

WCIRB Connect® Submission Manager User Guide



Notice

This *WCIRB Connect® Submission Manager User Guide* was developed by the Workers' Compensation Insurance Rating Bureau of California for the convenience and guidance of its users. It does not bear the official approval of the Insurance Commissioner and is not a regulation.

© 2023 Workers' Compensation Insurance Rating Bureau of California. All rights reserved.

No part of this work may be reproduced or transmitted in any form or by any means, electronic or mechanical, including, without limitation, photocopying and recording, or by any information storage or retrieval system without the prior written permission of the Workers' Compensation Insurance Rating Bureau of California (WCIRB), unless such copying is expressly permitted in this copyright notice or by federal copyright law. No copyright is claimed in the text of statutes and regulations quoted within this work.

Each WCIRB member company, including any registered third-party entities (Company), is authorized to reproduce any part of this work solely in connection with the transaction of workers' compensation insurance and to the extent reasonably necessary for the training of Company personnel. This reproduction right does not include the right to make any part of this work available on any website or on any form of social media.

Workers' Compensation Insurance Rating Bureau of California, WCIRB, WCIRB California, WCIRB Connect, WCIRB Inquiry, WCIRB CompEssentials, X-Mod Direct, eSCAD, Comprehensive Risk Summary, X-Mods and More, Annual Business Comparative and the WCIRB California logo (WCIRB Marks) are registered trademarks or service marks of the WCIRB. WCIRB Marks may not be displayed or used in any manner without the WCIRB's prior written permission. Any permitted copying of this work must maintain any and all trademarks and/or service marks on all copies. To seek permission to use any of the WCIRB Marks or any copyrighted material, please contact the WCIRB at customerservice@wcirb.com.

WCIRB Connect® Submission Manager User Guide

Table of Contents

Submission Manager Landing Page	3
Validation Mode.....	3
Settings	3
Search Functions	3
Results Display.....	4
File Details Page.....	5
Header Information.....	5
Errors Tab Search Functions	5
Errors Tab Results Display - USR.....	6
Errors Tab Results Display - Policy.....	7
Records Tab.....	8

Submission Manager Landing Page

Validation Mode

The screenshot shows the Submission Manager interface. At the top, there is a 'Menu' tab and a 'Submission Manager' tab. Below this, the 'Submission Manager' header is followed by 'Search & Manage Submissions'. To the right of the header is an 'Upload Test Submission' button and a 'Validation Mode' toggle switch, which is highlighted with a red box. Below the header is a search bar with five filters: 'File Name', 'TPE Name', 'Date Range', 'Data Type', and 'Status'. Each filter has a search icon and a dropdown menu. To the right of the filters are 'Reset Filters' and 'Search' buttons.

Switching to Validation Mode enables users to Upload a Test Submission file and run the file against the WCIRB's preprocessing edits. The search results will only show files uploaded in Validation Mode. Production files must be changed to Test in the Electronic Transmittal Record (ETR) before being uploaded.

Settings

The screenshot shows the Submission Manager interface. At the top, there is a 'Menu' tab and a 'Submission Manager' tab. Below this, the 'Submission Manager' header is followed by 'Search & Manage Submissions'. To the right of the header is an 'Upload Test Submission' button and a 'Validation Mode' toggle switch. To the right of the toggle switch is a 'Settings' icon, which is highlighted with a red box. Below the header is a search bar with five filters: 'File Name', 'TPE Name', 'Date Range', 'Data Type', and 'Status'. Each filter has a search icon and a dropdown menu. To the right of the filters are 'Reset Filters' and 'Search' buttons.

Clicking the Settings icon allows users to manage their notification subscriptions for Policy and/or USR files.

Search Functions











The screenshot shows the Submission Manager interface. At the top, there is a 'Menu' tab and a 'Submission Manager' tab. Below this, the 'Submission Manager' header is followed by 'Search & Manage Submissions'. To the right of the header is an 'Upload Test Submission' button and a 'Validation Mode' toggle switch. Below the header is a search bar with five filters: 'File Name', 'TPE Name', 'Date Range', 'Data Type', and 'Status'. Each filter has a search icon and a dropdown menu. The search bar is highlighted with a red box. To the right of the filters are 'Reset Filters' and 'Search' buttons.

- File Name (A) – Filters by the file name submitted to the WCIRB. The full file name must be entered, as this does not allow for partial matching.
- TPE Name (B) – Filters by a specific TPE submitter.
- Date Range (C) – Filters by last week, last two weeks or last month, or use free form dates.
- Data Type (D) – Filters by WCPOLS, WCSTAT or Unrecognized. The Unrecognized status is for files that cannot be identified for processing.
- Status (E)
 - Accepted – File passed preprocessing without any Critical or Fatal Errors. May contain Non-Critical errors.
 - Errors – One or more of the transactions contain Critical Errors and have been rejected.
 - Processing – Temporary status to denote a file is processing.

Results Display

All columns can be sorted by clicking on the column header. Clicking on the submission lines will lead to the Submission Details.

Submissions 25 Results

Received	Status	File Name	Submitted By	Data Type	Errors	Records	Transactions	
09/27/2023	Accepted 	PPEP_99999_00004_202309270821.txt	Acme Ins Grp Data Provider TPE	WCPOLS	1	3	2	...
09/27/2023	Accepted 	PPEP_99999_00004_202309250821.txt	Acme Ins Grp	WCPOLS	1	73	1	...
09/27/2023	Accepted 	PPEP_99999_00004_202309240821.txt	Acme Ins Grp	WCPOLS	2	193	1	...
09/27/2023	Accepted 	PPEP_99999_00004_202309240821.txt	Acme Ins Grp	WCPOLS	1	33	1	...
09/27/2023	Accepted 	PPEP_99999_00004_202309240821.txt	Acme Ins Grp	WCPOLS	0	2	1	...
09/27/2023	Accepted 	PPEP_99999_00004_2023092830821.txt	Acme Ins Grp	WCPOLS	0	2	1	...
08/25/2023	Errors 	UDDP_99999_00004_20230835821.txt	Acme Ins Grp	WCSTAT	4,395	21,418	2,674	...
07/03/2023	Errors 	UDDP_99999_00004_202307030821.txt	Acme Ins Grp Mega TPE	WCSTAT	244	2,351	183	...
03/15/2023	Errors 	PPEP_99999_00004_2023031543484.txt	Acme Ins Grp	WCPOLS	4	22	1	...
03/15/2023	Errors 	PPEP_99999_00004_2023031151234.txt	Acme Ins Grp	WCPOLS	3	22	1	...

← Previous Rows per page: 10 ▾ 1 2 3 Next →

To Access the Download File and Submission Detail File

- Received – The date the file was received by the WCIRB
- Status
 - Accepted – File passed preprocessing without any Critical or Fatal Errors, but contains Non-Critical Errors
 - Errors – One or more of the transactions contain Critical Errors and have been rejected.
 - Processing – Temporary status during processing.
- File Name – The File Name.
- Submitted By – The carrier name will be on the first line and the submitter TPE (if applicable) will be on the second line.
- Date Type – WCPOLS, WCSTAT or Unrecognized. The Unrecognized status is for files that cannot be identified for processing.
- Errors – The number of errors in the file. These may be Critical (and thus rejected) or Non-Critical and processed.
- Records – The number of records in the file.
- Transactions – The number of transactions in the file.
- Download Flat File – Allows the user to download the .txt file submitted to the WCIRB by selecting the three dots at the end of the line.
- Download Submission Detail File – Allows the user to download a copy of the Submission Detail Report by selecting the three dots at the end of the line. See Submission Detail Report for details.

Submission Details Page

Header Information

The basic information from the ETR will be displayed.

← Submission Manager

PPEP_99999_00004_202310091234.txt Errors 0 .TXT Submission Report

Critical preprocessing errors detected; transactions rejected, correction(s) required
Acme Gro

Received Date	Submission Type	Operations Group Code	ETR Email	Data Type	TPE/TPA/MGA
10/09/2023	Standard	99999	lmaDataFan@Acme.com	WCPOLS	--

- File Name /Submission Status
- Submission Status Details – Displays the file processing status
 - If any Critical Errors Detected – Critical preprocessing errors detected
 - If only Non-critical Errors are Detected – Non-critical preprocessing errors detected.
 - Insurer Group

Errors Tab Search Functions

3273 Errors 66097 Records

Policy Number <input type="text"/>	Record Type <input type="text" value="Select All"/>	Transaction Code <input type="text" value="Select All"/>
Error Code <input type="text" value="Select All"/>	Error Severity <input type="text" value="Select All"/>	CA Insurer Code <input type="text" value="Select All"/>
		Policy Effective Date <input type="text" value="MM/DD/YYYY"/>

Reset Filters Search

- Policy Number – The reported Policy Number of the transaction. The system will attempt to find a match if a partial number is entered. Note that the partial number needs the leading characters.
- Record Type Code – All Record Number with Errors will be displayed. Multiple Record Types may be selected for a search.
- Transaction Code – All Transaction Codes with Errors will be displayed. Multiple Codes may be selected for a search.
- Error Code – All Error Codes with Errors will be displayed. Multiple Codes may be selected for a search.
- Error Severity – Critical, Non-Critical and Fatal. Multiple Codes may be selected for a search.
- CA Insurer Code – All insurers with transactions will be displayed. Multiple Insurers may be selected.
- Policy Effective Date – A specific policy effective date may be selected.

Errors Tab Results Display - USR

Access this by selecting the number of errors on a file on the Submission Manager Landing Page. All columns can be sorted by clicking on the title.

CA Insurer Code	Policy Number	Effective Date	Claim Number	Field Name	Error Message	Reported Value	RL	Correction Sequence Number	Correct Type
999	WC134648687	02/01/2020		Address of Insured	PS0304282 - Non-Critical Error Address of Insured must be left justified, right blank-filled, not more than one space in-between words and only permitted characters	999 Franklin St Oakland CA94607-5201	3	0	
999	WC64786685	02/01/2020	297014150	Injury Code (Injury Type)	PS0507904 - Non-Critical Error Injury Code (Injury Type) invalid - must be 04 if Scheduled Indemnity - Percentage of Disability is 1% or greater up to 24%	06	3	0	

- CA Insurer Code – The 3-digit California number for the insurer.
- Policy Number – The reported Policy Number of the transaction.
- Effective Date – The reported Inception Date of the transaction.
- Claim Number – The Claim Number if related to a specific claim. This field is blank when the PPE is detected on any record other than a loss record.
- Field Name– The WCIO Name of the Field where the error is detected. If the error is based on multiple fields, the primary field is listed.
- Error Message – The Error Number and Severity shown in bold, followed by the wording for the error.
- Reported Value – The field shown as reported in the submission file.
- RL – Report Level
- Correction Sequence Number – The field will be blank if the PPE is detected on an original report level.
- Correction Type – If there is a Correction, this will be displayed as E for Exposure, H for Header, L for Loss, M for Multiple or T for Totals.
- Line Number – The corresponding Line Number which triggered the error. Clicking the hyperlink will navigate to a parsed view of the record with the incorrect field highlighted.

Errors Tab Results Display – Policy

Access this by selecting the number of errors on a file on the Submission Manager Landing Page. All columns can be sorted by clicking on the title.

CA Insurer Code	Policy Number	Effective Date	Field Name	Error Message	Reported Value	TC	Record Type	Line
999	WC123456	06/01/2023	Independent DCO Risk ID Number/File Number/Account Number	PP0405801 - Non-Critical Error Independent DCO Risk ID Number/File Number/Account Number for California must not contain any non-numeric characters	5183698R	14	04	4735
999	WC987653	08/01/2022	Endorsement Serial Number	PPDM07103 - Critical Error Endorsement Serial Number - Endorsement Sequence Number not unique based on Link Data	01	14	DM	5265
999	WC987653	08/01/2022	Name of Insured	PPDM25501 - Non-Critical Error Name of Insured must be left justified, right blank-filled, not more than one space in-between words and only permitted characters	ACE* HOMES LIMITED PARTNER IP	14	DM	5265

- CA Insurer Code – The 3-digit California number for the insurer.
- Policy Number – The reported Policy Number of the transaction.
- Effective Date – The reported Inception Date of the transaction.
- Field Name – The WCIO Name of the Field where the error is detected. If the error is based on multiple fields, the primary field is listed.
- Error Message – The Error Number and Severity will be bolded, followed by the wording for the error.
- Reported Value – The field shown as reported in the submission file.
- TC – The Transaction Code.
- Record Type – The Primary record for the error.
- Line Number – The Line Number in the File. Clicking on the line number will take you to a parsed view of the record with the incorrect field highlighted in pink.

Records Tab

This is a parsed view of each record as reported in the submission file. Records are sorted by Type. Search or filter by:

- Policy Number
- Record Type
- Line Number

The screenshot shows the top navigation bar with two tabs: 'Errors' (with a count of 4) and 'Records' (with a count of 23, highlighted with a red circle). Below the tabs is a search filter section with three input fields: 'Policy Number' (with a magnifying glass icon), 'Record Type' (with a dropdown menu showing 'Select All'), and 'Line Number' (with a magnifying glass icon). To the right of these fields are two buttons: 'Reset Filters' and 'Search' (with a magnifying glass icon).

Any field with an error will be highlighted. Clicking on the highlighted field will display the error and error description.

The screenshot shows a table of records with columns: 'Employment Number', 'Record Sequence Number', 'Reserved for Future Use', 'Name Link Counter Identifier', 'Reserved for Future Use', 'Policy Change Effective Date', 'Policy Change Expiration Date', and 'Excess Data'. The table is filtered by '02 Name' and shows 1 result. A modal window is open over the table, displaying an error message: 'Exposure Record Link for Location Code' with 1 error. The error details are: 'PP0315701 - Non-Critical Error' and 'Exposure Record Link For Location Code must be numeric, left zero-filled'. A 'Done' button is at the bottom of the modal. The table also has 'Previous' and 'Next' navigation buttons. Below the table, there is a 'Rows per page' dropdown set to 10 and a page indicator showing 1.

Employment Number	Record Sequence Number	Reserved for Future Use	Name Link Counter Identifier	Reserved for Future Use	Policy Change Effective Date	Policy Change Expiration Date	Excess Data
					000	000000	