

## NEW HIRE TEXT TAB DELIMITED – 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)	Blanks (25)
111111111 222222222	9987654321 1234567890	060420 071320	R N	Doe/Jane/T Smith/John/E	333 No name Rd 184 My Rd.	Arab Opp	AL AL	361173232 361225847	345678901 582647913	Big Hire BHAM	888 Come in St 444 Here Lane	Arab Opp	AL AL	36117 36122	
<div>★ NOTE: You MUST change ALL column properties to "text"</div> <div>BLACK verbiage in Blue highlighted area = type of info required in that cell</div> <div>RED (#) = Maximum allowed spaces within that cell</div> <div>★ NOTE: DO NOT include the sample data in rows 2 &amp; 3 (Delete and insert your own information)</div>															