Employee Information Template (Census – Add Employees)
Excel (.CSV)

Naming Standards

<Program>_<EIN>_<EmployeeCensus/8X>_ASTRO_ExcelFmt_YYYYMMDD_HHMMSS_<sequence>_<Client specified>.csv

Fields	Notes
Program	The two digit state code. CA, IL or OR
EIN/BIN	Employer's federal identification number.
Employee Census	A string that identifies it as a census file. Valid values • EmployeeCensus • 8X
ASTRO	A string that is a reference to the internal name we use to reference our system.
ExcelFmt	The type of file you are sending. This indicates this file is of type CSV. Can be created by using save as in an excel file
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_EmployeeCensus_ASTRO_ExcelFmt_20180205_100205_1002_B8765.csv

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 Formats

Do not change the format of any cell in the spreadsheet. Enter the information as shown.
* = Required field

SSN/ITIN*	
- SSN/ITN is a required field and must be 9 digits - Format must be ######### or ###-##-#### Example: 123456789 123-45-6789	**A** SSN/ITIN* 123456789 123-45-6789
Name Fields*	
Enter first name, middle initial, last name, and suffix separately in their designated columns. - The first name and last name fields are required. - First name can contain letters, numbers and - . ' - M.I. can contain letters, numbers and . - Last name can contain letters, numbers and - . ' , - Suffix must contain one of the following values: Jr. , Sr. , II , III , IV , Esq.	**B** First name* **C** M.I. **D** Last name* **E** Suffix
Birthdate*	
- Birthdate is required, - Format must be MMDDYYYY or MM/DD/YYYY Example: 01/01/1970 1/1/1970 01/1/1970 1/01/1970 01011970	**F** Birthdate* 1/1/1970 1/1/1970 1/1/1970 1/1/1970 1011970
Physical Address*	
- These are required fields and must be the employee's physical residence, not a P.O. Box. - Use the states two-letter postal code, not the full state name or any other abbreviation. - Enter a 5-digit ZIP code with an optional 4-digit extension. - Address 1 can contain letters, numbers and # & ( ) - , Example: 1 Main St | Apt 1 | Sacramento | CA | 94203-0001	**G** Physical Address 1* **H** Physical Address 2 **I** Physical City* **J** Physical State* **K** Physical ZIP Code*

Primary Phone*

The primary phone number is required. If you do not have an individual phone number, enter a business phone.

Example:
555-555-5555
(555)-555-5555
(555) 555 5555
5555555555

L
Primary Phone*
555-555-5555
(555)-555-5555
(555) 555 5555
5555555555

Email

E-mail address is optional. We will use employee email addresses to notify them about the program and their options for participation.

If you do not have an email address for the employee, leave the field blank.

- Format must be Alphanumeric plus the following special characters - @
- There must be one and only 1 @ character

M
Email

Mailing Address

Mailing address fields are optional. If a value is entered in any of the fields, you must provide a complete address.

- Use the states two-letter postal code, not the full state name or any other abbreviation.
- Enter a 5-digit ZIP code with an optional 4-digit extension.
- Address 1 can contain letters, numbers and # & ( ) - ,

Example:
1 Main St | Apt 1 | Sacramento | CA | 94203-0001

N	O
Mailing Address 1	Mailing Address 2

P	Q
Mailing City	Mailing State

R
Mailing ZIP Code

External Payroll ID

This is an optional field. Entries must be no more than 25 alphanumeric characters and contain no spaces.

Example:
1ZG553YT
1sypy7044d
1DRe35uq668L5

T
External Payroll ID
1ZG553YT
1sypy7044d
1DRe35uq668L5