

AscensusX Census

Header Record

Field Descriptions	Field Position	Column Length	Contents	Description
Header record	1-5	5	HDR	All caps, left justified
File Type	6-17	12	CENS	All caps, left justified
Employer ID (BIN)	18-37	20	Numeric	For Oregon this is the BIN For all other programs this is a generated ID
Blank Spaces	38	1	Space	Blank Fill
Client Name	39-53	15	Alpha	Employer Name, left justified
Blank Space (Internal use)	54-236	183	Spaces	Blank fill

Column Label Record (optional)

Field Descriptions	File Position	Column Length	Description of Detail Record
Blank Space	1-5	5	Optional
Soc. Sec #	6-17	12	Optional
Last Name	18-37	20	Optional
Middle Initial	38	1	Optional
First Name	39-53	15	Optional
Location Code	54-63	10	Optional
Employee Number	64-73	10	Optional
Address Line 1	74-103	30	Optional
Address Line 2	104-133	30	Optional
City	134-156	23	Optional
State	157-158	2	Optional
Zip Code	159-168	10	Optional

Gender	169	1	Optional
Date of Birth	170-177	8	Optional
Current Hire Date	178-185	8	Optional
Current Termination Date	186-193	8	Optional
Prior Hire Date	194-201	8	Optional
Prior Termination Date	202-209	8	Optional
Estimated Annual Comp	210-219	10	Optional
Thousand Hours Service Code	220	1	Optional
Number of Federal Exemptions	221-223	3	Optional
Marital Status	224	1	Optional
Employee Status Code	225-228	4	Optional
Payroll Frequency Code	229	1	Optional
Highly Compensated Code	230	1	Optional
Insider Code	231	1	Optional
Union Classification Code	232	1	Optional
Payroll Status Code	233-236	4	Optional

Detail Record

Field Descriptions	File Position	Column Length	Type	Description of Contents
Detail record	1-5	5	DTL	All caps, left justified
Soc. Sec #	6-17	12	Required	Nine digits, no hyphens
Last Name	18-37	20	Required	Alpha numeric and the following special characters . - ' ,
Middle Initial	38	1	Optional	
First Name	39-53	15	Required	Alpha numeric and the following special characters . - ' ,
Location Code	54-63	10	Required	Three digit payroll number. Include leading zeros. Example: 002 This should be requested from the employer or Payroll Provider support
Employee Number	64-73	10	N/A	
Address Line 1	74-103	30	Required	Alpha numeric and the following special characters # & () - , ; / :
Address Line 2	104-133	30	Optional	Alpha numeric and the following special characters # & () - , ; / :
City	134-156	23	Required	Alpha numeric and the following special characters . - ' ,
State	157-158	2	Required	2-letter state abbreviation
Zip Code	159-168	10	Required	Five or Nine digit zip, format is 99999-9999 or 99999
Gender	169	1	Optional	1=Male, 2=Female
Date of Birth	170-177	8	Required	Format is MMDDYYYY, no slashes, use leading zero's
Current Hire Date	178-185	8	Optional	Format is MMDDYYYY, no slashes, use leading zero's

Field Descriptions	File Position	Column Length	Type	Description of Contents
Current Termination Date	186-193	8	Optional	Format is MMDDYYYY, no slashes, use leading zero's
Prior Hire Date	194-201	8	Optional	Format is MMDDYYYY, no slashes, use leading zero's
Prior Termination Date	202-209	8	Optional	Format is MMDDYYYY, no slashes, use leading zero's
Estimated Annual Comp	210-219	10	Optional	Use decimals, no comma's
Thousand Hours Service Code	220	1	N/A	
Number of Federal Exemptions	221-223	3	N/A	
Marital Status	224	1	Optional	Blank=Not Reported, 1=Married, 2=Divorced, 3=Separated, 4=Single, 5=Widowed
Employee Status Code	225-228	4	Optional	0001=Termed<500 hours, 0002=Termed>500 hours, 0003=Active, 0004=Deceased, 0005=Disabled, 0006=Unpaid Leave, 0007=Retired
Payroll Frequency Code	229	1	N/A	
Highly Compensated Code	230	1	N/A	
Insider Code	231	1	N/A	
Union Classification Code	232	1	N/A	
Payroll Status Code	233-236	4	N/A	

Total Record

Field Descriptions	Field Requirements	Field Position	Column Length	Type	Translation
Total Record	Required	1-5	5	TOT	All caps, left justified
Total Number of Records	Required	6-17	12	Number	0
Filler	Required	18	236	Text	spaces

AscensusX Contribution

Ascensus Field Descriptions	Field Requirements	Field Position	Column Length	Type	Translation
Header record type	Required	1-5	5	HDR	All caps, left justified
Contribution Type	Required	6-17	12	CONT	left justified
Employer ID	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
Payroll Number	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)
Payroll End Date	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

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

Ascensus Field Descriptions	Field Requirements	Field Position	Column Length
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

Detail Record

Ascensus Field Descriptions	Field Requirements	Field Position	Column Length	Type	Translation
DTL	Required	1-5	5	DTL	All caps, left justified
SSN	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	
Roth Amount	Required	91-102	12	Number	0.00
Employer Match	Not Applicable	103-114	12	Number	
Employer Profit Sharing	Not Applicable	115-126	12	Number	

Ascensus Field Descriptions	Field Requirement s	Field Position	Column Length	Type	Translation
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	

Total Record

Ascensus Field Descriptions	Field Requirement s	Field Position	Column Length	Type	Translation
Total Record	Required	1-5	5	TOT	All caps, left justified
Total Number of Records	Required	6-17	12	Number	0
Blank Space	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
Grand Total Roth Amount	Required	91-102	12	Number	0

Ascensus Field Descriptions	Field Requirements	Field Position	Column Length	Type	Translation
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