Payroll Reporting Tips

Below are tips to assist in completing payroll reporting in *myWSI*, WSI's online portal.

Using the Excel template

1. On the page **Enter employee payroll information** click on **Download this Excel File** and use that template. You must use the downloaded template to enter payroll information as there is specific formatting that needs to be maintained. There are additional tabs in the workbook, a **Sample entry** and **My Rate Classes,** which provides a list of the rates assigned to the account.

2. When the template is downloaded, the **system assigns the file name, do not modify the filename**.
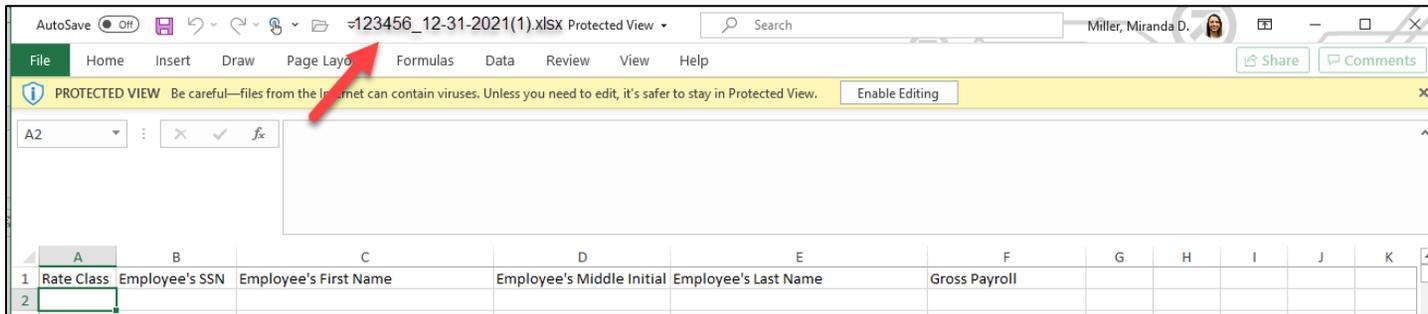
3. Select **Enable Editing** and **save a copy** of this report to your computer, do not modify the template name. Ex. 123456_12-31-2021.xlsx
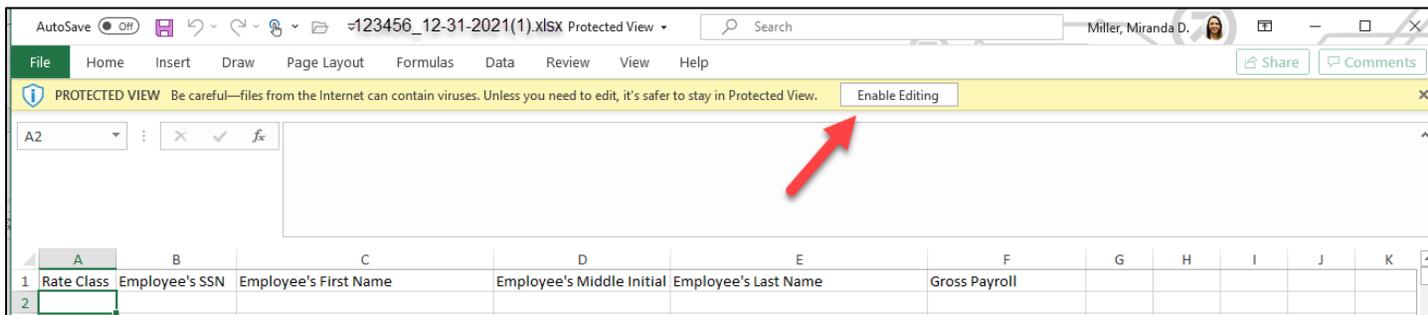
4. After saving the template, **copy/paste or enter employee information** into the template.

5. After all employee information is entered, **save the template, do not modify the filename**.

6. Go back to myWSI and **attach the file** from the saved location on your computer.

Error Messages

If you experience issues with the template or uploading the file, review the messages below:

Error Message	Field Location	Field Requirement
'Enter a valid rate class'.	Rate Class column	Text length between 4 minimum and 5 maximum
'The social security number you entered is invalid. Enter the social security number as ######### or ###-##-####'.	Employee's SSN column	Between 9 minimum and 11 maximum Dashes can be entered or not
'Enter a valid employee first name'.	Employee's First Name column	text length between 0 minimum and 25 maximum
'Enter a valid employee middle initial'.	Employee's Middle Initial column	text length between 0 minimum and 1 maximum Has to be an initial, no periods, full name or other characters
'Enter a valid employee last name'.	Employee's Last Name column	text length between 0 minimum and 25 maximum
'Enter a valid payroll amount. It should not exceed $9,999,999.99'.	Gross Payroll column	decimal between 0 minimum and 9999999.99 maximum
"Employee's SSN and First and Last names must be entered for each employee."	SSN and First and Last Name Required	The Employee's SSN, or Employee's First Name or Employee's Last Name are blank, and the rate class is not 9757
"The rate class for each employee cannot be blank and must be a rate class on the account. Please enter a valid rate class."	Rate Class Must Be Valid	Rate Class is blank, 7710 or is not a valid rate class for the reporting period, and rate class is not 9999
"Gross payroll amount cannot be blank, must be greater than $0.00 and less than $10,000,000.00 for each employee."	Gross Payroll Required	Gross Payroll is blank, $0.00, or greater than $9,999,999.99,
"The same SSN and Rate class may not exist on more than one row in the Payroll Detail sheet. Reference SSN <SSN>."	Duplicate SSN and Rate Class	Same SSN and Rate class exists on more than one row in the Payroll Detail sheet

Error Message	Field Location	Field Requirement
"The Account # and Reporting Period From/To Dates do not match the payroll report. Attach file cannot be completed."	Attach File Failed	The Account # and Reporting Period To Date embedded in the file do not match the account number and reporting period to date for the payroll report
"No worksheet with specified name"	Attach File Failed	Select Download this Excel File and use the provided template for the reporting period.
"Classification 7710 is not valid for an employee."	7710 Invalid – Attach File	Rate class 7710 exists in the Payroll Detail sheet
"No valid payroll detail records exist. Attach file cannot be completed."	Payroll Detail Required	No valid payroll detail records exist on the Payroll Detail sheet
"An invalid Employee's Middle Initial exists for one or more payroll detail records. Attach file cannot be completed."	Employee's Middle Initial Invalid	More than one character exists for a row in the Employee's Middle Initial column or the character for a row in the Employee's Middle Initial column is not an alpha character in the Payroll Detail sheet
"If method to enter Employee Payroll is 'Attach a file', a file must be attached to Save."	Attach a file Required	A file is not attached

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The following items must be corrected in order to save:

- The same SSN and Rate class may not exist on more than one row in the Payroll Detail sheet. Reference SSN   .
- The rate class for each employee cannot be blank and must be a rate class on the account. Please enter a valid rate class.
- SSN format is not valid. SSN must be 9 digits in length

OK

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