

Delimited Format

NOTE: This procedure is used to convert an Excel spreadsheet file into a usable, comma delimited text file, starting with a blank Excel spreadsheet.

Changing an Excel spreadsheet file to a text (.txt or .csv) file and editing the text file.

Your original Excel file, must contain data in the following columns:

Column A	Minnesota UI account Number (8 digits). <i>(Column should be formatted as a “text” column BEFORE entering any data.)</i>
Column B	Minnesota UI unit location Number (4 digits). <i>(Column should be formatted as a “text” column BEFORE entering any data.)</i>
Column C	Year/quarter (example: 1 st qtr 2004 would be 20041)
Column D	Enter 1 if the employee was employed and/or paid wages for the pay period including the 12 th of the 1st month of the reporting period, otherwise enter zero (0). <i>(Must be 0 or 1 - cannot be blank)</i>
Column E	Enter 1 if the employee was employed and/or paid wages for the pay period including the 12 th of the 2nd month of the reporting period, otherwise enter zero (0). <i>(Must be 0 or 1 - cannot be blank)</i>
Column F	Enter 1 if the employee was employed and/or paid wages for the pay period including the 12 th of the 3rd month of the reporting period, otherwise enter zero (0). <i>(Must be 0 or 1 - cannot be blank)</i>
Column G	SSN (no hyphen). If the employee’s SSN is not available, zero fill the field. <i>(Column should be formatted as a “text” column before entering any data.)</i>
Column H	Last Name (20 alpha characters maximum; hyphens OK, but no other punctuation: no apostrophe, period, comma or space.)
Column I	First Name (One name only; 15 alpha characters maximum and no punctuation: no apostrophe, period, comma or space.)
Column J	Middle Initial (optional; 1 alpha character only)
Column K	Gross Wages (cents <u>must</u> be included with decimal, no commas) <i>(Format Cell/ Column as “Number”, “Decimal Places 2” with no “Thousand Separator”)</i>
Column L	Hours Worked (0 through 999 only; no decimal allowed)
Column M	Officer Code (y or blank)

Save your Excel (.xls) file as a “CSV (comma delimited)” (.csv) file.

Your data should look like the sample shown below. If it doesn’t, it probably means that:

- 1.) The EXCEL steps were incorrect, or
- 2.) Additional editing is necessary.

Delimited Format - continued

Examples of "Delimited Format"

01234567,0000,20014,1,1,1,111223333,Johnson,Charles,,7099.00,520,y
02345678,0006,20014,1,1,1,222334444,Brown-Smith,Lucy,,5011.46,81,
03456789,0134,20014,1,1,1,333445555,Adams,Michael,E,72312.10,500,y

Delimited Format (Variable Length Format)

Instead of each field being in a particular character position, the fields only have to be separated by a comma (.). The only acceptable delimiter "character" is a comma (.). Each detail record length is dependent upon the length of an individual's name and the amount of wages that are reported for that person.

Each individual's detail record begins with the employer account number assigned by the Minnesota Department of Employment and Economic Development. It is a 12-digit number, consisting of an 8-digit register and a 4-digit unit number with each field separated by a comma (.). Zero fill the left most character of each number.

No total record is used.

If the employee's SSN is not available, zero fill this field.

The employee's name is now broken into separate fields by commas. If an employee does not have a middle initial, enter two commas. See the first two examples below. The maximum length of each field is as follows: Last name, 20 characters; First name 15 characters; Middle initial 1 character. Hyphens are OK in the Last name only.

DO NOT use a decimal in the Hours Worked field. (000 to 999 only)

DO NOT use a Y unless an officer meets the statutory requirements for officers.

Examples of "Delimited Format"

01234567,0000,20014,1,1,1,111223333,Johnson,Charles,,7099.00,520,y
02345678,0001,20014,1,1,1,222334444,Brown-Smith,Lucy,,5011.46,81,
03456789,0014,20014,1,1,1,333445555,Adams,Michael,E,72312.10,500,y