Importing a Text Tab Delimited File

Many spreadsheet applications, such as Microsoft Excel, have the ability to save a worksheet in a delimited format. A delimiter is a character such as a tab or a comma that separates each field of data.

The first thing you will want to do is verify all of the data needed is included within your Excel file and to delete any excess information.

The data needed must be separated into their own cell as follows:
1) SSN
2) Last Name
3) First Name
4) Middle Initial (or blank column)
5) Gross Wages for the Quarter

Below is an example of how the spreadsheet should look prior to converting it to a text file.

123-45-5555	SMITH	JOHN	L	4,166.94
123-45-5556	DOE	JANE	M	6,455.75
123-45-5557	JONES	BOB	P	2,386.13

Next you will want to save this Excel file as a text file.

Save your Excel file with a different name to protect your original file.

With the file open, click on the File menu, then Save As. In the "Save as type" drop down box, click on the chosen delimited option (text tab delimited is recommended). Click on the "Save" button (Be sure to remember the name and location of your new file.)

UI EASY requires information about your file layout to correctly process your data. For reference purposes, you should either note the column order and header information or leave your spreadsheet open to refer back to while you are in the import process.

The steps below are the instructions for the entries on the Import Wage Report.

File – Delimited screen that would apply to the above file (normally you will choose "delimited".)

Step 1: Indicate the number of rows of header information on your file. These rows are labels only and not data to be imported.

Step 2: Select the Field Delimiter:
Select tab for the above example since the file was saved as a tab delimited file.

Step 3: Select the String Qualifier:

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Leave the default Quotes (") selected.

Step 4: Identify the order of the fields in your file.

The field order in the example would be entered as follows:

SSN	1
Last Name	2
First Name	3
Initial	4
Wage Amount	5

Step 5: Select the format of decimal positions on the wage amount field.

Choose the "Decimal Not Implied" option if your file does not assume a decimal place, whether or not the decimal point is contained in the file e.g. if your file contains 2000.50 - UI EASY will read as 2000.50, if your file contains 200050 - UI EASY will read as 200,050.00.

Choose the "Implied Decimal" option if your file does not contain a decimal point, but assumes the 2 place decimal positions e.g. if your file contains 200050-UI EASY will read as 2000.50

Step 6: Select the file you will import using the "Browse" button.

Click on the Browse button - a windows dialog box with the title "Choose File" will display. Select your file by clicking the previously saved tab-delimited text file. Click on the "Open" button. You should now see your file in the box to the left of the "Browse" button.

You are now ready to import your file. Click on the "Import and Continue" button. This will take you to the Import Wage Report screen where you have many options:

> Sort Features – There are three options by which you may choose to sort your employees: Social Security Number (SSN), Last Name and First Name. You may change the display order of your employees by clicking on the column heading you wish to sort by.

> View All Employees – This link allows you to see all imported employees' information listed on one page.

> Add More Employees – This link allows you to quickly add any employees not included in your imported file. Click the "Add More Employees" link to display a blank screen to enter additional employees' information   SSN's can be entered with or without dashes.