



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-NNNN".

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.

Select all columns and change the format to "Text": right click on the selected area, select "Format Cells", then choose the text option and press Ok.

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"
```

Washington
Paid Family & Medical Leave