

Format for sending payroll information

An Excel format is the ideal way to transmit information to us.

Column	Field item	Description
A	Social Security Number	Include hyphens (for example 123-45-6789)
B	Division or Department Code	Optional code if you want reporting by division
C	Last Name	Use upper and lower case
D	First Name	Use upper and lower case
E	Street Address	Use upper and lower case
F	City	Use upper and lower case
G	State	Use upper and lower case
H	Zip Code	5 digit zip code is preferred
I	Date of Birth	Format mm/dd/yyyy
J	Date of Hire	Format mm/dd/yyyy
K	Date of Rehire	If applicable, format mm/dd/yyyy
L	Date of Termination	If applicable, format mm/dd/yyyy
M	Reason for Termination	For example: retired, disabled, terminated
N	Compensation	Format without commas or dollar signs
O	Bonus	If applicable, no commas or dollar signs
P	Overtime	If applicable, no commas or dollar signs
Q	Commission	If applicable, no commas or dollar signs
R	401(k) Deferral	No commas or dollar signs
S	Roth Deferral	If applicable, no commas or dollar signs
T	Match	We will compute this—only enter a number here if you want us to use your computation
U	Safe Harbor Contribution	We will compute this—only enter a number here if you want us to use your computation
V	Employer Contribution	We will compute this—only enter a number here if you want us to use your computation
W	Loan Repayments	If applicable, no commas or dollar signs
X	Hours	Total hours worked, no commas