

## Electronic File Record Layout for Submitting New Hire Information

Name	Type	Mandatory?	Relative Position
Record Code 'D'	A1	Yes	1
Federal EIN	N9	Yes	2
State EIN	A12	No	11
Employer Name	A45	Yes	23
Payroll Address Line 1	A40	Yes	68
Payroll Address Line 2	A40	No	108
Payroll Address Line 3	A40	No	148
Payroll City	A25	Yes	188
Payroll State	A2	Yes	213
Payroll Zip	N5	Yes	215
Payroll Zip Ext.	A4	No	220
Payroll Foreign Country Code	A2	No	224
Payroll Foreign Country Name	A25	No	226
Payroll Foreign Zip	A15	No	251
Claim Address line 1	A40	No	266
Claim Address line 2	A40	No	306
Claim Address line 3	A40	No	346
Claim City	A25	No	386
Claim State	A2	No	411
Claim Zip	N5	No	413
Claim Zip Ext.	A4	No	418
Claim Foreign Country Code	A2	No	422
Claim Foreign Country Name	A25	No	424
Claim Foreign Zip	A15	No	449
Date Sent	N8	No	464
Employee SSN	N9	Yes	472
Employee First Name	A16	Yes	481
Employee Middle Name	A16	No	497
Employee Last Name	A30	Yes	513
Employee Address Line 1	A40	Yes	543
Employee Address Line 2	A40	No	583
Employee Address Line 3	A40	No	623
Employee City	A25	Yes	663
Employee State	A2	Yes	688
Employee Zip	A5	Yes	690
Employee Zip Ext.	A4	No	695
Employee Foreign Country Code	A2	No	699
Employee Foreign Country Name	A25	No	701
Employee Foreign Zip	A15	No	726
Employee Date of Birth	N8	No	741
Employee date of Hire	N8	No	749
Employee State of Hire	A2	No	757
Employee Offered Health Insurance (Y/N)	A1	Yes	759
Filler (Spaces)	A7	No	760

**Trailer Record**

<b>Name</b>	<b>Type</b>	<b>Mandatory?</b>	<b>Relative Position</b>
Record Code 'T'	A1	Yes	1
Employer Name	A45	Yes	2
Total Number of Records	N9	Yes	47
Filler (Spaces)	A711	Yes	56

## **Record Code**

State Record Code. This is a mandatory field. 'D' indicates an employee new hire record. 'T' indicates a trailer record.

## **Federal EIN**

Federal Employer Identification Number

This is a mandatory field. There are very few situations where this information would not be available. If present must be numeric.

## **State EIN**

This is the Job Service Number assigned to employer.

## **Employer Name**

Mandatory – At least two characters required.

## **Payroll Address Line 1**

Mandatory – at least two characters required.

## **Payroll Address Line 2**

If the address line is < 40 characters, do not concatenate into one line.

## **Payroll Address Line 3**

If the address line is < 40 characters, do not concatenate into one line.

## **Payroll City**

Mandatory – At least two characters required.

## **Payroll State**

Mandatory – At least two characters required.

## **Payroll Zip**

Mandatory – Must be numeric.

## **Payroll Zip Extension**

If present, must be numeric.

## **Payroll Foreign Country Code**

Optional – If present must conform to US Department of Commerce FIPS code manual, National Institute of Standards and Technology, FIPS PUB 10-4 (April 1995).

## **Payroll Foreign Country Name**

If present, at least 2 characters required.

## **Payroll Foreign Zip**

## **Claim Address Line 1**

This address will be blank if only collecting one address. If there is a second address, it should be the address where Income Withholding orders could be sent. (example: C/O Payroll processing Company).

## **Claim Address Line 2**

This address will be blank if only collecting one address. If there is a second address, it should be the address where Income Withholding orders could be sent. (example: C/O Payroll processing Company).

### **Claim Address Line 3**

This address will be blank if only collecting one address. If there is a second address, it should be the address where Income Withholding orders could be sent. (example: C/O Payroll processing Company).

### **Claim City**

If present, at least two characters required.

### **Claim State**

If present, valid state or territory abbreviation.

### **Claim Zip**

If present, must be numeric.

### **Claim Zip Extension**

If present, must be numeric.

### **Claim Foreign Country Code**

Refer to US Department of Commerce FIPS code manual, National Institute of Standards and Technology, FIPS PUB 10-4 (April 1995).

### **Claim Foreign Country Name**

If present, at least 2 characters required.

### **Claim Foreign Zip**

### **Date Sent**

Employer transmission date.

If present, must be valid date format. YYYYMMDD

### **Employee SSN**

Mandatory – Numeric – As reported by employee.

### **Employee First Name**

At least 1 character must be present and no special characters are allowed.

### **Employee Middle Name**

If present, must be at least one character and contain no special characters.

### **Employee Last Name**

At least 1 character must be present and no special characters.

### **Employee Address Line 1**

Must be present (non-blank).

### **Employee Address Line 2**

If your address line is < 40 characters, do not concatenate into one line.

### **Employee Address Line 3**

If your address line is < 40 characters, do not concatenate into one line.

### **Employee City**

Must be at least 2 characters with no special characters.

### **Employee State**

Must be a valid state or territory abbreviation.

**Employee Zip**

Must be numeric.

**Employee Zip Extension**

If present, must be numeric.

**Employee Foreign Country Code**

Optional – If present must conform to US Department of Commerce FIPS code manual, National Institute of Standards and Technology, FIPS PUB 10-4 (April 1995).

**Employee Foreign Country Name**

If present, must be at least 2 characters.

**Employee Foreign Zip****Employee Date of Birth**

If present must be numeric and valid date format YYYYMMDD.

**Employee Date of Hire**

If present must be numeric and valid date format YYYYMMDD.

**Employee State of Hire**

State where employee was hired.

If present, must be alphabetic state of territory abbreviation.

**Employee Offered Health Insurance (Y/N)**

This is a mandatory field. 'Y' indicates that the employer offers health insurance to the employee at time of hire (answer 'Y' even if the employee is subject to a waiting period.) If this is not the case, the field should be populated with 'N'.

**Record Code**

State Record Code. *This* is a mandatory field. 'T' indicates a Trailer record.

**Employer Name**

Mandatory – At least two characters required.

**Total Number of Records**

Number of records in batch. (Including the Trailer). Must be numeric.

**Notes:**

1. Batch the records by employer. On change in Employer, a Trailer record need to be formatted and written before the next batch can be sent.