Employment Security Department
WASHINGTON STATE

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.CSV Wage Filing Specifications –
Paid Family and Medical Leave & WA Cares Fund
Last updated on 3/31/2022

NEW FILE FORMAT – Starting Q1 2022, employers and TPAs will file one wage report for both Paid Leave and WA Cares using an updated file format. Beginning April 1, 2022, we will only accept the new file format, which includes headers. This includes reports and amendments for quarters in 2019-2021.

Quarterly reporting with .csv

Required April 1, 2022 — Use the new Leave and Care wage reporting template

Quarterly reports can be filed using a "comma separated values" file (.csv). Your .csv file can be created in Excel or other spreadsheet editing tools. Saving the file as a .csv separates the columns with commas (",") instead of vertical lines.

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-NNNN".

- 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. Same as Last Name.

- **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. Do not include a comma: "1234.00" NOT "1,234.00".

NEW
- **WA Cares Exemption:** Single alpha character only. Valid values:
  - "Y" if employee has an approved WA Cares exemption
  - "N" if employee is not exempt from WA Cares
  - Blank is okay if employee is not exempt from WA Cares

Your spreadsheet should look like this:

SSN	LastName	FirstName	MiddleInitial	Hours	Wages	WACaresExempt(Y/N)
123-33-1234	Doe	John	B	1200	45322.22	Y
234-35-4567	Smith	Jane		4	70.00	N
143556786	O'Brian	Robert	H	1300	5000.50	

Data formatting

Adjust your data formatting according to the rules listed above.

How to fix common formatting errors:

- **Hours:** Select the Hours column and change the format to "Number":
    - o Right click on the selected area and select "Format Cells".
    - o Under "Category", choose the number option.
    - o Change "Decimal places" to "0" and uncheck "Use 1000 Separator". Press OK.

- **Wages:** Select the Wages column and change the format to "Currency":
    - o Right click on the selected area and select "Format Cells".
    - o Under "Category", choose the currency option.
    - o Change "Symbol" from $ to "None". Press OK.

Save your file as .csv

When your file is ready, go to "File" and click "Save As". Change the file type to "CSV (Comma delimited) (*.csv)" and save the file.

Test your .csv

Test your .csv file to make sure it's formatted correctly.

Test your file here: *https://resources.paidleave.wa.gov/single-employer-filing-form*

If your file is rejected, check your formatting. If opened in a text editor, your final .csv file should look like this:

```
SSN,LastName,FirstName,MiddleInitial,Hours,Wages,WACaresExempt(Y/N)
123-33-1234,Doe,John,B,1200,45322.22,Y
234-35-4567,Smith,Jane,,4,70.00,N
143556786,O'Brian,Robert,H,1300,5000.50,
```

If you leave the WA Cares Exemption values blank for non-exempt employees, your final .csv file should look like this:

```
SSN,LastName,FirstName,MiddleInitial,Hours,Wages,WACaresExempt(Y/N)
123-33-1234,Doe,John,B,1200,45322.22,Y
234-35-4567,Smith,Jane,,4,70.00,N
143556786,O'Brian,Robert,H,1300,5000.50,
```

Some programs might include quotation marks as text qualifiers when exporting as a .csv file. This file format is acceptable and will look like this:

```
"SSN","LastName","FirstName","MiddleInitial","Hours","Wages","WACaresExempt(Y/N)"
"123-33-1234","Doe","John","B","1200","45322.22","Y"
"234-345-4567","Smith","Jane","","4","70.00","N"
"143556786","O'Brian","Robert","H","1300","5000.50",
```