#### Census - Data from Payroll Provider to Nationwide

* *Census Segment – comma delimited*
* ***Census files should include all employees of the company who have compensation received year to date > $0***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Column** | **Field** | | **Length** | | **Description** | **UltiPro Field Mapping Notes** |
| 1\* | Transaction Type | | Character (6) | | Census transaction file identifier.  FORMAT: Constant value - “CENSUS”. | CENSUS |
| 2\* | Line of Business | | Character (1) | | Line of business identifier  FORMAT: Constant value - “1”. | 1 |
| 3\* | Nationwide Case Number | | Character (9) | | Case identification number  FORMAT: Up to 8 digits plus editing characters  Value may or may not include editing characters (-). Editing characters will be removed for final processing. | 063-86903 |
| 4\* | Effective Date | | Number (8) | | Transaction file effective date.  Format: CCYYMMDD  If not present assumed to be the day the file was received | Run Date  Format: CCYYMMDD |
| 5\* | SSN | | Number (9) | | Participant social security number.  FORMAT: Up to 9 digits plus editing characters  If numeric string is at least 7 characters, the SSN is prefixed with ‘0’s to force the final length to be 9 digits. | Eepssn  Ensure leading zeros are captured in this field |
| 6\* | Last Name | | Character (20) | | Participant last name. |  |
|  |  | |  | | FORMAT: 20 Characters  May include participant qualifiers such as JR, III, etc. DO NOT include comma’s (,) | Eepnamelast  FORMAT: 20 Characters |
| 7 | First Name | | Character (15) | | Participant first name. | eepnamefirst |
|  |  | |  | | FORMAT: 15 Characters  DO NOT include comma’s (,) | FORMAT: 15 Characters |
| 8 | Address Line 1 | | Character (32) | | Participant address.  FORMAT: 32 Alpha/Numeric Characters | eepaddressline1  FORMAT: 32 Alpha/Numeric Characters |
| 9 | Address Line 2 | | Character (32) | | Participant address.  FORMAT: 32 Alpha/Numeric Characters | eepaddressline2  FORMAT: 32 Alpha/Numeric Characters |
| 10 | Address Line 3 | | Character (32) | | Participant address.  FORMAT: 32 Alpha/Numeric Characters | Leave Blank |
| 11 | Address Line 4 | | Character (32) | | Participant address.  FORMAT: 32 Alpha/Numeric Characters | Leave Blank |
| 12 | City | | Character (20) | | Participant City  FORMAT: 32 Alpha/Numeric Characters | Eepaddresscity  FORMAT: 32 Alpha/Numeric Characters |
| 13 | State | | Character (2) | | Participant State  FORMAT: 2 Characters | Eepaddressstate  FORMAT: 2 Characters |
| 14 | Zip | | Number (5) | | Participant Zip Code  FORMAT: 5 digits | Eeaddresszip (first 5 digits)  FORMAT: 5 digits |
| 15 | Zip+4 | | Number (5) | | Participant Zip+4  FORMAT: 4 digits | Eeaddresszip (last 4 digits)  FORMAT: 4 digits |
| 16 | Hire Date | | Number (8) | | Participant Hire Date  FORMAT: CCYYMMDD | Eecdateoforiginalhire  FORMAT: CCYYMMDD |
| 17 | Service Termination Date | | Number (8) | | Date a participant terminates employment from a company.  FORMAT: CCYYMMDD | If EecDateOfOriginalHire does not = EecDateOfLastHire send prior eecdateoftermination from audit tables else send eecdateoftermination - exclude any dates after today  Keep terminations on the file once then drop them |
| 18 | Date of Entry | | Number (8) | | Participant Plan Entry Date or Eligibility Date  FORMAT: CCYYMMDD | EecDateOfLastHire  FORMAT: CCYYMMDD |
| 19 | Birth Date | | Number (8) | | Participant Birth Date  FORMAT: CCYYMMDD  Note: Required if Automatic Enrollment QDIA is Target Maturity Fund | Eepdateofbirth  FORMAT: CCYYMMDD |
| 20 | Gender | | Character (1) | | Participant Gender  FORMAT: 1 Character, Constant Values:  “M” – Male  “F” – Female  “U” – Unknown | If EepGender = M send M  If EepGender = F send F  Else sent U |
| 21 | Marital Status | | Character (1) | | Participant Marital Status  FORMAT: 1 Character, Constant Values  ”S” – Single  “M” – Married  “D” – Divorced  “W” – Widowed  “U” - Unknown | if eepMaritalStatus = S send S  if eepMaritalStatus = M send M  if eepMaritalStatus = D send D  if eepMaritalStatus = W send W  else send U |
| 22 | Email Address | | Character(100) | | Participant Email Address | EepAddressEmail  Else Blank |
|  |  | |  | | FORMAT: 100 Alpha/Numeric Character | FORMAT: 100 Alpha/Numeric Character |
|  |  | |  | | Must contain an “@” character |  |
| 23 | Employee ID | | Character (12) | | Participant Employee ID | EecEmpNo |
|  |  | |  | | FORMAT: 12 Alpha/Numeric Characters | FORMAT: 12 Alpha/Numeric Characters |
| 24 | Division Code | | Character (20) | | Participant Division Code | Leave Blank |
|  |  | |  | | FORMAT: 20 Alpha/Numeric Characters |  |
| 25 | Gross Annual Salary | | Number (13,2) | | Participant Gross Annual Salary (total yearly salary) | EecAnnSalary |
|  |  | |  | | FORMAT: Editing characters are optional. If a decimal point is missing from the value, then the number is divided by 100. |  |
| 26 | Rehire Date | | Number (8) | | Participants Rehire Date | if eecdateoftermination after eecdateoflasthire space fill  else If EecDateOfOriginalHire does not = EecDateOfLastHire send EecDateOfLastHire |
|  |  | |  | | Format: CCYYMMDD | Format: CCYYMMDD |
| 27 | Automatic Enrollment Status | | Character (1) | | Participant Automatic Enrollment Status | Leave Blank |
|  |  | |  | | **(This field will be left blank in most instances)** |  |
|  |  | |  | | Null (Plan not setup for automatic enrollment) |  |
|  |  | |  | | Plan setup for automatic enrollment: |  |
|  |  | |  | | **Y** - Auto-enrolled (included in auto-escalation) |  |
|  |  | |  | | **O -** Opted-Out |  |
|  |  | |  | | **C** - Changed Deferral Amount (Participant selected their own deferral %/$) |  |
|  |  | |  | | **R -** Refunded |  |
| 28 | Auto Enrollment Date | | Number (8) | | Participant Auto Enrollment Date | Leave Blank |
|  |  | |  | | Format: CCYYMMDD |  |
|  |  | |  | | Note: Must be future dated and only populated if case is set up for auto enrollment. |  |
| 29 | Pre-Tax Deferral Percentage Election | | Number (4, 2) | | Number: Should be between 0 and 99.9. Truncates to 2 decimal places. Sum of Traditional Deferral percentage and Roth Deferral Percentage cannot total more than 99.99%. **NOTE: If this field is populated then leave field #31 blank** | If eeddedcode = 401K, 401CP send eedamt amount  else send blank  Format: 4 digits plus decimal  If employee has multiple deduction codes above sum the percentage amount in this field |
|  |  | |  | | Format: 4 digits plus decimal |  |
|  |  | |  | | If this field is left blank, null is defaulted. |  |
|  |  | |  | | Format: 4 digits plus decimal |  |
|  |  | |  | | If this field is left blank, null is defaulted. |  |
| 30 | Roth Deferral Percentage Election | | Number (4, 2) | | Number: Should be between 0 and 99.9. Truncates to 2 decimal places. Sum of Traditional Deferral percentage and Roth Deferral Percentage cannot total more than 99.99%. **NOTE: If this field is populated then leave field #32 blank** | If eeddedcode = ROTHP, RTHUP, RTHCP send eedamt amount  else send blank  Format: 4 digits plus decimal  If employee has multiple deduction codes above sum the percentage amount in this field |
|  |  | |  | | Format: 4 digits plus decimal |  |
|  |  | |  | | If this field is left blank, null is defaulted. |  |
| 31 | Pre-Tax Dollar Election | | Number (8, 2) | | Number: Truncates to 2 decimal places. | If eeddedcode = 401KC, 401CD, 401KD, 401KU send eedamt amount  else send blank  Format: 6 digits plus decimal  **NOTE: If this field is populated then leave field #29 blank** |
|  |  | |  | | Format: 6 digits plus decimal | If employee has multiple deduction codes above sum the dollar amount in this field |
|  |  | |  | | If this field is left blank, null is defaulted. **NOTE: If this field is populated then leave field #29 blank** |  |
| 32 | | Roth dollar Election | | Number (8, 2) | Number: Truncates to 2 decimal places. | If eeddedcode = ROTHD, RTHUD, RTHCD send eedamt amount  else send blank  Format: 6 digits plus decimal  **NOTE: If this field is populated then leave field #30 blank** | |
|  | |  | |  | Format: 6 digits plus decimal | If employee has multiple deduction codes above sum the dollar amount in this field | |
|  | |  | |  | If this field is left blank, null is defaulted. |  | |
|  | |  | |  | Format: 6 digits plus decimal |  | |
|  | |  | |  | If this field is left blank, null is defaulted. **NOTE: If this field is populated then leave field #30 blank** |  | |
| 33 | | Phone Number | | Number (10) | Participant phone number | Send primary home phone (EepPhoneHomeNumber)  if blank send primary work number (EecPhoneBusinessNumber)  Format - 10 digits with or without dashes. No Parentheses | |
|  | |  | |  | Must be 10 digits with or without dashes. No Parentheses. |  | |
| 34 | | Fax Number | | Number (10) | Participant fax number | Leave Blank | |
|  | |  | |  | Must be 10 digits with or without dashes. No Parentheses. |  | |
| 35 | | Relationship to Owner | | Character (2) | How participant is related to Owner: | Leave Blank | |
|  | |  | |  | FORMAT: 2 Characters, Constant Values  If populated, then line 36 must also be populated |  | |
|  | |  | |  | **SP** – Spouse |  | |
|  | |  | |  | **PC** - Parent/Child |  | |
|  | |  | |  | **GC** - Grandparent/ Grandchild |  | |
|  | |  | |  | **OT** - Other |  | |
| 36 | | Related Owner SSN | | Number (9) | Social security number of owner participant is related to. | Leave Blank | |
|  | |  | |  | FORMAT: Up to 9 digits plus editing characters  Must be populated if line 35 has data |  | |
|  | |  | |  | If numeric string is at least 7 characters, the SSN is prefixed with ‘0’s to force the final length to be 9 digits. |  | |
| 37 | | Employee Type | | Character (1) | Employee type: | If EecSalaryOrHourly = H send H | |
|  | |  | |  | **H** - Hourly Employee | If EecSalaryOrHourly = S send S | |
|  | |  | |  | **S -** Salaried Employee |  | |
|  | |  | |  | **U -** Union |  | |
|  | |  | |  | **C** - Commission Only Employee |  | |
|  | |  | |  | **N** - Non-Resident Alien |  | |
|  | |  | |  | **O -** Other |  | |
|  | |  | |  | Note: Only complete if any of your employees are union employees (collectively bargained) or if your plans excludes one of the Employee Types above. |  | |
| 38 | | Date of Death | | Number (8) | Participant Date of Death | EepDateDeceased | |
|  | |  | |  | Format: CCYYMMDD |  | |

**\* = Required field File names must be alpha/numeric**

**Census file example:**

This represents a complete record. It wraps around onto the next line, but it’s one record and would actually appear on one line.

CENSUS,1,123-55555,20010917,111-22-3333,Smith,John,123 Main Street,,,,Columbus,OH,43215,,04041994,,04041995,04211970,M,M,johnsmith@abc.com,123456,,250

00,,,,6.00,2.00,,,555-555-5555,,SP,111223333,U,,

#### Contribution Data from Payroll Provider to Nationwide

*CTRB Segment – comma delimited*

***Contribution record***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Column** | **Field** | **Length** | **Description** | | **UltiPro field Mapping Notes** |
| 1\* | Transaction Type | Character (4) | Contribution transaction file identifier.  FORMAT: Constant value - “CTRB”. | | CTRB |
| 2\* | Line of Business | Character (1) | Line of business identifier  FORMAT: Constant value - “1”. | | 1 |
| 3\* | Nationwide Case Number | Character (9) | Case identification number  FORMAT: Up to 8 digits plus editing characters  Value may or may not include editing characters (-).  Editing characters will be removed for final processing. | | 063-86903 |
| 4\* | Pay Date | Number (8) | Associated pay date for file. Date participant is paid (Check Date)  Format: CCYYMMDD  If not present assumed to be the day the file was received at Nationwide. | | Prgpaydate  Format: CCYYMMDD |
| 5\*\* | SSN | Character (11) | Participant social security number.  FORMAT: Up to 9 digits plus editing characters  Note: If numeric string is at least 7 characters, the SSN will be prefixed with ‘0’s to force the final length to be 9 digits. | | Eepssn  Ensure leading zeros are captured in this field |
| 6\*\* | Last Name | Character (20) | Participant last name.  FORMAT: 20 Characters (Will truncate if longer)  May include participant qualifiers such as JR, III, etc.  DO NOT include comma’s (,) | | Eepnamelast  FORMAT: 20 Characters |
| 7\*\* | First Name | Character (15) | Participant first name.  FORMAT: 15 Characters (Will truncate if longer)  DO NOT include comma’s (,) | | Eepnamefirst  FORMAT: 15 Characters |
| 8\* | Source Number | Number (2) | Contribution source identifier  FORMAT: Up to 2 digits, Constant Values:  1 = Employer Discretionary  2 = Employee Salary Deferral  3 = Employer Matching  4 = Employee Voluntary  5 = Rollover  6 = SOURCE 6  7 = SOURCE 7  8 = SOURCE 8  9 = SOURCE 9  10 = Catch Up Contribution  11 = Optional Source 11  12 = Optional Source 12  13 = Optional Source 13  14 = Optional Source 14  15 = Optional Source 15  16 = Optional Source 16  17 = Optional Source 17  18 = Optional Source 18  19 = Optional Source 19  20 = Optional Source 20  21 = Roth Contributions  22 = Roth Catch Up Contribution  23 = Roth Rollover Contribution  24 = Roth IRA Rollover |  | If PdhEECurAmt > $0 where PdhDedCode IN (401CD, 401CP, 401KD, 401K, 401KC, 401KU) for Percontrols posted in the date range of the file send 2  If PdhERCurAmt > $0 where PdhDedCode IN (401CD, 401CP, 401KD, 401K, 401KC, 401KU, ROTHD, ROTHP, RTHCD, RTHCP, RTHUD, RTHUP) for Percontrols posted in the date range of the file send 3  If PdhEECurAmt > $0 where PdhDedCode IN (ROTHD, ROTHP, RTHCD, RTHCP, RTHUD, RTHUP) for Percontrols posted in the date range of the file send 21  Note if employee has employee, employer and/or loan amounts send multiple records on the file |
| 9\* | Transaction Code | Number (2) | Contribution transaction code  FORMAT: 2 digits, Constant Values:  10 = Reallocation from retainer account using participant’s pre-selected investment mix or to a specific fund - reported as a contribution  \*\*\*\*11 = contribution using participant’s pre-selected investment mix or specific fund  21 = Loan repayment principal using participant’s pre- selected investment mix or to a specific fund  22 = Loan repayment interest using participant’s pre- selected investment mix or to a specific fund  23 = Loan repayment (principal and/or interest) on a Reallocation from retainer account using participant’s pre-selected investment mix  26 = Transfer to Nationwide from a non-Nationwide contract using participant’s pre-selected investment mix or to a specific fund  27 = Reallocation from retainer account of transfer to Nationwide from a non-Nationwide contract using participant’s pre-selected investment mix or to a specific fund - reported as a transfer-in | | If PdhERCurAmt or PdhEECurAmt > $0 where PdhDedCode IN (401CD, 401CP, 401KD, 401K, 401KC, 401KU, ROTHD, ROTHP, RTHCD, RTHCP, RTHUD, RTHUP) for Percontrols posted in the date range of the file send 11  If PdhEECurAmt > $0 where PdhDedCode IN (401KL, 401L2, 401L3) for Percontrols posted in the date range of the file send 21  Note if employee has employee, employer and/or loan amounts send multiple records on the file |
| 10\*\*\* | Fund Symbol | Character(4) | Contribution fund identifier  FORMAT: 4 Characters. | | Leave Blank |
| 11\* | Amount | Number(15,2) | Contribution Amount  FORMAT: Editing characters are optional. If a decimal point is missing from the value, then the number is divided by 100. | | Employee Amounts  PdhEECurAmt where PdhDedCode IN (401CD, 401CP, 401KD, 401K, 401KC, 401KU, ROTHD, ROTHP, RTHCD, RTHCP, RTHUD, RTHUP) for Percontrols posted in the date range of the file  Employer Amounts  PdhERCurAmt where PdhDedCode IN (401CD, 401CP, 401KD, 401K, 401KC, 401KU, ROTHD, ROTHP, RTHCD, RTHCP, RTHUD, RTHUP) for Percontrols posted in the date range of the file  Loan Amounts  PdhEECurAmt where PdhDedCode IN (401KL, 401L2, 401L3) for Percontrols posted in the date range of the file  Note if employee has employee, employer and/or loan amounts send multiple records on the file |
| 12\* | Loan Number | (Number(9) | Loan Number | | If eeddedcode = 401KL, 401L2, 401L3 send value in EEPUDFIELD01  else send Blank |

**\* Required Field \*\* Required Field for PA Cases only**

**Payroll file example:**

CTRB,1,891-00194,19971231,895-46-8892,SMITH,KEVIN,12,11,, 9500.00

CTRB,1,891-00194,19971231,895-46-8892,SMITH,KEVIN,3,11,, 4800.00

CTRB,1,891-00194,19971231,898-66-3689,JONES,CHRIS,2,11,, 2100.00

CTRB,1,891-00194,19971231,898-66-3689,JONES,CHRIS,13,11,, 630.00

CTRB,1,891-00194,19971231,899-89-5392,WILSON,SUSAN A.,12,11,, 9500.00

CTRB,1,891-00194,19971231,899-89-5392,WILSON,SUSAN A.,13,11,, 3465.77

#### Salary Files - Data from Payroll Provider to Nationwide

*SALARY Segment – comma delimited* **ALL FIELDS IN SALARY FILE ARE PAY-DATE SPECIFIC**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Column** | **Field** | **Length** | **Description** | | **UltiPro field Mapping Notes**  **Important Note –**  **ALL FIELDS IN SALARY FILE ARE PAY-DATE SPECIFIC** |
| 1\* | Transaction Type | Character(6) | Salary transaction file identifier.  FORMAT: Constant value - “SALARY”. | | SALARY |
| 2\* | Line of Business | Number(1) | Line of business identifier  FORMAT: Constant value - “1”. | | 1 |
| 3\* | Nationwide Case Number | Number (9) | Case identification number  FORMAT: Up to 8 digits plus editing characters  Value may or may not include editing characters (-).  Editing characters will be removed for final processing. | | 063-86903 |
| 4\* | Pay Date | Date(8) | Date participant is paid. (Check Date)  Format: CCYYMMDD  If not present assumed to be the day the file was received at Nationwide. | | Prgpaydate  Format: CCYYMMDD |
| 5\* | SSN | Character(9) | Participant social security number.  FORMAT: Up to 9 digits plus editing characters  Note: If numeric string is at least 7 characters, the SSN will be prefixed with ‘0’s to force the final length to be 9 digits. | | eepSSN |
| 6\* | Last Name | Character (20) | Participant last name.  FORMAT: 20 Characters (Will truncate if longer)  May include participant qualifiers such as JR, III, etc.  DO NOT include comma’s (,) | | Eepnamelast  FORMAT: 20 Characters |
| 7\* | First Name | Character (15) | Participant first name.  FORMAT: 15 Characters (Will truncate if longer)  DO NOT include comma’s (,) | | Eepnamefirst  FORMAT: 15 Characters |
| 8 | Company/  Division Code | Character (20) | Company/Division Identifier  FORMAT: 20 Characters | | Leave Blank |
| 9 | Officer | Character (1) | Officer Identifier  FORMAT: 1 Character, Constant Values:  “Y” – Officer  “N” – Not Officer  If field left blank “N” will be assumed. | | Leave Blank |
| 10 | Percentage Ownership | Number(4,2) | Percentage of company owned.  FORMAT: 4 Digits plus decimal  Assumed to be whole percentage if no decimal point present. Truncates to 4 decimal positions  If left blank zero will be defaulted. | | Leave Blank |
| 11 | Hours of Service | Number (6,2) | Hours worked (with or without OT) | SUM(PehCurHrs) for ALL Earning Codes for Percontrols posted in the date range of the file | | |
| FORMAT: 6 Digits plus decimal | FORMAT: 6 Digits plus decimal | | |
| Assumed to be whole hours if no decimal point present. |  | | |
| If left blank zero will be defaulted. |  | | |
| 12 | Overtime Hours | Number (4,2) | Overtime hours worked (if separated out from hours of service) | Leave Blank | | |
| FORMAT: 4 Digits plus decimal |  | | |
| Assumed to be whole hours if no decimal point present. |  | | |
| If left blank zero will be defaulted. |  | | |
| 13\* | Gross Compensation | Number (8,2) | Gross compensation includes all wages, salaries and other amounts received which are also included in the employee’s gross income. Also includes all employee pre-tax deferrals, reimbursements, bonuses, commission and overtime for pay period. | SUM(PehCurAmt) for ALL Earning Codes for Percontrols posted in the date range of the file  FORMAT: 8 Digits plus decimal | | |
| FORMAT: 8 Digits plus decimal |  | | |
| Editing characters are optional. If a decimal point is missing from the value, then the number is divided by 100. |  | | |
| 14 | Other Compensation | Number (11,2) | Other compensation includes any other compensation specifically excluded by the plan for pay period. | Leave Blank | | |
| FORMAT: 11 Digits plus decimal |  | | |
| Editing characters are optional. If a decimal point is missing from the value, then the number is divided by 100. |  | | |
| If this field is left blank 0.00 is defaulted. |  | | |
| 15 | Pre-Tax Deferral Percentage Election | Number (4,2) | Percentage of GROSS Salary (Gross + Additional)  FORMAT: Should be between 0 and 99.99.  Truncates to 2 decimal places  If this field is left blank 0.00 is defaulted. | Leave Blank | | |
| 16 | Bonus Compensation | Number (13,2) | Bonus compensationincludes all bonuses for pay period.  FORMAT: 13 Digits plus decimal  Editing characters are optional. If a decimal point is missing from the value, then the number is divided by 100.  If this field is left blank 0.00 is defaulted. | Leave Blank | | |
| 17 | Commission Compensation | Number (13,2) | Commission compensation includes all commissions for pay period.  FORMAT: 13 Digits plus decimal  Editing characters are optional. If a decimal point is missing from the value, then the number is divided by 100.  If this field is left blank 0.00 is defaulted. | Leave Blank | | |
| 18 | Overtime Compensation | Number (13,2) | Overtime compensation includes all overtime compensation for pay period.  FORMAT: 13 Digits plus decimal  Editing characters are optional. If a decimal point is missing from the value, then the number is divided by 100.  If this field is left blank 0.00 is defaulted. | Leave Blank | | |
| 19 | Additional Reimbursements | Number (13,2) | Additional reimbursements includes moving expense reimbursements, fringe benefits, welfare benefits and non-qualified deferred compensation for pay period.  FORMAT: 13 Digits plus decimal  Editing characters are optional. If a decimal point is missing from the value, then the number is divided by 100.  If this field is left blank 0.00 is defaulted. | Leave Blank | | |
| 20 | Section 125 Deferrals | Number(13,2) | Section 125 deferrals for the PPED  FORMAT: 13 Digits plus decimal  Editing characters are optional. If a decimal point is missing from the value, then the number is divided by 100.  If this field is left blank 0.00 is defaulted. | Leave Blank | | |
| 21 | Section  402(e)(3) Deferrals | Number (13,2) | Section 402(e)(3) deferrals for the PPED  FORMAT: 13 Digits plus decimal  Editing characters are optional. If a decimal point is missing from the value, then the number is divided by 100.  If this field is left blank 0.00 is defaulted. | Leave Blank | | |
| 22 | Section 402(h)(1)(B) Deferrals | Number (13,2) | Section 402(h)(1)(B) deferrals for the PPED  FORMAT: 13 Digits plus decimal  Editing characters are optional. If a decimal point is missing from the value, then the number is divided by 100.  If this field is left blank 0.00 is defaulted. | Leave Blank | | |
| 23 | Section 403(b)  Deferrals | Number (13,2) | Section 403(b) deferrals for the PPED  FORMAT: 13 Digits plus decimal  Editing characters are optional. If a decimal point is missing from the value, then the number is divided by 100.  If this field is left blank 0.00 is defaulted. | Leave Blank | | |
| 24 | Section 414(h)  Deferrals | Number (13,2) | Section 414(h) deferrals for the PPED  FORMAT: 13 Digits plus decimal  Editing characters are optional. If a decimal point is missing from the value, then the number is divided by 100.  If this field is left blank 0.00 is defaulted. | Leave Blank | | |
| 25 | Section 457 Deferrals | Number (13,2) | Section 457 deferrals for the PPED  FORMAT: 13 Digits plus decimal  Editing characters are optional. If a decimal point is missing from the value, then the number is divided by 100.  If this field is left blank 0.00 is defaulted. | Leave Blank | | |
| 26 | Other Deferrals | Number (13,2) | Any other deferrals by the employee not  being contributed to plan or covered for  the PPED  FORMAT: 13 Digits plus decimal  Editing characters are optional. If a decimal point is missing from the value, then the number is divided by 100.  If this field is left blank 0.00 is defaulted. | Leave Blank | | |
| 27 | Employee Type | Character (1) | Employee type (replaces salary/ hourly indicator) | Leave Blank | | |
| Employee type: |  | | |
| H (Hourly Employee) |  | | |
| S (Salaried Employee) |  | | |
| U (Union) |  | | |
| C (Commission Only Employee) |  | | |
| N (Non-Resident Alien) |  | | |
| O (Other) |  | | |
| Note: Only complete if any of your employees are union employees (collectively bargained) or if your plans excludes one of the Employee Types above. |  | | |
| 28 | Section 402A Deferrals | Number (13,2) | Section 402A deferrals for the PPED  FORMAT: 13 Digits plus decimal  Editing characters are optional. If a decimal point is missing from the value, then the number is divided by 100.  If this field is left blank 0.00 is defaulted. | Leave Blank | | |
| 29 | Section 402A Deferral Percent | Number(4,2) | Percentage of 402A deferral for PPED  FORMAT: Should be between 0 and 99.99.  Truncates to 2 decimal places  If this field is left blank 0.00 is defaulted. | Leave Blank | | |
| 30 | Pre-Tax Deferral Dollar Election | Number(8,2) | If this field is left blank, null is defaulted | Leave Blank | | |
| 31 | Roth Deferral Percentage Election | Number(4,2) | Percentage of Gross Salary (Gross + Additional)  Should be between 0 and 100. Truncates to 2 decimal places. Sum of pre-tax deferral percentage and Roth deferral percentage cannot total more than 99.9%  If this field is left blank, null is defaulted. | Leave Blank | | |
| 32 | Roth Deferral Dollar Election | Number(8,2) | If this field is left blank, null is defaulted. | Leave Blank | | |

**\* = Required field**

**File names must be alpha/numeric**

**SALARY Services file example:**

SALARY,1,123-12345,20050721,111-22-5555,SMITH,MICHAEL J,,,,80,6,1800,202.5,0,,,,,,,,,,,,,,

SALARY,1,123-12345,20050721,111-55-6666,SMITH,GEORGE,,,,80,0,3653.85,1500,0,,,,,,,,,,,,,,

End of Salary File Layout