

TMS Import ASCII File Record Specification

Version 2026.1.0

Dayforce Tax Service

dayforce

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Version 2026.1.0

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Revision History

This section describes the revisions made to this release of the *TMS Import ASCII File Record Specification*. Revisions that were made in the version prior to this release are also included for reference purposes. Copies of the previous TMS Import ASCII File Record Specifications for the current year, are available on the [Dayforce Help Portal](#).

Each time this file specification is updated, the version number is changed.

Revision History: Version 2026.1.0	
Effective: 1st Quarter 2026	
Description	Page #
Updated the version number from 2025.4.0 to 2026.1.0	Various
In <i>Quarterly Import ASCII File Record Specification</i> , added paid family and medical leave Codes for Minnesota.	32
In <i>Quarterly Wage Detail Import ASCII File Record Specification</i> , in the <i>Quarterly Wage Detail Record</i> table, in the <i>Contractor Indicator</i> field, added Montana and North Carolina.	46

About this Guide

Periodic, quarterly, wage detail, and worksite ASCII files can be imported into the Tax Management System (TMS) in a fixed-length or comma-delimited format. This guide provides the instructions, record layout, and specifications required to import this data into TMS.

Who Should Use this Guide

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

Technical Assistance

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

TMS System Requirements

For reference, the current system requirements to run the TMS application are listed below:

Disk Space

A minimum of 50 MB of available disk space for the TMS application is recommended.

Operating System

Microsoft® Windows, Window 10 or higher recommended. Windows 7 and Windows 8 are no longer supported for new updates and patches.

Transmission

The Tax Service's FTP site offers customers a fast, efficient method to transmit periodic and quarterly tax files to Dayforce. These transmission methods are selected and tested to ensure that our customers have a secure, cost-effective, and easily-supported means of data communications.

- ***Secure Shell (SSH) – SFTP (preferred)***

SSH is a protocol that allows establishing a secure channel between a local and a remote computer. It uses public-key cryptography to authenticate the remote computer. SFTP transmission requires client to have a graphical SFTP client, such as WS_FTP or CuteFTP. Command line SFTP from your UNIX account can also be used.

- ***Pretty Good Privacy (PGP)***

PGP Encryption uses public-key cryptography and includes a system which binds the public keys to user identities.

Notes:

- GNU Privacy Guard (GPG) is an open-source application that can be downloaded at no cost. The functionality is similar and, in some cases, can be used interchangeably.
- If PGP encryption is used, the file extension must be either “*.pgp” or “*.asc”.
- **Secure Sockets Layer (SSL) - FTPS not supported**
- **File Transfer protocol - FTP not supported**

Data communications testing is recommended 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

Modems are no longer supported.

Programming Requirements

Programming isn't required to use most TMS functions. Once the software is installed, simply enter your payroll tax data into the program.

However, if you want to import periodic, quarterly, wage detail, or worksite data from another source, programming to the TMS import file specifications contained in this guide is required.

Installing TMS Upgrades

To ensure all required data is transmitted in the quarterly file, the latest TMS upgrade must be installed before entering or importing quarterly or wage detail data. When an upgrade is available, the customer communication letter will notify you of the version and changes.

Product upgrades, the customer communication letter, and the updated specification are available for download on the [Dayforce Help Portal](#). On the home screen, enter *TMS* in the search field and click the search button. If the *Version* field under the document name doesn't show the version you need to see, use the drop-down list to select the required version.

Important! The installation process for customers who are moving from Windows 7 or 8 to Windows 10 (or a later version) requires the customer to uninstall the current version of TMS and install a series of EXE files in a specific order. See the TMS Communication Letter version 2023.3.1 for details.

File Specifications

The TMS import involves the following types of records:

- periodic
- quarterly
- wage detail
- worksite

This chapter lists the file specifications for each record type, with sample files. The sample files are included as a general, visual guide to the TMS record formats. Be sure that your files meet the requirements described in the specification tables.

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Periodic Import ASCII File Record Specification

The Periodic import file is comprised of two types of records: Company Detail and Company Trailer. The following tables describe the fields for each record type and identify how the data should be formatted.

Company Detail Record

Company Detail Record							
* For numbers -999999999999 (-9.9 billion) to 999999999999 (99.9 billion), the decimal point is implied. Examples: 0000000180255=1802.55 or -000000000911=-9.11							
Field No.	Position	Field	Field Length	Required Field	Format	Format Definition	Field Description
1	1 - 6	Company	6	Yes	Alphanumeric	Left justified, blank filled	Unique code for the client/division.
2	7 - 13	Payroll Period	7	Yes	Numeric	YYYYPPP Example: 2019001	Payroll Period of Cycle. This field is used by TMS to uniquely identify a payroll.
3	14 - 21	Check Date	8	Yes	Date	YYYYMMDD Example: 20190401	Check date for the payroll being processed.
4	22 - 34	Liability Total	13*	Only required in trailer record.	Numeric (13,2)	Space Fill	Fill with spaces in detail record. This field is only used in the company trailer record.
5	35 - 38	Tax Service Tax Code	4	Required if User Code (field #6) is not populated.	Alphanumeric	Left justified, blank filled	The tax code assigned by the Dayforce Tax Service to a particular jurisdiction. If this field is populated, field #6 is not required.
		Tax Service Paid Family/Medical Leave Code (PFML).					The code assigned by the Dayforce Tax Service for Paid Family/Medical Leave. See page 31. If this field is populated, then field #4 is not required.
6	39 - 58	User Code	20	Required if the Tax Service Tax Code (field #5) is not populated.	Alphanumeric	Left justified, blank filled	User-defined code that acts as a cross-reference to the Dayforce Tax Service tax code. This field can be mapped within TMS using the option in the Company Profile screen. If this field is populated, then field #5 is not required.

Company Detail Record							
* For numbers -99999999999 (-9.9 billion) to 99999999999 (99.9 billion), the decimal point is implied. Examples: 0000000180255=1802.55 or -000000000911=-9.11							
Field No.	Position	Field	Field Length	Required Field	Format	Format Definition	Field Description
7	59 - 71	Tax Amount	13*	Yes	Numeric (13,2)	Right justified, zero filled	The liability tax amount for the specified tax code for the payroll being processed. Note: To report Nevada Modified Business Tax, use the following tax codes: Tax Code Description 3411 General Business 3413 Financial Institutions
		Premium Amount		Required for PFML.			Enter total 'premium' amount to report Paid Family Medical Leave withheld. See list of PFML Codes on page 31.
8	72 - 76	Local Employee Count	5	Required by certain local jurisdictions.	Numeric	Right justified, zero filled	Number of employees having tax withheld for the specified tax code for the payroll being processed.
		Total Employee Count		Required by certain Unemployment agencies.			Total number of employees during this pay period having wages subject to unemployment taxes.
9	77 - 89	Unemployment Subject Wages (Pay Period)	13	Required by certain Unemployment agencies.	Numeric (13,2)	Right Justified, zero filled	Total of all employee wages for the pay period subject to unemployment taxes, for the specified tax agency. Note: If you are only submitting Wage Detail records once a month, enter the total of all employee wages for the month that are subject to unemployment taxes, for the specified tax agency.

Note: For importing Tax Code 1603-Indiana State Earned Income Credit, the entry should be negative unless it is a reversal entry. The positive or negative value is imported as is.

Company Trailer Record

Company Trailer Record							
* For numbers -999999999999 (-9.9 billion) to 999999999999 (99.9 billion), the decimal point is implied. Examples: 0000000180255=1802.55 or -000000000911=-9.11							
Field No.	Position	Field	Field Length	Required Field	Format	Format Definition	Field Description
1	1 - 6	Company	6	Yes	Alphanumeric	Left justified, blank filled	Unique code for the client/division.
2	7 - 13	Payroll Period	7	Yes	Numeric	YYYYPPP <i>Example:</i> 2009001	Payroll Period of Cycle. This field is used by TMS to uniquely identify a payroll.
3	14 - 21	Check Date	8	Yes	Date	YYYYMMDD <i>Example:</i> 20090401	Payroll Check Date. Check date for the payroll being processed.
4	22 - 34	Liability Total	13*	Yes	Numeric (13,2)	Right justified, zero filled	The total tax liability amount for the payroll being processed. TMS will check this amount against the accumulated tax amounts to verify that they are in balance.
5	35 - 38	Trailer	4	Yes	Alphanumeric	Left justified. Type TTTT .	Trailer Record Indicator. Used to indicate the end of this client's data.
6	39 - 89	Filler	51		Alphanumeric	Space fill	This will fill out the record to match the size of the detail records.

Sample Periodic Import ASCII File Record – Fixed Length

0	1	2	3	4	5	6	7	8	9
1234567890123456789012345678901234567890123456789012345678901234567890123456789012345678901234567890									
873500200400120041201				0001				00000461957390000000000000000000	
873500200400120041201				0002				00000033214420000000000000000000	
873500200400120041201				0003				00000033233040000000000000000000	
873500200400120041201				0004				00000002261700000000000000000000	
873500200400120041201				0022				00000090339140000000000000000000	
873500200400120041201				0023				00000089081100000000000000000000	
873500200400120041201				1101				00000125984490000000000000000000	
873500200400120041201	0000000002438	TTTT							
873501200400120041201				0001				00000014230440000000000000000000	
873501200400120041201				0002				00000003630940000000000000000000	
873501200400120041201				0003				00000003630940000000000000000000	
873501200400120041201				0004				00000000194510000000000000000000	
873501200400120041201				1504				0000000750099000020000001850099	
873501200400120041201				3201				00000000043460000000000000000000	
873501200400120041201				3204				0000000850088000030000001950088	
873501200400120041201				3205				00000000023430000000000000000000	
873501200400120041201	0000000559587	TTTT							

Note: To report a negative number, replace the leading zero with a negative sign.

Sample Periodic Import ASCII File Record – Comma Delimited

```
873500,2004001,20041201,,0001,,0000046195739,00000,00000000000000
873500,2004001,20041201,,0002,,0000003321442,00000,00000000000000
873500,2004001,20041201,,0003,,0000003323304,00000,00000000000000
873500,2004001,20041201,,0004,,000000022617,00000,00000000000000
873500,2004001,20041201,,0022,,0000009033914,00000,00000000000000
873500,2004001,20041201,,0023,,0000008908110,00000,00000000000000
873500,2004001,20041201,,1101,,0000012598449,00000,00000000000000
873500,2004001,20041201,0000000002438TTTT
873501,2004001,20041201,,0001,,0000001423044,00000,00000000000000
873501,2004001,20041201,,0002,,0000000363094,00000,00000000000000
873501,2004001,20041201,,0003,,0000000363094,00000,00000000000000
873501,2004001,20041201,,0004,,0000000019451,00000,00000000000000
873501,2004001,20041201,,1504,,0000000750099,00002,0000001850099
873501,2004001,20041201,,3201,,0000000004346,00000,00000000000000
873501,2004001,20041201,,3204,,0000000850088,00003,0000001950088
873501,2004001,20041201,,3205,,0000000002343,00000,00000000000000
873501,2004001,20041201,0000000559587TTTT
```

Note: Leading zeros are optional.

Periodic Wage Detail Import ASCII File Record Specification

Dayforce submits customers' periodic wage detail on a *monthly* basis to the required jurisdictions. Use one of the following options for providing Dayforce import files with the required data:

- Every time you generate a periodic tax import file, also generate a wage detail file only for that pay period.
- For the last payroll of each month, generate a wage detail file with the totals for the entire month.

A Wage Detail record includes detailed employee information such as name, Social Security number, unemployment subject wages, and weeks worked.

Notes:

1. Not all states require the reporting of wage detail on a monthly basis.'
2. A separate record is required for local and state records.
3. For instructions on how to convert raw employee data from a Microsoft® Office Excel® spreadsheet to a file ready for import into TMS, see Setting Up Wage Detail Records for Import on page 56.

Periodic Wage Detail Record							
* For numbers -999999999999 (-9.9 billion) to 999999999999 (99.9 billion), the decimal point is implied. Examples: 0000000180255=1802.55 or -000000000911=-9.11							
Field No.	Position	Field	Field Length	Required Field	Format	Format Definition	Field Description
1	1 - 6	Company Number	6	Yes	Alphanumeric	Left justified, blank filled	Identifies the client/division. Must be unique or unique within Collector ID if file contains data from multiple processing locations.
2	7 - 15	Social Security Number	9	Yes	Numeric	Right justified, zero filled	Social Security Number of the employee reporting wages.
3	16 - 35	Employee Last Name	20	Yes	Alphanumeric	Blank filled	Last name of the employee for which wages are being reported. Note: For Tennessee residents, do not use punctuation, special characters, or a suffix in employees' names. Replace special characters and punctuation with a blank space.

Periodic Wage Detail Record							
* For numbers -99999999999 (-9.9 billion) to 999999999999 (99.9 billion), the decimal point is implied. Examples: 000000180255=1802.55 or -00000000911=-9.11							
Field No.	Position	Field	Field Length	Required Field	Format	Format Definition	Field Description
4	36 - 45	Employee First Name	10	Yes	Alphanumeric	Blank filled	First name of the employee for which wages are being reported. Note: For Tennessee residents, do not use punctuation, special characters, or a suffix in employees' names. Replace special characters and punctuation with a blank space.
5	46 - 46	Employee Middle Initial	1	No	Alphabetic	Blank filled	Middle initial of the employee for which wages are being reported. Note: For Tennessee residents, do not use punctuation, special characters, or a suffix in employees' names. Replace special characters and punctuation with a blank space.
6	47 - 56	Unemployment Subject Wages	10*	Yes	Numeric	Right justified, zero filled	Total of subject (to unemployment) wages earned by the employee during the pay period as defined by the reporting state or locality. (Also referred to as "total wages" or "gross wages.") Do not include subject wages for employee if worked as Washington Corporate Officer and employer elects non-unemployment benefit coverage. For Massachusetts employees, use tax code 2004 . Note: If you are only submitting Wage Detail records once a month, enter the total subject wages for the month.
7	57 - 58	Number of Weeks Worked	2	Yes	Numeric	Right justified, zero filled	Total # of weeks worked during the pay period. Note: If you are only submitting Wage Detail records once a month, enter the total number of weeks for the month.

Periodic Wage Detail Record							
* For numbers -99999999999 (-9.9 billion) to 999999999999 (99.9 billion), the decimal point is implied. Examples: 000000180255=1802.55 or -00000000911=-9.11							
Field No.	Position	Field	Field Length	Required Field	Format	Format Definition	Field Description
8	59 - 68	<i>Not used – zero fill</i>	10	Yes	Numeric	Right justified, zero filled	Zero fill.
9	69 - 78	<i>Not used – zero fill</i>	10	Yes	Numeric	Right justified, zero filled	Zero fill.
10	79 - 80	Work State	2	Yes	Alphabetic	Blank filled	Two-letter state postal abbreviation.

Sample Periodic Wage Detail Import ASCII File Record – Fixed Length

0	1	2	3	4	5	6	7	8
1234567890123456789012345678901234567890123456789012345678901234567890								
0000H1001665844ALASKA			KEITH		V0001049903040000000000000000000000AK			
0000H1005584153ARKANSAS			PAUL		G0002259143040000000000000000000000AR			
0000H1010225127ARIZONA			ROGER		E0001746406030000000000000000000000AZ			
0000H1014484546CALIFORNIA			PAUL		A0000163000040000000000000000000000CA			
0000H1015420818COLORADO			RICHARD		0004575600040000000000000000000000CO			
0000H1016626419CONNECTICUT			EMIL		J0001170500040000000000000000000000CT			
0000H1021588198DELAWARE			LISA		A0000314744020000000000000000000000DE			
0000H1021507960FLORIDA			CYNTHIA		A0001730723040000000000000000000000FL			
0000H1024340728GEORGIA			JAMES		C000220710004000000000000000000000GA			
0000H1027247656HAWAII			RON		0001314200040000000000000000000000HI			
0000H1031548266IOWA			JEFFREY		S0003720300010000000000000000000000IA			
0000H1033444055IDAHO			PETER		0003415900040000000000000000000000ID			
0000H1032448846ILLINOIS			DAVID		B0002321800040000000000000000000000IL			
0000H1033442089INDIANA			KRISTEN		A0000863900040000000000000000000000IN			

Note: To report a negative number, replace the leading zero with a negative sign.

Sample Periodic Wage Detail Import ASCII File Record – Comma Delimited

```

0000H1,001665844,ALASKA,KEITH,V,1049903,04,0,0,AK
0000H1,005584153,ARKANSAS,PAUL,G,2259143,04,0,0,AR
0000H1,010225127,ARIZONA,ROGER,E,1746406,03,0,0,AZ
0000H1,014484546,CALIFORNIA,PAUL,A,163000,04,0,0,CA
0000H1,015420818,COLORADO,RICHARD, ,4575600,04,0,0,CO
0000H1,016626419,CONNECTICUT,EMIL,J,1170500,04,0,0,CT
0000H1,021588198,DELAWARE,LISA,A,314744,02,0,0,DE
0000H1,021507960,FLORIDA,CYNTHIA,A,1730723,04,0,0,FL
0000H1,024340728,GEORGIA,JAMES,C,2207100,04,0,0,GA
0000H1,027247656,HAWAII,RON, ,1314200,04,0,0,HI
0000H1,031548266,IOWA,JEFFREY,S,3720300,01,0,0,IA
0000H1,033444055,IDAHO,PETER, ,3415900,04,0,0,ID
0000H1,032448846,ILLINOIS,DAVID,B,2321800,04,0,0,IL
0000H1,033442089,INDIANA,KRISTEN,A,863900,04,0,0,IN
    
```

Note: Leading zeros are optional.

Quarterly Import ASCII File Record Specification

The Quarterly import file contains quarter-to-date and year-to-date amounts for taxes withheld, unemployment taxable and subject wages, and employee counts.

Notes:

1. For importing Tax Code 1603-Indiana State Earned Income Credit, the entry should be negative unless it is a reversal entry. The positive or negative value is imported as-is.
2. To report a negative number, replace the leading zero with a negative sign.

Quarterly Import ASCII File Record							
* For numbers -99999999999 (-9.9 billion) to 999999999999 (99.9 billion), the decimal point is implied. Examples: 000000180255=1802.55 or -000000000911=-9.11							
Field No.	Position	Field	Field Length	Required Field	Format	Format Definition	Field Description
1	1 - 6	Company	6	Yes	Alphanumeric	Left justified, blank filled	Unique code for the client/division.
2	7 - 12	Quarter	6	Yes	Numeric	YYYYQQ <i>Example:</i> 200902	The quarter which is being filed.
3	13 - 16	Tax Service Tax Code	4	Required if User Code (field #4) is not populated.	Alphanumeric	Left justified, blank filled	The tax code assigned by the Dayforce Tax Service. If this field is populated, then field #4 is not required.
		Tax Service Paid Family/Medical Leave Code (PFML)					The code assigned by the Dayforce Tax Service for Paid Family/Medical Leave. See page 31. If this field is populated, then field #4 is not required.
4	17 - 36	User Code	20	Required if the Tax Service Tax Code (field #3) is not populated.	Alphanumeric	Left justified, blank filled	User-defined code that acts as a cross-reference to the Dayforce Tax Service tax code. This field can be mapped within TMS using the option in the Company Profile screen. If this field is populated, then field #3 is not required.

Quarterly Import ASCII File Record							
* For numbers -99999999999 (-9.9 billion) to 999999999999 (99.9 billion), the decimal point is implied. Examples: 000000180255=1802.55 or -00000000911=-.11							
Field No.	Position	Field	Field Length	Required Field	Format	Format Definition	Field Description
5	37 - 49	Tax Withheld (QTD)	13*	Yes	Numeric (13,2)	Right justified, zero filled	The total quarter-to-date tax withheld amount for the specified tax. Eugene, OR tax codes: <ul style="list-style-type: none"> • 3812 - Eugene Community Safety PR Tax - Employer • 3814 - Eugene Community Safety PR Tax - Employee Connecticut tax code: <ul style="list-style-type: none"> • 0710 - CT Paid Leave Nevada Modified Business Tax tax codes: <ul style="list-style-type: none"> • 3411 - General Business • 3413 - Financial Institutions Kenton County, KY requirements based on tax code: <ul style="list-style-type: none"> • 1889 (KY89): Enter total tax withheld on taxable wages, between \$0 - \$25,000 that were earned in this quarter. • 18K2 (KYK2): Enter total tax withheld on taxable wages between \$25,001 – FICA limit that were earned in this quarter. Mayfield, KY requirements based on tax code: <ul style="list-style-type: none"> • 1842 (KY42): Enter total tax withheld on taxable wages between \$0 - \$50,000 that were earned in this quarter. • 18M2 (KYM2): Enter total tax withheld on taxable wages between \$50,001 - \$500,000 that were earned in this quarter. • 18M3 (KYM3): Enter total tax withheld on taxable wages over \$500,000 that were earned in this quarter.
		Premium Withheld (QTD)		Required for PFML.			The total quarter-to-date premium withheld amount for the specified PFML.

Quarterly Import ASCII File Record							
* For numbers -99999999999 (-9.9 billion) to 99999999999 (99.9 billion), the decimal point is implied. Examples: 000000180255=1802.55 or -00000000911=-9.11							
Field No.	Position	Field	Field Length	Required Field	Format	Format Definition	Field Description
6	50 - 62	Tax Withheld (YTD)	13*	Yes	Numeric (13,2)	Right justified, zero filled	The total year-to-date tax withheld amount filed for the specified tax. Eugene, OR tax codes: <ul style="list-style-type: none"> • 3812 - Eugene Community Safety PR Tax - Employer • 3814 - Eugene Community Safety PR Tax - Employee Connecticut tax code: <ul style="list-style-type: none"> • 0710 - CT Paid Leave Nevada Modified Business Tax tax codes: <ul style="list-style-type: none"> • 3411 - General Business • 3413 - Financial Institutions Kenton County, KY requirements based on tax code: <ul style="list-style-type: none"> • 1889 (KY89): Enter total tax withheld on YTD taxable wages, between \$0 - \$25,000. • 18K2 (KYK2): Enter total tax withheld on YTD taxable wages between \$25,001 – FICA limit. Mayfield, KY requirements based on tax code: <ul style="list-style-type: none"> • 1842 (KY42): Enter total tax withheld on YTD taxable wages between \$0 - \$50,000. • 18M2 (KYM2): Enter total tax withheld on YTD taxable wages between \$50,001 - \$500,000 • 18M3 (KYM3): Enter total tax withheld on YTD taxable wages over \$500,000.
		Premium Withheld (YTD)		Required for PFML.			The total year-to-date premium withheld amount for the specified PFML.

Quarterly Import ASCII File Record							
* For numbers -99999999999 (-9.9 billion) to 99999999999 (99.9 billion), the decimal point is implied. Examples: 000000180255=1802.55 or -00000000911=-.11							
Field No.	Position	Field	Field Length	Required Field	Format	Format Definition	Field Description
7	63 - 75	Unemployment Taxable Wages (QTD)	13*	Yes	Numeric (13,2)	Right justified, zero filled	Total quarter-to-date taxable or subject wages for the specified tax. Also referred to as <i>wages to limit</i> . Don't include taxable wages for employee if worked as Washington Corporate Officer and employer elects non-unemployment benefit coverage.
		SIT Subject Wages (QTD)		Yes			Wages subject to state withholding tax (QTD).
		Employer Workers Comp Hours (QTD)		Required for Oregon.			The total quarter-to-date workers' compensation hours.
		Local Taxable Wages (QTD)		Yes			Taxable wages for local withholding tax (QTD).
		Taxable Wages (QTD)		Required for Kenton County, KY and Mayfield, KY.			The quarter-to-date taxable wages. Kenton County, KY requirements based on tax code: <ul style="list-style-type: none"> • 1889 (KY89): Enter taxable wages between \$0 – FICA limit that were earned in this quarter. • 18K3 (KYK3): Enter taxable wages over the FICA limit that were earned in this quarter. Mayfield, KY requirements based on tax code: <ul style="list-style-type: none"> • 1842 (KY42): Enter taxable wages between \$0 - \$50,000 that were earned in this quarter. • 18M2 (KYM2): Enter taxable wages between \$50,001 - \$500,000 that were earned in this quarter. • 18M3 (KYM3): Enter taxable wages over \$500,000 that were earned in this quarter.
(7 cont. on next page)							

Quarterly Import ASCII File Record							
* For numbers -99999999999 (-9.9 billion) to 99999999999 (99.9 billion), the decimal point is implied. Examples: 000000180255=1802.55 or -00000000911=-.11							
Field No.	Position	Field	Field Length	Required Field	Format	Format Definition	Field Description
(Cont. from prev. page)		Paid Health Insurance Deduction/Taxable Wage (QTD)		Required for Nevada Modified Business Tax.			Nevada Modified Business Tax tax codes: <ul style="list-style-type: none"> • 3411 - General Business • 3412 - General Business - Health Insurance Deduction • 3413 - Financial Institutions • 3414 - Financial Institutions - Paid Health Insurance Deduction
		Taxable Wages (QTD)					Eugene, OR tax codes: <ul style="list-style-type: none"> • 3812 - Eugene Community Safety PR Tax - Employer • 3814 - Eugene Community Safety PR Tax - Employee
		Taxable Wages (QTD)		Required for NJ Employee State Family Leave Insurance.			The quarter-to-date taxable wages. Required for: New Jersey Employee State Family Leave Insurance (FLI). Use tax code 3213 in field #3.
		PFML Taxable Wage (QTD)		Required for PFML.			The quarter-to-date taxable wages for PFML.
8	76 - 88	Unemployment Taxable Wages (YTD)	13*	Yes	Numeric (13,2)	Right justified, zero filled	The total year-to-date taxable or subject wages for the specified tax. (Also referred to as "wages to limit".) Do not include taxable wages for employee if worked as Washington Corporate Officer and employer elects non-unemployment benefit coverage.
		SIT Subject Wages (YTD)		Yes			Wages subject to state withholding tax (YTD)
		Employer Workers Comp Hours (YTD)		Required for Oregon.			The total year-to-date workers' compensation hours.
		Local Taxable Wages (YTD)		Yes			Taxable wages for local withholding tax (YTD).
(8 cont. on next page)							

Quarterly Import ASCII File Record							
* For numbers -999999999999 (-9.9 billion) to 999999999999 (99.9 billion), the decimal point is implied. Examples: 0000000180255=1802.55 or -000000000911=-9.11							
Field No.	Position	Field	Field Length	Required Field	Format	Format Definition	Field Description
(Cont. from prev. page)		Taxable Wages (YTD)	13*	Required for Kenton County, KY and Mayfield, KY.			The total year-to-date taxable wages. Kenton County, KY requirements based on tax code: <ul style="list-style-type: none"> • 1889 (KY89): Enter YTD taxable wages between \$0 – FICA limit that were earned this year. • 18K3 (KYK3): Enter YTD taxable wages over the FICA limit. Mayfield, KY requirements based on tax code: <ul style="list-style-type: none"> • 1842 (KY42): Enter YTD taxable wages between \$0 - \$50,000. • 18M2 (KYM2): Enter YTD taxable wages between \$50,001 - \$500,000. • 18M3 (KYM3): Enter YTD taxable wages over \$500,000.
		Paid Health Insurance Deduction/Taxable Wage (YTD)		Required for Nevada Modified Business Tax.			Nevada Modified Business Tax tax codes: <ul style="list-style-type: none"> • 3411 - General Business • 3412 - General Business - Health Insurance Deduction • 3413 - Financial Institutions • 3414 - Financial Institutions - Paid Health Insurance Deduction
		Taxable Wages (YTD)					Eugene, OR tax codes: <ul style="list-style-type: none"> • 3812 - Eugene Community Safety PR Tax - Employer • 3814 - Eugene Community Safety PR Tax - Employee Connecticut tax code: <ul style="list-style-type: none"> • 0710 - CT Paid Leave
		Taxable Wages (YTD)		Required for NJ Employee State Family Leave Insurance.			The total year-to-date taxable wages. Required for: New Jersey Employee State Family Leave Insurance (FLI). Use tax code 3213 in field #3.
		PFML Taxable Wage (YTD)		Required for PFML.			The year-to-date taxable wages for PFML.

Quarterly Import ASCII File Record							
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Field No.	Position	Field	Field Length	Required Field	Format	Format Definition	Field Description
9	89 - 101	Unemployment Subject Wages (QTD)	13*	Yes	Numeric (13,2)	Right justified, zero filled	The total quarter-to-date subject wages for the specified tax. (Also referred to as "total wages" or "gross wages.") Do not include subject wages for employee if worked as Washington Corporate Officer and employer elects non-unemployment benefit coverage.
		Gross Wage Amount (QTD)		Required for Nevada Modified Business Tax.			Nevada Modified Business Tax tax codes: • 3411 - General Business • 3413 - Financial Institutions
		Federal Wages (QTD)		Required for New York and Newark, NJ.			The total federal quarter-to-date income tax wages for the specified tax.
		Local Wages (QTD)		Required for KY.			Total QTD local wages for Kentucky counties and localities.
10	102 - 114	Unemployment Subject wages (YTD)	13*	Yes	Numeric (13,2)	Right justified, zero filled	The total year-to-date subject wages for the specified tax. (Also referred to as "total wages" or "gross wages.") Do not include subject wages for employee if worked as Washington Corporate Officer and employer elects non-unemployment benefit coverage.
		Gross Wage Amount (YTD)		Required for Nevada Modified Business Tax.			Nevada Modified Business Tax tax codes: • 3411 - General Business • 3413 - Financial Institutions
		Annual Federal Wages (YTD)		Required for New York and Newark, NJ.			The total federal year-to-date annual income tax wages for the specified tax.
		Gross Wage Amount (YTD)		Required for PFML.			The total year-to-date gross wages for PFML.
		Local Wages (YTD)		Required for KY.			Total YTD local wages for Kentucky counties and localities.
11	115 - 119	W-2 Count	5	Required for FIT, SIT, and local tax codes. (4th Quarter only)	Numeric	Right justified, zero filled	Total number of W-2s filed.

Quarterly Import ASCII File Record							
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Field No.	Position	Field	Field Length	Required Field	Format	Format Definition	Field Description
12	120 - 124	Employee Count – Month 1	5	Required for SUI and local tax codes.	Numeric	Right justified, zero filled	Number of employees earning state unemployment wage on 12th day of the first month of the quarter.
				Required for PFML.			Number of employees with PFML gross wages earned in the period that covers the 12th day of the first month of the quarter.
				Required for Eugene Community Safety PR Tax			Eugene, OR - Enter the number of employees earning local wages for the first month of the quarter.
13	125 - 129	Employee Count – Month 2	5	Required for SUI and local tax codes.	Numeric	Right justified, zero filled	Number of employees earning state unemployment wage on 12th day of the second month of the quarter.
				Required for PFML.			Number of employees with PFML gross wages earned in the period that covers the 12th day of the second month of the quarter.
				Required for Eugene Community Safety PR Tax			Eugene, OR - Enter the number of employees earning local wages for the second month of the quarter.
		Total Full-Time Employee Count	Required for VT.	VT - Enter the Quarterly total number of full-time employees earning wages subject to state withholding tax during the quarter. Use tax code 4901 (Vermont SIT) in Field #3.			
14	130 - 134	Employee Count – Month 3	5	Required for SUI, local tax codes, and FIT.	Numeric	Right justified, zero filled	Number of employees earning state unemployment wage on 12th day of the third month of the quarter. This field is also used to house the quarterly federal (FIT) employee count.
				Required for PFML.			Number of employees with PFML gross wages earned in the period that covers the 12th day of the third month of the quarter.
				Required for Eugene Community Safety PR Tax			Eugene, OR - Enter the number of employees earning local wages for the third month of the quarter.

Quarterly Import ASCII File Record							
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Field No.	Position	Field	Field Length	Required Field	Format	Format Definition	Field Description
(Cont. from prev. page)		Total Full-Time Employee Count		Required for VT.			VT - Enter the Quarterly total number of full-time employees earning wages subject to state withholding tax during the quarter. Use tax code 4901 (Vermont SIT) in Field #3.
15	135 - 139	Total Employee Count	5	Required for certain states. (See Field Description column.)	Numeric	Right justified, zero filled	Value to key depends upon the state. Refer to the following descriptions.
		Replacement Worker Count					Required for Paid Leave Oregon
							Total number of employees earning withholding wage during the quarter. Required for: AL, AZ, GU, KY, MA, MN, NM, OK, PR, American Samoa, Northern Marianas
							Total number of employees subject to Nevada Business Tax. Required for: NV
							Total number of employees subject to Workers' Compensation Tax during the quarter. Required for: NM. Use tax code 3310 (New Mexico Workers' Compensation) in field #3.
							Total number of employees with YTD Gross wages for PFML.
							Total number of workers employed as replacements for employees taking Paid Leave Oregon. Use tax code 3822 in Field 3.

Quarterly Import ASCII File Record							
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Field No.	Position	Field	Field Length	Required Field	Format	Format Definition	Field Description
16	140 - 144	State-specific Employee Count	5	Required for AZ, ME, NJ, UT, VT.	Numeric	Right justified, zero filled	AZ - Total number of employees earning wage during the year. ME - Total number of employees subject to state withholding tax. NJ - Number of employees covered under private SDI plan during pay periods that include the 12th day of the third month of the reporting quarter. UT - Number of new hires during the quarter. VT - Total “full-time equivalent (FTE)” count of employees not covered for healthcare. Use tax code 4908 (Vermont Healthcare) in field # 3.
		Out-of-State Employee Count		Required for Paid Leave Oregon.			Enter the total number of employees working in all states other than Oregon. Use tax code 3822 in Field 3.
17	145 - 149	Female Employee Count	5	Required for CT, ME, VT.	Numeric	Right justified, zero filled	Number of female employees during pay periods that included the 12th day of the third month of the reporting quarter. Required for: CT, ME, VT
		Other State-specific Employee Count		Required for NJ.			Total number of New Jersey employees covered under <i>private</i> Family Leave Insurance (FLI) from the Day 12 of the 3rd month employee count.
		Total Employee count for the quarter		Required for PFML.			Total number of employees with YTD gross wages for PMFL.
18	150 - 162	FUTA Exempt Wages (QTD)	13*	Required where applicable.	Numeric (13,2)	Right justified, zero filled	Wages earned during the quarter that are exempt from FUTA withholding.
19	163 - 175	FUTA Exempt Wages (YTD)	13*	Required where applicable.	Numeric (13,2)	Right justified, zero filled	Wages earned during the year that are exempt from FUTA withholding.

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Field No.	Position	Field	Field Length	Required Field	Format	Format Definition	Field Description
20	176 - 188	State FUTA Wage Credit Reduction (QTD)	13*	Required for all SUI states, DC, and U.S. territories.	Numeric (13,2)	Right justified, zero filled	Quarter-to-date state FUTA wage (using FUTA taxable wage limit).
21	189 - 201	State FUTA Wage Credit Reduction (YTD)	13*	Required for all SUI states, DC, and U.S. territories.	Numeric (13,2)	Right justified, zero filled	Year-to-date state FUTA wage (using FUTA taxable wage limit).

Quarterly Import ASCII File Record							
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Field No.	Position	Field	Field Length	Required Field	Format	Format Definition	Field Description
22	202 - 214	NY Non-UI (Other) Wages (QTD)	13*	Required for New York.	Numeric (13,2)	Right justified, zero filled	NY - Quarter-to-date "other" wage.
		WA Non-statutory Stock Option Income (QTD)		Required where applicable for Washington.			WA - Quarter-to-date "non-statutory stock option" income.
		UT Federal Withholding Tax (QTD)		Required for Utah employees.			UT - Quarter-to-date federal tax amount for employees subject to Utah state withholding.
		Federal Wage Amount (QTD)		Required for Kentucky and Ohio locals.			Enter quarter-to-date federal wage amount specific to the local requirement noted: KY locals: use federal withholding wages for employees reporting within the locality. OH locals: use federal Medicare wages for employees reporting within the locality.
23	215 - 227	NY Non-UI (Other) Wages (YTD)	13*	Required for New York.	Numeric (13,2)	Right justified, zero filled	NY - Year-to-date "other" wage.
		UT Federal Withholding Tax (YTD)		Required for Utah employees.			UT - Year-to-date federal tax amount for employees subject to Utah state withholding.

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Field No.	Position	Field	Field Length	Required Field	Format	Format Definition	Field Description
		Federal Wage Amount (YTD)		Required for Kentucky and Ohio locals.			Enter year-to-date federal wage amount specific to the local requirement noted: KY locals: use federal withholding wages for employees reporting within the locality. OH locals: use federal Medicare wages for employees reporting within the locality.
24	228 - 229	Out-of-State Code	2	<i>Field is no longer used.</i>	Alphanumeric	Left justified, blank filled	Enter blanks.
25	230 - 242	Out-of-State Unemployment Subject Wages (QTD)	13*	<i>Field is no longer used.</i>	Numeric (13,2)	Right justified, zero filled	Enter zeros.
26	243 - 255	Out-of-State Unemployment Subject Wages (YTD)	13*	<i>Field is no longer used.</i>	Numeric (13,2)	Right justified, zero filled	Enter zeros.
27	256 - 268	Out-of-State Unemployment Taxable Wages (QTD)	13*	<i>Field is no longer used.</i>	Numeric (13,2)	Right justified, zero filled	Enter zeros.
28	269 - 281	Out-of-State Unemployment Taxable Wages (YTD)	13*	<i>Field is no longer used.</i>	Numeric (13,2)	Right justified, zero filled	Enter zeros.
29	282	Dependent Health Insurance Coverage Indicator	1	Required for New York.	Alphanumeric	Left justified, blank filled	Enter one of the following values to specify whether the employer provides dependent health insurance benefits to employees. 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.
		Seattle Payroll Expense Tax Filing Method		Required for Seattle			Enter: 1 If using the Primarily Assigned Method. 2 If using the Hours Method. See list of Seattle tax codes below.

Seattle Payroll Expense Tax Filing Method Local Codes

Tax Code	Description	Local Code
5024	Seattle Cat 1 – Low wage tier	24
5025	Seattle Cat 1 – High wage tier	25
5026	Seattle Cat 2 – Low wage tier	26
5027	Seattle Cat 2 – High wage tier	27
5028	Seattle Cat 3 – Low wage tier	28
5029	Seattle Cat 3 – High wage tier	29
5039	Seattle Total Payroll Expense Deduction	30

Paid Family and Medical Leave Codes

State	PFML Code	Description
Colorado Requirements:		
CO	05	Colorado Paid Family Leave – employer
CO	06	Colorado Paid Family Leave – employer
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 – employee
District of Columbia Requirements:		
DC	0810	DC Universal Paid Leave Tax
Maine Requirements:		
ME	10	Maine Paid Family, Medical Leave – employer
ME	11	Maine Paid Family, Medical Leave – employee

State	PFML Code	Description
Massachusetts Requirements:		
MA	2010	Massachusetts Paid Family Leave State Plan – employee
MA	2011	Massachusetts Paid Medical Leave State Plan – employee
MA	2012	Massachusetts Paid Family Leave State Plan – employer
MA	2013	Massachusetts Paid Medical Leave State Plan – employer
Minnesota Requirements:		
MN	15	Minnesota Medical Leave - employer
MN	16	Minnesota Medical Leave - employee
MN	17	Minnesota Family Leave - employer
MN	18	Minnesota Family Leave - employee
Oregon Requirements:		
OR	19	Oregon Statewide Transit Tax
OR	22	Paid Leave Oregon – employer
OR	23	Paid Leave Oregon – employee
OR	38	Paid Leave Oregon
Washington Requirements:		
WA	5010	Washington Paid Family Leave State Plan – employee
WA	5011	Washington Paid Medical Leave State Plan – employee
WA	5012	Washington Paid Medical Leave State Plan – employer
WA	5013	Washington Paid Family Leave Private Plan – employee
WA	5014	Washington Paid Medical Leave Private Plan – employee
WA	5015	Washington Paid Medical Leave Private Plan – employer
WA	5022	Washington Cares Fund – employee

Quarterly Wage Detail Import ASCII File Record Specification

Employees' wage detail must be submitted on a quarterly basis. The following table shows the layout for a quarterly Wage Detail record. This record includes detailed employee information such as name, Social Security number, address, taxable wages, and other requirements that vary by jurisdiction.

Note: A separate record is required for local and state records. For instructions on how to convert raw employee data from a Microsoft® Office Excel® spreadsheet to a file ready for import into TMS, see Setting Up Wage Detail Records for Import on page 56.

Quarterly Wage Detail Record							
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Field No.	Position	Field	Field Length	Required Field	Format	Format Definition	Field Description
1	1 - 6	Company Number	6	Yes	Alphanumeric	Left justified, blank filled	Identifies the client/division. Must be unique or unique within Collector ID if file contains data from multiple processing locations.
2	7 - 15	Social Security Number	9	Yes	Numeric	Right justified, zero filled	Social Security Number of the employee reporting wages.
3	16 - 35	Employee Last Name	20	Yes	Alphanumeric	Blank filled	Last name of the employee for which wages are being reported. Tennessee residents – Don't use punctuation, special characters, or a suffix in employees' names. Replace special characters and punctuation with a blank space.
4	36 - 45	Employee First Name	10	Yes	Alphanumeric	Blank filled	First name of the employee for which wages are being reported. Tennessee residents – Don't use punctuation, special characters, or a suffix in employees' names. Replace special characters and punctuation with a blank space.
5	46 - 46	Employee Middle Initial	1	No	Alphabetic	Blank filled	Middle initial of the employee for which wages are being reported. Tennessee residents – Don't use punctuation, special characters, or a suffix in employees' names. Replace special characters and punctuation with a blank space.

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Field No.	Position	Field	Field Length	Required Field	Format	Format Definition	Field Description
6	47 - 56	Unemployment Subject Wages	10*	Yes	Numeric	Right justified, zero filled	Total of subject (to unemployment) wages earned by the employee during the quarter as defined by the reporting state or locality. (Also referred to as "total wages" or "gross wages.") Do not include subject wages for employee if worked as Washington Corporate Officer and employer elects non-unemployment benefit coverage. Massachusetts employees - Use tax code 2004.
7	57 - 58	Number of Weeks Worked	2	Yes	Numeric	Right justified, zero filled	Total # of weeks worked during the quarter.
8	59 - 68	Excess Wages	10*	Required for all states, DC, Puerto Rico, and Virgin Islands. (See Field Description for additional comments.)	Numeric	Right justified, zero filled	Quarter-to-date wage in excess of year-to-date taxable limit for employee earning wage during the quarter. WA - Enter zeros if employee worked as an Exempt Corporate Officer. (Option: Taxable Wages can be provided instead of Excess Wages. See field 9 -Taxable Wages. If you provide Taxable Wages instead of Excess Wages, zero-fill this field.)

Quarterly Wage Detail Record							
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Field No.	Position	Field	Field Length	Required Field	Format	Format Definition	Field Description
9	69 - 78	Taxable Wages (Guam = QTD FIT Wages) or Local Wages	10*	Required for all Pennsylvania and Kentucky local, Newark (NJ) residents, and Guam wage reporting.	Numeric	Right justified, zero filled	Total of taxable wages earned by the employee during the quarter, as defined by the reporting state. (Also referred to as “wages to limit.”) See note at the end of this table for more information.
		Taxable Wages		Required for all states, DC, Puerto Rico, and Virgin Islands. (See Field Description for additional comments.)			Quarter-to-date taxable wage for employee earning wage during the quarter. WA - Enter zeros if employee worked as an Exempt Corporate Officer. (Option: Excess Wages can be provided instead of Taxable Wages. See field 8 -Excess Wages. If you provide Excess Wages instead of Taxable Wages, zero-fill this field. See note at the end of this table for more information.) MP - Northern Marianas - Enter quarter-to-date withholding gross wage for employee.
		Taxable Wages (QTD)		Required for CT Paid Leave and Eugene, OR (Eugene Community Safety PR Tax – Employee)			Quarter-to-date taxable wage for employee earning wage during the quarter.
10	79 - 80	Work State	2	Yes	Alphabetic	Blank filled	Two-letter state postal abbreviation.
11	81 - 84	Tax Service-assigned local code	4	Required if reporting local wages.	Alphanumeric	Blank filled	Four-character Dayforce Tax Service local code that was assigned to the reporting local tax ID.
12	85 - 114	Employee Street Address	30	Required if reporting Pennsylvania and Kentucky local, Newark (NJ) residents, Guam, or Connecticut wages.	Alphanumeric	Blank filled	Street address of the employee for whom wages are being reported.
13	115 - 142	Employee City	28	Required if reporting Pennsylvania and Kentucky local, Newark (NJ) residents, Guam, or Connecticut wages.	Alphanumeric	Blank filled	City of residence of the employee for which wages are being reported.

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Field No.	Position	Field	Field Length	Required Field	Format	Format Definition	Field Description
14	143 - 144	Employee State	2	Required if reporting Pennsylvania and Kentucky local, Newark (NJ) residents, Guam, or Connecticut wages.	Alphabetic	Blank filled	Two-letter state postal abbreviation of the state of residence of the employee for which wages are being reported.
15	145 - 154	Employee ZIP Code	10	Required if reporting Pennsylvania and Kentucky local, Newark (NJ) residents, Guam, or Connecticut wages.	Numeric	Blank filled	ZIP code of the employee for which wages are being reported. Example: 12345-1234 or 123451234.
16	155 - 174	Occupational Code	20	Required for Alaska.	Alphanumeric	Blank filled	Enter 6-digit or 8-digit occupational code (with or without hyphens and periods are acceptable) for employee earning wage during the quarter. This code is assigned by the agency and does not include the area code.
				Required for Indiana, North Carolina, South Carolina, and Washington.			Enter the 6-digit Bureau of Labor Standard Occupational Classification (SOC) system code, without hyphens.
		Occupational Code or Job Title		Required for Louisiana.	Alphanumeric	Enter one of the following: <ul style="list-style-type: none"> 6-digit or 8-digit Bureau of Labor Standard Occupational Classification (SOC) system code, with or without hyphens and periods are acceptable Job Title 	
		Job Title		Required for Connecticut, Nebraska, Virgin Islands, and West Virginia.	Alphabetic	Enter specific job title, such as security guard, hotel clerk, attorney, etc.	
				Required for Washington PFML and Washington Cares Fund.	Alphanumeric	Enter specific job title for employee.	

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Field No.	Position	Field	Field Length	Required Field	Format	Format Definition	Field Description
17	175 - 175	Corporate Officer Indicator/Title Code	1	Required by MN, WA, and WY.	Alphabetic	Blank filled	<p>MN: Type Y if the employee is a corporate officer, owns or controls a portion of the corporation, or is the spouse, parent, or minor child of a partner of the corporation.</p> <p>WA: Type Y if the employee reporting wages is an exempt corporate officer. Type N if the employee reporting wages is NOT an exempt corporate officer.</p> <p>WY: Enter corporate officer title code when appropriate from the following list for all corporate officers. Enter a code regardless of Workers' Compensation coverage.</p> <p>P=President, V=Vice-President, S=Secretary, T=Treasurer, O=Other</p>
18	176 - 176	Seasonal Indicator	1	Required by NC, CO, and ME.	Y or blank	Blank filled	<p>Y = Seasonal Employee Blank = Not a seasonal employee</p>
		Citizenship Indicator		Required by Virgin Islands.	Numeric		<p>Enter one of the following codes:</p> <p>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</p>
19	177 - 180	Filler	4	Blank filled	Alphabetic	Blank filled	N/A

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Field No.	Position	Field	Field Length	Required Field	Format	Format Definition	Field Description
(Cont. from prev. page)		Reason Code		Required by Washington			Enter a numeric code only when a wage is reported but the employee has zero hours: 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 blank if employee has hours reported for the quarter.
21	183 - 185	Number of Hours Worked	3	Required by DC, MA, MN, OR, RI, VI, WA, WY. Required for PFML.	Numeric	Right justified, zero filled	Total number of hours the employee worked this quarter.
22	186 - 193	New Employee Hire Date	8	Required by Wyoming.	Numeric	Blank filled	Enter the date the new employee was hired during the quarter (MMDDYYYY).
		Employee Termination Date (Guam only)		Required by Guam.			(Guam only). Enter the date the employee was terminated during the quarter.
		Birthdate		Required for Virgin Islands, Washington PFML, and Washington Cares Fund.			Enter employee's date of birth (MMDDYYYY).

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Field No.	Position	Field	Field Length	Required Field	Format	Format Definition	Field Description
23	194 - 194	Wage List Plan Code	1	Required by California.	Alphabetic	Blank filled	Enter the correct Wage List Plan Code under which the employee is covered: 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 for 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.
24	195 - 204	Employee Tax Withheld	10*	Required by New York	Numeric	Right justified, zero filled	Enter Employee Chapter 2 quarter-to-date tax withheld amount. Enter state code 0M in field 10.
				Required for Northern Marianas			

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* For numbers -99999999999 (-9.9 billion) to 999999999999 (99.9 billion), the decimal point is implied. Examples: 000000180255=1802.55 or -00000000911=-9.11							
Field No.	Position	Field	Field Length	Required Field	Format	Format Definition	Field Description
25	205 - 214	Employee Tax Withheld	10*	Required if reporting Pennsylvania and Kentucky local, Newark (NJ) resident tax or Guam tax.	Numeric	Right justified, zero filled	Total amount withheld from the employee based on the local tax requirements.
		Workers' Compensation Fee		Required by New Mexico.			Enter the combined employee and employer workers' compensation fee amount.
		Employee Tax Withheld		Required for CT Paid Leave and Eugene, OR (Eugene Community Safety PR Tax – Employee)			Total amount withheld from the employee based on the local tax requirements.
		Employee Tax Withheld		Required for Northern Marianas			Enter Employee Chapter 7 quarter-to-date tax withheld amount. Enter state code 0M in field 10.
		Employee Tax Withheld		Required for New York			Enter QTD tax withheld for New York locals. Use the following tax codes on Field 11: 3511 New York City 3512 Yonkers
26	215 - 224	Corporate Officer Wage or Tips	10*	Required by NV, WA, and WY.	Numeric	Right justified, zero filled	NV: Indicate tip amount. WA: Corporate Officer Gross Wages (not UI Subject Wages). WY: Enter total tips for employee earning wage during the quarter. If none, enter zeros.
27	225 - 234	NY Quarterly Wages	10*	Required by New York.	Numeric	Right justified, zero filled	Total Federal wages paid to the employee for the quarter.
		Newark (NJ) Quarterly Wages		Required by Newark (NJ) residents.			

Quarterly Wage Detail Record							
* For numbers -99999999999 (-9.9 billion) to 99999999999 (99.9 billion), the decimal point is implied. Examples: 000000180255=1802.55 or -00000000911=-9.11							
Field No.	Position	Field	Field Length	Required Field	Format	Format Definition	Field Description
28	235 - 244	CA, IL, MA, ME, NM, or NY State Income Tax	10*	Required by California, Illinois, Maine, Massachusetts, New Mexico, New York, and Oregon.	Numeric	Right justified, zero filled	CA: Enter the total California PIT (Personal Income Tax) withheld per employee reported. IL: Enter the total Illinois PIT withheld per employee reported. MA: Enter the total Massachusetts PIT withheld per employee reported. ME: Enter the total Maine State Income Tax withheld per employee reported. NM: Enter the total New Mexico State Income Tax withheld per employee reported. NY: Enter the total New York State Income Tax withheld for employee reported. OR: Enter the total Oregon PIT withheld per employee reported.
		Combined Out of State FICA Wages		Required by Delaware PFML.			Report the specified wages for the following tax codes in Field #11: 0912 Delaware Parental Leave – employee 0914 Delaware Family Care Leave – employee 0916 Delaware Medical Leave - employee
29	245 - 254	NY Other Wages	10*	Required by New York.	Numeric	Right justified, zero filled	Wages that are not eligible for unemployment insurance benefits but are taxable for employer unemployment tax payments.
		Regular Pay Rate		Required by Virgin Islands.			Enter regular rate of pay, exclusive of overtime.
30	255 - 264	CA, IL, MA, ME, or NM PIT Subject Wages	10*	Required by California, Illinois, Maine, Massachusetts, and New Mexico.	Numeric	Right justified, zero filled	Enter the total PIT (Personal Income Tax) subject wages paid during the quarter.
		FL Educational Wages		Required by Florida.			Enter the quarter-to-date Florida employee’s wages paid this quarter under a contract with an educational institution.

Quarterly Wage Detail Record							
* For numbers -99999999999 (-9.9 billion) to 99999999999 (99.9 billion), the decimal point is implied. Examples: 000000180255=1802.55 or -00000000911=-9.11							
Field No.	Position	Field	Field Length	Required Field	Format	Format Definition	Field Description
31 (31 cont. on next page) (Cont. from prev. page)	265 - 270	Workers' Compensation Rate	6*	Required by Wyoming.	Numeric	Right justified, zero filled	Enter the rate assigned for the employee class code. Employees within the same class code (field #34) must have the same rate.
		Employee Tax Rate		Required if reporting local tax for Pennsylvania localities.			For Pennsylvania local taxes only, enter the local tax rate for the tax code entered in field #11.
		Vermont Hourly Wage		Required by Vermont.			VT: Enter hourly rate paid for the most hours worked during the quarter for "H" (hourly) employees only. Type zero for "S" (salaried) employees.
		Nominal Hourly Pay Rate		Required by Louisiana.			Enter one of the following: <ul style="list-style-type: none"> Hourly employees – enter the employee's regular hourly rate of pay at the end of the quarter, excluding tips, bonuses, gift cards, and overtime. Salaried employees – base the calculation on a 40 hour work week.
		Leave withheld rate		Required for Massachusetts.			MA Family Leave (2010) MA Family Leave (2011) 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 period. Note: Round up if using fractions of percentages.
32	271 - 271	Coverage Type	1	Required by Wyoming.	Alphabetic	Blank filled	Appropriate coverage type defined by the agency to best represent the wages that are being reported. U = Unemployment only. W = Workers' Compensation only. B = Both unemployment and Workers' Compensation

Quarterly Wage Detail Record							
* For numbers -99999999999 (-9.9 billion) to 999999999999 (99.9 billion), the decimal point is implied. Examples: 000000180255=1802.55 or -00000000911=-9.11							
Field No.	Position	Field	Field Length	Required Field	Format	Format Definition	Field Description
(32 cont. on next page) (Cont. from prev. page)		Hourly/Salaried Indicator		Required by Vermont and Louisiana.	Alphabetic		Required field for Vermont and Louisiana. Used to indicate how an employee is paid: H = Hourly S = Salaried
		Pay Cycle Per		Required by Virgin Islands.	Numeric		Enter one of the following codes to specify the pay cycle for the value entered in the Regular Pay Rate field (Position 245-254). 1 = per hour 2 = per week 3 = bi-weekly 4 = semi-monthly 5 = monthly 6 = annual
		W-4 Allowance		Required by Northern Marianas	Numeric		Enter the employee's allowance number from Form W-4. Use state code 0M in field 10.
		Contractor Indicator		Required by Massachusetts, Montana, and North Carolina. Required for PFML.	Numeric		Enter the appropriate code for the individual: 0 = Employee 1 = Contractor/1099-MISC
		Exempt Flag		Required for Washington Cares Fund	Alphabetic		Enter Y if the employee provided WA Cares Fund Exemption Approval letter. Otherwise, enter N.
33	272 - 275	Filler	4	N/A	Numeric	Blank filled	N/A
34	276 - 276	Corporate Officer Indicator	1	Required by Wyoming.	Alphanumeric	Blank filled	Type C if employee is a corporate officer. Enter blank if employee is not a corporate officer.
		Guam Employment Status EE Indicator		Required by Guam.			Required by Guam. A = Active (This is the default value.) C = Corrected T = Terminated
		Gender Indicator		Required by Maine, Vermont, and Virgin Islands.			Required by Maine, Vermont, and Virgin Islands. F = Female M = Male

Quarterly Wage Detail Record							
* For numbers -99999999999 (-9.9 billion) to 999999999999 (99.9 billion), the decimal point is implied. Examples: 000000180255=1802.55 or -00000000911=-9.11							
Field No.	Position	Field	Field Length	Required Field	Format	Format Definition	Field Description
(34 cont. next page) (34 cont. from prev. page)		Probationary Code		Required by Missouri.			Required by Missouri. P = If the worker was employed on a TEST or TRIAL basis and was employed no longer than 28 consecutive calendar days. Note: If this code (P) is present for an employee, a termination date must be provided in field 45.
		Owner or Officer		Required by Colorado, Massachusetts, New Mexico, North Carolina, and South Carolina.			Type Y if employee is an owner or officer. Otherwise, type N .
		Marital Status		Required by Northern Marianas			Enter employee marital status: S = Single, Divorced M = Married, Separated H = Married but withholding at the higher single rate Use state code 0M in field 10.
		Family Status Indicator		Required by Michigan.			Type F if employee is a family member related to the company ownership. Otherwise, enter blank.

Quarterly Wage Detail Record							
* For numbers -99999999999 (-9.9 billion) to 999999999999 (99.9 billion), the decimal point is implied. Examples: 000000180255=1802.55 or -00000000911=-9.11							
Field No.	Position	Field	Field Length	Required Field	Format	Format Definition	Field Description
		Owner/Officer Relationship Indicator		Required by District of Columbia (DC).			Enter the appropriate code noted for the employee relationship to the owner or officer of the business. 0 = Worker/Employee. There is no relationship between the employee and the employer. 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.

Quarterly Wage Detail Record							
* For numbers -99999999999 (-9.9 billion) to 99999999999 (99.9 billion), the decimal point is implied. Examples: 000000180255=1802.55 or -00000000911=-9.11							
Field No.	Position	Field	Field Length	Required Field	Format	Format Definition	Field Description
35	277 - 286	QTD Gross/Local Wages	10*	Required by Kentucky counties and localities.	Numeric	Right justified, zero filled	Employee gross/local wages for the quarter. See list of tax codes below.
		YTD Tax Wage		Required if reporting local tax wage for Pennsylvania localities.			Enter the year-to-date local wage subject to income tax for employee earning wage during the year.
		YTD Tax Wage		Required for CT Paid Leave			Enter the year-to-date local wage subject to income tax for employee earning wage during the year.
36	287 - 296	YTD Gross/Local Wages	10*	Required by Kentucky counties and localities	Numeric	Right justified, zero filled	Employee gross/local wages for the year. See list of tax codes below.
		YTD Income Tax		Required if reporting local tax for Pennsylvania localities.			Enter the year-to-date total local income tax for employee.
37	297 - 302	Class Code	6	Required by Wyoming.	Alphanumeric	Left justified, blank filled	Enter the employee class code as provided by the Wyoming Workers' Compensation Division. This is also referred to as the North American Industrial Classification (NAIC) for the employee's job function. This is a 6-digit value.
		Employee Residence PSD Code		Required if reporting local tax for Pennsylvania localities.			Enter the political subdivision code for the employee's residence as required by the agency. Note: For a listing of the valid political subdivision codes, contact the Pennsylvania Department of Community and Economic Development (DCED).
		Occupational Code		Required by West Virginia		Blank filled	Enter the six-digit Bureau of Labor Standard Occupational Classification (SOC) system code without hyphens.
38	303 - 303	Excess/Taxable Wage Flag	1	Required by states that require excess or taxable wages for wage detail.	Alphabetic	Blank filled	Type T for taxable wages or leave blank for excess wages. See note at the end of this table for more information.

Quarterly Wage Detail Record							
* For numbers -99999999999 (-9.9 billion) to 99999999999 (99.9 billion), the decimal point is implied. Examples: 000000180255=1802.55 or -00000000911=-.11							
Field No.	Position	Field	Field Length	Required Field	Format	Format Definition	Field Description
39	304 - 323	Political Subdivision	20	<i>Field is no longer used.</i> See the note in the Field Description column.	Alphanumeric	Blank filled	<p>Note: This field is no longer used as of 2nd quarter 2011 so always fill it with blanks. The Pennsylvania requirement for political subdivision codes has been split between the following two fields:</p> <ul style="list-style-type: none"> • Field #37 – Employee Residence PSD Code • Field #51 – Employee Worksite PSD Code
40	324 - 328	Worksite Unit Number	5	Required by Colorado, Indiana, Iowa, Massachusetts, Minnesota, New Mexico, and North Carolina. Required by Michigan if employer has multiple worksites.	Numeric	Right justified, zero filled	Enter worksite number assigned by state. Enter the worksite location at quarter end for employees working multiple worksites during the quarter.
41	329	Employment – Month 1	1	Required by all states.	Alphanumeric	Blank filled	Type 1 if employee covered by UI worked during reporting period. Type 0 if employee covered by UI did not work during reporting period.
42	330	Employment – Month 2	1	Required by all states.	Alphanumeric	Blank filled	Type 1 if employee covered by UI worked during reporting period. Type 0 if employee covered by UI did not work during reporting period.
43	331	Employment – Month 3	1	Required by all states.	Alphanumeric	Blank filled	Type 1 if employee covered by UI worked during reporting period. Type 0 if employee covered by UI did not work during reporting period.
44	332 - 339	Employee Start Date	8	Required by Indiana.	Numeric	Blank filled	Enter the employee's start date (MMDDYYYY)
		Seasonal Period Start Date		Required by Maine			For businesses defined as seasonal. Enter the employer's seasonal period start date as assigned by the Department of Labor (MMDDYYYY) if the employee's value for Field #18 (Seasonal Indicator) is Y.

Quarterly Wage Detail Record							
* For numbers -99999999999 (-9.9 billion) to 999999999999 (99.9 billion), the decimal point is implied. Examples: 000000180255=1802.55 or -00000000911=-9.11							
Field No.	Position	Field	Field Length	Required Field	Format	Format Definition	Field Description
(44 cont. next page) (44 cont. from prev. page)		Date First Employed		Required by Missouri and South Carolina.			Enter the employee's hire date (MMDDYYYY).
		Employee Start Date		Required for Washington PFML, Washington Cares Fund, and Newark (NJ) residents.			Enter employee's start date.
45	340 - 347	Seasonal Period End Date	8	Required by Maine.	Numeric	Blank filled	For businesses defined as seasonal. Enter the employer's seasonal period end date as assigned by the Department of Labor (MMDDYYYY) if the employee's value for Field #18 (Seasonal Indicator) is Y.
		Date of Separation		Required by Missouri and South Carolina.			Enter employee's separation or termination date (MMDDYYYY).
46	348 - 349	Out-of-State Code	2	Required for all states, Puerto Rico, Virgin Islands, and Washington D.C.	Alphanumeric	Blank filled	Enter the alphabetic abbreviation for the other state where the employee had taxable wages.
47	350 - 359	Out-of-State Unemployment Subject Wages (QTD)	10*	Required for all states, Puerto Rico, Virgin Islands, and Washington D.C.	Numeric	Right justified, zero filled	Enter QTD out-of-state unemployment subject wages for employee who transferred to the state in the current quarter and had wages previously reported in the same calendar year to another state.
48	360 - 369	Out-of-State Unemployment Subject Wages (YTD)	10*	Required for all states, Puerto Rico, Virgin Islands, and Washington D.C.	Numeric	Right justified, zero filled	Enter YTD out-of-state unemployment subject wages for employee who transferred to the state in the current quarter and had wages previously reported in the same calendar year to another state.
49	370 - 379	Out-of-State Unemployment Taxable Wages (QTD)	10*	Required for all states, Puerto Rico, Virgin Islands, and Washington D.C.	Numeric	Right justified, zero filled	Enter QTD out-of-state unemployment taxable wages for employee who transferred to the state in the current quarter and had wages previously reported in the same calendar year to another state.

Quarterly Wage Detail Record							
* For numbers -99999999999 (-9.9 billion) to 99999999999 (99.9 billion), the decimal point is implied. Examples: 000000180255=1802.55 or -00000000911=-9.11							
Field No.	Position	Field	Field Length	Required Field	Format	Format Definition	Field Description
50	380 - 389	Out-of-State Unemployment Taxable Wages (YTD)	10*	Required for <i>all</i> states, Puerto Rico, Virgin Islands, and Washington D.C.	Numeric	Right justified, zero filled	Enter YTD out-of-state unemployment taxable wages for employee who transferred to the state in the current quarter and had wages previously reported in the same calendar year to another state.
51	390 – 395	Employee Worksite PSD Code	6	Required if reporting local tax for Pennsylvania localities	Alphanumeric	Left justified, blank filled	Enter the political subdivision code for the employer’s worksite location for the employee. Note: For a listing of the valid political subdivision codes, contact the Pennsylvania Department of Community and Economic Development (DCED).
52	396 – 425	Employee Second Last Name	30	Yes	Alphanumeric	Blank filled	Enter the employee’s second last name. Per Puerto Rico, this represents the employee’s maternal second last name.
53	426 – 427	YTD Weeks Worked	2	Required if reporting local tax for Pennsylvania localities	Numeric	Right justified, blank filled	Enter the number of weeks the employee worked for the year.
54	428 – 432	Worksite ZIP Code	5	Required for Louisiana.	Numeric	Blank filled	Enter worksite ZIP code where employee conducted 50% or more of his/her work.
				Required for Washington PFML and Washington Cares Fund.			Enter worksite ZIP Code for employee.
55	433 – 436	Worksite ZIP Code Extension	4	Required for Louisiana.	Numeric	Blank filled	Enter worksite ZIP code extension where employee conducted 50% or more of his/her work.
				Required for Washington PFML and Washington Cares Fund.			Enter worksite ZIP Code extension for employee.
56	437-456	Worksite County Name	20	Required for West Virginia	Alphabetic	Blank filled	Enter worksite County name

Note: If you import taxable wages in field 9 of the TMS Wage Detail Import ASCII File Record Specification, field 38 MUST be populated with a **T**.

Use the following table for Kentucky local tax codes for fields 35 and 36 of the Quarterly Wage Detail Record:

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

Setting Up Wage Detail Record for Import

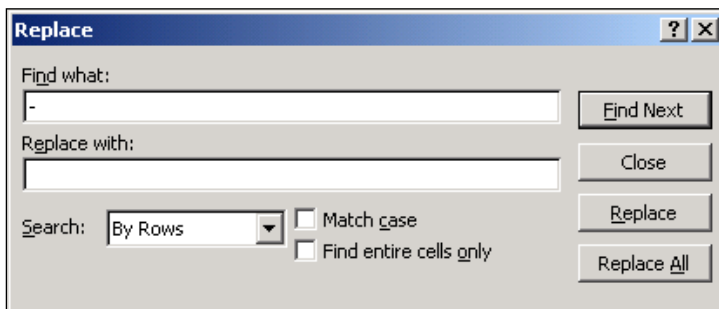
The following sections explain how to convert raw employee wage detail data from Microsoft® Office Excel® to a file ready for import into TMS. These instructions address four common issues associated with import file conversion:

- Dashes (-) in Social Security numbers need to be removed.
- Employee names must be changed to the correct format (last, first, and middle initial).
- Wages must be formatted without the decimal point. Example: 10175.5 = 1017550
- Extra required fields must be added to fulfill the requirements of the *Import File Specification*.

Removing Dashes in a Social Security Number

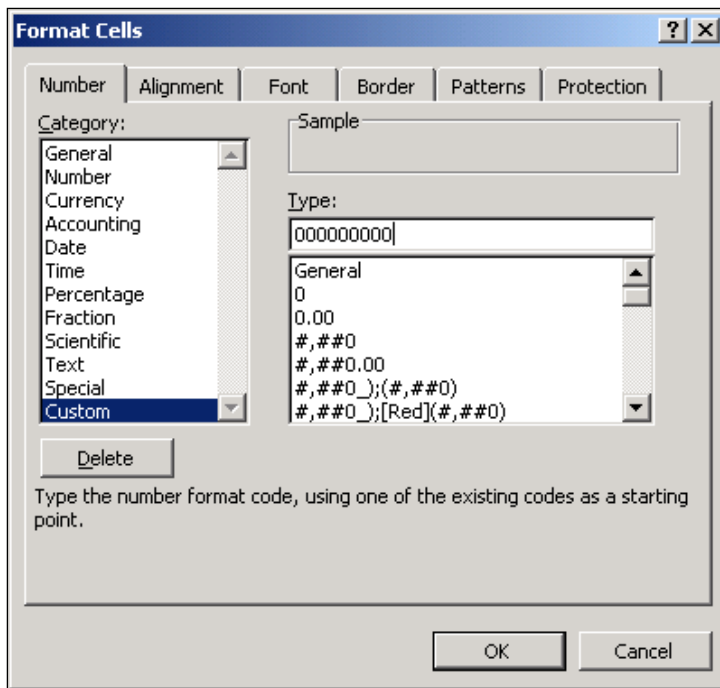
To remove the dashes in a Social Security number:

1. Open the file you want to import into TMS with Microsoft Excel by clicking **File → Open**.
2. Select the column containing the Social Security numbers.
3. Click **Edit → Replace**.
4. Type a dash (-) in the Find what field and leave the Replace with field blank.



5. Click **Replace All**.
6. Select the column containing the Social Security numbers again.
7. Click **Format → Cells**.
8. Click **Custom** in the Category field.

9. Type nine zeros (000000000) in the **Type** field.



10. Click **OK**. The Social Security numbers are now formatted properly for import into TMS.

Employee Name Formatting

Employee names must be formatted in the following order and size for import into TMS.

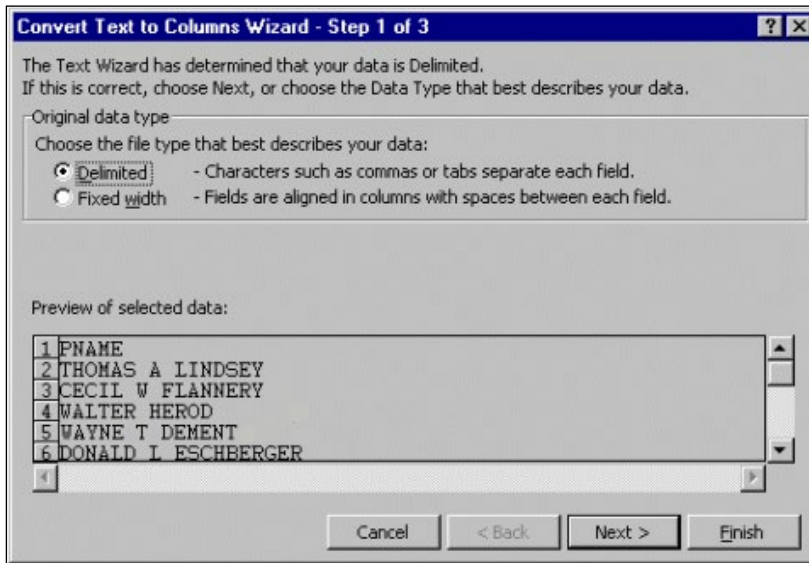
- First Name (field length 10)
- Last Name (field length 20)
- Middle Initial (field length 1)

Note: For Tennessee residents, do not use punctuation, special characters, or a suffix in employees' names. Replace special characters and punctuation with a blank space.

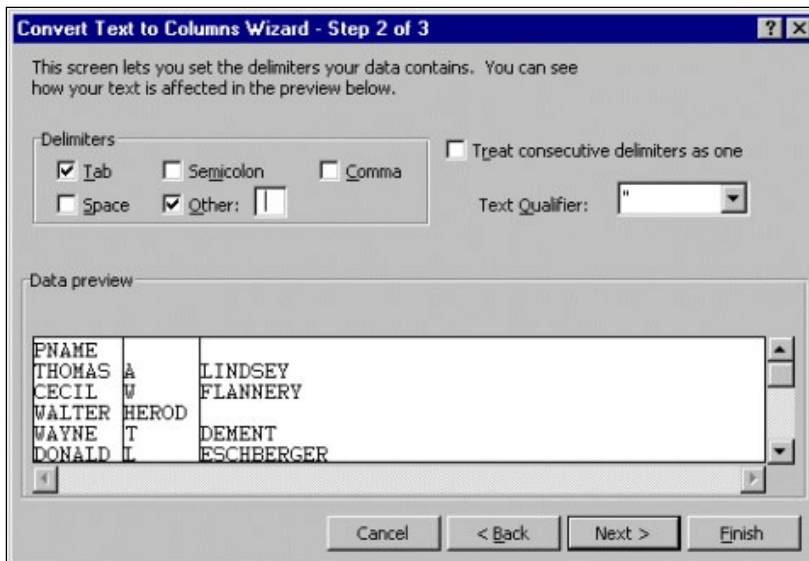
To format employee names for import into TMS:

1. Select the column containing employee name data.
2. Click **Edit → Copy**.
3. In a new Excel worksheet, click **Edit → Paste**.
4. With the new column selected, click **Data → Text to Columns**.

- When the Convert Text to Columns Wizard appears, click **Next**.



- In the Delimiters field, check **Tab**.



- In the **Other** field, enter a space.
- The Data preview area shows that the employee name data has been split into three or more columns. Click **Finish**.

9. Manually complete the remaining formatting of the employee data to match the format described earlier.
- The data columns must be ordered, from the left, as First Name, Last Name, and Middle Initial.
 - All suffixes, such as Jr., Sr., and II, must be combined with the Last Name.
- Note:** For Tennessee residents, do not include a suffix in the Last Name field.

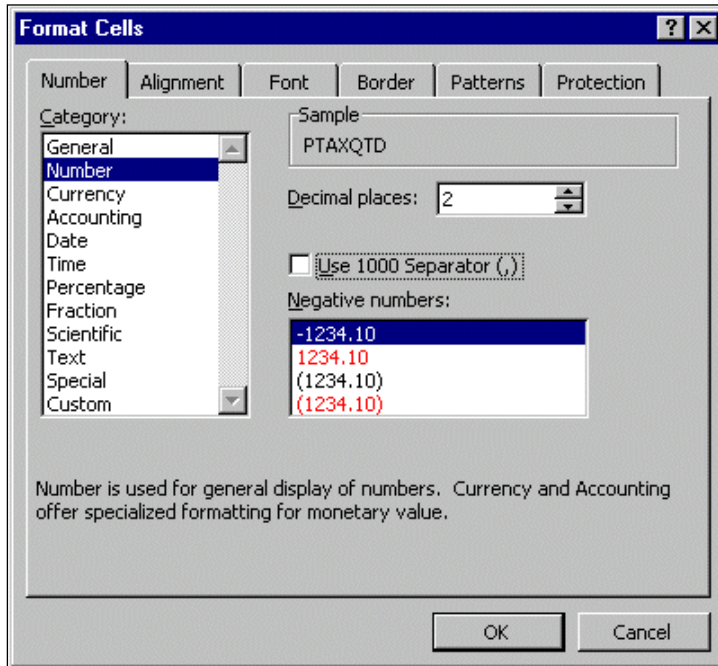
	A	B	C	D
1	PNAME			
2	THOMAS	A	LINDSEY	
3	CECIL	W	FLANNERY	
4	WALTER	HEROD		
5	WAYNE	T	DEMENT	
6	DONALD	L	ESCHBERGER	
7	DONALD	L	FRANKS	
8	GLENN	E	CAMPSEN	
9	MICHAEL	V	KELSO	
10	HOWARD	S	OWEN	JR
11	MILES	H	BABCOCK	
12	JAMES	WILMOTH		
13	CLARK	ECKERMAN		
14	DAVID	R	SHAFER	
15	TOM	C	BROWNING	JR

10. After formatting the employee name data, select the columns and click **Edit → Copy**.
11. Activate the original spreadsheet.
12. Select column B.
13. Right-click and select **Insert Copied Cells**.
14. Select the PNAME column.
15. Right-click and select **Delete**. The employee name data has now been properly formatted for import into TMS.

Reformat Wage Data to Implied Decimal Point with Trailing Zeros

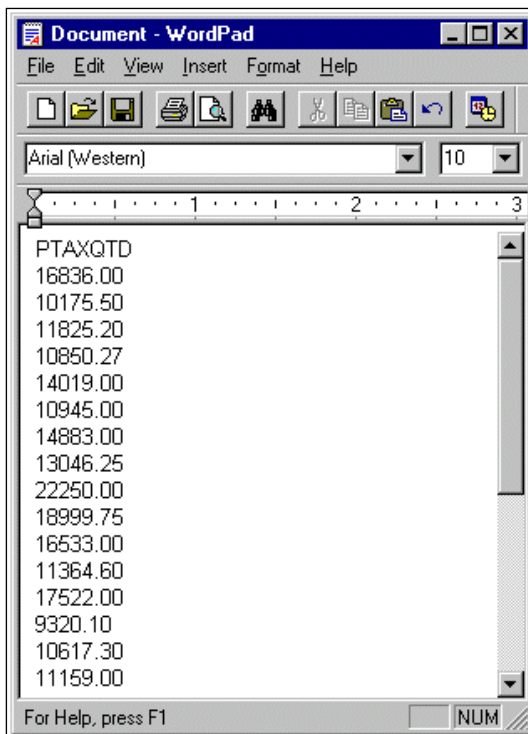
To reformat wage data to implied decimal point with trailing zeros:

1. Select wage column and click **Format** → **Cells**.
2. In the Category field, click **Number**.

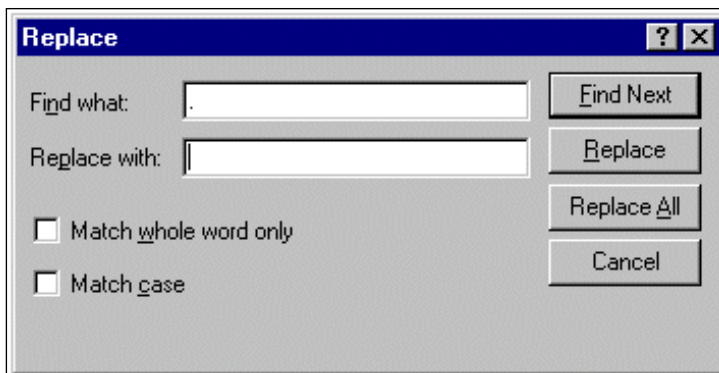


3. Uncheck the **Use 1000 Separator** box and click **OK**. The trailing zeros (00) have been added.
4. Now the decimal point must be removed without losing the cents value. Select the wage data column and click **Edit** → **Copy**.

- Open a text editor, such as WordPad. To open WordPad, click **Start** → **Programs** → **Accessories** → **WordPad** and then click **Edit** → **Paste**.



- Click **Edit** → **Replace**.
- Type a period (.) in the Find what field.



- Leave the Replace with field blank and click **Replace All**.
- Click **Cancel** to close the Replace pop-up window.
- In WordPad, click **Edit** → **Select All**, then **Edit** → **Copy**.
- Open Excel.
- Click **Insert** → **Columns**, then click **Edit** → **Paste**.

- Click **OK** when the following prompt displays.



- Click **Format** → **Columns** → **AutoFit Selection**.
- Right-click the blank column to the right of the wage column and click **Delete**.

Add Columns Required by Import File Specification

After all the data has been formatted, columns need to be added to fulfill the requirements of the *Import File Specification*. These columns will be populated with spaces or zero-filled as necessary.

To add required columns:

- Insert a column before the Social Security number and enter your company number.
- Copy the number in each cell of the column to the end of the file.
- Insert two columns between the Weeks Worked and Work State columns and enter zero in each cell of these columns to the end of the file.
- If you are generating a quarterly wage detail file, refer to the following graphic to add the other required columns after the Work State column. A space in the column cell indicates that spaces are required in the column, while a zero indicates the column needs to be zero-filled.

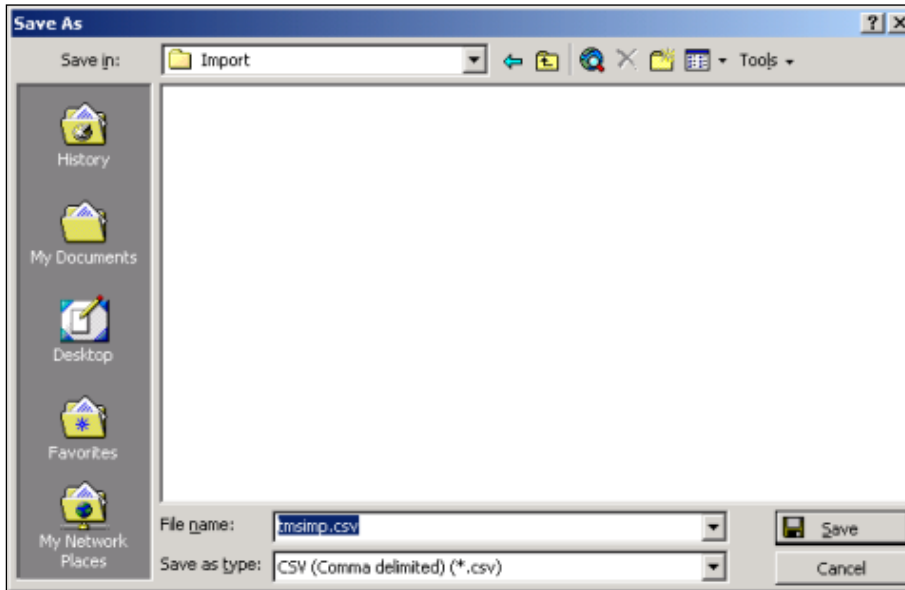
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI	AJ	
COMP #	SS #	LAST	FIRST	MIDDLE	GROSS	WEEKS	EXCESS	TAXABLE	LOCAL	STATE	CITY	ZIP	CCC	CO	SI	CA	HW	HIRE	SDI	INCOME	EMP TAX	WAGE	TIPS	ANNL	CA	NY	OTHER	CA	COMP	TYPE	CODE	EE	QTD	YTD		
0					0	0	0	0														0		0	0	0	0	0	0	0	0	0	0	0	0	0

The table below is an example of what a file populated with data should look like.

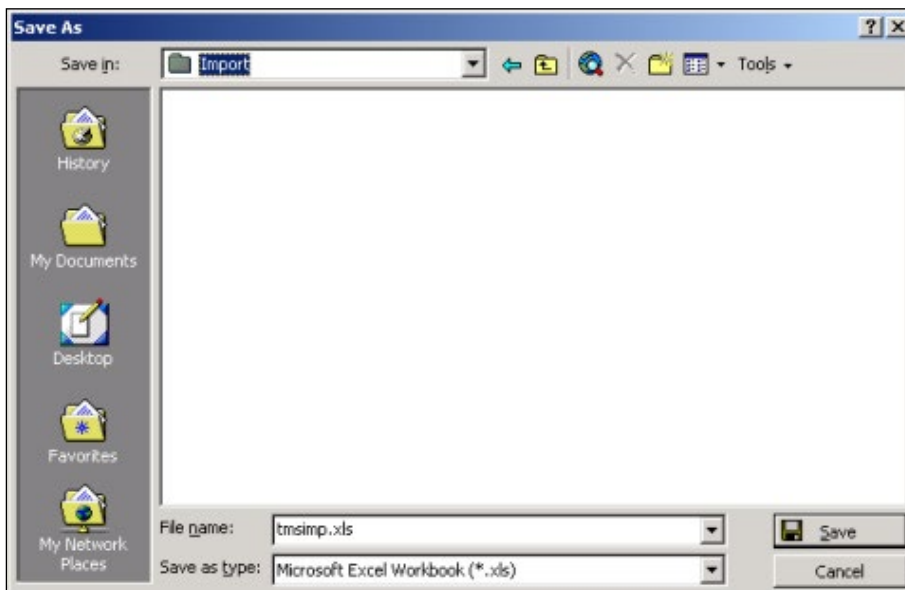
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI	AJ
0000H1	555046992	GLENN	CAMPSEN	E	1488300	13	0	0	TX													0		0	0	0	0	0	0	0	0	0	0	0	0
0000H1	555820680	MICHAEL	KELSO	V	1304625	13	0	0	TX													0		0	0	0	0	0	0	0	0	0	0	0	0
0000H1	555649144	HOWARD	OWEN JR	S	2225000	13	0	0	TX													0		0	0	0	0	0	0	0	0	0	0	0	0
0000H1	555544055	MILES	BABCOCK	H	1808975	13	0	0	TX													0		0	0	0	0	0	0	0	0	0	0	0	0
0000H1	555039664	JAMES	WILMOTH		1653300	13	0	0	TX													0		0	0	0	0	0	0	0	0	0	0	0	0
0000H1	555908180	CLARK	ECKERMAN		1136460	13	0	0	TX													0		0	0	0	0	0	0	0	0	0	0	0	0
0000H1	555683530	DAVID	SHAFFER	R	1752200	13	0	0	TX													0		0	0	0	0	0	0	0	0	0	0	0	0
0000H1	555720567	TOM	BROWNING JR	C	932010	13	0	0	TX													0		0	0	0	0	0	0	0	0	0	0	0	0
0000H1	555785396	JOHN	HELLUMS	A	1061730	13	0	0	TX													0		0	0	0	0	0	0	0	0	0	0	0	0
0000H1	555649307	BILLY	TURNER	J	1115900	13	0	0	TX													0		0	0	0	0	0	0	0	0	0	0	0	0

- After the formatting is complete, click **File** → **Save As**.

6. In the Save As Type field, click **CSV (Comma delimited, *.csv)**.
7. Enter a file name and folder location. The file can be saved to any location. Make sure to note what folder you save the file in.



8. Save the file in Excel format, as well, in case modifications need to be made later. In the Save As Type field, click **Microsoft Excel Workbook (*.xls)**. Enter a file name and folder location. The file can be saved to any location. Make sure to note what folder you save the file in.



9. You can now close Excel. To import the .CSV file into TMS as a comma-delimited file, use the **Utilities → Import** function.

Worksite Record Specification (TC700s)

The following table describes the field specifications for a worksite record. See Appendix A: Worksite Comment Codes on page 65 for a listing of the valid comment codes established by the U.S. Bureau of Labor Statistics (BLS).

Worksite Record				
* For numbers -99999999999 (-9.9 billion) to 999999999999 (99.9 billion), the decimal point is implied. Examples: 0000000180255=1802.55 or -000000000911=-9.11				
** Use when substantial worksite changes occur. Default value is blank				
Position	Field Description	Field Length	Additional Field Information	Format Definition
1 - 6	Company # (Client ID)	6		Left justified, zero filled
7 - 41	Trade Name	35		Blank filled
42 - 46	Worksite Reporting Unit #	5	Number assigned to individual worksite	Right justified, zero filled
47 - 81	Street Address	35		Blank filled
82 - 111	City	30		Blank filled
112 - 113	State	2		Blank filled
114 - 118	ZIP Code	5		Blank filled
119 - 122	Expanded ZIP Code	4	Optional	Zero filled
123 - 157	Description	35	Store or plant number	Blank filled
158 - 163	Employee Count - Month 1	6	1st month of quarter	Right justified, zero filled
164 - 169	Employee Count - Month 2	6	2nd month of quarter	Right justified, zero filled
170 - 175	Employee Count - Month 3	6	3rd month of quarter	Right justified, zero filled
176 - 188	Taxable SUI Wages	13*		Right justified, zero filled
189 - 201	Subject Wages	13*		Right justified, zero filled
202 - 203	Primary Comment Code	2**	Standard BLS 2-digit Comment Code. See Appendix A on page 65.	Blank filled
204 - 205	Secondary Comment Code	2**	Standard BLS 2-digit Comment Code. See Appendix A on page 65.	Blank filled
206 - 255	Comments	50**	Free form comments	Blank filled
256 - 257	Delivery Point Bar-Code	2	USPS delivery point bar code	Zero filled

Appendix A

Worksite Comment Codes

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

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

Code	Description
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
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