



3777 Sky King Boulevard • Kalamazoo, MI 49009-6953

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Employee Record Data File Layout

The Employee_Rec.csv file is expected to arrive as a comma delimited CSV file. It cannot contain any blank rows. This is a typical layout for uploading data records to the web.

The specific layout within the file is listed below:

Column 1 is the Employee Name field. This is the name of the Employee to whom you will be mailing the chosen form. It is to be no more than 50 Characters and includes the Employee's first and last name at a minimum. Required field.

Column 2 is the Employee Address 1 Field. This field is the street address or PO Box number of the Employee. It is not more than 50 letters or numbers. Required field.

Column 3 is the Employee Address 2 Field. This field contains items such as Apartment or Box Number. It is not more than 50 letters or numbers. Optional field; it can also be left empty with a null value.

Column 4 is the City Field. This field contains the name of the City for the Employee's address. It is not more than 35 letters or numbers. Required field.

Column 5 is the State Field. This field contains the 2 letters representing the State for the Employee's address. It is not more than 2 letters. Required field.

Column 6 is the ZIP Code Field. This field contains 5 Numbers representing the ZIP Code for the Employee's address. Required field.

Column 7 is the Language Selection Field. This field is either the letter E or S. E indicates you wish the individual Employee's form to be the English version. S indicates you wish the individual Employee's form to be the Spanish version. Required field.

NOTE: The only field that can be left blank is the Column 3/Employee Address 2. All other fields are required. The uploaded data file cannot contain any blank rows.

Please see the next page for sample data layouts.



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Samples

Sample records are listed below. The **Data MUST match the layout** of the samples below:

Example of English form without Column 3/Employee Address 2:

John A Doe,123 Main Street,,Anytown,MI,12345,E

Example of Spanish form with Column 3/Employee Address 2:

Juanita M Valdez,5435 W. Main Street,APT 5,Anytown,IN,12345,S

Sample File containing both records listed above.

John A Doe,123 Main Street,,Anytown,MI,12345,E

Juanita M Valdez,5435 W. Main Street,APT 5,Anytown,IN,12345,S