



STATE OF WISCONSIN
Employment Relations Commission
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James R. Scott
 Chairman
Rodney G. Pasch
 Commissioner
James J. Daley
 Commissioner

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 are guidelines that must be followed when supplying the voter list to the Commission.

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	McAbott	Ann	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

THINGS TO NOT DO

- DO NOT** provide multiple bargaining unit lists in same excel workbook
- DO NOT** provide the entire middle name or the middle initial
- 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”

By following these guidelines you will help the entire voting process run more efficiently. Thank you for your cooperation.