

Upload Specifications using a Comma Separated Value File

- Separate each column's value by a comma from the next column's value: No comma after the last position.
- If information is not available for certain columns, delimiters should still be used to separate the columns. An example of an employee wage record without a middle name and without tips is:

123456789,First name,, Last name,,400000

- Only files with the extension of (.csv) or (.txt) will be accepted.
- Use the Browse button on the File Upload screen to find your file.
- Choose a Delimiter and Upload Type.
- Click the SUBMIT button to upload your file.
- You must only include wage records in the file upload; otherwise, the file will be rejected.

POSITION IN FILE	WAGE RECORD DATA	POSITION VALUES
Position 1	SSN	Must contain 9 digits.
Position 2	First Name	15 characters max. Do no enter punctuation.
Position 3	Middle Name	1 character max. Do not enter punctuation.
Position 4	Last Name	20 characters max. Do not enter punctuation, except for the hyphen in a compound surname.
Position 5	Total Tips Reported	Enter up to 9 digits before the decimal point (2 digits after the decimal point).
Position 6	Total Gross Wages (including tips)	Enter up to 9 digits before the decimal point (2 digits after the decimal point).

Upload Specifications using a Microsoft Excel Spreadsheet

- Open an Excel Spreadsheet.
- Format all Columns into text format.
- Enter or paste your wage information as outlined below. One row per employee.
- Data must start in Row 1 of Column A of the spreadsheet.
- Save your file as either a (Text) Tab Delimited or (CSV) Comma Delimited file.
- If information is not available for certain columns, skip the column and leave it "Blank."
- Use the Browse button on the File Upload screen to find your file.
- Choose a Delimiter and Upload Type.
- Click the SUBMIT button to upload your file.
- You must only include wage records in the file upload; otherwise, the file will be rejected.

POSITION IN FILE	WAGE RECORD DATA	POSITION VALUES
Column A	SSN	Must contain 9 digits.
Column B	First Name	15 characters max. Do no enter punctuation.
Column C	Middle Name	1 character max. Do not enter punctuation.
Column D	Last Name	20 characters max. Do not enter punctuation, except for the hyphen in a compound surname.
Column E	Total Tips Reported	Enter up to 9 digits before the decimal point (2 digits after the decimal point).
Column F	Total Gross Wages (including tips)	Enter up to 9 digits before the decimal point (2 digits after the decimal point).