

# Florida New Hire Reporting Center

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## New Hire Data Layout Instructions Microsoft Excel Columnar Format

The Florida New Hire Reporting Center offers the following Excel format as an alternative electronic reporting option to employers who are able to meet the following requirements;

- Employers with a single Federal Tax Identification Number (FEIN) and payroll mailing address.
- **Employers with multiple FEIN's must submit a separate data file for each FEIN.**
- Files must be submitted in Microsoft Excel 5.0 or greater, not to exceed version 97.

### **Format**

Using your existing employee database (HR or Payroll software), export the required information into an Excel spreadsheet following the format instructions below.

1. Open a new blank Excel spreadsheet.
2. Enter employer information in the following positions:
  - Employer name in cell **A1**
  - Employer address in cell **A2**
  - Employer city, state, and zip code in cell **A3**
  - Employer FEIN in cell **A4**
  - Employer contact in cell **A5**
3. Create 13 columns with the following names, in ANY order; or when you export the data rename the columns to match the column names listed on the following page.

## Column names and formats

**SSN** (employee Social Security number, no hyphens or spaces. This field must be 9 digits, please make sure leading zero's are not cut off ).

**FNAME** (employee first name)

**MNAME** (employee middle name or initial, if any)- not required

**LNAME** (employee last name)

**ADD1** (employee address, line 1)

**ADD2** (employee address, line 2)

**ADD3** (employee address, line 3)- ok to omit if not used

**CITY** (employee city)

**STATE** (employee state, 2-letter abbreviation- ie: FL, GA, AL)

**ZIP** (employee 5-digit zip code \*no zip plus 4\*)

**MULTISTATE** (employee's state of hire, required only if reporting multi-state employees)

**DOB** (employee date of birth in mmddyyyy format. For example, April 15<sup>th</sup>, 1965 would be 04151965. Please ensure that you do not format this column as a date column- all columns should remain formatted as text. Hyphens or slashed are not permitted).

**DOH** (employee hire date in mmddyyyy format. For example, March 8, 2000 would be 03082000. Please ensure that you do not format this column as a date column- all columns should remain formatted as text. Hyphens or slashes are not permitted).

### **Please ensure that your final spreadsheet meets these requirements:**

- Verify that your column names match exactly to the names listed above.
- No hyphens, slashes, or other special characters are permitted in the SSN, CITY, STATE, ZIP, DOB, or DOH fields.
- All data must be contained on one sheet, multiple sheets are not supported.
- Capitalization is not required or necessary.
- 9 digit zip codes are not supported.
- The **MULTISTATE** field is to be used by registered multi-state employers only. The field is not required for any other employers and may be omitted.
- The **DOB** field is not required, and may be omitted if data is not available.
- **No special formatting, hidden columns or rows, or additional "tabbed" worksheets may exist.**
- *Leading zeros on all numeric fields can be cut off, unless you make sure the column is formatted as a text column during import. PLEASE ENSURE THAT ALL NUMERIC FIELDS ALLOW LEADING ZEROS. Social Security Numbers, Zip Codes, Birth Dates, and Hire Dates can contain leading zeros.*

**Please see the image below for an example of what your spreadsheet should look like:**

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[www.fl-newhire.com](http://www.fl-newhire.com)

Microsoft Excel - Generic Template.xls												
File Edit View Insert Format Tools Data Window Help												
A1 = Acme Incorporated												
A	B	C	D	E	F	G	H	I	J	K	L	
1	Acme Incorporated											
2	1234 Apalachee Parkway Suite 1000											
3	Tallahassee, FL 32301											
4	FEIN: 590123456											
5	Contact: Carol Emfinger 850-656-3343											
6												
7	NAMEFIRST	NAMEMIDDLE	NAMELAST	EMPLOYEESSN	STREET1	STREET2	CITY	STATE	POSTALCODE	BIRTHDATE	EMPLOYEEHIREDATE	EMPLOYEEWORKSTATE
8	Aaron	C	Johnson	123456789	8050 103rd St #37		Anytown	FL	32210	09091977	11091999	FL
9	Aaron	W	Johnson	123456789	1611 Langan Ave		Anytown	FL	32101	12271981	11271999	FL
10	Adam		Smith	123456789	2481 Colonge Lane	Space 6	Anytown	FL	32102	05231980	11231999	FL
11	Adam	J	Doe	123456789	4380 45th St S		Anytown	FL	32103	08181983	11181999	FL
12	Adam	R	Jones	123456789	4493 Nora Ave		Anytown	FL	32104	04151982	11151999	FL
13	Adam	M	Brown	123456789	4800 67th St N		Anytown	FL	32108	06201977	11201999	FL
14	Adam	G	White	123456789	6016 Paris St		Anytown	GA	36102	10161982	11161999	GA
15	Adam	I	Anderson	123456789	6315 Hill Top Ave		Anytown	FL	32106	12171980	11171999	FL
16	Adam		Thompson	123456789	4841 S.W. 196th Avenue	Apt B	Anytown	GA	36103	11231983	11231999	GA
17	Adeleke	S	Kazbour	123456789	16038 Penwood Dr		Anytown	FL	32210	07011962	11011999	FL
18	Adonice	P	Sharpe	123456789	197 Sand Dollar Rd		Anytown	AL	39106	06031978	11031999	AL
19	Adrian	S	Lopez	123456789	2024 Champions Way		Anytown	FL	32210	04191963	11191999	FL

↑  
Multi-  
state  
Employers  
only

After creating your spreadsheet by either entering the data or exporting it from your software, please ensure the format matches our recommendations. When you are ready to save your file, please name the file with the day and month you are creating it, and a four letter abbreviation for your company name. For example:

Acme Incorporated, file created on December 1<sup>st</sup>- **1201acme.xls**  
 Skippy's Crab Factory, file created on March 20<sup>th</sup>- **0320SCFA.xls**

When the file is saved, you may either transmit it to our center by using Internet FTP, Internet Secure File Transfer, Electronic File Transfer (using Procomm, Hyperterminal), or by mailing us a 3.5" diskette. Call our office at 1-888-854-4791 or visit our web-site ([www.fl-newhire.com](http://www.fl-newhire.com)) for details on these options. When mailing files to our center on diskette, please provide a label with your company name, FEIN, address, and contact information written on it, and ensure the diskette is mailed in a padded envelope to prevent damage.