

Introduction: Web page

Original source documents of wage data which contain data to be keyed are delivered in “batches”.

1. A Wage Batch contains from 1 to 99 items. Each batch is assigned a unique eight-digit number which is called a batch number.

An item within a wage batch that requires data entry keying is a TQ01 wage schedule that may be a single page and may continue on to several additional pages. Form TQ01 may appear in several different formats.

Each item in the batch is stamped with a ten-digit sequential *batch item number*. The first eight digits represent the batch number, while the last two digits are the *batch item number*. On the entry form the item number will be listed prior to the employer number with a '/' to separate the two numbers.

Form TQ01 may appear in a variety of formats. They are not always generated by the Department of Labor.

- Each TQ01 Wage Schedule has the following data fields;

EMPLOYER ACCOUNT NUMBER BATCH ITEM NUMBER YEAR QUARTER

For a TQ01 Wage Schedule, there may be from *zero* to many hundreds of line-items.

2. Each line-item contains the following fields in order.

SSN Last Name First name Middle Initial Reportable Wages SOC Code Geo Code

- Whenever a line-item contains a zero or blank Gross Wage figure, a data entry record SHOULD NOT be keyed.
- Each of the fields when present and legible will be keyed.
- The last name and first name of the employee's name are required when the SSN is considered bad, such as when it is;
not present;
not legible;
all the same digit (e.g. all 1's or all nines, etc.);
incomplete;
- When SOC Code is missing or illegible, then leave field blank. (SOC Codes are usually 6-digit numbers. Employers may report with title instead, or may report both). Titles should be keyed as they appear on the form. Sometimes words are doubled spaced, in which a single space for data entry is required instead.
- When GEO Code is missing or illegible, then leave field blank. (GEO codes are usually 2-digit numbers).

Security and Confidentiality;

All Department of Labor wage data is protected by both state and federal statutes and regulations. Unauthorized use or disclosure of wage data is strictly forbidden.

Specific Keying Instructions for Web page:

Header

Header Field Name	Entry	Comment
Batch ID	Will be selected	The Batch ID will be selected from a drop down list of those batches that need to be keyed.
Item #/Employer #	Will be selected	The employer number will be preceded by the item number for the batch. The employer will be eight Characters and may have leading zeros. The item number and employer number will be separated by a '/'.
Get Data	Button	Will need to be pushed once Batch ID and Item #/Employer # are selected. This will display the Employer Name, Year, quarter, Batch Number and Item Number and allow entry of a row of wages.

Entry Detail Record

Field Name	Text/Numeric/Date and length	Comment
Social Security Number	Text (09)	Social Security Number Value: No special characters. Values will be numeric or all spaces. (If spaces then last name and first name need to be completed.)
Employee Last Name	Text (25)	Value: As provided by the Employer. May be spaces. Program converts lowercase to uppercase. Is required if Social Security Number is blank.
Employee First Name	Text (15)	Value: As provided by the Employer. May be spaces. Program converts lowercase to uppercase. Is required if Social Security Number is blank.
Employee Middle Initial	Text (01)	Value: As provided by the Employer. May be spaces. Program converts lowercase to uppercase.
Reportable Wages	Numeric (11)	Wages paid to employee. Value: May be negative, positive, or zero, key only positive Decimal will need to be entered.
SOC Code	Text (22)	SOC Code or SOC Description. Value: May be spaces. Program converts lowercase to uppercase.
GEO Code	Text (02)	Geographical area code. Value: May be spaces.
"Enter Key"	Button on keyboard	The enter key will take the cursor to the next field, except when the enter key is used on the GEO Code field, then a new row will be created and the cursor will be taken to the social security number field of the new row.
Delete Row	Button	To be used when a row needs to be deleted.
Save For Later	Button	Allows the wages rows that have been entered to be retrieved and saved.
Finished Item	Button	Once all wages rows are entered for an item this button will send the file to DOL.