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, 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	

Field	Type	Length	Start	End	Format	Notes	Rename/Comment
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	**Alpha 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	########		
ERPD 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, J=JRS, L=LRS Values for In-Eligible Member: T=Temporary, S=Substitute Teacher, C=Independent Contractor, I=Intermittent, A=Ineligible Elected Officials, B=Ineligible CLS**	**Required for all Contribution Plans, must match a valid Employment Type for this Agency**	**Has been renamed to Employment Type from Employ Group**
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	

Field	Type	Length	Start	End	Values	Notes	Change
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