

WAGE AND CONTRIBUTION FILE FORMAT

May be submitted as an excel file, a text file or a comma-separated variable file
 Items designated in **BOLD** reflect changes from the current CARSON file format

Field Name	Data Type	Length	Starting Position	Ending Position	Specific Value Validations	File Upload Validations	Changes from Previous Format
Last Name	Alpha Numeric	30	1	1		Required	Field length has been increased from 16 characters to 30 characters
First Name	Alpha Numeric	30	31	60		Required	Field length has been increased from 14 characters to 30 characters
Middle Name	Alpha Numeric	30	61	90		Optional	Has been renamed to Middle Name from MI, field length has been increased from 1 character to 30 characters
Suffix	Alpha Numeric	3	91	93	Jr, Sr, I, II, III, IV	Optional	Has been renamed to Suffix from Gen ID
SSN	Numeric	9	94	102	#####	Required, must be a valid SSN. US Social Security Number: First three digits cannot be greater than 899. First three digits cannot be 000 or 666. 4th and 5th digit cannot be 00. Last four digits cannot be 0000. All digits cannot be the same. 123456789 is not allowed. 078051120 is not allowed. 219099999 is not allowed.	New validations on SSN
Employer #	Numeric	3	103	105	###	Required, must match the Employer # for which the report is being submitted	Has been renamed Employer # from Reporting Agency Number
Status Code	Numeric	2	106	107	XX, Values: 01,04,05,13,19,30,31,32,33,34,35,36,37,38,80,81,82,83	Required, must be a valid Status Code	Two new Status Codes were added for 82 - Overtime and 83 – Other Ineligible. Negative adjustment status codes have been removed ('02', '06', '07', '14', '40', '41', '42', '43', '44', '45', '46', '47', '48', '90' & '91'). Instead of using the negative status code, use the positive status code with negative wage or hour amounts. For example, instead of using status code '02' – Reversing Monthly, use a negative amount for status code '01' - Monthly, amount -10000
Processing Calendar Month/Year	Date	6	108	113	MMYYYY	Required, processing Calendar Month/Year must match the Month/Year for which the file is being uploaded	
Affected Reporting Month/Year	Date	6	114	119	MMYYYY	Required	
Affected Month Begin Date	Date	8	120	127	MMDDYYYY	Required	
Affected Month End Date	Date	8	128	135	MMDDYYYY	Required	

Base Hours	Signed Numeric	7	136	142	#####	Numbers only excluding the first character which may be a '-' or a leading 0. The last two digits are always for percentage of hours. For example, 5 hours, 15 minutes = 0000525	Negative base hours are allowed
Actual Hours	Signed Numeric	7	143	149	#####	Numbers only excluding the first character which may be a '-' or a leading 0. The last two digits are always for percentage of hours. For example, 5 hours, 15 minutes = 0000525	Negative actual hours are allowed
Base Wages	Signed Numeric	8	150	157	#####	Numbers only excluding the first character which may be a '-' or a leading 0. The last two digits are always cents for currency fields.	Negative base wages are allowed
Actual Wages	Signed Numeric	8	158	165	#####	Numbers only excluding the first character which may be a '-' or a leading 0. The last two digits are always cents for currency fields.	Negative actual wages are allowed
Department/Location	Numeric	4	166	169	####	Required for employer # 100 and 193 only, must match a valid Department/Location under the Agency for which this report is being submitted	Has been renamed to Department /Location from Statement Code
Wages Subject to Contribution	Signed Numeric	8	170	177	#####		
Employee Contribution	Signed Numeric	8	178	185	#####		
Employer Contribution	Signed Numeric	8	186	193	#####		
ERP Contributions	Signed Numeric	8	194	201	#####		
Employment Type	Alpha Numeric	1	202	202	Values for Eligible Member: R=Regular, M=MCCS, E=Other Elected, P=Police-Fire, V=Volunteer Fire Values for In-Eligible Member: T=Temporary, S=Substitute Teacher, C=Independent Contractor, I=Intermittent, A=Ineligible Elected Officials, L=Ineligible CLS	Required for all Contribution Plans except LRS and JRS, must match a valid Employment Type for this Agency	Has been renamed to Employment Type from Employ Group, values are: Regular, MCCS, Other Elected, Police-Fire, Temporary, Substitute Teacher, Independent Contractor, Intermittent, Volunteer Fire

ERPD Factor Code	Alpha Numeric	2	203	204	XX	Required for employees under the employer pay (ERPD) plan	
Part Time Indicator	Alpha Numeric	1	205	205	Y/N	Required for status codes other than 30-38	
Contract Start Date	Date	8	206	213	MMDDYYYY	Required for school employers only	
Position Type:	Numeric	1	214	214	1, 2, 3, 4, 5, 6, 7	Required for school employers only. 1=12/12, 2=9/12, 3=9/9, 4=10/12, 5=10/10, 6=11/12, 7=11/11)	Previously had values for 1, 2 and 3. The new file format has values 1-7, (required if the employer is a school, 1=12/12, 2=9/12, 3=9/9, 4=10/12, 5=10/10, 6=11/12, 7=11/11)
Promotion Within the Pay Period	Alphanumeric	1	215	215	Y/N	Required	New field
Employee Hourly	Alphanumeric	1	216	216	Y/N	Required, if "Base Hours" is not equal to zero, "Employee Hourly" must be 'Y'	New field
Employee Hourly Rate of Pay	Signed Numeric	8	217	224	#####	Required if "Part Time Indicator" is 'Y'. Optional if "Employee Hourly" = 'Y' and "Part Time Indicator" is 'N'. Numbers only excluding the first character which may be a '-' or a leading 0. The last two digits are always cents for currency fields. Not required for status codes 30-38	New field

Last Name	First Name	Middle Name	Suffix	SSN	Employer #	Status Code	Processing Calendar Month/Year	Affected Reporting Month/Year	Affected Month Begin Date	Affected Month End Date	Base Hours	Actual Hours	Base Wages	Actual Wages	Department/Location	Wages Subject to Contribution	Employee Contribution	Employer Contribution	ERPD Contributions	Employment Type	ERPD Factor Code	Part Time Indicator	Contract Start Date	Position Type	Promotion Within the Pay Period	Employee Hourly	Employee Hourly Rate of Pay
LastN2	FIRSTN1	MIDDLN1 II		562147036	230	1	12022	22022	2052022	2172022	45211	62556				85400			546	R	E	Y	1252020	1 N	Y		45
LastN1	FIRSTN2	MIDDLN2 JR		276130485	230	13	12022	22022	2052022	2172022			100580	102558		12302	6320	211		R			1252020	2			