Retrieving census files from Gusto

1. Log into Gusto and Access Reports

First, log in to Gusto using your administrator account. Once logged in, navigate to the "Reports" section on the left side of the dashboard.

2. Generate New Customer Report

In the "Reports" section, click New Customer Report located in the upper right-hand corner. Under Break down by (optional), check the option for "employee".

3. Configure Report Columns

Under Columns, click "+ select columns" and add the following:
- Employee's date of birth
- Employee home address
- Employee medical insurance (Employer)
- Employee medical insurance (Employee)
- Job compensation rate
- Employment type
- Dependents Medical insurance (employer)
- Dependents Medical Insurance (employee)

4. Finalize and Run Report

Choose "CSV" as the format and then select Run Report to generate the report with your specified columns.

5. Upload Census Files to Thatch

After generating the report, you can upload your file at thatch.ai/upload, or email it to us at support@thatch.ai.