

Payroll Provider File Naming Standards

Census files three choices

A8 ASCII
AscensusX
Excel

Contribution files 4 choices

A8 ASCII
AscensusX
Spark
Excel

Census: (Adding employees)

<Program>_<EIN>_<EmployeeCensus/8X>_ASTRO_AscensusXFmt_YYYYMMDD_HHMMSS_<sequence>_
<Client specified>.txt

<Program>_<EIN>_<EmployeeCensus/8X>_ASTRO_AsciiA8Fmt_YYYYMMDD_HHMMSS_<sequence>_
<Client specified>.txt

<Program>_<EIN>_<EmployeeCensus/8X>_ASTRO_ExcelFmt_YYYYMMDD_HHMMSS_<sequence>_
<Client specified>.csv

Contribution

<Program>_<EIN>_<EmployeeDeduction/9X>_ASTRO_AscensusXFmt_YYYYMMDD_HHMMSS_<sequence>_
<Client specified>.txt

<Program>_<EIN>_<EmployeeDeduction/9X>_ASTRO_SparkFmt_YYYYMMDD_HHMMSS_<sequence>_
<Client specified>.txt

<Program>_<EIN>_<EmployeeDeduction/9X>_ASTRO_AsciiA8Fmt_YYYYMMDD_HHMMSS_<sequence>_
<Client specified>.txt

<Program>_<EIN>_<EmployeeDeduction/9X>_ASTRO_ExcelFmt_YYYYMMDD_HHMMSS_<sequence>_
<Client specified>.csv

Samples

Census: (Adding employees)

OR_12345678_EmployeeCensus_ASTRO_AscensusXFmt_20180131_082241_1001_ClientSpecified.txt

IL_97654321_EmployeeCensus_ASTRO_AsciiA8Fmt_20180205_100205_1002_ClientSpecified.

txt

IL_97654321_EmployeeCensus_ASTRO_ExcelFmt_20180205_100205_1002_ClientSpecified.csv

Contribution

OR_12345678_EmployeeDeduction_ASTRO_AscensusXFmt_20180131_082241_1001_ClientSpecified.txt
IL_97654321_EmployeeDeduction_ASTRO_AsciiA8Fmt_20180205_100205_1002_ClientSpecified.txt
IL_97654321_EmployeeDeduction_ASTRO_ExcelFmt_20180205_100205_1002_ClientSpecified.csv
OR_12345678_EmployeeDeduction_ASTRO_SparkXFmt_20180131_082241_1001_ClientSpecified.txt

Alternative choice

Census: (Adding employees)

OR_12345678_8X_ASTRO_AscensusXFmt_20180131_082241_1001_ClientSpecified.txt
IL_97654321_8X_ASTRO_AsciiA8Fmt_20180205_100205_1002_ClientSpecified.txt
IL_97654321_8X_ASTRO_ExcelFmt_20180205_100205_1002_ClientSpecified.csv

Contribution

OR_12345678_9X_ASTRO_AscensusXFmt_20180131_082241_1001_ClientSpecified.txt
IL_97654321_9X_ASTRO_AsciiA8Fmt_20180205_100205_1002_ClientSpecified.txt
IL_97654321_9X_ASTRO_ExcelFmt_20180205_100205_1002_ClientSpecified.csv
OR_12345678_9X_ASTRO_SparkXFmt_20180131_082241_1001_ClientSpecified.txt

Description of fields in the file name.

Program	The two digit state code.
EIN/BIN	Employer's federal identification number.
Employee Deduction	<p>A string that identifies it as a contribution file.</p> <p>This can be replaced with 9X</p> <p>Valid values</p> <ul style="list-style-type: none"> • EmployeeDeduction • 9X
Employee Census	<p>A string that identifies it as a census file.</p> <p>This can be replaced with 8X</p> <p>Valid values</p> <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.
<Type>FMT	The type of file you are sending.
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.

