



State of Wisconsin

Employment Relations Commission

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Madison, Wisconsin 53704-7403
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ELIGIBILITY LIST GUIDELINES

The employer is required by law to provide: (1) the petitioning union with an electronic sortable alphabetical list of the names 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 of their social security numbers.

The following are guidelines that must be followed when supplying a proposed voter list to the Commission:

1. The format of the document shall be as shown below.

Last Four Digits of SSN	Last Name	First Name	MI	Address	City, State, Zip
XXXX	Doe Jr.	John	A	123 Main Street	Madison, WI 53704
XXXX	McAbott	Ann	B	987 South Street	Milwaukee, WI 53203

2. DO:

- Provide each bargaining unit list in a separate excel spreadsheet
- Alphabetize by LAST name
- Provide the last four digits ONLY of the social security number
- Use Title Case Text
- Use middle initial ONLY

3. DO NOT:

- Provide multiple bargaining unit lists in same excel workbook
- Hide any columns of the text
- Use any formulas
- Provide the entire social security number or provide it as “xxx-xx-1234” or any derivative of it.
- Provide names in ALL CAPS
- Provide the entire middle name