

# UPLOAD FORMAT

WWW.8THDISTRICTEMPLOYERS.ORG

The below format will guide you to setting up a worksheet to upload your monthly remittance data to the employer portal. An upload will replace the manual entry that would otherwise be completed to populate each members work month data.

|   | SSN (Social Security Number) | Work Class Code | Last Name | First Name | Middle Initial | Hours | Flat Rate *   | Gross Wage | NEBF Gross Wage | EE Deferral * | Vacation * | Cope * | Dues ** |
|---|------------------------------|-----------------|-----------|------------|----------------|-------|---------------|------------|-----------------|---------------|------------|--------|---------|
|   | A                            | B               | C         | D          | E              | F     | G             | H          | I               | J             | K          | L      | M       |
| I | 123456789                    | JRNY            | TEST      | BOB        | I              | 143   | If Applicable | 4500       | 4500            | 200           | 100        | 0      | 1       |

## For proper formatting using the above:

1. The Headers in Blue and Grey are NOT TO be included
2. Remove all cell and border formatting – all cells should be set to 'TEXT'
3. Calculating NEBF, enter a gross wage in the NEBF Gross Wage column; (repeat GW or enter Cap GW)
4. (\*) If Flat Rate, EE Deferral, Vacation or, Cope DON'T APPLY, for any member reported enter a zero
5. (\*) EE Deferral, Vacation, and Cope data entry is entered, using total dollar amount, for each individual fringe
6. (\*) FLAT RATE, is only used for NB agreement or other specified agreements
7. (\*\*) Dues Check Box (Include or Exclude dues per member):
  - A one (1) to say YES to dues or,
  - A zero (0) to say NO to dues

- ✓ Each cell should only contain either a number, name, or work class code
- ✓ MUST SAVE your upload as a **.CSV** or **.TXT** format only
- ✓ If a column doesn't apply leave the blank space or enter a zero
- ✓ All work class codes are located under the Employer Information tab
- ✓ Flat rate only applies to agreements that have preset amounts owed each month. (I.E. Non-Bargaining, Owner Operator, Etc)