

To upload your classification information, please use a .csv format with no column headings. The order of the information should be:

- Column A: Classification Code
- Column B: Number of Employees
- Column C: Payroll

To create your own .csv file within Microsoft Excel, follow these steps:

1. Open Excel to create a new, blank workbook.
2. Click the “Microsoft Office Button” (Excel 2007) or “File” Tab (Excel 2003 & 2010), and then click “Save As”.
3. The “Save As” dialog box appears.
4. In the “Save as type” box, choose “CSV (Comma delimited)”.
5. On a computer that is running Windows 7, in the Address bar, browse to the location where you want to save the new .CSV file, and then click Save.
6. On a computer that is running Microsoft Windows XP, In the “Save in” box, browse to the location where you want to save the new .CSV file, and then click Save.
7. A dialog box appears, reminding you that only the current worksheet will be saved to the new file. This is normal, so click OK (or YES).
8. A second dialog box appears, reminding you that your worksheet may contain features that are not supported by text file formats. This is normal, so click OK (or YES).
9. Enter your class code information in the column format described above. You may copy and paste classification data from another document into the appropriate columns.
10. After you have added all of your class code information, save and close the file.
11. Upload the .csv file on this Classification Entry page.