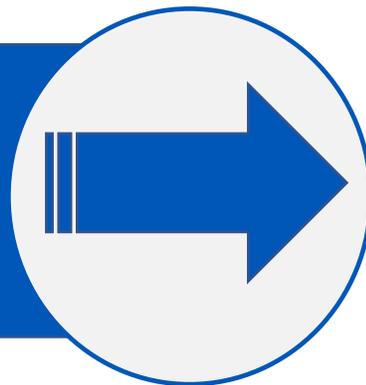




Connecticut  
Paid Leave

# Guide to Create .csv Files for CTPL



## Versioning

<b>Version #</b>	<b>Author of Changes</b>	<b>Revision Date</b>	<b>Document Name</b>	<b>Approved By: Date:</b>	<b>Reasons/changes made</b>
<b>v0.1.0</b>	Sarah Woodbury	2/2/2021	Guide to Create .csv files for CTPL		Initial draft
<b>V0.2.0</b>	Sarah Woodbury	2/9/2021	Guide to Create .csv files for CTPL		Review with Katrina & Keanna

# Contents

- > Audience for this process ..... 4
- > Return File - CSU..... 4
- > File & Pay ..... 6
  - > Accessing the online payment portal..... 6

## > Audience for this process

This guide outlines the process for employers, tax accounts, etc who want to generate their own automated .csv files (for their own records) on a regular basis to aide with generating the data needed for payment remittance of required contributions. **Please note, this file is not to be sent to the CT Paid Leave Authority, it is for your records only.** However, this file can be used to calculate your subject earnings by pay period. Using the .csv output you can easily enter into the secure online payment portal as illustrated in the document below.

## > Return File - CSV

**Purpose:** The Return File will convey information about contributions made on behalf of Employers, itemized down to the Employee Level. It will be submitted by Payroll Providers, whose return will consist of multiple Employers. Returns will be reviewed at the employee level and accepted or rejected at the Employer level.

While the preferred format for Return Files are XML, this Alternate CSV format can be used by Payroll Processors who, for some reason, cannot work with XML.

### File Layout:

The File will contain each named field separated from the next by a comma. Strings containing commas must be enclosed in double quotes. All other strings may optionally be enclosed in double quotes. Note that this record layout contains some fields that are not currently being used or are optional. In the sample data, these fields are blank.

The file will contain a header record. The record layout that follows is shown vertically rather than horizontally for ease of readability.

### Color Guide:

- Yellow shaded cells will be repeated on every row of the return
- Green shaded cells will be repeated for every row within a given employer
- The White shaded cells are employee specific

Header	Sample Value	Datatype	Comment
TaxPeriodStartDate	2021-01-01	date	
TaxPeriodEndDate	3/31/2021	date	
PreparerLegalName	Wepay	string	
PreparerFEIN	87-7392792	string	
SettlementDate	2021-04-03T10:28:34	datetime	
ReturnTotalContributionsDue	193079.93	currency	Sum of Contributions from all Employers
EmployerFEIN	02-4531754	string	
EmployerLegalName	TENTA HOLDINGS, LLC	string	
EmployerTaxPayerID	01-2394638	string	
IndividualName		string	
FName		string	
MName		string	
LName		string	
BusAdrStreet1	436 OAK	string	
BusAdrStreet2		string	
BusAdrStreet3		string	
BusAdrCity	Putnam	string	
BusAdrStateCode	CT	string	
BusAdrPostalCode	87302	string	
BusAdrCountry	USA	string	
FrgnAdrStreet1		string	
FrgnAdrStreet2		string	
FrgnAdrStreet3		string	
FrgnAdrCity		string	
FrgnAdrStateCode		string	
FrgnAdrPostalCode		string	
FrgnAdrCountry		string	
TotalWagesThisPeriod	129974.96	currency	Sum of Wages from all Employees within Company
TotalContributionsDue	649.87	currency	Sum of PFML Contributions from all Employees within Company
PaymentAmountTotal	649.87	currency	
IsFinalReturn	FALSE	string	If True, this TPA will not report for this Employer in the future
PayCycle	Bi-Weekly	string	
EmployeeID	Lowe3223	string	
EmployeeSSN	595953223	string	
EmployeeFirstName	Shepherd	string	
EmployeeMiddleName		string	
EmployeeLastName	Lowery	string	
EmployeeYTDWages	155716	currency	
EmployeeWagesThisQtr	38929	currency	Wages for this Employee
PFMLContributionThisQtr	194.64	currency	Contribution for this Employee

For each record in the return, the first eight fields must be the same (yellow background). Each time a new Employer is started, the next 26 fields will remain the same (Employer Level Information, green background).

## > File & Pay

Employers should remit all CT Paid Leave (CTPL) contributions for the quarter no later than the **last day of the month following quarter end**.

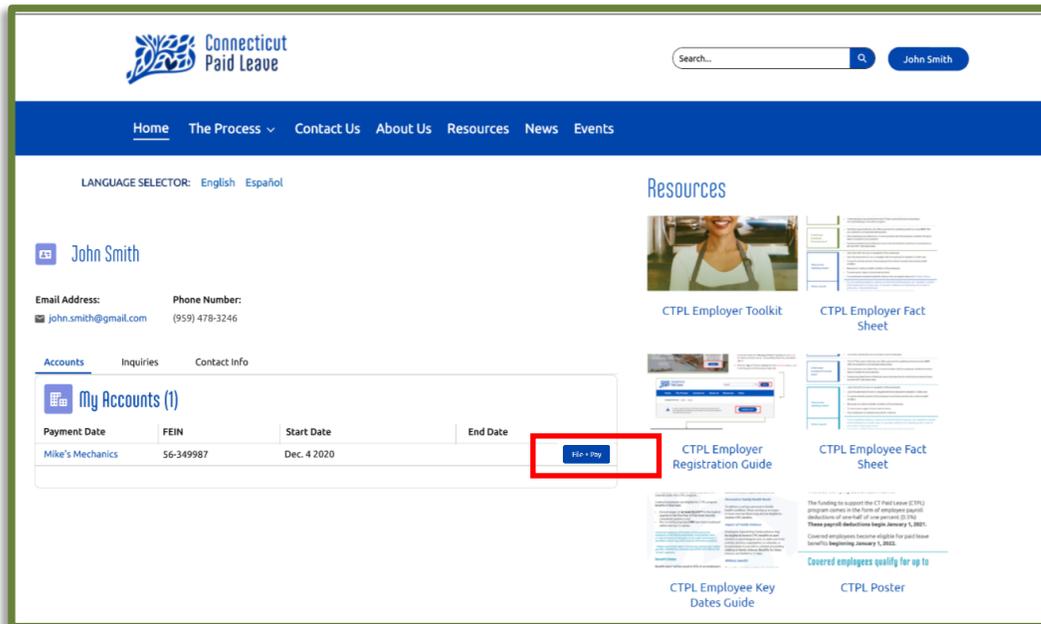
Employers will have the ability to submit the employee-paid contributions in multiple ways.

1. Employers can utilize the online payment portal accessed from [ctpaidleave.org](http://ctpaidleave.org) (use this job aide for guidance), or
2. Employers that leverage HR benefit platforms or use third-party administration services will be able to submit employee-paid contributions in a bulk format through a server to server secured transfer connection.

**The CT Paid Leave Authority will not accept or process paper file submissions.**

## > Accessing the secure online payment portal

1. Sign into the [ctpaidleave.org](http://ctpaidleave.org) website.
2. Once signed in, click on your name in the top right-hand corner of the screen.
3. Select “My Account” from the drop-down menu. (You will come to your “My Account” landing page.)



The “File & Pay” button can be accessed in the business listing on the “My Account” landing page, or from within the business’ account page. (Accessed by clicking on the business name.)

- If the “File & Pay” button is used, you are brought directly into the payment terminal.

From the account page for the specific business:

- Click on the “File & Pay” button within the “Filing History” table.

LANGUAGE SELECTOR: [English](#) [Español](#)

**John's Autobody**

Registration Number: 000021501      FEIN Number: 00-000023      DBA:

[Return to My Account](#)

[Account Info](#)   [Contacts](#)   [Inquiries](#)   [Private Plan](#)   [Payment Methods](#)

▼ **Account Information**

Account Name John's Autobody	Phone
DBA	Business Email
Federal EIN 00-0000023	Primary Business Activity We fix cars.
CTPL Registration ID 000021501	
Type Single Member LLC taxed as a C Corporation	
Other Business Type	

**Filing History** [File + Pay](#)

NAME	DESCRIPTION	AMOUNT	STATUS	PROCESSED DATE

**Related Third Party Administrators**

Find A New Third Party Administrator via FEIN Number

[Search](#)

NAME	FEIN NUMBER	START DATE	END DATE
Payroll Services, Inc	00-0000097	2021-01-17	

**Calculate Your Contribution**

\* Do you have subject earnings to report?

Yes  
 No

Please enter the pay period you are reporting for below. If you are a Sole Proprietor, please enter the income/revenue period you are reporting for below.

\*Pay Period or Income/Revenue Period

\* Total Subject Earnings for Pay Period or Income/Revenue Period (USD)

Contribution Amount Due

Please attest the following

I, the undersigned, hereby certify that I am authorized to act on behalf of my company/client-employer to remit the contributions to the CT Paid Leave Authority and to provide data relating to such contributions to the CT Paid Leave Authority. I understand that any such actions are subject to audit by the CT Paid Leave Authority. I certify that all statements and data submitted with this remittance, including the payment information and amount, if any, are correct, true and accurate to the best of my knowledge and belief, subject to the penalties of false statement and misrepresentation.

By clicking here, I attest to the wage amount entered above

- If your subject earnings are > 0, then select “Yes” to the first question
- For pay period, enter <TaxPeriodStartDate> and <TaxPeriodEndDate> from your .csv file
- For Subject earnings, enter the value from <TotalWagesThisPeriod> from your .csv file
- The ‘Contribution Amount Due’ will calculate for you.
- Note: This should match <TotalContributionsDue> from your .csv file

For further instructions on how to store payment information, submit payments, etc., please reference this link [<link to employer payment guide>](#)