



# MAINE DEPARTMENT OF LABOR

## EXCEL UPLOAD INSTRUCTIONS

### File Format Instructions for Uploading Wage Detail

Maine Department of Labor's ReEmployME System offers the convenience of uploading wage information rather than manual data entry. To utilize this feature, users organize the required data in a Microsoft Excel spreadsheet file, which is then uploaded into ReEmployME.

To take advantage of this feature, users must upload a file in a specific format. Failing to format the file correctly will result in processing errors or inaccurate reporting.

For your convenience, Maine Department of Labor has prepared a preformatted spreadsheet for ME UC-1. The spreadsheet is available to be downloaded from the Maine Department of Labor's website <http://www.maine.gov/labor/unemployment/publications/taxpublications.shtml>.

If you copy your data from one Excel file to paste into another Excel file, highlight only the cells you want to copy; do not highlight the entire worksheet doing so may create hidden formatting errors.

### General File Specifications

- Only Microsoft Excel spreadsheet files with a format of .xls will be accepted.
- The file will contain only data; headers, titles or footers of any kind will cause the file to be rejected.
- This data must be on the first worksheet in the workbook.
- The worksheet must contain exactly five (5) columns as described below. No empty rows are allowed.
- Hidden columns are not allowed.
- Formulas are not to be used.

The five required columns are as follows (specifications for each column are noted on the following page):

- A. Employee of payee's Social Security Number (SSN).
- B. Wages paid to employees.
- C. Blank.
- D. Employee of payee's name (maximum of 70 characters).
- E. Blank.



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**Reporting Seasonal Wages.** If you have received a determination from the Bureau of Unemployment Compensation, Tax Division indicating that your business qualifies for a seasonal designation, you have been assigned two Employer Account Numbers (EANs). The tax rate for both accounts will be the same. Businesses are required to file “Quarterly Tax and Wage Reports” for each quarter for each account, using the Seasonal EAN to report wages designated as seasonal and the Non-seasonal EAN to report wages designated as non-seasonal. Seasonal businesses must file reports indicating zero wages for quarters in which there were no wages paid

## Specifications for Each Column

### *Column A (SSN)*

- **IMPORTANT:** Be sure this column is formatted as text before any entries are made. To do this, highlight Column A and then click 1. “Format” and 2. “Cells” in the Excel toolbar. You will then need to click “Text” and then “OK.” It is important to do this in advance; otherwise, any entries you make which start with zero (e.g. 001223333) will drop the leading zeroes.
- Numbers can be entered with or without hyphens (e.g. 001223333 or 001-22-3333).
- The same Social Security Number for an employee cannot be listed more than once.

### *Column B (Wages Paid to Employees)*

- This column is to report wages only; do not include non-wage distributions.
- Enter numbers only; do not include dollar signs.
- Either whole numbers or numbers containing dollars and cents are acceptable. If the data has cents to report, the cents must be preceded with a decimal point, and the value may not contain embedded spaces.

### *Column C*

Leave this column blank.

### *Column D (Employee of Payee’s Name)*

- This column must contain a valid name.
- Enter each employee last name, first name, and middle initial.
- Do not include commas.
- The maximum field length is 70 characters.

### *Column E*

Leave this column blank.