

# Create a Valid .CSV File

UPLINK Employer Self Service  
Quarterly Wage Reporting

*Connecting People and Employers through Engagement*

Beginning with the 1Q2019 Quarterly Employment and Wage Reports must be filed electronically through UPLINK ESS. This may be done by uploading a wage file in a valid format, either ICESA+ or .CSV (Comma-Separated Value). Through ESS, users can download and save previously filed wage reports in the .CSV format. These reports can then be used as a template for future wage reporting. This tutorial will guide you through the process of creating and using a wage template file in .CSV format.

A wage record template is available on [in.gov/dwd](http://in.gov/dwd) for employers that do not have a prior report or do not wish to use an existing report download. You can find instructions for File Upload at [in.gov/dwd](http://in.gov/dwd), in the same location where you found the link to this tutorial.

**Wage Report History**

Date Submitted	Quarter/Year	Total Gross Wages	Taxable Wages	Rate	Contribution Assessed	Status	Download
03/21/2019	4 / 2018	\$57,000.00	\$57,000.00	2.5%	\$1,425.00		
03/20/2019	2 / 2017	\$49,000.00	\$15,000.00	2.5%	\$375.00	Late	
03/15/2019	1 / 2017	\$49,000.00	\$33,000.00	2.5%	\$825.00	Late	
03/20/2019	2 / 2016	\$9,500.00	\$9,500.00	2.5%	\$237.50	Late	
03/11/2019	1 / 2016	\$6,500.00	\$6,500.00	2.5%	\$162.50	Late	

Questions, Concerns or Inquiries?  
Contact us today at 1-800-891-6499. Open 8am - 4:30pm Monday - Friday

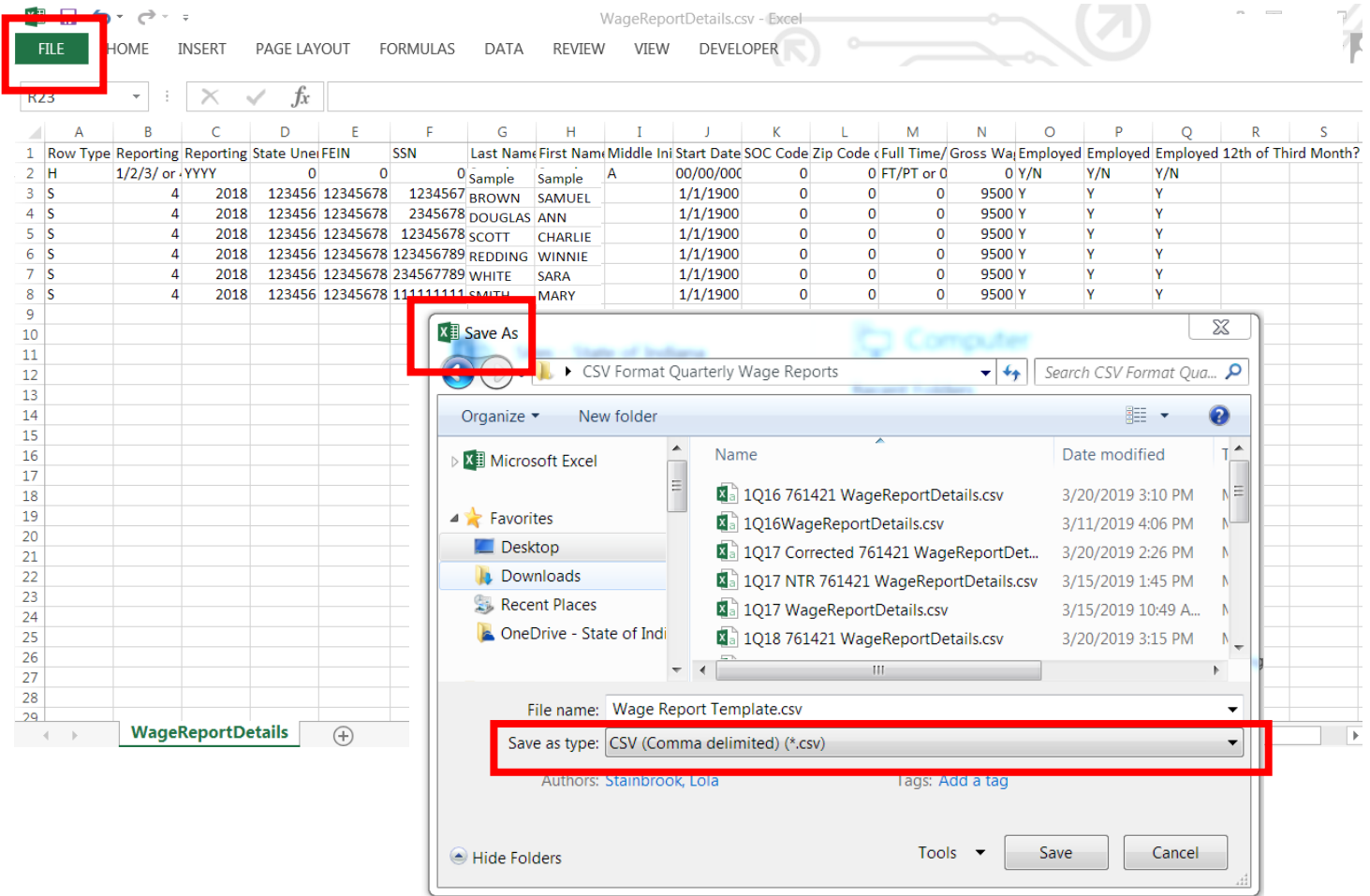
Get Adobe Acrobat Reader

Do you want to open or save **WageReportDetails.csv** (977 bytes) from **uplinkpreview.dwd.in.gov** Open Save Cancel

To create a template, begin by signing in to the Employer Self-Service portal. Using the left-hand navigation bar, click “Summary Information” and then “Wage Report History”. The *Wage Report History* screen will appear and reports previously posted to the account will display.

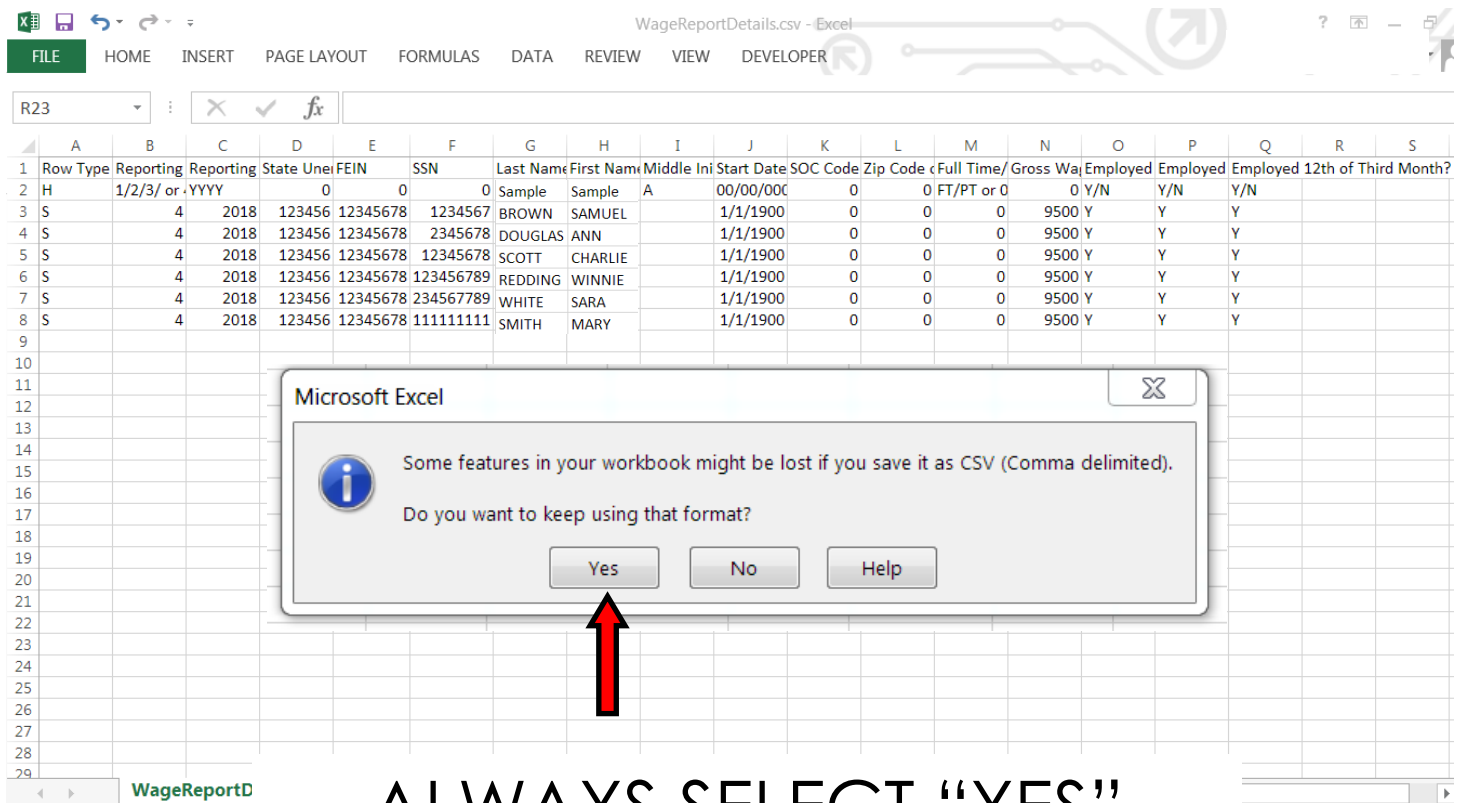
Click on the blue Download icon located to the far right-hand side of the *most current* wage report. A dialogue box will display. Click “Open” to view the details of the report. Wage Report Details will open in a separate window.

# Save as .CSV Template



The selected report will download & open in .CSV format. We suggest saving the report as a .CSV file. It can then be opened in any spreadsheet program or in notepad to create a template for future reporting.

In this example, the wage report will be saved in the .CSV file format by selecting “File”, “Save As”, using the drop-down select *Save as type* “CSV (Comma delimited) (\*.csv)” and then select “Save”. You may wish to change the file name before saving.



ALWAYS SELECT "YES"

When saving your file in .CSV format, informational text will appear regarding the .CSV file type. The system will ask if you want to keep using the .CSV format. **ALWAYS** answer this question "Yes". This ensures your file is saved in the correct format for file upload.

# Working with the .CSV File Template

WageReportDetails.csv - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW DEVELOPER

R23

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	Row Type	Reporting	Reporting	State Unemp	FEIN	SSN	Last Name	First Name	Middle In	Start Date	SOC Code	Zip Code	Full Time/	Gross Waj	Employed	Employed	Employed	12th of Third Month?	
2	H	1/2/3/ or	YYYY	0	0	0	Sample	Sample	A	00/00/00	0	0	FT/PT or 0	0	Y/N	Y/N	Y/N		
3	S	4	2018	123456	12345678	1234567	BROWN	SAMUEL		1/1/1900	0	0	0	9500	Y	Y	Y		
4	S	4	2018	123456	12345678	2345678	DOUGLAS	ANN		1/1/1900	0	0	0	9500	Y	Y	Y		
5	S	4	2018	123456	12345678	12345678	SCOTT	CHARLIE		1/1/1900	0	0	0	9500	Y	Y	Y		
6	S	4	2018	123456	12345678	123456789	REDDING	WINNIE		1/1/1900	0	0	0	9500	Y	Y	Y		
7	S	4	2018	123456	12345678	234567789	WHITE	SARA		1/1/1900	0	0	0	9500	Y	Y	Y		
8	S	4	2018	123456	12345678	11111111	SMITH	MARY		1/1/1900	0	0	0	9500	Y	Y	Y		
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The FEIN should be 012345678. To preserve the nine-digit format type  
**'012345678**  
 and  
 The **SSN** for the first wage record should be 001234567. Type this as  
**'001234567**

Repeat this same process for all data that begins with a zero.

To use the file immediately, begin updating the data for the quarter to be reported. Each wage record / row will need to be updated accordingly. Be aware that when existing data files are re-opened, Excel will drop leading zeros on anything it thinks is a number.

When keying data that begins with zero, type it with a single quote mark, ', in the first position, followed by the complete data, including the zero(s). In our example, the FEIN will be entered as '012345678. Likewise, the SSN for the first employee will be entered as '001234567.

Correct any FEINs or SSNs where leading zeros were dropped in this same way.

If you have a large file, sort the wage record data by multiple levels. For example, sorting the data by "Row Type", A to Z and then by "SSN", Smallest to Largest, should allow you to easily locate fields where leading zeros may have been dropped and need to be corrected. Begin your sort in cell A:3 as this is the first wage record in your file.

E3									
	A	B	C	D	E	F	G	H	
1	Row Type	Reporting	Reporting	State Unemp	FEIN	SSN	Last Name	First Name	
2	H	1/2/3/ or	YYYY		0	0	Sample	Sample	
3	S	4	2018	123456	012345678	001234567	BROWN	SAMUEL	
4	S	4	2018	123456	012345678	002345678	DOUGLAS	ANN	
5	S	4	2018	123456	012345678	012345678	SCOTT	CHARLIE	
6	S	4	2018	123456	012345678	123456789	REDDING	WINNIE	
7	S	4	2018	123456	012345678	234567789	WHITE	SARA	
8	S	4	2018	123456	012345678	111111111	SMITH	MARY	
9									
10									

Cells with data beginning with a zero and that have been corrected will have a small green triangle in the upper-left corner. This will allow the FEIN and SSN to upload in the correct nine-digit format.

Cells with data beginning with a zero and that have been corrected will have a small green triangle in the upper-left corner. This will allow the FEIN and SSN to upload in the correct nine-digit format.

# Modify the Wage File

Row Type	Reporting	Reporting	State Un	FEIN	SSN	Last Name	First Name	Middle I	Start Date	SOC Code	Zip Code	Full Time/ Gross Wa	Employed	Employed	Employed 12th of Third Month
S	1	2019	123456	012345678	001234567	BROWN	SAMUEL	B	9/7/1915	272011	46204	FT	25000	Y	Y
S						DOUGLAS	ANN	C	11/23/1915	272011		FT	19500	Y	Y
S						SCOTT	CHARLIE	D	10/30/1946	273043		FT	10000	Y	Y
S						REDDING	WINNIE	E	12/24/1925	519061		PT	50000	Y	Y
S						WHITE	SARA	F	12/21/1937	372012		FT	5000	Y	N
S						SMITH	MARY	G	3/16/1934	211012		FT	1000	Y	N
S						ADAMS	WILLY	H	6/30/1971	513092			0	90000	Y

Double **click here** to copy data to all rows downwards.

To quickly change/copy the **Quarter / Year, SUTA #, FEIN** if you have only one, and **Zip Code** if you have only one (1) Indiana location for all rows:

Click the cell to be copied. It will appear outlined with a small square in the lower-right hand corner. Double click the small square. The data will copy all rows downwards.

Once you have ensured fields with leading zeros are correct, continue updating the file. Add a new row for each employee not previously reported.

Use a **CAPITAL “S”** for the “Row Type”. Be sure to update gross wages for each wage record for the new reporting period. The Middle Initial, SOC code, FT/PT/S designations can also be updated at this time if missing or incomplete.

Employment & Wage record data impacts important economic statistics that are used in part to measure the overall economy. The accuracy of these economic indicators relies on proper employment reporting.

It is extremely important to Answer *Yes* or *No* in columns O, P & Q. Responses here will provide information that tells us if the worker received compensation during the pay period containing the 12<sup>th</sup> day of the first month of the quarter, second month of the quarter, and third month of the quarter.

# The Modified .CSV File

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	Row Type	Reporting	Reporting	State Unemp	FEIN	SSN	Last Name	First Name	Middle	Start Date	SOC Code	Zip Code	Full Time/	Gross Waj	Employed	Employed	Employed 12
2	H	1/2/3/ or .YYYY		0	0	0	Sample	Sample	A	00/00/0000	0	0	FT/PT or 0	0	Y/N	Y/N	Y/N
3	S	1	2019	123456	012345678	001234567	BROWN	SAMUEL	B	9/7/1915	272011	46204	FT	25000	Y	Y	Y
4	S	1	2019	123456	012345678	002345678	DOUGLAS	ANN	C	11/23/1915	272011	46204	FT	19500	Y	Y	Y
5	S	1	2019	123456	012345678	012345678	SCOTT	CHARLIE	D	10/30/1946	273043	46204	FT	10000	Y	Y	Y
6	S	1	2019	123456	012345678	123456789	REDDING	WINNIE	E	12/24/1925	519061	46204	PT	50000	Y	Y	Y
7	S	1	2019	123456	012345678	234567789	WHITE	SARA	F	12/21/1937	372012	46204	FT	5000	Y	N	N
8	S	1	2019	123456	012345678	111111111	SMITH	MARY	G	3/16/1934	211012	46204	FT	1000	Y	N	N
9	S	1	2019	123456	012345678	034555555	ADAMS	WILLY	H	6/30/1971	513092	46204	000	90000	Y	Y	Y
10																	
11																	
12																	

- Reporting period to 1Q2019
- Gross wages as necessary
- 12<sup>th</sup> day of the month information
- New wage record added (row 9)
- Leading zeros keyed for the FEIN and SSN columns with single quote (') mark to change field to a text field, as needed

Save the file in .CSV format, but **DO NOT** close the file yet.

In this example, the template has been updated with 1Q2019 wage record data. The wage records have been modified as shown.

Save your new wage report in .CSV file format. **DO NOT** close the wage file yet.

You can now sign in to ESS and upload your wage file. Close your wage file after it has been successfully submitted through ESS UPLINK.

If the file is subsequently closed and re-opened, data containing leading zeros will need to be updated before uploading to ESS.



For additional information regarding ESS  
and Wage Report submission see  
[https://www.in.gov/dwd/ess\\_faq.htm](https://www.in.gov/dwd/ess_faq.htm)

See <https://www.in.gov/dwd/3296.htm>  
for technical specifications for these file types

**Call 1-800-891-6499**

**Thank you**

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You may need to contact your Third Party Administrator to ensure they have adopted the new .CSV file format.

If you have any questions about the data you are required to provide, please reference the Wage Reporting Guide.

Phone representatives are also available by calling, 1-800-891-6499, choose option #2, then option #3.