

## Help with the 6-Column Format (no headers)

### Using spreadsheet software:

1. Open your wage file in your spreadsheet software.
2. Confirm there are no headers in file. The first row should be an employee's SSN, name, etc.

Sample csv file:

	A	B	C	D	E	F
1	123-33-1234	Doe	John	B	1200	45322.22
2	034-35-4567	Smith	Jane		4	70.00
3	143556786	O'Brian	Robert	H	1300	5000.50
4						

3. Confirm there is no data in the seventh column and remove extra columns if needed. Sometimes columns are active, even if you see no data.

(a) Select Column G in the file.

	A	B	C	D	E	F	G
1	123-33-1234	Doe	John	B	1200	45322.22	
2	034-35-4567	Smith	Jane		4	70.00	
3	143556786	O'Brian	Robert	H	1300	5000.50	
4							

(b) Delete Column G.

	A	B	C	D	E	F
1	123-33-1234	Doe	John	B	1200	45322.22
2	034-35-4567	Smith	Jane		4	70.00
3	143556786	O'Brian	Robert	H	1300	5000.50
4						
5						
6						
7						
8						
9						

(c) Save file as .csv. go to "File" and click "Save As". Change the file type to "CSV (Comma delimited) (\*.csv)" and save the file.

(d) Open the saved file in a plain text editor. Ensure there are no commas at the end of any line of data.

### Your file should look like this:

```
*6-column - Notepad
File Edit Format View Help
123-33-1234,Doe, John,B,1200,45322.22
034-35-4567,Smith,Jane,,4,70.00
143556786,O'Brian,Robert,H,1300,5000.50
```

### Not this:

```
*6-column - Notepad
File Edit Format View Help
123-33-1234,Doe, John,B,1200,45322.22
034-35-4567,Smith,Jane,,4,70.00
143556786,O'Brian,Robert,H,1300,5000.50,
```

(e) Resubmit the file. The system can take up to 24 hours to process your report.

## Using a plain text editor:

Open your wage file in a plain text editor.

1. Confirm there are no headers in file. The first row should be an employee's SSN, name, etc.

Sample plain text file:

```
*6-column - Notepad
File Edit Format View Help
123-33-1234,Doe, John,B,1200,45322.22
034-35-4567,Smith,Jane,,4,70.00
143556786,O'Brian,Robert,H,1300,5000.50
```

2. In a plain text editor, extra comma separators indicate that there is extra data in that line. The system will interpret extra data as being in the next column, and you will get this formatting error.

(a) Delete any commas that follow the wages detail.

```
*6-column - Notepad
File Edit Format View Help
123-33-1234,Doe, John,B,1200,45322.22
034-35-4567,Smith,Jane,,4,70.00
143556786,O'Brian,Robert,H,1300,5000.50,
```

(b) Save and resubmit the file. The system can take up to 24 hours to process your report.