Delaware LaborFirst

Bulk Payment Specifications

Version 1.0.1

2/5/2025

VERSION HISTORY

Version #	Implemented By	Revision Date	Reason
0.1	Dillon Kennedy	11/4/2024	Initial ICD Draft
1.0	Dillon Kennedy	1/20/2025	Final
1.0.1	Dillon Kennedy	2/5/2025	Updated for Error Handling + Reversals

Contents

1 Overview

1.1 Purpose

The purpose of this document is to provide detailed instructions and specifications for TPAs wishing to make bulk payments to the Delaware Department of Labor on behalf of their clients.

Version 1.0 & 1.0.1 of this document is intended for use with the Division of Paid Family Medical Leave only. Later versions are planned to expand electronic bulk payments to other divisions.

1.2 Summary

The Delaware Department of Labor bulk payments process will utilize ACH Credit and JP Morgan's eLockbox for maximum security and reliability. TPAs will be responsible for initiating payments to the Delaware Department of Labor using ACH Credit. NACHA files will be generated by TPAs according to the specifications provided below. TPAs will send NACHA files to their bank (ODFI) for validation and routing to the ACH Network. JP Morgan (RDFI) will receive the NACHA file from the ACH Network. Once the transactions have processed through the JP Morgan eLockbox, JP Morgan will send the department an unedited version of the NACHA file. The Delaware LaborFirst system will allocate payments to employers based on the information provided in the NACHA file.

2 File Specifications

2.1 Summary

The Delaware Department of Labor requires NACHA type 5, 6, and 7 records to be formatted according to this document for accurate processing. All other NACHA record types should adhere to established NACHA standards.

2.2 NACHA Type 5 Record Creation

Each NACHA file should contain one batch header.

Type 5 (batch header) records should adhere to the following format:

Field Name	Length	Column Position Start	Column Position End	Data Type	Value	Notes
NACHA Type 5 Record						
Record Type Code	1	1	1	Numeric	Static	Value = '5'.
Service Class Code	3	2	4	Numeric	Static	Value = '220'. This indicates a batch of ACH Credits.
Preparer Name	16	5	20	Text	Static	Value = 'Preparer Name '. Identifies the legal name of the company (TPA) submitting the payment on behalf of a client employer.
Discretionary	20	21	40	Text		Refer to NACHA standards.
Employer ACH Company ID	10	41	50	Numeric		Refer to NACHA standards.

Transaction Mnemonic	3	51	53	Text	Static	Value = 'CCD'.
Entry Description	10	54	63	Text	Static	Value = 'PFML CNTRB'
Descriptive Date	6	64	69	Numeric	Dynamic	Refer to NACHA standards.
Effective Entry Date	6	70	75	Numeric	Dynamic	Refer to NACHA standards.
Settlement Date	3	76	78	Numeric	Dynamic	Refer to NACHA standards.
Originator Status	1	79	79	Numeric	Static	Value = '1' except for federal government entities.
ODFI Identification	8	80	87	Numeric	Dynamic	Refer to NACHA standards.
Batch Number	7	88	94	Numeric	Dynamic	Refer to NACHA standards.

2.3 NACHA Type 6 Record Creation

Delaware LaborFirst requires one NACHA Type 6 (payment detail) record for each client employer for each payment.

Type 6 records should adhere to the following format:

Field Name	Length	Column Position Start	Column Position End	Data Type	Value	Notes
NACHA Type 6 Record						
Record Type Code	1	1	1	Numeric	Static	Value = '6'.
Transaction Code	2	2	3	Numeric	Static	Value = '22'.
Receiving Bank Transit Number	8	4	11	Numeric	Static	Value = '02100002'.
Receiving Bank Check Digit	1	12	12	Numeric	Static	Value = '1'.
Receiving Bank Account Number	17	13	29	Text	Static	Value = '679132533 '. Account number is left justified and padded with spaces to 17 characters.
Amount	10	30	39	Numeric	Dynamic	Format will be as follows: $$$$$$$$cc This 10-digit number should be right justified and zero filled to the left. Do not insert a decimal point; the last two digits are assumed to be cents.

Taxpayer ID Number	15	40	54	Text	Dynamic	FEIN number for client employer on whose behalf the payment is being made - left justified with trailing spaces.
Taxpayer Name	22	55	76	Text	Dynamic	The legal name of the client employer on whose behalf the payment is being made - left justified with trailing spaces. Truncate if character count exceeds 22.
Discretionary Data	2	77	78	Text	Static	Value = ' ' (Two spaces). DE DOL is not using this field.
Addenda Record Indicator	1	79	79	Text	Static	Value = '1'. Each NACHA Type 6 record will be associated with an addenda (NACHA Type 7) record.
Trace Number	15	80	94	Numeric	Dynamic	Number inserted by the ODFI to trace the transaction in case of an error.

2.4   NACHA Type 7 Record Creation

Delaware LaborFirst requires one NACHA type 7 (addenda) record for each NACHA type 6 record.

All fields in the type 7 record are mandatory. It is of paramount importance that all information is present for all payments. TPAs should perform validation that all fields are filled with the appropriate information. In the case that you are not able to fill these fields on behalf of a client employer, for any reason, please contact the Division of Paid Family Medical Leave prior to submitting payment.

Type 7 records should adhere to the following format:

Field Name	Length	Column Position Start	Column Position End	Data Type	Value	Notes
NACHA Type 7 Record						
Record Type Code	1	1	1	Numeric	Static	Value = '7'.
Addenda Type Code	2	2	3	Numeric	Static	Value = '05'.
TPA Account Number	8	4	11	Numeric	Dynamic	8-digit LaborFirst account number for the company/TPA submitting payment on behalf of the client employer. In the case of a 7-digit account number, right justify and proceed with a leading zero.

Employer Account Number	8	12	19	Numeric	Dynamic	8-digit LaborFirst account number for the client employer. In the case of a 7-digit account number, right justify and proceed with a leading zero.
Employer FEIN	9	20	28	Numeric	Dynamic	9-digit FEIN for the client employer (no dashes/hyphens).
Payment Year Quarter	3	29	31	Numeric	Dynamic	Values should be formatted YYQ. Year quarter the payment should be counted towards.
Payment Amount	10	32	41	Numeric	Dynamic	Format will be as follows: $$$$$$$cc This 10-digit number should be right justified and zero filled to the left. Do not insert a decimal point; the last two digits are assumed to be cents.
Payment Type	2	42	43	Text	Static	Value = 'PL'.
Employer Name	40	44	83	Text	Dynamic	Legal Name of the client employer associated with the payment. Should be left justified and spaces filled to the right. In the case that the legal name of the client employer exceeds 40 characters, populate the first 40 characters and truncate any remaining characters.
Addenda Sequence Number	4	84	87	Numeric	Static	Value = '0001'.
Entry Detail Sequence Number	7	88	94	Numeric	Dynamic	Refer to NACHA standards.

Please note:

- NACHA type 6 and 7 records should always come in pairs. If at any time there are two consecutive detail or addenda records within the batch, the payment **will not be allocated**.
- If any necessary fields are missing, the payment **will not be allocated**.
- If any employers are present in this file, but not present in the wage and hour report, the payment **will not be allocated**.
- It is the responsibility of the TPA to contact the Division of Paid Family Medical Leave to report any payments that have not been successfully allocated in LaborFirst.
- **The Division of Paid Family leave cannot refund any payments that are not allocated correctly until a future release.**
- TPAs are responsible for ensuring that NACHA files are in accordance with the specifications above.

3 Reversals

3.1 Summary

Reversals of ACH Credit transactions are strongly discouraged. LaborFirst will not have the capability to process reversal transactions until approximately January 1st 2026, though the date is subject to change. As a result, a reversal transaction will not be applied to the client employer's balance until a significantly later date. We ask that TPAs take maximum precautions prior to submitting payments to avoid reversals.

If a reversal is absolutely necessary, please contact a Division of Paid Family Medical Leave representative for instructions.