

**Building Services 32BJ Benefit Funds**

**Employer Self Service (ESS)**

**Employer File Import Specifications**

**End of Year (EOY) Wage Data with ESS Processing Instructions**

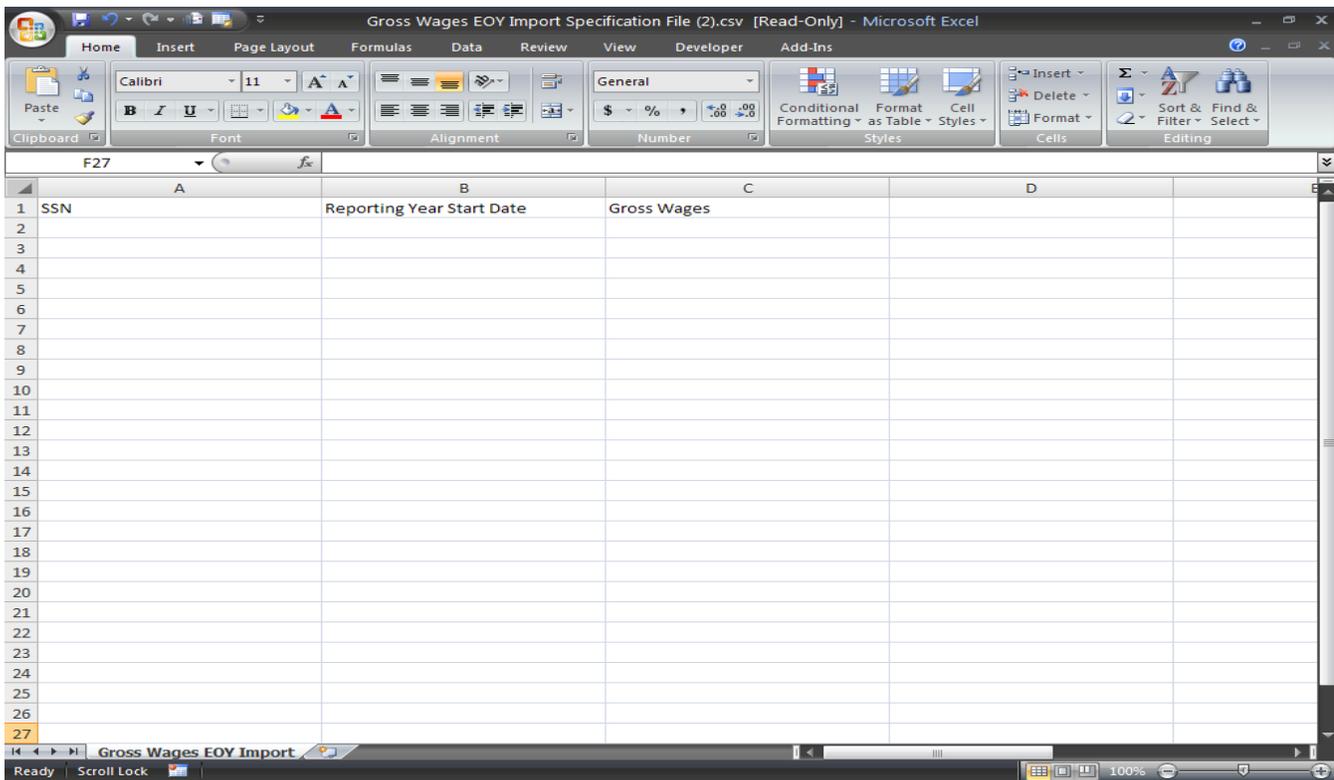
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## File Layout: Gross Wage EOY Import Specification

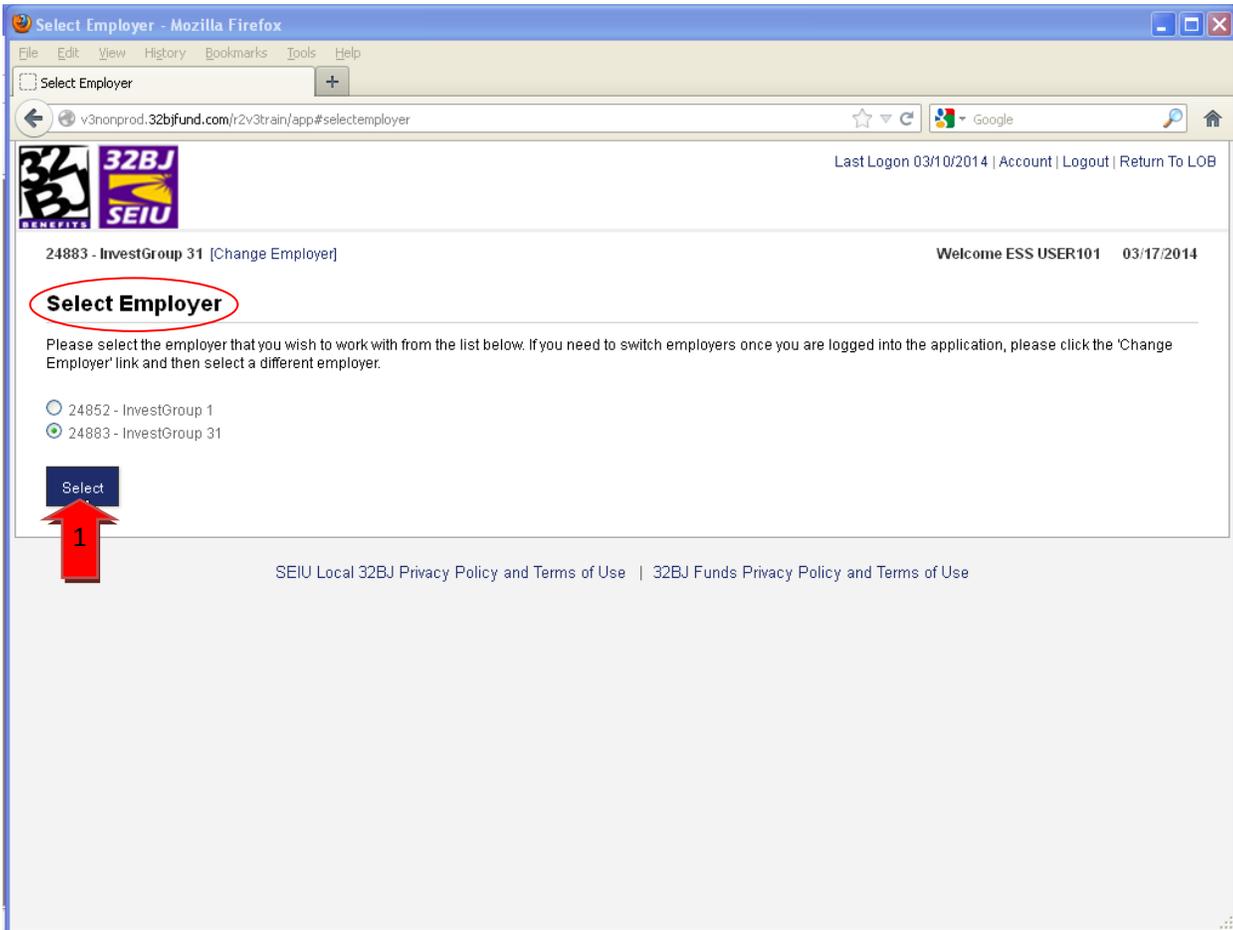
Column Name	Data Type	Format	Comments
SSN	Numeric	#####	Participant SSN, Please include any leading zeros (formatted to 9 digits).
Reporting Year Start Date	Date	YYYY0101	Should always be YYYY0101
Gross Wages	Numeric	#####.##	The participants Gross Wages

## File Format: CSV (comma delimited) File, "\*.csv



## Steps to upload the EOY File on ESS for Employers and Managing Agents:

1. If you are an Employer, on the “Select Employer” page you have to select your employer ID. If you are a Managing Agent, on the “Select Employer” page you have to select the Managing Agent ID.



2. Click on the “Uploaded Files” link that is under the Menu and on the “Uploaded Files” page, click on the “Upload New File” button.

Uploaded Files - Mozilla Firefox

Uploaded Files

v3nonprod.32bjfund.com/r2v3train/app#tapestry/EmployerPages:ImportFiles

Last Logon 03/10/2014 | Account | Logout | Return To LOB

24883 - InvestGroup 31 [Change Employer] Welcome ESS USER101 03/17/2014

**Uploaded Files**

The grid below contains all uploaded files by users in your organization. If you are processing a file and you find errors, you can use the 'File Details' section to make corrections. Once you have corrected all errors, click the 'Validate' button. If the system validates the file without errors, you can then click the 'Process' button to load the data into the system. Please note that data rows in the file will process even with 'Warning' messages, but will not process with 'Exceptions'.

Status: All  
Activity Date Range: All Time

Upload New File Refresh

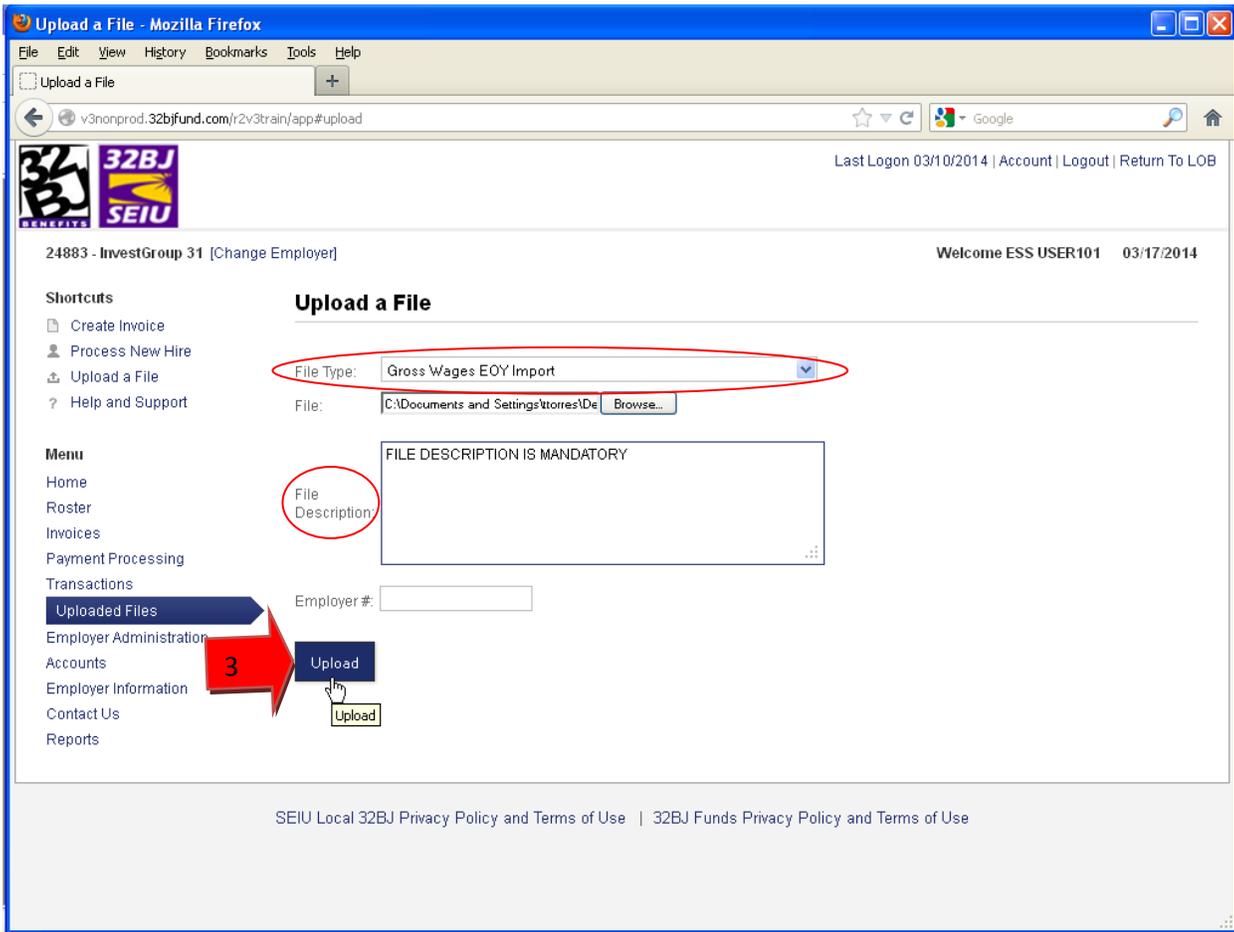
Filter Records Print Export

Action	Imported Date	Status	File Type	Processed Date	File Description	File Description
--------	---------------	--------	-----------	----------------	------------------	------------------

Showing Records 1 - 0 of 0

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3. On the "Upload a File" page, change the "File Type" to: Gross Wages EOY Import. Browse for the file, add a "file description" and click "Upload"



4. Once you have uploaded the file, you must click on “Process” and “Refresh” button.

Uploaded Files - Mozilla Firefox

v3nonprod.32bjfund.com/r2v3train/app/#tapestry/EmployerPages:ImportFiles

Last Logon 03/10/2014 | Account | Logout | Return To LOB

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The file has been successfully uploaded. Please click Process link to complete processing of the file.

**Shortcuts**

- Create Invoice
- Process New Hire
- Upload a File
- Help and Support

**Menu**

- Home
- Roster
- Invoices
- Payment Processing
- Transactions
  - Uploaded Files
- Employer Administration
- Accounts
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- Contact Us
- Reports

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Status: All  
Activity Date Range: All Time

Upload New File Refresh

Action	Imported Date	Status	File Type	Processed Date	File Description	Records	Description
<a href="#">Details</a> / <a href="#">Process</a>	03/17/2014	Not Processed	Gross Wages EOY Import		FILE DESCRIPTION IS MANDATORY	1	

Showing Records 1 - 1 of 1

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v3nonprod.32bjfund.com/r2v3train/app?service=external/EmployerPages:ImportFiles#

- To make sure that your file was processed, you have to check the “Status” column on the “Uploaded Files” page. If the status is “Processed Successfully” your job is done. If you have any other message, you have to click on “Details” and then click on the “View Errors” button.

24883 - InvestGroup 31 [Change Employer] Welcome ESS USER101 03/17/2014

**Uploaded Files**

The grid below contains all uploaded files by users in your organization. If you are processing a file and you find errors, you can use the 'File Details' section to make corrections. Once you have corrected all errors, click the 'Validate' button. If the system validates the file without errors, you can then click the 'Process' button to load the data into the system. Please note that data rows in the file will process even with 'Warning' messages, but will not process with 'Exceptions'.

Status:  Activity Date Range:

Action	Imported Date	Status	File Type	Processed Date	File Description	Records	Description
<a href="#">Details / Process</a>	03/17/2014	Processed with Errors	Gross Wages EOY Import	03/17/2014	FILE DESCRIPTION IS MANDATORY	1	

Showing Records 1 - 1 of 1

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**Import Details**

Import Header Id: 6787  
 Seq No From: 6787 Seq No To: 6787  
 File Load Start Date: Mar 11, 2014 Process Status: Processed with Errors  
 Import Description: Gross Wages EOY Import File Process Start Date: Mar 11, 2014  
 Status: Processed with Errors Processing Complete: Mar 11, 2014  
 Description: BH EOY WAGES TEST

Import Detail Status:

Search Field:  Search Text:

Seq No	Import Detail Status	Resubmit Flag	SSN	Reporting Year Start Date	Total Wages	Employer #	Per
1	Not Processed	<input checked="" type="checkbox"/>	SSN	Reporting	Total Wages		

## Errors

Seq No	Number	Data String	Type	Message
282	1	1047670302014022720140217120 Perez, Orlando 26300 - RIVERSIDE TOWERS CORP.	pfc_systemerror	Participant with SSN 104767030 cannot be confidently matched to a Participant ID, specify the appropriate Participant ID and reprocess
285	1	85808292 2014022720140217100 Djonovic, Jozef 26700 - FIFTH & 67TH INC.	pfc_systemerror	Participant with SSN 85808292 cannot be confidently matched to a Participant ID, specify the appropriate Participant ID and reprocess
600	1	87486461 201402272014021785 Montes, Bienvenido 95501 - 955 TENANT STOCKHOLDERS, INC.	pfc_systemerror	Participant was not active during Reporting Period
540	1	120627176201402272014021720 Mirza, Shahzad 81750 - 817 FIFTH AVENUE CONDOMINIUM	pfc_systemerror	Participant is active for multiple Accounts for different Employer ID's during the Reporting Period. Please select the appropriate Account ID and reprocess
553	1	1186812472014022720140217250 Blezovic, Leka 87500 - 875 PARK AVENUE CORPORATION	pfc_systemerror	Participant is active for multiple Accounts for different Employer ID's during the Reporting Period. Please select the appropriate Account ID and reprocess
361	1	1145064782014022720140217200 Crews, Philip R 45720 - 45 EAST 72ND STREET, INC.	pfc_systemerror	Participant is active for multiple Accounts for different Employer ID's during the Reporting Period. Please select the appropriate Account ID and reprocess

## Exceptions

Seq No	Number	Data String	Type	Message
400	1	57481697 2014022720140217100 Donovic, Luca 55000 - 550 PARK AVENUE CORP.	pfc_systemerror	Reporting Periods are not sequential

Close

### 6. (a) Common Error Messages:

- i) **“Participant was not active during reporting period”**- This means that the participant was either hired on ESS before or after the period you are reporting the wages. No further action required.
- ii) **“SSN cannot be confidently matched to a participant ID, specify the appropriate Participant ID and reprocessed”** – The SSN that you entered on the file for this participant is incorrect, you have go back to the “Details” page enter the correct SSN, then click “Save” “Process” and “Refresh”
- iii) **“Participant is active for multiple Accounts for different Employer ID’s during the Reporting Period. Please select the appropriate Account ID and reprocess.”** If you are a Managing Agent and have employees who are actively hired with two different employers, on the “Uploaded File” page, under the “Employer #” column, enter only one “Employer ID” for both lines and then click on “Save”, “Process” and “Refresh”. (See screen shots on page 10)

### 6. (b) Exceptions

- i) As long as you don’t have any error messages, you can ignore the exceptions listed under the “Exceptions” box.

File Details - Mozilla Firefox

File Edit View History Bookmarks Tools Help

File Details

v3nonprod.32bjfund.com/r2v3train/app#tapestry/EmployerPages:ImportDetails

Google

**BJ** **SEIU**

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**Uploaded File**

Below are the details of the file that has been uploaded for processing. If you find errors with the uploaded file, you can use the edit section to make corrections. Once the data is valid, click the 'Validate' button. If the file is successfully validated, click the 'Process' button to load the data into the system.

Import Header Id: 1782  
Seq No From: Seq No To:  
File Load Start Date: Mar 17, 2014 Process Status: **Processed with Errors**  
Import Description: Gross Wages EOY Import File Process Start Date: Mar 17, 2014  
Status: Processed with Errors Processing Complete: Mar 17, 2014  
Description: FILE DESCRIPTION IS MANDATORY

**Import Details**

Import Detail S: All

Search Field:  Search Text:

Seq No	Import Detail Status	Resubmit Flag	SSN	Reporting Year Start Date	Total Wages	Employer #	Person ID
1	Not Processed	<input checked="" type="checkbox"/>	SSN	Reporting	Gross Wages	123	

Showing Records

## Things to remember while creating your EOY File

If you are a Managing Agent and have participants who are actively hired with two different employers you can either:

- A) Combine the wage and create one row with the total year wages on the file import for that participant.
- B) Report the wages by creating one row for each employer payroll for that participant. Once the file is uploaded into ESS on the "Uploaded File" page, under the "Employer #" column, enter only one "Employer ID" for both lines and then click on "Save", "Process" and "Refresh".

The screenshot shows the 'Uploaded File' page in the ESS system. The page title is '24883 - InvestGroup 31 [Change Employer]' and it includes a welcome message for 'ESS USER101' dated '03/17/2014'. The 'Import Details' section contains the following information:

- Import Header Id: 1782
- Seq No From: [blank]
- Seq No To: [blank]
- File Load Start Date: Mar 17, 2014
- Process Status: Processed with Errors
- Import Description: Gross Wages EOY Import
- File Process Start Date: Mar 17, 2014
- Status: Processed with Errors
- Processing Complete: Mar 17, 2014
- Description: FILE DESCRIPTION IS MANDATORY

The 'Import Details' table is shown below:

Seq No	Import Detail Status	Resubmit Flag	SSN	Reporting Year Start Date	Total Wages	Employer #	Person ID
1	Not Processed	<input checked="" type="checkbox"/>	SSN	Reporting	Gross Wages	123	

Red arrows and a circle highlight the following elements:

- Arrow 1: Points to the 'Process' button.
- Arrow 2: Points to the 'Save' button.
- Arrow 3: Points to the 'Import Detail' dropdown menu.
- Arrow 4: Points to the 'All' option in the 'Import Detail' dropdown menu.
- Circle: Surrounds the '123' value in the 'Employer #' column of the table.