# Uploading an Employment File

This is a step-by-step process for uploading an Employment File to the new Secure Employer Website. This process applies to all Employment Transactions types; however, different conditional fields will be available depending on the Transaction Type selected.

Revised: 10/07/2019

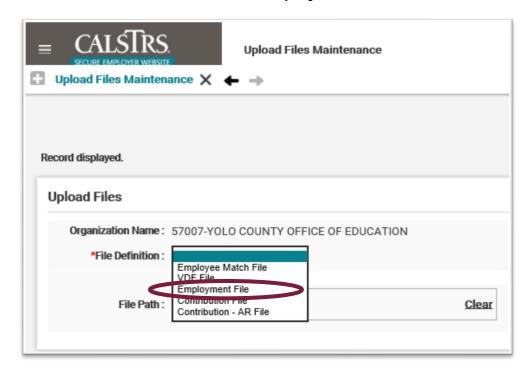
## Step 1:

Navigate to the **Upload Files Maintenance** screen by clicking the **Upload Files** quick link on the SEW Dashboard.



#### Step 2:

The **Upload Files Maintenance** screen displays. This is the screen where users upload Employment Files. The options that display are applicable to the users file format - Old File Format or New File Format. Select **Employment File** from the **File Definition** dropdown field.



#### Step 3:

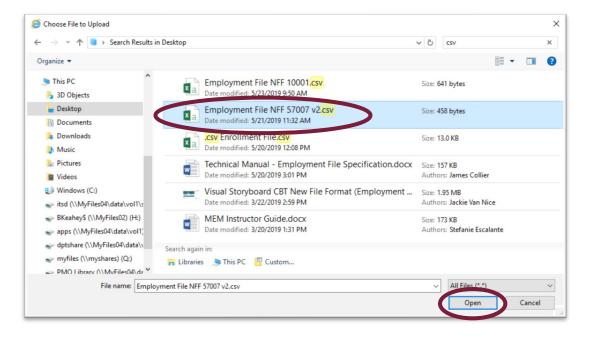
Select the **Browse** button to search for the file to upload.

Note: New File Format files must be uploaded in a .csv format.



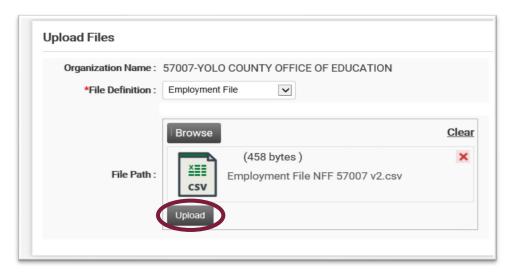
# Step 4:

Select the file to be uploaded. Then Select the **Open** button.



#### Step 5:

Select the **Upload** button. The Employment File will go through its first validation to check for File Upload Errors.



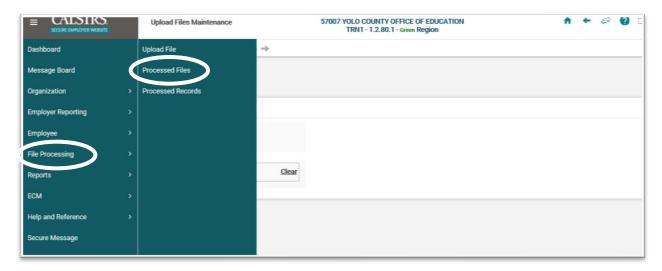
#### Step 6:

You will know the file upload was successful and has passed initial validation because of the green checkmark, the messages found under the File Path box and the message displayed at the top of the screen.



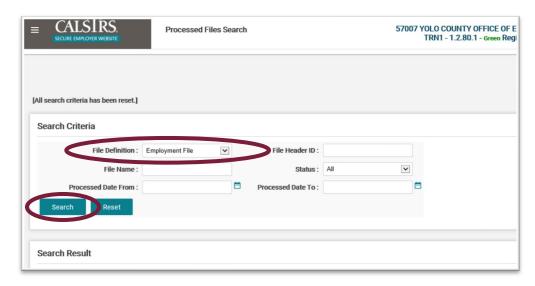
# Step 7:

To check the status of the **Employment File** click the **Global Navigation** menu. Hover over **File Processing** and select **Processed Files**. The **Processed Files Search** screen will display.



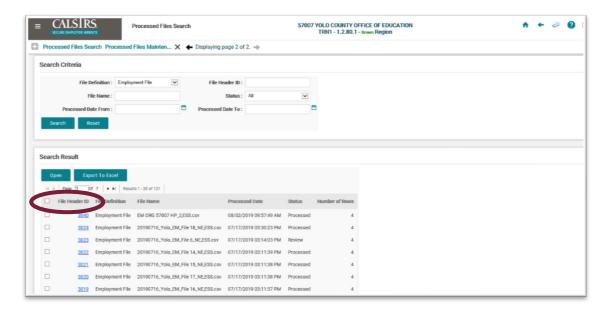
## Step 8:

In the **Search Criteria** panel select **Employment File** from the **File Definition** dropdown menu, click **Search**.



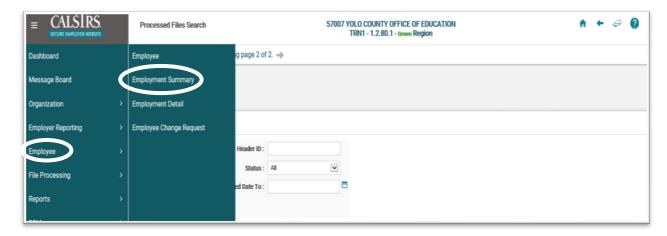
### Step 9:

In the **Search Results** panel locate the file you uploaded and take note of the corresponding **File Header ID.** 



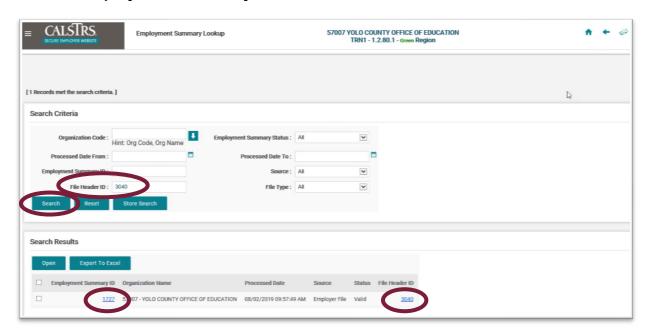
### **Step 10:**

Click the Global Navigation button in the top left corner of the screen. Hover over **Employee** then select **Employment Summary**. The **Employment Summary Lookup** screen displays.



# **Step 11:**

In the **Search Criteria** panel, input the **File Header ID** and click **Search**. The **Search Results** panel should display the **Employment Summary ID** that corresponds with the **File Header ID**. Click the **Employment Summary ID**.



# **Step 12:**

The **Employment Summary Maintenance** screen will display. To download the **Employment Response File** click the "**Download Employment Response File**" button.

