





**Log in**

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**[Register as an Employer](#)**



Employer Registration



Third-Party Administrator



Employer Resources

# Filing a Bulk Wage Report



Username

Password  

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The data you see in this tutorial is completely fictitious. It was made for instructional purposes only. Any resemblance to a real person or business is completely coincidental.

## Logon

Alex

Welcome, Alex

You last logged in on Tuesday, Apr 15, 2025 3:36:11 PM

[Manage My Profile](#) <sup>3</sup>

[TPA Center](#)

[All](#) [Favorites](#) [Recent](#) [Action Center](#) <sup>2</sup>

### Who do you want to work with?

Select your own account to submit bulk wage reports or request access to clients' accounts.

Filter

#### **DOWNEAST CATERING** <sup>1</sup>

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45 COMMERCE DR AUGUSTA ME 04330-7889

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#### **PATS PANCAKES**

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#### **PINE TREE PAYROLL**

\*\*\_\*\*\*6984

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Follow this process to file wage reports on behalf of multiple employers in a text file. There are two ways to begin. The first way is by selecting your own business from the select a client screen.

< Work with Someone Else

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[Summary](#) [Action Center](#) [Settings](#) [More...](#)

Filter

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#### Third-Party Services

- > [File Bulk Wage Reports](#)
- > [Make a Bulk Payment](#)
- > [Request Third-Party Access](#)
- > [Manage Access to Multiple Clients](#)

Once you have clicked into your own business, click **File Bulk Wage Reports**.

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[TPA Center](#)

[All](#) [Favorites](#) [Recent](#) [Action Center](#) <sup>2</sup>

### Who do you want to work with?

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Filter

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For the second path, click **TPA Center** in the top right.

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## TPA Center

Alex

[TPA Center](#) [Action Center](#)

### Submissions

Search for previous submissions.

[> Search Submissions](#)

### Messages

View messages I've received or send a message.

[> Send a Message](#)  
[> View Messages](#)

### Letters

View letters I've received from the agency.

[> View Letters](#)

### Payments and Wage Reports

Manage payments and wage reports.

[> Manage Payments and Wage Reports](#)

### Bulk Actions

Perform bulk TPA actions.

[> File Bulk Wage Reports](#)  
[> Make a Bulk Payment](#)  
[> Manage Access to Multiple Clients](#)

Now click **File Bulk Wage Reports** in the Bulk Actions panel.

[< PINE TREE PAYROLL](#)

## Bulk Wage Report

Alex

  
Instructions

### Bulk Wage Reporting Instructions

This Bulk Wage Report is for Third-Party Administrators to file and amend wage reports on behalf of multiple clients at once.

You will be asked to create and upload a file containing all employer and employee information required for the wage reports.

[Cancel](#)[< Previous](#)[Next >](#)

You should have a bulk wage report text file, generated according to the [bulk wage report specifications](#).

[< PINE TREE PAYROLL](#)

## Bulk Wage Report

Alex



Instructions

Upload

### Upload File

To file wage reports in bulk, attach a file below, following the specifications available here.

If there are any errors detected they will be described below and you will have to correct the file before continuing. Otherwise you will be able to submit your bulk wage report.

### Attachments

Type	Name	Size	
------	------	------	--

There are no attachments.

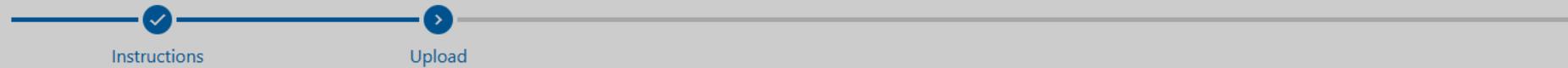
[Add Attachment](#)[Cancel](#)[< Previous](#)[Next >](#)

To upload your text file, click **Add Attachment**.

[← PINE TREE PAYROLL](#)

## Bulk Wage Report

Alex



### Upload File

To file wage reports in bulk, attach a file below, following

If there are any errors detected they will be described below

able to submit your bulk wage report.

### Attachments

Type

Name

There are no attachments.

[Add Attachment](#)

### Select a file to attach

✕

Type

Bulk Wage Report



File \*

Choose File No file chosen

Required

Cancel

OK

Cancel

[← Previous](#)[Next >](#)

Click **Choose File** and select the text file to upload.

[< PINE TREE PAYROLL](#)

## Bulk Wage Report

Alex



### Upload File

To file wage reports in bulk, attach a file below, following the specifications available here.

If there are any errors detected they will be described below and you will have to correct the file before

### Attachments

Type	Name	Size	
Bulk Wage Report	ReturnBulkTest-123-456-789-11_27_2024 3_47_53 F	4.85 KB	<a href="#">Remove</a>

[📎 Add Attachment](#)

### Errors

The following errors have been found in the uploaded file. Please remove the attachment, fix any issues, and reupload the corrected file to continue.

Line Number	Error Description
13	Line number: 13. Record type: S. Quarter is invalid. Input: "01".

[Cancel](#)[< Previous](#)[Next >](#)

If there are errors in the file, they will be displayed below the attachment. Read the error descriptions and refer to the specifications to fix your file. Once you have fixed your file click **Remove** to remove that file. Then attach your new file.

[< PINE TREE PAYROLL](#)

## Bulk Wage Report

Alex



### Upload File

To file wage reports in bulk, attach a file below, following the specifications available here.

If there are any errors detected they will be described below and you will have to correct the file

### Attachments

Type	Name	
Bulk Wage Report	ReturnBulkTest-123-456-789-11_27_2024 3_47_53 F 4.85 KB	<a href="#">Remove</a>

[Add Attachment](#)

### Warnings

The following warnings have been found in the file; you can still submit this request but not fixing these issues could result in delayed processing for the associated reports.

#### Warning Description

The Employer FEIN: 084703389 is not registered with Maine Paid Leave.

[Cancel](#)[< Previous](#)[Next >](#)

You will see warnings if your file contains employers who have not registered or who have not given you access to their account. If there are more than 100 warnings and more than 50% of your employers are either unregistered or have not given you access, you will not be able to submit this file. Click **Next** to continue.

[< PINE TREE PAYROLL](#)

## Bulk Wage Report

Alex



### Upload File

To file wage reports in bulk, attach a file below, following the specifications available here.

If there are any errors detected they will be described below and you will have to correct the file before continuing. Otherwise you will be able to submit your bulk wage report.

### Attachments

Type	Name	Size	
Bulk Wage Report	ReturnBulkTest-123-456-789-11_27_2024 3_47_53 F	4.85 KB	<a href="#">Remove</a>

[Add Attachment](#)[Cancel](#)[< Previous](#)[Next >](#)

A file with no warnings or errors will not have either list displayed after uploading. Click **Next** to continue.

[< PINE TREE PAYROLL](#)

## Bulk Wage Report

Alex



### Summary

You have uploaded information for **3 employers** with wages totaling **\$459.54**.

If the information is correct, click **Submit**.

[Cancel](#)[< Previous](#)[Submit](#)

Review the total number of employers and wages. If they are correct, click **Submit**.

[←](#) PINE TREE PAYROLL

## Confirmation

Your bulk wage report was submitted on 15-Apr-2025. Your confirmation number is **0-000-027-331**.

[Printable View](#)[OK](#)

Your bulk wage report is now submitted. Your confirmation number is displayed, and you can click **Printable View** to see a printer friendly version of this screen. Click **OK** to continue.





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