

May 20, 2026

## PEIA ACCESS

### Non-State File Interface Discussion

1. Payroll Remittance File
  - a. Payroll Remittance file layout and field walk-through  
<https://peia.wv.gov/media/38570/download?inline>
  - b. Process
    - i. ACCESS has a built-in file upload feature for the Payroll/Remittance file interface process known as the Data Collection tool.
    - ii. Agencies may upload this file to create a payment based on the data included.
    - iii. Section 4 Data Collection of the WVPEIA Employer Portal Training Guide walk-through (attached file).
2. Human Resources Information System (HRIS) File Discussion
  - a. Agencies may use this file to reduce the number of manual transactions such as new hires, terminations, etc.
    - i. Generally suitable for agencies with greater than 75 employees
  - b. HRIS file layout and field walk-through  
<https://peia.wv.gov/media/38678/download?inline>  
Reports – HRIS Processing (attached file)
  - c. Process
    - i. HRIS files will be submitted via SFTP
    - ii. Process to get registered will be provided