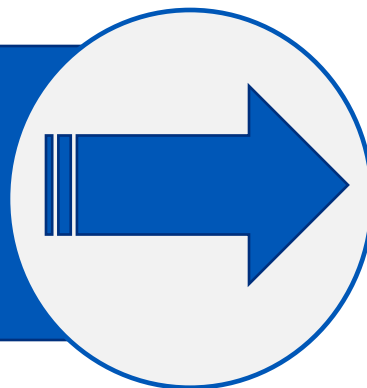




Connecticut  
Paid Leave

# File Specification Toolkit



## Table of Contents

► Purpose of This Guide.....	4
► What’s New.....	4
► CTPL File Naming Conventions .....	5
Table 1 – File Naming Pattern .....	5
Table 2 – Defined File types.....	5
Naming Convention for Test Files .....	6
► Enrollment File.....	7
Enrollment Schema Graphic View.....	7
XML Format: Enrollment File.....	7
Enrollment Schema XML Text View.....	7
Sample XML File.....	9
Sample XML Template .....	9
CSV Format: Enrollment File.....	10
File Layout.....	10
Sample CSV File.....	10
► Return File .....	11
Return Schema Graphic View.....	11
XML Format – Return File.....	12
Return Schema XML Text View .....	12
Sample XML File.....	16
Sample XML Template .....	16
CSV Format – Return File.....	18
File Layout.....	18
Sample CSV File.....	19
► Acknowledgment Files .....	20
Schema Graphic View.....	20
Schema XML Text View.....	21
Sample XML – Acknowledgment file showing successful validation.....	22
Sample XML – Acknowledgment file showing an error .....	22
► ACH Credit Record Specifications.....	23
Penny Tests.....	23
CCD File Specification for Third-Party Administrators.....	25
NACHA RECORD 5 – Batch Header Record Layout Format.....	25
NACHA RECORD 6 – Entry Detail Record Layout Format.....	26

NACHA RECORD 7 – Addenda Record Layout Format .....	28
CTX File Specification for Employers .....	29
NACHA RECORD 5 – Batch Header Record Layout Format.....	29
NACHA RECORD 6 – Entry Detail Record Layout Format.....	30
NACHA RECORD 7 – Addenda Record Layout Format .....	32
➤ Return Error & Warning Codes.....	34
➤ Versioning .....	40

## > Purpose of This Guide

This is a technical guide to provide file specification information necessary to create Enrollment, Return, Amended Return and NACHA files to be submitted to the CT Paid Leave (CTPL) Authority through batch processing.

### Important

Successful file processing is dependent on files adhering to the strict file specifications as outlined in this guide.

For information on the process to remit using the CT Paid Leave batch process, visit the CT Paid Leave website at [www.ctpaidleave.org/remit-contributions/Batch-Process](http://www.ctpaidleave.org/remit-contributions/Batch-Process).

## > What's New

All the process information has been moved to our new website, [ctpaidleave.org](http://ctpaidleave.org). This File Specification Toolkit now focuses on the technical details for creating the files necessary for submitting contributions to CT Paid Leave using the batch process.

## > CTPL File Naming Conventions

Each file submitted to the CT Paid Leave Authority is expected to adhere to the following naming pattern. The pattern consists of a series of informational nodes, with each node separated by an underscore. The nodes enable understanding the expected file contents at a glance, and the consistency of node sequences allow the files to stay organized within a normal folder structure. Additionally, automated processes depend on the file names, so an inconsistently named file will not be processed.

Table 1 – File Naming Pattern

Node Content	Value	Sample
Unique prefix for CT Paid Leave	CTPL	CTPL
Three-character mnemonic for filetype	See Table 2	ENR
Nine-character unformatted FEIN	Preparer FEIN, typically the FEIN of the third-party administrator.	426092234
Two-character revision indicator	For original files, this value is 00. Increment this value for revisions or resubmissions.	00
Timestamp, unformatted. If a revision, use the original version timestamp.	yyyymmddhhmmss	20210112152238
Period as the separator between filename and filetype	Standard File Naming Convention	.
Standard filetype suffix	xml, csv	xml

Table 2 – Defined File types

File Type	Mnemonic
<b>Enrollment</b>	ENR
<b>Return</b>	RTN
<b>Amended Return</b>	ART
<b>Acknowledgment</b>	ACK
<b>Payment Invoice</b>	INV

Example filename of **CTPL\_RTN\_426092234\_00\_20210112152238.xml**, using sample values from Table 1, indicates this is an XML Return file sent to CT Paid Leave by FEIN 42-6092234 on 01/12/2021 @ 3:22:38 PM.

### Important

Files not named according to the file name pattern cannot be processed.

## Naming Convention for Test Files

As a convenience to businesses and employers testing connectivity and file formats, the Authority has enabled a feature to allow files to be processed and validated without updating the backend system. Any file ending in `_test` or `_TEST` will execute validation steps ONLY and will produce an acknowledgement (.ack) file per the typical flow but will NOT persist values.

Example:

Rename **CTPL\_RTN\_426092234\_00\_20210112152238.xml** to  
**CTPL\_RTN\_426092234\_00\_20210112152238\_TEST.xml**

Upload test files to ensure connectivity and that the file matches specifications:

- All test files should be remitted with one of the following file endings:
  - `_test.xml`
  - `_TEST.xml`
  - `_test.csv`
  - `_TEST.csv`
- Test files may be resubmitted as often as needed.
- Test files run in validation, but no data is processed into the CT Paid Leave systems.

**BEST PRACTICE** Upload test files until you receive no errors in the .ack file

## > Enrollment File

Enrollment files are only necessary for third-party administrators (TPAs) and employers using batch processing.

While the preferred format for Enrollment files is XML, an alternate CSV format can be used by TPAs who are unable to produce XML. See section [CSV Format: Enrollment File](#) for more information.

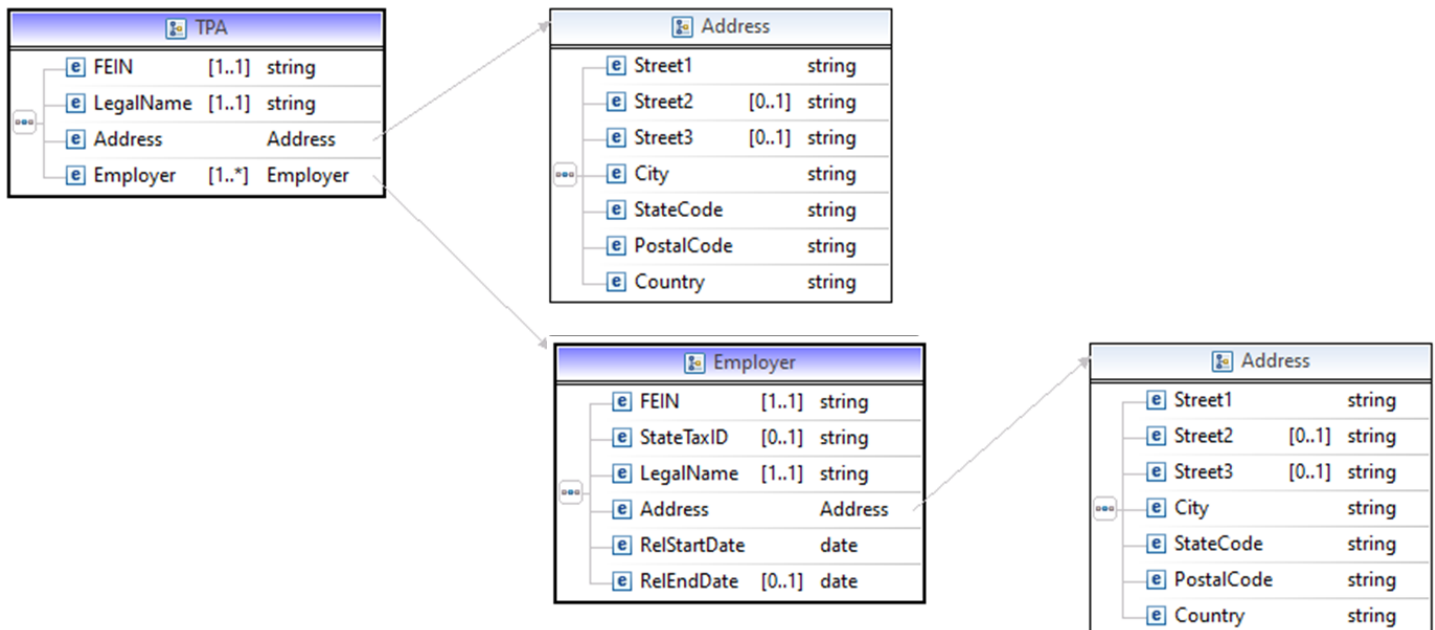
### Enrollment file questions

Submit a contact us inquiry from <https://ctpaidleave.org/contactus> and select "File Specification Questions" as the contact reason.

- File Size: Enrollment files must be less than 10 MB
- Employer nodes will repeat for each employer included in the enrollment file
- For active relationships, no ending date (RelEndDate) should be supplied.
- Following upload and processing of the Enrollment file, an acknowledgement file will be placed in your outbound SFTP folder verifying the success of the submission, or in the case of an unsuccessful submission, error reasons will be provided.

## Enrollment Schema Graphic View

Enrollment Version 2.2



## XML Format: Enrollment File

### Enrollment Schema XML Text View

```
<?xml version="1.0" encoding="UTF-8"?>
<schema xmlns="http://www.w3.org/2001/XMLSchema" targetNamespace="http://www.example.org/Enrollment"
xmlns:tns="http://www.example.org/Enrollment" elementFormDefault="qualified">
```

```

<complexType name="TPA">
  <annotation>
    <documentation>Version 2.2 - 02/10/2021 </documentation>
  </annotation>
  <sequence>
    <element name="FEIN" type="string" maxOccurs="1" minOccurs="1">
      <annotation>
        <documentation>The Federal Employer Identification Number assigned to the TPA company.</documentation>
      </annotation></element>
    <element name="LegalName" type="string" maxOccurs="1" minOccurs="1">
      <annotation>
        <documentation>The Registered Legal Name of the TPA Company </documentation>
      </annotation></element>
    <element name="Address" type="tns:Address">
      <annotation>
        <documentation>The Location of the TPA Company.</documentation>
      </annotation></element>
    <element name="Employer" type="tns:Employer" maxOccurs="unbounded" minOccurs="1"></element>
  </sequence>
</complexType>
<complexType name="Address">
  <sequence>
    <element name="Street1" type="string"></element>
    <element name="Street2" type="string" maxOccurs="1" minOccurs="0"></element>
    <element name="Street3" type="string" maxOccurs="1" minOccurs="0"></element>
    <element name="City" type="string"></element>
    <element name="StateCode" type="string"></element>
    <element name="PostalCode" type="string"></element>
    <element name="Country" type="string"></element>
  </sequence>
</complexType>
<complexType name="Employer">
  <sequence>
    <element name="FEIN" type="string" maxOccurs="1" minOccurs="1">
      <annotation>
        <documentation>The Federal Employer Identification number assigned to the Client Company</documentation>
      </annotation></element>
    <element name="StateTaxID" type="string" maxOccurs="1" minOccurs="0">
      <annotation>
        <documentation>The State Tax ID for this company used to communicate with
          CT Department of Revenue Services (DRS).</documentation>
      </annotation></element>
    <element name="LegalName" type="string" maxOccurs="1" minOccurs="1">
      <annotation>
        <documentation>The Registered Legal Name of the Client Company </documentation>
      </annotation></element>
    <element name="Address" type="tns:Address">
      <annotation>
        <documentation>The Location of the Client Company.</documentation>
      </annotation></element>
    <element name="RelStartDate" type="date">
      <annotation>
        <documentation>Starting Date of the Relationship between a TPA and a given Employer</documentation>
      </annotation></element>
    <element name="RelEndDate" type="date" maxOccurs="1" minOccurs="0">

```



```

    <annotation>
      <documentation>Ending Date of the Relationship between a TPA and a given Employer.
        Will be null for active relationships.</documentation>
    </annotation></element>
  </sequence>
</complexType>
<element name="TPA" type="tns:TPA"></element>
</schema>

```

## Sample XML File



CTPL\_ENR\_3943133  
28\_00\_202104010000

## Sample XML Template

*NOTE: Employer nodes will repeat as many times as needed.*

```

<?xml version="1.0" encoding="UTF-8"?>
<tns:TPA xmlns:tns="http://www.example.org/Enrollment" xmlns:xsi="http://www.w3.org/2001/XMLSchemainstance"
xsi:schemaLocation="http://www.example.org/Enrollment Enrollment.xsd ">
  <tns:FEIN>39-4313328</tns:FEIN>
  <tns:LegalName>Third Party Administrator Business Name</tns:LegalName>
  <tns:Address>
    <tns:Street1>Your Street Address</tns:Street1>
    <tns:Street2>Optional Address Info</tns:Street2>
    <tns:Street3>Optional Address Info</tns:Street3>
    <tns:City>Your City</tns:City>
    <tns:StateCode>CT</tns:StateCode>
    <tns:PostalCode>06016</tns:PostalCode>
    <tns:Country>USA</tns:Country>
  </tns:Address>
  <tns:Employer>
    <tns:FEIN>55-5136907</tns:FEIN>
    <tns:StateTaxID>876543200</tns:StateTaxID>
    <tns:LegalName>Client Employer's Name</tns:LegalName>
    <tns:Address>
      <tns:Street1>Their Street Address</tns:Street1>
      <tns:Street2>Optional Address Info</tns:Street2>
      <tns:Street3>Optional Address Info</tns:Street3>
      <tns:City>Their City</tns:City>
      <tns:StateCode>CT</tns:StateCode>
      <tns:PostalCode>06111</tns:PostalCode>
      <tns:Country>USA</tns:Country>
    </tns:Address>
    <tns:RelStartDate>2021-01-01</tns:RelStartDate>
    <tns:RelEndDate></tns:RelEndDate>
  </tns:Employer>
</tns:TPA>

```

## CSV Format: Enrollment File

### File Layout

Adhere to the following when creating CSV files:

1. The Enrollment file must contain a header record with each named field separated from the next by a comma.
2. Strings containing commas must be enclosed in double quotes. All other strings may optionally be enclosed in double quotes.
3. For each record in the file, the first nine fields must be the same (TPA information in orange background). Each time a new Employer is started, the next twelve fields will remain the same (Employer information in blue background). That will create a file with the record count equal to the number of Client Companies (Employers) being enrolled.
4. EmplyrRelEndDate will only have a value when ending a relationship with the specified Employer.

The record layout below is shown vertically rather than horizontally for ease of readability.

Header	Sample Value	Datatype
TPAFEIN	39-4313328	string
TPALegalName	Third Party Administrator's Name	string
TPAStreet1	Your Street Address	string
TPAStreet2	Optional Address Info	string
TPAStreet3	Optional Address Info	string
TPACity	Your City	string
TPAStateCode	CT	string
TPAPostalCode	06016	string
TPACountry	USA	string
EmplyrFEIN	55-5136907	string
EmplyrStateTaxID	876543200	string
EmplyrLegalName	Client Company	string
EmplyrStreet1	Their Street Address	string
EmplyrStreet2	Optional Address Info	string
EmplyrStreet3	Optional Address Info	string
EmplyrCity	Their City	string
EmplyrStateCode	CT	string
EmplyrPostalCode	06111	string
EmplyrCountry	USA	string
EmplyrRelStartDate	2019-10-01	date
EmplyrRelEndDate		date

### Sample CSV File



CTPL\_ENR\_3943133  
28\_00\_202104010000

## > Return File

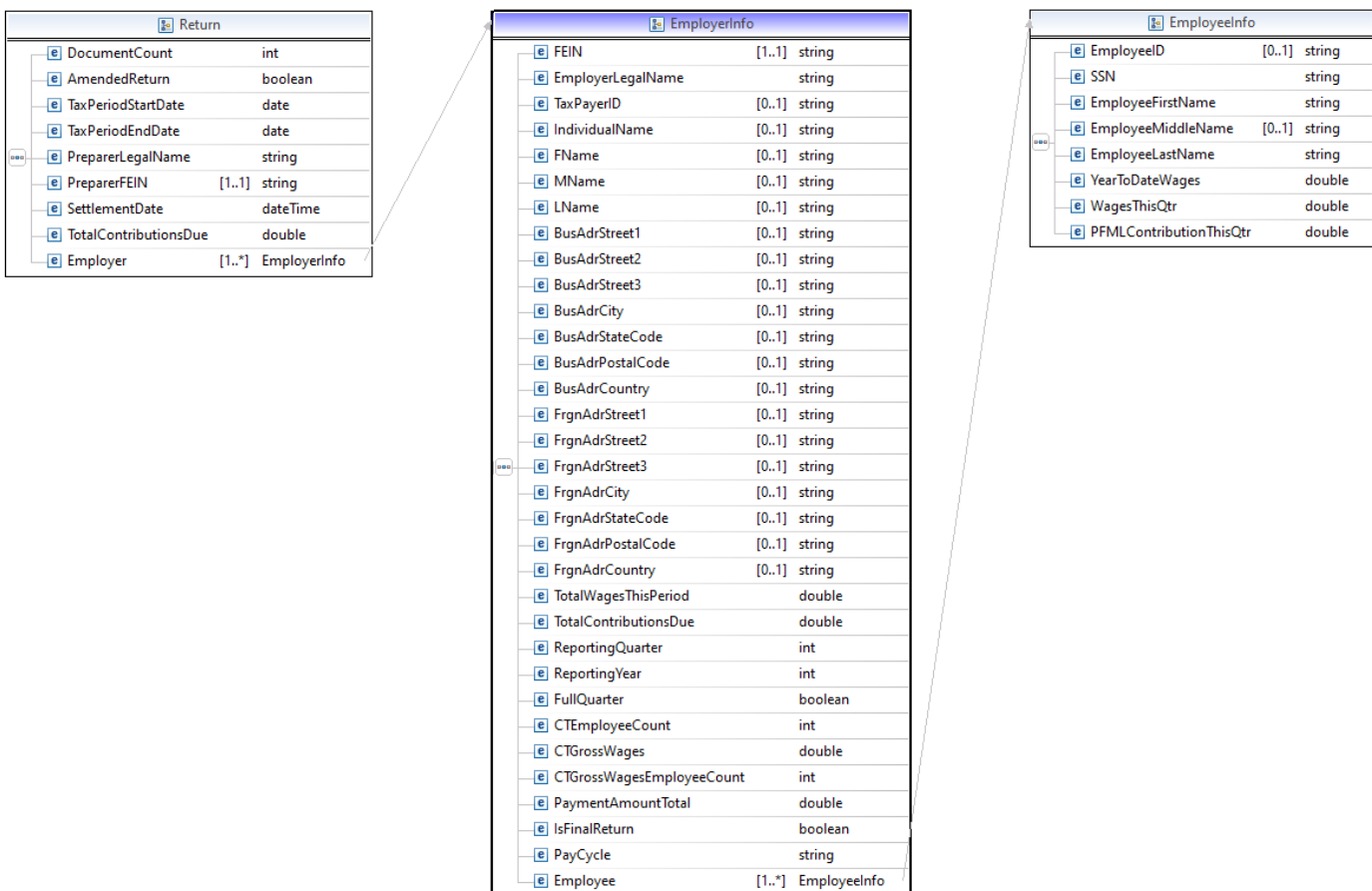
CT Paid Leave accepts batch return files in two file formats: XML or CSV. Both file formats contain the same information.

- File size: Less than 10 MB
- Numeric amount fields on the return file do not contain commas between hundreds and thousands. The acceptable format is 999999.99 or similar. The format 999,999.99 will result in your return not being processed.
- Each return must be attributed to a quarter and should not span multiple quarters.
- For a return where the Employer Contribution is \$0, do not include employee-level detail.

### Return file questions

Submit a contact us inquiry from <https://ctpaidleave.org/contactus> and select "File Specification Questions" as the contact reason.

## Return Schema Graphic View



## XML Format – Return File

### Return Schema XML Text View

```
<?xml version="1.0" encoding="UTF-8"?>
<schema xmlns="http://www.w3.org/2001/XMLSchema"
  targetNamespace="http://www.example.org/Return"
  xmlns:tns="http://www.example.org/Return"
  elementFormDefault="qualified">

  <complexType name="Return">
    <annotation>
      <documentation>
        This is the Return filed by either a third-party administrator or payroll provider on behalf of one or more client employers,
        or an employer filing on behalf of themselves. Each employer on the return will have one or more employees.
        Version 2.4 - 06/23/2022
      </documentation>
    </annotation>
  </complexType>
  <sequence>
    <element name="DocumentCount" type="int">
      <annotation>
        <documentation>
          Total number of employees referenced in this return.
        </documentation>
      </annotation></element>
    <element name="AmendedReturn" type="boolean">
      <annotation>
        <documentation>
          The value must be False for return files.
        </documentation>
      </annotation></element>
    <element name="TaxPeriodStartDate" type="date"></element>
    <element name="TaxPeriodEndDate" type="date"></element>
    <element name="PreparerLegalName" type="string">
      <annotation>
        <documentation>
          The legal name of the business creating and submitting this return
          file on behalf of the business which owes the contribution.
        </documentation>
      </annotation></element>
    <element name="PreparerFEIN" type="string" maxOccurs="1" minOccurs="1">
      <annotation>
        <documentation>
          The Federal EIN for business creating and submitting this return
          file on behalf of the business which owes the contribution.
        </documentation>
      </annotation></element>
    <element name="SettlementDate" type="dateTime">
      <annotation>
        <documentation>
          The date and time this return was submitted. Must be unique
          from any other return file submitted by the same preparer.
        </documentation>
      </annotation></element>
    <element name="TotalContributionsDue" type="double">
      <annotation>
        <documentation>
          The calculated payment amount owed for all employers referenced in this return for their CTPL obligation
        </documentation>
      </annotation></element>
    <element name="Employer" type="tns:EmployerInfo" maxOccurs="unbounded" minOccurs="1"></element>
```

```

</sequence>
</complexType>

<element name="Return" type="tns:Return"></element>

<complexType name="EmployerInfo">
  <annotation>
    <documentation>These are Employer Level Attributes</documentation>
  </annotation>
  <sequence>
    <element name="FEIN" type="string" minOccurs="1" maxOccurs="1">
      <annotation>
        <documentation>
          Federal Employer Identification Number (FEIN) assigned to the employer.
        </documentation>
      </annotation></element>
    <element name="EmployerLegalName" type="string"></element>
    <element name="TaxPayerID" type="string" maxOccurs="1" minOccurs="0">
      <annotation>
        <documentation>
          The State Taxpayer ID is one of several different numbers used by CT DRS for the filing of state taxes. For a business, it is probably the State Employer Identification Number (EIN). For a sole proprietor, it may be an SSN or an ITIN (Individual Taxpayer Identification Number). In any case, the number should reflect the identifier under which the state taxes are filed.
        </documentation>
      </annotation></element>
    <element name="IndividualName" type="string" maxOccurs="1" minOccurs="0">
      <annotation>
        <documentation>Sole Proprietor Name</documentation>
      </annotation></element>
    <element name="FName" type="string" maxOccurs="1" minOccurs="0">
      <annotation>
        <documentation>Sole Proprietor First Name</documentation>
      </annotation></element>
    <element name="MName" type="string" maxOccurs="1" minOccurs="0">
      <annotation>
        <documentation>Sole Proprietor Middle Name</documentation>
      </annotation></element>
    <element name="LName" type="string" maxOccurs="1" minOccurs="0">
      <annotation>
        <documentation>Sole Proprietor Last Name</documentation>
      </annotation></element>
    <element name="BusAdrStreet1" type="string" maxOccurs="1" minOccurs="0"></element>
    <element name="BusAdrStreet2" type="string" maxOccurs="1" minOccurs="0"></element>
    <element name="BusAdrStreet3" type="string" maxOccurs="1" minOccurs="0"></element>
    <element name="BusAdrCity" type="string" maxOccurs="1" minOccurs="0"></element>
    <element name="BusAdrStateCode" type="string" maxOccurs="1" minOccurs="0"></element>
    <element name="BusAdrPostalCode" type="string" maxOccurs="1" minOccurs="0"></element>
    <element name="BusAdrCountry" type="string" maxOccurs="1" minOccurs="0"></element>
    <element name="FrgnAdrStreet1" type="string" maxOccurs="1" minOccurs="0"></element>
    <element name="FrgnAdrStreet2" type="string" maxOccurs="1" minOccurs="0"></element>
    <element name="FrgnAdrStreet3" type="string" maxOccurs="1" minOccurs="0"></element>
    <element name="FrgnAdrCity" type="string" maxOccurs="1" minOccurs="0"></element>
    <element name="FrgnAdrStateCode" type="string" maxOccurs="1" minOccurs="0"></element>
    <element name="FrgnAdrPostalCode" type="string" maxOccurs="1" minOccurs="0"></element>
    <element name="FrgnAdrCountry" type="string" maxOccurs="1" minOccurs="0"></element>
    <element name="TotalWagesThisPeriod" type="double">
      <annotation>
        <documentation>
          "Total wages" means an employee's salary or hourly wages, vacation pay, holiday pay, tips, commissions, severance pay, etc. including the cash value of any "in-kind" payments. For employees subject to FICA, employers should exclude from the employees' wages any benefits that are excluded for the purposes of calculating the employee's FICA taxable wage.
        </documentation>
      </annotation>
    </element>
  </sequence>
</complexType>

```

For all employees--both those subject to FICA and those not subject to FICA, the wages subject to contributions are capped at the Social Security benefit and contribution base, meaning that no contributions shall be deducted from any wages earned in excess of that amount.

```

</documentation>
</annotation></element>
<element name="TotalContributionsDue" type="double">
  <annotation>
    <documentation>
      The calculated amount owed for this Employer's CTPL obligation. The contribution rate of one-half of one percent (0.5%) applies to an employee's total wages, up to the Social Security contribution and benefit base.
    </documentation>
  </annotation></element>
<element name="ReportingQuarter" type="int">
  <annotation>
    <documentation>
      The quarter this return should be attributed to.
      Possible values are 1, 2, 3, 4
    </documentation>
  </annotation></element>
<element name="ReportingYear" type="int">
  <annotation>
    <documentation>
      The year this return should be attributed to i.e. 2022
    </documentation>
  </annotation></element>
<element name="FullQuarter" type="boolean">
  <annotation>
    <documentation>
      Set value to TRUE if this return represents the full quarter identified by the ReportingQuarter and ReportingYear values.
    </documentation>
  </annotation></element>
<element name="CTEmployeeCount" type="int">
  <annotation>
    <documentation>
      Count of CT Employees who are included in the TotalContributionsDue provided for this return. Regardless of what you tell DOL for Unemployment, we are asking for the count of CT Employees who are contributing to CTPL. We acknowledge that the count you provide may be different than the count provided to DOL.
    </documentation>
  </annotation></element>
<element name="CTGrossWages" type="double">
  <annotation>
    <documentation>
      If you are a "contributing employer" for purposes of the CT Unemployment Insurance program, provide the number you listed on line 1 of Connecticut Department of Labor's Form Conn UC-2, the Employee Quarterly Earnings Report.

      If you are not a contributing employer, provide the number you listed in section 1, line 2 of the Connecticut Department of Revenue Services' Form CT-941, the Connecticut Quarterly Reconciliation of Withholding.
    </documentation>
  </annotation></element>
<element name="CTGrossWagesEmployeeCount" type="int">
  <annotation>
    <documentation>
      The count of CT Employees who are included in the CTGrossWages provided for this return. Regardless of what you tell DOL for Unemployment, we are asking for the number of CT Employees who are contributing to CTPL.
      We acknowledge that the count you provide may be different than the count provided to DOL.
    </documentation>
  </annotation></element>
<element name="PaymentAmountTotal" type="double">
  <annotation>
    <documentation>
      The expected payment for this Invoice. On a full payment,
    
```

TotalContributionsDue = PaymentAmountTotal.  
 If no payment is expected, the expected value is \$0.00.

```

</documentation>
</annotation></element>
<element name="IsFinalReturn" type="boolean">
  <annotation>
    <documentation>
      Set value to TRUE if this is the final return for this Employer because they have ceased operations.
    </documentation>
  </annotation></element>
<element name="PayCycle" type="string">
  <annotation>
    <documentation>
      How often Payroll occurs. Values are: Weekly, BiWeekly, Semi-monthly, Monthly, Other
      If the employer has multiple pay cycles for different groups of employees, submit separate returns for each.
    </documentation>
  </annotation></element>
<element name="Employee" type="tns:EmployeeInfo" maxOccurs="unbounded" minOccurs="1"></element>
</sequence>
</complexType>

<complexType name="EmployeeInfo">
  <sequence>
    <element name="EmployeeID" type="string" maxOccurs="1" minOccurs="0">
      <annotation>
        <documentation>
          EmployeeID may be an actual number assigned by the employer, or it may be an identifier used by the payroll company.
          Although optional, an EmployeeID is recommended as errors that occur at the employee level will be reported on by
          EmployeeID in the acknowledgement file.
        </documentation>
      </annotation></element>
    <element name="SSN" type="string">
      <annotation>
        <documentation>
          Full 9 digit Employee Social Security Number, without spaces or hyphens.
        </documentation>
      </annotation></element>
    <element name="EmployeeFirstName" type="string">
      <annotation>
        <documentation>
          Specify the Employee's first name.
          For Individuals with only 1 legal name, use the EmployeeLastName field.
        </documentation>
      </annotation></element>
    <element name="EmployeeMiddleName" type="string" maxOccurs="1" minOccurs="0"></element>
    <element name="EmployeeLastName" type="string">
      <annotation>
        <documentation>
          Specify the Employee's last name.
          For Individuals with only 1 legal name, use this EmployeeLastName field
        </documentation>
      </annotation></element>
    <element name="YearToDateWages" type="double">
      <annotation>
        <documentation>
          "Total wages" means an employee's salary or hourly wages, vacation pay, holiday pay, tips, commissions, severance pay,
          etc. including the cash value of any "in-kind" payments. For employees subject to FICA, employers should exclude from the
          employees' wages any benefits that are excluded for the purposes of calculating the employee's FICA taxable wage.
        </documentation>
      </annotation>
    </element>
  </sequence>
</complexType>
  
```

For all employees--both those subject to FICA and those not subject to FICA, the wages subject to contributions are capped at the Social Security benefit and contribution base, meaning that no contributions shall be deducted from any wages earned in excess of that amount.

```
</documentation>
</annotation></element>
<element name="WagesThisQtr" type="double">
```

```
<documentation>
```

"Total wages" means an employee's salary or hourly wages, vacation pay, holiday pay, tips, commissions, severance pay, etc. including the cash value of any "in-kind" payments. For employees subject to FICA, employers should exclude from the employees' wages any benefits that are excluded for the purposes of calculating the employee's FICA taxable wage.

For all employees--both those subject to FICA and those not subject to FICA, the wages subject to contributions are capped at the Social Security benefit and contribution base, meaning that no contributions shall be deducted from any wages earned in excess of that amount.

```
</documentation>
</annotation></element>
<element name="PFMLContributionThisQtr" type="double">
```

```
<documentation>
```

Calculated CT Paid Leave contribution for this employee in dollars and cents. Round up or down to the nearest penny using standard mathematical rounding (.5 cents or more round up, else round down).

If no contribution, specify zero.

The contribution rate of one-half of one percent (0.5%) applies to an employee's total wages, up to the Social Security contribution and benefit base.

```
</documentation>
</annotation></element>
```

```
</sequence>
</complexType>
</schema>
```

## Sample XML File



CTPL\_RTIN\_8773927  
92\_00\_20210401000

## Sample XML Template

*NOTE: Both Employer and Employee Nodes will repeat as many times as needed.*

```
<?xml version="1.0" encoding="UTF-8"?>
<tns:Return xmlns:tns="http://www.example.org/Return" xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
xsi:schemaLocation="http://www.example.org/Return Return.xsd ">
  <tns:DocumentCount>1</tns:DocumentCount>
  <tns:AmendedReturn>false</tns:AmendedReturn>
  <tns:TaxPeriodStartDate>2021-04-01</tns:TaxPeriodStartDate>
  <tns:TaxPeriodEndDate>2021-06-30</tns:TaxPeriodEndDate>
  <tns:PreparerLegalName>WePay Co.</tns:PreparerLegalName>
  <tns:PreparerFEIN>87-7392792</tns:PreparerFEIN>
  <tns:SettlementDate>2001-12-31T12:00:00</tns:SettlementDate>
  <tns:TotalContributionsDue>72.65</tns:TotalContributionsDue>
  <tns:Employer>
    <tns:FEIN>98-7654321</tns:FEIN>
    <tns:EmployerLegalName>WePay Co.</tns:EmployerLegalName>
    <tns:TaxPayerID>tns:TaxPayerID</tns:TaxPayerID>
    <tns:IndividualName>tns:IndividualName</tns:IndividualName>
    <tns:FName>tns:FName</tns:FName>
```



```
<tns:MName>tns:MName</tns:MName>
<tns:LName>tns:LName</tns:LName>
<tns:BusAdrStreet1>436 Oak Street</tns:BusAdrStreet1>
<tns:BusAdrStreet2>tns:BusAdrStreet2</tns:BusAdrStreet2>
<tns:BusAdrStreet3>tns:BusAdrStreet3</tns:BusAdrStreet3>
<tns:BusAdrCity>Putnam</tns:BusAdrCity>
<tns:BusAdrStateCode>CT</tns:BusAdrStateCode>
<tns:BusAdrPostalCode>06260</tns:BusAdrPostalCode>
<tns:BusAdrCountry>USA</tns:BusAdrCountry>
<tns:FrgnAdrStreet1>tns:FrgnAdrStreet1</tns:FrgnAdrStreet1>
<tns:FrgnAdrStreet2>tns:FrgnAdrStreet2</tns:FrgnAdrStreet2>
<tns:FrgnAdrStreet3>tns:FrgnAdrStreet3</tns:FrgnAdrStreet3>
<tns:FrgnAdrCity>tns:FrgnAdrCity</tns:FrgnAdrCity>
<tns:FrgnAdrStateCode>tns:FrgnAdrStateCode</tns:FrgnAdrStateCode>
<tns:FrgnAdrPostalCode>tns:FrgnAdrPostalCode</tns:FrgnAdrPostalCode>
<tns:FrgnAdrCountry>tns:FrgnAdrCountry</tns:FrgnAdrCountry>
<tns:TotalWagesThisPeriod>14530.65</tns:TotalWagesThisPeriod>
<tns:TotalContributionsDue>72.65</tns:TotalContributionsDue>
<tns:ReportingQuarter>2</tns:ReportingQuarter>
<tns:ReportingYear>2021</tns:ReportingYear>
<tns:FullQuarter>true</tns:FullQuarter>
<tns:CTEmployeeCount>5</tns:CTEmployeeCount>
<tns:CTGrossWages>17786.88</tns:CTGrossWages>
<tns:CTGrossWagesEmployeeCount>5</tns:CTGrossWagesEmployeeCount>
<tns:PaymentAmountTotal>62.75</tns:PaymentAmountTotal>
<tns:IsFinalReturn>false</tns:IsFinalReturn>
<tns:PayCycle>Bi-Weekly</tns:PayCycle>
<tns:Employee>
  <tns:EmployeeID>Lowe3223</tns:EmployeeID>
  <tns:SSN>115953223</tns:SSN>
  <tns:EmployeeFirstName>Shepard</tns:EmployeeFirstName>
  <tns:EmployeeMiddleName>Willard</tns:EmployeeMiddleName>
  <tns:EmployeeLastName>Lowery</tns:EmployeeLastName>
  <tns:YearToDateWages>7103.08</tns:YearToDateWages>
  <tns:WagesThisQtr>3551.54</tns:WagesThisQtr>
  <tns:PFMLContributionThisQtr>17.76</tns:PFMLContributionThisQtr>
</tns:Employee>
</tns:Employer>
</tns:Return>
```

## CSV Format – Return File

While the preferred format for return files is XML, this alternate CSV format can be used by third-party administrators and employers unable to produce XML return files.

### File Layout

Please adhere to the following when creating CSV files:

1. The return file must contain a header record with each named field separated from the next by a comma.
2. Strings containing commas must be enclosed in double quotes. All other strings may optionally be enclosed in double quotes.
3. For each record in the return, the first eight fields must be the same (orange background). Each time a new Employer is started, the next 26 fields will remain the same (Employer Level Information, blue background).

Notes about the record layout shown below:

1. The record layout is shown vertically rather than horizontally for ease of readability.
2. The record layout contains some fields that are not currently being used or are optional. In the sample data, these fields are blank.

Header	Sample Value	Datatype
DocumentCount	123	integer
AmendedReturn	FALSE	boolean
TaxPeriodStartDate	2021-01-01	date
TaxPeriodEndDate	2021-03-31	date
PreparerLegalName	WePay Co	string
PreparerFEIN	87-7392792	string
SettlementDate	2021-04-01T10:00:00	datetime
ReturnTotalContributionsDue	193079.93	currency
EmployerFEIN	02-4531754	string
EmployerLegalName	WePay Co	string
EmployerTaxPayerID		string
IndividualName		string
FName		string
MName		string
LName		string
BusAdrStreet1	436 OAK	string
BusAdrStreet2		string
BusAdrStreet3		string
BusAdrCity	Putnam	string
BusAdrStateCode	CT	string
BusAdrPostalCode	06260	string
BusAdrCountry	USA	string

Header	Sample Value	Datatype
FrgnAdrStreet1		string
FrgnAdrStreet2		string
FrgnAdrStreet3		string
FrgnAdrCity		string
FrgnAdrStateCode		string
FrgnAdrPostalCode		string
FrgnAdrCountry		string
TotalWagesThisPeriod	129974.96	currency
TotalContributionsDue	649.87	currency
ReportingQuarter	1	integer
ReportingYear	2022	string
FullQuarter	TRUE	Boolean
CTEmployeeCount	123	integer
CTGrossWages	129974.96	currency
CTGrossWagesEmployeeCount	123	Integer
PaymentAmountTotal	649.87	currency
IsFinalReturn	FALSE	string
PayCycle	Bi-Weekly	string
EmployeeID	Lowe3223	string
EmployeeSSN	595953223	string
EmployeeFirstName	Shepherd	string
EmployeeMiddleName		string
EmployeeLastName	Lowery	string
EmployeeYTDWages	155716.12	currency
EmployeeWagesThisQtr	38929.06	currency
PFMLContributionThisQtr	194.64	currency

### Sample CSV File



CTPL\_RTN\_8773927  
92\_00\_202104010000

## > Acknowledgment Files

An acknowledgment file is uploaded to the Outbound folder for every Enrollment, Return and Amended Return file processed. It is used to communicate status of the submitted file after processing and communicate any processing errors encountered.

The acknowledgment file provides details on:

1. Count of accepted and rejected employers
2. Any errors associated with an employer
  - a. Errors will appear in an XML block for that employer
  - b. If no error is encountered for a given employer, no employer xml block will exist in the acknowledgement file
3. Any warnings associated with an employer
4. Error and warning codes which can be referenced in section [Return Error & Warning Codes](#)

### Important

**Warnings – Do not resubmit. Please use the information to correct your future files.**

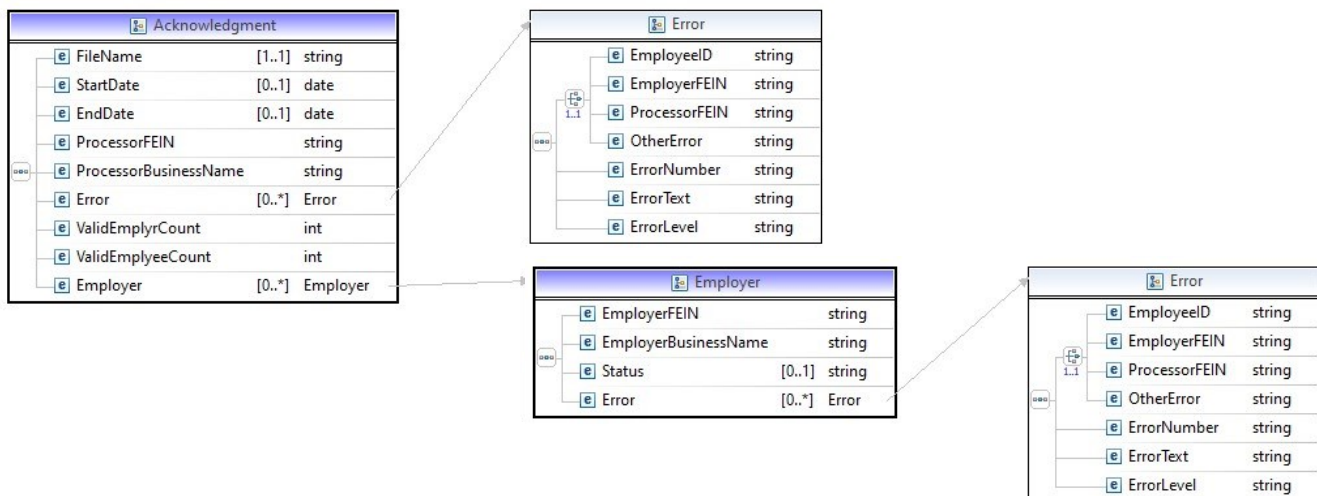
If your file had warnings, it included mistakes or was incomplete, but we were able to process the data.

**Errors – You will need to correct the errors and resubmit the file.**

If your file had errors, we were unable to process the data. A copy of your original file will be uploaded to the outbound folder with the file extension .error appended to the file name.

## Schema Graphic View

### Acknowledgement Version 0.2.2



## Schema XML Text View

```

<?xml version="1.0" encoding="UTF-8"?>
<schema xmlns="http://www.w3.org/2001/XMLSchema" targetNamespace="http://www.example.org/ReturnAck"
xmlns:tns="http://www.example.org/ReturnAck" elementFormDefault="qualified">

<complexType name="Employer">
  <sequence>
    <element name="EmployerFEIN" type="string"></element>
    <element name="EmployerBusinessName" type="string"></element>
    <element name="Status" type="string" minOccurs="0" maxOccurs="1">
      <annotation>
        <documentation>
          The Overall Status of the Employer in regard to processing. A status of "Rejected"
          indicates there were errors associated with this Employer that require addressing.
        </documentation>
      </annotation>
    </element>
    <element name="Error" type="tns:Error" maxOccurs="unbounded" minOccurs="0">
      <annotation>
        <documentation>
          A listing of error messages, including warnings and informational messages
          encountered during processing.
        </documentation>
      </annotation>
    </element>
  </sequence>
</complexType>

<complexType name="Error">
  <annotation>
    <documentation>
      Within a given Employer, 0 to many error conditions may be detected and logged.
      Procedurally, it is desired to identify all errors within an Employer before rejecting the
      employer to minimize the number of round trips this data needs to take between the payroll
      processor and the Authority. If any errors are detected within an Employer, the Employer is
      rejected but the remainder of the return file (All accepted Employers) can be processed.
    </documentation>
  </annotation>
  <sequence>
    <choice maxOccurs="1" minOccurs="1">
      <annotation>
        <documentation>The Object this error is associated with.</documentation>
      </annotation>
      <element name="EmployeeID" type="string"></element>
      <element name="EmployerFEIN" type="string"></element>
      <element name="ProcessorFEIN" type="string"></element>
      <element name="OtherError" type="string"></element>
    </choice>
    <element name="ErrorNumber" type="string"></element>
    <element name="ErrorText" type="string"></element>
    <element name="ErrorLevel" type="string"></element>
  </sequence>
</complexType>

<complexType name="Acknowledgment">
  <annotation>
    <documentation>Version 0.2.2 - 03/25/2021</documentation>
  </annotation>
  <sequence>
    <element name="FileName" type="string" minOccurs="1" maxOccurs="1">
      <annotation>
        <documentation>This is the filename of the return file being acknowledged.</documentation>
      </annotation>
    </element>
    <element name="StartDate" type="date" maxOccurs="1" minOccurs="0">
      <annotation>
        <documentation>For Returns, The Start Date of the Reporting Period</documentation>
      </annotation>
    </element>
    <element name="EndDate" type="date" maxOccurs="1" minOccurs="0">

```

```

        <annotation>
          <documentation>For Returns, The End Date of the Reporting Period</documentation>
        </annotation>
      </element>
      <element name="ProcessorFEIN" type="string"></element>
      <element name="ProcessorBusinessName" type="string"></element>
      <element name="Error" type="tns:Error" maxOccurs="unbounded" minOccurs="0"></element>
      <element name="ValidEmplyrCount" type="int"></element>
      <element name="ValidEmplyeeCount" type="int"></element>
      <element name="Employer" type="tns:Employer" maxOccurs="unbounded" minOccurs="0"></element>
    </sequence>
  </complexType>

  <element name="Acknowledgment" type="tns:Acknowledgment"></element>
  <element name="ProcessorFEIN" type="string"></element>
</schema>

```

### Sample XML – Acknowledgment file showing successful validation

```

<?xml version='1.0' encoding='UTF-8'?>
<tns:Acknowledgment xmlns:tns=http://www.example.org/ReturnAck>
  <tns:FileName>CTPL_RTN_99999999_00_20210322134841_test.xml</tns:FileName>
  <tns:StartDate>2021-01-01</tns:StartDate>
  <tns:EndDate>2021-03-31</tns:EndDate>
  <tns:ProcessorFEIN>99-9999999</tns:ProcessorFEIN>
  <tns:ProcessorBusinessName>TPA NAME</tns:ProcessorBusinessName>
  <tns:Error/>
  <tns:ValidEmplyrCount>2</tns:ValidEmplyrCount>
  <tns:Employer/>
</tns:Acknowledgment>

```

### Sample XML – Acknowledgment file showing an error

```

<?xml version='1.0' encoding='UTF-8'?>
<tns:Acknowledgment xmlns:tns="http://www.example.org/ReturnAck">
  <tns:FileName>CTPL_RTN_987654321_30_20210331092900_test.xml</tns:FileName>
  <tns:StartDate>2021-01-13</tns:StartDate>
  <tns:EndDate>2021-02-12</tns:EndDate>
  <tns:ProcessorFEIN>12-1234567</tns:ProcessorFEIN>
  <tns:ProcessorBusinessName>Castro-Glass</tns:ProcessorBusinessName>
  <tns:Error>
    <tns:ErrorNumber>10010015</tns:ErrorNumber>
    <tns:ErrorText>SettlementDate format is invalid</tns:ErrorText>
    <tns:ErrorLevel>E</tns:ErrorLevel>
  </tns:Error>
  <tns:ValidEmplyrCount>10</tns:ValidEmplyrCount>
  <tns:Employer/>
</tns:Acknowledgment>

```

## > ACH Credit Record Specifications

Automated Clearing House (ACH) credit entries must be delivered to the Bank of America (BANK of BofA) in the National Automated Clearing House Association (NACHA) format. The NACHA format is a national standard.

The CT Paid Leave Authority requires the NACHA Header Record 5, Detail Record 6 and Addendum Record 7 to be formatted according to the file specifications in this section.

Read the field level instructions carefully. Some values in the records will be fixed and are supplied in the “Contents” column of the record layout, while others will vary by submission.

### NACHA specification questions

Submit a contact us inquiry from <https://ctpaidleave.org/contactus> and select “File Specification Questions” as the contact reason.

### Important

Adhering to the file specifications is necessary for CT Paid Leave contributions to process successfully. Incorrectly formatted contributions will be returned.

## Penny Tests

The CT Paid Leave Authority (the Authority) suggests sending a penny test prior to remitting your first contribution, following these steps:

- Format NACHA file according to the specifications provided in the following sections:
  - CCD file specification for third-party administrators
    - [NACHA RECORD 5 – Batch Header Record Layout Format](#)
    - [NACHA RECORD 6 – Entry Detail Record Layout Format](#)
    - [NACHA RECORD 7 – Addenda Record Layout Format](#)
  - CTX file specification for employers
    - [NACHA RECORD 5 – Batch Header Record Layout Format](#)
    - [NACHA RECORD 6 – Entry Detail Record Layout Format](#)
    - [NACHA RECORD 7 – Addenda Record Layout Format](#)
- Include the Authority’s banking information in the file, which is:
  - Bank of America Bank Transit Number: 011900254
  - The Authority Bank Account Number: 00000385015954138
- Indicate a penny deposit to the Authority account.
- Follow your normal process for submitting the NACHA file to your banking institution.

- Submit a contact us inquiry using the CT Paid Leave contact us form located at <https://ctpaidleave.org/s/contactus>. Select “Request Penny Test” as the contact reason. In the body of your inquiry, specify the date you submitted your penny test.
- The Authority will respond to your inquiry through email with confirmation that the penny test was successful, or help with how to resolve the issue that prevented the penny from processing.
- The Authority will issue a refund of the penny test back to the issuing bank account within thirty days.



## CCD File Specification for Third-Party Administrators

Third-party administrators remit payment transactions identified as CCD on the Batch Header Record. The following sections outline the file specification for the NACHA Header Record 5, Detail Record 6 and Addendum Record 7.

### NACHA RECORD 5 – Batch Header Record Layout Format

FLD	POS	SIZE	CONTENTS	DATA ELEMENT NAME	FIELD INSTRUCTIONS
1	1-1	1	'5'	RECORD TYPE CODE	This entry is always 5.
2	2-4	3	'200'	TRANSACTION CODE	This entry is always 200.
3	5-20	16	'Preparer Name '	PREPARER NAME	Identifies the Legal name of the company submitting the payment on behalf of a client employer.
4	21-40	20		DISCRETIONARY	Refer to NACHA Standards.
5	41-50	10	<b>'0123456789'</b>	EMPLOYER ACH COMPANY ID	
6	51-53	3	'CCD'	TRANSACTION MNEMONIC	This entry will always be CCD.
7	54-63	10	'CTPL CNTRB'	ENTRY DESCRIPTION	This entry will always be CTPL CNTRB.
8	64-69	6	<b>'210331'</b>	DESCRIPTIVE DATE	Refer to NACHA Standards.
9	70-75	6	'YYMMDD'	EFFECTIVE ENTRY DATE	Refer to NACHA Standards.
10	76-78	3	''	SETTLEMENT DATE	Refer to NACHA Standards.
11	79-79	1	'1'	ORIGINATOR STATUS	This entry is always 1, except for Federal Government Entities.
12	80-87	8	'05100001'	ORIGINATING DFI IDENTIFICATION	This entry is always 05100001.
13	88-94	7		Batch Number	Refer to NACHA Standards.

Within each batch, there will be one to many pairs of detail records and addendum records. If at any time there are two consecutive detail or addendum records within a batch, it will indicate an error condition and the current record pair will be rejected.

### NACHA RECORD 6 – Entry Detail Record Layout Format

FLD	POS	SIZE	CONTENTS	DATA ELEMENT NAME	FIELD INSTRUCTIONS
1	1-1	1	'6'	RECORD TYPE CODE	This entry is always 6.
2	2-3	2	'22'	TRANSACTION CODE	This entry is always 22.  This code indicates whether the transaction is a debit or a credit and whether payment is coming from a checking or a savings account. The Bank has directed that this value will be fixed at 22.
3	4-11	8	'01190025'	RECEIVING BANK TRANSIT NUMBER	<b>Fields 3 and 4: Receiving bank transit number.</b> This nine-digit number identifies each bank. The first eight digits go in this field with the ninth going in the next field (Transit # Check Digit).  The values given to CT Paid Leave by the bank are shown in the contents column.
4	12-12	1	'4'	RECEIVING BANK CHECK DIGIT	
5	13-29	17	' <b>00000385015954138</b> '	RECEIVING BANK ACCOUNT NUMBER	Identifies the bank to which EFT payments will be sent.  The value given to CT Paid Leave by the bank are shown in the contents column.
6	30-39	10	'\$\$\$\$\$\$cc'	AMOUNT	The paid leave contribution amount to be posted to The CT Paid Leave Authority's account.  This 10-digit number should be right justified and zero filled to the left. Do not insert a decimal point; the last two digits are assumed to be cents.
7	40-54	15	'XXXXXXXXXXXXXXXX'	TAXPAYER ID NUMBER	An alphanumeric field that uniquely identifies the client employer on whose behalf the payment is being made. This should be the Federal Employer Identification Number, left justified with trailing spaces.
8	55-76	22	' <b>TESTCTPLCLIENT</b> '	TAXPAYER NAME	Identifies the Legal name of the client employer on whose behalf the payment is being made. <b>Note: This is different than the guidance</b>

<b>FLD</b>	<b>POS</b>	<b>SIZE</b>	<b>CONTENTS</b>	<b>DATA ELEMENT NAME</b>	<b>FIELD INSTRUCTIONS</b>
					<i>for this field found in standard NACHA specifications.</i>
9	77-78	2	' '	DISCRETIONARY DATA	This field should be filled with spaces since CT Paid Leave is not using it.
10	79-79	1	'1'	ADDENDA RECORD INDICATOR	Always insert a 1, as there will be an addendum record with this transaction.
11	80-94	15	NUMERIC	TRACE NUMBER	Number inserted by the originating/sending to trace the transaction through the system in case of error.

Each Detail Record will be followed by a single addendum record. The information on the addendum record is important to provide accurately and completely to ensure the proper accounts are credited with the proper payments.

## NACHA RECORD 7 – Addenda Record Layout Format

FLD	POS	SIZE	CONTENTS	DESCRIPTION	FIELD INSTRUCTIONS
1	1-1	1	7	RECORD TYPE CODE	This entry is always 7.
2	2-3	2	05	ADDENDA TYPE CODE	This entry is always 05.
3	4	1	*	FIELD SEPARATOR	This entry is always *.
4	5-14	10	99-1234567	PAYOR FEIN	Federal Employer Identification Number (FEIN) of the Company submitting the Payment.  The dash is required.
5	15	1	*	FIELD SEPARATOR	This entry is always *.
6	16-25	10	88-1234567	EMPLOYER FEIN	FEIN of the Client Employer on whose behalf the payment is being made.  The dash is required.
7	26	1	*	FIELD SEPARATOR	This entry is always *.
8	27-36	10	2021-03-31	QTR END DATE	Last day of the quarter this return covers. Formatting must be exactly as shown.
9	37	1	*	FIELD SEPARATOR	This entry is always *.
10	38-48	11	\$\$\$\$\$\$\$\$\$cc	TOTAL QTR CONTRIBUTION FOR THIS EMPLOYER	Client Employer’s quarterly contribution amount.  This 11-digit number should be right justified and zero filled to the left. Do not insert a decimal point; the last two digits are assumed to be cents.
11	49	1	*	FIELD SEPARATOR	This entry is always *.
12	50-60	11	\$\$\$\$\$\$\$\$\$cc	TOTAL QTR WAGES FOR EMPLOYER	Client Employer’s total quarterly wages.  This 11-digit number should be right justified and zero filled to the left. Do not insert a decimal point; the last two digits are assumed to be cents.
13	61-83	23		UNUSED	Must be a space
14*	84-87	4		SPC ADDENDA SEQUENCE NUMBER	Follow ACH and Banking rules and procedures.
15*	88-94	7		ENTRY DETAIL SEQUENCE NUMBER	Follow ACH and Banking rules and procedures.

## CTX File Specification for Employers

Employers submit transactions identified as CTX on the Batch Header Record. The following sections outline the file specification for the NACHA Header Record 5, Detail Record 6 and Addendum Record 7.

### NACHA RECORD 5 – Batch Header Record Layout Format

FLD	POS	SIZE	CONTENTS	FIELD DESCRIPTION	FIELD INSTRUCTIONS
1	1-1	1	'5'	RECORD TYPE CODE	This entry is always 5.
2	2-4	3	'200'	TRANSACTION CODE	This entry is always 200.
3	5-20	16	'Employer Name '	EMPLOYER NAME	Identifies the legal name of the company submitting the payment.
4	21-40	20		DISCRETIONARY	Refer to NACHA Standards.
5	41-50	10	'0123456789'	EMPLOYER ACH COMPANY ID	
6	51-53	3	'CTX'	TRANSACTION MNEMONIC	This entry is always CTX.
7	54-63	10	'CTPL CNTRB'	ENTRY DESCRIPTION	This entry is always CTPL CNTRB.
8	64-69	6	'210331'	DESCRIPTIVE DATE	Refer to NACHA Standards.
9	70-75	6	'YYMMDD'	EFFECTIVE ENTRY DATE	Refer to NACHA Standards.
10	76-78	3	' '	SETTLEMENT DATE	Refer to NACHA Standards.
11	79-79	1	'1'	ORIGINATOR STATUS	This entry is always 1, except for Federal Government Entities.
12	80-87	8	'05100001'	ORIGINATING DFI IDENTIFICATION	This entry is always 05100001.
13	88-94	7		BATCH NUMBER	Refer to NACHA Standards.

Within each batch, there may be one to many pairs of detail records and addendum records. If at any time there are two consecutive detail or addendum records within a batch, it will indicate an error condition and the current record pair will be rejected.

## NACHA RECORD 6 – Entry Detail Record Layout Format

FLD	POS	SIZE	CONTENTS	FIELD DESCRIPTION	FIELD INSTRUCTIONS
1	1-1	1	'6'	RECORD TYPE CODE	This entry is always 6.
2	2-3	2	'22'	TRANSACTION CODE	This entry is always 22.  This code indicates whether the transaction is a debit or a credit and whether payment is coming from a checking or a savings account. The Bank has directed that this value will be fixed at 22.
3	4-11	8	'01190025'	RECEIVING BANK TRANSIT NUMBER	<b>Fields 3 and 4: Receiving bank transit number.</b> This nine-digit number identifies each bank. The first eight digits go in this field with the ninth going in the next field (Transit # Check Digit).  The values given to CT Paid Leave by the bank are shown in the contents column.
4	12-12	1	'4'	RECEIVING BANK CHECK DIGIT	
5	13-29	17	'00000385015954138'	RECEIVING BANK ACCOUNT NUMBER	Identifies the bank to which EFT payments will be sent.  The value given to CT Paid Leave by the bank is shown in the contents column.
6	30-39	10	'\$\$\$\$\$\$cc'	AMOUNT	The paid leave contribution amount to be posted to The CT Paid Leave Authority's account.  This 10-digit number should be right justified and zero filled to the left. Do not insert a decimal point; the last two digits are assumed to be cents.
7	40-54	15	'XXXXXXXXXXXXXXXXX'	TAXPAYER ID NUMBER	An alphanumeric field that uniquely identifies the client employer on whose behalf the payment is being made. This should be the Federal Employer Identification Number, left justified with trailing spaces.
8	55-58	4	'0001'	NUMBER OF ADDENDUM RECORDS	This entry is always 0001. There will always be one addendum record per entry detail.
9	59-74	16	'CT PAID LEAVE '	RECIPIENT NAME	This entry is always CT PAID LEAVE

<b>FLD</b>	<b>POS</b>	<b>SIZE</b>	<b>CONTENTS</b>	<b>FIELD DESCRIPTION</b>	<b>FIELD INSTRUCTIONS</b>
10	75-76	2	' '	RESERVED	This field should be filled with spaces since CT Paid Leave is not using it.
11	77-78	2	' '	DISCRETIONARY DATA	This field should be filled with spaces since CT Paid Leave is not using it.
12	79-79	1	'1'	ADDENDA RECORD INDICATOR	Always insert a 1, as there will be an addendum record with this transaction.
13	80-94	15		TRACE NUMBER	Number inserted by the originating/sending to trace the transaction through the system in case of error.

Each Detail Record will be followed by a single Addendum Record. The information on the addendum record is important to provide accurately and completely to ensure the proper accounts are credited with the proper payments.

### NACHA RECORD 7 – Addenda Record Layout Format

FLD	POS	SIZE	CONTENTS	FIELD DESCRIPTION	FIELD INSTRUCTIONS
1	1-1	1	7	RECORD TYPE CODE	This entry is always 7.
2	2-3	2	05	ADDENDA TYPE CODE	This entry is always 05.
3	4	1	*	FIELD SEPARATOR	This entry is always *.
4	5-14	10	99-1234567	EMPLOYER FEIN	Federal Employer Identification Number (FEIN) of the Company submitting the Payment.  The dash is required.
5	15	1	*	FIELD SEPARATOR	This entry is always *.
6	16-25	10	2021-01-01	PAY PERIOD START DATE	First day of the pay period this contribution covers. CT Paid Leave recommends aligning payments to quarters.  Formatting must be exactly as shown.
7	26	1	*	FIELD SEPARATOR	This entry is always *.
8	27-36	10	2021-03-31	PAY PERIOD END DATE	Last day of the pay period this contribution covers. CT Paid Leave recommends aligning payments to quarters.  Formatting must be exactly as shown.
9	37	1	*	FIELD SEPARATOR	This entry is always *.
10	38-48	11	\$\$\$\$\$\$\$\$\$cc	TOTAL CONTRIBUTION FOR THIS EMPLOYER	Employer's contribution amount for the identified pay period.  This 11-digit number should be right justified and zero filled to the left. Do not insert a decimal point; the last two digits are assumed to be cents.
11	49	1	*	FIELD SEPARATOR	This entry is always *.
12	50-60	11	\$\$\$\$\$\$\$\$\$cc	TOTAL WAGES FOR THIS EMPLOYER	Employer's wages for the identified pay period.  "Total wages" means an employee's salary or hourly wages, vacation pay, holiday pay, tips, commissions, severance pay, etc. including the cash value of any "in-kind" payments. For employees subject to FICA, employers should exclude from the employees' wages any benefits that are excluded for the purposes of calculating the employee's FICA taxable wage.



<b>FLD</b>	<b>POS</b>	<b>SIZE</b>	<b>CONTENTS</b>	<b>FIELD DESCRIPTION</b>	<b>FIELD INSTRUCTIONS</b>
					<p>For all employees--both those subject to FICA and those not subject to FICA, the wages subject to contributions are capped at the Social Security benefit and contribution base, meaning that no contributions shall be deducted from any wages earned in excess of that amount.</p> <p>This 11-digit number should be right justified and zero filled to the left. Do not insert a decimal point; the last two digits are assumed to be cents.</p>
13	61-83	23		UNUSED	Must be a space
14*	84-87	4		SPC ADDENDA SEQUENCE NUMBER	Follow ACH and Banking rules and procedures.
15*	88-94	7		ENTRY DETAIL SEQUENCE NUMBER	Follow ACH and Banking rules and procedures.

## > Return Error & Warning Codes

The following error & warning codes are produced when processing external files and may be returned through Acknowledgement XML files.




Category-Code	ErrorCategory-Description	Sub-Category-Code	Sub-Category-Description	Error-Code	ErrorText	LongDescription	ErrorLevel
100	Data Validation	10	Mismatch Errors	001	FEIN Format Mismatch	FEIN format is invalid. Please ensure FEIN is in correct format: ##-#####	Error
100	Data Validation	10	Mismatch Errors	002	Date Format Mismatch	Date format is invalid. Date must use YYYY-MM-DD format.	Error
100	Data Validation	10	Mismatch Errors	003	Data Type Mismatch	Cannot match an input value to the expected data type.	Error
100	Data Validation	10	Mismatch Errors	004	Payment Amount Mismatch	Employer payment does not match ACH amount.	Error
100	Data Validation	10	Mismatch Errors	13	State Code Format Mismatch	State Code format is invalid. Please ensure State Code is in correct format: XX	Warning
100	Data Validation	10	Mismatch Errors	14	Postal Code Format Mismatch	Postal Code format is invalid. Please ensure Postal Code is in correct format: XXXXX or XXXXX-XXXX	Warning
100	Data Validation	10	Mismatch Errors	015	Date/Time Format Mismatch	Date/Time format is invalid. Date/Time must use YYYY-MM-DDThh:mm:ss format.	Error
100	Data Validation	10	Mismatch Errors	016	Data Format Mismatch	Dollar amount is required Dollar amount is invalid, value contained non-numeric value, amounts must use ####.## format.	Error
100	Data Validation	10	Mismatch Errors	017	Amended Returns	Amended Return value is set to TRUE or is invalid in a Return File.	Error
100	Data Validation	10	Mismatch Errors	18	Street Address Size	Address Street is too large. Value must be a maximum of 40 characters. CT Paid Leave will truncate characters that exceed 40.	Warning

Category-Code	ErrorCategory-Description	Sub-Category-Code	Sub-Category-Description	Error-Code	ErrorText	LongDescription	ErrorLevel
100	Data Validation	10	Size Errors	19	City Size	City value is too large. Value must be a maximum of 25 characters.  CT Paid Leave truncates values exceeding 25 characters.	Warning
100	Data Validation	10	Size Errors	20	State Size	State value is too large. Value must be a maximum of 2 characters.  CT Paid Leave truncates values exceeding 2 characters.	Warning
100	Data Validation	10	Size Errors	21	Postal Code Size	Postal Code Value is too large. Value must be a maximum of 10 characters.  CT Paid Leave truncates values exceeding 10 characters.	Warning
100	Data Validation	10	Mismatch Errors	22	Pay Cycle Size	Pay Cycle value is too large. Value Must be a maximum of 25 characters.  CT Paid Leave truncates values exceeding 25 characters.	Warning
100	Data Validation	10	Mismatch Errors	023	Amended Returns	Amended Return value must be set to TRUE for all Amended Returns files.	Error
100	Data Validation	10	Mismatch Errors	026	Data Value Mismatch	Data must be a valid positive number.	Error
100	Data Validation	10	Mismatch Errors	027	Data Value Mismatch	Reporting Quarter must be a number between 1 and 4.	Error
100	Data Validation	10	Mismatch Errors	031	DateYouFirstHadCTWorkers Format Mismatch	DateYouFirstHadCTWorkers field date or format is invalid. Date must use YYYY-MM-DD format.	Error

Category-Code	ErrorCategory-Description	Sub-Category-Code	Sub-Category-Description	Error-Code	ErrorText	LongDescription	ErrorLevel
100	Data Validation	10	Size Errors	35	EmplyrContactFName Size	EmplyrContactFName value is too large. Value Must be a maximum of 40 characters.  CT Paid Leave will truncate all characters that exceed 40 characters.	Warning
100	Data Validation	10	Size Errors	36	Value Exceeds Field Size	[Field Name] value is too large. Value Must be a maximum of 80 characters.  CT Paid Leave will truncate all characters that exceed 80 characters.	Warning
100	Data Validation	10	Mismatch Errors	037	Email Format	[FieldName] is not a proper email format.	Error
100	Data Validation	10	Mismatch Errors	038	EmplyrContactRole Data Value Mismatch	EmplyrContactRole value provided must be one of the following: <ul style="list-style-type: none"> <li>• Owner Authorized Company Representative</li> <li>• Benefits Coordinator</li> <li>• Payroll Coordinator</li> <li>• Owner</li> <li>• Partner</li> <li>• Stakeholder</li> <li>• Other</li> </ul> TPA / Tax Accountant	Error
100	Data Validation	11	Other Validations	005	Required Field Missing	Missing values in required data field	Error
100	Data Validation	11	Other Validations	06	Duplicate Data	Duplicate record found. Either delete the duplicate record or modify the data to make it unique.	Warning

Category-Code	ErrorCategory-Description	Sub-Category-Code	Sub-Category-Description	Error-Code	ErrorText	LongDescription	ErrorLevel
100	Data Validation	11	Other Validations	07	Field is Null	Data field is null.	Warning
100	Data Validation	11	Other Validations	008	Fields will be required starting April 1, 2023	Beginning April 1, 2023, the Reporting Quarter, Reporting Year, Full Quarter, CT Employee Count, CT Gross Wages and CT Gross Wages Employee Count fields will be required. Please use this warning to make corrections to your future files only. This record was processed and you do not need to upload it again.	Warning
100	Data Validation	11	Other Validations	025	Relationship Date	Relationship End date is prior to the Relationship Start Date	Error
100	Data Validation	11	Other Validations - File Error	026	Tax Period Dates	TaxPeriodEndDate Date is prior to the TaxPeriodStartDate	Error
100	Data Validation	11	Other Validations - File Error	027	Tax Period Dates	The date span between the TaxPeriodStartDate and the TaxPeriodEndDate cannot exceed 92 days	Error
100	Data Validation	11	Other Validations	029	Invalid Reporting Quarter and Reporting Year Combination	Reporting Year must be no more than 3 years prior to current Quarter and Year and no greater than the current year.	Error
100	Data Validation	11	Other Validations	030	Total Contributions Due and Total Wages This Period Mismatch	For either Total Contributions Due or Total Wages This Period to be \$0.00, the other value must also be \$0.00.	Error
100	Data Validation	11	Other Validations	033	Required Fields Missing	Missing required field(s): [dynamically insert each required field that is missing]	Error
200	Processing Error	11	Other Validations	015	Maximum number of errors exceeded	More than 100 errors were encountered while processing. Review your ack file for more detail.	Error
200	Processing Error	12	File Errors	008	Incorrect File Type	Input file type was invalid. Expected XML or CSV.	Error

Category-Code	ErrorCategory-Description	Sub-Category-Code	Sub-Category-Description	Error-Code	ErrorText	LongDescription	ErrorLevel
200	Processing Error	12	File Errors	009	File Errors	Unable to read file. Please review the toolkit: <a href="https://drive.google.com/file/d/1Q1c9I6Cs9PP-h7hTW7BJIdU9QP93XU2M/view">https://drive.google.com/file/d/1Q1c9I6Cs9PP-h7hTW7BJIdU9QP93XU2M/view</a>	Error
200	Processing Error	12	File Errors	10	Versioning Error	Did not process file because newer version was available.	Warning
200	Processing Error	12	File Errors	011	Unspecified File	File did not meet specified naming method or type.	Error
200	Processing Error	12	File Errors	024	Amended Returns	Original Invoice not found.	Error
200	Processing Error	12	File Errors	32	Fields will be required soon	The following fields will be required soon: [DateYouFirstHadCTWorkers], [EmplyrContactFName], [EmplyrContactLName], [EmplyrContactEmail], [EmplyrContactRole], [EmplyrContactPhone]. Please use this warning to make corrections to your future files only. This record was processed; you do not need to upload it again. Check the file specification toolkit ( <a href="https://drive.google.com/file/d/1Q1c9I6Cs9PP-h7hTW7BJIdU9QP93XU2M/view">https://drive.google.com/file/d/1Q1c9I6Cs9PP-h7hTW7BJIdU9QP93XU2M/view</a> ) for date when these fields will become required.	Warning
200	Processing Error	13	File Location Errors	011	Directory Structure	File not found in expected SFTP folder. Unable to move file due to directory structure.	Error
200	Processing Error	13	File Location Errors	012	Invalid File Name	File name did not meet predefined format, please ensure the naming conditions are met.	Error

Category-Code	ErrorCategory-Description	Sub-Category-Code	Sub-Category-Description	Error-Code	ErrorText	LongDescription	ErrorLevel
						<p><b>If the file is a Return file, the error message is:</b>            "File does not match naming convention for Return Files. Example Return File Name: 'CTPL_RTN_426092234_00_20210112152238' where 426092234 is your FEIN, 00 is your revision number, and 20210112152238 is a date/time stamp. Must be in CSV or XML format. Review the  toolkit: File_Specification_Toolkit.pdf "</p> <p><b>If the file is an Enrollment File, the error message is:</b>            "CTPL_ENR_426092234_00_20210112152238' where 426092234 is your FEIN, 00 is your revision number, and 20210112152238 is a date/time stamp. Must be in CSV or XML format. Review the  toolkit: File_Specification_Toolkit.pdf "</p> <p><b>Otherwise, the error message is:</b>            "Unknown file type or name. File Type must be CSV or  XML. For Return files use name format 'CTPL_RTN_426092234_00_20210112152238'. For Enrollment Files use name format 'CTPL_ENR_426092234_00_20210112152238', with your FEIN, revision number, and datetime stamp. Review the toolkit: File_Specification_Toolkit.pdf "</p>	
200	Processing Error	14	System Errors	039	Connectivity Issues	There were connectivity issues when trying to process your file, please upload the file again.	Error

## > Versioning

Version #	Author of Changes	Revision Date	Reasons/changes made
V0.12.1	Tom Loveland	1/14/2021	Added
V0.12.2	Tom Loveland	1/14/2021	Column TotalContributionsDue occurred twice. Renamed first instance to ReturnTotalContributionsDue
V0.12.3	Katrina Reali-Corso	2/19/2021	Added this new section.
V0.13.1	Tom Loveland	2/10/2021	Optionality corrected for several non-required attributes.
V1.0.0	Tom Loveland	3/25/2021	Add Error Codes. Multiplicity fix to Ack
V1.0.1	Katrina Reali-Corso	4/27/2021	Adjust bank aba#
V1.0.2	Tom Loveland	5/18/2021	Improve Content based on 1 Qtr findings
V1.0.3	Tom Loveland	5/24/2021	Documentation Only
V1.1.0	Stephanie Decker	Oct 2022	Updates to the Return File Spec Updates to the NACHA File Spec
V1.1.1	Stephanie Decker	Nov 2022	Updated Error and Warning long descriptions
V1.1.2	Stephanie Decker	Dec 2022	Extension to when new fields will be required Corrected CSV Return file specif at the TPA level where TotalContributionsDue needs to be ReturnTotalContributionsDue
V1.1.3	Stephanie Decker	Feb 2022	Corrected spec for Return CSV file format. The field should be "CTGrossWagesEmployeeCount" not "CTGrossWageEmployeeCount"
V2.0	Stephanie Decker	Aug 2023	Revised to remove process related information that is on the website
V2.1	Stephanie Decker	Coming Soon	Revised to include adding Contacts to the Enrollment files