

Help with the 7-Column Format (with headers)

Using spreadsheet software:

1. Open your wage file in your spreadsheet software.
2. Confirm there are headers in file. The top row should be start with SSN. Each of the seven columns needs to have a label.

Sample csv file:

	A	B	C	D	E	F	G
1	SSN	LastName	FirstName	MiddleInitial	Hours	Wages	WACaresExempt(Y/N)
2	123-33-1234	Doe	John	B	1200	45322.22	Y
3	034-35-4567	Smith	Jane		4	70.00	N
4	143556786	O'Brian	Robert	H	1300	5000.50	

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

(a) Select Column H in the file.

	A	B	C	D	E	F	G	H
1	SSN	LastName	FirstName	MiddleInitial	Hours	Wages	WACaresExempt(Y/N)	
2	123-33-1234	Doe	John	B	1200	45322.22	Y	
3	034-35-4567	Smith	Jane		4	70.00	N	
4	143556786	O'Brian	Robert	H	1300	5000.50		
5								

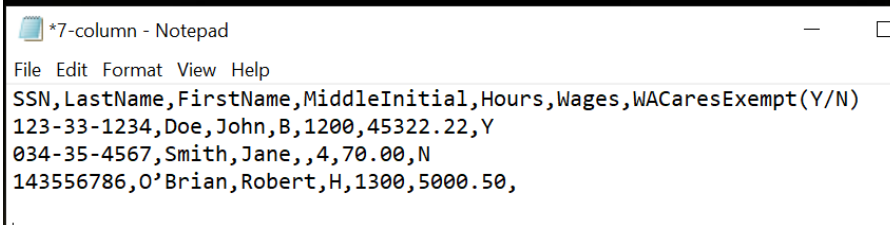
(b) Delete Column H.

	A	B	C	D	E	F	G
1	SSN	LastName	FirstName	MiddleInitial	Hours	Wages	WACaresExempt(Y/N)
2	123-33-1234	Doe	John	B	1200	45322.22	Y
3	034-35-4567	Smith	Jane		4	70.00	N
4	143556786	O'Brian	Robert	H	1300	5000.50	
5							
6							
7							
8							
9							
10							

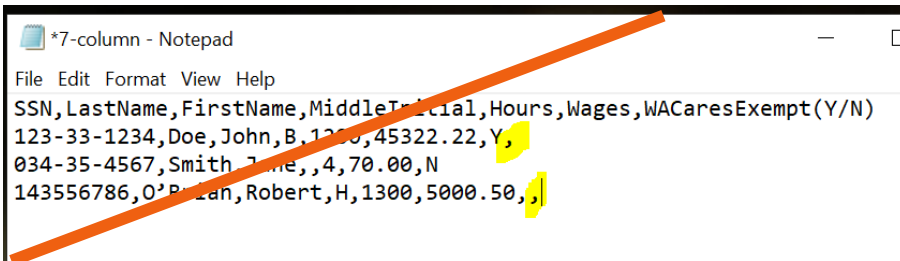
- (c) Save file as .csv. go to "File" and click "Save As". Change the file type to "CSV (Comma delimited) (*.csv)" and save the file.

- (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:



Not this:

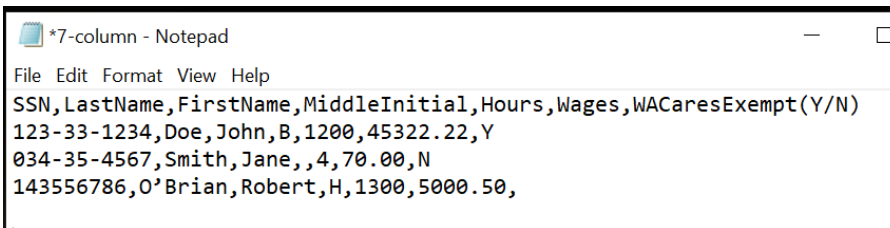


- (e) Resubmit the file. The system can take up to 24 hours to process your report.

Using plain text editor:

1. Open your wage file in a plain text editor.
2. Confirm there are headers in file. The top row should be start with SSN and end with WA Cares exempt in the seventh column.

Sample plain text file:



3. 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.



Employment Security Department

WASHINGTON STATE

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- (a) Delete any commas that follow the Exemption detail.

Note: The Exemption detail may be blank like in the last line in the snip above; in this case the wage detail should be followed by only one comma.

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*7-column - Notepad
File Edit Format View Help
SSN,LastName,FirstName,MiddleInitial,Hours,Wages,WACaresExempt(Y/N)
123-33-1234,Doe,John,B,1200,45322.22,Y,
034-35-4567,Smith,Jane,,4,70.00,N
143556786,O'Brian,Robert,H,1300,5000.50,,
```

- (b) Save and resubmit the file.