

**Alabama Department of Labor (DOL)**  
**Bulk Filing Instructions**

- From the homepage, <https://labor.alabama.gov>, hover over the Online Services tab and then click the “Employer eGov Services” link.
- Login to the eGov system. If you have not previously set up a login, click the “New eGov Account” image.
- Click the Bulk Filing Upload link.
- Enter the 10-digit POA (Rep) Account Number, 9-digit POA (Rep) PIN, and click Submit.
  - Upload new file: (use only 80 Byte Bulk Format according to specs provided as a part of these instructions as 80 Byte Bulk Format)
    - Click the Upload a File link.
    - Enter file name or click Browse to locate/select file on local computer, click Open, and then click Submit. The file must be zipped prior to upload and **the zipped file can ONLY contain one text file** - all accounts should be in the one text file **or** separate files must be uploaded for each zipped text file.
      - If there is a problem with the file, an error message will be provided on the screen. Error codes provided as a part of these instructions as Bulk Filing Error Codes.
      - Otherwise, an Upload Successful message will be provided, as well as a batch name for future reference.
        - If an email address is provided, the message indicates that within 2 business days, an email will be sent advising that processing is complete and that [accepted and rejected] files are available for view or download.
        - Otherwise, message indicates that the user should return to the site after 2 business days to review or download those files.
  - View report status:
    - Click the View Report Status link.
    - All files processed in the last 6 months will be available for view or download; each will be listed as an active link with batch name and indicate whether completed or rejected (i.e., DOL\_20170101\_070101 Completed Accounts [view], DOL\_20170101\_070101\_completed.txt [download]).
      - Under View Report Status, click on a link to display the results on the screen.
      - Under Download Report Status, right click on a link, left click on Save Target As, choose location on local computer, and then click Save to download the text file.
        - Download file formats are provided as a part of these instructions as Bulk Filing Download File Format.

**Alabama Department of Labor (DOL)**  
**80 Byte Bulk Format (Condensed - Alabama Requirements)**

**Note:** Submissions should use the following records and data elements as directed below. All other record identifiers will be ignored. **Pad end of all records to 80 bytes using spaces**; omission of this may result in errors.

**‘A’ record: Transmitter record**

Constant ‘A’	pos: 1	length: 1	
Transmitter FEIN	pos: 2	length: 9	
[Padding with Spaces]	pos: 11	length: 3	
Transmitter Name	pos: 14	length: 26	Align left, pad with spaces
Transmitter Email	pos: 40	length: 40	Align left, pad with spaces

**‘E’ record: Employer record**

Constant ‘E’	pos: 1	length: 1	
Quarter and Year	pos: 2	length: 4	Ex: “0906” means 3 <sup>rd</sup> qtr 2006
FEIN	pos: 6	length: 9	
Employer Name	pos: 15	length: 24	Left justify, pad with spaces
Employer Account #	pos: 39	length: 10	Alabama UC Account

**‘Z’ record: “Zero Wage” employer record (disregard records ‘E’, ‘S’ and ‘T’ if submitting zero wages)**

Constant ‘Z’	pos: 1	length: 1	
Quarter and Year	pos: 2	length: 4	Ex: “0906” means 3 <sup>rd</sup> qtr 2006
FEIN	pos: 6	length: 9	
Employer Name	pos: 15	length: 24	Left justify, pad with spaces
Employer Account #	pos: 39	length: 10	Alabama UC Account

**‘S’ record: Employee record**

Constant ‘S’	pos: 1	length: 1	
SSN	pos: 2	length: 9	
Last Name	pos: 11	length: 20	Left justify, pad with spaces
First Name	pos: 31	length: 9	Left justify, pad with spaces
Quarter and Year	pos: 40	length: 4	Ex: “0906” means 3 <sup>rd</sup> qtr 2006
Wages	pos: 44	length: 9	Ex: “000201350” = \$2013.50; Right justify, pad with zeroes
Employer Account #	pos: 53	length: 10	Alabama UC Account

**‘T’ record: Total record**

Constant ‘T’	pos: 1	length: 1	
Reported Total Employees or the total number of S records	pos: 2	length: 7	Ex: “0000010” = 10; Right justify, pad with zeroes
Reported Total Wages	pos: 9	length: 13	Ex: “0000000201350” = \$2013.50; Right justify, pad with zeroes
Reported Excess Wages	pos: 22	length: 13	Right justify, pad with zeroes
Reported Taxable Wages	pos: 35	length: 13	Right justify, pad with zeroes
Month 1 Employees	pos: 48	length: 5	Ex: “00010” = 10; Right justify, pad with zeroes
Month 2 Employees	pos: 53	length: 5	Right justify, pad with zeroes
Month 3 Employees	pos: 58	length: 5	Right justify, pad with zeroes

**‘F’ record: Final record**

Constant ‘F’	pos: 1	length: 1	
Reported Total Employees or the total number of S records	pos: 2	length: 7	Ex: “0000010” = 10; Right justify, pad with zeroes

**Alabama Department of Labor (DOL)**  
**Bulk Filing Error Codes & Descriptions**  
(rev. 12/2016)

<u>Error Code</u>	<u>Description</u>
905	Invalid POA/PIN
906	Invalid Multiple Employer Representative
910	Invalid File Format
911	Record Length must be 80 Bytes
915	Record A Missing
920	Record T Missing
925	Invalid UC/FEIN
926	Invalid UC Account
927	Invalid Quarter/Year
930	Account Cannot File Online
935	Inactive Account
940	Report Previously Filed
941	Duplicate Account in File
945	Invalid SSN
950	Incorrect Calculation of Total Wages
955	Incorrect Calculation of Total, Excess and Taxable Wages
960	Incorrect Calculation of Total Employee Count
965	Account Cannot File a Zero Wage Report for First Quarter/Year of Liability
999	Miscellaneous

**Alabama Department of Labor (DOL)**  
**Bulk Filing Download File Format**  
*(available within 2 business days)*

**ACCEPTED: (padded to 175)**

Line 1:	Received Date	pos: 1	length: 10
	Space	pos: 11	length: 1
	Batch	pos: 12	length: 100
Line(s) 2+:	UC	pos: 1	length: 10
	Quarter	pos: 11	length: 1
	Year	pos: 12	length: 4
	Total Wage	pos: 16	length: 13
	Excess Wage	pos: 29	length: 13
	Taxable Wage	pos: 42	length: 13
	Employer Tax	pos: 55	length: 13
	Employee Tax	pos: 68	length: 13
	ESA Tax	pos: 81	length: 13
	Net Tax	pos: 94	length: 13
	Debit/Credit*	pos: 107	length: 13
	Interest	pos: 120	length: 13
	Penalty	pos: 133	length: 13
	Total Due	pos: 146	length: 13
	Confirmation	pos: 159	length: 13
Final Line:	Total Record Count	pos: 1	

\*(debit indicated by negative number)

**REJECTED: (padded to 140)**

Line 1:	Received Date	pos: 1	length: 10
	Space	pos: 11	length: 1
	Batch	pos: 12	length: 100
Line(s) 2+:	UC	pos: 1	length: 10
	FEIN	pos: 11	length: 9
	SSN	pos: 20	length: 9
	Quarter	pos: 29	length: 1
	Year	pos: 30	length: 4
	Error Code	pos: 34	length: 3
	Error Description	pos: 37	length: 100
Final Line:	Total Record Count	pos: 1	