

In July 2022, the Connecticut Department of Labor (CTDOL) will transition to a modern unemployment insurance system, ReEmployCT. It will vastly improve how employers and unemployment filers interact with the systems they need to do business, find forms and information, and submit documents to the agency.

In preparation for this transition, CTDOL is sending the below new file format for Unemployment Wage and Tax Reporting. ReEmployCT will allow employers to securely login to the ReEmployCT system and directly upload their files for processing; they will no longer use the File Transfer Protocol (FTP).

ReEmployCT New Format Overview:

- The new file must be a 276-character fixed length text file—it must have a .txt extension.
- Each file that contains wages must contain one “S” record for each reportable employee followed by a “T” record for each employer.
- If submitting a “zero wage tax report”, each file must contain a single “T” record for the employer. Do not submit any “S” records.
- Zero wage tax reports can be included in the same file with employers reporting wages.
- All numbers, including dollar amounts, may not contain decimals, commas, or dollar signs.
 - Example: \$12,345.67 must appear as 1234567

CTDOL will continue to send out ReEmployCT updates.

“S” Record (Wage Report Details)

“A/N” = Alpha and Numeric; “N” = Numeric

FIELD	REQUIRED Yes/No	START POSITION	FIELD LENGTH	FIELD TYPE	DESCRIPTION	JUSTIFY	PADDING
Record Identifier	Yes	1	1	A	Always Value “S”	N/A	N/A
Social Security Number or Individual Tax ID Number (ITIN)	Yes	2	9	N	Employee’s Social Security Number. If unknown, fill with “999999999”	N/A	N/A
Employee Last Name	Yes	11	20	A/N	The employee’s last name as it appears on Social Security Card	Left	Spaces
Employee First Name	Yes	31	12	A/N	The employee’s first name as it appears on Social Security Card	Left	Spaces
Employee Middle Initial	No	43	1	A	The employee’s middle initial	N/A	Space
State Code	Yes	44	2	N	Submit a constant value of “09”	N/A	N/A
Reporting Quarter and Year	Yes	46	6	N	The last month and year for the calendar quarter for which this report applies (e.g.	N/A	N/A

					First quarter 2022 is "032022")		
Not Used by CTDOL	No	52	12		Any data entered will be ignored	N/A	Spaces
Total Wages Paid This Quarter	Yes	64	14	N	Total Gross Wages for the employee for the quarter. If the spaces are blank the system will assign zero wages.	Right	Zeros
Not Used by CTDOL	No	78	65		Any data entered will be ignored	N/A	Spaces
Taxing Entity Code	Yes	143	4	A	Submit a constant value of "WAGE"	N/A	N/A
Employer Account Number	Yes	147	10	N	The employer's ten-digit Employer Account Number (add three trailing zeros to "old" CTDOL Employer Registration Number)	Right	N/A
Not Used By CTDOL	No	157	120		Any data entered will be ignored	N/A	Spaces

"T" Record (Tax Report Details)

"A/N" = Alpha and Numeric; "N" = Numeric

FIELD	REQUIRED Yes/No	START POSITION	FIELD LENGTH	FIELD TYPE	DESCRIPTION	JUSTIFY	PADDING
Record Identifier	Yes	1	1	A	Always Value "T"	N/A	N/A
Total Number of "S" Records	No	2	7	N	The total number of "S" Records.	Right	Zeros
Taxing Entity Code	Yes	9	4	A	Submit a constant value of "WAGE"	N/A	N/A
Employer Account Number	Yes	13	10	N	The employer's ten-digit Employer Account Number (add three trailing zeros to "old" CTDOL Employer Registration Number)	N/A	N/A
Not Used by CTDOL	No	23	4		Any data entered will be ignored	N/A	Spaces
Total Reportable	Yes	27	14	N	Quarterly Gross Wages; sum of all "S" Records in	Right	Zeros

Wages Paid this Quarter					location 64 – 77. If blank spaces are sent the system will assign zero wages.		
Excess Wages	Yes	41	14	N	Quarterly Wages in Excess of the current CTDOL Wage Base. If blank spaces are sent the system will assign zero	Right	Zeros
Taxable Wages	Yes	55	14	N	Gross Wages less Excess Wages. If blank spaces are sent the system will assign zero Taxable Wages.	Right	Zeros
Not Used by CTDOL	No	69	19		Any data entered will be ignored	N/A	Spaces
Remittance Authorization Amount	Yes Only by TPA paying via bulk ACH Debit. Not required if paying via ACH Credit.	88	13	N	If paying by a bulk ACH Debit Payment , this field is required and is the amount CTDOL is authorized to debit for this Employer’s Tax Filing. (If paying by ACH Credit, this field will be ignored.)	Right	Zeros
Not Used by CTDOL	No	101	126		Any data entered will be ignored	N/A	Spaces
Month 1 Employment	Yes	227	7	N	Number of Covered Employees who worked during or received pay for any part of the payroll period that includes the 12 th of the month for the 1 st Month of the Quarter. If blank spaces are sent the system will assign zero.	Right	Zeros
Month 2 Employment	Yes	234	7	N	Number of Covered Employees who	Right	Zeros

					worked during or received pay for any part of the payroll period that includes the 12 th of the month for the 2 nd Month of the Quarter. If blank spaces are sent the system will assign zero.		
Month 3 Employment	Yes	241	7	N	Number of Covered Employees who worked during or received pay for any part of the payroll period that includes the 12 th of the month for the 3 rd Month of the Quarter. If blank spaces are sent the system will assign zero.	Right	Zeros
Not Used by CTDOL	No	248	29		Any data entered will be ignored	N/A	Spaces