Comma-Delimited File Format –
Data submission

Employers can submit quarterly wage detail information using a comma-delimited file, also known as a Comma-Separated Values (.csv) file.

Prepare your employee wage detail information in Excel:

- Use the pre-formatted spreadsheet available on our website: ui.mn.gov/employers, or
- Create your own spreadsheet.

Once your required employee information is correctly formatted in Excel:

- Convert the Excel file to a comma-delimited (.csv) text file, and
- Uploaded the CSV file through your employer account

Creating your Excel spreadsheet

Note: Your Excel file **must** contain data exactly as identified below.

| Column	Data information	Data requirements	Characters	Format
A	Minnesota *UI/Paid Leave* employer account number	Enter entire 8-digit account number	8	Text
B	Minnesota *UI/Paid Leave* unit location number	Enter entire 4-digit unit number	4	Text
C	Reporting period (year/quarter)	Enter calendar year (four digits) followed by the quarter (one digit). Example: 1st qtr. 2026 would be 20261.	5	General
D	12th of the first month of the quarter	Enter "**1**" if the employee **was** employed and/or paid wages for the pay period that includes the 12th day of the month. Enter "**0**" if the employee **was not** employed and/or did not receive wages for the pay period that includes the 12th day of the month. The **field cannot** be left blank.	1	Text

Column	Data information	Data requirements	Characters	Format
E	12th of the second month of the quarter	Enter "**1**" if the employee **was** employed and/or paid wages for the pay period that includes the 12th day of the month. Enter "**0**" if the employee **was not** employed and/or did not receive wages for the pay period that includes the 12th day of the month. The **field cannot** be left blank.	1	Text
F	12th of the third month of the quarter	Enter "**1**" if the employee **was** employed and/or paid wages for the pay period that includes the 12th day of the month. Enter "**0**" if the employee **was not** employed and/or did not receive wages for the pay period that includes the 12th day of the month. The **field cannot** be left blank.	1	Text
G	Employee Social Security number (SSN)	Enter the employee's Social Security number as shown on the original/replacement card issued by the SSA. **No hyphens or dashes allowed.** If the employee's SSN is not available, zero fill the field.	9	Text
H	Employee last name	Employee's last name. Hyphens OK, but no other punctuation. No apostrophe, period, comma, or space.	20 (max)	Text
I	Employee first name	Employee's first name. Alpha characters and no punctuation. No apostrophe, period, comma, or space.	15 (max)	Text
J	Employee middle initial	Employee's middle initial (Optional) - 1 alpha character or space	1	Text
K	Employee total gross wages	Employee's total gross wages for the quarter. Include cents with decimal. No commas.	11 (max)	Number, 2 decimal places
L	Hours worked	0-999 - No decimal.	3 (max)	Text
M	Officer code	Enter "**Y**" – if the person is an officer **Leave blank** – if the person is not an officer	1 (or blank)	Text

Your Excel spreadsheet should look like this before converting it to a comma-delimited (.csv) file:

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Account Number	Unit Number	Year/Qtr (YYYYQ)	Pd - 12th of 1st mo	Pd - 12th of 2nd mo	Pd - 12th of 3rd mo	SSN	Last Name	First Name	Middle Initial	Gross Wages	Pd Hours Worked	Officer Code
2	12345678	0000	20052	1	1	1	111223333	Johnson	Charles		23000	520	y
3	12345678	0000	20052	1	1	1	222334444	Brown-Smith	Lucy		18000	445	
4	12345678	0000	20052	1	1	1	333445555	Adams	Michael	E	23000	520	y

Convert your wage detail Excel (.xlsx) spreadsheet to a comma-delimited (.csv) file

1. Open the Excel wage detail file you completed.

2. Name and save your Excel file as a .csv file to your desktop by selecting **File** from the menu bar and then **Save As**. Choose the option to **Browse**.
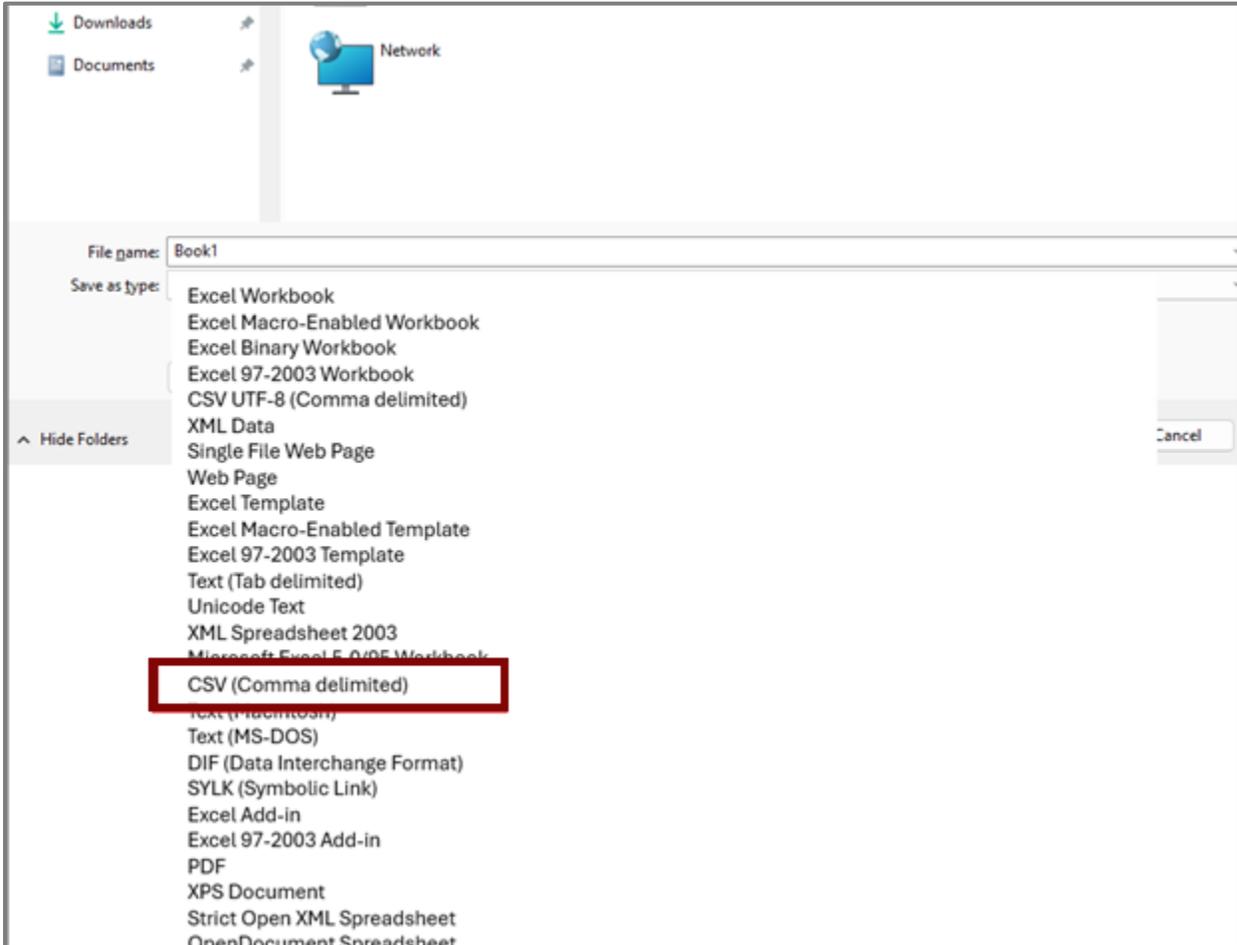

3. Select **Desktop**.

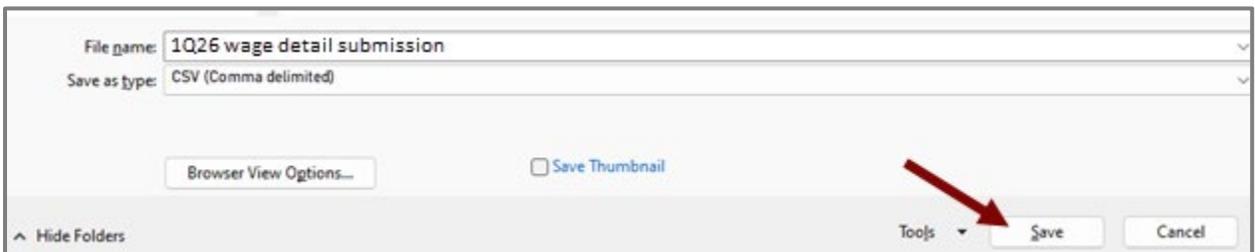Wage Detail File Formats Guide – CSV Delimited Format
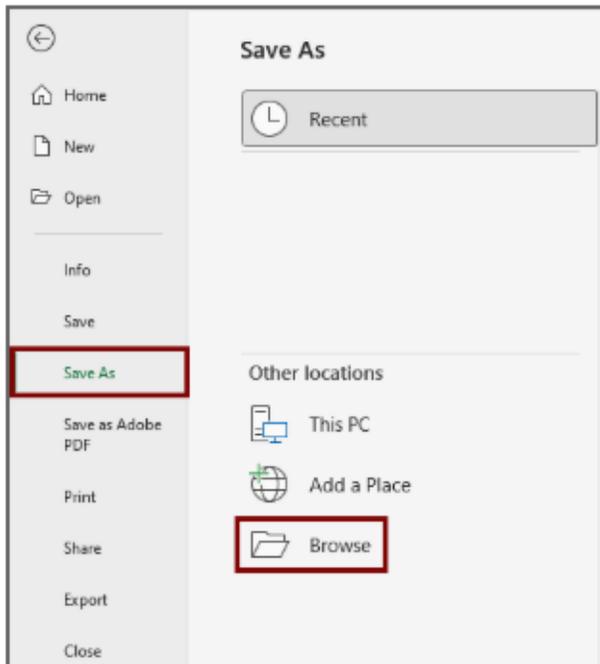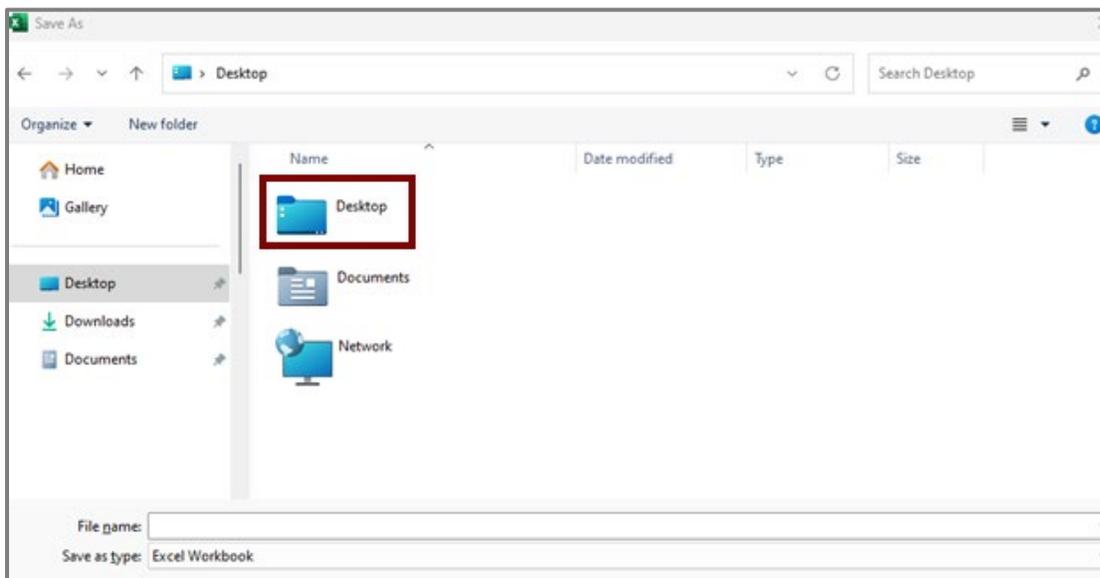
4. In the dialog box, **type your desired file name** in the *File name* field.

5. For the *Save as type*, select the drop-down option **CSV (comma delimited)**.

6. Select **Save.**

7. A dialogue box may appear to indicate "YourFileName.csv may contain features that are not compatible with CSV (comma delimited). Do you want to keep the workbook in this format? Select the **Yes** or **Convert** button to accept the file in CSV format.

Your comma-delimited (.csv) file should look like this.

```
01234567,0000,20261,1,1,1,111223333,Johnson,Charles, ,9099.00,520,y
02345678,0006,20261,1,1,1,222334444,Brown-Smith,Lucy, ,5011.46,81,
03456789,0134,20261,1,1,1,333445555,Adams,Michael,E,72312.10,500,y
```

Review your comma delimited file in Notepad before submitting

To confirm your comma-delimited file is properly formatted, we recommend you open it in Notepad. To open your file in Notepad:

1. Go to your Desktop and find the .csv file you saved.

2. Right-click on the file, select **Open with**

3. Select **Notepad** from the list

As you review the file, look to see:

- It is comma-delimited.
  - There should be a comma separating each data field.
- The account number is an eight-digit number and the reporting unit a four-digit number.
- You have no hyphens in the SSN.
- The file ends with the very last character.
  - There should be no extra lines, spaces, or tabs. Remove everything after the last character. The last character is most likely the officer code – either "Y" for yes or blank for no.