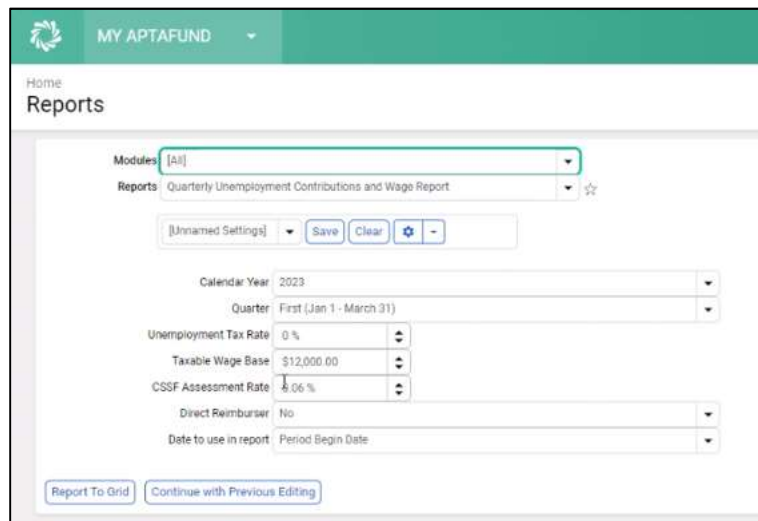


Maine Unemployment Report – Excel Export

Aptafund-3457

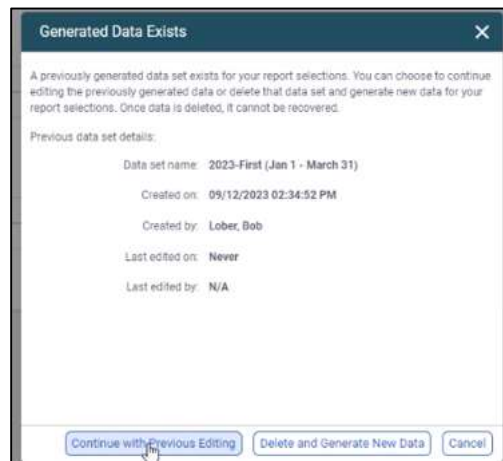
An Excel export is now available

When running the Maine Unemployment report the REEmployME site requires an excel file format. We have added the ability in an additional tab to export to excel for reporting and uploading to the REEmployME site.



Caption 1 –Quarterly Unemployment Contributions & Wage Report

Enter the parameters for your district such as Calendar Year, Quarter, Unemployment Tax Rate, Taxable Wage Base, CSSF Assessment Rate, Direct Reimburser and Date to use in Report. Choose Report to Grid or Continue with Previous Editing. In this illustration we have already generated a report so we will choose Continue with Previous Editing:



Caption 2 – Continue with Previous Editing



The data will appear on the screen with a Summary Tab, Employees Tab, and Wages Tab.

	Month 1 Employment	Month 2 Employment	Month 3 Employment	Gross Wages †	Taxable Wages	Taxes Due	CSSF Due
<input type="checkbox"/>	373	362	0	\$4,020,161.09	\$3,346,682.25		

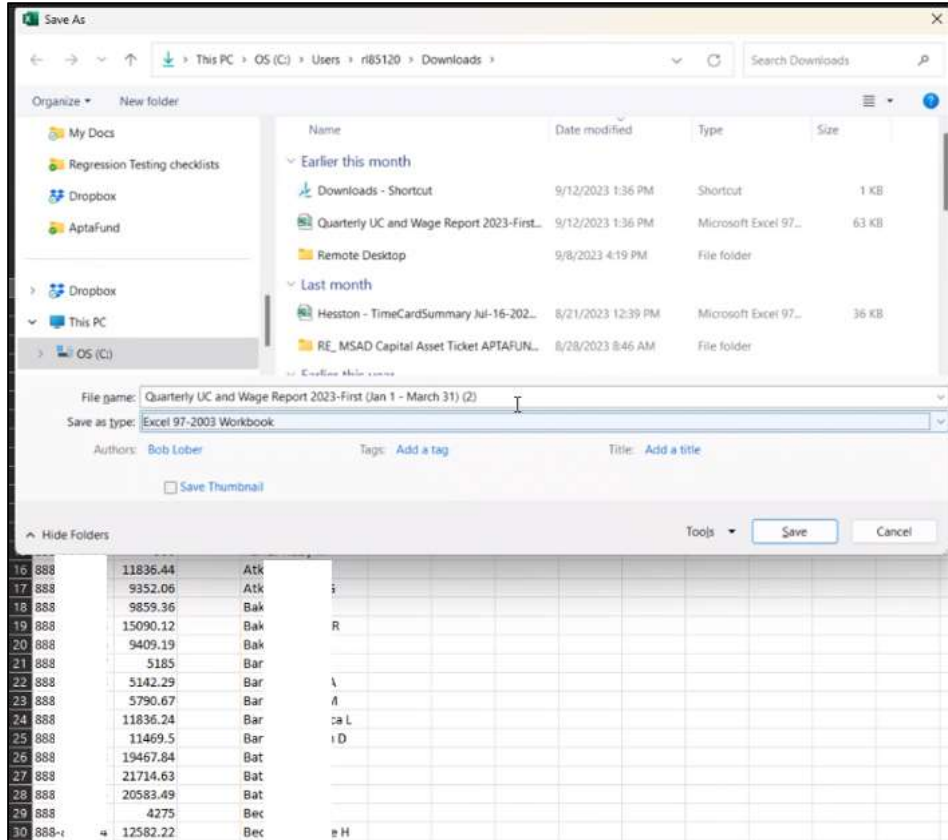
Caption 3 – Data

Click the Wages Tab to display the Wage data for employees including SSN, Gross Wages, and Name. An Export to File button is in the lower right corner of the Wages tab which creates a CSV file that matches requirements for the XLS file for REEmployeME site.

<input type="checkbox"/>	SSN	Gross Wages	Name †
<input type="checkbox"/>	8	12472.52	Ande L
<input type="checkbox"/>	8	5437.40	Ande
<input type="checkbox"/>	8	5500.00	Ande M
<input type="checkbox"/>	8	11055.45	Ande
<input type="checkbox"/>	8	7274.39	Ande
<input type="checkbox"/>	8	2945.18	Ande
<input type="checkbox"/>	8	17030.79	Ande Z
<input type="checkbox"/>	8	3555.11	Ande
<input type="checkbox"/>	8	5786.76	Ande
<input type="checkbox"/>	8	180.00	Ande

Caption 4 – Wages Export

Clicking Open File allows you to view the data in excel. The user can use the Save As function to save the export file in the XLS format required by REEmployeME site. Also the user can change the format of the Gross Wage column to always show up 2 decimals if the formatting is really critical for the successful upload.



Caption 5 - Save As XLS

