CSV File Format

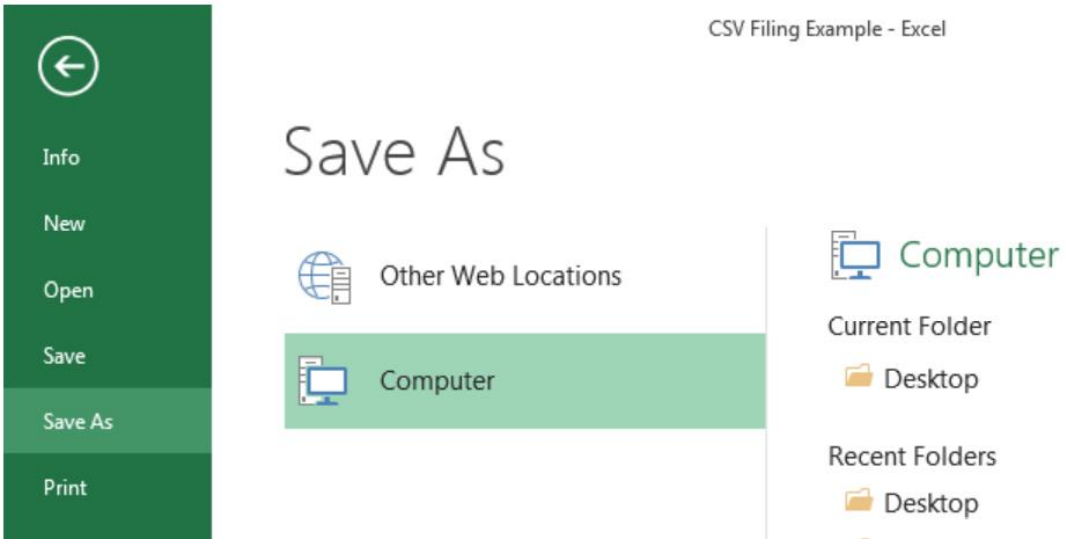
Description: Plain .csv format file, no heading, no totals and no delimiters. All columns should be formatted to category **General**.

	Columns	Field Description
REQUIRED	EAN	Employer Account Number (Leading zeroes not required)
REQUIRED	Filing Quarter	Year YYYY and Quarter Q
REQUIRED	SSN	Social Security Number, 9 numerical characters (No dashes)
REQUIRED	Name	First Name
REQUIRED	MI	Middle Initial (Can be NULL)
REQUIRED	Name	Last Name
REQUIRED	Wages	Gross Wages (Include a decimal point for cents)
OPTIONAL	Hours Paid	Total Hours Paid this Qtr. (Regular, Vacation, Sick, PTO)
OPTIONAL	Job Title	Primary position held during this Qtr.
REQUIRED	1st Month Employee Count	Number of Employees that worked or received pay the 1st month of this Qtr.
REQUIRED	2nd Month Employee Count	Number of Employees that worked or received pay the 2nd month of this Qtr.
REQUIRED	3rd Month Employee Count	Number of Employees that worked or received pay the 3rd month of this Qtr.

File Sample:

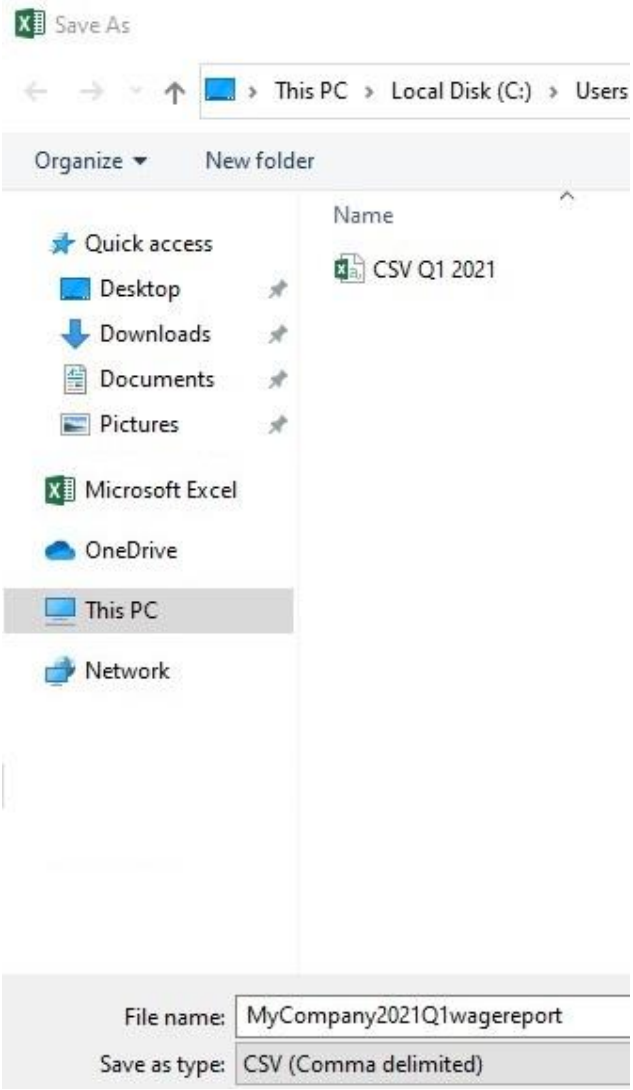
	A	B	C	D	E	F	G	H	I	J	K	L
1	11111	20213	111221212	Employee	A	One	25000	480	Manager	5	5	5
2	11111	20213	111222323	Employee	Y	Two	18735.42	480	Sales	5	5	5
3	11111	20213	111223434	Employee	J	Three	16518.56	480	Accounting	5	5	5
4	11111	20213	111224545	Employee	G	Four	15324.16	480	Buyer	5	5	5
5	11111	20213	111225656	Employee	V	Five	8514.37	480	Warehouse	5	5	5

After all employee data entry is completed go to the "File" tab and select the "Save As" option (MS Excel)

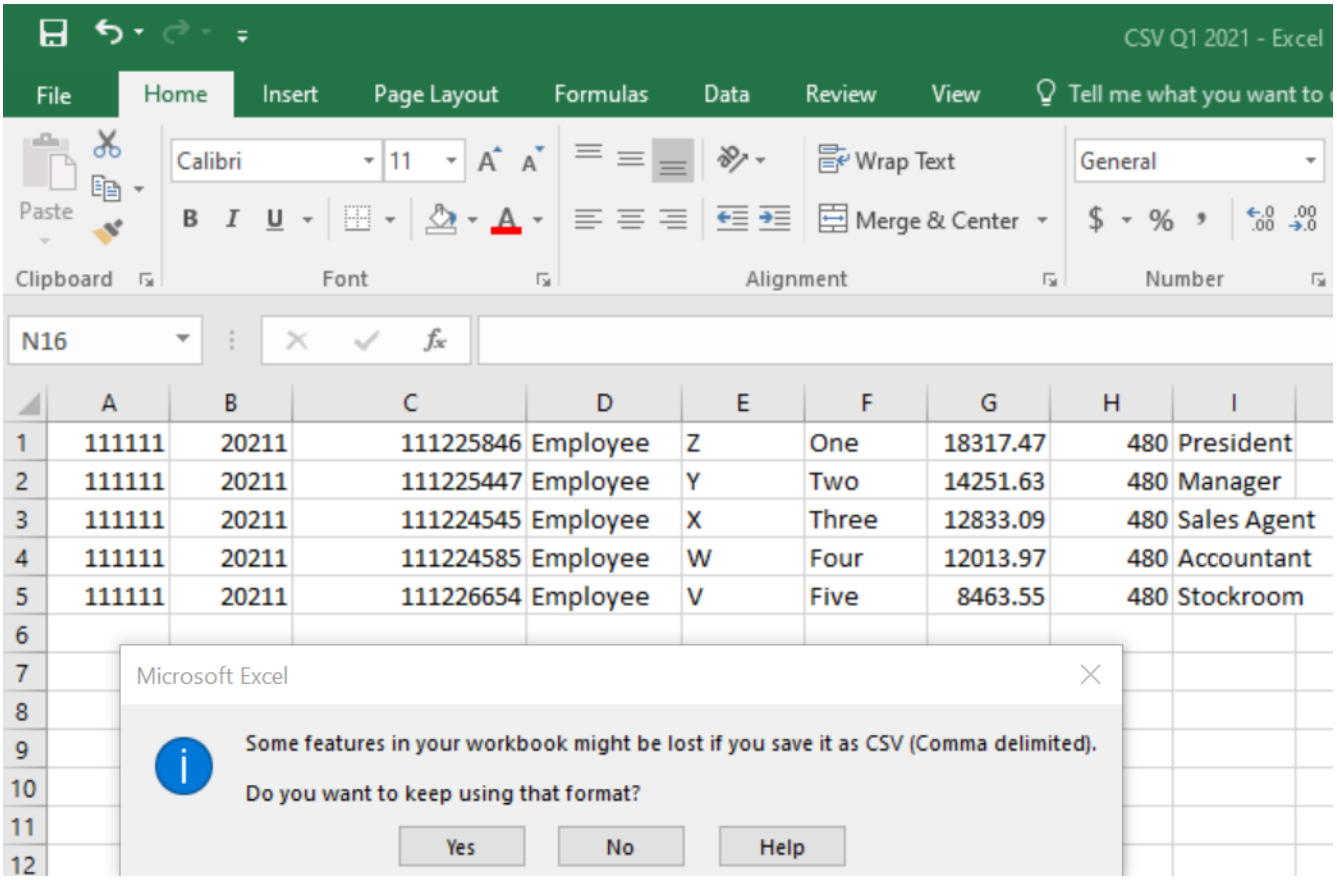


In the "File name" box enter a unique File name. You may want to include information related to the Year/Qtr. being submitted (e.g. MyCompany2021Q1wagereport)

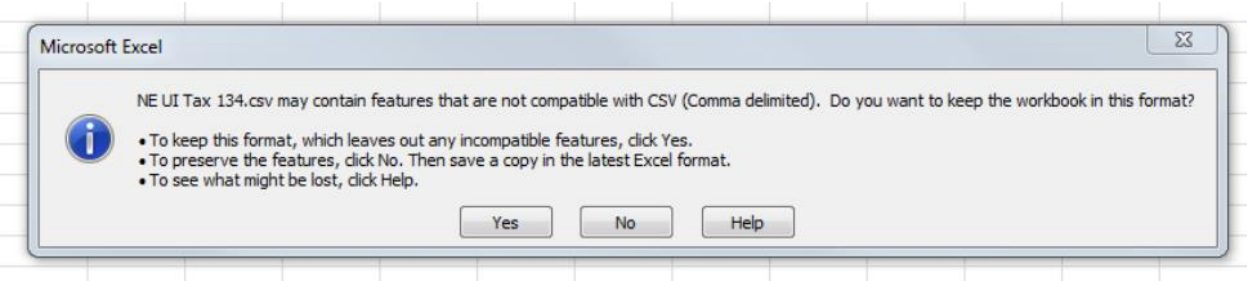
From the "Save as type" drop-down select the CSV (Comma delimited) option



During each save you will see a pop-up window informing users that some workbook features may be lost if you save as CSV (Comma Delimited). Below the statement is a question "Do you want to keep using that format?" You will always answer "Yes"



If a Pop Up box appears telling you that the selected file type does not support workbooks that contain multiple sheets, click "YES."



If your file upload is successfully validated a data verification screen is displayed. Review the data and if correct click on the "Submit" link (Step 5) to file the wage report. Remember, we will not have your report until you have completed the upload process and clicked the "Submit" link.

If you have problems with the file uploading refer to the following suggestions:

1. Column *G* cells should be "General" format with no dollar signs and no commas. One common error is that Column *G* has been formatted to "Number" or "Currency".

2. Column *H* should be "General" format. One common error is that Column *H* has been formatted to "Number".

3. Column *I* should be "General" format.

4. Make sure there is no header or footer information and that the file only has the requested ten columns of information. Twelve columns are requested if you submit Hours Paid and Job Title.

5. If you have any employees with zero or negative wages on the file, remove them.

6. Make sure each employee has 9 digits in their social security number. If their number starts with a zero you must change the SSN column's format to "Text".

7. If these items do not solve the problem, please call the UI Tax Help Line at 402-471-9898