

**AscensusX Census**

**Updated February 2019 – Changes highlighted in yellow.**

**Ascensus X Census  
Header Record  
Header Record required for all formats**

| <b>Field Descriptions</b>  | <b>Field Position</b> | <b>Column Length</b> | <b>Contents</b> | <b>Description</b>  |
|----------------------------|-----------------------|----------------------|-----------------|---|
| 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<br>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  |

**Ascensus X Census  
Column Label Record**  
This is optional for all formats – only line length validation

| 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                     |
| Physical Address Line 1      | 74-103        | 30            | Optional                     |
| Physical Address Line 2      | 104-133       | 30            | Optional                     |
| Physical City                | 134-156       | 23            | Optional                     |
| Physical State               | 157-158       | 2             | Optional                     |
| Physical 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                     |
| <b>Include for HDR2</b>      |               |               |                              |
| Mailing Address Line 1       | 237-266       | 30            | Optional                     |
| Mailing Address Line 2       | 267-296       | 30            | Optional                     |
| Mailing City                 | 297-319       | 23            | Optional                     |
| Mailing State                | 320-321       | 2             | Optional                     |
| Mailing Zip Code             | 322-331       | 10            | Optional                     |
| External Payroll ID          | 332-356       | 25            | Optional                     |
| Primary Phone                | 357-381       | 25            | Optional                     |

|  |         |    |  |
|--|---------|----|--|
| Other Phone                            | 382-406 | 25 | Optional   |
| Extra space for future field additions | 407-431 | 25 | Each row in the file must be the correct length to pass validation |

**Ascensus X Census  
Detail Record  
Original and expanded layout**

| Field Descriptions              | File Position | Column Length | Type        | Description of Contents  |
|---------------------------------|---------------|---------------|-------------|--|
| <b>Detail record</b>            | 1-5           | 5             | DTL or DTL2 | All caps, left justified   |
| <b>Soc. Sec #</b>               | 6-17          | 12            | Required    | Nine digits, no hyphens  |
| <b>Last Name</b>                | 18-37         | 20            | Required    | Alpha numeric and the following special characters . - ' ,   |
| <b>Middle Initial</b>           | 38            | 1             | Optional    |  |
| <b>First Name</b>               | 39-53         | 15            | Required    | Alpha numeric and the following special characters . - ' ,   |
| <b>Location Code</b>            | 54-63         | 10            | Required    | Three digit payroll number. Include leading zeros.<br>Example: 002<br><br>This should be requested from the employer or Payroll Provider support |
| <b>Employee Number</b>          | 64-73         | 10            | N/A         |  |
| <b>Physical Address Line 1</b>  | 74-103        | 30            | Required    | Alpha numeric and the following special characters # & ( ) - , ; / :   |
| <b>Physical Address Line 2</b>  | 104-133       | 30            | Optional    | Alpha numeric and the following special characters # & ( ) - , ; / :   |
| <b>Physical City</b>            | 134-156       | 23            | Required    | Alpha numeric and the following special characters . - ' ,   |
| <b>Physical State</b>           | 157-158       | 2             | Required    | 2-letter state abbreviation  |
| <b>Physical Zip Code</b>        | 159-168       | 10            | Required    | Five or Nine digit zip, format is 99999-9999 or 99999  |
| <b>Gender</b>                   | 169           | 1             | Optional    | 1=Male,<br>2=Female  |
| <b>Date of Birth</b>            | 170-177       | 8             | Required    | Format is MMDDYYYY,<br>no slashes,<br>use leading zero's   |
| <b>Current Hire Date</b>        | 178-185       | 8             | Optional    | Format is MMDDYYYY,<br>no slashes,<br>use leading zero's   |
| <b>Current Termination Date</b> | 186-193       | 8             | Optional    | Format is MMDDYYYY,<br>no slashes,<br>use leading zero's   |

| Field Descriptions           | File Position | Column Length | Type     | Description of Contents   |
|------------------------------|---------------|---------------|----------|---|
| Prior Hire Date              | 194-201       | 8             | Optional | Format is MMDDYYYY,<br>no slashes,<br>use leading zero's  |
| Prior Termination Date       | 202-209       | 8             | Optional | Format is MMDDYYYY,<br>no slashes,<br>use leading zero's  |
| Estimated Annual Comp        | 210-219       | 10            | Optional | Use decimals,<br>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,<br>1=Married,<br>2=Divorced,<br>3=Separated,<br>4=Single,<br>5=Widowed  |
| Employee Status Code         | 225-228       | 4             | Optional | 0001=Termed<500 hours<br>, 0002=Termed>500 hours,<br>0003=Active,<br>0004=Deceased,<br>0005=Disabled,<br>0006=Unpaid Leave,<br>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             |          |   |
| <b>Include for DTL2</b>      |               |               |          |   |
| Mailing Address Line 1       | 237-266       | 30            | Optional | Alpha numeric and the following special characters # & ( ) - , ; /<br>:   |
| Mailing Address Line 2       | 267-296       | 30            | Optional | Alpha numeric and the following special characters # & ( ) - , ; /<br>:   |
| Mailing City                 | 297-319       | 23            | Required | Alpha numeric and the following special characters . - ' ,  |

| Field Descriptions                     | File Position | Column Length | Type     | Description of Contents  |
|--|---------------|---------------|----------|--|
| Mailing State                          | 320-321       | 2             | Required | 2-letter state abbreviation  |
| Mailing Zip Code                       | 322-331       | 10            | Required | Five or Nine digit zip, format is 99999-9999 or 99999                        |
| External Payroll ID                    | 332-356       | 25            | Optional | An external payroll id can be used when sending contributions instead of SSN |
| Primary Phone                          | 357-381       | 25            | Optional | Numeric and the dash character are allowed<br>Minimum of 10 numeric digits   |
| Other Phone                            | 382-406       | 25            | Optional | Numeric and the dash character are allowed<br>Minimum of 10 numeric digits   |
| Extra space for future field additions | 407-431       | 25            | Required | Each row in the file must be the correct length to pass validation           |

**Ascensus X Census  
Total Record  
Total Record required for all formats**

| 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 X  
Header Record**

| <b>Ascensus Field Descriptions</b> | <b>Field Requirements</b> | <b>Field Position</b> | <b>Column Length</b> | <b>Type</b> | <b>Translation</b>  |
|------------------------------------|---------------------------|-----------------------|----------------------|-------------|---|
| <b>Header record type</b>          | Required                  | 1-5                   | 5                    | HDR         | All caps, left justified  |
| <b>Contribution Type</b>           | Required                  | 6-17                  | 12                   | CONT        | left justified  |
| <b>Employer ID</b>                 | Required                  | 18-37                 | 20                   | Number      | For Oregon this is the BIN<br><br>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   |
| <b>Payroll Number</b>              | Required                  | 55-66                 | 12                   | Text        | Three digit payroll number.<br>Include leading zeros.<br>Example: 002<br><br>This should be requested from the employer or Payroll Provider support |
| Payroll Begin Date                 | Optional                  | 67-78                 | 12                   | Date        | MMDDYYYY (left justified)   |
| <b>Payroll End Date</b>            | Required                  | 79-90                 | 12                   | Date        | MMDDYYYY (left justified)<br>Or<br>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   |

**Ascensus X Contribution  
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            |
| 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            |
| External Payroll ID           | Optional           | 223 -246       | 25            |
| Space for future enhancements | Optional           | 247-322        | 75            |

**Ascensus X Contribution  
Detail Record**

| Ascensus Field Descriptions | Field Requirements | Field Position | Column Length | Type   | Translation              |
|-----------------------------|--------------------|----------------|---------------|--------|--------------------------|
| <b>DTL</b>                  | Required           | 1-5            | 5             | DTL    | All caps, left justified |
| <b>SSN</b>                  | Required           | 6-17           | 12            | Number | Nine digits<br>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 |                          |
| <b>Roth Amount</b>          | Required           | 91-102         | 12            | Number | 0.00                     |
| Employer Match              | Not Applicable     | 103-114        | 12            | Number |                          |
| Employer Profit Sharing     | Not Applicable     | 115-126        | 12            | Number |                          |
| 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 |                          |



| Ascensus Field Descriptions   | Field Requirements                     | Field Position | Column Length | Type | Translation                               |
|-------------------------------|--|----------------|---------------|------|---|
| External Payroll ID           | Optional<br><br>Can use instead of SSN | 223-246        | 25            | Text | Alphanumeric                              |
| Space for future enhancements | Optional                               | 247 – 322      | 75            | Text | Each row must be 322 characters in length |

**Ascensus X Contribution  
Total Record**

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

| Ascensus Field Descriptions | Field Requirements | Field Position | Column Length | Type   | Translation |
|-----------------------------|--------------------|----------------|---------------|--------|-------------|
| 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        |