

ASCII A8 – Census

Updated February 2019 – Changes highlighted in yellow.

Ascensus Field Descriptions	Field Requirements	Field Position	Column Length	Type	Translation	Notes
Payroll Number	Required	1-6	6	Number	000001	
Employer ID (BIN)	Required	7-17	11	String	#####	For Oregon this is the BIN For all other plans this is a generated ID that needs to be provided to the payroll vendor
Payroll Pay Date	Optional	18-25	8	Date	MMDDCCYY (01221999)	
Social Security Number	Required	26-34	9	SSN	XXXXXXXXX	No dashes
Last Name, First Name	Required	35-66	32	Name	SMITH, DAVID	Alphanumeric and the following special characters - ' .
Physical Address Line 1	Required	67-96	30	String	123 MAIN STREET	Alphanumeric and any of the following characters # & () - , ; / :
Physical Address Line 2	Optional	97-126	30	String	P O BOX 123	Alphanumeric and any of the following characters # & () - , ; / :
Physical City, State	Required	127-146	200	Address	BRAINERD, MN	Alphanumeric and the following special characters - ' .
Physical ZIP Code	Required	147-155	9	Address	123450123	5 or 9 digit. No dashes
Date of Birth	Required	156-163	8	Date	MMDDCCYY (01011960)	No slashes Include leading zeros
Date of Hire	Optional	164-171	8	Date	MMDDCCYY (01011990)	No slashes Include leading zeros
Date of Termination	Optional	172-179	8	Date	MMDDCCYY (01011999)	No slashes Include leading zeros
Gross Wages Pay Period	Optional	180-190	11	Number	00000012412 (ie. \$124.12)	
Traditional deferral amount	N/A	191-201	11	Number	00000012412 (ie. \$124.12)	
Loan Repayment	N/A	202-212	11	Number	00000000000	
ER Match	N/A	213-223	11	Number	00000000000	
Profit Sharing	N/A	224-234	11	Number	00000000000	
Roth deferral amount	Optional	235-245	11	Number	00000012412 (ie. \$124.12) Will be used for both Roth and Traditional.	

Ascensus Field Descriptions	Field Requirements	Field Position	Column Length	Type	Translation	Notes
					Once Traditional is available	
Current Pay Period Hours	N/A	246-249	4	Number	0080 (whole #'s only)	
Division Code	N/A	250-254	5	String	Filler must be spaces	
Mailing Address Line 1	Optional	255-284	30	String	123 MAIN STREET	
Mailing Address Line 2	Optional	285-314	30	String	P O BOX 123	
Mailing City, State	Optional	315-334	20	Address	BRAINERD, MN	
Mailing Zip	Optional	335-343	9	Address	123450123	
External Payroll ID	Optional	344-368	25	String		
Primary Phone	Optional	369 - 393	25	String		
Other Phone	Optional	394 -418	25	String		
Extra space for future fields	Optional	419-471	53	String		Future fields

ASCII A8 Contribution

Ascensus Field Descriptions	Field Requirements	Field Position	Column Length	Type	Translation	Notes
Payroll Number	Required	1-6	6	Number	000001	Include leading zeros
Employer ID (BIN)	Required	7-17	11	String	#####	No dashes
Payroll End Date	Required	18-25	8	Date	MMDDCCYY (01221999)	No slashes Include leading zeros
Social Security Number	Required	26-34	9	SSN	XXXXXXXXX	No dashes Needs to be added to payroll prior to submitting a contribution
Last Name, First Name	Optional	35-66	32	Name	SMITH, DAVID	
Address Line 1	Optional	67-96	30	String	123 MAIN STREET	
Address Line 2	Optional	97-126	30	String	P O BOX 123	
City, State	Optional	127-146	20	Address	BRAINERD, MN	
Zip	Optional	147-155	9	Address	123450123	
Date of Birth	Optional	156-163	8	Date	MMDDCCYY (01011960)	

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Date of Hire	Optional	164-171	8	Date	MMDDCCYY (01011990)	
Date of Termination	Optional	172-179	8	Date	MMDDCCYY (01011999)	
Gross Wages Pay Period	Optional	180-190	11	Number	00000012412 (ie. \$124.12)	
Traditional deferral amount	N/A	191-201	11	Number	00000012412 (ie. \$124.12)	
Loan Repayment	N/A	202-212	11	Number	00000000000	
ER Match	N/A	213-223	11	Number	00000000000	
Profit Sharing	N/A	224-234	11	Number	00000000000	
Roth deferral amount	Required	235-245	11	Number	00000012412 (ie. \$124.12) Will be used for both Roth and Traditional. Once Traditional is available	No decimal No commas
Current Pay Period Hours	Optional	246-249	4	Number	0080 (whole #'s only)	
Division Code	N/A	250-254	5	String	Filler must be spaces	
External Payroll ID	Optional	255-280	25	String		