Wage Adjustment Template File – Formatting Procedure

Summary

This procedure explains how to properly format the Wage Adjustment .CSV file that can be uploaded as a Data Collection in Employer Access.

Steps

1. To start the wage adjustment formatting process, double-click the file.

2. Click on the "A" for Column A. Right-click and select **Format Cells**.

3. Select Custom for the category.
    a. Under the section "Type," remove the wording in the box under it. Type the following:
        i. **000000000** (9 zeros)
    b. Click **OK**

4. Click on the "F" for Column F and drag your cursor to Column H. This will highlight all columns from F through H.

5. Right-click and select **Format Cells**.

6. Select **Custom** for the category.
    a. Under the section "**Type,**" remove the wording in the box under it. Type the following:
        i. **mm-dd-yyyy**
    b. Click **OK**

7. Click on the "I" for Column I and drag your cursor to Column L. This will highlight all columns from I through L.

8. Right-click and select **Format Cells**.

9. Select **Number** for the category and leave all other areas unchanged. Then click **OK**.

10. When you have finished entering the data for all members on the wage adjustment report, save the file. Please ensure to save the file as a .CSV file.

11. *IMPORTANT* - If you need to re-open the file to make any changes, Right-click the located file and hover over "**Open With**" and select "**Notepad**". You can now make changes in this editor. Once completed, click **File** and then **Save**. *This step is important because if you open the file by double clicking again, the formatting will revert to normal (prior to the changes made above).*