HOW TO USE THE LAYOFF LIST TEMPLATE

Click on the vertical column line, hold button down, and drag to the right to open up column

COLUMNS A B C D F G I J K M and N MUST be populated as indicated below!

Mass Layoff Template 06.24.16.csv [Compatibility Mode]

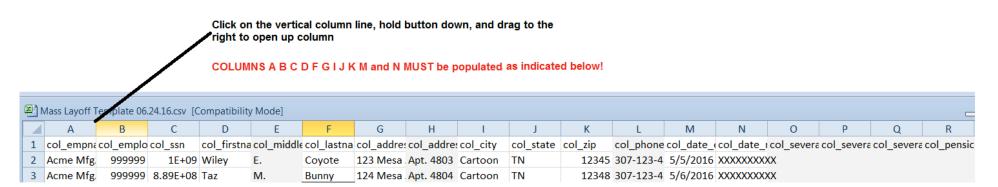|	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	col_empna	col_emplo	col_ssn	col_firstna	col_middle	col_lastna	col_addres	col_addres	col_city	col_state	col_zip	col_phone	col_date_	col_date_	col_severa	col_severa	col_severa	col_pensic
2	Acme Mfg.	999999	1E+09	Wiley	E.	Coyote	123 Mesa	Apt. 4803	Cartoon	TN	12345	307-123-4	5/5/2016	XXXXXXXXX				
3	Acme Mfg.	999999	8.89E+08	Taz	M.	Bunny	124 Mesa	Apt. 4804	Cartoon	TN	12348	307-123-4	5/6/2016	XXXXXXXXX				

HOW TO UPLOAD LAYOFF LIST TO PROGRAM

Create your list using the template above, name and save as a .csv file on your computer.

Once that is done follow the instructions below:

NO PUNCTUATION OF ANY TYPE SHOULD BE USED WITHIN THE TEMPLATE
Example: SSN 123-45-6789 should be 123456789 or phone # 615-259-2222 should be 6152592222
Also, no commas or periods.

Until notified otherwise, please attach your actual EXCEL (.csv) spreadsheet and e-mail to:
Mass.layoff@tn.gov   We will upload your list for you.