Maryland
DEPARTMENT OF LABOR

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 were approved to file UI wage reports via SFTP) will follow to transmit their quarterly wage report files to the Maryland Unemployment Insurance Portal (BEACON).

1.1 Agent Request

Agents and employers will contact the Maryland Division of Unemployment Insurance (Division) to determine if they can have access to the SFTP folders. If approved, the Division provide SFTP credentials to the agent or employer. All agents and employers can file wage reports online in BEACON.

1.2 SFTP Connectivity

To test connectivity, approved employers or agents need to provide the FTP client machine IP address that will be used to load and retrieve files. Send the IP address to dluim-wagetest-dllr@maryland.gov. Once the IP address is white listed, SFTP connectivity will be tested. After connectivity is established, users can access their In and Out folders.

1.3 SFTP File Transfer

Users will transmit the file to the provided SFTP location using their account credentials. Incoming report files containing original reports, amendments, or both, must be placed in the 'In' folder for the account. BEACON 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. For details about file formats, see the following page: https://labor.maryland.gov/unemployment-insurance/employer-agent/tax-rate.shtml. The maximum length for file names is 100 characters, excluding the file path. There are no other restrictions on the file names.

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 a confirmation number. Acknowledgment files will be generated and placed in the 'Out' folder after the incoming report file is processed. Processing times will vary but the acknowledgment files will be available within 48 hours.

The acknowledgment 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 acknowledgment file will be named 'Wage_Report_File_ack.txt'.

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 from the acknowledgment files.

The layout of the acknowledgment 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.