

FAMLI Quarterly Wage & Hour Report file guide

The Family and Medical Leave Insurance (FAMLI) system allows employers and Third-Party Agents (TPAs) to submit the mandatory Quarterly Wage and Hour Reports (QWHRs) online through their FAMLI account.

QWHRs can be submitted manually via the online screens or via file upload (using the Comma Separated Values (CSV) format). This document details the data layout requirements for the file upload option.

File specifications

Files that don't meet these criteria will be rejected:

- Format: CSV (comma-separated value)
- Encoding: UTF-8
- Maximum Size: 150MB

File rules

Files that don't meet these criteria will be rejected:

- Each CSV file may only contain information for a single reporting period (one quarter).
- Each CSV file must include the column headers in row 1. [Download the sample file](#) as a guide and to prevent typos.
- Each row must contain values for all of the required fields. Non-required fields can be left blank.
- Duplicate rows are not allowed:
 - For example: There should only be one row for each federal Employer Identification Number (EIN) + Social Security Number (SSN)/Individual Taxpayer Identification Number (ITIN) combination.
- Fields containing commas, quotes, or line breaks must be enclosed in double quotes:
 - For example: ""John Jingleheimer, III""

Rules for currency fields

- Must contain only numbers and a period to separate dollars and cents
 - For example, “1234.56” not “\$1,234.56”
 - No comma separators
 - For example, “1234.56” not “1,234.56”
 - No signed amounts (positive or negative)
 - Include both dollars and cents
 - For example, “123.45”
 - Any currency field that has no amount to be reported must be filled with zeros (0), not blanks or spaces.
-

Wages includes all compensation for personal services including:¹

- Bonuses, commissions, tips and the cash value of all compensation in any medium other than cash.
- All remuneration paid to corporate officers for services rendered to the corporation unless the officer is an owner and the only employee. Corporation includes “subchapter S” corporations. Wages include draws, profit distributions, and dividends paid to corporate officers as remuneration for services rendered. The form in which remuneration for services is designated and the manner of payment is not determinative of what constitutes wages under the Unemployment Insurance Law.
- The value of meals provided to employees unless meals are provided on the employing unit’s premises and for the convenience of the employing unit.
- The value of lodging provided to employees unless the lodging is provided on the employing unit’s premises, for the employing unit’s convenience, and as a condition of employment.
- The amount of tips paid to an employee by a customer of the employing unit and reported by the employee to the employing unit as required by the applicable provisions of the Internal Revenue Code.
- The value of payments, other than those received under a workers’ compensation law, provided by a third-party insurer on account of sickness or accident disability, or medical or hospitalization expenses in connection with sickness or accident disability if the employer paid insurance premiums upon which the payments were made.

¹ Please see Md. Labor and Employment Code Ann. § 8-101(aa)(3) for the list of payments that may not be included in this calculation.

QWHR format

The QWHR will contain wage and hour data for employees localized in Maryland.

Please note: The QWHR applies to employees who were terminated during and received wages for any duration of the reporting period.

There may only be one row for each SSN.

Field name	Field specifications	Data type	Required
Reporting period quarter	The calendar quarter for the reporting period. Must be a one-digit number: "1" - for Jan-Mar "2" - for Apr-Jun "3" - for Jul-Sep "4" - for Oct-Dec This field must be the same for every row in the file.	Integer	Yes
Reporting period year	The calendar year for the reporting period. Must be a 4 digits number, e.g. "2027" This field must be the same for every row in the file.	Integer	Yes
Employer name	The legal name associated with the federal EIN. This field must be the same for every row for the corresponding federal EIN.	String	Yes
Federal EIN	The federal EIN of the employer. The federal EIN field must be 9 digits. NOTE: Excel will delete leading zeros with the default settings. Set the number format to 'text' for the federal EIN column if creating the file with Excel	Integer	Yes
Total employee headcount	The total number of employees who received wages from the employer during the reporting period. This must include all employees, both those located in MD and those located elsewhere.	Integer	No

Field name	Field specifications	Data type	Required
	The total employee headcount must be equal to or greater than the total number of rows in the file for the employer. For employers with out of state employees, the number will be greater than the employees reported. Note: if this field is not filled out, the EIN will not be eligible for the small employer status This field must be the same for every row for the corresponding federal EIN.		
Employee first name	Employee's first name. There is no character limit for this field.	String	Yes
Employee last name	Employee's last name. If the employee only has a single name, enter 0 (zero) for this field. There is no character limit for this field.	String	Yes
SSN or ITIN	The Employee's SSN, or, if they don't have an SSN, their ITIN. If an employee has applied for a SSN but it has not yet been issued please enter 999-99-9999. This field must be 9 digits. NOTE: Excel will delete leading zeros with the default settings. Set the number format to 'text' for the SSN/ITIN column if creating the file with Excel	Integer	Yes
Employee gross wages	Gross wages paid to the employee in the reporting period. (i.e. wages as defined by Labor and Employment Article, §8.3-101(r) below the Social Security Wage Base.) See above for more details on what to include in this field. See "Rules for currency fields" for more detail on formatting.	Currency	Yes

Field name	Field specifications	Data type	Required
Employee wages subject to FAML I contributions	Wages subject to FAML I contributions paid to the employee in the reporting period. (i.e. wages as defined by Labor and Employment Article, §8.3-101(r) below the Social Security Wage Base.) For an employee who has reached the Social Security Wage Base in a previous calendar quarter, this number should be 0. Please note: this field applies to employees who were terminated during and received wages for any duration of the reporting period. See “Rules for currency fields” for more detail on formatting.	Currency	Yes
Employee subject to FICA withholding	Whether the employee’s position is subject to FICA taxes. This will have ramifications regarding deductions when benefits are issued. Must be YES, SS ONLY, MEDICARE ONLY, or NO.	YES / SS ONLY/ MEDICARE ONLY/ NO	Yes
Employee amount withheld	Total FAML I contributions withheld from the employee’s paycheck during the reporting period. This field should not include any contributions the employer will pay to FAML I on the employee’s behalf, rather than via withholding. See “Rules for currency fields” for more detail on formatting.	Currency	Yes
Employee hours worked	Hours worked during the quarter for the employee. This figure should not include sick, vacation, bereavement leave, or any other time off.	Numeric	Yes
Job title	The job title of the employee. This is a free text field.	String	No

Field name	Field specifications	Data type	Required
SOC Code	The Standard Occupational Classification code for the employee. The O*NET-SOC Autocoder can assist you in selecting the most appropriate SOC Code (https://www.onetsocautocoder.com/plus/onetmatch). Must be a 6 digit number written as ##-#### or #####.	Integer	No
Final Report	Enter “YES” if this file is the last QWHR the employer plans to submit to FAML I because they are ceasing operations. This field must be the same for every row for the corresponding federal EIN.	String	No
Zero wages	Enter “YES” if the employer has no wages to report this period, and expects to have MD wages to report in the future. When set to yes, there should only be one row for the respective federal EIN in the file, and required fields in this row other than the reporting period and employer information should be set to 0 (zero). See below for an example file.	String	No
Amendment reason	Numeric reason code for adjustment to employee wages. See the adjustment code section below for a list of valid codes.	Integer	No, for original Yes, for amendment submission
Other description	If the Amendment reason is “other”, this field can be used to provide more explanation.	String	No, for original Yes, for amendment submission with amendment reason “other”

Amendment codes

Code	Amendment reason
0	Original submission
1	Employment and wages amended as a result of an audit
2	Employment and wages amended to correct computer system, data entry or accounting errors
3	Employment and wages adjusted because they were reported to the wrong state
4	Other (must provide a reason in “Other description”)

How to indicate no wages for the quarter

Employers who do not have employees localized in Maryland during a quarter are still required to submit QWHRs to FAMILI.

Employers and TPAs may use the CSV file to indicate no wages in a quarter by having a single row in the CSV for the employer and setting the “Zero Wages” column to “YES”. In this case, the first four fields should be listed and the other required fields in the row should be zeros. See the file provided as an example.

[Download a sample file for an employer with no wages to report.](#)

How to indicate a final QWHR

Employers who have ceased operations in Maryland may indicate to FAMILI that their current QWHR will be their last.

To indicate this, set the “Final Report” column in the CSV file to “YES.”

TPAs filing for more than one employer

TPAs can file for multiple employers with a single CSV file; there is no need to generate a separate file for each employer (although filing multiple CSVs is allowed).

The file requirements for TPAs are the same, use the federal EIN and employer name fields to distinguish between employers.

Each employer a TPA attempts to submit wages for must be registered with FAMILI and have a valid Power of Attorney agreement with that TPA. If a wage file includes an employer who is unregistered or who does not have a POA with the TPA submitting the file, the rows associated with that employer will not be processed. Rows associated with employers who do have a POA will still be processed so that TPAs can work with their clients to get POA in place without delaying the data reporting of their other clients.

How to save your file as.csv

When your file is ready, go to File and click Save As. Change the file type to “CSV (Comma delimited) (*.csv)” and save the file. Saving the file as a.csv separates (delimits) the columns with commas (“,”) instead of vertical lines.

If opened in a plain text editor, a.csv file should look like this:



```
qwhr_test_upload_v3.csv
Reporting period quarter,Reporting period year,Employer name,EIN,Total employee headcount,Employee first name,Employee last name,SSN or ITIN,Employee gross wages,Employee taxable wages,Employee wages subject to FICA withholding,Employee amount withheld,Employee hours worked,Job title,SOC code,Report zero wages,Final report,Amendment reason
1,2027,QWHR Test Employer 1,11122330,3,Jane,Doe,11122333,5000.00,5000.00,yes,11.25,150,,,,,
1,2027,QWHR Test Employer 1,11122330,3,John,Smith,22233444,6000.00,6000.00,yes,13.50,160,,,,,
1,2027,QWHR Test Employer 1,11122330,3,Alex,Johnson,33344555,5500.00,5500.00,yes,12.38,145,,,,,
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QWHR amendments

To add, remove, or edit previously submitted QWHR data, amendments are allowed for previously submitted reporting periods.

- QWHR amendments may be submitted up to 1 year after the initial reporting and payment due date.
- The CSV file need not include all employees and wages for the quarter, only those that have changed.
- Each row in the CSV file that is different from a prior submission must include an amendment reason code.
- CSV files with all employees including records that have not changed are allowed.
- Report the actual wages paid for amended wage records. Do not report the difference between the amended and original wages.
- QWHR amendments submitted (sometimes known as “adjustments”) before the original due date that result in a balance owed by the employer will not result in the imposition of interest or penalties, provided the balance is paid timely.