

**Standard Operating Procedures 3015.1**  
**Unemployment Insurance Wage File Layout for Puerto Rico**  
November 30, 2010

**I. PURPOSE**

This operating procedure specifies the standard layout of the Puerto Rico Unemployment Insurance (UI) wage file for processing and production of the Quarterly Workforce Indicators (QWI).

**II. NOTES**

Failure to follow the standard file layout may reduce data quality in the final QWI.

**III. FILENAME CONVENTION**

Use STUIYYQQ.txt for UI wage records where ST is the 2-character postal code for the state partner; UI refers to UI data; and YYQQ is the year and quarter of the data the state partner is sending. PRUI1002.txt is the file name for Puerto Rico's 2010 Second Quarter UI wage records.

**IV. CONTACTS**

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# LEHD UI-Wage File Format

Note: Round to the nearest dollar; do not include decimals or fractions in fields containing dollars.

LEHD Data Elements				
Position	Label	Data Element	Len	Data Specification
1-9	SSN	Social Security Number	9	A 9-digit code indicating each worker's Social Security. <i>Numeric. Do not include hyphens.</i>
10-24	Name_first	Reference Worker's First Name	15L	The first name of the reference worker, if known. <i>Left justify, blank fill.</i>
25	Name_middle	Reference Worker's Middle Initial	1L	The middle name of the reference worker, if known. <i>Left justify, blank fill.</i>
26-45	Name_last	Reference Worker's Last Name	20L	The last name (surname) of the reference worker, if known. <i>Left justify, blank fill.</i>
46-47	State	Reference State	2R	2-digit FIPS State code for the location of establishment. (See <a href="http://129.6.13.40:80/fipspubs/codes/states.htm">http://129.6.13.40:80/fipspubs/codes/states.htm</a> ). <i>Right justify, zero fill.</i>
48-57	Empr_no	UI Account Number	10R	State Employment Security Agency Identification number for the employer (UI account). <i>Right justify, zero fill.</i>
58-62	Seinunit	Reporting Unit Number	5R	Reporting Unit Number. <i>Right justify, zero fill. If unknown, zero fill.</i>
63-71	EIN	Employer Identification Number (EIN)	9R	Federal Employer Identification Number (EIN). <i>Numeric, right justified. If EIN is unknown, zero fill.</i>
72-75	Year	Reference Year	4	Four digits of the calendar year covered by the report. <i>Numeric.</i>
76	Quarter	Reference Quarter	1	Quarter identification number within the data year, '1'=First calendar quarter (January to March), '2'=second calendar quarter (April to June), '3'=Third calendar quarter (July to September), '4'=Fourth calendar quarter (October to December)
77-86	Wage	Quarterly Wages	10R	The total amount of wages (both taxable and non-taxable) paid to the Reference Worker during the entire reference quarter that are subject to Unemployment Insurance taxes. The wages for all worksites should match the wages paid that are reported on that States' Quarterly Contribution Report. <i>Numeric (no \$ signs or commas), right-justified, zero fill. If no wages were paid, zero fill. Round to the nearest dollar (Omit cents).</i>
87-89	Hours	Hours	3R	Hours worked in the quarter, if available. <i>Right justify, zero fill. If unknown, zero fill.</i>
90-92	Weeks	Weeks	3R	Weeks worked in the quarter, if available. <i>Right justify, zero fill. If unknown, zero fill.</i>
93-102	Filler	Filler	10	blank

<b>LEHD Data Elements</b>				
<b>Position</b>	<b>Label</b>	<b>Data Element</b>	<b>Len</b>	<b>Data Specification</b>
103-138	Full Name	Full Name	36	
139-168	Postal Address Line 1	Postal Address Line 1	30	Postal address
169-198	Postal Address Line 2	Postal Address Line 2	30	
199-213	Postal City	Postal City	15	
214-215	Postal State	Postal State	2	
216-224	Postal Zip Code	Postal Zip Code	9	
225-259	Res Address Line 1	Res Address Line 1	35	Physical Address
260-293	Res Address Line 2	Res Address Line 2	34	
294-308	Res City	Res City	15	
309-310	Res State	Res State	2	
311	Sex	Sex	1	1=Male, 2=Female, 3=not available
312-317	Date of birth	Date of birth	6	
318-319	Educational level	Educational level	2	
320	Race	Race	1	1=white; 2=black; 3=asian; 4=indian american; 5=hawaii pacific; 6=multirace
321	Ethnicity	Ethnicity	1	1=hispanic or latin; 2=no hispanic or latin; 3 = unknown
322-350	Filler	Filler	29	blank