

NEW HIRE CSV Format – Sample Only

SSN (9)NO HYPHENS	Account Number (10)NO HYPHENS	Activity Date (6)MMDDYY	Indicator (1) "N"=NEW HIRE "R"=RECALL "W"=WORK REFUSAL	Employee's Name (27)INSERT SLASHES (LAST/ FIRST/MIDDLE INITIAL	Employee's Street Address (30)	Employee's City Name (20)	Employee's State Name (2)	Employee's Zip + 4 Zip Code (9)NO HYPHENS	Employer's FEIN (9)NO HYPHENS	Employer Name (20)	Employer Address (14)	Employer City (11)	Employer State (2)	Employer ZIP (5)
111111111	9987654321	060420	R	Doe/Jane/T	333 No name Rd	Arab	AL	361173232	345678901	Big Hire	888 Come in St	Arab	AL	36117
222222222	1234567890	071320	N	Smith/John/E	184 My Rd.	Opp	AL	361225847	582647913	BHAM	444 Here Lane	Opp	AL	36122

General File Rules

- The file must be saved with a .csv extension.
- Each row represents one employee New Hire record.
- All values must follow the exact field order defined above.
- Do not include commas inside values.

Account Number (EAN) Instructions

- If the Account Number (EAN) contains leading zeros, you MUST format the column as TEXT before entering the value.
- Enter the full 10-digit EAN including leading zeros.
- If the employer does NOT have an Account Number, leave the field BLANK or enter 0.

Employee Name Format (IMPORTANT)

- Enter the employee's name only in the following format:
LastName / FirstName / Middle Initial
- Middle name must be a single initial only (1 character).
- Do NOT enter the full middle name.
- Use slashes (/) exactly as shown.
- Do not include periods, commas, or extra spaces.

