

**Texas Workforce Commission
Mass Layoff Spreadsheet Instructions**

Note: This is the first of two worksheets in this file. Click on the Data tab below to enter data.

Field Name	Column	Required Field	Description	Formatting & Notes	Length	Examples
Header	A	N/A	Blank	Leave blank	1	Blank
Layoff ID	B	Yes	The layoff ID assigned by TWC	Leave blank	6	0
Employer ID	C	Yes	9-digit TWC employer account number	Do not include dashes	9	999999999
SSN	D	Yes	9-digit social security number of the employee	Do not include dashes	9	123456789
Last Name	E	Yes	The last name of the employee	All upper case	20	DOE
First Name	F	Yes	The first name of the employee	All upper case	12	JOHN
Middle Initial	G	Yes	The employee's middle initial	Leave blank if information is unknown or unavailable	1	E
Street	H	Yes	The street address portion of the employee's address	All upper case	35	9999 MAIN ST
City	I	Yes	The city portion of the employee's address	All upper case	20	AUSTIN
State	J	Yes	The postal abbreviation of the state portion of the employee's address	All upper case	2	TX
ZIP	K	Yes	The employee's five-digit zip code		5	78711
ZIP+4	L	Yes	The employee's +4 zip code extension	Enter zeroes if information is unknown or unavailable	4	0000
Area Code	M	Yes	The employee's three-digit area code	Enter zeroes if information is unknown or unavailable	3	512
Phone Number	N	Yes	The employee's telephone number	(1) Do not include dashes (2) Enter zeros if information is unknown or unavailable	7	5551212
Birth Date	O	Yes	The employee's date of birth	(1) Format in YYYY-MM-DD (2) Include Dashes	10	1970-02-12
Sex	P	Yes	The one-digit Alphanumeric code indicating the employee's gender	Valid values are: M - Male F - Female	1	M
Race	Q	No	The one-digit numeric code indicating the employee's race	Valid values are: 1 - White, not Hispanic 2 - Black, not Hispanic 3 - Hispanic 4 - American Indian, Alaskan Native 5 - Asian/Pacific Islander 6 - Information is unknown or unavailable	1	6
Education	R	No	The two-digit numeric code indicating the employee's highest level of education	Valid values are: 01 - 12 - up to 12th grade 13 - 1 year of college 16 - Bachelor's degree 18 - Master's degree 19 - Doctoral degree (Ph.D.) 00 - Information is unknown or unavailable	2	0
Citizen	S	No	Code indicating whether the employee is a U.S. citizen	Valid values are: Y - Employee is a US citizen N - Employee is not a US citizen Blank - Information is unknown or unavailable	1	Y or N or leave blank
Veteran	T	No	Code indicating whether the employee is a veteran	Valid values are: Y - Employee is a veteran N - Employee is not a veteran Blank - Information is unknown or unavailable	1	Y or N or leave blank

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Union Member	U	No	Code indicating whether the employee is a union member	Valid values are: Y - Employee is a member of a Union with a hiring hall N - Employee is either not a Union member or is a member of a Union with out a hiring hall Blank - Information is unknown or unavailable	1	Y or N or leave blank
Other Employment	V	No	Code indicating whether the employee worked in another state	Valid values are: Y - Employee has worked in another state in the last 18 months N - Employee has not worked in another state in the last 18 months Blank - Information is unknown or unavailable	1	Y or N or leave blank
First Date of Employment	W	No	The date the employee began working for your company	(1) Format is YYYY-MM-DD (2) Include dashes	10	YYYY-MM-DD
Last Date of Employment	X	Yes	The date the employee was separated from your company (last actual date worked)	(1) Format is YYYY-MM-DD (2) Include dashes	10	YYYY-MM-DD
Last Weeks Earnings	Y	No	The effective date of the claim is the Sunday prior to the filing date. If the employee has worked during the week in which the claim is filed, enter the whole dollar amount the employee earned	(1) Enter whole dollars only (2) Enter zeros if no work was performed during the week	7	256
Wages in Lieu of Notice	A	No	The last date the employee will be paid wages in lieu of advanced notice of lay off- include dashes	(1) Leave blank if no Wages in Lieu of Notice are paid IF paying Wages in Lieu of Notice: (2) Format in YYYY-MM-DD (3) Include dashes	10	YYYY-MM-DD or Leave blank
Customary Hours	AA	Yes	The customary hours the employee worked	Number of hours worked as two digit entry	2	must enter hours

Completed forms, inquiries, or corrections to the individual information contained in this form shall be sent to the TWC UI Support Services Department, 101 E 15th St, Room 354, Austin, Texas 78778-0001, (512) 463-2999. Individuals may receive and review information that TWC collects about the individual by emailing to open.records@twc.state.tx.us or writing to TWC Open Records, 101 E. 15th St., Rm. 266, Austin, TX 78778-0001.