Import File Specifications

The spreadsheet or CSV file should have columns or data in the following order:

 Social Security Number, Last Name, First Name, Middle Initial, Gross Wages, Weeks Worked

Data will be populated into the Employee and Wage Information screen table according to column order in the spreadsheet. Only the first sheet in the spreadsheet will be read and only the first six (6) columns will be read during the import process. Hidden rows or columns are NOT omitted and should be deleted before importing. The spreadsheet should only contain data for **one employer.**

Data from the imported spreadsheet will **REPLACE** any existing data for the selected employer on the Employee and Wage Information screen.

Enter the SSN for each employee in column A. If the SSN is unknown, enter all zeros (000-00-0000). The SSN can be entered with or without hyphens. In a spreadsheet, SSN column should be in 'Text' format. If the SSN column is in 'SSN' format, only the number entered in the cell, not the formatted number, will be read during import. For example, if 1234567 is typed in a cell, the SSN format will display the number as 001-23-4567. Only 1234567 will be read during import.

Enter the Last Name for each employee in column B. If the Last Name is longer than 20 characters, the name will be truncated once the file is imported. The last name may contain alpha and numeric characters and an apostrophe, hyphen and comma.

Enter the First Name for each employee in column C. If the First Name is greater than 12 characters, the name will be truncated once the file is imported. The first name may contain alpha characters only.

Enter the Middle Initial for each employee in column D. The middle initial may contain only one alpha character.

Enter the Gross Wages for each employee in column E. The gross wages can be formatted for Currency ($500.00) or can be typed as a number (500.00). If the gross wages are entered without a decimal point (500), a decimal will be added to the end of the number with 00 for cents (500.00) when imported into the Wage Tool.

Enter the Weeks Worked for each employee in column F. Weeks worked should be a number between 0 and 14.