

Employee Contribution Information Template

SPARK File Format

File Naming Standards

<Program>_<EIN>_<EmployeeDeduction/9X>_ASTRO_SparkXFmt_YYYYMMDD_HHMMSS_<sequence>_<Client specified>.txt

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 <ul style="list-style-type: none"> • EmployeeDeduction • 9X
ASTRO	A string that is a reference to the internal name we use to reference our system.
SparkXFmt	The type of file you are sending. This indicates this file is of type Spark
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_12345678_EmployeeDeduction_ASTRO_SparkXFmt_20180131_082241_1001_832G9.txt

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

SPARK File Format

File Format

Required for Contribution

Any field not highlighted in purple will be ignored but can be populated

Field #	Start position	End position	In	Length	Type	Format	Comments
Header Record, 1 Occurrence Of Record							
1	1	1	File Type Indicator	1	A	X(1)	Constant value of a T for test and P for production file.
2	2	4	Record Type	3	A	X(3)	This code determines record content. Value =H00
3	5	9	Constant SPARK	5	A	X(5)	Must contain 'SPARK' upper case.
4	10	12	File Format Version	3	N	9(03)	Specifies the SPARK file format version. This is version 1.
5	13	20	Date	8	N	CCYYMMDD	The date the file was created.
6	21	28	Number of Demographic Records	8	N	9(08)	Count of Demographic records in this file.
7	29	36	Number of Financial Records	8	N	9(08)	Count of Financial records in this file
8	37	44	Number of Compliance Records	8	N	9(08)	Count of Compliance records in this file.
9	45	54	DC Plan ID	10	A	XXXXXX	Record-keeper assigned DC Plan Identification.
10	55	64	DB Plan ID	10	A	X(10)	Record-keeper assigned DB Plan Identification.
11	65	74	NQ Plan ID	10	A	X(10)	Employer BIN
12	75	130	FILLER	56	A	X(56)	FILLER, must equal spaces.
Participant Financial Record							
13	1	3	Record Type	3	A	X(3)	This code determines record content. Fxx is for financial record xx is a number indicating the type of record (e.g. 00 DC base info, 01 DB base, 02 Non-qualified base 03 Other).
14	4	6	Non-Qualified Version Number	3	A	X(3)	Non-qualified plans have version number.
15	7	11	DC Division Number	5	A	A	Record-keeper assigned Plan Division Number.
16	12	16	DB Division Number	5	A	X(5)	Record-keeper assigned Plan Division Number.

**Employee Contribution Information Template
SPARK File Format**

17	17	24	Payroll Date (effective date)	8	N	CCYYMMDD	Paycheck Date: The date that appears on the actual paycheck in which deduction are reflected.
18	25	33	Social Security Number	9	N	9(09)	Valid Employee Social Security Number. Prefill with leading zero.
19	34	34	Social Security Suffix	1	A	X(1)	Social Security Suffix (required when there are duplicate social security numbers).
20	35	64	Last Name	30	A	X(30)	Employee's Last Name.
21	65	79	First Name	15	A	X(15)	Employee's First Name.
22	80	80	Middle Initial	1	A	X(1)	Employee's Middle Initial.
23	81	90	Employee ID	10	A	X(10)	Some plans identify participants with payroll number or ee-id rather than SS.
24	91	92	Payroll Frequency	2	A	X(2)	Valid Values: Weekly=WK, Bi-weekly=BW, Monthly=MT, Semi-monthly=SM, Quarterly=QT, Annually=AN. Payroll files can contain people with different payroll frequencies.
25	93	103	DC Pay Period Salary	11	N	Gross Comp	Employee's period eligible Defined Contribution salary Example: 0000400000 for \$40,000.00
26	104	104	Negative Field Indicator	1	A	X(1)	Use a dash in this position to indicate a negative dollar amount.
27	105	115	DB Pay Period Salary	11	N	9(11)	Employee's period eligible Defined Contribution salary Example: 0000400000 for \$40,000.00
28	116	116	Negative Field Indicator	1	A	X(1)	Use a dash in this position to indicate a negative dollar amount.
29	117	129	Remaining Loan Goal	13	N	9(13)	Used to verify remaining loan amount.
30	130	130	Negative Field Indicator	1	A	X(1)	Use a dash in this position to indicate a negative dollar amount.

**Employee Contribution Information Template
SPARK File Format**

The Source Code, Source Trans. Code, Source Amount and Negative Field Indicator fields are treated as one Source amount							
31	131	135	Source 1 Code	5	N	00009	401(k) Deferrals
32	136	140	Source 1 Transaction Code	5	N	00009	Transaction/Loan Number.
33	141	151	Source 1 Amount	11	N	9(11)	Amount. Example: 00000002500 for \$25.00
34	152	152	Negative Field Indicator 1	1	A	X(1)	Use a dash in this position to indicate a negative dollar amount.
35	153	157	Source 2 Code	5	N	00005	Employer Match
36	158	162	Source 2 Transaction Code	5	N	00005	Transaction/Loan Number.
37	163	173	Source 2 Amount	11	N	9(11)	Amount. Example: 00000002500 for \$25.00
38	174	174	Negative Field Indicator 2	1	A	X(1)	Should be blank
39	175	179	Source 3 Code	5	N	00017	Roth Deferrals
40	180	184	Source 3 Transaction Code	5	N	00017	Transaction/Loan Number.
41	185	195	Source 3 Amount	11	N	9(11)	Amount. Example: 00000002500 for \$25.00
42	196	196	Negative Field Indicator 3	1	A	X(1)	Should be blank
43	197	201	Source 4 Code	5	N	9(05)	See Code list.
44	202	206	Source 4 Transaction Code	5	N	9(05)	Transaction/Loan Number.
45	207	217	Source 4 Amount	11	N	9(11)	Amount. Example: 00000002500 for \$25.00
46	218	218	Negative Field Indicator 4	1	A	X(1)	Use a dash in this position to indicate a negative dollar amount.
47	219	223	Source 5 code	5	N	9(05)	See Code list.
48	224	228	Source 5 Transaction Code	5	N	9(05)	Transaction/Loan Number.
49	229	239	Source 5 Amount	11	N	9(11)	Amount. Example: 00000002500 for \$25.00
50	240	240	Negative Field Indicator 5	1	A	X(1)	Use a dash in this position to indicate a negative dollar amount.
51	241	245	Additional Source 1 Code	5	N	00040	LOANS
52	246	250	Additional Source 1 Transaction Code	5	N	00040	Transaction/Loan Number.
53	251	261	Additional Source 1 Amount	11	N	9(11)	Amount. Example: 00000002500 for \$25.00
54	262	262	Negative Field Indicator 1	1	A	X(1)	Use a dash in this position to indicate a

**Employee Contribution Information Template
SPARK File Format**

							negative dollar amount.
55	263	267	Additional Source 2 Code	5	N	00040	LOANS
56	268	272	Additional Source 2 Transaction Code	5	N	00040	Transaction/Loan Number.
57	273	283	Additional Source 2 Amount	11	N	9(11)	Amount. Example: 0000002500 for \$25.00
58	284	284	Negative Field Indicator 2	1	A	X(1)	Use a dash in this position to indicate a negative dollar amount.
59	285	289	Additional Source 3 Code	5	N	00040	LOANS
60	290	294	Additional Source 3 Transaction Code	5	N	00040	Transaction/Loan Number.
61	295	305	Additional Source 3 Amount	11	N	9(11)	Amount. Example: 0000002500 for \$25.00
62	306	306	Negative Field Indicator 3	1	A	X(1)	Use a dash in this position to indicate a negative dollar amount.
63	307	311	Additional Source 4 Code	5	N	00040	LOANS
64	312	316	Additional Source 4 Transaction Code	5	N	00040	Transaction/Loan Number.
65	317	327	Additional Source 4 Amount	11	N	9(11)	Amount. Example: 0000002500 for \$25.00
66	328	328	Negative Field Indicator 4	1	A	X(1)	Use a dash in this position to indicate a negative dollar amount.
67	329	333	Additional Source 5 Code	5	N	00040	LOANS
68	334	338	Additional Source 5 Transaction Code	5	N	00040	Transaction/Loan Number.
69	339	349	Additional Source 5 Amount	11	N	9(11)	Amount. Example: 0000002500 for \$25.00
70	350	350	Negative Field Indicator 5	1	A	X(1)	Use a dash in this position to indicate a negative dollar amount.
71	351	375	User Defined Field	25	A	X(25)	Payroll number
72	376	750	FILLER	375	A	X(375)	FILLER, must equal spaces.
Participant Demographic Record							
73	1	3	Record Type	3	A	X(3)	D03
74	4	6	Non-Qualified Version number	3	A	X(3)	Non-qualified plans have version number.
75	7	11	DB Division Number	5	A	X(5)	Record-keeper assigned Plan Division Number.
76	12	16	DC Division Number	5	A	X(5)	Record-keeper assigned Plan Division Number.
77	17	26	Location	10	Payroll ID	X(10)	

**Employee Contribution Information Template
SPARK File Format**

78	27	36	Region	10	A	X(10)	
79	37	46	Department	10	A	X(10)	
80	47	51	Payroll Vendor Client ID	5		X(5)	Payroll vendor identifier for client.
81	52	60	Social Security Number	9	N	9(09)	Valid Employee Social Security Number.
82	61	61	Social Security Suffix	1	A	X(1)	Social Security Suffix as appropriate (required when there are duplicate social security numbers).
83	62	91	Last Name	30	A	X(30)	Employee's Last Name.
84	92	106	First Name	15	A	X(15)	Employee's First Name.
85	107	107	Middle Initial	1	A	X(1)	Employee's Middle Initial.
86	108	115	Date of Birth	8	A	X(8)	Employee's Date of Birth.
87	116	116	Sex Code	1	A	X(1)	Employee's Sex: M = Male, F = Female.
88	117	117	Martial Status	1	A	X(1)	Employee's marital status: S = Single, M = Married; or space.
89	118	118	Address1 Type	1	A	X(1)	H=Home, M=Mailing.
90	119	148	Address1 Line 1	30	A	X(30)	Employee's First Address Line.
91	149	178	Address1 Line 2	30	A	X(30)	Employee's Second Address Line.
92	179	208	Address1 Line 3	30	A	X(30)	Employee's Third Address Line.
93	209	248	Address1 Foreign Address	40	A	X(40)	Foreign Address Line.
94	249	278	Address1 City	30	A	X(30)	Employee's City of Residence. Required if Address1 Foreign = spaces.
95	279	280	Address1 State	2	A	X(2)	Abbreviated State Code. Required if Address1 Foreign = spaces.
96	281	290	Address1 Zip Code	10	A	X(10)	Zip Code (If 4 Digit extensions are included use a dash to separate.) Required if Address1 Foreign = spaces.
97	291	293	Address1 Country	3	A	X(3)	Country of Residence. (If left blank US is assumed.) Use 3 character postal code for countries. Required if Address1 Foreign = spaces.
98	294	303	Address1 Phone	10	N	9(10)	Employee's Phone associated with Address1.
99	304	304	Address2 Type	1	A	X(1)	H=Home, M=Mailing.
100	305	334	Address2 Line 1	30	A	X(30)	Employee's First Line Address.

**Employee Contribution Information Template
SPARK File Format**

101	335	364	Address2 Line 2	30	A	X(30)	Employee's Second Address Line.
102	365	394	Address2 Line 3	30	A	X(30)	Employee's Third Address Line.
103	395	434	Address2 Foreign Address	40	A	X(40)	Foreign Address Line.
104	435	464	Address2 City	30	A	X(30)	Employee's City of Residence. Required if Address2 Foreign = spaces & Add2 Line1 > spaces.
105	465	466	Address2 State	2	A	X(2)	Abbreviated State Code. Required if Address2 Foreign = spaces & Add2 Line1 > spaces.
106	467	476	Address2 Zip Code	10	A	X(10)	Zip Code (If 4 Digit extensions are included use a dash to separate.) Required if Address1 Foreign = spaces & Add2 Line 1 > spaces.
107	477	479	Address2 Country	3	A	X(3)	Country of Residence. (If left blank US is assumed.) Use 3 character postal code for countries. Required if Address2 Foreign = spaces & Add2 Line 1 > spaces.
108	480	489	Address2 Phone	10	N	9(10)	Employee's Phone associated with Address2.
109	490	537	Internet Address	50	A	X(50)	Employee's Internet Address.
110	540	547	Hire Date	8	A	CCYYMMDD	Employee's Date of Hire.
111	548	555	Termination Date	8	A	CCYYMMDD	Employee's Date of Termination.
112	556	563	Rehire Date	8	A	CCYYMMDD	Employee's Date of Rehire.
113	564	571	Retire Date	8	A	CCYYMMDD	Employee's Date of Retirement.
114	572	579	Inactive Date	8	A	CCYYMMDD	Date Employee became inactive.
115	580	587	Disability Date	8	A	CCYYMMDD	Employee's Date of Disability.
116	588	595	Vesting Date	8	A	CCYYMMDD	Employee's Date of Vesting Start Date.
117	596	603	Suspension Date	8	A	CCYYMMDD	Employee's Date of Suspension.
118	604	613	Employee ID	10	A	X(10)	Employee Identification Number.
119	614	614	Compensation Type	1	A	X(1)	Valid Values: H=Hourly, S=Salaried.
120	615	615	Employment Rank	1	A	X(1)	Valid Values: C=Clerical, P=Professional, M=Managerial, O=Office.
121	616	616	Union Indicator	1	A	X(1)	Valid Values: Y=Yes, N=No (MFS uses

**Employee Contribution Information Template
SPARK File Format**

							Employee Group Code). If Space N is assumed.
122	617	617	Employment Schedule	1	A	X(1)	Valid Values: F=Full Time, P=Part Time, B=Part Time with benefit. If space F is assumed.
123	618	618	Insider Trader	1	A	X(1)	This field is used to indicate that the participant is subject to Plan rules regarding trading of company stock. Valid Values: Y=Yes, N=No.
124	619	619	Pending QDRO	1	A	X(1)	0=No, 1=Flagged.
125	620	620	Ex Patriot	1	A	X(1)	0=No, 1=Flagged.
126	621	622	DC Plan Status Code	2	N	9(02)	See Code Table.
127	623	630	DC Status Effective Date	8	A	CCYYMMDD	Effective Date of Employee's Status.
128	631	632	DB Plan Status	2	N	9(02)	See Code Table.
129	633	640	DB Status Effective Date	8	A	CCYYMMDD	Employee's Eligibility Date of Employee's Status.
130	641	648	DC Plan Eligibility Date	8	A	CCYYMMDD	NOT NEEDED
131	649	656	DC Plan Eligibility Date2	8	A	CCYYMMDD	Employee's Eligibility Date for Addional Company Match, if applicable.
132	657	664	DB Plan Participation Date	8	A	CCYYMMDD	Employee's Participation Date.
133	665	666	DC Plan Years of Service	2	N	9(02)	If vesting is based on years of service input number of years.
134	667	671	Pre-Tax Percentage	5	N	9(05)	Percentage of salary contributing to the plan prior to taxes. Must meet plan requirements maximum and minimum allowances.Example: 00100 for 1%.
135	672	676	ROTH 401(k) Deferral Percentage	5	N	9(05)	Percentage of Roth 401(k) deferral % .Example: 00100 for 1%.
136	677	681	Pre-Tax Percentage-Voluntary	5	N	9(05)	Percentage of salary voluntarily contributing to the plan prior to taxes. Must meet plan requirements maximum and minimum allowances.Example: 00100 for 1%.
137	682	686	Post-Tax Percentage-Voluntary	5	N	9(05)	Percentage of salary voluntarily contributing to the plan prior to

**Employee Contribution Information Template
SPARK File Format**

							taxes. Must meet plan requirements maximum and minimum allowances.Example: 00100 for 1%.
138	687	691	Period Hours of Service	5	N	9(05)	Hours worked in current pay period.
139	692	696	Year to Date Hours of Service	5	N	9(05)	Cumulative hours worked this year.
140	697	721	User Defined Field	25	A	X(25)	Space for Record-keeper unique information.
141	722	750	FILLER	29	A	X(29)	FILLER, must equal spaces.
Participant Compliance Record (Include With Every File)							
142	1	3	Record Type	3	A	X(3)	The code determines record content. C00 is for compliance record.
143	4	6	Non-Qualified Version Number	3	A	X(3)	Non-qualified plans have version number.
144	7	11	DC Division Number	5	A	X(5)	Record-keeper assigned Plan Division Number.
145	12	16	DB Division Number	5	A	X(5)	Record-keeper assigned Plan Division Number.
146	17	25	Social Security Number	9	N	9(09)	Valid Employee Social Security Number. Prefill with leading zero.
147	26	26	Social Security Suffix	1	A	X(1)	Social Security Suffix (required when there are duplicate social security numbers.)
148	27	27	HCE Indicator	1	A	X(1)	Indicates Highly Compensated Employees for the current plan year. Valid Values: Y=Yes, N=No.
149	28	38	DC Annual Salary	11	N	9(11)	Amount. Example: 00000002500 for \$25.00
150	39	39	Negative Field Indicator	1	A	X(1)	Use a dash in this position to indicate a negative dollar amount.
151	40	50	DB Annual Salary	11	N	9(11)	Amount. Example: 00000002500 for \$25.00
152	51	51	Negative Field Indicator	1	A	X(1)	Use a dash in this position to indicate a negative dollar amount.
153	52	59	DB Salary Effective Date	8	A	CCYYMMDD	Effective Date of Defined Benefit Salary.
154	60	60	Excluded Class	1	A	X(1)	Y or N.
155	61	61	Excluded Division	1	A	X(1)	Y or N.

**Employee Contribution Information Template
SPARK File Format**

156	62	66	Ownership %	5	N	9(05)	Percentage of Ownership in Company.
157	67	75	SSN Attributable to	9	N	9(09)	
158	76	76	Family Relation Description	1	N	9(1)	Numeric codes representing Family Relation. See Code list.
159	77	77	Officer	1	A	X(1)	Y or N.
160	78	88	Pay Period Salary	11	N	9(11)	Amount. Example: 0000002500 for \$25.00
161	89	89	Negative Field Indicator	1	A	X(1)	Use a dash in this position to indicate a negative dollar amount.
162	90	100	Pay Period Vacation Salary	11	N	9(11)	Amount. Example: 0000002500 for \$25.00
163	101	101	Negative Field Indicator	1	A	X(1)	Use a dash in this position to indicate a negative dollar amount.
164	102	112	Pay Period Bonus Salary	11	N	9(11)	Amount. Example: 0000002500 for \$25.00
165	113	113	Negative Field Indicator	1	A	X(1)	Use a dash in this position to indicate a negative dollar amount.
166	114	124	Pay Period Overtime Salary	11	N	9(11)	Amount. Example: 0000002500 for \$25.00
167	125	125	Negative Field Indicator	1	A	X(1)	Use a dash in this position to indicate a negative dollar amount.
168	126	136	Pay Period Commission Salary	11	N	9(11)	Amount. Example: 0000002500 for \$25.00
169	137	137	Negative Field Indicator	1	A	X(1)	Use a dash in this position to indicate a negative dollar amount.
170	138	148	Year to date Salary	11	N	9(11)	Amount. Example: 0000002500 for \$25.00
171	149	149	Negative Field Indicator	1	A	X(1)	Use a dash in this position to indicate a negative dollar amount.
172	150	160	Year to date Vacation Salary	11	N	9(11)	Amount. Example: 0000002500 for \$25.00
173	161	161	Negative Field Indicator	1	A	X(1)	Use a dash in this position to indicate a negative dollar amount.
174	162	172	Year to date Bonus Salary	11	N	9(11)	Amount. Example: 0000002500 for \$25.00

**Employee Contribution Information Template
SPARK File Format**

175	173	173	Negative Field Indicator	1	A	X(1)	Use a dash in this position to indicate a negative dollar amount.
176	174	184	Year to date Overtime Salary	11	N	9(11)	Amount. Example: 00000002500 for \$25.00
177	185	185	Negative Field Indicator	1	A	X(1)	Use a dash in this position to indicate a negative dollar amount.
178	186	196	Year to date Commission Salary	11	N	9(11)	Amount. Example: 00000002500 for \$25.00
179	197	197	Negative Field Indicator	1	A	X(1)	Use a dash in this position to indicate a negative dollar amount.
180	198	208	Year to date Eligible Salary	11	N	9(11)	Amount. Example: 00000002500 for \$25.00
181	209	209	Negative Field Indicator	1	A	X(1)	Use a dash in this position to indicate a negative dollar amount.
182	210	217	Plan Salary Update Date	8	N	CCYYMMDD	
183	218	228	Limit YTD Salary	11	N	9(11)	Amount. Example: 00000002500 for \$25.00
184	229	236	Limit Salary Update Date	8	N	CCYYMMDD	
185	237	241	Compliance Group Code	5	A	X(5)	
186	242	242	Employee Lineal Ascendant Code	1	A	X(1)	Values = Y or N.
187	243	243	Employee Lineal Descendant Code	1	A	X(1)	Values = Y or N.
188	244	244	Top 10% Code	1	A	X(1)	Values = Y or N.
189	245	245	Employee Ownership Code	1	N	9(1)	0 = < 1%, 1 = 1% to < 5%, 5 = > 5%.
190	246	246	Current Key Employee Code	1	A	X(1)	Values = Y or N.
191	247	247	Former Key Employee Code	1	A	X(1)	Values = Y or N.
192	248	248	Former HCE Code	1	A	X(1)	Values = Y or N.
193	249	249	Employee Officer Code	1	A	X(1)	Values = Y or N.
194	250	250	Top Ten Officer Code	1	A	X(1)	Values = Y or N.
195	251	275	User Defined Field	25	A	X(25)	Space for Record-keeper unique information.
196	276	750	FILLER	475	A	X(475)	FILLER, must equal spaces.
Trailer, 1 Occurrence Of Record							
197	1	3	Record Type	3	A	X(3)	This code determines record content. Value = z00
198	4	11	Date	8	N	CCYYMMDD	The date the file was created.

**Employee Contribution Information Template
SPARK File Format**

199	12	19	Payroll Date (effective date)	8	N	CCYYMMDD	Paycheck Date: The date that appears on the actual paycheck in which deductions are reflected.
200	20	27	Number of Demographic Records	8	N	9(08)	Count of Demographic records in this file.
201	28	35	Number of Financial Records	8	N	9(08)	Count of Financial records in this file.
202	36	43	Number of Compliance Records	8	N	9(08)	Count of Compliance records in this file.
203	44	53	DC Plan ID	10	A	X(10)	Record-keeper assigned DC Plan Identification.
204	54	63	DB Plan ID	10	A	X(10)	Record-keeper assigned DB Plan Identification.
205	64	78	Total Contribution Dollars in File	15	N	9(15)	Amount. Example: 00000000002500 for \$25.00.
206	79	79	Negative Field Indicator	1	A	X(1)	Use a dash in this position to indicate a negative dollar amount.
207	80	94	Total Loan Dollars in file	15	N	9(15)	Amount. Example: 00000000002500 for \$25.00.
208	95	95	Negative Field Indicator	1	A	X(1)	Use a dash in this position to indicate a negative dollar amount.
209	96	110	Total Insurance Dollars in file	15	N	9(15)	Amount. Example: 00000000002500 for \$25.00.
210	111	111	Negative Field Indicator	1	A	X(1)	Use a dash in this position to indicate a negative dollar amount.
211	112	121	NQ Plan ID	10	A	X(10)	Record-keeper assigned Non-Qualified Plan ID.
212	122	130	FILLER	9	N	9(09)	FILLER, must equal spaces.