

Payroll Reconciliation Template Instructions

The WCRA has created an Excel file template to facilitate organizing and uploading data for the exposure adjustment reporting process. To have a successful upload, it is important for the template to adhere to the specifications below.

Excel Column	Field Name	Data Type	Field Requirements
A	Unemployment Account #	Text	Optional but recommended.
B	Company Name	Text	Required
C	QTR 1	Numeric (Decimal)	Amount must be greater than or equal to \$0.
D	QTR 2	Numeric (Decimal)	Amount must be greater than or equal to \$0.
E	QTR 3	Numeric (Decimal)	Amount must be greater than or equal to \$0.
F	QTR 4	Numeric (Decimal)	Amount must be greater than or equal to \$0.
G	Independent Contractors	Numeric (Decimal)	Optional. Amount must be greater than or equal to \$0.
H	Political Officials	Numeric (Decimal)	Optional. Amount must be greater than or equal to \$0.
I	Work Study Program	Numeric (Decimal)	Optional. Amount must be greater than or equal to \$0.
J	Other Adjustments	Numeric (Decimal)	Optional. Amount must be greater than or equal to \$0.
K	Comments for Other Adjustments	Text	Required if there is an amount if Column J, otherwise optional.