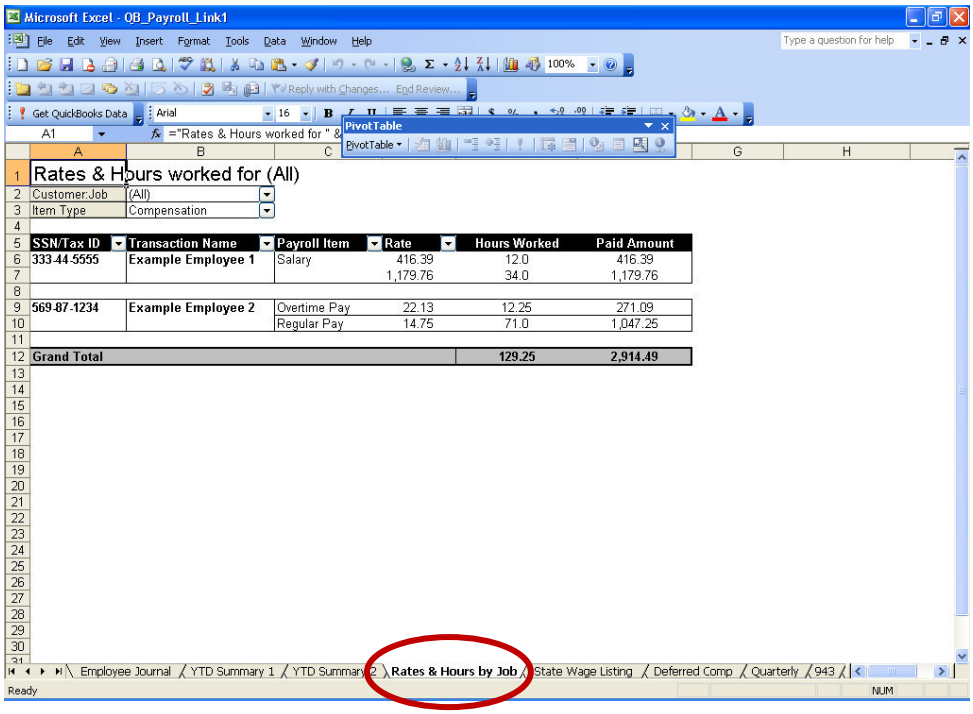
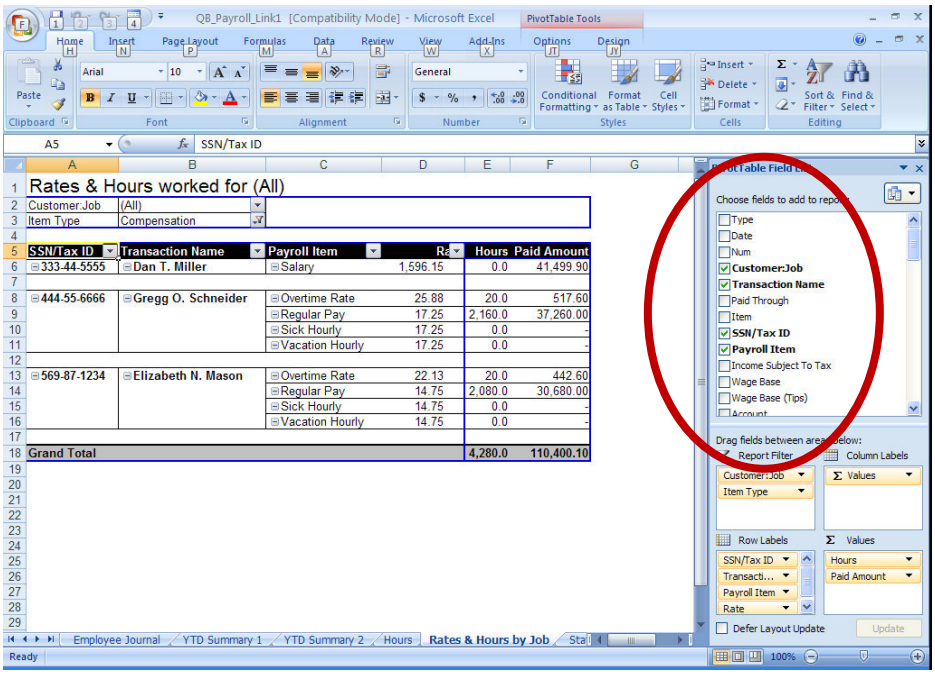
Once the data is successfully in Excel it will look like the screen shot below.

At the bottom of the workbook, click on the tab labeled **Rates & Hours by Job**

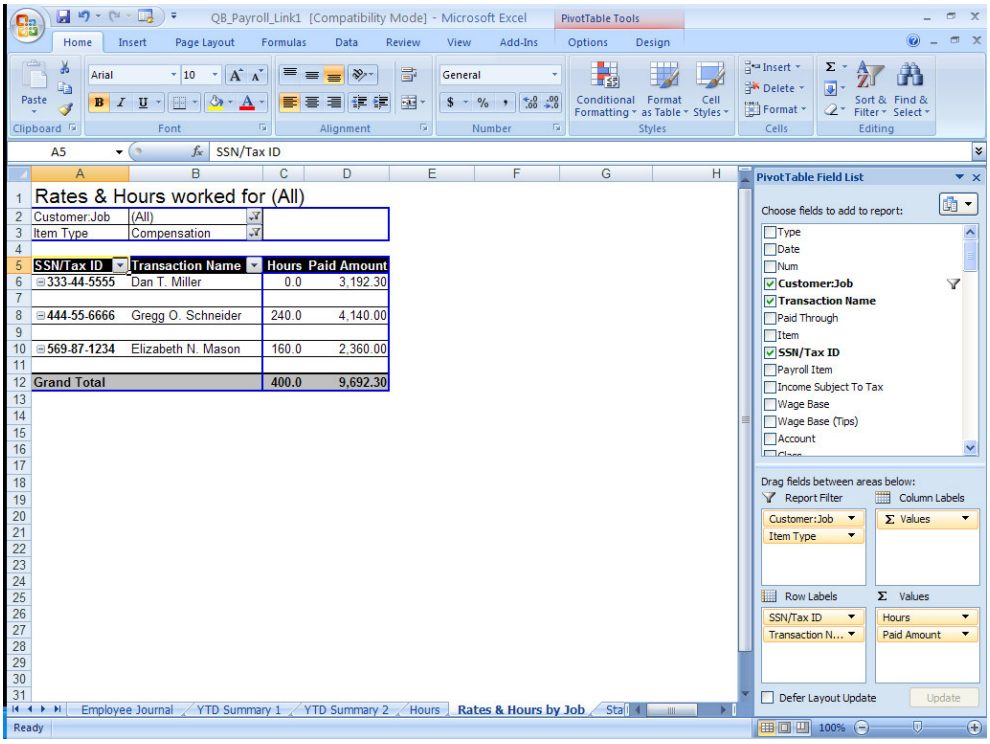


You will now modify the pivot table that is on this sheet:

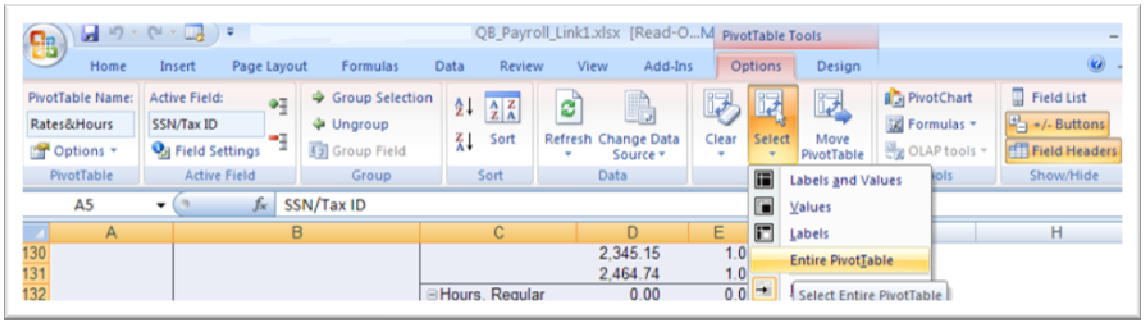
Click on the header row **SSN/Tax ID**
The Pivot Table Field list will appear on the right.



- Uncheck the boxes **Payroll Item** and **Rate** (These columns will disappear)
- Your report should now contain **ONLY** the information needed to import to UIFastTax.
- Your report should look like the below example with: **SSN, NAME, HOURS &WAGES** with 1 row for each employee.



- Click on the options tab
- Click select and choose "Entire Pivot Table"



If using EAMS or UI*Web*Tax

Save the Excel file as a CSV (MS-DOS) (*.csv) file. At the Wage Options page, choose Import file and click next. On the Import File page, browse to your file, click the Next button.

If using UI*Fast*Tax

Highlight all rows and columns containing wage data. Click on Edit then Copy. In UI*Fast*Tax at the Select Input Option page, Click Paste Wage Data.