

# Employee Contribution Information Template

## A8 ASCII File Format

### Naming Standards

<Program>\_<EIN>\_<EmployeeDeduction/9X>\_ASTRO\_AsciiA8Fmt\_YYYYMMDD\_HHMMSS\_<sequence>\_<Client specified>.txt

Fields	Notes
<b>Program</b>	The two digit state code. CA, IL or OR
<b>EIN/BIN</b>	Employer's federal identification number.
<b>Employee Deduction</b>	A string that identifies it as a contribution file. Valid values <ul style="list-style-type: none"><li>• EmployeeDeduction</li><li>• 9X</li></ul>
<b>ASTRO</b>	A string that is a reference to the internal name we use to reference our system.
<b>AsciiA8Fmt</b>	The type of file you are sending. This indicates this file is of type A8
<b>Sequence</b>	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.
<b>Client Specified</b>	This field can contain anything that is useful to the sender of the file. This must be at least 1 digit in length.

### Example

IL\_97654321\_EmployeeDeduction\_ASTRO\_AsciiA8Fmt\_20180205\_100205\_1002\_B4734.txt

### Questions? We're here to help.



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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	001	3 digit number preceded or followed by spaces
Employer ID (BIN)	Required	7-17	11	String	#####	8 digits preceded or followed by spaces
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	Apt 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	
<b>Roth deferral amount</b>	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	255-279	25	String		
Extra space for future fields	Optional	280-471	192	String	Filler must be spaces	Future Fields