

Errors & Warnings

UPLINK Employer Self Service
Quarterly Wage Reporting

Welcome

Beginning with the first quarter 2019, employers will file one quarterly report, the Quarterly Employment and Wage Report, also known as the UC-5. As part of the wage reporting process, manually entered and file upload wage reports will go through a series of error checks for compatibility and validity. If errors are found, an error report will generate displaying one of three categories, depending upon the severity; **critical / upload errors, adequacy and warnings**. This tutorial will provide you with information to resolve the errors and warnings that may appear.

You can find additional instructions in the introduction to Wage Reporting module at in.gov/dwd, in the same location where you found the link to this tutorial.

Critical Errors / Upload Errors Section



Your report contains upload errors that must be corrected before we can accept your report.

- You will need to correct your report and re-upload the file.

4 UPLOAD ERRORS

Upload Errors - must be fixed to submit a file

0 ADEQUACY ERRORS

Adequacy Errors - must be fixed to avoid a penalty

0 WARNINGS

Warnings - required, but no penalty

Download an Error Report

[Download Summarized Error Report](#)

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[View Errors](#)

Critical errors, also known as Upload errors, include SUTA account number, quarter / year, employee's full name, social security number and gross wages. These errors **MUST** be corrected in order to resubmit or re-uploading the report. Upload errors occur when critical wage data is invalid, missing, duplicated, or contains a wrong character type. This data is considered critical since Uplink uses this information to calculate the total taxable wages and to establish the employer's contribution amount due for a quarter. When upload errors are found the system **will not** continue the error checking process. This means that adequacy errors or warnings may exist but will not be found until after you have fixed the upload errors and re-uploaded the wage file. You can download Summarized and Itemized error reports, which these reports will identify data that did not pass error checking and must be corrected.

The Come Back Later button will redirected you to the *Employers Homepage*. The data will be saved but will not apply to the account.

UploadSummaryFileErrors.csv - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW DEVELOPER

Calibri 11 A A Wrap Text General

B I U Merge & Center \$ % , .00 .00 Conditional Format as Cell

Format as Table Styles

Insert Delete Format

4 Upload Errors: SUTA number, Gross Wages, Quarter, and Year.

	A	B	C	D	E	F
1	Category	Field Name	Error Detail	Count	First 50 Locations	
2	Upload Error	SUTA	SUTA is not in the expected format of 6 numeric characters	1	D:3	
3	Upload Error	Year	YEAR is not in the expected format of 4 numeric characters	1	C:3	
4	Upload Error	Gross Wage	GROSS_WAGE is not in the expected format of 12 digits for dollars, a period and 2 digits for cents	1	N:3	
5	Upload Error	Quarter	QUARTER is not in the expected format of 1, 2, 3 or 4	1	B:3	
6						

This is a summarized error report for a CSV file. Since the CSV file is normally created in a spreadsheet application like Excel, the report references the cell locations and the error details where the errors occur in the users file. Column “E” of the error report tells us the cell locations. Column “D”, labeled as “Count” tells us the number of times the error occurs in the file.

In this example, the first error occurs in cell D:3 of the file. The “D” is the column in which the error is in and the “3” is the row or employee to review. In this case, the errors are found on the same wage record (D:3; C:3; N:3, and B:3).

1Q17 WageReportDetails.csv - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW DEVELOPER

Calibri 11 A A Wrap Text Merge & Center

General

Conditional Formatting Table Styles

Insert Delete Format

Sort & Find & Filter Select

Editing

A1 Row Type

Original file with errors

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	Row Type	Reporting	Reporting	State Une	FEIN	SSN	Last Nam	First Nam	Middle Ini	Start Date	SOC Code	Zip Code	Full Time/	Gross Wa	Employed	Employed	Employed	12th of Th
2	H	1/2/3/ or YYYY		0	0	0	Sample	Sample	A	00/00/00	0	0	FT/PT or C	0	Y/N	Y/N	Y/N	
3	S																	
4																		
5																		
6																		
7																		

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	Row Type	Reporting	Reporting	State Une	FEIN	SSN	Last Nam	First Nam	Middle Ini	Start Date	SOC Code	Zip Code	Full Time/	Gross Wa	Employed	Employed	Employed	12th of Th
2	H	1/2/3/ or YYYY		0	0	0	Sample	Sample	A	00/00/00	0	0	FT/PT or C	0	Y/N	Y/N	Y/N	
3	N	1	2017	761421														
4																		
5																		
6																		

Corrected file with errors fixed

After reviewing the summarized error report, open your wage file to make corrections. From the error report, all errors were for the wage record in row 3. All fields for this wage record are blank. Correct the wage record and then save all the corrections you've made to the file.

Note, if you are attempting to file a zero report, select "Nothing to Report" as the reporting method.

⚠ **Errors Found in Report**

Your report contains upload errors that must be corrected before we can accept your report.

- You will need to correct your report and re-upload the file.

⚠ 4 UPLOAD ERRORS	Upload Errors - must be fixed to submit a file
⚠ 0 ADEQUACY ERRORS	Adequacy Errors - must be fixed to avoid a penalty
⚠ 0 WARNINGS	Warnings - required, but no penalty

Download an Error Report

↓ Download Summarized Error Report

↓ Download Itemized Error Report


Please Choose a File to upload that is in the approved ICESA or .csv format. For instructions on creating your file, please click your preferred file format.

📁 C:\Users\LStainbrook\Desktop\CSV Format Quarterly Wage Reports\1Q17 NTR 761421 WageReportDetails.csv

→ Submit Report




After making the necessary corrections to the file, you will return to Uplink back where you left off (uploading the file). Here you will click the Choose a File button. Then locate & choose the file to be re-uploaded and click the Submit Report button. The system will run error checking on the corrected file. If no errors or warnings are found, continue with the submission process.

Adequacy Errors Section



Your report contains some adequacy errors; however, it may be submitted at this time.

- If you choose to submit your report with these errors, your account may be subject to a fine. If you wish to fix your errors, please update your report and re-upload the file.
- Click 'Submit Anyway' to submit your report with errors.

 0 UPLOAD ERRORS	Upload Errors - must be fixed to submit a file
 4 ADEQUACY ERRORS	Adequacy Errors - must be fixed to avoid a penalty
 32 WARNINGS	Warnings - required, but no penalty

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[Download Itemized Error Report](#)

[Come Back Later](#) [Fix Errors/Warnings](#) [Submit Anyway](#)

Adequacy errors occur when an invalid Social Security Number is reported. The file may be submitted without correcting these errors, **BUT** the agency will assess a penalty if not corrected.. Correct data is required to consider a report complete and to avoid a fine.

If you want to make corrections to the wage report click the Fix Errors/Warnings button (error reports are also available for use in correcting the errors).

If you do not want to make any corrections and submit the report as is click the Submit Anyway button to proceed with submission of the wage report.

Users that are reporting by manual entry will receive similar options Come Back Later, Continue Editing and Submit Report.

4 Adequacy Errors: SSNs are not valid

	A	B	C	D
1	Location	Field	Error	Severity
2	F:5	SSN	SSN cannot begin with 000	ADEQUACY_ERROR
3	F:5	SSN	SSN cannot have 00 as the middle digits	ADEQUACY_ERROR
4	F:6	SSN	SSN cannot begin with 000	ADEQUACY_ERROR
5	F:6	SSN	SSN cannot have 00 as the middle digits	ADEQUACY_ERROR
6	F:2	FEIN	FEIN is required	WARNING

This itemized error report details the four (4) adequacy errors. Location tells us where these errors occur in the file. The errors were found in column F, which tells you the column within the file to review and is the SSN field. The “5” & “6” tell us which rows or employees to review. The column titled “Field” tells us the data field for this error.

Here, the SSNs for the employees in rows 5 and 6 do not meet the reporting requirements.. **Valid data is required to avoid penalties** but will not hinder submission.

Review the original file and the SSNs for the employees in rows 5 & 6.

1Q17 Corrected 761421 WageReportDetails.csv - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW DEVELOPER Stainbrook, Lola

D13 : **Original wage file. Errors were identified in cells F:5 & F:6.**

Row	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	
1	Type	Reporting	Reporting	State	User	FEIN	SSN	Last Name	First Name	Middle Init	Start Date	SOC Code	Zip Code	Full Time/PT	Gross Wage	Employed	Employed	Employed
2	H	1/2/3/ or 4	YYYY		0	0	0	Sample	Sample	A	00/00/000	0	0	FT/PT or 0	0	Y/N	Y/N	Y/N
3	S	1	2017	761421			123456789	Doe	Jane						10000			
4	S	1	2017	761421			234567890	Doe	Jon						9000			
5	S	1	2017	761421			1	Smith	Mary						5000			
6	S	1	2017	761421			2	Smith	Bob						25000			
7																		
8																		

Row	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	
1	Type	Reporting	Reporting	State	User	FEIN	SSN	Last Name	First Name	Middle Init	Start Date	SOC Code	Zip Code	Full Time/PT	Gross Wage	Employed	Employed	Employed
2	H	1/2/3/ or 4	YYYY		0	0	0	Sample	Sample	A	00/00/000	0	0	FT/PT or 0	0	Y/N	Y/N	Y/N
3	S	1	2017	761421			123456789	Doe	Jane						10000			
4	S	1	2017	761421			234567890	Doe	Jon						9000			
5	S	1	2017	761421			111111111	Smith	Mary						5000			
6	S	1	2017	761421			222222222	Smith	Bob						25000			
7																		
8																		

Corrected file with errors fixed.

After reviewing the error report, open your wage file to make corrections. The adequacy errors were for the wage records in rows 5 and 6, column F (the SSN). The social security numbers were incorrectly entered. Correct the SSN for each wage record and then save all the corrections you've made to the file.

Warnings Section



The report you submitted had no errors but did have warnings.

- At this time DWD will not penalize you for not fixing the following warnings. After clicking the "Submit Anyway" button below, you will have the opportunity to confirm the total gross wages and number of employees calculated from your report.

▲ 0 UPLOAD ERRORS

Upload Errors - must be fixed to submit a file

Ⓢ 0 ADEQUACY ERRORS

Adequacy Errors - must be fixed to avoid a penalty

ⓘ 32 WARNINGS

Warnings - required, but no penalty

Download an Error Report

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[Download Itemized Error Report](#)

[Come Back Later](#)

[Fix Errors/Warnings](#)

[Submit Anyway](#)

Warnings occur when requested wage record data is incomplete, missing fields or has been omitted. The file may be submitted without correcting the data and a penalty will not be assessed.

If you have the option to Come Back Later to complete the submission process at a later time, Fix Errors/Warnings to make corrections before submitting the wage report or Submit Anyway to submit the report with the identified warnings.

UploadSummaryFileErrors.csv - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW DEVELOPER

A1 : [X] [✓] **32 Multiple Warnings. Errors occur in these cells**

	A	B	C	D	E	F
1	Category	Field Name	Error Detail	Count	First 50 Locations	
2	Warning	FEIN	FEIN is required	4	E:3, E:4, E:5, E:6	
3	Warning	Month 3	Month 3 employment question is required	4	Q:3, Q:4, Q:5, Q:6	
4	Warning	Zip Code	Zip Code is required	4	L:3, L:4, L:5, L:6	
5	Warning	Month 2	Month 2 employment question is required	4	P:3, P:4, P:5, P:6	
6	Warning	SOC Code	SOC Code is required	4	K:3, K:4, K:5, K:6	
7	Warning	Month 1	Month 1 employment question is required	4	O:3, O:4, O:5, O:6	
8	Warning	Employment Type	Employment Type is required	4	M:3, M:4, M:5, M:6	
9	Warning	Start Date	Start Date is required	4	J:3, J:4, J:5, J:6	
10						

1Q17 Corrected 761421 WageReportDetails.csv - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW DEVELOPER

H16 : [X] [✓] [fx]

Row	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	
1	Type	Reporting	Reporting	State	Unemp	FEIN	SSN	Last Name	First Name	Middle Init	Start Date	SOC Code	Zip Code	o Full Time/i	Gross Wag	Employed	Employed
2	H	1/2/3/ or	YYYY		0	0	0	Sample	Sample	A	00/00/000	0	0	FT/PT or 0	0	Y/N	Y/N
3	S	1	2017	761421			123456789	Doe	Jane						10000		
4	S	1	2017	761421			234567890	Doe	Jon						9000		
5	S	1	2017	761421			111111111	Smith	Mary						5000		
6	S	1	2017	761421			222222222	Smith	Bob						25000		
7																	
8																	
9																	

Original wage file with multiple missing fields.

This error report identifies the fields within the wage report that triggered the warnings. As shown in the original wage file, these data fields were blank at the time of submission. For a complete wage report, all wage data should be entered and the file saved before resubmitting or re-uploading the file.

Errors Found in Report


Your report contains some adequacy errors; however, it may be submitted at this time.

- If you choose to submit your report with these errors, your account may be subject to a fine. If you wish to fix your errors, please update your report and re-upload the file.
- Click 'Submit Anyway' to submit your report with errors.

0 UPLOAD ERRORS	Upload Errors - must be fixed to submit a file
4 ADEQUACY ERRORS	Adequacy Errors - must be fixed to avoid a penalty
32 WARNINGS	Warnings - required, but no penalty

Download an Error Report

Please to upload that is in the approved ICESA or .csv format. For instructions on creating your file, please click your preferred file format.

 C:\Users\LStainbrook\Desktop\CSV Format Quarterly Wage Reports\1Q17 Corrected 761421 WageReportDetails.csv

After making the necessary corrections to the file, you will return to Uplink back where you left off (uploading the file). Here you will click the Choose a File button. Then locate & choose the file to be re-uploaded and click the Submit Report button. The system will run error checking on the corrected file. If no errors or warnings are found, continue with the submission process.

Manual Entry Errors & Warnings Section

UploadFileErrors.csv - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW DEVELOPER

F18 **5 warnings for the 1st wage record, which have multiple missing data.**

	A	B	C	D	E	F	G
1	Location	Field	Error	Severity			
2		1 FEIN	FEIN is required	WARNING			
3		1 Start Date	Start Date is required	WARNING			
4		1 SOC Code	SOC Code is required	WARNING			
5		1 Zip Code	Zip Code is required	WARNING			
6		1 Employment Type	Employment Type is required	WARNING			
7							
8							

1 WARNING Records

5 MARY SMITH

SSN 111-11-1111

Gross Wages 9,500.00

FEIN N/A

Start Date N/A

SOC Code 00-0000

ZIP Code 00000

Employment Type N/A

October Yes

November Yes

December Yes

Original wage record confirms missing data

After error checking is complete on a manually entered wage report, UPLINK will generate error reports. These error reports are similar to those for file upload. They will identify the location and field for all errors or warnings found.

In this example the wage report does not have upload or adequacy errors but it does have warnings. Notice the informational icons immediately above, and also to the left of, the wage record. The one (1) wage record has five (5) warnings. To see a list of the warnings, you can click on the (5) next to the employee name.

Sort ▾ Ascending ▾ Collapse All Expand All Add Employee +

1 WARNING Records

5 MARY SMITH

SSN 111-11-1111	Gross Wages 9,500.00		
FEIN N/A	Start Date N/A	SOC Code 00-0000	ZIP Code 00000
Employment Type N/A	October Yes	November Yes	December Yes

Save Progress Check Report Submit Report

To make corrections to the data, click the pencil icon to the right of the record to be edited. The wage panel will reopen. After making the corrections click “Close & Done”.

Note, the data fields identified as warnings should be provided, but the report may be submitted without the information at this time and will not be subject to penalty. Although the record has been saved, it will not be applied to the SUTA account until “Submit Report” has been reselected.