

# Adding Employees' Validations

\*Shaded areas are required

Field Name	Type	Validation	Required
SSN/TIN*	String(11)	SSN already exists in the payroll	Yes
SSN/TIN*	String(11)	SSN is required	Yes
SSN/TIN*	String(11)	Format must be ##### or ##-##-####	Yes
First name*	String(50)	First name is required	Yes
First name*	String(50)	First name can contain letters, numbers and - . ' ,	Yes
M.I.	String(2)	M.I. can contain letters, numbers and .	No
Last name*	String(50)	Last name is required	Yes
Last name*	String(50)	Last name can contain letters, numbers and - . ' ,	Yes
Suffix	String(50)	Suffix must contain one of the following values: <ul style="list-style-type: none"> <li>• Jr.</li> <li>• Sr.</li> <li>• II</li> <li>• III</li> <li>• IV</li> <li>• Esq.</li> </ul>	No
Birthdate*	String(8)	Format must be MMDDYYYY or MM/DD/YYYY	Yes
Birthdate*	String(8)	Birthdate is required	Yes
Birthdate*	String(8)	Date must be in the past	Yes
Address 1*	String(50)	Address 1 is required	Yes
Address 1*	String(50)	Address 1 can contain letters, numbers and # & ( ) - ' ,	Yes
Address 2	String(50)	Address 2 can contain letters, numbers and # & ( ) - ' ,	No
Phone*	String(11)	Phone number is required	Yes
Phone*	String(11)	Format must be ##### or #####-####	Yes
Email	String(50)	Alphanumeric plus the following special characters . - _ @  Email formatting; 1 before @, 1 after @, 2 after dot  There must be one and only 1 @ character	No

Field Name	Type	Validation	Required
Last Name		No validation for employers use	No
First Name		No validation for employers use	No
SSN/ITIN*	String(11)	SSN is required	Yes
SSN/ITIN*	String(11)	Format must be ##### or ##-##-####	Yes
SSN/ITIN*	String(11)	Each SSN in the upload file must match an SSN in the payroll list	Yes
Contribution amount*	Decimal (10.2)	Contribution amount is required. 0.00 is a valid amount	Yes
Contribution amount*	Decimal (10.2)	Contribution amount must be a valid decimal greater than or equal to 0	Yes