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	Employment Termination Date, do not send if only changing divisions. Keep terminated employees on the file through the end of the year in which they terminated.
22	Re-Hire Date	295-304	10	Date	R	mm/dd/yyyy	Use when an employee was previously terminated and rehired.
23	Ending Payroll date	305-314	10	Date	R	mm/dd/yyyy	Checkdate
24	Contribution Amount 1	315-324	10	Numb	R	9999999.99 Positive number implied.	Employee Before Tax Contributions
25	Contribution Amount 2	325-334	10	Numb	R	9999999.99 Positive number implied.	Employer Match or Safe Harbor Match
26	Contribution Amount 3	335-344	10	Numb	R	9999999.99 Positive number implied.	Loan Repayment
27	Contribution Amount 4	345-354	10	Numb	R	9999999.99 Positive number implied.	Roth Contributions
28	Contribution Amount 5	355-364	10	Numb	R	9999999.99 Positive number implied.	Roth Match
29	Contribution Amount 6	365-374	10	Numb	R	9999999.99 Positive number implied.	Additional Contributions and/or Loan repayments.
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	Year to Date Hours Worked to include hourly and salaried employees. To be submitted each payroll period. If actual hours eligibility method is used, this information is required to ensure people are identified as eligible and are solicited to enroll.
33	YTD Total Compensation	400-410	11	Numb	R	99999999.99 Positive number implied.	Total compensation - Year to date (W2 total wages) Include overtime, commission, bonus.
34	YTD Plan Compensation	411-421	11	Numb	R	99999999.99 Positive number implied.	Plan compensation - Year to date, 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, then optional. If using system calculated eligibility, see instructions under eligibility indicator.
40	Eligibility Code	451-451	1	Char	R	Y=Yes, N=No	Required for online enrollment and deferral processing. If not using these services, then optional. If using system calculated eligibility and have excluded classes, include N eligibility indicator for all employees who are in an excluded class. If an employee moves from an excluded class to an eligible class, include "Y" eligibility indicator and participation date. Eligibility indicator and participation date should be NULL for all other employees.
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	99999.99	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	99999.99	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 work e-mail 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	Filler	554-559	6	Char	O		Filler
51	Federal Exemptions	560-561	2	Char	O		Federal exemptions claimed
52	Employer Assigned ID	562-571	10	Char	O		Employer ID (May be different from SSN but Not to replace SSN)
53	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 (crlf) 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 and 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)

Required data elements
Required for compliance testing.
Required for online enrollment and/or deferral recordkeeping features.
Required for Opt out managed accounts otherwise the default salary will be used if the plan doesn't manually input the salary