

**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<br>(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<br>(2) Include Dashes  | 10     | 1970-02-12            |
| Sex            | P      | Yes            | The one-digit Alphanumeric code indicating the employee's gender                | Valid values are:<br>M - Male<br>F - Female   | 1      | M                     |
| Race           | Q      | No             | The one-digit numeric code indicating the employee's race                       | Valid values are:<br>1 - White, not Hispanic<br>2 - Black, not Hispanic<br>3 - Hispanic<br>4 - American Indian, Alaskan Native<br>5 - Asian/Pacific Islander<br>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:<br>01 - 12 - up to 12th grade<br>13 - 1 year of college<br>16 - Bachelor's degree<br>18 - Master's degree<br>19 - Doctoral degree (Ph.D.)<br>00 - Information is unknown or unavailable | 2      | 0                     |
| Citizen        | S      | No             | Code indicating whether the employee is a U.S. citizen                          | Valid values are:<br>Y - Employee is a US citizen<br>N - Employee is not a US citizen<br>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:<br>Y - Employee is a veteran<br>N - Employee is not a veteran<br>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:<br>Y - Employee is a member of a Union with a hiring hall<br>N - Employee is either not a Union member or is a member of a Union with out a hiring hall<br>Blank - Information is unknown or unavailable | 1      | Y or N or leave<br>blank     |
| Other Employment         | V      | No             | Code indicating whether the employee worked in another state  | Valid values are:<br>Y - Employee has worked in another state in the last 18 months<br>N - Employee has not worked in another state in the last 18 months<br>Blank - Information is unknown or unavailable                 | 1      | Y or N or leave<br>blank     |
| First Date of Employment | W      | No             | The date the employee began working for your company  | (1) Format is YYYY-MM-DD<br>(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<br>(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<br>(2) Enter zeros if no work was performed during the week   | 7      | 256                          |
| Wages in Lieu of Notice  | Z      | 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<br>IF paying Wages in Lieu of Notice:<br>(2) Format in YYYY-MM-DD<br>(3) Include dashes   | 10     | YYYY-MM-DD or<br>Leave blank |



