



STATE OF WISCONSIN Employment Relations Commission

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James J. Daley
Chairman

ELIGIBILITY LIST GUIDELINES

The employer is required by law to provide:

- (1) the petitioning labor organization with an electronic, sortable, alphabetical, names **only** list of the employees the employer believes are eligible to vote in the election; and
- (2) the Wisconsin Employment Relations Commission (via werc@werc.state.wi.us) with an electronic, sortable, alphabetical list of said employees, their mailing addresses, and the **last four digits only** of their social security numbers.

The following guidelines allow the Commission to send the American Arbitration Association the required information they need to conduct the election. By following these guidelines you will help the entire voting process run more efficiently. An excel template can be found [here](#).

The format of the document shall be as shown below.

Last Four Digits of SSN	Last Name	First Name	Address	City, State, Zip
0000	Doe Jr.	John	123 Main Street	Madison, WI 53704
0000	Doe	Jane	987 South Street	Milwaukee, WI 53203

THINGS TO DO

- DO** provide each bargaining unit list in a SEPARATE excel spreadsheet
- DO** alphabetize by LAST name
- DO** provide the last four digits ONLY of the social security number
- DO** format the SSN column as text or special to ensure zeros are not removed
- DO** hyphenate last names when two last names are used
- DO** delete any additional data so only the above information is sent to the Commission

THINGS TO NOT DO

- DO NOT** provide in ALL CAPS, data should be in proper case
- DO NOT** provide multiple bargaining unit lists in the same excel workbook
- DO NOT** provide the middle initial or entire middle name
- DO NOT** hide any columns of the spreadsheet
- DO NOT** use any formulas
- DO NOT** provide entire social security number, as “xxx-xx-1234”, or any other derivative
- DO NOT** replace a zero with the letter “O” in the social security number
- DO NOT** supply any additional information

Thank you for your cooperation.