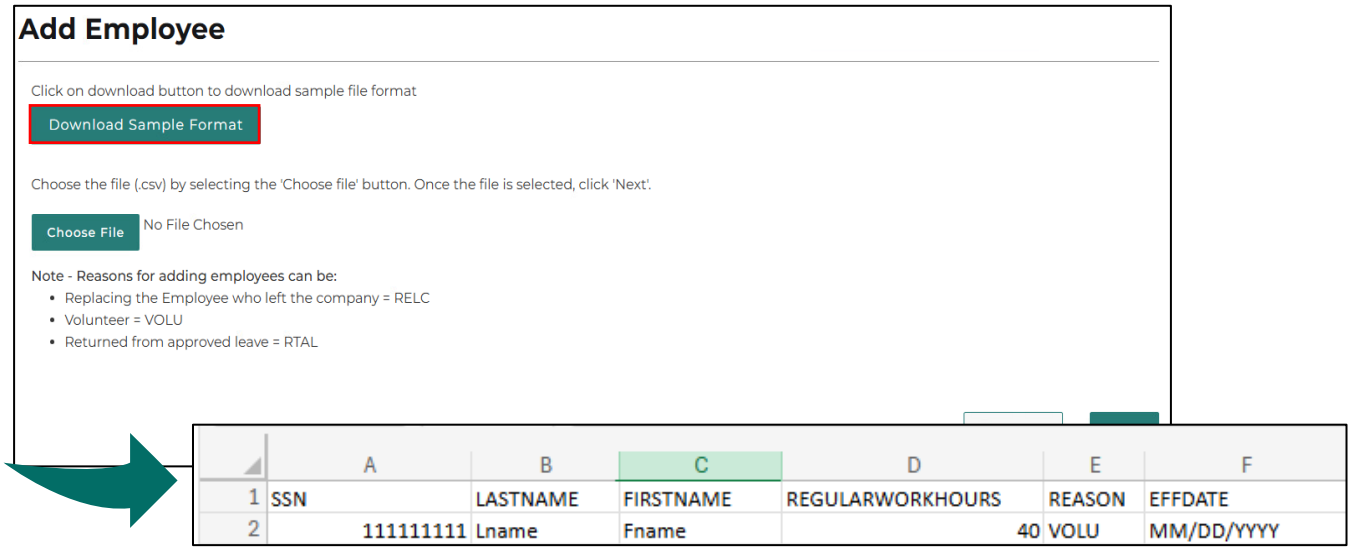
How to Upload Work Share Employee List

September 2026

Adding Work Share Employees by File Upload

Like in MiWAM, employers have the option to add employees to their Work Share plan via a file upload when creating their plan. Employers also have the option to add employees manually.

Employers choosing to add employees via a file upload can download a sample file from MiUI. The sample data must be deleted before uploading the file.



	A	B	C	D	E	F
1	SSN	LASTNAME	FIRSTNAME	REGULARWORKHOURS	REASON	EFFDATE
2	111111111	Lname	Fname	40	VOLU	MM/DD/YYYY

Fields in the sample file exist for employers to enter the **Social Security number**, **last name**, **first name**, **regular work hours**, **reason code**, and **effective date** for the employee being added to the Work Share plan.

- Reason codes must be one of the following:
  - **RELC** (Replacing the employee who left the company).
  - **RTAL** (Returned from approved leave).
  - **VOLU** (Volunteered to be part of Work Share plan).
- Regular hours must range from **10-40.**
- The effective begin date must occur on a **Sunday between the plan's start and end date.**
- The file must be a .csv.

MiUI will inform you of any errors associated with your attempted submission so they can be corrected.