

# Workflow and Screen layouts for the 14c bulk import functionality

## Employees page:

We'll need to collect information about each worksite and its employees.

**1 Add Work Site**

**2 Add Workers**

**Number of Workers: 0**

Information is needed about each specific worker who was employed at this work site at any time during the most recently completed fiscal quarter and received subminimum wages.

[Click here for detailed instructions on the required work information.](#)

Need Help? Email us:

[WHD.14cOnlineApplication.Help@dol.gov](mailto:WHD.14cOnlineApplication.Help@dol.gov)

**How do you wish to add worker information?**

- Import workers via spreadsheet template
- Add workers individually

[Scroll to Top](#) 

Back

Save Work Site & Employee(s)

## There are 2 options to add worker(s):

### 1. Import workers via spreadsheet template

How do you wish to add worker information?

Import workers via spreadsheet template

You can import your employee data using a template .xlsx file. The import file must match specific format requirements. To avoid any session timeout issues, we recommend you to prepare the import file offline.

[Continue to Import](#)

Add workers individually

### 2. Add workers individually

How do you wish to add worker information?

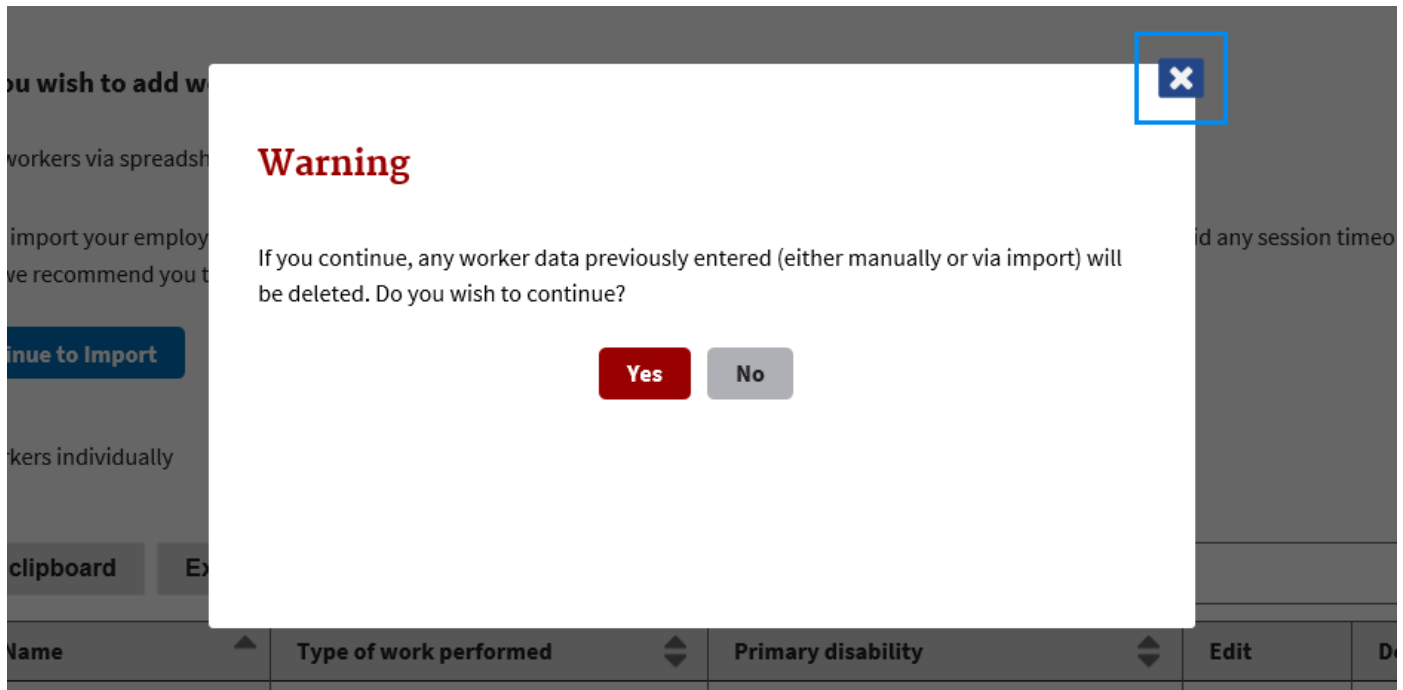
Import workers via spreadsheet template

Add workers individually

[Add Worker](#)

[Show Me an Example](#)

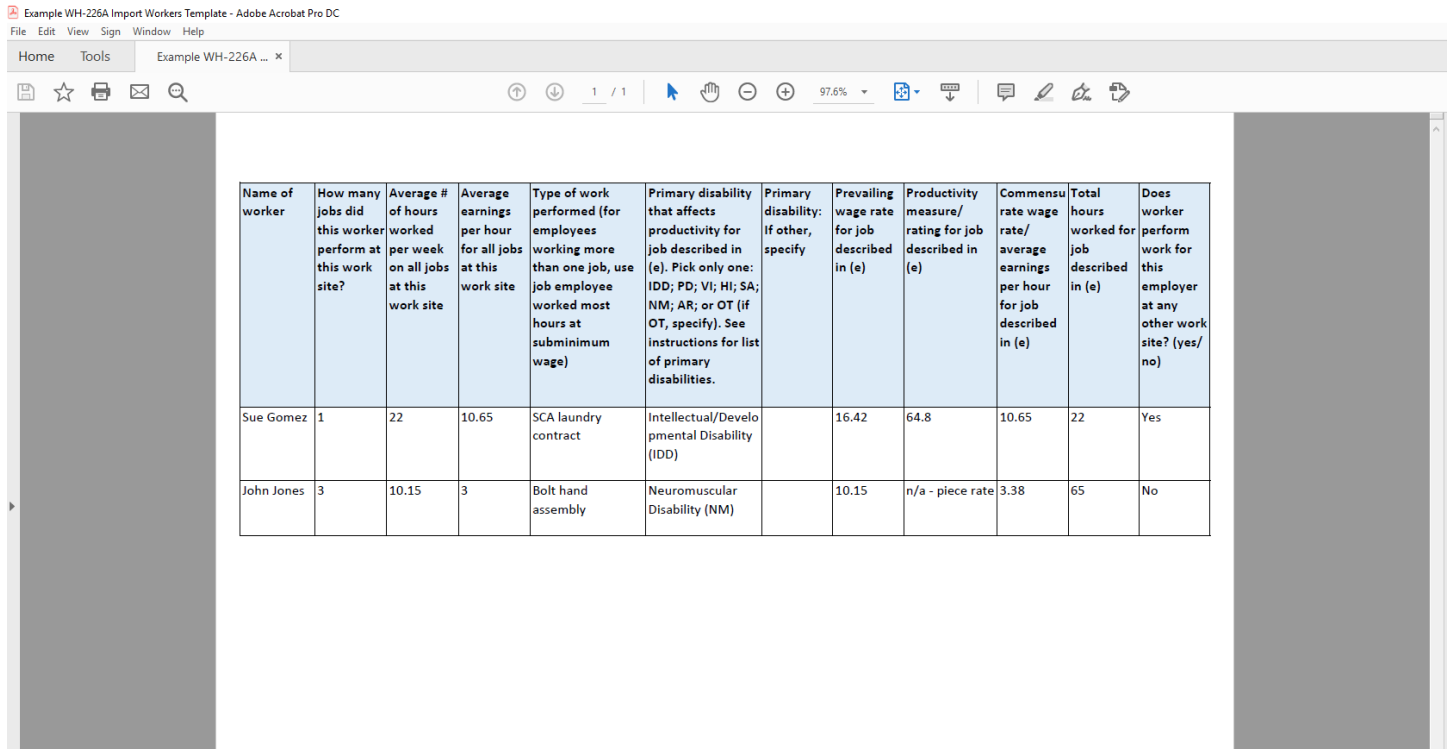
*Warning message when select to import workers via spreadsheet template:* If there are workers data already entered then the warning message is shown below, if not the import workers page will be shown



The screenshot shows a warning dialog box with a red 'Warning' title. The text inside the dialog reads: 'If you continue, any worker data previously entered (either manually or via import) will be deleted. Do you wish to continue?'. There are two buttons: a red 'Yes' button and a grey 'No' button. The dialog box is overlaid on a form that is partially visible, showing options for adding workers. A blue box highlights a close button (an 'X' icon) in the top right corner of the dialog box. The background form shows a 'Continue to Import' button and a table with columns: Name, Type of work performed, Primary disability, Edit, and D.

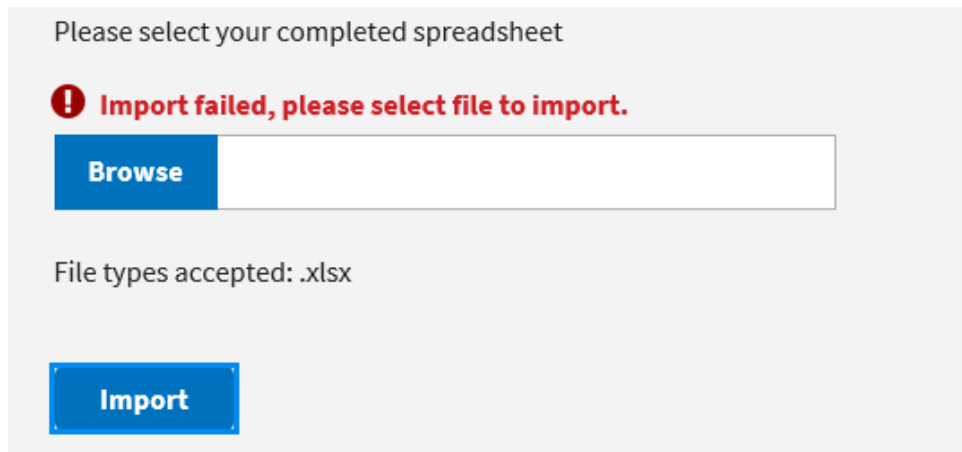


Step2: Enter Worker Data, user can download an example or instruction (Example-ImportWorkers-Template.pdf)



Step3: Upload Template. Click 'Import' button, this step will validate the file in 3 conditions

- No file chosen



- Invalid file type

Please select your completed spreadsheet

**! Invalid file type**

**Browse** upload\_data\_2x.png

File types accepted: .xlsx

**Import**

- Invalid file format

Please select your completed spreadsheet

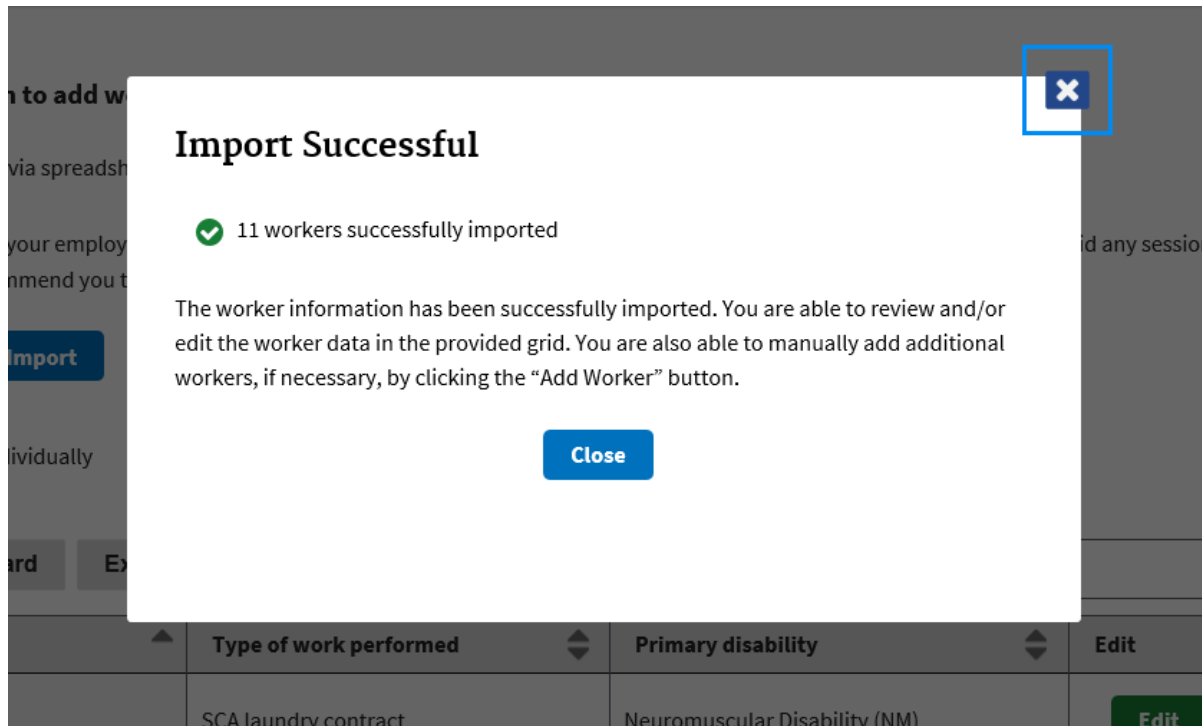
**! Invalid spreadsheet format. Please use template spreadsheet.**

**Browse** Employee list excel.xlsx

File types accepted: .xlsx

**Import**

## Import workers successful message



**Import Successful**

✔ 11 workers successfully imported

The worker information has been successfully imported. You are able to review and/or edit the worker data in the provided grid. You are also able to manually add additional workers, if necessary, by clicking the “Add Worker” button.

[Close](#)

Type of work performed	Primary disability	Edit
SCA laundry contract	Neuromuscular Disability (NM)	<a href="#">Edit</a>

## Import workers data failed page

✕

### Error: Data Import Failed

There are errors within the upload. The below grid details the row and cell of each error, as well as information on why the error occurred. Please correct all identified errors in your import spreadsheet on your computer and attempt to upload the spreadsheet again.

Note: When you re-upload your corrected spreadsheet, include all workers, not just the corrected errors. No workers have been imported into the system at this point.

Download Import Errors Show 10 entries

Worker Name	Excel Row	Excel Column	Data Entered	Error Message
Isaiah Johnson	2	H	six	The value provided must be a number
Isaiah Johnson	2	I		This cell cannot be left blank
Jason Koh	4	E	Example-ImportWorkers-TemplateLorem ipsum dolor sit amet, asd adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo conseaequat.	This cell cannot exceed 255 characters
Michele Kozak	6	B	2.2	The value provided must be an integer
Michele Kozak	6	I	a	The value provided must be a number or "n/a – piece rate"
Sue Gomez	9	C	2.123456	The value provided cannot exceed 5 decimal points
Tara Tere	10	G		Column G cannot be left blank if "Other" is selected as the primary disability in Column F
ddd	12	G	test	Column G should be left blank when any primary disability is selected except for "Other"

Showing 1 to 8 of 8 entries 1

Close

## Export data failed (Data Import Errors – WH-226A Import Workers Template.pdf)

### Data Import Errors – WH-226A Import Workers Template

Please correct all identified errors and attempt to upload the spreadsheet again.

Worker Name	Excel Row	Excel Column	Data Entered	Error Message
Isaiah Johnson	2	H	six	The value provided must be a number
Isaiah Johnson	2	I		This cell cannot be left blank
Jason Koh	4	E	Example-ImportWorkers-TemplateLorem ipsum dolor sit amet, asd adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo conseaequat.	This cell cannot exceed 255 characters
Michele Kozak	6	B	2.2	The value provided must be an integer
Michele Kozak	6	I	a	The value provided must be a number or "n/a – piece rate"
Sue Gomez	9	C	2.123456	The value provided cannot exceed 5 decimal points
Tara Tere	10	G		Column G cannot be left blank if "Other" is selected as the primary disability in Column F
ddd	12	G	test	Column G should be left blank when any primary disability is selected except for "Other"

Click 'Close' to exit the error page, then confirmation popup is shown below to make sure user export pdf file

	Excel Column	Data Entered	Error Message
	H		This cell cannot be left blank
	I		This cell cannot be left blank
	J		The value provided must be a number
	K		This cell cannot be left blank
	A		This cell cannot be left blank
	C		This cell cannot be left blank
	D		This cell cannot be left blank
	E		This cell cannot be left blank
	F		This cell cannot be left blank

Are you sure you want to exit? Please ensure you have downloaded the PDF of import errors

**Yes, exit**    No, return to import errors