

New EAMS Data Validations

New EAMS performs validations on data entered on the **Exempt Earnings**, **Washington Wage Details**, and **Total Employees** screens, and in import files.

- Errors, if unresolved, will prevent you from submitting your quarterly filing.
- Warnings, if unresolved, will not prevent you from filing, but may result in financial penalties for your employer.
- Validations marked “Automation” result in the system automatically performing a correction to ensure that the data meets requirements. They don’t require any action on your part but will result in slight changes to the data displayed and saved in your filings.

Screen	Field	Type	Data Validation
Exempt Earnings	Number of Exempt Officers	Error	The number of exempt officers is a required field
		Error	The number of exempt officers must be a number
		Error	The number of exempt officers must be between 0 and 99999 (inclusive)
	Sum of Exempt Officer Earnings this Quarter	Error	The Sum of exempt officer earnings this quarter is a required field
		Error	The Sum of exempt officer earnings this quarter must be a number
		Error	The Sum of exempt officer earnings this quarter must be between 0 and 999,999,999,999.99 (inclusive)
	Sum of Exercised Stock Options by All Employees this Quarter	Error	The Sum of exercised stock options by all employees this quarter is a required field
		Error	The Sum of exercised stock options by all employees this quarter must be a number
		Error	The Sum of exercised stock options by all employees this quarter must be between 0 and 999,999,999,999.99 (inclusive)

Screen	Field	Type	Data Validation
Import File	N.A.		File-Level Validations—
		Error	No import file was uploaded
		Error	The import file must be saved in correct format
		Error	The import file must contain data
		Error	The import file must contain the correct number of columns
		Error	The import file has errors
		Error	The import file has over 50 duplicate wage records
		Error	The import file contains more than 10,000 wage records
			Record-Level Validations—
		Warning	The SSN/ITIN field in at least one row is empty
		Error	The SSN/ITIN field in at least one row contains an invalid number format
		Error	The Last Name field in at least one row is empty
		Error	The Hours field in at least one row is empty
		Error	The Hours field in at least one row contains a decimal or negative
		Warning	The Hours divided into wages is less than minimum wage [Note: do not apply this rule if hours = 0]
		Error	The Wage field in at least one row is empty
Error	The Wage field in at least one row is negative		
Warning	At least one row has neither wages nor hours reported		
Error	The SOC field in at least one row contains more than 1 less than 6 digits		
Warning	SOC field is blank or contains invalid 6 digits		

Screen	Field	Type	Data Validation
Washington Wage Detail	SSN/ITIN	Warning	SSN cannot be blank
		Error	SSN must be numeric
		Error	SSN must be nine digits
		Error	First three digits of SSN cannot be all zeros (000-XX-XXXX)
		Error	First three digits of SSN cannot be 666 (666-XX-XXXX)
		Error	Middle two digits of SSN cannot be all zeros (XXX-00-XXXX)
		Error	Last four digits of SSN cannot be all zeros unless the first digit is a '9' (XXX-XX-0000)
		Error	If SSN begins with a '9', middle two digits must be in a range of 50 through 65, 70 through 88, 90 through 92, or 94 through 99
	Last Name	Automation	The system truncates last names that are over 30 characters in length
		Automation	The system converts last names to all capital letters
		Error	Last name must have a minimum of one character
		Error	The following special characters are not allowed in last names: (,) " " " < > , , , % \ , \$, & , [,]
	First Name	Automation	The system truncates first names that are over 30 characters in length
Error		The following special characters are not allowed in first names: (,) " " " < > , , , % \ , \$, & , [,]	
Middle	Automation	The system truncates middle names that are over 20 characters in length	
	Error	The following special characters are not allowed in middle names: (,) " " " < > , , , % \ , \$, & , [,]	
Suffix	Automation	The system truncates suffixes that are over 4 characters in length	
Hours	Warning	Zero hours are permitted but trigger a warning	
	Error	Blank hours are not permitted	
	Error	Hours cannot be greater than 2208	
	Automation	The 'Hours' field cannot include a decimal.	

Screen	Field	Type	Data Validation
	Wages this Quarter	Warning Error Error	Hours divided into wages must be greater than minimum wage (Note: this rule is not applied if hours = '0') Posted wages cannot be greater than 999,999,999,999.99 Blank wages are not permitted
	Standard Occupational Classification	Warning Error	Leaving blank or invalid is permitted but trigger a warning The SOC field is less than 6 digits
Total Employees	Month 1 Month 2 Month 3	Error Error Error Error Error	Total Employees for each month cannot be blank Total Employees must be a number Total Employees cannot exceed eight digits The Total Employees entered must not be higher than the number of wage records listed on the Wage Detail screen If the business has payroll, the sum of the three months' Total Employees must be greater than zero