

Employee Information Template (Census – Add Employees) Excel (.CSV)

Naming Standards

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

Fields	Notes
Program	The two digit state code. CA, IL or OR
EIN/BIN	Employer's federal identification number.
Employee Census	A string that identifies it as a census file. Valid values <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.
ExcelFmt	The type of file you are sending. This indicates this file is of type CSV. Can be created by using save as in an excel file
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.

Example

OR_97654321_EmployeeCensus_ASTRO_ExcelFmt_20180205_100205_1002_B8765.csv

Questions? We're here to help.



payrollprovidersupport@ascensus.com.



1-855-321-9555. 9 a.m. to 8 p.m. ET Monday through Friday

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File Formats

Do not change the format of any cell in the spreadsheet. Enter the information as shown.

* = Required field

<p>SSN/ITIN*</p> <ul style="list-style-type: none"> SSN/ITN is a required field and must be 9 digits Format must be ##### or ###-##-#### <p>Example: 123456789 123-45-6789</p>	<table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: center;">A</th> </tr> </thead> <tbody> <tr> <td>SSN/ITIN*</td> </tr> <tr> <td>123456789</td> </tr> <tr> <td>123-45-6789</td> </tr> </tbody> </table>	A	SSN/ITIN*	123456789	123-45-6789																
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<p>Name Fields*</p> <p>Enter first name, middle initial, last name, and suffix separately in their designated columns.</p> <ul style="list-style-type: none"> The first name and last name fields are required. First name can contain letters, numbers and - . ' , M.I. can contain letters, numbers and . Last name can contain letters, numbers and - . ' , , Suffix must contain one of the following values: Jr. , Sr. , II , III , IV , Esq. 	<table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: center;">B</th> <th style="text-align: center;">C</th> </tr> </thead> <tbody> <tr> <td>First name*</td> <td>M.I.</td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <th style="text-align: center;">D</th> <th style="text-align: center;">E</th> </tr> <tr> <td>Last name*</td> <td>Suffix</td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> </tbody> </table>	B	C	First name*	M.I.					D	E	Last name*	Suffix								
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D	E																				
Last name*	Suffix																				
<p>Birthdate*</p> <ul style="list-style-type: none"> Birthdate is required, Format must be MMDDYYYY or MM/DD/YYYY <p>Example: 01/01/1970 1/1/1970 01/1/1970 1/01/1970 01011970</p>	<table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: center;">F</th> </tr> </thead> <tbody> <tr> <td>Birthdate*</td> </tr> <tr> <td>1/1/1970</td> </tr> <tr> <td>1/1/1970</td> </tr> <tr> <td>1/1/1970</td> </tr> <tr> <td>1/1/1970</td> </tr> <tr> <td>1011970</td> </tr> </tbody> </table>	F	Birthdate*	1/1/1970	1/1/1970	1/1/1970	1/1/1970	1011970													
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<p>Physical Address*</p> <ul style="list-style-type: none"> These are required fields and must be the employee's physical residence, not a P.O. Box. Use the states two-letter postal code, not the full state name or any other abbreviation. Enter a 5-digit ZIP code with an optional 4-digit extension. Address 1 can contain letters, numbers and # & () - , <p>Example: 1 Main St Apt 1 Eugene OR 97401-0001</p>	<table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: center;">G</th> <th style="text-align: center;">H</th> </tr> </thead> <tbody> <tr> <td>Physical Address 1*</td> <td>Physical Address 2</td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <th style="text-align: center;">I</th> <th style="text-align: center;">J</th> </tr> <tr> <td>Physical City*</td> <td>Physical State*</td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <th style="text-align: center;">K</th> </tr> <tr> <td>Physical ZIP Code*</td> </tr> <tr> <td> </td> </tr> <tr> <td> </td> </tr> </tbody> </table>	G	H	Physical Address 1*	Physical Address 2					I	J	Physical City*	Physical State*					K	Physical ZIP Code*		
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<p>Primary Phone*</p> <p>The primary phone number is required. If you do not have an individual phone number, enter a business phone.</p> <p>Example: 555-555-5555 (555)-555-5555 (555) 555 5555 5555555555</p>	<table border="1"> <thead> <tr> <th>L</th> </tr> </thead> <tbody> <tr> <td>Primary Phone*</td> </tr> <tr> <td>555-555-5555</td> </tr> <tr> <td>(555)-555-5555</td> </tr> <tr> <td>(555) 555 5555</td> </tr> <tr> <td>5555555555</td> </tr> </tbody> </table>	L	Primary Phone*	555-555-5555	(555)-555-5555	(555) 555 5555	5555555555														
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<p>Email</p> <p>E-mail address is optional. We will use employee email addresses to notify them about the program and their options for participation.</p> <p>If you do not have an email address for the employee, leave the field blank.</p> <ul style="list-style-type: none"> Format must be Alphanumeric plus the following special characters - @ There must be one and only 1 @ character 	<table border="1"> <thead> <tr> <th>M</th> </tr> </thead> <tbody> <tr> <td>Email</td> </tr> <tr> <td> </td> </tr> <tr> <td> </td> </tr> </tbody> </table>	M	Email																		
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<p>Mailing Address</p> <p>Mailing address fields are optional. If a value is entered in any of the fields, you must provide a complete address.</p> <ul style="list-style-type: none"> Use the states two-letter postal code, not the full state name or any other abbreviation. Enter a 5-digit ZIP code with an optional 4-digit extension. Address 1 can contain letters, numbers and # & () - , <p>Example: 1 Main St Apt 1 Eugene OR 97401-0001</p>	<table border="1"> <thead> <tr> <th>N</th> <th>O</th> </tr> </thead> <tbody> <tr> <td>Mailing Address 1</td> <td>Mailing Address 2</td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>P</th> <th>Q</th> </tr> </thead> <tbody> <tr> <td>Mailing City</td> <td>Mailing State</td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>R</th> </tr> </thead> <tbody> <tr> <td>Mailing ZIP Code</td> </tr> <tr> <td> </td> </tr> <tr> <td> </td> </tr> </tbody> </table>	N	O	Mailing Address 1	Mailing Address 2					P	Q	Mailing City	Mailing State					R	Mailing ZIP Code		
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<p>External Payroll ID</p> <p>This is an optional field. Entries must be no more than 25 alphanumeric characters and contain no spaces.</p> <p>Example: 1ZG553YT 1sypy7044d 1DRe35uq668L5</p>	<table border="1"> <thead> <tr> <th>T</th> </tr> </thead> <tbody> <tr> <td>External Payroll ID</td> </tr> <tr> <td>1ZG553YT</td> </tr> <tr> <td>1sypy7044d</td> </tr> <tr> <td>1DRe35uq668L5</td> </tr> </tbody> </table>	T	External Payroll ID	1ZG553YT	1sypy7044d	1DRe35uq668L5															
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