HOW TO UPLOAD FILES IN THE SOURCE

To submit an agent file with the agent listed as the submitter:

1. Log in to the agent account.
2. Select "Wage Submission."
3. Select the "Next" button (you do not need to identify which employers you are filing for).
4. Upload the file and click "Next" to submit the file.

To submit an employer file (only 1 employer per file) with the employer listed as the submitter:

1. Log in to the agent account.
2. Select "Employer look up" and search for the employer to file.
3. Select the "Employer ID" hyperlink (to reach the employer portal).
4. Select "Wage Submission."
5. Select "File New Report," "Report Quarter/Year," "Upload a file," and then "Next."
6. Upload the file and click "Next" to submit the file.

A confirmation email will be sent after the file is processed. The email will indicate whether the file processed successfully, partially or was rejected. To view the processing results, log in to your agent account, select "Wage Summary," and go to the "File Details" tab. Note: If you uploaded the file in the agent portal, you will view the results in your agent portal. If you uploaded the file in the employer portal, you will view the results in the employer portal.

The following issues will prevent a file from uploading:

- If the submitter information in the file does not match the information in The SOURCE. Agent accounts must have an FEIN on file. Call (614) 466-2319 to provide your FEIN for your agent account.
- Required fields are blank
- Invalid characters, such as $. # * () % -
- Invalid file format
- Invalid file extension

The following issues will reject an employer report within a file after the file is uploaded:

- Numeric fields contain non-numeric characters, such as a dollar sign ($) or decimals.
- The employer ID does not exist in The SOURCE or there are dashes in the employer ID.
- The employer is not liable and/or active for the reporting period.
- An indicator was used that is not allowed in the file specifications.
- All records for an employer do not have the same employer ID and/or reporting period.
- Fields contain invalid characters, such as $. # * () % -
- Required fields are missing. If a Social Security number is not available, enter all 9s.
- The adjustment code is not "0" when filing an original report. Only one original report can be filed; all additional reports must be amendments.
- The adjustment code is not 1-9 when filing an amendment.

Frequently Asked Questions

Q: Can I still include a payment in my wage file upload?

A: No, payments must be made separately by ACH debit, ACH credit, credit card or paper check. Agents still can make one payment to apply to multiple employer accounts.

Q: Is the ICESA file format changing?

A: Yes, the ICESA file format has changed so you will need to use the new file specifications. Some fields have been added (such as worker relationship, out of state wages, state FIPS code and excess wages total), and some fields were removed (such as TPA number, out of state wages indicator and payment information fields).

Q: Can I submit amendments using a file upload?

A: Yes, the file specifications document gives specific instructions for filing amendments for each file type .

Q: Will I keep the same TPA number I used in ERIC?

A: Yes, your TPA number and information associated with it will be converted to The SOURCE. We will need your agent FEIN to add to your agent account before you can upload a file. Please provide your agent (TPA) ID to your clients; they will need it to authorize you if your authorization is not already on file.

Q: Is an agent required to have authorization on file to submit a wage file or make a payment for an employer?

A: No, an agent can submit a wage or payment file to report on behalf of the employer without having authorization on file. Uploading a file is the only way to file and make a payment when the client-agent relationship does not exist. However, an agent must be authorized to file a report and/or make a payment using the employer's portal. In addition, some other system functions require the agent to have authorization to access (such as wage reporting history, account maintenance functions, payment history and rate details).

Q: Can two agents have authorization for the same employer for the same service functions (roles) and for the same period of time?

A: No, only one agent can be authorized per role per time period in The SOURCE

Q: Will current authorizations on file in ERIC transfer to The SOURCE?

A: Yes.

Q: I previously used the Quarterly Wage Reporting Tool (QWRT) to create wage files. Can I continue to use it?

A: No, QWRT will no longer be available for use. Any files created with it are in the wrong ICESA file format for The SOURCE.

Q: For files submitted by an agent, can I submit original reports and amendments in the same file?

A: Yes, in files submitted by agents, original reports and amendments can be submitted in the same file. However, original reports and amendments for the same employer and the same quarter/year cannot be submitted in one file.

Q: As an agent, what are my options for making one payment with multiple allocations?

A: Agents may submit a single payment for multiple clients through the manual payment allocation feature (if the agent has the payment submission role) or by uploading a payment allocation file.

Q: If I am paying by ACH credit, will the effective (postmark) date of the payment be the date I download the confirmation file from The SOURCE?

A: No, the effective (postmark) date of the payment will be the date the Ohio Department of Job and Family Services (ODJFS) receives the payment from the bank.

ERIC vs The SOURCE

ERIC	The SOURCE
If a file is uploaded and the employer account number is incorrect, or if the employer account is not liable, the report goes to a suspense account so ODJFS can make corrections to allow the file to post.	If an employer account ID is incorrect or if the employer account is not liable or not active for the quarter/year being filed, the employer or agent will receive an error message to correct the issue and resubmit the employer wage information.
An employer can upload a file containing multiple employers.	An employer cannot upload a file containing multiple employers. An employer file can contain only one employer for one quarter/year. Agents can upload multiple employers and multiple quarters/years in one file.
TPA accounts do not have an FEIN on file. The TPA number is used in the wage file.	Agent (formerly TPA) accounts must have an FEIN on file. The FEIN is validated against the "Transmitter" FEIN provided in the wage file. The TPA number is no longer used in the wage file.
With ICESA file format, if a Social Security number is unknown, an "I" is inserted in its place.	With any file format, if a Social Security number is unknown, enter 999999999.
With ICESA file format, the out-of-state wage indicator is set to "Y." To find the correct taxable wage amount for the quarter, employers/agents refer to the total taxable wages provided in the file.	Out-of-state wages are reported for each employee for each quarter/year. The wages reported are for the quarter, not the year-to-date total. The SOURCE will calculate the taxable wage amount based on the Ohio and out-of-state wages entered.
An incorrect wage file upload either displays an error message on the screen or goes to a suspense account for ODJFS to correct the information to allow the file to post.	The SOURCE has initial validations. Error messages will display on the upload screen and will not allow the file to be uploaded until the errors are corrected. If the file passes the initial validations, the file will be uploaded, submitted, and the employer/agent will be given a confirmation number. After the wage file is submitted, additional validations occur, and the file can be processed, partially processed (agents) or rejected. The employer/agent can use the confirmation number to search in The SOURCE for the status of the file upload. If a file is partially processed or rejected, a detailed error report will explain why. The employer/agent will need to correct the error(s) and resubmit either the entire file or the part that was not processed.
Multiple original files can be uploaded for the same quarter/year.	Only one original file can be uploaded for any quarter/year. Subsequent files must be identified as amended and will require numeric adjustment reason codes for each employee in the file.

HOW TO UPLOAD FILES IN THE SOURCE

ERIC	The SOURCE
If multiple reports are submitted for the same quarter with the same Social Security numbers, ODJFS will decide if the reports should be added together, if the new report should replace the report already posted, or if the new report should be deleted.	If multiple reports are submitted, the first report submitted will post as the "Original" report. The second report will reject because it was not identified as an amendment. It will have be changed to an "Amended" wage file (with adjustment reason codes), and the wage amounts will need to reflect the total wages for the quarter, not the amounts that should be added or adjusted. If employers change agents in the middle of a quarter, they will need to inform one of the agents to file the return for the entire quarter or, after one agent files the original return, an amendment will need to be submitted to adjust the wages to the total amount for the quarter. For example, Agent A files $4,500 in wages for the first half of the quarter, and Agent B files $6,000 in wages for the second half of the quarter. Agent A uploads first so the "original" file posts with $4,500 in wages. Agent B will need to file an "amendment" file with $10,500 in wages to reflect the wages for the entire quarter.
Payment options: ACH debit and paper check	Payment options: ACH credit, ACH debit, credit card and paper check
When employers and agents upload wage files, the system processes them and posts reports immediately (under 50 employees) or as part of a batch (over 50 employees).	When employers (or agents in the employer portal) upload "original" wage files with under 50 employees, the process takes them to online filing screens to continue filing the report. When employers upload "original" wage files with over 50 employees, they receive a confirmation number, and the files are processed in batches. All agent wage files uploaded in the agent portal are processed in batches. All amendment file uploads are processed in batches.
When employers or agents upload a file, they receive a "file processed" message in the ERIC message center after the file was processed as part of a batch.	When employers or agents upload wage files that will be processed in batches, they receive a confirmation email (to the email address provided on the upload screen) after the batch has processed. The email will include the confirmation number and status of the file (processed, partially processed or rejected).
There is a waiting period (approximately 12 weeks into the quarter) before users could file current quarter reports.	Employers and agents may file wage reports beginning on the first day of the quarter. For example, they may begin filing first-quarter reports on January 1.