

Plan Service Center-PSC

Payroll Data Interchange (PDI) Data Requirements

Ver 6. 10 -AUG -1998

Field Description	Processes:				Maximum Length	Data Type	Format / Value	Comments
	A	B	C	D				
Employee SSN	*	*	*	*	11	Char	999999999 or 999-99-9999	
Division	*		*	*	20	Char		Required for divisionalized plans. Divisions field size >3 will be converted to a 3 digit numeric
Last Name	*			*	35	Char		
First Name	*			*	20	Char		
Middle Name					20	Char		
Name Suffix	*				15	Char		
Birth Date	*		*	*	10	Date	mm/dd/yyyy	Must be four digit year
Gender				*	1	Char	M=Male, F=Female	
Marital Status	*				1	Char	M=Married, S=Single, D=Divorced, W=Widowed	Used for spousal consent
Address Line 1	*				35	Char		
Address Line 2					35	Char		
City	*				20	Char		
State	*				2	Char	Upper Case	
Zip Code	*				10	Char	99999-9999 or 99999	
Home Phone Number				*	10	Char		
Work Phone Number				*	10	Char		
Work Phone Ext.				*	4	Char		
Country Code	*				2	Char		Remove if all employees live in the USA.
Hire Date	*		*	*	10	Date	mm/dd/yyyy	Original Hire date, Must be four digit year
Termination Date			*	*	10	Date	mm/dd/yyyy	
Re-Hire Date			*	*	10	Date	mm/dd/yyyy	Use when an employee was previously terminated and rehired
Gross Salary Amount				*	10	Number	9999999.99	Salary amount, qualifier, and pretax contr. amt. must be for same period.
Salary Qualifier Code				*	1	Char	M=Mthly, S=Semi Mthly, B=Bi Wkly, W=Wkly, H=Hrly, A=Ann	
Exemptions				*	2	Number	99	Federal Exemptions
Pre-Tax Contribution %				*	5	Number	999.9	Percentage employee elected to defer
Pre-Tax Contribution \$				*	8	Number	99999.99	Amount employee elected to defer
After-Tax Contribution %				*	5	Number	999.9	
After-Tax Contribution \$				*	8	Number	99999.99	
Payroll Date		*	*	*	10	Date	mm/dd/yyyy	Must be current ending payroll date. Identifies the plan year that contributions are applied
Contribution Amount 1		*			10	Number	9999999.99 Positive number implied.	Only include contribution amounts sent on an on-going basis.
Contribution Amount 2		*			10	Number	9999999.99 Positive number implied.	ie. Employee before tax contributions would use Contribution Amount 1
Contribution Amount 3		*			10	Number	9999999.99 Positive number implied.	Contributions for an employer match would use Contribution Amount 2
Contribution Amount 4		*			10	Number	9999999.99 Positive number implied.	for plan loans, the first loan repayment would use Contributions Amount 3
Contribution Amount 5		*			10	Number	9999999.99 Positive number implied.	Only use the contribution fields needed. Use of contribution amount
Contribution Amount 6		*			10	Number	9999999.99 Positive number implied.	fields must remain constant
Contribution Amount 7		*			10	Number	9999999.99 Positive number implied.	
Contribution Amount 8		*			10	Number	9999999.99 Positive number implied.	
Participation Date	*				10	Date	mm/dd/yyyy	Used for determining eligibility for Income averaging
YTD Hours Worked			*	*	8	Number	99999.99	YTD hours worked. (Both Hourly & Salaried) Employment hours if document does not use plan year hours to determin either inital or ongoing eligibility.
YTD Total Compensation				*	11	Number	9999999.99 Positive number implied.	YTD total compensation. (W2 total wages) Box 5 Inc. overtime, commission, bonus
YTD Plan Compensation				*	11	Number	9999999.99 Positive number implied.	YTD plan compensation, as defined by your plan document
YTD Pre Entry Compensation				*	11	Number	9999999.99 Positive number implied.	Amount of comp. from 1st day of pay in year to date of entry in the plan (participation date)
Prior Year Compensaton				*	11	Number	9999999.99 Positive number implied	Required on last remittance for the plan year. Used to determin HCE
Section 125 Contributions				*	11	Number	9999999.99 Positive number implied.	YTD section 125 contributions. Don't need for plan years beginning 1/1/1998
Excluded Class			*		1	Char	A=Non-resident alien, U=Member of union, P=Excluded by plan	Indicator identifying the excluded groups.
Percent of Ownership				*	6	Number	999.99	Ownership or voting stock in company. Includes lineal ascendants/descendants
Officer Determination				*	1	Char	Y=Yes	If they are an officer for key employee status.
Eligibility Code					1	Char	Y=Yes N=No	

PDI Processes: (* Indicates fields are required.)

A - Employee Add/Update C - Employee Vesting E= Optional for Administrative and demographic purposes
 B - Employee Plan Contributions D - Plan Compliance

Technical Instructions:

File will be in standard ASCII format. A carriage return (crlf) is required at the end of a record. Information on only one participant will be contained within each record. Unused spaces in character and numeric fields should contain blanks. Numeric fields should be right justified. Use a preceding minus sign for negative numbers. The file format must remain static, changes must be coordinated with GWRS.