

.CSV File Specifications (v8)

Paid Leave & WA Cares - Quarterly Wage Reporting

Updated May 2023

Beginning October 1, 2023, we will only accept the new file format, which includes employee date of birth and WA Cares exemption status.

- The updated file specifications are required for all wage reports and amendments for all quarters in 2019-2023.
- Your .csv file can be created in Excel or other spreadsheet editing tools.
- The updated template (v8) is available to meet these requirements here: paidleave.wa.gov/help-center/employers/

Which specification do I use?

2019 Specifications (v6)	2021 Specifications (v7)	2023 Specifications (v8)
6-column format Original format Accepted through Sept 30, 2023	7-column format Added column for WA Cares Exemption Accepted through Sept 30, 2023	8-column format Added column for Employee Date of Birth Required Starting Oct 1, 2023

Employers of any size and employer agents (third-party administrator) with full account access can file quarterly wage reports using a comma separated values file (.csv). File specifications may be adjusted due to changes in the law, by request of a third-party, or for any other reason by the Employment Security Department. The 2023 (v8) specifications meet Washington state’s Paid Family and Medical Leave and WA Cares Fund reporting requirements.

Data submitted in quarterly wage files must follow Chapter 50A.05 RCW, Chapter 50B.04 RCW and related WACs. These requirements are different than what is required for Employment Security Department’s Unemployment Insurance.

Where to find more information

For more information regarding due dates, the submission process and making payments, please download the Employer Toolkit: paidleave.wa.gov/help-center/employers/

How to format your .csv file

Required October 1, 2023 — Use the new Paid Leave and WA Cares wage reporting template (v8).

You can use the updated template (v8) we provide or set up your own file. Download the updated template here: paidleave.wa.gov/help-center/employers/

In all cases, ensure that the data is formatted correctly for each column. When formatting your .csv file, list each employee in a separate row with the headers in the order shown below.

SSN	LastName	FirstName	MiddleInitial	Hours	Wages	WACaresExempt(Y/N)	DOB (MMDDYYYY)
123-33-1234	Doe	John	B	1200	45322.22	Y	01011990
034-35-4567	Smith	Jane		4	70.00	N	12/11/2000
143556786	O'Brian	Robert	H	1300	5000.50		08181989

SSN: Required.

- Employee's Social Security number (SSN) or Individual Tax Identification Number (ITIN).
- 9-digit number, hyphens are optional. Format: ##### or ###-##-####.

Last Name: Required.

- Employee's last name. May contain letters, spaces, hyphens, and/or apostrophes.

First Name: Required.

- Employee's first name. May contain letters, spaces, hyphens, and/or apostrophes.

Middle Initial: Optional.

- Employee's middle initial, if available. A single alphabetical character only.

Hours: Required.

- Employee's total number of hours worked in relation to the employee's gross reported wages for the quarter. If there are no hours to report enter "0".
- Must be a whole number. Round fractional hours up to the nearest whole number. Format: 164

Wages: Required.

- Employee's total gross wages paid to them this quarter. Gross wages do not include tips.
- *Do not include employees who have zero hours and zero wages.*
- Must include a decimal mark and two decimal places. Do not include a comma. Format: 1234.00

WA Cares Exempt: Column required.

- Is the employee exempt from WA Cares for this quarter? If an employee has provided you with a copy of their WA Cares Exemption approval letter for the reporting quarter, enter 'Y' for yes. Otherwise enter 'N' for no or leave blank.

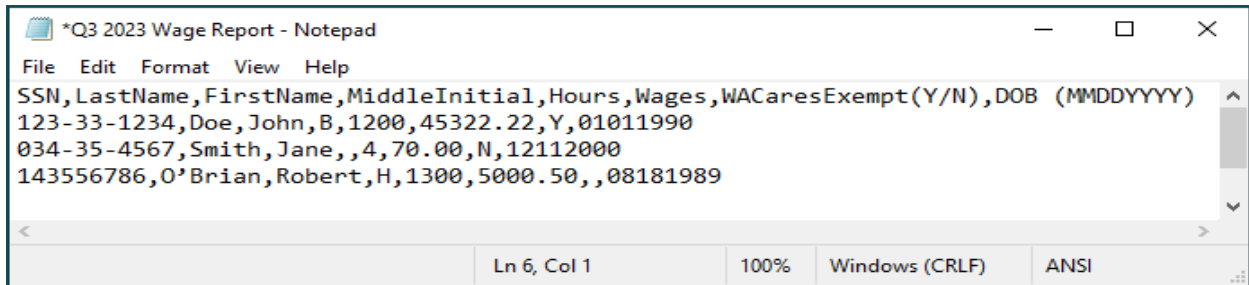
NEW **DOB (MMDDYYYY):** Required.

- Employee's date of birth (DOB). Format DOB: MMDDYYYY or MM/DD/YYYY or MM-DD-YYYY.

How to save your file as .csv

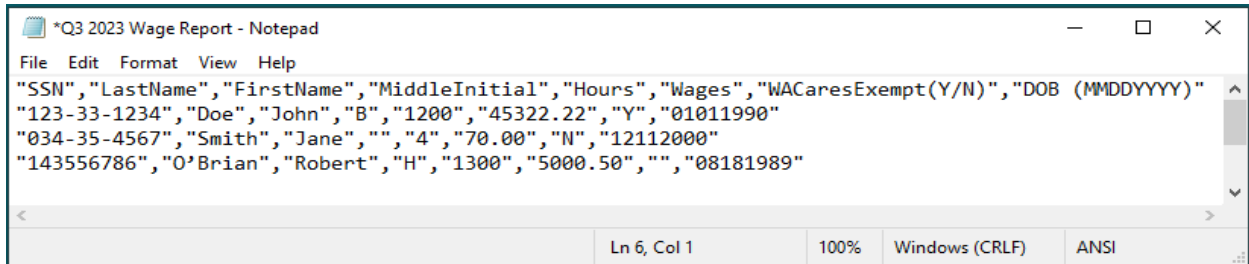
When your file is ready, go to “File” and click “Save As”. Change the file type to “CSV (Comma delimited) (*.csv)” and save the file. Saving the file as a .csv separates (delimits) the columns with commas (“,”) instead of vertical lines.

If opened in a plain text editor, your final .csv file should look like this:



```
*Q3 2023 Wage Report - Notepad
File Edit Format View Help
SSN,LastName,FirstName,MiddleInitial,Hours,Wages,WACaresExempt(Y/N),DOB (MMDDYYYY)
123-33-1234,Doe,John,B,1200,45322.22,Y,01011990
034-35-4567,Smith,Jane,,4,70.00,N,12112000
143556786,O'Brian,Robert,H,1300,5000.50,,08181989
Ln 6, Col 1 100% Windows (CRLF) ANSI
```

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:



```
*Q3 2023 Wage Report - Notepad
File Edit Format View Help
"SSN","LastName","FirstName","MiddleInitial","Hours","Wages","WACaresExempt(Y/N)","DOB (MMDDYYYY)"
"123-33-1234","Doe","John","B","1200","45322.22","Y","01011990"
"034-35-4567","Smith","Jane","","4","70.00","N","12112000"
"143556786","O'Brian","Robert","H","1300","5000.50","","08181989"
Ln 6, Col 1 100% Windows (CRLF) ANSI
```

Test your .csv file

Test your file to make sure it's formatted correctly: resources.paidleave.wa.gov/single-employer-filing

How to fix common errors

Column Labels: Make sure your file has all eight columns in the order above. All columns must have a label, even if there is no data in that column.

Column Mismatch: Ensure there are no column totals in the file.

SSN: Social Security numbers must be in correct format. When an SSN starts with zeros, the zeros are sometimes removed. Example: If “012345678” is changed to “12345678”, the SSN is invalid because it has only eight digits.

In Excel, select the SSN column and change the format to “Social Security Number”:

- Right click on the selected area and select “Format Cells”.
- Under “Category”, choose the “Special” option.
- Change “Type” from ZIP Code to “Social Security Number”. Click OK.

Hours: All hours must be reported as whole numbers. Round up to the nearest whole number. 152.25 hours should be reported as 153 hours. If there are no hours to report enter “0”.

In Excel, select the Hours column and change the format to “Number”:

- Right click on the selected area and select “Format Cells”.
- Under “Category”, choose the “Number” option.
- Change “Decimal places” to “0” and uncheck “Use 1000 Separator”. Click OK.

Wages: All wages must be reported with two decimals, but no commas.

In Excel, select the Wages column and change the format to “Currency”:

- Right click on the selected area and select “Format Cells”.
- Under “Category”, choose the “Currency” option.
- Change “Symbol” from \$ to “None”. Click OK.

NEW **DOB:** Date of birth can be formatted as text or “Short Date”.

To format as text in Excel: before inputting data, select the DOB column and change the format to “Text”:

- Right click on the selected area and select “Format Cells”.
- Under “Category”, choose the “Text” option. Click OK.

To format as “Short Date” in Excel: select the DOB column and change the format to “Short Date”:

- Right click on the selected area and select “Format Cells”.
- Under “Category”, choose the “Short Date” option. Click OK.