

**Alaska Department of Labor and Workforce Development
Division of Employment and Training Services
Employment Security Tax
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SINGLE FILER SPECIFICATIONS AND GENERAL GUIDELINES

VISIT OUR WEBSITE FOR COMPLETE STEP-BY-STEP INSTRUCTIONS FOR
CREATING FILES USING EXCEL

http://www.labor.state.ak.us/estax/forms/toc_forms.htm

General guidelines:

- File format must be comma delimited
- No leading or trailing spaces
- No text qualifiers (quotes around values in columns)
- No column headings or descriptors
- Do not total the wage column in your file
- Do not exceed the maximum number of characters in a column
- Do not insert blank lines between rows of detail
- See the specifications for required layout for fields, columns, and maximum lengths
- Unnecessary commas in your file will be read as a new field and result in an error
- Create one row for each employer in the header record
- Create one row for each employee in the wage detail record. Employees listed more than once in the same file must work for different employers.
- Remove all employees with no wages (zero) in the quarter from the file
- Negative wages are not accepted
- No limit on the number of employers or employees that can be submitted
- DO NOT open your completed CSV file using Excel
- Use NOTEPAD to open completed CSV files to make corrections OR make corrections in your Excel file and recreate the CSV file.

File Format for Wage Detail:

The following specifications are to create the wage detail for one employer account. The total and taxable wages and contributions due will automatically be calculated after you upload the file.

Column	Max. Length	Column Contents & Requirements
1 or A	8	Alaska employer account numbers are 5, 6 or 7 numeric digits. Leading zeros are not necessary.
2 or B	4	Reporting Year – Format: CCYY (ex. 2007)
3 or C	1	Reporting Quarter – Valid Values: 1, 2, 3, or 4
4 or D	9	Social Security Number – Must be 9 digits. Must include leading zeros. Do not include hyphens. Define the field as text or put a single quote (') in front of the SSN to keep the leading zeros. Leave field blank if SSN has not been received.
5 or E	25	Employee Last Name – Maximum 25 characters. Hyphens are allowed. Do not include commas, spaces or parenthesis. Alpha characters only.
6 or F	15	Employee First Name – Maximum 15 characters. Do not include commas, spaces or parenthesis. Alpha characters only.
7 or G	1	Employee Middle Initial – Maximum 1 character. Alpha characters only. Field can be blank.
8 or H	9,2	Employee Total Reportable Wages – Numeric with decimal. No \$ sign or commas (example: 1000.95 or 623). Maximum field length is a total of 9 digits example: 9,999,999.99
9 or I	1	Project Code - Not currently being used. Leave blank.
10 or J	20	Hourly Rate - Not currently being used. Leave blank.
11 or K	10	Occupational Code – 6 or 8 digit numeric code. Decimals and dashes allowed when part of a valid occupational code. Coding manual located: http://www.labor.state.ak.us/estax/forms/toc_forms.htm as PDF.
12 or L	2	Geographic Code – 2 digit numeric code. Coding manual located http://www.labor.state.ak.us/estax/forms/toc_forms.htm as PDF.