Employee Contribution Information Template
Excel (.CSV) File Format

Naming Standards

<Program>_<EIN>_<EmployeeDeduction/9X>_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 Deduction	A string that identifies it as a contribution file. Valid values • EmployeeDeduction • 9X
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_EmployeeDeduction_ASTRO_ExcelFmt_20180205_100205_1002_B8766.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

Employee Contribution Information Template
Excel (.CSV) File Format

File Formats

Do not change the format of any cell in the spreadsheet. Enter the information as shown.
* = Required field

Last Name & First Name		
Enter the first and last names separately in their designated columns.	<table><tr><td></td><td>A</td><td>B</td></tr><tr><td></td><td>Last name</td><td>First name</td></tr><tr><td></td><td>Public</td><td>John</td></tr></table>	

SSN/ITIN*	
▪ SSN/ITN is a required field and must be 9 digits ▪ Format must be ######### or ###-##-#### ▪ Each SSN in the upload file must match an SSN in the payroll list. Example: 123456789 123-45-6789	<table><tr><td>C</td></tr><tr><td>SSN</td></tr><tr><td>111633632</td></tr><tr><td>444-84-6366</td></tr><tr><td>888-44-111</td></tr></table>

Contribution Amount*	
▪ Contribution amount is required. ▪ Dollar amount must be in nn.nn format. Do not include the dollar sign ($). ▪ 0.00 is a valid amount ▪ Contribution amount must be a valid decimal greater than or equal to 0. Example: 104.82 2.53 31.00	<table><tr><td>D</td></tr><tr><td>Contribution amount*</td></tr><tr><td>52.30</td></tr><tr><td>17.98</td></tr><tr><td>0.00</td></tr></table>

External Payroll ID	
Entries must be no more than 25 alphanumeric characters and contain no spaces. Example: 1ZG553YT 1sypy7044d 1DRe35uq668L5	<table><tr><td>E</td></tr><tr><td>External Payroll ID</td></tr><tr><td>4GT557YMN</td></tr><tr><td>4drpp67m332</td></tr><tr><td>4DgLn45r3e78s399</td></tr></table>