



# SFTP ACCESS FOR WAGE FILE SUBMISSIONS

## ABSTRACT

This document provides technical information for Maryland employers and agents filing unemployment insurance wage files using SFTP.

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# 1. INTRODUCTION

This document outlines the process employers or agents who have been approved to file UI wage reports via SFTP will follow in order to transmit their quarterly wage report files to the BEACON system.

## 1.1 Agent Request

Before implementation of the BEACON system, Maryland will identify the list of agents who need SFTP access for transmitting their wage files.

During testing, user credentials will be set up and provided for those agents and employers who choose to test with the BEACON System.

After implementation, agents and employers will contact DOL to determine if they will be given access to the SFTP folders. If approved, DOL will set up the SFTP credentials and provide them to the agent or employer. All agents and employers will have the ability to file wages online using the BEACON system.

## 1.2 SFTP Connectivity

In order to test connectivity, approved employers or agents will need to provide the FTP client machine IP address that will be used to load and retrieve files. Send your IP address for the FTP client machine to [dluim-wagetest-dllr@maryland.gov](mailto:dluim-wagetest-dllr@maryland.gov). Once the IP address is whitelisted, SFTP connectivity will be tested. After connectivity is established, users will be able to access their In and Out folders.

## 1.3 SFTP File Transfer

Users will transmit the file to the provided SFTP location using their provided account credentials. Incoming report files containing original reports, amendments, or both, must be placed in the 'In' folder for the account. The BEACON system will pull the file or files from the folder for processing. The file(s) will be removed from the folder at the same time. One or multiple files can be placed in the 'In' folder and there are no restrictions on the dates or times that files can be placed in the folder. If multiple files are submitted they can be placed in the folder at the same time or individually.

All the wage filing formats are accepted as input files to the SFTP process. More details related to the file formats are available in the following website: <http://www.labor.maryland.gov/uim/employer/>. The maximum length for file names is 100 characters, excluding the file path. There are no other restrictions on the file names used so you can continue to use your current naming conventions.

An email is sent when the file is received acknowledging receipt. A second email will be sent when the wage file is processed and will include the confirmation number for the wage file.

Acknowledgement files will be generated and placed in the 'Out' folder after the incoming report file is processed. Processing times will vary but the acknowledgement files will be

available within 48 hours. The acknowledgement file will have the same file name as the report file with the addition of ‘\_ack’ at the end. For example, if the wage report file was named ‘Wage\_Report\_File.txt’, the acknowledgement file will be named ‘Wage\_Report\_File\_ack.txt’.

Name	Date modified	Type
In	10/30/2018 1:53 PM	File folder
Out	10/30/2018 1:53 PM	File folder

Figure 1. SFTP Folder Structure

When files are submitted a date and timestamp is added. When files with the same file name are submitted, the date and timestamp will differentiate the file for processing by BEACON, and will differentiate the acknowledgement files.

The layout of the acknowledgement file will be the same as the incoming file with one change. The ‘Adjustment Code’ in the incoming file will be changed to the ‘Processing Code’ in the outgoing file. This code will indicate the processing status of the record. The processing code values, along with the acknowledgement file specification will be communicated by November 30, 2018.