

EMPLOYER XG

IMPORT DATA FILE INSTRUCTIONS

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

Uploading a data file:

- You must use the file format as specified in this link: ***EmployerPortal UploadTemplate***.
- The file must be in CSV format
- The data on the file must be in all CAPITAL letters
- Populate the fields as stated:
 - Employee ID (Social Security Number, no dashes)
 - Last Name
 - First Name
 - Middle Name (optional)
 - Birth Date (mm/dd/yyyy)
 - Shift (J = Journeyman, 1 = Apprentice 1, 2 = Apprentice 2. See www.norcalaborers.org "Employers" tab for a complete listing of Shift codes)
 - WH – Worked Hours. Enter the Hours to be reported to the Trust Funds. Leave this field blank if you are reporting at a Flat Rate (Special Plan Employers only).
 - FL – Flat Rate. This applies to Special Plan Employers only. Enter "1". Leave this field blank if you are reporting Worked Hours.