

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: October 07, 2019

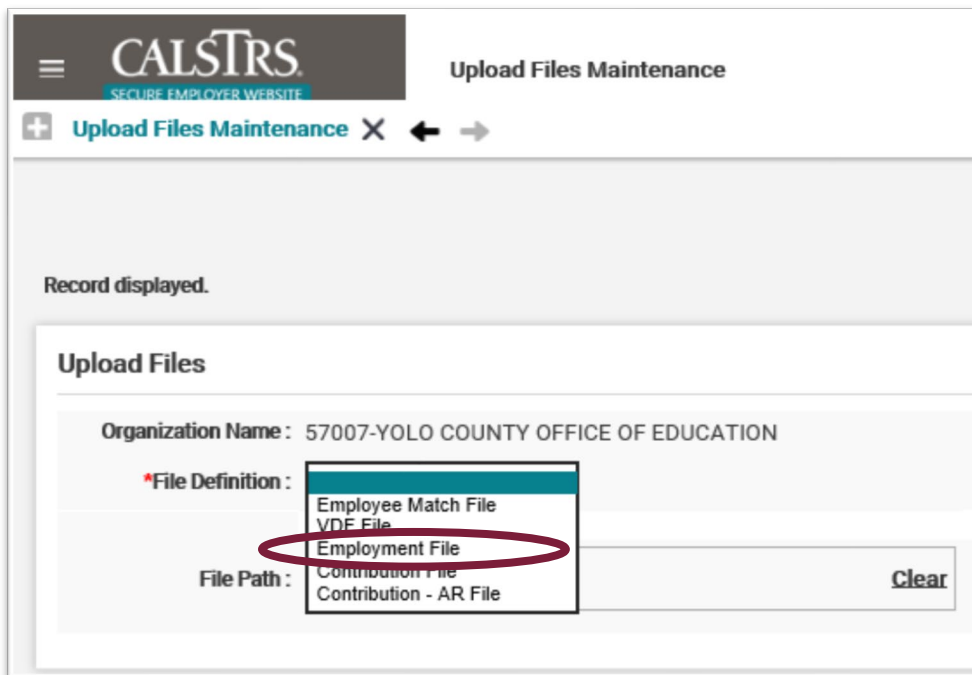
Step 1:

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



Step 2:

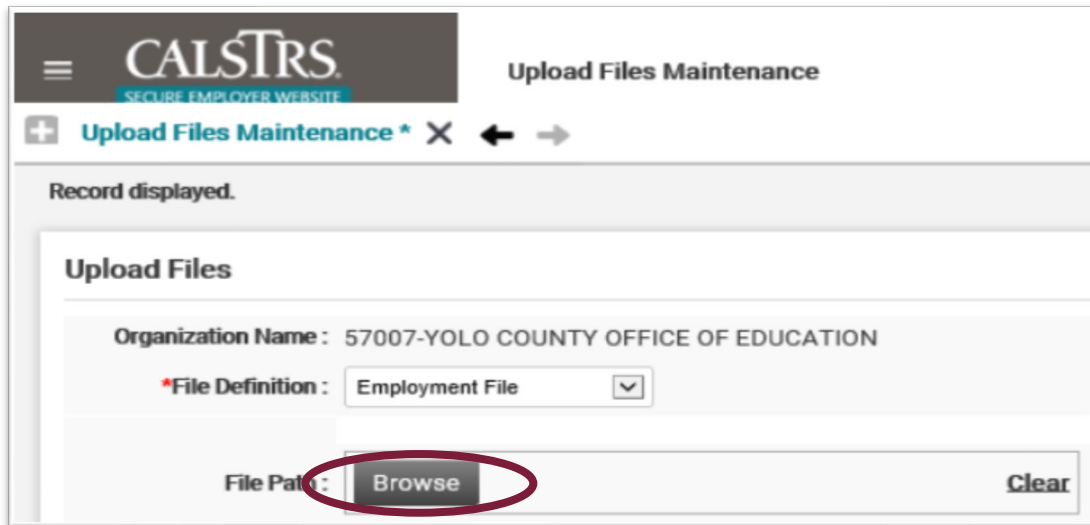
The **Upload Files Maintenance** screen displays. This is the screen where users upload Employment Files. The options that display are applicable to the users file format - Old File Format or New File Format. Select **Employment File** from the **File Definition** dropdown field.



Step 3:

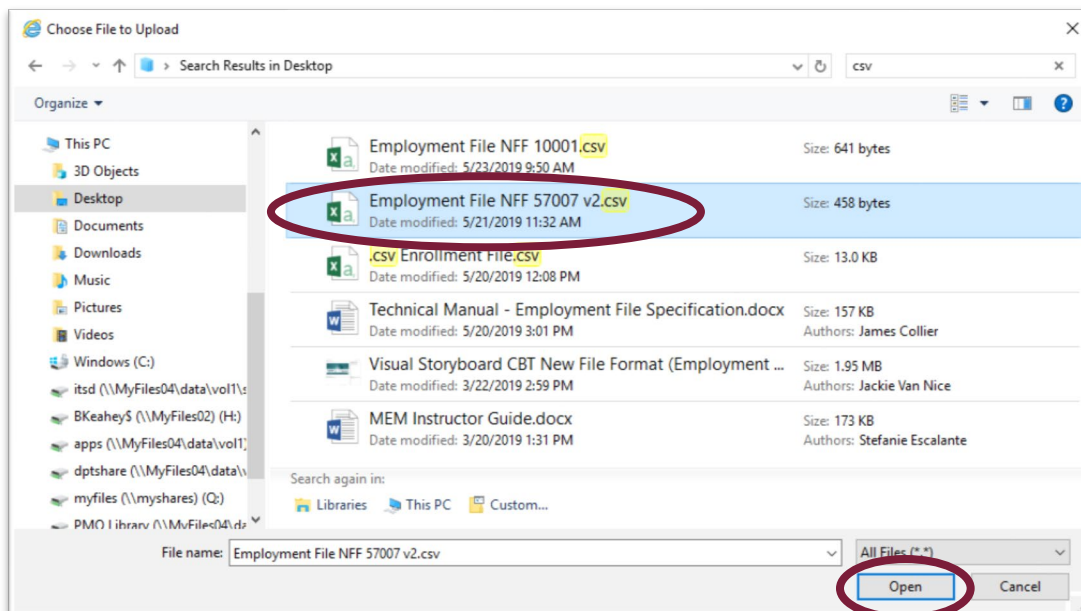
Select the **Browse** button to search for the file to upload.

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



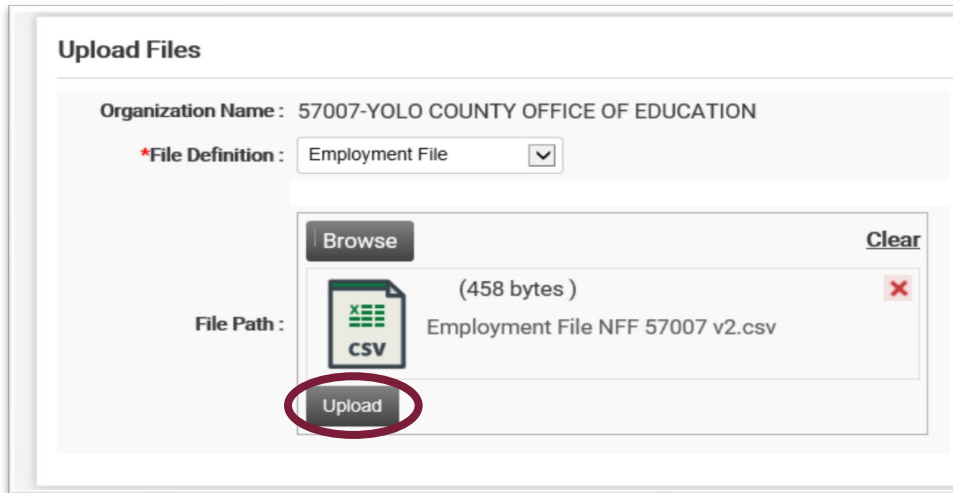
Step 4:

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



Step 5:

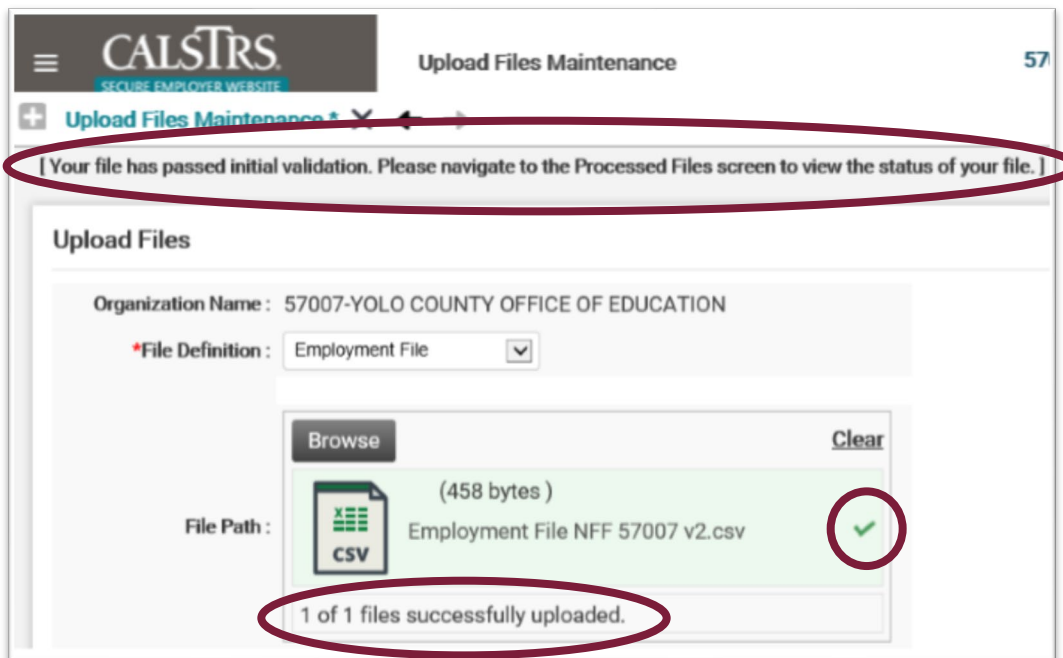
Select the **Upload** button. The Employment File will go through its first validation to check for File Upload Errors.



The screenshot shows the 'Upload Files' interface. At the top, the 'Organization Name' is '57007-YOLO COUNTY OFFICE OF EDUCATION'. Below that, the '*File Definition' is set to 'Employment File'. A 'Browse' button is visible, and a file named 'Employment File NFF 57007 v2.csv' (458 bytes) is shown with a red 'X' icon. The 'Upload' button at the bottom is circled in red.

Step 6:

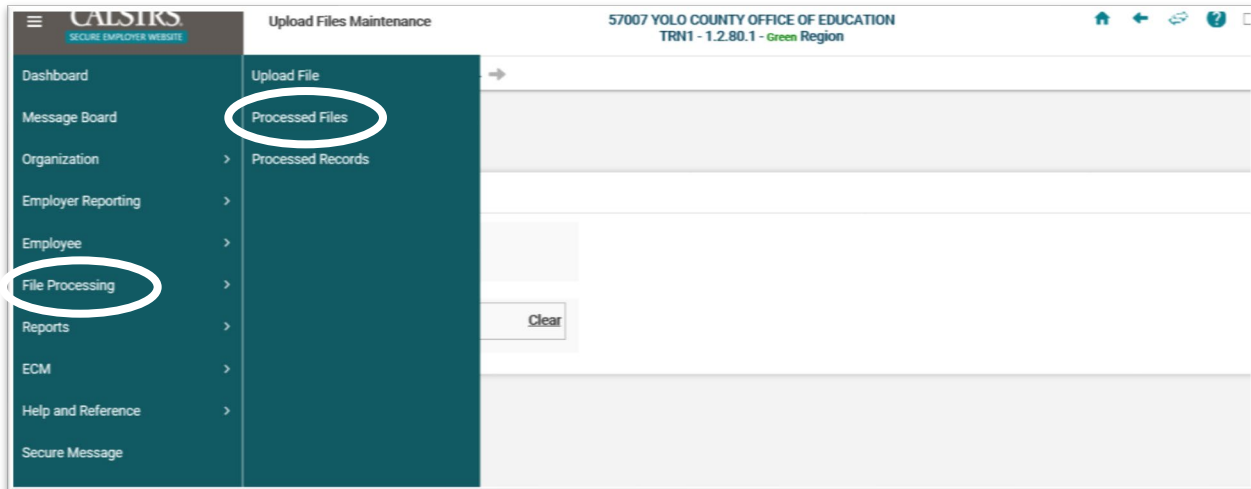
You will know the file upload was successful and has passed initial validation because of the green checkmark, the messages found under the File Path box and the message displayed at the top of the screen.



The screenshot shows the 'Upload Files Maintenance' screen. At the top, there is a message: '[Your file has passed initial validation. Please navigate to the Processed Files screen to view the status of your file.]' circled in red. Below that, the 'Upload Files' form is shown. The '*File Definition' is 'Employment File'. The file 'Employment File NFF 57007 v2.csv' (458 bytes) is shown with a green checkmark icon circled in red. At the bottom, a message '1 of 1 files successfully uploaded.' is circled in red.

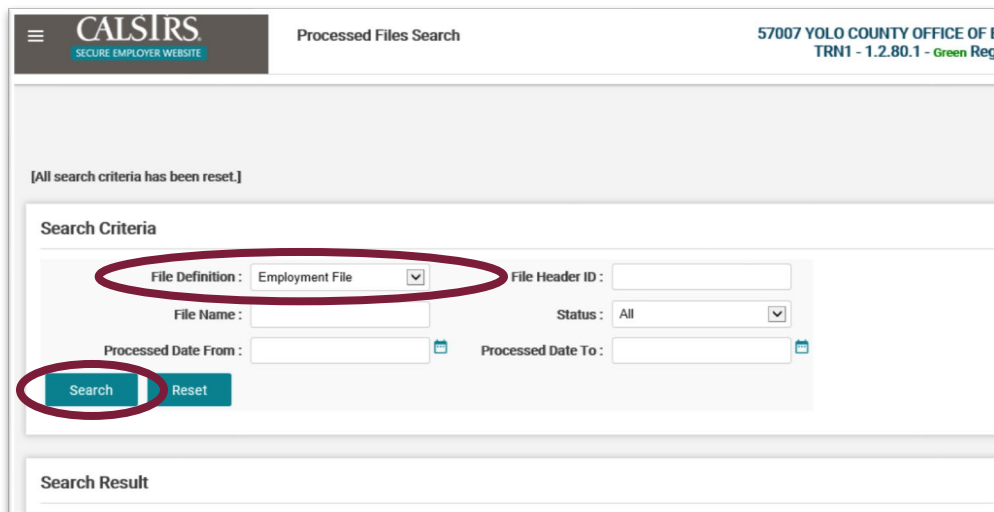
Step 7:

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**.

The screenshot shows the 'Processed Files Search' interface. The search criteria section includes fields for File Definition (set to 'Employment File'), File Name, File Header ID, Status (set to 'All'), Processed Date From, and Processed Date To. Below the search criteria is a 'Search Result' section with 'Open' and 'Export To Excel' buttons. A table displays the search results with columns: File Header ID, Definition, File Name, Processed Date, Status, and Number of Rows. The first row's 'File Header ID' (3030) is circled in red.

File Header ID	Definition	File Name	Processed Date	Status	Number of Rows
3030	Employment File	EM_ORG_57007_HP_2_ESS.csv	08/02/2019 09:57:49 AM	Processed	4
3024	Employment File	20190716_Yolo_EM_File 18_NE_ESS.csv	07/17/2019 03:30:23 PM	Processed	4
3023	Employment File	20190716_Yolo_EM_File 6_NE_ESS.csv	07/17/2019 03:14:03 PM	Review	4
3022	Employment File	20190716_Yolo_EM_File 14_NE_ESS.csv	07/17/2019 03:11:39 PM	Processed	4
3021	Employment File	20190716_Yolo_EM_File 15_NE_ESS.csv	07/17/2019 03:11:38 PM	Processed	4
3020	Employment File	20190716_Yolo_EM_File 17_NE_ESS.csv	07/17/2019 03:11:38 PM	Processed	4
3019	Employment File	20190716_Yolo_EM_File 16_NE_ESS.csv	07/17/2019 03:11:37 PM	Processed	4

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.

The screenshot shows the 'Processed Files Search' interface with the 'Employee' menu open. The 'Employment Summary' option is circled in white. The menu also includes options for 'Employee Change Request', 'Employment Detail', 'Employer Reporting', 'File Processing', and 'Reports'. The search criteria section is partially visible in the background.

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**.

Employment Summary Lookup

57007 YOLO COUNTY OFFICE OF EDUCATION
TRN1 - 1.2.80.1 - Green Region

[1 Records met the search criteria.]

Search Criteria

Organization Code: Hint: Org Code, Org Name Employment Summary Status: All

Processed Date From: Processed Date To:

Employment Summary ID: Source: All

File Header ID: 3040 File Type: All

Search Reset Store Search

Search Results

Open Export To Excel

<input type="checkbox"/>	Employment Summary ID	Organization Name	Processed Date	Source	Status	File Header ID
<input type="checkbox"/>	1727	57007 - YOLO COUNTY OFFICE OF EDUCATION	08/02/2019 09:57:49 AM	Employer File	Valid	3040

Step 12:

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

Employment Summary Maintenance

1727

57007 YOLO COUNTY OFFICE OF EDUCATION
TRN1 - 1.2.80.1 - Green Region

Employment Summary Lookup Employment Summary Main... X ← Displaying page 1 of 2 →

Refresh Download Employment Response File

Employment Summary

Organization: 57007 - YOLO COUNTY OFFICE OF EDUCATION Summary Status: Valid Created Date: 08/02/2019 09:58:31 AM

File Processed Date: 08/02/2019 File Status: Processed File Name: 2019-08-02-09-57-49_EM ORG 57007 HP_2.ESS.csv

Record Count: 4 File Type: Employment File Source: Employer File

Error Message: File Header ID: 3040

Employment Details

Employment Status Employment Transaction Type

Employment Records Status Records Count

Processed