

# XML Interface File Specification

Version 2026.1.0

Dayforce Tax Service

**dayforce**

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# Revision History

This section describes the revisions made to this release of the *XML Interface File Specification*. Revisions that were made in the version prior to this release are also included for reference purposes. Please note, however, that the page numbers in revision histories other than the most current version do not refer to pages in this publication. Refer to the publication cited in each revision history to correctly locate the pages described in that history. Copies of the previous two releases of the *XML Interface File Specifications* are available on the [Dayforce Help Portal](#).

Each time this file specification is updated, the version number is changed. This file specification requires that your extract files include the version number to allow us to process and validate your files properly. Make sure you use the correct version number for the file specification you are following.



**Caution** To ensure seamless processing, customers' files updated to the new requirements should not be transmitted to Dayforce until Dayforce's internal systems are also updated for the requirement changes. For information on when Dayforce internal systems will be ready to accept files updated to the new requirements, refer to the QE Planner for published dates.

<b>Revision History: Version 2026.1.0</b>	
<b>Effective: 1<sup>st</sup> Quarter 2026</b>	
<b>Description</b>	<b>Page #</b>
Updated references to XML File Specification Version from 2025.4.0 to 2026.1.0.	Various
In <i>Chapter 4, Employee Information Tags</i> , under 4.3.27 <otherflag>, added MT and NC.	70



# About this Guide

Extensible Markup Language (XML) is a cross-platform programming language designed to structure data in text files. Dayforce uses XML to create an interface tailored for payroll tax and human resources applications. This guide describes how data files should be formatted for XML before transmission.

## Who Should Use this Guide

This guide is designed for technical analysts and project managers who will be working with programmers to ensure that the data files are properly formatted for transmission to Dayforce.

## Finding What You Need

The following table describes the main chapters of this guide. The appendixes include a sample interface file, state abbreviations, worksite comment codes, XML special characters, and new data elements. A glossary is also available.

Chapter	Description
1: XML Overview	Describes basic XML formatting conventions and data requirements for periodic, quarterly, and annual files.
2: Interface Testing Requirements	Identifies the steps involved with interface file specification testing and the circumstances which require testing.
3: XML Interface File Data Requirements	Describes the purpose, attributes, and data structure of the XML tags used in the interface file.
4: Wage Attachment Disbursements Service	Lists the XML data requirements for wage attachments and disbursements service.
5: Small Business Research Tax Credit	Describes the XML data requirements to take this tax credit using Form 8974.
6: New Hire Reporting	Identifies the XML subtags required for the New Hire Reporting service.

## Technical Assistance

For questions about the *XML Interface File Specification*, submit a case via the Community Support Portal (<https://support.dayforce.com>).



# Chapter 1

## XML Overview

Dayforce’s XML interface provides the following capabilities:

- **broad function** – Uses one file format to perform multiple tasks. For example, one payroll tax file format supports all federal, state, and local tax jurisdictions.
- **web-enabled** – Integrates with internet and intranet applications.
- **detailed audit support** – Accepts employee-level data. This provides audit trails for each employee paycheck.
- **error resistance** – Measures automatic error correction based upon data type rather than physical position within a record. This is accomplished by XML data structure design, also called the *XML schema*.
- **adaptability to change** – XML supports new applications and accommodates changes to existing processes.

This chapter describes XML formatting conventions and the data requirements for periodic, quarterly, and annual interface files.

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## XML Data Markup Language

Dayforce's XML interface uses XML data markup language to structure variable-length, employment-related information in a free-format text file. Data is identified by XML tag name rather than physical location. This data structure differs considerably from the fixed-length, fixed-format files used in the past.

**Note:** This section provides a brief overview of XML and is not intended to teach the XML data markup language. For more detailed information concerning the XML language, refer to an XML programming manual.

XML uses tags and attributes to create data elements. XML data elements are created in the following format:

- an opening tag with tag name unadorned (`<tagname>`) or with attribute (`<tagname attribute="value">`)
- required data
- a closing tag with tag name prefaced with a slash (`</tagname>`)

XML allows data elements to be variable in length. However, numeric data containing decimal points must be entered explicitly where required, rather than implied by position.

XML tags are case-sensitive. When you submit an XML file of tax and payroll information, the XML tags **MUST** be lowercase. If you submit a file that has XML tags in uppercase, Dayforce's processing applications will not be able to interpret the XML tags, and the file will not process.

Certain special characters are invalid for use in XML documents. If any of these special characters appear in your XML payroll file, Dayforce's file processing applications will not be able to process your file. For more information about these special characters, see Appendix E: Special Characters in XML on page 163.

For reference, a sample of XML data markup language is illustrated in Appendix A: Sample Dayforce XML Interface File on page 131.

## XML Data Type, Data Structure, and Schema

In XML, data elements are arranged according to a data structure. The XML data structure contains the following two types of data elements:

- stand-alone data elements
- nested data elements

Stand-alone data elements are XML tags that contain an opening tag, required data, and a closing tag.

Example:

```
<tagname> ... </tagname>
```

Nested data elements are XML tags that contain subordinate XML tags within their opening and closing tags. These subordinate XML tags can be either nested or stand-alone data elements.

Example:

```
<tagname>  
  <subtag1> ... </subtag1>  
  <subtag2> ... </subtag2>  
  <subtag3> ... </subtag3>  
</tagname>
```

Dayforce's XML interface file primarily uses nested tags to contain collections of data. When used, nested tags are opened and closed according to the following XML-defined data structure:

- The outermost tag is opened first and closed last.
- The innermost tag is opened last and closed first.

The overall file format and data markup language for an XML file is defined by an XML *schema*. An XML schema contains definition rules for the following:

- tag names
- tag attributes
- tag data types

Stand-alone data elements conform to schema rules for parameters such as length, number type, decimal position, and text string pattern. Nested data elements conform to schema rules for subordinate data element structure. Nested data elements can contain only defined subordinate data elements, and all must comply with sequencing, structure, and repetition.

For reference, a sample schema specification of Dayforce's XML interface file is illustrated in Appendix A on page 131.

## XML Interface Data Requirements

The following sections describe the different types of Dayforce XML interface files.

- On-demand  
For customers who use Dayforce Wallet only.
- Periodic
- Quarterly
- Annual
- Special

### Scope of Data Collection

The Dayforce XML interface file can capture company data for every employee and worksite. Some of the captured data may not apply to basic payroll tax processing, but capturing all information allows for minimal compliance changes to the data extract process when tax laws change. For example, if a company acquires a new Dayforce service in addition to basic payroll tax processing, the new data extraction process is already established.

### On-demand Interface Files

On-demand files contain detailed information for the tax transactions associated with Dayforce Wallet on-demand payments. These files are processed Monday-Friday at 12:01 a.m. and 1:45 p.m., Pacific time.

On-demand files are required for customers who use Dayforce Wallet.

### Periodic Interface Files

Periodic files contain employee-level, paycheck-level data such as taxable wages, tax amounts withheld, and corresponding employer tax liability amounts, such as Social Security. Dayforce uses periodic files to compute employer-level summary totals by tax jurisdiction. Periodic files are required following each live payroll or payroll adjustment.

In addition to computing employer-level totals, Dayforce can use periodic files to calculate quarter-to-date and year-to-date totals for each employee amount type. This process aids in balancing and reconciliation purposes.

Dayforce uses periodic file totals to initiate financial transactions and process interim tax deposits for appropriate federal, state, and local taxing authorities.

For customers who use Dayforce Wallet, periodic files must also contain the following transactions for the processing period:

- Summarized tax transactions  
These summary transactions appear with the 74OD tax code and are for reconciliation purposes.
- Detailed on-demand payment transactions

## Quarterly Interface Files

Quarterly files contain employee-level wage and tax totals for the quarter. Any additional information required to file quarter-end reports for federal, state, and local tax authorities is also included. Dayforce uses quarterly files to compute summary totals by tax jurisdiction and file the appropriate quarterly reports. Quarterly files must be submitted following each calendar quarter's final payroll or payroll adjustment.

**Note:** Quarter-to-date and year-to-date amounts for all employees who received a paycheck during the year are required to be included in the Quarterly file. Quarterly file transmissions are independent of periodic file transmissions. In addition, tax agencies consider quarterly files to be supporting data for periodic files.

## Annual Interface Files

Annual interface files contain employee-level information required for agency W-2 reporting, Employee W-2 Print, and My Records annual products. Dayforce's Data as a Service (DaaS) – My Records replaced SeeMyW2 in 2019.

Annual interface files should be submitted to Dayforce in accordance with published deadlines and should be sent after the final close of year-end processing.

**Note:** Year-to-date amounts for all employees who received a paycheck during the year are required to be included in the Annual file. Annual interface files are independent of periodic and quarterly file transmissions.

## XML Interface File Transmission

XML interface files are transmitted to Dayforce using an internet connection and File Transfer Protocol (FTP). FTP files are transmitted in batch mode. Processes for batch file extraction and transmission must be tested thoroughly prior to the first live transmission. Detailed testing requirements are described in Chapter 2: Testing the XML Interface on page 21.

### File Upload

There are two options to upload files to Dayforce:

- myFileGateway application.
- Any Secure File Transmission application.

Files may be in ZIP format (one file per ZIP accepted).

- Spaces are allowed.

File considerations:

- Use of PGP encryption is highly recommended.
- File size is limited to 2.6GB before encryption (PGP) or compression (ZIP).

### Upload Through myFileGateway

1. Select **Upload Files**.

The screenshot shows a web interface with a blue header bar containing a 'Home' link. Below the header is a navigation menu with tabs for 'File Activity', 'Upload Files', 'Download Files', and 'Reports'. The 'Upload Files' tab is active. The main content area is titled 'Upload a file' and includes the instruction 'Specify mailbox file and renaming pattern'. There are three input fields: 'Mailbox Path' (a dropdown menu), 'File' (a text input), and 'Rename File As' (a text input). The 'Mailbox Path' dropdown is open, showing a list of options: '/', '/ACA', '/ETL', '/Inbox', '/TAX', '/W2', and '/XML'. The '/XML' option is highlighted in blue. A 'Send' button is located at the bottom left of the form.

2. Select the folder to upload to (XML in this example).

This screenshot is identical to the previous one, showing the 'Upload a file' interface. In this view, the 'File' dropdown menu is open, displaying the same list of options: '/', '/ACA', '/ETL', '/Inbox', '/TAX', '/W2', and '/XML'. The '/XML' option is highlighted in blue. The 'Mailbox Path' dropdown remains closed and set to '/XML'. The 'Send' button is still visible at the bottom left.

3. Select **Choose Files**. Navigate to and select the file to be uploaded.
4. Click **Send** to upload.

**Note:** You can only select one file at a time. Do not upload to the Inbox.

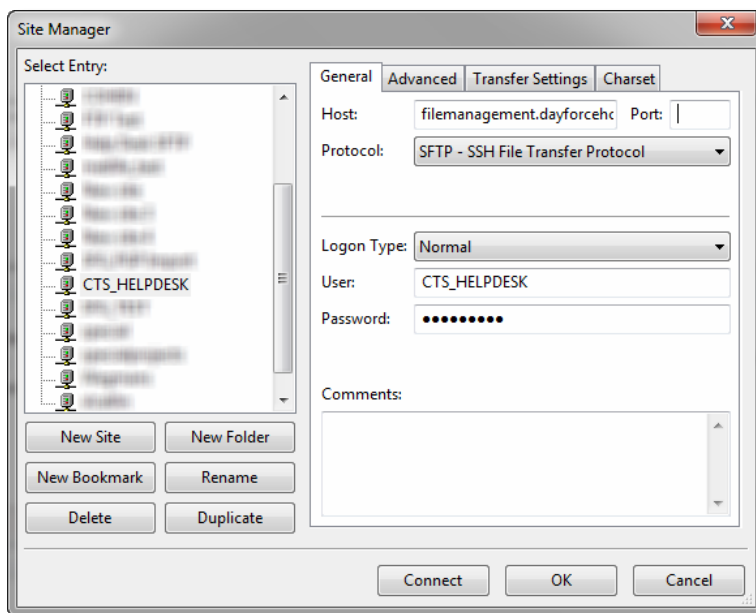
## Upload Through Another Secure File Transmission Application

The file transmission application you use may be FileZilla, WSFTP, CuteFTP, or a similar application.

### Setup Information

<b>Hosts</b>	Test: <b>filemanagementtest.dayforcehcm.com</b> Prod: <b>filemanagement.dayforcehcm.com</b>
<b>Port</b>	<b>22</b> (or blank)
<b>Password</b>	Temporary password will be provided via email. Refer to the Password Update section to change.

This illustration shows FileZilla setup.



Once you are logged in to the FTP site, you will be required to change directories to one of the following based on your instructions and file type:

- RJE - A periodic or quarterly tax file, including TMS files.
- XML - Any XML formatted file.
- W2 - An annual/year-end MMREF W2 file.
- WAD - A Wage Attachment file (non-XML)

Files placed in the root directory or in the inbox will not be processed.

## Conventions Used in this Guide

This guide follows certain printing and formatting conventions. Printing conventions in this document are as follows:

- XML codes appear in boldface, Courier type font. For example, `<xmlfile>`.
- A cross-reference number is assigned to each XML tag in this guide for quick reference. For example, **4.1** is assigned to the `<employee>` tag.
- XML code structure appears in regular, Courier type font in the format shown here:

Data Structure Example:

```
<controlinfo>
  <collid>CES999</collid>
</controlinfo>
```

The following conventions are used to describe data formats.

Symbol	Definition
X	Alphanumeric string. Variable length unless otherwise stated.
9	Numeric string. Variable length unless otherwise stated.
(n)	Integer in parentheses denotes maximum length of field.
(n,n)	For numeric strings, the first integer <i>n</i> denotes total field length (maximum), while the second denotes the number of places following the decimal point in that field. Decimal points must be entered explicitly. An explicit decimal point does <i>not</i> count as a character in the field length.
yyyy	Four-digit year.
mm	Two-digit month number in a date. Two-digit value for minutes in a time.
dd	Two-digit day of the month.
hh	Two-digit value for hours in a time. 24-hour format unless otherwise stated.
ss	Two-digit value for seconds in a time.
. , - :	Explicit punctuation marks required in a data value where shown. Negative values are indicated by a floating hyphen. For example: ACCEPTABLE: <code>&lt;qtdamt&gt;-00020.00&lt;/qtdamt&gt;</code> <code>&lt;qtdamt&gt;-20.00&lt;/qtdamt&gt;</code> NOT ACCEPTABLE: <code>&lt;qtdamt&gt;-###20.00&lt;/qtdamt&gt;</code> (spaces between hyphen and number)

The preceding conventions create defined data formats. Data values should be entered according to these conventions. The following table shows typical examples:

<b>Format</b>	<b>Example(s)</b>	<b>Description</b>
X(20), variable length	John Smith	Variable-length alphanumeric string with a maximum length of 20 characters, including spaces and punctuation.
9(6), variable length	123, 123456	Variable-length integer with a maximum of 6 characters.
9(6), fixed length	123456	Fixed-length integer 6 characters long.
9(13,2), variable length	12345678	Variable-length decimal number with a maximum of 13 digits, including a maximum of two decimal positions. The decimal point must be entered explicitly and does not count against the 13-digit maximum.
9(3,2), fixed length	3.21	Fixed-length decimal number with three digits, including two decimal positions. The decimal point must be entered explicitly and does not count against the 3-digit maximum.
yyyy-mm-dd	2002-06-30	Fixed-length date string in year-month-day format with a four-digit year. Dashes required.
hh:mm:ss	22:40:03	Fixed-length, 24-hour time string in hours, minutes, and seconds. Time zone not specified. Colons required.



## Chapter 2

# Testing the XML Interface

Before transmitting data to Dayforce, tests must be performed on the data extraction, conversion, and file transfer processes. These processes must be certified for compliant data delivery before tax processing can occur.

Testing is required in two areas:

- **data communications** – Verifying proper data communication between reporting facilities and Dayforce Tax Service. The systems must be compatible, reliable, and able to perform under a variety of workloads.
- **interface file format** – Validating XML data structures in the interface file against Dayforce’s XML schema. The interface file must be well-formed, the XML tags must be used correctly, and the data content must be accurate.

The Community Support Portal supports file testing. Before you initiate an XML interface file test, submit a case via the Community Support Portal (<https://support.dayforce.com>). The Support Portal also provides assistance with customer setup and testing, if needed.

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## Data Transmission Testing

Data transmission testing is required for new customer setup and is recommended when a major change occurs to a communications infrastructure. Major infrastructure changes can include:

- physical relocation of data communications facilities or the addition of a new data communication facility
- installation of new data transmission equipment or network facility at an existing facility
- network security enhancements, including changes to data encryption practices
- establishing a contingency data transmission center (a disaster recovery *hot site*) or installing backup transmission facilities, such as an ISDN dialup as a failover backup for a T1 WAN
- installation of significant upgrades, or patches, to software used for transmitting XML interface files
- installation of an operating system upgrade on the computer(s) or network router(s) that execute data transmissions to Dayforce
- transmission failure analysis

## Interface File Specification Testing

Interface file specification testing involves the validation of the XML interface file. The validation process is as follows:

1. The testing facility receives a test file and sends it to an XML parser.
2. The XML parser validates the XML tags and data structures against Dayforce's XML schema to ensure they are well-formed in accordance with XML rules.
3. The test file data is uploaded to a database for wage posting and tax liability calculation.
4. The resulting reports are returned via email for validation. Report validation is important to ensure that all summary totals coincide with payroll detail.

Interface file specification testing is required for new customer setup. Additionally, it is recommended any time a major change occurs to a payroll or data extraction system. Major payroll and data extraction system changes can include:

- installation of significant upgrades, or patches, to a payroll software or payroll database management system
- installation of an operating system upgrade on the computer(s) that runs the payroll system and/or interface file extraction software
- changes to Dayforce's XML schema
- modifications to data extraction and XML conversion software
- establishing a new client ID , such as when a customer acquires another organization that has its own Federal Employer Identification Number (FEIN)
- analysis and correction of production errors related to the interface

## Interface Testing Support

The Community Support Portal (<https://support.dayforce.com>) supports file testing.

## Chapter 3

# XML Interface File Data Requirements

This chapter describes the XML interface file requirements associated with payroll tax processing. The purpose, attributes, and data structure for each XML tag are discussed. For a listing of all the XML tags, see *Appendix D: XML File Tag Summary* on page 145. An example of how an interface file should be structured is shown in *Appendix A: Sample Dayforce XML Interface File* on page 131.

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## Data Requirements

The most vital element to the Dayforce XML interface file is payroll system data. Providing as much data as possible greatly improves the balancing and reconciliation process between the data extract and the payroll system.

Product	File Options	Options
Tax Filing	On-demand	Send separate file with tax transactions for on-demand payments. For customers who use Dayforce Wallet only.
	Periodic	Send current, quarter-to-date, and year-to-date.
	Quarterly	Send separate file with quarter-to-date and year-to-date amounts.
	Annual	Send file with all data, for all employees for the reporting year.

## File Requirements

- All payroll files must be transmitted to Dayforce in chronological order of when the payroll was processed.
- Multiple payrolls (and paychecks within a payroll) within the same file must be transmitted to Dayforce in chronological order of when the payroll was processed.
- On-demand files are processed Monday-Friday at 12:01 a.m. and 1:45 p.m., Pacific time.

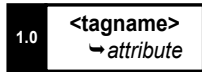
## Client Key Requirements

- The combination of `<employerclientkey>` and `<subclientkey>` cannot exceed 100 bytes.
- If a client needs a breakout using `<subclientkey>`, they must always use the defined subclientkey. For example, the file that contains a bonus payroll should have paychecks under the defined `<subclientkey>`.
- There are many ways to process data through Source Data Manager. The use of `<employerclientkey>` and `<subclientkey>` provides flexibility to the business user (payroll manager) to balance data in a manner that is consistent with native reports generated by your payroll system. The correct use of these keys is dictated by the way that your Client Master File is setup during the implementation process.
- Generally, `<employerclientkey>` would be populated with a value that represents the top of your payroll system's hierarchy. This may be known as company, tax company, etc. `<Subclientkey>` would be representative of any subordinate keys that are available in your payroll system to segregate and process data.

**Note to Developers:** When developing a program to generate XML files meeting this format, please note that if a customer desires to report by `<employerclientkey>` only, the XML file will NOT contain the `<payrollhdr subclientkey="">` attribute. Inclusion of the subclientkey attribute with null values will generate a hard failure, where the file cannot be processed.

## Dayforce XML Schema Descriptions

In the following pages, Figures 1 - 6 illustrate a Dayforce XML interface file data structure for basic payroll tax processing. Each box represents a tag in Dayforce's XML schema and is designed as follows:



- The reference number is displayed on the left. This number cross-references tag descriptions described later in this chapter.
- The tag name is displayed on the right. Italicized keywords below the tag name, if any, indicate attributes associated with the tag.

The diagrams also illustrate the XML data structure relationships that exist between nested data elements and their subordinate data elements.

Figure 1. Top-Level Structure of XML Interface File

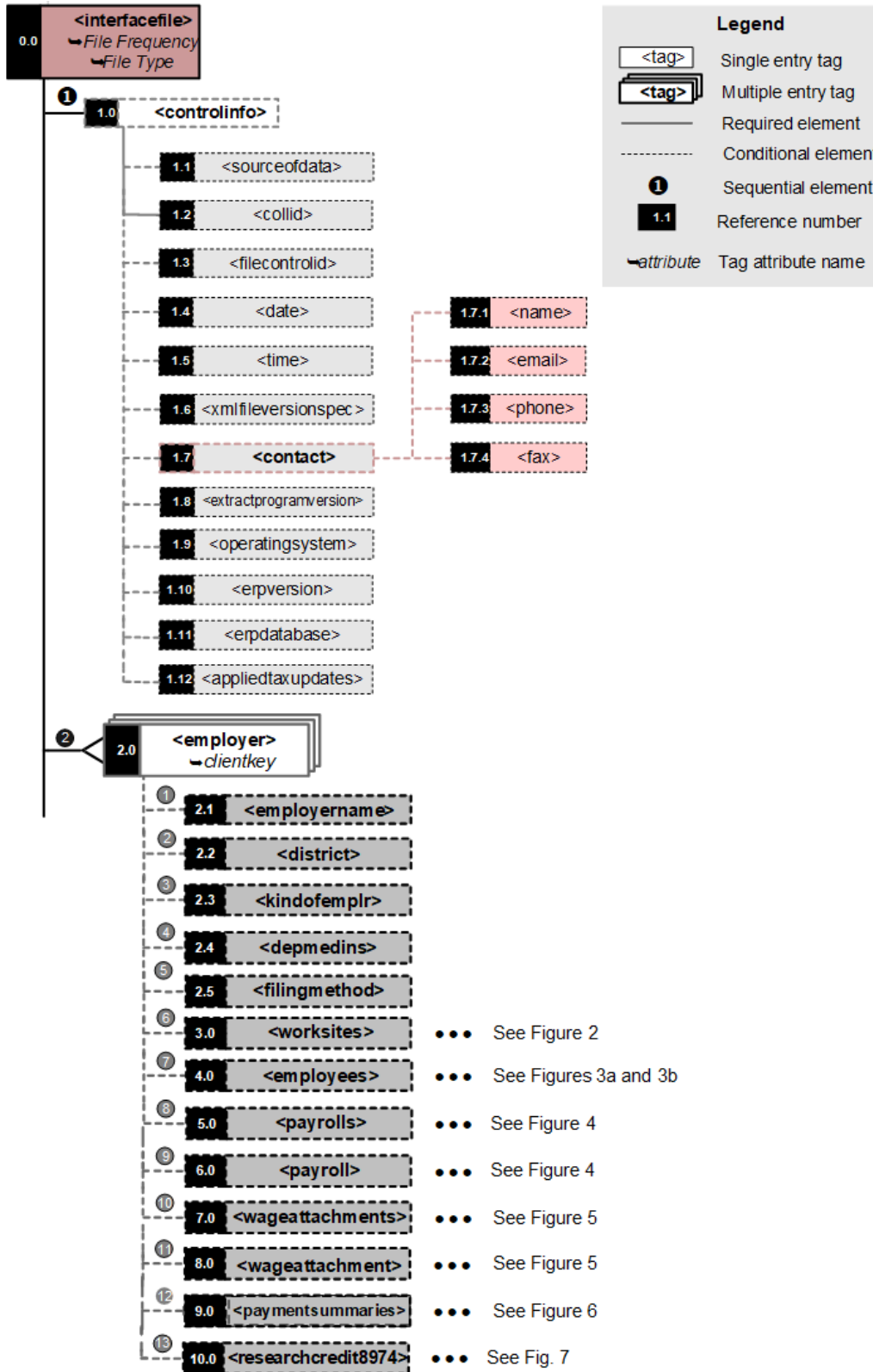


Figure 2. <worksites> Tag Structure

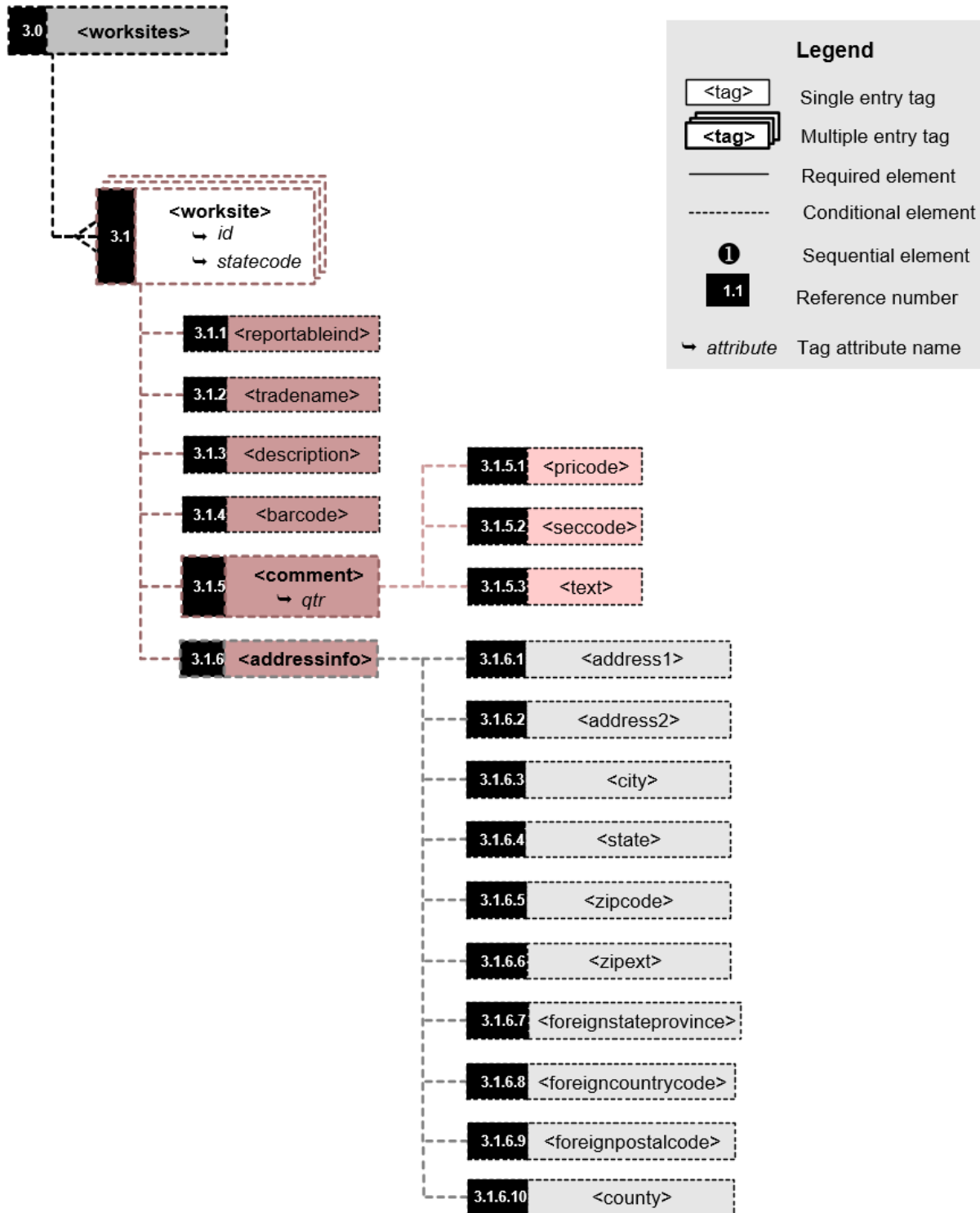


Figure 3a. <employees> Tag structure

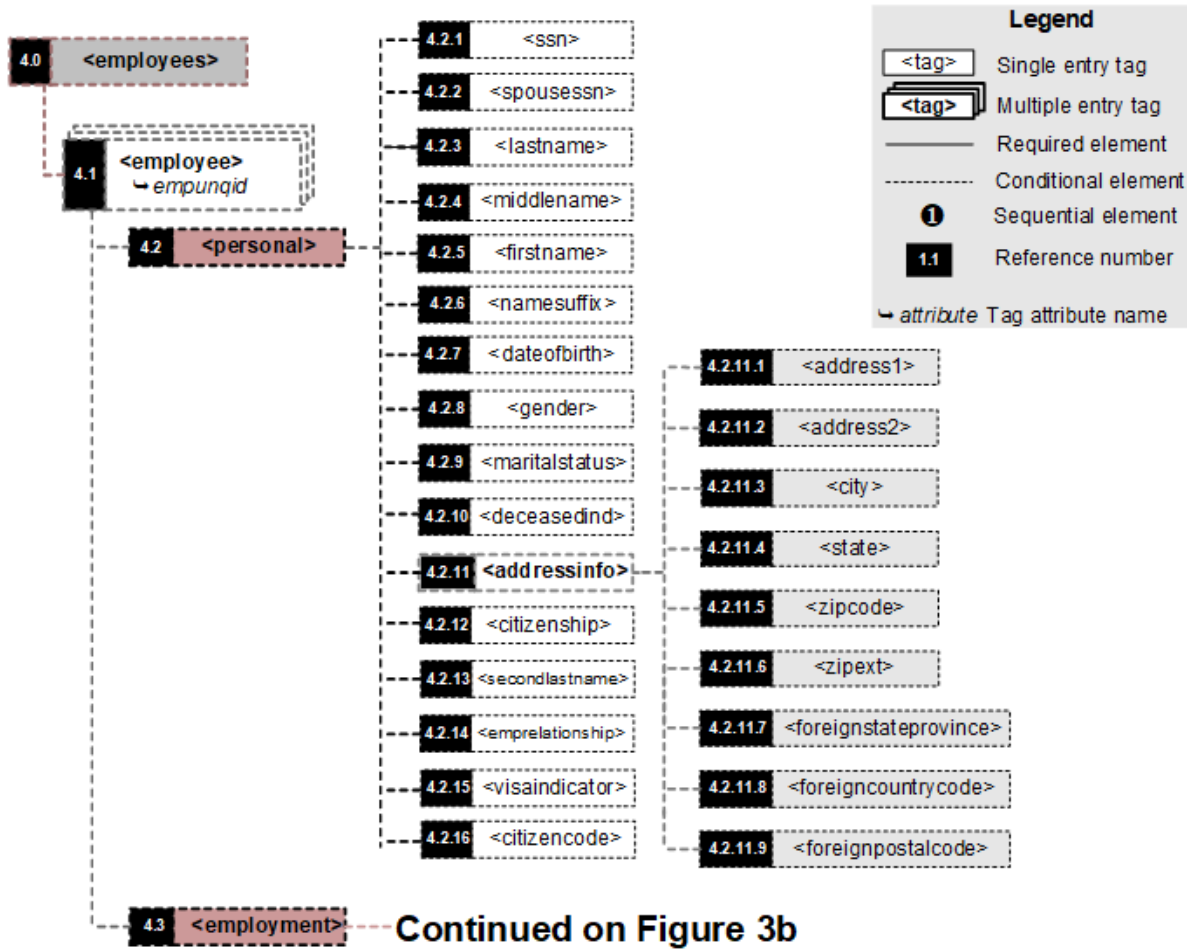
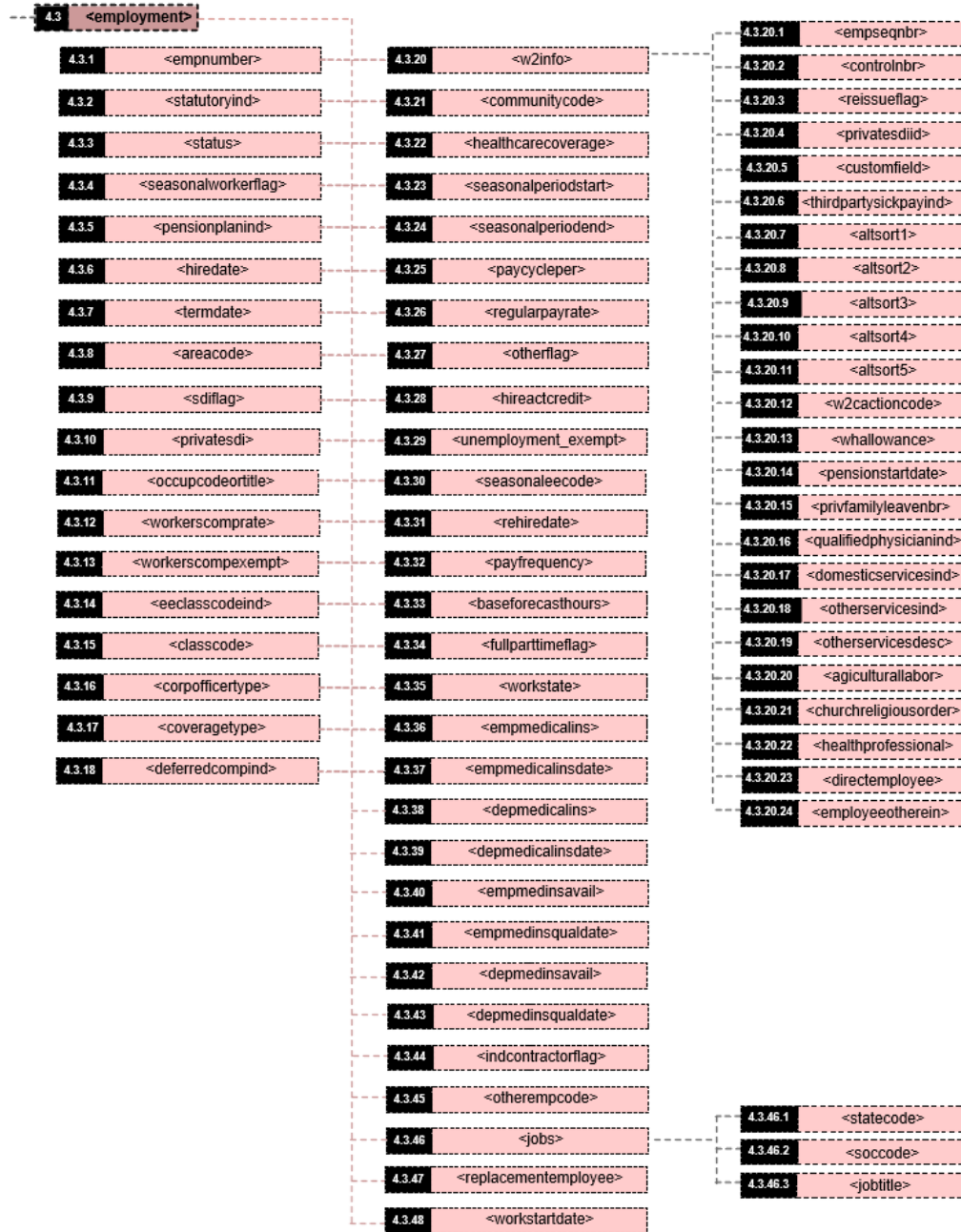


Figure 3b. <employees> Tag Structure (continued)

Continued from Figure 3a



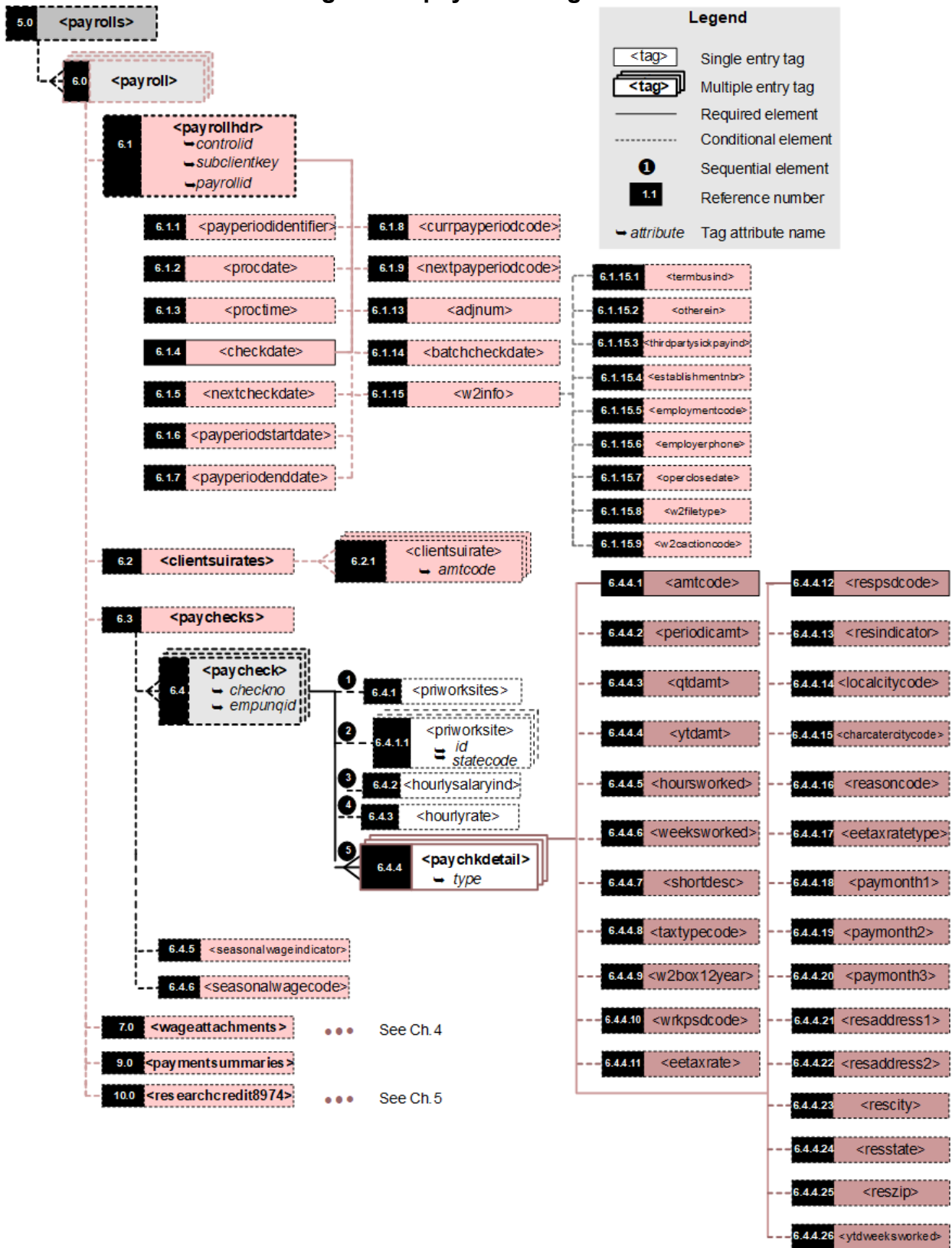
**Legend**

- <tag> Single entry tag
- <tag> Multiple entry tag
- Required element
- Conditional element
- ① Sequential element
- 1.1 Reference number
- attribute Tag attribute name

**Notes:**

1. As of the 2<sup>nd</sup> quarter 2011, the 4.3.21 <communitycode> subtag isn't used. The Pennsylvania requirement for political subdivision codes was split between two additional tags: 6.4.4.10 <wrkpsdcode> and 6.4.4.12 <respsdcode>.
2. As of 2011, the 4.3.28 <hireactcredit> subtag isn't used. It was only applicable to tax year 2010.
3. As of tax year 2014, the 4.3.20.14 <pensionstartdate> subtag for Puerto Rico isn't used.

Figure 4. <payrolls> Tag Structure



**Figure 5. <wageattachments> Tag Structure**

For more information, see *Chapter 4: Wage Attachment Disbursements Service* on page 101.

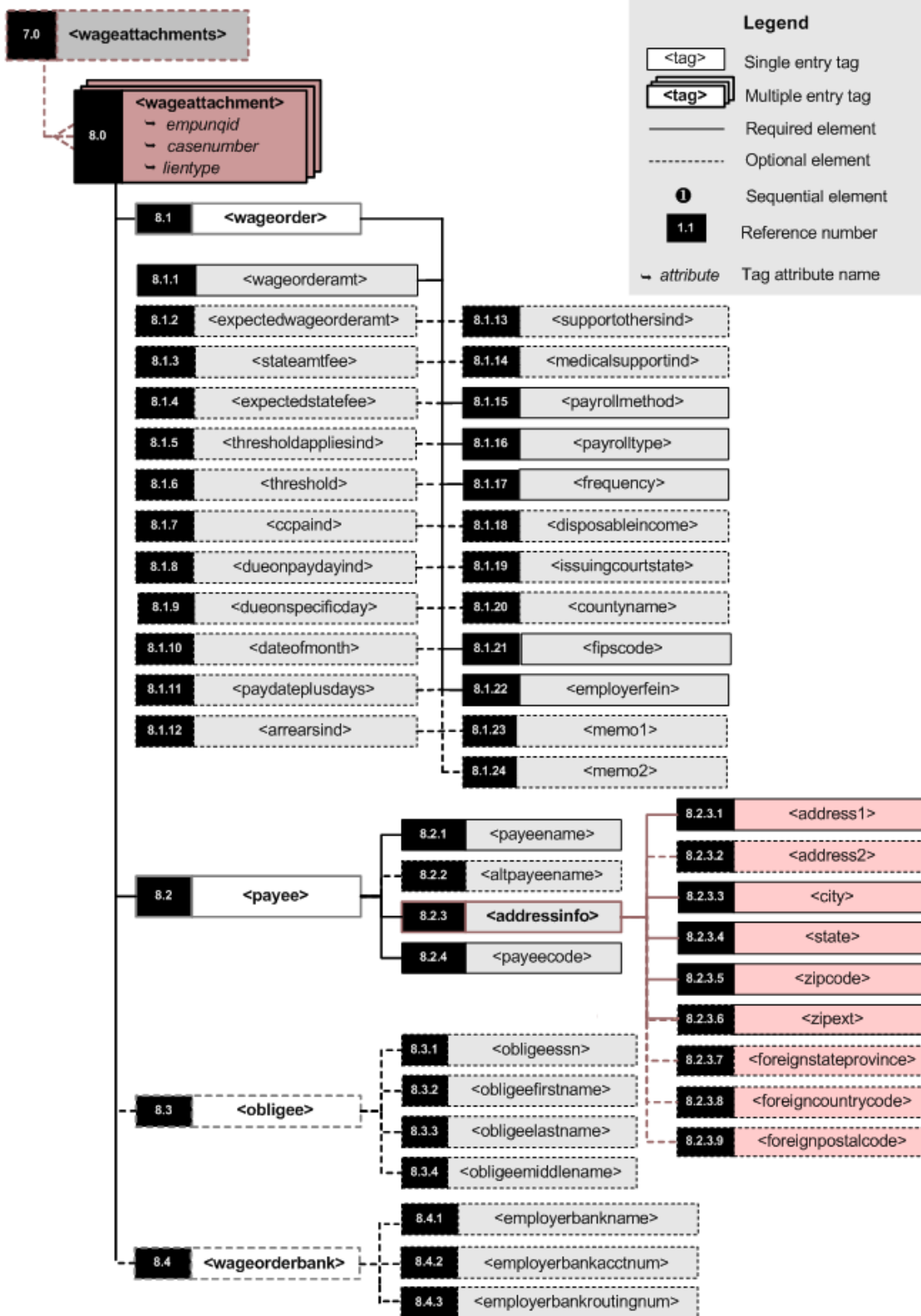


Figure 6. <paymentsummaries> Tag Structure

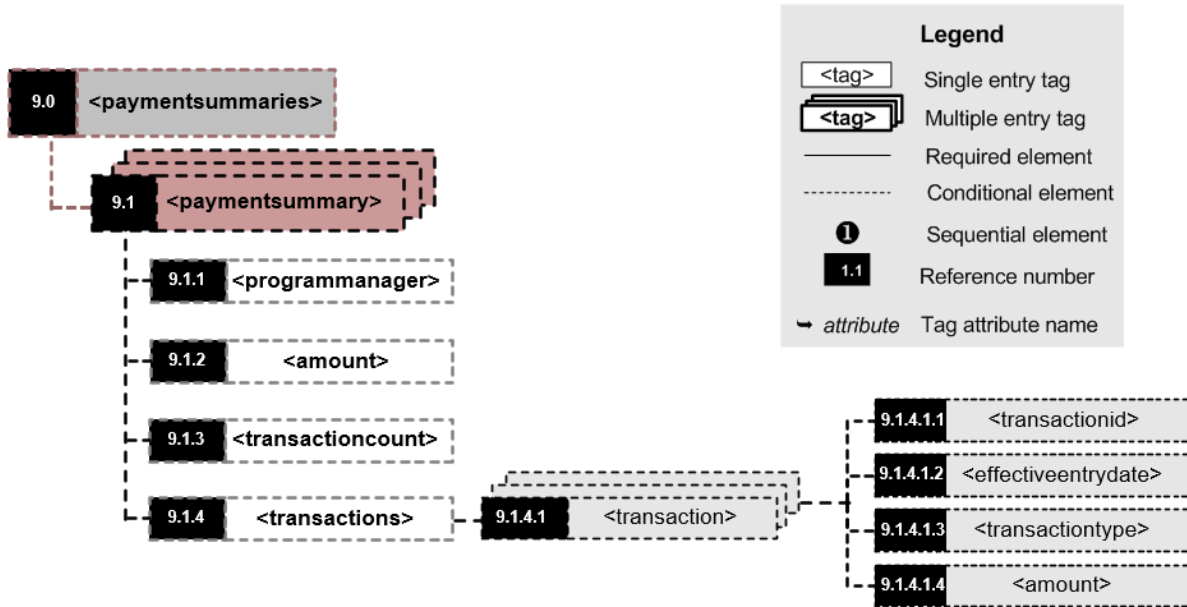
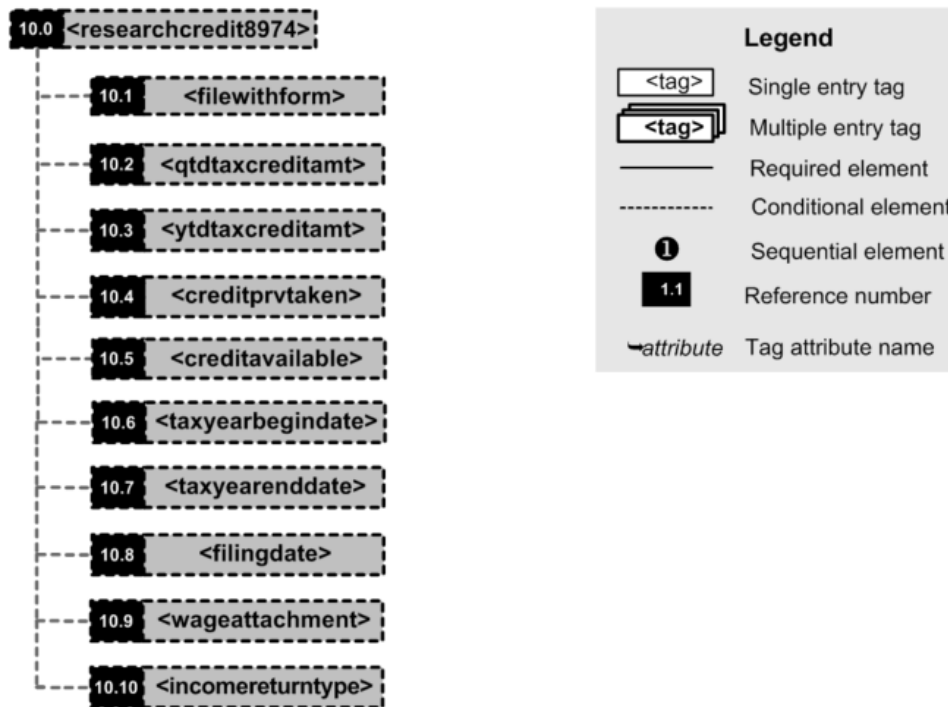


Figure 7. <researchcredit8974> Tag Structure

For more information, see *Chapter 5: Small Business Research Tax Credit* on page 117.



## Data Structure Tables

The data structure tables in this guide have a Use column that identifies the data tags and attributes used in on-demand, periodic, quarterly, and annual transmission files.

Valid entries include:

- **O** = On-demand  
For customers who use Dayforce Wallet only.
- **P** = Periodic
- **Q** = Quarterly
- **Y** = Annual

## File Description Tags

This section describes the Dayforce XML tags used for file identification and process control. These tags include `<interfacefile>`, `<controlinfo>`, and `<employer>`.

### 0.0 `<interfacefile>`

The `<interfacefile>` tag is the root tag in the Dayforce XML interface file. The purpose of this tag is to identify the contents as a Dayforce interface file.

The `<interfacefile>` tag is a required tag and must be the first tag in the XML file data structure. The final tag in the XML file must be `</interfacefile>`.

### Attributes

The `<interfacefile>` tag has attributes for file frequency and file type.

Attribute Example:

```
<interfacefile filefreq="periodic" filetype="production">
```

0.0 <code>&lt;interfacefile&gt;</code> : Attributes						
Ref #	Seq	Attributes	Use	Type	Format	Comments
0.0	N/A	filefreq	PQY	String	X(14)	Indicate frequency of file: <b>Periodic</b> <b>Quarterly</b> <b>Annual</b> <b>Initialization</b>
0.0	N/A	filetype	PQY	String	X(10)	Indicate type of file: <b>Production</b> <b>Test</b>

## Data Structure

The `<interfacefile>` tag includes the following subtags. They are arranged in a defined order sequence. Subtag information is summarized in the associated table.

Note that subtag `<employer>` can have multiple entries.

### Data Structure Example:

```
<interfacefile filefreq="periodic" filetype="production">
  <controlinfo> ... </controlinfo>
  <employer> ... </employer>
  <employer> ... </employer>
</interfacefile>
```

0.0 <interfacefile>: Subtags						
Ref #	Seq	Subtags	Use	Type	Format	Comments
1.0	1	<controlinfo>	PQY	See tag 1.0.		
2.0	2	<employer>	PQY	Multiple entries allowed, one per employer. See tag 2.0		

## 1.0 <controlinfo>

The `<controlinfo>` tag contains header information for the XML interface file. The `<controlinfo>` tag identifies the following:

- file submitter
- date submitted
- time submitted
- Dayforce XML schema version
- file control number
- contact information
- operating system
- Enterprise Resource Planning (ERP) software version number
- ERP database platform
- applied tax updates

This is a required tag and must be the first tag in the data structure after `<interfacefile>` tag.

## Data Structure

The <controlinfo> tag includes the following subtags. Subtag information is summarized in the associated table.

### Data Structure Example:

```
<controlinfo>
  <sourceofdata>PeopleSoft</sourceofdata>
  <collid>CES999</collid>
  <filecontrolid>ABC01234</filecontrolid>
  <date>2018-10-12</date>
  <time>17:02:09</time>
  <xmlfileversionspec>2020.4.0</xmlfilespecversion>
  <contact> ... </contact>
  <extractprogramversion>6.2.0</extractprogramversion>
  <operatingsystem>UNIX</operatingsystem>
  <erpversion>8.9</erpversion>
  <erpdatabase>DB2</erpdatabase>
  <appliedtaxupdates>14B</appliedtaxupdates>
</controlinfo>
```

1.0 <controlinfo>: Subtags						
Ref #	Seq	Subtags	Use	Type	Format	Comments
1.1	N/A	<sourceofdata>	PQY	String	X(10), variable length	The interface file's originating payroll system, such as, Lawson, PeopleSoft, SAP_HR, etc.
1.2		<collid>	PQY	String	X(6), variable length	Unique identifier for the collector of submitted payroll data. Assigned by Dayforce Tax Service.
1.3		<filecontrolid>	PQY	String	X(30), variable length	Identifies each submitted payroll file. Value assigned by data collector. Used for troubleshooting and audit trail creation.
1.4		<date>	PQY	Date	yyyy-mm-dd	Date file was created (hyphens required).
1.5		<time>	PQY	Time	hh:mm:ss	Time file was created (colons required).
1.6		<xmlfileversionspec>	PQY	String	X(10), variable length	Version of this document, such as <b>2020.4.0</b>
1.7		<contact>	PQY	See tag 1.7.		

1.0 <controlinfo>: Subtags						
Ref #	Seq	Subtags	Use	Type	Format	Comments
1.8		<extractprogramversion>	PQY	String	X(20), variable length	See tag 1.8.
1.9		<operatingsystem>	PQY	String	X(20), variable length	Operating system that the client's Enterprise Resource Planning (ERP) payroll system is running on. Examples include UNIX, Windows, AS400, Solaris, etc.
1.10		<erpversion>	PQY	String	X(10), variable length	Version number of the ERP software that the client is using for payroll.
1.11		<erpdatabase>	PQY	String	X(20), variable length	Database platform that the client is using for payroll, such as Oracle 10g, DB2, AS400, SQL Server, etc.
1.12		<appliedtaxupdates>	PQY	String	X(10), variable length	Version number of the latest tax updates that have been applied to the client's ERP payroll system.

## 1.7 <contact>

The <contact> tag contains reporting contact information in the event questions arise while processing the payroll tax file.

### Data Structure

The <contact> tag includes the following subtags. Subtag information is summarized in the associated table.

#### Data Structure Example:

```
<contact>
  <name>Joe Dokes</name>
  <email>jdokes@xyzcorp.com</email>
  <phone>949-123-4567</phone>
  <fax>949-123-4568</fax>
</contact>
```

1.7 <contact>: Subtags						
Ref #	Seq	Subtags	Use	Type	Format	Comments
1.7.1	N/A	<name>	PQY	String	X(40), variable length	Name of contact person.
1.7.2		<email>	PQY	String	X(40), variable length	Email of contact person.
1.7.3		<phone>	PQY	String	X(20), variable length	Area code and phone number of contact person.
1.7.4		<fax>	PQY	String	X(20), variable length	Area code and fax number of contact person.

## 1.8 <extractprogramversion>

The <extractprogramversion> tag contains the version identifier of the application creating this XML file. This is useful when attempting to resolve issues that may arise.

## Employer Information Tags

This section describes the Dayforce XML tags used for employer-specific information. These tags include `<employer>` and `<employerinfo>`.

### 2.0 `<employer>`

The `<employer>` tag contains the payroll tax data submitted by a single employer. Multiple `<employer>` tags can be included in a single Dayforce XML interface file, one for each employer reporting data. Multiple tags accommodate third-party services, such as payroll processing agencies and accounting firms, who collect employment-related data from various employers. The `<employer>` tag identifies the following:

- worksite information
- employee information
- payroll information
- annual information

The `<employer>` tag is a required tag. A minimum of one tag entry is required. Multiple tag entries are optional.

#### Attributes

The `<employer>` tag includes one attribute, `clientkey`. This is a required attribute that identifies the employer reporting tax payroll data. Enter client pay group or Dayforce collector client ID.

Attribute Example:

```
<employer clientkey="X888">
```

2.0 <code>&lt;employer&gt;</code> : Attributes						
Ref #	Seq	Attributes	Use	Type	Format	Comments
2.0	N/A	clientkey	PQY	String	X(100), variable length	Unique identifier for each employer served by the payroll tax data collector. Assigned by data collector. <b>Note:</b> If this identifier contains any alphabetic letters, they must all be in uppercase, such as TST888.

## Data Structure

The <employer> tag includes the following subtags. Although these subtags are optional individually, a minimum of one is required. If more than one subtag is included, then a defined order sequence is used. Subtag information is summarized in the associated table.

### Data Structure Example:

```
<employer clientkey="X888">
  <employername>Dayforce Tax Service</employername>
  <district> ... </district>
  <worksites> ... </worksites>
  <employees> ... </employees>
  <payrolls> ... </payrolls>
</employer>
```

2.0 <employer>: Subtags						
Ref #	Seq	Subtags	Use	Type	Format	Comments
2.1	1	<employername>	PQY	String	X(40), variable length	Employer name associated with the Client Key.
2.2	2	<district>	OPQY	String	X(3)	District code associated with the employer. For Dayforce Wallet customers only.
2.3	3	<kindofemplr>	Y	String	X(1)	Type of employer. Valid values are: <b>F</b> Federal <b>S</b> State/Local <b>T</b> Tax Exempt <b>Y</b> State/Local Tax Exempt <b>N</b> None Apply <b>Note:</b> For Puerto Rico, this field doesn't apply so the value of <b>N</b> should be used.
2.4	4	<depmedins>	Q	String	X(1)	Y/N indicator stating whether the employer provides dependent health insurance benefits to any employees.
2.5	5	<filingmethod>	Q	String	X(2)	For Seattle Expense Filing Method. <b>SP</b> Primary assigned method <b>SH</b> Hours Method
3.0	6	<worksites>	See tag 3.0.			
4.0	7	<employees>	See tag 4.0			
5.0	8	<payrolls>	See tag 5.0			

## Worksite Information Tags

This section describes the Dayforce XML tags used for worksite-specific information. These tags include `<worksites>` and `<worksite>`.

### 3.0 `<worksites>`

The `<worksites>` tag contains all the information for the reporting of employer's worksites.

#### Data Structure

The `<worksites>` tag includes one subtag, and it is required if the `<worksites>` tag is used. Subtag information is summarized in the associated table.

The subtag `<worksite>` can have multiple entries.

#### Data Structure Example:

```
<worksites>
  <worksite> ... </worksite>
  <worksite> ... </worksite>
</worksites>
```

3.0 <code>&lt;worksites&gt;</code> : Subtags						
Ref #	Seq	Subtags	Use	Type	Format	Comments
3.1	N/A	<code>&lt;worksite&gt;</code>	Q			Multiple entries allowed. See tag 3.1.

### 3.1 <worksite>

The <worksite> tag contains all information pertaining to a specific employer worksite.

The <worksite> tag is used because many states require worksite reporting from large employers or employers possessing multiple worksites within the state. This tag is also used to report employee level work information. A worksite is considered a facility such as a store, factory, warehouse, farm, office, depot, or headquarters.

Dayforce uses the worksite data to calculate the number of employees and total taxable wages by worksite. Worksite reporting is a supplement to basic payroll tax reporting.

Typically, the <worksite> tag is used to report changes to worksite information that already exists on the Dayforce database. It is also used initially to preload that information.

#### Attributes

The <worksite> tag includes two attributes, `id` and `statecode`, and both are required. The `id` attribute contains a state-assigned worksite reporting unit number. This is a unique number associated with each worksite an employer maintains within a state. The `statecode` attribute contains the standard U.S. Postal Service two-letter abbreviation for the U.S. state or territory where the worksite is located.

For reference, valid primary and secondary U.S. Bureau of Labor Statistics comment codes are listed in Appendix C: Worksite Comment Codes on page 143. Valid U.S. postal abbreviations are listed in Appendix B: State Abbreviation Table on page 141.

Attribute Example:

```
<worksite id="54321" statecode="CA">
```

3.1 <worksite>: Attributes						
Ref #	Seq	Attributes	Use	Type	Format	Comments
3.1	N/A	id	Q	String	X(5), variable length	Worksite reporting unit number. Assigned by state.
3.1		statecode	Q	String	X(2), fixed length	U.S. Postal Service code for U.S. states and territories. See Appendix B.

## Data Structure

The <worksite> tag includes the following subtags. Subtag information is summarized in the associated table.

### Data Structure Example:

```
<worksite id="54321" statecode="CA">
  <reportableind>Y</reportableind>
  <tradenname>Television Shed</tradenname>
  <description>Store #3249</description>
  <barcode>12</barcode>
  <comment> ... </comment>
  <addressinfo> ... </addressinfo>
</worksite>
```

3.1 <worksite>: Subtags						
Ref #	Seq	Subtags	Use	Type	Format	Comments
3.1.1	N/A	<reportableind>	Q	String	X(1)	Y/N indicator stating whether worksite is operating and reportable for the period.
3.1.2		<tradenname>	Q	String	X(35), variable length	Trade name of the employer division, subsidiary, or business unit associated with the worksite ID.
3.1.3		<description>	Q	String	X(35), variable length	A unique description of the <tradenname> entry. May be a store number, branch office name, or text such as "Garden Grove office," "headquarters," "factory," or "training facility."
3.1.4		<barcode>	Q	Integer	9(2), fixed length	2-digit worksite delivery point barcode. Assigned by the U.S. Postal Service.
3.1.5		<comment>	Q	See tag 3.1.5.		
3.1.6		<addressinfo>	Q	See tag 3.1.6.		

### 3.1.5 <comment>

The <comment> tag lists the reason(s) for any significant change in the number of worksite employees or the total wages paid to worksite employees. Such worksite changes include facility expansion, major layoffs, opening a new worksite, seasonal or permanent worksite closure, or the payment of annual bonuses.

Comment codes are used to identify the reason for the significant change. A free-form text entry allows for further explanation.

#### Attributes

The <comment> tag includes one attribute, `qtr`. This required attribute identifies the calendar year and quarter to which the worksite comment information applies. The calendar quarter is expressed as 01 = 1st quarter, 02 = 2nd quarter, 03 = 3rd quarter, and 04 = 4th quarter.

Attribute Example:

```
<comment qtr="200504">
```

3.1.5 <comment>: Attributes						
Ref #	Seq	Attributes	Use	Type	Format	Comments
3.1.5	N/A	qtr	Q	String	X(6), fixed length	Year and quarter (no hyphens).

#### Data Structure

The <comment> tag includes the following subtags, all of which are optional. Subtag information is summarized in the associated table.

For reference, valid primary and secondary U.S. Bureau of Labor Statistics comment codes are listed in Appendix C on page 143.

Data Structure Example:

```
<comment qtr="200504">
  <pricode>86</pricode>
  <seccode>16</seccode>
  <text>Office relocated to Ft. Lauderdale</text>
</comment>
```

3.1.5 <comment>: Subtags						
Ref #	Seq	Subtags	Use	Type	Format	Comments
3.1.5.1	N/A	<pricode>	Q	String	X(2), fixed length	Bureau of Labor Statistics primary comment code. See Appendix C.
3.1.5.2		<seccode>	Q	String	X(2), fixed length	Bureau of Labor Statistics secondary comment code. See Appendix C.
3.1.5.3		<text>	Q	String	X(50), variable length	Free-form text describing reasons for change in worksite employee count or wages.

### 3.1.6 <addressinfo>

The <addressinfo> tag describes the actual physical location of the worksite. A post office box or other address is not valid. For example, a shipyard operating in Long Beach, CA cannot use a corporate headquarters address in New York.

#### Data Structure

The <addressinfo> tag includes the following subtags. Subtag information is summarized in the associated table.

The subtags are designed to accommodate U.S. and international addresses. International addresses are identified by a country code.

For reference, valid country codes are listed in the Social Security Administration's (SSA) *Specifications for Filing Forms W-2 Electronically (EFW2)*, Appendix G.

For reference, valid U.S. state and territory abbreviations are listed in Appendix B on page 141.

#### Data Structure Example:

```
<addressinfo>
  <address1>17390 Brookhurst Street</address2>
  <address2>Fourth Floor</address2>
  <city>Fountain Valley</city>
  <state>CA</state>
  <zipcode>90025</zipcode>
  <zipext>0004</zipext>
</addressinfo>
```

3.1.6 <addressinfo>: Subtags						
Ref #	Seq	Subtags	Use	Type	Format	Comments
3.1.6.1	N/A	<address1>	Q	String	X(30), variable length	Worksite's mailing address. Enter street address or post office box information. This field corresponds to the U.S. Post Office regulations for Delivery Address.
3.1.6.2		<address2>	Q	String	X(25), variable length	Supplemental worksite address information. Enter Attention, Bldg#, Apt#, Mailbox#, etc. This field corresponds to the U.S. Postal Service's regulations for Location Address. Do NOT use this field for street address or P.O. Box information.
3.1.6.3		<city>	Q	String	X(28), variable length	City name.
3.1.6.4		<state>	Q	String	X(2), fixed length	U.S. Postal Service code for U.S. states and territories. See Appendix B.
3.1.6.5		<zipcode>	Q	String	X(5), fixed length	5-digit U.S. zip code.
3.1.6.6		<zipext>	Q	String	X(4), fixed length	4-digit U.S. zip code extension.
3.1.6.7		<foreignstateprovince>	Q	String	X(23), variable length	Non-U.S. state or province name.
3.1.6.8		<foreigncountrycode>	Q	String	X(2), fixed length	2-letter country code. See the SSA's <i>Specifications for Filing Forms W-2 Electronically (EFW2)</i> , Appendix G.
3.1.6.9		<foreignpostalcode>	Q	String	X(15), variable length	Tax. postal code.
3.1.6.10		<county>	Q	String	X(28), variable length	County name.

## Employee Information Tags

This section describes the Dayforce XML tags used for employee-specific information. These tags include `<employees>` and `<employee>`.

### 4.0 `<employees>`

The `<employees>` tag contains all the information for the reporting employer's employees. When used, this tag must precede the `<payrolls>` tag in the data structure.

#### Data Structure

The `<employees>` tag includes one subtag, and it is required if the `<employees>` tag is used. Subtag information is summarized in the associated table.

Note that the `<employee>` tag can have multiple entries.

Data Structure Example:

```
<employees>
  <employee> ... </employee>
  <employee> ... </employee>
</employees>
```

4.0 <code>&lt;employees&gt;</code> : Subtags						
Ref #	Seq	Subtags	Use	Type	Format	Comments
4.1	N/A	<code>&lt;employee&gt;</code>	Multiple entries allowed. See tag 4.1.			

### 4.1 `<employee>`

The `<employee>` tag contains employee-specific information for the reporting employer. This includes information such as:

- name
- address
- marital status
- Social Security number
- job title
- salaried versus hourly
- insurance or pension plan status

Typically, the `<employee>` tag is used to report changes to employee-specific information once it is initially preloaded in the database.

## Attributes

The `<employee>` tag includes one attribute, `empunqid`. This required attribute identifies each employee for an employer. It is a unique value generated automatically by an employer's payroll system.

**WARNING:** Any change to `empunqid` creates a new employee in the database. Existing employee `empunqid` information is not updated to the new identifier.

Attribute Example:

```
<employee empunqid="2222">
```

4.1 <employee>: Attributes						
Ref #	Seq	Attributes	Use	Type	Format	Comments
4.1	N/A	empunqid	PQY	String	X(20), variable length	Unique identifier for each employee. <b>Note:</b> If this identifier contains any alphabetic letters, they must all be in uppercase, such as HR1234.

## Data Structure

The `<employee>` tag includes the following subtags, and both are optional. Subtag information is summarized in the associated table.

Data Structure Example:

```
<employee empunqid="2222">
  <personal> ... </personal>
  <employment> ... </employment>
</employee>
```

4.1 <employee>: Subtags						
Ref #	Seq	Subtags	Use	Type	Format	Comments
4.2	N/A	<personal>	See tag 4.2.			
4.3		<employment>	See tag 4.3.			

## 4.2 <personal>

The <personal> tag contains employee personal information such as name, address, date of birth, gender, marital status, and Social Security number. This information is used for quarterly and annual reporting.

Typically, the <personal> tag is used to report changes to employee personal information once it is initially preloaded in the database.

### Data Structure

The <personal> data structure includes the following subtags. Subtag information is summarized in the associated table.

#### Data Structure Example:

```
<personal>
  <ssn>123-00-6789</ssn>
  <spousssn>987-00-4321</spousssn>
  <lastname>Galen</lastname>
  <middlename>D</middlename>
  <firstname>Jane</firstname>
  <namesuffix>MD</namesuffix>
  <dateofbirth>1960-06-15</dateofbirth>
  <gender>F</gender>
  <maritalstatus>M</maritalstatus>
  <deceasedind>N</deceasedind>
  <addressinfo> ... </addressinfo>
  <citizenship>1</citizenship>
  <secondlastname>Deweese</secondlastname>
  <emprelationship>0</emprelationship>
  <visaindicator>H-2b</visaindicator>
  <citizencode>US</citizencode>
</personal>
```

4.2 <personal>: Subtags						
Ref #	Seq	Subtags	Use	Type	Format	Comments
4.2.1	N/A	<ssn>	PQY	String	X(11), variable length	Employee's Social Security number. <b>Notes:</b> <ul style="list-style-type: none"> <li>In <b>Periodic</b> files, required <i>only</i> for the following customers: <ul style="list-style-type: none"> <li>New Hire Reporting customers</li> <li>Wage Attachment Disbursements customers</li> <li>Customers with employees in Illinois</li> </ul> </li> <li>In <b>Quarterly</b> and <b>Annual</b> files, required for all customers.</li> </ul>
4.2.2		<spousssn>	Y	String	X(11), variable length	Employee spouse's Social Security number. Required for Puerto Rico only if Status= <b>M</b> .
4.2.3		<lastname>	PQY	String	X(30), variable length	Employee's last name. <b>Notes:</b> <ul style="list-style-type: none"> <li>For New Hire Reporting customers, required (R) in Periodic files and optional (O) in Quarterly and Annual files.</li> <li>For all other customers <i>with</i> employees in Illinois, required (R) in Periodic files and optional (O) in Quarterly and Annual files.</li> <li>For all other customers <i>without</i> employees in Illinois, optional (O) in Periodic, Quarterly, and Annual files.</li> </ul>
4.2.4		<middlename>	PQY	String	X(30), variable length	Employee's middle name or initial. <b>Note:</b> For New Hire Reporting customers and all other customers, optional (O) in Periodic, Quarterly, and Annual files.
4.2.5		<firstname>	PQY	String	X(30), variable length	Employee's first name. <b>Notes:</b> <ul style="list-style-type: none"> <li>For New Hire Reporting customers, required (R) in Periodic files and optional (O) in Quarterly and Annual files.</li> <li>For all other customers <i>with</i> employees in Illinois, required (R) in Periodic files and optional (O) in Quarterly and Annual files.</li> <li>For all other customers <i>without</i> employees in Illinois, optional (O) in Periodic, Quarterly, and Annual files.</li> </ul>

4.2 <personal>: Subtags						
Ref #	Seq	Subtags	Use	Type	Format	Comments
4.2.6		<namesuffix>	PQY	String	X(4), variable length	Employee's suffix name (for example, "Jr" or "III").
4.2.7		<dateofbirth>	PQY	Date	yyyy-mm-dd	Date of birth (hyphens required). <b>Notes:</b> <ul style="list-style-type: none"> <li>For New Hire Reporting customers, required (R) in Periodic files and Quarterly files.</li> <li>For all other customers, optional (O) in Periodic and required (R) in Quarterly and Annual files.</li> </ul>
4.2.8		<gender>	PQ	String	X(1)	Employee's gender. Enter one of the following codes: <b>M</b> = Male <b>F</b> = Female <b>U</b> = Other <ul style="list-style-type: none"> <li>For New Hire Reporting customers, required (R) in Periodic files and optional (O) in Quarterly files.</li> <li>For all other customers, optional (O) in Periodic and Quarterly files.</li> </ul>
4.2.9		<maritalstatus>	QY	String	X(1)	See tag 4.2.9. Required for Puerto Rico and required quarterly for Northern Marianas.
4.2.10		<deceasedind>	Y	String	X(1)	Y/N indicator stating if the employee was deceased during reporting period.
4.2.11		<addressinfo>	PQY			See tag 4.2.11. Required for Wage Attachment and New Hire Reporting.
4.2.12		<citizenship>	Q	String	X(1)	Enter one of the following codes: <b>1</b> = U.S. citizen <b>2</b> = Non-citizen with permanent residence ID card issued by the United States Immigration and Naturalization Service (USINS) <b>3</b> = Alien holding temporary or indefinite work permit
4.2.13		<secondlastname>	Q	String	X(30), variable length	<i>For Puerto Rico only.</i> Enter the employee's second last name. Per Puerto Rico, this represents the employee's maternal second last name.

4.2 <personal>: Subtags						
Ref #	Seq	Subtags	Use	Type	Format	Comments
4.2.14		<emprelationship>	Q	String	X(2), variable length	<p><i>For District of Columbia only.</i> Enter the appropriate code noted for the employee relationship to the owner or officer of the business.</p> <p><b>0</b> = Worker/Employee. There is no relationship between the employee and the employer.</p> <p><b>1</b> = Owner or Officer. The employee is an owner or officer of the business.</p> <p><b>2</b> = Spouse of Owner or Officer. The employee is a spouse of an owner or officer of the business.</p> <p><b>3</b> = Parent/Grandparent of Owner or Officer. The employee is a parent or grandparent of an owner or officer of the business.</p> <p><b>4</b> = Child of Owner or Officer. The employee is a child of an owner or officer of the business.</p> <p><b>5</b> = Sibling of Owner or Officer. The employee is a sibling of an owner or officer of the business.</p> <p><b>6</b> = Board Member. The employee is a board member of the business.</p>
4.2.15		<visaindicator>	QY	String	X(10), variable length	<p><i>For Michigan only.</i> If employee is under a specific Visa, enter one of the following codes. Otherwise, do not send.</p> <p><i>For MP (Northern Marianas) annual files only:</i> Enter the exact Visa Type/Class listed on the employee's visa issued by the U.S. Department of State.</p> <p><b>01</b> = J1 Visa</p> <p><b>02</b> = H-2B Visa</p>
4.2.16		<citizencode>	Y	String	X(2), fixed	<p><i>For MP (Northern Marianas) only:</i> Enter the employee's citizenship code. Refer to the <i>2020 Publication IOC</i> at: <a href="https://finance.gov.mp/forms.php">https://finance.gov.mp/forms.php</a></p>

#### 4.2.9 <maritalstatus>

The <maritalstatus> tag lists an employee's marital status. This is an optional tag but required for Puerto Rico and required quarterly for Northern Marianas.

Valid entries for this tag include:

- **S** = single, divorced
- **M** = married, separated
- **H** = married but withholding at the higher single rate

### 4.2.11 <addressinfo>

The <addressinfo> tag lists an employee's residence or mailing address. A post office box is an acceptable entry.

The <addressinfo> tag is required if the periodic file includes Wage Attachment or New Hire Reporting records.

#### Data Structure

The <addressinfo> tag includes the following subtags. Subtag information is summarized in the associated table.

The subtags are designed to accommodate U.S. and international addresses. International addresses are identified by a country code.

For reference, valid country codes are listed in the SSA's *Specifications for Filing Forms W-2 Electronically (EFW2)*, Appendix G.

For reference, valid U.S. state and territory abbreviations are listed in Appendix B of this document on page 141, or in Appendix F of the SSA's *Specifications for Filing Forms W-2 Electronically (EFW2)*.

#### Data Structure Example:

```
<addressinfo>
  <address1>Ave Padre Kino 10159</address1>
  <address2>Zona Rio</address2>
  <city>Tijuana</city>
  <foreignstateprovince>BC</foreignstateprovince>
  <foreigncountrycode>MX</foreigncountrycode>
  <foreignpostalcode>22320</foreignpostalcode>
</addressinfo>
```

4.2.11 <addressinfo>: Subtags						
Ref #	Seq	Subtags	Use	Type	Format	Comments
4.2.11.1	N/A	<address1>	PQY	String	X(40), variable length	Employee's mailing address. Enter street address or post office box information. This field corresponds to the U.S. Post Office regulations for Delivery Address. <b>Note:</b> For New Hire Reporting customers and all other customers, required (R) in Periodic, Quarterly, and Annual files.

4.2.11 <addressinfo>: Subtags						
Ref #	Seq	Subtags	Use	Type	Format	Comments
4.2.11.2		<address2>	PQY	String	X(30), variable length	Supplemental employee address information. Enter such details as Attention, Bldg#, Apt#, or Mail Box#. This field corresponds to the U.S. Post Office regulations for Location Address. Do NOT use this field for street address or post office box information. <b>Note:</b> For New Hire Reporting customers and all other customers, optional (O) in Periodic, Quarterly, and Annual files.
4.2.11.3		<city>	PQY	String	X(28), variable length	Employee's residence city. <b>Note:</b> For New Hire Reporting customers and all other customers, required (R) in Periodic, Quarterly, and Annual files.
4.2.11.4		<state>	PQY	String	X(2), fixed length	U.S. Postal Service code for U.S. states and territories. See Appendix B. <b>Note:</b> For New Hire Reporting customers and all other customers, required (R) in Periodic, Quarterly, and Annual files.
4.2.11.5		<zipcode>	PQY	String	X(5), fixed length	Employee's residence 5-digit U.S. zip code. <b>Note:</b> For New Hire Reporting customers and all other customers, required (R) in Periodic, Quarterly, and Annual files.
4.2.11.6		<zipext>	PQY	String	X(4), fixed length	Employee's residence 4-digit U.S. zip code extension. <b>Note:</b> For New Hire Reporting customers and all other customers, optional (O) in Periodic, Quarterly, and Annual files.

4.2.11 <addressinfo>: Subtags						
Ref #	Seq	Subtags	Use	Type	Format	Comments
4.2.11.7		<foreignstateprovince>	PQY	String	X(23), variable length	<p>Non-U.S. state or province name.</p> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>• For New Hire Reporting customers, conditional (C). Required (R) in Periodic files only if employee resides in a foreign country. Optional (O) in Quarterly and Annual files.</li> <li>• For all other customers, optional (O) in Periodic, Quarterly, and Annual files.</li> </ul>
4.2.11.8		<foreigncountrycode>	PQY	String	X(2), fixed length	<p>2-letter country code. See the SSA's <i>Specifications for Filing Forms W-2 Electronically (EFW2)</i>, Appendix G.</p> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>• For New Hire Reporting customers, conditional (C). Required (R) in Periodic files only if employee resides in a foreign country. Optional (O) in Quarterly and Annual files.</li> <li>• For all other customers, optional (O) in Periodic, Quarterly, and Annual files.</li> </ul>
4.2.11.9		<foreignpostalcode>	PQY	String	X(15), variable length	Tax. postal code.

## 4.3 <employment>

The <employment> tag contains employment-specific information for an employee such as occupation code, job title, work classification, hire data, termination date, insurance plan coverage, and retirement plan coverage. Typically, the <employment> tag is used to report changes to employment-specific information once it is initially preloaded in the database.

### Data Structure

The <employment> tag includes the following subtags. Subtag information is summarized in the associated table.

#### Data Structure Example:

```
<employment>
  <empnumber>2222</empnumber>
  <statutoryind>N</statutoryind>
  <status>T</status>
  <seasonalworkerflag>N</seasonalworkerflag>
  <pensionplanind>Y</pensionplanind>
  <hiredate>1977-03-07</hiredate>
  <termdate>1999-07-03</termdate>
  <areacode>02</areacode>
  <sdiflag>S</sdiflag>
  <privatesdi>N</privatesdi>
  <occupcodeortitle>Physician</occupcodeortitle>
  <workerscomprate>3.95</workerscomprate>
  <workerscompexempt>Y</workerscompexempt>
  <eeclasscodeind>P</eeclasscodeind>
  <classcode>6211</classcode>
  <corpofficertype>0</corpofficertype>
  <coveragetyp>U</coveragetyp>
  <deferredcompind>Y</deferredcompind>
  <w2info> ... </w2info>
  Note: Additional tags follow sequence below.
</employment>
```

4.3 <employment>: Subtags						
Ref #	Seq	Subtags	Use	Type	Format	Comments
4.3.1	N/A	<empnumber>	Optional	String	X(20), variable length	Employee's ID number. Assigned by employer.
4.3.2		<statutoryind>	Y	String	X(1)	Y/N indicator stating whether the worker is a "statutory employee" under IRS regulations.
4.3.3		<status>	Q	String	X(1)	See tag 4.3.3. Guam and MO only.
4.3.4		<seasonalworkerflag>	Q	String	X(1)	Y/N indicator stating whether the employee is seasonally employed. CO, ME, NC only.

4.3 <employment>: Subtags						
Ref #	Seq	Subtags	Use	Type	Format	Comments
4.3.5		<pensionplanind>	Y	String	X(1)	Y/N indicator stating whether the employee is covered by company pension plan.
4.3.6		<hiredate>	Q	Date	yyyy-mm-dd	Date of hire (hyphens required). <b>Notes:</b> <ul style="list-style-type: none"> <li>• For New Hire Reporting customers, required (R) in Periodic files and Quarterly files.</li> <li>• For all other customers, (O) in Periodic files and required (R) in Quarterly files.</li> </ul>
4.3.7		<termdate>	Q	Date	yyyy-mm-dd	Date of termination (hyphens required).
4.3.8		<areacode>	QY	String	X(2), fixed length	2-digit employee geographic code. <i>For AK only:</i> state-assigned <b>For MP (Northern Marianas) only - Required in annual files:</b> Enter employee work location code: <b>20</b> - Saipan <b>21</b> - Rota <b>22</b> - Tinian <b>23</b> - Northern Islands
4.3.9		<sdiflag>	Q	String	X(1)	See tag 4.3.9. CA, NJ, PR, RI only.
4.3.10		<privatesdi>	QY	String	X(1)	Y/N indicator stating whether the employee is covered by private disability insurance. NJ only.

4.3 <employment>: Subtags						
Ref #	Seq	Subtags	Use	Type	Format	Comments
4.3.11		<occupcodeortitle>	PQY	String	X(20)	<p><b>Important!</b> This tag is no longer used. The XML file has transitioned to process data from 4.3.46 &lt;jobs&gt; rather than from 4.3.11 &lt;occupcodeortitle&gt;.</p> <p><b>For AK (Alaska) only – Required in Quarterly files:</b> 6-digit or 8-digit Bureau of Labor Standard Occupational Classification (SOC) system code, with or without hyphens and periods are acceptable. No Titles.</p> <p><b>For LA (Louisiana) only – Required in Quarterly files:</b> Enter one of the following.</p> <ul style="list-style-type: none"> <li>6-digit or 8-digit Bureau of Labor Standard Occupational Classification (SOC) system code, with or without hyphens and periods are acceptable.</li> <li>Job title.</li> </ul> <p><b>For NE (Nebraska), VI (Virgin Islands), WA (Washington), WV (West Virginia only – Required in Quarterly files:</b> Specific job title.</p> <p><b>For SC (South Carolina) and IN (Indiana) only – Required in Quarterly files:</b> Enter 6-digit Bureau of Labor Standard Occupational Classification (SOC) system code, without hyphens.</p> <p><b>For MP (Northern Marianas) – Required in Annual files:</b> Enter 8-digit occupational code.</p> <p><b>For New Hire Reporting customers:</b> Job title or occupational code is always required for all states in Periodic files and only required in Quarterly files for AK, LA, and VI.</p>
4.3.12		<workerscomprate>	Q	Decimal	9(6,4), variable length	<p>Rate assessed by state for workers' compensation coverage for employee class code. Employees within the same class code must have the same rate. Do not include percentage sign (%). For example, enter 3.95% as: <b>3.95</b></p> <p>WY only.</p>

4.3 <employment>: Subtags						
Ref #	Seq	Subtags	Use	Type	Format	Comments
4.3.13		<workerscompexempt>	Q	String	X(1)	Y/N indicator stating whether the employee is exempt from workers compensation.
4.3.14		<eeclasscodeind>	Q	String	X(1)	See tag 4.3.14. WY only.
4.3.15		<classcode>	QY	String	X(6), fixed length	6-digit North American Industrial Classification (NAIC) employee class code. <i>For WY (Wyoming):</i> Quarterly only. <i>For MP (Northern Marianas) only:</i> Annual only.
4.3.16		<corpofficertype>	Q	String	X(1)	See tag 4.3.16. CO, MA, MN, NC, NM, SC, WA, WY only.
4.3.17		<coveragetype>	Q	String	X(1)	See tag 4.3.17. WY only.
4.3.18		<deferredcompind>	Y	String	X(1)	Y/N indicator stating whether the employer made deferred compensation contributions on the employee's behalf. NJ only.
4.3.20		<w2info>	Y	String		See tag 4.3.20
4.3.21		<communitycode>	QY	String	X(20)	<b>Note: This tag is no longer used as of 2nd quarter 2011.</b> The Pennsylvania requirement for political subdivision codes has been split between two additional tags: <ul style="list-style-type: none"> <li>• &lt;wrkpsdcode&gt; - See tag 6.4.4.10.</li> <li>• &lt;respsdcode&gt; - See tag 6.4.4.12.</li> </ul>
4.3.22		<healthcarecoverage>	Q	String	X(1)	Y/N indicator stating whether the employee is covered for healthcare. VT only.
4.3.23		<seasonalperiodstart>	Q	Date	yyyy-mm-dd	Seasonal period start date as defined by the Department of Labor. For businesses defined as seasonal. ME only.

4.3 <employment>: Subtags						
Ref #	Seq	Subtags	Use	Type	Format	Comments
4.3.24		<seasonalperiodend>	Q	Date	yyyy-mm-dd	Seasonal period end date as defined by the Department of Labor. For businesses defined as seasonal. ME only.
4.3.25		<paycycleper>	PQ	String	X(1)	Enter one of the following codes to specify the pay cycle for the value entered for <regularpayrate> as described in the next row: <b>1</b> = per hour <b>2</b> = per week <b>3</b> = bi-weekly <b>4</b> = semi-monthly <b>5</b> = monthly <b>6</b> = annual <b>Notes:</b> <ul style="list-style-type: none"> <li>For New Hire Reporting customers, required (R) in Periodic files and Quarterly files.</li> <li>For all other customers, optional (O) in Periodic files and required (R) in Quarterly files.</li> </ul>
4.3.26		<regularpayrate>	PQ	Decimal	9(13,2) variable length	Enter regular rate of pay, exclusive of overtime. <b>Notes:</b> <ul style="list-style-type: none"> <li>For New Hire Reporting customers, required (R) in Periodic files and Quarterly files.</li> <li>For all other customers, optional (O) in Periodic files and required (R) in Quarterly files.</li> </ul>
4.3.27		<otherflag>	Q	String	X(1)	Enter appropriate flag for employee. MA, MI, NJ, WA, and WI only. See tag 4.3.27
4.3.28		<hireactcredit>	Q	String	X(1)	<b>Note: This subtag was only applicable to tax year 2010, so it is no longer used, as of 2011.</b> Y/N indicator stating whether employee is eligible for Federal HIRE Act credit. See tag 4.3.28

4.3 <employment>: Subtags						
Ref #	Seq	Subtags	Use	Type	Format	Comments
4.3.29		<unemployment_exempt>	Q	String	X(1)	Y/N indicator stating whether employee is exempt from unemployment insurance benefits or elects non-unemployment insurance benefit coverage. See tag 4.3.29
4.3.30		<seasonaleecode>	Q	String	X(2), fixed length	For Indiana only. <ul style="list-style-type: none"> <li>For seasonal employees, enter the Seasonal Employee code assigned by the Indiana Department of Workforce Development (DWD).</li> <li>For non-seasonal employees, enter blanks.</li> </ul>
4.3.31		<rehiredate>	PQ	Date	yyyy- mm-dd	For all customers, required (R) if the employee was rehired.
4.3.32		<payfrequency>	P	String	X(1)	For New Hire Reporting customers only, enter the employee's pay frequency: <b>W</b> = Weekly <b>B</b> = Bi-weekly <b>S</b> = Semi-Monthly <b>M</b> = Monthly
4.3.33		<baseforecasthours>	P	Decimal	9(4,2), variable length	For New Hire Reporting customers only, enter the employee's projected number of work hours based on reporting frequency. Normally 40, 80, 86.67, or 173.33 hours to match employee's pay frequency. <b>Examples:</b> 40 hours is 004000 37.5 hours is 003750
4.3.34		<fullparttimeflag>	PQ	String	X(1), fixed length	For New Hire Reporting customers, required (R) in Periodic files and Quarterly files; indicate whether employee is working full-time or part-time. For all other customers, optional (O) in Periodic Files and <b>required</b> (R) in Quarterly files; indicate whether employee is working full-time or part-time. <b>F</b> = Full-time <b>P</b> =Part-time

4.3 <employment>: Subtags						
Ref #	Seq	Subtags	Use	Type	Format	Comments
4.3.35		<workstate>	P	String	X(2), fixed length	For New Hire Reporting customers only, enter U.S. Postal Service code for U.S. state or territory where the employee actually works.
4.3.36		<empmedicalins>	P	String	X(1), fixed length	For New Hire Reporting customers only, Y/N indicator stating whether employee has <i>purchased</i> medical insurance from employer.
4.3.37		<empmedicalinsdate>	P	Date	yyyy- mm-dd	For New Hire Reporting customers only, enter effective date of employee's medical insurance if the value for <empmedicalins> is <b>Y</b> .  <b>Caution:</b> Do not include the <empmedicalinsdate> tag in the file if the value for <empmedicalins> is <b>N</b> . A null date tag will generate an upload error.
4.3.38		<depmedicalins>	P	String	X(1), fixed length	For New Hire Reporting customers only, Y/N indicator stating whether employee has <i>purchased</i> family medical insurance from employer.
4.3.39		<depmedicalinsdate>	P	Date	yyyy- mm-dd	For New Hire Reporting customers only, enter effective date of employee's family medical insurance if the value for <depmedicalins> is <b>Y</b> .  <b>Caution:</b> Do not include the <depmedicalinsdate> tag in the file if the value for <depmedicalins> is <b>N</b> . A null date tag will generate an upload error.
4.3.40		<empmedinsavail>	P	String	X(1), fixed length	For New Hire Reporting customers only, Y/N indicator stating whether employee medical insurance is available from the employer, regardless of the waiting period.
4.3.41		<empmedinsqualdate>	P	Date	yyyy- mm-dd	For New Hire Reporting customers only, enter the date the employee became qualified for medical insurance if the value for <empmedinsavail> is <b>Y</b> .  <b>Caution:</b> Do not include the <empmedinsqualdate> tag in the file if the value for <empmedinsavail> is <b>N</b> . A null date tag will generate an upload error.

4.3 <employment>: Subtags						
Ref #	Seq	Subtags	Use	Type	Format	Comments
4.3.42		<depmedinsavail>	P	String	X(1), fixed length	For New Hire Reporting customers only, Y/N indicator stating whether family medical insurance is available from employer, regardless of the waiting period.
4.3.43		<depmedinsqualdate>	P	Date	yyyy- mm-dd	For New Hire Reporting customers only, enter the date the employee became qualified for family medical insurance if the value for <depmedinsavail> is Y. <b>Caution:</b> Do not include the <depmedinsqualdate> tag in the file if the value for <depmedinsavail> is N. A null date tag will generate an upload error.
4.3.44		<indcontractorflag>	P	String	X(1), fixed length	For New Hire Reporting customers only, Y/N indicator stating whether employee is an independent contractor.
4.3.45		<otherempcode>	Y	String	X(3)	For MP (Northern Marianas) only: Enter the number of days worked outside of MP.
4.3.46		<jobs>	PQY			See tag 4.3.46
4.3.47		<replacementemployee>	Q	String	X(1)	For Paid Leave Oregon only: Enter Y if the employee was hired as a replacement worker for an employee taking paid family or paid medical leave. Otherwise, enter N.
4.3.48		<workstartdate>	P	Date	yyyy- mm-dd	For New Hire Reporting customers only. Enter the first date that services for remuneration were performed by the employee.
4.3.49		<workfromhomeind>	Q	String	X(1)	For Regional Income Tax Agency (RITA), Ohio. Enter the valid indicator: Y = Employee works from home N = Employee works at work location Q = Employee works at qualified remote work location
4.3.50		<tippedoccupationcode>	Y	String	X(4), variable length	Enter the Treasury Tipped Occupation Code for employees earning qualified tips as defined in H.R.1 One Big Beautiful Bill.

### 4.3.3 <status>

The <status> tag indicates an employee's status. This tag is required for Guam (GU) and Missouri (MO).

Valid entries include:

Guam (GU)
A = Active
C = Corrected
T = Terminated

Missouri (MO)
P = Probationary Code
<b>Note:</b> For Missouri, enter code <b>P</b> if the worker was employed on a TEST or TRIAL basis and was employed no longer than 28 consecutive calendar days. If this code is present for the employee, a termination date must also be provided. See tag 4.3.7.

### 4.3.9 <sdiflag>

The <sdiflag> tag indicates whether the employee is covered under a state disability insurance plan. This is an optional tag, but required for CA, NJ, PR, and RI.

CA notes whether the employee is covered under a state disability insurance, state unemployment insurance, both, or neither. These codes are referred to as "Wage Plan Codes." Valid entries for CA are:

- **S** = State Plan for Disability Insurance and Unemployment Insurance
- **U** = State Plan for Unemployment Insurance, Voluntary Plan for Disability Insurance
- **J** = State Plan for Disability Insurance, exempt from Unemployment Insurance
- **L** = Voluntary Plan for Disability Insurance, exempt from Unemployment Insurance
- **R** = State Plan for Unemployment Insurance, exempt from Disability Insurance. This applies only to sole stockholders who claim an exemption, third-party sick pay recipients who claim an exemption, and employees who claim a religious exemption.
- **A** = State Plan for Unemployment Insurance, for public entity employees only.
- **P** = Personal income tax only

Valid entries for NJ, PR, and RI are:

- **Y** = Yes
- **N** = No

### 4.3.14 <eeclasscodeind>

The <eeclasscodeind> tag indicates the type of workers compensation exemption. This is an optional tag but required for WY.

Valid entries for WY include:

- **C** = Corporate Officer
- **G** = Government
- **I** = Inmate
- **J** = Job Training Program
- **S** = School to Work
- **V** = Volunteer
- **W** = Welfare

### 4.3.16 <corpofficertype>

The <corpofficertype> tag indicates whether the employee is a corporate officer. This is an optional tag, but required for CO, MA, MN, NC, NM, WA, and WY.

**Note:** For Colorado, Massachusetts, New Mexico, and South Carolina tag indicates whether the employee is an owner **or** officer.

Valid entries for CO, MA, MN, NC, NM, SC, and WA are:

- **Y** = Yes
- **N** = No

WY notes the type of corporate officer. Valid entries for WY include:

- **P** = President
- **V** = Vice President
- **S** = Secretary
- **T** = Treasurer
- **O** = Other Officer

### 4.3.17 <coveragetype>

The <coveragetype> tag indicates whether an employee has state unemployment insurance and/or workers compensation coverage. This tag is required for WY.

Valid entries for WY include:

- **U** = Unemployment Insurance only
- **W** = Workers Compensation only
- **B** = Both

### 4.3.20 <w2info>

The <w2info> tag contains all the employee information for annual W-2 processes.

#### Data Structure

The <w2info> tag includes the following subtags. Subtag information is summarized in the associated table.

#### Data Structure Example:

```
<w2info>
  <empseqnbr> ... </empseqnbr>
  <controlnbr> ... </controlnbr>
  <reissueflag> ... </reissueflag>
  <privatesdiid> ... </privatesdiid>
  <customfield> ... </customfield>
  <thirdpartysickpayind> ... </thirdpartysickpayind>
  <altsort1> ... </altsort1>
  <altsort2> ... </altsort2>
  <altsort3> ... </altsort3>
  <altsort4> ... </altsort4>
  <altsort5> ... </altsort5>
  <w2cactioncode> ... </w2cactioncode>
  <whallowance> ... </whallowance>
</w2info>
```

4.3.20 <w2info>: Subtags						
Ref #	Seq	Subtags	Use	Type	Format	Comments
4.3.20.1	N/A	<empseqnbr>	Y	Number	9(9)	Enter the serial number of the 499R/W2-PR form. This is also called the Puerto Rico Employee Sequential Number. Field must contain 9 characters, leading zeros OK.
4.3.20.2		<controlnbr>	Y	String	X(20)	Enter the customer assigned Control Number. For W-2 Print customers only.
4.3.20.3		<reissueflag>	Y	String	X(1)	Type <b>Y</b> for reissued W-2. Otherwise, leave blank. For W-2 print customers only.
4.3.20.4		<privatesdiid>	Y	String	X(14)	State disability private plan identification number assigned by the state. Required for NJ when applicable.
4.3.20.5		<customfield>	Optional	String	X(15)	Employee W-2 Print customers only. Use only with Print Service agreement.
4.3.20.6		<thirdpartysickpayind>	Y	String	X(1)	Type <b>Y</b> for third-party sick pay regardless of who provides the W2, the employer or third-party.

4.3.20 <w2info>: Subtags						
Ref #	Seq	Subtags	Use	Type	Format	Comments
4.3.20.7		<altsort1>	Y	String	X(5)	Enter Alternate Sort Field data. For W2 Print customers only. Otherwise leave blank.
4.3.20.8		<altsort2>	Y	String	X(5)	Same as 4.3.20.7.
4.3.20.9		<altsort3>	Y	String	X(5)	Same as 4.3.20.7.
4.3.20.10		<altsort4>	Y	String	X(5)	Same as 4.3.20.7.
4.3.20.11		<altsort5>	Y	String	X(10)	Same as 4.3.20.7.
4.3.20.12		<w2caactioncode>	Y	String	X(1)	Reserved for upcoming W2C processing enhancement. Not required at this time.
4.3.20.13		<whallowance>	QY	Number	9(2)	Number of Exemptions claimed on Form W-4 Employee's Withholding Allowance Certificate. Exempt status, enter <b>99</b> . <b>Required quarterly for Northern Marianas.</b>
4.3.20.14		<pensionstartdate>	Y	Date	yyyy-mm-dd	<b>No longer used as of tax year 2014 – originally required for Puerto Rico.</b>
4.3.20.15		<privfamilyleavenbr>	Y	String	X(14)	Private Family Leave Insurance Plan number. Required for New Jersey when applicable. See also the New Jersey requirements for 4.3.27.
4.3.20.16		<qualifiedphysicianind>	Y	String	X(1)	Type <b>1</b> if remuneration payment to employee includes services rendered as a qualified physician under Act 14-2017. <b>Required for Puerto Rico.</b>
4.3.20.17		<domesticservicesind>	Y	String	X(1)	Type <b>1</b> if remuneration payment to employee includes domestic services. <b>Required for Puerto Rico.</b>

4.3.20 <w2info>: Subtags						
Ref #	Seq	Subtags	Use	Type	Format	Comments
4.3.20.18		<otherservicesind>	Y	String	X(1)	Type: <b>1</b> Services rendered outside the course of the employer's trade or business. <b>2</b> Compensation or indemnification received by an employee due to dismissal. <b>3</b> Compensation received by a teleworker. <b>4</b> Compensation received by university student, recently graduated person for internship or research experience. <b>5</b> Other Use 4.3.20.19 <otherservicesdesc> to indicate the payment concept. Otherwise, leave blank. <b>Required for Puerto Rico.</b>
4.3.20.19		<otherservicesdesc>	Y	String	X(40)	If <b>5</b> is entered in 4.3.20.18 <otherservicesind>, enter the payment concept. <b>Required for Puerto Rico.</b>
4.3.20.20		<agriculturallabor>	Y	String	X(1)	Type <b>1</b> if remuneration payment to employee includes Agricultural Labor. <b>Required for Puerto Rico.</b>
4.3.20.21		<churchreligiousorder>	Y	String	X(1)	Type <b>1</b> if remuneration payment to employee includes Minister or Member of a Religious Order. <b>Required for Puerto Rico.</b>
4.3.20.22		<healthprofessional>	Y	String	X(1)	Type <b>1</b> if remuneration payment to employee for services as a health professional. <b>Required for Puerto Rico.</b>
4.3.20.23		<directemployee>	Y	String	X(1)	Type <b>1</b> if remuneration includes payment for services provided by a Direct Employee. Type <b>2</b> if remuneration includes payment for services provided by a Direct Employee <i>Leased</i> . <b>Required for Puerto Rico.</b>
4.3.20.24		<employeeotherin>	Y	String	X(10)	Enter the EIN of the exempt business for employees hired as a <i>direct</i> or <i>leased</i> employee. <b>Required for Puerto Rico.</b>

### 4.3.21 <communitycode>

The <communitycode> tag is no longer used as of 2nd quarter 2011. The Pennsylvania requirement for political subdivision codes has been split between two additional tags:

- <wrkpsdcode> See tag 6.4.4.10.
- <respsdcode> See tag 6.4.4.12.

### 4.3.27 <otherflag>

The <otherflag> tag indicates other employment status for an employee based on state requirements. This tag is required for MA, MI, MT, NC, NJ, WA, and WI.

Valid entry for MA is:

- **C** = Contractor; 1099-MISC individual

Valid entry for MI is:

- **F** = Family member related to the company ownership  
Otherwise, do not send the tag.

Valid entries for NJ are:

- **Y** = New Jersey “Private” Family Leave Insurance
- **N** = New Jersey “State” Family Leave Insurance

Valid entries for WA are:

- **Y** = If the employee provided an Exemption Approval letter for the Washington Cares Fund.
- **N** = If the employee didn’t provide an Exemption Approval letter for the Washington Cares Fund.

Valid entry for MT, NC, and WI is:

- **C** = Contractor; 1099-MISC, 1099-NEC (only if WI tax was withheld)
- **R** = 1099-R

### 4.3.28 <hireactcredit>

**Note:** The <hireactcredit> tag was only applicable to tax year 2010, so it is no longer used as of 2011.

The <hireactcredit> tag is only required from payroll systems that have elected to address the Federal Hiring Incentives to Restore Employment (HIRE) Act requirements by suppressing the calculation of the Employer FICA tax. Suppression of the tax calculation is achieved by a flag in the payroll system on the employee record that indicates that the employee meets all criteria to make the employer exempt from FICA. Payroll systems that have created a new deduction code to offset the normal Employer FICA tax calculation are not required to populate or generate this new tag.

Valid entries are:

- **Y** = Employee has been qualified by the employer through Form W-11 as eligible for the Federal HIRE Act credit.

- **N** = Employee is not eligible for Federal HIRE Act credit.

### 4.3.29 <unemployment\_exempt>

The <unemployment\_exempt> tag indicates whether the employee is exempt from unemployment insurance benefits or elects non-unemployment insurance benefit coverage. Valid entries for are:

- **Y** = Employee is exempt from unemployment insurance benefits or elects non-unemployment insurance benefit coverage.
- **N** = Employee is non-exempt or elects unemployment insurance benefit coverage.

### 4.3.46 <jobs>

The <jobs> tag includes the following subtags. It allows the reporting of the employee's primary job or last position held during the quarter. It also allows the employee to report different jobs if worked in multiple states during the quarter.

For:

- New Hire Reporting customers, the 4.3.46 <jobs> data is always required in periodic files.
- Tax Reporting customers, <jobs> data is required in the quarterly and annual files as indicated in the 4.3.46.1 subtag on page 72.

The following data structure example illustrates an employee who worked in two states and held different jobs in each state.

Data Structure Example:

```
<jobs>
  <job>
    <statecode>CA</statecode>
    <socode>123456</socode>
    <jobtitle>Software Engineer</jobtitle>
  </job>
  <job>
    <statecode>NV</statecode>
    <socode>142567</socode>
    <jobtitle>Software Analyst</jobtitle>
  </job>
</jobs>
```

4.3.46 <jobs>: Subtags						
Ref #	Seq	Subtags	Use	Type	Format	Comments
4.3.46.1		<statecode>	PQY	String	X(2)	<p>The 2-digit state code.</p> <p>Employees working in the following states require data to be reported:</p> <ul style="list-style-type: none"> <li>• AK (Alaska)</li> <li>• IN (Indiana)</li> <li>• LA (Louisiana)</li> <li>• NE (Nebraska)</li> <li>• MP (Northern Marianas; Y - annual file)</li> <li>• NC (North Carolina)</li> <li>• SC (South Carolina)</li> <li>• VI (Virgin Islands)</li> <li>• WA (Washington)</li> <li>• WV (West Virginia)</li> </ul>
4.3.46.2		<socode>	PQY	String	X(10)	<p>The 6-digit or 8-digit Bureau of Labor Standard Occupational Classification (SOC) code. Entered with or without hyphens and without periods or decimal points.</p> <p>Enter the code for the employee working in the states referenced in 4.3.46.1 &lt;statecode&gt;.</p>
4.3.46.3		<jobtitle>	PQY	String	X(30)	<p>The job title associated with the SOC system code.</p> <p>Enter the job title for the employee working in the states referenced in 4.3.46.1 &lt;statecode&gt;.</p>

**Note:** The application that loads the XML files has transitioned to process data from 4.3.46 <jobs> rather than from 4.3.11 <occupcodeortitle>.

## Payroll Information Tags

This section describes the Dayforce XML tags associated with a specific payroll tax run. These include `<payrolls>` and `<payroll>`.

### 5.0 `<payrolls>`

The `<payrolls>` tag contains all the information for the reporting employer's payroll. When used, this tag must follow the `<employees>` tag in the data structure.

#### Data Structure

The `<payrolls>` tag includes one subtag, and it is required if the `<payrolls>` tag is used. Subtag information is summarized in the associated table.

Note that subtag `<payroll>` can have multiple entries.

Data Structure Example:

```
<payrolls>
  <payroll> ... </payroll>
  <payroll> ... </payroll>
</payrolls>
```

5.0 <code>&lt;payrolls&gt;</code> : Subtags						
Ref #	Seq	Subtags	Use	Type	Format	Comments
6.0	N/A	<code>&lt;payroll&gt;</code>	Multiple entries allowed. See tag 6.0.			

## 6.0 <payroll>

The <payroll> tag contains the information for a specific payroll. Payroll information is itemized by processes such as:

- on-demand data transmissions
- periodic data transmissions
- quarterly data transmissions
- annual data transmissions

### Data Structure

The <payroll> tag includes the following subtags. Subtag information is summarized in the associated table.

#### Data Structure Example:

```
<payroll>
  <payrollhdr> ... </payrollhdr>
  <clientsuirates> ... </clientsuirates>
  <paychecks> ... </paychecks>
  <wageattachments> ... </wageattachments>
  <paymentsummaries> ... </paymentsummaries>
  <researchcredit8974> ... </researchcredit8974>
</payroll>
```

6.0 <payroll>: Subtags						
Ref #	Seq	Subtags	Use	Type	Format	Comments
6.1	N/A	<payrollhdr>	See tag 6.1.			
6.2		<clientsuirates>	See tag 6.2.			
6.3		<paychecks>	See tag 6.3.			
7.0		<wageattachments>	See tag 7.0 and 8.0.			
9.0		<paymentsummaries>	See tag 9.0. For customers who use Dayforce Wallet only.			
10.0		<researchcredit8974>	See tag 10.			

## 6.1 <payrollhdr>

The <payrollhdr> tag contains basic payroll information.

### Attributes

The <payrollhdr> tag includes the attributes: `controlid`, `subclientkey`, and `payrollid`.

- The `controlid` attribute identifies each payroll in the payroll file.  
This is a unique name associated with each division. Typically, the <controlid> tag is used to identify a division. For example, the division can be salaried, hourly, or weekly.
- The `subclientkey` attribute contains a sub-key within a clientkey.  
This is a unique value associated with each division within the company.
- The `payrollid` attribute identifies the pay group and the pay period for the Dayforce Wallet transactions in the payroll file.  
This attribute is for customers who use Dayforce Wallet only.

### Attribute Example:

```
<employer clientkey="4152">                                <==primary division
  <employername>test employer</employername>
  <worksites>...</worksites>
  <employees>...</employees>
  <payrolls>
    <payroll>                                             <== sub-division
      <payrollhdr controlid="SALARIED"
        subclientkey="SAL"
        payrollid="Namespace:858payroll1124_PayrunId:6134">...
      </payrollhdr>
    <paychecks>...</paychecks>
    <wageattachments>...</wageattachments>
    <paymentsummaries>...</paymentsummaries>
  </payroll>
  <payroll>                                             <== sub-division
    <payrollhdr controlid="Hourly"
      subclientkey="HRLY"> ...
    </payrollhdr>
    <clientsuirates>...</clientsuirates>
    <paychecks>...</paychecks>
    <wageattachments>...</wageattachments>
  </payroll>
</payrolls>
</employers>
```

6.1 <payrollhdr>: Attributes						
Ref #	Seq	Attributes	Use	Type	Format	Comments
6.1	N/A	controlid	OPQY	String	X(30), variable length	Unique job control identifier.
6.1	N/A	subclientkey	OPQY	String	X(50), variable length	Unique Dayforce division identifier. <b>Note:</b> If this identifier contains any alphabetic letters, they must all be in uppercase, such as NRT123.
6.1	N/A	payrollid	OPQY	String	X(300), variable length	Identifies the pay group and pay period for Dayforce Wallet transactions. For Dayforce Wallet customers only.

## Data Structure

The <payrollhdr> tag includes the following subtags. Subtag information is summarized in the associated table.

### Data Structure Example:

```
<payrollhdr controlid="SALARIED" subclientkey="SAL">
  <payperiodidentifier>2018W49</payperiodidentifier>
  <procddate>2018-12-10</procddate>
  <proctime>15:12:43</proctime>
  <checkdate>2018-12-13</checkdate>
  <nextcheckdate>2018-12-20</nextcheckdate>
  <payperiodstartdate>2018-12-02</payperiodstartdate>
  <payperiodenddate>2018-12-06</payperiodenddate>
  <currpayperiodcode>1234</currpayperiodcode>
  <nextpayperiodcode>ABCD</nextpayperiodcode>
  <adjnum>0</adjnum>
  <w2info> ... </w2info>
  Note: Additional tags follow sequence below.
</payrollhdr>
```

6.1 <payrollhdr>: Subtags						
Ref #	Seq	Subtags	Use	Type	Format	Comments
6.1.1	N/A	<payperiodidentifier>	OP	String	X(20), variable length	Employer identifier, if any, for current pay period.
6.1.2		<procddate>	OPQY	Date	yyyy-mm-dd	Payroll run processing date (hyphens required).
6.1.3		<proctime>	OPQY	Time	hh:mm:ss	Payroll run processing time (24-hour format).
6.1.4		<checkdate>	OPQY	Date	yyyy-mm-dd	See tag 6.1.4.

6.1 <payrollhdr>: Subtags						
Ref #	Seq	Subtags	Use	Type	Format	Comments
6.1.5		<nextcheckdate>	OP	Date	yyyy-mm-dd	Next periodic payroll date following the current one.
6.1.6		<payperiodstartdate>	OP	Date	yyyy-mm-dd	First day of the pay period for which checks are issued. Used for periodic files.
6.1.7		<payperiodenddate>	OP	Date	yyyy-mm-dd	Last day of the pay period for which checks are issued. Used for periodic files.
6.1.8		<currpayerperiodcode>	OP	String	X(4), variable length	Reserved for certain Dayforce products and services, such as Wage Attachment Disbursements. <b>Note:</b> For Wage Attachment Disbursements customers, the YPP (year and period) format must be used.
6.1.9		<nextpayerperiodcode>	OP	String	X(4), variable length	Reserved for certain Dayforce products and services, such as Wage Attachment Disbursements.
6.1.13		<adjnum>	OP	Integer	9(2), variable length	See tag 6.1.13.
6.1.14		<batchcheckdate>	OP	Date	yyyy-mm-dd	For Dayforce internal use only for Third-Party Payments, check date associated with the current pay period.
6.1.15		<w2info>	Y	String		See tag 6.1.15.

### 6.1.4 <checkdate>

The <checkdate> tag lists the following date for payroll runs:

- For periodic payroll runs, <checkdate> identifies the date that paychecks are issued.
- For quarterly payroll runs, <checkdate> identifies the last day of the quarter.
- For annual payroll runs, <checkdate> identifies the last day of the calendar year.

### 6.1.13 <adjnum>

The <adjnum> tag identifies the payroll adjustment number. Valid entries range from 0 - 99. The <adjnum> value = “0” for the initial payroll run of the pay period. Subsequent payroll adjustments increment the value by one.

### 6.1.15 <w2info>

The <w2info> tag contains all the employer information for annual W-2 processes.

#### Data Structure

The <w2info> tag includes the following subtags. Subtag information is summarized in the associated table.

#### Data Structure Example:

```
<w2info>
  <termbusind> ... </termbusind>
  <otherein> ... </otherein>
  <thirdpartysickpayind> ... </thirdpartysickpayind>
  <establishmentnbr> ... </establishmentnbr>
  <employmentcode> ... </employmentcode>
  <employerphone> ... </employerphone>
  <w2filetype> ... </w2filetype>
  <w2cactioncode> ... </w2cactioncode>
</w2info>
```

6.1.15 <w2info>: Subtags						
Ref #	Seq	Subtags	Use	Type	Format	Comments
6.1.15.1	N/A	<termbusind>	Y	String	X(1)	Type Y or N.
6.1.15.2		<otherein>	Y	String	X(9)	
6.1.15.3		<thirdpartysickpayind>	Y	String	X(1)	Type Y for third party sick pay.
6.1.15.4		<establishmentnbr>	Y	String	X(4)	
6.1.15.5		<employmentcode>	Y	String	X(1)	
6.1.15.6		<employerphone>	Y	String	X(20)	Employer’s phone number.
6.1.15.7		<operclosedate>	Y	Date	yyyy-mm-dd	Required for Puerto Rico.
6.1.15.8		<w2filetype>	Y	String	X(1)	Reserved for upcoming W2C processing. Not required at this time.
6.1.15.9		<w2cactioncode>	Y	String	X(1)	Reserved for upcoming W2C processing. Not required at this time.

## 6.2 <clientsuirates>

The <clientsuirates> tag contains all the reported unemployment insurance (SUI) tax rates for the payroll.

The <clientsuirates> tag is an optional tag in periodic files and is used for Dayforce's Balance as You Go process.

### Data Structure

The <clientsuirates> tag includes one subtag, and it is required if the <clientsuirates> tag is used. Subtag information is summarized in the table below

Note that the <clientsuirate> tag can have multiple entries.

#### Data Structure Example:

```
<clientsuirates>
  <clientsuirate> ... </clientsuirate>
  <clientsuirate> ... </clientsuirate>
</clientsuirates>
```

6.2 <clientsuirates>: Subtags						
Ref #	Seq	Subtags	Use	Type	Format	Comments
6.2.1	N/A	<clientsuirate>		Decimal	9(6,4), variable length	Multiple entries allowed. Maximum 100 entries. See tag 6.2.1.

### 6.2.1 <clientsuirate>

The <clientsuirate> tag identifies the state unemployment insurance (SUI) tax rate. This is a percentage rate assessed quarterly by the state against employers.

The SUI rate is expressed as a percentage rather than a decimal. For example, 2.95% would be entered as **02.9500**, not **00.0295**. The decimal point is required for a valid entry.

#### Attributes

The <clientsuirate> tag includes one attribute, `amtcode`. This required attribute lists the employer's internal tax transaction code for the reported SUI rate.

Attribute Example:

```
<clientsuirate amtcode="042SWY">
```

6.2.1 <clientsuirate>: Attributes						
Ref #	Seq	Attributes	Use	Type	Format	Comments
6.2.1	N/A	amtcode	OPQY	String	X(40), variable length	Employer transaction code for the SUI rate reported in this tag. Varies by state; may also vary by SUI type (employer-paid vs employee-paid).

## 6.3 <paychecks>

The <paychecks> tag contains all the paycheck information for the associated payroll.

### Data Structure

The <paychecks> tag includes the <paycheck> subtag, and it is required if the <paychecks> tag is used. Subtag information is summarized in the associated table.

Note that the <paycheck> tag can have multiple entries.

#### Data Structure Example:

```
<paychecks>
  <paycheck> ... </paycheck>
  <paycheck> ... </paycheck>
</paychecks>
```

6.3 <paychecks>: Attributes						
Ref #	Seq	Subtags	Use	Type	Format	Comments
6.4	N/A	<paycheck>	Multiple entries allowed. See tag 6.4.			

## 6.4 <paycheck>

The <paycheck> tag contains information concerning employment-related dollar amounts and time worked for a specific employee. This applies to on-demand, periodic, quarterly, and annual reporting.

The <paycheck> tag information varies according to reporting frequency:

- For on-demand reporting, each <paycheck> tag reports the individual tax dollar amounts associated with a Dayforce Wallet payment transaction made to an employee.  
On-demand reporting is for Dayforce customers who use Dayforce Wallet only.
- For periodic reporting, each <paycheck> tag reports dollar amounts associated with a physical paycheck received by the employee. Quarter-to-date and year-to-date totals are optional.  
For Dayforce customers who use Dayforce Wallet, each <paycheck> tag reports the summary tax dollar amount associated with a Dayforce Wallet payment transaction made to an employee. These amounts are summarized under tax code 74OD.
- For quarterly reporting, each <paycheck> tag reports quarterly dollar amounts for an employee. Quarter-to-date and year-to-date totals are required. Include information for all employees who have received a paycheck during the year.
- For annual reporting, each <paycheck> tag reports annual dollar amounts for an employee. Year-to-date totals are required. Include information for all employees who have received a paycheck during the year.

### Attributes

The <paycheck> tag includes the `checkno` and `empunqid` attributes.

- The `checkno` attribute records **one** of the following:
  - Check number for a physical paycheck issued to the employee.
  - Globally Unique Identifier (GUID) Dayforce assigned to a Dayforce Wallet payment transaction made to an employee.

For:

- On-demand and periodic reporting, `checkno` should be unique for each <paycheck> or each Dayforce Wallet payment transaction.
- Quarterly reporting, this attribute may be omitted.
- The `empunqid` attribute uniquely identifies the employee to whom the paycheck or Dayforce Wallet payment transaction was issued or for whom quarterly information is being reported. This required attribute matches the value assigned in the `empunqid` attribute of the <employee> tag. (See tag 4.1.)

### Attribute Example:

```
<paycheck checkno="X4501000" empunqid="2222">
<paycheck checkno="c2396f4d-f796-4263-b665-b67b36b0dc14" empunqid="2222">
```

6.4 <paycheck>: Attributes						
Ref #	Seq	Attributes	Use	Type	Format	Comments
6.4	N/A	checkno	Optional	String	X(40), variable length	Check number of physical paycheck or GUID issued to employee.
6.4		empunqid	OPQY	String	X(20), variable length	Unique employee identifier. Assigned by employer.

### Data Structure

The <paycheck> tag includes the following subtags. The subtags are arranged in a defined order sequence. Subtag information is summarized in the associated table.

#### Data Structure Example:

```
<paycheck checkno="X4501000" empunqid="2222">
  <priworksites>
    <priworksite id="12345" statecode="CA" />
    <priworksite id="23467" statecode="NV" />
  </priworksites>
  <hourlysalaryind>H</hourlysalaryind>
  <hourlyrate>25.05</hourlyrate>
  <paychkdetail> ... </paychkdetail>
  <paychkdetail> ... </paychkdetail>
  <paychkdetail> ... </paychkdetail>
  <seasonalwageindicator>Y</seasonalwageindicator>
  <seasonalwagecode>12</seasonalwagecode>
</paycheck>
```

6.4 <paycheck>: Subtags						
Ref #	Seq	Subtags	Use	Type	Format	Comments
6.4.1	1	<priworksites>	OPQY			Required for worksite and unemployment tax reporting. For Indiana, this information is also used to specify the Taxpayer ID (TID) location for W-2 reporting. See tag 6.4.1.
6.4.2	2	<hourlysalaryind>	PQ	String	X(1)	See tag 6.4.2. AL, LA and VT only.
6.4.3	3	<hourlyrate>	Q	Decimal	9(13,2), variable length	See tag 6.4.3. LA and VT only.
6.4.4	4	<paychkdetail>	OPQY			Multiple entries allowed. See tag 6.4.4.
6.4.5	5	<seasonalwageindicator>	Q	String	X(1)	For Arkansas seasonal employees only, Y/N indicator stating whether employee's wages are: <b>Y</b> = In-season wages <b>N</b> = Out-of-season wages

6.4 <paycheck>: Subtags						
Ref #	Seq	Subtags	Use	Type	Format	Comments
6.4.6	6	<seasonalwagecode>	Q	String	X(2), variable length	For Arkansas seasonal employees only. Based on the setting above for <seasonalwageindicator>, enter the Optical code assigned by the Arkansas Department of Workforce Services (DWS) for in-season or out-of-season wages

### 6.4.1 <priworksites>

The <priworksites> tag includes the <priworksite> subtag, which is required if the <priworksites> tag is used.

The <priworksite> subtag identifies the employee's primary worksite for the period reported for each state that requires worksite information to be filed.

The <priworksite> subtag can have multiple entries. The data structure example on page 83 indicates the employee worked in two different state locations.

#### Attributes

The <priworksite> subtag includes two attributes, `id` and `statecode`. These attributes identify an employee's primary worksite by unit number and state. They match values assigned in the `id` and `statecode` attributes of the <worksite> tag (see tag 3.1).

For reference, valid U.S. state and territory abbreviations are listed in Appendix B on page 141.

Attribute Example:

```
<priworksite id="12345" statecode="CA" />
```

6.4.1.1 <priworksite>: Subtag						
Ref #	Seq	Attributes	Use	Type	Format	Comments
6.4.1.1	N/A	<code>id</code>	OPQY	Integer	9(5), variable length	Worksite reporting unit number. Assigned by state.
6.4.1.1		<code>statecode</code>	OPQY	String	X(2), fixed length	U.S. Postal Service code for U.S. states and territories. See Appendix B.

#### Data Structure

The <priworksite> tag is a stand-alone data element with no subtags.

Data Structure Example:

```
<priworksite id="12345" statecode="CA" />
```

Note that the <priworksite> tag closes with a slash preceding the closing bracket because there is no separate closing tag.

## 6.4.2 <hourlysalaryind>

The <hourlysalaryind> tag indicates whether the pay is hourly or salary. The <hourlysalaryind> tag is an optional tag, but required for Alabama (AL), Louisiana (LA) and Vermont (VT).

Valid entries for AL, LA and VT include:

- **H** = Hourly
- **S** = Salary

## 6.4.3 <hourlyrate>

The <hourlyrate> tag is an optional tag, but required for LA and VT.

### Requirements for LA:

- For hourly employees – enter the employee’s regular hourly rate of pay at the end of the quarter, excluding tips, bonuses, gift cards, and overtime.
- For salaried employees – base the calculation on a 40 hour work week.

### Requirements for VT:

- Enter the hourly pay rate for those employees who are paid hourly.

## 6.4.4 <paychkdetail>

The <paychkdetail> tag identifies paycheck dollar amounts as classified by type and employer-defined amount code. Possible amounts include:

- taxable wage
- taxable tips
- exempt wage
- employee-paid tax, such as federal or state income tax
- employer-paid tax, such as workers compensation
- employer portion of Social Security
- net pay
- other employment-related amount

The <paychkdetail> tag reports periodic amounts for a specific paycheck, as well as quarter-to-date and year-to-date totals. These totals are reported in addition to paycheck amount detail.

For periodic files, send <paychkdetail> for employees who have received paychecks for the pay period. For quarterly and annual files, send quarter-to-date and year-to-date <paychkdetail> totals for all employees who have received a paycheck during the year.

The <paychkdetail> tag is a required tag if <paycheck> is used. It can have multiple entries. Multiple entries report all amounts associated with a specific employee paycheck or employee quarterly report.

## Attributes

The <paychkdetail> tag includes one attribute, *type*. This attribute identifies the paycheck amount type.

Valid entries include:

- **Tax** = Tax withheld from employee or employer tax liability (such as Social Security, Medicare, FUTA, and SUI). Taxes designated as “Earned Income Credit” by the IRS and Indiana are entered as negative amounts and will be excluded from tax withheld. These requirements are unique for IRS and IN. Refer to page 18 for data format instructions.
- **TaxWage** = Wages up to a taxable limit. It applies to taxes like Social Security, FUTA, SUI, SDI, and some locals primarily in Kentucky. It is the wage figure multiplied by the rate that determines the tax liability.
- **OutOfStateFICAWage** = Combined FICA wages earned outside a particular state. This is a unique requirement for Delaware Paid Family Medical Leave reporting.
- **SubjWage** = Applies to all tax codes. It is the agency definition of what they consider wages that are subject to a tax.

**Note:** For income tax codes, fed/state/local (other than the special KY locals), subject wages are the same as taxable wages since that wage figure adjusted by any exemptions claimed multiplied by the withholding rate determines the amount to be withheld from the employee. For purposes of mapping for income tax codes, subject and taxable wage are the same thing. For unemployment tax codes, subject wages are gross wages less any deductions (as defined by the state), which is the basis for calculating taxable wages. For some states, subject wages may be equal to gross wages.

- **ExmptWage** = Wages exempt from a tax. For example, Group Term Life and meals are exempt from FUTA.
 

**Note:** For Federal COVID wage reporting, send wages excluded from qualified sick and family leave (wages excluded from the definition of employment under section 3121(b)).
- **NetPay** = For New Hire Reporting customers only, the net wages paid to a qualified new hire or rehired employee.
- **OtherWage** = As noted in the following table, specific wage requirements that are unique to Florida, New York, and Washington. The Frequency column indicates whether the OtherWage attribute for these types of wages must be reported in the periodic (**P**), quarterly (**Q**), and/or annual (**Y**) XML files. For more information about these wage types, contact the appropriate state agency.

**Note:** For Federal COVID wage reporting, send qualified sick and family leave wages that are considered under a Collective Bargained wage.

State	Description	Frequency
Florida	Florida wages earned from private employers who have a contract to provide services to a governmental or nonprofit educational institution per House Bill 7027.	Q
New York	Wages designated as “other” by New York, such as: <ul style="list-style-type: none"> <li>• dismissal or severance payments</li> <li>• first six months of sick pay benefits</li> <li>• pension and annuity distributions (reported on federal Form 1099-R) if New York State, New York City, or Yonkers income tax was withheld</li> </ul>	Q

Washington	Wages designated as “non-statutory” stock option income by Washington.	Q
------------	--	---

- **OvertimePay** = Overtime pay received by hourly full-time, part-time, or seasonal employees as compensation for work performed in excess of 40 hours in a week. This is a unique requirement for Alabama State withholding purposes, where such overtime pay is considered exempt. Do not send if pay is not exempt. Include this new <paychkdetail> type in periodic and quarterly files.
- **TaxableTips** = Tips declared by tipped employees subject to Social Security withholding that are within the taxable Social Security limit. If the employee is also subject to Medicare, the taxable tips need to be included in their Medicare subject wages.
  - Note:** The applicable taxable tip amount is required under the Nevada and Wyoming state unemployment amount codes.
- **ExcessWage** = Wages that are subject to a tax but in excess of the taxable limit. Excess wages are requested for federal and state unemployment tax codes.
  - Note:** For Federal COVID wage reporting, send QTD leave wages that exceed the wage base and are subject to employee Social Security tax.
- **GrossWage** = All wages paid to an employee for a quarter before any deductions.
- **W2Info** = W-2 information which includes W-2 Box 12 and W-2 Box 14 items.



**Caution** Since <paychkdetail> can have multiple entries in a <paycheck> tag, the <paychkdetail> amount types are determined by the type of payroll run, the agencies receiving the reports and fund disbursements, and in some cases, the Dayforce services used. At a minimum, the XML files should contain the Tax, SubjWage, TaxWage, and ExcessWage attributes.

Attribute Example:

```
<paychkdetail type="tax">
```

## Data Structure

6.4.4 <paychkdetail>: Attributes						
Ref #	Seq	Attributes	Use	Type	Format	Comments
6.4.4	N/A	type		String	X(30), variable length	Type of dollar amount.

The <paychkdetail> tag includes the following subtags. Subtag information is summarized in the associated table.

Data Structure Example:

The following example shows *excerpts* of XML code from periodic, quarterly, and annual files:

### Periodic:

```
<paychkdetail type="tax">
  <amtcode>t1xx</amtcode>
  <periodicamt>23.11</periodicamt>
  <qtdamt>115.55</qtdamt>
  <ytdamt>161.77</ytdamt>
```

```

</paychkdetail>
<paychkdetail type="subjwage">
  <amtcode>t1xx</amtcode>
  <periodicamt>2718.67</periodicamt>
  <qtdamt>13593.35</qtdamt>
  <ytdamt>19030.69</ytdamt>
</paychkdetail>
<paychkdetail type="netpay">
  <amtCode>NETTOEMPL</amtCode>
  <periodicamt>2695.56</periodicamt>
  <qtdamt>13477.80</qtdamt>
  <ytdamt>18868.92</ytdamt>
</paychkdetail>
<paychkdetail type="overtimepay">
  <amtCode>AL01</amtCode>
  <periodicamt>555.55</periodicamt>
  <qtdamt>1555.55</qtdamt>
  <ytdamt>2555.55</ytdamt>
</paychkdetail>

```

**Quarterly:**

```

<paychkdetail type="Tax">
  <amtCode>t1xx</amtCode>
  <qtdamt>115.55</qtdamt>
  <ytdamt>161.77</ytdamt>
</paychkdetail>
<paychkdetail type="subjWage">
  <amtcode>t1xx</amtcode>
  <qtdamt>13593.35</qtdamt>
  <ytdamt>19030.69</ytdamt>
  <hoursworked>370.50</hoursworked>
  <weeksworked>10</weeksworked>
  <paymonth1>1</paymonth1>
  <paymonth2>1</paymonth2>
  <paymonth3>1</paymonth3>
</paychkdetail>
<paychkdetail type="outofstateFICA wage">
  <amtCode>t1xx</amtCode>
  <qtdamt>14588.45</qtdamt>
  <ytdamt>29088.49</ytdamt>
</paychkdetail>
<paychkdetail type="overtimepay">
  <amtCode>AL01</amtCode>
  <qtdamt>1555.55</qtdamt>
  <ytdamt>2555.55</ytdamt>
</paychkdetail>
<paychkdetail type="tax">
  <amtcode>PA_local</amtcode>
  <qtdamt>225.55</qtdamt>
  <ytdamt>281.77</ytdamt>
  <wrkpsdcode>510101</wrkpsdcode>
  <respsdcode>510101</respsdcode>
</paychkdetail>

```

```
<paychkdetail type="taxwage">
  <amtcode>PA_local</amtcode>
  <qtdamt>33593.35</qtdamt>
  <ytdamt>55030.69</ytdamt>
  <wrkpsdcode>510101</wrkpsdcode>
  <respsdcode>510101</respsdcode>
  <resaddress1>123 Main Street</resaddress1>
  <resaddress2>Apt 2</resaddress2>
  <rescity>Anytown</rescity>
  <resstate>PA</resstate>
  <reszip>133051475</reszip>
  <ytdweeksworked>52</ytdweeksworked>
</paychkdetail>
```

**Annual:**

```
<paychkdetail type="w2info">
  <amtcode>W2BOX14</amtcode>
  <ytdamt>43.79</ytdamt>
  <w2shortdesc>CA SDI</w2shortdesc>
  <w2taxtypecode>F</w2taxtypecode>
</paychkdetail>
<paychkdetail type="w2info">
  <amtcode>12D</amtcode>
  <ytdamt>1200.00</ytdamt>
  <w2shortdesc>401K</w2shortdesc>
  <w2taxtypecode>F</w2taxtypecode>
  <w2box12year>2005</w2box12year>
</paychkdetail>
```

6.4.4 <paychkdetail>: Subtags						
Ref #	Seq	Subtags	Use	Type	Format	Comments
6.4.4.1	N/A	<amtcode>	OPQ Y	String	X(40), variable length	<p>Employer's internal transaction code for reported wage, tax, or other amount.</p> <ul style="list-style-type: none"> <li>For annual W-2 Box 14 reporting, enter <b>W2BOX14</b>.</li> <li>For NETPAY reporting, enter <b>NETTOEMPL</b>.</li> </ul> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>For Pennsylvania Earned Income Tax (EIT) reporting, the &lt;amtcode&gt; usually represents the tax authority associated with the employee's physical <i>worksite</i>. If the withholding is done at the employee residence, you must use the tax authority associated with the employee's <i>worksite</i> location.</li> <li>Exceptions to these rules are wages paid to: <ul style="list-style-type: none"> <li>Philadelphia residents who work in Pennsylvania but outside of Philadelphia</li> <li>Philadelphia residents who work exclusively outside of Pennsylvania</li> <li>Pennsylvania residents (except in Philadelphia) who work both outside of Pennsylvania and at sites within Pennsylvania</li> </ul> <p>In these three situations, you must use the tax authority associated with the <i>employee's residence</i>.</p> </li> <li>Another exception is wages paid to Pennsylvania residents (except in Philadelphia) who work exclusively outside of Pennsylvania. They will not have any Pennsylvania local tax withheld so there is no data to report for Pennsylvania locals.</li> </ul>
6.4.4.2		<periodicamt>	OP	Decimal	9(13,2), variable length	<p>Amount in U.S. dollars.</p> <ul style="list-style-type: none"> <li>Periodic wage, tax, or other amount</li> <li>On-demand tax amount</li> </ul>
6.4.4.3		<qtdamt>	OPQ	Decimal	9(13,2), variable length	<p>Quarter-to-date total for amount in U.S. dollars.</p>

6.4.4 <paychkdetail>: Subtags						
Ref #	Seq	Subtags	Use	Type	Format	Comments
6.4.4.4		<ytdamt>	OPQ Y	Decimal	9(13,2), variable length	Year-to-date total for amount in U.S. dollars. For employees that have: <ul style="list-style-type: none"> <li>• New York State Withholding, New York City, or Yonkers amount/deduction codes: see the 6.4.4.4 &lt;ytdamt&gt; section on page 94 for additional guidelines.</li> <li>• Wisconsin state reciprocity withholding obligations, send applicable zero wage and zero tax paycheck detail for Wisconsin.</li> </ul>
6.4.4.5		<hoursworked>	QY	Decimal	9(5,2), variable length	Hours worked in period.
6.4.4.6		<weeksworked>	Q	Integer	9(2), variable length	Weeks worked in period.
6.4.4.7		<w2shortdesc>	Y	String	X(20)	Short description (the way customer wants it to be printed on W-2 Box 14). <b>Must be in uppercase format.</b> See Data Structure example on page 87.
6.4.4.8		<w2taxtypecode>	Y	String	X(1)	Indicate type of tax: <b>C</b> = City Income Tax <b>D</b> = County Income Tax <b>E</b> = School District Income Tax <b>F</b> = Other Income Tax
6.4.4.9		<w2box12year>	Y	String	X(4)	The prior year for which a make-up pension contribution applies for codes D, E, F, G, H, S, Y, AA, BB, or EE under Uniformed Services Employment and Reemployment Act of 1994 (USERRA). <b>Do not send if contribution is for current reporting year.</b>
6.4.4.10		<wrkpsdcode>	QY	String	X(6)	For PA local Earned Income Tax (EIT) and Local Services Tax (LST) amount/tax codes only, enter the political subdivision code for the employer's worksite location for the employee based on the referenced <amtcode>. An employee will have multiple <wrkpsdcode> tags in a file if there is more than one local tax being reported. <b>Note:</b> For a listing of the valid political subdivision codes, contact the Pennsylvania Department of Community and Economic Development (DCED).

6.4.4 <paychkdetail>: Subtags						
Ref #	Seq	Subtags	Use	Type	Format	Comments
6.4.4.11		<eetaxrate>	OPQ Y	Decimal	9(2,4), variable length	<p><b>Note: As of 1st quarter 2012, the &lt;eetaxrate&gt; subtag is no longer required. Payroll engines that originally programmed to this requirement can continue to include the actual rate or a value of 0.0000. Any rate sent to Dayforce will not be used.</b></p> <p>For PA only, enter the employee local tax rate for the referenced PA local &lt;amtcode&gt;.</p>
6.4.4.12		<respsdcode>	QY	String	X(6)	For PA residents only when reporting PA local Earned Income Tax (EIT) and Local Services Tax (LST) amount/tax codes, enter the political subdivision code for the employee's residence. <b>Note:</b> For a listing of the valid political subdivision codes, contact the Pennsylvania Department of Community and Economic Development (DCED).
6.4.4.13		<resindicator>	Y	String	X(1)	For employees with Ohio local tax obligations, enter one of the following codes to designate the type of tax record: <b>R</b> = Resident tax type <b>C</b> = Non-resident/worksites tax type
6.4.4.14		<localcitycode>	Y	String	X(3)	For employees with Ohio Central Collection Agency (CCA) or Ohio Regional Income Tax Agency (RITA) tax obligations, enter the 3-digit City code. <ul style="list-style-type: none"> <li>For a valid list of CCA City codes, see Appendix G on page 185.</li> <li>For a valid list of RITA City codes, see the RITA website <a href="https://www.ritaohio.com/TaxRatesTable">https://www.ritaohio.com/TaxRatesTable</a> and click the tab for the appropriate year.</li> </ul>
6.4.4.15		<charactercitycode>	Y	String	X(5)	<p><b>Note: The &lt;charactercitycode&gt; tag for the Ohio Central Collection Agency (CCA) is no longer required by the agency as of 2012.</b></p> <p>For employees with Ohio Central Collection Agency (CCA) tax obligations, enter the Character City code. For a valid list of Character City Codes, see Appendix G on page 185.</p>

6.4.4 <paychkdetail>: Subtags						
Ref #	Seq	Subtags	Use	Type	Format	Comments
6.4.4.16		<reasoncode>	Q	String	X(2)	<p>For Washington only. Enter a reason code when employee has wages but has zero hours worked:</p> <p><b>62</b> = Bonus  <b>44</b> = Tips/Gratuities  <b>22</b> = Sick leave payout  <b>74</b> = Cafeteria Plan/401K Plan  <b>56</b> = Back Pay  <b>61</b> = Royalties/Residuals  <b>43</b> = Severance/Separation Pay/Settlement  <b>76</b> = Commission  <b>48</b> = Commercial Fishing  <b>99</b> = Multiple of the reasons listed</p> <p>Otherwise, enter blanks if employee has hours reported for the quarter.</p>
6.4.4.17		<eetaxratetype>	OPQ Y	String	X(1)	<p><b>Note: As of 1st quarter 2012, the &lt;eetaxratetype&gt; subtag is no longer required. Payroll engines that originally programmed to this requirement can continue to include the tag as it is required to accompany the &lt;eetaxrate&gt; subtag.</b></p> <p>For Pennsylvania Locals Earned Income Tax only.</p> <p>Indicate whether tax rate used in tag 6.4.4.11 was:</p> <p><b>R</b> = resident rate  <b>W</b> = worksite/non-resident rate</p>
6.4.4.18		<paymonth1>	Q	Integer	9(1)	Enter <b>1</b> if employee received wages for the amount code referenced in 6.4.4.1 for a period that covers the 12th day of the first month in the reporting quarter. Otherwise, enter <b>0</b> .
6.4.4.19		<paymonth2>	Q	Integer	9(1)	Enter <b>1</b> if employee received wages for the amount code referenced in 6.4.4.1 for a period that covers the 12th day of the second month in the reporting quarter. Otherwise, enter <b>0</b> .
6.4.4.20		<paymonth3>	Q	Integer	9(1)	Enter <b>1</b> if employee received wages for the amount code referenced in 6.4.4.1 for a period that covers the 12th day of the third month in the reporting quarter. Otherwise, enter <b>0</b> .

6.4.4 <paychkdetail>: Subtags						
Ref #	Seq	Subtags	Use	Type	Format	Comments
6.4.4.21		<resaddress1>	Q	String	X(40), variable length	For employees who live or work in Pennsylvania, enter the employee's residential street address at the time wages were earned. <b>Note:</b> Do NOT enter a P.O. Box, PMB (Personal Mail Box), or any other non-physical addresses.
6.4.4.22		<resaddress2>	Q	String	X(30), variable length	For employees who live or work in Pennsylvania, enter the employee's supplemental address information. This includes such details as Attention, Building #, Apartment #, or Mail Box #. <b>Note:</b> This field corresponds to the U.S. Postal Service's regulations for Location Address. Do NOT use this field for street address or P.O. Box information.
6.4.4.23		<rescity>	Q	String	X(28), variable length	For employees who live or work in Pennsylvania, enter the employee's city of residence.
6.4.4.24		<resstate>	Q	String	X(2), fixed length	For employees who live or work in Pennsylvania, enter the U.S. Postal Service code for the employee's state of residence. See Appendix B.
6.4.4.25		<reszip>	Q	String	X(9), variable length	For employees who live or work in Pennsylvania, enter the 5-digit U.S. zip code for the employee's residence and, if available, the 4-digit zip code extension. <b>Note:</b> Do NOT include any dashes in the zip code.
6.4.4.26		<ytdweeksworked>	Q	Integer	X(2), variable length	For Pennsylvania employees only, enter the employee's year-to-date weeks worked.
6.4.4.27		<leaverate>	Q	Integer	X(3)	For Massachusetts only. Enter the percentage of contribution withheld from the employee for family and medical leave <amtcode>. Whole numbers, no decimals.

#### 6.4.4.4 <ytdamt>

The <ytdamt> tag reports the year-to-date total for the amount type in U.S. dollars. In quarterly and annual interface files, for employees that have New York State Withholding, New York City, or Yonkers amount/deduction codes, the following guidelines apply:

- The New York State YTD taxable wage amounts for full-year residents, partial-year residents, and non-residents who have worked a portion of the year or the entire year in New York state should equal the Federal YTD taxable wages amount.

- The New York City YTD taxable wage amounts for full-year residents should equal the Federal YTD taxable wages amount. However, for partial-year residents, the New York City YTD taxable wage amount is the amount for the period that the employee was a New York City resident.
- The City of Yonkers YTD taxable wage amounts for full-year residents, partial-year residents, and non-residents who have worked a portion of the year or the entire year in Yonkers should equal the Federal YTD taxable wages amount.

## 7.0 <wageattachments> and 8.0 <wageattachment>

The <wageattachments> and <wageattachment> tags contain information for wage attachments and disbursements. This is an optional Dayforce service. For information concerning wage attachments and the XML data structure, see “Chapter 4: Wage Attachment Disbursements Service” on page 101.

### Attributes

The <wageattachments> tag has no attributes.

### Data Structure

The <wageattachments> tag includes one subtag, and it is required if the <wageattachments> tag is used. Subtag information is summarized in the associated table.

Note that subtag <wageattachment> can have multiple entries.

#### Data Structure Example:

```
<wageattachments>
  <wageattachment> ... </wageattachment>
  <wageattachment> ... </wageattachment>
</wageattachments>
```

7.0 <wageattachments>: Subtags						
Ref #	Seq	Subtags	Use	Type	Format	Comments
8.0	N/A	<wageattachment>	Optional	Multiple entries allowed. See tag 8.0.		

## 9.0 <paymentsummaries>

The <paymentsummaries> tag contains information for the reporting employer's Dayforce Wallet on-demand payment transactions. This tag contains the accumulated on-demand payment transactions for the pay period and is used for reconciliation purposes and client funding.

When used, this tag must follow the <payroll> tag in the data structure. This tag is used in Periodic interface files only and is an optional tag.

The payment summaries tag structure is diagrammed in Figure 6 in Chapter 3, on page 34.

### Data Structure

The <paymentsummaries> tag includes one subtag, which is required when the <paymentsummaries> tag is used. Subtag information is summarized in the associated table.

**Note:** The <paymentsummary> subtag can contain multiple entries, one for each program manager.

#### Data Structure Example:

```
<paymentsummaries>
  <paymentsummary> ... </paymentsummary>
  <paymentsummary> ... </paymentsummary>
</paymentsummaries>
```

9.0 <paymentsummaries>: Subtags						
Ref #	Seq	Subtags	Use	Type	Format	Comments
9.1	N/A	<paymentsummary>	Multiple entries allowed.			

## 9.1 <paymentsummary>

The <paymentsummary> tag contains the Dayforce Wallet on-demand payment transactions for a specific program manager. The *program manager* is a third-party provider that fulfills on-demand payments to the requesting employee's Dayforce Wallet.

### Data Structure

The <paymentsummary> tag includes the following subtags. Subtag information is summarized in the associated table.

#### Data Structure Example:

```
<paymentsummary>
  <programmanager> ... </programmanager>
  <amount> ... </amount>
  <transactioncount> ... </transactioncount>
  <transactions> ... </transactions>
</paymentsummary>
```

9.1 <paymentsummary>: Subtags						
Ref #	Seq	Subtags	Use	Type	Format	Comments
9.1.1	1	<programmanager>	P	String	X(40), variable length	Third-party provider that fulfills on-demand payments to requesting employee's Dayforce Wallet.
9.1.2	2	<amount>	P	Decimal	9(13,2), variable length	Total amount funded by the program manager for employee transactions.
9.1.3	3	<transactioncount>	P	Integer	9(6), variable length	Number of employee transactions.
9.1.4	4	<transactions>	P	String	X(1)	See tag 9.1.4.

### 9.1.4 <transactions>

The <transactions> tag contains the Dayforce Wallet on-demand payment transactions for a specific program manager.

#### Data Structure

The <transactions> tag includes the following subtag. Subtag information is summarized in the associated table.

**Note:** The <Transaction> subtag can contain multiple entries.

Data Structure Example:

```
<transactions>
  <transaction> ... </transaction>
  <transaction> ... </transaction>
</transactions>
```

9.1.4 <transactions>: Attributes						
Ref #	Seq	Attributes	Use	Type	Format	Comments
9.1.4.1	N/A	transaction	Multiple entries allowed. See tag 9.1.4.1.			

### 9.1.4.1 <transaction>

The <transaction> tag contains detailed information for a Dayforce Wallet on-demand payment transaction.

#### Data Structure

The <transaction> tag includes the following subtags. Subtag information is summarized in the associated table.

#### Data Structure Example:

```
<transaction>
  <transactionid> ... </transactionid>
  <effectiveentrydate> ... </effectiveentrydate>
  <transactiontype> ... </transactiontype>
  <amount> ... </amount>
</transaction>
```

9.1.4.1 <transaction>: Subtags						
Ref #	Seq	Subtags	Use	Type	Format	Comments
9.1.4.1.1	1	<transactionid>	P	String	X(50)	Unique identifier for the transaction.
9.1.4.1.2	2	<effectiveentrydate>	P	Date	yyyy-mm-dd	Date associated with the Dayforce Wallet transaction.
9.1.4.1.3	3	<transactiontype>	P	String	X(30)	Indicates type of transaction.
9.1.4.1.4	4	<amount>	P	Decimal	9(13,2), variable length	Payment amount associated with the Dayforce Wallet transaction.

## 10.0 <researchcredit8974>

The <researchcredit8974> tag and subtags contain information for the Qualified Small Business Payroll Tax Credit for Increasing Research Activities. See “Chapter 5: Small Business Research Tax Credit” on page 117.

## Chapter 4

# Wage Attachment Disbursements Service

In addition to basic payroll tax processing, Dayforce offers other services, such as the Wage Attachment Disbursements Service. A wage attachment occurs when an employee's wages are subject to deductions in addition to federal, state, or local taxes. By law, an employer withholds a portion of an employee's wages and remits the amount specified. The deductions can be invoked by court order, government agency order, or voluntarily. An employer failing to comply with the law can be liable for the "attached" amount plus possible fines and interest.

This chapter describes the Wage Attachment Disbursements Service and its associated XML schema. Please contact your Dayforce representative for more information about enrolling in our Wage Attachment Disbursements Service.

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## Understanding Wage Attachments

Wage attachment amounts are automatically deducted from the employer's designated bank account, eliminating the need to produce wage attachment disbursements via an accounts payable payment process. It is another of the many services Dayforce provides to help customers increase their productivity and comply with government regulations.

Dayforce supports numerous types of wage attachments. They include:

Wage Attachment Type	Lien Type
Administrative Wage Garnishments	AW
Bankruptcy	BR
Child Support (and Fees)	CS
Garnishments	GR
Student Loans	ST
Federal Tax Levies	LF
State Tax Levies	LS
Voluntary Wage Assignments	VW
Dependent and Spousal Support	<b>Note:</b> Use one of the valid lien types above. For EFT payments that are disbursed to a state disbursement unit, the lien type must be <b>CS</b> .

For reference, a sample Dayforce XML interface file is illustrated in Appendix A on page 131.

## Wage Attachment Tags

The following sections describe the Dayforce XML tags used for the Wage Attachment Disbursements Service. These include `<wageattachments>` and `<wageattachment>`.

The structure of wage attachment tags is diagrammed in Figure 5 in Chapter 3, on page 33.

### 7.0 <wageattachments>

The `<wageattachments>` tag contains the details for a wage attachment.

The `<wageattachments>` tag is an optional tag.

#### Attributes

The `<wageattachments>` tag has no attributes.

#### Data Structure

The `<wageattachments>` tag includes one subtag, and it is required if the `<wageattachments>` tag is used. Subtag information is summarized in the associated table.

Note that subtag `<wageattachment>` can have multiple entries.

#### Data Structure Example:

```
<wageattachments>
  <wageattachment> ... </wageattachment>
  <wageattachment> ... </wageattachment>
</wageattachments>
```

7.0 <wageattachments>: Subtags						
Ref #	Seq	Subtags	Use	Type	Format	Comments
8.0	N/A	<wageattachment>	Optional	Multiple entries allowed. See tag 8.0.		

## 8.0 <wageattachment>

The <wageattachment> tag contains all information pertaining to a specific wage attachment.

The <wageattachment> tag is a required tag if <wageattachments> is used. It can have multiple entries.

### Attributes

The <wageattachment> tag includes three attributes, and all are required. The `empunqid` attribute identifies each employee for an employer. It is a unique value generated automatically by an employer's payroll system.

The `casenumber` attribute identifies the case or docket number associated with the wage order. This assigned number associates an employee to an agency or creditor.

The `lientype` attribute identifies the type of lien using a two-character code. Valid entries include:

- **CS** = Child Support
- **LF** = Federal Tax Lien
- **LS** = State Tax Lien
- **ST** = Student Loan
- **AW** = Administrative Order
- **GR** = Garnishment
- **BR** = Bankruptcy
- **VW** = Voluntary Assignment

Attribute Example:

```
<wageattachment empunqid="2222" casenumber="CA23458" lientype="CS">
```

8.0 <wageattachment>: Attributes						
Ref #	Seq	Attributes	Use	Type	Format	Comments
8.0	N/A	empunqid	Required	String	X(20), variable length	Unique identifier for each employee.
8.0		casenumber	Required	String	X(20), variable length	Case or docket number associated with the wage order. For WI Child Support only, enter PIN #.
8.0		lientype	Required	String	X(2), fixed length	Type of lien, 2-character code.

## Data Structure

The <wageattachment> tag includes the following subtags, and three are required. Subtag information is summarized in the associated table.

### Data Structure Example:

```
<wageattachment empunqid="2222" casenumber="CA23458" lientype="CS">
  <wageorder> ... </wageorder>
  <payee> ... </payee>
  <obligee> ... </obligee>
  <wageorderbank> ... </wageorderbank>
</wageattachment>
```

8.0 <wageattachment>: Subtags						
Ref #	Seq	Subtags	Use	Type	Format	Comments
8.1	N/A	<wageorder>	Required	See tag 8.1.		
8.2		<payee>	Required	See tag 8.2.		
8.3		<obligee>	Optional	See tag 8.3.		
8.4		<wageorderbank>	Optional	See tag 8.4.		

## 8.1 <wageorder>

The <wageorder> tag contains all information pertaining to the wage order.

The <wageorder> tag is a required tag if <wageattachment> is used.

### Attributes

The <wageorder> tag has no attributes.

### Data Structure

The <wageorder> tags includes the following subtags, some of which are required. Subtag information is summarized in the table below.

#### Data Structure Example:

```
<wageorder>
  <wageorderamt>300.00</wageorderamt>
  <expectedwageorderamt>250.00</expectedwageorderamt>
  <stateamtfee>10.00</stateamtfee>
  <expectedstatefee>10.00</expectedstatefee>
  <thresholdappliesind>Y</thresholdappliesind>
  <threshold>500</threshold>
  <ccpaidind>Y</ccpaidind>
  <dueonpaydayind>N</dueonpaydayind>
  <dueonspecificday>N</dueonspecificday>
  <dateofmonth>10</dateofmonth>
  <paydateplusdays>1</paydateplusdays>
  <arrearsind>N</arrearsind>
  <supportothersind>Y</supportothersind>
  <medicalsupportind>Y</medicalsupportind>
  <payrollmethod>H</payrollmethod>
  <payrolltype>R</payrolltype>
  <frequency>M</frequency>
  <disposableincome>1000.00</disposableincome>
  <issuingcourtstate>CA</issuingcourtstate>
  <countyname>Orange</countyname>
  <fipscode>A306</fipscode>
  <employerfein>385747620</employerfein>
  <memo1>Docket Number 3895747</memo1>
  <memo2>No Additional Requirements</memo2>
</wageorder>
```

8.1 <wageorder>: Subtags						
Ref #	Seq	Subtags	Use	Type	Format	Comments
8.1.1		<wageorderamt>	Required	Decimal	9(13,2), variable length	Transaction amount in US dollars. <b>Do Not Include Negative Amounts.</b>
8.1.2		<expectedwageorderamt>	Optional	Decimal	9(13,2), variable length	Expected wage order amount for each payment. Assigned by the issuing court.
8.1.3		<stateamtfee>	Optional	Decimal	9(13,2), variable length	<b>Note:</b> These fields aren't functional at this time. If applicable, fees should be included in the wage order amount.
8.1.4		<expectedstatefee>	Optional	Decimal	9(13,2), variable length	
8.1.5		<thresholdappliesind>	Optional	String	X(1)	Y/N indicator stating that payments are to be accumulated before payment.
8.1.6		<threshold>	Optional	Decimal	9(13,2), variable length	<b>Note:</b> This field isn't functional at this time. All garnishment payments are disbursed on the paycheck date.
8.1.7		<ccpaind>	Optional	String	X(1)	Y/blank indicator stating that Consumer Credit Protection Act (CCPA) limits have been reached.
8.1.8		<dueonpaydayind>	Optional	String	X(1)	<b>Note:</b> These fields aren't functional at this time. All garnishment payments are disbursed on the paycheck date.
8.1.9		<dueonspecificday>	Optional	String	x(1)	
8.1.10		<dateofmonth>	Optional	Integer	9(2), variable length	
8.1.11		<paydateplusdays>	Optional	String	X(1)	
8.1.12		<arrearsind>	Optional	String	X(1)	Y/N indicator stating that wage order arrears apply.
8.1.13		<supportothersind>	Optional	String	X(1)	Y/N indicator stating that the employee supports other children.
8.1.14		<medicalsupportind>	Optional	String	X(1)	Y/N indicator stating that the employee has access to medical insurance through the employer.
8.1.15		<payrollmethod>	Required	String	X(1)	See tag 8.1.15.
8.1.16		<payrolltype>	Required	String	X(1)	See tag 8.1.16.

<b>8.1 &lt;wageorder&gt;: Subtags</b>						
<b>Ref #</b>	<b>Seq</b>	<b>Subtags</b>	<b>Use</b>	<b>Type</b>	<b>Format</b>	<b>Comments</b>
8.1.17		<frequency>	Required	String	X(1)	See tag 8.1.17.
8.1.18		<disposableincome>	Optional	Decimal	9(13,2), variable length	Dollar amount used by employer's payroll system to compute the wage attachment withholding limits.
8.1.19		<issuingcourtstate>	Optional	String	X(2) fixed length	Issuing court/ jurisdiction's valid U.S. Postal Service code. See Appendix B.
8.1.20		<countyname>	Optional	String	X(22), variable length	Issuing court/ jurisdiction's county.
8.1.21		<fipscode>	Required	String	X(7), variable length	Federal Information Process Standard code. Identifies the receiving agency by state, county, and local code. Required only for Illinois child support.
8.1.22		<employerfein>	Required	String	X(9), variable length	Federal Employer Identification Number. Assigned by IRS.
8.1.23		<memo1>	Optional	String	X(40), variable length	Free-form text field used to include additional identifiers such as docket number or other agency requirements.
8.1.24		<memo2>	Optional	String	X(40), variable length	Free-form text field used to include additional identifiers such as docket number or other agency requirements.

### 8.1.15 <payrollmethod>

The <payrollmethod> tag identifies the payroll method — hourly or salary.

Valid entries include:

- **H** = Hourly
- **S** = Salary

The <payrollmethod> tag is a required tag.

#### Attributes

The <payrollmethod> tag has no attributes.

#### Data Structure

The <payrollmethod> tag has no subtags.

### 8.1.16 <payrolltype>

The <payrolltype> tag identifies the type of payroll.

Valid entries include:

- 'blank' or **R** = Regular
- **V** = Vacation
- **B** = Bonus

The <payrolltype> tag is a required tag.

#### Attributes

The <payrolltype> tag has no attributes.

#### Data Structure

The <payrolltype> tag has no subtags.

### 8.1.17 <frequency>

The <frequency> tag identifies the employee's payroll frequency.

Valid entries include:

- **M** = Monthly
- **S** = Semi-Monthly
- **B** = Bi-Weekly
- **W** = Weekly

The <frequency> tag is a required tag.

#### Attributes

The <frequency> tag has no attributes.

#### Data Structure

The <frequency> tag has no subtags.

### 8.2 <payee>

The <payee> tag identifies the individual, company, or agency receiving the wage attachment disbursement. For example, the U.S. Department of Education could be a payee receiving student loan payments.

Although an employee can voluntarily participate in wage attachments, the payee is generally defined by an issuing court/jurisdiction. For example, the Orange County District Attorney's Office could be the payee receiving court-ordered Child Support payments.

The <payee> tag is a required tag.

#### Attributes

The <payee> tag has no attributes.

## Data Structure

The <payee> tag includes the following subtags, and three are required. Subtag information is summarized in the associated table.

### Data Structure Example:

```
<payee>  
  <payeename>Orange County Courthouse</payeename>  
  <altpayeename>John Doe</altpayeename>  
  <addressinfo> ... </addressinfo>  
  <payeecode>4598365</payeecode>  
</payee>
```

8.2 <payee>: Subtags						
Ref #	Seq	Subtags	Use	Type	Format	Comments
8.2.1	N/A	<payeeName>	Required	String	X(30), variable length	Payee's name.
8.2.2		<altpayeeName>	Optional	String	X(30), variable length	Payee second name option if a check is issued to a third party but sent to a court.
8.2.3		<addressInfo>	Required			See tag 8.2.3.
8.2.4		<payeeCode>	Required	String	X(9), variable length	Unique payee identifier assigned by employer. First two positions should be the alphabetic state abbreviation. (Examples: ILSDU1 for Illinois Child Support and MNDOR1 for Minnesota state tax levy. <b>Note:</b> Required for EFT filing of child support or state tax levies. Please reference the Standardized EFT Payee Code listing.

### 8.2.3 <addressinfo>

The <addressinfo> tag contains the payee's residence or mailing address. A post office box is an acceptable entry.

The <addressinfo> tag is a required tag.

#### Attributes

The <addressinfo> tag has no attributes.

#### Data Structure

The <addressinfo> tag includes the following subtags, and four are required. Subtag information is summarized in the associated table.

The subtags are designed to accommodate U.S. and international addresses. International addresses are identified by a country code.

For reference, valid country codes are listed in the SSA's *Specifications for Filing Forms W-2 Electronically (EFW2)*, Appendix G.

For reference, valid U.S. state and territory abbreviations are listed in Appendix B on page 141.

#### Data Structure Example:

```
<addressinfo>
  <address1>17390 Brookhurst Street</address2>
  <address2>Fourth Floor</address2>
  <city>Fountain Valley</city>
  <state>CA</state>
  <zipcode>90025</zipcode>
  <zipext>0004</zipext>
</addressinfo>
```

8.2.3 <addressinfo>: Subtags						
Ref #	Seq	Subtags	Use	Type	Format	Comments
8.2.3.1	N/A	<address1>	Required	String	X(30), variable length	Payee's mailing address. Enter street address or post office box information. This field corresponds to the U.S. Post Office regulations for Delivery Address.
8.2.3.2		<address2>	Optional	String	X(30), variable length	Supplemental payee address information. Enter such details as: Attention, Bldg#, Apt#, or Mail Box#. This field corresponds to the U.S. Post Office regulations for Location Address. Do NOT use this field for street address or post office box information.
8.2.3.3		<city>	Required	String	X(22), variable length	Payee's residence city.
8.2.3.4		<state>	Required	String	X(2), fixed length	U.S. Postal Service code for U.S. states and territories. See Appendix B.
8.2.3.5		<zipcode>	Required	String	X(5), fixed length	Payee's residence 5-digit U.S. zip code.
8.2.3.6		<zipext>	Required	String	X(4), fixed length	Payee's residence 4-digit U.S. zip code extension (leave blank if no data is available).
8.2.3.7		<foreignstateprovince>	Optional	String	X(23), variable length	Non-U.S. state or province name.
8.2.3.8		<foreigncountrycode>	Optional	String	X(2), fixed length	2-letter country code. See the SSA's <i>Specifications for Filing Forms W-2 Electronically (EFW2)</i> , Appendix G.
8.2.3.9		<foreignpostalcode>	Optional	String	X(15), variable length	Tax. postal code.

## 8.3 <obligee>

The <obligee> tag identifies the individual, company, or agency receiving the wage attachment funds. For example, if a wage attachment is for child support, the <payee> could be Los Angeles Court Services and the <obligee> would be the parent maintaining child custody.

**Note:** The <obligee> tag contains subtags available to all obligee parties. Generally, these subtags will be used for child support wage attachments and list custodial parent information.

### Attributes

The <obligee> tag has no attributes.

### Data Structure

The <obligee> tag includes the following subtags, and all are optional. Subtag information is summarized in the table below.

#### Data Structure Example:

```
<obligee>
  <obligeessn>857006648</obligeessn>
  <obligeefirstname>Shannon</obligeefirstname>
  <obligeelastname>Doe</obligeelastname>
  <obligeemiddlename>Jane</obligeemiddlename>
</obligee>
```

8.3 <obligee>: Subtags						
Ref #	Seq	Subtags	Use	Type	Format	Comments
8.3.1	N/A	<obligeessn>	Optional	String	X(11), variable length	Custodial parent's Social Security Number.
8.3.2		<obligeefirstname>	Optional	String	X(25), variable length	Custodial parent's first name.
8.3.3		<obligeelastname>	Optional	String	X(35), variable length	Custodial parent's last name.
8.3.4		<obligeemiddlename>	Optional	String	X(25), variable length	Custodial parent's middle name or initial.

## 8.4 <wageorderbank>

The <wageorderbank> tag contains employer bank account information for wage attachments and disbursements.

The <wageorderbank> tag is an optional tag.

### Attributes

The <wageorderbank> tag has no attributes.

### Data Structure

The <wageorderbank> tag includes the following subtags, and they are optional. Subtag information is summarized in the table below.

Data Structure Example:

```
<wageorderbank>
  <employerbankname>Orange Bank</employerbankname>
  <employerbankacctnum>5867473626</employerbankacctnum>
  <employerbankroutingnum>2894</employerbankroutingnum>
</wageorderbank>
```

8.4 <wageorderbank>: Subtags						
Ref #	Seq	Subtags	Use	Type	Format	Comments
8.4.1	N/A	<employerbankname>	Optional	String	x(30), variable length	Employer's bank account name from which funds are debited.
8.4.2		<employerbankacctnum>	Optional	String	X(17), variable length	Employer's bank account number.
8.4.3		<employerbankroutingnum>	Optional	Integer	9(9), variable length	Employer's bank routing/transit number.

**Note:** Dayforce drafts the bank account as indicated on the Funding Authorization form, not based on the banking information transmitted in the wage attachments file.

## Chapter 5

# Small Business Research Tax Credit

Qualified small businesses use Form 8974 to claim a payroll tax credit (Qualified Small Business Payroll Tax Credit for Increasing Research Activities) allowed by the Protecting Americans from Tax Hikes Act of 2015. Form 8974 is filed with Form 941, or the equivalent.

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## Form 8974

IRS Form 8974 allows qualified small businesses to calculate the amount of the Qualified Small Business Payroll Tax Credit for Increasing Research Activities they can claim for the current quarter.

The structure of tags for Form 8974 information is diagrammed in Figure 7 in Chapter 3, on page 34.

### 10.0 <researchcredit8974>

#### Attributes

None of the subtags has attributes.

#### Data Structure

The <researchcredit8974> tag holds the subtags described below. None of the subtags of <researchcredit8974> has subtags.

#### Data Structure Example:

```
<researchcredit8974>
  <filewithform>941</filewithform>
  <qtdtaxcreditamt>6000</qtdtaxcreditamt >
  <ytdtaxcreditamt>13000</ytdtaxcreditamt>
  <periodiccreditamt>1500</periodiccreditamt>
  <creditprvtaken>5</creditprvtaken>
  <creditavailable>7</creditavailable>
  <taxyearbegindate>01012016</taxyearenddate>
  <taxyearenddate>12312016</taxyearenddate>
  <filingdate>12312016</filingsdate>
  <businessfein>123456789</businessfein>
  <incomereturntype>1</incomereturntype>
</researchcredit8974>
```

10.0 <researchcredit8974>: Subtags						
Ref #	Seq	Subtags	Use	Type	Format	Comments
10.1	N/A	<filewithform>	Q	String	X(7), variable length	Enter the code for the appropriate IRS 94X form. Valid Codes are: <b>941</b> = Federal 941 <b>941PR</b> = Federal 941PR Puerto Rico <b>941SSGU</b> = Federal 941SS Guam <b>941SSVI</b> = Federal 941SS Virgin Islands <b>943</b> = Federal 943 Agricultural
10.2		<qtdtaxcreditamt>	Q	Decimal	9(13,2), variable length	Enter the tax credit amount for the quarter to date.

10.0 <researchcredit8974>: Subtags						
Ref #	Seq	Subtags	Use	Type	Format	Comments
10.3		<ytdtaxcreditamt>	Q	Decimal	9(13,2), variable length	Enter the tax credit amount for the year to date.
10.4		<periodiccreditamt>	Q	Decimal	9(13,2), variable length	Enter the tax credit amount for the current period.
10.5		<creditprvtaken>	Q	Decimal	9(13,2), variable length	Enter the amount of the research credit that was taken in previous periods (Line 6, Form 8974).
10.6		<creditavailable>	Q	Decimal	9(13,2), variable length	Enter the amount from Form 6765, Section D, line 44, or if applicable, the amount that was allocated to your EIN for the Research Credit (Line 5, Form 8974).
10.7		<taxyearbegindate>	Q	Date	X(8), fixed length	Enter the tax period ending date covered by your income tax return (Line 2, Form 8974). MMDDYYYY If you use a calendar year process, enter the first day of the year, "010120##"
10.8		<taxyearenddate>	Q	Date	X(8), fixed length	Enter the tax period start date covered by your income tax return (Line 2, Form 8974). MMDDYYYY If you use a calendar year process, enter the last day of the year, "123120##"
10.9		<filingdate>	Q	Date	X(8), fixed length	Enter the date you filed your income tax return (Line 3, Form 8974). MMDDYYYY
10.10		<businessfein>	Q	String	X(9), fixed length	Enter the EIN used on Form 6765 filing if it is different than your payroll FEIN being used (Form 941, 941-PR, 941-SS, 943, or 944). (Line 4, Form 8974) Nine numeric digits, no dash.
10.11		<incomereturntype>	Q	String	X(1), fixed length	Enter the code that applies to the income tax return you filed that elected a qualified small business payroll tax credit on Form 6765, Credit for Increasing Research Activities. Valid codes are: 1 = Form 1040 2 = Form 1065 3 = Form 1120 4 = Form 1120-F 5 = Form 1120-S





## Chapter 6

# New Hire Reporting

Employers are required by law to report newly hired employees shortly after the date of hire or rehire to a designated state agency. The required data for new hires and rehired employees includes information such as employee name, address, work state, pay rate, pay frequency, hire/rehire date, and whether the employee has health insurance. If your company signs up for the New Hire Reporting service, Dayforce extracts the required data from your company's *periodic* files after you release the payroll batches through Source Data Manager for processing. Dayforce transmits New Hire data to the states every Friday.

This chapter identifies the XML subtags that are required for the New Hire Reporting service. While this same information is also included throughout Chapter 3: XML Interface File Data Requirements, this chapter consolidates all the New Hire Reporting requirements into a single table for quick reference. For information about enrolling in the New Hire Reporting service, please contact your Dayforce representative.

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## Hire/Rehire Date Requirements

For an employee's data to be processed by the New Hire Reporting service, the following conditions must apply:

- The employee's hire date or rehire date must be equal to or greater than the date your company signed up for the New Hire Reporting service.
- The employee's hire date or rehire date must be within the last 30 days. Dayforce will store the data for future dated new hires and rehired employees until the date arrives.
- The new hire or rehired employee must not have been previously reported. If a New Hire record already exists in Source Data Manager for a specific FEIN/SSN/work state/hire/rehire date combination, that data will not be transmitted to the reporting state a second time.

## XML Requirements

The following table lists all the XML tags from Chapter 3 that pertain to Dayforce's New Hire Reporting service. As noted in the Required? column, the requirements often vary between New Hire Reporting customers and those customers who don't use the service. In addition, some tags only apply to New Hire Reporting customers. The Required? and Use columns identify whether the tags are included in the Periodic (P), Quarterly (Q), and Annual (Y) files.

**Note:** When reporting NetPay for new hires in section 6.4.4, the <amtcode> value in 6.4.4.1 should be **NETTOEMPL**.

Ref #	<Tag Name>	Required?	Use	Type	Format	Comments
4.2.1	<ssn>	<ul style="list-style-type: none"> <li>In <b>Periodic</b> files, required <i>only</i> for the following customers: <ul style="list-style-type: none"> <li>New Hire Reporting customers</li> <li>Wage Attachment Disbursements customers.</li> <li>Customers with employees in Illinois</li> </ul> </li> <li>In <b>Quarterly</b> and <b>Annual</b> files, required for all customers.</li> </ul>	PQY	String	X(11), variable length	Employee's Social Security number.
4.2.3	<lastname>	<ul style="list-style-type: none"> <li>For New Hire Reporting customers, required (R) in Periodic files and optional (O) in Quarterly and Annual files.</li> <li>For all other customers <i>with</i> employees in Illinois, required (R) in Periodic files and optional (O) in Quarterly and Annual files.</li> <li>For all other customers <i>without</i> employees in Illinois, optional (O) in Periodic, Quarterly, and Annual files.</li> </ul>	PQY	String	X(30), variable length	Employee's last name.
4.2.4	<middlename>	Optional (O) for all customers in Periodic, Quarterly, and Annual files.	PQY	String	X(30), variable length	Employee's middle name or initial.

Ref #	<Tag Name>	Required?	Use	Type	Format	Comments
4.2.5	<firstname>	<ul style="list-style-type: none"> <li>For New Hire Reporting customers, required (R) in Periodic files and optional (O) in Quarterly and Annual files.</li> <li>For all other customers <i>with</i> employees in Illinois, required (R) in Periodic files and optional (O) in Quarterly and Annual files.</li> <li>For all other customers <i>without</i> employees in Illinois, optional (O) in Periodic, Quarterly, and Annual files.</li> </ul>	PQY	String	X(30), variable length	Employee's first name.
4.2.7	<dateofbirth>	<ul style="list-style-type: none"> <li>For New Hire Reporting customers, required (R) in Periodic files and Quarterly files.</li> <li>For all other customers, optional (O) in Periodic and required (R) in Quarterly files.</li> </ul>	PQ	Date	yyyy-mm-dd	Date of birth (hyphens required).
4.2.8	<gender>	<ul style="list-style-type: none"> <li>For New Hire Reporting customers, required (R) in Periodic files and optional (O) in Quarterly files.</li> <li>For all other customers, optional (O) in Periodic and Quarterly files.</li> </ul>	PQ	String	X(1)	Employee's gender (M/F).
4.2.11.1	<address1>	Required (R) for all customers in Periodic, Quarterly, and Annual files.	PQY	String	X(40), variable length	Employee's mailing address. Enter street address or post office box information. This field corresponds to the U.S. Post Office regulations for Delivery Address.
4.2.11.2	<address2>	Optional (O) for all customers in Periodic, Quarterly and Annual files.	PQY	String	X(30), variable length	Supplemental employee address information. Enter such details as Attention, Bldg#, Apt#, or Mail Box#. This field corresponds to the U.S. Post Office regulations for Location Address. Do NOT use this field for street address or post office box information.
4.2.11.3	<city>	Required (R) for all customers in Periodic, Quarterly and Annual files.	PQY	String	X(28), variable length	Employee's residence city.

Ref #	<Tag Name>	Required?	Use	Type	Format	Comments
4.2.11.4	<state>	Required (R) for all customers in Periodic, Quarterly and Annual files.	PQY	String	X(2), fixed length	U.S. Postal Service code for U.S. states and territories.  See Appendix B.
4.2.11.5	<zipcode>	Required (R) for all customers in Periodic, Quarterly and Annual files.	PQY	String	X(5), fixed length	Employee's residence 5-digit U.S. zip code.
4.2.11.6	<zipext>	Optional (O) for all customers in Periodic, Quarterly and Annual files.	PQY	String	X(4), fixed length	Employee's residence 4-digit U.S. zip code extension.
4.2.11.7	<foreignstateprovince>	<ul style="list-style-type: none"> <li>For New Hire Reporting customers, conditional (C). Required (R) in Periodic files only if employee resides in a foreign country. Optional (O) in Quarterly and Annual files.</li> <li>For all other customers, optional (O) in Periodic, Quarterly, and Annual files.</li> </ul>	PQY	String	X(23), variable length	Non-U.S. state or province name.
4.2.11.8	<foreigncountrycode>	<ul style="list-style-type: none"> <li>For New Hire Reporting customers, conditional (C). Required (R) in Periodic files only if employee resides in a foreign country. Optional (O) in Quarterly and Annual files.</li> <li>For all other customers, optional (O) in Periodic, Quarterly, and Annual files.</li> </ul>	PQY	String	X(2), fixed length	2-letter country code. See the SSA's <i>Specifications for Filing Forms W-2 Electronically (EFW2)</i> , Appendix G.
4.3.6	<hiredate>	<ul style="list-style-type: none"> <li>For New Hire Reporting customers, required (R) in Periodic files and Quarterly files.</li> <li>For all other customers, optional (O) in Periodic files and required (R) in Quarterly files.</li> </ul>	PQ	Date	yyyy-mm-dd	Date of hire (hyphens required).

Ref #	<Tag Name>	Required?	Use	Type	Format	Comments
4.3.11	<occupcodeortitle>	<ul style="list-style-type: none"> <li>• For New Hire Reporting customers: Job title or occupational code is always required (R) for all states in Periodic files and only required in Quarterly files for Alaska (AK), Louisiana (LA), and Virgin Islands (VI).</li> <li>• For all other customers:               <ul style="list-style-type: none"> <li>• <b>For Alaska (AK) only – required in Quarterly files:</b> 6-digit or 8-digit Bureau of Labor Standard Occupational Classification (SOC) system code, with or without hyphens and periods are acceptable. No Titles.</li> <li>• <b>For Louisiana (LA) only – required in Quarterly files:</b> Enter one of the following.                   <ul style="list-style-type: none"> <li>– 6-digit or 8-digit Bureau of Labor Standard Occupational Classification (SOC) system code, with or without hyphens and periods are acceptable.</li> <li>– Job Title</li> </ul> </li> <li>• <b>For Virgin Islands (VI) only – required in Quarterly files:</b> Specific job title.</li> </ul> </li> </ul>	PQ	String	X(20)	See descriptions in the Required? column.

Ref #	<Tag Name>	Required?	Use	Type	Format	Comments
4.3.25	<paycycleper>	<ul style="list-style-type: none"> <li>For New Hire Reporting customers, required (R) in Periodic files and Quarterly files.</li> <li>For all other customers, optional (O) in Periodic files and required (R) in Quarterly files.</li> </ul>	PQ	String	X(1)	Enter one of the following codes to specify the pay cycle for the value entered for <regularpayrate> as described in the next row: <b>1</b> = per hour <b>2</b> = per week <b>3</b> = bi-weekly <b>4</b> = semi-monthly <b>5</b> = monthly <b>6</b> = annual
4.3.26	<regularpayrate>	<ul style="list-style-type: none"> <li>For New Hire Reporting customers, required (R) in Periodic files and Quarterly files.</li> <li>For all other customers, optional (O) in Periodic files and required (R) in Quarterly files.</li> </ul>	PQ	Decimal	9(13,2) variable length	Enter regular rate of pay, exclusive of overtime.
4.3.31	<rehiredate>	For all customers, Conditional (C). Required (R) if employee was rehired, not expected if employee was not rehired.	PQ	Date	yyyy-mm-dd	Date of rehire (hyphens required).
4.3.32	<payfrequency>	For New Hire Reporting customers only. Required (R) in Periodic files.	P	String	X(1)	Enter the employee's pay frequency: <b>W</b> = Weekly <b>B</b> = Bi-weekly <b>S</b> = Semi-Monthly <b>M</b> = Monthly
4.3.33	<baseforecasthours>	For New Hire Reporting customers only. Required (R) in Periodic files.	P	Decimal	9(4,2), variable length	Enter the employee's projected number of work hours based on reporting frequency. Normally 40, 80, 86.67, or 173.33 hours to match employee's pay frequency <b>Examples:</b> 40 hours is 004000 37.5 hours is 003750

Ref #	<Tag Name>	Required?	Use	Type	Format	Comments
4.3.34	<fullparttimeflag>	For New Hire Reporting customers only. Required (R) in Periodic files.	P	String	X(1), fixed length	Indicate whether employee is working full-time or part-time: <b>F</b> = Full-time <b>P</b> =Part-time
4.3.35	<workstate>	For New Hire Reporting customers only. Required (R) in Periodic files.	P	String	X(2), fixed length	Enter U.S. Postal Service code for U.S. state or territory where the employee actually works.
4.3.36	<empmedicalins>	For New Hire Reporting customers only. Required (R) in Periodic files.	P	String	X(1), fixed length	Y/N indicator stating whether employee has <i>purchased</i> medical insurance from employer.
4.3.37	<empmedicalinsdate>	For New Hire Reporting customers only. Conditional (C). Required only if <empmedicalins> is <b>Y</b> .	P	Date	yyyy-mm-dd	Enter effective date of employee's medical insurance if the value for <empmedicalins> is <b>Y</b> . <b>Caution:</b> Do not include the <empmedicalinsdate> tag in the file if the value for <empmedicalins> is <b>N</b> . A null date tag will generate an upload error.
4.3.38	<depmedicalins>	For New Hire Reporting customers only. Required (R) in Periodic files.	P	String	X(1), fixed length	Y/N indicator stating whether employee has <i>purchased</i> family medical insurance from employer.
4.3.39	<depmedicalinsdate>	For New Hire Reporting customers only. Conditional (C). Required only if <depmedicalins> is <b>Y</b> .	P	Date	yyyy-mm-dd	Enter effective date of employee's family medical insurance if the value for <depmedicalins> is <b>Y</b> . <b>Caution:</b> Do not include the <depmedicalinsdate> tag in the file if the value for <depmedicalins> is <b>N</b> . A null date tag will generate an upload error.
4.3.40	<empmedinsavail>	For New Hire Reporting customers only. Required (R) in Periodic files.	P	String	X(1), fixed length	Y/N indicator stating whether employee medical insurance is available from the employer, regardless of the waiting period.

Ref #	<Tag Name>	Required?	Use	Type	Format	Comments
4.3.41	<empmedinsqualdate>	For New Hire Reporting customers only. Conditional (C). Required only if <empmedinsavail > is Y.	P	Date	yyyy-mm-dd	Enter the date the employee became qualified for medical insurance if the value for <empmedinsavail> is Y. <b>Caution:</b> Do not include the <empmedinsqualdate> tag in the file if the value for <empmedinsavail> is N. A null date tag will generate an upload error.
4.3.42	<depmedinsavail>	For New Hire Reporting customers only. Required (R) in Periodic files.	P	String	X(1), fixed length	Y/N indicator stating whether family medical insurance is available from employer, regardless of the waiting period.
4.3.43	<depmedinsqualdate>	For New Hire Reporting customers only. Conditional (C). Required only if <depmedinsavail> is Y.	P	Date	yyyy-mm-dd	Enter the date the employee became qualified for family medical insurance if the value for <depmedinsavail> is Y. <b>Caution:</b> Do not include the <depmedinsqualdate> tag in the file if the value for <depmedinsavail> is N. A null date tag will generate an upload error.
4.3.44	<indcontractorflag>	For New Hire Reporting customers only. Required (R) in Periodic files.	P	String	X(1), fixed length	Y/N indicator stating whether employee is an independent contractor.
4.3.46	<jobs>					For more information about these tags, see 4.3.46 <jobs> on page 71.
4.3.46.1	<statecode>	<ul style="list-style-type: none"> <li>For New Hire Reporting customers, required (R) in Periodic files.</li> <li>For select customers, required in Quarterly files and Annual files.</li> </ul>	PQY	String	X(2)	The 2-digit state code. For more information, see 4.3.46.1 <statecode> on page 72.
4.3.46.2	<socode>	<ul style="list-style-type: none"> <li>For New Hire Reporting customers, required (R) in Periodic files.</li> <li>For select customers, required in Quarterly files and Annual files.</li> </ul>	PQY	String	X(10)	The 6-digit or 8-digit Bureau or Labor Standard Occupational Classification (SOC) code. Entered with or without hyphens and without periods or decimal points. Enter the code for the employee working in the states referenced in 4.3.46.1 <statecode>.

Ref #	<Tag Name>	Required?	Use	Type	Format	Comments
4.3.46.3	<jobtitle>	<ul style="list-style-type: none"> <li>For New Hire Reporting customers, required (R) in Periodic files.</li> <li>For select customers, required in Quarterly files and Annual files.</li> </ul>	PQY	String	X(30)	<p>The job title associated with the SOC system code.</p> <p>Enter the job title for the employee working in the states referenced in 4.3.46.1 &lt;statecode&gt;.</p>
4.3.48	<workstartdate>	<ul style="list-style-type: none"> <li>For New Hire Reporting customers, required (R) in Periodic files.</li> </ul>	P	Date	yyyy-mm-dd	Enter the first date that services for remuneration were performed by the employee.

## Appendix A

# Sample Dayforce XML Interface File

The following pages illustrate how a Dayforce XML interface file should be structured.

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<!-- edited with XMLSPY v5 rel. 4 U (http://www.xmlspy.com) -->
<interfacefile filefreq="Periodic" filetype="Test">
  <controlinfo>
    <sourceofdata>SAP 4.6c</sourceofdata>
    <collid>TEST</collid>
    <filecontrolid>TEST12003-08-1214:12:07</filecontrolid>
    <date>2003-08-12</date>
    <time>14:12:07</time>
    <xmlfileversionspec>2020.4.0</xmlfileversionspec>
  <contact>
    <name>Dotty Bogurk</name>
    <email>dbogurk@bogurckllc.com</email>
    <phone>555-310-3131</phone>
  </contact>
</controlinfo>
  <employer clientkey="BOGUS1">
    <employername>Bogusburg Widgets LLC</employername>
    <district>001</district>
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</worksites>
  <employees>
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      <personal>
        <ssn>999-65-9930</ssn>
        <spousssn>999-93-1299</spousssn>
        <lastname>Bogurk</lastname>
        <middlename>Z</middlename>
        <firstname>Billy</firstname>
        <dateofbirth>1957-03-18</dateofbirth>
        <gender>M</gender>
        <maritalstatus>M</maritalstatus>
        <deceasedind>N</deceasedind>
      <addressinfo>
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        <address2>Apt #28</address2>
        <city>Gotham</city>
        <state>KY</state>
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        <secondlastname>Janssen</secondlastname>
        <emprelationship>0</emprelationship>
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  </employees>
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```

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## Appendix B

# State Abbreviation Table

<b>U.S. State or Territory</b>	<b>Abbreviation</b>
Alabama	AL
Alaska	AK
Arizona	AZ
Arkansas	AR
American Samoa	AS
California	CA
Colorado	CO
Connecticut	CT
Delaware	DE
District of Columbia	DC
Florida	FL
Georgia	GA
Guam	GU
Hawaii	HI
Idaho	ID
Illinois	IL
Indiana	IN
Iowa	IA
Kansas	KS
Kentucky	KY
Louisiana	LA
Maine	ME
Maryland	MD
Massachusetts	MA
Michigan	MI
Minnesota	MN
Northern Marianas	MP
Mississippi	MS
Missouri	MO
Montana	MT

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<b>U.S. State or Territory</b>	<b>Abbreviation</b>
North Carolina	NC
North Dakota	ND
Nebraska	NE
New Hampshire	NH
New Jersey	NJ
New Mexico	NM
New York	NY
Nevada	NV
Ohio	OH
Oklahoma	OK
Oregon	OR
Pennsylvania	PA
Puerto Rico	PR
Rhode Island	RI
South Carolina	SC
South Dakota	SD
Tennessee	TN
Texas	TX
Utah	UT
Vermont	VT
Virgin Islands	VI
Virginia	VA
Washington	WA
West Virginia	WV
Wisconsin	WI
Wyoming	WY

## Appendix C

# Worksite Comment Codes

The following table lists the worksite comment codes established by the U.S. Bureau of Labor Statistics.

Code	Description
01	Seasonal increase
02	Seasonal decrease
03	More business (expansion)
04	Less business (contraction)
05	Short-term/specific business project starting or continuing
06	Short-term/specific business project completed or approaching completion
07	Layoff, not elsewhere classified
08	Strike, lockout, or other labor dispute
09	Temporary shutdown
10	Conversion or remodeling of facilities, retooling, or repair/maintenance of equipment resulting in a decrease
11	Conversion or remodeling of facilities, retooling, or repair/maintenance of equipment resulting in an increase
12	Internal reorganization, downsizing, or bankruptcy resulting in employment decrease
13	Internal reorganization resulting in employment increase
14	Nonstandard work schedule
15	Inter-plant transfer
16	Establishment moved out of state
17	Establishment moved into state
18	Active employer reporting zero employment & wages
19	Employment returns or returning to normal, or to a new normal, after events coded 07 – 18
20	Wage rate decrease
21	Wage rate increase (including COLAs)
22	Increase in percentage of lower-paid employees
23	Increase in percentage of higher-paid employees
24	Lower hourly earnings or wages because of piecework or lower incentive pay
25	Higher hourly earnings or wages because of piecework or higher incentive pay
26	Less overtime worked at premium pay or less overtime worked
27	More overtime worked at premium pay or more overtime worked
29	Severance pay distributed
30	Wages paid to employees working in periods not including the 12th of the month & not shown in employment

Code	Description
31	Bonuses, executive pay, profits distributed, or unidentified lump-sum payments
32	Change in commissions
33	Faculty paid over a nine-month period, lump-sum payments made at end of school term
34	Change in hourly earnings or pay due to change in amount of shift work with pay differential
35	Change in hours, earnings, or wages due to legislation or administrative regulations
36	Pay returns or returning to normal, or to a new normal, after events coded 29 - 35
40	Shorter scheduled workweek, fewer hours worked, or number of pay periods less than usual
41	Longer scheduled workweek, more hours worked, or number of pay periods greater than usual
42	Decrease in part-time workers
43	Increase in part-time workers
44	Return to normal after end of paid vacation or receiving vacation pay or other paid leave
45	Employees on paid vacation or receiving vacation pay or other paid leave
46	Employees on unpaid vacation or unpaid leave
47	Return to normal after end of unpaid vacation or unpaid leave
49	Employees working and receiving vacation pay
50	Adverse weather conditions
51	Fire disruption
52	Natural disaster disruption
53	Non-natural disaster disruption
54	Energy shortage
55	Data returns or returning to normal, or to a new normal, after events coded 50 - 54, 56, or 57
56	Secondary-effects decrease
57	Secondary-effects increase
58	Environmental legislation
59	Defense-related buildups
60	Defense-related cutbacks
77	Change in unemployment insurance coverage
83	Change in data reporting source from firm to employee leasing service, or from employee leasing service to firm (micro data only)
85	New establishment or worksite
86	Establishment permanently out of business
87	Reactivated establishment or reactivated unemployment insurance account
88	Establishment dissolution
89	Establishment merge
90	Reporter changes basis of reporting, resulting in decrease (for example, due to multiple breakouts or greater detail)
91	Reporter changes basis of reporting, resulting in increase (for example, due to collapsing multiple breakouts or less detail)
93	Predecessor/successor transaction

## Appendix D

# XML File Tag Summary

The following table lists the XML tags used in the XML file specification. The table includes the following columns:

- **Tag name** – the tag name exactly as it is used in the XML file specification.
- **Required?** – indicates if a tag is required, optional, or conditional.
  - R** = Required
  - O** = Optional
  - C** = Conditional – required under certain conditions. Those conditions include:
    - Some tags may be required for certain states, but not required for others.
    - Some tags are required if you are using another higher-level tag. For example, 6.4.4 <paychkdetail> is required only if you are using 6.4 <paycheck>.
- **Attributes** – a listing of the attributes the tag uses
- **Subtags** – a listing of the subtags that may be used if the main tag is used.
- **Use** – an indicator of which file types use the tag:
  - O** = On-demand (For Dayforce Wallet customers only.)
  - P** = Periodic
  - Q** = Quarterly
  - Y** = Annual (Yearly)

Ref. #	<Tag Name> Attribute	Required?	Attributes	Subtags	Use
0.0	<interfacefile>	R	filefreq / filetype	<controlinfo> <employer>	PQY
	filefreq	R			PQY
	filetype	R			PQY
1.0	<controlinfo>	R		<sourceofdata> <collid> <filecontrolid> <date> <time> <xmlfileversionspec> <contact> <extractprogramversion> <operatingsystem> <erpversion> <erpdatabase> <appliedtaxupdates>	PQY
1.1	<sourceofdata>	O			PQY
1.2	<collid>	R			PQY
1.3	<filecontrolid>	O			PQY
1.4	<date>	O			PQY
1.5	<time>	O			PQY
1.6	<xmlfileversionspec>	O			PQY
1.7	<contact>	O		<name> <email> <phone> <fax>	PQY
1.7.1	<name>	C <contact>			PQY
1.7.2	<email>	C <contact>			PQY
1.7.3	<phone>	C <contact>			PQY
1.7.4	<fax>	C <contact>			PQY
1.8	<extractprogramversion>	O			PQY
1.9	<operatingsystem>	O			PQY
1.10	<erpversion>	O			PQY
1.11	<erpdatabase>	O			PQY
1.12	<appliedtaxupdates>	O			PQY
2.0	<employer>	R	clientkey	<employername> <district>* <kindofemplr> <depmedins> <worksites> <employees> <payrolls> (at least one subtag must be used)	PQY *OPQY
	clientkey	R			PQY
2.1	<employername>	C <employer>			PQY
2.2	<district>	O			OPQY
2.3	<kindofemplr>	R			Y
2.4	<depmedins>	R			Q
2.5	<filingmethod>	R			Q
3.0	<worksites>	C		<worksite>	Q

Ref. #	<Tag Name> Attribute	Required?	Attributes	Subtags	Use
3.1	<worksite>	C <worksites>	id / statecode	<reportableind> <tradenam> <description> <barcode> <comment> <addressinfo>	Q
	id	R			Q
	statecode	R			Q
3.1.1	<reportableind>	R			Q
3.1.2	<tradenam>	R			Q
3.1.3	<description>	R			Q
3.1.4	<barcode>	O			Q
3.1.5	<comment>	O	qtr	<pricode> <seccode> <text>	Q
	qtr	R			Q
3.1.5.1	<pricode>	O			Q
3.1.5.2	<seccode>	O			Q
3.1.5.3	<text>	O			Q
3.1.6	<addressinfo>	R		<address1> <address2> <city> <state> <zipcode> <zipext> <foreignstateprovince> <foreigncountrycode> <foreignpostalcode>	Q
3.1.6.1	<address1>	R			Q
3.1.6.2	<address2>	O			Q
3.1.6.3	<city>	R			Q
3.1.6.4	<state>	R			Q
3.1.6.5	<zipcode>	R			Q
3.1.6.6	<zipext>	O			Q
3.1.6.7	<foreignstateprovince>	O			Q
3.1.6.8	<foreigncountrycode>	O			Q
3.1.6.9	<foreignpostalcode>	O			Q
3.1.6.10	<county>	O			Q
4.0	<employees>	O		<employee>	PQY
4.1	<employee>	C <employees>	empunqid	<personal> <employment>	PQY
	empunqid	R			PQY

Ref. #	<Tag Name> Attribute	Required?	Attributes	Subtags	Use
4.2	<personal>	O		<ssn> <spousesasn> <lastname> <middlename> <firstname> <namesuffix> <dateofbirth> <gender> <maritalstatus> <deceasedind> <addressinfo> <citizenship> <secondlastname> <emprelationship> <visaindicator> <citizencode>	PQY
4.2.1	<ssn>	<ul style="list-style-type: none"> <li>In <b>Periodic</b> files, required <i>only</i> for the following customers:               <ul style="list-style-type: none"> <li>New Hire Reporting customers</li> <li>Wage Attachment Disbursements customers.</li> <li>Customers with employees in Illinois</li> </ul> </li> <li>In <b>Quarterly</b> and <b>Annual</b> files, required for all customers. In <b>Quarterly</b> and <b>Annual</b> files, required for all customers.</li> </ul>			PQY
4.2.2	<spousesasn>	O			Y
4.2.3	<lastname>	<ul style="list-style-type: none"> <li>For New Hire Reporting customers, required (R) in Periodic files and optional (O) in Quarterly and Annual files.</li> <li>For all other customers <i>with</i> employees in Illinois, required (R) in Periodic files and optional (O) in Quarterly and Annual files.</li> <li>For all other customers <i>without</i> employees in Illinois, optional (O) in Periodic, Quarterly, and Annual files.</li> </ul>			PQY
4.2.4	<middlename>	For New Hire Reporting customers and all other customers, optional (O) in Periodic, Quarterly, and Annual files.			PQY

Ref. #	<Tag Name> Attribute	Required?	Attributes	Subtags	Use
4.2.5	<firstname>	<ul style="list-style-type: none"> <li>For New Hire Reporting customers, required (R) in Periodic files and optional (O) in Quarterly and Annual files.</li> <li>For all other customers <i>with</i> employees in Illinois, required (R) in Periodic files and optional (O) in Quarterly and Annual files.</li> <li>For all other customers <i>without</i> employees in Illinois, optional (O) in Periodic, Quarterly, and Annual files.</li> </ul>			PQY
4.2.6	<namesuffix>	O			PQY
4.2.7	<dateofbirth>	<ul style="list-style-type: none"> <li>For New Hire Reporting customers, required (R) in Periodic files and Quarterly files.</li> <li>For all other customers, optional (O) in Periodic and required (R) in Quarterly files.</li> </ul>			PQ
4.2.8	<gender>	<ul style="list-style-type: none"> <li>For New Hire Reporting customers, required (R) in Periodic files and optional (O) in Quarterly files.</li> <li>For all other customers, optional (O) in Periodic and Quarterly files.</li> </ul>			PQ
4.2.9	<maritalstatus>	C <ul style="list-style-type: none"> <li>Required for Puerto Rico.</li> <li>Required for Northern Marianas</li> </ul>			Y Q
4.2.10	<deceasedind>	O			Y
4.2.11	<addressinfo>	O		<address1> <address2> <city> <state> <zipcode> <zipext> <foreignstateprovince> <foreigncountrycode> <foreignpostalcode>	PQY
4.2.11.1	<address1>	For New Hire Reporting customers and all other customers, required (R) in Periodic, Quarterly, and Annual files.			PQY

Ref. #	<Tag Name> Attribute	Required?	Attributes	Subtags	Use
4.2.11.2	<address2>	For New Hire Reporting customers and all other customers, optional (O) in Periodic, Quarterly, and Annual files.			PQY
4.2.11.3	<city>	For New Hire Reporting customers and all other customers, required (R) in Periodic, Quarterly, and Annual files.			PQY
4.2.11.4	<state>	For New Hire Reporting customers and all other customers, required (R) in Periodic, Quarterly, and Annual files.			PQY
4.2.11.5	<zipcode>	For New Hire Reporting customers and all other customers, required (R) in Periodic, Quarterly, and Annual files.			PQY
4.2.11.6	<zipext>	For New Hire Reporting customers and all other customers, optional (O) in Periodic, Quarterly, and Annual files.			PQY
4.2.11.7	<foreignstateprovince>	<ul style="list-style-type: none"> <li>For New Hire Reporting customers, conditional (C). Required (R) in Periodic files only if employee resides in a foreign country. Optional (O) in Quarterly and Annual files.</li> <li>For all other customers, optional (O) in Periodic, Quarterly, and Annual files.</li> </ul>			PQY
4.2.11.8	<foreigncountrycode>	<ul style="list-style-type: none"> <li>For New Hire Reporting customers, conditional (C). Required in Periodic files only if employee resides in a foreign country. Optional (O) in Quarterly and Annual files.</li> <li>For all other customers, optional (O) in Periodic, Quarterly, and Annual files.</li> </ul>			PQY
4.2.11.9	<foreignpostalcode>	O			PQY
4.2.12	<citizenship>	R			Q
4.2.13	<secondlastname>	R (Required for Puerto Rico only)			Q
4.2.14	<emprelationship>	R (Required for District of Columbia only)			Q

Ref. #	<Tag Name> Attribute	Required?	Attributes	Subtags	Use
4.2.15	<visaindicator>	R (Required for Michigan and Northern Marianas only)			QY
4.2.16	<citizencode>	R (Required for Northern Marianas only)			Y
4.3	<employment>	O		<empnumber> <statutoryind> <status> <seasonalworkerflag> <pensionplanind> <hiredate> <termdate> <areacode> <sdiflag> <privatesdi> <occupcodeortitle> <workerscomprate> <workerscompexempt> <eeclasscodeind> <classcode> <corpofficertype> <coveragetype> <deferredcompind> <w2info> <communitycode> <healthcarecoverage> <seasonalperiodstart> <seasonalperiodend> <paycycleper> <regularpayrate> <otherflag> <hireactcredit> <unemployment_exempt> <seasonaleecode> <rehiredate> <payfrequency> <baseforecasthours> <fullparttimeflag> <workstate> <empmedicalins> <empmedicalinsdate> <depmedicalins> <depmedicalinsdate> <empmedinsavail> <empmedinsqualdate> <depmedinsavail> <depmedinsqualdate> <indcontractorflag> <otherempcode> <jobs>	PQY
4.3.1	<empnumber>	O			PQY
4.3.2	<statutoryind>	O			Y
4.3.3	<status>	C (Guam and MO only)			Q
4.3.4	<seasonalworkerflag>	C (CO, ME, NC only)			Q
4.3.5	<pensionplanind>	R			Y

Ref. #	<Tag Name> Attribute	Required?	Attributes	Subtags	Use
4.3.6	<hiredate>	<ul style="list-style-type: none"> <li>For New Hire Reporting customers, required (R) in Periodic files and Quarterly files.</li> <li>For all other customers, optional (O) in Periodic files and required (R) in Quarterly files.</li> </ul>			PQ
4.3.7	<termdate>	R			Q
4.3.8	<areacode>	C (AK only) R (MP only)			QY
4.3.9	<sdiflag>	C (Required for CA, NJ, PR, RI – Optional otherwise)			Q
4.3.10	<privatesdi>	C (NJ only)			QY
4.3.11	<occupcodeortitle>	<ul style="list-style-type: none"> <li>For New Hire Reporting customers, required (R) in Periodic files for all states and only required in Quarterly files for AK, LA, and VI.</li> <li>For AK, IN, LA, NE, SC, VI, and WA, required (R) in Quarterly files.</li> <li>For MP, required (R) in annual files.</li> <li>For all other customers, optional (O) in Periodic files.</li> </ul>			PQY
4.3.12	<workerscomprate>	C (WY only)			Q
4.3.13	<workerscompexempt>	O			Q
4.3.14	<eecclasscodeind>	C (Required for WY only)			Q
4.3.15	<classcode>	C (WY Quarterly files only) C (MP Annual files only)			QY
4.3.16	<corpofficertype>	C (Required for MA, MN, NM, WA, and WY – Optional otherwise)			Q
4.3.17	<coveragetype>	C (Required for WY only)			Q
4.3.18	<deferredcompind>	O (Required for NJ only)			Y

Ref. #	<Tag Name> Attribute	Required?	Attributes	Subtags	Use
4.3.20	<w2info>	C (Required for W2 customers)		<empseqnbr> <controlnbr> <reissueflag> <privatesdiid> <customfield> <thirdpartysickpayind> <altsort1> <altsort2> <altsort3> <altsort4> <altsort5> <w2cactioncode> <whallowance> <pensionstartdate> <privfamilyleavenbr> <qualifiedphysicianind> <domesticservicesind> <otherservicesind> <otherservicesdesc> <agriculturallabor> <churchreligiousorder> <healthprofessional> <directemployee> <employeeotherin>	Y
4.3.20.1	<empseqnbr>	O (PR only)			Y
4.3.20.2	<controlnbr>	C (W2 Print customers only)			Y
4.3.20.3	<reissueflag>	C (W2 Print customers only)			Y
4.3.20.4	<privatesdiid>	C (NJ only)			Y
4.3.20.5	<customfield>	C (W2 Print customers with Print Service agreement)			Y
4.3.20.6	<thirdpartysickpayind>	R			Y
4.3.20.7	<altsort1>	C (W2 Print customers only)			Y
4.3.20.8	<altsort2>	C (W2 Print customers only)			Y
4.3.20.9	<altsort3>	C (W2 Print customers only)			Y
4.3.20.10	<altsort4>	C (W2 Print customers only)			Y
4.3.20.11	<altsort5>	C (W2 Print customers only)			Y
4.3.20.12	<w2cactioncode>	O			Y
4.3.20.13	<whallowance>	R (Required quarterly for Northern Marianas)			QY
4.3.20.14	<pensionstartdate>	<i>Note: This tag is no longer required as of 2014.</i> R (Required for Puerto Rico only)			Y
4.3.20.15	<privfamilyleavenbr>	C (Required for New Jersey when applicable)			Y
4.3.20.16	<qualifiedphysicianind>	C (PR only)			Y
4.3.20.17	<domesticservicesind>	C (PR only)			Y
4.3.20.18	<otherservicesind>	C (PR only)			Y
4.3.20.19	<otherservicesdesc>	C (PR only)			Y
4.3.20.20	<agriculturallabor>	C (PR only)			Y

Ref. #	<Tag Name> Attribute	Required?	Attributes	Subtags	Use
4.3.20.21	<churchreligiousorder>	C (PR only)			Y
4.3.20.22	<healthprofessional>	C (PR only)			Y
4.3.20.23	<directemployee>	C (PR only)			Y
4.3.20.24	<employeeotherin>	C (PR only)			Y
4.3.21	<communitycode>	<i>Note: This tag is no longer used as of 2nd quarter 2011.</i> The Pennsylvania requirement for political subdivision codes has been split between two additional tags: <ul style="list-style-type: none"> <li>• 6.4.4.10 &lt;wrkpsdcode&gt;</li> <li>• 6.4.4.12 &lt;respsdcode&gt;</li> </ul>			QY
4.3.22	<healthcarecoverage>	R (Required for VT only)			Q
4.3.23	<seasonalperiodstart>	C (Required for ME only for businesses defined as seasonal)			Q
4.3.24	<seasonalperiodend>	C (Required for ME only for businesses defined as seasonal)			Q
4.3.25	<paycycleper>	<ul style="list-style-type: none"> <li>• For New Hire Reporting customers, required (R) in Periodic files and Quarterly files.</li> <li>• For all other customers, optional (O) in Periodic files and required (R) in Quarterly files.</li> </ul>			PQ
4.3.26	<regularpayrate>	<ul style="list-style-type: none"> <li>• For New Hire Reporting customers, required (R) in Periodic files and Quarterly files.</li> <li>• For all other customers, optional (O) in Periodic files and required (R) in Quarterly files.</li> </ul>			PQ
4.3.27	<otherflag>	R (Required for MA, MI, NJ, WA, and WI only)			Q
4.3.28	<hireactcredit>	<i>Note: This subtag was only applicable to tax year 2010, so it is no longer used as of 2011.</i> C (Required from payroll systems that address the Federal HIRE Act Requirements by suppressing the calculation of the employer FICA tax.)			Q
4.3.29	<unemployment_exempt>	R			Q
4.3.30	<seasonaleecode>	C (Required by Indiana if seasonal employee)			Q

Ref. #	<Tag Name> Attribute	Required?	Attributes	Subtags	Use
4.3.31	<rehiredate>	C (For all customers, required if employee was rehired)			PQ
4.3.32	<payfrequency>	R (For New Hire Reporting customers only)			P
4.3.33	<baseforecasthours>	R (For New Hire Reporting customers only)			P
4.3.34	<fullparttimeflag>	R (For New Hire Reporting customers only)			P
4.3.35	<workstate>	R (For New Hire Reporting customers only)			P
4.3.36	<empmedicalins>	R (For New Hire Reporting customers only)			P
4.3.37	<empmedicalinsdate>	C (For New Hire Reporting customers only - required only if <empmedicalins> is <b>Y</b> ). <b>Caution:</b> Do not include the <empmedicalinsdate> tag in the file if the value for <empmedicalins> is <b>N</b> . A null date tag will generate an upload error.			P
4.3.38	<depmedicalins>	R (For New Hire Reporting customers only)			P
4.3.39	<depmedicalinsdate>	C (For New Hire Reporting customers only - required only if <depmedicalins> is <b>Y</b> ). <b>Caution:</b> Do not include the <depmedicalinsdate> tag in the file if the value for <depmedicalins> is <b>N</b> . A null date tag will generate an upload error.			P
4.3.40	<empmedinsavail>	R (For New Hire Reporting customers only)			P
4.3.41	<empmedinsqualdate>	C (For New Hire Reporting customers only - required only if <empmedinsavail> is <b>Y</b> ). <b>Caution:</b> Do not include the <empmedinsqualdate> tag in the file if the value for <empmedinsavail> is <b>N</b> . A null date tag will generate an upload error.			P
4.3.42	<depmedinsavail>	R (For New Hire Reporting customers only)			P

Ref. #	<Tag Name> Attribute	Required?	Attributes	Subtags	Use
4.3.43	<depmedinsqualdate>	C (For New Hire Reporting customers only - required only if <depmedinsavail> is Y) <b>Caution:</b> Do not include the <depmedinsqualdate> tag in the file if the value for <depmedinsavail> is N. A null date tag will generate an upload error.			P
4.3.44	<indcontractorflag>	R (For New Hire Reporting customers only)			P
4.3.45	<otherempcode>	R (For MP annual files only)			Y
4.3.46	<jobs>	C (Required for AK, IN, LA, MP, NE, SC, VI, WA, and WV. Optional otherwise.)		<job> <statecode> <socode> <jobtitle>	Q
4.3.47	<replacementemployee>	C (For Paid Leave Oregon only)			Q
4.3.48	<workstartdate>	P (For New Hire Reporting customers only)			P
5.0	<payrolls>	O		<payroll>	PQY
6.0	<payroll>	C <payrolls>		<payrollhdr> <clientsuirates> <paychecks> <wageattachments>	OPQY
6.1	<payrollhdr>	C <payroll>	controlid / subclientkey	<payperiodidentifier> <procddate> <proctime> <checkdate> <nextcheckdate> <payperiodstartdate> <payperiodenddate> <currpayerperiodcode> <nextpayerperiodcode> <adjnum> <batchcheckdate> <w2info>	OPQY
	controlid	R<payrollhdr>			OPQY
	subclientkey	C <payrollhdr>			OPQY
	payrollid	O<payrollhdr>			OP
6.1.1	<payperiodidentifier>	O			OP
6.1.2	<procddate>	C <payrollhdr>			OPQY
6.1.3	<proctime>	C <payrollhdr>			OPQY
6.1.4	<checkdate>	C <payrollhdr>			OPQY
6.1.5	<nextcheckdate>	O			OP
6.1.6	<payperiodstartdate>	R			OP
6.1.7	<payperiodenddate>	R			OP
6.1.8	<currpayerperiodcode>	R			OP
6.1.9	<nextpayerperiodcode>	O			OP
6.1.13	<adjnum>	R			OP

Ref. #	<Tag Name> Attribute	Required?	Attributes	Subtags	Use
6.1.14	<batchcheckdate>	R (For Dayforce internal use only for Third-Party Payments, check date associated with the current pay period.)			OP
6.1.15	<w2info>	O		<termbusind> <otherin> <thirdpartysickpayind> <establishmentnbr> <employmentcode> <employerphone> <operclosedate> <w2filetype> <w2cactioncode>	Y
6.1.15.1	<termbusind>	C <w2info>			Y
6.1.15.2	<otherin>	C <w2info>			Y
6.1.15.3	<thirdpartysickpayind>	R <w2info>			Y
6.1.15.4	<establishmentnbr>	C <w2info>			Y
6.1.15.5	<employmentcode>	C <w2info>			Y
6.1.15.6	<employerphone>	C <w2info>			Y
6.1.15.7	<operclosedate>	Required for Puerto Rico.			Y
6.1.15.8	<w2filetype>	O			Y
6.1.15.9	<w2cactioncode>	O			Y
6.2	<clientsuirates>	O		<clientsuirate>	OPQY
6.2.1	<clientsuirate>	C <clientsuirates>	amtcode		OPQY
	amtcode	C <clientsuirate>			OPQY
6.3	<paychecks>	C <payroll>		<paycheck>	OPQY
6.4	<paycheck>	C <paychecks>	checkno / empunqid	<priworksites> <hourlysalaryind> <hourlyrate> <paychkdetail> <seasonalwageindicator> <seasonalwagecode>	OPQY
	checkno	C <paycheck>			OPQY
	empunqid	C <paycheck>			OPQY
6.4.1	<priworksites>	C <paycheck>		<priworksites>	OPQY
6.4.1.1	<priworksites>		id / statecode		OPQY
	id	C <priworksites>			OPQY
	statecode	C <priworksites>			OPQY
6.4.2	<hourlysalaryind>	O (Required for AL, LA, and VT)			PQ
6.4.3	<hourlyrate>	O (Required for LA and VT)			Q

Ref. #	<Tag Name> Attribute	Required?	Attributes	Subtags	Use
6.4.4	<paychkdetail>	C <paycheck>	type	<amtcode> <periodicamt> <qtdamt> <ytdamt> <hoursworked> <weeksworked> <w2shortdesc> <w2taxtypecode> <w2box12year> <wrkpsdcode> <eetaxrate> <respsdcode> <resindicator> <localcitycode> <charactercitycode> <reasoncode> <eetaxratetype> <paymonth1> <paymonth2> <paymonth3> <resaddress1> <resaddress2> <rescity> <resstate> <reszip> <ytdweeksworked>	OPQY
	type	C <paycheck>			OPQY
6.4.4.1	<amtcode>	C <paychkdetail>			OPQY
6.4.4.2	<periodicamt>	C <paychkdetail>			OP
6.4.4.3	<qtdamt>	C <paychkdetail>			OPQ
6.4.4.4	<ytdamt>	C <paychkdetail>			OPQY
6.4.4.5	<hoursworked>	R <paychkdetail>			QY
6.4.4.6	<weeksworked>	C <paychkdetail>			Q
6.4.4.7	<w2shortdesc>	R			Y
6.4.4.8	<w2taxtypecode>	R			Y
6.4.4.9	<w2box12year>	R			Y
6.4.4.10	<wrkpsdcode>	R (For PA local EIT and LST amount/tax codes only)			QY
6.4.4.11	<eetaxrate>	<i>Note: This tag is no longer used as of 1st quarter 2012.</i> R (For PA only)			PQY
6.4.4.12	<respsdcode>	R (For PA residents only when reporting PA local EIT and LST amount/tax codes)			QY
6.4.4.13	<resindicator>	R (For employees with Ohio Central Collection Agency (CCA) or Ohio Regional Income Tax Agency (RITA) tax obligations only).			Y
6.4.4.14	<localcitycode>	R (For employees with Ohio Central Collection Agency (CCA) or Ohio Regional Income Tax Agency (RITA) tax obligation only)			Y

Ref. #	<Tag Name> Attribute	Required?	Attributes	Subtags	Use
6.4.4.15	<charactercitycode>	<i>Note: This tag is no longer required as of 2012.</i> R (For employees with Ohio Central Collection Agency (CCA) tax obligation only)			Y
6.4.4.16	<reasoncode>	C (For Washington only when reporting zero hours worked for employee)			Q
6.4.4.17	<cetaxratetype>	<i>Note: This tag is no longer used as of 1st quarter 2012.</i> R (For PA Locals Earned Income Tax only)			PQY
6.4.4.18	<paymonth1>	R			Q
6.4.4.19	<paymonth2>	R			Q
6.4.4.20	<paymonth3>	R			Q
6.4.4.21	<resaddress1>	C (For employees who live or work in Pennsylvania)			Q
6.4.4.22	<resaddress2>	C (For employees who live or work in Pennsylvania)			Q
6.4.4.23	<rescity>	C (For employees who live or work in Pennsylvania)			Q
6.4.4.24	<resstate>	C (For employees who live or work in Pennsylvania)			Q
6.4.4.25	<reszip>	C (For employees who live or work in Pennsylvania)			Q
6.4.4.26	<ytdweeksworked>	R (For PA only)			Q
6.4.4.27	<leaverate>	R (For Massachusetts only when contribution withheld from employees with family or medical leave)			Q
6.4.5	<seasonalwageindicator>	C (For Arkansas seasonal employees only)			Q
6.4.6	<seasonalwagecode>	C (For Arkansas seasonal employees only)			Q
7.0	<wageattachments>	O		<wageattachment>	P
8.0	<wageattachment>	C <wageattachments>	empunqid casenumber lientype	<wageorder> <payee> <obligee> <wageorderbank>	P
	empunqid	R			P
	casenumber	R			P
	lientype	R			P

Ref. #	<Tag Name> Attribute	Required?	Attributes	Subtags	Use
8.1	<wageorder>	R		<wageorderamt> <expectedwageorderamt> <stateamtfee> <expectedstatefee> <thresholdappliesind> <threshold> <ccpains> <dueonpaydayind> <dueonspecificday> <dateofmonth> <paydateplusdays> <arrearsind> <supporttothersind> <medicalsupportind> <payrollmethod> <payrolltype> <frequency> <disposableincome> <issuingcourtstate> <countyname> <fipscode> <employerfein> <memo1> <memo2>	P
8.1.1	<wageorderamt>	R			P
8.1.2	<expectedwageorderamt>	O			P
8.1.3	<stateamtfee>	O <i>Note: These tags are not used at this time.</i>			P
8.1.4	<expectedstatefee>				P
8.1.5	<thresholdappliesind>	O			P
8.1.6	<threshold>	O <i>Note: This tag is not used at this time.</i>			P
8.1.7	<ccpains>	O			P
8.1.8	<dueonpaydayind>	O <i>Note: These tags are not used at this time.</i>			P
8.1.9	<dueonspecificday>				P
8.1.10	<dateofmonth>				P
8.1.11	<paydateplusdays>				P
8.1.12	<arrearsind>	O			P
8.1.13	<supporttothersind>	O			P
8.1.14	<medicalsupportind>	O			P
8.1.15	<payrollmethod>	R			P
8.1.16	<payrolltype>	R			P
8.1.17	<frequency>	R			P
8.1.18	<disposableincome>	O			P
8.1.19	<issuingcourtstate>	O			P
8.1.20	<countyname>	O			P
8.1.21	<fipscode>	R (Required for IL child support only.)			P
8.1.22	<employerfein>	R			P
8.1.23	<memo1>	O			P
8.1.24	<memo2>	O			P

Ref. #	<Tag Name> Attribute	Required?	Attributes	Subtags	Use
8.2	<payee>	R		<payeeaname> <altpayeeaname> <addressinfo> <payeeccode>	P
8.2.1	<payeeaname>	R			P
8.2.2	<altpayeeaname>	O			P
8.2.3	<addressinfo>	R		<address1> <address2> <city> <state> <zipcode> <zipext> <foreignstateprovince> <foreigncountrycode> <foreignpostalcode>	P
8.2.3.1	<address1>	R			P
8.2.3.2	<address2>	O			P
8.2.3.3	<city>	R			P
8.2.3.4	<state>	R			P
8.2.3.5	<zipcode>	R			P
8.2.3.6	<zipext>	R			P
8.2.3.7	<foreignstateprovince>	O			P
8.2.3.8	<foreigncountrycode>	O			P
8.2.3.9	<foreignpostalcode>	O			P
8.2.4	<payeeccode>	R (Required for EFT filing of child support or state tax levies only.)			P
8.3	<obligee>	O		<obligeeesn> <obligeefirstname> <obligeelastname> <obligeemiddlename>	P
8.3.1	<obligeeesn>	O			P
8.3.2	<obligeefirstname>	O			P
8.3.3	<obligeelastname>	O			P
8.3.4	<obligeemiddlename>	O			P
8.4	<wageorderbank>	O			P
8.4.1	<employerbankname>	O			P
8.4.2	<employerbankacctnum>	O			P
8.4.3	<employerbankroutingnum>	O			P
9.0	<paymentsummaries>	O (For Dayforce Wallet customers only)		<paymentsummary>	P
9.1	<paymentsummary>	O		<programmanager> <amount> <transactioncount> <transactions>	P
9.1.1	<programmanager>	O			P
9.1.2	<amount>	O			P
9.1.3	<transactioncount>	O			P
9.1.4	<transactions>	O		<transaction>	P

Ref. #	<Tag Name> Attribute	Required?	Attributes	Subtags	Use
9.1.4.1	<transaction>	O		<transactionid> <effectiveentrydate> <transactiontype> <amount>	P
9.1.4.1.1	<transactionid>	O			P
9.1.4.1.2	<effectiveentrydate>	O			P
9.1.4.1.3	<transactiontype>	O			P
9.1.4.1.4	<amount>	O			P
10.0	<researchcredit8974>	O		<filewithform> <qtdtaxcreditamt> <ytdtaxcreditamt> <creditprvtaken> <creditavailable> <taxyearbegindate> <taxyearenddate> <filingdate> <wageattachment> <incomereturntype>	Q
10.1	<filewithform>	O			Q
10.2	<qtdtaxcreditamt>	O			Q
10.3	<ytdtaxcreditamt>	O			Q
10.4	<creditprvtaken>	O			Q
10.5	<creditavailable>	O			Q
10.6	<taxyearbegindate>	O			Q
10.7	<taxyearenddate>	O			Q
10.8	<filingdate>	O			Q
10.9	<wageattachment>	O			Q
10.10	<incomereturntype>	O			Q

## Appendix E

# Special Characters in XML

Certain “standard” characters are not valid for use in XML data fields. If these characters are used, the XML parser cannot process them causing the parser to return an error.

For customers submitting XML data files, this means that those files cannot use the invalid characters, or the entire data file may be rejected.

The following table lists the invalid characters:

Character	Character Name	Escape Sequence
<	less than	&lt;
>	greater than	&gt;
&	ampersand	&amp;
'	apostrophe	&apos;
"	quotation mark	&quot;

We recommend the following methods for removing any invalid characters from your file:

- Re-word data that uses invalid characters. For example, you can spell out the word “and” rather than use the ampersand (&), or remove apostrophes used to show possession (“Johns Bake Shop” rather than “John’s Bake Shop).
- Replace instances of invalid characters in your data file with escape sequence characters.

The table above lists escape sequences that correspond to the invalid XML characters. If you replace the invalid characters in your data with these escape sequence characters, the Dayforce processing system will interpret these characters properly, and errors brought about by using invalid characters will not occur.

For example, if the Dayforce file processing system encounters the following line:

```
<address2>c/o Mary & Todd Smith</address2>
```

the system would be unable to process the ampersand (&) character and might reject the entire data file.

However, if the example is changed to:

```
<address2>c/o Mary &amp; Todd Smith</address2>
```

the system would process the file properly and not return an error for that line.

Notice that the ampersand character, while an invalid character for use in XML data files, is used in all the escape sequences. XML parsers use the ampersand as the start of an escape sequence, and they expect the semi-colon to occur at some point in that data field to complete the sequence. This means you may get a different error message when you use an ampersand improperly in your data file than you would when using other invalid characters.

## Special Character Support for Specific Tags

The table below shows tags in which the following special characters are and are not supported:

!@#%&^\*()-\_+=;:">?.,/ []{}|\`~`

Tags that allow special characters	Tags that do not allow special characters
ssn	dateofbirth (exception: hyphen (-) is supported)
lastname	hiredate (exception: hyphen (-) is supported)
middlename	termdate (exception: hyphen (-) is supported)
address1	
city	
state	
zipcode	
empnumber	
statutoryind	
seasonalworkerflag	
pensionplanind	
sdiflag	
corpofficertype	
fullparttimeflag	
indcontractorflag	

## Appendix F

# New Data Elements Summary

The tables in this appendix list the new data elements that are required to be delivered (when applicable) in the XML file. These tables include the following fields:

- **New Data Element** – description of the data that needs to be delivered in the XML file through the corresponding amount code/deduction code from the payroll system.
- **Effective Quarter** – the quarter period as to when the new data element is required.
- **Effective Tax Year** - the tax year period as to when the new data element is required.
- **Dayforce Tax Code** – the corresponding Dayforce tax code for which the new data element amount code/deduction code should be mapped to. The mapping can be done by an authorized Source Data Manager user through the Taxcode Mapping web page.
- **Dayforce W2 Info Code** – the corresponding Dayforce W2 Info code for which the new data element amount code/deduction code should be mapped to. The mapping can be done by an authorized Source Data Manager user through the W2 Info Code Mapping web page.
- **Tag name** – the tag name exactly as it is used in the XML file specification.
- **Required?** – indicates if a tag is required, optional or conditional.

**R** = Required

**O** = Optional

**C** = Conditional – required under certain conditions. Those conditions include:

- Some tags may be required for certain states, but not required for others.
- Some tags are required if you are using another higher-level tag. For example, 6.4.4 <paychkdetail> is required only if you are using 6.4 <paycheck>.

- **Attributes** – the attributes as to which the new data element should be delivered.
- **Subtags** – required subtags to be delivered for the new data element.
- **Use** – an indicator of which file type the new data element should be delivered in.

**P** = Periodic

**Q** = Quarterly

**Y** = Annual (Yearly)

**Note:** Dayforce Tax codes and Dayforce W2 Info codes are not included in the XML file. They are shown in the following tables so that authorized Source Data Manager users know which codes must be mapped for the new data elements through that application.

New Data Element: Services Rendered by a Qualified Physician under Act 14-2017						
<b>Effective Quarter:</b>		N/A		<b>Effective Tax Year:</b>		2018
<b>Dayforce Tax Code:</b>		N/A				
<b>Dayforce W2 Info Code:</b> N/A						
Ref. #	Seq	<Tag Name>	Required	Subtags	Attributes	Use
4.3.20		<w2info>	R<Required for W2 customers>		type = w2info	Y
4.3.20.16			C<Required for Puerto Rico if qualified Physician income received>	<qualifiedphysicianind>		Y

New Data Element: Domestic Services						
<b>Effective Quarter:</b>		N/A		<b>Effective Tax Year:</b>		2018
<b>Dayforce Tax Code:</b>		N/A				
<b>Dayforce W2 Info Code:</b> N/A						
Ref. #	Seq	<Tag Name>	Required	Subtags	Attributes	Use
4.3.20		<w2info>	R<Required for W2 customers>		type = w2info	Y
4.3.20.17			C<Required for Puerto Rico if qualified Domestic Services income received>	<domesticservicesind>		Y

New Data Element: Other Services Required by the Department						
<b>Effective Quarter:</b>		N/A		<b>Effective Tax Year:</b>		2018
<b>Dayforce Tax Code:</b>		N/A				
<b>Dayforce W2 Info Code:</b> N/A						
Ref. #	Seq	<Tag Name>	Required	Subtags	Attributes	Use
4.3.20		<w2info>	R<Required for W2 customers>		type = w2info	Y
4.3.20.18			C<Required for Puerto Rico if qualified Other services income received>	<otherservicesind>		Y
4.3.20.19				<otherservicesdesc>		Y

<b>New Data Element: Public employees' wages for overtime worked during emergency situations under Act 324-2004 – Puerto Rico (Exempt Salaries Code “A”)</b>						
<b>Effective Quarter:</b>		N/A		<b>Effective Tax Year:</b>		2014
<b>Dayforce Tax Code:</b>		N/A				
<b>Dayforce W2 Info Code:</b> P16A						
Ref. #	Seq	<Tag Name>	Required	Subtags	Attributes	Use
6.4.4		<paychkdetail>	C<paycheck>		type = w2info	Y
6.4.4.1				<amtcode>		Y
6.4.4.4				<ytdamt>		Y
6.4.4.7				<w2shortdesc>		Y

<b>New Data Element: Income from overtime worked by a Puerto Rico Police member under Section 1031.02(a)(34) of the Code – Puerto Rico (Exempt Salaries Code “B”)</b>						
<b>Effective Quarter:</b>		N/A		<b>Effective Tax Year:</b>		2014
<b>Dayforce Tax Code:</b>		N/A				
<b>Dayforce W2 Info Code:</b> P16B						
Ref. #	Seq	<Tag Name>	Required	Subtags	Attributes	Use
6.4.4		<paychkdetail>	C<paycheck>		type = w2info	Y
6.4.4.1				<amtcode>		Y
6.4.4.4				<ytdamt>		Y
6.4.4.7				<w2shortdesc>		Y

<b>New Data Element: Stipends received by certain physicians during the internship period under Section 1031.02(a)(9) of the Code – Puerto Rico (Exempt Salaries Code “C”)</b>						
<b>Effective Quarter:</b>		N/A		<b>Effective Tax Year:</b>		2014
<b>Dayforce Tax Code:</b>		N/A				
<b>Dayforce W2 Info Code:</b> P16C						
Ref. #	Seq	<Tag Name>	Required	Subtags	Attributes	Use
6.4.4		<paychkdetail>	C<paycheck>		type = w2info	Y
6.4.4.1				<amtcode>		Y
6.4.4.4				<ytdamt>		Y
6.4.4.7				<w2shortdesc>		Y

<b>New Data Element: Compensation paid to an eligible researcher or scientist for services rendered under Section 1031.02(a)(26) of the Code – Puerto Rico (Exempt Salaries Code “D”)</b>						
<b>Effective Quarter:</b>		N/A		<b>Effective Tax Year:</b>		2014
<b>Dayforce Tax Code:</b>		N/A				
<b>Dayforce W2 Info Code:</b> P16D						
Ref. #	Seq	<Tag Name>	Required	Subtags	Attributes	Use
6.4.4		<paychkdetail>	C<paycheck>		type = w2info	Y
6.4.4.1				<amtcode>		Y
6.4.4.4				<ytdamt>		Y
6.4.4.7				<w2shortdesc>		Y

<b>New Data Element: Salary not over \$40,000 per year under Act 135-2014 (Section 1031.02(a)(35) of the Code) – Puerto Rico (Exempt Salaries Code “E”)</b>						
<b>Effective Quarter:</b>		N/A		<b>Effective Tax Year:</b>		2014
<b>Dayforce Tax Code:</b>		N/A				
<b>Dayforce W2 Info Code:</b> P16E						
Ref. #	Seq	<Tag Name>	Required	Subtags	Attributes	Use
6.4.4		<paychkdetail>	C<paycheck>		type = w2info	Y
6.4.4.1				<amtcode>		Y
6.4.4.4				<ytdamt>		Y
6.4.4.7				<w2shortdesc>		Y

<b>New Data Element: Vacation and sick leave liquidation payment under Act 211-2014. For PR Governmental employees only – Puerto Rico (Exempt Salaries Code “F”)</b>						
<b>Effective Quarter:</b>		N/A		<b>Effective Tax Year:</b>		2016
<b>Dayforce Tax Code:</b>		N/A				
<b>Dayforce W2 Info Code:</b> P16F						
Ref. #	Seq	<Tag Name>	Required	Subtags	Attributes	Use
6.4.4		<paychkdetail>	C<paycheck>		type = w2info	Y
6.4.4.1				<amtcode>		Y
6.4.4.4				<ytdamt>		Y
6.4.4.7				<w2shortdesc>		Y

<b>New Data Element: Disaster payments declared exempt by the Governor of Puerto Rico or the President of the United States – Puerto Rico (Exempt Salaries Code “G”)</b>						
<b>Effective Quarter:</b>		N/A		<b>Effective Tax Year:</b>		2017
<b>Dayforce Tax Code:</b>		N/A				
<b>Dayforce W2 Info Code:</b> P16G						
Ref. #	Seq	<Tag Name>	Required	Subtags	Attributes	Use
6.4.4		<paychkdetail>	C<paycheck>		type = w2info	Y
6.4.4.1				<amtcode>		Y
6.4.4.4				<ytdamt>		Y
6.4.4.7				<w2shortdesc>		Y

<b>New Data Element: Payments to public employees under the Voluntary Transition Program, according to AAFAF’s Administrative Orders OA-2017-05 and OA-2017-06 – Puerto Rico (Exempt Salaries Code “H”)</b>						
<b>Effective Quarter:</b>		N/A		<b>Effective Tax Year:</b>		2018
<b>Dayforce Tax Code:</b>		N/A				
<b>Dayforce W2 Info Code:</b> P16H						
Ref. #	Seq	<Tag Name>	Required	Subtags	Attributes	Use
6.4.4		<paychkdetail>	C<paycheck>		type = w2info	Y
6.4.4.1				<amtcode>		Y
6.4.4.4				<ytdamt>		Y
6.4.4.7				<w2shortdesc>		Y

<b>New Data Element: Compensation or indemnification paid to an employee due to dismissal under Section 1031.01(b)(11) of the Code – Puerto Rico (Exempt Salaries Code “I”)</b>						
<b>Effective Quarter:</b>		N/A		<b>Effective Tax Year:</b>		2018
<b>Dayforce Tax Code:</b>		N/A				
<b>Dayforce W2 Info Code:</b> P16I						
Ref. #	Seq	<Tag Name>	Required	Subtags	Attributes	Use
6.4.4		<paychkdetail>	C<paycheck>		type = w2info	Y
6.4.4.1				<amtcode>		Y
6.4.4.4				<ytdamt>		Y
6.4.4.7				<w2shortdesc>		Y

<b>New Data Element: Employee Relationship to Owner/Officer – District of Columbia</b>						
<b>Effective Quarter:</b>		4th		<b>Effective Tax Year:</b>		2014
<b>Dayforce Tax Code:</b>		N/A				
<b>Dayforce W2 Info Code:</b> N/A						
Ref. #	Seq	<Tag Name>	Required	Subtags	Attributes	Use
4.2		<personal>	O			PQY
4.2.17			R (For District of Columbia only)	<emprelationship>		Q

New Data Element: Visa Indicator – Michigan						
Effective Quarter:		4th	Effective Tax Year:		2014	
Dayforce Tax Code:		N/A				
Dayforce W2 Info Code:		N/A				
Ref. #	Seq	<Tag Name>	Required	Subtags	Attributes	Use
4.2		<personal>	O			PQY
4.2.18			R (For Michigan only)	<visaindicator>		Q

New Data Element: Subtags for Customer’s Enterprise Resource Planning (ERP) software						
Effective Quarter:		4th	Effective Tax Year:		2012	
Dayforce Tax Code:		N/A				
Dayforce W2 Info Code:		N/A				
Ref. #	Seq	<Tag Name>	Required	Subtags	Attributes	Use
1.0		<controlinfo>	R			PQY
1.9			O	<operatingsystem>		PQY
1.10			O	<erpversion>		PQY
1.11			O	<erpdatabase>		PQY
1.12			O	<appliedtaxupdates>		PQY

New Data Element: Pennsylvania Resident Address Subtags						
Effective Quarter:		4th	Effective Tax Year:		2012	
Dayforce Tax Code:		N/A				
Dayforce W2 Info Code:		N/A				
Ref. #	Seq	<Tag Name>	Required	Subtags	Attributes	Use
6.4.4		<paychkdetail>	C <paycheck>		type = taxwage	PQY
6.4.4.1			C <paychkdetail>	<amtcode>		PQY
6.4.4.21			C (For employees who live or work in Pennsylvania)	<reasaddress1>		Q
6.4.4.22				<reasaddress2>		Q
6.4.4.23				<rescity>		Q
6.4.4.24				<resstate>		Q
6.4.4.25				<reszip>		Q

New Data Element: Pennsylvania YTD Weeks Worked						
Effective Quarter:		4th	Effective Tax Year:		2012	
Dayforce Tax Code:		N/A				
Dayforce W2 Info Code:		N/A				
Ref. #	Seq	<Tag Name>	Required	Subtags	Attributes	Use
6.4.4		<paychkdetail>	C <paycheck>		type = taxwage	PQY
6.4.4.1			C <paychkdetail>	<amtcode>		PQY
6.4.4.26			R (For Pennsylvania only)	<ytdweeksworked>		Q

New Data Element: Arkansas Seasonal Wage Subtags						
Effective Quarter:		4th	Effective Tax Year:		2012	
Dayforce Tax Code:		N/A				
Dayforce W2 Info Code:		N/A				
Ref. #	Seq	<Tag Name>	Required	Subtags	Attributes	Use
6.4		<paycheck>	C <paychecks>		checkno empunqid	PQY
6.4.5			C (For Arkansas seasonal employees only)	<seasonalwageindicator>		Q
6.4.6				<seasonalwagecode>		Q

New Data Element: Second Last Name						
Effective Quarter:		2nd	Effective Tax Year:		2012	
Dayforce Tax Code:		N/A				
Dayforce W2 Info Code:		N/A				
Ref. #	Seq	<Tag Name>	Required	Subtags	Attributes	Use
4.2		<personal>	O			PQY
4.2.16			R (For Puerto Rico only)	<secondlastname>		Q

New Data Element: Pay Month 1, 2 & 3						
Effective Quarter:		1st	Effective Tax Year:		2012	
Dayforce Tax Code:		N/A				
Dayforce W2 Info Code:		N/A				
Ref. #	Seq	<Tag Name>	Required	Subtags	Attributes	Use
6.4.4		<paychkdetail>	C <paycheck>		type = subjwage	PQY
6.4.4.1			C <paychkdetail>	<amtcode>		PQY
6.4.4.18			R	<paymonth1>		Q
6.4.4.19			R	<paymonth2>		Q
6.4.4.20			R	<paymonth2>		Q

New Data Element: Cost of Employer-Sponsored Health Coverage – Puerto Rico						
Effective Quarter:		N/A	Effective Tax Year:		2011	
Dayforce Tax Code:		N/A				
Dayforce W2 Info Code:		WPR1				
Ref. #	Seq	<Tag Name>	Required	Subtags	Attributes	Use
6.4.4		<paychkdetail>	C <paycheck>		type =w2info	Y
6.4.4.1				<amtcode>		Y
6.4.4.4				<ytdamt>		Y
6.4.4.7				<w2shortdesc>		Y

New Data Element: Donations/Charitable Contributions – Puerto Rico						
Effective Quarter:		N/A		Effective Tax Year:		2011
Dayforce Tax Code:		N/A				
Dayforce W2 Info Code: WPR2						
Ref. #	Seq	<Tag Name>	Required	Subtags	Attributes	Use
6.4.4		<paychkdetail>	C <paycheck>		type =w2info	Y
6.4.4.1				<amtcode>		Y
6.4.4.4				<ytdamt>		Y
6.4.4.7				<w2shortdesc>		Y

New Data Element: Donations to the Save and Duplicate Your Money Program – Puerto Rico						
Effective Quarter:		N/A		Effective Tax Year:		2011
Dayforce Tax Code:		N/A				
Dayforce W2 Info Code: WPR3						
Ref. #	Seq	<Tag Name>	Required	Subtags	Attributes	Use
6.4.4		<paychkdetail>	C <paycheck>		type =w2info	Y
6.4.4.1				<amtcode>		Y
6.4.4.4				<ytdamt>		Y
6.4.4.7				<w2shortdesc>		Y

New Data Element: Pennsylvania Resident Political Subdivision Code						
<i>(Note: The requirements for the &lt;respsdcode&gt; tag were originally published in 2nd quarter 2011 with a Reference # of 4.2.13 as part of the 4.2 &lt;personal&gt; node. As of 4th quarter 2011, the &lt;respsdcode&gt; tag is being moved to the 6.4.4 &lt;paychkdetail&gt; node with a Reference # of 6.4.4.12).</i>						
Effective Quarter:		4th		Effective Tax Year:		2011
Dayforce Tax Code:		N/A				
Dayforce W2 Info Code: N/A						
Ref. #	Seq	<Tag Name>	Required	Subtags	Attributes	Use
6.4.4		<paychkdetail>	C <paycheck>		type = tax type = taxwage	PQY
6.4.4.1			C <paychkdetail>	<amtcode>		PQY
6.4.4.12			R (For PA residents only)	<respsdcode>		QY

New Data Element: Ohio Central Collection Agency (CCA) Residence Tax Type Indicator						
<b>Effective Quarter:</b>		4th	<b>Effective Tax Year:</b>		2011	
<b>Dayforce Tax Code:</b>		N/A				
<b>Dayforce W2 Info Code:</b> N/A						
Ref. #	Seq	<Tag Name>	Required	Subtags	Attributes	Use
6.4.4		<paychkdetail>	C <paycheck>		type = tax	PQY
6.4.4.1			C <paychkdetail>	<amtcode>		PQY
6.4.4.13			R (For employees with Ohio Central Collection Agency (CCA) or Ohio Regional Income Tax Agency (RITA) tax obligations only).	<resindicator>		Y

New Data Element: Ohio Central Collection Agency (CCA) or Ohio Regional Income Tax Agency (RITA) Local City Code						
<b>Effective Quarter:</b>		4th	<b>Effective Tax Year:</b>		2011	
<b>Dayforce Tax Code:</b>		N/A				
<b>Dayforce W2 Info Code:</b> N/A						
Ref. #	Seq	<Tag Name>	Required	Subtags	Attributes	Use
6.4.4		<paychkdetail>	C <paycheck>		type = tax	PQY
6.4.4.1			C <paychkdetail>	<amtcode>		PQY
6.4.4.14			R (For employees with Ohio Central Collection Agency (CCA) or Ohio Regional Income Tax Agency (RITA) tax obligation only)	<localcitycode>		Y

New Data Element: Ohio Central Collection Agency (CCA) Character City Code						
<i>Note: The requirements for the &lt;charactercitycode&gt; subtag were originally published in 4th quarter 2011. This tag is no longer required by the agency as of 2012.</i>						
<b>Effective Quarter:</b>		4th	<b>Effective Tax Year:</b>		2011	
<b>Dayforce Tax Code:</b>		N/A				
<b>Dayforce W2 Info Code:</b> N/A						
Ref. #	Seq	<Tag Name>	Required	Subtags	Attributes	Use
6.4.4		<paychkdetail>	C <paycheck>		type = tax	PQY
6.4.4.1			C <paychkdetail>	<amtcode>		PQY
6.4.4.15			R (For employees with Ohio Central Collection Agency (CCA) tax obligation only)	<charactercitycode>		Y

New Data Element: Washington Reason Code						
Effective Quarter:		4th	Effective Tax Year:		2011	
Dayforce Tax Code:		N/A				
Dayforce W2 Info Code:		N/A				
Ref. #	Seq	<Tag Name>	Required	Subtags	Attributes	Use
6.4.4		<paychkdetail>	C <paycheck>		type = tax	PQY
6.4.4.1			C <paychkdetail>	<amtcode>		PQY
6.4.4.16			C (For Washington only when reporting zero hours worked for employee.)	<reasoncode>		Q

New Data Element: Pennsylvania Locals Employee Earned Income Tax Rate Type						
Effective Quarter:		4th	Effective Tax Year:		2011	
Dayforce Tax Code:		N/A				
Dayforce W2 Info Code:		N/A				
Ref. #	Seq	<Tag Name>	Required	Subtags	Attributes	Use
6.4.4		<paychkdetail>	C <paycheck>		type = tax	PQY
6.4.4.1			C <paychkdetail>	<amtcode>		PQY
6.4.4.11			R (For PA only)	<cetaxrate>		PQY
6.4.4.17			R (For PA Locals Earned Income Tax only)	<cetaxratetype>		PQY

Cost of Employer-Sponsored Health Coverage						
Effective Quarter:		N/A	Effective Tax Year:		2011	
Dayforce Tax Code:		N/A				
Dayforce W2 Info Code:		W2DD				
Ref. #	Seq	<Tag Name>	Required	Subtags	Attributes	Use
6.4.4		<paychkdetail>	C <paycheck>		type =w2info	Y
6.4.4.1				<amtcode>		Y
6.4.4.4				<ytdamt>		Y
6.4.4.7				<w2shortdesc>		Y

Designated Roth Contributions under a Governmental Section 457(b) Plan						
Effective Quarter:		N/A	Effective Tax Year:		2011	
Dayforce Tax Code:		N/A				
Dayforce W2 Info Code:		W2EE				
Ref. #	Seq	<Tag Name>	Required	Subtags	Attributes	Use
6.4.4		<paychkdetail>	C <paycheck>		type =w2info	Y
6.4.4.1				<amtcode>		Y
6.4.4.4				<ytdamt>		Y
6.4.4.7				<w2shortdesc>		Y

New Data Element: Kind of Employer						
<b>Effective Quarter:</b>		3rd	<b>Effective Tax Year:</b>		2011	
<b>Dayforce Tax Code:</b>		N/A				
<b>Dayforce W2 Info Code:</b>		N/A				
Ref. #	Seq	<Tag Name>	Required	Subtags	Attributes	Use
2.0.		<employer>	R		clientkey	PQY
2.2			R	<kindofemplr>		Y

New Data Element: Dependent Medical Insurance Coverage Indicator						
<b>Effective Quarter:</b>		3rd	<b>Effective Tax Year:</b>		2011	
<b>Dayforce Tax Code:</b>		N/A				
<b>Dayforce W2 Info Code:</b>		N/A				
Ref. #	Seq	<Tag Name>	Required	Subtags	Attributes	Use
2.0.		<employer>	R		clientkey	PQY
2.3			R	<depmedins>		Q

New Data Element: Pennsylvania Work Location Political Subdivision Code						
<b>Effective Quarter:</b>		2nd	<b>Effective Tax Year:</b>		2011	
<b>Dayforce Tax Code:</b>		N/A				
<b>Dayforce W2 Info Code:</b>		N/A				
Ref. #	Seq	<Tag Name>	Required	Subtags	Attributes	Use
6.4.4		<paychkdetail>	C <paycheck>		type = tax type = taxwage	PQY
6.4.4.1			C <paychkdetail>	<amtcode>		PQY
6.4.4.10			R (For PA only)	<wrkpsdcode>		QY

New Data Element: Pennsylvania Employee Local Tax Rate						
<b>Effective Quarter:</b>		2nd	<b>Effective Tax Year:</b>		2011	
<b>Dayforce Tax Code:</b>		N/A				
<b>Dayforce W2 Info Code:</b>		N/A				
Ref. #	Seq	<Tag Name>	Required	Subtags	Attributes	Use
6.4.4		<paychkdetail>	C <paycheck>		type = tax	PQY
6.4.4.1			C <paychkdetail>	<amtcode>		PQY
6.4.4.11			R (For PA only)	<ectaxrate>		PQY

New Data Element: Batch Check Date						
<i>(Note: For Dayforce internal use only for Third-Party Payments)</i>						
<b>Effective Quarter:</b>		2nd	<b>Effective Tax Year:</b>		2011	
<b>Dayforce Tax Code:</b>		N/A				
<b>Dayforce W2 Info Code:</b>		N/A				
Ref. #	Seq	<Tag Name>	Required	Subtags	Attributes	Use

<b>New Data Element: Batch Check Date</b>						
<i>(Note: For Dayforce internal use only for Third-Party Payments)</i>						
6.1		<payrollhdr>	C <payroll>			PQY
6.1.14			R (For Dayforce internal use only for Third-Party Payments)	<batchcheckdate>		P

<b>New Data Element: New Hire Reporting Subtags</b>						
<i>(Note: Applicable only to Dayforce's New Hire Reporting customers)</i>						
<b>Effective Quarter:</b>		1st	<b>Effective Tax Year:</b>		2011	
<b>Dayforce Tax Code:</b>		N/A				
<b>Dayforce W2 Info Code:</b>		N/A				
Ref. #	Seq	<Tag Name>	Required	Subtags	Attributes	Use
4.3.		<employment>	O			PQY
4.3.40			R (For New Hire Reporting customers only)	<empmedinsavail>		P
4.3.41			C (For New Hire Reporting customers only - required only if <empmedinsavail> is Y)	<empmedinsqualdate>		P
4.3.42			R (For New Hire Reporting customers only)	<depmedinsavail>		P
4.3.43			C (For New Hire Reporting customers only - required only if <depmedinsavail> is Y)	<depmedinsqualdate>		P
4.3.44			R (For New Hire Reporting customers only)	<indcontractorflag>		P

<b>New Data Element: HIRE Act</b>						
<b>Effective Quarter:</b>		N/A	<b>Effective Tax Year:</b>		2010	
<i>(Note: The Federal HIRE Act was only applicable to tax year 2010, so the Dayforce W2 Info Code 12CC will no longer be used as of 2011.)</i>						
<b>Dayforce Tax Code:</b>		N/A				
<b>Dayforce W2 Info Code:</b>		12CC				
Ref. #	Seq	<Tag Name>	Required	Subtags	Attributes	Use
6.4.4		<paychkdetail>	C <paycheck>		type =w2info	Y
6.4.4.1				<amtcode>		Y
6.4.4.4				<ytdamt>		Y
6.4.4.7				<w2shortdesc>		Y

New Data Element: Maine Public Employees Retirement System Contribution						
Effective Quarter:		N/A		Effective Tax Year:		2010
Dayforce Tax Code:		N/A				
Dayforce W2 Info Code: MPER						
Ref. #	Seq	<Tag Name>	Required	Subtags	Attributes	Use
6.4.4		<paychkdetail>	C <paycheck>		type =w2info	Y
6.4.4.1				<amtcode>		Y
6.4.4.4				<ytdamt>		Y
6.4.4.7				<w2shortdesc>		Y

New Data Element: Private Family Leave Insurance Plan Number						
Effective Quarter:		4th		Effective Tax Year:		2010
Dayforce Tax Code:		N/A				
Dayforce W2 Info Code: N/A						
Ref. #	Seq	<Tag Name>	Required	Subtags	Attributes	Use
4.3.20		<w2info>	C (Required for W2 customers)			Y
4.3.20.15			C (Required for New Jersey when applicable)	<privfamilyleavenbr>		Y

New Data Element: Federal HIRE Act Credit						
Effective Quarter:		2nd		Effective Tax Year:		2010
<p align="center"><i>(Note: The &lt;hireactcredit&gt; subtag was only applicable to tax year 2010, so it is no longer used as of 2011.)</i></p>						
Dayforce Tax Code:		No longer applicable				
Dayforce W2 Info Code: N/A						
Ref. #	Seq	<Tag Name>	Required	Subtags	Attributes	Use
4.3.		<employment>	O			PQY
4.3.28			C (Required from payroll systems that address the Federal HIRE Act Requirements by suppressing the calculation of the employer FICA tax)	<hireactcredit>		Q

New Data Element: Employee UI Status Flag						
Effective Quarter:		2nd	Effective Tax Year:		2010	
Dayforce Tax Code:		N/A				
Dayforce W2 Info Code:		N/A				
Ref. #	Seq	<Tag Name>	Required	Subtags	Attributes	Use
4.3.		<employment>	O			PQY
4.3.29			R	<unemployment_exempt>		Q

New Data Element: Seasonal Employment Indicator						
Effective Quarter:		2nd	Effective Tax Year:		2010	
Dayforce Tax Code:		N/A				
Dayforce W2 Info Code:		N/A				
Ref. #	Seq	<Tag Name>	Required	Subtags	Attributes	Use
4.3.		<employment>	O			PQY
4.3.30			C (Required by Indiana if seasonal employee)	<seasonaleecode>		Q

New Data Element: New Hire Reporting Subtags						
<i>(Note: Applicable only to Dayforce's New Hire Reporting customers)</i>						
Effective Quarter:		2nd	Effective Tax Year:		2010	
Dayforce Tax Code:		N/A				
Dayforce W2 Info Code:		N/A				
Ref. #	Seq	<Tag Name>	Required	Subtags	Attributes	Use
4.3.		<employment>	O			PQY
4.3.31			C (For New Hire Reporting customers only - required if employee was rehired)	<rehiredate>		PQ
4.3.32			R (For New Hire Reporting customers only)	<payfrequency>		P
4.3.33			R (For New Hire Reporting customers only)	<baseforecasthours >		P
4.3.34			R (For New Hire Reporting customers only)	<fullparttimeflag>		P
4.3.35			R (For New Hire Reporting customers only)	<workstate>		P
4.3.36			R (For New Hire Reporting customers only)	<empmedicalins>		P
4.3.37			C (For New Hire Reporting customers only - required only if <empmedicalins> is Y)	<empmedicalinsdate>		P

<b>New Data Element: New Hire Reporting Subtags</b>						
<i>(Note: Applicable only to Dayforce's New Hire Reporting customers)</i>						
4.3.38			R (For New Hire Reporting customers only)	<depmedicalins>		P
4.3.39			C (For New Hire Reporting customers only - required only if <demedicalins> is Y)	<depmedicalinsdate>		P

<b>New Data Element: Other Employment Status Flag</b>						
<b>Effective Quarter:</b>		3rd	<b>Effective Tax Year:</b>		2009	
<b>Dayforce Tax Code:</b>		N/A				
<b>Dayforce W2 Info Code:</b>		N/A				
Ref. #	Seq	<Tag Name>	Required	Subtags	Attributes	Use
4.3.		<employment>	O			PQY
4.3.27			R (Required for NJ only)	<otherflag>		Q

<b>New Data Element: W2 Box 12 Year for Make-Up Contributions</b>						
<b>Effective Quarter:</b>		N/A		<b>Effective Tax Year:</b> 2007		
<b>Dayforce Tax Code:</b>		N/A				
<b>Dayforce W2 Info Code:</b>		N/A				
Ref. #	Seq	<Tag Name>	Required	Subtags	Attributes	Use
6.4.4		<paychkdetail>	C <paycheck>		type =w2info	Y
6.4.4.1				<amtcode>		Y
6.4.4.4				<ytdamt>		Y
6.4.4.7				<w2shortdesc>		Y
6.4.4.9				<w2box12year>		Y

<b>New Data Element: Kentucky Rural Economic Development Assistance</b>						
<b>Effective Quarter:</b>		N/A		<b>Effective Tax Year:</b> 2007		
<b>Dayforce Tax Code:</b>		N/A				
<b>Dayforce W2 Info Code:</b>		KRED				
Ref. #	Seq	<Tag Name>	Required	Subtags	Attributes	Use
6.4.4		<paychkdetail>	C <paycheck>		type =w2info	Y
6.4.4.1				<amtcode>		Y
6.4.4.4				<ytdamt>		Y
6.4.4.7				<w2shortdesc>		Y

New Data Element: Kentucky Jobs Development Act						
Effective Quarter:		N/A		Effective Tax Year:		2007
Dayforce Tax Code:		N/A				
Dayforce W2 Info Code: KJDA						
Ref. #	Seq	<Tag Name>	Required	Subtags	Attributes	Use
6.4.4		<paychkdetail>	C<paycheck>		type =w2info	Y
6.4.4.1				<amtcode>		Y
6.4.4.4				<ytdamt>		Y
6.4.4.7				<w2shortdesc>		Y

New Data Element: Kentucky Industrial Revitalization Authority						
Effective Quarter:		N/A		Effective Tax Year:		2007
Dayforce Tax Code:		N/A				
Dayforce W2 Info Code: KIRA						
Ref. #	Seq	<Tag Name>	Required	Subtags	Attributes	Use
6.4.4		<paychkdetail>	C <paycheck>		type =w2info	Y
6.4.4.1				<amtcode>		Y
6.4.4.4				<ytdamt>		Y
6.4.4.7				<w2shortdesc>		Y

New Data Element: Kentucky Industrial Development Authority						
Effective Quarter:		N/A		Effective Tax Year:		2007
Dayforce Tax Code:		N/A				
Dayforce W2 Info Code: KIDA						
Ref. #	Seq	<Tag Name>	Required	Subtags	Attributes	Use
6.4.4		<paychkdetail>	C<paycheck>		type =w2info	Y
6.4.4.1				<amtcode>		Y
6.4.4.4				<ytdamt>		Y
6.4.4.7				<w2shortdesc>		Y

New Data Element: Citizenship						
Effective Quarter:		3rd		Effective Tax Year:		2007
Dayforce Tax Code:		N/A				
Dayforce W2 Info Code: N/A						
Ref. #	Seq	<Tag Name>	Required	Subtags	Attributes	Use
4.2		<personal>	O			PQY
4.2.12			R	<citizenship>		Q

New Data Element: Pay Cycle Per						
Effective Quarter:		3rd	Effective Tax Year:		2007	
Dayforce Tax Code:		N/A				
Dayforce W2 Info Code:		N/A				
Ref. #	Seq	<Tag Name>	Required	Subtags	Attributes	Use
4.3		<employment>	O			PQY
4.3.25			R	<paycycleper>		Q

New Data Element: Regular Pay Rate						
Effective Quarter:		3rd	Effective Tax Year:		2007	
Dayforce Tax Code:		N/A				
Dayforce W2 Info Code:		N/A				
Ref. #	Seq	<Tag Name>	Required	Subtags	Attributes	Use
4.3		<employment>	O			PQY
4.3.26			R	<regularpayrate>		Q

New Data Element: Healthcare Coverage						
Effective Quarter:		2nd	Effective Tax Year:		2007	
Dayforce Tax Code:		4908				
Dayforce W2 Info Code:		N/A				
Ref. #	Seq	<Tag Name>	Required	Subtags	Attributes	Use
4.3		<employment>	O			PQY
4.3.22			R (Required for VT only)	<healthcarecoverage>		Q

New Data Element: Seasonal Period Start Date						
Effective Quarter:		2nd	Effective Tax Year:		2007	
Dayforce Tax Code:		N/A				
Dayforce W2 Info Code:		N/A				
Ref. #	Seq	<Tag Name>	Required	Subtags	Attributes	Use
4.3		<employment>	O			PQY
4.3.23			C (Required for ME only for businesses defined as seasonal)	<seasonalperiodstart>		Q

New Data Element: Seasonal Period End Date						
<b>Effective Quarter:</b>		2nd	<b>Effective Tax Year:</b>		2007	
<b>Dayforce Tax Code:</b>		N/A				
<b>Dayforce W2 Info Code:</b>		N/A				
Ref. #	Seq	<Tag Name>	Required	Subtags	Attributes	Use
4.3		<employment>	O			PQY
4.3.24			C (Required for ME only for businesses defined as seasonal)	<seasonalperiodend>		Q

New Data Element: Pension Start Date						
<i>Note: The requirements for the &lt;pensionstartdate&gt; subtag were originally published in 4th quarter 2006. This tag is no longer required by the agency as of 2014.</i>						
<b>Effective Quarter:</b>		N/A	<b>Effective Tax Year:</b>		2006	
<b>Dayforce Tax Code:</b>		N/A				
<b>Dayforce W2 Info Code:</b>		N/A				
Ref. #	Seq	<Tag Name>	Required	Subtags	Attributes	Use
4.3.20		<w2info>	C (Required for W2 customers)			Y
4.3.20.14			R (Required for Puerto Rico only)	<pensionstartdate>		Y

New Data Element: Withholding Allowance						
<b>Effective Quarter:</b>		N/A	<b>Effective Tax Year:</b>		2006	
<b>Dayforce Tax Code:</b>		N/A				
<b>Dayforce W2 Info Code:</b>		N/A				
Ref. #	Seq	<Tag Name>	Required	Subtags	Attributes	Use
4.3.20		<w2info>	C (Required for W2 customers)			Y
4.3.20.13			R	<whallowance>		Y

New Data Element: Roth Contributions to 401(k) Plan						
<b>Effective Quarter:</b>		N/A	<b>Effective Tax Year:</b>		2006	
<b>Dayforce Tax Code:</b>		N/A				
<b>Dayforce W2 Info Code:</b>		W2AA				
Ref. #	Seq	<Tag Name>	Required	Subtags	Attributes	Use
6.4.4		<paychkdetail>	C<paycheck>		type =w2info	Y
6.4.4.1				<amtcode>		Y
6.4.4.4				<ytdamt>		Y
6.4.4.7				<w2shortdesc>		Y

New Data Element: Roth Contributions under Section 403(b)						
Effective Quarter:		N/A		Effective Tax Year:		2006
Dayforce Tax Code:		N/A				
Dayforce W2 Info Code: W2BB						
Ref. #	Seq	<Tag Name>	Required	Subtags	Attributes	Use
6.4.4		<paychkdetail>	C <paycheck>		type =w2info	Y
6.4.4.1				<amtcode>		Y
6.4.4.4				<ytdamt>		Y
6.4.4.7				<w2shortdesc>		Y

New Data Element: 1099 Income from which Alabama Tax was withheld						
Effective Quarter:		N/A		Effective Tax Year:		2005
Dayforce Tax Code:		N/A				
Dayforce W2 Info Code: AL99						
Ref. #	Seq	<Tag Name>	Required	Subtags	Attributes	Use
6.4.4		<paychkdetail>	C <paycheck>		type = w2info	Y
6.4.4.1				<amtcode>		Y
6.4.4.4				<ytdamt>		Y
6.4.4.7				<w2shortdesc>		Y

New Data Element: Salaries Under Act 324 for 2004 – Puerto Rico (Exempt Salaries Code “A” - Public employees’ wages for overtime worked during emergency situations under Act 324-2004.)						
Effective Quarter:		N/A		Effective Tax Year:		2005
Dayforce Tax Code:		N/A				
Dayforce W2 Info Code: P324						
Ref. #	Seq	<Tag Name>	Required	Subtags	Attributes	Use
6.4.4		<paychkdetail>	C <paycheck>		type = w2info	Y
6.4.4.1				<amtcode>		Y
6.4.4.4				<ytdamt>		Y
6.4.4.7				<w2shortdesc>		Y



## Appendix G

# Codes for the Central Collection Agency (CCA), OH

For the Central Collection Agency (CCA) in Ohio, the table in this appendix lists:

- 3-character city codes for member communities
- 5-character codes for CCA cities

**Note:** As of 2012, the 5-character Ohio CCA character city codes mentioned above and listed in the table on the next page are no longer required. These codes were originally used to populate the 6.4.4.15 <charactercitycode> subtag.

- resident indicator if applicable
- corresponding tax code

These codes are used in conjunction with the 6.4.14 <localcitycode> and 6.4.15 <charactercitycode> subtags that are described on page 92.

<b>Central Collection Agency (CCA), OH</b>			
<b>City/Community Name</b>	<b>Resident Indicator</b> (Position 308)	<b>3-Character City Code</b> (Position 338-340)	<b>Tax Code</b> (Position 488-491)
ADA		002	36KL
ADA RES	R	002	36UP
ALGER		004	5611
ALGER RES	R	004	563H
BARBERTON		025	36FJ
BARBERTON RES	R	025	563B
BRADNER		117	5614
BRADNER RES	R	117	563J
BRATENAHL		120	36KM
BRATENAHL RES	R	120	36UR
BURTON		176	3615
BURTON RES	R	176	36US
CLEVELAND		200	3619

Central Collection Agency (CCA), OH			
City/Community Name	Resident Indicator (Position 308)	3-Character City Code (Position 338-340)	Tax Code (Position 488-491)
CLEVELAND RES	R	200	36LW
DRESDEN VILLAGE		260	3658
ELIDA		276	363V
ELIDA RES	R	276	563F
FRAZEYSBURG VILLAGE		307	36ZN
GATES MILLS VILLAGE		330	36IR
GATES MILLS VILLAGE RES	R	330	36UX
GENEVA-ON-THE-LAKE		347	36KO
GENEVA-ON-THE-LAKE RES	R	347	36UZ
GRAND RAPIDS		356	36KP
GRAND RAPIDS RES	R	356	36VA
GRAND RIVER		357	36KQ
GRAND RIVER RES	R	357	36VB
HIGHLAND HILLS		371	36KR
HIGHLAND HILLS RES	R	371	36VC
HIGHLAND HILLS JEDZ		996	365Q
HUNTSVILLE		382	5635
HUNTSVILLE RES	R	382	563E
I-X CENTER JEDD		992	36C9
LIBERTY CENTER		408	561H
LIBERTY CENTER RES	R	408	563D
LINNDALE		420	36KU
LINNDALE RES	R	420	36VF
MADISON VILLAGE		455	36KV
MADISON VILLAGE RES	R	455	36VG
MEDINA		487	36FH
MEDINA RES	R	487	36VH
MENTOR-ON-THE-LAKE		495	36KW
MENTOR-ON-THE-LAKE RES	R	495	36VJ
MUNROE FALLS		533	36JY
MUNROE FALLS RES	R	533	563L
NORTH BALTIMORE		548	5620
NORTH BALTIMORE RES	R	548	5658
NORTH PERRY VILLAGE		555	36KX
NORTH PERRY VILLAGE RES	R	555	36VN
NORTH RANDALL		560	36JI
NORTH RANDALL RES	R	560	36VO
NORTHFIELD VILLAGE		545	36FE

<b>Central Collection Agency (CCA), OH</b>			
<b>City/Community Name</b>	<b>Resident Indicator</b> (Position 308)	<b>3-Character City Code</b> (Position 338-340)	<b>Tax Code</b> (Position 488-491)
NORTHFIELD VILLAGE RES	R	545	36VM
NORTON		575	36AX
NORTON RES	R	575	563M
OAKWOOD VILLAGE		585	5671
OAKWOOD VILLAGE RES	R	585	563R
PAINESVILLE		610	36AC
PAINESVILLE RES	R	610	36VR
PAULDING		640	362D
PAULDING RES	R	640	563N
PENINSULA		645	36KA
PENINSULA RES	R	645	36VS
ROCKY RIVER		700	3634
ROCKY RIVER RES	R	700	36VW
RUSSELLS POINT		703	363R
RUSSELLS POINT RES	R	703	563P
SEVILLE		722	36LC
SEVILLE RES	R	722	36VX
SOUTH RUSSELL		772	36LD
SOUTH RUSSELL RES	R	772	36VY
TIMBERLAKE		788	36LE
TIMBERLAKE RES	R	788	36VZ
WADSWORTH		815	3653
WADSWORTH RES	R	815	36WA
WARRENSVILLE HTS		830	36HY
WARRENSVILLE HTS RES	R	830	36WB
WAYNESFIELD		833	366F
WAYNESFIELD RES	R	833	563Q
WEST LIBERTY		837	36C6



# Glossary

<b>401(k)</b>	A deferred compensation plan for funding employee retirement benefits. Named for the section of the Internal Revenue Code that established the tax rules for such plans.
<b>403(b)</b>	Similar to a 401(k) deferred compensation plan but designed for employees of public schools and certain tax-exempt organizations.
<b>940 taxes</b>	Federal unemployment taxes imposed on employers by the Federal Unemployment Tax Act (FUTA) and paid to the Internal Revenue Service (IRS). Paid annually. Named for IRS Form 940.
<b>941 taxes</b>	Federal taxes imposed on both employees and employers by the Internal Revenue Service (IRS). Paid periodically or quarterly. Named for IRS Form 941.
<b>943 taxes</b>	Federal agricultural taxes imposed on employees and employers by the Internal Revenue Service (IRS). Paid periodically or quarterly. Named for IRS Form 943.
<b>945 taxes</b>	Federal backup withholding taxes imposed by the Internal Revenue Service (IRS) on non-wage payments. Non-wage payments include pensions and annuities, IRA distributions, military retirement, gambling winnings, dividends, and royalties. Paid periodically. Named for IRS Form 945.
<b>adjustment payroll</b>	A correction to a previously processed payroll.
<b>agency requirement</b>	Periodic, quarterly, or annual tax filing requirements imposed by a federal, state, or local tax authority. In addition to federal and state (or territory) agency requirements, approximately 9,000 local agencies in the U.S. have payroll tax reporting requirements.
<b>attribute</b>	In XML, a name-value pair of the form <code>name="value"</code> that modifies features of the XML data element in which it appears. Used inside the brackets of an opening data element tag, following the tag name. All XML attribute values must be enclosed in quotes.
<b>backup withholding</b>	Special federal income taxes withheld on certain non-employee payments including interest, dividends, rents, royalties, commissions, and non-employee compensation. See 945 taxes.

<b>Balance-As-You-Go</b>	Provides “balancing” of quarter-to-date tax and wage information on a per-payroll basis. Variances are communicated by an automated fax directly to the customer or payroll partner.
<b>BLS</b>	See <b>Bureau of Labor Statistics</b> .
<b>Bureau of Labor Statistics (BLS)</b>	The federal agency responsible for tracking employment trends and unemployment rates for economic planners. Works closely with most states to track average wages, types of employment, new business openings, business closures, and unemployment rates. May require quarterly employee counts by worksite from an employer with multiple worksites in the same state. Also establishes standard codes for business type and occupation.
<b>check date</b>	The date funds are made available to the employee. May also be referred to as liability date, pay date, or payroll date.
<b>client ID</b>	The unique identification number assigned by a Dayforce payroll partner or collector of payroll tax information to a particular employer. If the employer is also the payroll data collector, the client ID will be the same as the collector ID.
<b>collector</b>	A collector of payroll tax data from one or more employers for transmission to Dayforce’s tax service; a direct customer of Dayforce. The collector may be a third-party accounting firm, a payroll service provider, or an employer submitting data on their own behalf. A third-party collector is also known as payroll partner.
<b>collector ID</b>	The unique identification number assigned by Dayforce to the collector of payroll tax data.
<b>complex data element</b>	In XML, a data element that assembles two or more subordinate data elements into a data structure such as a list or a tree.
<b>data element</b>	In XML, a named data item marked by opening and closing tags enclosed in angle brackets (< and >). A data element may be <i>simple</i> or <i>complex</i> . Simple data elements may be variable in length, but otherwise are much like data fields in a fixed-format binary file. Complex data elements consist of two or more subsidiary data elements assembled in a data structure, such as a list or a tree. Data elements are defined in an XML schema.
<b>data structure</b>	A defined pattern of relationships among multiple data items. Structured data relationships may add context and meaning not present in any one data item taken in isolation; this is often the case, for example, in XML. Data structures may also serve as tools for solving programming problems independently of their data content. Common data structures include arrays, stacks, lists, trees, and webs.

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<b>data type</b>	A defined data format for a specific data field or data element. Common data types include alphanumeric character strings, integers, decimal numbers, dates, and times. These may be further constrained, for example, into fixed-length or variable-length formats. They may also be constrained to conform to standardized formats such as year-month-day with a four-digit year for dates, or hours-minutes-seconds using the 24-hour clock convention for time.
<b>deferred compensation</b>	Employee income earned now but the payment of which is deferred until retirement. To be recognized as deferred compensation, funds must be paid by the employer to a third-party trustee for the benefit of the employee at the time those funds are earned. The deferred compensation program must conform to other IRS regulations as well. Deferred compensation is not subject to income tax withholding when earned; instead, these taxes are paid by the employee when he or she withdraws funds from the deferred compensation account. However, deferred compensation is usually subject to FICA and other payroll taxes when earned. Typical deferred compensation programs include 401(k) and 403(b) plans. Employers must report all deferred compensation to the appropriate tax authorities.
<b>Earned Income Credit (EIC)</b>	Refundable credit for workers who meet certain requirements and file a tax return. Examples are wages, salaries, tips, and net earnings from self-employment. Earned income does not include amounts such as pensions and annuities, welfare benefits, unemployment compensation, worker's compensation benefits, or social security benefits. EIC is entered as a negative amount and excluded from Tax Withheld. See Conventions Used in This Guide on page 18 for data format information.
<b>EFT</b>	See <b>Electronic Funds Transfer</b> .
<b>EIC</b>	See <b>Earned Income Credit</b> .
<b>Electronic Funds Transfer (EFT)</b>	The transfer of money electronically from an account at one financial institution to an account in another financial institution.
<b>excess wage</b>	Subject wages that exceed a taxable limit established by the taxing agency. The applicable tax is not applied.
<b>exempt wages</b>	Wages and compensation deemed to be wages by the taxing agency that are exempted from a tax. For example, items such as meals and Group Term Life are exempted from the federal definition of wages subject to unemployment tax.

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<b>eXtensible Markup Language (XML)</b>	Also known as XML. A user-definable and user-extendable markup language used to identify data elements in a free-format text file. An open standard for data interchange among diverse computer platforms on the internet. The XML standard is defined and maintained by the World Wide Web Consortium (W3C). More information is available at <a href="http://www.w3c.org">http://www.w3c.org</a> .
<b>FICA taxes</b>	Payroll taxes required by the Federal Insurance Contribution Act (FICA), including Social Security and Medicare taxes, and paid to the IRS.
<b>file</b>	A named collection of stored information – such as a program, a set of data used by a program, or a user-created document – that is managed as a unit by a computer.
<b>File Transfer Protocol (FTP)</b>	A method of transmitting files reliably across complex networks such as the Internet.
<b>FTP</b>	See <b>File Transfer Protocol</b> .
<b>FUTA taxes</b>	Also known as 940 taxes. Federal unemployment taxes imposed on employers by the Federal Unemployment Tax Act (FUTA) and paid to the Internal Revenue Service (IRS). Reported on IRS Form 940.
<b>header record</b>	The first record (or collection of records) in a conventional, fixed-format, binary data file. Typically contains process control information such as user ID, job number, date, name of program to be run using this input data, and the record type that follows the header.
<b>HTML</b>	See <b>HyperText Markup Language</b> .

**Hypertext Markup Language (HTML)**

A standard notation, or “language,” for tags and attributes that are inserted into a text file to format the appearance of that text when displayed on a computer screen. It is a non-proprietary format that permits cross-platform and cross-network compatibility. HTML uses tags such as `<h1>` and `</h1>` to structure text into headings, paragraphs, lists, hypertext links, etc. The most important of these functions is the support for hypertext, using dynamic links that allow the user to move from one text file to another in any sequence. Over time, HTML acquired additional features not strictly related to text. These include the ability to insert images by reference to a URL, the structuring of multiple data types on a page using tables, and process control scripting functions that conditionally change the appearance of elements on a page or select different data to present on the page.

The standard for “correct” HTML is defined by the World Wide Web Consortium (W3C). The latest version of HTML is Version 4.01. However, plain-vanilla HTML is being displaced by the newer XHTML, which merges many features of XML with HTML 4.01. The latest version of XHTML is Version 1.1.

**Individual Retirement Account (IRA)**

A self-funded retirement savings account for employees or self-employed persons not covered by other retirement plans. Amounts contributed to an IRA may be tax-deductible for income tax purposes but are usually subject to FICA and other taxes.

**Internal Revenue Service (IRS)**

Agency of the U.S. government responsible for the collection of federal taxes. Information about the agency is available on the World Wide Web at <http://www.irs.gov>.

**IRA**

See **Individual Retirement Account**.

**IRS**

See **Internal Revenue Service**.

**multiple worksite reporting**

The quarterly filing of worksite employee counts and similar information with the Bureau of Labor Statistics. Required by some states as part of the payroll tax reporting process. Generally, applies only to organizations with multiple worksites in the same state.

**NAICS**

See **North American Industry Classification Standard**.

**North American Industry Classification Standard (NAICS)**

Six-digit industry code standardized in the first five digits across the U.S., Canada, and Mexico. The sixth digit is country-specific. Used by the Bureau of Labor Statistics and other agencies of government in all three countries for national and continent-wide economic planning. Replaced SIC codes in 1997 as a result of the North American Free Trade Agreement (NAFTA). Further information can be found at <http://www.bls.gov>.

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<b>obligee</b>	In regard to wage attachments, the person who ultimately receives the amount that is withheld from an employee's wages. For example, if a wage attachment is for child support, the payee could be the Los Angeles Court Services, and the obligee would be the parent who has custody of the child.
<b>obligor</b>	In regard to wage attachments, the employee with wages from which an amount is being withheld and disbursed for payment of an amount owed to another individual or entity.
<b>parser</b>	Software that breaks a stream of text or symbols into smaller chunks for processing. The first step in translating a human-readable programming language or markup language into machine code executable by a computer.
<b>payroll partner</b>	A third-party collector of payroll tax data from one or more employers for transmission to Dayforce's tax service; a direct customer of Dayforce. Also known as collector. The payroll partner may be an accounting firm, a payroll service provider, or other third-party service. Employers who submit their own payroll tax data directly to Dayforce are customers and collectors but are not termed "payroll partners."
<b>periodic data</b>	Data pertaining to a particular payroll period, such as weekly or bi-weekly.
<b>processing date</b>	The date a file was created for transmission to and processing by Dayforce's tax service.
<b>quarterly data</b>	Quarter-to-date data pertaining to a particular payroll.
<b>root</b>	In hierarchical or tree data structures, the first-level data element from which all other branches of the data structure branch out. As with genealogical "family trees," a tree data structure is usually depicted with the root at the top and the branches spreading outward and downward. In XML, only one root element may exist in a file.
<b>schema</b>	In XML, a formally stated definition of the syntax and structure of data elements and attributes for a data object such as a text file, organized in a tree structure. User-created definitions for XML tags are described in an XML schema. More information is available at <a href="http://www.w3c.org">http://www.w3c.org</a> .
<b>SDI taxes</b>	State disability insurance (SDI) taxes imposed by some states to fund disability compensation programs.
<b>SIC</b>	See <b>Standard Industry Classification</b> .
<b>simple data element</b>	In XML, a data element that is not comprised of subordinate data elements. Simple data elements are much like variable-length data fields in other data management systems. They have a simple data type – such as string, integer, decimal, date, or time – which is assigned in an associated XML schema.

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<b>SIT taxes</b>	State income tax (SIT) imposed by some states on employees. Amount of tax is based on the amount of wages earned while working or a resident in that state.
<b>SOC</b>	See <b>Standard Occupational Code</b> .
<b>Social Security Administration (SSA)</b>	Agency of the U.S. government responsible for administration of federal Social Security and Medicare programs. More information is available at <a href="http://www.ssa.gov">http://www.ssa.gov</a> .
<b>SSA</b>	See <b>Social Security Administration</b> .
<b>Standard Industry Classification (SIC)</b>	Six-digit national classification system for U.S. businesses and organizations, used by Bureau of Labor Statistics and other federal agencies for economic planning. Superseded by NAICS in 1997.
<b>Standard Occupational Code (SOC)</b>	National 6-digit code standard for occupations in the U.S., established by the Bureau of Labor Statistics to track occupational employment trends. For further information, see <a href="http://www.bls.gov">http://www.bls.gov</a> .
<b>statutory employee</b>	Workers whose jobs have some features in common with independent contractors, but who are classified under federal law as employees subject to payroll taxes. Statutory employees include corporate officers who provide services to the corporation; full-time, business-to-business salespeople, whether or not paid on commission only; full-time life insurance agents working primarily for one company; and home workers who do piecework according to business specifications using business-supplied materials. Statutory employees can never be classified as independent contractors.
<b>statutory non-employee</b>	Workers whose jobs have some features in common with regular employees, but who are classified under federal law as independent contractors. Includes licensed real estate agents working on commission only, as well as direct-to-consumer sales representatives working door-to-door or in other venues outside retail premises. To qualify, workers must be paid based on sales, not on hours worked. These workers pay their own payroll taxes directly to the appropriate tax agencies and are not subject to tax withholding.
<b>stock options</b>	Options, usually given to employees, to purchase stock in the company at a future date. For Washington, it is the non-statutory stock option income.

<b>subject wages</b>	Wages and compensation deemed to be wages as defined by an agency that qualify for a tax without regard to any taxable limits. As an example, the IRS includes tips and other compensation but excludes some items like Deferred Comp plans from the definition of wages subject to federal income tax. Refer to the applicable agency's employer guide for a specific definition of wages subject to their taxes.
<b>SUI wages</b>	Wages as defined by the state unemployment agency that qualify to be considered for purposes of calculating unemployment compensation benefits. While this is often the same as the total of actual wages paid (excludes tips and other compensation), some agencies exclude employee contributions to pension plans. Refer to the Employer Guide for that State Unemployment agency for a definition of wages that qualify for unemployment benefit calculations.
<b>tag</b>	In XML, a user-defined keyword framed by angle brackets (< and >) that marks the start and end of a data element in a text file.
<b>taxable wages</b>	Subject wages up to a taxable limit assigned by the agency. As an example, the Social Security Administration assigns a Social Security taxable limit each year. Unemployment taxes (federal and state) also have a taxable limit.
<b>Uniform Resource Locator (URL)</b>	<p>A website or subsite location identifier that conforms to the standards set for Web addresses by the World Wide Web Consortium (W3C). Usually consists of at least three parts: (1) a protocol name (for example, <code>http</code> or <code>ftp</code>) followed by a colon and two slashes; (2) a server name, most commonly <code>www</code> for World Wide Web servers and <code>ftp</code> for File Transfer Protocol servers; and (3) the registered domain name, which consists of an arbitrary name and a suffix. The most common suffixes for U.S. domain names are <code>.com</code>, <code>.org</code>, <code>.gov</code>, <code>.edu</code>, and <code>.net</code>. Common suffixes outside the U.S. are two-part, the first part identifying a state or province or domain type such as <code>.com</code> or <code>.co</code>, followed by a two-letter country code, such as <code>.uk</code>, <code>.au</code>, <code>.ca</code>, <code>.de</code>, <code>.fr</code>, <code>.jp</code>). Example:  <a href="http://www.dayforce.com">http://www.dayforce.com</a>.</p> <p>Optionally, the URL may be "qualified" by a hierarchical list of folder names separated by slashes that follow the domain name. The final qualifying element in this list is usually a document file name with an extension indicating the type of processing it requires to be rendered on screen. The HTML document file extensions are <code>.htm</code>, <code>.html</code>, or <code>.shtml</code>. Image files may have extensions like <code>.gif</code>, <code>.jpg</code>, <code>.jpeg</code>, or <code>.png</code>. XML files have the file extension <code>.xml</code>. Example:  <a href="http://zing.ncsl.nist.gov/WebTools/index.html">http://zing.ncsl.nist.gov/WebTools/index.html</a>.</p>

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<b>URL</b>	See <b>Uniform Resource Locator</b> .
<b>variance</b>	In accounting, an unexpected discrepancy between two amounts.
<b>W-2</b>	The IRS form used by an employer to report annual wage and tax information.
<b>W3C</b>	See <b>World Wide Web Consortium</b> .
<b>W-4</b>	The IRS form used by an employee to claim federal income tax exemptions or to request supplemental income tax withholding.
<b>workers compensation</b>	State-mandated program to compensate workers during recovery from an injury incurred on the job. May be state-funded or privately insured, depending upon state regulations. The workers compensation insurance rate levied against an employer varies by state and by the occupation of the employee (hence their exposure to risk of injury).
<b>worksite</b>	The physical location where employees perform their work for an employer.
<b>worksite comment code</b>	A 2-digit code standardized by the Bureau of Labor Statistics for multiple worksite reporting. Used to explain significant changes in wages or employee counts at a given worksite. See Appendix C.
<b>World Wide Web Consortium (W3C)</b>	The nonprofit organization charged with formulating international technical standards for the World Wide Web. The W3C working group on XML defined the many standards that specify what XML is and how it works. The W3C Web site URL is <a href="http://www.w3c.org">http://www.w3c.org</a> .
<b>XML</b>	See <b>eXtensible Markup Language</b> .
<b>XHTML</b>	The eXtensible HyperText Markup Language. See <b>Hypertext Markup Language</b> .