

# VOLUNTARY SHARED WORK

## INSTRUCTIONS FOR TRANSMITTING VSW PAYROLLS

Please use a **standard Excel 2003, formatted for use in a Windows environment**. Do not include any sort of header and do not use dashes or slashes between numbers in dates or social security numbers. Column data should be formatted in a **text only** format.

The field should be **19 characters only**: a nine digit social security number, a four digit year, two digit month, two digit day (**always a Saturday**), and two digits for the number of hours worked.

### FOR EXAMPLE:

SSN	YEAR	MONTH	DAY	HOURS
481563199	2009	01	31	20
<b>4815631992009013120 - CORRECT ENTRY</b>				

**HOURS WORKED:** We have programmed the payroll to accept **even whole numbers**, with **32 as the highest number** of hours that will allow payment and **20 as the lowest number**. If the employee **works more than 32 hours report the hours worked as 40**. If an employee works an odd number of hours (Ex. 31 or 27), the number of hours will need to be rounded up or down at the employer's discretion. The employer would need to designate, in a separate cell on the spreadsheet, the amount of time an employee used vacation, sick leave, funeral leave, etc. during the week they are reporting. If an employee was on a leave of absence during the week that is being reported, that would also need to be illustrated in a separate cell.