

Appendix N – MWR File Layouts

The Electronic Data Interchange Center (EDIC) uses the format below to export Multiple Worksite Report (MWR)/Report of Federal Employment & Wages (RFEW) data files to the States each quarter. This format also provides data fields covering Professional Employer Organizations (PEO) and Payroll Provider Firms (PPF). The Supplemental Record Format is used to export MWR data when additional data elements are required, such as predecessor/successor account information. States should use their standard State processing system (EXPO-202 or WIN-202) to load these MWR data files as needed to their QCEW micro files during routine quarterly processing. The collection and processing of MWR data by the EDIC is discussed in Chapter 4 – Multiple Worksite Central Reporting.

The EDIC receives the data from reporters (employers or their agents) in various file formats. Reporters are encouraged to use the standard 350 MWR File Format with Four-Digit Year. BLS-Washington also collects data from reporters using Multiple Worksite Report web (MWRweb), an interactive web-based processing system with online editing of various fields including employment and wages.

Standard 424 MWR File Format Exported to the States from the EDIC

EDIC uses this format to export reporter data to the States (i.e., “detail records”). Codes in the four fields that occupy positions 309-322 are provided by EDIC for "birth" records (new establishments) and are generally not provided by reporters.

Position	Length	Data Element	Data Specification
1-2	2	Program Code	<u>Required.</u> A 2-digit program code indicating the type of data being reported. 02 = MWR/QCEW
3	1	Record Type	<u>Required.</u> A 1-digit number indicating the type of reporter: 3 = PEO 4 = PPF 5 = MWR or RFEW
4-5	2	Reference State	<u>Required.</u> The 2-digit State FIPS code indicating the location of the establishment.
6-15	10	UI Account Number	<u>Required.</u> The Unemployment Insurance (UI) account number assigned to the employer by the State. Right-justified with leading zeros.
16-20	5	Reporting Unit Number	<u>Required.</u> The Reporting Unit Number (RUN) assigned by the State to distinguish between records with the same UI account number. Right-justified with leading zeros.
21	1	Format Type	<u>Required.</u> Type = D, for Detail Record. This is not the same as Record Type.

Position	Length	Data Element	Data Specification
22-30	9	Employer Identification Number (EIN)	<u>Required.</u> The 9-digit EIN assigned to the employer by the Internal Revenue Service (IRS). Numeric, right justified. Zero-filled if EIN is unknown.
31-65	35	Trade Name	<u>Required if Legal Name is blank.</u> The division or subsidiary name of the establishment. "Mom's Restaurant" is an example of a trade name of ABC Enterprises. Left-justified with trailing blanks.
66-100	35	Street Address	The physical street address of the establishment. If provided, is abbreviated as necessary in accordance with the U.S. Postal Service's <u>National Zip Code and Postal Service Directory.</u> Left-justified with trailing blanks.
101-130	30	City	The city of the establishment. Left-justified with trailing blanks, if provided.
131-132	2	State	If provided, it will be a standard 2-letter Postal Service State abbreviation for the establishment.
133-137	5	Zip Code	If provided, the 5-digit Zip Code used by the Postal Service for the establishment.
138-141	4	Zip Code Extension	The 4-digit Zip Code Extension used by the Postal Service for the establishment. It is zero-filled if no Zip Code Extension is provided.
142-143	2	Primary Comment Code	<u>Optional.</u> One of the standard 2-digit comment codes used to explain flagged data, or values that differ substantially from previously reported data. Blank-filled if not used.
144-145	2	Secondary Comment Code	<u>Optional.</u> One of the standard 2-digit comment codes used to explain flagged data, or values that differ substantially from previously reported data. Blank-filled if not used.
146-147	2	Third Comment Code	<u>Optional.</u> One of the standard 2-digit comment codes used to explain flagged data, or values that differ substantially from previously reported data. Blank-filled if not used.
148-151	4	Reference Year	<u>Required.</u> The four digits of the calendar year covered by the report.
152	1	Reference Quarter	<u>Required.</u> The 1-digit number indicating the reference calendar quarter for the report. The calendar quarters are: 1 = January–March 2 = April–June 3 = July–September 4 = October–December
153-187	35	Legal Name	<u>Required if Trade Name is blank.</u> The legal or corporate name of the establishment. For example "ABC Enterprises" or "Smith Companies, Inc." Left-justified with trailing blanks.
188-222	35	Reporting Unit Description (RUD)	<u>Required and must be alphanumeric for private (MWR) reporters.</u> For DOD, NFC, and other federal reporters, may be zero-filled. Should contain a meaningful, unique description of the establishment, such as store number or plant name (e.g., Store 101, Jones River Plant). Left-justified with trailing blanks.

Position	Length	Data Element	Data Specification
223-228	6	Month 1 Employment	<u>Required.</u> The number of all full- and part-time employees who worked during or received pay (subject to UI wages) for the pay period which includes the 12th of the month. Right-justified with leading zeros.
229-234	6	Month 2 Employment	<u>Required.</u> The number of all full- and part-time employees who worked during or received pay (subject to UI wages) for the pay period which includes the 12th of the month. Right-justified with leading zeros.
235-240	6	Month 3 Employment	<u>Required.</u> The number of all full- and part-time employees who worked during or received pay (subject to UI wages) for the pay period which includes the 12th of the month. Right-justified with leading zeros.
241-250	10	Quarterly Wages	<u>Required.</u> The total amount of wages (both taxable and non-taxable) paid to employees during the entire reference quarter. All numeric (no \$ signs or commas). Right-justified and filled with leading zeros. Rounded to the nearest dollar (no cents). Zero-filled if no wages were paid.
251-307	57	Comments	<u>Optional.</u> Any large changes in employment or wages due to store closings, layoffs, bonuses, seasonal changes, etc. should be explained in this field. If any units of a firm are being reported for the first time following expansion of operations or purchase of units from another firm, a description of the business activity(s) that will be conducted at each establishment should be provided. BLS will use this information in assigning industrial classification codes to the new unit(s). In addition, if units were purchased from another firm, the name of the firm, the effective date of the transaction, and the UI number of the seller, if known, should be provided. If units have been sold to another firm, the name of the firm, the effective date of the transaction, and the UI number of the purchaser, if known, should be provided. Left-justified with trailing blanks.
308	1	Source Code (Data Source)	<u>Required.</u> The value is currently "C". This indicates data processed and edited by the EDIC.
309-311	3	County FIPS Code	<u>Required for birth records.</u> 3-digit numeric Federal Information Processing Standard (FIPS) code used to identify each establishment location or place of business.
312-314	3	Township Code	<u>Required for birth records.</u> 3-digit numeric code required in New England States and New Jersey. Used to identify township of each establishment location or place of business.
315	1	Ownership Code	<u>Required for birth records.</u> 1-digit numeric code used to identify the economic ownership of the establishment.
316	1	Filler	

Position	Length	Data Element	Data Specification
317-322	6	NAICS Code	Required for birth records. 6-digit numeric code used to identify the primary activity of the establishment.
323-326	4	Agent Code	Record Type 4.
327-330	4	Initial Date of Liability - Year	The four-digit year of a firm's initial liability date. This is applicable to birth records for record types 3, 4, and 5.
331-332	2	Initial Date of Liability - Month	The two-digit month of a firm's initial liability date. This is applicable to birth records for record types 3, 4, and 5.
333-334	2	Initial Date of Liability - Day	The two-digit day of a firm's initial liability date. This is applicable to birth records for record types 3, 4, and 5.
335-338	4	End of Liability Date - Year	The four-digit year of a firm's end of liability date. This is applicable to death records for record types 3, 4, and 5.
339-340	2	End of Liability Date - Day	The two-digit month of a firm's end of liability date. This is applicable to death records for record types 3, 4, and 5.
341-342	2	End of Liability Date - Year	The two-digit day of a firm's end of liability date. This is applicable to death records for record types 3, 4, and 5.
343-346	4	Reactivation Date - Year	The four-digit year of a firm's re-activation date. This is applicable to record types 3, 4, and 5.
347-348	2	Reactivation Date - Month	The two-digit month of a firm's re-activation date. This is applicable to record types 3, 4, and 5.
349-350	2	Reactivation Date - Day	The two-digit day of a firm's re-activation date. This is applicable to record types 3, 4, and 5.
351-360	10	Client UI Account Number	The UI account number assigned to the client before the client entered the co-employer relationship with the Professional Employer Organization (PEO). Should be right-justified, zero-filled.
361-369	9	Client EIN	The EIN assigned to the client before the client entered the co-employer relationship with the Professional Employer Organization (PEO).
370-379	10	Client Telephone Number	The telephone number of the client.
380-381	2	Month Became Client	The 2-digit month that the record became a client of the PEO.
382-385	4	Year Became Client	The 4-digit year that the record became a client of the PEO.
386-387	2	Month Client Terminated	The 2-digit month that the record terminated being a client of the PEO.
388-391	4	Year Client Terminated	The 4-digit year that the record terminated being a client of the PEO.
392-424	33	Worksite Economic Activity Description	A description of the client worksite's economic activity. Economic activity is the principal business(es) in which the worksite is engaged.

Supplemental P/S Record Format (EDIC)

Supplemental predecessor/successor (P/S) records provided by the EDIC to States contain detailed information about the relationship between a predecessor and its successor. This means that for each identified predecessor/successor relationship (or pair), two records are generated: one for the predecessor and one for the successor. Please note that not all “detail” records exported by the EDIC will have associated predecessor and successor records.

Position	Length	Data Element	Data Specification
1-2	2	Program Code	A 2-digit program code indicating the type of data being reported. 02 = MWR/QCEW
3	1	Record Type	A 1-digit number indicating the type of reporter. Type = 3, PEO; Type = 4, PPF; Type = 5, MWR/RFEW
4-5	2	Reference State	The 2-digit State FIPS code indicating the location of the establishment.
6-15	10	UI Account Number	The UI account number assigned to the employer by the State. Right-justified, zero-filled.
16-20	5	Reporting Unit Number	The RUN assigned to the establishment by the State to distinguish between records with the same UI Account Number. Right-justified, zero-filled.
21	1	Action Code	Blank = predecessor or successor data provided; D = delete record
22	1	Format Type	P = The UI/RUN identified in positions 6-20 has a Predecessor S = The UI/RUN identified in positions 6-20 has a Successor
23-32	10	Pred/Succ UI Account Number	The UI account number of the Predecessor (Successor) to the UI account number in positions 6-15.
33-37	5	Pred/Succ Reporting Unit Number	The RUN of the Predecessor (Successor) to the UI account number in positions 16-20.
38-41	4	Reference Year	The 4-digit year of the current processing year.
42	1	Reference Quarter	The 1-digit quarter of the current processing quarter.

Standard 799 MWR File Format Exported to the States via MWRweb (Collected Data file)

The data of firms who report via the MWRweb system are provided to the States by BLS-Washington/Division of Business Establishment Systems (DBES) in the 799 position file layout given below. This is known as the Collected Data file referred to in Section 4.8.

Position	Length	Data Element	Data Specifications
1-2	2	Program Code	02 = QCEW
3	1	Record Type (MWRweb = 6)	Record Type = 6
4-5	2	Reference State	<u>Required.</u> The 2-digit numeric FIPS code of the State.
6-15	10	UI Account Number	<u>Required.</u> The UI account number assigned to the employer by the State. Should be right-justified, zero-filled.
16-20	5	Reporting Unit Number	<u>Required.</u> The RUN assigned by the State to distinguish between records with the same UI Account Number. Should be right-justified, zero-filled.
21	1	Format Type	Format Type = D
22-30	9	Employer Identification Number	<u>Required.</u> The 9-digit EIN assigned to the employer by the IRS. Numeric, right-justified. Should be zero-filled if EIN is unknown.
31-65	35	Trade Name	<u>Required.</u> The division or subsidiary name of the establishment. "Mom's Restaurant" is an example of a trade name of ABC Enterprises. Should be left-justified, blank-filled.
66-100	35	Street Address	<u>Required.</u> The physical street address of the establishment. Abbreviate as necessary in accordance with the U.S. Postal Service's National Zip Code and Postal Service Directory. Should be left-justified, blank-filled.
101-130	30	City	<u>Required.</u> The city of the establishment. Should be left-justified, blank-filled.
131-132	2	State	<u>Required.</u> The standard 2-letter Postal Service State abbreviation for the establishment.
133-137	5	Zip Code	<u>Required.</u> The 5-digit Zip Code used by the Postal Service for the establishment.
138-141	4	Zip Code Extension	<u>Optional.</u> The 4-digit Zip Code Extension used by the Postal Service for the establishment. Should be zero-filled if not used.
142-143	2	Primary Comment Code	<u>Optional.</u> One of the standard 2-digit comment codes used to explain data values that differ substantially from previously reported data. Should be blank-filled if not used.
144-145	2	Secondary Comment Code	<u>Optional.</u> One of the standard 2-digit comment codes used to explain data values that differ substantially from previously reported data. Should be blank-filled if not used.
146-147	2	Third Comment Code	<u>Optional.</u> One of the standard 2-digit comment codes used to explain data values that differ

Position	Length	Data Element	Data Specifications
			substantially from previously reported data. Should be blank-filled if not used.
148-151	4	Reference Year	<u>Required.</u> The four digits of the calendar year covered by the report.
152	1	Reference Quarter	<u>Required.</u> The 1-digit number indicating the reference calendar quarter for the report. The calendar quarters are: 1 = January - March 2 = April - June 3 = July - September 4 = October - December
153-187	35	Legal Name	<u>Optional.</u> The legal or corporate name of the establishment. For example "ABC Enterprises" or "Smith Companies, Inc." Should be left-justified, blank-filled.
188-222	35	Worksite Description	<u>Required.</u> A meaningful, unique description of the establishment, such as store number or plant name (e.g., Store 101, Jones River Plant). Should be left-justified, blank-filled.
223-228	6	Month 1 Employment	<u>Required.</u> The number of all full- and part-time employees who worked during or received pay (subject to UI wages) for the pay period which includes the 12th of the month. Should be right-justified, zero filled.
229-234	6	Month 2 Employment	<u>Required.</u> The number of all full- and part-time employees who worked during or received pay (subject to UI wages) for the pay period which includes the 12th of the month. Should be right-justified, zero filled.
235-240	6	Month 3 Employment	<u>Required.</u> The number of all full- and part-time employees who worked during or received pay (subject to UI wages) for the pay period which includes the 12th of the month. Should be right-justified, zero filled.
241-250	10	Quarterly Wages	<u>Required.</u> The total amount of wages (both taxable and non-taxable) paid to employees during the entire reference quarter. Must be numeric (no \$ signs or commas). Must be right-justified and filled with leading zeros. Should be rounded to the nearest dollar (no cents). Should be zero-filled if no wages were paid.
251-307	57	Narrative Comment	Explanation of large changes in employment or wages due to store closure, layoffs, bonuses, seasonal changes.
308	1	Data Source Code	<u>Required.</u> The value is currently "W". This

Position	Length	Data Element	Data Specifications
			indicates data processed and edited via MWRweb.
309-311	3	County Fips Code	<u>Required for birth records.</u> 3-digit numeric Federal Information Processing Standard (FIPS) code used to identify each establishment location or place of business.
312-314	3	Township Code	<u>Required for birth records.</u> 3-digit numeric code required in New England States and New Jersey. Used to identify township of each establishment location or place of business.
315	1	Ownership Code (Births Only)	<u>Required for birth records.</u> 1-digit numeric code used to identify the economic ownership of the establishment.
316	1	Filler (formerly Auxiliary Code)	1-digit numeric, assigned value is "5."
317-322	6	NAICS Code (Births Only)	<u>Required for birth records.</u> 6-digit numeric code used to identify the primary activity of the establishment.
323-326	4	Agent Code	Record Type 6
327-330	4	Initial Date of Liability – Year	The four-digit year of a firm's initial liability date. This is applicable to birth records for record types 3, 4, and 5.
331-332	2	Initial Date of Liability – Month	The two-digit month of a firm's initial liability date. This is applicable to birth records for record types 3, 4, and 5.
333-334	2	Initial Date of Liability – Day	The two-digit day of a firm's initial liability date. This is applicable to birth records for record types 3, 4, and 5.
335-338	4	End of Liability Date - Year	The four-digit year of a firm's end of liability date. This is applicable to death records for record types 3, 4, and 5.
339-340	2	End of Liability Date - Month	The two-digit month of a firm's end of liability date. This is applicable to death records for record types 3, 4, and 5.
341-342	2	End of Liability Date – Day	The two-digit day of a firm's end of liability date. This is applicable to death records for record types 3, 4, and 5.
343-492	150	Worksite Economic Activity Description	A description of the client worksite's economic activity. Economic activity is the principal business(es) in which the worksite is engaged.
493-527	35	MWR Contact	
528-562	35	Contact Title	
563-597	35	Mailing Street Address Line 1	

Position	Length	Data Element	Data Specifications
598-632	35	Mailing Street Address Line 2	
633-662	30	Mailing Address - City	
663-664	2	Mailing Address - State	
665-669	5	Mailing Address – 5-digit ZIP Code	
670-673	4	Mailing Address – 4-digit ZIP Code Extension	
674-676	3	Area Code	
677-679	3	Phone Prefix	
680-683	4	Phone Suffix	
684-688	5	Phone Extension	
689-698	10	Contact Fax	
699-758	60	Email Address	
759	1	Business Transfer Event Type 1	1 = “Acquired another company”
760	1	Business Transfer Event Type 2	2 = “Been sold to another company.”
761	1	Business Transfer Event Type 3	3 = “Been in a merger”
762	1	Business Transfer Event Type 4	4 = “Reorganized”
763	1	Business Transfer Event Type 5	5 = “Opened a new UI account”
764-798	35	Business Transfer Company	
799	1	Collection Status	1 = No action required 2 = Mail indicator “Y” 3 = “Now is a single worksite account – State action required.” 4 = “UI account no longer active.” 5 or 6 = No action required

Various file formats received by the EDIC are provided next in this appendix, including the standard 350 reporter files: 4-digit year; PEO; and PPF. All data processed by the EDIC, regardless of the file format in which it was received at the EDIC, are exported to the States in the standard 424-position file EDIC export format shown at the beginning of this appendix.

350 Position MWR File Format with Four-Digit Year – Received by EDIC

Position	Length	Data Element	Data Specification
1-2	2	Program Code	<u>Required.</u> A 2-digit program code indicating the type of data being reported. 02 = MWR
3	1	Record Type	<u>Required.</u> A 1-digit number indicating the record format is Y2K compliant. Value = 2 for this record format. 1 = The file format is not Y2K compliant 2 = The file format is Y2K compliant - All values of 2 and greater are Y2K compliant. 3 = The reporter is a Professional Employee Organization (PEO) 4 = The reporter is a Payroll Provider Firm (PPF)
4-5	2	Reference State	<u>Required.</u> The 2-digit State FIPS code indicating the location of the establishment.
6-15	10	UI Account Number	<u>Required.</u> The UI account number assigned to the employer by the State. Should be right-justified, zero-filled.
16-20	5	Reporting Unit Number	<u>Required.</u> The RUN number assigned by the State to distinguish between records with the same UI Account Number. Should be right-justified, zero-filled.
21-29	9	Employer Identification Number	<u>Required.</u> The 9-digit EIN assigned to the employer by the IRS. Numeric, right-justified. Should be zero-filled if EIN is unknown.
30-64	35	Trade Name	<u>Required.</u> The division or subsidiary name of the establishment. "Mom's Restaurant" is an example of a trade name of ABC Enterprises. Should be left-justified, blank-filled.
65-99	35	Street Address	<u>Required.</u> The physical street address of the establishment. Abbreviate as necessary in accordance with the U.S. Postal Service's National Zip Code and Postal Service Directory. Should be left-justified, blank-filled.
100-129	30	City	<u>Required.</u> The city of the establishment. Should be left-justified, blank-filled.
130-131	2	State	<u>Required.</u> The standard 2-letter Postal Service State abbreviation for the establishment.
132-136	5	Zip Code	<u>Required.</u> The 5-digit Zip Code used by the Postal Service for the establishment.
137-140	4	Zip Code Extension	<u>Optional.</u> The 4-digit Zip Code Extension used by the Postal Service for the establishment. Should be zero-filled if not used.
141-142	2	Delivery Point Bar-code	<u>Optional.</u> The 2-digit delivery point Bar-code used by the Postal Service for the establishment. Should be zero-filled if not used.

Position	Length	Data Element	Data Specification
143-144	2	Primary Comment Code	<u>Optional.</u> One of the standard 2-digit comment codes used to explain data values that differ substantially from previously reported data. Should be blank-filled if not used.
145-146	2	Secondary Comment Code	<u>Optional.</u> One of the standard 2-digit comment codes used to explain data values that differ substantially from previously reported data. Should be blank-filled if not used.
147-148	2	Third Comment Code	<u>Optional.</u> One of the standard 2-digit comment codes used to explain data values that differ substantially from previously reported data. Should be blank-filled if not used.
149-152	4	Reference Year	<u>Required.</u> The four digits of the calendar year covered by the report.
153	1	Reference Quarter	<u>Required.</u> The 1-digit number indicating the reference calendar quarter for the report. The calendar quarters are: 1 = January - March 2 = April - June 3 = July - September 4 = October - December
154-188	35	Legal Name	<u>Optional.</u> The legal or corporate name of the establishment. For example "ABC Enterprises" or "Smith Companies, Inc." Should be left-justified, blank-filled.
189-223	35	Worksite Description	<u>Required.</u> A meaningful, unique description of the establishment, such as store number or plant name (e.g., Store 101, Jones River Plant). Should be left-justified, blank-filled.
224-229	6	Month 1 Employment	<u>Required.</u> The number of all full- and part-time employees who worked during or received pay (subject to UI wages) for the pay period which includes the 12th of the month. Should be right-justified, zero-filled.
230-235	6	Month 2 Employment	<u>Required.</u> The number of all full- and part-time employees who worked during or received pay (subject to UI wages) for the pay period which includes the 12th of the month. Should be right-justified, zero-filled.
236-241	6	Month 3 Employment	<u>Required.</u> The number of all full- and part-time employees who worked during or received pay (subject to UI wages) for the pay period which includes the 12th of the month. Should be right-justified, zero-filled.
242-251	10	Quarterly Wages	<u>Required.</u> The total amount of wages (both taxable and non-taxable) paid to employees during the entire reference quarter. Must be numeric (no \$ signs or commas). Must be right-justified and filled with leading zeros. Should be rounded to the nearest dollar (no cents). Should be zero-filled if no wages were paid.

Position	Length	Data Element	Data Specification
252-301	50	Comments	<u>Optional.</u> Any large changes in employment or wages due to store closure, layoffs, bonuses, seasonal changes, etc. should be explained in this field. If any units of a firm are being reported for the first time following expansion of operations or purchase of units from another firm, a description of the business activity(s) that will be conducted at each establishment should be provided. BLS will use this information in assigning industrial classification codes to the new unit(s). In addition, if units were purchased from another firm, the name of the firm, the effective date of the transaction, and the UI number of the seller, if known, should be provided. If units have been sold to another firm, the name of the firm, the effective date of the transaction, and the UI number of the purchaser, if known, should be provided. Left-justified, blank-filled.
302-322	21	EDIC Field	Reporter should have contacted the EDIC regarding the use of this field. This field is reserved to include crosswalk information provided by an employer so that the EDIC may process the data to assign UI/RUNs. There is no unique format within these 21 positions as they are dependent upon the reporter. Usually, the field is blank-filled.
323-350	28	Blank	For future use. Blank-filled.

Standard 350 MWR File Format (for PEOs) with Four-Digit Year – Received by EDIC

Position	Length	Data Element	Data Specification
1-2	2	Program Code	<u>Required.</u> A 2-digit program code indicating the type of data being reported. 02 = MWR
3	1	Record Type	<u>Required.</u> A 1-digit number indicating the reporter is a PEO. Value = 3 for this format. 1 = The file format is not Y2K compliant 2 = The file format is Y2K compliant - All values of 2 and greater are Y2K compliant. 3 = The reporter is a PEO 4 = The reporter is a PPF
4-5	2	Reference State	<u>Required.</u> The 2-digit State FIPS code indicating the location of the client establishment (State where PEO pays UI taxes for that client).
6-15	10	UI Account Number	<u>Required.</u> The UI account number assigned to the PEO and pertaining to the State listed above. Should be right-justified, zero-filled.

Position	Length	Data Element	Data Specification
16-20	5	Reporting Unit Number	<u>Required.</u> The RUN assigned by the State to distinguish between records with the same UI Account Number. Should be right-justified, zero-filled.
21-29	9	Employer Identification Number	<u>Required.</u> The 9-digit EIN assigned to the PEO by the IRS. Numeric, right-justified. Should be zero-filled if EIN is unknown.
30-64	35	Trade Name	<u>Required.</u> The name of the client establishment. "Mom's Restaurant" is an example of a trade name of ABC Enterprises. Should be left-justified, blank-filled.
65-99	35	Street Address	<u>Required.</u> The physical street address of the client establishment. Abbreviate as necessary in accordance with the U.S. Postal Service's National Zip Code and Postal Service Directory. Should be left-justified, blank filled.
100-129	30	City	<u>Required.</u> The city of the client establishment. Should be left-justified, blank filled.
130-131	2	State	<u>Required.</u> The standard 2-letter Postal Service State abbreviation for the client establishment.
132-136	5	Zip Code	<u>Required.</u> The 5-digit Zip Code used by the Postal Service for the client establishment.
137-140	4	Zip Code Extension	<u>Optional.</u> The 4-digit Zip Code Extension used by the Postal Service for the client establishment. Should be zero-filled if not used.
141-142	2	Delivery Point Bar-code	<u>Optional.</u> The 2-digit delivery point Bar-code used by the Postal Service for the establishment. Should be zero-filled if not used.
143-144	2	Primary Comment Code	<u>Optional.</u> One of the standard 2-digit comment codes used to explain data values that differ substantially from previously reported data. Should be blank-filled if not used.
145-146	2	Secondary Comment Code	<u>Optional.</u> One of the standard 2-digit comment codes used to explain data values that differ substantially from previously reported data. Should be blank-filled if not used.
147-148	2	Third Comment Code	<u>Optional.</u> One of the standard 2-digit comment codes used to explain data values that differ substantially from previously reported data. Should be blank-filled if not used.
149-152	4	Reference Year	<u>Required.</u> The four digits of the calendar year covered by the report.
153	1	Reference Quarter	<u>Required.</u> The 1-digit number indicating the reference calendar quarter for the report. The calendar quarters are: 1 = January - March 2 = April - June 3 = July - September 4 = October - December
154-188	35	Legal Name	<u>Optional.</u> The legal or corporate name of the client establishment. For example "ABC Enterprises" or "Smith Companies, Inc." Should be left-justified, blank-filled.

Position	Length	Data Element	Data Specification
189-223	35	Worksite Description	<u>Required.</u> Enter a meaningful, unique description of the client establishment, such as store number or plant name (e.g., Store 101, Jones River Plant). Should be left-justified, blank-filled.
224-229	6	Month 1 Employment	<u>Required.</u> The number of all full- and part-time employees who worked during or received pay (subject to UI wages) for the pay period which includes the 12th of the month. Should be right-justified, zero filled.
230-235	6	Month 2 Employment	<u>Required.</u> The number of all full- and part-time employees who worked during or received pay (subject to UI wages) for the pay period which includes the 12th of the month. Should be right-justified, zero filled.
236-241	6	Month 3 Employment	<u>Required.</u> The number of all full- and part-time employees who worked during or received pay (subject to UI wages) for the pay period which includes the 12th of the month. Should be right-justified, zero filled.
242-251	10	Quarterly Wages	<u>Required.</u> The total amount of wages (both taxable and non-taxable) paid to employees during the entire reference quarter. Must be numeric (no \$ signs or commas). Must be right-justified and filled with leading zeros. Should be rounded to the nearest dollar (no cents). Should be zero-filled if no wages were paid.
252-261	10	Client UI Account Number	The UI account number assigned to the client before entering the co-employer relationship with the PEO. Should be right-justified, zero-filled.
262-267	6	Client SIC or NAICS Code	The 4-digit SIC or 6-digit NAICS code assigned to the client. Should be right-justified, zero-filled.
268-301	34	Client Economic Activity	The Client Economic Activity describes the principal business(es) in which the client is engaged. Should be left-justified.
302-322	21	EDIC Field	Reporter should have contacted the EDIC regarding the use of this field. This field is reserved to include crosswalk information provided by an employer so that the EDIC may process the data to assign UI/RUNs. There is no unique format within these 21 positions as they are dependent upon the reporter. Usually, the field is blank-filled.
323-331	9	Client EIN	The EIN assigned to the client before the client entered the co-employer relationship with the PEO.
332-341	10	Client Telephone Number	The telephone number of the client.
342-343	2	Month Became Client	The 2-digit month that the record became a client of the PEO.
344-345	2	Year Became Client	The 2-digit year that the record became a client of the PEO.

Position	Length	Data Element	Data Specification
346-347	2	Month Client Terminated	The 2-digit month that the record terminated being a client of the PEO.
348-349	2	Year Client Terminated	The 2-digit year that the record terminated being a client of the PEO.
350	1	Blank	For future use. Should be blank-filled.

Standard 350 MWR File Format (for PPF's) with Four-Digit Year – Received by EDIC

Position	Length	Data Element	Data Specification
1-2	2	Program Code	<u>Required.</u> A 2-digit program code indicating the type of data being reported. 02 = MWR
3	1	Record Type	<u>Required.</u> A 1-digit number indicating the record format is Y2K compliant. Value = 4 for this format. 1 = The file format is not Y2K compliant 2 = The file format is Y2K compliant - All values of 2 and greater are Y2K compliant. 3 = The reporter is a PEO 4 = The reporter is a PPF
4-5	2	Reference State	<u>Required.</u> The 2-digit State FIPS code indicating the location of the establishment.
6-15	10	UI Account Number	<u>Required.</u> The Unemployment Insurance (UI) account number assigned to the employer by the State. Should be right-justified, zero-filled.
16-20	5	Reporting Unit Number	<u>Required.</u> The number assigned by the State to distinguish between records with the same UI Account Number. Should be right-justified, zero-filled.
21-29	9	Employer Identification Number (EIN)	<u>Required.</u> The 9-digit EIN assigned to the employer by the IRS. Numeric, right-justified. Should be zero-filled if EIN is unknown.
30-64	35	Trade Name	<u>Required.</u> The division or subsidiary name of the establishment. "Mom's Restaurant" is an example of a trade name of ABC Enterprises. Should be left-justified, blank-filled.
65-99	35	Street Address	<u>Required.</u> The physical street address of the establishment. Abbreviate as necessary in accordance with the U.S. Postal Service's National Zip Code and Postal Service Directory. Should be left-justified, blank-filled.
100-129	30	City	<u>Required.</u> The city of the establishment. Should be left-justified, blank-filled.

Position	Length	Data Element	Data Specification
130-131	2	State	<u>Required.</u> The standard 2-letter Postal Service State abbreviation for the establishment.
132-136	5	Zip Code	<u>Required.</u> The 5-digit Zip Code used by the Postal Service for the establishment.
137-140	4	Zip Code Extension	<u>Optional.</u> The 4-digit Zip Code Extension used by the Postal Service for the establishment. Should be zero-filled if not used.
141-142	2	Delivery Point Bar-code	<u>Optional.</u> The 2-digit delivery point Bar-code used by the Postal Service for the establishment. Should be zero-filled if not used.
143-144	2	Primary Comment Code	<u>Optional.</u> One of the standard 2-digit comment codes used to explain data values that differ substantially from previously reported data. Should be blank-filled if not used.
145-146	2	Secondary Comment Code	<u>Optional.</u> One of the standard 2-digit comment codes used to explain data values that differ substantially from previously reported data. Should be blank-filled if not used.
147-148	2	Third Comment Code	<u>Optional.</u> One of the standard 2-digit comment codes used to explain data values that differ substantially from previously reported data. Should be blank-filled if not used.
149-152	4	Reference Year	<u>Required.</u> The four digits of the calendar year covered by the report.
153	1	Reference Quarter	<u>Required.</u> The 1-digit number indicating the reference calendar quarter for the report. The calendar quarters are: 1 = January - March 2 = April - June 3 = July - September 4 = October - December
154-188	35	Legal Name	<u>Optional.</u> The legal or corporate name of the establishment. For example "ABC Enterprises" or "Smith Companies, Inc." Should be left-justified, blank-filled.
189-223	35	Worksite Description	<u>Required.</u> A meaningful, unique description of the establishment, such as store number or plant name (e.g., Store 101, Jones River Plant). Should be left-justified, blank-filled.
224-229	6	Month 1 Employment	<u>Required.</u> The number of all full- and part-time employees who worked during or received pay (subject to UI wages) for the pay period which includes the 12th of the month. Should be right-justified, zero filled.
230-235	6	Month 2 Employment	<u>Required.</u> The number of all full- and part-time employees who worked during or received pay (subject to UI wages) for the pay period which includes the 12th of the month. Should be right-justified, zero filled.
236-241	6	Month 3 Employment	<u>Required.</u> The number of all full- and part-time employees who worked during or received pay (subject to UI wages) for the pay period which includes the 12th of the month. Should be right-justified, zero filled.

Position	Length	Data Element	Data Specification
242-251	10	Quarterly Wages	<u>Required.</u> The total amount of wages (both taxable and non-taxable) paid to employees during the entire reference quarter. Must be numeric (no \$ signs or commas). Must be right-justified and filled with leading zeros. Should be rounded to the nearest dollar (no cents). Should be zero-filled if no wages were paid.
252-301	50	Comments	<u>Optional.</u> Any large changes in employment or wages due to store closure, layoffs, bonuses, seasonal changes, etc. should be explained in this field. If any units of a firm are being reported for the first time following expansion of operations or purchase of units from another firm, a description of the business activity(s) that will be conducted at each establishment should be provided. BLS will use this information in assigning industrial classification codes to the new unit(s). In addition, if units were purchased from another firm, the name of the firm, the effective date of the transaction, and the UI number of the seller, if known should be provided. If units have been sold to another firm, the name of the firm, the effective date of the transaction, and the UI number of the purchaser, if known, should be provided. Should be left-justified, blank-filled.
302-311	10	Client Contact Phone Number	<u>Required.</u> The phone number (with area code) of the client's contact person to call in reference to data questions. Parentheses and hyphens should be omitted.
312-350	39	Client Contact Name	<u>Required.</u> The name of the client's contact person. Should be left-justified.

Additional MWRweb Record Formats

Solicitation Request File

The MWRweb solicitation request file is sent by BLS-Washington to the States on a quarterly basis, as appropriate. It is absent in those quarters where BLS-Washington does not solicit new respondents in the State. The request file contains the identification of employers that BLS-Washington has selected to be solicited to participate in providing MWR data via MWRweb.

Position	Length	Data Element	Data Specification
1-2	2	Program Code	<u>Required.</u> A 2-digit program code indicating the type of data being reported. 02 = MWR data for the QCEW program
3	1	Record Type	<u>Required.</u> A 1-digit number indicating the record format. "1" = MWRweb Solicitation Request File

Position	Length	Data Element	Data Specification
4-5	2	Reference State	<u>Required.</u> The 2-digit State FIPS code indicating the location of the establishment.
6-15	10	UI Account Number	<u>Required.</u> The UI account number assigned to the employer by the State. Right-justified with leading zeros.
16-24	9	Employer Identification Number	The 9-digit EIN assigned to the employer by the IRS. When used in the MWRweb system this field will always be blank.
25-36	12	IDCF Temporary Account Number	Temporary Account Number that the Respondent will need in order to register for MWRweb. The IDCF Temporary Account and Password should appear on initial and follow-up solicitation forms, but should be retained for only the one quarter. Once the employer registers and reports this information it is not used in the EXPO and WIN systems again.
37-44	8	IDCF Temporary Password	Temporary Password that the Respondent will need in order to register for MWRweb
45-48	4	Reference Year	<u>Required.</u> The four digits of the calendar year covered by the report.
49	1	Reference Quarter	<u>Required.</u> The 1-digit number indicating the reference calendar quarter for the report. The calendar quarters are: 1 = January–March 2 = April–June 3 = July–September 4 = October–December

State Historical Data File

States send the State Historical Data file to BLS-Washington on a quarterly basis. Every record on the *State Historical Data File* is identified by a *Format Type* value, which indicates its format. The three possible *Format Types* in the *State Historical Data File* correspond to the three major entities that are covered by the MWR survey:

Format Type	Data Specification
1	Information about a UI account
2	Information about a worksite
3	Information about one quarter of data for a worksite

Note: For a given UI account, all records on the State EXPO-202 and WIN-202 data base should be included on the State Historical Data file, regardless of the Status Code: active, inactive, and pending records. Further note, some inactive records may have no quarterly records for the time period requested. Pending records may not have quarterly data either.

State Historical Data File - Format Type 1 (UI Account)

Position	Length	Data Element	Data Specification
1-2	2	Reference State	<u>Required.</u> The 2-digit State FIPS code indicating the location of the establishment.
3-12	10	UI Account Number	<u>Required.</u> The UI account number assigned to the employer by the State. Right-justified with leading zeros.
13-22	10	Blank	Not Used.
23	1	Format Type	1 = UI Account
24-32	9	Employer Identification Number	The 9-digit EIN assigned to the employer by the IRS.
33-42	10	Predecessor UI Account Number	Insert the UI Account Number before it changed. If UI Account Number did not change then leave it blank.
43	1	Ownership Code	Code describing the economic ownership of the enterprise: Federal, State, Local, Private Sector
44-78	35	Legal Name	The Legal Name of the UI account. Do not supply the Trade Name.
79-113	35	Contact Name	Contact Name or Attention Line
114-148	35	Mailing Other Address 1	The address that would be used to mail the MWR to the respondent for the UI account.
149-183	35	Mailing Other Address 2	See note above. May also be left blank.
184-213	30	Mailing Other Address City	The city that would be used to mail the MWR to the respondent for the UI account.
214-215	2	Mailing Other State	The standard 2-letter Postal Service State abbreviation that would be used to mail the MWR to the respondent for the UI account.
216-220	5	Mailing Other Zip Code	The Zip Code that would be used to mail the MWR to the respondent for the UI account.
221-224	4	Mailing Other Zip Code Extension	The Zip Code Extension that would be used to mail the MWR to the respondent for the UI account.
225-284	60	Email address	Contact's e-mail address.
285-294	10	Fax Number	Contact's fax number if provided.
295-304	10	Phone Number	Contact's phone number.
305-309	5	Phone Number Extension	Contact's phone extension if provided.
310-313	4	Agent Code	State-defined 4-digit agent code (used for payroll service or similar agency)

Position	Length	Data Element	Data Specification
314-318	5	Maximum RUN	The highest used value of RUN for any worksite in this UI account.

State Historical Data File - Format Type 2 (Worksite)

Position	Length	Data Element	Data Specification
1-2	2	Reference State	<u>Required.</u> The 2-digit State FIPS code indicating the location of the establishment.
3-12	10	UI Account Number	<u>Required.</u> The UI account number assigned to the employer by the State. Right-justified with leading zeros.
13-17	5	Reporting Unit Number	RUN of the worksite within the UI account.
18-22	5	Blank	All blank.
23	1	Format Type	2 = Worksite
24-33	10	Predecessor UI Account Number	Insert the UI Account Number before it changed. If UI Account Number did not change then leave it blank.
34-38	5	Predecessor Reporting Unit Number	The value of RUN before it changed. If RUN did not change then leave it blank.
39-73	35	Trade Name	The division or subsidiary name of the establishment.
74-108	35	Physical Location Address	Physical address of the establishment. Line 1 of the PLA street address; if Line 1 is not available, line 2 used.
109-138	30	City	City of the establishment.
139-140	2	State	The standard 2-letter Postal Service State abbreviation.
141-145	5	Zip Code	Zip Code used by the Postal Service for the establishment.
146-149	4	Zip Code Extension	Zip Code Extension used by the Postal Service for the establishment.
150-184	35	Worksite Description	A meaningful, unique description of the establishment, such as store number or plant name.
185-187	3	County Code	3-digit numeric Federal Information Processing Standard (FIPS) county code used to identify each reporting unit's location or place of business.
188-190	3	Township Code	3-digit numeric township code required in New England states and New Jersey, used to identify township of location or place of

Position	Length	Data Element	Data Specification
			business.
191	1	Auxiliary Code	Blank
192-197	6	NAICS	North American Industry Classification System code

State Historical Data File - Format Type 3 (Worksite-Quarter)

Position	Length	Data Element	Data Specification
1-2	2	Reference State	<u>Required.</u> The 2-digit State FIPS code indicating the location of the establishment.
3-12	10	UI Account Number	<u>Required.</u> The UI account number assigned to the employer by the State. Right-justified with leading zeros.
13-17	5	Reporting Unit Number	RUN of the worksite within the UI account
18-21	4	Year	Year of data collection for this worksite
22	1	Quarter	Quarter of data collection for this worksite
23	1	Format Type	Format Type. 3 = Worksite-Quarter
24	1	Status Code	1 = active 2 = inactive 9 = pending
25-30	6	Month 1 Employment	Month 1 employment
31	1	Month 1 Employment Indicator	First month employment indicator flag
32-37	6	Month 2 Employment	Month 2 employment
38	1	Month 2 Employment Indicator	Second month employment indicator flag
39-44	6	Month 3 Employment	Month 3 employment
45	1	Month 3 Employment Indicator	Third month employment indicator flag
46	11	Total Wages	Total Wages
57	1	Total Wage Indicator	Total Wages Indicator Flag
58-59	2	Comment Code 1	Comment code #1: Standard 2-digit comment codes used to explain data

Position	Length	Data Element	Data Specification
			values that differ substantially from previously reported data
60-61	2	Comment Code 2	Comment code #2
62-63	2	Comment Code 3	Comment code #3
64-120	57	Narrative Comment	Explanation of large changes in employment or wages due to store closure, layoffs, bonuses, seasonal changes.