

Employee Contribution Information Template

Excel (.CSV) File Format

Naming Standards

<Program>_<EIN>_<EmployeeDeduction/9X>_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 Deduction	A string that identifies it as a contribution file. Valid values <ul style="list-style-type: none">• EmployeeDeduction• 9X
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

IL_97654321_EmployeeDeduction_ASTRO_ExcelFmt_20180205_100205_1002_B8766.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

<p>Last Name & First Name</p> <p>Enter the first and last names separately in their designated columns.</p>	<table border="1"> <thead> <tr> <th>A</th> <th>B</th> </tr> </thead> <tbody> <tr> <td>Last name</td> <td>First name</td> </tr> <tr> <td>Public</td> <td>John</td> </tr> </tbody> </table>	A	B	Last name	First name	Public	John
A	B						
Last name	First name						
Public	John						
<p>SSN/ITIN*</p> <ul style="list-style-type: none"> SSN/ITN is a required field and must be 9 digits Format must be ##### or ###-##-#### Each SSN in the upload file must match an SSN in the payroll list. <p>Example: 123456789 123-45-6789</p>	<table border="1"> <thead> <tr> <th>C</th> </tr> </thead> <tbody> <tr> <td>SSN</td> </tr> <tr> <td>111633632</td> </tr> <tr> <td>444-84-6366</td> </tr> <tr> <td>888-44-111</td> </tr> </tbody> </table>	C	SSN	111633632	444-84-6366	888-44-111	
C							
SSN							
111633632							
444-84-6366							
888-44-111							
<p>Contribution Amount*</p> <ul style="list-style-type: none"> Contribution amount is required. Dollar amount must be in nn.nn format. Do not include the dollar sign (\$). 0.00 is a valid amount Contribution amount must be a valid decimal greater than or equal to 0. <p>Example: 104.82 2.53 31.00</p>	<table border="1"> <thead> <tr> <th>D</th> </tr> </thead> <tbody> <tr> <td>Contribution amount*</td> </tr> <tr> <td>52.30</td> </tr> <tr> <td>17.98</td> </tr> <tr> <td>0.00</td> </tr> </tbody> </table>	D	Contribution amount*	52.30	17.98	0.00	
D							
Contribution amount*							
52.30							
17.98							
0.00							
<p>External Payroll ID</p> <p>Entries must be no more than 25 alphanumeric characters and contain no spaces.</p> <p>Example: 1ZG553YT 1sypy7044d 1DRe35uq668L5</p>	<table border="1"> <thead> <tr> <th>E</th> </tr> </thead> <tbody> <tr> <td>External Payroll ID</td> </tr> <tr> <td>4GT557YMN</td> </tr> <tr> <td>4drpp67m332</td> </tr> <tr> <td>4DgLn45r3e78s399</td> </tr> </tbody> </table>	E	External Payroll ID	4GT557YMN	4drpp67m332	4DgLn45r3e78s399	
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