

CompuPay Payroll / Generic HRLink Interface File Specifications for PayLoad

ASCII file format:

The files may be formatted as ASCII Fixed Width or CSV (Comma Separated Value). If CSV is used, the standard windows CSV format should be used where a comma is used as the separator and a double quote character as the qualifier (when necessary in order to not break the formatting).

Normally, for any field which is validated against a PayLoad code table the value should be in uppercase.

Types of files:

1. Demog.txt - Demographics file. Always required and every employee you intend to process through HRLink must contain a record in this file.
2. Taxes.txt - Taxes file. Always required. Every record in Demog.txt must have a corresponding matching record in Taxes.txt.
3. Deduct.txt - Deduction/Benefits file. Only required if you intend to transfer deduction information to PayLoad. Otherwise, you do not have to provide this file.

Numeric fields:

1. The notation to specify the format of a numeric field is "N (X, Y)", where X is the total length of the field (including the decimal point and a negative sign, if present) and Y is the number of decimal places that are allowed. For example, if the field type is "N (9,2)" then a valid value might be "100.00", or "153245.72". However, a value of "8153245.72" is invalid because it exceeds the field size.
2. If the number of decimal places is zero (e.g. "N (5.0)") then do not include a decimal point or the fractional portion in the value.
3. Commas, dollar signs and spaces are okay (but not required) and will be stripped out by HRLink.
4. Left padding with leading zeros is allowed.
5. If a negative sign is present, make sure it is the leftmost character (e.g. "-100.00" or "-00100.00")

Date fields:

All dates must be in the following format: YYYY/MM/DD

HRLink enabled fields:

If the column 'En' has a checkmark, this indicates that in the normal HRLink configuration, this field will transfer over to PayLoad for both appends (new records) and edits (updates to existing records). If you intend to send a value for a field which is normally not enabled in HRLink then CompuPay must be notified so that HRLink can be configured to do so. If you decide to not send a value for a field and that field is normally enabled in HRLink then CompuPay must be notified so that HRLink can be configured to disable the transfer of that field - otherwise HRLink would blank out the field in PayLoad on each transfer.

Other considerations:

1. Whether the format is CSV or Fixed Width, it is required that the file's (e.g. Demog.txt) structure remain the same for every record.
2. A header row is permitted. If a header row is present, then notify CompuPay so that HRLink can be configured to ignore it.
3. Detail rows and secondary master rows (rows from deduct.txt, taxes.txt) are only transferred if the corresponding master row (from demog.txt) is transferred. If a corresponding master row (demog.txt) doesn't exist, then the dangling rows are ignored by HRLink.
4. Use the normal source file names (e.g. Demog.txt, taxes.txt, deduct.txt) when possible. You may choose to use other file names. The only requirement is that the file names stay consistently named (e.g. Do not use a date within the file name).
5. When providing data for a character field, left justify the contents.
6. Within a row of data, provide data for all fields every time, not just the changed fields.
7. HRLink does not handle the deletion of records. Deletion of records from PayLoad is not allowed. For example, assume an employee already had a MED (Medical) deduction in PayLoad. If the Deduct.txt file did not contain that MED deduction the MED deduction would not be deleted from PayLoad.

Spreadsheet key:

1. No - The order in which the field appears in the source file
2. Start - If using fixed width format, the character position where the field starts in the row.
3. Length - The maximum width of the field in the source file if using fixed width. Usually, this is also the length of the field in PayLoad. If using fixed width format, this value added to the start position equal the starting position of the next field. To prevent data truncation, ensure that the length of the data does not exceed this value.
4. Field Name - The field name of the corresponding PayLoad field. Usually, this is the name of the PayLoad field that the value would transfer into.
5. Type - The field type for the PayLoad field. C - Character, N - Numeric, D - Date
6. En - Indicates whether HRLink normally transfers this field. If unchecked, then this value would be ignored by HRLink, unless CompuPay is asked to configure HRLink differently.
7. Req'd - Specifies whether this field needs to contain data (otherwise, it would be okay to leave blank). If you decide to leave a value blank consistently then you must convey this fact to CompuPay so that HRLink can be configured to not transfer that field to PayLoad.

Demographics File (Demog.txt)

No.	Start	Length	Field Name	Type	En	Req'd	Notes
1	1	8	EMP_ID	C	✓	See ➡	Employee's ID: Not required. However, if left blank HRLink must be configured to auto-assign the ID. If provided, the ID must be 8 characters or less and the ID must be unique for the entire PayLoad database. IDs may be all numeric or may contain characters. If all numeric, then HRLink will left pad the ID with zeros when transferring to PayLoad.
2	9	11	EMP_SSN	C	✓	Y	Employee's Social Security Number: May be provided with or without dashes. HRLink will ensure that the PayLoad SSN does not contain dashes. Since the SSN appears in multiple source files, make sure the formatting is consistent throughout. The combination of Emp_Corp and Emp_SSN must be unique in the PayLoad database. Note: Once an employee has been transferred to PayLoad, HRLink can no longer modify the employee's SSN (changing SSNs is a manual operation in PayLoad).
3	20	4	EMP_CORP	C	✓	See ➡	Employee's Corporation: Normally required. However, if the corp is unknown it may be possible to leave Emp_Corp blank and for HRLink to derive the corp from the Emp_Unit field. Each corp is uniquely associated with an EIN (Federal Employer Identification Number). This value is <u>not</u> free form and is validated against a code table in PayLoad. Note: Once an employee has been transferred to PayLoad, HRLink can no longer modify the employee's corporation.
4	24	12	EMP_UNIT	C	✓	Y	Employee's Unit: The physical location where the employee works. In some scenarios, may be used to identify state for unemployment ins. liability. This value is not free form and is validated against a code table in PayLoad.
5	36	6	EMP_DEPT	C	✓	Y	Employee's Department: This value is not free form and is validated against a code table in PayLoad.
6	42	40	EMP_NAME	C	✓	Y	Employee's full name: Name must be provided in the following format - Last, First MI (Last followed by a comma and space followed by first followed by space then the middle name or initial). This name will appear on W2 forms.
7	82	30	ADDR1	C	✓	Y	Employee's Home Address: First line.
8	112	30	ADDR2	C	✓	N	Employee's Home Address: Second line.
9	142	16	CITY	C	✓	Y	Employee's Home City:

10	158	2	ST	C	✓	Y	Employee's Home State:
11	160	10	ZIP	C	✓	Y	Employee's Home Zip:
12	170	13	EMP_PHONE	C	✓	N	Employee's Home Phone Number: These formats are valid: Blank, NNN-NNNN or NNN-NNN-NNNN
13	183	1	EMP_STATUS	C	✓	Y	Employee's Status of employment: Only these 3 values are valid: 'A', 'T' or 'H' (Active, Terminated, Hold). A if the emp. is currently working. T if the emp. is not employed. H if the employee is temporarily not employed (Leave of Absence situation).
14	184	1	EMP_HR_SAL	C	✓	Y	Employee's Hourly/Salary status: Only 'H' or 'S' values are valid. Indicates "exempt employee" status.
15	185	1	EMP_RACE	C	✓	N	Employee's Race/Ethnicity: Only these values are valid: 'A', 'B', 'H', 'I', 'N', 'O', 'W' (Asian, Black, Hispanic, Native American, Native American, Other, White)
16	186	1	EMP_SEX	C	✓	Y	Employee's Sex: Only these values are valid: 'M', 'F' (Male, Female)
17	187	1	E_FUL_PART	C	✓	Y	Employee's Full Time/Part Time status: Only these values are valid: 'F', 'P' (Full Time, Part Time)
18	188	1	E_MAR_STAT	C	✓	Y	Employee's True Marital Status: Only these values are valid: 'M', 'S', 'D', 'W' (Married, Single, Divorced, Widowed)
19	189	4	EMP_FREQ	N (4, 0)	✓	Y	Employee's Pay Frequency: How often the employee is normally paid per year. Only these values are valid: '52', '26', '24', '12', '4' (Weekly, Bi-Weekly, Semi-Monthly, Monthly, Quarterly)
20	193	9	PAYPD_HRS	N (9, 2)	✓	N	Employee's Pay Period Hours: The no. of hours an employee normally works during a pay period (see Emp_Freq). The hourly rate for salaried employees is based on this value. If blank, the following will be used: If Weekly, 40 hrs. If Bi-Weekly, 80 hrs. If Semi-Monthly, 86.67 hrs. If Monthly, 173.33 hrs. If Quarterly, 520 hrs.
21	202	13	PD_SALARY	N (13, 2)	✓	See ➡	Employee's Period Salary: The amount an employee is paid for the pay period (see Emp_Freq) - <u>not</u> the annual salary. Only required if the employee is paid on a salary basis (see Emp_Hr_Sal). Ignored when the employee is paid on an hourly basis.
22	215	9	EMP_RATE1	N (9, 4)	✓	See ➡	Employee's Primary Rate: The hourly rate that an employee is paid. Only required if the employee is paid on a hourly basis (see Emp_Hr_Sal). When employee is salaried, HRLink will calculate the PayLoad value from PD_Salary, Emp_Freq and PayPd_Hrs. Ignored when the employee is paid on an salary basis.
23	224	9	- Filler -				Just a placeholder. For fixed width, fill with blanks.

24	233	9	EMP_RATE2	N (9, 4)		N	Employee's Rate 2: The use of this field is optional and the transfer of this value is normally disabled in HRLink by default.
25	242	9	- Filler -				Just a placeholder. For fixed width, fill with blanks.
26	251	9	EMP_RATE3	N (9, 4)		N	Employee's Rate 3: The use of this field is optional and the transfer of this value is normally disabled in HRLink by default.
27	260	9	- Filler -				Just a placeholder. For fixed width, fill with blanks.
28	269	9	EMP_RATE4	N (9, 4)		N	Employee's Rate 4: The use of this field is optional and the transfer of this value is normally disabled in HRLink by default.
29	278	9	- Filler -				Just a placeholder. For fixed width, fill with blanks.
30	287	9	EMP_RATE5	N (9, 4)		N	Employee's Rate 5: The use of this field is optional and the transfer of this value is normally disabled in HRLink by default.
31	296	9	- Filler -				Just a placeholder. For fixed width, fill with blanks.
32	305	9	- Filler -				Just a placeholder. For fixed width, fill with blanks.
33	314	10	DATE_RAISE	D	✓	N	Raise Date: When an employee's primary rate changes (if hourly) or pay period salary changes (if salary), then a PayLoad raise date is assigned. If this field is enabled in HRLink configuration then the date provided would be used. Otherwise, the current system date would be used.
34	324	10	- Filler -				Just a placeholder. For fixed width, fill with blanks.
35	334	10	DATE_BIRTH	D	✓	N	Employee's Birth Date:
36	344	10	DATE_HIRE	D	✓	Y	Employee's Original Hire Date:
37	354	10	DATE_REHIR	D	✓	N	Employee's Rehire Date: Should be blank if employee has never been rehired - otherwise, provide most recent hire date.
38	364	10	DATE_TERM	D	✓	See ➡	Employee's Termination/Hold Date: Required whenever the Emp_Status field is 'T' (Terminated) or 'H' (Hold/Leave of Absence). Even when the status is 'A', keep providing the most recent termination/hold date (if any) to preserve the historical termination/hold date in PayLoad.
39	374	6	JOB_CLASS	C		N	Employee's Job Class: This value is not free form and is validated against a code table in PayLoad.
40	380	10	DATE_PAY	D		N	Pay Effective Date: This field is normally not used. It is not a PayLoad field. Whenever a value is provided in this field, this instructs HRLink not to transfer the following pay related data: primary rate, pay period salary, pay frequency, pay period hours, hourly/salary until the pay effective date is <= today's date. When this feature is used, HRLink has to be configured to recognize a field named "DATE_PAY"

Key Field Relationships:

PayLoad Key Fields:

1. Emp_ID: If provided in the source file, this must be unique.
2. Emp_Corp + Emp_SSN:

Normally, the key for the source (ASCII) tables is Emp_Corp + Emp_SSN. However, if the corp is unknown and cannot be provided then Emp_Unit + Emp_SSN may be used as the key.

Change Effective Date:

Normally, every record in demog.txt is transferred. However, there is the option of only transferring records that fall within a specified date range. The date range would be specified in the main window in HRLink. The date, which would be some sort of change effective date, would be included in demog.txt. There is no specific location to include this optional field. You would need to work with CompuPay to determine a good place to include this field. Then HRLink would need to be configured to recognize this field, which would need to be named DATE_CHG in the HRLink configuration. Whenever the value in the change effective date field does not fall within the date range specified in HRLink by the user the record (and any detail records) is skipped.

Table Significance:

Demog.txt is the master file. Records in other files are only processed if the employee (according to key fields) exists in Demog.txt. This file is always required and if an employee is to be processed at all the employee must have a record in this file.

Taxes File (Taxes.txt)

No.	Start	Length	Field Name	Type	En	Req'd	Notes
1	1	8	EMP_ID	C		N	Employee's ID: Normally left blank and not used in this file. This field is only present in this file as an optional key field (in case SSN is not provided)

2	9	11	EMP_SSN	C	✓	Y	Employee's Social Security Number: May be provided with or without dashes. HRLink will ensure that the PayLoad SSN does not contain dashes. Since the SSN appears in multiple source files, make sure the formatting is consistent throughout. The combination of Emp_Corp and Emp_SSN must be unique in the PayLoad database.
3	20	4	EMP_CORP	C	✓	See ➡	Employee's Corporation: Normally required. However, if not supplying Emp_Corp in the demographics table then the unit would need to be added as a field in taxes.txt and then the unit used as part of the key by HRLink. Each corp is uniquely associated with an EIN (Federal Employer Identification Number). This value is not free form and is validated against a code table in PayLoad.
4	24	1	AUTO_PAY	C	✓	N	Employee's Automatic Pay: If value is blank, HRLink can be configured to set this PayLoad flag according to whether emp. is hourly or salary.
5	25	6	CLOCK_NUM	C	✓	N	Employee's Clock Number: Usually the employee's badge number from a timeclock system.
6	31	10	CHK_SEQ	C	✓	N	Employee's Check Sequence: Used to group checks together. Checks will be sorted based on this value.
7	41	1	E_PENSION	C	✓	N	Employee's Pension Indicator: Only 'Y' or 'N' values are valid. A yes indicates that CompuPay should mark the pension box on the employee's W2.
8	42	1	E_CLAIM_ME	C	✓	See ➡	Employee's Marital Status Claiming Method: Completed according to employee's W4. 'M', 'S' (Married, Single). If value is not 'M' or 'S' then the PayLoad value defaults to 'S' and a warning message appears in the log that HRLink creates.
9	43	2	E_ST_MODUL	C	✓	Y	Employee's State Tax Code: The state in which the employee is liable for state income tax. This value is not free form and is validated against a code table in PayLoad.
10	45	6	E_CITY_MOD	C	✓	N	Employee's Local Tax Code: This value is not free form and is validated against a code table in PayLoad. A blank value means no local tax is applied.
11	51	1	E_AEIC	C	✓	N	Employee's Earned Income Credit Status: 'I', 'J', 'W', " (Individual, Joint, Married Filing w/o Spouse, Does Not Qualify)
12	52	13	ADDTNL_FIT	N (13, 2)	✓	N	Employee's Additional Federal Income Tax: See the notes for section on Additional FIT/SIT/CTY/SDI.
13	65	13	ADDTNL_SIT	N (13, 2)	✓	N	Employee's Additional State Income Tax: See the notes for section on Additional FIT/SIT/CTY/SDI.

14	78	13	ADDTNL_CTY	N (13, 2)	✓	N	Employee's Local Federal Income Tax: See the notes for section on Additional FIT/SIT/CTY/SDI.
15	91	13	ADDTNL_SDI	N (13, 2)	✓	N	Employee's Additional State Disability Insurance Tax: See the notes for section on Additional FIT/SIT/CTY/SDI.
16	104	5	E_FIT_EXEM	N (5, 0)	✓	N	Employee's Federal Exemptions Claimed: Number of exemptions the employee is claiming on the W4. Blank equates to zero.
17	109	5	E_ST_EXEMP	N (5, 0)	✓	N	Employee's State Exemptions Claimed: Number of exemptions the employee is claiming on the W4. Blank equates to zero.
18	114	2	SUTA_STATE	C	✓	Y	Employee's SUTA (State Unemployment Tax Act): State SUTA tax code.
19	116	4	BANK	C	✓	Y	Employee's Payroll Bank or Group.
20	120	4	- Filler -				Just a placeholder. For fixed width, fill with blanks.
21	124	13	FIT_EXEMPT	N (13, 2)	✓	N	Employee's Annualized Federal Exemptions: A dollar amount which indicates the dollar amount to be withheld on an annual basis, in addition to any other federal exemptions.
22	137	13	SIT_EXEMPT	N (13, 2)	✓	N	Employee's Annualized State Exemptions: A dollar amount which indicates the dollar amount to be withheld on an annual basis, in addition to any other state exemptions.
23	150	12	- Filler -				Just a placeholder. For fixed width, fill with blanks.
24	162	2	EMP_SUBTYP	C		N	Employee's Sub Type: A special field in the CompuPay system that usually has this significance: MW signifies that this employee may be paid less than minimum wage. SE indicates a statutory employee.

Key Field Relationships:

PayLoad Key Fields:

1. Emp_Corp + Emp_SSN:

Normally, the key for the source (ASCII) tables is Emp_Corp + Emp_SSN. However, if the corp is unknown and cannot be provided then Emp_Unit + Emp_SSN may be used as the key (in which case an Emp_Unit column would be added to the taxes.txt file).

Table Significance:

Taxes.txt is considered a secondary master file. In other words, it is a master table just like Demog.txt is. However, Taxes.txt is linked to Demog.txt by the key fields. Technically speaking, Taxes.txt is not required however there may be required fields (e.g. E_ST_MODUL)

that you would then have to supply directly in Demog.txt. For every record in Demog.txt there must be a record in Taxes.txt.

Records in Taxes.txt will only be processed if the corresponding employee exists in the Demog.txt file.

Notes on Additional FIT/SIT/CTY/SDI

These fields are for special tax instructions. There are five options available:

1. Leave field blank.
2. Enter an additional amount to be deducted.
3. Enter a flat amount to be deducted by entering a negative sign preceding the amount.
4. Enter a -.01 for no tax to be withheld.
5. Enter a percentage, using only the digits to the right of the decimal point (i.e. 0.50 means 50%), to be withheld.

Examples:

Value	Uses Tax Table ?	Effect
<Blank>	Yes	No effect
10.00	Yes	Withholds additional \$10.00
-50.00	No	Withholds only a flat \$50.00
-.01	No	No tax withheld (tax exempt)
0.20	No	Withholds tax at 20%

Deductions File (Deduct.txt)

No.	Start	Length	Field Name	Type	En	Req'd	Notes
1	1	8	EMP_ID	C		N	Employee's ID: Normally left blank and not used in this file. This field is only present in this file as an optional key field (in case SSN is not provided)
2	9	11	EMP_SSN	C	✓	Y	Employee's Social Security Number: May be provided with or without dashes. HRLink will ensure that the PayLoad SSN does not contain dashes. Since the SSN appears in multiple source files, make sure the formatting is consistent throughout. The combination of Emp_Corp and Emp_SSN must be unique in the PayLoad database.

3	20	4	EMP_CORP	C	✓	See ➡	Employee's Corporation: Normally required. However, if not supplying Emp_Corp in the demographics table then the unit would need to be added as a field in deduct.txt and then the unit used as part of the key by HRLink. Each corp is uniquely associated with an EIN (Federal Employer Identification Number). This value is not free form and is validated against a code table in PayLoad.
4	24	6	DED_CODE	C	✓	Y	Deduction Code: For any single employee, the deduction codes they own must be unique. This value is not free form and is validated against a code table in PayLoad.
5	30	9	DED_PCT	N (9, 2)	✓	N	Deduction Percent Amount: A non zero / non blank value in this field indicates that the deduction will be based on a percentage of the gross or net amount. If this field has a value then the Ded_Amt field must not.
6	39	13	DED_AMT	N (13, 2)	✓	N	Deduction Flat Amount: A non zero / non blank value in this field indicates that the deduction will be based on a flat amount. If this field has a value then the Ded_Pct field must not.
7	52	10	STOP_DATE	D	✓	N	Deduction Expiration Date: If a value is provided then PayLoad will no longer withhold the deduction when the period ending date of the pay period is later than the expiration date.
8	62	10	START_DATE	D	✓	N	Deduction Effective Date: If a value is provided then PayLoad will not withhold the deduction when the effective date is later than the period ending date of the pay period.
9	72	10	TRN	C	✓	See ➡	Deduction Transit Routing Number: Only required for EFT (Direct Deposit) deductions.
10	82	20	EFT_ACCT	C	✓	See ➡	Deduction Account Number: Only required for EFT (Direct Deposit) deductions.
11	102	1	EFT_CHK_SV	C	✓	See ➡	Deduction Checking/Savings Flag: Only required for EFT (Direct Deposit) deductions. 'C', 'S', " (Checking, Savings)

Key Field Relationships:

PayLoad Key Fields:

1. Emp_Corp + Emp_SSN + Ded_Code:

Normally, the key for the source (ASCII) tables is Emp_Corp + Emp_SSN + Ded_Code. However, if the corp is unknown and cannot be provided then Emp_Unit + Emp_SSN + Ded_Code may be used as the key (in which case an Emp_Unit column would be added to the Deduct.txt file).

Table Significance:

Deduct.txt is considered a detail file. In other words, it may contain multiple records per employee (per Emp_Corp + Emp_SSN). Deduct.txt is linked to Demog.txt by the key fields for Demog.txt (Emp_Corp + Emp_SSN). Deduct.txt is not required if you do not wish to transfer deductions to PayLoad.

Records in Deduct.txt will only be processed if the corresponding employee exists in the Demog.txt file.