

Header	Length	Column	Description	Notes	Required?
A	2-7	Local	Numeric		Yes
B	10-9	Employer	Numeric		Yes
C	20-4	Site	Numeric		Yes
D	25-8	Pay Date	YYYYMMDD		Yes

Detail	Length	Column	Description	Notes	Required?
A	2-9	Social Security Number	Numeric		Yes
B	12-8	Pay Date	YYYYMMDD	Should be the same as the Pay Date in the header	Yes
C	21-10	Units	XXXXXX.XX	Hours, Days, Shifts, Weeks, Months, Salary(If % of Salary)	Yes
D	32-25	Last Name	Alpha		Yes
E	58-25	First Name	Alpha		Yes
F	84-1	Middle Initial	Alpha		Yes
G	86-8	Date of Hire	YYYYMMDD		Yes
H	95-8	Date of Birth	YYYYMMDD		Yes
I	104-1	Gender	Alpha		Yes
J	105-8	Termination Date	YYYYMMDD		For Terminations
K	114-1	Termination Code	Numeric	1=deceased 2=retired 3=laid off/resigned 4=misc/other	For Terminations
L	116-10	Hours	XXXXXX.XX	Only used if % of Salary	*Yes
M	127-25	Address 1	Alpha		For new Members
N	153-25	Address 2	Alpha		For new Members
O	179-18	City	Alpha		For new Members
P	198-2	State	Alpha		For new Members
Q	201-9	Zip	XXXXXXXX		For new Members
R	211-2	Member Status (ISSI)	Alpha	For Adds	Yes

K - Termination Code

1=deceased

2= retired

3=laid off/resigned

4=misc/other

R-Member Status

D : Deceased

DI: Disability

LA: Leave of Absence

ML: Military Leave

R : Retired

T : Terminated