

Minnesota State Record Format - Data submission

Location	Field Name	Length	Description and Remarks
01-08	Employer UI/ <i>Paid Leave</i> employer account number assigned by MN DEED	8	8-digit UI/ <i>Paid Leave</i> employer account number. Right justify and zero fill.
09-12	Employer unit location number assigned by MN DEED	4	4-digit unit location number*. Right justify and zero fill. *If you have been assigned a separate unit number for each location, please make every attempt to file wage detail information under the specific unit number of the location where services are performed.
13-17	Reporting period	5	Calendar year (four digits) followed by the quarter (one digit). Example, the first quarter of 2026 would display as 20261.
18	Month 1 employment	1	Enter “ 1 ” if the employee worked during, or received pay for, the pay period including the 12th day of the 1st month of the reporting period. Enter “ 0 ” if the employee did not work and received no pay for the period including the 12th day of the 1st month of the reporting period.
19	Month 2 employment	1	Enter “ 1 ” if the employee worked during, or received pay for, the pay period including the 12th day of the 2nd month of the reporting period. Enter “ 0 ” if the employee did not work and received no pay for the period including the 12th day of the 2nd month of the reporting period.

Location	Field Name	Length	Description and Remarks
20	Month 3 employment	1	Enter “ 1 ” if the employee worked during, or received pay for, the pay period including the 12th day of the 3rd month of the reporting period. Enter “ 0 ” if the employee did not work and received no pay for the period including the 12th day of the 3rd month of the reporting period.
21-29	Employee Social Security number (SSN)	9	9-digit number (no hyphens). If the employee’s SSN is not available, zero fill the field.
30-49	Employee last name	20	Employee’s last name. Hyphens allowed with hyphenated names.
50-64	Employee first name	15	Employee’s first name.
65	Employee middle initial	1	Employee’s middle initial
66-79	Employee total gross wages	14	Employee’s total gross wages for the quarter. Include cents. Right justify and zero fill. (No commas or decimal points.)
80-81	Blank	2	This field is left blank.
82-84	Hours worked	3	Number of hours worked. Right justified and zero fill. No decimal allowed. (0 to 999 only)
85	Officer code	1	Enter “ Y ” if the person is an owner/officer. Leave blank , if the person is not an owner/officer.
86-99	Blank	14	This field is left blank.
100	End of record indicator	1	Constant “X”.