

Alabama Department of Labor (DOL)
Excel Export Instructions for Magnetic Media - Alabama Requirements

Note: DOL submissions should use the following records (rows) and data columns as directed below. This Excel export format is intended for smaller companies that do not have the IT or programming staff to aid in producing other file formats.

Many accounting packages can produce excel reports (Ex: Quickbooks). If your software can export a quarterly employee wage report in excel format then it should be possible to produce an export file from that report with a few edits in excel. **DO NOT UPLOAD THE EXCEL REPORT FILE!**

General overview: (details will follow)

- 1) You will add a header to your excel report at the top of your wage list.
- 2) You may need to adjust the columns in excel for the wage records (rows).
- 3) You will need to export a text file using “save as” in excel.
- 4) You will need to upload this text file to DOL.

Details:

1) Adding the necessary header rows to your spreadsheet.

- a. Insert 5 blank rows at the top of your spreadsheet.
- b. Highlight cells A1 – B5 and **format cells as text**.
- c. Cells A1 – A5 must be entered exactly as shown in the table below.
- d. Cells B2 – B5 will contain your employer filing information and must be formatted as shown below.

	A	B	C	D	E
1	Excel				
2	Contact Name	John Doe			
3	UC Account	1234567890			
4	FEIN	123456789			
5	Qtr/Yr	4/2006			

2) Adjusting employee wage rows in your excel spreadsheet.

Starting in row 6, cell A6, your employee wage information for the quarter and year specified in cell B5 should be formatted as stated below.

- a. Employee SSN in column A, starting at cell A6. Dashes are allowed but optional.
Ex: Either 222-33-4444 or 222334444 is acceptable.

- b. Employee name in column B starting at cell B6. Format: “Last name, First name MI” **comma** separated.
- c. Employee **gross wage** in column C starting at cell C6. Format as money with 2 decimal places. “\$” and commas are allowed but optional, decimals are required. Ex: Either \$12,345.67 or 12345.67 is acceptable.

	A	B	C	D	E
1	Excel				
2	Contact Name	John Doe			
3	UC Account	1234567890			
4	FEIN	123456789			
5	Qtr/Yr	4/2006			
6	111-22-3333	Doe, John L	\$8,584.76	\$584.76	\$8,000.00
7	222-33-4444	Smith Jr., James	\$6,606.38	\$0.00	\$6,606.38
8	333-44-5555	Myers, Mary B.	\$5,873.45	\$0.00	\$5,873.45
9	444-55-6666	Jackson, Joe	\$1,562.00		
10	555-66-7777	Jackson, Sammy	\$2,300.00		
11					

Note: Your excel spreadsheet may have columns like D and E above that contain taxable and/or excess wage amounts. These columns will be ignored by the DOL processing, but gross wages must be in column C. If your excel spreadsheet has a total row at the bottom this will be ignored by DOL processing.

3) Exporting a text file using “Save as” in the Excel file menu.

- a. You may not upload your excel file directly to DOL; it would not be recognized.
- b. Go to the File menu and choose *save as*.
- c. Under the File Name selector is the “Save as Type” selector.
- d. Choose “**Text (Tab delimited) (*.txt)**” from the *Save as type* selector.
- e. Give your export a file name with a **.txt extension** and click “Save”. Make a note of where you saved your file.

4) Upload your Tab delimited text file to DOL through our website.

- a. <http://labor.alabama.gov>
- b. Hover over the Online Services tab and then click the “Login to eGov” link or click on the “BUSINESS EMPLOYERS” image.
- c. Log in to the eGov system with your user account. If you don’t have an account you may create one from this page.
- d. Click the Quarterly Reporting link.
- e. Click on Wage and Tax Reporting – Upload.
- f. You will need your 10 digit UC Account and 9 digit Federal ID to gain access to the application.
- g. Follow the instructions provided.