

Payroll Data Interchange (PDI) Data Requirements

Fixed Length Record Format-
Maximum Length Not applicable for
comma delimited files

Plan Name: _____

Plan Account Number: _____

Field Description	Start/Stop Positions	Maximum Length *	Data Type	Required (R) Optional (O)	Format / Value	Comments
1 Plan Number	1-13	13	Char	R	999999-99	Each Record would have to include the corresponding plan number.
2 Employee SSN	14-24	11	Char	R	999999999 or 999-99-9999	
3 Division number	25-44	20	Char	O		Required if the plan is divisionalized.
4 Last Name	45-79	35	Char	R		
5 First Name	80-99	20	Char	R		
6 Middle Name	100-119	20	Char	O		
7 Name Suffix	120-134	15	Char	O		
8 Birth Date	135-144	10	Date	R	mm/dd/yyyy	Must be four digit year.
9 Gender	145-145	1	Char	R	M=Male, F=Female	
10 Marital Status	146-146	1	Char	R	M=Married, S=Single, D=Divorced, W=Widowed	Used for spousal consent determination.
11 Address Line 1	147-181	35	Char	R		
12 Address Line 2	182-216	35	Char	R		
13 City	217-236	20	Char	R		
14 State	237-238	2	Char	R	Upper Case	
15 Zip Code	239-248	10	Char	R	99999-9999 or 99999	
16 Home Phone Number	249-258	10	Char	O		
17 Work Phone Number	259-268	10	Char	O		
18 Work Phone Ext.	269-272	4	Char	O		
19 Country Code	273-274	2	Char	O		Remove if all employees live in the USA.
20 Hire Date	275-284	10	Date	R	mm/dd/yyyy	Original Hire date; must be four digit year.
21 Termination Date	285-294	10	Date	R	mm/dd/yyyy	
22 Re-Hire Date	295-304	10	Date	R	mm/dd/yyyy	Use when an employee was previously terminated and rehired.
23 Checkdate	305-314	10	Date	R	mm/dd/yyyy	Current Payroll Checkdate
24 Contribution Amount 1	315-324	10	Numb	R	9999999.99 Positive number implied.	Only include contribution amounts sent on an on-going basis.
25 Contribution Amount 2	325-334	10	Numb	R	9999999.99 Positive number implied.	i.e. Employee before tax contributions would use Contribution Amount 1
26 Contribution Amount 3	335-344	10	Numb	R	9999999.99 Positive number implied.	Contributions for an employer match would use Contribution Amount 2 <i>(insert more contribution types as needed)</i>
27 Contribution Amount 4	345-354	10	Numb	R	9999999.99 Positive number implied.	Loan Repayment would be sent in a contribution field.
28 Contribution Amount 5	355-364	10	Numb	R	9999999.99 Positive number implied.	Roth contributions would be sent in a separate contribution field.
29 Contribution Amount 6	365-374	10	Numb	R	9999999.99 Positive number implied.	Roth Match contributions would be sent in a separate contribution field.
30 Contribution Amount 7	375-384	10	Numb	R	9999999.99 Positive number implied.	Additional Contributions and/or Loan repayments.
31 Contribution Amount 8	385-394	10	Numb	R	9999999.99 Positive number implied.	Additional Contributions and/or Loan repayments.
32 YTD Hours Worked	395-399	5	Numb	R	99999	Plan YTD hours worked.(Hourly & Salaried).
33 YTD Total Compensation	400-410	11	Numb	R	99999999.99 Positive number implied.	YTD total compensation. (W2 total wages) include overtime, commission, bonus.
34 YTD Plan Compensation	411-421	11	Numb	R	99999999.99 Positive number implied.	YTD plan compensation, as defined by your plan document. Used for purposes of discrimination testing.
35 YTD Pre Entry Compensation	422-432	11	Numb	O	99999999.99 Positive number implied.	Compensation the employee earns prior to becoming eligible to participate in the plan.
36 Highly Comp Employee Code	433-433	1	Char	O	Y=Yes	Required for all HCE's if we monitor HCE limits.
37 Percent of Ownership	434-439	6	Numb	O	999.99	Ownership or voting stock in company. Includes lineal ascendants/descendants.
38 Officer Determination	440-440	1	Char	O	Y=Yes	Use if they are an officer for key employee status.
39 Participation Date	441-450	10	Date	R	mm/dd/yyyy	Required for online enrollment and deferral processing. If not optional
40 Eligibility Code	451-451	1	Char	R	Y=Yes, N=No	Required for online enrollment and deferral processing. If not optional
41 Before-Tax Contribution %	452-454	3	Numb	O	999	If applicable, required for initial set-up of deferral processing otherwise optional.
42 Before-Tax Contribution \$	455-462	8	Numb	O	999999.99	If applicable, required for initial set-up of deferral processing otherwise optional.
43 After-Tax Contribution %	463-465	3	Numb	O	999	If applicable, required for initial set-up of deferral processing otherwise optional. i.e Roth after tax contributions
44 After-Tax Contribution \$	466-473	8	Numb	O	999999.99	If applicable, required for initial set-up of deferral processing otherwise optional. i.e Roth after tax contributions
45 Email Address	474-513	40	Char	O		Employees email address(not employers email address)
46 Salary Amount	514-530	17	Char	O		Salary for the employee for a given pay period. If providing Salary Amount, it is required to provide Salary Amount Qualifier
47 Salary Amount Qualifier	531-532	2	Char	O		Salary period A=Annual, M= Monthly, S= Semi-Monthly, B= Bi-Weekly, H= hourly, W= Weekly
48 Termination Reason Code	533-552	20	Char	O	DE = Death, DI = Disability, LA = Laid off, R = Retirement, S = Separation of Service	Separation Code
49 Sarbanes Oxley Reporting Indicator	553-553	1	Char	O	Y or N	Trade Monitor, flags the system for excessive trading
50 Federal Exemptions	560-561	2	Char	O		Federal exemptions claimed
51 Employer Assigned ID	562-571	10	Char	O		Employer ID (May be different from SSN but Not to replace SSN)
52 Compliance Status Code	572-577	6	Char	O	D = death E = excluded due to non-participating employer of a Controlled Group or Affiliated Service Group I = disabled L = leased employees M = military leave N = non-resident alien with no U.S. income R = retired S = age/service requirement never met for initial eligibility purposes. T = terminated in a prior year with current compensation due to severance pay. U = union/collectively bargained employees X = member of an excludable class of employees as defined in the plan document 0 (Zero) = Denotes when an employee has moved out of a status code. This will reset them to 'null' and remove them from the previous class.	Required for Compliance Testing. Used to denote a special status for an employee that may affect year end testing.

Record length 577

Technical Instructions:

- 1 File can be created in a standard Space Delimited ASCII format (.prn) or comma delimited format (.csv). A carriage return (crif) is required at the end of a record. Only include one participant per record.
- 2 THE FILE FORMAT MUST REMAIN STATIC, CHANGES TO THE FILE MUST BE COORDINATED WITH RECORD KEEPER.
- 3 For participants that are not contributing to the plan but appear on the file please Zero Fill the contribution field(s).
- 4 Numeric fields should be right justified, with the exception of Zip Code (left justified)
- 5 Contribution/Compensation fields should not include commas, and field must extend two digits after the decimal and must be right justified.
- 6 Unused spaces in character or date fields should contain blanks
- 7 A negative sign in the contribution fields can be added in the first space of the contribution field, ie."-000012.34" or directly next to the contribution amount " -12.34"
- 8 All date fields must be a two-digit month(MM), two-digit day((DD), and a four digit year (YYYY)