

Maine New Hire Report and .CSV Export

Aptafund-3540

Introduction

The State of Maine requires Employer's to report information relating to a newly-hired or rehired employee within 7 days of the date of hire. In addition to reporting new hires, they have a requirement that if more than 25 New Hires are being report they must be reported electronically. Per Maine state guidelines, Harris clients can now generate a report and/or export for use in reporting their new hires and terminations.

Steps to create the .CSV export:

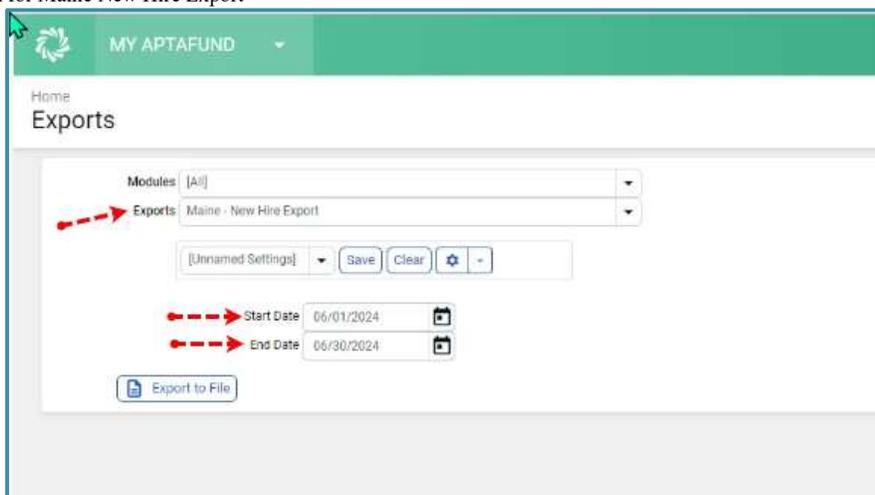
Per the Maine guide, there are two acceptable formats for the New Hire Export file. The export file created in AptaFund 5 is in the .CSV file format. This export file is available by going to "My AptaFund" on the dashboard and to Reports and Exports. Select the Exports option.

Fig. 1 My AptaFund Menu for Generating the .CSV Export file



From the Exports screen locate the "Maine – New Hire Export". Enter the start and end dates to be covered on the report and select "EXPORT to FILE". The export will start.

Fig. 2 Prompt Screen for Maine New Hire Export



Contact Support:

Apta5support@harriscomputer.com

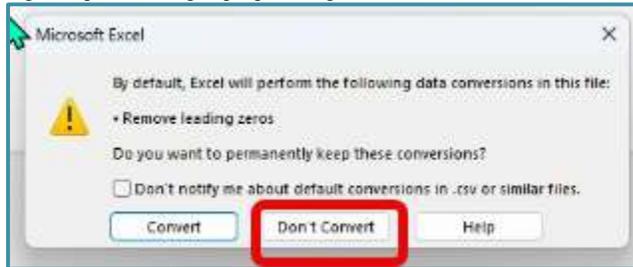
<https://schoolfinancialsolutions.na3.teamsupport.com>

©2024,HarrisSchoolSolutions.Allrightsreserved.



When the export file is opened, the following pop-up warning may be displayed. Please DO NOT select convert file as this will remove the leading zeros and the guide specifically states NOT to remove the leading zeros.

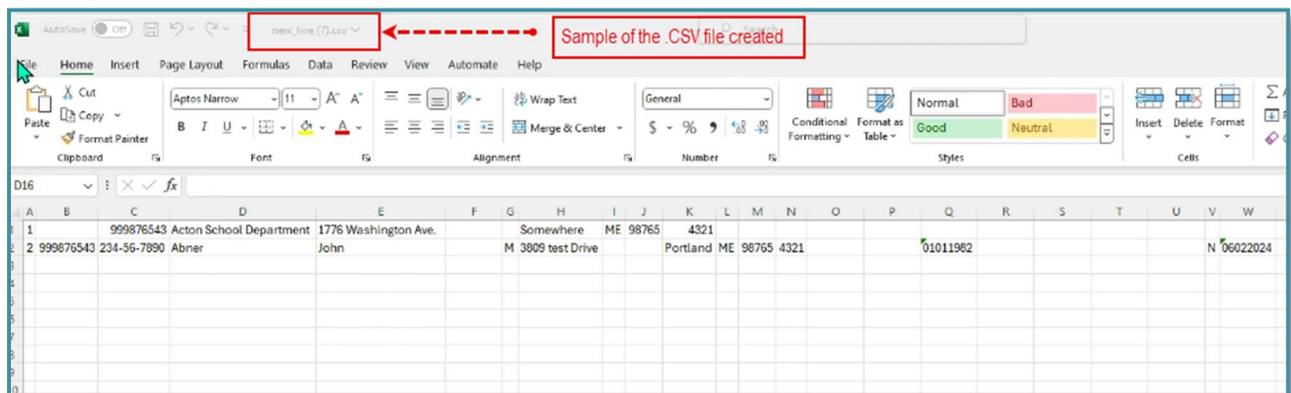
Fig. 3 Export Warning Pop Up Message



Note: this warning may pop up. Please select "Don't Convert" as the guide specifically states NOT to remove leading zeros.

The following .CSV file will be created.

Fig. 4 Sample of the .CSV file



Steps to create the Report:

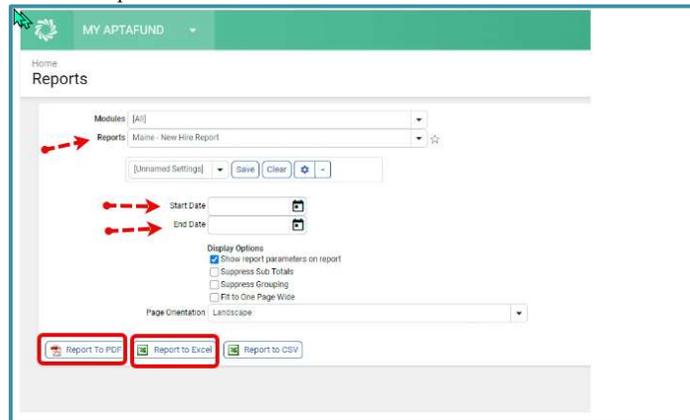
The Maine New Hire Report can be generated by going to "My AptaFund" on the dashboard and to Reports and Exports. Select the Reports option.

Fig. 5 My AptaFund Menu for Generating Either a "PDF" or "Excel Format Report



From the Reports screen locate the "Maine – New Hire Report". Enter the start and end dates to be covered on the report and click the Report to Excel button. The report will generate.

Fig. 6 Prompt Screen for Maine New Hire Report



The report generated will have two tabs, an Employer and an Employee tab. The Employer tab will contain information related to the employer. The Employee tab will have information related to the employee.

Fig. 7 Sample of the Employee Data when the Employee Tab is Selected on the Excel Format Report

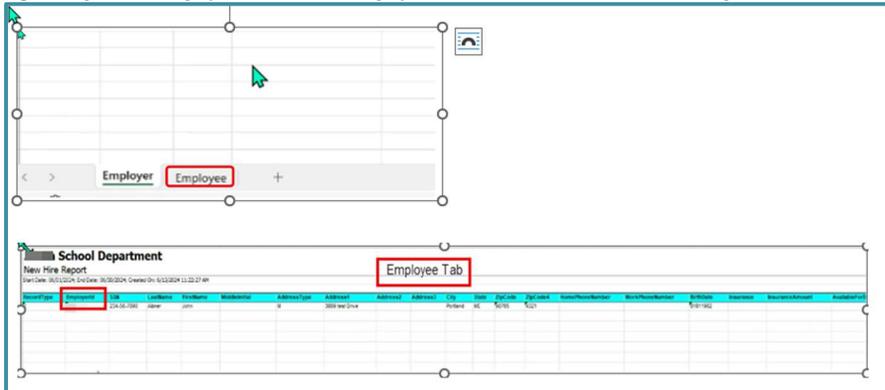


Fig. 8 Sample of the Employer Data when the Employer Tab is Selected on the Excel Format Report

