

## NYS-45 Web Application Copy & Paste Spreadsheet Guidelines

You can copy employee wage reporting data from a properly formatted spreadsheet into the NYS-45 Web File service on “Copy and Paste Wage Reporting” page.

Spreadsheet specification:

- Up to 1000 lines of employee wage reporting data may be copied in. If you have more than 1000 lines of employee data, you should use the Wage Reporting Upload online service.
- The columns must match the ones listed below and must be in the same order.
- You may format your spreadsheet with column headers, but do not copy and paste the header information.
- You must format Social Security Number (Column A) as text, otherwise social security numbers that begin with zero(s) will be incorrect.
- Do not create column totals for spreadsheet Columns E, F, or G. The totals of these columns will be calculated for you after the data has been pasted in.
- You must disable all macros in the spreadsheet before copying data into the application.
- You cannot use the Accounting format if you plan to enter just zeroes (0 or 0.00) in spreadsheet Column’s E, F or G. The Accounting Format changes 0 to a dash ( - ).

Spreadsheet Columns	Column A	Column B	Column C	Column D	Column E	Column F	Column G
NYS-45 Return Part C Columns	Column A	Column B			Column C	Column D	Column E
Field Name	Social Security Number (SSN)	Last Name	First Name	Middle Initial	UI total remuneration/gross wages paid this quarter	Gross wages or distribution	Total tax withheld
Field Size	9 - 11	1 - 20	1 - 15	1	11 - 15	11 with decimal implied or 15 if currency format	11 with decimal implied or 15 if currency format
Field Type	Numeric	Alphanumeric	Alphanumeric	Alphanumeric	Numeric	Numeric	Numeric
Special Field Requirements	Must contain 9 digits. Format column as text. Enter nine zeros for an unavailable SSN				Amount must be less than \$99,999,999.99	Amount must be less than \$99,999,999.99	Amount must be less than \$99,999,999.99
Required Field	Yes (Enter nine zeros if SSN is unavailable)	Yes	Yes	No	Yes	On 4 <sup>th</sup> Quarter or Final Return	On 4 <sup>th</sup> Quarter or Final Return
Data Example(s)	123-45-6789 123456789	Smith Jones	John Sally	 D	14550.00 \$10,000.00	14550.00 \$10,000.00	14550.00 \$10,000.00

## How to copy the data into the application:

- Login and go to the NYS-45 Web File service, proceed to the “Copy and Paste Wage Reporting Information” screen.
- Locate and open the spreadsheet on your computer that contains your employee wage reporting detail.
- **Note:** Saving the spreadsheet before starting the copy and paste will help prevent the loss of data in the event of a system error or timing out of the session. If over 500 employees are reported, only a summary of the totals will be provided on your confirmation page. Details will not be displayed.
- Select the rows and columns you want to copy and paste by clicking in the cells and dragging down and across the spreadsheet. This will highlight the data that will be copied. (Do not include the header row in your selection)
- Copy the information that is highlighted.
- Click on your internet browser window to display the “Copy and Paste Wage Reporting Information” screen.
- Click in the empty box on the screen.
- Paste your copied information.
- Your wage reporting data should now be visible.
- Select **Format** to continue your return filing.
- Your employee wage data will be displayed on the “Data Entry Wage Reporting Information” screen. Any errors detected will be highlighted.
- Review each page of wage detail and correct errors by typing over the data on the screen.
- If you made an error and need to begin again, you can select **Clear All** on the “Copy and Paste Wage Reporting Information” page or the “Data Entry Wage Reporting Information” page and start the process from the beginning.
- When you are ready to go on to the next part of your return filing, select **Continue**.