

Employee Contribution Information Template

A8 ASCII File Format

Naming Standards

<Program>_<EIN>_<EmployeeDeduction/9X>_ASTRO_AsciiA8Fmt_YYYYMMDD_HHMMSS_<sequence>_<Client specified>.txt

| Fields | Notes |
|---------------------------|--|
| Program | The two digit state code. CA, IL or OR |
| EIN/BIN | Employer's federal identification number. |
| Employee Deduction | A string that identifies it as a contribution file. Valid values <ul style="list-style-type: none">EmployeeDeduction9X |
| ASTRO | A string that is a reference to the internal name we use to reference our system. |
| AsciiA8Fmt | The type of file you are sending. This indicates this file is of type A8 |
| Sequence | A number used to make the file unique. This must be a minimum of 4 digits in length and a maximum of 13 digits in length. |
| Client Specified | This field can contain anything that is useful to the sender of the file. This must be at least 1 digit in length. |

Example

CA_97654321_EmployeeDeduction_ASTRO_AsciiA8Fmt_20180205_100205_1002_ B4734.txt

Questions? We're here to help.



payrollprovidersupport@ascensus.com.



1-855-321-9555. 9 a.m. to 8 p.m. ET Monday through Friday

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File Format Notes

1. The A8 file does not have headers or trailers only one type of record.
2. This is a fixed length record.
3. Each field begins in a designated spot.
4. If a field is not needed or is shorter than the length of the field then spaces are required.
5. The record length for all record types is 254.
6. If the length is not 254 then the file will not process.
7. Use spaces to make then length 254.

Required Fields

1. A header record
 1. The payroll number
 - a. This is a 3 digit number similar to '001'
 - b. Positions 1 to 6 in the file
 2. Employer ID (BIN)
 - a. Positions 7 to 17 in the file
 - b. This must be an 8 digit numeric
 - c. Do not use dashes
 - d. Does not need to be left or right justified
 3. Payroll End Date
 - a. 8 digit date field
 - b. Positions 18 to 25 in the file
 - c. FormatMMDDYYYY
 4. Social Security Number
 - a. Positions 26 to 34 in the file
 - b. 9 digit numeric
 - c. No dashes
 5. Roth deferral amount
 - a. Positions 235 to 245 in the file
 - b. 11 digit numeric
 - c. Do not put in the decimal place or commas
 - d. When 00000012436 is entered the value is \$124.36

2. Optional Fields

It may help your problem solving to include the first and last name. These are not required and will not cause the file to fail but may raise an error if invalid data is entered.

1. Last name, First name
2. This is one field and must be listed in this order
 - a. Last name
 - b. ,
 - c. First name
3. Positions 35 to 66 in the file
4. Alphanumeric and the following special characters are allowed
 - a. -
 - b. ' .
 - c. .

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File Layouts

| Ascensus Field Descriptions | Field Requirements | Field Position | Column Length | Type | Translation | Notes |
|-----------------------------|--------------------|----------------|---------------|---------|--|--|
| Payroll Number | Required | 1-6 | 6 | Number | 000001 | Include leading zeros |
| Employer ID (BIN) | Required | 7-17 | 11 | String | ##### | No dashes |
| Payroll End Date | Required | 18-25 | 8 | Date | MMDDCCYY (01221999) | No slashes Include leading zeros |
| Social Security Number | Required | 26-34 | 9 | SSN | XXXXXXXXX | No dashes Needs to be added to payroll prior to submitting a contribution |
| Last Name, First Name | Optional | 35-66 | 32 | Name | SMITH, DAVID | |
| Address Line 1 | Optional | 67-96 | 30 | String | 123 MAIN STREET | |
| Address Line 2 | Optional | 97-126 | 30 | String | P O BOX 123 | |
| City, State | Optional | 127-146 | 20 | Address | BRAINERD, MN | |
| Zip | Optional | 147-155 | 9 | Address | 123450123 | |
| Date of Birth | Optional | 156-163 | 8 | Date | MMDDCCYY (01011960) | |
| Date of Hire | Optional | 164-171 | 8 | Date | MMDDCCYY (01011990) | |
| Date of Termination | Optional | 172-179 | 8 | Date | MMDDCCYY (01011999) | |
| Gross Wages Pay Period | Optional | 180-190 | 11 | Number | 00000012412 (ie. \$124.12) | |
| Traditional deferral amount | N/A | 191-201 | 11 | Number | 00000012412 (ie. \$124.12) | |
| Loan Repayment | N/A | 202-212 | 11 | Number | 00000000000 | |
| ER Match | N/A | 213-223 | 11 | Number | 00000000000 | |
| Profit Sharing | N/A | 224-234 | 11 | Number | 00000000000 | |
| Roth deferral amount | Required | 235-245 | 11 | Number | 00000012412 (ie. \$124.12) Will be used for both Roth and Traditional. Once Traditional is available | No decimal No commas |
| Current Pay Period Hours | Optional | 246-249 | 4 | Number | 0080 (whole #'s only) | |
| Division Code | N/A | 250-254 | 5 | String | Filler must be spaces | |
| External Payroll ID | Optional | 255-280 | 25 | String | | |