

Quarterly Interface File Specification

Version C25.2.0

Dayforce Tax Service

dayforce

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Version C25.2.0

8/15/2025

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Revision History

This section describes the revisions made to this release of the *Quarterly Interface File Specification*. Revisions that were made in the version prior to this release are available for reference purposes. Copies of the previous *Quarterly Interface File Specifications* for the current year, 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.

Revision History: Version C25.2.0	
Effective: 2nd Quarter 2025	
Description	Page #
Updated the document version from <i>C25.1.0</i> to <i>C25.2.0</i> .	Various
Updated the document version from <i>C24.3.0</i> to <i>C25.1.0</i> .	Various
In <i>Chapter 3: Quarterly Data Requirements</i> , in the <i>Quarterly Data Requirements Matrix</i> section, updated the 606 column value for row NY in the <i>Quarterly Data Requirements</i> table to R.	46
In <i>Chapter 3: Quarterly Data Requirements</i> , removed Yonkers tax information from the <i>State Employee Wage List Quarterly Wage and Tax Record – New York</i> table.	110
In <i>Chapter 3: Quarterly Data Requirements</i> , added the <i>State Employee Wage List State Income Tax Record – New York City, Yonkers</i> table.	113
In <i>Chapter 3: Quarterly Data Requirements</i> , in the <i>PFML Data Requirements Matrix</i> section, added Delaware and Maine tax information to the <i>PFML and Other State Data Requirements</i> table.	125
In <i>Chapter 3: Quarterly Data Requirements</i> , in the <i>PFML and Other State Specific Codes</i> section, added State, PFML and Other State Code, and Description information for Delaware and Maine.	126
In <i>Chapter 3: Quarterly Data Requirements</i> : <ul style="list-style-type: none"> Updated the section <i>PFML Taxable Wage Record – Colorado, Connecticut, District of Columbia, Massachusetts, Oregon</i> to include Delaware and Maine. Updated the <i>T/C 011 PFML Taxable Wage Record – CO, CT, DC, MA, OR</i> table heading to include state abbreviations for Delaware and Maine.	131
In <i>Chapter 3: Quarterly Data Requirements</i> , in the <i>PFML and Other State Tax Records</i> section, completed the following: <ul style="list-style-type: none"> Updated the section <i>PFML Total Wages Employee Wage List Record – Connecticut</i> to include Maine and standardize its format. Added Maine state abbreviation to the <i>T/C 601 Taxable Wages Employee Wage List Record – CT</i> table heading. Updated T/C 601 Taxable Wages Employee Wage List Record – CT table Field and Description information. 	144
In <i>Chapter 3: Quarterly Data Requirements</i> , in the <i>PFML and Other State Tax Records</i> section, completed the following: <ul style="list-style-type: none"> Added a new <i>DTS PFML Codes</i> table. 	144

Revision History: Version C25.2.0	
Effective: 2nd Quarter 2025	
Description	Page #
In <i>Chapter 3: Quarterly Data Requirements</i> , in the <i>PFML and Other State Tax Records</i> section, completed the following:	
• Added <i>PFML Taxable Wages Employee Wage List Record – Delaware</i> table.	146
• Added a new <i>DTS PFML Codes</i> table.	146
In <i>Chapter 3: Quarterly Data Requirements</i> , in the <i>PFML and Other State Tax Records</i> section, completed the following:	
• Added a new <i>PFML Employee Record - Delaware</i> table.	161
• Added a new <i>DTS PFML Codes for Delaware</i> table.	162

About this Guide

This guide contains the technical specifications for the creation of *quarterly* payroll tax data files with expanded amount fields to handle values in the billions. This guide is a supplement to Dayforce's main *Interface File Specification*. You should refer to the main *Interface File Specification* for information on how to format periodic, Wage Attachments Disbursement, and Dayforce Payments files. However, use the quarterly requirements in this supplemental guide instead of those in the main specification.

Note: Periodic, Quarterly, Wage Attachments Disbursement, and Dayforce Payments information must be sent in separate data transmissions.

These files are required by Dayforce to process, deposit, and file your associated tax liabilities timely and accurately. ***This document does NOT include interpretations or definitions of agency terms or taxability.*** Refer to the appendixes in this document for additional information regarding agency definitions and taxation.

Who Should Use this Guide

This guide is designed for technical analysts and project managers who work 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 state abbreviations, political subdivisions, assessment/supplemental tax codes, worksite comment codes, and information about Pennsylvania Act 32. A glossary is also available.

Chapter	Description
Chapter 1: Data Definitions	Describes the formatting conventions and transactions codes used in this guide. Sample file layouts for the Periodic and Quarterly files are also provided.
Chapter 2: Interface Testing Requirements	Identifies a client's role in interface testing. Each client is required to conduct testing to gauge the accuracy of created files. Periodic, Quarterly, and Wage Attachments Disbursement Data Certification is awarded separately upon successful completion of a corresponding test plan.
Chapter 3: Quarterly Data Requirements	Lists the specifications for a Quarterly file. A Quarterly file is required following the final payroll/adjustment processing of each calendar quarter. Quarterly files contain employee-level wage totals and tax information needed to file quarter-end information reports required by many federal, state, and local taxing authorities. Many taxing authorities utilize quarterly returns to reconcile interim deposits received to total tax liabilities for each quarter. It is important to note that the quarterly wage detail file is considered the detail in support of the Periodic files and should balance to the total of the Periodic files. Discrepancies between periodic and quarterly totals must be reconciled prior to agency filing.

Technical Assistance

If you have any questions regarding the Interface File Specification, submit a case via the Community Support Portal (<https://support.dayforce.com>).

Chapter 1

Data Definitions

Before any files are formatted for transmission, you should be familiar with the formatting conventions used in this guide. This chapter identifies those conventions and the most commonly used transaction codes.

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Character Formats

The following guidelines and tables describe how information for the various field types should be formatted:

- All numeric fields contain an implied decimal point.
- Negative values are indicated with an "overpunch" in the right-most digit.
- Character fields must be left-justified and blank-filled.
- Numeric fields must be right-justified and zero-filled.

Format Character	Definition
X	Alphanumeric field, left-justified, and blank-filled
9	Numeric field, right-justified, and zero-filled
S	Overpunch signed field. Last digit of amount determines sign. For a list of valid codes, see the Overpunch Reference table in the next section.
V	Implied decimal point
(n)	Denotes field length

Examples:

Format	Denotes	Sample File Format	Actual Value
S9(7)V99	999999999	12345678R	-1234567.89
S9(12)V99	99999999999999	1234567890123A	123456789012.31
S9(13)	99999999999999	123456789012C	1234567890123
99V99	9999	1234	12.34
X(6)	XXXXXX	ABC123	ABC123

Overpunch Reference

For signed fields, an overpunch code identifies the last digit of a value and whether the value is negative or positive.

{ = +0	} = - 0
A = +1	J = - 1
B = +2	K = - 2
C = +3	L = - 3
D = +4	M = - 4
E = +5	N = - 5
F = +6	O = - 6
G = +7	P = - 7
H = +8	Q = - 8
I = +9	R = - 9

Note: These overpunch codes do not apply to the Wage Attachments Disbursement files.

Transaction Code Types

The following table describes common record types and transaction codes that are included in the quarterly data transmissions:

Record	Transaction Code	Description
File Header	000	Used to define start of file. Must be first record in each file.
Client Header	001	Used to define start of client ID. Must be first record of each unique client division.
Tax	010	Used to report tax to state/local jurisdictions.
Wages	011	Used to report wages to state/local jurisdictions.
State Supplemental Wages	012	Used to report certain wage types for specific jurisdictions.
W-2 Count	014	Used to report the number of W-2s filed for each jurisdiction. Required 4th quarter.
State Specific Employee Count	015	Used to report such details as the total employee, private SDI plan employee, and female employee count.
Employee Count by Month	016	Used to report the employee count by month for Unemployment Insurance Tax.
“Other” Wages	019	Used to report “Other” Wages that are not eligible for Unemployment Insurance benefits.
State Earned Income Credit or State Withholding Credit	030	Used to report state Earned Income Credit or state Withholding Credit.
Unemployment Taxable Wages	041	Used to report Unemployment Taxable Wages.
Unemployment Subject Wages	042	Used to report Unemployment Subject Wages.
State FUTA Wage	043	Used to report state FUTA Wages for Credit Reduction calculation.
State Specific Record	045	Used to report state specific records: ME Total Employee Withholding Count.
State Specific Record	049	Used to report state specific records: WA Stock Option.
Taxable Tips	201	Used to report taxable tips for Puerto Rico.
Employee Wage List Detail	601, 602, 603, 604, 605, 606, 607, 608, 609	Used to report employee-level information required for state/local quarterly reporting.
Worksite Reporting	701, 702, 703, 704, 705, 706	Optional records used to report Worksite Reporting information.
Client Trailer	998	Used to define end of each unique client ID. Must be last record of each unique client division.
File Trailer	999	Used to define end of file. Must be last record in file.

Note: Some transaction code types will vary based upon agency requirements.

Payroll Wage Types

This guide references several payroll wage types. The following are *general* definitions. Each US tax authority (jurisdiction) reserves the right to specifically define or determine what types of wages are included in the payroll system calculations to arrive at taxable wages, subject wages, excess wages, exempt wages, etc. Dayforce assumes that the payroll system generating these data types complies with each tax authority per their definition.

taxable wages	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.
subject wages	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 Internal Revenue Service 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.
excess wages	Subject wages that exceed a taxable limit established by the taxing agency. The applicable tax is not applied.
exempt wages	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.

Chapter 2

Interface Testing Requirements

When outsourcing your payroll tax filing processes to Dayforce, your organization is handing off the daily tasks associated with this business function. Outsourcing frees your company from the multiple system processes that are required to produce payroll tax liability data for internal processing. These processes are replaced with an interface that extracts the data, which is then transmitted to Dayforce. As with any automated process, testing is a critical and necessary task. Dayforce has dedicated staff whose primary responsibility is to assist you with these testing requirements.

Review the testing requirements in this chapter and contact us with any questions that you may have.

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Testing Requirements

Testing is comprised of two areas: 1) testing of record and file formats and 2) data communications testing. Each area requires specific actions and tests to achieve compliant delivery of Periodic, Quarterly, Wage Attachments Disbursement, and Dayforce Payments information.

Data Transmission Test

The data transmission method that is used is File Transfer Protocol (FTP) via the internet. Data communications testing is required for:

- new customers
- customers moving from one physical location to another, or adding a new transmission location
- customers establishing contingency data transmission centers
- analysis of transmission failures
- whenever operating system upgrades are installed on the client system that transmits data

Interface File Specification Test

Testing the performance of your interface is required:

- by Alliance Partners for interface certification prior to distribution to any Dayforce customer
- by direct customers, where the customer has elected to develop the interface internally, or through use of a consultant hired to develop the interface for sole use of the customer as prescribed in the contract with Dayforce
- by customers using an Alliance Partner interface to assure the interface performs in accordance with our specifications on your platform, operating system, and compiler where required to be compiled
- any time that Dayforce releases new requirements via a new version of or addendum to the *Interface File Specification*, resulting in changes to data extraction, reporting or output files
- whenever requested by Dayforce to assist in the analysis and cure of production errors that are interface related
- whenever new client ID is set up. This often occurs when a customer acquires another organization (Federal ID number) or establishes a new worksite that is representative of a new pay group/pay entity on your payroll system.

Note: Testing is strongly recommended whenever major operating system updates are made to your core system where the payroll and/or interface code executes.

To schedule testing or to obtain support with production transmission issues, submit a case on the Community Support Portal (<https://support.dayforce.com>).

Chapter 3

Quarterly Data Requirements

A Quarterly file is required following the final payroll/adjustment processing of each calendar quarter. Quarterly files contain employee-level wage totals and tax information needed to file quarter-end information reports required by many federal, state, and local taxing authorities.

Many taxing authorities utilize quarterly returns to reconcile interim deposits received to total tax liabilities for each quarter. It is important to note that the quarterly wage detail file is considered the detail in support of the Periodic files and should balance to the total of the Periodic files. Discrepancies between periodic and quarterly totals must be reconciled prior to agency filing.

This chapter describes the data records and technical specifications to prepare and transmit your quarterly payroll tax liability data to Dayforce.

Note: Periodic, Quarterly, Wage Attachment Disbursement, and Dayforce Payments information must be sent in separate data transmissions.

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Quarterly File Characteristics

The following tables describe common terms and codes used in this chapter and identify the required sort sequence for a Quarterly file. A sample file layout is also provided.

Quarterly Record Layout Terms and Codes

To help you understand the layout for each jurisdiction record, review this table for common terms and codes used in this chapter.

Term	Description
T/C	Transaction Code. A 3-digit transaction identifier assigned by Dayforce to each transaction within a record.
Entity	Entity code defines the agency type for each transaction. The applicable codes are: F – Federal S – State L – Local O – Supplemental
Data Type	The data type indicates that the transaction data will be included with the quarter-end summary file. The applicable code is: Q – Quarterly
Quarter	This field indicates the quarter for which the data should be transmitted. Quarter is only applicable for data type Q transactions. The applicable codes are: 1 – 1st quarter 2 – 2nd quarter 3 – 3rd quarter 4 – 4th quarter

Quarterly File Sort Sequence

All quarterly data transmission files should be sorted by client ID and as defined in the following table. See the example on the following page.

Sort Sequence	Description
Federal Records	Sorted by transaction code
State Records	Sorted by transaction code
Wage Detail Records	Sorted by Social Security number (SSN) then by transaction code
Supplemental Records	Sorted by transaction code
Local Records	Sorted by transaction code
Worksite Records	Sorted by worksite number then by transaction code

Example:

Entity, State, and Supplemental code	T/C
F	010
F	011
F	020
F	021
SCA	010
SCA	011
SCA	041
SCA	601
SCA	602
SCA	605
SCA	606
OCA	010
OCA05	011
SCA	701
SCA	702
SCA	703
SCA	704
SCA	705
SCA	706
SCA	707
SPA	010
SPA	011
SPA	040
SPA	041
SPA	601
SPA	601
LPA12	010
LPA12	011
LPA12	601
LPA12	603
LPA12	604

Sample Quarterly File Layout

The following sample file layout represents a quarterly payroll tax data file properly coded to the *Quarterly Interface File Specification*:

0	1	2	3	4	5	6	7	8	9	1
1234567890123456789012345678901234567890123456789012345678901234567890123456789012345678901234567890										0

1	TEST	NEWCO1	000		031308163603					1	8QC1930	
2	TEST	NEWCO1	001		NEW COMPANY I, INC.		0804					
3	TEST	NEWCO1	010	F	000005145882{000017581097B0000000000000{000000							
4	TEST	NEWCO1	011	F	000042131539D000143802287F0000000000000{000000							
5	TEST	NEWCO1	021	F	000043664828{000149034906B0000000000000{000000							
6	TEST	NEWCO1	041	F	000003716030F0000063182256E000000000000{0000080							
7	TEST	NEWCO1	042	F	000044412945I000151652999C0000000000000{000000							
8	TEST	NEWCO1	045	F	0000000000000{0000000000000{00000000000000{000000							
9	TEST	NEWCO1	060	F	000000001091R000000003872Q0000000000000{000000							
10	TEST	NEWCO1	221	F	000043664828{000149034906B0000000000000{000000							
11	TEST	NEWCO1	010	SCA	000000000338B000000067431A0000000000000{000000							
12	TEST	NEWCO1	011	SCA	000000022713A000002808100C0000000000000{000000							
13	TEST	NEWCO1	016	SCA	000000000000B000000000000C000000000000B000000							
14	TEST	NEWCO1	041	SCA	000000086424B0000001286062H0000000000000{000290							
15	TEST	NEWCO1	042	SCA	000000022713A000002921395E0000000000000{000000							
16	TEST	NEWCO1	601	SCA	333363845HENDERSON		TOM		P0000000007583A02			
17	TEST	NEWCO1	602	SCA	3333638450000000000000{00000000000000{						S	
18	TEST	NEWCO1	605	SCA	333363845000000000007583A00000000000000{							
19	TEST	NEWCO1	606	SCA	3333638450000000000164C							
20	TEST	NEWCO1	601	SCA	444295954RYAN		MARGE		0000000015130{05			
21	TEST	NEWCO1	602	SCA	4442959540000000000000{00000000000000{						S	
22	TEST	NEWCO1	605	SCA	44429595400000000015130{00000000000000{							
23	TEST	NEWCO1	606	SCA	4442959540000000000173I							
24	TEST	NEWCO1	011	OCA05	000000829784E0000002928276G0000000000000{000000							
25	TEST	NEWCO1	010	SKY	000000035752C000000132898{00000000000000{000000							
26	TEST	NEWCO1	011	SKY	000000757089I0000002784422B00000000000000{000000							
27	TEST	NEWCO1	015	SKY	000000000000B							
28	TEST	NEWCO1	016	SKY	000000000001E000000000001E0000000000001D							
29	TEST	NEWCO1	041	SKY	000000084003D000001415250G0000000000000{000185							
30	TEST	NEWCO1	042	SKY	000000128440D0000002885659I00000000000000{000000							
31	TEST	NEWCO1	601	SKY	111780610HUNT		REBA		A0000000058154G11			
32	TEST	NEWCO1	601	SKY	555926278TRAVOLI		LEA		L0000000070285G10			
33	TEST	NEWCO1	010	LKY19	000000000290G000000003645H0000000000000{000000							
34	TEST	NEWCO1	011	LKY19	000000058154G000000729177{00000000000000{000000							
35	TEST	NEWCO1	016	LKY19	000000000000C000000000000C000000000000C000000							
36	TEST	NEWCO1	601	LKY19111780610HUNT		REBA		A0000000058154G				
37	TEST	NEWCO1	603	LKY191117806101601 THAMES DR				0000000000290G				
38	TEST	NEWCO1	604	LKY19111780610LEXINGTON				40517 KY				
39	TEST	NEWCO1	998					0000000005F0000000000000{				
40	TEST	999999	999					0000000005H				

Header Records

The following tables list the specifications for the header records. Note that both the File and Client Header records are mandatory; whereas the Payroll Partner Header record should not be sent unless required by Dayforce.

File Header Record (Mandatory)

A single file header transaction is required for each quarterly data transmission.

T/C 000 File Header Record			
Length = 100 bytes			
Position	Field	Format	Description and remarks
1-6	Collector ID	X(6)	Enter character code identifying the transmitter assigned by Dayforce.
7-12	Client ID	X(6)	Enter blanks.
13-14	Dayforce Internal Use	X(2)	Enter blanks.
15-17	Transaction Code	X(3)	Type 000 for file header.
18-27	Dayforce Internal Use	X(10)	Enter blanks.
28-33	Processing Date	9(6)	Enter file creation date (MMDDYY).
34-39	Processing Time	9(6)	Enter time file was created (HHMMSS).
40-44	Dayforce Internal Use	X(5)	Enter blanks.
45-49	Interface Code	X(5)	Enter interface code. Optional – if not used, enter blanks.
50-59	Interface Version	X(10)	Enter interface version. Optional – if not used, enter blanks.
60-71	Dayforce Internal Use	X(12)	Enter blanks.
72	Transmission Type	X(1)	Flag to identify transmission method (1 =Host, 5 =Tax Management System (TMS), 7 =FTP).
73	Dayforce Internal Use	X(1)	Enter blanks.
74	Format Flag	X(1)	Type 8 for format flag.
75	Data Type	X(1)	Type Q for quarterly.
76-80	Specification Version	X(5)	Enter Interface Specification version #. For example, C1930 .
81-100	Dayforce Internal Use	X(20)	Enter blanks.

Client Header Record (Mandatory)

A single client header transaction is required for every client ID within each quarterly data transmission.

T/C 001 Client Header Record			
Length = 100 bytes			
Position	Field	Format	Description and remarks
1-6	Collector ID	X(6)	Enter character code identifying the transmitter assigned by Dayforce.
7-12	Client ID	X(6)	Enter the identifying number for this client ID.
13-14	Dayforce Internal Use	X(2)	Enter blanks.
15-17	Transaction Code	X(3)	Type 001 for client header.
18-27	Dayforce Internal Use	X(10)	Enter blanks.
28-57	Company Name	X(30)	Enter the name of the company for client ID.
58-63	Dayforce Internal Use	X(6)	Enter blanks.
64-67	Year and Quarter	X(4)	Enter the reporting year and quarter (YYQQ), For example, type 2001 , for 2020, 1st quarter.
68-100	Dayforce Internal Use	X(33)	Enter blanks.

Payroll Partner Header Record (Conditional)

This record is used for quarterly data transmission by Dayforce. Do not send unless required.

T/C 002 Payroll Partner Header Record			
Length = 100 bytes			
Position	Field	Format	Description and remarks
1-6	Collector ID	X(6)	Enter character code identifying the transmitter assigned by Dayforce.
7-12	Client ID	X(6)	Enter the identifying number for this client ID.
13-14	Dayforce Internal Use	X(2)	Enter blanks.
15-17	Transaction Code	X(3)	Type 002 for payroll partner header.
18-27	Dayforce Internal Use	X(10)	Enter blanks.
28-31	Quarter File Run Number	X(4)	Enter file run number.
32-100	Dayforce Internal Use	X(69)	Enter blanks.

Federal Records

The following tables list the specifications for the various required federal records. Note that each record type has its own valid transaction codes as shown in separate tables.

Federal Tax Record

T/C xx0 Federal Tax Record			
Quarters: (see table)¹, Length = 100 bytes			
Position	Field	Format	Description and remarks
1-6	Collector ID	X(6)	Enter character code identifying the transmitter assigned by Dayforce.
7-12	Client ID	X(6)	Enter the identifying number for this client ID.
13-14	Dayforce Internal Use	X(2)	Enter blanks.
15-17	Transaction Code	X(3)	Enter appropriate xx0 transaction code. See <i>Transaction Codes for Quarterly Federal Tax Record</i> (below) for valid transaction codes.
18-21	Dayforce Internal Use	X(4)	Enter blanks.
22	Entity Code	X(1)	Type F for Federal.
23-30	Dayforce Internal Use	X(8)	Enter blanks.
31-43	QTD Amount	S9(11)V99	Enter quarter-to-date federal tax.
44-56	YTD Amount	S9(11)V99	Enter year-to-date federal tax.
57-69	Current Amount	S9(11)V99	Enter zeros.
70-75	Tax Rate	99V9999	Enter zeros.
76-100	Dayforce Internal Use	X(25)	Enter blanks.

Transaction Codes for Quarterly Federal Tax Record

T/C	Description	Quarters
Federal 941 Reporting		
010	Federal Income Tax Withheld	1234
030	Employee Social Security Tax	1234
230	Employee Medicare Tax	1234
240	Third-Party Sick Pay Tax	1234
300	3121Q Tip Notice of Demand Payment	1234
310	Uncollected FICA Tax on Tips	1234
320	Uncollected FICA on Group Life Insurance (Negative Entry)	1234
A10	Additional Employee Medicare Tax	1234

T/C	Description	Quarters
Federal 941SS American Samoa Reporting		
AT0	American Samoa Employee Social Security Tax	1234
AV0	American Samoa Employee Medicare Tax	1234
AX0	American Samoa Third-Party Sick Pay Tax	1234
A20	American Samoa Additional Employee Medicare Tax	1234
Federal 941SS Guam Reporting		
580	GU Employee Social Security Tax	1234
600	GU Employee Medicare Tax	1234
730	GU Third-Party Sick Pay Tax	1234
G10	GU Additional Employee Medicare Tax	1234
Federal 941SS Northern Marianas Reporting		
M30	Northern Marianas Employee Social Security Tax	1234
M50	Northern Marianas Employee Medicare Tax	1234
M70	Northern Marianas Third-Party Sick Pay Tax	1234
M10	Northern Marianas Additional Employee Medicare Tax	1234
Federal 941PR Puerto Rico Reporting		
650	PR Employee Social Security Tax	1234
670	PR Employee Medicare Tax	1234
750	PR Third-Party Sick Pay Tax	1234
P10	PR Additional Employee Medicare Tax	1234
Federal 941SS Virgin Islands Reporting		
530	VI Employee Social Security Tax	1234
550	VI Employee Medicare Tax	1234
740	VI Third-Party Sick Pay Tax	1234
V10	VI Additional Employee Medicare Tax	1234
Federal 943 Agricultural Reporting		
130	Agricultural Income Tax	1234
150	Agricultural Employee Social Security Tax	1234
350	Agricultural Employee Medicare Tax	1234
A30	Agricultural Additional Employee Medicare Tax	1234
Federal 945 Backup Withholding/Pension Reporting		
490	Backup Withholding Tax	1234
500	IRA Withholding Tax	1234
510	Pension Withholding Tax	1234
620	Gambling Winnings Tax	1234

Federal Wage Record

T/C xxx Federal Wage Record			
Quarters: 1234, Length = 100 bytes			
Position	Field	Format	Description and remarks
1-6	Collector ID	X(6)	Enter character code identifying the transmitter assigned by Dayforce.
7-12	Client ID	X(6)	Enter the identifying number for this client ID.
13-14	Dayforce Internal Use	X(2)	Enter blanks.
15-17	Transaction Code	X(3)	Enter appropriate xxx transaction code. See <i>Transaction Codes for Quarterly Federal Wage Record</i> (below) for valid transaction codes.
18-21	Dayforce Internal Use	X(4)	Enter blanks.
22	Entity Code	X(1)	Type F for Federal.
23-30	Dayforce Internal Use	X(8)	Enter blanks.
31-43	QTD Amount	S9(11)V99	Enter quarter-to-date federal wage.
44-56	YTD Amount	S9(11)V99	Enter year-to-date federal wage.
57-69	Current Amount	S9(11)V99	Enter zeros.
70-75	Tax Rate	99V9999	Enter zeros.
76-100	Dayforce Internal Use	X(25)	Enter blanks.

Transaction Codes for Quarterly Federal Wage Record

T/C	Description	Quarters
Federal 940 Federal Unemployment Tax Act Reporting		
041	FUTA Taxable Wage	1234
042	FUTA Subject Wage	1234
045	FUTA Exempt Wage	1234
Federal 941 Reporting		
011	Federal 941 Subject Wage	1234
021	Social Security Taxable Wage	1234
201	Social Security Tip Taxable Wage	1234
221	Medicare Taxable Wage	1234
A11	Additional Employee Medicare Taxable Wage	1234
Federal 941SS American Samoa Reporting		
AS1	American Samoa Social Security Taxable Wage	1234
AU1	American Samoa Medicare Taxable Wage	1234
AW1	American Samoa Social Security Tip Taxable Wage	1234
A21	American Samoa Additional Employee Medicare Taxable Wage	1234

T/C	Description	Quarters
Federal 941SS Guam Reporting		
571	GU Social Security Taxable Wage	1234
591	GU Medicare Taxable Wage	1234
611	GU Social Security Tip Taxable Wage	1234
G11	GU Additional Employee Medicare Taxable Wage	1234
Federal 941SS Northern Marianas Reporting		
M21	Northern Marianas Social Security Taxable Wage	1234
M41	Northern Marianas Medicare Taxable Wage	1234
M61	Northern Marianas Social Security Tip Taxable Wage	
M11	Northern Marianas Additional Employee Medicare Taxable Wage	1234
Federal 941PR Puerto Rico Reporting		
641	PR Social Security Taxable Wage	1234
661	PR Medicare Taxable Wage	1234
681	PR Social Security Taxable Tip Wage	1234
P11	PR Additional Employee Medicare Taxable Wage	1234
Federal 941SS Virgin Islands Reporting		
521	VI Social Security Taxable Wage	1234
541	VI Medicare Taxable Wage	1234
561	VI Social Security Tip Taxable Wage	1234
V11	VI Additional Employee Medicare Taxable Wage	1234
Federal 943 Agricultural Reporting		
131	Agricultural Subject Wage	1234
141	Agricultural Social Security Taxable Wage	1234
341	Agricultural Medicare Taxable Wage	1234
A31	Agricultural Additional Employee Medicare Taxable Wage	1234

Federal W-2 or 1099 Count Record

T/C xx4 Federal W-2/1099 Count Record			
Quarters: 4, Length = 100 bytes			
Position	Field	Format	Description and remarks
1-6	Collector ID	X(6)	Enter character code identifying the transmitter assigned by Dayforce.
7-12	Client ID	X(6)	Enter the identifying number for this client ID.
13-14	Dayforce Internal Use	X(2)	Enter blanks.
15-17	Transaction Code	X(3)	Enter appropriate xx4 transaction code. See the Transaction Codes for W-2 or 1099 Count Record table below for valid transaction codes.
18-21	Dayforce Internal Use	X(4)	Enter blanks.
22	Entity Code	X(1)	Type F for Federal.
23-30	Dayforce Internal Use	X(8)	Enter blanks.
31-43	W-2 or 1099 Count	S9(13)	Enter the total number of W-2s or 1099s for the calendar year.
44-100	Dayforce Internal Use	X(57)	Enter blanks.

Transaction Codes for W-2 or 1099 Count Record

T/C	Description	Quarters
014	Federal 941	4
134	Federal 943 Agricultural	4
494	Federal 945 Backup Withholding/Pension	4
524	Federal 941SS Virgin Islands	4
574	Federal 941SS Guam	4
644	Federal 941PR Puerto Rico	4

Federal Employee Count Record

T/C xx6 Federal Employee Count Record			
Quarters: 1234, Length = 100 bytes			
Position	Field	Format	Description and remarks
1-6	Collector ID	X(6)	Enter character code identifying the transmitter assigned by Dayforce.
7-12	Client ID	X(6)	Enter the identifying number for this client ID.
13-14	Dayforce Internal Use	X(2)	Enter blanks.
15-17	Transaction Code	X(3)	Enter appropriate xx6 transaction code. See the Transaction Codes for Federal Employee Count Record table below for valid transaction codes.
18-21	Dayforce Internal Use	X(4)	Enter blanks.
22	Entity Code	X(1)	Type F for Federal.
23-30	Dayforce Internal Use	X(8)	Enter blanks.
31-43	Employee Count - Month 1	S9(13)	Enter zeros.
44-56	Employee Count - Month 2	S9(13)	Enter zeros.
57-69	Employee Count - Month 3	S9(13)	Enter the number of active employees in the pay period of the appropriate quarter that includes March 12, June 12, September 12, or December 12.
70-100	Dayforce Internal Use	X(31)	Enter blanks.

Transaction Codes for Federal Employee Count Record

T/C	Description	Quarters
016	Federal 941	1234
136	Federal 943 Agricultural	1234
526	Federal 941SS Virgin Islands	1234
576	Federal 941SS Guam	1234
646	Federal 941PR Puerto Rico	1234

Federal Business Research Credit Form 8974 Record – Dates

T/C xx4 Federal Business Research Credit Form 8974 – Dates			
Quarters: 1234, Length = 100 bytes			
Position	Field	Format	Description and remarks
1-6	Collector ID	X(6)	Enter character code identifying the transmitter assigned by Dayforce.
7-12	Client ID	X(6)	Enter the identifying number for this client ID.
13-14	Dayforce Internal Use	X(2)	Enter blanks.
15-17	Transaction Code	X(3)	Enter appropriate xx4 transaction code from the following Transaction Codes for Federal Business Research Credit Record - Dates table.
18-21	Dayforce Internal Use	X(4)	Enter blanks.
22	Entity Code	X(1)	Type F for Federal.
23-30	Dayforce Internal Use	X(8)	Enter blanks.
31-39	Tax Year Beginning Date	S9(9)	Enter the tax period start date covered by your income tax return. Right justify, MMDDYYYY Example: If you use a calendar year process, enter " 010120##"
40-48	Tax Year End Date	S9(9)	Enter the tax period ending date covered by your income tax return. Right justify, MMDDYYYY Example: If you use a calendar year process, enter " 123120##"
49-57	Tax Return Filing Date	S9(9)	Enter the date you filed your income tax return. (Line 3, Form 8974) Right justify, MMDDYYYY
58-100	Dayforce Internal Use	X(43)	Enter blanks.

Transaction Codes for Federal Business Research Credit Record - Dates

T/C	Description	Quarters
R14	Federal 941	1234
R34	Federal 943 Agricultural	1234
R24	Federal 941SS Virgin Islands	1234
R74	Federal 941SS Guam	1234
R44	Federal 941PR Puerto Rico	1234

Federal Business Research Credit Form 8974 Record - FEIN and Return Type

T/C xx9 Federal Business Research Credit Form 8974 – FEIN and Return Type			
Quarters: 1234, Length = 100 bytes			
Position	Field	Format	Description and remarks
1-6	Collector ID	X(6)	Enter character code identifying the transmitter assigned by Dayforce.
7-12	Client ID	X(6)	Enter the identifying number for this client ID.
13-14	Dayforce Internal Use	X(2)	Enter blanks.
15-17	Transaction Code	X(3)	Enter appropriate xx9 transaction code from the following Transaction Codes for Federal Business Research Credit Record - FEIN and Return Type table.
18-21	Dayforce Internal Use	X(4)	Enter blanks.
22	Entity Code	X(1)	Type F for Federal.
23-30	Dayforce Internal Use	X(8)	Enter blanks.
31-39	Business FEIN	S9(9)	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). Nine numeric digits, no dash.
40	Income Tax Return Type	X(1)	Enter the code that is applicable 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
41-100	Dayforce Internal Use	X(60)	Enter blanks.

Transaction Codes for Federal Business Research Credit Record - FEIN and Return Type

T/C	Description	Quarters
R19	Federal 941	1234
R39	Federal 943 Agricultural	1234
R29	Federal 941SS Virgin Islands	1234
R79	Federal 941SS Guam	1234
R49	Federal 941PR Puerto Rico	1234

Federal Business Research Credit Form 8974 Record - Amounts

T/C xx0 Federal Business Research Credit Record - Amounts			
Quarters: 1234, Length = 100 bytes			
Position	Field	Format	Description and remarks
1-6	Collector ID	X(6)	Enter character code identifying the transmitter assigned by Dayforce.
7-12	Client ID	X(6)	Enter the identifying number for this client ID.
13-14	Dayforce Internal Use	X(2)	Enter blanks.
15-17	Transaction Code	X(3)	Enter appropriate xx0 transaction code from the following Transaction Codes for Federal Business Research Credit Record - Amounts table.
18-21	Dayforce Internal Use	X(4)	Enter blanks.
22	Entity Code	X(1)	Type F for Federal.
23-30	Dayforce Internal Use	X(8)	Enter blanks.
31-43	QTD Amount	S9(11)V99	Enter quarter-to-date federal tax credit.
44-56	YTD Amount	S9(11)V99	Enter year-to-date federal tax credit.
57-69	Current Amount	S9(11)V99	Enter zeros.
70-75	Tax Rate	99V9999	Enter zeros.
76-100	Dayforce Internal Use	X(25)	Enter blanks.

Transaction Codes for Federal Business Research Credit Record - Amounts

T/C	Description	Quarters
R10	Federal 941	1234
R30	Federal 943 Agricultural	1234
R20	Federal 941SS Virgin Islands	1234
R70	Federal 941SS Guam	1234
R40	Federal 941PR Puerto Rico	1234

Federal Business Research Credit Form 8974 Record - Total

T/C xx1 Federal Business Research Credit Record - Total			
Quarters: 1234, Length = 100 bytes			
Position	Field	Format	Description and remarks
1-6	Collector ID	X(6)	Enter character code identifying the transmitter assigned by Dayforce.
7-12	Client ID	X(6)	Enter the identifying number for this client ID.
13-14	Dayforce Internal Use	X(2)	Enter blanks.
15-17	Transaction Code	X(3)	Enter appropriate xx1 transaction code from the following Transaction Codes for Federal Business Research Credit Record - Total table.
18-21	Dayforce Internal Use	X(4)	Enter blanks.
22	Entity Code	X(1)	Type F for Federal.
23-30	Dayforce Internal Use	X(8)	Enter blanks.
31-43	Credit Previously Taken	S9(11)V99	Enter the amount of the research credit that was taken in a previous period(s).
44-56	Total Credit Available	S9(11)V99	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.
57-69	Current Amount	S9(11)V99	Enter zeros.
70-75	Tax Rate	99V9999	Enter zeros.
76-100	Dayforce Internal Use	X(25)	Enter blanks.

Transaction Codes for Federal Business Research Credit Record - Total

T/C	Description	Quarters
R11	Federal 941	1234
R31	Federal 943 Agricultural	1234
R21	Federal 941SS Virgin Islands	1234
R71	Federal 941SS Guam	1234
R41	Federal 941PR Puerto Rico	1234

State Records

The following tables list the specifications for the state records which pertain to state income taxes, wages, unemployment insurance, employee counts, and supplemental requirements. Note that certain record types are only required for specific states.

Quarterly Data Requirements Matrix

This table summarizes State (S) and Supplemental (O) requirements for quarterly data transmissions. On the table, the following notations are used:

- R** Indicates record is required.
- 4** Indicates 4th Quarter.
- A** Indicates when applicable.
- *O** Indicates that assessment/supplemental tax codes denoted as ***O** entity code on the table do not require separate transaction code entries in the Quarterly file. These tax codes use the applicable state's 041 or 042 transaction code to calculate the tax amount due. Do not send a separate 041 or 042 transaction code record in the Quarterly file for these assessment/supplemental tax codes.

For your reference, the supplemental tax codes appear in a separate table in Appendix B on page 215.

Quarterly Data Requirements																								
Entity Code	State Code	Transaction Code																				Comments		
		010	011	012	014	015	016	019	030	041	042	043	045	049	201	601	602	603	604	605	606		607	608
S	AK						R			R	R	4				R	R					R	A	Non-withholding state Out-of-state wage detail required
*O	AK05																							Alaska employee SUI
S	AL	R	R		4	R*	R	R		R	R	4				R	R					R	A	Out-of-state wage detail required * Alabama Overtime Wages
*O	AL07																							Alabama Security Assessment
S	AR	R	R		4	R	R			R	R	4				R	R					R	A	Out-of-state wage detail required
S	0A	R		R		R																		American Samoa Income Tax
S	AZ	R	R		4	R	R			R	R	4				R	R					R	A	Out-of-state wage detail required
*O	AZ07																							Arizona Job Training Tax
S	CA	R	R				R			R	R	4				R	R			R	R	R	A	Out-of-state wage detail required
O	CA05		R																					State Disability Insurance
*O	CA06																							California ETF
O	CA07	R	R																					Voluntary State Disability Insurance Plan
S	CO	R	R		4		R			R	R	4				R	R					R	A	Out-of-state wage detail required
S	CT	R	R		4	R	R			R	R	4				R	R	R	R			R	A	Out-of-state wage detail required
S	DC	R	R		4	R	R			R	R	4				R	R					R	A	Out-of-state wage detail required
S	DE	R	R		4		R			R	R	4				R	R					R	A	Out-of-state wage detail required

Quarterly Data Requirements																									
Entity Code	State Code	Transaction Code																				Comments			
		010	011	012	014	015	016	019	030	041	042	043	045	049	201	601	602	603	604	605	606		607	608	609
S	FL						R			R	R	4				R	R			A		R	A		Non-withholding state Educational wage detail required Out-of-state wage detail required
S	GA	R	R		4		R			R	R	4				R	R					R	A		Out-of-state wage detail required
O	GA03	R																							Georgia W/H Job Tax Credit
*O	GA06																								Georgia Administrative Assessment
S	GU	R	R		4	R						4				R	R	R	R			R			Requires additional Federal reporting
S	HI	R	R		4		R			R	R	4				R	R					R	A		Out-of-state wage detail required
*O	HI06																								Hawaii ETF Assessment
S	IA	R	R		4	R	R			R	R	4				R	R					R	A		Out-of-state wage detail required
O	IA03	R																							Iowa Job Credit
*O	IA07																								Iowa Administrative Surcharge
*O	IA08																								Iowa Reserve Fund Tax
S	ID	R	R		4		R			R	R	4				R	R					R	A		Out-of-state wage detail required
S	IL	R	R		4		R			R	R	4				R	R			R	R	R	A		Out-of-state wage detail required
S	IN	R	R		4	R	R		A	R	R	4				R	R					R	A	R	030 for Indiana Earned Income Credit Out-of-state wage detail required

Quarterly Data Requirements																									
Entity Code	State Code	Transaction Code																					Comments		
		010	011	012	014	015	016	019	030	041	042	043	045	049	201	601	602	603	604	605	606	607		608	609
S	KS	R	R		4		R			R	R	4				R	R					R	A		602 and 607 records required Out-of-state wage detail required
S	KY	R	R		4	R	R			R	R	4				R	R					R	A		Out-of-state wage detail required
*O	KY07																								Kentucky Surcharge/SCUF
S	LA	R	R		4	R	R			R	R	4				R	R					R	A	R	Out-of-state wage detail required Note: State does not recognize out-of-state wage payments but requires a notification on the return.
S	MA	R	R		4	R	R			R	R	4				R	R			R	R	R	A		Out-of-state wage detail required
*O	MA07																								Massachusetts SUI Surcharge
O	MA08		R	R			R																		Medical Security
*O	MA14																								Massachusetts COVID Recovery Assessment
S	MD	R	R		4	R	R			R	R	4				R	R					R	A		Out-of-state wage detail required
S	ME	R	R		4	R	R			R	R	4	R			R	R			R	R	R	A		Out-of-state wage detail required
*O	ME07																								Maine Competitive Skills Scholarship Fund
*O	ME09																								Maine Unemployment Program Admin Fund

Quarterly Data Requirements																									
Entity Code	State Code	Transaction Code																				Comments			
		010	011	012	014	015	016	019	030	041	042	043	045	049	201	601	602	603	604	605	606		607	608	609
S	MI	R	R		4		R			R	R	4				R	R					R	A		043 Michigan FUTA Credit Reduction 607 required if employer has multiple worksites Out-of-state wage detail required
S	MN	R	R		4	R	R			R	R	4				R	R					R	A		Out-of-state wage detail required
*O	MN07																								Minnesota Dislocated Worker Assessment
*O	MN08																								Minnesota Additional Assessment
*O	MN09																								Minnesota 2% Federal Assessment
S	MO	R	R				R			R	R	4				R	R					R	A		Out-of-state wage detail required
*O	MO06																								Missouri Federal Assessment
*O	MO07																								Missouri Automation Surcharge
S	0M	R		R		R										R	R								Northern Marianas Chapter 2
O	OMP2	R		R																					Northern Marianas Chapter 7
S	MS	R	R		4		R			R	R	4				R	R					R	A		Out-of-state wage detail required
*O	MS07																								Mississippi Training Contribution
S	MT	R	R		4		R			R	R	4				R	R					R	A		602 & 607 required Out-of-state wage detail required

Quarterly Data Requirements																										
Entity Code	State Code	Transaction Code																							Comments	
		010	011	012	014	015	016	019	030	041	042	043	045	049	201	601	602	603	604	605	606	607	608	609		
*O	MT05																									Montana Administrative Fund Tax
S	NC	R	R		4		R			R	R	4				R	R						R	A	R	Out-of-state wage detail required
S	ND	R	R		4	R	R			R	R	4				R	R						R	A		Out-of-state wage detail required
S	NE	R	R		4		R		A	R	R	4				R	R						R	A	R	Nebraska Advantage Act withholding credit Out-of-state wage detail required
*O	NE06																									Nebraska SUIT
S	NH						R			R	R	4				R	R						R	A		Non-withholding state Out-of-state wage detail required
*O	NH07																									New Hampshire Administrative Contribution
S	NJ	R	R		4	R	R			R	R	4				R	R						R	A		Out-of-state wage detail required
O	NJ03	R																								Employee State Unemployment Insurance
O	NJ05	R	R																							Employee State Disability Insurance
O	NJ06		R																							Employer State Disability Insurance
O	NJ07	R																								Employee Healthcare Subsidy
O	NJ09	R																								Employee WFD/SWAF
O	NJ13	R	R																							Employee State Family Leave Insurance
*O	NJ14																									Employer Health Subsidy Fund

Quarterly Data Requirements																										
Entity Code	State Code	Transaction Code																				Comments				
		010	011	012	014	015	016	019	030	041	042	043	045	049	201	601	602	603	604	605	606		607	608	609	
*O	NJ16																									Employer WFD/SWAF
S	NM	R	R		4	R	R			R	R	4				R	R			R	R	R	A		SIT and Workers' Compensation Fee Out-of-state wage detail required	
*O	NM06																									New Mexico UI Trust Fund
O	NM10	R	R			R																				Workers' Compensation Employee Fee
O	NM11	R	R																							Workers' Compensation Employer Fee
S	NV					R	R			R	R	4				R	R					R	A		Non-withholding state Out-of-state wage detail required	
*O	NV03																									Nevada Career Enhancement Program
S	NY	R	R	R		R	R	R		R	R	4				R	R			R	R	R	A		019 required for other wage reporting 015 required for Dependent Health Insurance Coverage Indicator Out-of-state wage detail required	
*O	NY07																									New York Re-employment Service Fund
S	OH	R	R		4		R			R	R	4				R	R					R	A		Out-of-state wage detail required	
S	OK	R	R		4	R	R			R	R	4				R	R					R	A		Out-of-state wage detail required	
S	OR	R	R		4	R	R			R	R	4				R	R				R	R	A		Out-of-state wage detail required	

Quarterly Data Requirements																									
Entity Code	State Code	Transaction Code																					Comments		
		010	011	012	014	015	016	019	030	041	042	043	045	049	201	601	602	603	604	605	606	607		608	609
O	OR06		R																						Employer Workers' Compensation
*O	OR07																								Oregon Special Assessment
*O	OR08																								Oregon Workers' Compensation Assessment EE
S	PA	R	R		4	R	R			R	R	4			R	R						R	A	Out-of-state wage detail required	
*O	PA05																								Pennsylvania Employee SUI
O	PA06	R	R																						Pennsylvania Retirement Withholding
O	PA07	R	R																						Pennsylvania Other Income
S	PR	R	R		4	R	R			R	R	4			R	R	R	A				R	A	201 required for taxable tip reporting Out-of-state wage detail required	
O	PR05		R	R											R	R									State Disability Insurance Use supplemental 601 and 602 records for disability insurance subject wage
*O	PR06																								Puerto Rico Special Assessment
S	RI	R	R		4		R			R	R	4			R	R						R	A	Out-of-state wage detail required	
O	RI05		R																						Temporary Disability Insurance
*O	RI07																								Rhode Island Job Development Fund

Quarterly Data Requirements																										
Entity Code	State Code	Transaction Code																				Comments				
		010	011	012	014	015	016	019	030	041	042	043	045	049	201	601	602	603	604	605	606		607	608	609	
*O	RI08																								Rhode Island Re-employment Tax Fund	
S	SC	R	R		4	R	R			R	R	4				R	R						R	A	R	Out-of-state wage detail required
*O	SC05																									South Carolina Administrative Contingency Tax
S	SD						R			R	R	4				R	R						R	A		Non-withholding state Out-of-state wage detail required
*O	SD06																									South Dakota Investment Fund Rate
*O	SD07																									South Dakota Unemployment Surcharge
S	TN						R			R	R	4				R	R						R	A		Non-withholding state Out-of-state wage detail required
*O	TN07																									Tennessee Jobs Skills Fee
S	TX						R			R	R	4				R	R						R	A		Non-withholding state Out-of-state wage detail required
S	UT	R	R		4		R	R		R	R	4				R	R						R	A		Federal Withholding tax for employees subject to Utah state withholding Out-of-state wage detail required
S	VA	R	R		4		R			R	R	4				R	R						R	A		Out-of-state wage detail required
S	VI	R	R		4	R	R			R	R	4				R	R	R					R	A		Requires additional Federal reporting Out-of-state wage detail required

Quarterly Data Requirements																									
Entity Code	State Code	Transaction Code																							Comments
		010	011	012	014	015	016	019	030	041	042	043	045	049	201	601	602	603	604	605	606	607	608	609	
S	VT	R	R		R	R	R			R	R	4				R	R					R	A		Out-of-state wage detail required 014 required each quarter for PT and FT EE counts
O	VT08					R																			Required: Total Uncovered FTE Healthcare Reporting requirement
S	WA					R	R			R	R	4		R		R	R					R	A	R	Non-withholding state. 049 required for stock options. Out-of-state wage detail required
*O	WA07																								WA W/F Training Fund
S	WI	R	R		4		R			R	R	4				R	R					R	A		Out-of-state wage detail required
S	WV	R	R		4	R	R			R	R	4				R	R					R	A	R	Out-of-state wage detail required
S	WY					R	R			R	R	4				R	R					R	A		Non-withholding state Out-of-state wage detail required
*O	WY06	R																							Workers' Compensation

State Records – Income Tax

Certain state record types should not be sent for non-withholding states. Use the Quarterly Data Requirements Matrix to determine the non-withholding states.

If a record type only pertains to a specific state, the state name appears in the section heading in this guide for quick reference.

State Income Tax Record

Do not send this record for non-withholding states.

T/C 010 State Income Tax Record			
Quarters: 1234, Length = 100 bytes			
Position	Field	Format	Description and remarks
1-6	Collector ID	X(6)	Enter character code identifying the transmitter assigned by Dayforce.
7-12	Client ID	X(6)	Enter the identifying number for this client ID.
13-14	Dayforce Internal Use	X(2)	Enter blanks.
15-17	Transaction Code	X(3)	Type 010 for state income tax.
18-21	Dayforce Internal Use	X(4)	Enter blanks.
22	Entity Code	X(1)	Type S for state.
23-24	State Code	X(2)	Enter state alphabetic abbreviation.
25-30	Local Code	X(6)	Enter blanks.
31-43	QTD Amount	S9(11)V99	Enter quarter-to-date state income tax.
44-56	YTD Amount	S9(11)V99	Enter year-to-date state income tax.
57-69	Current Amount	S9(11)V99	Enter zeros.
70-75	Tax Rate	99V9999	Enter zeros.
76-100	Dayforce Internal Use	X(25)	Enter blanks.

State Income Tax Wage Record

Do not send this record for non-withholding states.

T/C 011 State Income Tax Wage Record			
Quarters: 1234, Length = 100 bytes			
Position	Field	Format	Description and remarks
1-6	Collector ID	X(6)	Enter character code identifying the transmitter assigned by Dayforce.
7-12	Client ID	X(6)	Enter the identifying number for this client ID.
13-14	Dayforce Internal Use	X(2)	Enter blanks.
15-17	Transaction Code	X(3)	Type 011 for state income tax wage.
18-21	Dayforce Internal Use	X(4)	Enter blanks.
22	Entity Code	X(1)	Type S for state.
23-24	State Code	X(2)	Enter state alphabetic abbreviation.
25-30	Local Code	X(6)	Enter blanks.
31-43	QTD Amount	S9(11)V99	Enter quarter-to-date state income tax wage.
44-56	YTD Amount	S9(11)V99	Enter year-to-date state income tax wage.
57-69	Current Amount	S9(11)V99	Enter zeros.
70-75	Tax Rate	99V9999	Enter zeros.
76-100	Dayforce Internal Use	X(25)	Enter blanks.

Quarterly Income Tax Wage Record – New York

T/C 012 Quarterly Income Tax Wage Record – NY			
Quarters: 1234, Length = 100 bytes			
Position	Field	Format	Description and remarks
1-6	Collector ID	X(6)	Enter character code identifying the transmitter assigned by Dayforce.
7-12	Client ID	X(6)	Enter the identifying number for this client ID.
13-14	Dayforce Internal Use	X(2)	Enter blanks.
15-17	Transaction Code	X(3)	Type 012 for quarterly income tax wage – NY.
18-21	Dayforce Internal Use	X(4)	Enter blanks.
22	Entity Code	X(1)	Type S for state.
23-24	State Code	X(2)	Type NY .
25-30	Dayforce Internal Use	X(6)	Enter blanks.
31-43	QTD Amount	S9(11)V99	Enter quarter-to-date income tax wage - Federal
44-56	YTD Amount	S9(11)V99	Enter year-to-date income tax wage - Federal.
57-69	Current Amount	S9(11)V99	Enter zeros.
70-75	Tax Rate	99V9999	Enter zeros.
76-100	Dayforce Internal Use	X(25)	Enter blanks.

Quarterly Income Tax Gross Wage Record – American Samoa, Northern Marianas

T/C 012 Quarterly Income Tax Gross Wage Record – 0A, 0M			
Quarters: 1234, Length = 100 bytes			
Position	Field	Format	Description and remarks
1-6	Collector ID	X(6)	Enter character code identifying the transmitter assigned by Dayforce.
7-12	Client ID	X(6)	Enter the identifying number for this client ID.
13-14	Dayforce Internal Use	X(2)	Enter blanks.
15-17	Transaction Code	X(3)	Type 012 for quarterly income tax wage.
18-21	Dayforce Internal Use	X(4)	Enter blanks.
22	Entity Code	X(1)	Type S for state.
23-24	State Code	X(2)	Type one of the following: <ul style="list-style-type: none"> • 0A for American Samoa • 0M for Northern Marianas
25-30	Dayforce Internal Use	X(6)	Enter blanks.
31-43	QTD Amount	S9(11)V99	Enter quarter-to-date income tax gross wage.
44-56	YTD Amount	S9(11)V99	Enter year-to-date income tax gross wage.
57-69	Current Amount	S9(11)V99	Enter zeros.
70-75	Tax Rate	99V9999	Enter zeros.
76-100	Dayforce Internal Use	X(25)	Enter blanks.

State W-2 Count Record

T/C 014 State W-2 Count Record			
Quarters: 4, Length = 100 bytes			
Position	Field	Format	Description and remarks
1-6	Collector ID	X(6)	Enter character code identifying the transmitter assigned by Dayforce.
7-12	Client ID	X(6)	Enter the identifying number for this client ID.
13-14	Dayforce Internal Use	X(2)	Enter blanks.
15-17	Transaction Code	X(3)	Type 014 for W-2 count.
18-21	Dayforce Internal Use	X(4)	Enter blanks.
22	Entity Code	X(1)	Type S for state.
23-24	State Code	X(2)	Enter state alphabetic abbreviation.
25-30	Dayforce Internal Use	X(6)	Enter blanks.
31-43	W-2 Count	S9(13)	Enter the total number of state W-2s being reported for the calendar year.
44-100	Dayforce Internal Use	X(57)	Enter blanks.

State Counts Record for Vermont

T/C 014 State Counts Record for Vermont			
Quarters: 1,2,3,4, Length = 100 bytes			
Position	Field	Format	Description and remarks
1-6	Collector ID	X(6)	Enter character code identifying the transmitter assigned by Dayforce.
7-12	Client ID	X(6)	Enter the identifying number for this client ID.
13-14	Dayforce Internal Use	X(2)	Enter blanks.
15-17	Transaction Code	X(3)	Type 014 for State count.
18-21	Dayforce Internal Use	X(4)	Enter blanks.
22	Entity Code	X(1)	Type S for state.
23-24	State Code	X(2)	Enter state alphabetic abbreviation.
25-30	Dayforce Internal Use	X(6)	Enter blanks.
31-43	W-2 Count	S9(13)	Enter the total number of state W-2s being reported for the calendar year.
44-56	Total Full-Time Employee Count	S9(13)	Enter the Quarterly total number of full-time employees earning wages subject to state withholding tax during the quarter.
57-69	Total Part-Time Employee Count	S9(13)	Enter the Quarterly total number of part-time employees earning wages subject to state withholding tax during the quarter.

T/C 014 State Counts Record for Vermont			
Quarters: 1,2,3,4, Length = 100 bytes			
Position	Field	Format	Description and remarks
70-100	Dayforce Internal Use	X(31)	Enter blanks.

State Counts Record for Wisconsin

T/C 014 State Counts Record for Wisconsin			
Quarters: 4, Length = 100 bytes			
Position	Field	Format	Description and remarks
1-6	Collector ID	X(6)	Enter character code identifying the transmitter assigned by Dayforce.
7-12	Client ID	X(6)	Enter the identifying number for this client ID.
13-14	Dayforce Internal Use	X(2)	Enter blanks.
15-17	Transaction Code	X(3)	Type 014 for W-2 count.
18-21	Dayforce Internal Use	X(4)	Enter blanks.
22	Entity Code	X(1)	Type S for state.
23-24	State Code	X(2)	Enter WI .
25-30	Dayforce Internal Use	X(6)	Enter blanks.
31-43	W-2 Count	S9(13)	Enter the total number of state W-2s being reported for the calendar year.
44-56	1099 Count	S9(13)	Enter the total number of 1099-MISCs reported for the calendar year.
57-100	Dayforce Internal Use	X(44)	Enter blanks.

State Withholding Wage Total Employee Count Record

This record applies to the following states and U.S. territories: American Samoa, Guam, Kentucky, Massachusetts, Minnesota, New Mexico, Northern Marianas, Oklahoma, and Puerto Rico.

T/C 015 State Withholding Wage Total Employee Count Record – 0A, GU, KY, MA, MN, 0M, NM, OK, PR			
Quarters: 1234, Length = 100 bytes			
Position	Field	Format	Description and remarks
1-6	Collector ID	X(6)	Enter character code identifying the transmitter assigned by Dayforce.
7-12	Client ID	X(6)	Enter the identifying number for this client ID.
13-14	Dayforce Internal Use	X(2)	Enter blanks.
15-17	Transaction Code	X(3)	Type 015 for total employee count.
18-21	Dayforce Internal Use	X(4)	Enter blanks.
22	Entity Code	X(1)	Type S for state.
23-24	State Code	X(2)	Enter state alphabetic abbreviation.
25-30	Dayforce Internal Use	X(6)	Enter blanks.
31-43	Total Employee Count	S9(13)	Enter the total number of employees earning wage during the quarter.
44-69	Dayforce Internal Use	S9(26)	Enter zeros.
70-100	Dayforce Internal Use	X(31)	Enter blanks.

State Employee Count – Alabama

T/C 015 State Employee Count Record – AL			
Cumulative: N, Length = 100 bytes			
Position	Field	Format	Description and remarks
1-6	Collector ID	X(6)	Enter character code identifying the transmitter assigned by Dayforce.
7-12	Client ID	X(6)	Enter the identifying number for this client ID.
13-14	Dayforce Internal Use	X(2)	Enter blanks.
15-17	Transaction Code	X(3)	Type 015 for employee count for year.
18-21	Dayforce Internal Use	X(4)	Enter blanks.
22	Entity Code	X(1)	Type S for state.
23-24	State Code	X(2)	Type AL .
25-30	Dayforce Internal Use	X(6)	Enter blanks.
31-43	Total Employee Count for Quarter	S9(13)	Enter the total number of employees earning wages during the quarter.
44-56	Total Hourly Employee Count for Quarter	S9(13)	Enter the total number of hourly full-time, part-time, and seasonal employees who received overtime pay during the quarter.
57-69	<i>Not Used</i>	S9(13)	Enter zeros.
70-100	Dayforce Internal Use	X(31)	Enter blanks.

State Total Employee Count for Quarter/Year Record – Arizona

T/C 015 State Total Employee Count for Quarter/Year Record – AZ			
Quarters: 1 2 3 4, Length = 100 bytes			
Position	Field	Format	Description and remarks
1-6	Collector ID	X(6)	Enter character code identifying the transmitter assigned by Dayforce.
7-12	Client ID	X(6)	Enter the identifying number for this client ID.
13-14	Dayforce Internal Use	X(2)	Enter blanks.
15-17	Transaction Code	X(3)	Type 015 for employee count for year.
18-21	Dayforce Internal Use	X(4)	Enter blanks.
22	Entity Code	X(1)	Type S for state.
23-24	State Code	X(2)	Type AZ .
25-30	Dayforce Internal Use	X(6)	Enter blanks.
31-43	Total Employee Count for Year	S9(13)	Enter the total number of employees earning wage during the <i>year</i> .
44-56	Total Employee Count for Quarter	S9(13)	Enter the total number of employees earning wage during the <i>quarter</i> .
57-69	Dayforce Internal Use	S9(13)	Enter zeros.
70-100	Dayforce Internal Use	X(31)	Enter blanks.

Dependent Health Insurance Coverage Record – New York

T/C 015 Dependent Health Insurance Coverage Record – NY			
Quarters: 1234, Length = 100 bytes			
Position	Field	Format	Description and remarks
1-6	Collector ID	X(6)	Enter character code identifying the transmitter assigned by Dayforce.
7-12	Client ID	X(6)	Enter the identifying number for this client ID.
13-14	Dayforce Internal Use	X(2)	Enter blanks.
15-17	Transaction Code	X(3)	Type 015 for Dependent Health Insurance Coverage indicator.
18-21	Dayforce Internal Use	X(4)	Enter blanks.
22	Entity Code	X(1)	Type S for state.
23-24	State Code	X(2)	Type NY .
25-26	Dayforce Internal Use	X(2)	Enter blanks.
27-30	Dayforce Internal Use	X(4)	Enter blanks.
31-43	Dependent Health Insurance Indicator	S9(13)	Enter one of the following values to specify whether the employer provides dependent health insurance benefits to employees. Right justify. 1 Yes. Employer does provide dependent health insurance benefit options to its employees. 2 No. Employer doesn't provide dependent health insurance benefit options to its employees. 0 Information wasn't provided to determine whether employer offers these benefits or not.
44-69	Dayforce Internal Use	S9(26)	Enter zeros.
70-100	Dayforce Internal Use	X(31)	Enter blanks.

Exempt Overtime Wage Record – Alabama

T/C 019 Exempt Overtime Wage Record – AL			
Cumulative: N, Length = 100 bytes			
Position	Field	Format	Description and remarks
1-6	Collector ID	X(6)	Enter character code identifying the transmitter assigned by Dayforce.
7-12	Client ID	X(6)	Enter the identifying number for this client ID.
13-14	Dayforce Internal Use	X(2)	Enter blanks.
15-17	Transaction Code	X(3)	Type 019 for exempt overtime wages.
18-21	Dayforce Internal Use	X(4)	Enter blanks.
22	Entity Code	X(1)	Type S for state.
23-24	State Code	X(2)	Type AL .
25-30	Dayforce Internal Use	X(6)	Enter blanks.
31-43	QTD Amount	S9(11)V99	Enter quarter-to-date exempt overtime wages for hourly full-time, part-time, and seasonal employees.
44-56	YTD Amount	S9(11)V99	Enter year-to-date exempt overtime wages for hourly full-time, part-time, and seasonal employees.
57-69	Current Amount	S9(11)V99	Enter zeros.
70-75	Tax Rate	99V9999	Enter zeros.
76-100	Dayforce Internal Use	X(25)	Enter blanks.

State Earned Income Credit Record – Indiana

T/C 030 State Earned Income Credit Record – IN			
Quarters: 1234, Length = 100 bytes			
Position	Field	Format	Description and remarks
1-6	Collector ID	X(6)	Enter character code identifying the transmitter assigned by Dayforce.
7-12	Client ID	X(6)	Enter the identifying number for this client ID.
13-14	Dayforce Internal Use	X(2)	Enter blanks.
15-17	Transaction Code	X(3)	Type 030 for earned income credit.
18-21	Dayforce Internal Use	X(4)	Enter blanks.
22	Entity Code	X(1)	Type S for state.
23-24	State Code	X(2)	Type IN .
25-30	Local Code	X(6)	Enter blanks.
31-43	QTD Amount ¹	S9(11)V99	Enter quarter-to-date EIC (negative amount).
44-56	YTD Amount	S9(11)V99	Enter zeros.
57-69	Current Amount	S9(11)V99	Enter zeros.
70-75	Tax Rate	99V9999	Enter zeros.
76-100	Dayforce Internal Use	X(25)	Enter blanks.

¹ Do not include negative amount in state income tax.

State Withholding Credit Record – Nebraska

T/C 030 State Withholding Credit Record – NE			
Quarters: 1234, Length = 100 bytes			
Position	Field	Format	Description and remarks
1-6	Collector ID	X(6)	Enter character code identifying the transmitter assigned by Dayforce.
7-12	Client ID	X(6)	Enter the identifying number for this client ID.
13-14	Dayforce Internal Use	X(2)	Enter blanks.
15-17	Transaction Code	X(3)	Type 030 for state withholding credit.
18-21	Dayforce Internal Use	X(4)	Enter blanks.
22	Entity Code	X(1)	Type S for state.
23-24	State Code	X(2)	Type NE .
25-30	Local Code	X(6)	Enter blanks.
31-43	QTD Amount ¹	S9(11)V99	Enter quarter-to-date withholding credit (negative amount).
44-56	YTD Amount	S9(11)V99	Enter zeros.
57-69	Current Amount	S9(11)V99	Enter zeros.
70-75	Tax Rate	99V9999	Enter zeros.
76-100	Dayforce Internal Use	X(25)	Enter blanks.

¹ Do not include negative withholding credit amount in state income tax.

State Total Employee Withholding Count Record – Maine

T/C 045 State Total Employee Withholding Count Record – ME			
Quarters: 1234, Length = 100 bytes			
Position	Field	Format	Description and remarks
1-6	Collector ID	X(6)	Enter character code identifying the transmitter assigned by Dayforce.
7-12	Client ID	X(6)	Enter the identifying number for this client ID.
13-14	Dayforce Internal Use	X(2)	Enter blanks.
15-17	Transaction Code	X(3)	Type 045 for employee withholding count.
18-21	Dayforce Internal Use	X(4)	Enter blanks.
22	Entity Code	X(1)	Type S for state.
23-24	State Code	X(2)	Type ME .
25-30	Dayforce Internal Use	X(6)	Enter blanks.
31-43	Employee Withholding Count	S9(13)	Enter the total number of employees subject to Maine withholding.
44-100	Dayforce Internal Use	X(57)	Enter blanks.

Taxable Tips Record – Puerto Rico

T/C 201 Taxable Tips Record – PR			
Quarters: 1234, Length = 100 bytes			
Position	Field	Format	Description and remarks
1-6	Collector ID	X(6)	Enter character code identifying the transmitter assigned by Dayforce.
7-12	Client ID	X(6)	Enter the identifying number for this client ID.
13-14	Dayforce Internal Use	X(2)	Enter blanks.
15-17	Transaction Code	X(3)	Type 201 for taxable tips.
18-21	Dayforce Internal Use	X(4)	Enter blanks.
22	Entity Code	X(1)	Type S for state.
23-24	State Code	X(2)	Type PR .
25-30	Dayforce Internal Use	X(6)	Enter blanks.
31-43	QTD Amount	S9(11)V99	Enter quarter-to-date taxable tips.
44-56	YTD Amount	S9(11)V99	Enter year-to-date taxable tips.
57-69	Current Amount	S9(11)V99	Enter zeros.
70-75	Tax Rate	99V9999	Enter zeros.
76-100	Dayforce Internal Use	X(25)	Enter blanks.

State Records – Unemployment Insurance Tax

The following tables list the specifications for the quarterly state records regarding unemployment insurance tax.

State UI Total Employee Count Record

This record applies to the following states and U.S. territories: Arkansas, District of Columbia, Iowa, Indiana, Louisiana, Maryland, Nevada, North Dakota, Oregon, Pennsylvania, South Carolina, Virgin Islands, Washington, West Virginia, and Wyoming.

T/C 015 State UI Total Employee Count Record - AR, DC, IA, IN, LA, MD, ND, NV, OR, PA, SC, VI, WA, WV, WY			
Quarters: 1234, Length = 100 bytes			
Position	Field	Format	Description and remarks
1-6	Collector ID	X(6)	Enter character code identifying the transmitter assigned by Dayforce.
7-12	Client ID	X(6)	Enter the identifying number for this client ID.
13-14	Dayforce Internal Use	X(2)	Enter blanks.
15-17	Transaction Code	X(3)	Type 015 for total employee count.
18-21	Dayforce Internal Use	X(4)	Enter blanks.
22	Entity Code	X(1)	Type S for state.
23-24	State Code	X(2)	Enter state alphabetic abbreviation.
25-30	Dayforce Internal Use	X(6)	Enter blanks.
31-43	Total Employee Count	S9(13)	Enter the total number of employees earning unemployment wage during the quarter.
44-69	Dayforce Internal Use	S9(26)	Enter zeros.
70-100	Dayforce Internal Use	X(31)	Enter blanks.

State Total Female Employee Count Record – Connecticut

T/C 015 State Total Female Employee Count Record – CT			
Quarters: 1234, Length = 100 bytes			
Position	Field	Format	Description and remarks
1-6	Collector ID	X(6)	Enter character code identifying the transmitter assigned by Dayforce.
7-12	Client ID	X(6)	Enter the identifying number for this client ID.
13-14	Dayforce Internal Use	X(2)	Enter blanks.
15-17	Transaction Code	X(3)	Type 015 for total female employee count.
18-21	Dayforce Internal Use	X(4)	Enter blanks.
22	Entity Code	X(1)	Type S for state.
23-24	State Code	X(2)	Type CT .
25-30	Dayforce Internal Use	X(6)	Enter blanks.
31-56	Dayforce Internal Use	S9(26)	Enter zeros.
57-69	Female Count	S9(13)	Enter the total female count for employees earning unemployment wage during the 3rd month of the quarter.
70-100	Dayforce Internal Use	X(31)	Enter blanks.

State Female Employee Count by Month Record – Maine

T/C 015 State Female Employee Count by Month Record – ME			
Quarters: 1234, Length = 100 bytes			
Position	Field	Format	Description and remarks
1-6	Collector ID	X(6)	Enter character code identifying the transmitter assigned by Dayforce.
7-12	Client ID	X(6)	Enter the identifying number for this client ID.
13-14	Dayforce Internal Use	X(2)	Enter blanks.
15-17	Transaction Code	X(3)	Type 015 for total employee count.
18-21	Dayforce Internal Use	X(4)	Enter blanks.
22	Entity Code	X(1)	Type S for state.
23-24	State Code	X(2)	Type ME .
25-30	Dayforce Internal Use	X(6)	Enter blanks.
31-43	Total Female Employee Count - Month 1	S9(13)	Enter the total number of female employees earning unemployment wage during month 1.
44-56	Total Female Employee Count - Month 2	S9(13)	Enter the total number of female employees earning unemployment wage during month 2.
57-69	Total Female Employee Count - Month 3	S9(13)	Enter the total number of female employees earning unemployment wage during month 3.
70-100	Dayforce Internal Use	X(31)	Enter blanks.

State Total Employee Count/SDI Record – New Jersey

T/C 015 State Total Employee Count/SDI Record – NJ			
Quarters: 1234, Length = 100 bytes			
Position	Field	Format	Description and remarks
1-6	Collector ID	X(6)	Enter character code identifying the transmitter assigned by Dayforce.
7-12	Client ID	X(6)	Enter the identifying number for this client ID.
13-14	Dayforce Internal Use	X(2)	Enter blanks.
15-17	Transaction Code	X(3)	Type 015 for total employee count.
18-21	Dayforce Internal Use	X(4)	Enter blanks.
22	Entity Code	X(1)	Type S for state.
23-24	State Code	X(2)	Type NJ .
25-30	Dayforce Internal Use	X(6)	Enter blanks.
31-43	Total Employee Count	S9(13)	Enter the total number of employees earning unemployment wage during the quarter.
44-56	Total Private SDI Employee Count (3rd month)	S9(13)	Enter the total number of employees covered under private disability plan from the 3rd month employee count.
57-69	Total Private FLI Employee Count (3rd month, Day 12)	S9(13)	Enter the total number of employees covered for <i>private</i> Family Leave Insurance (FLI) from the 3rd month employee count.
70-100	Dayforce Internal Use	X(31)	Enter blanks.

State Total Employee and Female Count Record – Vermont

T/C 015 State Total Employee and Female Count Record – VT			
Quarters: 1234, Length = 100 bytes			
Position	Field	Format	Description and remarks
1-6	Collector ID	X(6)	Enter character code identifying the transmitter assigned by Dayforce.
7-12	Client ID	X(6)	Enter the identifying number for this client ID.
13-14	Dayforce Internal Use	X(2)	Enter blanks.
15-17	Transaction Code	X(3)	Type 015 for total employee and female count.
18-21	Dayforce Internal Use	X(4)	Enter blanks.
22	Entity Code	X(1)	Type S for state.
23-24	State Code	X(2)	Type VT .
25-30	Dayforce Internal Use	X(6)	Enter blanks.
31-43	Total Employee Count	S9(13)	Enter total number of employees earning unemployment wage during the quarter.
44-56	Dayforce Internal Use	S9(13)	Enter zeros.
57-69	Female Count 3rd Month of Quarter	S9(13)	Enter the total number of females earning unemployment wage in 3rd month of quarter.
70-100	Dayforce Internal Use	X(31)	Enter blanks.

State Employee Count by Month Record

T/C 016 State Employee Count by Month Record			
Quarters: 1234, Length = 100 bytes			
Position	Field	Format	Description and remarks
1-6	Collector ID	X(6)	Enter character code identifying the transmitter assigned by Dayforce.
7-12	Client ID	X(6)	Enter the identifying number for this client ID.
13-14	Dayforce Internal Use	X(2)	Enter blanks.
15-17	Transaction Code	X(3)	Type 016 for employee count by month.
18-21	Dayforce Internal Use	X(4)	Enter blanks.
22	Entity Code	X(1)	Type S for state.
23-24	State Code	X(2)	Enter state alphabetic abbreviation.
25-30	Dayforce Internal Use	X(6)	Enter blanks.
31-43	Employee Count – Month 1	S9(13)	Enter the number of employees earning state unemployment wage on the 12th day of the first month of the quarter.
44-56	Employee Count – Month 2	S9(13)	Enter the number of employees earning state unemployment wage on the 12th day of the second month of the quarter.
57-69	Employee Count – Month 3	S9(13)	Enter the number of employees earning state unemployment wage on the 12th day of the third month of the quarter.
70-100	Dayforce Internal Use	X(31)	Enter blanks.

“Other” Wage Record – New York

T/C 019 “Other” Wage Record – NY			
Quarters: 1234, Length = 100 bytes			
Position	Field	Format	Description and remarks
1-6	Collector ID	X(6)	Enter character code identifying the transmitter assigned by Dayforce.
7-12	Client ID	X(6)	Enter the identifying number for this client ID.
13-14	Dayforce Internal Use	X(2)	Enter blanks.
15-17	Transaction Code	X(3)	Type 019 for “other” wage.
18-21	Dayforce Internal Use	X(4)	Enter blanks.
22	Entity Code	X(1)	Type S for state.
23-24	State Code	X(2)	Type NY .
25-30	Dayforce Internal Use	X(6)	Enter blanks.
31-43	QTD Amount	S9(11)V99	Enter quarter-to-date “other” wage.
44-56	YTD Amount	S9(11)V99	Enter year-to-date “other” wage.
57-69	Current Amount	S9(11)V99	Enter zeros.
70-75	Tax Rate	99V9999	Enter zeros.
76-100	Dayforce Internal Use	X(25)	Enter blanks.

Federal Withholding Tax Record for Employees Subject to State Withholding – Utah

T/C 019 Federal Withholding Tax Record for Employees Subject to State Withholding – UT			
Quarters: 1234, Length = 100 bytes			
Position	Field	Format	Description and remarks
1-6	Collector ID	X(6)	Enter character code identifying the transmitter assigned by Dayforce.
7-12	Client ID	X(6)	Enter the identifying number for this client ID.
13-14	Dayforce Internal Use	X(2)	Enter blanks.
15-17	Transaction Code	X(3)	Type 019 for federal withholding tax.
18-21	Dayforce Internal Use	X(4)	Enter blanks.
22	Entity Code	X(1)	Type S for state.
23-24	State Code	X(2)	Type UT .
25-30	Dayforce Internal Use	X(6)	Enter blanks.
31-43	QTD Amount	S9(11)V99	Enter quarter-to-date UT employee federal withholding tax amount.
44-56	YTD Amount	S9(11)V99	Enter year-to-date UT employee federal withholding tax amount.
57-69	Current Amount	S9(11)V99	Enter zeros.
70-75	Tax Rate	99V9999	Enter zeros.
76-100	Dayforce Internal Use	X(25)	Enter blanks.

State Unemployment Taxable Wage Record

T/C 041 State Unemployment Taxable Wage Record			
Quarters: 1234, Length = 100 bytes			
Position	Field	Format	Description and remarks
1-6	Collector ID	X(6)	Enter character code identifying the transmitter assigned by Dayforce.
7-12	Client ID	X(6)	Enter the identifying number for this client ID.
13-14	Dayforce Internal Use	X(2)	Enter blanks.
15-17	Transaction Code	X(3)	Type 041 for state unemployment taxable wage.
18-21	Dayforce Internal Use	X(4)	Enter blanks.
22	Entity Code	X(1)	Type S for state.
23-24	State Code	X(2)	Enter state alphabetic abbreviation.
25-30	Dayforce Internal Use	X(6)	Enter blanks.
31-43	QTD Amount	S9(11)V99	Enter quarter-to-date state unemployment taxable wage.
44-56	YTD Amount	S9(11)V99	Enter year-to-date state unemployment taxable wage.
57-69	Current Amount	S9(11)V99	Enter zeros.
70-75	Tax Rate	99V9999	Enter zeros.
76-100	Dayforce Internal Use	X(25)	Enter blanks.

Note: Do not include taxable wages for employee if worked as Washington Corporate Officer and employer elects non-unemployment benefit coverage (602 Record, Position 74, Corporate Officer Indicator = Y).

State Unemployment Subject Wage Record

T/C 042 State Unemployment Subject Wage Record			
Quarters: 1234, Length = 100 bytes			
Position	Field	Format	Description and remarks
1-6	Collector ID	X(6)	Enter character code identifying the transmitter assigned by Dayforce.
7-12	Client ID	X(6)	Enter the identifying number for this client ID.
13-14	Dayforce Internal Use	X(2)	Enter blanks.
15-17	Transaction Code	X(3)	Type 042 for state unemployment subject wage.
18-21	Dayforce Internal Use	X(4)	Enter blanks.
22	Entity Code	X(1)	Type S for state.
23-24	State Code	X(2)	Enter state alphabetic abbreviation.
25-30	Dayforce Internal Use	X(6)	Enter blanks.
31-43	QTD Amount	S9(11)V99	Enter quarter-to-date state unemployment subject wage.
44-56	YTD Amount	S9(11)V99	Enter year-to-date state unemployment subject wage.
57-69	Current Amount	S9(11)V99	Enter zeros.
70-75	Tax Rate	99V9999	Enter zeros.
76-100	Dayforce Internal Use	X(25)	Enter blanks.

Note: Do not include subject wages for employee if worked as Washington Corporate Officer and employer elects non-unemployment benefit coverage (602 Record, Position 74, Corporate Officer Indicator = Y).

State FUTA Wage Credit Reduction Record

T/C 043 State FUTA Wage Credit Reduction Record			
Quarters: 4, Length = 100 bytes			
Position	Field	Format	Description and remarks
1-6	Collector ID	X(6)	Enter character code identifying the transmitter assigned by Dayforce.
7-12	Client ID	X(6)	Enter the identifying number for this client ID.
13-14	Dayforce Internal Use	X(2)	Enter blanks.
15-17	Transaction Code	X(3)	Type 043 for state FUTA wage.
18-21	Dayforce Internal Use	X(4)	Enter blanks.
22	Entity Code	X(1)	Type S for state.
23-24	State Code	X(2)	Enter state alphabetic abbreviation.
25-30	Dayforce Internal Use	X(6)	Enter blanks.
31-43	*Amount	S9(11)V99	Enter amount of state FUTA wages (using FUTA taxable wage limit) for period reporting. (See note below.)
44-56	YTD Amount	S9(11)V99	Enter year-to-date state FUTA wage (using FUTA taxable wage limit).
57-69	Current Amount	S9(11)V99	Enter zeros.
70-75	Tax Rate	99V9999	Enter zeros.
76-100	Dayforce Internal Use	X(25)	Enter blanks.

Note: Two options are available as to when to send this record. The IRS indicates that credit reduction liabilities are not due until 4th quarter of any year. The *Amount value would be equal to the year-to-date (YTD) state FUTA wage (using FUTA taxable wage limit), if only remitting in the 4th quarter.

However, many employers desire to pay throughout the year. If the employer chooses the pay as you go process, the 043 may be forwarded each quarter period for the current credit reduction state. The *Amount value would be equal to the quarter-to-date (QTD) state FUTA wage (using the FUTA taxable wage limit). Liabilities will be collected quarterly, payments will be made quarterly, and the liabilities will be reported with the 4th quarter end on the Form 940.

Stock Option Record – Washington

T/C 049 Stock Option Record – WA			
Quarters: 1234, Length = 100 bytes			
Position	Field	Format	Description and remarks
1-6	Collector ID	X(6)	Enter character code identifying the transmitter assigned by Dayforce.
7-12	Client ID	X(6)	Enter the identifying number for this client ID.
13-14	Dayforce Internal Use	X(2)	Enter blanks.
15-17	Transaction Code	X(3)	Type 049 for stock options.
18-21	Dayforce Internal Use	X(4)	Enter blanks.
22	Entity Code	X(1)	Type S for state.
23-24	State Code	X(2)	Type WA .
25-30	Dayforce Internal Use	X(6)	Enter blanks.
31-43	QTD Amount	S9(11)V99	Enter quarter-to-date stock options.
44-56	YTD Amount	S9(11)V99	Enter zeros.
57-69	Current Amount	S9(11)V99	Enter zeros.
70-75	Tax Rate	99V9999	Enter zeros.
76-100	Dayforce Internal Use	X(25)	Enter blanks.

State Supplemental Data Records

State Supplemental Tax/Wage/Hour Record

T/C 010, 011, 012 State Supplemental Tax/Wage/Hour Record			
Quarters: 1234, Length = 100 bytes			
Position	Field	Format	Description and remarks
1-6	Collector ID	X(6)	Enter character code identifying the transmitter assigned by Dayforce.
7-12	Client ID	X(6)	Enter the identifying number for this client ID.
13-14	Dayforce Internal Use	X(2)	Enter blanks.
15-17	Transaction Code ¹	X(3)	Type 010 , 011 , or 012 .
18-21	Dayforce Internal Use	X(4)	Enter blanks.
22	Entity Code	X(1)	Type O for supplemental.
23-24	State Code ¹	X(2)	Enter state alphabetic abbreviation.
25-26	Supplemental Code ¹	X(2)	Enter Dayforce supplemental code.
27-30	Dayforce Internal Use	X(4)	Enter blanks.
31-43	QTD Amount ¹	S9(11)V99	(See table below.)
44-56	YTD Amount ¹	S9(11)V99	(See table below.)
57-69	Current Amount	S9(11)V99	Enter zeros.
70-75	Tax Rate	99V9999	Enter zeros.
76-100	Dayforce Internal Use	X(25)	Enter blanks.

¹ See State Specific Supplemental Transaction Codes table.

State Specific Supplemental Transaction Codes

T/C	State	Supp Code	Description
California Supplemental Requirements:			
011	CA	05	California Disability Insurance Taxable Wage
010	CA	07	California Employee Voluntary State Disability Insurance Assessment
011	CA	07	California Employee Voluntary State Disability Insurance Taxable Wage
Massachusetts Supplemental Requirements:			
011	MA	08	Massachusetts Medical Security Taxable Wage
012	MA	08	Massachusetts Medical Security Total Wage
Northern Marianas Supplemental Requirements:			
010	0M	02	Northern Marianas Wage Tax
011	0M	02	Northern Marianas Tax - Taxable Wage
New Jersey Supplemental Requirements:			
010	NJ	03	New Jersey Employee State Unemployment Tax
010	NJ	05	New Jersey Employee State Disability Insurance Tax
011	NJ	05	New Jersey Employee Taxable Wage
011	NJ	06	New Jersey Employer State Disability Taxable Wage
010	NJ	07	New Jersey Employee Healthcare Subsidy Tax
010	NJ	09	New Jersey Employee Workforce Development
010	NJ	13	New Jersey Employee State Family Leave Insurance Tax
011	NJ	13	New Jersey Employee State Family Leave Insurance Taxable Wage
New Mexico Supplemental Requirements:			
010	NM	10	New Mexico Workers' Compensation Employee Fee
011	NM	10	New Mexico Workers' Compensation Employee Wage
010	NM	11	New Mexico Workers' Compensation Employer Fee
011	NM	11	New Mexico Workers' Compensation Employer Wage
Oregon Supplemental Requirements:			
011	OR	06	Oregon Employer Workers' Compensation
Pennsylvania Supplemental Requirements:			
010	PA	05	Pennsylvania Employee Unemployment Insurance Tax
010	PA	06	Pennsylvania Retirement Withholding
010	PA	07	Pennsylvania Other Income
Puerto Rico Supplemental Requirements:			
011	PR	05	Puerto Rico Disability Insurance Taxable Wage
012	PR	05	Puerto Rico Disability Insurance Total Subject Wages
601	PR	05	Puerto Rico Disability Insurance Supplemental Employee Wage List
602	PR	05	Puerto Rico Disability Insurance Supplemental Employee Wage List
Rhode Island Supplemental Requirements:			
011	RI	05	Rhode Island Temporary Disability Taxable Wage

T/C	State	Supp Code	Description
Wyoming Supplemental Requirements:			
010	WY	06	Wyoming Workers' Compensation Tax

Employer Workers' Compensation Hours Record – Oregon

T/C 011 Employer Workers' Compensation Hours Record – OR			
Quarters: 1234, Length = 100 bytes			
Position	Field	Format	Description and remarks
1-6	Collector ID	X(6)	Enter character code identifying the transmitter assigned by Dayforce.
7-12	Client ID	X(6)	Enter the identifying number for this client ID.
13-14	Dayforce Internal Use	X(2)	Enter blanks.
15-17	Transaction Code	X(3)	Type 011 for workers' comp hours.
18-21	Dayforce Internal Use	X(4)	Enter blanks.
22	Entity Code	X(1)	Type O for supplemental.
23-24	State Code	X(2)	Type OR .
25-26	Supplemental Code	X(2)	Type 06 for Oregon Workers' Comp.
27-30	Dayforce Internal Use	X(4)	Enter blanks.
31-43	QTD Employer Workers' Comp Hours	S9(13)	Enter the quarter-to-date total workers compensation hours.
44-56	YTD Employer Workers' Comp Hours	S9(13)	Enter the year-to-date total workers' compensation hours.
57-69	Dayforce Internal Use	S9(13)	Enter zeros.
70-100	Dayforce Internal Use	X(31)	Enter blanks.

Total Employee Count Record – New Mexico Workers' Compensation Fee

T/C 015 Total Employee Count Record – NM			
Quarters: 1234, Length = 100 bytes			
Position	Field	Format	Description and remarks
1-6	Collector ID	X(6)	Enter character code identifying the transmitter assigned by Dayforce.
7-12	Client ID	X(6)	Enter the identifying number for this client ID.
13-14	Dayforce Internal Use	X(2)	Enter blanks.
15-17	Transaction Code	X(3)	Type 015 for total employee count.
18-21	Dayforce Internal Use	X(4)	Enter blanks.
22	Entity Code	X(1)	Type O for supplemental.
23-24	State Code	X(2)	Enter state alphabetic abbreviation.
25-26	Supplemental Code	X(2)	Type 11 for workers' compensation fee.
27-30	Dayforce Internal Use	X(4)	Enter blanks.

T/C 015 Total Employee Count Record – NM			
Quarters: 1234, Length = 100 bytes			
Position	Field	Format	Description and remarks
31-43	Total Employee Count	S9(13)	Enter the total number of employees subject to NM workers' compensation fee during the quarter.
44-69	Dayforce Internal Use	S9(26)	Enter zeros.
70-100	Dayforce Internal Use	X(31)	Enter blanks.

Total Uncovered FTE Employee Healthcare Count Record – Vermont

T/C 015 Total Uncovered FTE Employee Healthcare Count Record – VT			
Quarters: 1234, Length = 100 bytes			
Position	Field	Format	Description and remarks
1-6	Collector ID	X(6)	Enter character code identifying the transmitter assigned by Dayforce.
7-12	Client ID	X(6)	Enter the identifying number for this client ID.
13-14	Dayforce Internal Use	X(2)	Enter blanks.
15-17	Transaction Code	X(3)	Type 015 for total uncovered full-time equivalent (FTE) employee healthcare count.
18-21	Dayforce Internal Use	X(4)	Enter blanks.
22	Entity Code	X(1)	Type O for supplemental.
23-24	State Code	X(2)	Type VT .
25-26	Supplemental Code	X(2)	Type 08 for Vermont Uncovered Healthcare.
27-30	Dayforce Internal Use	X(4)	Enter blanks.
31-43	Total Uncovered FTE Employee Healthcare Count	S9(13)	Enter the total full-time equivalent (FTE) count of employees not covered for healthcare at the end of the quarter.
44-100	Dayforce Internal Use	X(57)	Enter blanks.

Employee Count by Month Record – Massachusetts Medical Security

T/C 016 Employee Count by Month Record – MA			
Quarters: 1234, Length = 100 bytes			
Position	Field	Format	Description and remarks
1-6	Collector ID	X(6)	Enter character code identifying the transmitter assigned by Dayforce.
7-12	Client ID	X(6)	Enter the identifying number for this client ID.
13-14	Dayforce Internal Use	X(2)	Enter blanks.
15-17	Transaction Code	X(3)	Type 016 for employee count by month.
18-21	Dayforce Internal Use	X(4)	Enter blanks.
22	Entity Code	X(1)	Type O for supplemental.
23-24	State Code	X(2)	Type MA .
25-26	Supplemental Code	X(2)	Type 08 for Massachusetts Medical Security.
27-30	Dayforce Internal Use	X(4)	Enter blanks.
31-43	Employee Count – Month 1	S9(13)	Enter the number of employees earning MA Medical Security wage on the 12th day of the first month of the quarter.
44-56	Employee Count – Month 2	S9(13)	Enter the number of employees earning MA Medical Security wage on the 12th day of the second month of the quarter.
57-69	Employee Count – Month 3	S9(13)	Enter the number of employees earning MA Medical Security wage on the 12th day of the third month of the quarter.
70-100	Dayforce Internal Use	X(31)	Enter blanks.

State Quarterly Wage Detail

The following tables list the specifications for the various quarterly 600 series records (601-607) that pertain to state wage detail.

Sample Sort Sequence

All applicable 600 series records for an individual employee must be received together as a set and must be sorted in sequence by Social Security number.

Transaction Code	Description
601	State Employee Wage List - Employee 1
602	State Employee Wage List - Employee 1
603	State Employee Wage List - Employee 1
604	State Employee Wage List - Employee 1
605	State Employee Wage List - Employee 1
606	State Employee Wage List - Employee 1
607	State Employee Wage List - Employee 1
608	State Employee Wage List - Employee 1
601	State Employee Wage List - Employee 2
602	State Employee Wage List - Employee 2
603	State Employee Wage List - Employee 2
604	State Employee Wage List - Employee 2
605	State Employee Wage List - Employee 2
606	State Employee Wage List - Employee 2
607	State Employee Wage List - Employee 2

601 Record

State Employee Wage List Record

A 601 record is always required.

T/C 601 State Employee Wage List Record			
Quarters: 1234, Length = 100 bytes			
Position	Field	Format	Description and remarks
1-6	Collector ID	X(6)	Enter character code identifying the transmitter assigned by Dayforce.
7-12	Client ID	X(6)	Enter the identifying number for this client ID.
13-14	Dayforce Internal Use	X(2)	Enter blanks.
15-17	Transaction Code	X(3)	Type 601 for state employee wage list.
18-21	Dayforce Internal Use	X(4)	Enter blanks.
22	Entity Code	X(1)	Type S for state.
23-24	State Code	X(2)	Enter state alphabetic abbreviation.
25-26	Local Code	X(2)	Enter blanks.
27-35	Social Security Number	9(9)	Enter valid Social Security number for employee earning wage during the quarter.
36-55	Last Name	X(20)	Enter last name for employee earning wage during the quarter.
56-65	First Name	X(10)	Enter first name for employee earning wage during the quarter.
66	Middle Initial	X(1)	Enter middle initial for employee earning wage during the quarter.
67-100	<i>See the following state-specific records for details.</i>		

State Employee Wage List Record – Generic Format

T/C 601 State Employee Wage List Employee Record			
Quarters: 1234, Length = 100 bytes			
Position	Field	Format	Description and remarks
67-80	Unemployment Subject Wage	S9(12)V99	Enter state unemployment subject wage for employee earning wage during the quarter. Enter zeros if the employee does not have wages subject to unemployment insurance tax. Note: A 601 record is always required.
81-82	Number of Weeks Worked	9(2)	Enter number of weeks worked for employee earning wage during the quarter.
83-85	Number of Hours Worked	9(3)	Enter number of hours worked for employee earning wages during the quarter.
86-100	Dayforce Internal Use	9(15)	Enter zeros.

Note: Do not include subject wages for employee if worked as Washington Corporate Officer and employer elects non-unemployment benefit coverage (602 Record, Position 74, Corporate Officer Indicator = Y).

State Employee Wage List Record – Guam

T/C 601 State Employee Wage List Employee Record – GU			
Quarters: 1234, Length = 100 bytes			
Position	Field	Format	Description and remarks
67-80	Dayforce Internal Use	S9(12)V99	Enter zeros.
81-82	Number of Weeks Worked	9(2)	Enter number of weeks worked for employee earning wage during the quarter.
83-85	Number of Hours Worked	9(3)	Enter number of hours worked for employee earning wages during the quarter.
86-100	Dayforce Internal Use	9(15)	Enter zeros.

State Employee Wage List Record – Northern Marianas

T/C 601 State Employee Wage List Employee Record – 0M			
Quarters: 1234, Length = 100 bytes			
Position	Field	Format	Description and remarks
67-80	Withholding Gross Wage	S9(12)V99	Enter withholding gross wage for employee earning wage during the quarter. Note: a 601 record is always required.
81-82	Number of Weeks Worked	9(2)	Enter number of weeks worked for employee earning wage during the quarter.
83-85	Number of Hours Worked	9(3)	Enter number of hours worked for employee earning wages during the quarter.
86-100	Dayforce Internal Use	9(15)	Enter zeros.

State Employee Wage List Record – Tennessee

Note: The Tennessee 601 record has the same field layout as the standard 601 record and generic format shown on page 80, but it has additional requirements for the formatting of employees' names as noted below.

T/C 601 State Employee Wage List Record – TN			
Quarters: 1234, Length = 100 bytes			
Position	Field	Format	Description and remarks
36-55	Last Name	X(20)	Enter last name for employee earning wage during the quarter. Note: Do not use punctuation, special characters, or a suffix in employees' names. Replace special characters and punctuation with a blank space.
56-65	First Name	X(10)	Enter first name for employee earning wage during the quarter. Note: Do not use punctuation, special characters, or a suffix in employees' names. Replace special characters and punctuation with a blank space.
66	Middle Initial	X(1)	Enter middle initial for employee earning wage during the quarter. Note: Do not use punctuation, special characters, or a suffix in employees' names. Replace special characters and punctuation with a blank space.
67-80	Unemployment Subject Wage	S9(12)V99	Enter state unemployment subject wage for employee earning wage during the quarter. Enter zeros if the employee does not have wages subject to unemployment insurance tax. Note: A 601 record is always required.
81-82	Number of Weeks Worked	9(2)	Enter number of weeks worked for employee earning wage during the quarter.
83-85	Number of Hours Worked	9(3)	Enter number of hours worked for employee earning wages during the quarter.
86-100	Dayforce Internal Use	9(15)	Enter zeros.

Supplemental Employee Wage List Record – Puerto Rico SDI

T/C 601 Supplemental Employee Wage List Record – PR SDI			
Quarters: 1234, Length = 100 bytes			
Position	Field	Format	Description and remarks
1-6	Collector ID	X(6)	Enter character code identifying the transmitter assigned by Dayforce.
7-12	Client ID	X(6)	Enter the identifying number for this client ID.
13-14	Dayforce Internal Use	X(2)	Enter blanks.
15-17	Transaction Code	X(3)	Type 601 for supplemental employee wage list.
18-21	Dayforce Internal Use	X(4)	Enter blanks.
22	Entity Code	X(1)	Type O for supplemental.
23-24	State Code	X(2)	Enter PR .
25-26	Supplemental Code	X(2)	Enter 05 .
27-35	Social Security Number	9(9)	Enter valid Social Security number for employee earning wage during the quarter.
36-55	Last Name	X(20)	Enter last name for employee earning wage during the quarter.
56-65	First Name	X(10)	Enter first name for employee earning wage during the quarter.
66	Middle Initial	X(1)	Enter middle initial for employee earning wage during the quarter.
67-80	State Disability Insurance (SDI) Subject Wage	S9(12)V99	Enter Puerto Rico Disability Insurance subject wage for employee earning wage during the quarter. Enter zeros if the employee does not have wages subject to SDI tax. Note: A supplemental 601 record is always required.
81-100	Dayforce Internal User	9(20)	Enter zeros.

602 Record

State Employee Wage List Record – Miscellaneous Reporting Requirements

T/C 602 State Employee Wage List Record			
Quarters: 1234, Length = 100 bytes			
Position	Field	Format	Description and remarks
1-6	Collector ID	X(6)	Enter character code identifying the transmitter assigned by Dayforce.
7-12	Client ID	X(6)	Enter the identifying number for this client ID.
13-14	Dayforce Internal Use	X(2)	Enter blanks.
15-17	Transaction Code	X(3)	Type 602 for employee wage list.
18-21	Dayforce Internal Use	X(4)	Enter blanks.
22	Entity Code	X(1)	Type S for state.
23-24	State Code	X(2)	Enter state alphabetic abbreviation.
25-26	Dayforce Internal Use	X(2)	Enter blanks.
27-35	Social Security Number	9(9)	Enter valid Social Security number for employee earning wage during the quarter.
36-100	<i>See the following state-specific records for details.</i>		

State Employee Wage List Excess or Taxable Wage Record

T/C 602 State Employee Wage List Excess or Taxable Wage Record – AL, AZ, CT, DE, GA, HI, IA, ID, IL, KS, KY, LA, MD, MS, MT, ND, NE, NH, NJ, OH, OK, OR, PA, PR, RI, SD, TN, TX, UT, VA, VI, WI, WV			
Quarters: 1234, Length = 100 bytes			
Position	Field	Format	Description and remarks
36-49	Excess Wage	S9(12)V99	Enter quarter-to-date wage in excess of year-to-date taxable limit for employee earning wage during the quarter; enter zeros if taxable wage is reported.
50-63	Taxable Wage	S9(12)V99	Enter the quarter-to-date taxable wage for employee earning wage during the quarter; enter zeros if excess wage is reported.
64	Wage Indicator Flag	X(1)	Type T if reporting taxable wage for employee earning wage during the quarter; enter blank if excess wage is reported.
65-100	Dayforce Internal Use	X(36)	Enter blanks.

Note: Enter excess or taxable wage; do not enter both.

State Employee Wage List Occupational Record – Alaska

T/C 602 State Employee Wage List Occupational Code Record – AK			
Quarters: 1234, Length = 100 bytes			
Position	Field	Format	Description and remarks
36-49	Excess Wage	S9(12)V99	Enter quarter-to-date wage in excess of year-to-date taxable limit for employee earning wage during the quarter.
49-63	Dayforce Internal Use	S9(12)V99	Enter zeros.
64-73	Occupational Code	X(10)	Enter 6-digit or 8-digit occupational code, (with or without hyphens and periods are acceptable) for employee earning wage during the quarter. Left justify, blank fill. This code is assigned by the agency and does not include the area code.
74-87	Dayforce Internal Use	X(14)	Enter blanks.
88-89	Geographic Area Code	X(2)	Enter 2-digit geographic area code number for employee earning wage during the quarter.
90-100	Dayforce Internal Use	X(11)	Enter blanks.

State Employee Wage List Record – Arkansas

T/C 602 State Employee Wage List Record – AR			
Quarters: 1234, Length = 100 bytes			
Position	Field	Format	Description and remarks
36-49	Excess Wage	S9(12)V99	Enter quarter-to-date wage in excess of year-to-date taxable limit for employee earning wage during the quarter; enter zeros if taxable wage is reported.
50-63	Taxable Wage	S9(12)V99	Enter the quarter-to-date taxable wage for employee earning wage during the quarter; enter zeros if excess wage is reported.
64	Wage Indicator Flag	X(1)	Type T if reporting taxable wage for employee earning wage during the quarter; enter blank if excess wage is reported.
65-69	Dayforce Internal Use	9(5)	Enter zeros.
70-84	Dayforce Internal Use	X(15)	Enter blanks.
85-86	Seasonal Employee Indicator	X(2)	<p>Enter a seasonal code based on the following requirements:</p> <ul style="list-style-type: none"> • For seasonal employees, enter the Optical code assigned by the Arkansas Department of Workforce Services (DWS) to indicate in-season or out-of- season wages. Note: If a seasonal employee has both in-season and out-of-season wages within the same quarter, two full sets of 6xx series records are required to report the employee’s in-season and out-of-season wages separately: <ul style="list-style-type: none"> ▪ One set with the in-season optical code and wages. ▪ A second set with the out-of-season optical code and wages. ▪ Both sets of records must either report excess or taxable wages. See the Note after this table. • For non-seasonal employees, enter blanks.
87-100	Dayforce Internal Use	X(14)	Enter blanks.

Note: Enter excess or taxable wage; do not enter both.

State Employee Wage List Plan Code Record – California

T/C 602 State Employee Wage List Plan Code Record – CA			
Quarters: 1234, Length = 100 bytes			
Position	Field	Format	Description and remarks
36-49	Excess Wage	S9(12)V99	Enter quarter-to-date wage in excess of year-to-date taxable limit for employee earning wage during the quarter; enter zeros if taxable wage is reported.
50-63	Taxable Wage	S9(12)V99	Enter the quarter-to-date taxable wage for employee earning wage during the quarter; enter zeros if excess wage is reported.
64	Wage Indicator Flag	X(1)	Type T if reporting taxable wage for employee earning wage during the quarter; enter blank if excess wage is reported.
65-69	Dayforce Internal Use	9(5)	Enter zeros.
70-89	Dayforce Internal Use	X(20)	Enter blanks.
90	Wage List Plan Code	X(1)	Enter the CA Wage List Plan Code for employee earning wage during the quarter: S = Employee is covered under a state plan for both Unemployment Insurance and Disability Insurance. U = Employee is covered under a voluntary plan for Disability Insurance and the state plan for Unemployment Insurance. J = Employee is covered under the state plan for Disability Insurance only (exempt from Unemployment Insurance). L = Employee is covered under a voluntary plan for Disability Insurance only (exempt from Unemployment Insurance). R = Employee is covered under the state plan for Unemployment Insurance but is exempt from Disability Insurance. This applies only to: <ul style="list-style-type: none"> ▪ Sole stockholders who claim an exemption. ▪ Third-party sick pay recipients who claim an exemption. ▪ Employees who claim a religious exemption. A = Employee is covered under a state plan for Unemployment Insurance. This applies only to public entity employees. P = Employee is covered for personal income tax withholding purposes only.
91-100	Dayforce Internal Use	X(10)	Enter blanks.

Note: Enter excess or taxable wage; do not enter both.

State Employee Wage List Record – Colorado

T/C 602 State Employee Wage List Record – CO			
Quarters: 1234, Length = 100 bytes			
Position	Field	Format	Description and remarks
36-49	Excess Wage	S9(12)V99	Enter quarter-to-date wage in excess of year-to-date taxable limit for employee earning wage during the quarter; enter zeros if taxable wage is reported.
50-63	Taxable Wage	S9(12)V99	Enter the quarter-to-date taxable wage for employee earning wage during the quarter; enter zeros if excess wage is reported.
64	Wage Indicator Flag	X(1)	Type T if reporting taxable wage for employee earning wage during the quarter; enter blank if excess wage is reported.
65-69	Dayforce Internal Use	9(5)	Enter zeros.
70-73	Dayforce Internal Use	X(4)	Enter blanks.
74	Officer Indicator	X(1)	Type Y if employee is an officer, otherwise type N .
75	Seasonal Employee Indicator	X(1)	Type Y if worked as a seasonal employee; otherwise, enter blank.
76-100	Dayforce Internal Use	X(25)	Enter blanks.

Note: Enter excess or taxable wage; do not enter both.

State Employee Wage List Excess or Taxable Wage Record – District of Columbia

T/C 602 State Employee Wage List Excess or Taxable Wage Record – DC			
Quarters: 1234, Length = 100 bytes			
Position	Field	Format	Description and remarks
36-49	Excess Wage	S9(12)V99	Enter quarter-to-date wage in excess of year-to-date taxable limit for employee earning wage during the quarter; enter zeros if taxable wage is reported.
50-63	Taxable Wage	S9(12)V99	Enter the quarter-to-date taxable wage for employee earning wage during the quarter; enter zeros if excess wage is reported.
64	Wage Indicator Flag	X(1)	Type T if reporting taxable wage for employee earning wage during the quarter; enter blank if excess wage is reported.
65-69	Dayforce Internal Use	9(5)	Enter zeros.
70-83	Dayforce Internal Use	X(14)	Enter blanks.
84	Owner/Officer Relationship Indicator	X(1)	Enter the appropriate code noted for the employee relationship: 0 = Worker/Employee. There is no relationship between the employee and the employer.

T/C 602 State Employee Wage List Excess or Taxable Wage Record – DC			
Quarters: 1234, Length = 100 bytes			
Position	Field	Format	Description and remarks
			1 = Owner or Officer. The employee is an owner or officer of the business. 2 = Spouse of Owner or Officer. The employee is a spouse of an owner or officer of the business. 3 = Parent/Grandparent of Owner or Officer. The employee is a parent or grandparent of an owner or officer of the business. 4 = Child of Owner or Officer. The employee is a child of an owner or officer of the business. 5 = Sibling of Owner or Officer. The employee is a sibling of an owner or officer of the business. 6 = Board Member. The employee is a board member of the business.
85-100	Dayforce Internal Use	X(16)	Enter blanks.

Note: Enter excess or taxable wage; do not enter both. The Owner/Officer Relationship Indicator flag in position 84 is required for applicable employees.

State Employee Wage List Educational Employee Wage Record – Florida

T/C 602 State Employee Wage List Educational Employee Wage Record – FL			
Quarters: 1234, Length = 100 bytes			
Position	Field	Format	Description and remarks
36-49	Excess Wage	S9(12)V99	Enter quarter-to-date wage in excess of year-to-date taxable limit for employee earning wage during the quarter; enter zeros if taxable wage is reported.
50-63	Taxable Wage	S9(12)V99	Enter the quarter-to-date taxable wage for employee earning wage during the quarter; enter zeros if excess wage is reported.
64	Wage Indicator Flag	X(1)	Type T if reporting taxable wage for employee earning wage during the quarter; enter blank if excess wage is reported.
65-69	Dayforce Internal Use	9(5)	Enter zeros.
70-84	Dayforce Internal Use	X(15)	Enter blanks.
85	Educational Employee Wage Indicator	X(1)	Type E if worked as an educational employee; otherwise, leave blank.
86-100	Dayforce Internal Use	X(15)	Enter blanks

Note: Enter excess or taxable wage; do not enter both.

State Employee Wage List Tax/Status Record – Guam

T/C 602 State Employee Wage List Tax/Status Record – GU			
Quarters: 1234, Length = 100 bytes			
Position	Field	Format	Description and remarks
36-49	QTD FIT Wage	S9(12)V99	Enter quarter-to-date federal income tax wage.
50-63	Dayforce Internal Use	9(14)	Enter zeros.
64-69	Termination Date	9(6)	Enter termination date of employee (MMDDYY); enter zeros for active/corrected employees.
70	Employment Status	X(1)	Enter employment code for employee earning wage during the quarter: A = Active C = Corrected T = Terminated
71-72	Dayforce Internal Use	X(2)	Enter blanks.
73-80	Birthdate	9(8)	Enter birthdate of employee (MMDDYYYY).
81-100	Dayforce Internal Use	X(20)	Enter blanks.

State Employee Wage List Record – Indiana

T/C 602 State Employee Wage List Record – IN			
Quarters: 1234, Length = 100 bytes			
Position	Field	Format	Description and remarks
36-49	Excess Wage	S9(12)V99	Enter quarter-to-date wage in excess of year-to-date taxable limit for employee earning wage during the quarter; enter zeros if taxable wage is reported.
50-63	Taxable Wage	S9(12)V99	Enter the quarter-to-date taxable wage for employee earning wage during the quarter; enter zeros if excess wage is reported.
64	Wage Indicator Flag	X(1)	Type T if reporting taxable wage for employee earning wage during the quarter; enter blank if excess wage is reported.
65-72	Employee Start Date	9(8)	Enter the date (MMDDYYYY) that the employee was first hired. Example: 03312018.
73-84	Dayforce Internal Use	X(12)	Enter blanks.
85-86	Seasonal Employee Indicator	X(2)	Enter a seasonal code based on the following requirements: <ul style="list-style-type: none"> • For seasonal employees, enter the Seasonal Employee code assigned by the Indiana Department of Workforce Development (DWD). • For non-seasonal employees, enter FT for full time, or PT for part time.
87-100	Dayforce Internal Use	X(14)	Enter blanks.

Note: Enter excess or taxable wage; do not enter both.

State Employee Wage List Record – Maine

T/C 602 State Employee Wage List Record – ME			
Quarters: 1234, Length = 100 bytes			
Position	Field	Format	Description and remarks
36-49	Excess Wage	S9(12)V99	Enter quarter-to-date wage in excess of year-to-date taxable limit for employee earning wage during the quarter; enter zeros if taxable wage is reported.
50-63	Taxable Wage	S9(12)V99	Enter the quarter-to-date taxable wage for employee earning wage during the quarter; enter zeros if excess wage is reported.
64	Wage Indicator Flag	X(1)	Type T if reporting taxable wage for employee earning wage during the quarter; enter blank if excess wage is reported.
65-72	Seasonal Period Start	9(8)	This is a required field for businesses defined as seasonal by the Department of Labor (DOL). Enter the seasonal period start date in MMDDYYYY format. For all other businesses, enter zeros.
73-80	Seasonal Period End	9(8)	This is a required field for businesses defined as seasonal by the Department of Labor (DOL). Enter the seasonal period end date in MMDDYYYY format. For all other businesses, enter zeros.
81-84	Dayforce Internal Use	X(4)	Enter blanks.
85	Seasonal Employee Indicator	X(1)	Type Y if worked as a seasonal employee, otherwise enter blank.
86-100	Dayforce Internal Use	X(15)	Enter blanks.

Note: Enter excess or taxable wage; do not enter both.

State Employee Wage List Excess or Taxable Wage Record – Massachusetts, New Mexico

T/C 602 State Employee Wage List Excess or Taxable Wage Record – MA, NM			
Quarters: 1234, Length = 100 bytes			
Position	Field	Format	Description and remarks
36-49	Excess Wage	S9(12)V99	Enter quarter-to-date wage in excess of year-to-date taxable limit for employee earning wage during the quarter; enter zeros if taxable wage is reported.
50-63	Taxable Wage	S9(12)V99	Enter the quarter-to-date taxable wage for employee earning wage during the quarter; enter zeros if excess wage is reported.
64	Wage Indicator Flag	X(1)	Type T if reporting taxable wage for employee earning wage during the quarter; enter blank if excess wage is reported.
65-69	Dayforce Internal Use	9(5)	Enter zeros.
70-83	Dayforce Internal Use	X(14)	Enter blanks.
84	Owner/Officer Indicator	X(1)	Type Y if employee is an officer or an owner; otherwise, type N .
85-100	Dayforce Internal Use	X(16)	Enter blanks.

Note: Enter excess or taxable wage; do not enter both. Owner/Officer indicator flag in position 84 is required for applicable employees.

State Employee Wage List Plan Code Record – Michigan

T/C 602 State Employee Wage List Plan Code Record – MI			
Quarters: 1234, Length = 100 bytes			
Position	Field	Format	Description and remarks
36-49	Excess Wage	S9(12)V99	Enter quarter-to-date wage in excess of year-to-date taxable limit for employee earning wage during the quarter; enter zeros if taxable wage is reported.
50-63	Taxable Wage	S9(12)V99	Enter the quarter-to-date taxable wage for employee earning wage during the quarter; enter zeros if excess wage is reported.
64	Wage Indicator Flag	X(1)	Type T if reporting taxable wage for employee earning wage during the quarter; enter blank if excess wage is reported.
65-69	Dayforce Internal Use	9(5)	Enter zeros.
70-87	Dayforce Internal Use	X(18)	Enter blanks.
88-89	Visa Indicator	X(2)	If employee is under a specific Visa, enter one of the following codes. Otherwise, enter blanks. 01 = JI Visa 02 = H-2B Visa
90	Family Status Indicator	X(1)	Type F if employee is a family member related to the company ownership; otherwise, enter blank.
91-100	Dayforce Internal Use	X(10)	Enter blanks.

Note: Enter excess or taxable wage; do not enter both.

State Employee Wage List Corporate Officer Record – Minnesota

T/C 602 State Employee Wage List Corporate Officer Record – MN			
Quarters: 1234, Length = 100 bytes			
Position	Field	Format	Description and remarks
36-49	Excess Wage	S9(12)V99	Enter quarter-to-date wage in excess of year-to-date taxable limit for employee earning wage during the quarter; enter zeros if taxable wage is reported.
50-63	Taxable Wage	S9(12)V99	Enter the quarter-to-date taxable wage for employee earning wage during the quarter; enter zeros if excess wage is reported.
64	Wage Indicator Flag	X(1))	Type T if reporting taxable wage for employee earning wage during the quarter; enter blank if excess wage is reported.
65-69	Dayforce Internal Use	9(5)	Enter zeros.
70-83	Dayforce Internal Use	X(14)	Enter blanks.
84	Corporate Officer Indicator	X(1)	Type Y if worked as a corporate officer and if the employer elects non-unemployment benefit coverage; otherwise, leave blank.
85-100	Dayforce Internal Use	X(16)	Enter blanks.

Note: Enter excess or taxable wage; do not enter both.

State Employee Wage List Record – Missouri

T/C 602 State Employee Wage List Record – MO			
Quarters: 1234, Length = 100 bytes			
Position	Field	Format	Description and remarks
36-49	Excess Wage	S9(12)V99	Enter quarter-to-date wage in excess of year-to-date taxable limit for employee earning wage during the quarter; enter zeros if taxable wage is reported.
50-63	Taxable Wage	S9(12)V99	Enter the quarter-to-date taxable wage for employee earning wage during the quarter; enter zeros if excess wage is reported.
64	Wage Indicator Flag	X(1)	Type T if reporting taxable wage for employee earning wage during the quarter; enter blank if excess wage is reported.
65-72	Date First Employed	9(8)	Enter the date (MMDDYYYY) the employee was first hired. Example: 03312016
73-80	Date of Separation	9(8)	If this worker is probationary and has separated from your employment, enter the separation date as MMDDYYYY. Example: 03312016
81-84	Dayforce Internal Use	X(4)	Enter blanks.
85	Probationary Code	X(1)	Enter one of the following codes: Y = The worker was employed on a TEST or TRIAL basis and was employed no longer than 28 consecutive calendar days. With this code, there must be a separation date entered in position 63-70. N = The worker is not probationary.
86-100	Dayforce Internal Use	X(15)	Enter blanks.

Note: Enter excess or taxable wage; do not enter both.

State Employee Wage List Tax and Status Record – Northern Marianas Chapter 2 & 7

T/C 602 State Employee Wage List Tax and Status Record – 0M			
Quarters: 1234, Length = 100 bytes			
Position	Field	Format	Description and remarks
36-49	Tax Withheld	S9(12)V99	Enter quarter-to-date Chapter 2 Tax withheld amount for employee.
50- 63	Tax Withheld	S9(12)V99	Enter quarter-to-date Chapter 7 Tax withheld amount for employee.
64	Dayforce Internal Use	X(1)	Enter blanks.
65-69	Dayforce Internal Use	9(5)	Enter zeros.
70-84	Dayforce Internal Use	X(15)	Enter blanks.
85	Marital Status	X(1)	Enter employee marital status. Type: <ul style="list-style-type: none"> • S for single, divorced • M for married, separated • H for married but withholding at the higher single rate
86-87	W-4 Allowance	X(2)	Enter employees allowance number from Form W-4.
88-100	Dayforce Internal Use	X(12)	Enter blanks

State Employee Wage List Tip Earnings Record – Nevada

T/C 602 State Employee Wage List Tip Earnings Record – NV			
Quarters: 1234, Length = 100 bytes			
Position	Field	Format	Description and remarks
36-49	Excess Wage	S9(12)V99	Enter quarter-to-date wage in excess of year-to-date taxable limit for employee earning wage during the quarter.
50-63	Tip Earnings	S9(12)V99	Enter tip earnings for employee earning wage during the quarter.
64-69	Dayforce Internal Use	9(6)	Enter zeros.
70-100	Dayforce Internal Use	X(31)	Enter blanks.

State Employee Wage List Other Wage Record – New York

T/C 602 State Employee Wage List Other Wage Record – NY			
Quarters: 1234, Length = 100 bytes			
Position	Field	Format	Description and remarks
36-49	Other Wage	S9(12)V99	Enter quarter-to-date “other” wage for employee earning wage during the quarter.
50-63	Taxable Wage	S9(12)V99	Enter the quarter-to-date taxable wage for employee earning wage during the quarter. Taxable wage must be entered for this jurisdiction. Excess wage is not allowed or available.
64	Wage Indicator Flag	X(1)	Type T to indicate that taxable wage is being reported for employee earning wage during the quarter.
65-100	Dayforce Internal Use	X(36)	Enter blanks.

State Employee Wage List Record – North Carolina

T/C 602 State Employee Wage List Record – NC			
Quarters: 1234, Length = 100 bytes			
Position	Field	Format	Description and remarks
36-49	Excess Wage	S9(12)V99	Enter quarter-to-date wage in excess of year-to-date taxable limit for employee earning wage during the quarter; enter zeros if taxable wage is reported.
50-63	Taxable Wage	S9(12)V99	Enter the quarter-to-date taxable wage for employee earning wage during the quarter; enter zeros if excess wage is reported.
64	Wage Indicator Flag	X(1)	Type T if reporting taxable wage for employee earning wage during the quarter; enter blank if excess wage is reported.
65-69	Dayforce Internal Use	9(5)	Enter zeros.
70-83	Dayforce Internal Use	X(14)	Enter blanks.
84	Officer Indicator	X(1)	Type Y if employee is an officer, otherwise type N .
85	Seasonal Employee Indicator	X(1)	Type S if worked as a seasonal employee; otherwise, leave blank.
86-100	Dayforce Internal Use	X(15)	Enter blanks

Note: Enter excess or taxable wage; do not enter both.

State Employee Wage List Record – South Carolina

T/C 602 State Employee Wage List Record – SC			
Quarters: 1234, Length = 100 bytes			
Position	Field	Format	Description and remarks
36-49	Excess Wage	S9(12)V99	Enter quarter-to-date wage in excess of year-to-date taxable limit for employee earning wage during the quarter; enter zeros if taxable wage is reported.
50-63	Taxable Wage	S9(12)V99	Enter the quarter-to-date taxable wage for employee earning wage during the quarter; enter zeros if excess wage is reported.
64	Wage Indicator Flag	X(1)	Type T if reporting taxable wage for employee earning wage during the quarter; enter blank if excess wage is reported.
65-72	Date First Employed	9(8)	Enter the date (MMDDYYYY) the employee was first hired. Example 03312008
73-80	Date of Separation	9(8)	If the worker has separated from your employment, enter the separation date as MMDDYYYY. Example 03312013
81-83	Dayforce Internal Use	X(3)	Enter blanks.
84	Owner/Officer Indicator	X(1)	Type Y if employee is an officer or an owner; otherwise, type N .
85-100	Dayforce Internal Use	X(16)	Enter blanks.

Note: Enter excess or taxable wage; do not enter both.

State Employee Wage List Special Reporting Record – Vermont

T/C 602 State Employee Wage List Special Reporting Record – VT			
Quarters: 1234, Length = 100 bytes			
Position	Field	Format	Description and remarks
36	Hourly/Salaried Flag	X(1)	Type H for hourly; type S for salaried.
37	Gender	X(1)	Type F for female; type M for male.
38-41	Dayforce Internal Use	9(4)	Enter zeros.
42-47	Hourly Wage	9(4)V99	Enter hourly rate paid for most hours worked during the quarter for H (hourly) employees. Type zeros for S (salaried) employees.
48-100	Dayforce Internal Use	X(53)	Enter blanks.

State Employee Wage List Excess or Taxable Wage Record – Washington

T/C 602 State Employee Wage List Excess or Taxable Wage Record – WA			
Quarters: 1234, Length = 100 bytes			
Position	Field	Format	Description and remarks
36-49	Excess Wage Amount	S9(12)V99	Enter the quarter-to-date wage in excess of year-to-date taxable limit for employee or UI non-exempt Corporate Officer earning wage during the quarter; enter zeros if taxable wage is reported. If reporting Exempt Corporate Officer, enter zeros.
50-63	Taxable Wage or Exempt Corporate Officer Earnings	S9(12)V99	Enter the quarter-to-date taxable wage for employee or UI non-exempt Corporate Officer earning wage during the quarter; enter zeros if excess wage is reported. If reporting Exempt Corporate Officer, enter GROSS wages, not unemployment subject wages.
64	Wage Indicator Flag	X(1)	Type T if reporting taxable wage for employee earning wage during the quarter; enter blank if excess wage is reported or Exempt Corporate Officer information is reported.
65-69	Dayforce Internal Use	9(5)	Enter zeros.
70-83	Dayforce Internal Use	X(14)	Enter blanks.
84	Exempt Corporate Officer Indicator	X(1)	Type Y if employee worked as an Exempt Corporate Officer and if the employer elects non-unemployment benefit coverage. Enter blank for state reported employee.
85-98	Dayforce Internal Use	X(14)	Enter blanks.
99-100	Zero Hour Reason Code	X(2)	Enter a reason code when employee has wages but has zero hours worked: 62 = Bonus 44 = Tips/Gratuities 22 = Sick leave payout 74 = Cafeteria Plan/401K Plan 56 = Back Pay 61 = Royalties/Residuals 43 = Severance/Separation Pay/Settlement 76 = Commission 48 = Commercial Fishing 99 = Multiple of the reasons listed Otherwise, enter blanks if employee has hours reported for the quarter.

Note: Enter excess or taxable wage; do not enter both. If you are reporting a SUI EXEMPT Corporate Officer, you must forward the taxable wages for the Officer and the indicator flag in position 84.

State Employee Wage List Special Reporting Record – Wyoming

T/C 602 State Employee Wage List Special Reporting Record – WY			
Quarters: 1234, Length = 100 bytes			
Position	Field	Format	Description and remarks
36-49	Excess Wage	S9(12)V99	Enter quarter-to-date subject wage in excess of year-to-date taxable wage for employee earning wage during the quarter. Note: For definitions of payroll wage types, see Payroll Wage Types on page 16.
50-63	Tips Paid	S9(12)V99	Enter total tips for employee earning wage during the quarter. If none, enter zeros.
64-69	New Hire Date	9(6)	Enter the date the new employee was hired during the quarter in MMDDYY format. If you have no new hires, enter zeros.
70	Dayforce Internal Use	X(1)	Enter blank.
71-76	Class Code	X(6)	Enter Employee Class Code provided by agency (NAIC Code).
77	Corporate Officer Indicator	X(1)	Type C if employee is a corporate officer. Enter blank if not a corporate officer.
78-83	Workers' Compensation Rate	99V9999	Enter rate assigned for employee class code. Must be in decimal format. For example, enter 5.62% as: 056200 Employees within the same class code must have the same rate.
84	Corporate Officer Title Code	X(1)	If Class Code in position 67 is C , enter Corporate Officer Title Code: P = President V = Vice-President S = Secretary T = Treasurer O = Other Enter blank if not a corporate officer.
85-89	Dayforce Internal Use	X(5)	Enter blanks.
90	Coverage Type	X(1)	Enter coverage type: U = Employee is subject to unemployment only. W = Employee is subject to workers' compensation only. B = Employee is subject to both workers' compensation and unemployment insurance.
91-100	Dayforce Internal Use	X(10)	Enter blanks.

Supplemental Employee Wage List Record – Puerto Rico SDI

T/C 602 Supplemental Employee Wage List Record – PR SDI			
Quarters: 1234, Length = 100 bytes			
Position	Field	Format	Description and remarks
1-6	Collector ID	X(6)	Enter character code identifying the transmitter assigned by Dayforce.
7-12	Client ID	X(6)	Enter the identifying number for this client ID.
13-14	Dayforce Internal Use	X(2)	Enter blanks.
15-17	Transaction Code	X(3)	Type 602 for supplemental employee wage list.
18-21	Dayforce Internal Use	X(4)	Enter blanks.
22	Entity Code	X(1)	Type O for supplemental.
23-24	State Code	X(2)	Enter PR .
25-26	Supplemental Code	X(2)	Enter 05 .
27-35	Social Security Number	9(9)	Enter valid Social Security number for employee earning wage during the quarter.
36-49	Excess SDI Wage	S9(12)V99	Enter quarter-to-date SDI wage in excess of year-to-date taxable limit for employee earning wage during the quarter. Enter zeros if taxable wage is reported.
50-63	Taxable SDI Wage	S9(12)V99	Enter the quarter-to-date SDI taxable wage for employee earning wage during the quarter. Enter zeros if excess wage is reported.
64	Wage Indicator Flag	X(1)	Type T if reporting SDI taxable wage for employee earning wage during the quarter. Enter blank if SDI excess wage is reported.
65-100	Dayforce Internal Use	X(36)	Enter blanks.

603 Record

State Employee Wage List Address Record – Connecticut

T/C 603 State Employee Wage List Address Record – CT			
Quarters: 1234, Length = 100 bytes			
Position	Field	Format	Description and remarks
1-6	Collector ID	X(6)	Character code identifying the transmitter assigned by Dayforce.
7-12	Client ID	X(6)	Enter the identifying number for this client ID.
13-14	Dayforce Internal Use	X(2)	Enter blanks.
15-17	Transaction Code	X(3)	Type 603 for state employee wage list.
18-21	Dayforce Internal Use	X(4)	Enter blanks.
22	Entity Code	X(1)	Type S for state.
23-24	State Code	X(2)	Type CT .
25-26	Dayforce Internal Use	X(2)	Enter blanks.
27-35	Social Security Number	9(9)	Enter valid Social Security number for employee earning wage during the quarter.
36-65	Street Address	X(30)	Enter street address or PO Box number for employee earning wage during the quarter.
66-79	Dayforce Internal Use	S9(12)V99	Enter zeros.
80-100	Dayforce Internal Use	X(21)	Enter blanks.

State Employee Wage List Address Record – Guam

T/C 603 State Employee Wage List Address Record – GU			
Quarters: 1234, Length = 100 bytes			
Position	Field	Format	Description and remarks
1-6	Collector ID	X(6)	Character code identifying the transmitter assigned by Dayforce.
7-12	Client ID	X(6)	Enter the identifying number for this client ID.
13-14	Dayforce Internal Use	X(2)	Enter blanks.
15-17	Transaction Code	X(3)	Type 603 for state employee wage list.
18-21	Dayforce Internal Use	X(4)	Enter blanks.
22	Entity Code	X(1)	Type S for state.
23-24	State Code	X(2)	Type GU .
25-26	Dayforce Internal Use	X(2)	Enter blanks.
27-35	Social Security Number	9(9)	Enter valid Social Security number for employee earning wage during the quarter.
36-65	Street Address	X(30)	Enter street address or PO Box number for employee earning wage during the quarter.
66-79	Tax Withheld	S9(12)V99	Enter quarter-to-date tax withheld for employee earning wage during the quarter.
80-100	Dayforce Internal Use	X(21)	Enter blanks.

State Employee Wage List Address Record – Puerto Rico

T/C 603 State Employee Wage List Address Record – PR			
Quarters: 1234, Length = 100 bytes			
Position	Field	Format	Description and remarks
1-6	Collector ID	X(6)	Character code identifying the transmitter assigned by Dayforce.
7-12	Client ID	X(6)	Enter the identifying number for this client ID.
13-14	Dayforce Internal Use	X(2)	Enter blanks.
15-17	Transaction Code	X(3)	Type 603 for state employee wage list.
18-21	Dayforce Internal Use	X(4)	Enter blanks.
22	Entity Code	X(1)	Type S for state.
23-24	State Code	X(2)	Type PR .
25-26	Dayforce Internal Use	X(2)	Enter blanks.
27-35	Social Security Number	9(9)	Enter valid Social Security number for employee earning wage during the quarter.
36-65	Second Last Name	X(30)	Enter the employee’s second last name. Per Puerto Rico, this represents the employee’s maternal second last name. Left justify.
66-79	Dayforce Internal Use	S9(12)V99	Enter zeros.
80-100	Dayforce Internal Use	X(21)	Enter blanks.

State Employee Wage List Record – Virgin Islands

T/C 603 State Employee Wage List Record – VI			
Quarters: 1234, Length = 100 bytes			
Position	Field	Format	Description and remarks
1-6	Collector ID	X(6)	Character code identifying the transmitter assigned by Dayforce.
7-12	Client ID	X(6)	Enter the identifying number for this client ID.
13-14	Dayforce Internal Use	X(2)	Enter blanks.
15-17	Transaction Code	X(3)	Type 603 for employee wage list.
18-21	Dayforce Internal Use	X(4)	Enter blanks.
22	Entity Code	X(1)	Type S for state.
23-24	State Code	X(2)	Type VI .
25-26	Dayforce Internal Use	X(2)	Enter blanks.
27-35	Social Security Number	9(9)	Enter valid Social Security number for employee earning wage during the quarter.
36-55	Job Title	X(20)	Enter specific job title, such as security guard, hotel clerk, attorney, etc.
56	Pay Cycle Per	9(1)	Enter one of the following codes to specify the pay cycle for the value entered in the Regular Pay Rate field (Position 66-74): 1 = per hour 2 = per week 3 = bi-weekly 4 = semi-monthly 5 = monthly 6 = annual
57	Citizenship	9(1)	Enter one of the following code numbers: 1 = U.S. citizen 2 = Non-citizen with permanent residence ID card issued by the United States Immigration and Naturalization Service (USINS) 3 = Alien holding temporary or indefinite work permit
58-65	Birth Date	9(8)	Enter employee's date of birth (MMDDYYYY).
66-79	Regular Pay Rate	S9(12)V99	Enter regular rate of pay, exclusive of overtime.
80	Gender	X(1)	Type F for female; type M for male.
81-100	Dayforce Internal Use	X(20)	Enter blanks.

604 Record

State Employee Wage List City/State/ZIP Record – Connecticut, Guam

T/C 604 State Employee Wage List City/State/ZIP Record – CT, GU			
Quarters: 1234, Length = 100 bytes			
Position	Field	Format	Description and remarks
1-6	Collector ID	X(6)	Character code identifying the transmitter assigned by Dayforce.
7-12	Client ID	X(6)	Enter the identifying number for this client ID.
13-14	Dayforce Internal Use	X(2)	Enter blanks.
15-17	Transaction Code	X(3)	Type 604 for state employee wage list.
18-21	Dayforce Internal Use	X(4)	Enter blanks.
22	Entity Code	X(1)	Type S for state.
23-24	State Code	X(2)	Enter state alphabetic abbreviation.
25-26	Dayforce Internal Use	X(2)	Enter blanks.
27-35	Social Security Number	9(9)	Enter valid Social Security number for employee earning wage during the quarter.
36-63	City	X(28)	Enter city for employee earning wage during the quarter.
64-72	ZIP Code	X(9)	Enter zip code for employee earning wage during the quarter.
73-74	State/Territory	X(2)	Enter state code.
75-100	Dayforce Internal Use	X(26)	Enter blanks.

605 Record

State Employee Wage List Personal Income Tax (PIT) Wage Record – California, Illinois, Maine, Massachusetts, New Mexico

T/C 605 State Employee Wage List PIT Wage Record – CA, IL, MA, ME, NM			
Quarters: 1234, Length = 100 bytes			
Position	Field	Format	Description and remarks
1-6	Collector ID	X(6)	Character code identifying the transmitter assigned by Dayforce.
7-12	Client ID	X(6)	Enter the identifying number for this client ID.
13-14	Dayforce Internal Use	X(2)	Enter blanks.
15-17	Transaction Code	X(3)	Type 605 for state employee wage list PIT wage record.
18-21	Dayforce Internal Use	X(4)	Enter blanks.
22	Entity Code	X(1)	Type S for state.
23-24	State Code	X(2)	Enter state alphabetic abbreviation.
25-26	Dayforce Internal Use	X(2)	Enter blanks.
27-35	Social Security Number	9(9)	Enter valid Social Security number for employee earning wage during the quarter.
36-49	PIT Subject Wage	S9(12)V99	Enter the quarter-to-date PIT subject wage for employee earning wage during the quarter.
50-63	Dayforce Internal Use	S9(12)V99	Enter zeros.
64-100	Dayforce Internal Use	X(37)	Enter blanks.

State Employee Wage List Educational Wages Paid Record – Florida

T/C 605 State Employee Wage List Educational Wages Paid Record – FL			
Quarters: 1234, Length = 100 bytes			
Position	Field	Format	Description and remarks
1-6	Collector ID	X(6)	Character code identifying the transmitter assigned by Dayforce.
7-12	Client ID	X(6)	Enter the identifying number for this client ID.
13-14	Dayforce Internal Use	X(2)	Enter blanks.
15-17	Transaction Code	X(3)	Type 605 for state employee wage list.
18-21	Dayforce Internal Use	X(4)	Enter blanks.
22	Entity Code	X(1)	Type S for state.
23-24	State Code	X(2)	Type FL .
25-26	Dayforce Internal Use	X(2)	Enter blanks.
27-35	Social Security Number	9(9)	Enter valid Social Security number for employee earning wage during the quarter.
36-49	Employee’s Educational Wages Paid	S9(12)V99	Enter the quarter-to-date, Florida employee’s wages paid this quarter under a contract with an educational institution.
50-63	Dayforce Internal Use	S9(12)V99	Enter zeros.
64-100	Dayforce Internal Use	X(37)	Enter blanks.

State Employee Wage List Quarterly Wage and Tax Record – New York

T/C 605 State Employee Wage List Quarterly Wage/Tax Record – NY			
Quarters: 1234, Length = 100 bytes			
Position	Field	Format	Description and remarks
1-6	Collector ID	X(6)	Character code identifying the transmitter assigned by Dayforce.
7-12	Client ID	X(6)	Enter the identifying number for this client ID.
13-14	Dayforce Internal Use	X(2)	Enter blanks.
15-17	Transaction Code	X(3)	Type 605 for state employee wage list.
18-21	Dayforce Internal Use	X(4)	Enter blanks.
22	Entity Code	X(1)	Type S for state.
23-24	State Code	X(2)	Type NY .
25-26	Dayforce Internal Use	X(2)	Enter blanks.
27-35	Social Security Number	9(9)	Enter valid Social Security number for employee earning wage during the year.
36-49	Quarterly Income Tax Wage	S9(12)V99	Enter Federal Wage subject to income tax for employee earning wage during the quarter.
50-63	Quarterly Income Tax	S9(12)V99	Enter total State income tax this quarter for employee earning wage.
64-100	Dayforce Internal Use	X(37)	Enter blanks.

606 Record

State Employee Wage List Personal Income Tax (PIT) Record – California, Illinois, Massachusetts

T/C 606 State Employee Wage List PIT Tax Record – CA, IL, MA			
Quarters: 1234, Length = 100 bytes			
Position	Field	Format	Description and remarks
1-6	Collector ID	X(6)	Character code identifying the transmitter assigned by Dayforce.
7-12	Client ID	X(6)	Enter the identifying number for this client ID.
13-14	Dayforce Internal Use	X(2)	Enter blanks.
15-17	Transaction Code	X(3)	Type 606 for state employee wage list.
18-21	Dayforce Internal Use	X(4)	Enter blanks.
22	Entity Code	X(1)	Type S for state.
23-24	State Code	X(2)	Enter state alphabetic abbreviation.
25-26	Dayforce Internal Use	X(2)	Enter blanks.
27-35	Social Security Number	9(9)	Enter valid Social Security number for employee earning wage during the quarter.
36-49	State Income Tax	S9(12)V99	Enter the quarter-to-date total state PIT (tax) for employee earning wage during the quarter.
50-100	Dayforce Internal Use	X(51)	Enter blanks.

State Employee Wage List State Income Tax Record – Maine

T/C 606 State Employee Wage List State Income Tax Record – ME			
Quarters: 1234, Length = 100 bytes			
Position	Field	Format	Description and remarks
1-6	Collector ID	X(6)	Character code identifying the transmitter assigned by Dayforce.
7-12	Client ID	X(6)	Enter the identifying number for this client ID.
13-14	Dayforce Internal Use	X(2)	Enter blanks.
15-17	Transaction Code	X(3)	Type 606 for state employee wage list.
18-21	Dayforce Internal Use	X(4)	Enter blanks.
22	Entity Code	X(1)	Type S for state.
23-24	State Code	X(2)	Type ME .
25-26	Dayforce Internal Use	X(2)	Enter blanks.
27-35	Social Security Number	9(9)	Enter valid Social Security number for employee earning wage during the quarter.
36-49	State Income Tax	S9(12)V99	Enter the quarter-to-date total state income tax for employee earning wage during the quarter.
50-100	Dayforce Internal Use	X(51)	Enter blanks.

State Employee Wage List State Income Tax Record – New Mexico

T/C 606 State Employee Wage List State Income Tax Record – NM			
Quarters: 1234, Length = 100 bytes			
Position	Field	Format	Description and remarks
1-6	Collector ID	X(6)	Character code identifying the transmitter assigned by Dayforce.
7-12	Client ID	X(6)	Enter the identifying number for this client ID.
13-14	Dayforce Internal Use	X(2)	Enter blanks.
15-17	Transaction Code	X(3)	Type 606 for state employee wage list.
18-21	Dayforce Internal Use	X(4)	Enter blanks.
22	Entity Code	X(1)	Type S for state.
23-24	State Code	X(2)	Type NM .
25-26	Dayforce Internal Use	X(2)	Enter blanks.
27-35	Social Security Number	9(9)	Enter valid Social Security number for employee earning wage during the quarter.
36-49	State Income Tax	S9(12)V99	Enter the quarter-to-date total state income tax for employee earning wage during the quarter.
50-63	Workers' Compensation	S9(12)V99	Enter the combined employer and employee workers' compensation fee.
64-100	Dayforce Internal Use	X(37)	Enter blanks.

State Employee Wage List State Income Tax Record – New York City, Yonkers

T/C 606 State Employee Wage List State Income Record – NY			
Quarters: 1234, Length = 80 bytes			
Position	Field	Format	Description and remarks
1-6	Collector ID	X(6)	Character code identifying the transmitter assigned by Dayforce.
7-12	Client ID	X(6)	Enter the identifying number for this client ID.
13-14	Dayforce Internal User	X(2)	Enter blanks.
15-17	Transactional Code	X(3)	Type 606 for state employee wage list
18-21	Dayforce Internal Use	X(4)	Enter blanks.
22	Entity Code	X(1)	Type S for state.
23-24	State Code	X(2)	Type NY .
25-26	Dayforce Internal Use	X(2)	Enter blanks
27-35	Social Security Number	9(9)	Enter valid Social Security number for employee earning wages during the quarter.
36-49	New York City Income Tax	S9(12)V99	Enter the quarter-to-date total New York City income tax for employee earning wages during the quarter.
50-63	Yonkers Income Tax	S9(12)V99	Enter the quarter-to-date total Yonkers income tax for employee earning wages during the quarter.
64-100	Dayforce Internal use	X(37)	Enter blanks.

State Employee Wage List Personal Income Tax (PIT) Record – Oregon

T/C 606 State Employee Wage List PIT Tax Record – OR			
Quarters: 1234, Length = 100 bytes			
Position	Field	Format	Description and remarks
1-6	Collector ID	X(6)	Character code identifying the transmitter assigned by Dayforce.
7-12	Client ID	X(6)	Enter the identifying number for this client ID.
13-14	Dayforce Internal Use	X(2)	Enter blanks.
15-17	Transaction Code	X(3)	Type 606 for state employee wage list.
18-21	Dayforce Internal Use	X(4)	Enter blanks.
22	Entity Code	X(1)	Type S for state.
23-24	State Code	X(2)	Enter state alphabetic abbreviation.
25-26	Dayforce Internal Use	X(2)	Enter blanks.
27-35	Social Security Number	9(9)	Enter valid Social Security number for employee earning wage during the quarter.
36-49	State Income Tax	S9(12)V99	Enter the quarter-to-date total state PIT (tax) for employee earning wage during the quarter.

50-100	Dayforce Internal Use	X(51)	Enter blanks.
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Note: The T/C 606 record for Oregon is required only for employees earning wages subject to Oregon unemployment (T/C record 601).

607 Record

State Employee Wage List EE Count Record

T/C 607 State Employee Wage List EE Count Record – AK, AL, AR, AZ, CA, CT, DC, DE, FL, GA, GU, HI, ID, IL, KS, KY, LA, MD, MO, MS, MT, ND, NE, NH, NJ, NV, NY, OH, OK, OR, PA, PR, RI, SD, TN, TX, UT, VA, VI, VT, WA, WI, WV, WY			
Quarters: 1234, Length = 100 bytes			
Position	Field	Format	Description and remarks
1-6	Collector ID	X(6)	Character code identifying the transmitter assigned by Dayforce.
7-12	Client ID	X(6)	Enter the identifying number for this client ID.
13-14	Dayforce Internal Use	X(2)	Enter blanks.
15-17	Transaction Code	X(3)	Type 607 for employment by month counts.
18-21	Dayforce Internal Use	X(4)	Enter blanks.
22	Entity Code	X(1)	Type S for state.
23-24	State Code	X(2)	Enter state alphabetic abbreviation.
25-26	Dayforce Internal Use	X(2)	Enter blanks.
27-35	Social Security Number	9(9)	Enter valid Social Security number for employee earning wages during the quarter.
36-40	Dayforce Internal Use	X(5)	Enter blanks.
41	Employment – Month 1	X(1)	Type 1 if employee covered by UI worked during or received pay for the pay period including the 12th day of the 1st month of the reporting period. Type 0 if employee covered by UI did not work and received no pay for the period including the 12th day of the 1st month of the reporting period.
42	Employment - Month 2	X(1)	Type 1 if employee covered by UI worked during or received pay for the pay period including the 12th day of the 2nd month of the reporting period. Type 0 if employee covered by UI did not work and received no pay for the period including the 12th day of the 2nd month of the reporting period.
43	Employment - Month 3	X(1)	Type 1 if employee covered by UI worked during or received pay for the pay period including the 12th day of the 3rd month of the reporting period. Type 0 if employee covered by UI did not work and received no pay for the period including the 12th day of the 3rd month of the reporting period.
44	Dayforce Internal Use	X(1)	Enter blanks.
45-49	Worksite ZIP Code	X(5)	Enter worksite ZIP code where employee conducted 50% or more of his/her work.

T/C 607 State Employee Wage List EE Count Record – AK, AL, AR, AZ, CA, CT, DC, DE, FL, GA, GU, HI, ID, IL, KS, KY, LA, MD, MO, MS, MT, ND, NE, NH, NJ, NV, NY, OH, OK, OR, PA, PR, RI, SD, TN, TX, UT, VA, VI, VT, WA, WI, WV, WY			
Quarters: 1234, Length = 100 bytes			
Position	Field	Format	Description and remarks
50-53	Worksite ZIP Code Extension	X(4)	Enter worksite ZIP code extension where employee conducted 50% or more of his/her work. If no ZIP code extension, enter zeros.
54-100	Dayforce Internal Use	X(47)	Enter blanks.

State Employee Wage List EE Count Record – Maine

T/C 607 State Employee Wage List EE Count Record – ME			
Quarters: 1234, Length = 100 bytes			
Position	Field	Format	Description and remarks
1-6	Collector ID	X(6)	Character code identifying the transmitter assigned by Dayforce.
7-12	Client ID	X(6)	Enter the identifying number for this client ID.
13-14	Dayforce Internal Use	X(2)	Enter blanks.
15-17	Transaction Code	X(3)	Type 607 for employment by month counts.
18-21	Dayforce Internal Use	X(4)	Enter blanks.
22	Entity Code	X(1)	Type S for state.
23-24	State Code	X(2)	Type ME .
25-26	Dayforce Internal Use	X(2)	Enter blanks.
27-35	Social Security Number	9(9)	Enter valid Social Security number for employee earning wages during the quarter.
36-40	Dayforce Internal Use	X(5)	Enter blanks.
41	Employment – Month 1	X(1)	Type 1 if employee covered by UI worked during or received pay for the pay period including the 12th day of the 1st month of the reporting period. Type 0 if employee covered by UI did not work and received no pay for the period including the 12th day of the 1st month of the reporting period.
42	Employment - Month 2	X(1)	Type 1 if employee covered by UI worked during or received pay for the pay period including the 12th day of the 2nd month of the reporting period. Type 0 if employee covered by UI did not work and received no pay for the period including the 12th day of the 2nd month of the reporting period.

T/C 607 State Employee Wage List EE Count Record – ME			
Quarters: 1234, Length = 100 bytes			
Position	Field	Format	Description and remarks
43	Employment - Month 3	X(1)	Type 1 if employee covered by UI worked during or received pay for the pay period including the 12th day of the 3rd month of the reporting period. Type 0 if employee covered by UI did not work and received no pay for the period including the 12th day of the 3rd month of the reporting period.
44	Female Employment	X(1)	Enter one of the following indicators: 1 = Yes, Female 0 = No, Male
45-49	Worksite ZIP Code	X(5)	Enter worksite ZIP code where employee conducted 50% or more of his/her work.
50-53	Worksite ZIP Code Extension	X(4)	Enter worksite ZIP code extension where employee conducted 50% or more of his/her work. If no ZIP code extension, enter zeros.
54-100	Dayforce Internal Use	X(47)	Enter blanks.

State Employee Wage List Worksite Record – Colorado, Indiana, Iowa, Massachusetts, Michigan, Minnesota, New Mexico, North Carolina

T/C 607 State Employee Wage List Worksite Record – CO, IN, IA, MA, MI, MN, NM, NC			
Quarters: 1234, Length = 100 bytes			
Position	Field	Format	Description and remarks
1-6	Collector ID	X(6)	Character code identifying the transmitter assigned by Dayforce.
7-12	Client ID	X(6)	Enter the identifying number for this client ID.
13-14	Dayforce Internal Use	X(2)	Enter blanks.
15-17	Transaction Code	X(3)	Type 607 for state employee worksite detail.
18-21	Dayforce Internal Use	X(4)	Enter blanks.
22	Entity Code	X(1)	Type S for state.
23-24	State Code	X(2)	Enter the state alphabetic abbreviation.
25-26	Dayforce Internal Use	X(2)	Enter blanks.
27-35	Social Security Number	9(9)	Enter valid Social Security number for employee earning wages during the quarter.

T/C 607 State Employee Wage List Worksite Record – CO, IN, IA, MA, MI, MN, NM, NC			
Quarters: 1234, Length = 100 bytes			
Position	Field	Format	Description and remarks
36-40	Worksite Unit Number	9(5)	Enter worksite number assigned by state to employer with multiple worksite locations. Enter the last worksite location for the employee at quarter end. Right justify and zero fill. Notes: <ul style="list-style-type: none"> • Only used if valid information has been assigned by the agency. Otherwise, zero fill. • Single location employers will enter zeros.
41	Employment – Month 1	X(1)	Type 1 if employee covered by UI worked during or received pay for the pay period including the 12th day of the 1st month of the reporting period. Type 0 if employee covered by UI did not work and received no pay for the period including the 12th day of the 1st month of the reporting period.
42	Employment - Month 2	X(1)	Type 1 if employee covered by UI worked during or received pay for the pay period including the 12th day of the 2nd month of the reporting period. Type 0 if employee covered by UI did not work and received no pay for the period including the 12th day of the 2nd month of the reporting period.
43	Employment - Month 3	X(1)	Type 1 if employee covered by UI worked during or received pay for the pay period including the 12th day of the 3rd month of the reporting period. Type 0 if employee covered by UI did not work and received no pay for the period including the 12th day of the 3rd month of the reporting period.
44	Dayforce Internal Use	X(1)	Enter blanks.
45-49	Worksite ZIP Code	X(5)	Enter worksite ZIP code where employee conducted 50% or more of his/her work. For Colorado and North Carolina, enter zeros.
50-53	Worksite ZIP Code Extension	X(4)	Enter worksite ZIP code extension where employee conducted 50% or more of his/her work. If no ZIP code extension, enter zeros. For Colorado and North Carolina, enter zeros.
54-100	Dayforce Internal Use	X(47)	Enter blanks.

State Employee Wage List Worksite Record – South Carolina

T/C 607 State Employee Wage List Worksite Record – SC			
Quarters: 1234, Length = 100 bytes			
Position	Field	Format	Description and remarks
1-6	Collector ID	X(6)	Character code identifying the transmitter assigned by Dayforce.
7-12	Client ID	X(6)	Enter the identifying number for this client ID.
13-14	Dayforce Internal Use	X(2)	Enter blanks.
15-17	Transaction Code	X(3)	Type 607 for state employee worksite detail.
18-21	Dayforce Internal Use	X(4)	Enter blanks.
22	Entity Code	X(1)	Type S for state.
23-24	State Code	X(2)	Type SC .
25-26	Dayforce Internal Use	X(2)	Enter blanks.
27-35	Social Security Number	9(9)	Enter valid Social Security number for employee earning wages during the quarter.
36-37	Dayforce Internal Use	X(2)	Enter blanks.
38-40	Worksite Location/ Unit Number	X(3)	Enter the Employer location/ Unit. Enter the last worksite location for the employee at quarter end. Right justify and blank fill. If blank, defaulted to the primary location.
41	Employment – Month 1	X(1)	Type 1 if employee covered by UI worked during or received pay for the pay period including the 12th day of the 1st month of the reporting period. Type 0 if employee covered by UI did not work and received no pay for the period including the 12th day of the 1st month of the reporting period.
42	Employment - Month 2	X(1)	Type 1 if employee covered by UI worked during or received pay for the pay period including the 12th day of the 2nd month of the reporting period. Type 0 if employee covered by UI did not work and received no pay for the period including the 12th day of the 2nd month of the reporting period.
43	Employment - Month 3	X(1)	Type 1 if employee covered by UI worked during or received pay for the pay period including the 12th day of the 3rd month of the reporting period. Type 0 if employee covered by UI did not work and received no pay for the period including the 12th day of the 3rd month of the reporting period.
44	Dayforce Internal Use	X(1)	Enter blanks.
45-49	Worksite ZIP Code	X(5)	Enter worksite ZIP code, where employee conducted 50% or more of his/her work.
50-53	Worksite ZIP Code Extension	X(4)	Enter worksite ZIP code extension, where employee conducted 50% or more of his/her work. If no ZIP code extension, enter zeros.
54-100	Dayforce Internal Use	X(27)	Enter blanks.

608 Record

State Employee Wage List – Out-of-State Wage Record

Note: The Tax State field in Position 64-65 requires a *valid* postal abbreviation for the applicable state. **XX** is not a valid entry, and entries like this will be rejected.

T/C 608 State Employee Wage List – Out-of-State Wage Record			
Quarters: 1234, Length = 100 bytes			
Position	Field	Format	Description and remarks
1-6	Collector ID	X(6)	Character code identifying the transmitter assigned by Dayforce.
7-12	Client ID	X(6)	Enter the identifying number for this client ID.
13-14	Dayforce Internal Use	X(2)	Enter blanks.
15-17	Transaction Code	X(3)	Type 608 for out-of-state wages
18-21	Dayforce Internal Use	X(4)	Enter blanks.
22	Entity Code	X(1)	Type S for state.
23-24	State Code	X(2)	Enter state alphabetic abbreviation for the current active state.
25-26	Dayforce Internal Use	X(2)	Enter blanks.
27-35	Social Security Number	9(9)	Enter valid Social Security number for employee.
36-49	QTD Total Wages	S9(12)V99	Enter employee's out-of-state total wages for this quarter.
50-63	QTD Taxable Wages	S9(12)V99	Enter employee's out-of-state taxable wages for this quarter.
64-65	Tax State	X(2)	Enter the alphabetic abbreviation for the other state where the employee had taxable wages.
66-79	YTD Taxable Wages	S9(12)V99	Enter employee's year-to-date, out-of-state taxable wages.
80-93	YTD Total Wages	S9(12)V99	Enter employee's year-to-date, out-of-state wages.
94-100	Dayforce Internal Use	X(7)	Enter blanks.

609 Record

State Employee Wage List Record – Indiana, North Carolina, South Carolina, and Washington

T/C 609 State Employee Wage List Record – IN, NC, SC, and WA			
Quarters: 1234, Length = 100 bytes			
Position	Field	Format	Description and remarks
1-6	Collector ID	X(6)	Character code identifying the transmitter assigned by Dayforce.
7-12	Client ID	X(6)	Enter the identifying number for this client ID.
13-14	Dayforce Internal Use	X(2)	Enter blanks.
15-17	Transaction Code	X(3)	Type 609 for employee wage list.
18-21	Dayforce Internal Use	X(4)	Enter blanks.
22	Entity Code	X(1)	Type S for state.
23-24	State Code	X(2)	Enter the state alphabetic abbreviation.
25-26	Dayforce Internal Use	X(2)	Enter blanks.
27-35	Social Security Number	9(9)	Enter valid Social Security number for employee earning wage during the quarter.
36-42	Dayforce Internal Use	S9(3)V9999	Enter zeros.
43	Dayforce Internal Use	X(1)	Enter blanks.
44	Dayforce Internal Use	X(1)	Enter blanks.
45-50	SOC Code	9(6)	Enter the 6-digit Standard Occupational Classification (SOC) code for the employee's job title (without the dash) for the employee's position at the end of the quarter. Standard codes can be found at: http://www.bls.gov/oes/current/oes_stru.htm .
51-54	Dayforce Internal Use	X(4)	Enter blanks.
55-74	Dayforce Internal Use	X(20)	Enter blanks.
75-100	Dayforce Internal Use	X(26)	Enter blanks.

State Employee Wage List Record – Louisiana

T/C 609 State Employee Wage List Record – LA			
Quarters: 1234, Length = 100 bytes			
Position	Field	Format	Description and remarks
1-6	Collector ID	X(6)	Character code identifying the transmitter assigned by Dayforce.
7-12	Client ID	X(6)	Enter the identifying number for this client ID.
13-14	Dayforce Internal Use	X(2)	Enter blanks.
15-17	Transaction Code	X(3)	Type 609 for employee wage list.
18-21	Dayforce Internal Use	X(4)	Enter blanks.
22	Entity Code	X(1)	Type S for state.
23-24	State Code	X(2)	Type LA .
25-26	Dayforce Internal Use	X(2)	Enter blanks.
27-35	Social Security Number	9(9)	Enter valid Social Security number for employee earning wage during the quarter.
36-42	Nominal Hourly Pay Rate	S9(3)V9999	Enter the employee's regular hourly rate of pay at the end of the quarter. This rate of pay excludes tips, bonuses, gift cards, overtime pay. For salaried employees, base this calculation on a 40-hour work week. If the rate is greater than or equal to \$999.9999, enter 9999999 .
43	Hourly / Salaried Flag	X(1)	Type H for hourly, type S for salaried.
44	Dayforce Internal Use	X(1)	Enter blanks.
45-50	SOC Code	9(6)	Enter the 6-digit Standard Occupational Classification (SOC) code for the employee's job title (without the dash) for the employee's position at the end of the quarter. Standard codes can be found at: http://www.bls.gov/oes/current/oes_stru.htm .
51-54	Dayforce Internal Use	X(4)	Enter blanks.
55-74	Job Title	X(20)	Enter the employee job title for the employee's position at the end of the current quarter.
75-100	Dayforce Internal Use	X(26)	Enter blanks.

State Employee Wage List Record – Nebraska

T/C 609 State Employee Wage List Record – NE			
Quarters: 1234, Length = 100 bytes			
Position	Field	Format	Description and remarks
1-6	Collector ID	X(6)	Character code identifying the transmitter assigned by Dayforce.
7-12	Client ID	X(6)	Enter the identifying number for this client ID.
13-14	Dayforce Internal Use	X(2)	Enter blanks.
15-17	Transaction Code	X(3)	Type 609 for employee wage list.
18-21	Dayforce Internal Use	X(4)	Enter blanks.
22	Entity Code	X(1)	Type S for state.
23-24	State Code	X(2)	Type NE .
25-26	Dayforce Internal Use	X(2)	Enter blanks.
27-35	Social Security Number	9(9)	Enter valid Social Security number for employee earning wage during the quarter.
36-42	Dayforce Internal Use	S9(3)V9999	Enter zeros.
43	Dayforce Internal Use	X(1)	Enter blank.
44	Dayforce Internal Use	X(1)	Enter blank.
45-50	Dayforce Internal Use	9(6)	Enter zeros.
51-54	Dayforce Internal Use	X(4)	Enter blanks.
55-74	Job Title	X(20)	Enter the employee job title for the employee's position at the end of the current quarter. Can be blank filled.
75-100	Dayforce Internal Use	X(26)	Enter blanks.

State Employee Wage List Record – West Virginia

T/C 609 State Employee Wage List Record – WV			
Quarters: 1234, Length = 100 bytes			
Position	Field	Format	Description and remarks
1-6	Collector ID	X(6)	Character code identifying the transmitter assigned by Dayforce.
7-12	Client ID	X(6)	Enter the identifying number for this client ID.
13-14	Dayforce Internal Use	X(2)	Enter blanks.
15-17	Transaction Code	X(3)	Type 609 for employee wage list.
18-21	Dayforce Internal Use	X(4)	Enter blanks.
22	Entity Code	X(1)	Type S for state.
23-24	State Code	X(2)	Type WV .
25-26	Dayforce Internal Use	X(2)	Enter blanks.
27-35	Social Security Number	9(9)	Enter valid Social Security number for employee earning wage during the quarter.
36-54	County	X(19)	Enter the county in which the majority of the employee's job duties were performed. Can be blank filled.
55-74	Job Title	X(20)	Enter the employee job title for the employee's position. Can be blank filled.
75-80	SOC Code	X(6)	Enter the 6-digit Standard Occupational Classification (SOC) code (without hyphens) for the employee's job title that was associated with the employee's position at the end of the quarter. For a list of standard codes, see: https://www.bls.gov/oes/current/oes_stru.htm
75-100	Dayforce Internal Use	X(26)	Enter blanks.

PFML and Other State Records

The following tables list the specifications for quarterly Paid Family and Medical Leave (PFML) and taxes and other state tax filings that don't fall under normal withholding and Unemployment reporting.

PFML Data Requirements Matrix

This table summarizes the local requirements for quarterly data transmissions. The following notations are used:

- R** Indicates record is required.
- 4** Indicates record is required for 4th quarter only.
- A** Indicates when applicable. (State or Private plan items; review details.)

PFML and Other State Data Requirements															
Entity Code	State Code	Transaction Code												Comments	
		010	011	012	014	015	016	019	601	602	603	604	605		606
L	CO	R	R	R					R		R		R		Colorado Paid Family Leave
L	CT	R	R						R		R		R		Connecticut Paid Leave
L	DC	R	R		4		R								District of Columbia Universal Paid Leave – pending requirements
L	DE	R	R						R				R		DE Parental, Family Care and Medical Leave
L	MA	R	R		4	R	R		R		R		R		MA Paid Family and Medical Leave Reporting
L	ME	R	R						R						Maine Paid Family and Medical Leave
L	NV	R	R	R											Nevada Modified Business Tax Reporting – General Business and Financial Institutions.
L	OR	R	R		4	R			R		R				Statewide Transit Tax
L	OR	R	R	R		R			R						Paid Leave Oregon
L	WA	A	R	A	4	R	R		R	R	R		A		WA PFML States Plan/Private Plan Reporting and Washington Cares Fund. Verify against State Plan/Private Plan requirements.

PFML and Other State Specific Codes

State	PFML/Other State Code	Description
Colorado Requirements:		
CO	05	Colorado Paid Family Leave - employer
CO	06	Colorado Paid Family Leave – employee
Connecticut Requirements:		
CT	10	CT Paid Leave
Delaware Requirements:		
DE	12	Delaware Parental Leave – employee
DE	13	Delaware Parental Leave – employer
DE	14	Delaware Family Care Leave – employee
DE	15	Delaware Family Care Leave – employer
DE	16	Delaware Medical Leave – employee
DE	17	Delaware Medical Leave – employer
District of Columbia Requirements:		
DC	10	DC Universal Paid Leave Tax
Maine Requirements:		
ME	10	Maine Paid Family, Medical Leave = employer
ME	11	Maine Paid Family, Medical Leave = employee
Massachusetts Requirements:		
MA	10	Massachusetts Paid Family Leave State Plan – employee
MA	11	Massachusetts Paid Medical Leave State Plan – employee
MA	12	Massachusetts Paid Family Leave State Plan – employer
MA	13	Massachusetts Paid Medical Leave State Plan – employer
Nevada Requirements:		
NV	11	NV Modified Business General Tax
NV	13	NV Modified Business Financial Tax
Oregon Requirements:		
OR	19	Oregon Statewide Transit Tax
OR	23	Paid Leave Oregon – employer
OR	23	Paid Leave Oregon – employee
Washington Requirements:		
WA	10	Washington Paid Family Leave State Plan – employee
WA	11	Washington Paid Medical Leave State Plan – employee
WA	12	Washington Paid Medical Leave State Plan – employer
WA	13	Washington Paid Family Leave Private Plan – employee
WA	14	Washington Paid Medical Leave Private Plan – employee
WA	15	Washington Paid Medical Leave Private Plan – employer

State	PFML/Other State Code	Description
WA	22	Washington Cares Fund - employee

PFML and Other State Tax Record – Generic Format

T/C 010 PFML and Other State Tax Record			
Quarters: 1234, Length = 100 bytes			
Position	Field	Format	Description and remarks
1-6	Collector ID	X(6)	Character code identifying the transmitter assigned by Dayforce.
7-12	Client ID	X(6)	Enter the identifying number for this client ID.
13-14	Dayforce Internal Use	X(2)	Enter blanks.
15-17	Transaction Code	X(3)	Type 010 for PFML or Other State tax record.
18-21	Dayforce Internal Use	X(4)	Enter blanks.
22	Entity Code	X(1)	Type L for PFML or Other Code.
23-24	State Code	X(2)	Enter state code alphabetic abbreviation.
25-26	PFML and Other Code	X(2)	Enter DTS PFML or Other Code.
27-30	Dayforce Internal Use	X(4)	Enter blanks.
31-43	QTD Amount	S9(11)V99	Enter quarter-to-date tax (employer or employee withheld) for PFML or Other State tax reporting.
44-56	YTD Amount	S9(11)V99	Enter year-to-date tax (employer or employee withheld) for PFML or Other State tax reporting.
57-69	Current Amount	S9(11)V99	Enter zeros.
70-75	Tax Rate	99V9999	Enter zeros.
76-100	Dayforce Internal Use	X(25)	Enter blanks.

PFML State Plan/Cares Premium Withheld Record – WA

T/C 010 PFML State Plan/Cares Premium Withheld Record – WA			
Quarters: 1234, Length = 100 bytes			
Position	Field	Format	Description and remarks
1-6	Collector ID	X(6)	Character code identifying the transmitter assigned by Dayforce.
7-12	Client ID	X(6)	Enter the identifying number for this client ID.
13-14	Dayforce Internal Use	X(2)	Enter blanks.
15-17	Transaction Code	X(3)	Type 010 for PFML tax record.
18-21	Dayforce Internal Use	X(4)	Enter blanks.
22	Entity Code	X(1)	Type L for PFML Code.
23-24	State Code	X(2)	Type WA .
25-26	PFML Code	X(2)	Enter DTS PFML Code. See DTS PFML Codes for Washington (below) for valid codes.
27-30	Dayforce Internal Use	X(4)	Enter blanks.
31-43	QTD Amount	S9(11)V99	Enter quarter-to-date premium (employer or employee withheld) for WA PFML reporting.
44-56	YTD Amount	S9(11)V99	Enter year-to-date premium (employer or employee withheld) for WA PFML reporting.
57-69	Current Amount	S9(11)V99	Enter zeros.
70-75	Tax Rate	99V9999	Enter zeros.
76-100	Dayforce Internal Use	X(25)	Enter blanks.

DTS PFML Codes for Washington

State code	PFML code	Description
WA	10	Washington Paid Family Leave State Plan - employee
WA	11	Washington Paid Medical Leave State Plan - employee
WA	12	Washington Paid Medical Leave State Plan - employer
WA	22	Washington Cares Fund - employee

PFML Gross Wage Record – Washington

This is specific to Paid Family and Medical Leave plans reporting. For WA employee information, this corresponds to the employee 601 PFML wage record.

T/C 011 PFML Gross Wage Record – WA PFML All Plans			
Quarters: 1234, Length = 100 bytes			
Position	Field	Format	Description and remarks
1-6	Collector ID	X(6)	Character code identifying the transmitter assigned by Dayforce.
7-12	Client ID	X(6)	Enter the identifying number for this client ID.
13-14	Dayforce Internal Use	X(2)	Enter blanks.
15-17	Transaction Code	X(3)	Type 011 for PFML gross wage record.
18-21	Dayforce Internal Use	X(4)	Enter blanks.
22	Entity Code	X(1)	Type L for PFML
23-24	State Code	X(2)	Enter state code alphabetic abbreviation.
25-26	PFML Code	X(2)	Enter DTS PFML Code. See DTS PFML Codes for Washington (below) for valid codes.
27-30	Dayforce Internal Use	X(4)	Enter blanks.
31-43	QTD Amount	S9(11)V99	Enter quarter-to-date PFML gross wage. (Without respect to limits.)
44-56	YTD Amount	S9(11)V99	Enter year-to-date PFML gross wage. (Without respect to limits.)
57-69	Current Amount	S9(11)V99	Enter zeros.
70-75	Tax Rate	99V9999	Enter zeros.
76-100	Dayforce Internal Use	X(25)	Enter blanks.

DTS PFML Codes for Washington

State code	PFML code	Description
WA	10	Washington Paid Family Leave State Plan - employee
WA	11	Washington Paid Medical Leave State Plan - employee
WA	12	Washington Paid Medical Leave State Plan – employer
WA	13	Washington Paid Family Leave Private Plan – employee
WA	14	Washington Paid Medical Leave Private Plan – employee
WA	15	Washington Paid Medical Leave Private Plan - employer
WA	22	Washington Cares Fund - employee

PFML Taxable Wage Record – Colorado, Connecticut, Delaware, District of Columbia, Maine, Massachusetts, Oregon

T/C 011 PFML Taxable Wage Record – CO, CT, DC, DE, ME, MA, OR			
Quarters: 1234, Length = 100 bytes			
Position	Field	Format	Description and remarks
1-6	Collector ID	X(6)	Character code identifying the transmitter assigned by Dayforce.
7-12	Client ID	X(6)	Enter the identifying number for this client ID.
13-14	Dayforce Internal Use	X(2)	Enter blanks.
15-17	Transaction Code	X(3)	Type 011 for PFML taxable wage record.
18-21	Dayforce Internal Use	X(4)	Enter blanks.
22	Entity Code	X(1)	Type L for PFML.
23-24	State Code	X(2)	Enter state code alphabetic abbreviation.
25-26	PFML Code	X(2)	Enter DTS PFML Code.
27-30	Dayforce Internal Use	X(4)	Enter blanks.
31-43	QTD Amount	S9(11)V99	Enter quarter-to-date PFML taxable wage.
44-56	YTD Amount	S9(11)V99	Enter year-to-date PFML taxable wage.
57-69	Current Amount	S9(11)V99	Enter zeros.
70-75	Tax Rate	99V9999	Enter zeros.
76-100	Dayforce Internal Use	X(25)	Enter blanks.

Other State Taxable Wage Record – NV Modified Business Tax

T/C 011 Other State Taxable Wage Record – NV Modified Business Tax			
Quarters: 1234, Length = 100 bytes			
Position	Field	Format	Description and remarks
1-6	Collector ID	X(6)	Character code identifying the transmitter assigned by Dayforce.
7-12	Client ID	X(6)	Enter the identifying number for this client ID.
13-14	Dayforce Internal Use	X(2)	Enter blanks.
15-17	Transaction Code	X(3)	Type 011 for Other State wage record.
18-21	Dayforce Internal Use	X(4)	Enter blanks.
22	Entity Code	X(1)	Type L for Other State Code.
23-24	State Code	X(2)	Type NV .
25-26	Other State Code	X(2)	Enter DTS Other State Code.
27-30	Dayforce Internal Use	X(4)	Enter blanks.
31-43	QTD Amount	S9(11)V99	Enter quarter-to-date paid Health Insurance Deduction, or Qualified Veteran Wages.
44-56	YTD Amount	S9(11)V99	Enter year-to-date paid Health Insurance Deduction, or Qualified Veteran Wages.
57-69	Current Amount	S9(11)V99	Enter zeros.
70-75	Tax Rate	99V9999	Enter zeros.
76-100	Dayforce Internal Use	X(25)	Enter blanks.

Use the following table for Nevada Modified Business Tax Health Insurance reporting:

Tax Code	Name	Comment
3411 (NV11)	Modified Business Tax – General Business	Requires the standard 010, 011, and 012 record formats.
3412 (NV12)	Modified Business Tax – Paid Health Insurance Deduction for General Business	Requires special 011 record formats above.
3415 (NV15)	Modified Business Tax- Qualified Veteran wages for General Business	Requires special 011 record formats above.
3417 (NV17)	Modified Business Tax – Commerce Tax Credit	Optional item uses the standard 010 record format, if applicable.
3413 (NV13)	Modified Business Tax – Financial Institutions	Requires the standard 010, 011, and 012 record format.
3414 (NV14)	Modified Business Tax – Paid Health Insurance Deduction for Financial Institutions	Requires special 011 record formats above.
3416 (NV16)	Modified Business Tax- Qualified Veteran wages for Financial Institutions	Requires special 011 record formats above.
3418 (NV18)	Modified Business Tax – Commerce Tax Credit	Optional item uses the standard 010 record format, if applicable.

Note: Two types of NV Modified Business Tax are based on business types – General Business and Financial Institutions. Both require the standard records and the special paid Health Insurance Deduction records for complete processing.

Other State Taxable Wage Record – Oregon Statewide Transit Tax

T/C 011 Other State Taxable Wage Record – OR Statewide Transit Tax			
Quarters: 1234, Length = 100 bytes			
Position	Field	Format	Description and remarks
1-6	Collector ID	X(6)	Character code identifying the transmitter assigned by Dayforce.
7-12	Client ID	X(6)	Enter the identifying number for this client ID.
13-14	Dayforce Internal Use	X(2)	Enter blanks.
15-17	Transaction Code	X(3)	Type 011 for Other State Taxable wage record.
18-21	Dayforce Internal Use	X(4)	Enter blanks.
22	Entity Code	X(1)	Type L for Other State Code.
23-24	State Code	X(2)	Enter state code alphabetic abbreviation.
25-26	Other State Code	X(2)	Type 19 for Oregon Statewide Transit Tax.
27-30	Dayforce Internal Use	X(4)	Enter blanks.
31-43	QTD Amount	S9(11)V99	Enter quarter-to-date taxable wage.
44-56	YTD Amount	S9(11)V99	Enter year-to-date taxable wage.
57-69	Current Amount	S9(11)V99	Enter zeros.
70-75	Tax Rate	99V9999	Enter zeros.
76-100	Dayforce Internal Use	X(25)	Enter blanks.

Other State Gross Wage Record – NV Modified Business Tax

T/C 012 Other State Gross Wage Record – NV Modified Business Tax			
Quarters: 1234, Length = 100 bytes			
Position	Field	Format	Description and remarks
1-6	Collector ID	X(6)	Character code identifying the transmitter assigned by Dayforce.
7-12	Client ID	X(6)	Enter the identifying number for this client ID.
13-14	Dayforce Internal Use	X(2)	Enter blanks.
15-17	Transaction Code	X(3)	Type 012 for Other State gross wage record.
18-21	Dayforce Internal Use	X(4)	Enter blanks.
22	Entity Code	X(1)	Type L for Other State Code.
23-24	State Code	X(2)	Type NV .
25-26	Other State Code	X(2)	Enter DTS Other State Code.
27-30	Dayforce Internal Use	X(4)	Enter blanks
31-43	QTD Amount	S9(11)V99	Enter quarter-to-date Nevada Modified Business Tax – Gross Wage Amount.
44-56	YTD Amount	S9(11)V99	Enter year-to-date Nevada Modified Business Tax – Gross Wage Amount.
57-69	Current Amount	S9(11)V99	Enter zeros.
70-75	Tax Rate	99V9999	Enter zeros.
76-100	Dayforce Internal Use	X(25)	Enter blanks.

PFML Wage Record – Colorado, Oregon

T/C 012 PFML Wage Record – CO, OR			
Quarters: 1234, Length = 100 bytes			
Position	Field	Format	Description and remarks
1-6	Collector ID	X(6)	Character code identifying the transmitter assigned by Dayforce.
7-12	Client ID	X(6)	Enter the identifying number for this client ID.
13-14	Dayforce Internal Use	X(2)	Enter blanks.
15-17	Transaction Code	X(3)	Type 012 for PFML wage record.
18-21	Dayforce Internal Use	X(4)	Enter blanks.
22	Entity Code	X(1)	Type L for PFML.
23-24	State Code	X(2)	Type CO or OR .
25-26	Local Code	X(2)	Enter DTS PFML Code.
27-30	Dayforce Internal Use	X(4)	Enter blanks
31-43	QTD Amount	S9(11)V99	Enter quarter-to-date Subject Wage Amount.
44-56	YTD Amount	S9(11)V99	Enter year-to-date Subject Wage Amount.
57-69	Current Amount	S9(11)V99	Enter zeros.
70-75	Tax Rate	99V9999	Enter zeros.
76-100	Dayforce Internal Use	X(25)	Enter blanks.

PFML Private Plan Premium Withheld Record - Washington

T/C 012 PFML Private Plan Premium Withheld Record – WA			
Quarters: 1234, Length = 100 bytes			
Position	Field	Format	Description and remarks
1-6	Collector ID	X(6)	Character code identifying the transmitter assigned by Dayforce.
7-12	Client ID	X(6)	Enter the identifying number for this client ID.
13-14	Dayforce Internal Use	X(2)	Enter blanks.
15-17	Transaction Code	X(3)	Type 012 for premium withheld record.
18-21	Dayforce Internal Use	X(4)	Enter blanks.
22	Entity Code	X(1)	Type L for PFML Code.
23-24	State Code	X(2)	Type WA .
25-26	PFML Code	X(2)	Enter DTS PFML Code. See DTS PFML Codes for Washington (below) for valid codes.
27-30	Dayforce Internal Use	X(4)	Enter blanks
31-43	QTD Amount	S9(11)V99	Enter quarter-to-date private plan premium withheld (employer or employee withheld).
44-56	YTD Amount	S9(11)V99	Enter year-to-date private plan premium withheld (employer or employee withheld).
57-69	Current Amount	S9(11)V99	Enter zeros.
70-75	Tax Rate	99V9999	Enter zeros.
76-100	Dayforce Internal Use	X(25)	Enter blanks.

DTS PFML Codes for Washington

State code	PFML code	Description
WA	13	Washington Paid Family Leave Private Plan - employee
WA	14	Washington Paid Medical Leave Private Plan – employee
WA	15	Washington Paid Medical Leave Private Plan - employer

PFML and Other State W-2 Count Record – Generic Format

T/C 014 PFML and Other State Code W-2 Count Record			
Quarters: 4, Length = 100 bytes			
Position	Field	Format	Description and remarks
1-6	Collector ID	X(6)	Character code identifying the transmitter assigned by Dayforce.
7-12	Client ID	X(6)	Enter the identifying number for this client ID.
13-14	Dayforce Internal Use	X(2)	Enter blanks.
15-17	Transaction Code	X(3)	Type 014 for PFML or Other State Code.
18-21	Dayforce Internal Use	X(4)	Enter blanks.
22	Entity Code	X(1)	Type L for PFML or Other State Code.
23-24	State Code	X(2)	Enter state alphabetic abbreviation.
25-26	PFML and Other State Code	X(2)	Enter DTS PFML or Other State Code.
27-30	Dayforce Internal Use	X(4)	Enter blanks.
31-43	W-2 Count	S9(13)	Enter total number of W-2s of employees earning wage during the calendar year.
44-100	Dayforce Internal Use	X(57)	Enter blanks.

PFML and Other State Total Employee Count Record – Generic Format

Note: Each PFML 015 record that is submitted must be unique within a collector ID, client ID, state code, and PFML code combination. The employee count reported in the record should be inclusive of all unique Social Security numbers within the related 6XX records where applicable.

T/C 015 Total Employee Count Record			
Quarters: 1234, Length = 100 bytes			
Position	Field	Format	Description and remarks
1-6	Collector ID	X(6)	Character code identifying the transmitter assigned by Dayforce.
7-12	Client ID	X(6)	Enter the identifying number for this client ID.
13-14	Dayforce Internal Use	X(2)	Enter blanks.
15-17	Transaction Code	X(3)	Type 015 for PFML or Other State Code total employee count.
18-21	Dayforce Internal Use	X(4)	Enter blanks.
22	Entity Code	X(1)	Type L for PFML or Other State Code
23-24	State Code	X(2)	Enter state code alphabetic abbreviation.
25-26	PFML and Other State Code	X(2)	Enter DTS PFML or Other State Code.
27-30	Dayforce Internal Use	X(4)	Enter blanks.
31-43	Total Employee Count	S9(13)	Enter total number of employees under a state plan, earning wages during the quarter. Otherwise, enter zeros.
44-100	Dayforce Internal Use	X(57)	Enter blanks.

PFML Total Employee Count Record – Massachusetts

Note: Each PFML 015 record that is submitted must be unique within a collector ID, client ID, state code, and PFML code combination. The employee count reported in the record should be inclusive of all unique Social Security numbers within the related 6XX records where applicable.

T/C 015 PFML Total Employee Count Record - MA			
Quarters: 1234, Length = 100 bytes			
Position	Field	Format	Description and remarks
1-6	Collector ID	X(6)	Character code identifying the transmitter assigned by Dayforce.
7-12	Client ID	X(6)	Enter the identifying number for this client ID.
13-14	Dayforce Internal Use	X(2)	Enter blanks.
15-17	Transaction Code	X(3)	Type 015 for PFML total employee count.
18-21	Dayforce Internal Use	X(4)	Enter blanks.
22	Entity Code	X(1)	Type L for PFML
23-24	State Code	X(2)	Type MA .
25-26	PFML Code	X(2)	Enter DTS PFML Code.
27-30	Dayforce Internal Use	X(4)	Enter blanks.
31-43	Total Employee Count	S9(13)	Enter total number of employees earning MA PFML wages during the quarter.
44-56	Dayforce Internal Use	9(13)	Enter zeros.
57-69	Total 1099 Contractor Count	S9(13)	Enter total number of 1099-MISC contractors earning MA PFML wages during the quarter.
70-100	Dayforce Internal Use	X(31)	Enter blanks.

PFML Specific Employee Count Record – Oregon

Note: Each PFML 015 record that is submitted must be unique within a collector ID, client ID, state code, and PFML code combination.

T/C 015 PFML Specific Employee Count Record - OR			
Quarters: 1234, Length = 100 bytes			
Position	Field	Format	Description and remarks
1-6	Collector ID	X(6)	Character code identifying the transmitter assigned by Dayforce.
7-12	Client ID	X(6)	Enter the identifying number for this client ID.
13-14	Dayforce Internal Use	X(2)	Enter blanks.
15-17	Transaction Code	X(3)	Type 015 for PFML total employee count.
18-21	Dayforce Internal Use	X(4)	Enter blanks.
22	Entity Code	X(1)	Type L for PFML
23-24	State Code	X(2)	Type OR .
25-26	PFML Code	X(2)	Type 22 for Paid Leave Oregon - employer.
27-30	Dayforce Internal Use	X(4)	Enter blanks.
31-43	Out of State Employee Count	S9(13)	Enter the total number of employees working in all states other than Oregon.
44-56	Replacement Worker Count	9(13)	Enter total number of temporary employees working as replacements for employees taking paid leave.
57-69	Dayforce Internal Use	S9(13)	Enter zeros.
70-100	Dayforce Internal Use	X(31)	Enter blanks.

PFML Total Employee Count Record – Washington

T/C 015 PFML Total Employee Count Record - WA			
Quarters: 1234, Length = 100 bytes			
Position	Field	Format	Description and remarks
1-6	Collector ID	X(6)	Character code identifying the transmitter assigned by Dayforce.
7-12	Client ID	X(6)	Enter the identifying number for this client ID.
13-14	Dayforce Internal Use	X(2)	Enter blanks.
15-17	Transaction Code	X(3)	Type 015 for PFML total employee count.
18-21	Dayforce Internal Use	X(4)	Enter blanks.
22	Entity Code	X(1)	Type L for PFML.
23-24	State Code	X(2)	Enter state code alphabetic abbreviation.
25-26	PFML Code	X(2)	Enter DTS PFML Code. See DTS PFML Codes for Washington (below) for valid codes.
27-30	Dayforce Internal Use	X(4)	Enter blanks.
31-43	Total State Plan Employee Count	S9(13)	Enter total number of employees under a state plan, earning wages during the quarter. Otherwise, enter zeros.
44-69	Total Private Plan Employee Count	S9(26)	Enter total number of employees under a private plan earning wages during the quarter. Otherwise, enter zeros.
70-100	Dayforce Internal Use	X(31)	Enter blanks.

DTS PFML Codes for Washington

State code	PFML code	Description
WA	10	Washington Paid Family Leave State Plan - employee
WA	11	Washington Paid Medical Leave State Plan - employee
WA	13	Washington Paid Family Leave Private Plan - employee
WA	14	Washington Paid Medical Leave Private Plan - employee
WA	22	Washington Cares Fund - employee

Employee Count by Month Record – Generic Format

Note: Each 016 record that is submitted must be unique within a collector ID, client ID, state code, and PFML code combination.

T/C 016 PFML and Other State Code Employee Count by Month Record			
Quarters: 1234, Length = 100 bytes			
Position	Field	Format	Description and remarks
1-6	Collector ID	X(6)	Character code identifying the transmitter assigned by Dayforce.
7-12	Client ID	X(6)	Enter the identifying number for this client ID.
13-14	Dayforce Internal Use	X(2)	Enter blanks.
15-17	Transaction Code	X(3)	Type 016 for PFML or Other State Code employee count by month.
18-21	Dayforce Internal Use	X(4)	Enter blanks.
22	Entity Code	X(1)	Type L for PFML or Other State Code.
23-24	State Code	X(2)	Enter state code alphabetic abbreviation.
25-26	PFML and Other State Code	X(2)	Enter DTS PFML or Other State Code.
27-30	Dayforce Internal Use	X(4)	Enter blanks.
31-43	Employee Count – Month 1	S9(13)	Enter the number of employees earning wages on the 12th day of the first month of the quarter.
44-56	Employee Count – Month 2	S9(13)	Enter the number of employees earning wages on the 12th day of the second month of the quarter.
57-69	Employee Count – Month 3	S9(13)	Enter the number of employees earning wages on the 12th day of the third month of the quarter.
70-100	Dayforce Internal Use	X(31)	Enter blanks.

601 Record for PFML and Other State Code

PFML and Other State Employee Wage List Record – Generic Format

T/C 601 PFML and Other State Employee Wage List Record			
Quarters: 1234, Length = 100 bytes			
Position	Field	Format	Description and remarks
1-6	Collector ID	X(6)	Character code identifying the transmitter assigned by Dayforce.
7-12	Client ID	X(6)	Enter the identifying number for this client ID.
13-14	Dayforce Internal Use	X(2)	Enter blanks.
15-17	Transaction Code	X(3)	Type 601 for PFML or Other State wage list.
18-21	Dayforce Internal Use	X(4)	Enter blanks.
22	Entity Code	X(1)	Type L for PFML or Other State Code.
23-24	State Code	X(2)	Enter state code alphabetic abbreviation.
25-26	PFML and Other State Code	X(2)	Enter DTS PFML or Other State Code.
27-35	Social Security Number	9(9)	Enter valid Social Security number for employee earning wage during the quarter.
36-55	Last Name	X(20)	Enter last name for employee earning wages during the quarter.
56-65	First Name	X(10)	Enter first name for employee earning wages during the quarter.
66	Middle Initial	X(1)	Enter middle initial for employee earning wages during the quarter.
67-80	PFML and Other State Taxable Wage	S9(12)V99	Enter PFML or Other State taxable wages paid for employee/contractor earning wage during the quarter.
81-84	Dayforce Internal Use	9(4)	Enter zeros.
85	Dayforce Internal Use	9(1)	Enter zeros.
86-100	Dayforce Internal Use	9(15)	Enter zeros.

PFML Taxable Wages Employee Wage List Record – Connecticut and Maine

T/C 601 Taxable Wages Employee Wage List Record – CT and ME			
Quarters: 1234, Length = 100 bytes			
Position	Field	Format	Description and remarks
1-6	Collector ID	X(6)	Character code identifying the transmitter assigned by Dayforce.
7-12	Client ID	X(6)	Enter the identifying number for this client ID.
13-14	Dayforce Internal Use	X(2)	Enter blanks.
15-17	Transaction Code	X(3)	Type 601 for PFML.
18-21	Dayforce Internal Use	X(4)	Enter blanks.
22	Entity Code	X(1)	Type L for PFML Code.
23-24	State Code	X(2)	Enter State Code. <i>See DTS PFML Codes below.</i>
25-26	PFML Code	X(2)	Enter DTS PFML Code. <i>See DTS PFML Codes below.</i>
27-35	Social Security Number	9(9)	Enter valid Social Security number for employee earning wages during the quarter.
36-55	Last Name	X(20)	Enter last name for employee earning wages during the quarter.
56-65	First Name	X(10)	Enter first name for employee earning wages during the quarter.
66	Middle Initial	X(1)	Enter middle initial for employee earning wages during the quarter.
67-80	PFML Taxable Wage	S9(12)V99	Enter PFML quarter-to-date taxable wages paid to employee during the quarter.
81-100	Dayforce Internal Use	9(20)	Enter zeros.

DTS PFML Codes

State code	PFML code	Description
CT	10	Connecticut Paid Leave – employee
ME	11	Maine Paid Family, Medical Leave – employee

PFML and Other State Employee Wage List Record – Colorado

T/C 601 PFML Employee Wage List Record – CO Paid Family Leave			
Quarters: 1234, Length = 100 bytes			
Position	Field	Format	Description and remarks
1-6	Collector ID	X(6)	Character code identifying the transmitter assigned by Dayforce.
7-12	Client ID	X(6)	Enter the identifying number for this client ID.
13-14	Dayforce Internal Use	X(2)	Enter blanks.
15-17	Transaction Code	X(3)	Type 601 for PFML or Other State wage list.
18-21	Dayforce Internal Use	X(4)	Enter blanks.
22	Entity Code	X(1)	Type L for PFML or Other State Code.
23-24	State Code	X(2)	Type CO for state code.
25-26	PFML and Other State Code	X(2)	Enter 06 for employee record.
27-35	Social Security Number	9(9)	Enter valid Social Security number for employee earning wages during the quarter.
36-55	Last Name	X(20)	Enter last name for employee earning wages during the quarter.
56-65	First Name	X(10)	Enter first name for employee earning wages during the quarter.
66	Middle Initial	X(1)	Enter middle initial for employee earning wages during the quarter.
67-80	Paid Leave Subject Wage	S9(12)V99	Enter the total, quarter-to-date subject wages for employee earning wages during the quarter.
81-100	Dayforce Internal Use	9(20)	Enter zeros.

PFML Taxable Wages Employee Wage List Record – Delaware

T/C 601 Taxable Wages Employee Wage List Record – DE			
Quarters: 1234, Length = 100 bytes			
Position	Field	Format	Description and remarks
1-6	Collector ID	X(6)	Character code identifying the transmitter assigned by Dayforce.
7-12	Client ID	X(6)	Enter the identifying number for this client ID.
13-14	Dayforce Internal Use	X(2)	Enter blanks.
15-17	Transaction Code	X(3)	Type 601 for PFML.
18-21	Dayforce Internal Use	X(4)	Enter blanks.
22	Entity Code	X(1)	Type L for PFML Code.
23-24	State Code	X(2)	Enter State Code. <i>See DTS PFML Codes below.</i>
25-26	PFML Code	X(2)	Enter DTS PFML Code. <i>See DTS PFML Codes below.</i>
27-35	Social Security Number	9(9)	Enter valid Social Security number for employee earning wages during the quarter.
36-55	Last Name	X(20)	Enter last name for employee earning wages during the quarter.
56-65	First Name	X(10)	Enter first name for employee earning wages during the quarter.
66	Middle Initial	X(1)	Enter middle initial for employee earning wages during the quarter.
67-80	PFML Taxable Wage	S9(12)V99	Enter PFML quarter-to-date taxable wages paid to employee during the quarter.
81-82	Number of Weeks Worked	9(2)	Enter number of weeks worked for employee earning wage during the quarter.
83-85	Number of Hours Worked	9(3)	Enter number of hours worked for employee earning wages during the quarter.
86-100	Dayforce Internal Use	9(15)	Enter zeros.

DTS PFML Codes

State code	PFML code	Description
DE	12	Delaware Parental Leave – employee
DE	14	Delaware Family Care – employee
DE	16	Delaware Medical Leave – employee

PFML and Other State Employee Wage List Record – Oregon

T/C 601 PFML Employee Wage List Record – OR			
Quarters: 1234, Length = 100 bytes			
Position	Field	Format	Description and remarks
1-6	Collector ID	X(6)	Character code identifying the transmitter assigned by Dayforce.
7-12	Client ID	X(6)	Enter the identifying number for this client ID.
13-14	Dayforce Internal Use	X(2)	Enter blanks.
15-17	Transaction Code	X(3)	Type 601 for PFML or Other State wage list.
18-21	Dayforce Internal Use	X(4)	Enter blanks.
22	Entity Code	X(1)	Type L for PFML or Other State Code.
23-24	State Code	X(2)	Type OR for state code.
25-26	PFML and Other State Code	X(2)	Enter 23 for employee record.
27-35	Social Security Number	9(9)	Enter valid Social Security number for employee earning wages during the quarter.
36-55	Last Name	X(20)	Enter last name for employee earning wages during the quarter.
56-65	First Name	X(10)	Enter first name for employee earning wages during the quarter.
66	Middle Initial	X(1)	Enter middle initial for employee earning wages during the quarter.
67-80	Paid Leave Subject Wage	S9(12)V99	Enter subject wages paid for employee earning wages during the quarter.
81-100	Dayforce Internal Use	9(20)	Enter zeros.

Other State Employee Wage List Record – OR Statewide Transit Tax

T/C 601 Other State Employee Wage List Record – OR Statewide Transit Tax			
Quarters: 1234, Length = 100 bytes			
Position	Field	Format	Description and remarks
1-6	Collector ID	X(6)	Character code identifying the transmitter assigned by Dayforce.
7-12	Client ID	X(6)	Enter the identifying number for this client ID.
13-14	Dayforce Internal Use	X(2)	Enter blanks.
15-17	Transaction Code	X(3)	Type 601 for Other State wage list.
18-21	Dayforce Internal Use	X(4)	Enter blanks.
22	Entity Code	X(1)	Type L for Other State Code.
23-24	Dayforce State Code	X(2)	Type OR for state code.
25-26	Other State Code	X(2)	Type 19 for Oregon Statewide Transit Tax code.
27-35	Social Security Number	9(9)	Enter valid Social Security number for employee earning wages during the quarter.
36-55	Last Name	X(20)	Enter last name for employee earning wages during the quarter.
56-65	First Name	X(10)	Enter first name for employee earning wages during the quarter.
66	Middle Initial	X(1)	Enter middle initial for employee earning wages during the quarter.
67-80	Taxable Wage	S9(12)V99	Enter Oregon Statewide Transit Taxable wages paid for employee earning wages during the quarter.
81-100	Dayforce Internal Use	9(20)	Enter zeros.

PFML Employee Taxable Wage List Record – Massachusetts

T/C 601 PFML Employee Taxable Wage List Record – MA			
Quarters: 1234, Length = 100 bytes			
Position	Field	Format	Description and remarks
1-6	Collector ID	X(6)	Character code identifying the transmitter assigned by Dayforce.
7-12	Client ID	X(6)	Enter the identifying number for this client ID.
13-14	Dayforce Internal Use	X(2)	Enter blanks.
15-17	Transaction Code	X(3)	Type 601 for PFML.
18-21	Dayforce Internal Use	X(4)	Enter blanks.
22	Entity Code	X(1)	Type L for PFML Code.
23-24	State Code	X(2)	Type MA .
25-26	PFML Code	X(2)	Enter DTS PFML Code.
27-35	Social Security Number	9(9)	Enter valid Social Security number for employee earning wage during the quarter.
36-55	Last Name	X(20)	Enter last name for employee earning wages during the quarter.
56-65	First Name	X(10)	Enter first name for employee earning wages during the quarter.
66	Middle Initial	X(1)	Enter middle initial for employee earning wages during the quarter.
67-80	MA PFML Taxable Wage	S9(12)V99	Enter PFML taxable wages paid for employee/contractor earning wage during the quarter. Note: Must not exceed Yearly Contribution Cap. See examples below.
81-84	Dayforce Internal Use	9(4)	Enter zeros.
85	Contractor Indicator	9(1)	Enter “0” for employee, enter “1” for 1099-MISC contractor
86-100	Dayforce Internal Use	9(15)	Enter zeros.

Example 1: For MA PFML Taxable Wages where the Yearly Contribution Cap **has** been met (YTD Subject Wages > Yearly Cap).

Subject Wages this Quarter	\$50,000.00	(605 record/36-49)
Year-to-Date Subject Wages*	\$150,000.00	(605 record/50-63)
Yearly Contribution Cap	\$132,900.00	
Taxable Wages**	\$32,900.00	(601 record/67-80)

* Includes current quarter wages.

** \$50,000 - (\$150,000 - \$132,900)

Taxable Wages ➔ \$50,000 - (\$17,100) = **\$32,900**

Example 2: For MA PFML Wages where the Yearly Contribution Cap **has not** been met (YTD Wages < Yearly Cap).

Wages this Quarter	\$50,000.00	(605 record/36-49)
Year-to-Date Wages*	\$110,000.00	(605 record/50-63)
Yearly Contribution Cap	\$132,900.00	
Taxable Wages**	\$50,000.00	(601 record/67-80)

* Includes current quarter wages.

** $\$50,000 - (\$110,000 - \$132,900)$

Taxable Wages $\rightarrow \$50,000 - (\$0.00) = \mathbf{\$50,000}$

When the difference is negative or zero (less than or equal to 0), the entire Wages this Quarter amount is taxable.

PFML State/Private Plan Employee Wage List Record - Washington

T/C 601 PFML State/Private Plan Employee Wage List Record – Washington			
Quarters: 1234, Length = 100 bytes			
Position	Field	Format	Description and remarks
1-6	Collector ID	X(6)	Character code identifying the transmitter assigned by Dayforce.
7-12	Client ID	X(6)	Enter the identifying number for this client ID.
13-14	Dayforce Internal Use	X(2)	Enter blanks.
15-17	Transaction Code	X(3)	Type 601 for PFML wage list.
18-21	Dayforce Internal Use	X(4)	Enter blanks.
22	Entity Code	X(1)	Type L for PFML.
23-24	State Code	X(2)	Type WA .
25-26	PFML Code	X(2)	Enter DTS PFML Code. See <i>DTS PFML Codes for Washington</i> (below) for valid codes.
27-35	Social Security Number	9(9)	Enter valid Social Security number for employee earning wages during the quarter.
36-55	Last Name	X(20)	Enter last name for employee earning wages during the quarter.
56-65	First Name	X(10)	Enter first name for employee earning wages during the quarter.
66	Middle Initial	X(1)	Enter middle initial for employee earning wages during the quarter.
67-80	Subject Wages	S9(12)V99	Enter WA PFML subject wages paid for employee earning wages during the quarter.
81-82	Dayforce Internal Use	9(2)	Enter zeros.
83-85	Employee Hours Worked	9(3)	Enter the number of hours worked as defined by WA PFML law for the quarter. Fractional hours should be rounded to the next higher whole number. If unknown, zero fill.
86-100	Dayforce Internal Use	9(15)	Enter zeros.

DTS PFML Codes for Washington

State code	PFML code	Description
WA	10	Washington Paid Family Leave State Plan - employee
WA	11	Washington Paid Medical Leave State Plan - employee
WA	13	Washington Paid Family Leave Private Plan - employee
WA	14	Washington Paid Medical Leave Private Plan – employee
WA	22	Washington Cares Fund - employee

602 Record for PFML and Other State Code

PFML State/Private Plan Employee Hire Date Record – Washington

T/C 602 PFML State/Private Plan Employee Hire Date Record – Washington			
Quarters: 1234, Length = 100 bytes			
Position	Field	Format	Description and remarks
1-6	Collector ID	X(6)	Character code identifying the transmitter assigned by Dayforce.
7-12	Client ID	X(6)	Enter the identifying number for this client ID.
13-14	Dayforce Internal Use	X(2)	Enter blanks.
15-17	Transaction Code	X(3)	Type 602 for PFML employee hire date record.
18-21	Dayforce Internal Use	X(4)	Enter blanks.
22	Entity Code	X(1)	Type L for PFML.
23-24	State Code	X(2)	Type WA .
25-26	PFML Code	X(2)	Enter DTS PFML Code. See <i>DTS PFML Codes for Washington</i> (below) for valid codes.
27-35	Social Security Number	9(9)	Enter valid Social Security number for employee earning wage during the quarter.
36-49	Dayforce Internal Use	S9(12)V99	Enter zeros.
50-63	Dayforce Internal Use	S9(12)V99	Enter zeros.
64-71	Start Date	9(8)	Enter the date (MMDDYYYY) the employee was first hired. Example 03312019.
72-79	Birthdate	9(8)	Enter birthdate of employee (MMDDYYYY).
80-100	Dayforce Internal Use	X(29)	Enter blanks.

DTS PFML Codes for Washington

State code	PFML code	Description
WA	10	Washington Paid Family Leave State Plan - employee
WA	11	Washington Paid Medical Leave State Plan - employee
WA	13	Washington Paid Family Leave Private Plan - employee
WA	14	Washington Paid Medical Leave Private Plan - employee
WA	22	Washington Cares Fund - employee

603 Record for PFML and Other State Code

PFML and Other State Employee Tax Record – Generic Format

T/C 603 PFML and Other State Employee Tax Record			
Quarters: 1234, Length = 100 bytes			
Position	Field	Format	Description and remarks
1-6	Collector ID	X(6)	Character code identifying the transmitter assigned by Dayforce.
7-12	Client ID	X(6)	Enter the identifying number for this client ID.
13-14	Dayforce Internal Use	X(2)	Enter blanks.
15-17	Transaction Code	X(3)	Type 603 for PFML and Other State employee tax record.
18-21	Dayforce Internal Use	X(4)	Enter blanks.
22	Entity Code	X(1)	Type L for PFML or Other State Codes.
23-24	State Code	X(2)	Enter state code alphabetic abbreviation.
25-26	PFML and Other State Codes	X(2)	Enter DTS for PFML or Other State Codes.
27-35	Social Security Number	9(9)	Enter valid Social Security number for employee earning wage during the quarter.
36-65	Dayforce Internal Use	X(30)	Enter blanks.
66-79	Tax withheld	S9(12)V99	Enter quarter-to-date tax withheld for employee/contractor earning wages during the quarter.
80-100	Dayforce Internal Use	X(21)	Enter blanks.

PFML Employee Tax Record – Colorado

T/C 603 PFML Employee Tax Record – CO			
Quarters: 1234, Length = 100 bytes			
Position	Field	Format	Description and remarks
1-6	Collector ID	X(6)	Character code identifying the transmitter assigned by Dayforce.
7-12	Client ID	X(6)	Enter the identifying number for this client ID.
13-14	Dayforce Internal Use	X(2)	Enter blanks.
15-17	Transaction Code	X(3)	Type 603 for PFML tax record.
18-21	Dayforce Internal Use	X(4)	Enter blanks.
22	Entity Code	X(1)	Type L for PFML or Other State Codes.
23-24	State Code	X(2)	Type CO for state code.
25-26	PFML Code	X(2)	Type 06 for Colorado PFML – employee.
27-35	Social Security Number	9(9)	Enter valid Social Security number for employee earning wage during the quarter.
36-65	Dayforce Internal Use	X(30)	Enter blanks.
66-79	Tax Withheld	S9(14)V99	Enter quarter-to-date tax withheld for employee/contractor earning wages during the quarter.
80	Seasonal Employee Indicator	X(1)	Type Y if worked as a seasonal employee. Otherwise, enter blank.
81-100	Dayforce Internal Use	X(20)	Enter blanks.

Other State Employee Tax Record – OR Statewide Transit Tax

T/C 603 Other State Employee Tax Record – OR Statewide Transit Tax			
Quarters: 1234, Length = 100 bytes			
Position	Field	Format	Description and remarks
1-6	Collector ID	X(6)	Character code identifying the transmitter assigned by Dayforce.
7-12	Client ID	X(6)	Enter the identifying number for this client ID.
13-14	Dayforce Internal Use	X(2)	Enter blanks.
15-17	Transaction Code	X(3)	Type 603 for Other State Employee Tax record.
18-21	Dayforce Internal Use	X(4)	Enter blanks.
22	Entity Code	X(1)	Type L for Other State Code.
23-24	Dayforce State Code	X(2)	Enter Dayforce state code ' OR '.
25-26	Other State Code	X(2)	Enter 19 for Oregon Statewide Transit Tax code.
27-35	Social Security Number	9(9)	Enter valid Social Security number for employee earning wages during the quarter.
36-65	Dayforce Internal Use	X(30)	Enter blanks.
66-79	Tax Withheld	S9(12)V99	Enter quarter-to-date Transit Tax withheld for employee earning wages during the quarter.
80-100	Dayforce Internal Use	X(21)	Enter blanks.

PFML State/Private Plan Employee Premium Withheld Record – Washington

T/C 603 PFML State/Private Plan Employee Premium Withheld Record – Washington			
Quarters: 1234, Length = 100 bytes			
Position	Field	Format	Description and remarks
1-6	Collector ID	X(6)	Character code identifying the transmitter assigned by Dayforce.
7-12	Client ID	X(6)	Enter the identifying number for this client ID.
13-14	Dayforce Internal Use	X(2)	Enter blanks.
15-17	Transaction Code	X(3)	Type 603 for employee premium withheld record.
18-21	Dayforce Internal Use	X(4)	Enter blanks.
22	Entity Code	X(1)	Type L for PFML.
23-24	State Code	X(2)	Type WA .
25-26	PFML Code	X(2)	Enter DTS PFML code. See <i>DTS PFML Codes for Washington</i> (below) for valid codes.
27-35	Social Security Number	9(9)	Enter valid Social Security number for employee earning wages during the quarter.
36-55	Job Title	X(20)	Enter the employee job title for the employee's position at the end of the current quarter. If unavailable, enter blanks.
56-60	Worksite ZIP Code	X(5)	Enter worksite ZIP code, where employee conducted 50% or more of his/her work. If unavailable, enter zeros.
61-64	Worksite Zip Code Extension	X(4)	Enter worksite ZIP code extension, where employee conducted 50% or more of his/ her work. If unavailable, enter zeros.
65	Dayforce Internal Use	X(1)	Enter blank.
66-79	State Plan Premiums Withheld	S9(12)V99	Enter quarter-to-date local State Plan premium withheld from the employee earning wages during the quarter. If Private plan, enter zeros.
80-100	Dayforce Internal Use	X(21)	Enter blanks.

DTS PFML Codes for Washington

State code	PFML code	Description
WA	10	Washington Paid Family Leave State Plan - employee
WA	11	Washington Paid Medical Leave State Plan - employee
WA	13	Washington Paid Family Leave Private Plan - employee
WA	14	Washington Paid Medical Leave Private Plan – employee

PFML State Employee Cares Premium, Exempt Flag Record – Washington

T/C 603 PFML State Employee Cares Premium, Exempt Flag Record – Washington			
Quarters: 1234, Length = 100 bytes			
Position	Field	Format	Description and remarks
1-6	Collector ID	X(6)	Character code identifying the transmitter assigned by Dayforce.
7-12	Client ID	X(6)	Enter the identifying number for this client ID.
13-14	Dayforce Internal Use	X(2)	Enter blanks.
15-17	Transaction Code	X(3)	Type 603 for employee premium withheld record.
18-21	Dayforce Internal Use	X(4)	Enter blanks.
22	Entity Code	X(1)	Type L for PFML.
23-24	State Code	X(2)	Type WA .
25-26	PFML Code	X(2)	Type 22 for Washing Cares Fund – employee.
27-35	Social Security Number	9(9)	Enter valid Social Security number for employee earning wages during the quarter.
36-55	Job Title	X(20)	Enter the employee job title for the employee’s position at the end of the current quarter. If unavailable, enter blanks.
56-60	Worksite ZIP Code	X(5)	Enter worksite ZIP code, where employee conducted 50% or more of his/her work. If unavailable, enter zeros.
61-64	Worksite Zip Code Extension	X(4)	Enter worksite ZIP code extension, where employee conducted 50% or more of his/ her work. If unavailable, enter zeros.
65	Cares Fund Exempt Flag	X(1)	Type Y if employee provided WA Cares Exemption Approval. Otherwise, type N .
66-79	Local State Cares Fund Premium Withheld	S9(12)V99	Enter quarter-to-date local State Cares Fund Premium withheld from the employee earning wages during the quarter.
80-100	Dayforce Internal Use	X(21)	Enter blanks.

605 Record for PFML

PFML Employee Gross Wage Record – Generic Format

T/C 605 PFML Employee Gross Wage Record			
Quarters: 1234, Length = 100 bytes			
Position	Field	Format	Description and remarks
1-6	Collector ID	X(6)	Character code identifying the transmitter assigned by Dayforce.
7-12	Client ID	X(6)	Enter the identifying number for this client ID.
13-14	Dayforce Internal Use	X(2)	Enter blanks.
15-17	Transaction Code	X(3)	Type 605 for PFML employee gross wage record.
18-21	Dayforce Internal Use	X(4)	Enter blanks.
22	Entity Code	X(1)	Type L for PFML.
23-24	State Code	X(2)	Enter state code alphabetic abbreviation.
25-26	PFML Code	X(2)	Enter DTS PFML Code.
27-35	Social Security Number	9(9)	Enter valid Social Security number for employee earning wages during the year.
36-49	QTD Wage	S9(12)V99	Enter the total quarter-to-date gross wages paid to the employee/contractor earning wages during the year.
50-63	YTD Wage	S9(12)V99	Enter the total year-to-date gross wages paid to the employee/contractor earning wages during the year.
64-100	Dayforce Internal Use	X(37)	Enter blanks.

PFML Employee Taxable Wage Record – Colorado

T/C 605 PFML Employee Taxable Wage Record – CO			
Quarters: 1234, Length = 100 bytes			
Position	Field	Format	Description and remarks
1-6	Collector ID	X(6)	Character code identifying the transmitter assigned by Dayforce.
7-12	Client ID	X(6)	Enter the identifying number for this client ID.
13-14	Dayforce Internal Use	X(2)	Enter blanks.
15-17	Transaction Code	X(3)	Type 605 for PFML employee taxable wage record.
18-21	Dayforce Internal Use	X(4)	Enter blanks.
22	Entity Code	X(1)	Type L for PFML.
23-24	State Code	X(2)	Type CO for the state code.
25-26	PFML Code	X(2)	Type 06 for Colorado PFML – employee. .
27-35	Social Security Number	9(9)	Enter valid Social Security number for employee earning wages during the year.
36-49	QTD Wage	S9(12)V99	Enter the total quarter-to-date taxable wages paid to the employee/contractor earning wages during the quarter.
50-63	YTD Wage	S9(12)V99	Enter the total year-to-date taxable wages paid to the employee/contractor earning wages during the year.
64-100	Dayforce Internal Use	X(37)	Enter blanks.

PFML Employee Wage Record – Connecticut

T/C 605 PFML Employee Wage Record - CT			
Quarters: 1234, Length = 100 bytes			
Position	Field	Format	Description and remarks
1-6	Collector ID	X(6)	Character code identifying the transmitter assigned by Dayforce.
7-12	Client ID	X(6)	Enter the identifying number for this client ID.
13-14	Dayforce Internal Use	X(2)	Enter blanks.
15-17	Transaction Code	X(3)	Type 605 for PFML employee wage record.
18-21	Dayforce Internal Use	X(4)	Enter blanks.
22	Entity Code	X(1)	Type L for PFML.
23-24	State Code	X(2)	Type CT .
25-26	PFML Code	X(2)	Enter DTS PFML Code.
27-35	Social Security Number	9(9)	Enter valid Social Security number for employee earning wages during the year.
36-49	Dayforce Internal Use	S9(12)V99	Enter zeros.
50-63	Year-to-Date Taxable Wages	S9(12)V99	Enter the total year-to-date taxable wages paid to the employee earning wages during the year.
64-100	Dayforce Internal Use	X(37)	Enter blanks.

PFML Employee Record – Delaware

T/C 605 PFML Employee Record – DE			
Quarters: 1234, Length = 80 bytes			
Position	Field	Format	Description and remarks
1-6	Collector ID	X(6)	Character code identifying the transmitter assigned by Dayforce.
7-12	Client ID	X(6)	Enter the identifying number for this client ID.
13-14	Dayforce Internal Use	X(2)	Enter blanks.
15-17	Transaction Code	X(3)	Type 605 for PFML employee wage record.
18-21	Dayforce Internal Use	X(4)	Enter blanks.
22	Entity Code	X(1)	Type L for PFML.
23-24	State Code	X(2)	Enter DE.
25-26	PFML Code	X(2)	Enter DTS PFML Code. See <i>DTS PFML Codes for Delaware</i> (below) for valid codes.
27-35	Social Security Number	9(9)	Enter valid Social Security number for employee earning wages during the quarter.
36-49	Combined FICA Out of State Wages	S9(12)V99	Enter quarter-to-date employee FICA wages earned outside of Delaware during the quarter.
50-63	Dayforce Internal Use	S9(12)V99	Enter zeros.
64-100	Dayforce Internal Use	X(37)	Enter blanks.

DTS PFML Codes for Delaware

State code	PFML code	Description
DE	12	Delaware Parental Leave – employee
DE	14	Delaware Family Care Leave – employee
DE	16	Delaware Medical Leave – employee

PFML Employee Wage Record – Massachusetts

T/C 605 PFML Employee Wage Record - MA			
Quarters: 1234, Length = 100 bytes			
Position	Field	Format	Description and remarks
1-6	Collector ID	X(6)	Character code identifying the transmitter assigned by Dayforce.
7-12	Client ID	X(6)	Enter the identifying number for this client ID.
13-14	Dayforce Internal Use	X(2)	Enter blanks.
15-17	Transaction Code	X(3)	Type 605 for PFML employee wage record.
18-21	Dayforce Internal Use	X(4)	Enter blanks.
22	Entity Code	X(1)	Type L for PFML.
23-24	State Code	X(2)	Type MA .
25-26	PFML Code	X(2)	Enter DTS PFML Code.
27-35	Social Security Number	9(9)	Enter valid Social Security number for employee earning wages during the year.
36-49	Wages this Quarter	S9(12)V99	Enter the total quarter-to-date subject wages paid to the employee/contractor earning wages during the year. See examples below.
50-63	Year-to-Date Wages	S9(12)V99	Enter the total year-to-date subject wages paid to the employee/contractor earning wages during the year. See examples below.
64-66	MA Medical Leave Percentage of Employee Withholding	9(3)	Enter the percentage of leave contribution withheld from the employee earning wages. Value should be a standard rate for the employee, regardless of the actual withholding for the period. Note: MA Medical Leave maximum value is 40. Round up if using fractions of percentages.
67-69	MA Family Leave Percentage of Employee Withholding	9(3)	Enter the percentage of leave contribution withheld from the employee earning wages. Value should be a standard rate for the employee, regardless of the actual withholding for the period. Note: MA Family Leave maximum value is 100. Round up if using fractions of percentages.
70-100	Dayforce Internal Use	X(31)	Enter blanks.

Example 1: For MA PFML Taxable Wages where the Yearly Contribution Cap **has** been met (YTD Subject Wages > Yearly Cap).

Subject Wages this Quarter	\$50,000.00	(605 record/36-49)
Year-to-Date Subject Wages*	\$150,000.00	(605 record/50-63)
Yearly Contribution Cap	\$132,900.00	
Taxable Wages**	\$32,900.00	(601 record/67-80)

* Includes current quarter wages.

** \$50,000 - (\$150,000 - \$132,900)

Taxable Wages ➔ \$50,000 - (\$17,100) = **\$32,900**

Example 2: For MA PFML Wages where the Yearly Contribution Cap **has not** been met (YTD Subject Wages < Yearly Cap).

Subject Wages this Quarter	\$50,000.00	(605 record/36-49)
Year-to-Date Subject Wages*	\$110,000.00	(605 record/50-63)
Yearly Contribution Cap	\$132,900.00	
Taxable Wages**	\$50,000.00	(601 record/67-80)

* Includes current quarter wages.

** $\$50,000 - (\$110,000 - \$132,900)$

Taxable Wages $\rightarrow \$50,000 - (\$0.00) = \mathbf{\$50,000}$

When the difference is negative or zero (less than or equal to 0), the entire Subject Wages this Quarter amount is taxable.

PFML Private Plan Employee Premium Withheld Record – WA

T/C 605 PFML Private Plan Employee Premium Withheld Record – WA			
Quarters: 1234, Length = 100 bytes			
Position	Field	Format	Description and remarks
1-6	Collector ID	X(6)	Character code identifying the transmitter assigned by Dayforce.
7-12	Client ID	X(6)	Enter the identifying number for this client ID.
13-14	Dayforce Internal Use	X(2)	Enter blanks.
15-17	Transaction Code	X(3)	Type 605 for PFML private plan employee premium withheld record.
18-21	Dayforce Internal Use	X(4)	Enter blanks.
22	Entity Code	X(1)	Type L for PFML.
23-24	State Code	X(2)	Enter WA .
25-26	PFML Code	X(2)	Enter DTS PFML Code. See <i>DTS PFML Codes for Washington</i> (below) for valid codes.
27-35	Social Security Number	9(9)	Enter valid Social Security number for employee earning wages during the quarter.
36-49	Private Plan Premiums withheld	S9(12)V99	Enter quarter-to-date Private Plan premium withheld from the employee earning wages during the quarter.
50-63	Dayforce Internal Use	S9(12)V99	Enter zeros.
64-100	Dayforce Internal Use	X(37)	Enter blanks.

DTS PFML Codes for Washington

State code	PFML code	Description
WA	13	Washington Paid Family Leave Private Plan - employee
WA	14	Washington Paid Medical Leave Private Plan - employee

Local Records

The following tables list the specifications for the quarterly local tax and wage records.

Local Data Requirements Matrix

This table summarizes the local requirements for quarterly data transmissions. The following notations are used:

- R** Indicates record is required.
- 4** Indicates record is required for 4th quarter only.
- A** Indicates when applicable.

Local Data Requirements															
Entity Code	State Code	Transaction Code													Comments
		010	011	012	014	015	016	019	601	602	603	604	605	606	
L	AL	R	R		4	R	R								
L	CO	R	R		4	R	R								
L	DE	R	R		4	R	R								
L	IN	R	R												
L	KY	R	R	R	4	R	R	R	R		R	R			Annual Reconciliation requires total federal withholding wages for employees reported within the local jurisdictions.
L	MD	R	R		4	R	R								
L	MI	R	R		4	R	R								
L	MO	R	R		4	R	R								
L	NJ	R	R	R	4	R	R		R*	R*	R*	R*	R*		* Additional details for Newark, New Jersey resident reporting.
L	NY	R*	R			R									Wage and head count item for NY Metropolitan Commuter Transportation Mobility Tax (MCTMT) * Transaction code 010 is not required for NY MCTMT.
L	OH*	R	R		4	R	R	R							* See Appendix A on page 213 for additional information. Annual Reconciliation requires total federal Medicare wages for employees reported within the local jurisdictions.

Local Data Requirements															
Entity Code	State Code	Transaction Code													Comments
		010	011	012	014	015	016	019	601	602	603	604	605	606	
L	OR	R	R			R	R*		R*		R*				* Additional details for Eugene, Oregon resident reporting.
L	PA*	R	R		4	R	R		R	R	R	R	R	R	* See Appendix A on page 213 for additional information. Reminder for PA Local Services Tax (LST) amounts: \$10/year LSTs should be remitted in full the first quarter the employee works. \$10/year LSTs should NOT be prorated over a year. LSTs greater than \$10/year can be prorated across the year.
L	WA	R	R	R		R									Seattle Payroll Expense Tax For a list of tax codes, see <i>Seattle Payroll Expense Tax Codes</i> on page 184.
L	WV	R	R		4	R									

Local Tax Record

Note: Each local 010 record that is submitted must be unique within a collector ID, client ID, state code, and local code combination. The totals reported in the record should be inclusive of all related 6XX records where applicable.

T/C 010 Local Tax Record			
Quarters: 1234, Length = 100 bytes			
Position	Field	Format	Description and remarks
1-6	Collector ID	X(6)	Character code identifying the transmitter assigned by Dayforce.
7-12	Client ID	X(6)	Enter the identifying number for this client ID.
13-14	Dayforce Internal Use	X(2)	Enter blanks.
15-17	Transaction Code	X(3)	Type 010 for local tax record.
18-21	Dayforce Internal Use	X(4)	Enter blanks.
22	Entity Code	X(1)	Type L for local.
23-24	State Code	X(2)	Enter state alphabetic abbreviation.
25-26	Local Code	X(2)	Enter DTS local code. (see below)
27-30	Dayforce Internal Use	X(4)	Enter blanks.
31-43	QTD Amount	S9(11)V99	Enter quarter-to-date local tax.
44-56	YTD Amount	S9(11)V99	Enter year-to-date local tax.
57-69	Current Amount	S9(11)V99	Enter zeros.
70-75	Tax Rate	99V9999	Enter zeros.
76-100	Dayforce Internal Use	X(25)	Enter blanks.

Local Tax Record – City of Mayfield, KY

T/C 010 Local Tax Record – City of Mayfield, KY			
Quarters: 1234, Length = 100 bytes			
Position	Field	Format	Description and remarks
1-6	Collector ID	X(6)	Character code identifying the transmitter assigned by Dayforce.
7-12	Client ID	X(6)	Enter the identifying number for this client ID.
13-14	Dayforce Internal Use	X(2)	Enter blanks.
15-17	Transaction Code	X(3)	Type 010 for local tax record.
18-21	Dayforce Internal Use	X(4)	Enter blanks.
22	Entity Code	X(1)	Type L for local.
23-24	State Code	X(2)	Type KY .
25-26	Local Code	X(2)	Enter DTS local code. (see below)
27-30	Dayforce Internal Use	X(4)	Enter blanks.
31-43	QTD Amount	S9(11)V99	Enter quarter-to-date local tax – City of Mayfield, KY.
44-56	YTD Amount	S9(11)V99	Enter year-to-date local tax – City of Mayfield, KY.
57-69	Current Amount	S9(11)V99	Enter zeros.
70-75	Tax Rate	99V9999	Enter zeros.
76-100	Dayforce Internal Use	X(25)	Enter blanks.

DTS Local Codes – Use the following table for City of Mayfield, KY only:

Tax Code	Description	Local Code
1842 (KY42) Local City of Mayfield Tax Amount	Enter total tax withheld on YTD taxable wages, between \$0 - \$50,000 that were earned in this quarter.	42
18M2 (KYM2) Local City of Mayfield Tax Amount	Enter total tax withheld on YTD taxable wages, between \$50,001 - \$500,000 that were earned in this quarter.	M2
18M3 (KYM3) Local City of Mayfield Tax Amount	Enter total tax withheld on YTD taxable wages, over \$500,000 that were earned in this quarter.	M3

Local Tax Record – Kenton County, KY

T/C 010 Local Tax Record – Kenton County, KY			
Quarters: 1234, Length = 100 bytes			
Position	Field	Format	Description and remarks
1-6	Collector ID	X(6)	Character code identifying the transmitter assigned by Dayforce.
7-12	Client ID	X(6)	Enter the identifying number for this client ID.
13-14	Dayforce Internal Use	X(2)	Enter blanks.
15-17	Transaction Code	X(3)	Type 010 for local tax record.
18-21	Dayforce Internal Use	X(4)	Enter blanks.
22	Entity Code	X(1)	Type L for local.
23-24	State Code	X(2)	Type KY .
25-26	Local Code	X(2)	Enter DTS local code. (see below)
27-30	Dayforce Internal Use	X(4)	Enter blanks.
31-43	QTD Amount	S9(11)V99	Enter quarter-to-date local tax – Kenton County, KY.
44-56	YTD Amount	S9(11)V99	Enter year-to-date local tax – Kenton County, KY.
57-69	Current Amount	S9(11)V99	Enter zeros.
70-75	Tax Rate	99V9999	Enter zeros.
76-100	Dayforce Internal Use	X(25)	Enter blanks.

DTS Local Codes – Use the following table for Kenton County, KY only:

Tax Code	Description	Local Code
1889 (KY89) Local Kenton County Tax Amount	Enter total tax withheld on taxable wages, between \$0 – FICA limit, that were earned in this quarter.	89

Local Payroll Preparation Tax Record – Pennsylvania Locals

T/C 010 Local Tax Record – Payroll Preparation Tax			
Quarters: 1234, Length = 80 bytes			
Position	Field	Format	Description and remarks
1-6	Collector ID	X(6)	Character code identifying the transmitter assigned by Dayforce.
7-12	Client ID	X(6)	Enter the identifying number for this client ID.
13-14	Dayforce Internal Use	X(2)	Enter blanks.
15-17	Transaction Code	X(3)	Type 010 for local tax record.
18-21	Dayforce Internal Use	X(4)	Enter blanks.
22	Entity Code	X(1)	Type L for local.
23-24	State Code	X(2)	Enter state alphabetic abbreviation. See below.
25-26	Local Code	X(2)	Enter DTS local code. See below.
27-30	Dayforce Internal Use	X(4)	Enter blanks.
31-43	QTD Amount	S9(11)V99	Enter quarter-to-date tax amount.
44-56	YTD Amount	S9(11)V99	Enter year-to-date tax amount.
57-69	Current Amount	S9(11)V99	Enter zeros.
70-75	Tax Rate	99V9999	Enter zeros.
76-100	Dayforce Internal Use	X(25)	Enter blanks.

DTS Local and State Codes – Use the following table for Pennsylvania local Payroll Preparation Tax (PPT):

Tax Code	Description	State Code	Local Code
551A City of Hazelton	Enter total tax amounts for Payroll Preparation Tax	PB	1A
551B City of Hazelton	Enter total tax amounts associated with Rental/Self-Employment Income	PB	1B
551C City of Scranton	Enter total tax amounts for Payroll Preparation Tax	PB	1C
551D City of Scranton	Enter total tax amounts associated with Rental/Self-Employment Income	PB	1D

Local Seattle Payroll Expense Tax Record

T/C 010 Local Seattle Payroll Expense Tax Record			
Quarters: 1234, Length = 100 bytes			
Position	Field	Format	Description and remarks
1-6	Collector ID	X(6)	Character code identifying the transmitter assigned by Dayforce.
7-12	Client ID	X(6)	Enter the identifying number for this client ID.
13-14	Dayforce Internal Use	X(2)	Enter blanks.
15-17	Transaction Code	X(3)	Type 010 for local tax record.
18-21	Dayforce Internal Use	X(4)	Enter blanks.
22	Entity Code	X(1)	Type L for local.
23-24	State Code	X(2)	Enter WA .
25-26	Local Code	X(2)	Enter DTS local code. (see below)
27-30	Dayforce Internal Use	X(4)	Enter blanks.
31-43	QTD Amount	S9(11)V99	Enter quarter-to-date local total Seattle payroll expense tax.
44-56	YTD Amount	S9(11)V99	Enter year-to-date local total Seattle payroll expense tax.
57-69	Current Amount	S9(11)V99	Enter zeros.
70-75	Tax Rate	99V9999	Enter zeros.
76-100	Dayforce Internal Use	X(25)	Enter blanks.

Seattle Payroll Expense Tax Local Codes

Tax Code	Description	Local Code	Quarters
5024	Seattle Cat 1 – Low wage tier	24	1234
5025	Seattle Cat 1 – High wage tier	25	1234
5026	Seattle Cat 2 – Low wage tier	26	1234
5027	Seattle Cat 2 – High wage tier	27	1234
5028	Seattle Cat 3 – Low wage tier	28	1234
5029	Seattle Cat 3 – High wage tier	29	1234

Note: For the specific tier wage ranges, see the City of Seattle - Payroll Expense Tax Return.

Local Taxable Wage Record

Note: Each local 011 record that is submitted must be unique within a collector ID, client ID, state code, and local code combination. The totals reported in the record should be inclusive of all related 6XX records where applicable.

T/C 011 Local Taxable Wage Record			
Quarters: 1234, Length = 100 bytes			
Position	Field	Format	Description and remarks
1-6	Collector ID	X(6)	Character code identifying the transmitter assigned by Dayforce.
7-12	Client ID	X(6)	Enter the identifying number for this client ID.
13-14	Dayforce Internal Use	X(2)	Enter blanks.
15-17	Transaction Code	X(3)	Type 011 for local wage record.
18-21	Dayforce Internal Use	X(4)	Enter blanks.
22	Entity Code	X(1)	Type L for local.
23-24	State Code	X(2)	Enter state alphabetic abbreviation.
25-26	Local Code	X(2)	Enter DTS local code.
27-30	Dayforce Internal Use	X(4)	Enter blanks.
31-43	QTD Amount	S9(11)V99	Enter quarter-to-date local taxable wage.
44-56	YTD Amount	S9(11)V99	Enter year-to-date local taxable wage.
57-69	Current Amount	S9(11)V99	Enter zeros.
70-75	Tax Rate	99V9999	Enter zeros.
76-100	Dayforce Internal Use	X(25)	Enter blanks.

Local Taxable Wage Record – City of Mayfield, KY

T/C 011 Local Taxable Wage Record – City of Mayfield, KY			
Quarters: 1234, Length = 100 bytes			
Position	Field	Format	Description and remarks
1-6	Collector ID	X(6)	Character code identifying the transmitter assigned by Dayforce.
7-12	Client ID	X(6)	Enter the identifying number for this client ID.
13-14	Dayforce Internal Use	X(2)	Enter blanks.
15-17	Transaction Code	X(3)	Type 011 for local wage record.
18-21	Dayforce Internal Use	X(4)	Enter blanks.
22	Entity Code	X(1)	Type L for local.
23-24	State Code	X(2)	Type KY .
25-26	Local Code	X(2)	Enter DTS local code. (see below)
27-30	Dayforce Internal Use	X(4)	Enter blanks.
31-43	QTD Amount	S9(11)V99	Enter quarter-to-date local taxable wage – City of Mayfield, KY.
44-56	YTD Amount	S9(11)V99	Enter year-to-date local taxable wage – City of Mayfield, KY.
57-69	Current Amount	S9(11)V99	Enter zeros.
70-75	Tax Rate	99V9999	Enter zeros.
76-100	Dayforce Internal Use	X(25)	Enter blanks.

DTS Local Codes – Use the following table for City of Mayfield, KY only:

Tax Code	Description	Local Code
1842 (KY42) Local City of Mayfield	Enter YTD taxable wages, between \$0 - \$50,000 that were earned in this quarter.	42
18M2 (KYM2) Local City of Mayfield	Enter YTD taxable wages, between \$50,001 - \$500,000 that were earned in this quarter.	M2
18M3 (KYM3) Local City of Mayfield	Enter YTD taxable wages, over \$500,000 that were earned in this quarter.	M3

Local Taxable Wage Record – Kenton County, KY

T/C 011 Local Taxable Wage Record – Kenton County, KY			
Quarters: 1234, Length = 100 bytes			
Position	Field	Format	Description and remarks
1-6	Collector ID	X(6)	Character code identifying the transmitter assigned by Dayforce.
7-12	Client ID	X(6)	Enter the identifying number for this client ID.
13-14	Dayforce Internal Use	X(2)	Enter blanks.
15-17	Transaction Code	X(3)	Type 011 for local wage record.
18-21	Dayforce Internal Use	X(4)	Enter blanks.
22	Entity Code	X(1)	Type L for local.
23-24	State Code	X(2)	Type KY .
25-26	Local Code	X(2)	Enter DTS local code. (see below)
27-30	Dayforce Internal Use	X(4)	Enter blanks.
31-43	QTD Amount	S9(11)V99	Enter quarter-to-date local taxable wage – Kenton County, KY.
44-56	YTD Amount	S9(11)V99	Enter year-to-date local taxable wage – Kenton County, KY.
57-69	Current Amount	S9(11)V99	Enter zeros.
70-75	Tax Rate	99V9999	Enter zeros.
76-100	Dayforce Internal Use	X(25)	Enter blanks.

DTS Local Codes – Use the following table for Kenton County, KY only:

Tax Code	Description	Local Code
1889 (KY89)	Enter taxable wages between \$0 – FICA limit that were earned in this quarter.	89
18K3 (KYK3)	Enter taxable wages over the FICA limit that were earned in this quarter.	K3

Local Taxable Wage Record – NY MCTMT Payroll Expense

T/C 011 Local Taxable Wage Record – NY MCTMT Payroll Expense			
Quarters: 1234, Length = 100 bytes			
Position	Field	Format	Description and remarks
1-6	Collector ID	X(6)	Character code identifying the transmitter assigned by Dayforce.
7-12	Client ID	X(6)	Enter the identifying number for this client ID.
13-14	Dayforce Internal Use	X(2)	Enter blanks.
15-17	Transaction Code	X(3)	Type 011 for local wage record.
18-21	Dayforce Internal Use	X(4)	Enter blanks.
22	Entity Code	X(1)	Type L for local.
23-24	State Code	X(2)	Type NY .
25-26	Local Code	X(2)	Enter DTS local code. (see below)
27-30	Dayforce Internal Use	X(4)	Enter blanks.
31-43	QTD Amount	S9(11)V99	Enter quarter-to-date taxable wage – NY MCTMT Payroll Expense.
44-56	YTD Amount	S9(11)V99	Enter year-to-date taxable wage – NY MCTMT Payroll Expense
57-69	Current Amount	S9(11)V99	Enter zeros.
70-75	Tax Rate	99V9999	Enter zeros.
76-100	Dayforce Internal Use	X(25)	Enter blanks.

DTS Local Codes – Use the following table for NY MCTMT Payroll Expense:

Tax Code	NY MCTMT Zone	Description	Local Code
351A NY MCTMT	Zone 1	Total payroll for employees in Zone 1 regardless of wage threshold.	1A
3516 NY MCTMT	Zone 2	Total payroll for employees in Zone 2 regardless of wage threshold.	16

Note: Dayforce will evaluate the amounts received from the above tax codes and will report the same wages to the correct tax rates as required by the agency.

Local Payroll Preparation Tax - Income/Earnings Record – Pennsylvania Locals

T/C 011 Local Subject Wage Record – Payroll Preparation Tax, Income/Earnings Record			
Quarters: 1234, Length = 80 bytes			
Position	Field	Format	Description and remarks
1-6	Collector ID	X(6)	Character code identifying the transmitter assigned by Dayforce.
7-12	Client ID	X(6)	Enter the identifying number for this client ID.
13-14	Dayforce Internal Use	X(2)	Enter blanks.
15-17	Transaction Code	X(3)	Type 011 for local tax record.
18-21	Dayforce Internal Use	X(4)	Enter blanks.
22	Entity Code	X(1)	Type L for local.
23-24	State Code	X(2)	Enter state alphabetic abbreviation. See below.
25-26	Local Code	X(2)	Enter DTS local code. See below.
27-30	Dayforce Internal Use	X(4)	Enter blanks.
31-43	QTD Amount	S9(11)V99	Enter quarter-to-date local employment income or earnings amount.
44-56	YTD Amount	S9(11)V99	Enter year-to-date local employment income or earnings amount.
57-69	Current Amount	S9(11)V99	Enter zeros.
70-75	Tax Rate	99V9999	Enter zeros.
76-100	Dayforce Internal Use	X(25)	Enter blanks.

DTS Local Codes – Use the following table for Pennsylvania local Payroll Preparation Tax (PPT):

Tax Code	Description	State Code	Local Code
551A City of Hazelton	Enter total subject wage amounts for Payroll Preparation Tax	PB	1A
551B City of Hazelton	Enter total rental income amounts associated with Rental/Self-Employment	PB	1B
551C City of Scranton	Enter total subject wage amounts for Payroll Preparation Tax	PB	1C
551D City of Scranton	Enter total rental income amounts associated with Rental/Self-Employment	PB	1D

Local Seattle Payroll Expense Taxable Wage Record

T/C 011 Local Seattle Payroll Expense Taxable Wage Record			
Quarters: 1234, Length = 100 bytes			
Position	Field	Format	Description and remarks
1-6	Collector ID	X(6)	Character code identifying the transmitter assigned by Dayforce.
7-12	Client ID	X(6)	Enter the identifying number for this client ID.
13-14	Dayforce Internal Use	X(2)	Enter blanks.
15-17	Transaction Code	X(3)	Type 011 for local wage record.
18-21	Dayforce Internal Use	X(4)	Enter blanks.
22	Entity Code	X(1)	Type L for local.
23-24	State Code	X(2)	Enter WA .
25-26	Local Code	X(2)	Enter DTS local code. (see below)
27-30	Dayforce Internal Use	X(4)	Enter blanks.
31-43	QTD Amount	S9(11)V99	Enter quarter-to-date local total Seattle payroll expense wage.
44-56	YTD Amount	S9(11)V99	Enter year-to-date local total Seattle payroll expense wage.
57-69	Current Amount	S9(11)V99	Enter zeros.
70-75	Tax Rate	99V9999	Enter zeros.
76-100	Dayforce Internal Use	X(25)	Enter blanks.

Seattle Payroll Expense Taxable Wage Local Codes

Tax Code	Description	Local Code	Quarters
5024	Seattle Cat 1 – Low wage tier	24	1234
5025	Seattle Cat 1 – High wage tier	25	1234
5026	Seattle Cat 2 – Low wage tier	26	1234
5027	Seattle Cat 2 – High wage tier	27	1234
5028	Seattle Cat 3 – Low wage tier	28	1234
5029	Seattle Cat 3 – High wage tier	29	1234

Note: For the specific tier wage ranges, see the City of Seattle - Payroll Expense Tax Return.

Total Local Wage Record – Kentucky Counties and Localities

T/C 012 Total Local Wage Record – Kentucky Counties and Localities			
Quarters: 1234, Length = 100 bytes			
Position	Field	Format	Description and remarks
1-6	Collector ID	X(6)	Character code identifying the transmitter assigned by Dayforce.
7-12	Client ID	X(6)	Enter the identifying number for this client ID.
13-14	Dayforce Internal Use	X(2)	Enter blanks.
15-17	Transaction Code	X(3)	Type 012 for local wage record.
18-21	Dayforce Internal Use	X(4)	Enter blanks.
22	Entity Code	X(1)	Type L for local.
23-24	State Code	X(2)	Type KY .
25-26	Local Code	X(2)	Enter the DTS local code.
27-30	Dayforce Internal Use	X(4)	Enter blanks
31-43	QTD Amount	S9(11)V99	Enter quarter-to-date local wage.
44-56	YTD Amount	S9(11)V99	Enter year-to-date local wage.
57-69	Current Amount	S9(11)V99	Enter zeros.
70-75	Tax Rate	99V9999	Enter zeros.
76-100	Dayforce Internal Use	X(25)	Enter blanks.

Local Total Payroll Expense Record – Seattle, Washington

T/C 012 Local Total Payroll Expense Record – Seattle, WA			
Quarters: 1234, Length = 100 bytes			
Position	Field	Format	Description and remarks
1-6	Collector ID	X(6)	Character code identifying the transmitter assigned by Dayforce.
7-12	Client ID	X(6)	Enter the identifying number for this client ID.
13-14	Dayforce Internal Use	X(2)	Enter blanks.
15-17	Transaction Code	X(3)	Type 012 for local tax record.
18-21	Dayforce Internal Use	X(4)	Enter blanks.
22	Entity Code	X(1)	Type L for local.
23-24	State Code	X(2)	Type WA .
25-26	Local Code	X(2)	Enter the DTS local code. (see below)
27-30	Dayforce Internal Use	X(4)	Enter blanks
31-43	QTD Amount	S9(11)V99	Enter quarter-to-date total Seattle payroll expense wage.
44-56	YTD Amount	S9(11)V99	Enter year-to-date total Seattle payroll expense wage.
57-69	Current Amount	S9(11)V99	Enter zeros.
70-75	Tax Rate	99V9999	Enter zeros.
76-100	Dayforce Internal Use	X(25)	Enter blanks.

Seattle Total Payroll Expense Local Codes

Tax Code	Description	Local Code	Quarters
5024	Seattle Cat 1 – Low wage tier	24	1234
5025	Seattle Cat 1 – High wage tier	25	1234
5026	Seattle Cat 2 – Low wage tier	26	1234
5027	Seattle Cat 2 – High wage tier	27	1234
5028	Seattle Cat 3 – Low wage tier	28	1234
5029	Seattle Cat 3 – High wage tier	29	1234
5030	Seattle Total Payroll Expense Deduction	30	1234

Note: For the specific tier wage ranges, see the City of Seattle - Payroll Expense Tax Return.

Local Federal Wage Record – Newark, NJ

T/C 012 Total Local Federal Wage Record – Newark, NJ			
Quarters: 1234, Length = 100 bytes			
Position	Field	Format	Description and remarks
1-6	Collector ID	X(6)	Character code identifying the transmitter assigned by Dayforce.
7-12	Client ID	X(6)	Enter the identifying number for this client ID.
13-14	Dayforce Internal Use	X(2)	Enter blanks.
15-17	Transaction Code	X(3)	Type 012 for local tax record.
18-21	Dayforce Internal Use	X(4)	Enter blanks.
22	Entity Code	X(1)	Type L for local.
23-24	State Code	X(2)	Type NJ .
25-26	Local Code	X(2)	Enter the DTS local code. (see below)
27-30	Dayforce Internal Use	X(4)	Enter blanks.
31-43	QTD Amount	S9(11)V99	Enter quarter-to-date local federal wages, tips, and other compensation paid to Newark employees.
44-56	YTD Amount	S9(11)V99	Enter year-to-date local federal wages, tips, and other compensation paid to Newark employees.
57-69	Current Amount	S9(11)V99	Enter zeros.
70-75	Tax Rate	99V9999	Enter zeros.
76-100	Dayforce Internal Use	X(25)	Enter blanks.

DTS Local Codes – Use the following tax codes for Newark, NJ only:

Tax Code	Name	Local Code Entry
3210	Newark Non-Residents	10
3211	Newark Residents	11

Local W-2 Count Record

Note: Each local 014 record that is submitted must be unique within a collector ID, client ID, state code, and local code combination. The local W-2 count reported in the record should be inclusive of all unique Social Security numbers within the related 6XX records where applicable.

T/C 014 Local W-2 Count Record			
Quarters: 4, Length = 100 bytes			
Position	Field	Format	Description and remarks
1-6	Collector ID	X(6)	Character code identifying the transmitter assigned by Dayforce.
7-12	Client ID	X(6)	Enter the identifying number for this client ID.
13-14	Dayforce Internal Use	X(2)	Enter blanks.
15-17	Transaction Code	X(3)	Type 014 for local wage record.
18-21	Dayforce Internal Use	X(4)	Enter blanks.
22	Entity Code	X(1)	Type L for local.
23-24	State Code	X(2)	Enter state alphabetic abbreviation.
25-26	Local Code	X(2)	Enter DTS local code.
27-30	Dayforce Internal Use	X(4)	Enter blanks.
31-43	W-2 Count	S9(13)	Enter total number of local W-2s of employees earning wage during the calendar year.
44-100	Dayforce Internal Use	X(57)	Enter blanks.

Local Total Employee Count Record

Note: Each local 015 record that is submitted must be unique within a collector ID, client ID, state code, and local code combination. The employee count reported in the record should be inclusive of all unique Social Security numbers within the related 6XX records where applicable.

T/C 015 Local Total Employee Count Record			
Quarters: 1234, Length = 100 bytes			
Position	Field	Format	Description and remarks
1-6	Collector ID	X(6)	Character code identifying the transmitter assigned by Dayforce.
7-12	Client ID	X(6)	Enter the identifying number for this client ID.
13-14	Dayforce Internal Use	X(2)	Enter blanks.
15-17	Transaction Code	X(3)	Type 015 for local total employee count.
18-21	Dayforce Internal Use	X(4)	Enter blanks.
22	Entity Code	X(1)	Type L for local.
23-24	State Code	X(2)	Enter state alphabetic abbreviation.
25-26	Local Code	X(2)	Enter DTS local code.
27-30	Dayforce Internal Use	X(4)	Enter blanks.
31-43	Total Employee Count	S9(13)	Enter total number of employees earning local wage during the quarter.
44-69	Dayforce Internal Use	S9(26)	Enter zeros.
70-100	Dayforce Internal Use	X(31)	Enter blanks.

Local Seattle Payroll Expense Tax Filing Method Record

T/C 015 Seattle Payroll Expense Tax Filing Method Record			
Quarters: 1234, Length = 100 bytes			
Position	Field	Format	Description and remarks
1-6	Collector ID	X(6)	Character code identifying the transmitter assigned by Dayforce.
7-12	Client ID	X(6)	Enter the identifying number for this client ID.
13-14	Dayforce Internal Use	X(2)	Enter blanks.
15-17	Transaction Code	X(3)	Type 015 for local total employee count.
18-21	Dayforce Internal Use	X(4)	Enter blanks.
22	Entity Code	X(1)	Type L for local.
23-24	State Code	X(2)	Type WA .
25-26	Local Code	X(2)	Enter DTS local code. (see below)
27-30	Dayforce Internal Use	X(4)	Enter blanks.
31	Filing Method	X(1)	Enter: 1 if using Primarily Assigned Method 2 if using Hours Method
32-69	Dayforce Internal Use	S9(38)	Enter zeros.
70-100	Dayforce Internal Use	X(31)	Enter blanks.

Seattle Payroll Expense Tax Codes

Tax Code	Description	Local Code	Quarters
5024	Seattle Cat 1 – Low wage tier	24	1234
5025	Seattle Cat 1 – High wage tier	25	1234
5026	Seattle Cat 2 – Low wage tier	26	1234
5027	Seattle Cat 2 – High wage tier	27	1234
5028	Seattle Cat 3 – Low wage tier	28	1234
5029	Seattle Cat 3 – High wage tier	29	1234
5030	Seattle Total Payroll Expense Deduction	30	1234

Note: For the specific tier wage ranges, see the City of Seattle - Payroll Expense Tax Return.

Local Employee Count by Month Record

Note: Each local 016 record that is submitted must be unique within a collector ID, client ID, state code, and local code combination.

T/C 016 Local Employee Count by Month Record			
Quarters: 1234, Length = 100 bytes			
Position	Field	Format	Description and remarks
1-6	Collector ID	X(6)	Character code identifying the transmitter assigned by Dayforce.
7-12	Client ID	X(6)	Enter the identifying number for this client ID.
13-14	Dayforce Internal Use	X(2)	Enter blanks.
15-17	Transaction Code	X(3)	Type 016 for local employee count by month.
18-21	Dayforce Internal Use	X(4)	Enter blanks.
22	Entity Code	X(1)	Type L for local.
23-24	State Code	X(2)	Enter state alphabetic abbreviation.
25-26	Local Code	X(2)	Enter DTS local code.
27-30	Dayforce Internal Use	X(4)	Enter blanks.
31-43	Employee Count – Month 1	S9(13)	Enter the number of employees earning local wage on the 12th day of the first month of the quarter.
44-56	Employee Count – Month 2	S9(13)	Enter the number of employees earning local wage on the 12th day of the second month of the quarter.
57-69	Employee Count – Month 3	S9(13)	Enter the number of employees earning local wage on the 12th day of the third month of the quarter.
70-100	Dayforce Internal Use	X(31)	Enter blanks.

Local Employee Count by Month Record – Eugene, Oregon

Note: Each local 016 record submitted must be unique for the collector ID, client ID, state code, and local code.

T/C 016 Local Employee Count by Month Record – Eugene Community Safety Payroll Tax			
Quarters: 1234, Length = 100 bytes			
Position	Field	Format	Description and remarks
1-6	Collector ID	X(6)	Character code identifying the transmitter assigned by Dayforce.
7-12	Client ID	X(6)	Enter the identifying number for this client ID.
13-14	Dayforce Internal Use	X(2)	Enter blanks.
15-17	Transaction Code	X(3)	Type 016 for local employee count by month.
18-21	Dayforce Internal Use	X(4)	Enter blanks.
22	Entity Code	X(1)	Type L for local.
23-24	State Code	X(2)	Type OR .
25-26	Local Code	X(2)	Enter the DTS local code. (see below)
27-30	Dayforce Internal Use	X(4)	Enter blanks.
31-43	Employee Count – Month 1	S9(13)	Enter the number of employees earning local wages in the first month of the quarter.
44-56	Employee Count – Month 2	S9(13)	Enter the number of employees earning local wages in the second month of the quarter.
57-69	Employee Count – Month 3	S9(13)	Enter the number of employees earning local wages in the third month of the quarter.
70-100	Dayforce Internal Use	X(31)	Enter blanks.

DTS Local Codes – Use the following tax codes for Eugene, OR only. These tax codes require the standard 010 and 011 formats. Create a 016 record for each local entry code.

Tax Code	Name	Local Code Entry
3812	Eugene Community Safety PR Tax - Employer	12
3814	Eugene Community Safety PR Tax - Employee	14

Federal Wage Record for Employees Subject to Local Withholding – Kentucky, Ohio

T/C 019 Federal Wage Record for Employees Subject to Local Withholding – KY, OH			
Quarters: 1234, Length = 100 bytes			
Position	Field	Format	Description and remarks
1-6	Collector ID	X(6)	Enter character code identifying the transmitter assigned by Dayforce.
7-12	Client ID	X(6)	Enter the identifying number for this client ID.
13-14	Dayforce Internal Use	X(2)	Enter blanks.
15-17	Transaction Code	X(3)	Type 019 for federal wage record.
18-21	Dayforce Internal Use	X(4)	Enter blanks.
22	Entity Code	X(1)	Type L for local.
23-24	State Code	X(2)	Enter state alphabetic abbreviation.
25-26	Local Code	X(2)	Enter DTS local code.
27- 30	Dayforce Internal Use	X(4)	Enter blanks.
31-43	QTD Amount	S9(11)V99	Enter quarter-to-date federal wage amount specific to the local requirement noted: <ul style="list-style-type: none"> • KY locals – use federal withholding wages for employees reporting within the locality. • OH locals – use federal Medicare wages for employees reporting within the locality.
44-56	YTD Amount	S9(11)V99	Enter year-to-date federal wage amount specific to the local requirement noted: <ul style="list-style-type: none"> • KY locals – use federal withholding wages for employees reporting within the locality. • OH locals – use federal Medicare wages for employees reporting within the locality.
57-69	Current Amount	S9(11)V99	Enter zeros.
70-75	Tax Rate	99V9999	Enter zeros.
76-100	Dayforce Internal Use	X(25)	Enter blanks.

Local Wage Detail

The following tables list the specifications for the various quarterly local wage list records.

Sample Sort Sequence

All applicable 600 series records for an individual employee must be received together as a set and must be sorted in sequence by Social Security number.

Transaction Code	Description
601	Local Employee Wage List - Employee 1
603	Local Employee Wage List - Employee 1
604	Local Employee Wage List - Employee 1
605	Local Employee Wage List - Employee 1
606	Local Employee Wage List - Employee 1
601	Local Employee Wage List - Employee 2
602	Local Employee Wage List - Employee 2
603	Local Employee Wage List - Employee 2
604	Local Employee Wage List - Employee 2
605	Local Employee Wage List - Employee 2
606	Local Employee Wage List - Employee 2

601 Record

Local Employee Taxable Wage List Name/Wage Record – Kentucky, New Jersey, and Oregon

This record applies to Kentucky (excluding Boone County), New Jersey (Newark residents only), and Oregon (Eugene Community Safety Payroll Tax - Employee) residents.

T/C 601 Local Employee Taxable Wage List Name/Wage Record – KY (excluding Boone County), NJ (Newark residents only), and OR (Eugene Community Safety Payroll Tax - Employee)			
Quarters: 1234, Length = 100 bytes			
Position	Field	Format	Description and remarks
1-6	Collector ID	X(6)	Character code identifying the transmitter assigned by Dayforce.
7-12	Client ID	X(6)	Enter the identifying number for this client ID.
13-14	Dayforce Internal Use	X(2)	Enter blanks.
15-17	Transaction Code	X(3)	Type 601 for local wage list.
18-21	Dayforce Internal Use	X(4)	Enter blanks.
22	Entity Code	X(1)	Type L for local.
23-24	Dayforce State Code	X(2)	Enter Dayforce state code. An alphabetic or numeric code is acceptable. For a list of valid codes, see Appendix A. Note that Pennsylvania has more than one state code as shown on page 213.
25-26	Local Code	X(2)	Enter DTS local code.
27-35	Social Security Number	9(9)	Enter valid Social Security number for employee earning wage during the quarter.
36-55	Last Name	X(20)	Enter last name for employee earning wage during the quarter.
56-65	First Name	X(10)	Enter first name for employee earning wage during the quarter.
66	Middle Initial	X(1)	Enter middle initial for employee earning wage during the quarter.
67-80	Local Taxable Wage	S9(12)V99	Enter local taxable wage paid for employee earning wage during the quarter.
81-100	Dayforce Internal Use	X(20)	Enter blanks

Note: Some localities in Kentucky require the employee's local wages, up to the locality's established taxable wage limit, to be entered in the Local Taxable Wage field (Position 67-75).

Local Employee Taxable Wage List Name/Wage Record – Pennsylvania

T/C 601 Local Employee Taxable Wage List Name/Wage Record – PA			
Quarters: 1234, Length = 100 bytes			
Position	Field	Format	Description and remarks
1-6	Collector ID	X(6)	Character code identifying the transmitter assigned by Dayforce.
7-12	Client ID	X(6)	Enter the identifying number for this client ID.
13-14	Dayforce Internal Use	X(2)	Enter blanks.
15-17	Transaction Code	X(3)	Type 601 for local wage list.
18-21	Dayforce Internal Use	X(4)	Enter blanks.
22	Entity Code	X(1)	Type L for local.
23-24	Dayforce State Code	X(2)	Enter Dayforce state code. An alphabetic or numeric code is acceptable. For a list of valid codes, see Appendix A. Note that Pennsylvania has more than one state code as shown on page 213.
25-26	Local Code	X(2)	Enter DTS local code.
27-35	Social Security Number	9(9)	Enter valid Social Security number for employee earning wage during the quarter.
36-55	Last Name	X(20)	Enter last name for employee earning wage during the quarter.
56-65	First Name	X(10)	Enter first name for employee earning wage during the quarter.
66	Middle Initial	X(1)	Enter middle initial for employee earning wage during the quarter.
67-80	Local Taxable Wage	S9(12)V99	Enter local taxable wage paid for employee earning wage during the quarter.
81-82	YTD Weeks Worked	9(2)	Enter the number of weeks worked for the year.
83-100	Dayforce Internal Use	X(18)	Enter blanks.

Reminder for PA Local Services Tax (LST) amounts: \$10/year LSTs should be remitted in full the first quarter the employee works. \$10/year LSTs should NOT be prorated over a year. LSTs greater than \$10/year can be prorated across the year.

Local Employee Subject Wage List Name/Wage Record – Pennsylvania, Payroll Preparation Tax

T/C 601 Local Employee Subject Wage List Name/Wage Record – PA, Payroll Preparation Tax			
Quarters: 1234, Length = 80 bytes			
Position	Field	Format	Description and remarks
1-6	Collector ID	X(6)	Character code identifying the transmitter assigned by Dayforce.
7-12	Client ID	X(6)	Enter the identifying number for this client ID.
13-14	Dayforce Internal Use	X(2)	Enter blanks.
15-17	Transaction Code	X(3)	Type 601 for local wage list.
18-21	Dayforce Internal Use	X(4)	Enter blanks.
22	Entity Code	X(1)	Type L for local.
23-24	Dayforce State Code	X(2)	Enter Dayforce state code. See below.
25-26	Local Code	X(2)	Enter DTS local code. See below.
27-35	Social Security Number	9(9)	Enter valid Social Security number for employee earning wage during the quarter.
36-55	Last Name	X(20)	Enter last name for employee earning wage during the quarter.
56-65	First Name	X(10)	Enter first name for employee earning wage during the quarter.
66	Middle Initial	X(1)	Enter middle initial for employee earning wage during the quarter.
67-80	Local Subject Wage	S9(12)V99	Enter local subject wage paid for employee earning wage during the quarter.
81-82	YTD Weeks Worked	9(2)	Enter the number of weeks worked for the year.
83-100	Dayforce Internal Use	9(18)	Enter zeros.

DTS Local Codes – Use the following table for Pennsylvania local Payroll Preparation Tax (PPT):

Tax Code	Description	State Code	Local Code
551A	City of Hazleton – Payroll Preparation Tax	PB	1A
551C	City of Scranton – Payroll Preparation Tax	PB	1C

602 Record

Local Employee Taxable Wage List Name/Wage Record – New Jersey

This record applies to Newark, New Jersey residents only.

T/C 602 Local Employee Wage List Record – NJ (Newark residents only)			
Quarters: 1234, Length = 100 bytes			
Position	Field	Format	Description and remarks
1-6	Collector ID	X(6)	Character code identifying the transmitter assigned by Dayforce.
7-12	Client ID	X(6)	Enter the identifying number for this client ID.
13-14	Dayforce Internal Use	X(2)	Enter blanks.
15-17	Transaction Code	X(3)	Type 602 for local employee wage list.
18-21	Dayforce Internal Use	X(4)	Enter blanks.
22	Entity Code	X(1)	Type L for local.
23-24	Dayforce State Code	X(2)	Type NJ .
25-26	Local Code	X(2)	Type 11 for DTS local code.
27-35	Social Security Number	9(9)	Enter valid Social Security number for employee earning wage during the quarter.
36-49	Dayforce Internal Use	S9(12)V99	Enter zeros.
50-63	Dayforce Internal Use	S9(12)V99	Enter zeros.
64-71	Date of Hire	9(8)	Enter the date (MMDDYYYY) the employee was first hired. Example 03312019.
72-79	Dayforce Internal Use	X(8)	Enter blanks.
80-85	Dayforce Internal Use	99V9999	Enter zeros.
86-100	Dayforce Internal Use	X(15)	Enter blanks.

Local Employee Wage List Political Subdivision – Pennsylvania

Note: Political Subdivision (PSD) codes are required for Pennsylvania local tax reporting. All EIT collectors and the LST collectors Berks EIT Collection and Keystone Collection Group require the codes for electronic reporting. See the current Local Alpha Listing for Berks EIT/LST collection tax codes. For more information and examples, see Appendix D: PA Act 32 and Local Reporting on page 221.

T/C 602 Local Employee Wage List Political Subdivision – PA			
Quarters: 1234, Length = 100 bytes			
Position	Field	Format	Description and remarks
1-6	Collector ID	X(6)	Character code identifying the transmitter assigned by Dayforce.
7-12	Client ID	X(6)	Enter the identifying number for this client ID.
13-14	Dayforce Internal Use	X(2)	Enter blanks.
15-17	Transaction Code	X(3)	Type 602 for local employee wage list community code.
18-21	Dayforce Internal Use	X(4)	Enter blanks.
22	Entity Code	X(1)	Type L for local.
23-24	Dayforce State Code	X(2)	Enter Dayforce state code. An alphabetic or numeric code is acceptable. For a list of valid codes, see Appendix A. Note that Pennsylvania has more than one state code as shown on page 213.
25-26	Local Code	X(2)	Enter DTS local code. Refer to Dayforce website for a listing of applicable jurisdictional codes.
27-35	Social Security Number	9(9)	Enter valid Social Security number for employee earning wage during the quarter.
36-49	Dayforce Internal Use	S9(12)V99	Enter zeros.
50-63	Dayforce Internal Use	S9(12)V99	Enter zeros.
64-69	Employee Residence PSD Code	X(6)	Enter the political subdivision code for the employee's residence as required by the agency. Left justify, blank fill. Note: For a listing of the valid political subdivision codes, contact the Pennsylvania Department of Community and Economic Development (DCED).
70-75	Employer Worksite PSD Code	X(6)	Enter the political subdivision code for the employer's worksite location for the employee. Left justify, blank fill. Note: For a listing of the valid political subdivision codes, contact the Pennsylvania Department of Community and Economic Development (DCED).
76-79	Dayforce Internal Use	X(4)	Enter blanks.
80-85	Employee Tax Rate	99V9999	Enter the local tax rate used for employee withholding tax calculation.
86-100	Dayforce Internal Use	X(15)	Enter blanks.

603 Record

Local Employee Wage List Address/Tax Record – Kentucky, New Jersey, and Pennsylvania

This record applies to Kentucky (excluding Boone County), New Jersey (Newark residents only), and Pennsylvania residents.

T/C 603 Local Employee Wage List Address/Tax Record – KY (excluding Boone County), NJ (Newark residents only), PA			
Quarters: 1234, Length = 100 bytes			
Position	Field	Format	Description and remarks
1-6	Collector ID	X(6)	Character code identifying the transmitter assigned by Dayforce.
7-12	Client ID	X(6)	Enter the identifying number for this client ID.
13-14	Dayforce Internal Use	X(2)	Enter blanks.
15-17	Transaction Code	X(3)	Type 603 for local employee wage list address/tax.
18-21	Dayforce Internal Use	X(4)	Enter blanks.
22	Entity Code	X(1)	Type L for local.
23-24	Dayforce State Code	X(2)	Enter Dayforce state code. An alphabetic or numeric code is acceptable. For a list of valid codes, see Appendix A. Note that Pennsylvania has more than one state code as shown on page 213.
25-26	Local Code	X(2)	Enter DTS local code.
27-35	Social Security Number	9(9)	Enter valid Social Security number for employee earning wage during the quarter.
36-65	Street Address	X(30)	Enter current, US-delivery address for employee earning wage during the quarter. Note: For Pennsylvania locals, do not enter a P.O. Box number.
66-79	Local Tax	S9(12)V99	Enter quarter-to-date local tax for employee earning wage during the quarter.
80-100	Dayforce Internal Use	X(21)	Enter blanks.

Reminder for PA Local Services Tax (LST) amounts: \$10/year LSTs should be remitted in full the first quarter the employee works. \$10/year LSTs should NOT be prorated over a year. LSTs greater than \$10/year can be prorated across the year.

Local Employee Wage List Tax Record – Oregon

Note: This record applies to Eugene, Oregon residents only (Eugene Community Safety Payroll Tax - Employee).

T/C 603 Local Employee Wage List Tax Record – OR (Eugene Community Safety Payroll Tax - Employee)			
Quarters: 1234, Length = 100 bytes			
Position	Field	Format	Description and remarks
1-6	Collector ID	X(6)	Character code identifying the transmitter assigned by Dayforce.
7-12	Client ID	X(6)	Enter the identifying number for this client ID.
13-14	Dayforce Internal Use	X(2)	Enter blanks.
15-17	Transaction Code	X(3)	Type 603 for local employee wage list address/tax.
18-21	Dayforce Internal Use	X(4)	Enter blanks.
22	Entity Code	X(1)	Type L for local.
23-24	Dayforce State Code	X(2)	Type OR .
25-26	Local Code	X(2)	Type 14 for DTS local code.
27-35	Social Security Number	9(9)	Enter valid Social Security number for employee earning wages during the quarter.
36-65	Dayforce Internal Use	X(30)	Enter blanks.
66-79	Local Tax	S9(12)V99	Enter quarter-to-date local tax for employee earning wages during the quarter.
80-100	Dayforce Internal Use	X(21)	Enter blanks.

604 Record

Local Employee Wage List City/State/ZIP Record – Kentucky New Jersey, and Pennsylvania

This record applies to Kentucky (excluding Boone County), New Jersey (Newark residents only), and Pennsylvania residents.

T/C 604 Local Employee Wage List City/State/ZIP Record – KY (excluding Boone County), NJ (Newark residents only), and PA			
Quarters: 1234, Length = 100 bytes			
Position	Field	Format	Description and remarks
1-6	Collector ID	X(6)	Character code identifying the transmitter assigned by Dayforce.
7-12	Client ID	X(6)	Enter the identifying number for this client ID.
13-14	Dayforce Internal Use	X(2)	Enter blanks.
15-17	Transaction Code	X(3)	Type 604 for local employee wage list.
18-21	Dayforce Internal Use	X(4)	Enter blanks.
22	Entity Code	X(1)	Type L for local.
23-24	Dayforce State Code	X(2)	Enter Dayforce state code. An alphabetic or numeric code is acceptable. For a list of valid codes, see Appendix A. Note that Pennsylvania has more than one state code as shown on page 213.
25-26	Local Code	X(2)	Enter DTS local code.
27-35	Social Security Number	9(9)	Enter valid Social Security number for employee earning wage during the quarter.
36-63	City	X(28)	Enter current, US-delivery city for employee earning wage during the quarter.
64-72	ZIP Code	X(9)	Enter current, US-delivery zip code for employee earning wage during the quarter.
73-74	State	X(2)	Enter current, US-delivery state code.
75-100	Dayforce Internal Use	X(26)	Enter blanks.

605 Record

Local Employee Subject Wage Record – Campbell and Kenton County, KY

T/C 605 Local Employee Wage Record –Campbell and Kenton County, KY			
Quarters: 1234, Length = 80 bytes			
Position	Field	Format	Description and remarks
1-6	Collector ID	X(6)	Character code identifying the transmitter assigned by Dayforce.
7-12	Client ID	X(6)	Enter the identifying number for this client ID.
13-14	Dayforce Internal Use	X(2)	Enter blanks.
15-17	Transaction Code	X(3)	Type 605 for local employee wage list.
18-21	Dayforce Internal Use	X(4)	Enter blanks.
22	Entity Code	X(1)	Type L for local.
23-24	Dayforce State Code	X(2)	Type KY .
25-26	Local Code	X(2)	Type DTS local code. See below.
27-35	Social Security Number	9(9)	Enter valid Social Security number for employee earning wage during the year.
36-49	QTD Subject Wage	S9(12)V99	Enter local subject wage paid for employee earning wage during the quarter.
50-63	YTD Subject Wage	S9(12)V99	Enter local subject wage paid for employee earning wage during the year.
64-100	Dayforce Internal Use	X(37)	Enter blanks.

Use the following table for Kentucky local codes.

Tax Code	Description	Local Code	Tax Code	Description	Local Code
18D3	Alexandria City	D3	18AL	Fort Wright	AL
18DZ	Bromley	DZ	18E1	Highland Heights City	E1
18FS	Campbell County Mental Health	FS	18AX	Independence	AX
18FR	Campbell County Senior Citizens	FR	1889	Kenton County	89
18CB	Cold Spring	CB	18CU	Lakeside Park	CU
18AD	Crescent Springs	AD	18BD	Ludlow	BD
18BA	Crestview Hills	BA	18BN	Park Hills	BN
18AI	Edgewood	AI	18FC	Ryland Heights	FC
18AB	Elsmere	AB	18BK	Southgate	BK
18BT	Erlanger	BT	18CT	Taylor Mill	CT
1882	Fort Mitchell	82	18CV	Villa Hills	CV
18AW	Fort Thomas	AW	18AT	Wilder	AT

Local Employee Wage List Federal Income Tax Wage Record – New Jersey

This record applies to Newark, New Jersey residents only.

T/C 605 Local Employee Wage List Federal Income Tax Wage Record – NJ (Newark residents only)			
Quarters: 1234, Length = 100 bytes			
Position	Field	Format	Description and remarks
1-6	Collector ID	X(6)	Character code identifying the transmitter assigned by Dayforce.
7-12	Client ID	X(6)	Enter the identifying number for this client ID.
13-14	Dayforce Internal Use	X(2)	Enter blanks.
15-17	Transaction Code	X(3)	Type 605 for local employee wage list.
18-21	Dayforce Internal Use	X(4)	Enter blanks.
22	Entity Code	X(1)	Type L for local.
23-24	Dayforce State Code	X(2)	Type NJ .
25-26	Local Code	X(2)	Type 11 for DTS local code.
27-35	Social Security Number	9(9)	Enter valid Social Security number for employee earning wage during the year.
36-49	Federal Income Tax Wage	S9(12)V99	Enter quarter-to-date federal withholding wage (wages, tips, and other compensation) for employee earning wage during the quarter.
50-63	Dayforce Internal Use	S9(12)V99	Enter zeroes.
64-100	Dayforce Internal Use	X(37)	Enter blanks.

Local Employee Wage List Income Tax Wage Record – Pennsylvania

T/C 605 Local Employee Wage List Income Tax Wage Record – PA			
Quarters: 1234, Length = 100 bytes			
Position	Field	Format	Description and remarks
1-6	Collector ID	X(6)	Character code identifying the transmitter assigned by Dayforce.
7-12	Client ID	X(6)	Enter the identifying number for this client ID.
13-14	Dayforce Internal Use	X(2)	Enter blanks.
15-17	Transaction Code	X(3)	Type 605 for local employee wage list.
18-21	Dayforce Internal Use	X(4)	Enter blanks.
22	Entity Code	X(1)	Type L for local.
23-24	Dayforce State Code	X(2)	Enter Dayforce state code. An alphabetic or numeric code is acceptable. For a list of valid codes, see Appendix A. Note that Pennsylvania has more than one state code as shown on page 213.
25-26	Local Code	X(2)	Enter DTS local code.
27-35	Social Security Number	9(9)	Enter valid Social Security number for employee earning wage during the year.
36-49	YTD Wage	S9(12)V99	<ul style="list-style-type: none"> For local Earned Income Tax (EIT), enter the year-to-date local wage subject to income tax for employee earning wage during the year. For Local Services Tax (LST), enter the year-to-date gross wages.
50-63	Dayforce Internal Use	S9(12)V99	Enter zeroes.
64-100	Dayforce Internal Use	X(37)	Enter blanks.

Local Employee Subject Wage Record – Pennsylvania, Payroll Preparation Tax

T/C 605 Local Employee Subject Wage Record – Pennsylvania Payroll Preparation Tax			
Quarters: 1234, Length = 80 bytes			
Position	Field	Format	Description and remarks
1-6	Collector ID	X(6)	Character code identifying the transmitter assigned by Dayforce.
7-12	Client ID	X(6)	Enter the identifying number for this client ID.
13-14	Dayforce Internal Use	X(2)	Enter blanks.
15-17	Transaction Code	X(3)	Type 605 for local employee wage list.
18-21	Dayforce Internal Use	X(4)	Enter blanks.
22	Entity Code	X(1)	Type L for local.
23-24	Dayforce State Code	X(2)	Enter Dayforce state code. See below.
25-26	Local Code	X(2)	Enter DTS local code. See below.
27-35	Social Security Number	9(9)	Enter valid Social Security number for employee earning wage during the year.
36-49	YTD Subject Wage	S9(12)V99	Enter local subject wage paid for employee earning wage during the quarter
50-63	Dayforce Internal Use	S9(12)V99	Enter zeroes.
64-100	Dayforce Internal Use	X(37)	Enter blanks.

DTS Local and State Codes – Use the following table for Pennsylvania local Payroll Preparation Tax (PPT):

Tax Code	Description	State Code	Local Code
551A	City of Hazleton – Payroll Preparation Tax	PB	1A
551C	City of Scranton – Payroll Preparation Tax	PB	1C

606 Record

Local Employee Wage List Income Tax Record – Pennsylvania

T/C 606 Local Employee Wage List Income Tax Record – PA			
Quarters: 1234, Length = 100 bytes			
Position	Field	Format	Description and remarks
1-6	Collector ID	X(6)	Character code identifying the transmitter assigned by Dayforce.
7-12	Client ID	X(6)	Enter the identifying number for this client ID.
13-14	Dayforce Internal Use	X(2)	Enter blanks.
15-17	Transaction Code	X(3)	Type 606 for local employee wage list.
18-21	Dayforce Internal Use	X(4)	Enter blanks.
22	Entity Code	X(1)	Type L for local.
23-24	Dayforce State Code	X(2)	Enter Dayforce state code. An alphabetic or numeric code is acceptable. For a list of valid codes, see Appendix A. Note that Pennsylvania has more than one state code as shown on page 213.
25-26	Local Code	X(2)	Enter DTS local code.
27-35	Social Security Number	9(9)	Enter valid Social Security number for employee earning wage during the year.
36-49	YTD Income Tax	S9(12)V99	Enter year-to-date total local income tax for employee.
50-100	Dayforce Internal Use	X(51)	Enter blanks.

Worksite Reporting Records (Optional Service)

Employers in some states can be required to report quarterly unemployment wages and 12th day counts by worksite using the standardized Multiple Worksite Report. This report was introduced in 1991 by the U.S. Department of Labor, Bureau of Labor Statistics, in cooperation with the states. States and territories which require their employees to use the Multiple Worksite Report include, but are not limited to, the following:

Alabama	California	Colorado
Florida	Georgia	Iowa
Kansas	Louisiana	Maine
Minnesota	Montana	Nevada
New Hampshire	New Jersey	New York
North Carolina	North Dakota	Ohio
Oklahoma	Oregon	Puerto Rico
South Carolina	Vermont	Virginia
Virgin Islands	West Virginia	

If your company uses Dayforce's Worksite Reporting Service, refer to the following tables on how to format the necessary quarterly records.

Sample Sort Sequence

All applicable 700 series records must be received together as a set and must be sorted in sequence by worksite unit number.

#	T/C	Description	Comments
Worksite 1	701	Worksite Name	Worksite #1 must all contain the same worksite unit number
	702	Worksite Address	
	703	Worksite City/Zip	
	704	Worksite Description	
	705	Worksite Wage/EE Count	
	706	Worksite Reporting Comments	
Worksite 2	701	Worksite Name	Worksite #2 must all contain the same worksite unit number
	702	Worksite Address	
	703	Worksite City/Zip	
	704	Worksite Description	
	705	Worksite Wage/EE Count	
	706	Worksite Reporting Comments	
Worksite 3	701	Worksite Name	Worksite #3 must all contain the same worksite unit number
	702	Worksite Address	
	703	Worksite City/Zip	
	704	Worksite Description	
	705	Worksite Wage/EE Count	
	706	Worksite Reporting Comments	

Note: Be sure to review the descriptions for optional field comments.

Worksite Reporting Name Record

T/C 701 Worksite Reporting Name Record			
Quarters: 1234, Length = 100 bytes			
Position	Field	Format	Description and remarks
1-6	Collector ID	X(6)	Character code identifying the transmitter assigned by Dayforce.
7-12	Client ID	X(6)	Enter the identifying number for this client ID.
13-14	Dayforce Internal Use	X(2)	Enter blanks.
15-17	Transaction Code	X(3)	Type 701 for worksite name.
18-21	Dayforce Internal Use	X(4)	Enter blanks.
22	Entity Code	X(1)	Type S for state.
23-24	State Code	X(2)	Enter state alphabetic abbreviation.
25-26	Dayforce Internal Use	X(2)	Enter blanks.
27-61	Trade Name	X(35)	Enter trade name of division or subsidiary covered by worksite unit number.
62-75	Dayforce Internal Use	X(14)	Enter blanks.
76-100	Worksite Unit Number	9(25)	Enter worksite number assigned by the state.

Worksite Reporting Address Record

T/C 702 Worksite Reporting Address Record			
Quarters: 1234, Length = 100 bytes			
Position	Field	Format	Description and remarks
1-6	Collector ID	X(6)	Character code identifying the transmitter assigned by Dayforce.
7-12	Client ID	X(6)	Enter the identifying number for this client ID.
13-14	Dayforce Internal Use	X(2)	Enter blanks.
15-17	Transaction Code	X(3)	Type 702 for worksite address.
18-21	Dayforce Internal Use	X(4)	Enter blanks.
22	Entity Code	X(1)	Type S for state.
23-24	State Code	X(2)	Enter state alphabetic abbreviation.
25-26	Dayforce Internal Use	X(2)	Enter blanks.
27-61	Street Address	X(35)	Enter street address of division or subsidiary covered by worksite unit number.
62-75	Dayforce Internal Use	X(14)	Enter blanks.
76-100	Worksite Unit Number	9(25)	Enter worksite number assigned by the state.

Worksite Reporting City/State/ZIP Record

T/C 703 Worksite Reporting City/State/ZIP Record			
Quarters: 1234, Length = 100 bytes			
Position	Field	Format	Description and remarks
1-6	Collector ID	X(6)	Character code identifying the transmitter assigned by Dayforce.
7-12	Client ID	X(6)	Enter the identifying number for this client ID.
13-14	Dayforce Internal Use	X(2)	Enter blanks.
15-17	Transaction Code	X(3)	Type 703 for worksite city/state/zip.
18-21	Dayforce Internal Use	X(4)	Enter blanks.
22	Entity Code	X(1)	Type S for state.
23-24	State Code	X(2)	Enter state alphabetic abbreviation.
25-26	Dayforce Internal Use	X(2)	Enter blanks.
27-56	City	X(30)	Enter city of division or subsidiary covered by worksite unit number.
57-61	ZIP code	X(5)	Enter zip code used by the Post Office for this worksite address.
62-65	Expanded ZIP	X(4)	Enter 4-digit extended zip code used by the Post Office. <i>This field is optional.</i>
66-67	Barcode	9(2)	Enter 2-digit delivery point barcode used by the Post Office. If barcode is not used, enter zeros.
68-75	Dayforce Internal Use	X(8)	Enter blanks.
76-100	Worksite Unit Number	9(25)	Enter worksite number assigned by the state.

Worksite Reporting Description Record

T/C 704 Worksite Reporting Description Record			
Quarters: 1234, Length = 100 bytes			
Position	Field	Format	Description and remarks
1-6	Collector ID	X(6)	Character code identifying the transmitter assigned by Dayforce.
7-12	Client ID	X(6)	Enter the identifying number for this client ID.
13-14	Dayforce Internal Use	X(2)	Enter blanks.
15-17	Transaction Code	X(3)	Type 704 for worksite description.
18-21	Dayforce Internal Use	X(4)	Enter blanks.
22	Entity Code	X(1)	Type S for state.
23-24	State Code	X(2)	Enter state alphabetic abbreviation.
25-26	Dayforce Internal Use	X(2)	Enter blanks.
27-61	Worksite Description	X(35)	Enter unique description of worksite such as store or plant number.
62-63	Primary Comment Code	X(2)	Enter primary comment code. <i>This field is optional.</i> See Appendix C.
64-65	Secondary Comment Code	X(2)	Enter secondary comment code. <i>This field is optional.</i> See Appendix C.
66-75	Dayforce Internal Use	X(10)	Enter blanks.
76-100	Worksite Unit Number	9(25)	Enter worksite number assigned by the state.

Worksite Reporting Employee Count Record

T/C 705 Worksite Reporting Employee Count Record			
Quarters: 1234, Length = 100 bytes			
Position	Field	Format	Description and remarks
1-6	Collector ID	X(6)	Character code identifying the transmitter assigned by Dayforce.
7-12	Client ID	X(6)	Enter the identifying number for this client ID.
13-14	Dayforce Internal Use	X(2)	Enter blanks.
15-17	Transaction Code	X(3)	Type 705 for worksite employee count.
18-21	Dayforce Internal Use	X(4)	Enter blanks.
22	Entity Code	X(1)	Type S for state.
23-24	State Code	X(2)	Enter state alphabetic abbreviation.
25-26	Dayforce Internal Use	X(2)	Enter blanks.
27-32	Employee Count – Month 1	S9(6)	Enter the number of employees earning wage at worksite during the pay period that includes the 12th day of the first month of the quarter.
33-38	Employee Count – Month 2	S9(6)	Enter the number of employees earning wage at worksite during the pay period that includes the 12th day of the second month of the quarter.
39-44	Employee Count – Month 3	S9(6)	Enter the number of employees earning wage at worksite during the pay period that includes the 12th day of the third month of the quarter.
45-57	Taxable Wage	S9(11)V99	Enter state unemployment taxable wage paid to all employees during the quarter for this worksite.
58-70	Subject Wage	S9(11)V99	Enter state unemployment subject wage paid to all employees during the quarter for this worksite.
71-75	Dayforce Internal Use	X(5)	Enter blanks.
76-100	Worksite Unit Number	9(25)	Enter worksite number assigned by the state.

Worksite Reporting Comments Record

T/C 706 Worksite Reporting Comments Record			
Quarters: 1234, Length = 100 bytes			
Position	Field	Format	Description and remarks
1-6	Collector ID	X(6)	Character code identifying the transmitter assigned by Dayforce.
7-12	Client ID	X(6)	Enter the identifying number for this client ID.
13-14	Dayforce Internal Use	X(2)	Enter blanks.
15-17	Transaction Code	X(3)	Type 706 for worksite comments.
18-21	Dayforce Internal Use	X(4)	Enter blanks.
22	Entity Code	X(1)	Type S for state.
23-24	State Code	X(2)	Enter state alphabetic abbreviation.
25-74	Comments	X(50)	Enter free form comments to explain any large changes in employee count or wage due to events such as closures, layoffs, bonuses, and seasonal changes. If no changes, enter blanks.
75	Dayforce Internal Use	X(1)	Enter blanks.
76-100	Worksite Unit Number	9(25)	Enter worksite number assigned by the state.

Trailer Records

There are two types of quarterly trailer records: client and file. Both types are mandatory.

Client Trailer Record (Mandatory)

A single Client Trailer record is required for every client ID within each quarterly data transmission.

T/C 998 Client Trailer Record			
Length = 100 bytes			
Position	Field	Format	Description and remarks
1-6	Collector ID	X(6)	Enter character code identifying the transmitter assigned by Dayforce.
7-12	Client ID	X(6)	Enter the identifying number for this client ID.
13-14	Dayforce Internal Use	X(2)	Enter blanks.
15-17	Transaction Code	X(3)	Type 998 for client trailer record.
18-52	Dayforce Internal Use	X(35)	Enter blanks.
53-63	Client Record Count	S9(11)	Number of records for client. Include count of T/C 001 through T/C 998 records.
64-76	Dayforce Internal Use	S9(13)	Enter zeros.
77-100	Dayforce Internal Use	X(24)	Enter blanks.

File Trailer Record (Mandatory)

A single File Trailer record is required for every quarterly data transmission.

T/C 999 File Trailer Record			
Length = 100 bytes			
Position	Field	Format	Description and remarks
1-6	Collector ID	X(6)	Enter character code identifying the transmitter assigned by Dayforce.
7-12	Client ID	X(6)	Enter blanks or type 999999 .
13-14	Dayforce Internal Use	X(2)	Enter blanks.
15-17	Transaction Code	X(3)	Type 999 for file trailer.
18-52	Dayforce Internal Use	X(35)	Enter blanks.
53-63	File Record Count	S9(11)	Number of records for quarterly file – include count of T/C 000 through T/C 999 records.
64-100	Dayforce Internal Use	X(37)	Enter blanks.

Appendix A

State Abbreviations

State	Postal Code	DTS Code
Alaska	AK	01
Alabama	AL	02
Arkansas	AR	03
American Samoa	AS	0A
Arizona	AZ	04
California	CA	05
Colorado	CO	06
Connecticut	CT	07
District of Columbia	DC	08
Delaware	DE	09
Florida	FL	10
Georgia	GA	11
Guam	GU	54
Hawaii	HI	12
Iowa	IA	13
Idaho	ID	14
Illinois	IL	15
Indiana	IN	16
Kansas	KS	17
Kentucky	KY	18
Louisiana	LA	19
Massachusetts	MA	20
Maryland	MD	21
Maine	ME	22
Michigan	MI	23
Minnesota	MN	24
Missouri	MO	25
Northern Marianas	MP	0M
Mississippi	MS	26

State	Postal Code	DTS Code
Montana	MT	27
North Carolina	NC	28
North Dakota	ND	29
Nebraska	NE	30
New Hampshire	NH	31
New Jersey	NJ	32
New Mexico	NM	33
Nevada	NV	34
New York	NY	35
Ohio ¹	OH	36
Oklahoma	OK	37
Oregon	OR	38
Pennsylvania ¹	PA	39
Puerto Rico	PR	40
Rhode Island	RI	41
South Carolina	SC	42
South Dakota	SD	43
Tennessee	TN	44
Texas	TX	45
Utah	UT	46
Virginia	VA	47
Virgin Island	VI	48
Vermont	VT	49
Washington	WA	50
Wisconsin	WI	51
West Virginia	WV	52
Wyoming	WY	53

¹ See following page for additional local codes.

Local codes

References for local tax codes are tied to the state indicators. There are multiple state codes for the states of PA and OH as shown in the following table:

Pennsylvania	
State Abbreviation	DTS Code
PA	39
PB	55
PC	57
PD	58
PE	59
PF	60
PG	61
PH	62
PI	63
PJ	64
PK	65
PL	66
OH	36
OI	56

Examples:

DTS Local Tax Code 3910 = PA10

DTS Local Tax Code 5910 = PE10

Appendix B

Assessment/Supplemental Tax Codes

The following table summarizes assessment/supplemental tax codes that do not require separate transaction code entries in the Quarterly file. These tax codes use the applicable state's 041 or 042 transaction code to calculate the tax amount due.

Note: Do not send a separate 041 or 042 transaction code record in the Quarterly file for these assessment/supplemental tax codes.

Entity Code	State Code	Transaction Code									Comments
		010	011	012	014	015	016	019	041	042	
O	AK05										Alaska Employee SUI
O	AL07										Alabama Security Assessment
O	AZ07										Arizona Job Training Tax
O	CA06										California ETF
O	GA06										Georgia Administrative Assessment
O	HI06										Hawaii ETF Assessment
O	IA07										Iowa Administrative Surcharge
O	IA08										Iowa Reserve Fund Tax
O	KY07										Kentucky Surcharge/SCUF
O	MA07										Massachusetts SUI Surcharge
O	MA14										Massachusetts COVID Recovery Assessment
O	ME07										Maine Competitive Skills Scholarship Fund
O	ME09										Maine Unemployment Program Admin Fund
O	MN07										Minnesota Dislocated Worker Assessment
O	MN08										Minnesota Additional Assessment
O	MN09										Minnesota Federal Assessment
O	MO06										Missouri Federal Assessment

Entity Code	State Code	Transaction Code									Comments
		010	011	012	014	015	016	019	041	042	
O	MO07										Missouri Automation Surcharge
O	MS07										Mississippi Training Contribution
O	MT05										Montana Administrative Fund Tax
O	NE06										Nebraska State Unemployment Insurance Tax
O	NH07										New Hampshire Administrative Contribution
O	NJ14										Employer Health Subsidy Fund
O	NJ16										Employer WFD/SWAF
O	NM06										New Mexico UI Trust Fund
O	NV03										Nevada Career Enhancement Program
O	NY07										New York Re-employment Service Fund
O	OR07										Oregon Special Assessment
O	OR08										Oregon Workers' Compensation Assessment EE
O	PA05										Pennsylvania Employee SUI
O	PR06										Puerto Rico Special Assessment
O	RI07										Rhode Island Job Development Fund
O	RI08										Rhode Island Re-employment Tax Fund
O	SC05										South Carolina Admin Contingency Tax
O	SD06										South Dakota Investment Fund Rate
O	SD07										South Dakota Unemployment Surcharge
O	TN07										Tennessee Jobs Skills Fee
O	WA07										Washington W/F Training Fund
O	WY06	R									Workers' Compensation

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

Code	Description
26	Less overtime worked at premium pay or less overtime worked
27	More overtime worked at premium pay or more overtime worked
29	Severage pay distributed
30	Wages paid to employees working in periods not including the 12th of the month & not shown in employment
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

Code	Description
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

PA Act 32 and Local Reporting

The Pennsylvania Act 32 of 2008 provides for a restructuring of the Earned Income Tax Collection System for Pennsylvania local governments and school districts. PA Act 32 reduces the number of collectors from 560 to 69. Employers must withhold the higher of the employee's resident earned income tax amount (rate of total resident EIT where they reside) versus the employee's municipal non-resident earned income tax amount (rate of non-resident EIT where they are employed).

The remittance of withholding should be to the worksite municipality, and thus the tax code that links to that municipality. Example: If an individual resides in a municipality/school district that imposes a total resident EIT rate of 0.50% and they work in a municipality that imposes a municipal non-resident EIT rate of 1.0%, a total EIT of 1.0% would be withheld from the employee and paid to the worksite collector. Political Subdivision (PSD) codes are required for tax reporting which will identify where the employee lives and works to ensure taxes are remitted to the correct tax collector.

Employee movement and concurrent employment happens rarely but can affect the information that an employer would need to provide for accurate and proper filing. (Remember that the employee information is to be set up/remitted to the "worksite" related tax codes for proper processing.) Some of these exceptions are covered within the following scenarios to aid in determining what the Dayforce Tax Service needs to properly report employee information.

 **Caution** The information in this appendix is for sample purposes only. For the most current and accurate data, see the website for the Pennsylvania Department of Community and Economic Development (DCED) at <https://munstats.pa.gov/public/findlocaltax.aspx>.

Example 1: An employee moves from one residence to another within the quarter.

John Smith, SSN # 111-11-1111, lives at 1845 William Penn Way, Lancaster, PA 17601 (PSD code 360301 – East Lampeter Twp) and works for ABC Company at their worksite located at 920 Van Reed Road, Wyomissing, PA 19610 (PSD code 061604 – Wyomissing Boro).

According to the Pennsylvania DCED website, the employee and employer are responsible for the following EIT liabilities:

	Resident EIT (percent)	Nonresident EIT (percent)
Your Tax Liability is:		
EAST LAMPETER TWP (home)	.500	
CONESTOGA VALLEY S D (home)	.500	
WYOMISSING BORO (work)		
WILSON S D (work)		
Total	1.000	
What your Employer is required to withhold by Law is:		
WYOMISSING BORO (work)		1.000*
WILSON S D (work)		
Total		1.000

Total EIT withholding for residential municipality (Lancaster County) = 1.00%
 Total EIT withholding for the worksite municipality (Berks) = 1.00%

In the example above, the employee should have 1% withheld for EIT and coded on the periodic and quarterly files under the tax code 65QC. However, the employee moved as of June 1, 2011 to 118 Wendel Road A, Irwin, PA 15642 (PSD code 650703 – Hempfield Twp). This results in a change in the residential address, a rate of withholding, and the residential PSD code. The Residence municipality EIT information indicates that it is collected by Keystone Collection Group, but the Worksite municipality EIT remains the same as before.

	Resident EIT (percent)	Nonresident EIT (percent)
Your Tax Liability is:		
HEMPFIELD TWP (home)	.500	
HEMPFIELD AREA S D (home)	.500	
WYOMISSING BORO (work)		
WILSON S D (work)		
Total	1.000	
What your Employer is required to withhold by Law is:		
WYOMISSING BORO (work)		1.000*
WILSON S D (work)		

Example 2: An employee moves from one worksite location to another within a quarter.

Suzie Johns, SSN# 222-22-2222 lives at 1845 William Penn Way, Lancaster, PA 17601 (PSD code 360301 – East Lampeter Twp / Lancaster County) and works for ABC Company at their worksite located at 920 Van Reed Road, Wyomissing, PA 19610 (PSD code 061604 – Wyomissing Boro / Berks County) for the month of April. Her monthly wage is \$10,000. In May, ABC transferred her to the QPT worksite located at 546 Wendel Road, Irwin PA 15642-4582 (which is PSD code 650703 – Hempfield Twp / Hempfield Area SD / Westmoreland County). She retains her residence for the whole quarter.

For April, the following withholding percentages apply:

	Resident EIT (percent)	Nonresident EIT (percent)
Your Tax Liability is:		
EAST LAMPETER TWP (home)	.500	
CONESTOGA VALLEY S D (home)	.500	
WYOMISSING BORO (work)		
WILSON S D (work)		
Total	1.000	
What your Employer is required to withhold by Law is:		
WYOMISSING BORO (work)		1.000*
WILSON S D (work)		
Total		1.000

Total Resident municipality EIT withholding for Lancaster County = 1.00%
 Total Worksite municipality EIT withholding for Berks = 1.00%

However, for May and June, her worksite changed, along with her tax code for remittance:

	Resident EIT (percent)	Nonresident EIT (percent)
Your Tax Liability is:		
EAST LAMPETER TWP (home)	.500	
CONESTOGA VALLEY S D (home)	.500	
HEMPFIELD TWP (work)		
HEMPFIELD AREA S D (work)		
Total	1.000	
What your Employer is required to withhold by Law is:		
HEMPFIELD TWP (work)		.500*
HEMPFIELD AREA S D (work)		
Total		.500

If the employer is an out-of-state employer, the worksite PSD would be 88000. Use the employee's resident address or PSD code to locate the associated Dayforce Tax Service tax code/municipality name in the Local Alpha Listing. Then, find the out-of-state tax code for that municipality. This is the tax code to use to set up withholding and report these employees in the quarterly file.

Glossary

940 taxes	Federal unemployment taxes imposed on employers by the Federal Unemployment Tax Act and paid to the Internal Revenue Service. Taxes are collected with periodic data transmissions.
941 taxes	Federal taxes imposed on employees and employers by the Internal Revenue Service. Taxes are collected with periodic data transmissions.
943 taxes	Federal agricultural taxes imposed on employees and employers by the Internal Revenue Service. Taxes are collected with periodic data transmissions.
945 taxes	Federal Backup Withholding taxes imposed by the Internal Revenue Service on non-wage payments. Non-wage payments include such items as pensions and annuities, IRA distributions, military retirement, and gambling winnings. Taxes are collected with periodic data transmissions.
adjustment payroll	A correction to a previously processed payroll.
administrative wage garnishments	An amount collected by any federal agency to satisfy a federal debt.
agency requirement	Periodic or quarterly tax filing requirements imposed by a federal, state, or local tax authority.
backup withholding	Special federal income taxes withheld on certain non-employee payments including interest, dividends, rents, royalties, commissions, and non-employee compensation.
Balance As You Go (BAYG)	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/payroll partner.
bankruptcy	Under the federal bankruptcy laws, the bankruptcy trustee has the power to collect a portion of a debtor employee's wages and distribute that amount among the employee's creditors according to the employee's bankruptcy plan.
CCPA indicator	The Consumer Credit Protection Act (CCPA) protects consumers from unfair or harsh debt collection practices, specifically by prohibiting employers from terminating employees for any one debt and limiting the amount that can be withheld from an employee's wages.
check date	The date funds are made available to the employee. May also be referred to as liability date, pay date, or payroll date.

child support (and fees)	The court or administrative agency-ordered deduction of a child support obligation from a parent's income.
client ID	As defined in the <i>Interface File Specification</i> , the unique identification number assigned in the payroll system.
client record count	The total number of tax records contained in a periodic or quarterly data transmission for a single client. The record count is identified in the Client Trailer Record.
collector ID	As defined in the <i>Interface File Specification</i> , the unique collector identification number assigned by Dayforce.
cumulative	As defined in the <i>Interface File Specification</i> , the cumulative indicator identifies the Periodic Tax Records containing taxes that must be added and balanced to the Total Tax in the Client Trailer Record.
current period amount	As defined in the <i>Interface File Specification</i> , the current amount for the payroll being processed and transmitted to Dayforce.
data type	As defined in the <i>Interface File Specification</i> , indicates a current payroll file (P) or a quarter-end file (Q).
Earned Income Credit (EIC)	A 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, workers' compensation benefits, or Social Security benefits.
Electronic Funds Transfer (EFT)	The method in which electronic payments are remitted to various tax agencies.
entity code	Entity code defines the agency type for each transaction. The applicable codes are: F – Federal S – State L – Local O – Supplemental
excess wage	The amount of unemployment wages that are in excess of the taxable wage amount.
federal tax levies	Used to collect delinquent taxes. They are computed based on an employee's take-home pay.
FICA taxes	Taxes defined by the Federal Insurance Contribution Act (FICA), including Social Security and Medicare taxes.
file	The entire set of records that are required for a periodic or quarterly data transmission, starting with, and including the File Header, ending with, and including the File Trailer.
file record	A single transaction within a periodic or quarterly data transmission.

file/client header record	The first records contained in a periodic or quarterly data transmission.
file/client trailer record	The last records contained in a periodic or quarterly data transmission.
File Transfer Protocol (FTP)	A method of transmitting files reliably across complex networks such as the internet.
FIPS code	Federal Information Process Standard (FIPS) code identifies the county and/or locality of a child support order. It is used for transmitting payments through EFT or EDI. This alphanumeric, 5- or 7-position field is normally included on the child support withholding notice that is issued to begin the withholding procedure.
format flag	Used for internal Dayforce processing to identify a periodic or quarterly data transmission. Current value should be 3.
garnishments	An involuntary collection of money from a debtor. A garnishment is governed by federal and some state guidelines.
Multiple Worksite Reporting	Optional service to support quarterly filing of worksite information to the Bureau of Labor Statistics.
next pay period	Identified in Payroll Partner Record used by Dayforce only. Do not send this record unless required.
non-withholding state	A state that does not have personal income tax.
overpunch	Used to indicate positive/negative signs within a field.
periodic file	A data transmission file that contains summary totals of wage and tax information following each payroll or adjustment processing.
processing date	Identified in File Header Record to identify date of file creation.
processing time	Identified in File Header Record to identify time of file creation.
quarter	The quarter field indicates the quarter in which the data should be reported. The indicator should be included in quarterly files using only the following valid codes: 1 - 1st quarter 2 - 2nd quarter 3 - 3rd quarter 4 - 4th quarter
quarterly file	A data transmission file that contains quarter-to-date and year-to-date tax and wage information following the close of the processing quarter. Also includes employee-level wage detail information.
State Disability Insurance (SDI)	Tax imposed by some states for employee disability coverage.
State Income Tax (SIT)	Income tax imposed on employees. Tax amount is based on state wage earnings.

state tax levies	Used to collect delinquent taxes. They are computed based on an employee's take-home pay.
State Unemployment Insurance Tax (SUI)	Employer/Employee tax imposed by all state jurisdictions to cover state unemployment plans. Tax is based on the calculation of assigned unemployment rate multiplied by taxable wages.
stock options	Options, usually given to employees, to purchase stock in the company at a future date.
student loans	An amount collected by any federal or state agency for a defaulted student loan.
subject wage	As defined in the <i>Interface File Specification</i> , the wages that are subject to unemployment tax. Also referenced as total wages or gross wages in some agency publications.
supplemental / local Code	As defined in the <i>Interface File Specification</i> , a 2-digit code used with the State Code to identify supplemental tax and wage transactions.
tax code	Unique 4-digit code assigned by Dayforce to identify all federal, state, and local tax jurisdictions.
Tax Management System (TMS)	A Dayforce proprietary application. Tax Management System (TMS), is a Windows™-based program that provides the ability to input and transmit payroll tax data to Dayforce.
tax rate	As defined in the <i>Interface File Specification</i> , the unemployment tax rate assigned by the state agency.
taxable wage	As defined in the <i>Interface File Specification</i> , the wages that are multiplied by the agency-assigned unemployment rate to calculate the unemployment tax. Also referred to as wages-to-limit.
transaction code (T/C)	A 3-digit transaction identifier assigned by Dayforce to each transaction within a record.
version number	The version assigned by Dayforce to <i>Interface File Specification</i> publications.
voluntary wage assignments	A voluntary agreement between the debtor and the creditor. Wage assignments are exempt from any federal and state regulations.
wage attachments	Payroll deductions that represent the collection of specific amounts from employee net pay to recover outstanding debts.
wage record	Employee reporting information required in quarterly data transmissions for employee-level wage reporting.