#### 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** |
| 1\* | Transaction Type | | Character (6) | | Census transaction file identifier.  FORMAT: Constant value - “CENSUS”. |
| 2\* | Line of Business | | Character (1) | | Line of business identifier  FORMAT: Constant value - “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. |
| 4\* | Effective Date | | Number (8) | | Transaction file effective date.  Format: CCYYMMDD  If not present assumed to be the day the file was received |
| 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. |
| 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 (,) |
| 7 | First Name | | Character (15) | | Participant first name. |
|  |  | |  | | FORMAT: 15 Characters  DO NOT include comma’s (,) |
| 8 | Address Line 1 | | Character (32) | | Participant address.  FORMAT: 32 Alpha/Numeric Characters |
| 9 | Address Line 2 | | Character (32) | | Participant address.  FORMAT: 32 Alpha/Numeric Characters |
| 10 | Address Line 3 | | Character (32) | | Participant address.  FORMAT: 32 Alpha/Numeric Characters |
| 11 | Address Line 4 | | Character (32) | | Participant address.  FORMAT: 32 Alpha/Numeric Characters |
| 12 | City | | Character (20) | | Participant City  FORMAT: 32 Alpha/Numeric Characters |
| 13 | State | | Character (2) | | Participant State  FORMAT: 2 Characters |
| 14 | Zip | | Number (5) | | Participant Zip Code  FORMAT: 5 digits |
| 15 | Zip+4 | | Number (5) | | Participant Zip+4  FORMAT: 4 digits |
| 16 | Hire Date | | Number (8) | | Participant Hire Date  FORMAT: CCYYMMDD |
| 17 | Service Termination Date | | Number (8) | | Date a participant terminates employment from a company.  FORMAT: CCYYMMDD |
| 18 | Date of Entry | | Number (8) | | Participant Plan Entry Date or Eligibility Date  FORMAT: CCYYMMDD |
| 19 | Birth Date | | Number (8) | | Participant Birth Date  FORMAT: CCYYMMDD  Note: Required if Automatic Enrollment QDIA is Target Maturity Fund |
| 20 | Gender | | Character (1) | | Participant Gender  FORMAT: 1 Character, Constant Values:  “M” – Male  “F” – Female  “U” – Unknown |
| 21 | Marital Status | | Character (1) | | Participant Marital Status  FORMAT: 1 Character, Constant Values  ”S” – Single  “M” – Married  “D” – Divorced  “W” – Widowed  “U” - Unknown |
| 22 | Email Address | | Character(100) | | Participant Email Address |
|  |  | |  | | FORMAT: 100 Alpha/Numeric Character |
|  |  | |  | | Must contain an “@” character |
| 23 | Employee ID | | Character (12) | | Participant Employee ID |
|  |  | |  | | FORMAT: 12 Alpha/Numeric Characters |
| 24 | Division Code | | Character (20) | | Participant Division Code |
|  |  | |  | | FORMAT: 20 Alpha/Numeric Characters |
| 25 | Gross Annual Salary | | Number (13,2) | | Participant Gross Annual Salary (total yearly salary) |
|  |  | |  | | 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 |
|  |  | |  | | Format: CCYYMMDD |
| 27 | Automatic Enrollment Status | | Character (1) | | Participant Automatic Enrollment Status |
|  |  | |  | | **(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 |
|  |  | |  | | 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** |
|  |  | |  | | 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** |
|  |  | |  | | 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. |
|  |  | |  | | Format: 6 digits plus decimal |
|  |  | |  | | 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. | |
|  | |  | |  | Format: 6 digits plus decimal | |
|  | |  | |  | 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 | |
|  | |  | |  | Must be 10 digits with or without dashes. No Parentheses. | |
| 34 | | Fax Number | | Number (10) | Participant fax number | |
|  | |  | |  | Must be 10 digits with or without dashes. No Parentheses. | |
| 35 | | Relationship to Owner | | Character (2) | How participant is related to Owner: | |
|  | |  | |  | 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. | |
|  | |  | |  | 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: | |
|  | |  | |  | **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. | |
| 38 | | Date of Death | | Number (8) | Participant Date of Death | |
|  | |  | |  | 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*

***Header record (optional)***

|  |  |  |  |
| --- | --- | --- | --- |
| **Column** | **Field** | **Length** | **Description** |
| 1\* | Transaction Identifier | Character (6) | Header transaction identifier.  FORMAT: Constant value - “HDR1”. |
| 2\* | Line of Business | Character (1) | Line of business identifier  FORMAT: Constant value - “1”. |
| 3\* | System Identifier | Character (10) | System identifier  FORMAT: Constant value - “V-03.00.00”. |
| 4\* | Filler | Character (1) | FORMAT: Constant value - “0”. |

***Contribution record***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Column** | **Field** | **Length** | **Description** | |
| 1\* | Transaction Type | Character (4) | Contribution transaction file identifier.  FORMAT: Constant value - “CTRB”. | |
| 2\* | Line of Business | Character (1) | Line of business identifier  FORMAT: Constant value - “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. | |
| 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. | |
| 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. | |
| 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 (,) | |
| 7\*\* | First Name | Character (15) | Participant first name.  FORMAT: 15 Characters (Will truncate if longer)  DO NOT include comma’s (,) | |
| 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 |
| 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 | |
| 10\*\*\* | Fund Symbol | Character(4) | Contribution fund identifier  FORMAT: 4 Characters. | |
| 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. | |
| 12\* | Loan Number | (Number(9) | Loan Number | |

***Trailer record (optional)***

|  |  |  |  |
| --- | --- | --- | --- |
| **Column** | **Field** | **Length** | **Description** |
| 1\* | Transaction Identifier | Character (6) | Footer transaction identifier.  FORMAT: Constant value - “TRL1”. |
| 2\* | Line of Business | Character (1) | Line of business identifier  FORMAT: Constant value - “1”. |
| 3\* | System Identifier | Character (10) | System identifier  FORMAT: Constant value - “V-03.00.00”. |
| 4\* | Transaction Count | Number (9) | Transaction Count.  FORMAT: The total number of records in the file including headers and trailers. |
| 5\* | Filler | Character (1) | FORMAT: Dollar amount of the file |

**\* 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

#### DEBIT ACH - Data from Payroll Provider to Nationwide

*ACHD Segment – comma delimited*

***Header record (optional)***

|  |  |  |  |
| --- | --- | --- | --- |
| **Column** | **Field** | **Length** | **Description** |
| 1\* | Transaction Identifier | Character (6) | Header transaction identifier.  FORMAT: Constant value - “HDR1”. |
| 2\* | Line of Business | Character (1) | Line of business identifier  FORMAT: Constant value - “1”. |
| 3\* | System Identifier | Character (10) | System identifier  FORMAT: Constant value - “V-03.00.00”. |
| 4\* | Filler | Character (1) | FORMAT: Constant value - “0”. |

***ACHD record***

|  |  |  |  |
| --- | --- | --- | --- |
| **Column** | **Field** | **Length** | **Description** |
| 1\* | Transaction Type | Character (4) | ACHD transaction file identifier.  FORMAT: Constant value - “**ACHD**”. |
| 2\* | Line of Business | Character (1) | Line of business identifier  FORMAT: Constant value - “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. |
| 4\* | **Bank Name** | Character (40) | **ACHD bank name**  FORMAT: 40 Characters |
| 5\* | **ABA Number** | Number (9) | **ACHD ABA number**  FORMAT: 9 Digits |
| 6\* | Bank Account Number | Character (17) | **ACHD bank account number**  FORMAT: 17 Characters.  Numeric |
| 7\* | Bank Account type | Character (1) | **ACHD Bank account type**  FORMAT: 1 Character, Constant Values:  “C” – Checking  “S” – Savings |
| 8\* | Transaction Amount | Number(10,2) | **ACHD transaction amount**  FORMAT: Editing characters are optional. If a decimal point is missing from the value, then the number is divided by 100. |
| 9 | Forfeiture Amount | Number(10,2) | **ACHD forfeiture amount**  FORMAT: Editing characters are optional. If a decimal point is missing from the value, then the number is divided by 100. |
| 10 | Forfeiture Source | Character (2) | ACHDforfeiture source  FORMAT: Up to 2 Characters |
| 11 | Retainer Amount | Number(10,2) | ACHDretainer amount  FORMAT: Editing characters are optional. If a decimal point is missing from the value, then the number is divided by 100. |
| 12 | Retainer Source | Character(2) | ACHDretainer source  FORMAT: up to 2 Characters |
| 13\* | Pay Date | Number (8) | ACHD associated pay date. Should match the date associated with the contribution file.  Format: CCYYMMDD  If not present assumed to be the day the file was received at Nationwide. |
| 14\* | Deposit Breakdown | Character (2) | ACHD deposit breakdown  FORMAT: Up to 2 Characters, Constant Values:  “D” – Diskette  “T”-Tape  “HC”-Hardcopy  “E”-Electronic  “O”-Other |

Trailer record (optional)

|  |  |  |  |
| --- | --- | --- | --- |
| **Column** | **Field** | **Length** | **Description** |
| 1\* | Transaction Identifier | Character (6) | Footer transaction identifier.  FORMAT: Constant value - “TRL1”. |
| 2\* | Line of Business | Character (1) | Line of business identifier  FORMAT: Constant value - “1”. |
| 3\* | System Identifier | Character (10) | System identifier  FORMAT: Constant value - “V-03.00.00”. |
| 4\* | Transaction Count | Number (9) | Transaction Count.  FORMAT: The total number of records in the file including headers and trailers. |
| 5\* | Filler | Character (1) | FORMAT: Constant value - “0”. |

**\* = Required Field**

**File names must be alpha/numeric**

**Debit ACHD file example:**

ACHD,1,160-00010,BANK OF WACHOVIA,584567262,213215,C,1000,,,100,1,20011231,T

ACHD,1,160-00010,BANK OF SCOTLAND,984545261,3984714,C,250,,,25,3,20011231,D

ACHD,1,160-00010,INTEGRATED FEDERAL,334599265,9872185,S,150000,500,2,,,20011231,HC

ACHD,1,160-00010,HUNTINGTON OF COLUMBUS,8567212,98721324,S,3250,,,,,20011231,E

#### 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** | |
| 1\* | Transaction Type | Character(6) | | Salary transaction file identifier.  FORMAT: Constant value - “SALARY”. | |
| 2\* | Line of Business | Number(1) | | Line of business identifier  FORMAT: Constant value - “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. | |
| 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. | |
| 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. | |
| 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 (,) | |
| 7\* | First Name | Character (15) | | Participant first name.  FORMAT: 15 Characters (Will truncate if longer)  DO NOT include comma’s (,) | |
| 8 | Company/  Division Code | Character (20) | | Company/Division Identifier  FORMAT: 20 Characters | |
| 9 | Officer | Character (1) | | Officer Identifier  FORMAT: 1 Character, Constant Values:  “Y” – Officer  “N” – Not Officer  If field left blank “N” will be assumed. | |
| 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. | |
| 11 | Hours of Service | | Number (6,2) | | Hours worked (with or without OT) |
| 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) |
| 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. |
| 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. |
| 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. |
| 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. |
| 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. |
| 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. |
| 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. |
| 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. |
| 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. |
| 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. |
| 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. |
| 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. |
| 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. |
| 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. |
| 27 | Employee Type | | Character (1) | | Employee type (replaces salary/ hourly indicator) |
| 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. |
| 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. |
| 30 | Pre-Tax Deferral Dollar Election | | Number(8,2) | | If this field is left blank, null is defaulted |
| 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. |
| 32 | Roth Deferral Dollar Election | | Number(8,2) | | If this field is left blank, null is defaulted. |

**\* = 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