



Payroll Report File Requirements

Please submit your data in a text file using the following layout:

Position	Field Title	Number of Characters	Description
1-9	Social Security Number	9	Enter the employees' nine-digit Social Security numbers with no spaces or dashes.
10-49	Employee Name	40	Enter the employees' names, last name first, with a space between the last and first name, and a space between the first name and middle initial (if any). Left justify the text.
50-56	Salary Amount	7	Salary earned must contain seven unsigned numeric characters in dollars and cents. Do not use dollar signs, commas or decimal points. Right justify the salary amount. Zero-fill the unused part of the field. We assume two decimal spaces.
57-62	Deposit Amount	6	Deposits must contain six unsigned numeric characters in dollars and cents. Do not use dollar signs, commas or decimal points. Right justify the deposit amount. Zero-fill the unused part of the field. We assume two decimal spaces.
63-71		9	You may use this optional field for sorting or other internal requirements.

- ★ Use a fixed-length format with each field filled with data or spaces (for text fields) or zeros (for number fields).
- ★ Do not use tab, NULL characters, negative numbers or zero deposits in either the "Salary Amount" or "Deposit Amount" fields. These will cause an error on your report.
- ★ End each line with a return.
- ★ The first four fields (shown in the example below) are required.

For example, if you are submitting the following information:

Employee	Social Security	Salary Amount	Deposit Amount	Internal Dept.
Jane Doe	123-45-6789	\$3,364.00	\$235.48	101
John Smith	987-65-4321	\$1,535.00	\$107.46	None

Your file should look like this:

```
123456789Doe Jane           0336400023548 101
987654321Smith John       0153500010746
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For help with your text file, please call Employer Services at 800-651-3848.