

New Hire File Upload User Guide

Upload file must be in CSV format. All fields should be formatted as “Text,” even numerical fields to prevent zeroes from dropping off the front of Social Security Numbers and ZIP Codes. “Date of Hire” should be formatted as MM/DD/YYYY (i.e. “06/30/2023 for June 30, 2023). All fields pertain to the new employee. Name should be as it appears on the Social Security Card. Home address can be in Canada and Mexico for employees working in the United States but Work State should only be a U.S. State or Territory. “Date of Hire” should be the first day the employee worked for wages. Do not report future dates of hire - if the employee has not started work yet do not report them as a new employee.

Alphanumeric Characters can include letters, hyphens/dashes (-), apostrophes ('). pound signs/hashtags (#), forward slashes (/) but NOT backslashes (\). State and Work State should be the official 2-letter abbreviation for that state or territory.

Social Security Number:

Must be 9 digits – SSN cannot start with 9, 000, or 666

Last Name:

Alphanumeric characters with 20 character limit

First Name:

Alphanumeric characters with 15 character limit

Middle Initial:

Alphanumeric characters with 1 character limit

Date of Hire:

Date format mm/dd/yyyy

Address:

Alphanumeric characters with 29 character limit

City:

Alphanumeric characters with 18 character limit

State:

Alphanumeric characters with 2 character state abbreviation

Country:

Use USA, CAN, or MEX

Zip:

Numbers only with 5 digit limit

Zip Extension:

Numbers only with 4 digit limit

Work State:

Alphanumeric characters with 2 character limit state abbreviation

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Social Security Number	LastName	FirstName	MiddleInitial	DateOfHire	Address	City	State	Country	Zip	ZipExtension	WorkState	
2	123456789	Sample	File		6/5/2023	321 City Street	Anywhere	ID	USA	54321		ID	
3													
4													
5													
6													
7													
8													

Do not include headers in your file.
Save as a CSV file and upload.