

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	I

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)