

## Importing Paid Family and Medical Leave wage records

Wage records can be imported into the Paid Family and Medical Leave customer account by using a “comma separated values” (\*.csv) file. This file is like a spreadsheet with the columns being marked by a comma (“,”) instead of a vertical line. A CSV file can be created in Excel and other spreadsheet editing tools.

**The columns are as follows and must be in this order:**

**SSN (Social Security number):** Required. Must be numeric. Hyphens are optional: “NNNNNNNNN” OR “NNN-NN-NNN”.

NOTE: Leading zeros in SSN’s may be removed in a spreadsheet if incorrectly formatted: “012345678” could be changed to “12345678”, an invalid SSN because it has only 8 digits. Review this column to avoid errors.

**LAST NAME:** Required. Must contain letters and may contain spaces, hyphens, and/or apostrophes.

**FIRST NAME:** Required. Must contain letters and may contain spaces, hyphens, and/or apostrophes.

**MIDDLE INITIAL:** Optional. A single alphabetical character only.

**HOURS:** Required. Must be a whole number. Round fractional hours up to the nearest whole number.

**WAGES:** Required. Numeric. Must include a decimal mark and two decimal places. A comma is optional: “1234.00” OR “1,234.00”.

## Editing your data in MS Excel (or another spreadsheet tool)

Create a spreadsheet that contains six columns **only** with SSN, last name, first name, middle initial, hours, and wages. Delete any extra columns, headers, footers, totals, etc. Your spreadsheet should look like this:

123-33-1234	DOE	JOHN	B	1200	45,322.22
234-345-4567	SMITH	JANE		4	70.00
143556786	Smith	Robert	H	1300	5000.50

Then, go to File→ Save As and change the file type to CSV.

If opened in a text editor, your final CSV file should look like one of the following examples:

123-33-1234,DOE,JOHN,B,1200,45322.22

234-345-4567,SMITH,JANE,,4,70.00

143556786, Smith, Robert, H,1300,5000.50



Some programs might include quotation marks as text qualifiers when exporting as a CSV file. It does not affect the readability of the file and will look like this:

```
"123-33-1234","DOE",JOHN","B","1200","45,322.22"  
"234-345-4567","SMITH","JANE",,"","4","70.00"  
"143556786", "Smith", "Robert", "H", "1300", "5000.50"
```

