MICHIGAN DEPARTMENT OF

LABOR & ECONOMIC OPPORTUNITY

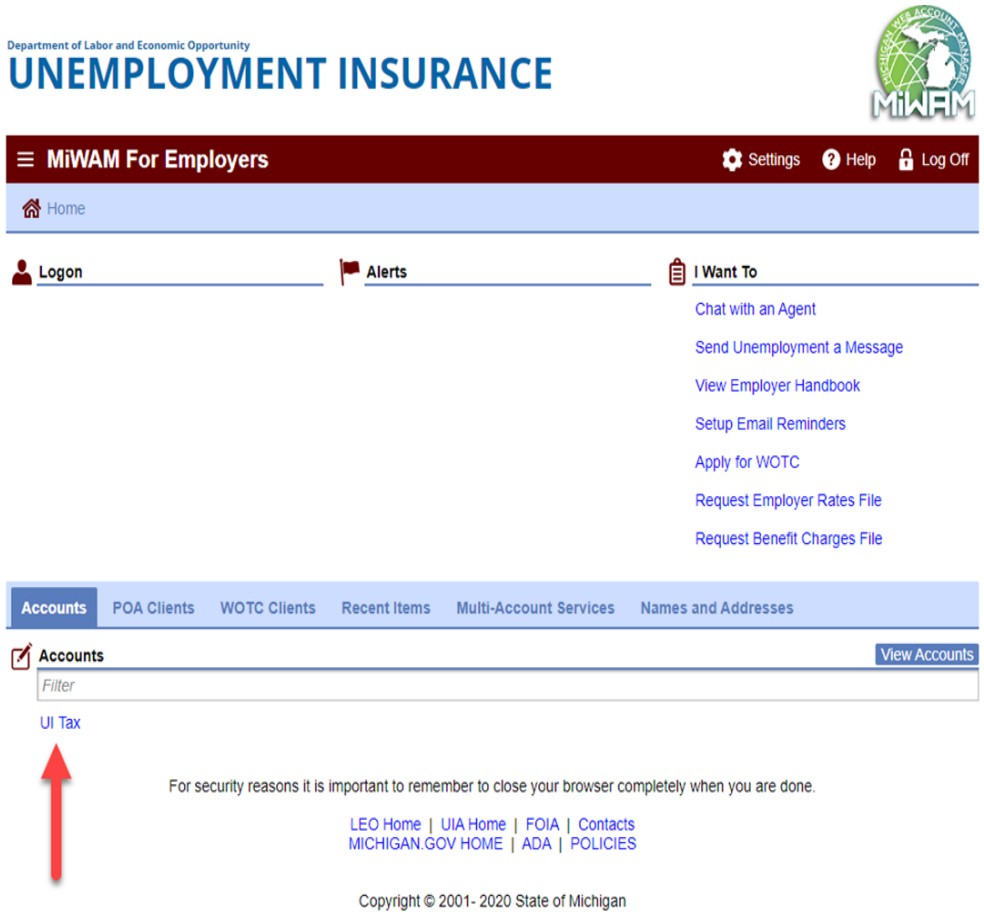
EMPLOYER FILED CLAIMS

FILING TUTORIAL USING THE EXCEL TEMPLATE

MICHIGAN DEPARTMENT OF
LABOR & ECONOMIC
OPPORTUNITY

ACCESS THE UI TAX ACCOUNT

LOG IN TO YOUR COMPANY'S MIWAM ACCOUNT AND CLICK ON THE UI TAX LINK.



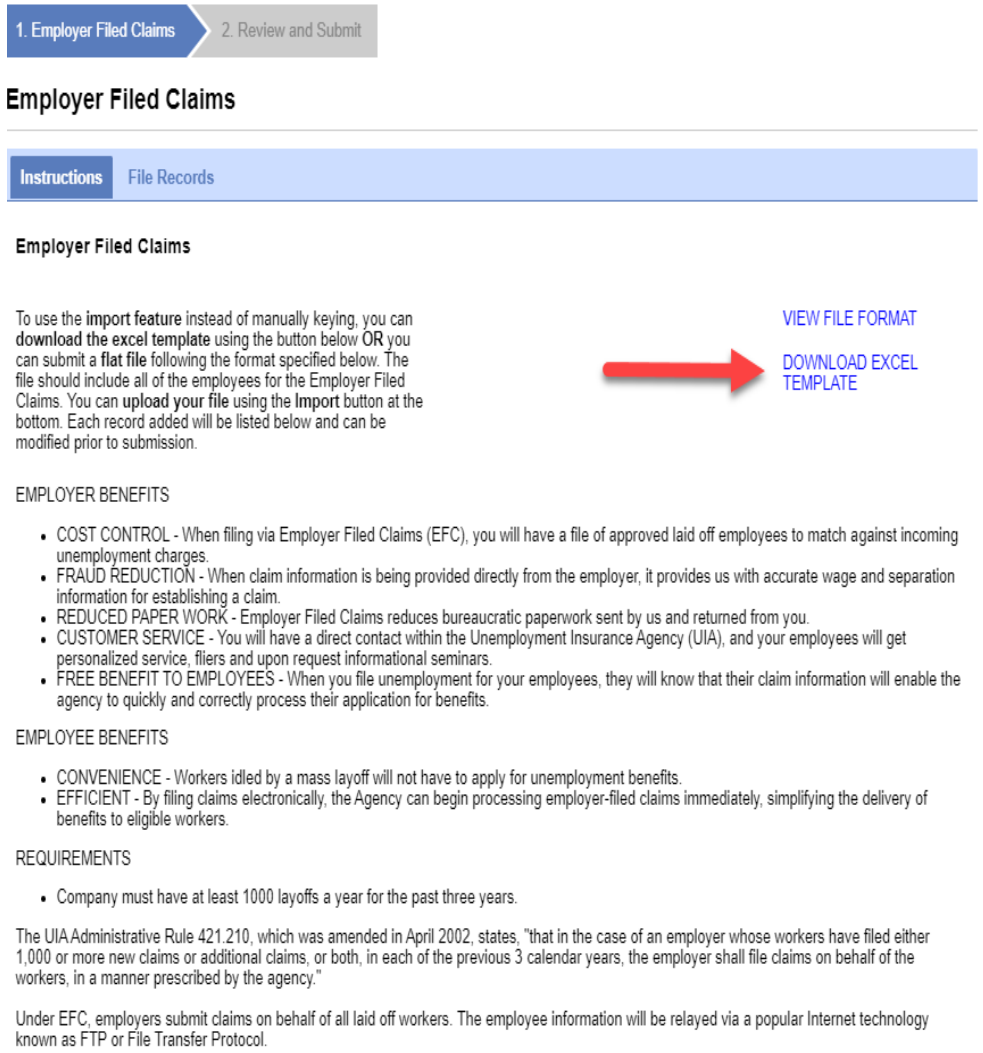
ACCESS THE EMPLOYER FILED CLAIMS PAGE

AFTER YOUR ACCOUNT HAS BEEN AUTHORIZED FOR EMPLOYER FILED CLAIM SUBMISSIONS, CLICK ON THE SUBMIT EMPLOYER FILED CLAIMS LINK.

DOWNLOAD EXCEL TEMPLATE

MIWAM will only accept the Excel template found on this page. Please download the template and save it to your computer for future use.

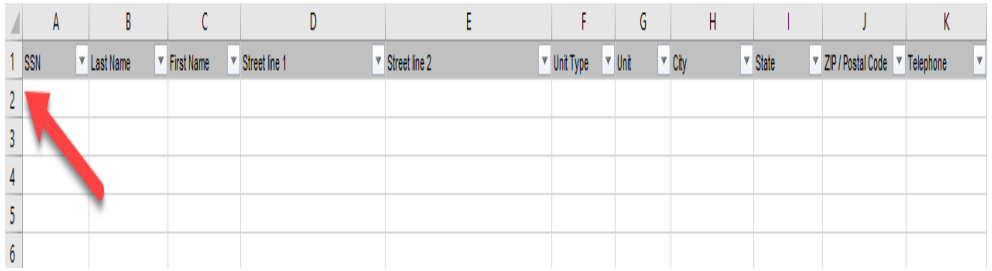
Click on the ‘Download Excel Template’ link to open the document.



FILE SPECIFICATIONS FOR EXCEL TEMPLATE

The file specifications for submitting an EFC file in Excel has not changed from the flat text file, however each field is assigned a column not space.

You will find the file specifications in the first row. DO NOT DELETE the data in this row, MIWAM will not read any data in row #1, so make sure you start populating the file in row #2.



FORMATTING AND DROP BOXES

- This Excel document has cells pre-formatted, please do not change the formatting.
- There are cells with drop boxes that you will have to choose from instead of a number or letter code. You can copy and paste that data for additional cells.

- CELLS WITH DROP BOXES
  - G – UNIT
  - I – STATE
  - M – GENDER
  - N – US CITIZEN
  - O – ALIEN DOCUMENT TYPE
  - R – RACE
  - V – RETURN TO WORK CODE
  - W – OCCUPATION CODE
  - X – SEPARATION REASON

COMPLETED FILE

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	SSN	Last Name	First Name	Street line 1	Street line 2	Unit Type	Unit	City	State	ZIP / Postal Code	Telephone	Date of Birth	Gender	U.S. Citizen
2	111-22-3333	Bennett	Deborah	123 Street Ave		apt	1A	Lansing	mi	48911		12291964	female	yes
3	444-55-6666	Smith	Sam	456 Aveneue Blvd				Lansing	mi	48911		04251968	male	yes
4														

M	N	O	P	Q	R	S	T	U	V	W	X	Y
Gender	U.S. Citizen	Alien Document Type	Alien Number	Alien Expiration Date	Race	Ethnicity	First Day of Work	Last Day of Work	RTW Code	Occupation Code	Separation Reason	Wages
female	yes				b	No	04231996	10032020	45 days or less	15	Laid Off	8,300.00
male	yes				b	No	04231990	10032020	45 days or less	15	Laid Off	5,600.00