

New Hire Upload User Guide for Unregistered or Multiple Employers

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.

Do not enter multiple addresses for the same employer when reporting multiple employees, even if they work in different locations. If multiple addresses are included for the same employer in the file (as identified by the FEIN and EAN) the system will use the first address for all employees. Please use a central main address for your company.

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:

This field must be the five-digit USPS ZIP code associated with the employer's address or six digits (numbers and letters) for Canada

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.

FEIN:

This field must be the FEIN the IRS assigns to an employer. No dash

EAN:

Optional

Employer Name:

This field must be at least two characters

Employer Address:

This field must be at least two characters. If an address is less than 40 characters per line, do not concatenate it into one line

Employer City:

This field must be at least two characters. No special characters are allowed except hyphens

State:

This field must be a valid two-letter USPS abbreviation of a state or territory

This field must be spaces if the employer’s address is a foreign address

Country:

Use USA, CAN, or MEX

Zip:

This field must be the five-digit USPS ZIP code associated with the employer’s address or 6 digits (numbers and letters) for Canada

Zip Ext:

Optional. The ZIP Code (2) field must be either all spaces or the four-digit extra numeric code; it cannot be all zeros. These fields must be spaces if the employer’s address is a foreign address

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
SSN	Employee Last Name	Employee First Name	MI	Date of Hire	Employee Address	City	State	Country	Zip	Zip Ext.	Employee Work State	FEIN	EAN	Employer Name	Employer Address	Employer City	State	Country	ZIP	ZIP Ext

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