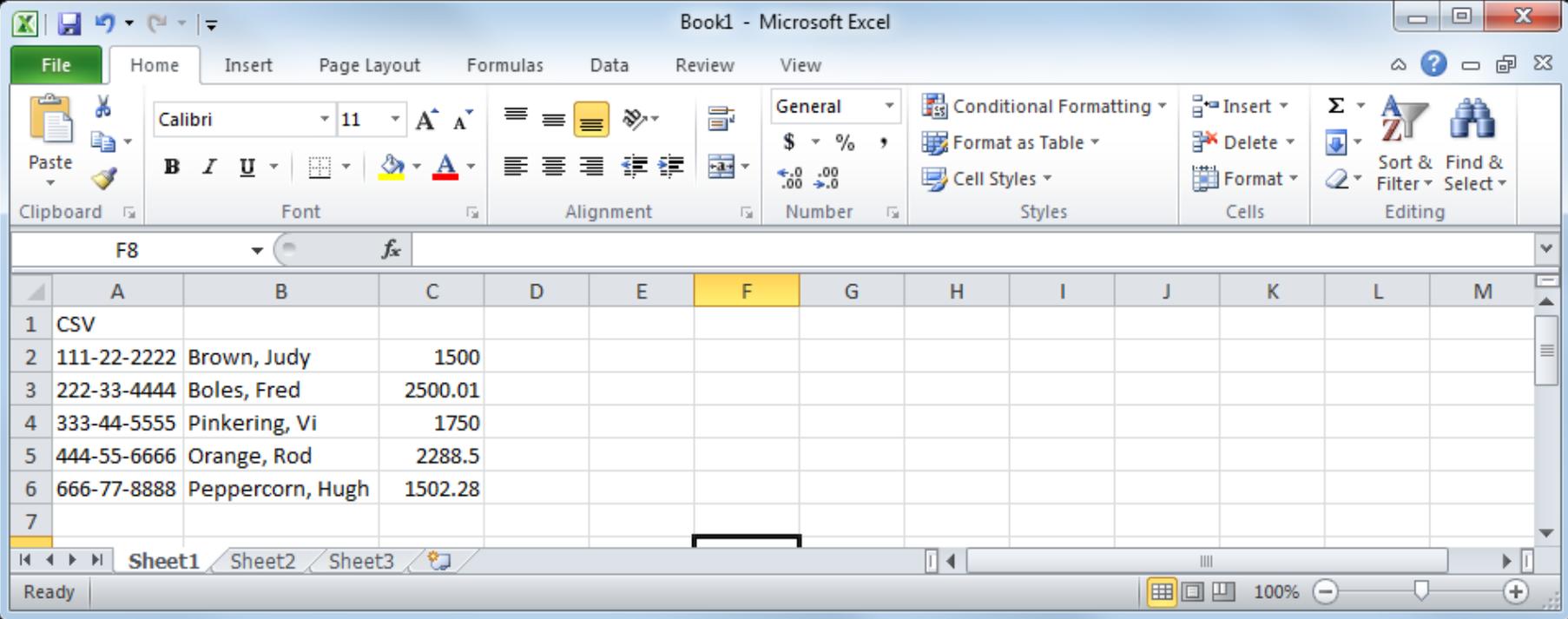


STATE OF NEBRASKA
DEPARTMENT OF LABOR
UNEMPLOYMENT INSURANCE TAX
P O Box 94600
LINCOLN NE 68509-4600
Phone: 402.471.9898
Fax: 402.471.9994

CSV Filing Example



The screenshot shows a Microsoft Excel spreadsheet titled "Book1 - Microsoft Excel". The spreadsheet is displayed in a grid format with columns labeled A through M and rows numbered 1 through 7. The data is as follows:

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	CSV												
2	111-22-2222	Brown, Judy	1500										
3	222-33-4444	Boles, Fred	2500.01										
4	333-44-5555	Pinkering, Vi	1750										
5	444-55-6666	Orange, Rod	2288.5										
6	666-77-8888	Peppercorn, Hugh	1502.28										
7													

The spreadsheet is shown in a window titled "Book1 - Microsoft Excel". The ribbon includes "File", "Home", "Insert", "Page Layout", "Formulas", "Data", "Review", and "View". The "Home" ribbon is active, showing options for Font, Alignment, Number, Styles, Cells, and Editing. The status bar at the bottom indicates "Ready" and "100%".

In cell A1 - enter the letters CSV

In cell A2 - enter your first social security number with dashes

In cell B2 - enter the last name, a comma, and the first name or initial

In cell C2 - enter the gross wages for the quarter with no dollar signs & no commas

NE UI Tax 134 - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View

Save
Save As
Open
Close

Info

Recent

New

Print

Save & Send

Help

Options
Exit

Information about NE UI Tax 134

C:\Users\ [] \Documents\NE UI Tax 134.csv

 **Protect Workbook** ▾

Permissions
Anyone can open, copy, and change any part of this workbook.

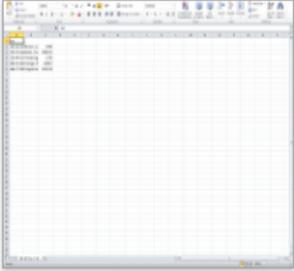
 **Check for Issues** ▾

Prepare for Sharing
Before sharing this file, be aware that it contains:

- Content that cannot be checked for accessibility issues because of the current file type

 **Manage Versions** ▾

Versions
There are no previous versions of this file.



Properties ▾

Size	182 bytes
Title	Add a title
Tags	Add a tag
Categories	Add a category

Related Dates

Last Modified	Never
Created	Never
Last Printed	Never

Related People

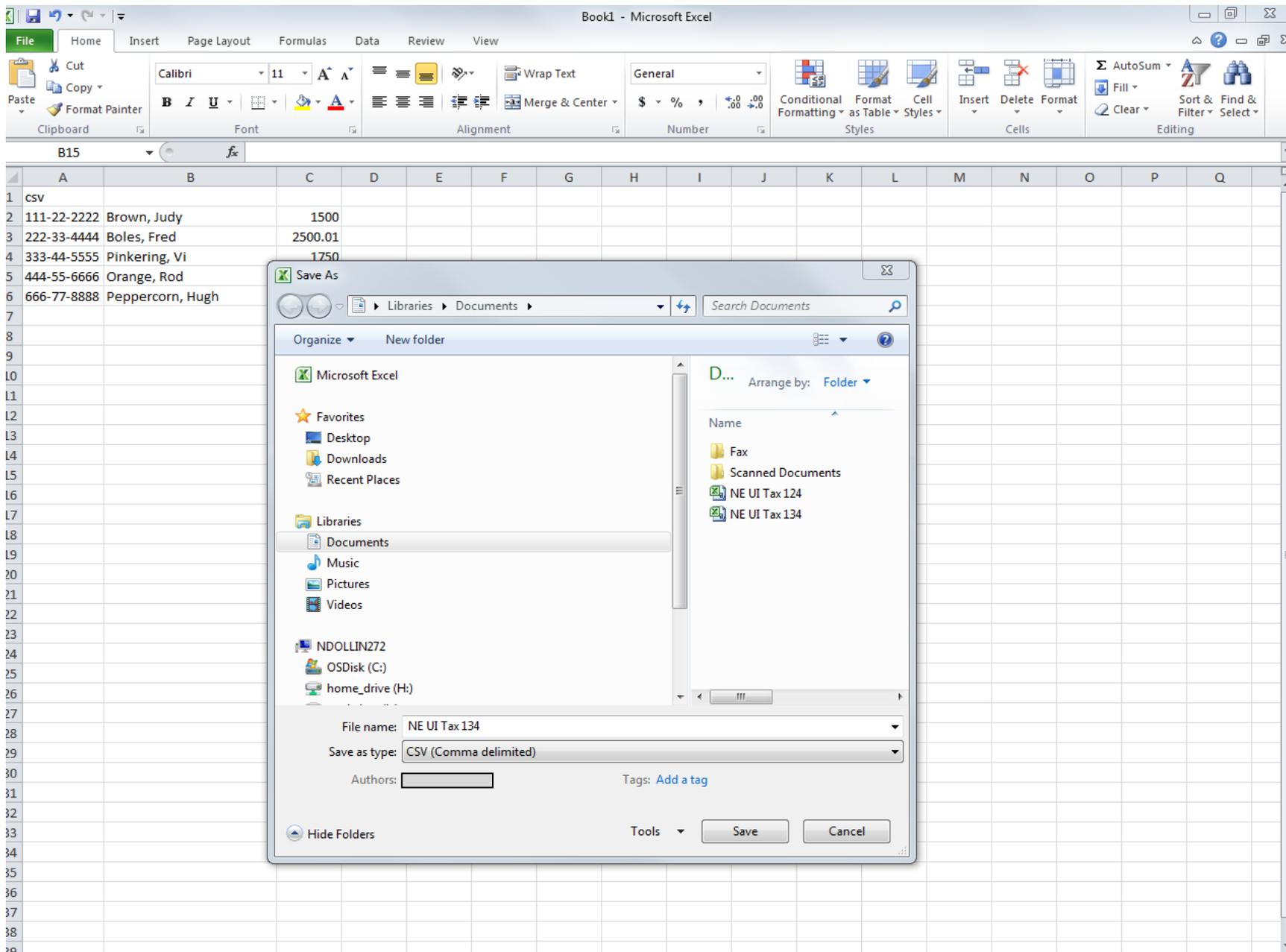
Author	Add an author
Last Modified By	Not saved yet

Related Documents

 Open File Location

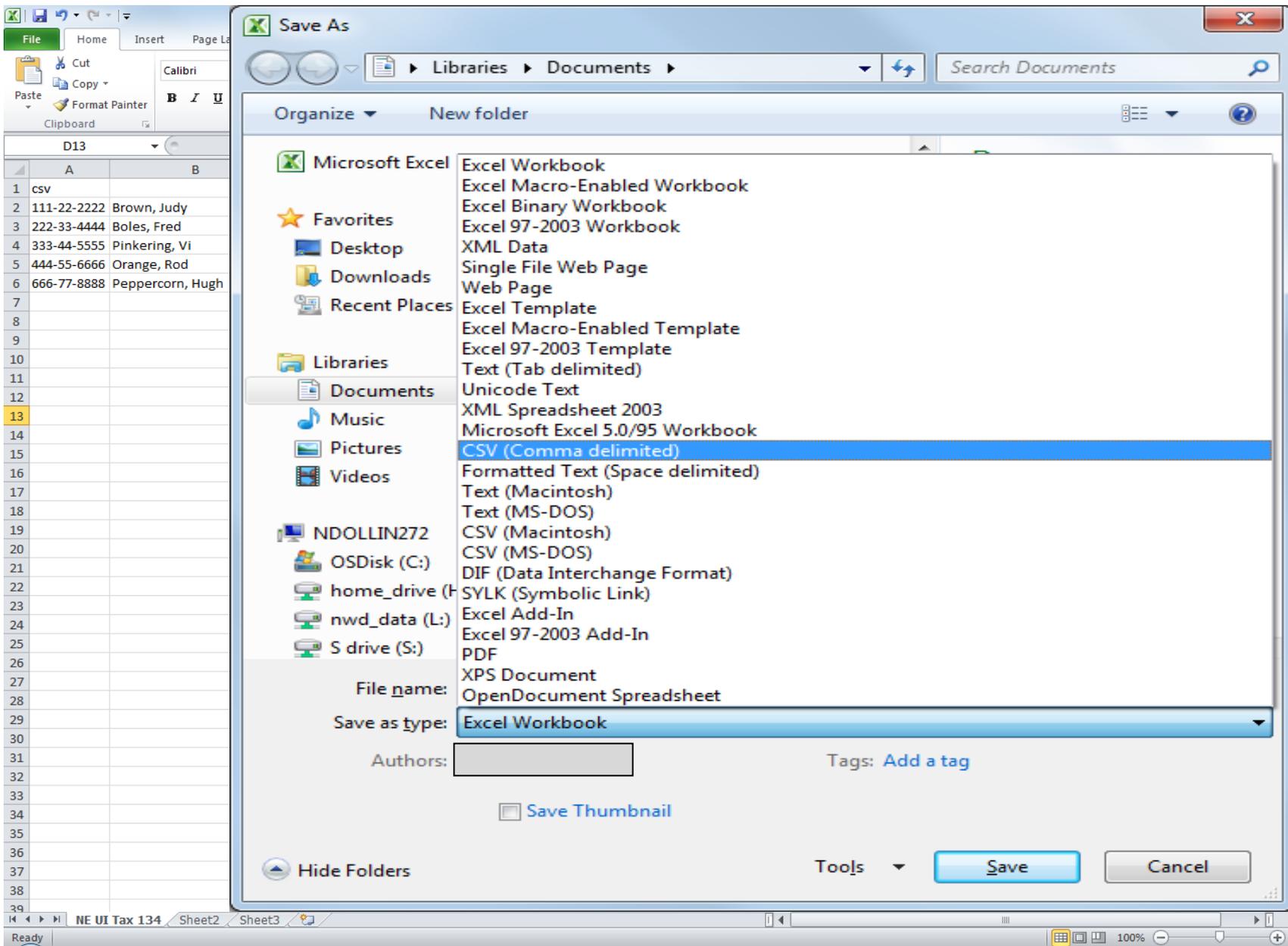
[Show All Properties](#)

Go up to the “File” tab and select **Save As**



From the Save As Box, go down to the File Name: name the file as “NE UI Tax Current Year Quarter” (ex. NE UI Tax 134)*

- For example, the report for 4th quarter 2013 could be named NE UI Tax 134



From Save As Type: drop down & select CSV (Comma delimited); click Save.

The screenshot shows the Microsoft Excel interface with a data table and an error dialog box. The data table is as follows:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	csv																
2	111-22-2222	Brown, Judy	1500														
3	222-33-4444	Boles, Fred	2500.01														
4	333-44-5555	Pinkering, Vi	1750														
5	444-55-6666	Orange, Rod	2288.5														
6	666-77-8888	Peppercorn, Hugh	1502.28														
7																	
8																	
9																	
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11																	
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The error dialog box is titled "Microsoft Excel" and contains the following text:

The selected file type does not support workbooks that contain multiple sheets.

- To save only the active sheet, click OK.
- To save all sheets, save them individually using a different file name for each, or choose a file type that supports multiple sheets.

Buttons: OK, Cancel

If a Pop Up box appears telling you that the selected file type does not support workbooks that contain multiple sheets, click "OK."

NE UI Tax 134 - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View

Clipboard Font Alignment Number Styles Cells Editing

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	csv																	
2	111-22-2222	Brown, Judy	1500															
3	222-33-4444	Boles, Fred	2500.01															
4	333-44-5555	Pinkering, Vi	1750															
5	444-55-6666	Orange, Rod	2288.5															
6	666-77-8888	Peppercorn, Hugh	1502.28															
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33																		

Microsoft Excel

NE UI Tax 134.csv may contain features that are not compatible with CSV (Comma delimited). Do you want to keep the workbook in this format?

- To keep this format, which leaves out any incompatible features, click Yes.
- To preserve the features, click No. Then save a copy in the latest Excel format.
- To see what might be lost, click Help.

Yes No Help

If a second Pop-Up box appears telling you there are features that are not compatible, click “Yes.”

The screenshot shows the Microsoft Excel interface with the following data in the worksheet:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	csv																	
2	111-22-2222	Brown, Judy	1500															
3	222-33-4444	Boles, Fred	2500.01															
4	333-44-5555	Pinkering, Vi	1750															
5	444-55-6666	Orange, Rod	2288.5															
6	666-77-8888	Peppercorn, Hugh	1502.28															

A dialog box titled "Microsoft Excel" is displayed in the center of the screen, containing the following text and buttons:

Do you want to save the changes you made to 'NE UI Tax 134.csv'?

Buttons: Save, Don't Save, Cancel

If the above Pop Up box appears, click “Don’t Save.”

This box appears because it is trying to save it as an Excel type of file instead of a CSV (Comma delimited) file.

If your file is successful, the number of employees and total amount of gross wages will appear on UIConnect. Up to ten employee's social security numbers, names, and wages transferred from your file will appear.

Remember, we will not have your report until you have continued through the process and choose **“Submit Report”**.

If you have problems with the file upload, see the following:

1. Column “C” should be formatted in general text with no dollar signs, no commas and no totals. One common error is that column C has been formatted to a number.
2. Make sure cell A1 has only the letters CSV and in that order.
3. Make sure there is no header or footer information, only the requested three columns of information.
4. If you have any employees with zero or negative wages on the file, remove them.
5. Make sure each employee has 9 digits in their social security number. If their number starts with a zero, that zero should appear.
6. If these items do not solve the problem, please call the UIConnect Help Line at 402-471-9898.