

STATE OF NEBRASKA  
DEPARTMENT OF LABOR  
UNEMPLOYMENT INSURANCE TAX  
P O Box 94600  
LINCOLN NE 68509-4600  
Phone: 402.471.9898  
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## CSV Filing Example

4Q2016 Report Test - Excel

	A	B	C	D	E	F	G	H	I	J	K
1	CSV										
2	111-22-2222	Brown, Judy	1500	420	Accountant						
3	222-33-4444	Boles, Fred	2500.01	333	Assembly						
4	333-44-5555	Pinkering, Vi	1750	520	Accountant 2						
5	444-55-6666	Orange, Rod	2288.5	80	Receptionist						
6	666-77-8888	Peppercorn, Hugh	1502.28	600	Manager						
7	777-88-9999	Doe, John	20050	390	CEO						
8	888-99-0000	Smith, Will	3728.31	1050	Assembly						
9	123-45-6789	Cooper, Alice	10052.79	520	Supervisor						
10											
11											

In cell A1 - enter the letters CSV

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

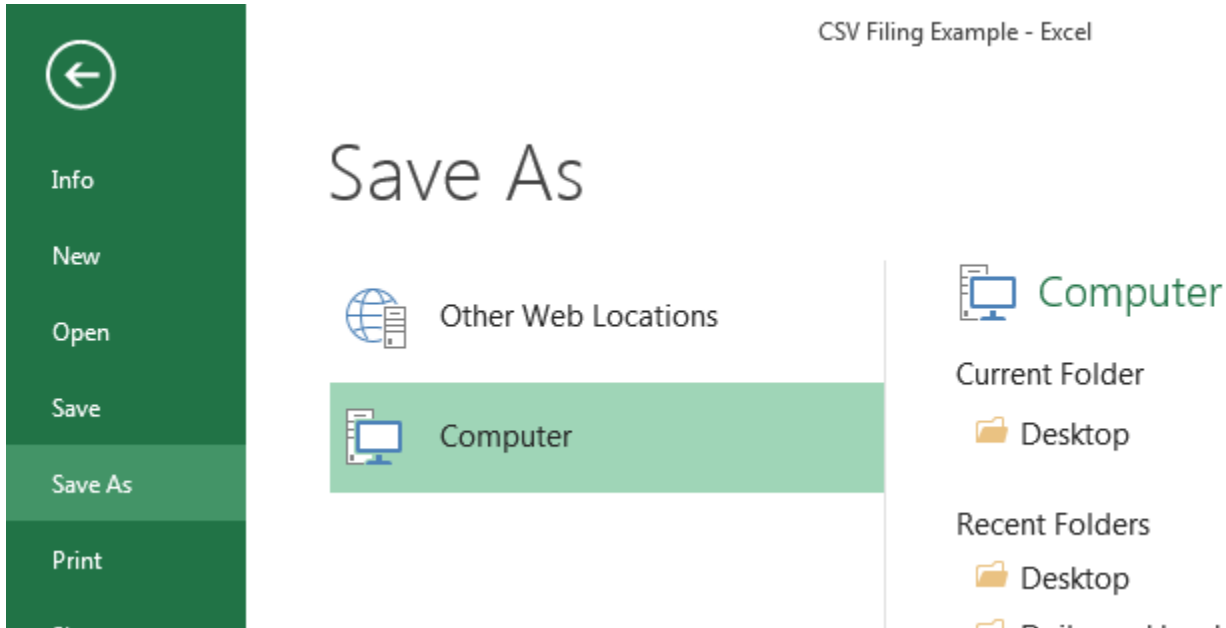
In cell B2 - enter the last name, a comma, and the first name or initial

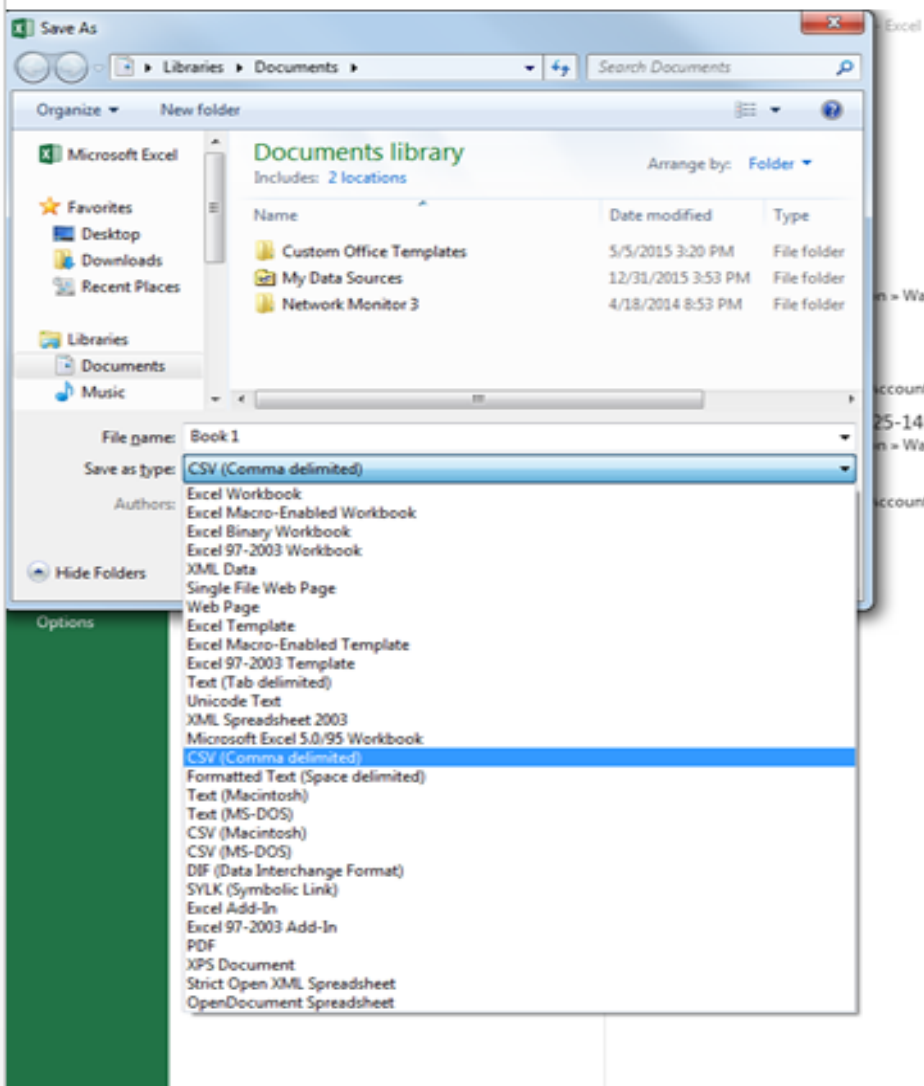
In cell C2 - enter the gross wages for the quarter with no dollar signs & no commas

In cell D2 (optional)-enter total hours paid (vacation, sick, and regular). Round down to whole number, no decimals or special characters will be accepted.

In cell E2 (optional)- enter primary job title

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





Excel

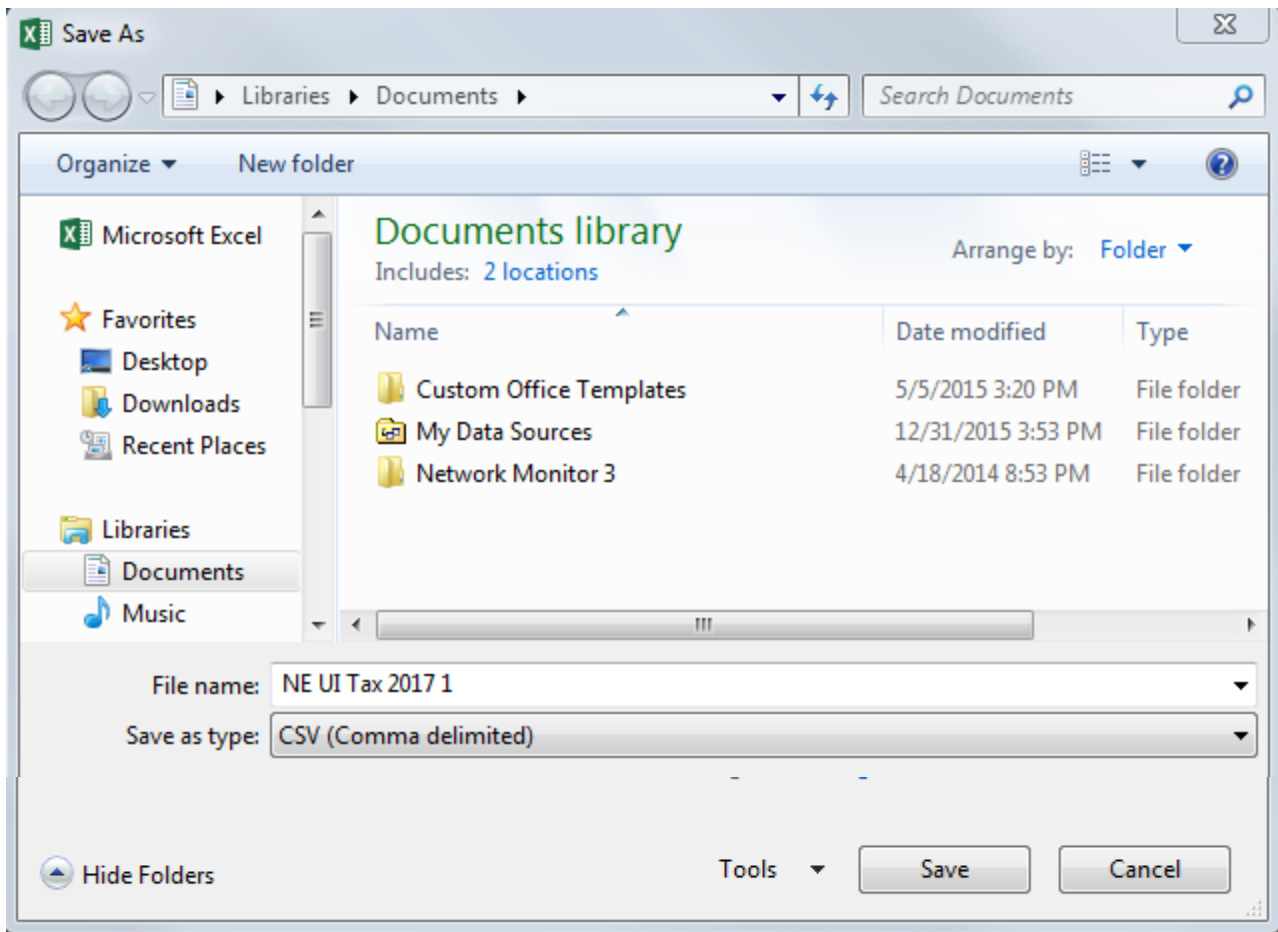
Accounting > Wage Expansion 2-25-14 022017 > Testing Folder

Accounting > FUTA electronic files > FUTA Certifications for 2015 (due...  
25-14 022017

Accounting > Wage Expansion 2-25-14 022017

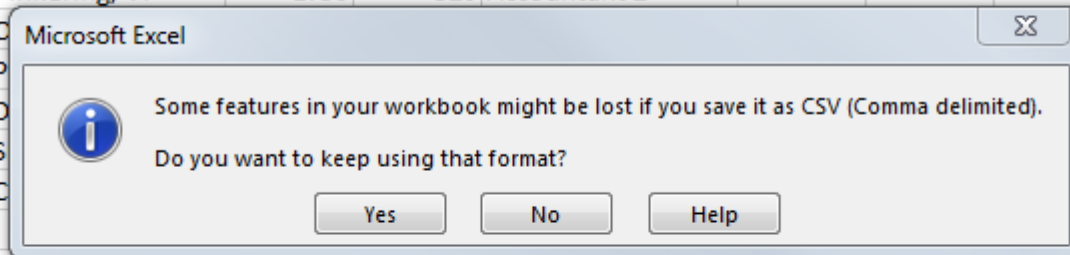
Accounting > Daily workbooks

**From Save As Type: drop down & select CSV (Comma delimited) (\*.csv)**



**Save and name the file as “NE UI Tax Current Year Quarter” (ex. NE UI Tax 171) for easy upload in UIConnect.**

	A	B	C	D	E	F	G	H	I	J
	CSV									
	111-22-2222	Brown, Judy	1500	420	Accountant					
	222-33-4444	Boles, Fred	2500.01	333	Assembly					
	333-44-5555	Pinkering, Vi	1750	520	Accountant 2					
	444-55-6666	C								
	666-77-8888	P								
	777-88-9999	D								
	888-99-0000	S								
	123-45-6789	C								
0										
1										
2										
3										



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

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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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.”

Microsoft Excel ribbon showing FILE, HOME, INSERT, PAGE LAYOUT, FORMULAS, DATA, REVIEW, and VIEW tabs. The ribbon includes options for Clipboard, Font, Alignment, Number, Styles, and Cells. The formula bar shows the value 520. The spreadsheet grid shows columns A through K and rows 1 through 15. A pop-up dialog box titled "Microsoft Excel" is displayed, asking "Want to save your changes to 'CSV Filing Example.csv'?" with buttons for Save, Don't Save, and Cancel.

	A	B	C	D	E	F	G	H	I	J	K
1	CSV										
2	111-22-2222	Brown, Judy	1500	420	Accountant						
3	222-33-4444	Boles, Fred	2500.01	333	Assembly						
4	333-44-5555	Pinkering, Vi									
5	444-55-6666	Orange, Rod									
6	666-77-8888	Peppercorn, Hu									
7	777-88-9999	Doe, John									
8	888-99-0000	Smith, Will									
9	123-45-6789	Cooper, Alice									
10											
11											
12											
13											
14											
15											

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, the total amount of gross wages, the total hours paid, and the primary job title 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 uploading, see the following suggestions.

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