

Employment File Template Instructions

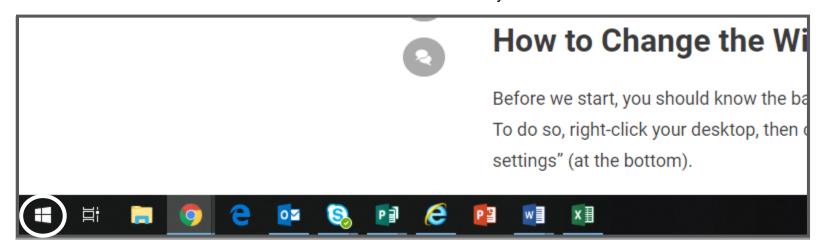
These instructions accompany the CSV Template. The template is used for the creation of an Employment File. This template is a tool to be used by smaller employers who do not have an automated way to create Employment Files.

Revised: 07/08/2020

1) Changing Windows Default Delimiter

Step 1:

Click the **Microsoft Windows** icon in the bottom left-hand corner of your screen.





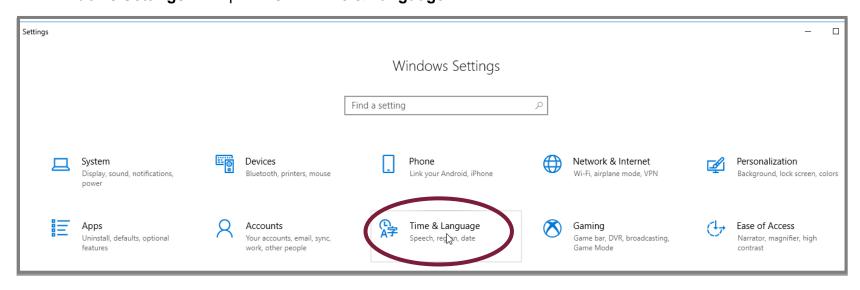
Step 2:

Click the **Gear Icon** to open the **Settings**.



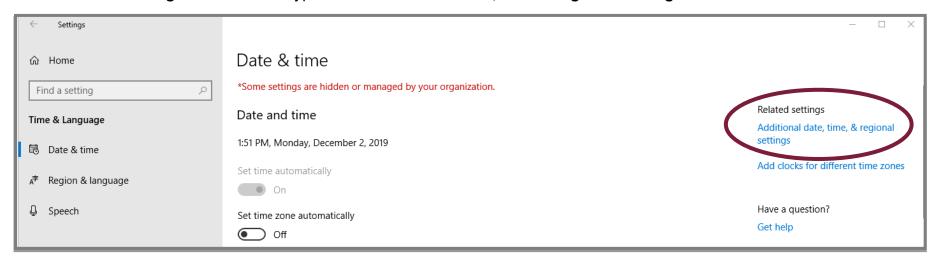
Step 3:

The Windows Settings box opens. Click Time & Language.



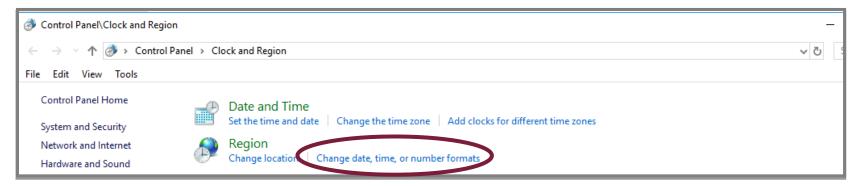
Step 4:

Under Related settings click the blue hyperlink for Additional date, time & regional settings.



Step 5:

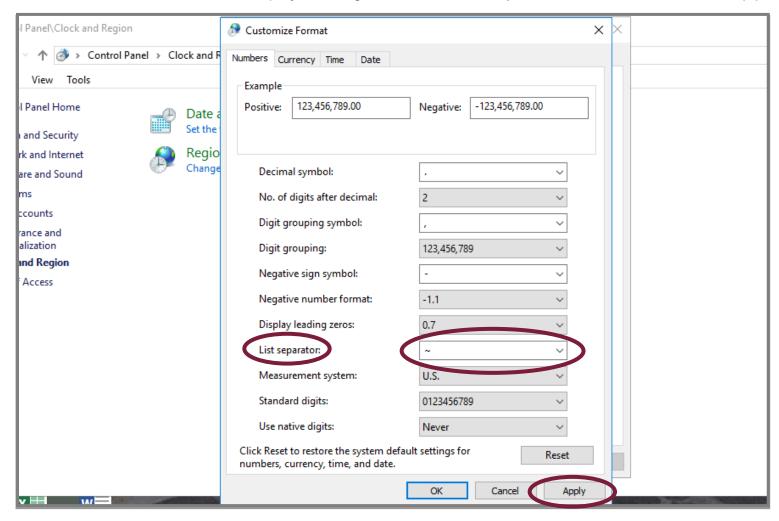
The **Control Panel** opens. Click the blue hyperlink for **Change date, time or number formats**.





Step 6:

The Customize Format window displays. Change the default List separator from a comma to a tilde (~) and click Apply.



2) Creating an Employment File

Step 1:

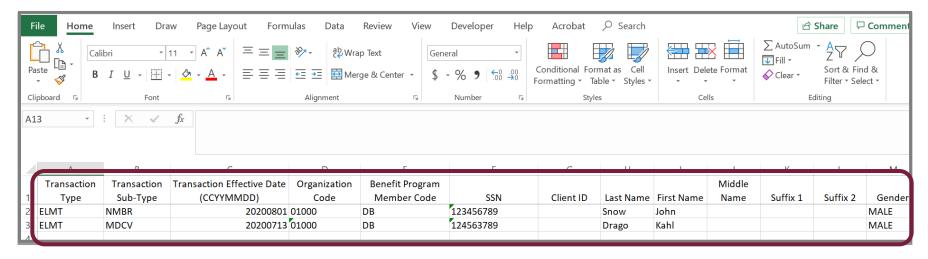
At the bottom of the template, select the appropriate tab for the file type you want to create.



Step 2:

Enter information into each column as needed. You may enter up to 999 records.

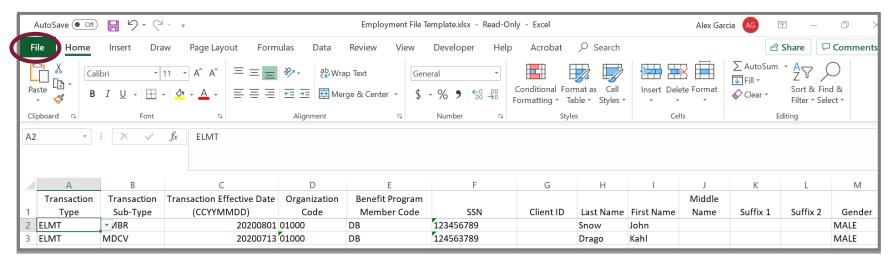
Note: Some columns have validation rules built in to ensure the data entered is in the proper format.





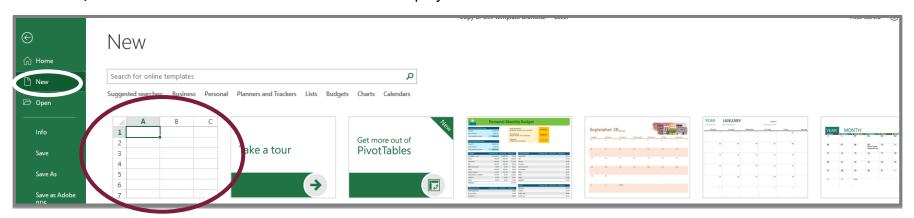
Step 3:

After you've entered all your records, open a new Excel Workbook. In the top right hand corner click File.



Step 4:

Click New, then Blank Workbook. A blank workbook displays.

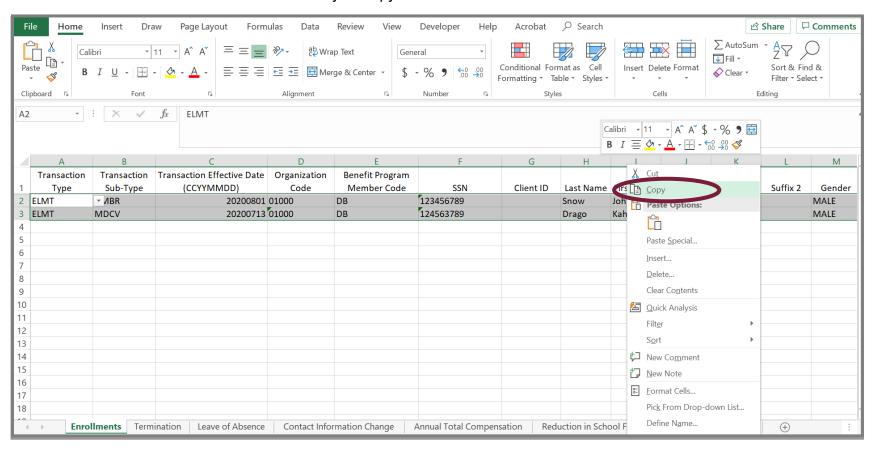




Step 5:

Highlight the records you input into the template. Right click and select Copy.

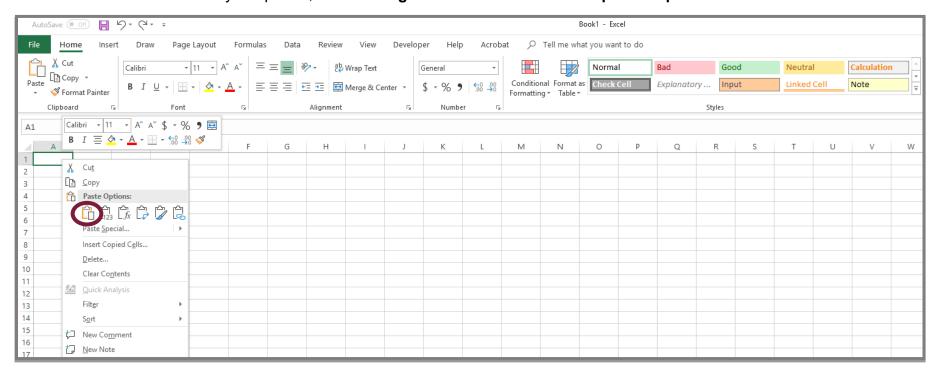
Note: Do not include the Row Headers when you copy the records.





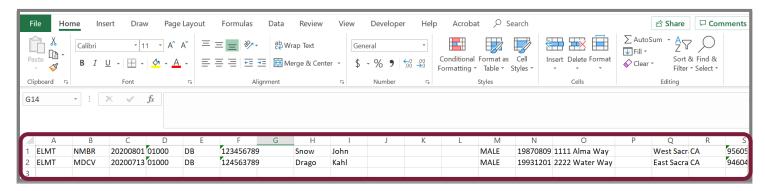
Step 6:

Switch to the blank workbook you opened, in cell A1 right click and select the first paste clipboard.



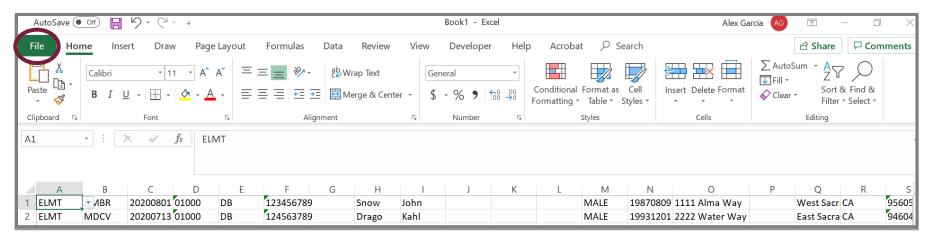
Step 7:

The record details you copied display.



Step 8:

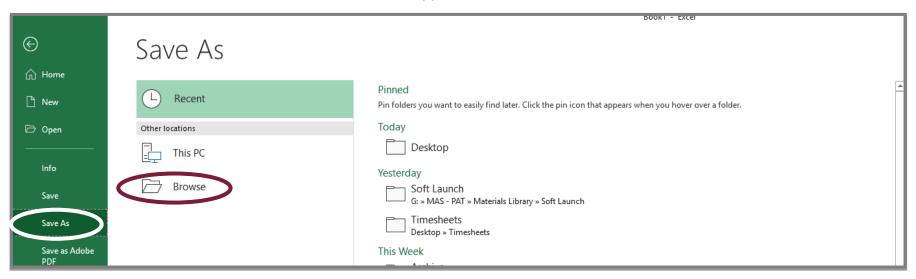
In the new workbook, click File.





Step 9:

Click Save As, then click Browse. The Save As window appears.



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Step 10:

Select where you would like to save your file. In the Save As Type dropdown menu, select "CSV (Comma delimited) *.csv".

