Once the data is successfully in Excel it will look like the screen shot below.

At the bottom of the workbook, click on the tab labeled **Rates & Hours by Job**

You will now modify the pivot table that is on this sheet.

1. **RIGHT** click on the header row **SSN/Tax ID**
2. From the dropdown, choose **select**’ then choose **entire table**.

Your pivot table will now be highlighted.
Click on **Data** from the menu bar (above). From the drop down list click **Pivot Table/Pivot Chart Report**

Note: Do not click on the word data in the pivot table or you won’t get the correct options.

The Pivot Table Wizard (page 3 of 3) will appear.

Click on the **Layout Button**
On this step, you will need to remove the **Rate** and **Payroll item** boxes from the page.

To remove **Rate** and **Payroll item** boxes, click on them (one at a time) dragging them to the far right. (Off the page) and then letting go of your mouse button.

When done removing these, click the **OK** button

Pivot Table Wizard (page 3 of 3) will appear and the “Existing Worksheet” will be selected.

Click on the Finish button
Your report should now contain **ONLY** the information needed to import to UIFastTax.

Your report should look like the below example with: **SSN, NAME, HOURS & WAGES** with 1 row for each employee.

![Excel Table Example](image)

Note: There may be a pivot table box that appears. If so just click on the “X” and it will go away.

**If using EAMS or UIWebTax**

Save the Excel file as a CSV (MS-DOS) (*.csv) file. At the Wage Options page, choose Import file and click next. On the Import File page, browse to your file, click the Next button.

**If using UIFastTax**

Highlight all rows and columns containing wage data. Click on Edit then Copy. In UIFastTax at the Select Input Option page, Click Paste Wage Data.