



**STATE OF WISCONSIN**  
**Employment Relations Commission**

4868 High Crossing Boulevard, Madison, WI 53704-7403  
 Telephone: 608-243-2424 • Facsimile: 608-243-2433  
 E-mail: [werc@werc.state.wi.us](mailto:werc@werc.state.wi.us) • <http://werc.wi.gov>

**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 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.

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** hyphenate last names when two last names are used
- DO** delete any additional data so that only the above information is sent to the Commission

**THINGS TO NOT DO**

- 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 the entire social security number or provide it 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.