



EMPLOYER XG – DATA UPLOAD INSTRUCTIONS

If you choose to upload a data file instead of entering the information manually in Employer XG please follow the guidelines below:

1. The file must be in a CSV (comma delimited) format.
2. The data on the file must be in all CAPITAL letters.
3. You must use the file format as listed and shown below.
 - a. EMPLOYEE ID (Employees SSN, do not use dashes)
 - b. LAST NAME
 - c. FIRST NAME
 - d. MIDDLE NAME (optional)
 - e. BIRTH DATE (mm/dd/yyyy format – include forward slashes)
 - f. SHIFT (work classification; such as J for journeyman, 1 for apprentice 1 and 2 for apprentice 2 – for a full list of shift click [here](#)).
 - g. WH - worked hours (enter the hours to be reported) **OR**
FL – flat rate (enter 1) – applies to SPECIAL PLAN ONLY

Sample header for columns:

EMPLOYEE ID	LAST NAME	FIRST NAME	MIDDLE NAME	BIRTH DATE	SHIFT	WH	FL
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If you would like a CSV copy of the upload template please contact the Employer Services Department at the number above.