

**HRPC – WORKING WITH BROKER PARTNER:**

**REQUIRED** indicates Certent required data

**REQUIRED** indicates additional information broker requires

**Include header**

**CSV format**

**Leave terms on for 90 days after eecdateoftermination**

**Stock udf -job summary “Stock Awarded” field – only send if has checked (this may be a platform configurable field as I can’t find it under the udf setup.)**

**Demographic File:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Description** | **Comments** | **Certent** | **Broker Required** | **2.7.2020 discussion** | Mapping Notes |
| Equityholder Code | (Must match the ID used for Options) | **X** | **X** | **X** | eepcmpno |
| Tax ID |  |  | **X** | **X** | eepssn without dashes |
| First Name |  | **X** | **X** | **X** | eepnamefirst |
| Middle Name |  |  |  |  | Leave blank |
| Last Name |  | **X** | **X** | **X** | Eepnamelast |
| Current Address Line 1 |  |  | **X** | **X** | Eepaddressline1 |
| Current Address Line 2 |  |  |  | **X** | Eepaddressline2 |
| Current Address Line 3 |  |  |  | **X** | Leave blank |
| Current City |  |  |  | **X** | Eepaddresscity |
| Current State or Province | Use US State Abbreviations - AL, WY if possible | **X** |  | **X** | Eepaddressstate |
| Current Postal Code |  |  |  | **X** | Eepaddresszip |
| Current Country | Use 3-digit country code | **X** |  | **X** | USA |
| Current Email Address |  | **X** | **X** | **X** | eepaddressemail |
| Date Relationship Started | Most recent Hire Date, used for adding new participants or processing rehires | **X** |  | **X** | Eecdateoflasthire |
| Termination Date | 90 days? |  |  | **X** | eecdateoftermination |
| Termination Type |  | **X** if populating the termination date |  | **X** | Voluntary |
| Current Job Title |  |  |  | X | JbcDesc where JbcCode = EecJobCode |
| Current Department |  |  |  | X | eecOrglvl1 |
| Date of Birth | (MM/DD/YYYY) |  |  | **X** | eepdateofbirth |
| As of Date | (MM/DD/YYYY) should be populated with file creation date | **X** |  | **X** | PrgPayDate |
| Annual Salary | If using Certent’s ESPP system, provide for expense calculation |  |  | ? | Leave blank |
| Tax Year |  | **X** |  | **X** | Current 4 digit year from PrgPayDate |
| YTD Total Compensation | Salary plus supplemental | **X** |  | **X** | SUM(PehCurHrs) where PehEarnCode are not (BOOT, EXPRM, HSARF, HSARI) for per controls from 1st per control of the year to the last closed per control |
| YTD Taxable Supplemental Compensation | Any income that is considered additional to regular salary | **X** |  | **X** | sum(PehCurHrs) where ErnIsSuppWages = Y where ErnEarnCode = PehEarnCode for per controls from 1st per control of the year to the last closed per control |
| YTD Social Security | YTD Tax Withholding | **X** |  | **X** | SUM(PthCurTaxableWages) where PthTaxCode Like ‘USSOCEE' for per controls from 1st per control of the year to the last closed per control |
| YTD SDI/SUI | If SDI/SUI taxes will be withheld on transactions and have a withholding limit | **X** |  | **X** | Leave blank |
| State Code | Required if YTD SDI/SUI is populated above |  |  | **X** | Leave blank |