

Instructions for the Employee Listing

Report Period

Enter as MM-DD-YYYY format

Policy Number

Must enter 4 digits. Use leading 0's if your policy number has less than 4 digits.

Company Name

Enter your Company's Name

Employee Listing

Starting at Line 1 please enter all of your employees if you do not have any employees indicate none

Social Security

Enter only the last 4 digits of the social security number for each employee.

Hire Date

Enter the hire date of the employee. If you click the down arrow, a calendar appears. If you choose not to use the calendar, please enter in mm-dd-yyyy format.

Termination

If your employee has been terminated during the month or the quarter please indicate the date. Again use the calendar or use the mm-dd-yyyy format.

Class Code

Please enter the 4 digit class code under which you report that employee's payroll

When you are done entering in information, save this document to your computer. This allows you to keep the document and make changes as the quarters change. Just remember to save under a different name each time.

In order to submit the Employee Listing Report the period, policy number, company name and Employee Name field, must be filled out. They are required fields

After you are done saving, submit by e-mail

If you have more than 25 employees please save each employee listing to your computer making sure you change name.

Example: 1st Quarter Employee Listing 1-25
1st Quarter Employee Listing 25-50

Make sure you submit each employee listing separate.

If you have any questions please call Lanette @ (785) 266-4540