

A8 Contribution file

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

- a. The payroll number
 - i. This is a 3 digit number similar to '001'
 - ii. Positions 1 to 6 in the file
- b. Employer ID (BIN)
 - i. Positions 7 to 17 in the file
 - ii. This must be an 8 digit numeric
 - iii. Do not use dashes
 - iv. Does not need to be left or right justified
- c. Payroll End Date
 - i. 8 digit date field
 - ii. Positions 18 to 25 in the file
 - iii. Format MMDDYYYY
- d. Social Security Number
 - i. Positions 26 to 34 in the file
 - ii. 9 digit numeric
 - iii. No dashes
- e. Roth deferral amount
 - i. Positions 235 to 245 in the file
 - ii. 11 digit numeric
 - iii. Do not put in the decimal place or commas
 - iv. 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.

- a. Last name, First name
 - i. This is one field and must be listed in this order
 1. Last name
 2. ,
 3. First name
 - ii. Positions 35 to 66 in the file
 - iii. Alphanumeric and the following special characters are allowed
 1. -
 2. ' .
 3. .