

Employee Information Template (Census – Add Employees) AscensusX File Format

Naming Standards

<Program>_<EIN>_<EmployeeCensus/8X>_ASTRO_AscensusXFmt_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 Census | A string that identifies it as a census file. Valid values <ul style="list-style-type: none">• EmployeeCensus• 8X |
| ASTRO | A string that is a reference to the internal name we use to reference our system. |
| AscensusXFmt | The type of file you are sending. This indicates this file is of type AscensusX |
| 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

IL_12345678_EmployeeCensus_ASTRO_AscensusXFmt_20180131_082241_1001_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 Layouts

Header Record

Required for all formats

| Field Descriptions | Field Position | Column Length | Contents | Description |
|----------------------------|----------------|---------------|----------|---|
| Header record | 1-5 | 5 | HDR | All caps, left justified |
| File Type | 6-17 | 12 | CENS | All caps, left justified |
| Employer ID (BIN) | 18-37 | 20 | Numeric | For Oregon this is the BIN For all other programs this is a generated ID |
| Blank Spaces | 38 | 1 | Space | Blank Fill |
| Client Name | 39-53 | 15 | Alpha | Employer Name, left justified |
| Blank Space (Internal use) | 54-236 | 183 | Spaces | Blank fill |

Column Label Record

This is optional for all formats – only line length validation

| Field Descriptions | File Position | Column Length | Description of Detail Record |
|-------------------------|---------------|---------------|------------------------------|
| Blank Space | 1-5 | 5 | Optional |
| Soc. Sec # | 6-17 | 12 | Optional |
| Last Name | 18-37 | 20 | Optional |
| Middle Initial | 38 | 1 | Optional |
| First Name | 39-53 | 15 | Optional |
| Location Code | 54-63 | 10 | Optional |
| Employee Number | 64-73 | 10 | Optional |
| Physical Address Line 1 | 74-103 | 30 | Optional |
| Physical Address Line 2 | 104-133 | 30 | Optional |
| Physical City | 134-156 | 23 | Optional |
| Physical State | 157-158 | 2 | Optional |
| Physical Zip Code | 159-168 | 10 | Optional |
| Gender | 169 | 1 | Optional |
| Date of Birth | 170-177 | 8 | Optional |
| Current Hire Date | 178-185 | 8 | Optional |

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| | | | |
|--|---------|----|--|
| Current Termination Date | 186-193 | 8 | Optional |
| Prior Hire Date | 194-201 | 8 | Optional |
| Prior Termination Date | 202-209 | 8 | Optional |
| Estimated Annual Comp | 210-219 | 10 | Optional |
| Thousand Hours Service Code | 220 | 1 | Optional |
| Number of Federal Exemptions | 221-223 | 3 | Optional |
| Marital Status | 224 | 1 | Optional |
| Employee Status Code | 225-228 | 4 | Optional |
| Payroll Frequency Code | 229 | 1 | Optional |
| Highly Compensated Code | 230 | 1 | Optional |
| Insider Code | 231 | 1 | Optional |
| Union Classification Code | 232 | 1 | Optional |
| Payroll Status Code | 233-236 | 4 | Optional |
| Include for HDR2 | | | |
| Mailing Address Line 1 | 237-266 | 30 | Optional |
| Mailing Address Line 2 | 267-296 | 30 | Optional |
| Mailing City | 297-319 | 23 | Optional |
| Mailing State | 320-321 | 2 | Optional |
| Mailing Zip Code | 322-331 | 10 | Optional |
| External Payroll ID | 332-356 | 25 | Optional |
| Primary Phone | 357-381 | 25 | Required |
| Other Phone | 382-406 | 25 | Optional |
| Extra space for future field additions | 407-431 | 25 | Each row in the file must be the correct length to pass validation |

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Detail Record

Original and expanded layout

| Field Descriptions | File Position | Column Length | Type | Description of Contents |
|---------------------------------|---------------|---------------|-------------|--|
| Detail record | 1-5 | 5 | DTL or DTL2 | All caps, left justified |
| Soc. Sec # | 6-17 | 12 | Required | Nine digits, no hyphens |
| Last Name | 18-37 | 20 | Required | Alpha numeric and the following special characters . - ' , |
| Middle Initial | 38 | 1 | Optional | |
| First Name | 39-53 | 15 | Required | Alpha numeric and the following special characters . - ' , |
| Location Code | 54-63 | 10 | Required | Three digit payroll number. Include leading zeros. Example: 002 This should be requested from the employer or Payroll Provider support |
| Employee Number | 64-73 | 10 | N/A | |
| Physical Address Line 1 | 74-103 | 30 | Required | Alpha numeric and the following special characters # & () - , ; / : |
| Physical Address Line 2 | 104-133 | 30 | Optional | Alpha numeric and the following special characters # & () - , ; / : |
| Physical City | 134-156 | 23 | Required | Alpha numeric and the following special characters . - ' , |
| Physical State | 157-158 | 2 | Required | 2-letter state abbreviation |
| Physical Zip Code | 159-168 | 10 | Required | Five or Nine digit zip, format is 99999-9999 or 99999 |
| Gender | 169 | 1 | Optional | 1=Male, 2=Female |
| Date of Birth | 170-177 | 8 | Required | Format is MMDDYYYY, no slashes, use leading zero's |
| Current Hire Date | 178-185 | 8 | Optional | Format is MMDDYYYY, no slashes, use leading zero's |
| Current Termination Date | 186-193 | 8 | Optional | Format is MMDDYYYY, no slashes, use leading zero's |

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| | | | | |
|-------------------------------------|---------|----|------------|---|
| Prior Hire Date | 194-201 | 8 | Optional | Format is MMDDYYYY, no slashes, use leading zero's |
| Prior Termination Date | 202-209 | 8 | Optional | Format is MMDDYYYY, no slashes, use leading zero's |
| Estimated Annual Comp | 210-219 | 10 | Optional | Use decimals, no comma's |
| Thousand Hours Service Code | 220 | 1 | N/A | |
| Number of Federal Exemptions | 221-223 | 3 | N/A | |
| Marital Status | 224 | 1 | Optional | Blank=Not Reported, 1=Married, 2=Divorced, 3=Separated, 4=Single, 5=Widowed |
| Employee Status Code | 225-228 | 4 | Optional | 0001=Termed<500 hours , 0002=Termed>500 hours, 0003=Active, 0004=Deceased, 0005=Disabled, 0006=Unpaid Leave, 0007=Retired |
| Payroll Frequency Code | 229 | 1 | N/A | |
| Highly Compensated Code | 230 | 1 | N/A | |
| Insider Code | 231 | 1 | N/A | |
| Union Classification Code | 232 | 1 | N/A | |
| Payroll Status Code | 233-236 | 4 | N/A | |
| Include for DTL2 | | | | |
| Mailing Address Line 1 | 237-266 | 30 | Optional | Alpha numeric and the following special characters # & () - , ; / : |
| Mailing Address Line 2 | 267-296 | 30 | Optional | Alpha numeric and the following special characters # & () - , ; / : |
| Mailing City | 297-319 | 23 | Required | Alpha numeric and the following special characters . - ' , |
| Mailing State | 320-321 | 2 | Required | 2-letter state abbreviation |
| Mailing Zip Code | 322-331 | 10 | Required | Five or Nine digit zip, format is 99999-9999 or 99999 |

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| | | | | |
|--|---------|----|----------|--|
| External Payroll ID | 332-356 | 25 | Optional | An external payroll id can be used when sending contributions instead of SSN |
| Primary Phone | 357-381 | 25 | Required | Numeric and the dash character are allowed Minimum of 10 numeric digits |
| Other Phone | 382-406 | 25 | Optional | Numeric and the dash character are allowed Minimum of 10 numeric digits |
| Extra space for future field additions | 407-431 | 25 | Required | Each row in the file must be the correct length to pass validation |

Total Record

Total Record required for all formats

| Field Descriptions | Field Requirements | Field Position | Column Length | Type | Translation |
|-------------------------|--------------------|----------------|---------------|--------|--------------------------|
| Total Record | Required | 1-5 | 5 | TOT | All caps, left justified |
| Total Number of Records | Required | 6-17 | 12 | Number | 0 |
| Filler | Required | 18 | 236 | Text | spaces |