Tax Year 2024 Wage File Upload (WFU) Tutorial

Follow these instructions to submit/resubmit a W-2 Wage File or a W-2c Wage File to the Social Security Administration (SSA) using the Wage File Upload application.

For information on preparing formatted W-2 files for electronic filing (EFW2, formerly MMREF-1), or W-2c files (EFW2C, formerly MMREF-2), go to the <u>Specifications for Filing Forms W-2 and W-2c</u> (EFW2/EFW2C) page on the employer web site.

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1.0 Access the Wage File Upload Application

Select the **Upload Formatted Wage File** tab on the EWR homepage to access the Wage File Upload application. Select the **Submit a Formatted Wage File** link. The system displays the "What's in the File" page.

See "Access EWR Suite of Services Tutorial" for how to access the EWR homepage.

Selecting the **Resubmit your Formatted Wage File** link in the Resubmission Notice section can also access the Wage File Upload application.

porting Wages to Social Se	curity	
Forms W-2/W-3 Online Forms W-2c	W-3c Online Upload Formatted Wage File AccuWage Online	E-mail a Wage Reporting Expert
arning This tab is not for a comitting Forms v bmit a Formatted Wage File	N-2c/W-3c created using any other tab.	Información en Español
Upload your wages in an EFW2/EFW2 The required file format is described in You will need the WFID from your origi <u>bmit a Special Wage Payments File</u> u can submit an electronic file that contains 7.	C formatted file and receive results within minutes. the <u>Specifications for Filing Forms W-2 and W-2c (EFW2/EFW2C)</u> , nal filing, which can be found on your Resubmission Notice special wage payment data as defined in Internal Revenue Service Publication	Online Tutorials & Training <u>Wage Reporting Handbook</u> <u>SSN Verification Handbook</u> <u>Online Registration Handbook</u> <u>Online Tutorial</u> <u>FAQs - General Employer</u>
bmission Status w Submission Status eck report status, errors, and notice informativity viously submitted wage reports (Forms W-2		Other Useful Information
submission Notice		Checking SSNs
e-time 15-day extension the deadline: <u>submit your Formatted Wage File</u> Upload your wages in an EFW2/EFW2 The required file format is described in You will need the WFID from your origi	ou may use the following links to resubmit your formatted wage file or request a C formatted file. the <u>Specifications for Filing Forms W-2 and W-2c (EFW2/EFW2C)</u> . nal filing, which can be found on your Resubmission Notice.	Uploading Formatted Files For Other Electronic Filers General Info about Wage Filing IRS Information Publication Resources
 equest an Extension to File a Resubmission You will need information from the Noti You cannot extend if (a) the file has pre Resubmission Notice. 	ce to request an extension. viously been resubmitted or (b) today is more than 45 days from the date on the	Employer Support Links

2.0 What's in the File

- a. Select the **W-2/W-3 forms for Tax Year 2024 or previous tax year (EFW2)** radio button to upload a W-2 file. See the Upload File section for more information.
- b. Select the W-2c/W-3c forms to correct mistakes on previously processed W-2 forms (EFW2C) radio button to upload a W-2c file. See the Upload File section for more information.
- c. Select the **Response to a Resubmission Notice** radio button to resubmit a W-2/W-2c file after you received a Resubmission Notice. See the Respond to a Resubmission Notice section for more information.
- d. Select the EWR Home link in the header. The system displays the EWR homepage.
- e. Select the Help link in the header. The system displays a pop up window. See the Help Pop Up in the Other Features section for more information.

Social Security	''s	Sign Out
EWR Home File Upload Help		
Formatted Wage File Upload		
What's in the File?		
Which of the following is the best description of the wage report(s) in your file?		
O W-2/W-3 forms for Tax Year 2024 or previous tax year (EFW2)	_	Feedbac
O W-2c/W-3c forms to correct mistakes on previously processed W-2 forms (EFW2C)		lback
O Response to a Resubmission Notice		
Privacy Policy Privacy Act Statement Accessibility		

3.0 Upload File

When the W-2/W-3 forms for Tax Year 2024 or previous tax year (EFW2) radio button or the W-2c/W-3c forms to correct mistakes on previously processed W-2 forms (EFW2C) radio button is selected, the Upload File section with a Browse button will be displayed. You can choose a file to upload.

3.1 Upload a W-2 File

a. When the **W-2/W-3 forms for Tax Year 2024 or previous tax year (EFW2)** radio button is selected, the system will display an **Upload File** section below the radio buttons. The system is ready to accept a properly formatted EFW2 File.

EWR Home	File Upload	Help				
Formatted V	Formatted Wage File Upload					
What's in the File?						
Whick of the f	ollowing is the best	description of the wage report(s) in your file?				
● W-2/W-	3 forms for Tax Year	2024 or previous tax year (EFW2)				
O W-2c/W	-3c forms to correct	mistakes on previously processed W-2 forms (EFW2C)				
O Respons	e to a Resubmission	Notice				
Upload File	е					
	-	r formatting errors and accuracy. Files with no errors will automatically be submitted to SSA. If your error report detailing what needs to be corrected before you resubmit your file.				
Choose a file	to upload					
• File mus	t be in EFW2 file fo	ormat with .txt extension.? Learn more about this file format				
We recommen	nd compressing you	r .txt file and uploading as a .zip to improve upload speed. Browse				

b. Select the **Browse** button, then choose a file to upload. The system displays the **Upload File** button.

EWR Home File U	load Help
Formatted Wage Fi	le Upload
What's in the File	?
Which of the following	s the best description of the wage report(s) in your file?
• W-2/W-3 forms forms	r Tax Year 2024 or previous tax year (EFW2)
O W-2c/W-3c forms	to correct mistakes on previously processed W-2 forms (EFW2C)
Response to a Res	ubmission Notice
Upload File	
	nalyzed for formatting errors and accuracy. Files with no errors will automatically be submitted rrors, you will receive an error report detailing what needs to be corrected before you resubmit
Choose a file to uploa	1
1 File must be in El	W2 file format with .txt extension.? <u>Learn more about this file format</u>
We recommend compre	ssing your .txt file and uploading as a .zip to improve upload speed.
TY24 W2 Online Tutori	al.docx X Browse
Upload File	

c. Select the **Upload File** button. If the file passes the preliminary checks, the system will display a success page; if the file fails the preliminary checks, the system will display a failure message on the Upload File page or a failure page with failure information and instructions on what to do next. See the Success section and the Failure section for more information.

Note:

If the file is large, the upload process might take long enough for an "in progress" pop up to be displayed. See Uploading Your Wage File Is In Progress section in the Other Features section for more information.

3.2 Upload a W-2c File

a. When the W-2c/W-3c forms to correct mistakes on previously processed W-2 forms (EFW2C) radio button is selected, the system will display an Upload File section below the radio buttons. The system is ready to accept a properly formatted EFW2C File.

EWR Home	File Upload	Help			
Formatted V	Vage File Uploa	ad			
What's in t	What's in the File?				
Which of the f	ollowing is the best	description of the wage report(s) in your file?			
○ w _/w-:	3 forms <mark>f</mark> or Tax Year	2024 or previous tax year (EFW2)			
● W-2c/W	-3c forms to correct	mistakes on previously processed W-2 forms (EFW2C)			
Respons	e to a Resubmission	Notice			
			J		
Upload File	e				
	you will receive an e	formatting errors and accuracy. Files with no errors will error report detailing what needs to be corrected before			
	·				
File mus	t be in EFW2C file f	ormat with .txt extension.? Learn more about this fi	le format		
We recommer	nd compressing your	.txt file and uploading as a .zip to improve upload spee	d.		

b. Select the **Browse** button, then choose a file to upload. The system displays the **Upload File** button.

EWR Home	File Upload	Help	4
Formatted V	Vage File Uplo	ad	
What's in t	the File?		
Which of the f	ollowing is the best	description of the wage report(s) in your file?	
○ w-2/w-	3 forms for Tax Year	2024 or previous tax year (EFW2)	
● W-2c/W	-3c forms to correct	mistakes on previously processed W-2 forms (EFW2C)	
O Respons	e to a Resubmission	Notice	
			Feedback
Upload Fil	e		back
		r formatting errors and accuracy. Files with no errors will automatically be submitted will receive an error report detailing what needs to be corrected before you resubmit	
Choose a file	to upload		
File mus	t be in EFW2C file	format with .txt extension.? Learn more about this file format	
We recommer	nd compressing you	r .txt file and uploading as a .zip to improve upload speed.	
Int-O_ValidSu	b_COR.txt	× Browse	
Upload File		Тор	

c. Select the **Upload File** button. If the file passes the preliminary checks, the system will display a success page; if the file fails the preliminary checks, the system will display a failure message on the Upload File page or a failure page with failure information and instructions on what to do next. See the Success section and the Failure section for more information.

Note:

If the file is large, the upload process might take long enough for an "in progress" pop up to be displayed. See Uploading Your Wage File Is In Progress in the Other Features section for more information.

4.0 Respond to a Resubmission Notice

If you received a Resubmission Notice, you need to resubmit those wage files that failed after fixing the errors.

a. On the **What's in the File** page within the Wage File Upload application, select the **Response to a Resubmission Notice** radio button. The system displays the Response to a Resubmission Notice section with a **Select Eligible Wage File** button below all radio buttons. You are eligible to use this option ONLY if you received a Resubmission Notice from SSA.

EWR Home	File Upload	Help		
Formatted	Wage File Uplo	ad		
What's in	the File?			
Which of the	following is the best	description of the wage report(s) in your file?		
○ w-2/w	-3 forms for Tax Year	2024 or previous tax year (EFW2)		
○ W-2c/V	V-3c forms to correct	mistakes on previously processed W-2 forms (EFW2C)		Feedback
Respon	se to a Resubmission	Notice		back
Response	to a Resubmiss	sion Notice		
A Vou are	eligible to use this	option ONLY if you received a Resubmission Notice f	rom SSA	
U fou are	engible to use this	option ONLY II you received a resubmission Notice II	1011 33A.	
Select Eligi	ble Wage File			

- b. Select the Select Eligible Wage File button. The system displays a pop up window.
 - 1) If you have resubmission eligible files, they will be displayed in a table. Only those WFIDs associated with the failed files originally submitted under your User ID will be displayed.

Select Eligible Wage File			You have eligible files.	
ou can resubm close this wi	nit only wage f indow and sub	lotice and select the Wage File Iden files that you submitted. If the WFID omit as a new wage file, or inally submitted the wage file comp	on your Resubmission	like to resubmit. Notice is not shown below, you can:
Action	WFID	File Name	File Type	Submission Date
Select	BOCOOF	UXG-file1-Success10.txt	EFW2	October 15, 2024

2) If you do not have resubmission eligible files, the system will display "No eligible wage files found" in the table.

Select I	Eligible Wage	File	You	x don't have eligible files.		
You can re • close t	Refer to your Resubmission Notice and select the Wage File Identifier (WFID) you would like to resubmit. You can resubmit only wage files that you submitted. If the WFID on your Resubmission Notice is not shown below, you can: • close this window and submit as a new wage file, or • have the person whe originally submitted the wage file complete the resubmission.					
Action	WFID	<u>File Name</u>	<u>File Type</u>	Submission Date		
No eligit	ole wage files found	l.				
Close						

c. Select the **Select** button associated with the WFID you want to resubmit a file for, the pop up window will be disappeared and the selected WFID/File Name will be displayed in a "You selected" table. The Upload File section will also be displayed.

Vhich of the f	ollowing is the best description of the wage	report(s) in your file?	_			
O W-2/W-3 forms for Tax Year 2024 or previous tax year (EFW2)						
○ W-2c/W-3c forms to correct mistakes on previously processed W-2 forms (EFW2C)						
Response	e to a Resubmission Notice					
lesponse	to a Resubmission Notice					
	eligible to use this option ONLY if you red	eived a Resubmission Notice	from SSA.			
Select Eligib 'ou selected	le Wage File					
Select Eligib	le Wage File	File Type	from SSA. Submission Date October 15, 2024			
Select Eligib 'ou selectee WFID	le Wage File d: File Name UXG-file1-Success10.txt	File Type	Submission Date			

d. Select the **Browse** button, then choose a file to upload. The system displays the **Upload File** button.

We recommend compressing your .txt file and uploa	ding as a .z	to improv	ve upload speed.
EFW2_File002_ErrorResults_12errors.txt	×	Browse	
Upload File			

e. Select the **Upload File** button. If the file passes the preliminary checks, the system will display a success page with a Wage File Identifier (WFID) as given on the Resubmission Notice you received. See the Success section and the File Summary for Success section for more information. If the file fails the preliminary checks, the system will display a failure message on the Upload File page or a failure page with failure information and instructions

on what to do next. See the Failure section, the File Summary for Failure section, the Error Results section, and the Error Details section for more information.

Note:

If the file is large, the upload process might take long enough for an "in progress" pop up to be displayed. See Uploading Your Wage File Is In Progress section in the Other Features section for more information.

5.0 Success

When the uploaded file passes the preliminary checks, it will be automatically submitted to the Social Security Administration and the system will display a success page.

Note:

Some conditions cannot be checked during the file upload process and could still cause a REJECT later in the process. If your submission has a REJECT status, you will be notified with a Resubmission Notice by email.

On the success page:

- a. The **Submission Status** link will take you to the Submission Status application. See the TY24 Submission Status tutorial for more information.
- b. The **Wage File Identifier (WFID)** is the proof of your submission. You will need the WFID to check the status of your submission in the Submission Status application and for all communications related to the submission with SSA.
- c. Select the **Print Receipt** button. The system displays the Acknowledgement of Receipt pop up. See the Acknowledgement of Receipt pop up section in the Other Features section for more information.
- d. Select the Upload New File button. The system displays the What's in the File page.
- e. Select the EWR Home button. The system displays the EWR homepage.
- f. **File Summary** section displays some details of your submitted file. See the File Summary section for more information. If the information displayed is not the same as the file information shown on your computer, contact SSA Support at 1-888-772-2970 (TTY 1-800-325-0778).

EWR Home	File Upload	File Summary	Help	
Formatted V	Vage File Uplo	bad		
We will r	you if furthe	action is required. You	en submitted to the Social Security Administration. I can use the information below to view your status at any time by visiting is available for 4 years after it was submitted.	
Your Wa Wage Fii Business You will	ge File Identifier (V le Identifier (WFID) s Services Online: v need this WFID to	VFID) has been created • AUEDDD www.ssa.gov/employe reference this submissi	t and proof of filing date. I and is proof of filing date. Fr ion in all communications with SSA and to check the submission status on th usiness Services Online.	he
Print Receip	t Upload New	File EWR Home		
File Summ	ary			
Status: RECEN	VED		Uploaded on 11/06/2024 at 12:14:58 PM ET	
_	Total Wages, Tips and Other W-3 Forms Checker Compensation Reported 2 \$88,888.88 W-2 Forms Checker 4 4		Int-O_ValidSub_REG.txt	

6.0 Failure

When the uploaded file fails the preliminary checks, it will not be automatically submitted to SSA. The system displays an error message on the Upload File page or a failure page with the failure information and the instructions on what to do next.

6.1 Errors on File Level

If the system cannot open your file, an error message will be displayed on the Upload File page. Some of the errors on opening a file are:

- a. Invalid Zip file
- b. Invalid file size
- c. Invalid file name
- d. Invalid file extension

Formatted Wage File Upload
Please correct the following information:
Error: File Upload
What's in the File?
Which of the following is the best description of the wage report(s) in your file?
O W-2/W-3 forms for Tax Year 2024 or previous tax year (EFW2)
W-2c/W-3c forms to correct mistakes on previously processed W-2 forms (EFW2C)
O Response to a Resubmission Notice
Upload File
Uploaded files will be analyzed for formatting errors and accuracy. Files with no errors will automatically be submitted to SSA. If your file has errors, you will receive an error report detailing what needs to be corrected before you resubmit your file.
Choose a file to upload
• File must be in EFW2C file format with .txt extension.
We recommend compressing your .txt file and uploading as to improve upload speed.
S Invalid file extension: The file must be a .zip or .txt.
TY24 Employer Report Status Test Plan.doc X Browse

6.2 Other Errors

If your file has errors other than the file level error, the system will display a failure page with the failure information and the instructions on what to do next. The first section (banner) on the failure page for all errors will be the same; the second section (banner) on the failure page identifies the specific errors.



6.2.1 Errors on File Format

If your file has format errors, the system will stop checking the file. Some of file format errors are:

- a. Invalid Record Identifier
- b. Invalid Record Length
- c. Record Out of Sequence
- d. End of File Error



6.2.2 Errors on Field Level

If your file has field level errors, the system will display them in the Error Results section and Error Details section on the failure page. Some of the field level errors are:

- a. Invalid Tax Year
- b. Invalid Employer Identification Number (EIN)

- c. Invalid Tax Withheld Amount
- d. Invalid Medicare Wages and Tips
- e. Invalid Money for Annual Household Minimum
- f. Out of Balance

7.0 File Summary

The File Summary section displays:

- a. The uploading status
- b. Total wages, tips and other compensation reported if the uploading is a success
- c. The number of errors detected if the uploading is a failure
- d. W-3 Forms checked
- e. W-2 Forms checked
- f. Date the file was uploaded
- g. File name
- h. File size

7.1 File Summary for Success

When a file is successfully submitted to SSA, the Status displays "RECEIVED" and the total wages, tips and other compensation reported will be displayed.

```
      File Summary

      Status:
      RECEIVED

      Total Wages, Tips and Other
      W-3 Forms Checked

      [2]
      File Name

      [38,888.88]
      W-2 Forms Checked

      [4]
      9.54 KB
```

7.2 File Summary for Failure

When a file is failed to submit to SSA, the Status displays "FAILED FILE CHECK" and the

total number of the errors detected will be displayed. Select the ² symbol. They system displays Why Does This Count Not Match My File pop up.

File Summary					
Status: FAILED FILE CHECK			Uploaded on 11/06/2024 at 12:24:28 PM ET		
Errors Detected	W-3c Forms Checked@ 0 W-2c Forms Checked@		File Name Int-O_ValidSub_REG.txt File Size		
	0	Why does this count not match my file			
Privacy Policy Privacy Act Statem	ent <u>Accessibility</u>		had a critical formatting error which prevented e file from being checked.		

8.0 Error Results

The Error Results section displays a **Summary of W-3/W-3c Forms with Errors** in a table and the **Error Details** for each W-3 Form in a table. Both tables allow you to sort based on the column headings.

		e <mark>sults</mark> es have a	dditional featu	ires. 😮 Lean	n more.							
Sum	nmar	y of W-	-3 Forms wi	th Errors								
Sho	wing	4									۹	
0		Employ	er Name	EIN	Tax Year	Establishment #	Employmen	<u>t Type</u>	<u>Tax Ju</u>	risdiction	<u># of Err</u>	rors
•		HOUSE	& HOME		2022	HQ00	Household		Dome	Domestic		
	W-2	Total: 1	5									
0		EARNIS BERTA E	TENE N BUILDERS		2022		Regular 941		Domestic		1	
0		HOUSE	& HOME 2		2022	PR01	Household	ousehold		Puerto Rico		
0		JILLS SE	RVICES		2022		Regular 941		Domestic		1	
Ар	ply Fi	lter										
Erro	r De	tails										
Sho	owing	1-12 of	12								Q	
0	Line	<u>#</u> <u>E</u>	rror Type	Employer	Name		EIN	Tax Ye	ar	Form	Last 4 SSI	N
0	5		nvalid Money mount	HOUSE &	HOUSE & HOME			2022		W-2	***_**	
•	15	fo H	nvalid Money or Annual Iousehold Iinimum	HOUSE & HOME			2022		W-2	***_**.		
	Erro	r Messag	ge: Medicare V Year.	Vages and T	ïps must be	greater than or eq	ual to the Annu	al Housel	hold M	inimum fo	or reported	Tax
Relevant Fields: Annual Household Minimum (\$2,400.00); Medicare Wages and Tips (\$200.00); Tax Year (2022); Employment Code (H=Household).												

- a. The Summary table includes Employer Name, EIN, Tax Year, W-2 Total, and # of Errors.
- b. Error Details table includes the following columns:
 - Line # indicates the line in the file where the error occurred.
 - Error Type indicates the type of error that occurred.
 - Employer Name on the W-3/W-3c.
 - EIN is the employer's EIN on W-3/W-3c.
 - Tax Year is the tax year of the W-3/W-3c
 - Form displays W-2 if the error occurred on one of the W-2 records (RW- Employee, RO-Employee Optional, or RS- Employee State); displays W-3 if the error occurred on one of the W-3 records (RE- Employer, RT- Total, RU- Optional Total, or RS- State Total).

- Last 4 SSN is the last four digits of the Social Security Number
- c. Select one or more W-3 Forms on the Error Results table, then select the **Apply Filter** button. The system displays only the Error Details for selected W-3 Forms.
- d. The system is defaulted to display up to 100 errors per page. If a file has more than 100 errors, the **Display rows per page** dropdown will be displayed.

		Display	rows per page: 100 🗸
		٩	Page 1 of 3
Employer Name	EIN	Tax Year	Form Last 4 SSN
	Employer Name		Employer Name EIN Tax Year

e. Select the **Search** ^Q symbol to filter the table by a specific string of characters in any of the table's columns.

۹	Search

- f. Select the **Column Selector** ^{III} symbol to select the columns you want to display in the table.
- g. Select the **Show** \bigcirc symbol to show all the information on a row; select the **Hide** \bigcirc symbol to hide some of the information on the row.
- h. The system can display up to 1,000 errors in the W-3/W-3c Summary table. If your file has more than 1000 errors, the system will display the following message:

Your file has at least 1,000 W-3 forms with errors, which exceeds the number of errors that can be shown at one time. The Error Results listed below may not include all results. Please fix all errors listed below and upload the entire file again.

i. The system can display up to 5,000 errors in the "Errors Details" table. If your file has more than 5,000 errors, the system will display the following message:

Your file has at least 5,000 errors, which exceeds the number of errors that can be shown at one time. The Error Results listed below may not include all results. Please fix all errors listed below and upload the entire file again.

9.0 Other Features—Pop Ups

9.1 Acknowledgement of Receipt Pop Up

The Acknowledgement of Receipt pop up can be accessed by selecting the **Print Receipt** button on the success page.

- a. Select the **Print** button to print the Acknowledgement of Receipt pop up.
- b. Select the X on the top right corner or anywhere off the pop up to dismiss the pop up.

Formatted Wa	Acknowledgement of Receipt
Vour file pa We will noti Submission	Print
	Retain this page as acknowledgement of receipt and proof of filing date.
Print this p	Your Wage File Identifier (WFID) has been created and is proof of filing date.
Your Wage I	Wage File Identifier (WFID):
Wage File Ic	Business Services Online: www.ssa.gov/employer
Business Se	You will need this WFID to reference this submission in all communications with SSA and to check the submission status on the Electronic Wage Reporting (EWR)
You will nee	homepage in Business Services Online.
Electronic V	
Print Receipt	Confirmation of Formatted Wage File Upload This file passed preliminary checks and has been submitted to the Social Security Administration.
	File Summary
File Summar	Formatted Wage File Upload
Status: RECEIVED	File Summary
Total Wages, Tip	Status: RECEIVED
Compensation R	Total Wages, Tips and Other Compensation Reported: \$8,888.88
\$8,888.88	W-3 Forms Checked: 2 W-2 Forms Checked: 4
	T E Fornis checked F
	File Information
	Uploaded on: 11/06/2024 12:53:50 PM ET
	File Name: Int-O_ValidSub_REG.txt File Size: 9.54 KB

9.2 Help Pop Up

The Help pop up can be accessed by selecting the Help link in the header.



9.3 Learn More About This File Format Pop Up

The Learn Moe About This File Format pop up can be accessed by selecting the "Learn more about this file format" link in the Upload File section when either the W-2/W-3 forms for Tax Year 2024 or previous tax year (EFW2) radio button or the W-2c/W-3c forms to correct mistakes on previously processed W-2 forms (EFW2C) radio button is selected.



9.4 Uploading Your Wage File Is In Progress Pop Up

The Uploading Your Wage File Is In Progress pop up will be displayed when uploading a file if the uploaded file is large.

ecu	irity	Jeni
	Uploading your wage file is in progress	
Jplo		
File	• • •	I
e?	•••	I
g is tl	(1) This may take a few minutes, please wait until the upload is complete.	
for T		

9.5 Table Data Loading Is In Progress Pop Up

While the file is uploading, you might see a popup asking you to wait until the table has been loaded.



10.0 Feedback

User feedback is very important to the performance of Wage File Upload application. The survey link is available on every page throughout the application. You can take the survey more than once. However, you may not want to complete the survey until you submit your wage files.

