ᵐʸIowaUI

File Import Instructions

CSV File Type

9/14/10

Instructions and specifications for use of CSV files in My Iowa UI

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When using the file import feature to load your wage detail into My Iowa UI, the file must be formatted correctly and saved as a Comma Delimited (.csv) file type. Files that do not meet these requirements cannot be loaded and will be rejected. Files cannot have extra spaces or characters such as quotation marks and apostrophes.

How to format the file

Each column must contain the correct data type and be formatted correctly for the file to upload.

Column	Data Type	Format
A	Sequence Number*	Maximum of 4 digits. Ex: 1. Sequence cannot contain leading zeros. (*File limited to 9,999 wage lines*)
B	UI Account Number	Must be 8 digits. Format to hold leading zeroes. Ex: 00123456
C	FEIN	Must be 9 digits. Ex: 42-1234567
D	Year and Quarter	Must be 5 digits. Ex: 20101
E	Social Security Number*	Must be 9 digits. Ex: 123-45-6789
F	Last Name	Maximum of 30 characters. Ex: Smith
G	First Name	Maximum of 15 characters. Ex: John
H	Middle Initial	Maximum of 1 character (optional). Ex: R
I	Gross Wages	Maximum of 12 digits. Format with two decimal places Ex: 99999.99
J	Reporting Unit Number*	Maximum of 4 digits. Format to hold leading zeroes. Ex: 0001. Reporting unit numbers must match the reporting unit in My Iowa UI.

*If you upload multiple CSV files, the sequence number must begin with 1 in each file.
*If SSN for an employee is not available, leave this field blank.
*Reporting Unit Number(s) are listed on the Reporting Unit screen and within the Reporting Unit tab of your online account.

Please note: Any corrections to the data within the file must be completed in and saved as the original file type (such as Excel) and then saved in the CSV form. Special characters are not allowed in your wage detail file and the check digit at the end of your account number will no longer be used, however leading zeros will be added. For example if your account number was 123456-7, your new account number is 00123456.

How to create a Comma Delimited (.csv) file

Once you have entered the data and formatted each column correctly, you are ready to create the Comma Delimited (.csv) file. CSV files can be created using Microsoft Excel or other spreadsheet programs. Directions to create a .csv file are below:

1. Save File as an Excel file (or original file type)
2. Click "File" in the top navigation bar
3. Select "Save as"
4. Click on the drop-down menu in the "Save as Type" section
5. Select CSV (Comma delimited)(*.csv) option
6. Select "YES" to pop-up box (in Excel)
7. Enter your data and save it frequently to your desired location
8. Import the file into My Iowa UI using the instructions provided on the My Iowa UI screen.
9. Once you are done with your file and go to close the CSV file, click "NO"

Many accounting software programs such as Peachtree, QuickBooks, Great Plains, Microsoft Dynamics GP, Platinum, etc. also have the ability to create CSV files.

If the software program you use cannot create a CSV file, you can "Copy and Paste" your data into Microsoft Excel and follow the instructions above to create a CSV file. If you use this option, make sure to "Paste as Special Value", this ensures that formulas are not exported into the file.

If you need assistance creating a CSV file, contact the My Iowa UI Customer Service Team at 888-848-7442 or iwduitax@iwd.iowa.gov.

Example of how your formatted file will look in Microsoft Excel:
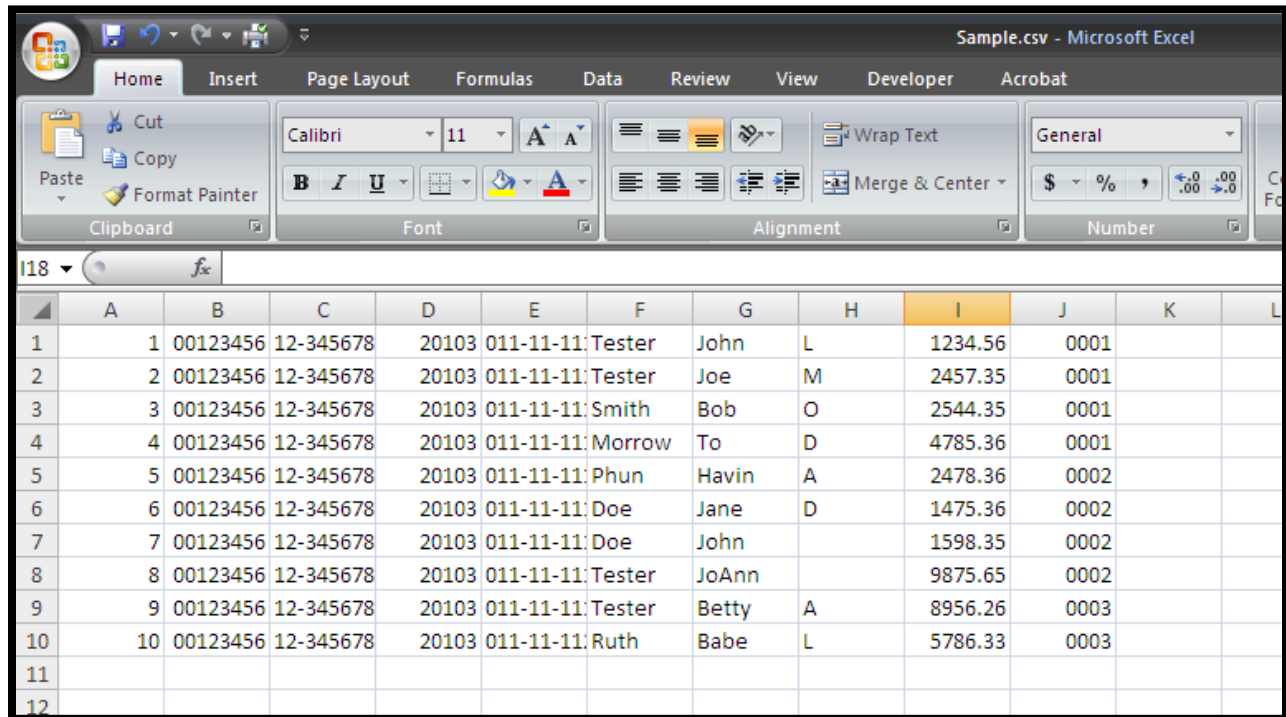
Example of how your formatted file will look in NotePad:
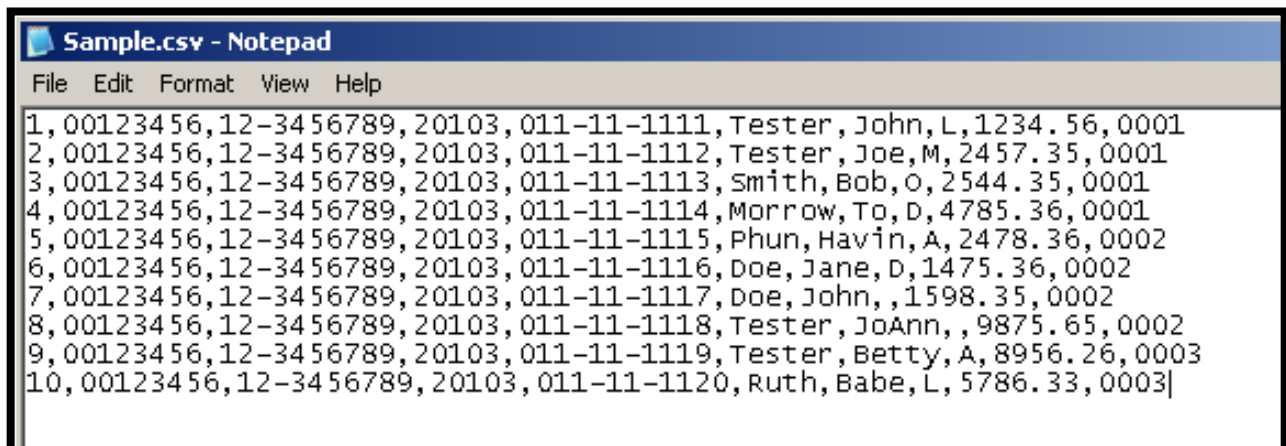
Comparison of My Iowa UI to the Unemployment Insurance Tax System (UITS) CSV File

Only CSV files using the My Iowa UI format will be accepted. For comparison here are the differences between the old UITS CSV file format and the new:

My Iowa UI - CSV File Upload
Phased introduction starting September 2009.

Sequence Number	Account Number	FEIN	Year and Quarter	Social Security Number	Last Name	First Name	Middle Initial	Gross Wages	Reporting Unit
4 digits	8 digits - with leading zeros. Last number after the dash in UI account number is no longer used.	9 digits	5 digits	9 digits	30 characters maximum	15 characters maximum	1 character	Dollars and cents	4 digits
Numbers from 1 to 1500	Example: 00001234	Allow dash or space	Example: 20074	Slash or dash allowed and not recognized as a digit, space not recognized	Allow special characters	Allow special characters	Will not accept period	Format as a number with two decimal points	Reporting unit will start with 0001. All employers will have at least one reporting unit.

Unemployment Insurance Tax System (UITS) - CSV File Upload
Will no longer be available after March 2010.

	Account Number		Year and Quarter	Social Security Number	Last Name	First Name	Middle Initial	Gross Wages	Location Code
	6 digits - allows for leading zeros		5 digits	9 digits	30 characters maximum	30 characters maximum	1 character	Dollars and cents	3 digits
	Example: 001234-5		Example: 20074	No special characters	No special characters	No special characters	No special characters	Format as a number with two decimal points	Use 000 if account is not location coded

FOR MORE INFORMATION CONTACT:

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