be applied to the initial staging objects. This is processing errors such as:

- File Format and Schema validation
- Record Number validation >0
- Record count validation – future enhancement.

If one of these errors occur, the system will write a record in the Upload Report object with the error message of what occurred.

Errors are reported at the record level. The second level of error processing is determining if the detail records in the file have any errors. This is processing errors such as:

- At least one required field is missing, for example Employer account number is missing
- Account number does not match an existing account in Labor First Application
- Social Security number is not 9 digits or is INVALID
- Year is not numeric or between 2000-2050 (these dates are configurable)
- Quarter is not numeric or not between 1-4
- Quarter/Year is not valid for employer
- Wages are not positive or a valid currency format
- Total hours are not numeric
- Weeks Worked are not numeric
- TPA not authorized to file wage reports for employer account number in file (for TPAs only)
- SSN, Quarter, Year has Original and Adjustment record

**Note:** The file processing will stop once the record error count reaches the threshold. This threshold is based on record error count. For e.g. Max record error count per file is 25. The processing of files will stop if the number of record errors reaches 25.

**Note:** Only a single file will be accepted per employer account number per quarter at this time.

## Error Correction

If an error is identified the employer/TPA/staff can see on the screen the errors that have occurred in the file so that the file can be fixed and then re-loaded. The system will not

allow a file with errors to be applied to the final wage table until all errors are corrected.

Error messages are available in the portals for the employer/TPA to see if the file size is within a specific threshold. If the file size is above a specific threshold the employer/TPA will see a status of 'In Progress' when the file is being processed and then will follow the additional statuses listed above. The error messages for the files above the threshold will be communicated to the employer.

The error screens are displayed in a functional document and will include information such as Submission Date, Submission Time, Records, Error Records, Status, Link to Errors, Failure Reason (if file fails completely).

## **File Name**

There is no specific filename format that is required by LaborFirst. The following naming structure is recommended.

- Employers -> **DEWH\_EMP\_ACCNO\_MMDDYYYY\_HH24MISS.csv**
- TPA -> **DEWH\_TPA\_ACCNO\_MMDDYYYY\_HH24MISS.csv**

## **File Size**

The file size will be limited to 5 MB for the Report that is uploaded from the Portal screens.

## **Compressed Files**

Compressed files are not supported currently.

## **Amended Wage Reports**

Only wage records with an adjustment code will be processed for previously filed quarters.

## **Attachments**

- [Hours and Wage Header Template](#) (CSV File)
- [Hours and Wage Sample File](#) (CSV file)
- [Hours and Wage Sample File](#) (XML file)