WAGE & CONTRIBUTIONS RECORD SPECIFICATIONS

Field Name	Description	Mandatory	Starting Position	Length	Data Type	Example	Details
Organization Code	Employer Code	Yes	1	4	Code	1001	
Begin Date	Beginning date of the pay period reported or corrected	Yes	5	8	Date	01012015	
End Date	Ending date of the pay period reported or corrected	Yes	13	8	Date	01152015	
Social Security Number	Social Security Number of employee without hyphens	Yes	21	9	Integer	123456789	
Last Name	Last name of employee	Yes	30	20	Character	Smith	
First Name	First name of employee	Yes	50	15	Character	John	
Middle Initial	Middle initial of employee	No	65	1	Character	L	
Actual Units	Number of units worked by the employee	Yes (See details)	66	4	Decimal	0400	For Municipal or Non-Certified only. Last digit represents decimal
Base Units	Number of units allowed for the employee	Yes (See details)	70	4	Decimal	0400	For Municipal or Non-Certified only. Last digit represents decimal
Number of Paid Days	Number of paid days during the period reported	Yes (See details)	74	4	Decimal	1000	For Certified or Teachers only. Last two digits represent decimal.
Reported Wage Code	Transaction code for the employee record	Yes	78	2	Code	01	Wage code. See "Codes" tab
Employer Reported Wages	Employer portion of the reported wages	Yes	80	8	Decimal	00336820	last two digits represent decimal.
Federally Funded Wages	Federally funded portion of the reported wages	Yes (See details)	88	8	Decimal	00336820	For Certified or Teachers only. Last two digits represent decimal. Only for teachers, all others enter zeros for this field
Employee Contributions	Contributions withheld from an employee pay check	Yes	96	8	Decimal	00012631	last two digits represent decimal.
Employer Contributions	Contributions paid by the employer on behalf of the employee	Yes	104	8	Decimal	00336820	last two digits represent decimal.
Employee Survivor Benefits	Contributions paid by the employee who elected the survivor benefit option	Yes (See details)	112	5	Decimal	00960	For Certified or Teachers only. All others enter zeros for this field. Last two digits represent decimals.
Employer Survivor Benefits	Contributions paid by the employer on behalf of the employee who elected the survivor benefit option	Yes (See details)	117	5	Decimal	00960	For Certified or Teachers only. All others enter zeros for this field. Last two digits represent decimals.
Federally Funded Contributions	Contributions paid by the federal government	Yes (See details)	122	8	Decimal	00049228	For Certified or Teachers only. All others enter zeros for this field.
Status Code	Employee's status as of the period reported	Yes	130	2	Code	00	Status code. See "Codes" tab
Status Date	Effective date of the mployee's status as of the period reported	Yes (See details)	132	8	Date	01152015	Status Date is 00000000 if Status Code is 00. Status Date must be between Begin Date and End Date of period reported.
Position Code	Current position of the employee	Yes	140	4	Code	TCFT	position code. See "Codes" tab
Appropriation Account Number	State appropriation account number of the employee		144	30	Alphanumeric	132456789	For State only
Address 1	First line of the employee's home address	Yes (See details)	174	30	Alphanumeric	123 Street	Always mandatory for Regular feed Employer is the new book of record for the address
Address 2	Second line of the employee's home address	No	204	30	Alphanumeric	Apt. #805	
Address 3	Third line of the employee's home address	No	234	30	Alphanumeric	PO BOX 456	
City	City of the employee's home address	Yes (See details)	264	28	Alphanumeric	Providence	Always mandatory for Regular feed Employer is the new book of record for the address
State	State of the employee's home address	Yes (See details)	292	2	Code	RI	Always mandatory for Regular feed Employer is the new book of record for the address
Zip 1	Zip code (5-digits) of the employee's home address	Yes (See details)	294	5	Integer	02906	Always mandatory for Regular feed Employer is the new book of record for the address
Zip 2	Zip code (4-digits) of the employee's home address	No	299	4	Integer	2906	
Birth date	Birth date of employee	Yes	303	8	Date	01251959	Always mandatory for Regular feed
Sex Code	Sex of employee	Yes	311	1	Code	M	Always mandatory for Regular feed