

## Payroll Data Interchange (PDI) Data Requirements

	Color Key	Field Description	Maximum L	Data Type	Required (r)	Format / Value	Comments
1		Plan Number	13	Char	R	999999.99	Include the corresponding plan number for each employee record.
2		Employee SSN	11	Char	R	999-99-9999 or 999999999	Include the corresponding plan number for each employee record.
3		Division Number	20	Char	O		Required if the plan is divisionalized.
4		Last Name	35	Char	R		Employee Last Name
5		First Name	20	Char	R		Employee First Name
6		Middle Name	20	Char	O	Name or Initial	
7		Name Suffix	15	Char	O		
8		Birth Date	10	Date	R	MM/DD/YYYY	M=Male F= Female / Single Capitalized character preferred
9		Gender	1	Char	R	M=Male F= Female only	
10		Marital Status	1	Char	R		M=Married, S=Single, D=Divorced, W=Widow(er) /Used for Spousal Consent determination. Single Capitalized character preferred
11		Address Line 1	35	Char	R		
12		Address Line 2	35	Char	R		
13		City	20	Char	R		
14		State	2	Char	R	Two letter State code	
15		Zip Code	10	Char	R	99999-9999 or 99999	
16		Work E-Mail Address	80	Char	O		
17		Home Phone Number	10	Char	O		
18		Work Phone Number	10	Char	O		
19		Work Phone Ext	4	Char	O		
20		Country Code	2	Char	O	Please use the 2 letter ISO Country Code	Remove this field if all employees live in the United States
21		Hire Date	10	Date	R	MM/DD/YYYY	Original Hire Date - Used for online enrollment and vesting. MM/DD/YYYY preferred. A 4-digit year is required.
22		Termination Date	10	Date	R	MM/DD/YYYY	Last day of employment for terminated employees. NOT to be used for department transfers. MM/DD/YYYY preferred. A 4-digit year is required.
23		Re-Hire Date	10	Date	R	MM/DD/YYYY	Date when a terminated employee is rehired. MM/DD/YYYY preferred. A 4-digit year is required.
24		Ending Payroll Date	10	Date	R	MM/DD/YYYY	Current payroll check date. Required for all employee records. Identifies the plan year that contributions are applied. A 4-digit year is required.
25		Contribution Amount 1	10	Number	R	999999.99 Positive number implied	Employee before tax contributions would use Contribution Amount 1
26		Contribution Amount 2	10	Number	R	999999.99 Positive number implied	i.e. Employer match contributions would use Contribution Amount 2
27		Contribution Amount 3	10	Number	R	999999.99 Positive number implied	i.e. Loan Repayment amount.
28		Contribution Amount 4	10	Number	R	999999.99 Positive number implied	i.e. Roth Contribution amount.
29		Contribution Amount 5	10	Number	R	999999.99 Positive number implied	i.e. Safe Harbor Match contribution amount.
30		Contribution Amount 6	10	Number	R	999999.99 Positive number implied	Additional Contribution and/or Loan repayments.
31		Contribution Amount 7	10	Number	R	999999.99 Positive number implied	Additional Contribution and/or Loan repayments.
32		Contribution Amount 8	10	Number	R	999999.99 Positive number implied	Additional Contribution and/or Loan repayments.
33		Contribution Amount 9	10	Number	R	999999.99 Positive number implied	Additional Contribution and/or Loan repayments.
34		Contribution Amount 10	10	Number	R	999999.99 Positive number implied	Additional Contribution and/or Loan repayments.
35		YTD Hours	5	Number	R	99999	Year to date hours worked for ALL employees (Hourly and Salaried)
36		YTD Total Compensation	11	Number	R	9999999.99 Positive number implied	Year to date total compensation (W2 total wages). Include overtime, commissions, bonus, etc as defined by the plan documents
37		YTD Plan Compensation	11	Number	R	9999999.99 Positive number implied	Year to date plan compensation, as defined by your plan document.
38		YTD Pre Entry Compensation	11	Number	O	9999999.99 Positive number implied	Year to date compensation earned prior to becoming eligible to participate in the plan.
39		Highly Comp Employee Code	1	Char	O	Y=Yes	Required for all HCE's if we monitor HCE limits. Can be provided on the census if not included on the PDI file.
40		Percent of Ownership	6	Number	O	999.99	Ownership/Voting Stock in company. Can be provided on the census if not included on the PDI file.
41		Officer Determination	1	Char	O	Y=Yes	Y indicates officer, otherwise leave blank.
42		Participation Date	10	Date	R	MM/DD/YYYY	Required for online enrollment and deferral processing. CALC option available. If not optional.
43		Eligibility Code	1	Char	R	Y or N	Required for online enrollment and deferral processing. CALC option available. If not optional.
44		Salary Amount	17	Char	R	9999999.99 Positive number implied	Salary/Rate of pay for ALL employees for a given period (Qualifier). Cannot have Salary Amount without Salary Amount Qualifier.
45		Salary Amount Qualifier	2	Char	R	A, M, S, B, H, W	Salary period A= Annual, M= Monthly, S= Semi Monthly, B= Bi-Weekly, H= Hourly, W= Weekly.
46		Termination Reason Code	20	Char	O	DE, DI, LA, R, S	DE = Death, DI=Disability, LA= Laid off, R = Retirement, S= Separation of Service /Separation Code. 1 or 2 Capitalized characters.
47		Sarbanes Oxley Reporting Indicator	1	Char	O	Y or N	Trade Monitoring - often used on officers and other participants that may be subject to trading restrictions.
48		Federal Exemptions	2	Char	O		Federal exemptions claimed
49		Employer Assigned ID	10	Char	O		Alpha numerical employee identifier (employee number) assigned by the employer.
50		Compliance Status Code	6	Char	O	Single capitalized letter preferred D, E, I, L, M, etc. (see comments)	D = Death E = Excluded due to a non-participation employer of a Controlled Group or Affiliated Service Group I = Disabled L=Leased employee 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 a plan document O(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.

Record Length

609

### Color Key

Required for Compliance Testing

Required for Online enrollment and/or deferral recordkeeping features.

Required for Aag Managed Accounts

Required for Optimal use of Next Generation website

If applicable, include for optimal use of Next Generation website

Technical Instructions:

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