

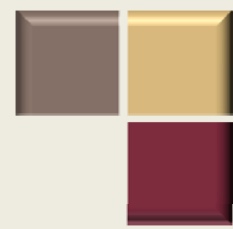
— Five Good Minutes — Unemployment Compensation

Presented by

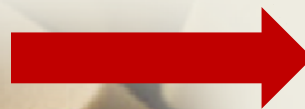
Lorraine Dubisz,
Primex³ Administrative Aide

An Online
Learning Opportunity

Made Possible by Primex³



Class #3-B



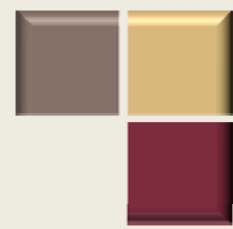
For Users with Excel 2007

Unemployment Compensation

**NH Department
of Employment Security**

UC Reporting:

The Required Format



Looking at the Report

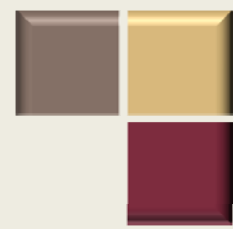
A Sampling of Quarterly Files Submitted to Primex³

SSN	NAME	GROSS	ACCT
005-11-2222	H. D. JONES	\$23.50	98723
111-22-3333	JONES, HOWARD D.	\$10,153.10	98723
123-45-6789	MARY OCONNELL	\$225.50	98723
012-34-5678	O CONNELL, JO ANNE	\$500.86	98723
001-23-4567	JONES, JR. HOWARD D.	\$23,926.67	98723
321-98-7664	SMITH II- SAMUEL	\$6,329.37	98723
678-88-1234	SAMUEL J SMITH III	\$16,230.95	98723
123-12-3123	SMITH-JONES JOANNE	\$64.45	98723



Taking Each Column Separately State Formatting

Data	Positions	Length
Social Security Number	1 - 9	9
Name of Employee	10 - 29	20
Gross Wages Paid	30 - 38	9
Employer Account Number	39 - 47	9

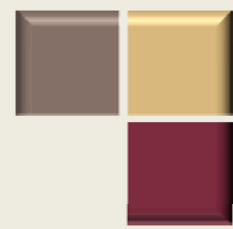


The Social Security Number Column

The Employee's Social Security number must be recorded as a 9 byte numeric field

- All numbers must run together with no spaces;
- No hyphenation;
- The number must consist of 9 digits; and
- If the ***SSN is not available***, highlight the line and ***call Lorraine***.

SSN —INCORRECT	SSN —CORRECT!
005-11-2222 ☹️	005112222 😊



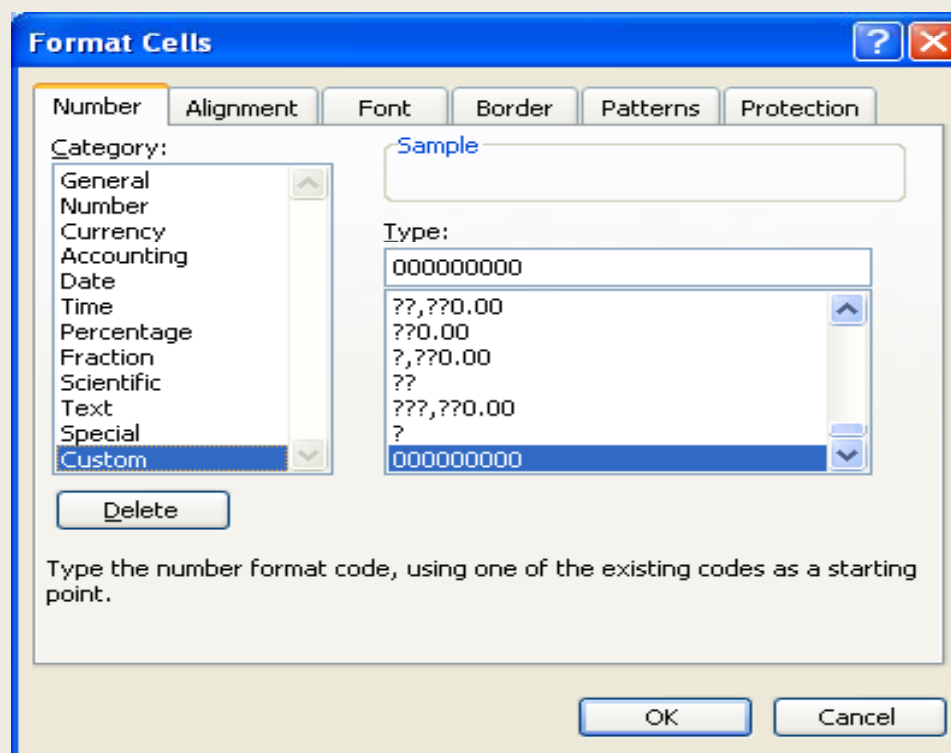
To convert the Social Security Number Column, highlight the column:

- Find and Select – Replace – Find what: - (dash) (tab)
- Replace (add nothing); (Enter) the cursor will go up to Find What:
- Click on OK. All dashes will be eliminated

Highlight the column: FORMAT CELLS - CUSTOM - in new box to the right under Type will be General.

Highlight “General” and delete it. Type in 9 zeros (000000000) as shown.

Click on OK - the preceding zeros will re-appear.





The Name Column

Employee name must be limited to and recorded as a 20 byte alphanumeric field; justified left; all unused positions are left blank

If a last name is 20 digits long, shorten the name to 18 digits, add a space, and first initial

- No punctuation (commas, periods, hyphens)
- Apostrophes *are* allowed
- Last name first, first name, then initial-separated by a space
- No spaces within a last name
- All in UPPER CASE
- No double spacing between the name
- No person should occupy 2 lines:
 - one SS# = 1 line
- Leading titles must be omitted from the name field, such as Dr. etc.
- Any leading letters (O, D, etc.) must NOT be separated from the rest of the name by a blank but may be separated with an apostrophe.
- Suffix values, such as SR, JR, and II, must follow middle initial

INCORRECT ☹	CORRECT ☺
H. D. JONES	JONES H D
JONES, HOWARD D.	JONES HOWARD D
SAMUEL JOE SMITH, II	SMITH SAMUEL JOE III
O CONNELL, JO ANNE D	O'CONNELL JOANNE D
JONES, HOWARD D. JR.	JONES HOWARD D JR
SMITH II- SAMUEL	SMITH SAMUEL II
SMITH-JONES JO-ANNE D	SMITHJONES JOANNE D



Gross Wage Column

Gross wages paid during the Calendar Quarter covered by the report must be in a 9 digit numeric field.

- All numeric, no dollar sign
- Include dollars and cents (no decimal point)
- No punctuation (commas)
- All positive, unsigned figures
- A NEGATIVE amount should NOT appear in a record*
- FORMAT column to show ZERO fill leading spaces
- No packed fields; do not use spaces to fill in
- Right justify
- No blank lines
- NO ZERO wages should be included
- One line for each employee (include all wages earned)

☹ INCORRECT	☺ CORRECT
\$23.50	000002350
\$10,156.10	001015610
\$225.50	000022550
\$500.86	000050086
\$23,926.67	002392667
\$6,329.37	000632937
\$16,230.95	001623195
\$64.45	000006445

*NEGATIVE WAGES are most often used to correct prior quarters and should be submitted as corrections, *NOT* included in the current quarter's wage report.



Account Number Column

The State Employer Account Number must be recorded as a 9 byte numeric field.

- No hyphenation
- Right justify
- **FORMAT** column to show ZERO fill leading spaces
- **Example: 99457 should show as: 000099457**

Formatted columns should appear as follows:

SSN	NAME	GROSS	ACCT
005112222	JONES H D	000002350	000098723
111223333	JONES HOWARD D	001015610	000098723
123456789	O'CONNELL JOANNE D	000022550	000098723
012345678	SMITH SAMUEL JOE II	000050086	000098723
001234567	JONES HOWARDS JR	002392667	000098723
321987664	SMITH SAMUEL III	000632937	000098723
678881234	SMITHJONES JOANNE D	001623095	000098723
123123123	STJOHN BOBBYANN	000006445	000098723
	5745740		

Primex³ “Five Good Minutes”



If you have further questions about the Unemployment Compensation program, contact:

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If you would like to know more about Primex³ online training, contact:

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