

Fixed-Width Text Layout Specifications

The Pennsylvania New Hire Reporting Program

Field Description	Data Type	Start	End	Max Length	Lawful Status	Details
Record Identifier	Numeric	1	2	2	Req	Enter the numbers 02 to identify the start of a each record row.
Employer FEIN	Numeric	3	11	9	Req	The Federal Employer Identification Number. No dashes or spaces.
Employer Name	Alpha	12	56	45	Req	The company name that is associated with the FEIN.
Employer Address Line 1	Alpha	57	96	40	Req	Employer's address Line 1
Employer Address Line 2	Alpha	97	136	40	Opt	If none, leave blank.
Employer Address Line 3	Alpha	137	176	40	Opt	If none, leave blank.
Employer City	Alpha	177	201	25	Req	Employer City
Employer State	Alpha	202	203	2	Req	Use 2-character abbreviation. Example: PA
Employer Zip Code - 1st 5 digits	Numeric	204	208	5	Req	U.S. 5-digit Zip Code. No dashes.
Employer Zip Code - last 4 digits	Numeric	209	212	4	Opt	The +4 digits of the Zip Code. If none, leave blank.
Employer Contact First name	Alpha	213	228	16	Req	Employer's representative authorized to answer questions about the new hire report.
Employer Contact Last Name	Alpha	229	258	30	Req	This can be someone from the payroll company.
Employer Contact Phone Number	Numeric	259	268	10	Req	No dashes, spaces or parenthesis. Must include the 3-digit area code. No dashes.
Extension No. for Contact Person	Numeric	269	273	5	Opt	If none, leave blank.
Employee Social Security Number	Numeric	274	282	9	Req	Must be a valid 9-digit SSN. No dashes, spaces or parenthesis.
Employee First Name	Alpha	283	298	16	Req	The Employee's Full Legal First Name as it appears on their Social Security Card.
Employee Middle Name	Alpha	299	314	16	Opt	Middle initials are acceptable. Do not use any punctuation.
Employee Last Name	Alpha	315	344	30	Req	The Employee's Full Legal Last Name as it appears on their Social Security Card.
Employee Date of Birth	Numeric	345	352	8	Opt	YYYYMMDD format only. Example: Dec 31st 1999 is 19991231
Employee State of Hire	Alpha	353	354	2	Req	Use 2-character abbreviation. Example: PA
Employee Date of Hire	Numeric	355	362	8	Req	YYYYMMDD format only. Example: Aug 21st 2014 is 20140821
Employee Address Line 1	Alpha	363	402	40	Req	Employee's physical street address.
Employee Address Line 2	Alpha	403	442	40	Opt	If none, leave blank.
Employee Address Line 3	Alpha	443	482	40	Opt	If none, leave blank.
Employee City	Alpha	483	507	25	Opt	Employee City
Employee State	Alpha	508	509	2	Req	Use 2-character abbreviation. Example: PA
Employee Zip Code - 1st 5 digits	Numeric	510	514	5	Req	U.S. 5-digit Zip Code. No dashes.
Employee Zip Code - last 4 digits	Numeric	515	518	4	Opt	The +4 digits of the Zip Code. If none, leave blank.
Filler	Alpha	519	522	4	Req	Leave blank, reserved for future use.
Filler	Alpha	523	537	15	Req	Leave blank, reserved for future use.

Questions?

Call 1-888-PAHIRES (1-888-724-4737)
or email RA-LI-CWDS-NEWHIRE@pa.gov

Note:

Each row is 537 characters in length
Each row should end with CR+LF: CR(0D 13) followed by LF(0A 10)
Must have the **.txt** file extension.