**Arizona Department of Economic Security**

**Division of Employment & Rehabilitation Services**
**Employer Engagement Administration**
**Unemployment Insurance Tax Section**



# Bulk Filing Project

# AZ UI Tax Reporting for Employers (AZURE) System

# ACH Credit Payment Process

# 2017 Test & Production Filing Schedule

## For
## Quarterly Tax & Wage Reporting

### (Version 1.7)



DEPARTMENT OF ECONOMIC SECURITY
*Your Partner For A Stronger Arizona*

# AZURE Bulk Filing Project
## 2017 Test & Production Scheduling Criteria

Transmitters must *successfully* complete all levels of testing within the **A**ri**Z**ona **U**I Tax **R**eporting for **E**mployers (AZURE) Bulk Filing system **prior** to submitting 'live' production files.

The Unemployment Insurance Tax Section, *(hereby referred to as the 'Department')* has incorporated a secure FTP **test** server to ensure that their XML-formatted files are constructed properly for the AZURE system to receive.  The test server is for use by Transmitter System Developers when developing and validating test files.

Each Transmitter is assigned a designated folder on the Department's secure FTP test server upon registration.  Transmitters must notify the Department, via the below telephone number or email address, when ready to submit a test file. The Department will coordinate a test schedule with the Transmitter and provide the test server URL in which the test file is to be submitted.

The AZURE Test & Production Filing Schedule noted in this document outlines the following:

o   Timeframes in which the Department is open to accept and process test files.

o   Dates the Department will cease testing due to Production filing processing.

o   Date all testing must be Department-certified before approval can be given to proceed with Production filing.

   **Note**: If testing is not completed by the *Last day for Certification* date noted within each testing period, the Transmitter must target the next testing period and quarter for Production filing.

Test periods are limited to a maximum of 1000 employers.  Once maximum count received, all additional requests for testing will be deferred until the next test period.

The requirements for test and production file processing are outlined in the *AZURE System User Filing Requirements & Specifications* document that is provided in the Welcome Packet emailed to Transmitters during the Bulk Filer registration process.

If you have any questions regarding the information in this document, please contact the Division of Technology Services, Business & Technology Solutions Unit at (602) 771-8068 or via email at azbulkfiling@azdes.gov.

# Arizona AZURE Bulk Filing

## Testing Timeline for 1Q2017 Production Filings

| | |
|---|---|
| 2-13-17 | Testing Period Open *(Date Department begin processing test files)* |
| 3-24-17 | Last day to test for Q1/2017 Certification |
| 4-1-17 thru 5-1-17 | ★ **1Q2017 Tax & Wage Report Filing Period (Report Due Date = 5/1/17)** |
| 3-27-17 thru 5-12-17 | Testing Period CLOSED due to Production Processing |
| 5-15-17 | Testing Open/Resumed |

## February 2017

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|---|---|---|---|---|---|---|
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | *Testing Period Open* 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | Holiday | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | | | | |

## March 2017

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|---|---|---|---|---|---|---|
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | Last Day for Certification ☑ 24 | 25 |
| 26 | *Testing Period Closed* 27 | 28 | 29 | 30 | 31 | |

☑ Must wait until **2**Q2017 for 'Live' Production Filing if testing has not been certified by Department by **March 24, 2017**.

## April 2017

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|---|---|---|---|---|---|---|
| | | | | | | Begin "Live" Filing 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | Report Due Date ★ May 1 | | | | | |

# Arizona AZURE Bulk Filing

## Testing Timeline for 2Q2017 Production Filings

| | |
|---|---|
| 5-15-17 | Testing Period Open *(Date Department begin processing test files)* |
| 6-23-17 | Last day to test for Q2/2017 Certification |
| 7-1-17 thru 7-31-17 | ★ **2Q2017 Tax & Wage Report Filing Period (Report Due Date = 7/31/17)** |
| 6-26-17 thru 8-11-17 | Testing Period CLOSED due to Production Processing |
| 8-14-17 | Testing Open/Resumed |

## May 2017

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|---|---|---|---|---|---|---|
| | Q1/2017 Report Due Date ★ 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | *Testing Period Open* 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | Holiday | 30 | 31 | | | |

## June 2017

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|---|---|---|---|---|---|---|
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | Last Day for Certification ☑ 23 | 24 |
| 25 | *Testing Period Closed* 26 | 27 | 28 | 29 | 30 | |

> ☑ Must wait until **3**Q2017 for Production Filing if testing has not been certified by Department by **June 23, 2017**.

## July 2017

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|---|---|---|---|---|---|---|
| | | | | | | Begin "Live" Filing 1 |
| 2 | 3 | Holiday | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | Report Due Date ★ 31 | | | | | |

# Arizona AZURE Bulk Filing

## Testing Timeline for 3Q2017 Production Filings

| 8-14-17 | Testing Period Open *(Date Department begin processing test files)* |
|---|---|
| 9-22-17 | Testing NOT Certified by Department; will **not** be able to file 'live' until 4Q2017 |
| 10-1-17 thru 10-31-17 | ★ **3Q2017 Tax & Wage Report Reporting Period (Report Due Date= 10/31/17)** |
| 9-25-17 thru 11-10-17 | ▨ Testing Period CLOSED due to Production Processing |
| 11-13-17 | Testing Open/Resumed |

## August 2017

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|---|---|---|---|---|---|---|
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | *Testing Period Open* 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |

## September 2017

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|---|---|---|---|---|---|---|
| | | | | | 1 | 2 |
| 3 | **Holiday** | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | Last Day for Certification ☑ 22 | 23 |
| 24 | *Testing Period **Closed*** 25 | 26 | 27 | 28 | 29 | 30 |

☑ Must wait until **4**Q2017 for Production Filing if testing has not been certified by Department by **September 22, 2017**.

## October 2017

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|---|---|---|---|---|---|---|
| 1 Begin "Live" Filing | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | **Holiday** | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | Report Due Date ★ 31 | | | | |

# Arizona AZURE Bulk Filing

## Testing Timeline for 4Q2017 Production Filings

| 11-13-17 | Testing Period Open *(Date Department begin processing test files)* |
|---|---|
| 12-22-17 | Testing NOT Certified by Department; will **not** be able to file 'live' until 1Q201**7** |
| 1-1-1**8** thru 1-31-1**8** | ⭐ **4Q2017 Tax & Wage Report Reporting Period (Report Due Date= 1/31/18)** |
| 12-25-17 thru 2-09-1**8** | Testing Period CLOSED due to Production Processing |
| 2-12-1**8** | Testing Open/Resumed |

## November 2017

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|---|---|---|---|---|---|---|
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | Holiday | 11 |
| 12 | *Testing Period Open* 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | Holiday | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | | |

## December 2017

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|---|---|---|---|---|---|---|
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | Last Day for Certification 22 ☑ | 23 |
| 24 Holiday *Testing Period **Closed*** | 26 | 27 | 28 | 29 | | 30 |
| 31 | | | | | | |

> ☑ Must wait until **1**Q20**18** for Production Filing if Testing has not been certified by Department by **December 22, 2017**.

## January 2018

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|---|---|---|---|---|---|---|
| | Holiday 1 Begin "Live" Filing | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | Holiday | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | Report Due Date ⭐ 31 | | | |

# State of Arizona

## <u>EOE/ADA/LEP Statement</u>

Equal Opportunity Employer/Program • Under Titles VI and VII of the Civil Rights Act of 1964 (Title VI & VII), and the Americans with Disabilities Act of 1990 (ADA), Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Title II of the Genetic Information Nondiscrimination Act (GINA) of 2008, the Department prohibits discrimination in admissions, programs, services, activities, or employment based on race, color, religion, sex, national origin, age, disability, genetics and retaliation. The Department must make a reasonable accommodation to allow a person with a disability to take part in a program, service or activity. Auxiliary aids and services are available upon request to individual with disabilities. For example, this means if necessary, the Department must provide sign language interpreters for people who are deaf, a wheelchair accessible location, or enlarged print materials. It also means that the Department will take any other reasonable action that allows you to take part in and understand a program or activity, including making reasonable changes to an activity. If you believe that you will not be able to understand or take part in a program or activity because of your disability, please let us know of your disability needs in advance if at all possible. To request this document in alternative format or for further information about this policy, contact the UI Tax office at 602-771-6606; TTY/TDD Services: 7-1-1. • Free language assistance for DES services is available upon request.

DEPARTMENT OF ECONOMIC SECURITY
*Your Partner For A Stronger Arizona*