

# Employee Contribution Information Template

## AscensusX File Format

### Naming Standards

<Program>\_<EIN>\_<EmployeeDeduction/9X>\_ASTRO\_AscensusXFmt\_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>AscensusXFmt</b>	The type of file you are sending. This indicates this file is of type AscensusX
<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\_12345678\_EmployeeDeduction\_ASTRO\_AscensusXFmt\_20180131\_082241\_1001\_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

#### File types

1. A header record
2. An option label record
3. A detail record
4. A total record

#### Notes

1. This is a fixed length record.
2. Each field begins in a designated spot.
3. If a field is not needed or is shorter than the length of the field then spaces are required.
4. The record length for all record types is 222.
5. If the length is not 222 then the file will not process.
6. Use spaces to make then length 222.

#### Required fields

1. A header record
  - a. HDR (1-5)
  - b. Cont (6-17)
  - c. Employer ID (18-37)
  - d. Payroll number (55-66)
  - e. Payroll end date (79-90)
2. An option label record
  - a. None – this is an optional record
3. A detail record (I included first last name in the layout but they are optional)
  - a. DTL (1-5)
  - b. SSN (6-17)
  - c. Roth Amount (91-102)
4. A total record
  - a. TOT (1-5)
  - b. Total number of detail records in the file (6-17)
  - c. Sum of the total Roth contribution amounts in this file (91-102)

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### File Layouts

#### Header Record

Ascensus Field Descriptions	Field Requirements	Field Position	Column Length	Type	Translation
<b>Header record type</b>	Required	1-5	5	HDR	All caps, left justified
<b>Contribution Type</b>	Required	6-17	12	CONT	left justified
<b>Employer ID</b>	Required	18-37	20	Number	For Oregon this is the BIN For all other programs this is a generated ID
Blank Space	Optional	38-39	2	Spaces	Blank Spaces
Client Name	Optional	40-54	15	Text	Employer Name
<b>Payroll Number</b>	Required	55-66	12	Text	Three digit payroll number. Include leading zeros. Example: 002  This should be requested from the employer or Payroll Provider support
Payroll Begin Date	Optional	67-78	12	Date	MMDDYYYY (left justified)
<b>Payroll End Date</b>	Required	79-90	12	Date	MMDDYYYY (left justified) Or MM/DD/YYYY (left justified)
Payroll Effective Month	Optional	91-102	12	Date	MMYYYY (left justified)
Blank Space	Required	103-222	120	Spaces	Blank space needed for DTL record

## Employee Contribution Information Template AscensusX File Format

### Column Label Record (Optional)

Ascensus Field Descriptions	Field Requirements	Field Position	Column Length
Blank Space	Optional	1-5	5
Soc. Sec #	Optional	6-17	12
Last Name	Optional	18-37	20
MI	Optional	38-39	2
First Name	Optional	40-54	15
Pay Period Gross Compensation	Optional	55-66	12
YTD Gross Compensation	Optional	67-78	12
Hours	Optional	79-90	12
Roth Amount	Optional	91-102	12
ER Match	Optional	103-114	12
Profit Sharing	Optional	115-126	12
Special-Contribution	Optional	127-138	12
Special-Contribution	Optional	139-150	12
Special-Contribution	Optional	151-162	12
Loan 1	Optional	163-174	12
Loan 2	Optional	175-186	12
Loan 3	Optional	187-198	12
Loan 4	Optional	199-210	12
Loan 5	Optional	211-222	12
External Payroll ID	Optional	223 -246	25
Space for future enhancements	Optional	247-322	75

## Employee Contribution Information Template AscensusX File Format

### Detail Record

Ascensus Field Descriptions	Field Requirements	Field Position	Column Length	Type	Translation
<b>DTL</b>	Required	1-5	5	DTL	All caps, left justified
<b>SSN</b>	Required	6-17	12	Number	Nine digits No dashes
Last Name	Optional	18-37	20	Text	
Middle Initial	Optional	38-39	2	Text	
First Name	Optional	40-54	15	Text	
Pay period Compensation	Optional	55-66	12	Number	
YTD Compensation	Optional	67-78	12	Number	
Hours	Optional	79-90	12	Number	
<b>Roth Amount</b>	Required	91-102	12	Number	0.00
Employer Match	Not Applicable	103-114	12	Number	
Employer Profit Sharing	Not Applicable	115-126	12	Number	
Special	Not Applicable	127-138	12	Number	
Special	Not Applicable	139-150	12	Number	
Special	Not Applicable	151-162	12	Number	
Loan #1	Not Applicable	163-174	12	Number	
Loan #2	Not Applicable	175-186	12	Number	
Loan #3	Not Applicable	187-198	12	Number	
Loan #4	Not Applicable	199-210	12	Number	
Loan #5	Not Applicable	211-222	12	Number	
External Payroll ID	Optional Can use instead of SSN	223-246	25	Text	Alphanumeric
Space for future enhancements	Optional	247 – 322	75	Text	Each row must be 322 characters in length

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### Total Record

Ascensus Field Descriptions	Field Requirements	Field Position	Column Length	Type	Translation
<b>Total Record</b>	Required	1-5	5	TOT	All caps, left justified
<b>Total Number of Records</b>	Required	6-17	12	Number	0
<b>Blank Space</b>	Required	18-54	37	Space	Blank space
Grand Total Pay Period Compensation	Optional	55-66	12	Number	0.00
Grand Total YTD Compensation	Optional	67-78	12	Number	0.00
Grand Total Hours	Optional	79-90	12	Number	Whole Hours
<b>Grand Total Roth Amount</b>	Required	91-102	12	Number	0
Grand Total Employer Match	Not Applicable	103-114	12	Number	0.00
Grand Total Employer Profit Share	Not Applicable	115-126	12	Number	0.00
Special	Not Applicable	127-138	12	Space	Space
Special	Not Applicable	139-150	12	Space	Space
Special	Not Applicable	151-162	12	Space	Space
Grand Total Loan #1	Not Applicable	163-174	12	Number	0.00
Grand Total Loan #2	Not Applicable	175-186	12	Number	0.00
Grand Total Loan #3	Not Applicable	187-198	12	Number	0.00
Grand Total Loan #4	Not Applicable	199-210	12	Number	0.00
Grand Total Loan #5	Not Applicable	211-222	12	Number	0.00