

Excel Data Field	Data Entry Restrictions
Project Name	56 characters maximum
Project Address 1	40 characters maximum
Project City	25 characters maximum
Project State	Two-letter abbreviation. Use the drop-down list, or paste, type or import exactly as spelled in the drop-down.
Project Zip	Five digits. Leading zeros will format correctly.
WAGE RATE	Choose from the drop-down, or paste/type/import exactly as spelled: <i>Federal; CT; Living Wage</i>
PRJCT 1ST PAYROLL DATE	Enter as you like, but all dates will show as YYYY-MM-DD
GC Company Name	56 characters maximum
GC Address 1	40 characters maximum
GC Address 2	40 characters maximum
GC City	25 characters maximum
GC State	Two-letter abbreviation. Use the drop-down list, or paste, type or import exactly as spelled in the drop-down.
GC Zip	Five digits. Leading zeros will format correctly.
SC Company Name	56 characters maximum
SC Address 1	40 characters maximum
SC Address 2	40 characters maximum
SC City	25 characters maximum
SC State	Two-letter abbreviation. Use the drop-down list, or paste, type or import exactly as spelled in the drop-down.
SC Zip	Five digits. Leading zeros will format correctly.
WC Company Name	56 characters maximum
WC Policy Number	40 characters maximum
WC Effective Date	YYYY-MM-DD
WC Expiration Date	YYYY-MM-DD
Payroll Number	≥ 1 (whole number)
Payroll Week Ending	YYYY-MM-DD
Employee Last Name	25 characters maximum
Employee First Name	15 characters maximum
Employee Middle Initial	1 character maximum
Worker ID	10 characters maximum
Employee Street	40 characters maximum

Excel Data Field	Data Entry Restrictions
Employee City	25 characters maximum
Employee State	Two-letter abbreviation. Use the drop-down list, or paste, type or import exactly as spelled in the drop-down.
Employee Zip	Five digits. Leading zeros will format correctly.
Gender	Choose from the drop-down, or paste/type/import exactly as spelled: Male; Female
ETHNICITY	Choose from the drop-down, or paste/type/import exactly as spelled. Refer to DropDownsEtc Tab.
OSHA-10 No	Maximum 15 characters
TRADE WORKED	Choose from the drop-down, or paste/type/import exactly as spelled. Refer to DropDownsEtc Tab.
CNH Trade Code No	This will auto-fill
Trade License No	Maximum 15 characters
POSITION WORKED	Choose from the drop-down, or paste/type/import exactly as spelled. Refer to DropDownsEtc Tab.
Apprentice Rate	<i>Optional</i> . Enter as a decimal, not a percentage. No need to include a leading zero.
Payroll No2	This will auto-fill
Payroll Week Ending2	This will auto-fill
1-Standard Hours	N.NN – by the quarter hour, e.g., 6.25
1-OverTime	N.NN – by the quarter hour, e.g., 6.25
2-Standard Hours	N.NN – by the quarter hour, e.g., 6.25
2-OverTime	N.NN – by the quarter hour, e.g., 6.25
3-Standard Hours	N.NN – by the quarter hour, e.g., 6.25
3-Over Time	N.NN – by the quarter hour, e.g., 6.25
4-Standard Hours	N.NN – by the quarter hour, e.g., 6.25
4-Over Time	N.NN – by the quarter hour, e.g., 6.25
5-Standard Hours	N.NN – by the quarter hour, e.g., 6.25
5-Over Time	N.NN – by the quarter hour, e.g., 6.25
6-Standard Hours	N.NN – by the quarter hour, e.g., 6.25
6-Over Time	N.NN – by the quarter hour, e.g., 6.25
7-Standard Hours	N.NN – by the quarter hour, e.g., 6.25
7-Over Time	N.NN – by the quarter hour, e.g., 6.25
StandardHours	N.NN – by the quarter hour, e.g., 6.25
Over Time Hours	N.NN – by the quarter hour, e.g., 6.25
All Hours Total	N.NN – by the quarter hour, e.g., 6.25

Excel Data Field	Data Entry Restrictions
Base Hourly Rate	NN.NN – it cannot be less than \$16.69 (the City's Living Wage)
OT Hourly Rate	NN.NN – it cannot be less than \$25.035 (the City's Living Wage x 1.5)
Fringe 1 Name	<i>Optional.</i> Maximum of 15 characters
Fringe 1 Hourly Rate	<i>Optional.</i> N.NN
Fringe 2 Name	<i>Optional.</i> Maximum of 15 characters
Fringe 2 Hourly Rate	<i>Optional.</i> N.NN
Fringe 3 Name	<i>Optional.</i> Maximum of 15 characters
Fringe 3 Hourly Rate	<i>Optional.</i> N.NN
Fringe 4 Name	<i>Optional.</i> Maximum of 15 characters
Fringe 4 Hourly Rate	<i>Optional.</i> N.NN
Fringe 5 Name	<i>Optional.</i> Maximum of 15 characters
Fringe 5 Hourly Rate	<i>Optional.</i> N.NN
Fringe 6 Name	<i>Optional.</i> Maximum of 15 characters
Fringe 6 Hourly Rate	<i>Optional.</i> N.NN
Cash Fringe Total	NN.NN
Weekly Gross Pay	NN.NN
FICA	NN.NN
Federal Withholding	NN.NN
State Withholding	NN.NN
Other Withholding	NN.NN
Net Pay	NN.NN
Check No.	20 characters maximum