

Directions for creating CSV (comma delimited) files

The file format for loading the Quarterly Contribution Report via the Web is very specific. These directions are a guide for new users to follow in order to achieve the required format. Following is the file format definition, some general guidelines, step-by-step instructions for creating the CSV (comma delimited) file, and a discussion of correcting errors in the file using Excel or Notepad.

File Format

The end result from following these directions will be a comma-delimited file with the following 12 fields:

<u>Column</u>	<u>Max.Length</u>	<u>ColumnContents & Requirements</u>
1 or A	8	Alaska Employer Account Number
2 or B	4	Reporting Year - Format: CCYY (ex. 2018)
3 or C	1	Reporting Quarter - Valid Values: 1, 2, 3, or 4
4 or D	9	Social Security Number - Do not include hyphens. Must include leading zeroes. Can be accomplished using text field definition or placing a single quote in front of a numeric field.
5 or E	25	Employee Last Name - As much as fits in 25 characters. Must not contain commas.
6 or F	15	Employee First Name -As much as fits in 15 characters. Must not contain commas.
7 or G	1	Employee Middle Initial - optional field.
8 or H	8.2	Employee Total Reportable Wages - Numeric with decimal. No \$ sign or commas (ex. 1000.95 or 623)
9 or I	0	Project Code - Not currently being used. Leave blank.
10 or J	0	Hourly Rate - Not currently being used. Leave blank.
11 or K	10	Occupational Code - Employee's SOC code. See Occupational Coding Manual at http://live.laborstats.alaska.gov/erg/occmanual.pdf
12 or L	2	Geographic Code - Employee's geographic area. See Occupational Coding Manual at http://live.laborstats.alaska.gov/erg/occmanual.pdf

General guidelines:

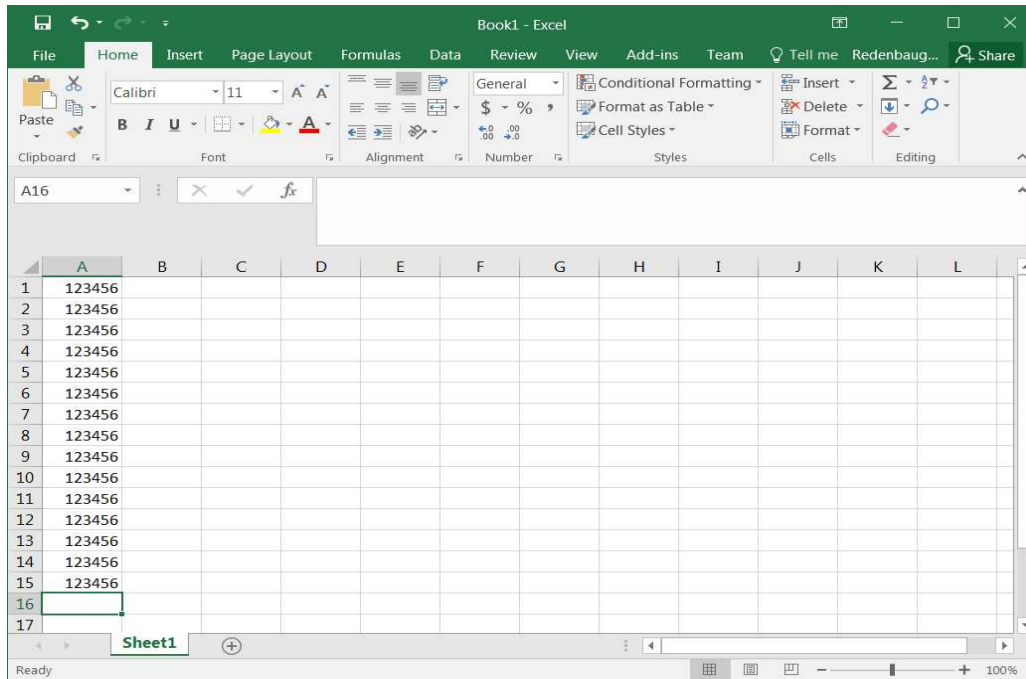
- Make sure your wage detail file meets the required layout for fields, columns, and maximum lengths.
- Since this will be saved as a comma-delimited file, any unnecessary commas will be read as a new field and will result in an error message.
- A row (and only one row) is required for each employee that you are reporting wages. Reporting an employee more than once in the same file will result in an error message. For employees that worked more than one job during the quarter, select the last job worked for their occupation code and submit the total wages for the quarter.
- Negative wages will not be accepted in the wage upload. If you need to correct a previous submission of wages for your employee(s), you must file an amended contribution report. Go to <http://www.labor.state.ak.us/estax/forms/TADJ.pdf> to download this form.
- Do not include column headers or descriptors in your file.
- Do not include a total for the wage column in your file.
- Do not put quotes around values in columns.
- Do not exceed the maximum number of characters in a column.

If you have questions, please contact Employment Security Tax at (888) 448-3527.

Step by Step Instructions

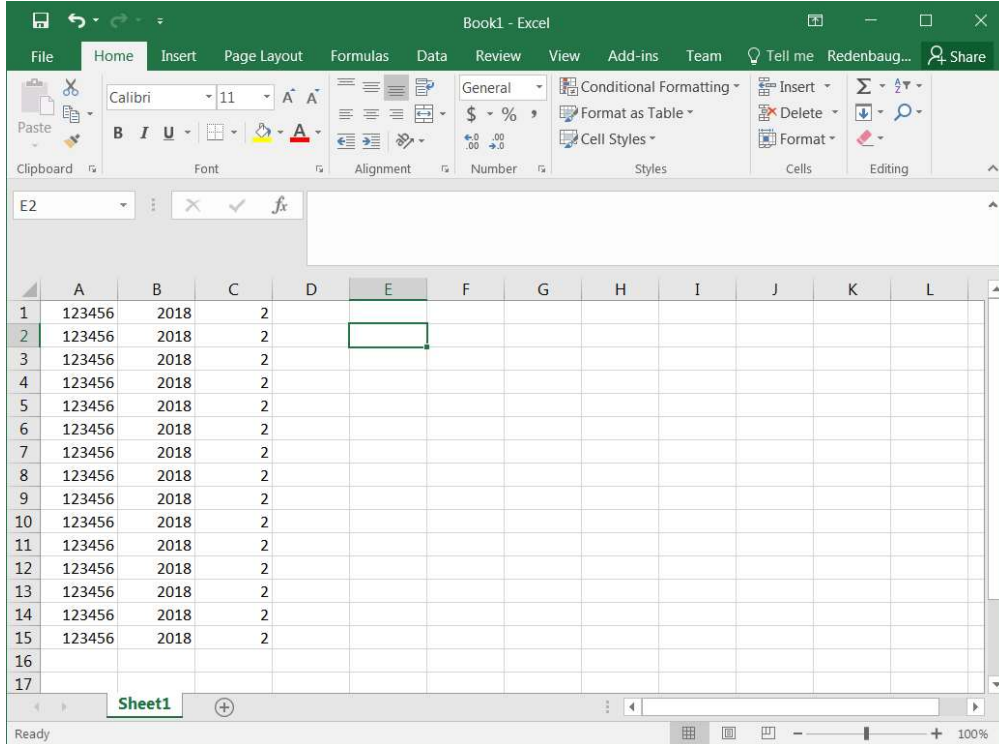
1. Open a new workbook in Excel. Click on the following: File/New/Workbook/.
2. The **Alaska Employer Account Number** is the first column in the workbook. (Do not use your Social Security Number or your Federal Identification Number in this column.) Alaska Employer Numbers are often less than the maximum length of eight characters. Leading zeros are not required for this field. After keying your Alaska Employer Account number in cell A1, you can copy and paste the number into as many cells as you have employees.

For example, my Alaska Employer Account Number is 123456 and I have 15 employees so cells A1 through A15 should have this number.



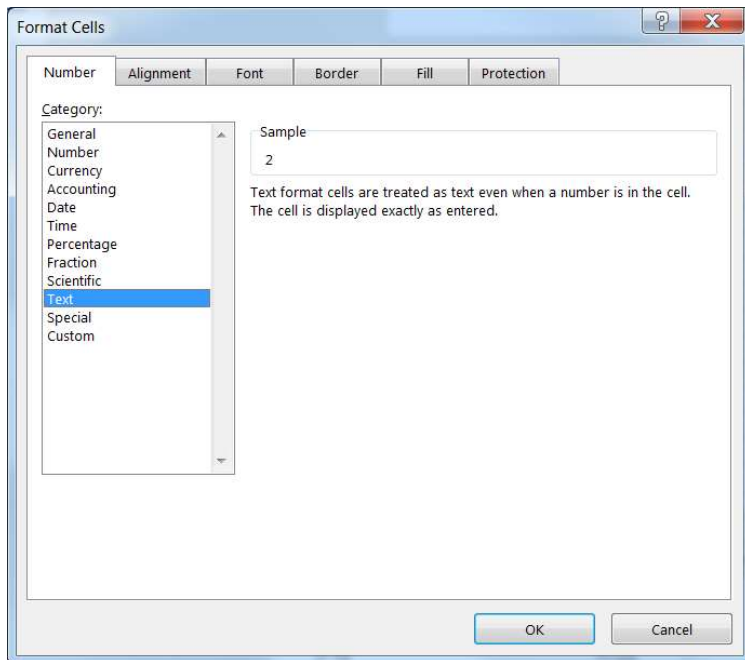
3. The **year** for which you are submitting wages is the second column of the spreadsheet. You may submit Quarterly Contribution reports online for up to eight quarters (the current quarter and seven preceding). Files that you submit online may be for only one year/quarter combination at a time. You may not submit a second report for quarters that have already been submitted online. In order to correct previous quarter's submissions, you must file an amended contribution report. See <http://www.labor.state.ak.us/estax/forms/TADJ.pdf> to download this form.
4. The **quarter** designation is the third column of the spreadsheet. The only valid numbers for this field are 1, 2, 3, or 4. For example, the wages earned by employees during the months of April, May, and June are considered the second

quarter. See the following example of the year and quarter columns.



5. **Social security numbers** of your workers should be in the fourth column on the worksheet. The social security number of your employees must be nine digits long, no hyphens, and include the preceding zeros if applicable. If your employee has not yet supplied you with a social security number, leave this field blank. You will receive a letter from Employment Security Tax after your submission asking you for the missing social security number.

For your employees with social security numbers that begin with zero, you can maintain the preceding zeros in Excel two ways. 1) Click on the letter D to select the entire column, then Format/Cells/Number tab/Text/OK,



or 2) when entering the employees social security number type a single quote in front of the number. (For example: '001234567) Typing a single quote alerts Excel that this is a text field even though it has numbers.

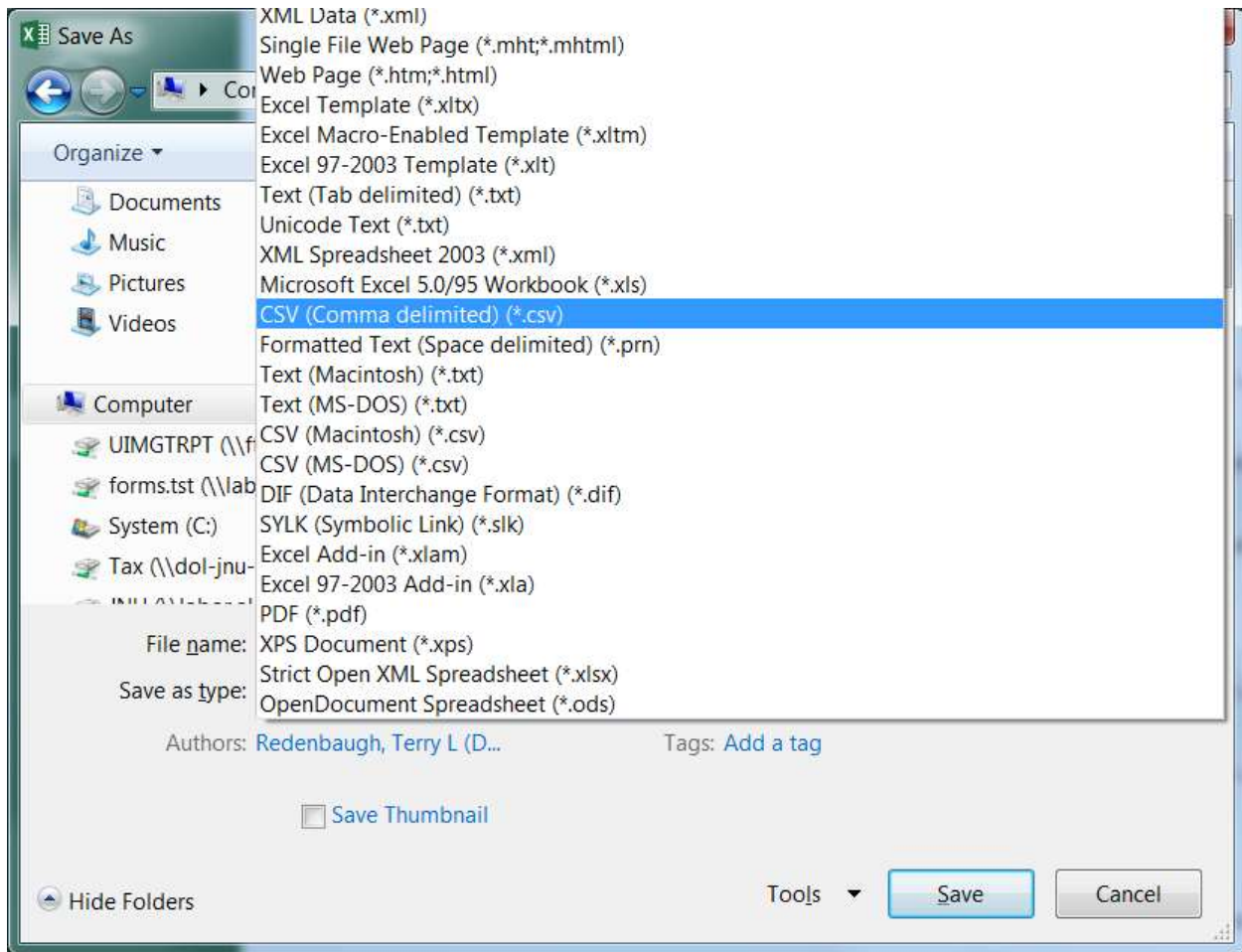
6. The **employee's last name** should be listed in the fifth column (E) on the file. Submit the first twenty-five characters of the last name in this field.
7. The **employee's first name** should be listed in the sixth column (F) on the file. Submit the first fifteen characters of the first name in this field.
8. The **employee's middle initial** should be listed in the seventh column (G) on the file. This is an optional field. If there is no middle initial, leave this field blank.
9. The **total reportable wages earned** for the quarter must be listed in the eighth column (H) on the file. Report the total reportable wages paid to the employee in this column (not net wages). You will be asked later if any portion of these wages are over the taxable wage base for the year. Do not use commas or dollar signs in this field. Do include decimals when the employee earned wages that included cents.

	A	B	C	D	E	F	G	H	I	J	K	L
1	123456	2018	2	123456789	Davis	Mike	L	1000.56				
2	123456	2018	2	456789456	Fielder	Daniel	F	623				
3	123456	2018	2	574588845	Ford	Bruce	G	692.1				
4	123456	2018	2	544778854	Good	Marilyn		5658.25				
5	123456	2018	2	558774455	Howe	Charles	R	5541.25				
6	123456	2018	2	544112255	Miller	Robert	T	1264.5				
7	123456	2018	2	214552214	Smith	Deborah	W	2279.6				
8	123456	2018	2	514558899	Jones	Elaine		675.25				
9	123456	2018	2	554778855	Larsen	Glen	H	1458.25				
10	123456	2018	2	544775588	Lewis	Lynn	K	1587				
11	123456	2018	2	655665885	Berger	Bill	L	2554.25				
12	123456	2018	2	544555555	Bennett	Paul	M	587.58				
13	123456	2018	2	554889654	Brown	Anna	N	5224.25				
14	123456	2018	2	555447885	Grey	Judy	E	1254.25				
15	123456	2018	2	555478888	Cooper	Diane	C	2145.25				
16												
17												

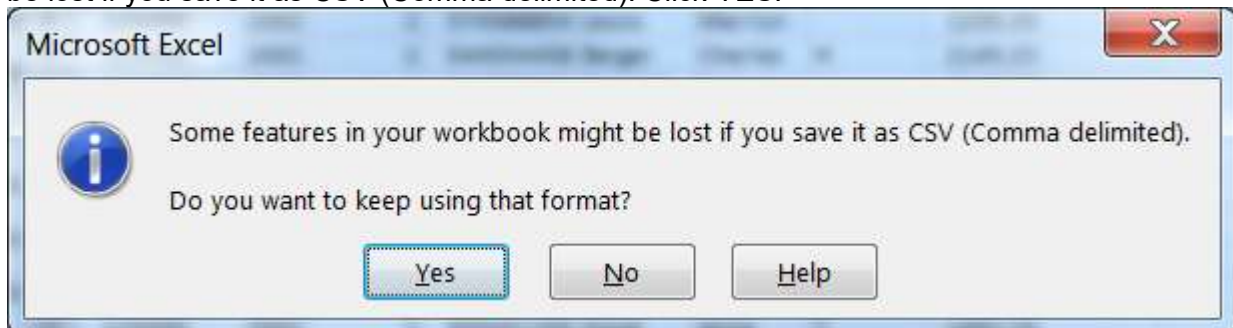
10. Leave columns 9 (I) and 10 (J) blank. **Project Codes** and **Hourly Wage Rate** are not currently being collected by the Employment Security Tax.
11. The **Occupation Code** should be listed in Column 11 (K). Use the six-digit code that best describes the work actually performed by the employee during the quarter. In some cases the six-digit code has been expanded to identify occupations important to the state. For instance, seafood-processing workers are coded as 51-3022.05. You may include dashes with the occupation code but they are not required. See the Occupational Coding Manual for more details at <http://live.laborstats.alaska.gov/erg/occmanual.pdf>
12. The **Geographic Code** should be listed in Column 12 (L). Using the Occupational Coding Manual select the two-digit code for the primary work site of the employee in the state.

	A	B	C	D	E	F	G	H	I	J	K	L
1	123456	2018	2	123456789	Davis	Mike	L	1000.56	43-4151	44		
2	123456	2018	2	456789456	Fielder	Daniel	F	623	353021	44		
3	123456	2018	2	574588845	Ford	Bruce	G	692.1	43-3031	44		
4	123456	2018	2	544778854	Good	Marilyn		5658.25	351011	44		
5	123456	2018	2	558774455	Howe	Charles	R	5541.25	311011	44		
6	123456	2018	2	544112255	Miller	Robert	T	1264.5	132099	44		
7	123456	2018	2	214552214	Smith	Deborah	W	2279.6	43-4199.03	61		
8	123456	2018	2	514558899	Jones	Elaine		675.25	5748011	61		
9	123456	2018	2	554778855	Larsen	Glen	H	1458.25	43-3011	44		
10	123456	2018	2	544775588	Lewis	Lynn	K	1587	472073	44		
11	123456	2018	2	655665885	Berger	Bill	L	2554.25	537032	61		
12	123456	2018	2	544555555	Bennett	Paul	M	587.58	518011	61		
13	123456	2018	2	554889654	Brown	Anna	N	5224.25	472072	61		
14	123456	2018	2	555447885	Grey	Judy	E	1254.25	593061	44		
15	123456	2018	2	555478888	Cooper	Diane	C	2145.25	43-4031	44		
16												
17												

13. Finally, you will need to save this file as a CSV (comma delimited) file for uploading online. Save the file as an Excel file first so that you can use the file again next quarter for reporting your employee's wages. Then save the file as CSV (comma delimited) for uploading online, select File/Save As/ and then change the file type to CSV (Comma delimited) and name the file something that has meaning for you when you upload the file online. (For instance: 2nd Quarter 2018 wages)



Then click Save. You will receive an error message that some features in your workbook might be lost if you save it as CSV (Comma delimited). Click YES.



14. Your file is now ready for uploading online. If you have not already done so, follow the directions for obtaining a Personal Identification Number (PIN). After logging into the State's site for filing your Quarterly Contribution Report, make sure that the correct year and quarter have been selected, and then choose Upload wages from a file, use the browse button to choose the CSV file you just created, and click on the Upload button. Depending on the number of employees in your file, this could take a few minutes. Files are currently uploading at the rate of 500 records per minute.

15. If your file has errors, you will receive an error message for each error encountered in the file. A wage grid will then appear with the fields with errors outlined in red. Correct the file as instructed below and click next. Remember to update your csv file with the changes you made for your record.

Correcting Errors

1. If you receive an error message after attempting to upload your file, you must correct the errors using the wage grid that appears after the error messages. After changes are made, update your Excel file with the changes, and resave the file for your records. Once finished click Next and the report will be submitted with the changes.

2. **Invalid Employer Number** error message – make sure the Alaska Employer ID number is the same number you signed in with. If the number was wrong enter the employee on the wage grid at the bottom. If the employee should not be in this file just disregard error and it will not add the employee.

3. **Invalid Year/Quarter Combination** – You may submit only one year/quarter combination at a time. Make sure that the year/quarter combination in your file matches the year/quarter you selected for submission before you attempted to upload your file. You may not resubmit a year/quarter combination that has already been submitted online. In order to correct previous quarter's submissions, you must file an amended contribution report. See <http://www.labor.state.ak.us/estax/forms/TADJ.pdf> to download this form. If the year/qtr should be this quarter add the employee on the wage grid at the bottom. If they should not be on this report submit with no changes and the employee will not be added.

4. **Invalid SSN** – the social security numbers in your file must be nine digits long, include preceding zeros, and not contain any dashes. See Number 5 of the detailed instructions for how to accomplish this in Excel. You may submit a file without a social security number if your employee has not yet furnished the number but you will receive a follow-up letter from Employment Security Tax asking you for the employee's social security number.

5. **Invalid Wages** – make sure that the wage column of your file does not contain dollar signs (\$) or commas. Negative wages and wages over a billion dollars will result in an error message. The grid cannot be blank.

6. **Blank Rows** – Rows may have been added to your Excel file prior to saving as a CSV file that may not have been obvious. This could happen, for instance, if you summed the wages row and then only deleted the sum. Excel keeps the row as a blank record, you must select the entire row and delete.

7. **Invalid SOC** – only valid occupation codes are accepted. See <http://live.laborstats.alaska.gov/erg/occmanual.pdf> for a listing of valid codes. Questions about occupation and geographic codes should be addressed to the Occupational Database Unit of the Department of Labor at (907) 465-2771 or tollfree in Alaska at (800) 478-2771. This field cannot be blank.

8. Invalid Geo Code – only valid geographic codes are accepted. See <http://live.laborstats.alaska.gov/erg/occmanual.pdf> for a listing of valid codes. Questions about occupation and geographic codes should be addressed to the Occupational Database Unit of the Department of Labor at (907) 465-2771 or tollfree in Alaska at (800) 478-2771.