Infor E Series
Human Capital Management
Transaction Descriptions

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About This Guide

Introduction

This guide describes the transactions for the Infor E Series Human Capital Management (HCM:E) system and lists general system messages.

Formats

The following items are always in the same format. Only the exceptions are noted in the documentation.

- Dates are *YYYYMMDD* except as noted.

- Money amounts are two decimals except as noted.

- Hours amounts are two decimals except as noted.

- Percentages are four decimals except as noted.

- Times are hours, minutes, seconds - HRMNSC.

- A *b* designates a blank space in a field.

If the field is blank, no action is required. If the left-most position is **R**, reset the master field to zero; otherwise, replace the master field with transaction field contents.

1 Transactions A - B

Chapter Contents

Introduction

This chapter describes the transactions A through B for the Infor Human Capital Management (HCM:E) system and lists general system messages.

General Messages - Employee

Message	Explanation
EMPL NUMBER NOT FOUND	Rejected. Maintenance changes are entered for an employee that does not exist.
INVALID EMPLOYEE NUMBER	Rejected. Employee number of zeros or blanks is entered.
EMPL. NO. ALREADY USED	Rejected. A new employee is entered with the same employee number as an existing employee.
TERMINATED EMP. HAS ACTIVITY EMP TO BE DEL DURING UPDATE	Rejected. Terminated employee has activity during first run of year when terminated employees are to be deleted by the update run.
ALL TRNS FOR EMPLE REJ DUE TO - **1 OR MORE REQ N TRNS IN ERROR** - **1/MORE REQ N TRNS MISSING/DUPED**	Rejected. Indicates that all transactions submitted for the specified employee are rejected because of one or both of the following reasons: - One or more of the required new employee setup transactions (NA, NB and ND1) contains a fatal error. This could include a required field with blank or invalid data. - One or more of the required new employee setup transactions (NA, NB, ND1) is either missing or duplicated. Check to make sure the employee has not been included twice in Transfer (P1P99M) or other batch input.
THIS/REMAIN PERS TRN FOR EMPLE REJ DUE TO INV/MISS PF-1 TRANS	Rejected. A PF-1 is required to establish employee personnel segments. All other personnel transactions will reject if no PF-1 has been included with or entered prior to this processing cycle.

General Messages - Organization

Message	Explanation
L1 L2 ALREADY PRESENT	Rejected. A new organization is entered with the same level 1-level 2 as an existing organization.
NO CA CARD FOUND	Rejected. The CA transaction is missing for a new organization.
L1 CAN NOT BE BLANK	Rejected. The level 1 identification code is blank, which is not acceptable.
L2 CAN NOT BE BLANK	Rejected. The level 2 identification code is blank, which is not acceptable.
UPDATE CARD INVALID	Rejected. An organization level maintenance transaction contains an R in the Maintenance code, indicating replacement maintenance for an existing level 1- level 2, but the level 1-level 2 specified does **not** exist on the Employee Master File. Replacement maintenance cannot be applied.
ADD CARD INVALID	Rejected. An organization level maintenance transaction does not contain an R in the Maintenance code, indicating add maintenance for a new level 1-level 2, **but** the specified level 1-level 2 **already** exists on the Employee Master File. The transaction is rejected because it contains add maintenance instead of replacement maintenance.
ALL TRNS FOR L1/L2 REJ DUE TO: ▪ **1/MORE L1L2 CNTRL TRNS IN ERR** ▪ **1/MORE L1L2 CNTRL TRNS MISSNG**	Rejected. Indicates that **all** transactions submitted for the specified level1-level 2 are rejected because of one or both of the following reasons: ▪ One or more of the required/optional level 1-level 2 control transactions (AA, CA) contains a fatal error. ▪ One or more of the required level 1-level 2 control transactions (AA-always, CA-for all new level 1-level 2s) is missing.
NO AA CARD FOR THIS L1 L2	Rejected. Data is entered for an organization without an AA control transaction.
L1 L2 DOES NOT EXIST	Rejected. An AA control transaction is entered for an organization that does not exist.
DUPLICATE AA CARD	Rejected. More than one AA control transaction is entered for the same organization.
INVALID RUN DATE, 17-22	Rejected. The run date entered in the AA control transaction is not numeric or is not entered.
NO DOES SET UP ON TABLES FILE	Rejected. This transaction requires Organization DOE information but no DOEs exist on the HRMS Tables File for this organization. Establish organization DOE information on the HRMS Tables File and rerun.

General Messages - Payroll Labor Distribution Information

Message	Explanation
ORGANIZATIONAL HEADER MASTER SEGMENTS UPDATED	The organization (level 1-level 2) header segments contained on the Labor Distribution Master file were updated for the organization having its budget and employee data deleted from the Labor Distribution Master.
BUDGET AND EMPLOYEE MASTER SEGMENTS DELETED	The budget and employee segments have been deleted from the Labor Distribution Master file for an organization (level 1-level 2).
NO FIELDS UPDATED ON THE MASTER FILE	No fields will be updated on the Labor Distribution Master file for the organization (level 1-level 2) being deleted from the Labor Distribution Master file. It is **important to note** that some fields may appear on the update report as updated, but they are **not** updated on the Labor Distribution Master file. They are deleted.
ORGANIZATION DELETED FROM MASTER	The entire organization (level 1-level 2) has been deleted from the Labor Master file.

A* [80] - Master File Override

Function   One-time override for the type of master file to be used

Associated Screens   None

Positions	Field Name	Description
1-2	Transaction Code	Constant **A*** Messages: **MULTIPLE A* ENTERED** – Rejected.
3-17	Transaction Key	Required, alphanumeric, reset not applicable, maintenance not allowed. Constant **Blank** Messages: **TRANS. KEY NOT BLANK** – Rejected.
18-19	File Identifier	Optional, alphanumeric, reset not applicable, maintenance not allowed. Overrides the file identifier in the HRMS Tables File for the file to be processed by: ▪ Payroll Report Generator ▪ Master File Print. Indicates the Employee Master File is used for the ROE Generator. Valid values are: **EM** - Employee Master File **PD** - Payroll Reporting Detail file Messages: **INVALID FILE IDENTIFIER** – Rejected. **INVALID FILE ID FOR PROG** – Warning. **MAST TYP NOT BLANK WITH PD IN** – Warning. Reporting Detail file is specified for use, and Employee Master File Type is not Blank. Uses Payroll Reporting Detail file. **NORM-IN PD MST TYP NOT BLANK** – Warning. Payroll Reporting Detail file is specified for use on the HRMS Tables File, and Employee Master File type is not Blank. Uses payroll Reporting Detail file.

(continued)

Positions	Field Name	Description
20	Employee Master File Type	Optional, alphanumeric, reset not applicable, maintenance not allowed. If entered, indicates **not** to use the current cycle master. Valid values are: **Blank** - No override, use current cycle master file **P** - Use period-end cycle master **R** - Use extract/rerun cycle master This option cannot be used when the program is to process the Payroll Reporting Detail file. Messages: **INVALID EMP MAST TYPE** – Rejected.

21	Mask Personal Data	Optional, alphanumeric, reset not applicable, maintenance not allowed.
		
		Blank or **N** - Do not mask personal data
		Y - Mask the following data:
		
		■ Segment 201
		
		   – Name
		
		   – Social Security Number or Insurance Number
		
		   – Address lines 1 and 2
		
		■ Segment 203
		
		   – Last name
		
		   – Suffix
		
		   – First name
		
		   – Middle name
		
		■ Segment 210
		
		   – Check address
		
		   – Email address
		
		   – Bond beneficiary name and SSN
		
		   – Bond co-owner name and SSN
		
		   – Bond alternate owner name and SSN
		
		■ Segment 211
		
		   – Bond beneficiary name and SSN
		
		   – Bond co-owner name and SSN
		
		   – Bond alternate owner name and SSN
		
		■ Segments 452 - 491
		
		   – Dependent names and SSNs

(continued)

Positions	Field Name	Description

	Mask Personal Data (cont'd)	▪ Segments 492 - 499
		
		   – Alternate address lines 1 and 2
		
		▪ Segment 606
		
		   – Spouse name and SSN
		
		   – Emergency contact name
		
		▪ Segment 607
		
		   – Company credit card numbers
		
		▪ Segment 608
		
		   – Employee driver's license number
		
		▪ Segment 613
		
		   – Children's names and SSNs (10)
		
		▪ Segment 677
		
		   – Beneficiary names

22	Mask Banking Data	Optional, alphanumeric, reset not applicable, maintenance not allowed. **Blank** or **N** - Do not mask banking data **Y** - Mask Segment 410 ACH Account
23-80	Reserved	**Blank**

AA [80, 120] - Organization Payroll Run Dates

Function Processes an organization. Contains period-end dates, check dates, pay period codes, clear-to-date figures codes, and DOE processing options.

Associated Screens 13, 14

Positions	Field Name	Description
1-2	Transaction Code	Constant **AA**
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-16	Constant	Required, numeric, reset not applicable, maintenance not allowed.
		The valid value is:
		Zeros
17-22	Run Date	Required, numeric, reset not applicable.
		Year will be expanded and stored with four digits. Enter **YYMMDD**.
		The Run Date appears on most reports.
		Messages:
		INVALID RUN DATE – Rejected.
23-28	Weekly/Biweekly Period End Date	Optional, numeric, reset not applicable.
		The Weekly/Biweekly Period End Date prints on the statement side of checks for employees paid either weekly or biweekly. It also appears on most payroll reports and is used for activating DOEs with start dates.
		Year will be expanded and stored with four digits. Enter **YYMMDD**.
		Messages:
		INVALID WEEK END DATE – Rejected.
29-34	Weekly/Biweekly Check Date	Optional, numeric, reset not applicable.
		This date appears on the check face for employees paid either weekly or biweekly.
		Year will be expanded and stored with four digits. Enter **YYMMDD**.
		Messages:
		INVALID WEEK CHECK DATE – Rejected.
35-40	Semimonthly/Monthly Period End Date	Optional, numeric, reset not applicable.
		This date appears on the statement side of checks for employees paid either monthly or semimonthly and also appears on most payroll reports. It is also used for activating DOEs with start dates.
		Year will be expanded and stored with four digits. Enter **YYMMDD**.
		Messages:
		INVALID MONTH END DATE – Rejected.

(continued)

Positions	Field Name	Description
41-46	Semimonthly/Monthly Check Date	Optional, numeric, reset not applicable.
		The semimonthly/monthly Check Date prints on the check face for employees paid semimonthly and monthly.
		Year will be expanded and stored with four digits. Enter **YYMMDD**.
		Messages: **INVALID MONTH CHECK DATE** – Rejected.
47-51	**Pay Period Codes**	Pay Period Codes identify the pay period of the month for weekly, biweekly, semimonthly, and monthly employees, and are used in conjunction with the 12th Day Indicators to set Tax Authority Supplement 1 Monthly Employment Indicators for Quarterly Tape reporting.
47	Weekly	Optional, numeric, reset not applicable.
		Valid values are:
		Blank or **0** - Do not pay **1** - 1st pay period of the month **2** - 2nd pay period of the month **3** - 3rd pay period of the month **4** - 4th pay period of the month **5** - 5th pay period of the month
		Messages: **INVALID WKLY PERIOD CODE** – Rejected.
48	Biweekly	Optional, numeric, reset not applicable.
		Valid values are:
		Blank or **0** - Do not pay **1** - 1st pay period of the month **2** - 2nd pay period of the month **3** - 3rd pay period of the month
		Messages: **INVALID BI-WKLY PER CODE** – Rejected.
49	Semimonthly	Optional, numeric, reset not applicable.
		Valid values are:
		Blank or **0** - Do not pay **1** - 1st pay period of the month **2** - 2nd pay period of the month
		Messages: **INVALID SEMI-MONTHLY PER CODE** – Rejected.

(continued)

Positions	Field Name	Description
50	Monthly	Optional, numeric, reset not applicable.
		Valid values are:
		Blank or **0** - Do not pay **1** - 1st and only pay period of the month
		Messages: **INVALID MONTHLY PER CODE** – Rejected.
51	Period End	Optional, alpha, reset not applicable.
		Valid values are:
		M - Month-End **Q** - Quarter-End **Y** - Year-End
		The Period-End Code is used in conjunction with the Payroll Report Generator control transaction and the Payroll Report Writer control transaction to automatically print to-date figures on applicable payroll reports at the end of each period.
		Activates vacation and sick accrual calculation.
		Messages: **INVALID PERIOD END CODE** – Rejected.
52	Period Start	Optional, alpha, reset not applicable.
		Valid values are:
		M - Month-Start **Q** - Quarter- Start **Y** - Year- Start
		Codes **M** and **Q** are not used by the system.
		Code **Y** is used in conjunction with the organization control options to clear ACA data and to delete terminated employees, inactive deductions and other earnings, and inactive tax accumulations at the beginning of the year.
		Messages: **INVALID PER START CODE** – Rejected.

(continued)

Positions	Field Name	Description
53	Clear To-Date	Optional, alpha, reset not applicable.
		Payroll
		Valid values are:
		M - Clear month-to-date accumulators **Q** - Clear month-to-date, quarter-to-date accumulators **Y** - Clear month-to-date, quarter-to-date, year-to-date accumulators
		The Clear To-Date code is used to clear all To-Date accumulators for all employees in the Employee Master File.
		The 12th Day Indicators are cleared when the Clear-to-Date field is a Q or Y.
		Canadian Organizations use this field plus an AB transaction to clear vacation accumulators.
		Messages: **INVALID CLEAR TO DATE CD** – Rejected.
54	Clearance Exceptions	Optional, alphanumeric, reset not applicable.
		Payroll only. This field is used to selectively clear or not clear DOEs for all organizations and clear or not clear vacation accumulators for Canadian organizations.
		Valid values are:
		All Organizations:
		Blank or **0 -** Clear all DOEs based on the Clear to-Date Code in column 53 and the entry of $A, $B, or $C in the AB transaction.
		1 - Clear excepted DOEs year-to-date field. Do not clear remaining DOEs.
		2 - Clear excepted DOEs quarter-to-date field. Do not clear remaining DOEs.
		3 - Do not clear excepted DOEs. Clear remaining DOEs based on clear-to-date code.
		4 - Clear excepted DOEs year-to-date field. Clear remaining DOEs based on clear-to-date code.
		5 - Clear excepted DOEs quarter-to-date field. Clear remaining DOEs based on clear to-date code.
		M - Clear excepted DOEs month-to-date field. Do not clear remaining DOEs.
		N - Clear excepted DOEs month-to-date field. Clear remaining DOEs based on clear to-date code.

(continued)

Positions	Field Name	Description
54	Clearance Exceptions (continued)	**Q** - Clear excepted DOEs month-to-date, quarter-to-date fields. Do not clear remaining DOEs.
		R - Clear excepted DOEs month-to-date, quarter-to-date fields. Clear remaining DOEs based on clear to-date code.
		Y - Clear excepted DOEs month-to-date, quarter-to-date, year-to-date fields.
		Z - Clear excepted DOEs month-to-date, quarter-to-date, year-to-date fields. Clear remaining DOEs based on clear to-date code. **Canadian Organizations:**
		Blank or **0** - Clear vacation accumulators based on the Clear To-Date Code in column 53 and the entry of $A, $B, or $C in the AB transaction.
		1 - Clear excepted DOEs year-to-date field. Do not clear remaining DOEs. Clear Year-to-Date Vacation field specified in the AB transaction ($A, $B, $C).
		2 - Clear excepted DOEs quarter-to-date field. Do not clear remaining DOEs. Clear Quarter-to-Date Vacation field specified in the AB transaction ($A, $B, $C).
		3 - Do not clear excepted DOEs. Clear remaining DOEs based on clear-to-date code. Do not clear vacation field.
		4 - Clear excepted DOEs year-to-date field. Clear remaining DOEs based on clear-to-date code. Clear Year-to-Date Vacation field specified in the AB transaction ($A, $B, $C).
		5 - Clear excepted DOEs quarter-to-date field. Clear remaining DOEs based on clear to-date code. Clear Quarter-to-Date Vacation field specified in the AB transaction ($A, $B, $C).
		M - Clear excepted DOEs month-to-date field. Do not clear remaining DOEs. Clear Month-to-Date Vacation field specified in the AB transaction ($A, $B, $C).
		N - Clear excepted DOEs month-to-date field. Clear remaining DOEs based on clear-to-date code. Clear Month-to-Date Vacation field specified in the AB transaction ($A, $B, $C).
		Q - Clear excepted DOEs month-to-date, quarter-to-date fields. Do not clear remaining DOEs. Clear Month-to-Date, Quarter-to-Date Vacation field specified in the AB transaction ($A, $B, $C).
		R - Clear excepted DOEs month-to-date, quarter-to-date fields. Clear remaining DOEs based on clear to-date code. Clear Month-to-Date, Quarter-to-Date Vacation field specified in the AB transaction ($A, $B, $C).

(continued)

Positions	Field Name	Description
54	Clearance Exceptions (continued)	**Y** - Clear excepted DOEs month-to-date, quarter-to-date, year-to-date fields. Do not clear remaining DOEs.
		Z - Clear excepted DOEs month-to-date, quarter-to-date, year-to-date fields. Clear remaining DOEs based on clear to-date code. Clear Month-to-Date, Quarter-to-Date, Year-to-Date Vacation field specified in the AB transaction ($A, $B, $C).
		Messages: **INVALID CLEARANCE EXCEPTIONS** – Rejected.
	U.S. Organizations (positions 55-57)	
55-57	**12th Day Indicators**	12th Day Indicators signify that a weekly, biweekly, and/or semimonthly Pay Period has a twelfth day.
		Since all months have a 12th day, if you set up an employee with monthly Pay Frequency on the 201 Segment and use a Monthly Pay Period Code the appropriate Tax Authority 1 Monthly Employment Indicator is automatically set.
55	Weekly Indicator	Optional, alphanumeric, reset not applicable.
		Valid values are: **Blank** - the Pay Period does not include a 12th day. * - the Pay Period does include a 12th day.
		Messages: **INVALID WEEKLY 12TH DAY IND** - Rejected. **NO PAY-WKLY 12TH DY IND IGNRD** - Warning. Position 55 contains an asterisk, but the Weekly Pay Period Code does not contain a value of 1, 2, 3, 4, or 5.
56	Biweekly Indicator	Optional, alphanumeric, reset not applicable.
		Valid values are: **Blank** - the Pay Period does not include a 12th day. * - the Pay Period does include a 12th day.
		Messages: **INVALID BIWEEKLY 12TH DAY IND** - Rejected. **NO PAY-BIWK 12TH DY IND IGNRD** - Warning. Position 56 contains an asterisk, but the Biweekly Pay Period Code does not contain a value of 1, 2, or 3.
57	Semimonthly Indicator	Optional, alphanumeric, reset not applicable.
		Valid values are: **Blank** - the Pay Period does not include a 12th day. * - the Pay Period does include a 12th day.
		Messages: **INVALID SEMI-MO 12TH DAY IND** - Rejected. **NO PAY- S-MO 12TH DY IND IGNRD** - Warning. Position 57 contains an asterisk, but the Semimonthly Pay Period Code does not contain 1 or 2.

(continued)

Positions	Field Name	Description
58	Monthly Indicator	Optional, alphanumeric, reset not applicable.
		Valid values are: **Blank** - Apply the CPP/QPP exemption. * - Do not apply the CPP/QPP exemption.
		Messages: **INVALID MONTHLY C/QPP EXMPT IND** - Rejected. **NO PAY-MO C/QPP EXMPT IND IGNRD** - Warning. Position 58 contains an asterisk, but the Monthly Pay Period Code does not contain 1.
	Canadian Organizations (positions 55-58)	
55-58	**CPP/QPP Exemption Override Indicators**	These indicators are used to indicate for the specified pay period that this is an off-cycle or extra pay period and no exemptions should be applied to the CPP/QPP calculations.
55	Weekly Indicator	Optional, alphanumeric, reset not applicable.
		Valid values are: **Blank** - Apply the CPP/QPP exemption. * - Do not apply the CPP/QPP exemption.
		Messages: **INVALID WEEKLY C/QPP EXMPT IND** - Rejected. **NO PAY-WKLY C/QPP EX IND IGNRD** - Warning. Position 55 contains an asterisk, but the Weekly Pay Period Code does not contain a value of 1, 2, 3, 4, or 5.
56	Biweekly Indicator	Optional, alphanumeric, reset not applicable.
		Valid values are: **Blank** - Apply the CPP/QPP exemption. * - Do not apply the CPP/QPP exemption.
		Messages: **INVALID BIWEEKLY C/QPP EXMPT IND** - Rejected. **NO PAY-BIWK C/QPP EX IND IGNRD** - Warning. Position 56 contains an asterisk, but the Biweekly Pay Period Code does not contain a value of 1, 2, or 3.
57	Semimonthly Indicator	Optional, alphanumeric, reset not applicable.
		Valid values are: **Blank** - Apply the CPP/QPP exemption. * - Do not apply the CPP/QPP exemption.
		Messages: **INVALID SEMI-MO C/QPP EXMPT IND** - Rejected. **NO PAY-S-MO C/QPP EX IND IGNRD** - Warning. Position 57 contains an asterisk, but the Semimonthly Pay Period Code does not contain a value of 1 or 2.

(continued)

Positions	Field Name	Description
58	Monthly Indicator	Optional, alphanumeric, reset not applicable.
		Valid values are: **Blank** - Apply the CPP/QPP exemption. * - Do not apply the CPP/QPP exemption.
		Messages: **INVALID MONTHLY C/QPP EXMPT IND** - Rejected. **NO PAY-MO C/QPP EX IND IGNRD** - Warning. Position 58 contains an asterisk, but the Monthly Pay Period Code does not contain a value of 1.
59-69	Reserved	**Blank**
70	Special Processing Indicator	Optional, alphanumeric, reset not applicable.
		Valid values are: **Blank** - No special processing **A** - Clear Canadian tax segments to prepare for an increased number of footnote DOEs.
		B - Populate new T4A tax segment fields with the YTD DOE amount(s) currently on the employee DOE segment.
		C - Populate the 212 Segment with the EEO-1 Reporting fields for the U.S. Component-2 EEO-1 report. Generate corresponding SB transactions.
		D - Populate the 212 Segment with the EEO-1 Wages and Hours for the U.S. Component-2 EEO-1 report. Generate corresponding SB transactions.
		E - Populate the 212 Segment with the EEO-1 Reporting fields including Wages and Hours for the U.S. Component-2 EEO-1 report. Generate corresponding SB transactions.
		Messages: **INVALID SPECIAL PROCESS IND** - Rejected
71-80	Reserved	**Blank**

AA [120] - Organization Payroll Run Dates

Positions	Field Name	Description
1-80		See positions 1-80 above
81-120	Reserved	Blank

Additional Messages

Message	Explanation
CLEARANCE EXCEPTION ENTRY REQUIRES AB TXN	Rejected.
AB TXN REQ DOECLEAR CODE IN AA	Rejected. An AB transaction is present and column 54 of the AA is blank or invalid.
FICA WAGE BASE NOT ON HRMS TBL FILE FOR WK/BI-WK DATE	Rejected. HRMS Tables File Reference information does not contain the FICA wage base for the AA transaction weekly/biweekly dates.
FICA WAGE BASE NOT ON HRMS TBL FILE FOR MO/SM MO DATE	Rejected. HRMS Tables File Reference information does not contain the FICA wage base for the AA transaction monthly/semimonthly dates.
EMPLOYEE STD FICA RATE NOT ON TBL FILE FOR WK/BI-WK DATE	Rejected. HRMS Tables File Reference information does not contain a record for constant EECOMBSSRT (employee combined social security rate) for the weekly/biweekly check date entered on the AA transaction. Add the appropriate record using the Reference Information Loader and rerun.
EMPLOYEE STD FICA RATE NOT ON TBL FILE FOR MO/SM-MO DATE	Rejected. HRMS Tables File Reference information does not contain a record for constant EECOMBSSRT (employee combined social security rate) for the monthly/semi-monthly check date entered on the AA transaction. Add the appropriate record using the Reference Information Loader and rerun.
EMPLOYEE MED FICA RATE NOT ON TBL FILE FOR WK/BI-WK DATE	Rejected. HRMS Tables File Reference information does not contain a record for constant MEDICARERT (employee Medicare only social security rate) for the weekly/biweekly check date entered on the AA transaction. Add the appropriate record using the Reference Information Loader and rerun.
EMPLOYEE MED FICA RATE NOT ON TBL FILE FOR MO/SM-MO DATE	Rejected. HRMS Tables File Reference information does not contain a record for constant MEDICARERT (employee Medicare only social security rate) for the monthly/semi-monthly check date entered on the AA transaction. Add the appropriate record using the Reference Information Loader and rerun.
MEDICARE WAGE BASE NOT ON TBL FILE FOR WK/BI-WK DATE	Rejected. HRMS Tables File Reference information does not contain a record for constant MEDCWGBASE (employee/employer Medicare wage base) for the weekly/biweekly check date entered on the AA transaction. Add the appropriate record using the Reference Information Loader and rerun. Refer to the *Tax Reference Guide* for further information.
MEDICARE WAGE BASE NOT ON TBL FILE FOR MO/SM MO DATE	Rejected. HRMS Tables File Reference information does not contain a record for constant MEDCWGBASE (employee/employer Medicare wage base) for the monthly/semi-monthly check date entered on the AA transaction. Add the appropriate record using the Reference Information Loader and rerun. Refer to the *Tax Reference Guide* for further information.

(continued)

Message	Explanation
OASDI WAGE BASE NOT ON TBL FILE FOR WK/BI-WK DATE	Rejected. HRMS Tables File Reference information does not contain a record for constant OASDIWGBASE (employee/employer OASDI wage base) for the weekly/biweekly check date entered on the AA transaction. Add the appropriate record using the Reference Information Loader and rerun. Refer to the *Tax Reference Guide* for further information.
OASDI WAGE BASE NOT ON TBL FILE FOR MO/SM MO DATE	Rejected. HRMS Tables File Reference information does not contain a record for constant OASDIWGBASE (employee/employer OASDI wage base) for the monthly/semi-monthly check date entered on the AA transaction. Add the appropriate record using the Reference Information Loader and rerun. Refer to the *Tax Reference Guide* for further information.
OASDI TAX RATE NOT ON TBL FILE FOR WK/BI-WK DATE	Rejected. HRMS Tables File Reference information does not contain a record for constant OASDITRATE (employee/employer OASDI tax rate) for the weekly/biweekly check date entered on the AA transaction. Add the appropriate record using the Reference Information Loader and rerun. Refer to the *Tax Reference Guide* for further information.
OASDI TAX RATE NOT ON TBL FILE FOR MO/SM MO DATE	Rejected. HRMS Tables File Reference information does not contain a record for constant OASDITRATE (employee/employer OASDI tax rate) for the monthly/semi-monthly check date entered on the AA transaction. Add the appropriate record using the Reference Information Loader and rerun. Refer to the *Tax Reference Guide* for further information.
MEDICARE TAX RATE NOT ON TBL FILE FOR WK/BI-WK DATE	Rejected. HRMS Tables File Reference information does not contain a record for constant MEDCTXRATE (employee/employer Medicare tax rate) for the weekly/biweekly check date entered on the AA transaction. Add the appropriate record using the Reference Information Loader and rerun. Refer to the *Tax Reference Guide* for further information.
MEDICARE TAX RATE NOT ON TBL FILE FOR MO/SM MO DATE	Rejected. HRMS Tables File Reference information does not contain a record for constant MEDCTXRATE (employee/employer Medicare tax rate) for the monthly/semi-monthly check date entered on the AA transaction. Add the appropriate record using the Reference Information Loader and rerun. Refer to the *Tax Reference Guide* for further information.
INVALID SPI AND CLEAR TO DATE	Rejected. The Special Processing Indicator value of E cannot be specified when the Clear To-Date value is Y.
THE SPI ALREADY RAN THIS YEAR	Warning. The Special Processing Indicator value of E to compute EEO-1 Part 2 Wages and Hours has already been run for this organization.

Message	Explanation
Canadian Organizations Only	
CPP/QPP WAGE MAX NOT ON HRMS TABLES FILE FOR WEEK/BIWEEK	Rejected. CPP/QPP wage maximum for pay frequency requested not found in HRMS Tables File Reference information.
CPP/QPP WAGE MAX NOT ON HRMS TABLES FILE FOR MONTH/SEMIMONTH	Rejected. CPP/QPP wage maximum for pay frequency requested not found in HRMS Tables File Reference information.
CPP TAX MAX NOT ON HRMS TBL FILE FOR WEEKLY/BIWEEKLY	Rejected. CPP/QPP wage maximum for pay frequency requested not found in HRMS Tables File Reference information.
CPP TAX MAX NOT ON HRMS TBL FILE FOR MONTHLY/SEMIMONTHLY	Rejected. CPP/QPP wage maximum for pay frequency requested not found in HRMS Tables File Reference information.
RUN DATE NOT ON HRMS TBL FILE WEEK DATE NOT ON HRMS TBL FILE MNTH DATE NOT ON HRMS TBL FILE	Rejected. EI start date not found in HRMS Tables File for date.
THIS SPI CAN ONLY BE RUN ONCE	Rejected. Special Processing Indicator A can only be run once for an organization.

AB [80, 120] - DOE Clearance Exceptions

Function

Used to enter the 2 position code of the DOE to which the exception applies.

The DOE Exception code is used in addition to or replacement of the clear to-date code. It offers the flexibility of clearing up to 37 DOEs during any pay run for any level desired. It also offers the flexibility of allowing the clearing or not clearing option on the remaining DOEs. It also offers the capability of not clearing certain DOEs when a clear to-date cycle is being processed. It also allows us to clear the vacationable wage and vacation earnings fields.

Associated Screens   13, 14

Positions	Field Name	Description
1-2	Transaction Code	Constant AB
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-16	Constant	Required, numeric, reset not applicable, maintenance not allowed.
		The valid value is:
		Zeros
17-80	DOE Clearance Exceptions 1 - 32	Optional, alphanumeric, reset not applicable.
		2 Positions per DOE.
		Valid values are:
		$A - Clear vacationable wages (Canadian only)
		$B - Clear vacation earnings (calculated percent of vacationable wages) (Canadian only)
		$C - Clear vacation earnings and vacationable wages (Canadian only)
		XX - Any valid DOE code where XX is the DOE code.
		The vacation fields cleared are based on the DOE code in positions 17-80.
		Messages:
		INVALID CLEAR EXCEPT DOE CODE – Rejected. The DOE code is not a valid, alphanumeric DOE code. Blanks, zeros, and special characters are not allowed.

AB [120] - DOE Clearance Exceptions

Positions	Field Name	Description
1-80		See positions 1-80 above
81-120	Reserved	Blank

AD [80] - Report Generator

Function

Report Generator Control Transaction.

This transaction may be used to establish Payroll Report Generate Options on the HRMS Tables File. The transaction may also be used as input to PLR100 (payroll Report Generate) to override those options established on the HRMS Tables File. (See Maintenance Code in column 80 for specific instructions.)

If the AD is entered as an override, the DL and SL must also be entered as overrides if you wish to generate the DOE by DOE Register or Address Labels.

Associated Screens   311

Positions	Field Name	Description
1-2	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Must be a valid level 1.
3-4	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Must be a valid level 2.
		Messages:
		TRANSACTION SEQUENCE ERROR – Rejected. Must be in level 1-level 2 sequence.
		NO MASTER FOR THIS L1L2 – Rejected.
5-6	Transaction Code	Constant **AD**
		Messages:
		INVALID TRANSACTION CODE – Rejected.
7	Check Records	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Valid values are:
		E - Generate
		Blank - Do not generate
		Messages:
		INVALID GENERATE CHECK CODE – Rejected.
		INVALID GEN CHECK CD - EMP MSTR FILE - Rejected. Payroll Reporting Detail File must be used as input, not Employee Master File.

(continued)

Positions	Field Name	Description
	Payroll Register	Valid values are:
		C - Combined Register, Payroll Register or Gross to Net Register every payroll
		E - Every payroll
		P - Period-end only (month, quarter, year)
		Blank - Do not generate
		Note: When using "C", Combined Register is generated if TK is present on the HRMS Tables File; Gross to Net Register is generated if TK is not present on the HRMS Tables File.
		Messages:
		INVALID PAY REG CURR CODE – Rejected.
		INVALID PAY REG MTD CODE – Rejected.
		INVALID PAY REG QTD CODE – Rejected.
		INVALID PAY REG YTD CODE – Rejected.
8	Current	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Valid values are:
		C, E, P, or **Blank**
9	Month-to-Date	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Valid values are:
		E, P, or **Blank**
10	Quarter-to-Date	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Valid values are:
		E, P, or **Blank**
11	Year-to-Date	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Valid values are:
		E, P, or **Blank**
	Deduction/Other Earnings	Valid values are:
		E - Every payroll
		P - Period-end only (month, quarter, year)
		Blank - Do not generate
		Note: If you specify to generate check records (position 7), you must specify one of the options in positions 8, 11, 12 and 15 to generate deposit advices and DOE descriptions on your checks.
		Messages
		INVALID DOE REG CURR CODE – Rejected.
		INVALID DOE REG MTD CODE – Rejected.
		INVALID DOE REG QTD CODE – Rejected.
		INVALID DOE REG YTD CODE – Rejected.
12	Current	Optional, alphanumeric, resets to Blank, maintenance allowed.

(continued)

Positions	Field Name	Description
13	Month-to-Date	Optional, alphanumeric, resets to Blank, maintenance allowed.
14	Quarter-to-Date	Optional, alphanumeric, resets to Blank, maintenance allowed.
15	Year-to-Date	Optional, alphanumeric, resets to Blank, maintenance allowed.
	Deductions Not Taken	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Valid values are:
		E - Generate
		Blank - Do not generate
16	Deductions Not Taken	Messages**:**
		INVALID DED NOT TAKEN CODE – Rejected.
17-20	Reserved	**Blank**
21	Bank Services	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Valid values are:
		E - Generate
		Blank - Do not generate
		Messages:
		INVALID BANK SERVICES CODE – Rejected.
	Tax Distribution Summary	Valid values are:
		E - Every payroll
		P - Period-end only (month, quarter, year)
		Blank - Do not generate
		Messages:
		INVALID TAX DISTR CURR CODE – Rejected.
		INVALID TAX DISTR MTD CODE – Rejected.
		INVALID TAX DISTR QTD CODE – Rejected.
		INVALID TAX DISTR YTD CODE – Rejected.
22	Current	Optional, alphanumeric, resets to Blank, maintenance allowed.
23	Month-to-Date	Optional, alphanumeric, resets to Blank, maintenance allowed.
24	Quarter-to-Date	Optional, alphanumeric, resets to Blank, maintenance allowed.
25	Year-to-Date	Optional, alphanumeric, resets to Blank, maintenance allowed.
	Hours Register	Valid values are:
		E - Every payroll
		P - Period-end only (month, quarter, year)
		Blank - Do not generate
		Messages:
		INVALID HOURS REG CURRENT CODE – Rejected.
		INVALID HOURS REG MTD CODE – Rejected.
		INVALID HOURS REG QTD CODE – Rejected.
		INVALID HOURS REG YTD CODE – Rejected.

(continued)

Positions	Field Name	Description
26	Current	Optional, alphanumeric, resets to Blank, maintenance allowed.
27	Month-to-Date	Optional, alphanumeric, resets to Blank, maintenance allowed.
28	Quarter-to-Date	Optional, alphanumeric, resets to Blank, maintenance allowed.
29	Year-to-Date	Optional, alphanumeric, resets to Blank, maintenance allowed.
	Employee Tax Summary	Valid values are: **E** - Every payroll **P** - Period-end only (month, quarter, year) **Blank** - Do not generate Messages: **INVALID EMPLOYEE TAX CURR CODE** – Rejected. **INVALID EMPLOYEE TAX MTD CODE** – Rejected. **INVALID EMPLOYEE TAX QTD CODE** – Rejected. **INVALID EMPLOYEE TAX YTD CODE** – Rejected.
30	Current	Optional, alphanumeric, resets to Blank, maintenance allowed.
31	Month-to-Date	Optional, alphanumeric, resets to Blank, maintenance allowed.
32	Quarter-to-Date	Optional, alphanumeric, resets to Blank, maintenance allowed.
33	Year-to-Date	Optional, alphanumeric, resets to Blank, maintenance allowed.
34-37	Reserved	**Blank**
38	Billing Transactions	Optional, alphanumeric, resets to Blank, maintenance allowed. Valid values are: **E** - Generate **Blank** - Do not generate Messages: **INVALID BILLING TRANS CODE** – Rejected.
39-43	Reserved	**Blank**
44	Savings Bonds Report and/or Tape	Optional, alphanumeric, resets to Blank, maintenance allowed. Valid values are: **E** - Generate **Blank** - Do not generate Messages: **INVALID BONDS TRANS CODE** – Rejected.

(continued)

Positions	Field Name	Description
45	Check Reversal/Payment History Detail Records	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Valid values are:
		Blank - Do not generate **E** - Generate check reversal detail records (traditional check reversal records) **Y** - Generate check reversal detail and YTD payment history records **A** - Generate current check reversal detail, YTD payment history, and payment advice records
		Messages: **INVALID CK REV DETAIL CODE** – Rejected.
46-50	Reserved	**Blank**
51	ACH Tape	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Valid values are:
		E - Generate **Blank** - Do not generate **P** - Generate prenotifications for this level 1-level 2
		Messages: **INVALID ACH TAPE CODE** – Rejected.
		INVALID ACH TAPE DESIGNATION – Rejected.
52-53	ACH Tape Designation Code	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Indicates which tape to produce. Corresponds to the ACH Tape Designation Code in positions 9 - 10 of the TW transaction.
		Valid values are:
		Blank - All ACH tapes for this level 1-level 2. (default) **00-29** - US **70-79** - Canada
54-78	Reserved	**Blank**
57-78	**Canadian Organizations**	For Canadian Organizations, positions 57 through 78 are used for Canadian Employer Tax Summary. This section describes the details of the fields used for the Canadian Employer Tax Summary.
	Canadian Employer Tax Summary	**E** - Every payroll **P** - Period-end only (month, quarter, year) **Blank** - Do not generate
57	Current	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Messages: **INVALID CAN EMPLR TAX CUR CODE** - Rejected.
58	Month-to-Date	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Messages: **INVALID CAN EMPLR TAX MTD CODE** - Rejected.

(continued)

Positions	Field Name	Description
59	Quarter-to-Date	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Messages:
		INVALID CAN EMPLR TAX QTD CODE - Rejected.
60	Year-to-Date	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Messages:
		INVALID CAN EMPLR TAX YTD CODE - Rejected.
61-78	Reserved	**Blank**
79	Tax Reports Major Level Sort	Optional, alphanumeric, see instructions for reset value, maintenance allowed.
		Valid values are:
		0 - No level 1 or level 2 sort - group all level 1-level 2s together **1** - Sort by level 1 **2** - Sort by level 1-level 2 **Blank** defaults to 2 Resets to 2
		Messages:
		INVALID TAX RPT SORT CODE - Rejected.
80	Maintenance Code	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Valid values are:
		A - Add **C** - Change **D** - Delete **Blank** - Override transaction
		Note: Resets are valid when this transaction is used to update the HRMS Tables File. Resets are invalid when this transaction is used to override the HRMS Tables File.

AE [80] - Report Writer

Function   Report Writer Control Transaction.

This transaction is used to establish Print options for Payroll Reports on the HRMS Table File. The transaction may also be used as input to PLR400 (Payroll Report Print) to override those options established on the HRMS Tables File. (See Maintenance Code in column 80 for specific instructions.)

If the AE is entered as an override, the AF (Report Writer Date) must also be entered as an override.

Associated Screens   312

Positions	Field Name	Description
1-2	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Valid level 1
		**when crossing L1 boundaries for tax reporting purposes
3-4	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Valid level 2
		**when crossing L2 boundaries for tax reporting purposes
5-6	Transaction Code	Constant **AE**
	Print/Create Report Options	Valid values are:
		* - Print/Create
		Blank - Do not print/create
		Messages:
		INVALID PRINT FLAG – Rejected.
7	Payroll Register	Optional, alphanumeric, resets to Blank, maintenance allowed.
8	DOE Register	Optional, alphanumeric, resets to Blank, maintenance allowed.
9	Deductions Not Taken	Optional, alphanumeric, resets to Blank, maintenance allowed.
10	Savings Bond Report	Optional, alphanumeric, resets to Blank, maintenance allowed.
11	Savings Bonds Tape	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Note: Instead of an asterisk, enter the code associated with the period covered for the tape:
		C - Current
		M - Month-to-Date
		Q - Quarter-to-Date
		Y - Year-to-Date

(continued)

Positions	Field Name	Description
12	Bank Service	Optional, alphanumeric, resets to Blank, maintenance allowed.
13	Tax Distribution Summary	Optional, alphanumeric, resets to Blank, maintenance allowed.
14	Hours Register	Optional, alphanumeric, resets to Blank, maintenance allowed.
15	Employee Tax Register	Optional, alphanumeric, resets to Blank, maintenance allowed.
	U.S. Organizations	
16-24	Reserved	**Blank**
25	ACH Tape	Optional, alphanumeric, resets to Blank, maintenance allowed.
26	Combined Payroll/DOE Register/Gross to Net Register	Optional, alphanumeric, resets to Blank, maintenance allowed. **Note:** The TK transaction must not exist on the HRMS Tables File to produce the Gross to Net Register.
27	Deductions/Other Earnings by DOE	Optional, alphanumeric, resets to Blank, maintenance allowed.
28	Address Labels	Optional, alphanumeric, resets to Blank, maintenance allowed.
29-79	Reserved	**Blank**
	Canadian Organizations	
29-32	Reserved	**Blank**
33	Canadian Employer Tax Summary	Optional, alphanumeric, resets to Blank, maintenance allowed.
34-79	Reserved	**Blank**
80	Maintenance Code	Required, alphanumeric, reset not applicable, maintenance not allowed. Valid values are: **A** - Add **C** - Change **D** - Delete **Blank** - Override transaction **Note:** Resets are valid when this transaction is used to update the HRMS Tables File. Resets are invalid when this transaction is used to override the HRMS Tables File.

AF [80] - Report Date

Function   Report Writer Date Transaction.

This transaction is used to establish Report Writer Date options on the HRMS Tables File for payroll reporting. The transaction may also be used as input to PLR400 (Payroll Report Print) to override those options established on the HRMS Tables File. (See Maintenance Code in column 80 for specific instructions.)

If the AF is entered as an override, the AE (Report Writer Print Options) must also be entered as an override.

Associated Screens   313

Positions	Field Name	Description
1-4	Reserved	**Blank**
		Messages: **POS 1-4 MUST BE BLANK** –Data entered in a reserved field.
5-6	Transaction Code	Constant **AF**
7-12	Run Date	Required, alphanumeric, see instructions for reset value, maintenance allowed.
		Valid values are:
		YYMMDD or **R** or *****1 - Use current date from computer *****2 - Use AA transaction period ending date from first report record read *****3 - Use AA transaction run date from first report record read
		Year will be expanded and stored with four digits.
		Messages: **INVALID RUN DATE** – Enter the date in year, month, day format, or *****1, *****2, *****3
13	Billing Transaction Option	Optional, alphanumeric, resets to **Blank**, maintenance allowed.
		Valid values are:
		* - Produce billing transactions **Blank** – Do not produce billing transactions
		Messages: **INVALID BILLING TRANS CODE** – Valid codes are * or Blank.

(continued)

Positions	Field Name	Description
14	Number of Labels Up	Optional, alphanumeric, see instructions for reset value, maintenance allowed.
		Valid values are:
		Blank or **1** - One-up label form **2** - Two-up label form **3** - Three-up label form
		Messages: **INVALID NUMBER OR LABELS UP** - Rejected.
15-20	Reserved	**Blank**
21	Print blank Pages	Optional, alphanumeric, reset not applicable, maintenance allowed.
		Valid values are:
		Blank or **0** - Do not skip pages between level 2s on Payroll Reports **1** - Skip one page between level 2s on Payroll Reports **3** - Skip three pages between level 2s on Payroll Reports
		Note: Applies to: Payroll Register, Tax Distribution Summary (U.S. Organizations), Hours Register
		Messages: **INVALID PRINT BLANK PAGE OPT** - Rejected.
22-79	Reserved	**Blank**
80	Maintenance Code	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Valid values are:
		A - Add **C** - Change **D** - Delete **Blank** - Override transaction
		Note: Resets are valid when this transaction is used to update the HRMS Tables File. Resets are invalid when this transaction is used to override the HRMS Tables File.

AG [80] - EEO-1 Report Generator

Function   Generates component-1 EEO-1 report and file.

Associated Screens   None

Positions	Field Name	Description
1-2	Transaction Code	Constant **AG**
3-4	Level 1	**Blanks**
5-6	Level 2	**Blanks**
		Messages:
		L1/L2 SHOULD BE BLANKS **3-6** - Rejected.
7-14	Run Date	Optional, numeric, resets to zeros, maintenance allowed.
		Messages:
		INVALID REPORT PRINT DATE - Rejected. Date entered must be numeric and in YYYYMMDD format.
15- 80	Reserved	**Blank**

Additional Messages

Message	Explanation
ONLY ONE AG CARD IS ALLOWED	Rejected.

ALL [80] - All Application Data

Function   HRMS Tables File Report Selection, All Data

Associated Screens   None

Positions	Field Name	Description
1-3	Transaction Code	Constant **ALL**
4-7	Reserved	**Blank**
8	Level 1-level 2 Page Option	Optional, alphanumeric, reset not applicable, maintenance not allowed.
		Valid values are:
		Blank - Page break by level 1-level 2
		* - Do not page break by level 1-level 2
		Note: Does not apply to Canadian-specific applications.
9-14	Report Date	Optional, numeric, reset not applicable, maintenance not allowed.
		Enter report date (YYMMDD) here if current computer date is not desired.
		Year will be expanded and print as four digits.
15-80	Reserved	**Blank**

AU [80] - Audit Selection Transaction (Canadian Organizations)

Function   Audit Selection Transaction

Associated Screens   None

Positions	Field Name	Description
1-2	Transaction Code	Constant **AU** Messages: **INVALID TRANSACTION CODE** - Rejected. Transaction code not equal to AU.
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed. Messages: **INVALID LEVEL 1** - Rejected. The level 1 identification code may not be Blank. **AU TRANS OUT OF SEQUENCE** - Rejected. The AU transaction is out of sequence by level 1-level 2.
5-6	Level 2	Required, alphanumeric, see instructions for reset value, maintenance allowed. If ***b**, all values for level 2 within the level 1 specified will be audited. Messages: **INVALID LEVEL 2** - Rejected. The level 2 identification code may not be Blank. **AU TRANS OUT OF SEQUENCE** - Rejected. The AU transaction is out of sequence by level 1-level 2.
7-12	Report Date	Required, alphanumeric, see instructions for reset value, maintenance allowed. Valid values are: **YYMMDD** or **R** or *******1** - Use current date from computer *******3** - Use AA transaction run date Messages: **INVALID REPORT DATE** - Rejected. The report date entered was not numeric or was not a valid date. **SYSTEM DATE USED FOR RPT DATE** - Warning. The report date was either left blank or the value to default to the system date was entered. **AA RUN DATE USED FOR RPT DATE** - Warning. The value to default to the AA run date from the organization record was entered.

(continued)

Positions	Field Name	Description
13-16	Balance Year	Required, numeric, reset not applicable, maintenance not allowed.
		The taxation year for which balancing is performed.
		Messages: **INVALID BALANCE YEAR** - Rejected. The balance year entered was not numeric.
17	DOE Detail Print Option	Optional, alphanumeric, reset not applicable, maintenance not allowed.
		Valid values are:
		Blank - Do not print DOE details ***** - Print DOE details for balance test #1 (250 segment DOE earnings compared against 202 segment total other earnings) and balance test #2 (250 segment DOE deductions compared against 202 segment total deductions).
		Messages: **INVALID DOE DETAIL PRINT OPTION** - Rejected. The DOE detail print option entered was not an asterisk or a space.
18-37	DOEs Provincially Taxable, Federally Non-Taxable	Optional, alphanumeric, reset not applicable, maintenance not allowed. Up to 10 occurrences
38-57	DOEs Federally Taxable, Provincially Non-Taxable	Optional, alphanumeric, reset not applicable, maintenance not allowed. Up to 10 occurrences
58-63	Initial Pay Period End Date	Format: *YYMMDD*. Must be entered if the initial pay period end date is prior to January 1st of the Balance Year (positions 13-16).
64-80	Reserved	**Blank**

AUDIT [80] - Realtime Update Audit Trail

Function

Realtime Update Audit Trail

Realtime Update Auditing

The realtime update audit process consists of producing an audit trail of all realtime updating to the Employee Master File and of generating transactions for Life-to-Date History, Lost Time and Position Control.

The AUDIT control transaction is used to specify the processing options for realtime update auditing. This transaction is optional. You will use the AUDIT control transaction to specify:

- The sequence of the Audit Trail

- When to page break on the Audit Trail

- To generate transactions for Life-to-Date History, Lost Time, and Position Control processing

- The Employee Master File type to use with the generated transactions

- To purge the Audit Database.

The major sort sequence for the Audit Trail is level 1-level 2. On the AUDIT control transaction, you can specify the minor sort sequence by selecting any or all of the following fields in the appropriate sequence:

- Employee number

- System and screen number

- Date and time of the change

- Operator ID.

If you do not enter an AUDIT transaction, the Audit Trail will be in sequence by:

- Level 1 - level 2

- Employee number

- System and screen number

- Date and time of the change

- Operator ID.

Page breaks will always be taken when level 1 - level 2 changes. On the AUDIT control transaction, you can specify the lowest level of page breaks to be taken. A page break will also be taken on any field in the sort sequence before the field specified. The following fields can be chosen for the low level page break:

- Employee number

- System and screen number

- Date of the change

- Operator ID.

Associated Screens None

Positions	Field Name	Description
1-5	Transaction Code	Constant **AUDIT**
		Messages**:** **INVALID RUN CONTROL TRAN. CODE** - Rejected.
6-17	Reserved	**Blank**
	Minor Report Sequence	Valid values are:
		2 - Field name is used as 2nd field of sort key **3** - Field name is used as 3rd field of sort key **4** - Field name is used as 4th field of sort key **5** - Field name is used as 5th field of sort key **Blank** - do not include the field named in the optional sort key
		Messages**:** **INVALID RUN CONTROL REPORT SEQ.** - The range of values for the minor report sequence is not complete. If fields are selected for the 2nd field of the sort key, one must also be selected for the 3rd field of the sort key.
		DUPLICATE RUN CONTROL REPORT SEQ. - A value (other than Blank) for the minor report sequence fields can only be selected once.

(continued)

Positions	Field Name	Description
18	Employee Number	Optional, alphanumeric, reset not applicable, maintenance not allowed.
		2, 3, 4, 5, or **Blank**
		Messages**:**
		INVALID RUN CONTROL EMPLOYEE NO. - Rejected.
19	System and Screen Number	Optional, alphanumeric, reset not applicable, maintenance not allowed.
		2, 3, 4, 5, or **Blank**
		Messages**:**
		INVALID RUN CONTROL SYS/SCR NO. - Rejected.
20	Date and Time Change	Optional, alphanumeric, reset not applicable, maintenance not allowed.
		2, 3, 4, 5, or **Blank**
		Messages:
		INVALID RUN CONTROL DATE/TIME - Rejected.
21	Operator ID	Optional, alphanumeric, reset not applicable, maintenance not allowed.
		2, 3, 4, 5, or **Blank**
		Messages:
		INVALID RUN CONTROL OPERATOR ID - Rejected.
22	Low Level Page Break	Optional, alphanumeric, reset not applicable, maintenance not allowed.
		Valid values are:
		Blank - Level 1 and level 2 **1** - Employee number **2** - System and screen number **3** - Date of change **4** - Operator ID
		Note: Field specified as Low Level Page Break must be selected in minor report sequence (Positions 18-21)
		Messages:
		INVALID RUN CONTROL PAGE BREAK - Rejected.

(continued)

Positions	Field Name	Description
23	Employee Master File Type	Optional, alphanumeric, reset not applicable, maintenance not allowed.
		Valid values are:
		Blank - Current cycle master **P** - Period end cycle master **R** - Extract/rerun cycle master
		Messages: **INVALID RUN CONTROL FILE TYPE** - Rejected.
24	Purge audit database and generate transactions indicator	Optional, alphanumeric, reset not applicable, maintenance not allowed.
		Valid values are:
		Blank or **Y -** Purge audit database
		For Life-to-Date History users generate transactions for History processing.
		For Lost Time users, generate Lost Time transactions for processing.
		For Position Control users, generate transactions for Position Control processing.
		Valid values are:
		N - Do not purge audit database of generate transactions
		Messages: **INVALID RUN CONTROL GNRTE/PURGE** - Rejected.
25-80	Reserved	**Blank**

A0 [80] - Billing - Invoice Date Transaction

Function   Billing Transactions

Associated Screens None

Positions	Field Name	Description
1-2	Transaction Code	Constant **A0**
3-6	Reserved	**Blank**
7-14	Invoice Date	Optional, numeric, reset not applicable.
		Enter date as YYYYMMDD.
15-80	Reserved	**Blank**

A1 [80] - Billing - User Name and Address (1) Transaction

Function   Billing Transactions

Associated Screens   None

Positions	Field Name	Description
1-2	Transaction Code	Constant **A1**
3-6	Reserved	**Blank**
7-36	User Name	Optional, alphanumeric, reset not applicable.
		User name as it prints on the invoice.
37-66	Address Line 1	Optional, alphanumeric, reset not applicable.
		Line 1 of user address as it prints on the invoice.
67-80	Reserved	**Blank**

A2 [80] - Billing - User Name and Address (2) Transaction

Function   Billing Transactions

Associated Screens   None

Positions	Field Name	Description
1-2	Transaction Code	Constant **A2**
3-6	Reserved	**Blank**
7-36	Address Line 2	Optional, alphanumeric, reset not applicable.
		Line 2 of user address as it prints on the invoice.
37-66	City, State, Zip Code	Optional, alphanumeric, reset not applicable.
		User city, state, ZIP code as it prints on the invoice.
67-80	Reserved	**Blank**

BD1 [80] - Savings Bond Tape Data

Function   HRMS Tables File - Savings Bond Tape employer data

Associated Screens   374

Positions	Field Name	Description
1-2	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
		** when crossing level 1s
3-4	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
		** when crossing level 2s
5-7	Transaction Code	Constant **BD1**
8-10	Reserved	**Blanks**
11-20	Company Identification Number	Required, alphanumeric, reset not applicable, maintenance allowed.
		Left-justified. The first 6 positions should be the company ID assigned by the Federal Reserve Bank. The last 4 positions must be spaces.
		Messages: **INVALID COMPANY ID NUMBER** - Rejected.
21-30	Location Identification Number	Required, alphanumeric, reset not applicable, maintenance allowed.
		Left-justified. The first 4 positions should be numeric. (Main office is 0000). The last 6 positions must be spaces.
		Messages: **INVALID LOCATION ID NUMBER** - Rejected.
31-33	FRB District Designator	Required, numeric, reset not applicable, maintenance allowed.
		Provided by the Federal Reserve Bank.
		Valid values are: 002 - Buffalo 004 - Pittsburgh 005 - Richmond 009 - Minneapolis 010 - Kansas City
		Messages: **INVALID FRB DISTRICT DESIGNTR** - Rejected.
34-79	Reserved	**Blank**
80	Maintenance Code	Required, alphanumeric, reset not applicable.
		Valid values are: **A** - Add **C** - Change **D** - Delete

BD2 [80] - Savings Bond Tape Data

Function		HRMS Tables File - Savings Bond Tape employer data
Associated Screens		375, 376

Positions	Field Name	Description
1-4	Reserved	**Blanks**
5-7	Transaction Code	Constant **BD2**
8-10	Reserved	**Blanks**
11-20	Company Identification Number	Required, alphanumeric, reset not applicable, maintenance allowed.
		Left-justified. The first 6 positions should be the company ID assigned by the Federal Reserve Bank. The last 4 positions must be spaces.
		Messages:
		INVALID COMPANY ID NUMBER - Rejected.
21-53	Company Name	Required, alphanumeric, reset not applicable, maintenance allowed.
		Left-justified.
		Messages:
		COMPANY NAME BLANK - Rejected.
54-62	Reserve Account Number	Optional, numeric, reset not applicable, maintenance allowed.
		Messages:
		INVALID RESERVE ACCT NUMBER - Rejected.
63-66	Reserve Account Branch Number	Optional, numeric, reset not applicable, maintenance allowed.
		Messages:
		INVALID RESERVE ACCT BRANCH NO - Rejected.
67-79	Reserved	**Blank**
80	Maintenance Code	Required, alphanumeric, reset not applicable.
		Valid values are:
		A - Add
		C - Change
		D - Delete

BD3 [80] - Savings Bond Tape Data

Function   HRMS Tables File - Savings Bond Tape employer data

Associated Screens   376

Positions	Field Name	Description
1-4	Reserved	**Blanks**
5-7	Transaction Code	Constant **BD3**
8-10	Reserved	**Blanks**
11-20	Company Identification Number	Required, alphanumeric, reset not applicable, maintenance allowed. Left-justified. The first 6 positions should be the company ID assigned by the Federal Reserve Bank. The last 4 positions must be spaces. Messages: **INVALID COMPANY ID NUMBER** - Rejected.
21-51	Company Street Address	Required, alphanumeric, reset not applicable, maintenance allowed. Left-justified. Messages: **COMPANY STREET ADDRESS BLANK** - Rejected.
52-68	Company City	Required, numeric, reset not applicable, maintenance allowed. Left-justified. Messages: **COMPANY CITY BLANK** - Rejected.
69-70	Company State Code	Required, alphabetic, reset not applicable, maintenance allowed. Messages: **INVALID COMPANY STATE CODE** - Rejected.
71-75	Company ZIP Code	Required, numeric, reset not applicable, maintenance allowed. Messages: **INVALID COMPANY ZIP CODE** - Rejected.
76-79	Company Plus 4 ZIP Code	Optional, alphanumeric, reset not applicable, maintenance allowed. Messages: **INVALID COMPANY PLUS 4 ZIP CODE** - Rejected.
80	Maintenance Code	Required, alphanumeric, reset not applicable. Valid values are: **A** - Add **C** - Change **D** - Delete

BT [80] - Proof Balance Transaction (Regular)

Function Balances hours and earnings from regular pay action transactions (ZT and ZU) along with an employee count and number of pay action transactions.

Note: The organization (level 2) control (see the section about report options) contains the option to balance time entry transactions and what the lowest level (2-5) is for balancing.

The levels (2-5) for balancing are based on the Employee's Master File levels and not the levels entered in the time entry transactions for Labor Distribution.

All balancing is done on the Time Entry Transaction Proof List. When an out-of-balance condition occurs, the message **OUT OF BALANCE** appears next to the totals being balanced.

Totals must include 80-character ZTs, 120-character ZTs, and ZU transactions.

Associated Screens 18

Positions	Field Name	Description
1-2	Transaction Code	Constant **BT**
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-16	Reserved	**Blank**
17-28	Levels 3-5	Optional, alphanumeric, reset not applicable.
		4 positions each field. If totals are balanced by level 3, only that level need be entered. If totals are balanced by levels 3 and 4, level 3 and level 4 must be entered. If totals are balanced by levels 3, 4, and 5, levels 3, 4, and 5 must be entered.
29-34	Total Employees	Optional, numeric, reset not applicable.
		Right justified. Total number of employees being paid with time entry transactions.
		Messages: **INVALID TOTAL EMPLOYEES** - Rejected.

(continued)

Positions	Field Name	Description
35-40	Total Time Entry Transactions	Optional, numeric, reset not applicable.
		Right justified. Total number of time entry transactions.
		Messages: **INVALID TOTAL TIME CARD** - Rejected.
41-48	Regular and Special Hours	Optional, numeric, reset not applicable.
		Right justified. Total number of regular and special hours includes any hours that may be entered in the time entry transaction (refer to section on Regular and Highly Compensated Time Entry).
		Messages: **INVALID SPECIAL HOURS** - Rejected.
49-56	Overtime Hours	Optional, numeric, reset not applicable.
		Right justified. Total overtime hours.
		Messages: **INVALID OVERTIME HOURS** - Rejected.
57-68	Regular and Special Earnings	Optional, numeric, reset not applicable.
		Right justified. Regular and special earnings includes any regular earnings that can be entered in the time entry transaction (refer to section on Regular and Highly Compensated Time Entry Transactions). Regular and special earnings is the sum of earnings entered as fixed amounts only.
		Messages: **INVALID SPECIAL AMOUNT** - Rejected.
69-80	Overtime Amount	Optional, numeric, reset not applicable.
		Right justified. Overtime earnings is the sum of overtime earnings entered as fixed amounts only.
		Messages: **INVALID OVERTIME AMOUNT** - Rejected.

BV [80] - Proof Balance Transaction (Vacation)

Function   Balances hours and earnings from vacation pay action transactions (ZV) along with an employee count and number of pay action transactions.

BV - Balance vacation time entry transactions (ZV)

BV code is used to balance hours and earnings from vacation time entry transactions (ZV) along with an employee count and number of time entry transactions.

Note: The organization (level 2) control (see the section about report options) contains the option to balance time entry transactions and what the lowest level (2-5) is for balancing.

The levels (2-5) for balancing are based on the Employees Master File levels and not the levels entered in the time entry transactions for Labor Distribution.

All balancing is done on the Time Entry Transaction Proof List. When an out-of-balance condition occurs, the message **OUT OF BALANCE** appears next to the totals being balanced.

Associated Screens   18

Positions	Field Name	Description
1-2	Transaction Code	Constant **BV**
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-16	Reserved	**Blank**
17-28	Levels 3-5	Optional, alphanumeric, reset not applicable.
		4 positions each field. If totals are balanced by level 3, only that level need be entered. If totals are balanced by levels 3 and 4, level 3 and level 4 must be entered. If totals are balanced by levels 3, 4, and 5, levels 3, 4, and 5 must be entered.
29-34	Total Employees	Optional, numeric, reset not applicable.
		Right justified. Total number of employees being paid vacation with time entry transactions.
		Messages: **INVALID TOTAL EMPLOYEES** - Rejected.

(continued)

Positions	Field Name	Description
35-40	Total Time Entry Transactions	Optional, numeric, reset not applicable.
		Right justified. Total number of vacation time entry transactions.
		Messages: **INVALID TOTAL TIME CARDS** - Rejected.
41-48	Vacation Hours	Optional, numeric, reset not applicable.
		Right justified. Total vacation hours includes hours that can be entered in the time entry transaction (refer to section on Vacation Time Entry Transaction).
		Messages: **INVALID VACATION HOURS** - Rejected.
49-60	Vacation Amount	Optional, numeric, reset not applicable.
		Right justified. Vacation earnings includes any earnings that can be entered in the time entry transaction (refer to section on Vacation Time Entry Transaction).
		Vacation earnings is the sum of earnings entered as fixed amounts only.
		Messages: **INVALID VACATION AMOUNT** - Rejected.
61-80	Reserved	**Blank**

B0 [80] - Billing - Per Form Rate Transaction

Function   Billing Transactions

Associated Screens   None

Positions	Field Name	Description
1-2	Transaction Code	Constant **B0**
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
	Billing Data	
7-10	Form Number	Required, alphanumeric, reset not applicable.
11-14	Per Form Rate	Required, numeric, reset not applicable.
		3 decimals
15-80	Reserved	**Blank**

B1 [80] - Billing - Name and Address (1)

Function   Billing Transactions

Associated Screens   None

Positions	Field Name	Description
1-2	Transaction Code	Constant **B1**
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-36	Organization Name	Optional, alphanumeric, reset not applicable.
		Name of organization billed as it prints on the invoice. Left justified.
37-66	Address Line 1	Optional, alphanumeric, reset not applicable.
		Line 2 of organization billed address as it prints on the invoice. Left justified.
67-80	Reserved	**Blank**

B2 [80] - Billing - Name and Address (2)

Function   Billing Transactions

Associated Screens   None

Positions	Field Name	Description
1-2	Transaction Code	Constant **B2**
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-36	Address Line 2	Optional, alphanumeric, reset not applicable.
		Line 2 of organization billed address as it prints on the invoice. Left justified.
37-66	City, State, Zip Code	Optional, alphanumeric, reset not applicable.
		City, state, zip of organization billed as it appears on the invoice. Left justified.
67-80	Reserved	**Blank**

B3 [80] - Billing - Rate Transaction

Function   Billing Transactions

Associated Screens None

Positions	Field Name	Description
1-2	Transaction Code	Constant **B3**
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
	Billing Rate Data	
7-14	Reserved	**Blank**
15-18	Per Stock Form	Optional, numeric, reset not applicable. 3 decimals
19-22	Per Preprinted Form	Optional, numeric, reset not applicable. 3 decimals
23-26	Per Time Entry Transaction	Optional, numeric, reset not applicable. 3 decimals
27-30	Per Transaction Record	Optional, numeric, reset not applicable. 3 decimals
31-34	Per Master Record	Optional, numeric, reset not applicable. 3 decimals
35-38	Per Active Employee	Optional, numeric, reset not applicable. 3 decimals
39-42	Per Inactive Employee	Optional, numeric, reset not applicable. 3 decimals
43-46	Per Terminated Employee	Optional, numeric, reset not applicable. 3 decimals
47-50	Per New Employee	Optional, numeric, reset not applicable. 3 decimals
51-54	Per Maintenance Transaction	Optional, numeric, reset not applicable. 3 decimals
55-58	Per Time Entry Transaction	Optional, numeric, reset not applicable. 3 decimals
59-80	Reserved	**Blank**

B4 [80] - Billing - Number of Checks Printed

Function   Billing Transactions

Note: This transaction is output from the Check Writer Program.

Associated Screens   None

Positions	Field Name	Description
1-2	Transaction Code	Constant **B4**
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-14	Run Date	Optional, numeric, reset not applicable. Enter **YYYYMMDD**.
15-20	Number of Check Forms Used	Optional, numeric, reset not applicable.
21-24	Form Number	Required, alphanumeric, reset not applicable.
25-80	Reserved	**Blank**

B5 [80] - Billing - Number of Deposit Slips Used

Function　　　　Billing Transactions

　　　　　　　　　　Note:　This transaction is output from the Check Writer Program.

Associated Screens　　None

Positions	Field Name	Description
1-2	Transaction Code	Constant **B5**
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-14	Run Date	Optional, numeric, reset not applicable. Enter **YYYYMMDD**.
15-20	Number of Deposit Forms Used	Optional, numeric, reset not applicable.
21-24	Form Number	Required, alphanumeric, reset not applicable.
25-80	Reserved	**Blank**

B6 [80] - Billing - Report Volumes

Function   Billing Transactions

Note: This transaction is output from the Check Writer Program PPR400.

Associated Screens   None

Positions	Field Name	Description
1-2	Transaction Code	Constant **B6**
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-14	Run Date	Optional, numeric, reset not applicable. Enter **YYYYMMDD**.
15-21	Stock Sheets	Optional, numeric, reset not applicable. X,XXX,XXX; right justified
22-28	Preprinted Sheets	Optional, numeric, reset not applicable. X,XXX,XXX; right justified
29-35	Time Entry Transactions	Optional, numeric, reset not applicable. X,XXX,XXX; right justified
36-80	Reserved	**Blank**

B7 [80] - Billing - File Processing Volumes

Function   Billing Transactions

Note: This transaction is output from the Check Writer Program PPR100/PPR101.

Associated Screens   None

Positions	Field Name	Description
1-2	Transaction Code	Constant **B7**
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-14	Run Date	Optional, numeric, reset not applicable. Enter **YYYYMMDD**.
15-21	Transaction Records	Optional, numeric, reset not applicable. Displayed as X,XXX,XXX; right justified
22-28	Master Records	Optional, numeric, reset not applicable. Displayed as X,XXX,XXX; right justified
29-35	Active Employees	Optional, numeric, reset not applicable. Displayed as X,XXX,XXX; right justified
36-42	Inactive Employees	Optional, numeric, reset not applicable. Displayed as X,XXX,XXX; right justified
43-49	Terminated Employees	Optional, numeric, reset not applicable. Displayed as X,XXX,XXX; right justified
50-56	New Employees	Optional, numeric, reset not applicable. Displayed as X,XXX,XXX; right justified
57-63	Maintenance Transactions	Optional, numeric, reset not applicable. Displayed as X,XXX,XXX; right justified
64-70	Time Entry Transactions	Optional, numeric, reset not applicable. Displayed as X,XXX,XXX; right justified
71-80	Reserved	**Blank**

B8, B9 [80] - Billing - Miscellaneous Charge Data

Function   Billing Transactions

Associated Screens   None

Positions	Field Name	Description
1-2	Transaction Code	Valid values are: **B8** - Miscellaneous debit transaction **B9** - Miscellaneous credit transaction
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-14	Run Date	Optional, numeric, reset not applicable. Enter date YYYYMMDD.
15-39	Item Description	Optional, alphanumeric, reset not applicable.
40-46	Number of Items	Optional, numeric, reset not applicable. X,XXX,XXX; right justified
47-50	Rate Per Item	Optional, numeric, reset not applicable. 3 decimals; right justified
51-53	Unit Description	Optional, numeric, reset not applicable. Unit for which the rate of the miscellaneous item is based. Each, set, hours; left justified.
54-60	Miscellaneous Charge Amount	Optional, numeric, reset not applicable. The rate of the item multiplied times the number of items. If left blank, the program calculates the charge. Right justified
61-80	Reserved	**Blank**

2 Transactions C

Chapter Contents

Introduction

This chapter describes the transactions C for the system.

CA-CS - Organization Control Transactions

Function CA-CS transactions are used to establish and maintain organization data.

Associated Screens See details following on individual transactions.

Positions	Field Name	Description
1-2	Transaction Code	Valid values are:
		CA-CS - Organization (level 2) control
		CA-CS codes are used to establish new organizations. Code **CA** is mandatory for a new organization. **CA-CS** codes contain information about the organization such as name and address of the organization, and report options.
		CA-CS codes with an R in the last position are used to apply maintenance to organization data for existing organizations. Any data item can be changed by entering the new data in the applicable data field. Only those data items being changed need be entered.
		Note: Most alphanumeric data items can be reset by recording an R in the far left position of the data field. Those that cannot be reset are identified in the instructions.
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Normally used for organization number. Most reports are grand totaled by level 1.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Normally used for organization number. Each level 2 is independent of any other level 2. Each level 2 contains its own organization control record which contains name and address of the organization, deductions and other earnings descriptions, report options, etc.
		Note: Neither level 1 nor level 2 can be Blank or asterisks.

CA [80, 120] - Organization Name and Subtitle

Function   Organization Name and Subtitle

CA is required for a new organization.

Associated Screens   10

Positions	Field Name	Description
1-2	Transaction Code	Constant **CA**
		Messages:
		NO CA CARD FOUND - Rejected. The CA transaction is missing for a new organization.
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Messages:
		L1L2 ALREADY PRESENT - Rejected. A new organization is entered with the same Level 1-Level 2 as an existing organization.
		LEVEL 1 CANNOT BE BLANK - Rejected.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Messages:
		L1L2 ALREADY PRESENT - Rejected. A new organization is entered with the same Level 1-Level 2 as an existing organization.
		LEVEL 2 CANNOT BE BLANK - Rejected
7-16	Constant	Required, numeric, reset not applicable, maintenance not allowed.
		Zeros
17-46	Organization Name	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Organization name is printed on all reports including State Quarterly Reports, W-2s, and 1099s.
		Messages:
		COMPANY NAME BLANK - Warning.

(continued)

Positions	Field Name	Description
47-76	Organization Subtitle	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Organization subtitle is printed below the organization name on all reports except W-2s and 1099s.
		Messages: **SUB-TITLE BLANK** - Warning.
77-79	Reserved	**Blank**
80	Update Code	Optional, alphanumeric, reset not applicable.
		Valid values are:
		Blank - New transaction **R** - Replace
		Messages: **INVALID UPDATE CODE** - Rejected. The update code must be Blank when adding a new Level 1-Level 2, or R for an existing Level 1-Level 2.

CA [120]- Organization Name and Subtitle

Positions	Field Name	Description
1-79		See positions 1-79 above
80-119	Reserved	**Blank**
120	Update Code	Optional, alphanumeric, reset not applicable.
		Valid values are:
		Blank - New transaction **R** - Replace
		Messages: **INVALID UPDATE CODE** - Rejected. The update code must be Blank when adding a new Level 1-Level 2, or R for an existing Level 1-Level 2.

CAN [80] - Canadian Payroll Data

Function   HRMS Tables File Report Selection - Canadian Payroll Data

Associated Screens   None

Positions	Field Name	Description
1-3	Transaction Code	Constant **CAN**
4-5	Level 1	Optional, alphanumeric, reset not applicable, maintenance not allowed.
6-7	Level 2	Optional, alphanumeric, reset not applicable, maintenance not allowed.
8	Level 1-level 2 Page Break Switch	Optional, alphanumeric, reset not applicable, maintenance not allowed.
		Valid values are:
		Blank - Page break by level 1-level 2
		* - Do not page break by level 1-level 2
9-14	Report Date	Optional, alphanumeric, reset not applicable, maintenance not allowed.
		Enter report date (enter YYMMDD) here if current computer date is not desired.
		Year will be expanded and print as four digits.
15-25	Reserved	**Blank**
	Print Options	For positions 26-35,
		Valid values are:
		* - Yes
		Blank - Do not print
		If all options are Blank, all Canadian applications are printed.
26	Office de la Construction for Quebec Data - COQ	Optional, alphanumeric, reset not applicable, maintenance not allowed.
		Messages:
		REQUEST FOR COQ NOT ON TABLES - Warning. No records for the Office de la Construction du Quebec data are in the HRMS Tables file.
27	Province Data - CPD	Optional, alphanumeric, reset not applicable, maintenance not allowed.
		Messages:
		REQUEST FOR CPD NOT ON TABLES FILE - Warning. No records for the Province data are in the HRMS Tables file.
28	Parity Data - CPY	Optional, alphanumeric, reset not applicable, maintenance not allowed.
		Messages:
		REQUEST FOR CPY NOT ON TABLES FILE - Warning. No records for the Joint Committee data are in the HRMS Tables file.

(continued)

Positions	Field Name	Description
29	ROE Data - CRD	Optional, alphanumeric, reset not applicable, maintenance not allowed.
		Messages: **REQUEST FOR CRD NOT ON TABLES FILE** - Warning. No records for the ROE data are in the HRMS Tables file.
30	T4 Tax Segment Data - CSD	Optional, alphanumeric, reset not applicable, maintenance not allowed.
		Messages: **REQUEST FOR CSD NOT ON TABLES FILE** - Warning. No records for the Tax Segment data are in the HRMS Tables file.
31	Employer EI Data - CUD	Optional, alphanumeric, reset not applicable, maintenance not allowed.
		Messages: **REQUEST FOR CUD NOT ON TABLES FILE** - Warning. No records for the EI data are in the HRMS Tables file.
32	EI Date Table/Tape Data - CUW	Optional, alphanumeric, reset not applicable, maintenance not allowed. TM-UW, TM-Z001 through TM-Z005, TM-Z101 through TM-Z110 information.
		Messages: **REQUEST FOR CUW NOT ON TABLES FILE** - Warning. No records for the EI Year Data Table are in the HRMS Tables file.
33	DOE Functions - CDF	Optional, alphanumeric, reset not applicable, maintenance not allowed.
		Messages: **REQUEST FOR CDF NOT ON TABLES FILE** - Warning. No records for the DOE functions data are in the HRMS Tables file.
34-35	Reserved	**Blank**
36	Pay Period End Date Table - CPT	Optional, alphanumeric, reset not applicable, maintenance not allowed.
		Messages: **REQUEST FOR CPT APPLICATION NOT ON TABLES FILE** - Warning. Tables file print request parameter ALL or CAN requested application CPT, which cannot be found on file.
37-80	Reserved	**Blank**

CB [80, 120] - Organization Address

Function   Organization Address Lines 1 and 2.

Associated Screens   10

Positions	Field Name	Description
1-2	Transaction Code	Constant **CB**
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-16	Constant	Required, numeric, reset not applicable, maintenance not allowed. **Zeros**
17-46	Organization Address Line 1	Optional, alphanumeric, resets to Blank, maintenance allowed. Organization Address Line 1 prints on State Quarterly Reports, W-2s, and 1099s. Messages: **ADDRESS LINE 1 BLANK** - Warning.
47-76	Organization Address Line 2	Optional, alphanumeric, resets to Blank, maintenance allowed. Organization Address Line 2 prints on State Quarterly Reports, W-2s, and 1099s. Messages: **ADDRESS LINE 2 BLANK** - Warning.
77-79	Reserved	**Blank**
80	Update Code	Optional, alphanumeric, reset not applicable. Valid values are: **R** - Replace **Blank** - New transaction

CB [120]- Organization Name and Subtitle

Positions	Field Name	Description
1-79		See positions 1-79 above
80-119	Reserved	**Blank**
120	Update Code	Optional, alphanumeric, reset not applicable. Valid values are: **Blank** - New transaction **R** - Replace Messages: **INVALID UPDATE CODE** - Rejected. The update code must be Blank when adding a new Level 1-Level 2, or R for an existing Level 1-Level 2.

CC [80, 120] - Organization City, State (U.S. Organizations)

Function   Organization City, State, and Zip Code

Associated Screens   10

Positions	Field Name	Description
1-2	Transaction Code	Constant **CC** Messages: **U.S. ORGANIZATIONS ONLY**
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-16	Constant	Required, numeric, reset not applicable, maintenance not allowed. **Zeros**
17-39	Organization City	Optional, alphanumeric, resets to Blank, maintenance allowed. Organization City prints on State Quarterly Reports, W-2s, and 1099s. Left-justified Messages: **ADDDRESS LINE 3 BLANKS -** Warning.
40-41	Organization State	Optional, alphanumeric, resets to Blank, maintenance allowed. Standard two-character state postal abbreviation. See the list of standard postal codes in this section. Organization state prints on State Quarterly Reports, W-2s, and 1099s. Messages: **INVALID STATE POSTAL CODE** - Rejected. State postal code entered is not a valid postal code abbreviation.
42-50	Zip Code/Extension	Optional, alphanumeric, resets to zero, maintenance allowed. Organization zip code prints on State Quarterly Reports, W-2s, and 1099s. Messages: **INVALID ZIP CODE** - Warning. Zip code is not numeric; it has been replaced with spaces. **INVALID ZIP CODE EXTENSION** - Rejected. Zip code is not numeric. **ZIP EXT NOT ALLOWED W/O ZIP CODE** - Rejected. Zip code must be entered if zip extension is entered.

(continued)

Positions	Field Name	Description
51-78	Reserved	**Blank**
79	Country Code	Conditionally required, alphanumeric, reset not applicable, maintenance not allowed.
		Valid values are:
		Blank or **U -** United States
		Messages: **U.S. COUNTRY CODE ASSUMED** - Warning.
80	Update Code	Optional, alphanumeric, reset not applicable.
		Valid values are:
		R - Replace **Blank** - New transaction

CC [120]- Organization City, State (U.S. Organizations)

Positions	Field Name	Description
1-79		See positions 1-79 above
80-119	Reserved	**Blank**
120	Update Code	Optional, alphanumeric, reset not applicable.
		Valid values are: **Blank** - New transaction **R** - Replace
		Messages: **INVALID UPDATE CODE** - Rejected. The update code must be Blank when adding a new Level 1-Level 2, or R for an existing Level 1-Level 2.

CC [80, 120] - Organization City, Province (Canadian Organizations)

Function Organization City, State, and Postal Code

Associated Screens 8

Positions	Field Name	Description
1-2	Transaction Code	Constant **CC**
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-16	Constant	Required, numeric, reset not applicable, maintenance not allowed. **Zeros**
17-32	Organization Address Line 3	Optional, alphanumeric, resets to Blank, maintenance allowed. Organization Address Line 3 prints on T4s, RELEVEs and ROEs. Organization Address Line 3 is normally used for city and province. Messages: **ADDRESS LINE 3 BLANK** - Warning.
33-41	Postal Code	Optional, alphanumeric, resets to Blank, maintenance allowed. Left-justified. Positions 33-34 Blank. Postal code in 35-41 with position 38 Blank. Messages: **INVALID POSTAL CODE** - Warning. **STATE POSTAL CD BLANK OR RESET** - Rejected. Entry results in blank state in organization address.
42-78	Reserved	**Blank**
79	Country Code	Required, alphanumeric, reset not applicable. Valid values are: **C -** Canadian Messages: **U.S. COUNTRY CODE ASSUMED** - Warning.

(continued)

Positions	Field Name	Description
80	Update Code	Optional, alphanumeric, reset not applicable.
		Valid values are:
		R - Replace **Blank** - New transaction
		Messages: **U.S. COUNTRY CODE ASSUMED** - Warning.

CC [120]- Organization City, Province (Canadian Organizations)

Positions	Field Name	Description
1-79		See positions 1-79 above
80-119	Reserved	**Blank**
120	Update Code	Optional, alphanumeric, reset not applicable.
		Valid values are: **Blank** - New transaction **R** - Replace
		Messages: **INVALID UPDATE CODE** - Rejected. The update code must be Blank when adding a new Level 1-Level 2, or R for an existing Level 1-Level 2.

CD-1 [80, 120] - DOE Temporary Override Type

Function   Defines the type of temporary override being applied to the permanent DOE priorities.

Note: This transaction is entered through Load/Validate or online.

Associated Screens   17

Positions	Field Name	Description
1-2	Transaction Code	Constant **CD** **Messages**: **DUPLICATE CD-1 TRANSACTION** - Rejected. Only one CD-1 temporary priority override is allowed per organization.
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-16	Constant	Required, numeric, reset not applicable, maintenance not allowed. **Zeros**
17	Temporary Override Type	Required, alphanumeric, reset not applicable. Valid values are: **A** - Temporarily activates only the DOEs specified with the associated priorities (priorities of all other DOEs established on the HRMS Tables File will be ignored and treated as inactive). **C** - Temporarily change the priorities of the specified DOEs to the associated priority (priorities of all other DOEs established on the HRMS Tables File will remain the same and will be processed accordingly). Messages: **INVALID TEMP OVERRIDE TYPE** - Rejected. The temporary override type is invalid.

(continued)

Positions	Field Name	Description
18-78	Reserved	**Blank**
79	Transaction Separator	Constant **1**
80	Reserved	**Blank**

CD-1 [120]- DOE Temporary Override Type

Positions	Field Name	Description
1-78		See positions 1-79 above
79-118	Reserved	
119	Transaction Separator	Constant **1**
120	Reserved	**Blank**

CE-1 [80, 120] - DOE Temporary Priority Changes

Function   Defines the temporary DOE priority that will be used during the current run.

Note: A valid CD-1 must be entered with the CE-1 transaction. Multiple CE-1 transactions can be entered with one CD-1 transaction per run.

Associated Screens   17

Positions	Field Name	Description
1-2	Transaction Code	Constant **CE**
		Messages: **REQUIRED CD-1 MISSING** - Rejected. A CD-1 transaction was not entered or the CD-1 transaction was rejected. Enter the required CD-1 transaction and rerun.
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-16	Constant	Required, numeric, reset not applicable, maintenance not allowed. **Zeros**
17-18	DOE Code 1	Optional, alphanumeric, reset not applicable. Code of first DOE. If DOE code is entered, priority is required (cannot be Blank). Messages: **INVALID DOE CODE nn-nn** - Rejected. The DOE code in the position indicated (nn-nn) is not a valid, alphanumeric DOE code. Blanks, zeros (00) and special characters are not valid.
19-22	Priority 1	Optional, numeric, reset not applicable. Priority of first DOE 0000-1295. Valid values are: **0000** - Inactive 4 positions each field. Code **0000** renders a deduction or other earning inactive for all employees within an organization level. Messages: **INVALID PRIORITY nn-nn** - Rejected. The DOE priority entry in the position indicated (nn-nn) is not a valid priority from 0000-1295.

(continued)

Positions	Field Name	Description
23-24	DOE Code 2	Optional, alphanumeric, reset not applicable. Repeat positions 17-18
25-28	Priority 2	Optional, numeric, reset not applicable. Repeat positions 19-22
29-30	DOE Code 3	Optional, alphanumeric, reset not applicable. Repeat positions 17-18
31-34	Priority 3	Optional, numeric, reset not applicable. Repeat positions 19-22
35-36	DOE Code 4	Optional, alphanumeric, reset not applicable. Repeat positions 17-18
37-40	Priority 4	Optional, numeric, reset not applicable. Repeat positions 19-22
41-42	DOE Code 5	Optional, alphanumeric, reset not applicable. Repeat positions 17-18
43-46	Priority 5	Optional, numeric, reset not applicable. Repeat positions 19-22
47-48	DOE Code 6	Optional, alphanumeric, reset not applicable. Repeat positions 17-18
49-52	Priority 6	Optional, numeric, reset not applicable. Repeat positions 19-22
53-54	DOE Code 7	Optional, alphanumeric, reset not applicable. Repeat positions 17-18
55-58	Priority 7	Optional, numeric, reset not applicable. Repeat positions 19-22
59-60	DOE Code 8	Optional, alphanumeric, reset not applicable. Repeat positions 17-18
61-64	Priority 8	Optional, numeric, reset not applicable. Repeat positions 19-22

(continued)

Positions	Field Name	Description
65-66	DOE Code 9	Optional, alphanumeric, reset not applicable. Repeat positions 17-18
67-70	Priority 9	Optional, numeric, reset not applicable. Repeat positions 19-22
71-72	DOE Code 10	Optional, alphanumeric, reset not applicable. Repeat positions 17-18
73-76	Priority 10	Optional, numeric, reset not applicable. Repeat positions 19-22
77-78	Reserved	**Blank**
79	Transaction Separator	Constant **1**
80	Reserved	**Blank**

CE-1 [120]- DOE Temporary Priority Changes

Positions	Field Name	Description
1-78		See positions 1-78 above
79-118	Reserved	**Blanks**
119	Transaction Separator	Constant **1**
120	Reserved	**Blank**

CN [80, 120] - Control Level Description

Function   Describes the Five Payroll Levels of Control.

Associated Screens   10

Positions	Field Name	Description
1-2	Transaction Code	Constant **CN**
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-16	Constant	Required, numeric, reset not applicable, maintenance not allowed. **Zeros**
17-66	Levels 1-5 Descriptions	Optional, alphanumeric, resets to Blank, maintenance allowed. The descriptions of the 5 levels of control print on subtotal and grand total lines of most reports. 10 positions each field.
67-79	Reserved	**Blank**
80	Update Code	Optional, alphanumeric, reset not applicable. Valid values are: **R** - Replace **Blank** - New transaction

CN [120]- Control Level Description

Positions	Field Name	Description
1-79		See positions 1-79 above
80-119	Reserved	**Blank**
120	Update Code	Optional, alphanumeric, reset not applicable. Valid values are: **R** - Replace **Blank** - New transaction

CP [80, 120] - Bank Data

Function   Bank Name, Address, Routing Number Lines 1 and 2, and Branch Code

Associated Screens   10

Positions	Field Name	Description
1-2	Transaction Code	Constant **CP**
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-16	Constant	Required, numeric, reset not applicable, maintenance not allowed.
		Zeros
17-36	Bank/Credit Union Name	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Name of the Bank/Credit Union to appear on employee checks. Printed on the left side of the check, below the box for organization name.
37-56	Bank/Credit Union City, State/Province	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Bank/Credit Union address to appear on employee checks. Prints under the Bank/Credit Union name.
	Bank/Credit Union Routing Number	Designated routing number of the Bank/Credit Union on which the check is drawn. Printed on the upper right side of the check. This number consists of an upper and lower line.
57-63	Routing Line 1	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Upper line
64-70	Routing Line 2	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Lower line

(continued)

Positions	Field Name	Description
71-79	Default Bank/Credit Union Code or ID Number	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Identifies the Bank/Credit Union to be used for all employees in this organization if the Bank/Credit Union is not designated on the employee's record. (See NF/RF)
		Bank/Credit Union Code
		Positions 71-75 - employer defined code, left-justified **Positions 76-79 -** spaces. If any characters appear in this area, the system assumes positions 71-79 identify an ABA/Institutional ID number.
		Messages: **DFLT BANK/CU CODE NOT FOUND ON TABLES FILE TA TRANS** - Warning.
		INVALID DFLT BANK/CU CD - Rejected. Bank/Credit union code not on Tables File.
		Bank/Credit Union ID Number
		U.S. - 9 digit ABA Number **Canada -** An asterisk followed by the 8 digit Institutional ID
		Messages: **DFLT BANK/CU ABA NUM NOT FOUND ON TABLES FILE TY TRANS** - Warning.
		DFLT BANK/CU INST ID NOT FOUND ON TABLES FILE TY TRANS - Warning.
		INV DFLT BANK/CU ABA NUM - Rejected. Must be numeric. Check digit invalid.
		INV DFLT BANK/CU INST ID - Rejected. Must be numeric in positions 2-9 of the field.
		NO ORG DEFLT BANK/CU #. MUST SPECIFY BNK INFO FOR EACH EMPE - Warning. Since no Default Bank/Credit Union Code or ID Number exists at the organization level, this information must be specified at the employee level for each employee to be included on an electronic funds transfer file/tape.

(continued)

Positions	Field Name	Description
80	Update Code	Optional, alphanumeric, reset not applicable.
		Valid values are:
		R - Replace **Blank** - New transaction

CP [120]- Bank Data

Positions	Field Name	Description
1-79		See positions 1-79 above
80-119	Reserved	**Blank**
120	Update Code	Optional, alphanumeric, reset not applicable.
		Valid values are:
		R - Replace **Blank** - New transaction

CR [80, 120] - Shift Data - Accrual Data

Function   Parameters for Shift Premium Pay, Vacation/Sick Hour Accrual Method Codes

Note: CR transaction contains the parameters for shift premium pay. Shift premium can be an amount per hour or a percentage of calculated earnings as defined by the Shift Code on the NG/RG transaction.

Associated Screens   10

Positions	Field Name	Description
1-2	Transaction Code	Constant **CR**
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-16	Constant	Required, numeric, reset not applicable, maintenance not allowed.
		Zeros
	Shift 1 Data	
17	Premium Definition Code	Optional, numeric, resets to zero, maintenance allowed.
		Valid values are:
		1 - Percent
		2 - Amount
		Messages:
		INVALID SHIFT CODE - Rejected.
18-22	Percent or Amount Per Hour	Optional, numeric, resets to zero, maintenance allowed.
		Used with shift code. Right-justified.
		Messages:
		I**NVALID SHIFT AMOUNT/PERCENT**- Rejected.
	Shift 2 Data	
23	Premium Definition Code	Optional, numeric, resets to zero, maintenance allowed.
		Repeat position 17.
24-28	Percent or Amount Per Hour	Optional, numeric, resets to zero, maintenance allowed.
		Repeat positions 18-22.

(continued)

Positions	Field Name	Description
	Shift 3 Data	
29	Premium Definition Code	Optional, numeric, resets to zero, maintenance allowed. Repeat position 17.
30-34	Percent or Amount Per Hour	Optional, numeric, resets to zero, maintenance allowed. Repeat positions 18-22.
	Shift 4 Data	
35	Premium Definition Code	Optional, numeric, resets to zero, maintenance allowed. Repeat position 17.
36-40	Percent or Amount Per Hour	Optional, numeric, resets to zero, maintenance allowed. Repeat positions 18-22.
	Hours In A Pay Period	Messages: **INVALID HOURS IN A PAY PERIOD**- Rejected.
41-44	Weekly	Optional, numeric, resets to zero, maintenance allowed. Right-justified
45-49	Biweekly	Optional, numeric, resets to zero, maintenance allowed. Right-justified
50-54	Semimonthly	Optional, numeric, resets to zero, maintenance allowed. Right-justified
55-59	Monthly	Optional, numeric, resets to zero, maintenance allowed. Right-justified
60-64	Normal Vacation Hours	Optional, numeric, resets to zero, maintenance allowed. Right-justified. Hours entered in the previous 5 fields that are available. These fields are not used by the Payroll system because of the variety of ways different organizations can use them.

(continued)

Positions	Field Name	Description
	Vacation Accrual Method	The following method codes (by pay frequency) are used to accumulate vacation hours available. These codes can be overridden at the employee level.
		Valid values are:
		0 - Do not accumulate vacation hours available **1-9** - Accumulate hours based on corresponding Tabled Amount on the HRMS Tables File (DOE-TAB).
		Messages: **DOE TBL NUM NOT FOUND FOR L1L2 xxxx** - Rejected.
65	Weekly	Optional, numeric, resets to zero, maintenance allowed.
		Messages: **INVALID WEEKLY VAC ACCRUAL** - Rejected.
66	Biweekly	Optional, numeric, resets to zero, maintenance allowed.
		Messages: **INVALID BIWKLY VAC ACCRUAL** - Rejected.
67	Semimonthly	Optional, numeric, resets to zero, maintenance allowed.
		Messages: **INVALID SEMIMTH VAC ACCRUAL** - Rejected.
68	Monthly	Optional, numeric, resets to zero, maintenance allowed.
		Messages: **INVALID MONTHLY VAC ACCRUAL** - Rejected.
	Sick Accrual Method	The following method codes (by pay frequency) are used to accumulate sick hours available. These codes can be overridden at the employee level.
		Valid values are:
		0 - Do not accumulate sick hours available **1-9** - Accumulate hours based on corresponding Tabled Amount on the HRMS Tables File (DOE-TAB).
		Messages: **DOE TBL NUM NOT FOUND FOR L1L2 xxxx** - Rejected.
69	Weekly	Optional, numeric, resets to zero, maintenance allowed.
		Messages: **INVALID WEEKLY SICK ACCRUAL** - Rejected.

(continued)

Positions	Field Name	Description
70	Biweekly	Optional, numeric, resets to zero, maintenance allowed.
		Messages:
		INVALID BIWKLY SICK ACCRUAL - Rejected.
71	Semimonthly	Optional, numeric, resets to zero, maintenance allowed.
		Messages:
		INVALID SEMIMTH SICK ACCRUAL - Rejected.
72	Monthly	Optional, numeric, resets to zero, maintenance allowed.
		Messages:
		INVALID MONTHLY SICK ACCRUAL
73-79	Reserved	**Blank**
80	Update Code	Optional, alphanumeric, reset not applicable.
		Valid values are:
		R - Replace
		Blank - New transaction

CR [120]- Shift Data - Accrual Data

Positions	Field Name	Description
1-79		See positions 1-79 above
80-119	Reserved	**Blank**
120	Update Code	Optional, alphanumeric, reset not applicable.
		Valid values are:
		R - Replace
		Blank - New transaction

CS-A [80, 120] - DOE Assumption

Function   DOE Assumptions

Associated Screens   27

Positions	Field Name	Description
1-2	Transaction Code	Constant **CS**
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-16	Constant	Required, numeric, reset not applicable, maintenance not allowed. **Zeros**
17-19	DOE Assumption Number	Optional, numeric, reset not applicable. The number of the assumption entry (001-100). This assumption number is not related to the DOE code, i.e. multiple assumption numbers can have the same DOE code. Messages: **INVALID ASSUMP NUMBER** - Rejected.

(continued)

Positions	Field Name	Description
20	DOE Assumption Code	Optional, alphanumeric, resets to Blank.
		The assumption code controls when the DOE data is set up for employees. The following codes generate an NK transaction based on the following conditions:
		Valid values are:
		A - All new employees **B** - All new hourly employees **C** - All new salaried employees **D** - All new weekly employees **E** - All new biweekly employees **F** - All new semimonthly employees **G** - All new monthly employees **H** - All new weekly and biweekly employees **J** - All new semimonthly and monthly employees
		If a ZT, ZU, or ZV transaction is entered for a DOE that doesn't exist, the following codes generate an RK transaction based on the following conditions:
		1 - All employees **2** - All hourly employees **3** - All salaried employees **4** - All weekly employees **5** - All biweekly employees **6** - All semimonthly employees **7** - All monthly employees **8** - All weekly and biweekly employees **9** - All semimonthly and monthly employees
		Note: DOE assumption code of **R** will reset all DOE assumption data for the specified DOE assumption number to Blank.
		Messages: **INVALID ASSUMP CODE** - Rejected.
	DOE Data	
21-23	DOE Code	Optional, alphanumeric, reset not applicable, maintenance allowed.
		2 positions, left-justified.
		Messages: **INVALID DOE CODE** - Rejected. The DOE code is not a valid alphanumeric code. Blanks, zeros (00) and special characters are not allowed.
24	Step Number	Optional, alphanumeric, reset not applicable, maintenance not allowed.
		Valid Values **1 - 5**.
		If entered, Limit/Date/Sort/Taxing Code in position 50 must be blank.

(continued)

Positions	Field Name	Description
25	Method Code	Optional, alphanumeric, reset not applicable, maintenance allowed. All valid NK/RK codes. Messages: **INVALID METHOD CODE** - Rejected.
26	Period Code	Optional, alphanumeric, reset not applicable, maintenance allowed. All valid NK/RK codes. Messages: **INVALID PERIOD CODE** - Rejected.
27	Type Code	Optional, alphanumeric, reset not applicable, maintenance allowed. All valid NK/RK codes. Messages: **INVALID TYPE CODE** - Rejected.
28-38	DOE Amount/Percent or Step Amount	Optional, numeric, resets to zero, maintenance allowed. Entry Rules: Amount Format: 2 decimals, right justify zero-fill; for example, $143.68 would be entered as 00000014368 Percent Format: 4 decimals, right justify zero fill; for example, 100% would be entered as 00000010000 Tabled Amount Number would be entered as *nnnbbbbbbb ■ nnn = a number between 001 and 999 and is a value established on the HRMS Tables File (DOE-TAB) ■ b= blank) Messages: **AMT/PERCENT NOT NUMERIC** - Rejected. **DOE TBL NUM NOT FOUND FOR L1L2 xxxx** - Rejected.

(continued)

Positions	Field Name	Description
39-49	Limit Amount/Start Date/ Stop Date/Sort Code/ Taxing Options	Optional, alphanumeric, resets to Blank, maintenance allowed. Entry Rules: Limit Amount and Step Max: numeric, right-justified, zero filled; for example $25,000 would be entered as 00002500000 Start/Stop Date: numeric, left-justified, blank filled, enter as YYYYMMDDbbb (b-blank) Sort Code: left-justified, blank filled, 5 character maximum entered as SORTAbbbbbb (b-blank) U.S. Taxing Options, left-justified, blank filled, all 7 must be entered, enter as FSCCSFSbbbb, where: F-Federal S-State C-County C-City S-Social Security/Medicare F-FUI S-SUI\SDI b-blank See NK/RK transaction for details of each U.S. Taxing Option Canadian Taxing Options, left justified, blank filled, all l7 must be entered, embedded spaces must be entered, enter as FPbbCEWbbbb, where: F-Federal P-Provincial b-blanks C-CPP/QPP E-EI Q-QM b-blanks See NK/RK transaction for details of each Canadian Taxing Option Messages: **LIMIT NOT NUMERIC** - Rejected. **INVALID TAX OPTIONS** - Rejected.

(continued)

Positions	Field Name	Description
50	Limit /Date/Sort/Taxing Code	Optional, alphanumeric, resets to Blank, maintenance allowed.
		N - Limit Amount **T** - Taxing Options **C** - Sort Code **D** - Start Date **S** - Stop Date **Blank** - Step Max
		Messages: **INVALID LIMIT CODE** - Rejected.
51-78	Reserved	**Blank**
79	Transaction Code	Constant **A**
80	Update Code	Optional, alphanumeric, reset not applicable.
		Valid values are:
		R - Replace **Blank** - New transaction

CS-A [120]- DOE Assumption

Positions	Field Name	Description
1-50		See positions 1-50 above
51-118	Reserved	**Blank**
119	Transaction Code	Constant **A**
120	Update Code	Optional, alphanumeric, reset not applicable.
		Valid values are:
		R - Replace **Blank** - New transaction

CS-P [80, 120] - Organization Control (Canadian Organizations)

Function   Defines Vacationable Wages.

Associated Screens   29

Positions	Field Name	Description
1-2	Transaction Code	Constant **CS**
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-16	Constant	Required, numeric, reset not applicable, maintenance not allowed. **Zeros**
17-76	Definition of Vacation Wages	Optional, alphanumeric, resets to Blank, maintenance allowed. Definition of vacation wages fields are used to calculate the vacation wages. These wages can be defined as a combination of regular, overtime, other earnings and selected DOE earnings. Valid entries are: ***TOT** - Regular + overtime + other Earnings = ZV time entry transaction Gross = Total wages **REG** - Regular gross - ZV time entry transaction gross **O/T** - Overtime **VAC** - ZV time entry transaction gross **xxb** - Any valid DOE code ***TOT** can only be entered in the first field (positions 17-19). If **TOT** is used, any wages defined in the remaining fields are subtracted from total wages (except **VAC**, which is added to total wages). If **TOT** is not used, all wages defined are added together. If any one of the fields is to be changed, all fields must be re-entered. Messages: **INVALID VAC DEF OF WAGES** - Rejected.
77	Vacation Percentage	Optional, numeric, resets to zero, maintenance allowed. Vacation Percentage code references the Tabled Amounts entered on the HRMS Tables File (DOE-TAB). Valid values are: **Blank** or **0** - Do not calculate **1-9** - Calculate vacation earnings based on corresponding tabled amount/percentage and vacationable wages (determined by definition of vacationable wages) Messages: **INVALID PERCENTAGE CODE** - Rejected.

(continued)

Positions	Field Name	Description
78	Reserved	**Blank**
79	CS Transaction Separator	Constant **P**
80	Update Code	Optional, alphanumeric, reset not applicable.
		Valid values are:
		R - Replace
		Blank - New transaction

CS-P [120]- Organization Control (Canadian Organizations)

Positions	Field Name	Description
1-78		See positions 1-78 above
79-118	Reserved	**Blank**
119	Transaction Code	Constant **P**
120	Update Code	Optional, alphanumeric, reset not applicable.
		Valid values are:
		R - Replace
		Blank - New transaction

CS-1 [80, 120] - Report and Organization Options

Function   Payroll Report Options

Associated Screens   9, 11

Positions	Field Name	Description
1-2	Transaction Code	Constant **CS**
		Messages: **INVALID CARD CODE** - Rejected.
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-16	Constant	Required, numeric, reset not applicable, maintenance not allowed.
		Zeros
	Report Options	Messages: **INVALID REPORT OPTION** - Rejected.
17	Low Level Total	Optional, numeric, see instructions for reset value, maintenance allowed.
		Valid values are:
		3 - Print totals on level 3 **4** - Print totals on level 3 and 4 **5** - Print totals on level 3, 4, and 5
		Totals for level 1 and level 2 are automatic.
		Reset - 2 (level 2)
		The lowest level total break option applies to the following reports:
		Time Transaction Proof List Payroll Register Deductions/Earnings Register Deductions Not Taken Register Hours Register Bonds Report Employee Tax Summary Time Entry Transaction

(continued)

Positions	Field Name	Description
18	Low Level Page Break	Optional, numeric, see instructions for reset value, maintenance allowed.
		Valid values are:
		3 - Print totals on level 3
		4 - Print totals on level 3 and 4
		5 - Print totals on level 3, 4, and 5
		Page breaks for level 1 and level 2 are automatic.
		Reset - 2 (level 2)
		The lowest level total break option applies to the following reports:
		Time Transaction Proof List
		Payroll Register
		Deductions/Earnings Register
		Deductions Not Taken Register
		Hours Register
		Bonds Report
		Employee Tax Summary
		Time Entry Transaction
19	Total by Pay Code	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Valid values are:
		* - Yes
		Blank - No
		The pay code totals option applies to the following reports:
		Payroll Register
		Deductions/Earnings Register
		Deductions Not Taken Register
		Hours Register
		Bonds Report
		Employee Tax Summary
		Time Entry Transaction
20	Print Active But Not Paid	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Valid values are:
		* - Yes
		Blank - No
		The Print Active But Not Paid option applies to the following reports:
		Payroll Register
		Deductions/Earnings Register
		Hours Register
		Bonds Report
		Employee Tax Summary
		Time Entry Transaction

(continued)

Positions	Field Name	Description
21	Print Inactive	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Valid values are:
		* - Yes
		Blank - No
		The Print Inactive option applies to the following reports:
		Payroll Register
		Deductions/Earnings Register
		Deductions Not Taken Register
		Hours Register
		Bonds Report
		Employee Tax Summary
		Time Entry Transaction
22	Print Terminated/Deceased	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Valid values are:
		* - Yes
		Blank - No
		The Print Terminated option applies to the following reports:
		Payroll Register
		Deductions/Earnings Register
		Deductions Not Taken Register
		Hours Register
		Bonds Report
		Employee Tax Summary
23	Space Between Employees	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Valid values are:
		* - Yes
		Blank - No
24	Validation Detail List	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Valid values are:
		* - No
		Blank - Yes
25	Time Entry Proof Detail List	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Valid values are:
		* - Yes
		Blank - No
26	Balance Time Entry Proof	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Valid values are:
		* - Yes
		Blank - No

(continued)

Positions	Field Name	Description
27	Maintenance Report Detail List	Optional, alphanumeric, resets to Blank, maintenance allowed. Valid values are: ***** - No **Blank** - Yes
28	Print Organization Headings on Check	Optional, alphanumeric, resets to Blank, maintenance allowed. Valid values are: ***** - No **Blank** - Yes
29	Print Year-to-Date on Checks	Optional, alphanumeric, resets to Blank, maintenance allowed. Valid values are: ***** - No **Blank** - Yes If you intend to print non-zero year-to-date amounts on earnings statements (position 62), you must choose Blank (yes) here.
30	Print Employee Address on Checks	Optional, alphanumeric, resets to Blank, maintenance allowed. Valid values are: ***** - Yes **Blank** - No
31	Suppress Employee's Bank Account Number	Optional, alphanumeric, resets to Blank, maintenance allowed. Valid values are: **Blank** – No 1 = Yes, show only the last 4 digits 2 = Yes, suppress the entire number
32	Print Rate on Register	Optional, alphanumeric, resets to Blank, maintenance allowed. Valid values are: ***** - No **Blank** - Yes
33	Check/Deposit Format 6C/6D Expand Maximum Earnings and Deductions	Optional, alphanumeric, resets to Blank, maintenance allowed. Valid values are: ***** - Yes **Blank** - No
34	ESS Display Option	For use by Employee Self Service only. Optional, alphanumeric, resets to Blank, maintenance allowed. Valid Values are: **D** - Display deposits only. **A** - Display checks and deposits. **Blank** - Do not display.

(continued)

Positions	Field Name	Description
35-41	Reserved	**Blank**
42	Reset ACA Data	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Valid values are:
		* - Yes, at beginning of the year **Blank** - No
43	Delete Terminated/Deceased Employees	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Valid values are:
		* - Yes, at beginning of the year **Blank** - No
		Messages: **FIRST RUN OF THE YEAR NOT DELETING TERMINATED EMPS** - Warning. Option to drop terminated employees during first run of the year is not activated. Terminated employees were not deleted during this update run.
44	Delete Inactive DOEs	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Valid values are:
		* - Yes, at beginning of the year **Blank** - No
45	Delete Inactive SALTAs or T4/T4A Tax Segments	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Valid values are:
		* - Yes, at beginning of the year **Blank** - No
46	U.S. Organizations SUI State Option	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Valid values are:
		* - Report SUI wages to work state **Blank** - Report SUI wages to resident state
47	Major Sequence Option	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Valid values are:
		* - Report number within level 1 & level 2. No level 1 total or grand totals are produced when you choose this option. **Blank** - Level 1-level 2 within report number.
		The * Major Sequence Option applies to the following reports:
		Deductions Not Taken Register Bonds Report Banks Services Report Tax Distribution Summary Hours Register Deductions/Other Earnings by DOE Report Employee Tax Summary ACH Audit Report (U.S. organizations)

(continued)

Positions	Field Name	Description
48	Lowest Level Sequence	Optional, numeric, see instructions for reset value, maintenance allowed.
		Valid values are:
		2 or **R -** Sequence by level 2 **3** - Sequence by level 3 **4** - Sequence by level 3 and 4 **5** - Sequence by level 3, 4, and 5
		Note: This option must include all levels used for total or page breaks (positions 17, 18).
		The lowest level sequence option applies to the following reports:
		Payroll Register Deductions/Earnings Register Deductions Not Taken Register Hours Register Bonds Report Employee Tax Summary Pay Entry Worksheet
49	Minor Sequence Option	Optional, numeric, see instructions for reset value, maintenance allowed.
		Valid values are:
		1 or **R -** Employee number **2** - Social Insurance (Canadian Organizations) or Social Security number **3** - Employee name
		The minor sequence option applies to the following reports:
		Payroll Register Deductions/Earnings Register Deductions Not Taken Register Hours Register Bonds Report Employee Tax Summary Pay Entry Worksheet
		Messages: **LEVEL SEQ CONFLICTS TOTAL/PAGE** - Rejected.
50-55	Savings Bonds Report and Tape Options	Bond report selection option fields operate independently, although multiple options can be specified. (If at least 1 of the selection criteria applies, the employee's bond account record is selected.)
		Note: If positions 50-53 are all Blank, then all active employee bond accounts on the Employee Master File are reported on the Bonds Register.
50	Select on Nonzero Account	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Valid values are:
		* - Yes

(continued)

Positions	Field Name	Description
51	Select on Nonzero Current Deductions	Optional, alphanumeric, resets to Blank, maintenance allowed. Valid values are: ***** - Yes
52	Select on Nonzero Current Purchases	Optional, alphanumeric, resets to Blank, maintenance allowed. Valid values are: ***** - Yes
53	Select on Nonzero Month-to-Date Purchases	Optional, alphanumeric, resets to Blank, maintenance allowed. Valid values are: ***** - Yes
54	Print Address for Employees Selected	Optional, alphanumeric, resets to Blank, maintenance allowed. Valid values are: ***** - Yes
55	Print Summary only for Employees Selected	Optional, alphanumeric, resets to Blank, maintenance allowed. Valid values are: ***** - Yes
56-57	Reserved	**Blank**
58	Check/Deposit Advice Print Sequence	Optional, alphanumeric, resets to Blank, maintenance allowed. Valid values are: ***** - Print checks/deposits in same sequence as Payroll Register **Blank** - Do not print checks/deposits in same sequence as Payroll Register. Use positions 59-61 to define other check/deposit sequence. Messages: **INVALID CK PRINT SEQUENCE** - Rejected.
59	Major Check/Deposit Advice Sequence	Optional, alphanumeric, see instructions for reset value, maintenance allowed. Valid values are: **1** - Check sequence code **2** - Pay code **3** - Level 3 **4** - Level 4 **5** - Level 5 **6** - Level 3, level 4 **7** - Level 3, level 4, level 5 **8** - No major sequence **Blank** or **R** - Default to 7 Messages: **INVALID CK PRINT MAJOR SEQ** - Rejected.

(continued)

Positions	Field Name	Description
60	Intermediate Check/Deposit Advice Sequence	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Valid values are:
		1 - Check sequence code **2** - Pay code **3** - Level 3 **4** - Level 4 **5** - Level 5 **6** - Level 3, level 4 **7** - Level 3, level 4, level 5 **Blank** - No sequence
		Messages: **INVALID CK PRINT INTERMEDIATE** - Rejected.
61	Minor Check/Deposit Advice Sequence	Optional, alphanumeric, see instructions for reset value, maintenance allowed.
		Valid values are:
		1 - Employee number **2** - Employee name **3** - Social Security number **4** - Check sequence code **Blank** or **R** - Default to 1
		Messages: **INVALID CK PRINT MINOR SEQ** - Rejected.
62	Check/Deposit Advice Print Nonzero Year-to-Date	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Valid values are:
		* - Yes **Blank** - No
		Position 29 must be Blank for this option to be active.
		Messages: **INVALID CK PRINT YTD AMTS** - Rejected.
63	Check/Deposit Advice Print Employer Paid DOE	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Valid values are:
		* - No **Blank** - Yes
		Messages: **INVALID CK PRT EMPLR PD DED** - Rejected.

(continued)

Positions	Field Name	Description
64	Suppress Printing Checks When Gross & Net Zero	Optional, alphanumeric, resets to Blank, maintenance allowed. Valid values are: ***** - Yes **Blank** - Do not suppress **To be considered a zero gross check, Regular, OT, and Other Earnings must all be zero**. If any of these values are greater than zero, but the total is zero, it is not considered a zero gross check. Messages: **INVALID CK PRINT ZERO CHKS** - Rejected.
65	Print Vacation Hours Available	Optional, alphanumeric, resets to Blank, maintenance allowed. Valid values are: ***** - Yes **Blank** - No Messages: **INVALID CK PRINT VAC HR AVAIL** - Rejected.
66	Print Sick Hours Available	Optional, alphanumeric, resets to Blank, maintenance allowed. Valid values are: ***** - Yes **Blank** - No Messages: **INVALID CK PRINT SICK HR AVAIL** - Rejected.
67	Print Level Control Fields	Optional, alphanumeric, resets to Blank, maintenance allowed. Valid values are: ***** - No **Blank** - Yes
68	Print Check Amount in Words	Optional, alphanumeric, resets to Blank, maintenance allowed. Valid values are: ***** - No **Blank** - Yes
69	Print Social Security/Medicare Tax on Separate Lines on Earnings Statement	Optional, alphanumeric, resets to Blank, maintenance allowed. Valid values are: **Blank** - No ***** - Yes Messages: **INVALID CK PRT SPLIT SS/MED** - Rejected. Invalid code.

(continued)

Positions	Field Name	Description
70	Print Long Name on Checks/Deposits	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Valid values are:
		Blank - No, print 35 character name on checks and deposits * - Yes, print 63 character name on checks and deposits. This applies to formats 6C/6D, 7C/7D only **R** - Resets to Blank
71	Print Employer Address on Earnings Statement	Optional, alphanumeric, resets to Blank, maintenance allowed.
		* - Yes
		Messages: **INVALID CK PRT EMPLR ADDR** - Rejected. Invalid code.
72	Print Rate With Earnings on Earnings Statement	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Valid values are:
		Blank - No ***** - Yes
		Messages: **INVALID CK PRINT RATE W EARN** - Rejected. Invalid code.
73	Assign Form Number by Employee	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Valid values are:
		Blank - No ***** - Yes
		Messages: **INVALID FORM NUM EMPLE USE** - Rejected. Invalid code.
74	Print Earnings Statement for Deposit Advice When Split Check & Deposit Advice	Optional, alphanumeric, resets to Blank, maintenance allowed.
		This option indicates an organization is to print detail on the earnings statement of the deposit advice when an employee has both a deposit advice and a check for the same net pay.
		Valid values are:
		Blank - Print deposit advice detail ***** - Do not print deposit advice detail
		Messages: **INVALID DEPOSIT ADV PRT OPT** - Rejected. Invalid code.

(continued)

Positions	Field Name	Description
75	Use L1L2 in HRMS Tables File Local Tax Authority Records	Optional, alphanumeric, see instructions for reset value, maintenance allowed.
		This option indicates whether or not L1L2 is used as part of the key for HRMS Tables File local tax authority records. (For county method codes 1 and 4 and city method codes 1, 4, 7, and 8 only.)
		Valid values are:
		Y - L1L2 required **N** - L1L2 NOT required **Blank** or **R** - Default to **Y**
		Messages: **INV OPT FOR L1-L2 USE IN LOCAL AUTH REC; USING DEFAULT** - Rejected. Invalid code.
		Note: Default value **Y** assumed for validation of county and city codes.
76-78	Reserved	**Blank**
79	Transaction Separator	Constant **1**
80	Update Code	Optional, alphanumeric, reset not applicable.
		Valid values are:
		R - Replace **Blank** - New transaction

CS-1 [120]- Report and Organization Options

Positions	Field Name	Description
1-78		See positions 1-78 above
79-118	Reserved	**Blank**
119	Transaction Code	Constant **1**
120	Update Code	Optional, alphanumeric, reset not applicable.
		Valid values are:
		R - Replace **Blank** - New transaction

CS-2 [80, 120] - Pay Period Information (Canada)

Function   Establishes number of annual pay periods and other pay period information.

Associated Screens   29

Positions	Field Name	Description
1-2	Transaction Code	Constant **CS**
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-16	Constant	Required, numeric, reset not applicable, maintenance not allowed. **Zeros**
17-67	Reserved	**Blank**
68-69	Annual Number of Pay Periods - Weekly	Optional, numeric, resets to blank, maintenance allowed. Number of weekly payroll pay periods for the current payroll year. Valid values are **52**, **53**, or **Blank**. **Blank** defaults to **52**. Messages: **INVALID ANN NUM PP WKLY** - Rejected.
70-71	Annual Number of Pay Periods - Biweekly	Optional, numeric, resets to blank, maintenance allowed. Number of biweekly payroll pay periods for the current payroll year. Valid values are **26**, **27**, or **Blank**. **Blank** defaults to **26**. Messages: **INVALID ANN NUM PP BIWK** - Rejected.
72	Pay Period Date Interval ID	Required, numeric, reset not applicable, maintenance not allowed. **1** - Semimonthly Pay Period End dates are 15th/last day of month. **2** - Pay Period End dates are specified in positions 73-78. **Blank** defaults to 1. Messages: **INVALID PPD DATE INTRVL ID** - Rejected.
73-74	Day of the month on which 1st Semi-monthly Pay Period Ends	Valid values are **Blank**, **01-31**, or **R**. Messages: **INVALID SEMI-MO PPD DAY** - Rejected.

(continued)

Positions	Field Name	Description
75-76	Day of the month on which 2nd Semi-monthly Pay Period Ends	Required, numeric, reset not applicable, maintenance not allowed.
		Valid values are **01 - 31** and **LL** (last day of month)
		Blank defaults to **LL** if position 72 is 2.
		Messages: **INVALID SEMI-MO PPD DAY** - Rejected.
77-78	Day of the month on which the Monthly Pay Period Ends	Required, numeric, reset not applicable, maintenance not allowed.
		Valid values are **01 - 31** and **LL** (last day of month)
		Blank defaults to **LL** if Position 72 is 2.
		Messages: **INVALID MONTHLY PPD DAY** - Rejected.
79	Transaction Separator	Constant 2
80	Update Code	Optional, alphanumeric, reset not applicable.
		Valid values are:
		R - Replace **Blank** - New transaction

CS-2 [120]- Pay Period Information (Canada)

Positions	Field Name	Description
1-78		See positions 1-78 above
79-118	Reserved	Blank
119	Transaction Code	Constant **2**
120	Update Code	Optional, alphanumeric, reset not applicable.
		Valid values are:
		R - Replace **Blank** - New transaction

CS-3 [80, 120] - General Ledger Interface

Function   Defines Standard Organization Control Information for the General Ledger Interface.

Associated Screens   36

Positions	Field Name	Description
1-2	Transaction Code	Constant **CS**
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-16	Constant	Required, alphanumeric, reset not applicable, maintenance not allowed. **Zeros**
17	Create General Ledger Interface Records	Conditionally required, alphanumeric, resets to Blank, maintenance allowed. Valid values are: ***** - Yes **Blank** - No This option determines whether General Ledger Interface records are created by Payroll Compute. Messages: **INV GL INT RCDS, REPLACE SPACE** - Rejected.
18	Gross Payroll All Distribution	Optional, alphanumeric, see instructions for reset value, maintenance allowed. Valid values are: **1** - Create transactions to charge gross payroll to home distribution **2** - Create transactions to charge each gross payroll item to distribution assigned by time entry transactions and/or automatic pay **3** - Do not create transactions to charge gross payroll **4** - Create one transaction to charge all gross payroll for a level 2 to the same account **Reset** - 3 Messages: **INV GR PAY DIST, REPLACE 3** - Rejected.

(continued)

Positions	Field Name	Description
19	Employer FICA/Medicare Distribution or Employer Quebec Medicare Distribution	Optional, alphanumeric, see instructions for reset value, maintenance allowed. Valid values are: **1** - Create transactions to charge employer FICA/Medicare/QM to home distribution **2** - Create transactions to charge employer FICA/Medicare/QM to distribution assigned to gross payroll as percentage of gross payroll **3** - Do not create transactions to charge employer FICA/Medicare/QM **4** - Create one transaction to charge all employer FICA/Medicare/QM for a level 2 to the same account **Reset** - 3 Messages: **INV EMPLR FICA DIST, REPLACE 3** - Rejected.
20	Employer FUI Distribution	Required, alphanumeric, see instructions for reset value, maintenance allowed. Valid values are: **1** - Create transactions to charge employer FUI to home distribution **2** - Create transactions to charge employer FUI to distribution assigned to gross payroll **3** - Do not create transactions to charge employer FUI **4** - Create one transaction to charge all employer FUI for a level 2 to the same account **Reset** - 3 Messages: **INV EMPLR FUI DIST, REPLACE 3** - Rejected.
21	Employer SUI Distribution or Employer CPP/QPP/EI/QPIP Distribution	Required, alphanumeric, see instructions for reset value, maintenance allowed. Valid values are: **1** - Create transactions to charge employer SUI/CPP/QPP/EI/QPIP to home distribution **2** - Create transactions to charge employer SUI/CPP/QPP/EI/QPIP to distribution assigned to gross payroll **3** - Do not create transactions to charge employer SUI/CPP/QPP/EI/QPIP **4** - Create one transaction to charge all employer SUI/CPP/QPP/EI/QPIP for a level 2 to the same account **Reset** - 3 Messages: **INV EMPLR SUI DIST, REPLACE 3** - Rejected.

(continued)

Positions	Field Name	Description
22	Employer Paid DOEs Distribution	Required, alphanumeric, see instructions for reset value, maintenance allowed.
		Valid values are:
		1 - Create transactions to charge employer-paid DOEs to home distribution **2** - Create transactions to charge employer-paid DOEs to distribution assigned to gross payroll **3** - Do not create transactions to charge employer-paid DOEs **4** - Create one transaction to charge all employer-paid DOEs for a level 2 to the same account **Reset** - 3
		Messages: **INV EMPLR DOE DIST, REPLACE 3** - Rejected.
23	Liability Accounts	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Valid values are:
		* - Yes **Blank** - No
		Messages: **INV SUS/LIAB, REPLACE SPACE** - Rejected.
24	Hours Statistics	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Valid values are:
		* - Yes **Blank** - No
		Messages: **INV HRS STATS, REPLACE SPACE** - Rejected.
25	Adjustments Separate	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Valid values are:
		* - Yes **Blank** - No
		Messages: **INV ADJ SEP, REPLACE SPACE** - Rejected.
26	Adjustments Accrual	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Valid values are:
		* - Yes **Blank** - No
		Messages: **INV PREACCRUAL, REPLACE SPACE** - Rejected.

(continued)

Positions	Field Name	Description
27	Default Level of Error Accounts	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Valid values are:
		Blank - No default **2** - Transaction Type
		Messages: **INV DEFAULT LEVEL, REPLACE 1** - Rejected.
28	Cross Charge Organization/Subsidiary	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Valid values are:
		* - Yes **Blank** - No
		Messages: **INV CROSS CHG, REPLACE SPACE** - Rejected.
29	Transaction Suffix	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Valid values are:
		* - Yes **Blank** - No
		Messages: **INV TRANS SUFFIX, REPLACE SP** - Rejected.
30-32	Reserved	**Blank**
33	DOE Deduct	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Valid values are:
		Blank - Do not create journal entries for DOEs **2** - Create one journal entry for each DOE transaction that has a matching entry in the GLI Table of Accounts and one journal entry for all DOEs that do not have a matching entry in the GLI Table of Accounts using the table entry with zeros in the transaction indicator **3** - Same as 2, and produce a report of No Matching Entries
		Messages: **INV EMPLR DOE LIAB, REPLACE SP** - Rejected.

(continued)

Positions	Field Name	Description
34	State Withholding Tax Liability	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Valid values are:
		Blank - Do not create journal entries for employee state withholding tax **1** - Create one journal entry for all employee state withholding tax **2** - Create one journal entry for each employee state withholding tax transaction that has a matching entry in the GLI Table of Accounts and one journal entry for all employee state withholding tax that do not have a matching entry in the GLI Table of Accounts using the table entry with zeros in the transaction indicator **3** - Same as 2, and produce a report of No Matching Entries
		Messages: **INV EMPL STATE TX, REPLACE SP** - Rejected.
35	County Withholding Tax Liability	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Valid values are:
		Blank - Do not create journal entries for employee county withholding tax **1** - Create one journal entry for all employee county withholding tax **2** - Create one journal entry for each employee county withholding tax transaction that has a matching entry in the GLI Table of Accounts and one journal entry for all employee county withholding tax that do not have a matching entry in the GLI Table of Accounts using the table entry with zeros in the transaction indicator **3** - Same as 2, and produce a report of No Matching Entries
		Messages: **INV EMPL COUNTY TX, REPLACE SP** - Rejected.
36	City Withholding Tax Liability	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Valid values are:
		Blank - Do not create journal entries for employee city withholding tax **1** - Create one journal entry for all employee city withholding tax **2** - Create one journal entry for each employee city withholding tax transaction that has a matching entry in the GLI Table of Accounts and one journal entry for all employee city withholding tax that do not have a matching entry in the GLI Table of Accounts using the table entry with zeros in the transaction indicator **3** - Same as 2, and produce a report of No Matching Entries
		Messages: **INV EMPL CITY TX, REPLACE SP** - Rejected.
37-41	Reserved	**Blank**

(continued)

Positions	Field Name	Description
42	Actual Accrual Method	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Valid values are:
		Blank - Do not apply accrual split percentage of any transaction. All transactions are treated as having a current month code of C.
		1 - Apply accrual split percentage to all transactions. All transactions are treated as having a month code of Blank.
		2 - Do not apply accrual split percentage to transactions having a month code. Transactions having a month code are handled as such and transactions **not** having a month code are processed based on the next three Accrual options.
		Messages:
		INV ACT ACCR METHOD, REPLACE SP - Rejected.
43	Automatic Regular Pay Accrual	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Valid values are:
		Blank or **1** - Charge all automatic regular pay to current month. **2** - Charge all automatic regular pay to next month. **3** - Apply accrual split percentage automatic regular pay.
		Messages: **INV AUTO REG ACCR, REPLACE SP** - Rejected.
44	Automatic Other Earnings Accrual	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Valid values are:
		Blank or **1** - Charge all automatic other earnings to current month. **2** - Charge all automatic other earnings to next month. **3** - Apply accrual split percentage automatic other earnings.
		Messages: **INV AUTO OTH ACCR, REPLACE SP** - Rejected.
45	Time Entry Transaction Accrual	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Valid values are:
		Blank or **1** - Charge all time entry transaction earnings to current month. **2** - Charge all time entry transaction earnings to next month. **3** - Apply accrual split percentage to time entry transaction earnings.
		Messages: **INV TIME CARD ACCR, REPLACE SP** - Rejected.

(continued)

Positions	Field Name	Description
46	Interface Sequence	Optional, alphanumeric, see instructions for reset value, maintenance allowed.
		Valid values are:
		1 - Account/center **2** - Center/account **Reset** - 1
		Messages: **INV INT SEQ, REPLACE 1** - Rejected.
47	Estimated Employer FICA/Medicare	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Valid values are:
		Blank - No **1** - Yes
		Messages: **INV EST EMPLR FICA/MEDICARE, REPLACE SP** - Rejected.
48	Estimated FUI	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Valid values are:
		Blank - No **1** - Yes
		Messages: **INV EST EMPLR FUI, REPLACE SP** - Rejected.
49	Estimated SUI	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Valid values are:
		Blank - No **1** - Yes
		Messages: **INV EST EMPLR SUI, REPLACE SP** - Rejected.
50-51	Application Code	Optional, alphanumeric, reset not applicable, maintenance not allowed.
		User defined. For Extensity General Ledger.
52	Source Code Generator	Optional, alphanumeric, resets to zero, maintenance allowed.
		Valid values are:
		0 - No **1** - Yes
		For Extensity General Ledger.
		Messages: **INVALID SOURCE CODE, REPLACE 0** - Rejected.
53-66	Reserved	**Blank**

(continued)

Positions	Field Name	Description
67-72	General Ledger Cycle End Date	Required, numeric, reset not applicable, maintenance not allowed.
		Year will be expanded and stored with four digits.
		Messages:
		INV GL CURR CYCLE END DATE - Rejected. Must be valid date: CCYYMMDD. General Ledger current/previous cycle end date is incorrect in one of the these ways:
		▪ It is not numeric
		▪ The Month is less than 01 or greater than 12
		▪ The Day is less than 01 or greater than 31.
73-78	General Ledger Next Cycle Begin Date	Required, numeric, reset not applicable, maintenance not allowed.
		Year will be expanded and stored with four digits.
		Messages:
		INV GL NEXT CYCLE BEGIN DATE - Rejected. Must be valid date: CCYYMMDD. General Ledger current/previous cycle end date is incorrect in one of the these ways:
		▪ It is not numeric
		▪ The Month is less than 01 or greater than 12
		▪ The Day is less than 01 or greater than 31.
79	Transaction Separator	Constant **3**
80	Update Code	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Valid values are:
		R - Replace **Blank** - New transaction

CS-3 [120]- General Ledger Interface

Positions	Field Name	Description
1-78		See positions 1-78 above
79-118	Reserved	**Blank**
119	Transaction Code	Constant **3**
120	Update Code	Optional, alphanumeric, reset not applicable.
		Valid values are:
		R - Replace **Blank** - New transaction

CS-4, 5, 6 [80, 120] - User Reserved Organization Options

Function   User Organization Data

Note: To be defined by user for entering organization level data. This transaction establishes the 110 segment in the Employee Master File.

Associated Screens   None

Positions	Field Name	Description maintenance not allowed.
1-2	Transaction Code	Constant **CS**
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-16	Constant	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Zeros
17-78	Reserved	**Blank**
79	Transaction Separator	Constant **4**, **5**, or **6**
80	Update Code	Optional, alphanumeric, reset not applicable.
		Valid values are:
		R - Replace
		Blank - New organization

CS-4, 5, 6 [120] - User Reserved Organization Options

Positions	Field Name	Description
1-78		See positions 1-78 above
79-118	Reserved	**Blank**
119	Transaction Separator	Constant **4**, **5**, or **6**
120	Update Code	Optional, alphanumeric, reset not applicable.
		Valid values are:
		R - Replace
		Blank - New transaction

CS-9 [80, 120] - GL Interface Accrual Parameters

Function   General Ledger Interface Accrual Parameters

Associated Screens   36

Positions	Field Name	Description
1-2	Transaction Code	Constant **CS**
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-16	Constant	Required, numeric, reset not applicable, maintenance not allowed.
		Zeros
	Weekly Accrual Parameters	Messages: **INV WEEKLY ACCRUAL PARAMETERS** – Rejected.
17	Accrual Code	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Valid values are:
		Blank - None **1** - Actual percent **2** - Estimated percent **3** - 100 percent actual **4** - 100 percent actual + percent estimated
		Messages: **INV ACCR PARMS FOR ACCRUAL CODE 3** - CS-9 or GL has accrual code of 3, but you have entered something in the parameter code, days in cycle, days to accrue or percentage. If you chose an accrual code of 3, all other parameters must be Blank.
18	Accrual Type	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Valid values are:
		Blank - No percentage needed, for accrual codes Blank and 3 **1** - Days given, calculate percent **2** - Percentage given
19-22	Accrual Days in Cycle	Conditionally required, numeric, resets to zero, maintenance allowed. 99V99
23-26	Accrual Days to be Accrued	Conditionally required, numeric, resets to zero, maintenance allowed. 99V99

(continued)

Positions	Field Name	Description
27-30	Accrual Percentage	Conditionally required, numeric, resets to zero, maintenance allowed.
		V9999 (100 percent is designated by accrual code 3)
	Biweekly Accrual Parameters	Messages: **INV BI-WEEKLY ACCRUAL PARAMETERS** – Rejected.
31	Accrual Code	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Blank - None **1** - Actual percent **2** - Estimated percent **3** - 100 percent actual **4** - 100 percent actual + percent estimated
		Messages: **INV ACCR PARMS FOR ACCRUAL CODE 3** - CS-9 or GL has accrual code of 3, but you have entered something in the parameter code, days in cycle, days to accrue or percentage. If you chose an accrual code of 3, all other parameters must be Blank.
32	Accrual Type	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Blank - No percentage needed, for accrual codes Blank and 3 **1** - Days given, calculate percent **2** - Percentage given
33-36	Accrual Days in Cycle	Conditionally required, numeric, resets to zero, maintenance allowed.
		99V99
37-40	Accrual Days to be Accrued	Conditionally required, numeric, resets to zero, maintenance allowed.
		99V99
41-44	Accrual Percentage	Conditionally required, numeric, resets to zero, maintenance allowed.
		V9999 (100 percent is designated by accrual code 3)

(continued)

Positions	Field Name	Description
	Semimonthly Accrual Parameters	Messages: **INV SEMI-MONTH ACCRUAL PARAMS** – Rejected.
45	Accrual Code	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Valid values are:
		Blank - None **1** - Actual percent **2** - Estimated percent **3** - 100 percent actual **4** - 100 percent actual + percent estimated
		Messages: **INV ACCR PARMS FOR ACCRUAL CODE 3** - CS-9 or GL has accrual code of 3, but you have entered something in the parameter code, days in cycle, days to accrue or percentage. If you chose an accrual code of 3, all other parameters must be Blank.
46	Accrual Type	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Valid values are:
		Blank - No percentage needed, for accrual codes Blank and 3 **1** - Days given, calculate percent **2** - Percentage given
47-50	Accrual Days in Cycle	Conditionally required, numeric, resets to zero, maintenance allowed.
		99V99 **Blank** - No
51-54	Accrual Days to be Accrued	Conditionally required, numeric, resets to zero, maintenance allowed.
		99V99
55-58	Accrual Percentage	Conditionally required, numeric, resets to zero, maintenance allowed.
		V9999 (100 percent is designated by accrual code 3)

(continued)

Positions	Field Name	Description
	Monthly Accrual Parameters	Messages: **INV MONTHLY ACCRUAL PARAMETERS** – Rejected.
59	Accrual Code	Optional, alphanumeric, resets to Blank, maintenance allowed. Valid values are: **Blank** - None **1** - Actual percent **2** - Estimated percent **3** - 100 percent actual **4** - 100 percent actual + percent estimated Messages: **INV ACCR PARMS FOR ACCRUAL CODE 3** - CS-9 or GL has accrual code of 3, but you have entered something in the parameter code, days in cycle, days to accrue or percentage. If you chose an accrual code of 3, all other parameters must be Blank.
60	Accrual Type	Optional, alphanumeric, resets to Blank, maintenance allowed. Valid values are: **Blank** - No percentage needed, for accrual codes Blank and 3 **1** - Days given, calculate percent **2** - Percentage given
61-64	Accrual Days in Cycle	Conditionally required, numeric, resets to zero, maintenance allowed. 99V99
65-68	Accrual Days to be Accrued	Conditionally required, numeric, resets to zero, maintenance allowed. 99V99
69-72	Accrual Percentage	Conditionally required, numeric, resets to zero, maintenance allowed. V9999 (100 percent is designated by accrual code 3)

(continued)

Positions	Field Name	Description
73-78	Reserved	**Blank**
79	Transaction Separator	Constant **9**
80	Update Code	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Valid values are:
		Blank - new
		R - replace

CS-9 [120]- General Ledger Interface Accrual Parameters

Positions	Field Name	Description
1-78		See positions 1-78 above
79-118	Reserved	**Blank**
119	Transaction Separator	Constant **9**
120	Update Code	Optional, alphanumeric, reset not applicable.
		Valid values are:
		R - Replace
		Blank - New transaction

CTL [80] - HRMS Tables File Run Control

Function   HRMS Tables File Run Control

Associated Screens   None

Positions	Field Name	Description
1-3	Transaction Code	Constant **CTL**
4-9	Report Date	Optional, numeric, reset not applicable, maintenance not allowed.
		Enter report date (enter YYMMDD) here if current computer date is not desired.
		Year will be expanded and print as four digits.
10-19	Reserved	**Blank**
20	Level 1-level 2 Page Break Option	Optional, alphanumeric, reset not applicable, maintenance not allowed.
		Valid values are:
		Blank - Page break by level 1-level 2
		* - Do not page break by level 1-level 2
21	Print All Input	Optional, alphanumeric, reset not applicable, maintenance not allowed.
		Valid values are:
		Blank - Print errors only
		* - Print all loaded transactions
22	Print All Transactions	Optional, alphanumeric, reset not applicable, maintenance not allowed.
		Valid values are:
		Blank - Print errors only
		* - Print all transactions
23	Validate Option	Optional, alphanumeric, reset not applicable, maintenance not allowed.
		Valid values are:
		Blank - Validate and update
		* - Validate only
24-27	Load/Update Option	Optional, alphanumeric, reset not applicable, maintenance not allowed.
		Valid values are:
		Blank - Update the HRMS Tables File
		Load - Create the HRMS Tables File
		Refer to the *User Guide* for detailed explanation of the use of this option.
28-80	Reserved	**Blank**

CW1 [80] - Run Time Check/Deposit Number

Function   Control Transaction for Check Writer

Associated Screens   None

Positions	Field Name	Description
1-3	Transaction Code	Constant **CW1** Messages: **INVALID TRANSACTION CODE** - Rejected. **MAXIMUM TRANSACTIONS EXCEED** - Rejected. More than 100 CW1 transactions were entered.
4-7	Form Number	Required, alphanumeric, reset not applicable, maintenance not allowed. Messages: **INVALID FORM NUMBER** - Rejected. Must be established in HRMS Tables file. **CW1 FORM NUMBER MUST BE UNIQUE** - Rejected. Form number cannot appear more than once in a control set. **DUPLICATE CW1 W/ BLANK FORM NUMBER** - Rejected. Duplicate CW1 transaction. Form number entered must be unique. **FORM # NOT ON HRMS TABLES FILE** - Rejected. Must be established in the HRMS Table File.
	First Check/Deposit/Advice Number Range	
8-16	Beginning Check/Deposit Advice Sequence Number	Optional, numeric, reset not applicable, maintenance not allowed. Number of first check/deposit advice in first range on which alignment is printed. Required for checks, optional for deposits. Message: **INVALID 1st BEGIN RANGE** - Rejected. Must be greater than zero if for checks. Must be numeric if present.
17-25	Ending Check/Deposit Advice Sequence Number	Optional, numeric, reset not applicable, maintenance not allowed. Number of last check/deposit advice in first range sequence. Message: **INVALID 1st ENDING RANGE** - Rejected. Must be numeric.

(continued)

Positions	Field Name	Description
	Second Check/Deposit Advice Number Range	
26-34	Beginning Check/Deposit Advice Sequence Number	Optional, numeric, reset not applicable, maintenance not allowed.
		Number of first check/deposit advice in second range on which alignment is printed.
		Valid values are:
		Blank - Not used
		Messages:
		INVALID 2nd BEGIN RANGE - Rejected. Must be numeric.
35-43	Ending Check/Deposit Advice Sequence Number	Optional, numeric, reset not applicable, maintenance not allowed.
		Number of last check/deposit advice in second range sequence.
		Valid values are:
		Blank - Not used
		Messages:
		INVALID 2nd ENDING RANGE - Rejected. Must be numeric.
44-45	Print Queue	Required, numeric, reset not applicable, maintenance not allowed.
		Valid values are:
		Blank - Form will go to spool file
		01-10 - Print queue to which this form is assigned.
		Messages:
		INVALID FORM QUEUE - Rejected. Must be Blank or 1 through 10.
46-47	Format Option	Conditionally required, alphanumeric, reset not applicable, maintenance not allowed.
		Use when you wish to override the HRMS Tables File.
		Valid values are:
		1C - Check self mailer
		2C - Earnings statement left, check right
		3C - Earnings statement over, check under
		4C - Check over, earnings statement under
		6C - Detail earnings info only (unsummarized output file)
		7C - 81/2 x 11 Expanded Amount
		1D - Deposit advice self mailer
		2D - Earnings statement left, Deposit advice right
		3D - Earnings statement over, Deposit advice under
		4D - Deposit advice over, earnings statement under
		6D - Detail deposit advice information only (unsummarized output file)
		7D - 81/2 x 11 Expanded Amount

(continued)

Positions	Field Name	Description
		Messages: **INVALID CHK FORMAT OVERRIDE** - Rejected. **INVALID FORMAT OPTION** - Rejected. **INVALID DEP FORMAT OVERRIDE** - Rejected.
48-49	Number for Alignment	Conditionally required, numeric, reset not applicable, maintenance not allowed. Use when you wish to override the HRMS Table File. Valid values are: **01-99** - Number of checks/deposit advices to be used for printer alignment purposes Messages: **INVALID ALIGNMENT** - Rejected.
50-52	Reserved **Restart**	**Blank**
53	Restart Indicator	Optional, alphanumeric, reset not applicable, maintenance not allowed. Valid values are: **E** - Restart at specific employee **F** - Restart entire form number Messages: **INVALID RESTART CODE** - Rejected.
54-55	Level 1	Conditionally required, alphanumeric, reset not applicable, maintenance not allowed. Messages: **INVALID LEVEL 1** - Rejected.
56-57	Level 2	Conditionally required, alphanumeric, reset not applicable, maintenance not allowed. Messages: **INVALID LEVEL 2** - Rejected.
58-67	Employee Number	Conditionally required, alphanumeric, reset not applicable, maintenance not allowed. Messages: **INVALID EMPLOYEE NUMBER** - Rejected. Employee number cannot be Blank.

(continued)

Positions	Field Name	Description
68-76	Check/Deposit Advice Number	Conditionally required, numeric, reset not applicable, maintenance not allowed.
		Messages:
		INVALID CHECK/DEPOSIT - Rejected. Check/deposit number Blank. Must be numeric.
77	Check/Deposit Advice Number Assignment Indicator	Conditionally required, alphanumeric, reset not applicable, maintenance not allowed.
		Valid values are:
		1 - Assign new number **0** or **Blank** - Use old number (valid only when Restart Indicator is **F**)
		Messages: **INVALID NUM ASSIGN CODE** - Rejected. Must be Blank or numeric.
78-80	Reserved	**Blank**

CW2 [80] - Additional Check/Deposit Number

Function   Control Transaction for Check Writer

Associated Screens   None

Positions	Field Name	Description
1-3	Transaction Code	Constant **CW2** Messages: **INVALID TRANSACTION CODE** - Rejected. **MISSING OR INVALID CW1 TRANS** - Rejected. CW1transaction not present for this CW2. **MAXIMUM TRANSACTIONS EXCEEDED** -Rejected. Maximum of ten CW2 transactions allowed for each CW1.
4-7	Form Number	Conditionally required, alphanumeric, reset not applicable, maintenance not allowed. Messages: **INVALID FORM NUMBER** - Rejected. Must be alphanumeric.
8-16	Beginning Check/Deposit Advice Sequence Number	Required, numeric, reset not applicable, maintenance not allowed. Number of first check/deposit advice in third or subsequent range on which alignment is printed. Messages: **INVALID BEGINNING RANGE** - Rejected. Must be numeric. Must be less than end range number.
17-25	Ending Check/Deposit Advice Sequence Number	Required, numeric, reset not applicable, maintenance not allowed. Number of last check/deposit advice in this range. Messages: **INVALID ENDING RANGE** - Rejected. Must be numeric. Must be greater than beginning range number.
26-80	Reserved	**Blank**

C1 [80] - Organization Select

Function   Organization Select - 95 print

Associated Screens   None

Positions	Field Name	Description
1-2	Transaction Code	Constant **C1**
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Valid values are:
		*b - Print all records for all employees in the level 1 specified.
7-12	Run Date	Optional, numeric, reset not applicable.
		Enter **YYMMDD** - Run Date to be printed on report.
		Year will be expanded and stored with four digits.
13	No Adjustments Option	Optional, alphanumeric, reset not applicable.
		* - Do not print adjustments
		Blank - Print adjustments
14	No SALTA Option	Optional, alphanumeric, reset not applicable.
		* - Do not print SALTA information
		Blank - Print SALTA information
15	No Header or Trailer Option	Optional, alphanumeric, reset not applicable.
		* - Do not print organization header or trailer records
		Blank - Print header and trailer records
16	Employees Option	Optional, alphanumeric, reset not applicable.
		* - Do not print employee records
		Blank - Print employee records
17	Print Selected Employees Option	Optional, alphanumeric, reset not applicable.
		* - Print selected employees only
		Blank - Do not print selected employees
		Note: If position 17 is an *****, a **C2** transaction must be entered; otherwise, no **C2** transaction is accepted. An ***** entered as first position of level 2, level 3, level 4 or level 5 and rest of field Blank causes selection of records to be made by levels higher than level indicated and no check is made on levels equal to or lower than level indicated.

(continued)

Positions	Field Name	Description
18-21	Level 3	Required, alphanumeric, reset not applicable.
		Level 3 of organization selected for printing
		Valid values are:
		*bbb - Print all masters for all employees in the level 1 level 2 specified
22-25	Level 4	Required, alphanumeric, reset not applicable.
		Level 4 of organization selected for printing
		Valid values are:
		*bbb - Print all masters for all employees in the level 1, level 2, level 3 specified
26-29	Level 5	Required, alphanumeric, reset not applicable.
		Level 5 of organization selected for printing
		Valid values are:
		*bbb - Print all masters for all employees in the level 1, level 2, level 3, level 4 specified
		Levels 3, 4, 5 Blank if position 16 is Blank.
30-80	Reserved	**Blank**

C2 [80] - Employee Select Record

Function

Employee Select - 95 print

This transaction is used if position 17 on the C1 transaction is an * and positions 18-29 on the C1 transaction are Blank. Multiple transactions can be used in employee number sequence. Any Employee Number fields left Blank are ignored. Any employee numbers out of sequence could cause all of the subsequent employee numbers to be ignored.

Associated Screens

None

Positions	Field Name	Description
1-2	Transaction Code	Constant **C2**
3-6	Level 1, Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed. Associated **C1** transaction.
7-76	Selected Employee	Optional, alphanumeric, reset not applicable. 1 to 7 employee numbers (10 positions each) can be selected, must be entered in ascending sequence.
77-80	Reserved	**Blank**

3   Transactions D - E

Chapter Contents

Introduction

This chapter describes the transactions D through E for the system.

DA [80, 120] - Master Record Deletion

Function   Deletes an Employee from the Employee Master File

The DA is used to delete an employee from the Employee Master File. When an employee is to be deleted, the message **EMPLOYEE DELETED** appears on the Validation Report along with the employee number. The actual deletion occurs during execution of the Master File Update program.

Associated Screens   51

Positions	Field Name	Description
1-2	Transaction Code	Constant **DA**. Unconditionally deletes an employee from the Employee Master File.
		Messages:
		EMPL REMOVED FROM POSITION – A DA was entered to delete an employee from the Employee Master File. The employee was removed from his position in the Position Control Master File.
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-16	Employee Number	Required, alphanumeric, reset not applicable, maintenance not allowed.
17-80	Reserved	**Blank**

DA [120] - Master Record Deletion

Positions	Field Name	Description
1-80		See positions 1-80 above.
81-120	Reserved	**Blank**

DC [80] - Online Check Calc Purge Transaction

Function   Deletes Check Records from the Selected Employees File and Check Detail file.

Maintaining Online Check Calculation Files

The **DC** transaction (input for PPQCCM) identifies the records to purge from the Selected Employee File (PWQ500) and the Check Detail File (PWQ510).

The records are purged by level 1-level 2 and entry date. Specific level 1-level 2s can be entered to select the levels to purge or ******** can be entered in the level 1-level 2 fields to purge all level 1-level 2s. Also, a date is entered to purge records up to and including that date. Level 1-level 2 and entry date fields are required on the **DC** transaction. Any records not within the specified level 1-level 2 and date specified are deleted regardless of status on the Selected Employees file.

Associated Screens   None

Positions	Field Name	Description
1-2	Transaction Code	Constant **DC**
		Messages:
		INVALID TRANSACTION CODE – Rejected.
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Level 1 to be purged *****
		Messages:
		INVALID LEVEL 1-LEVEL 2 – REJECTED – Level 1-level 2 cannot be spaces.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Level 2 to be purged *****
		Messages:
		INVALID LEVEL 1-LEVEL 2 – REJECTED – Level 1-level 2 cannot be spaces.
		Note: Level 1-level 2 fields may contain **** to purge all level 1-level 2s.
7-14	Entry Date	Required, numeric, reset not applicable, maintenance not allowed.
		Purge records with an entry date less than or equal to this date.
		Enter **YYYYMMDD**.
		Messages:
		INVALID – DATE NOT NUMERIC – REJECTED
		INVALID MONTH – REJECTED – Valid values: 01-12
		INVALID DAY – REJECTED – Valid values: 01-31
15-80	Reserved	**Blank**

Additional Messages

Message	Explanation
SELECTIVE PURGE NOT VALID – REJECTED	Specific level 1-level 2s cannot be chosen after global purge has been chosen by entering '****' in level 1-level 2.
GLOBAL PURGE NOT VALID – REJECTED	Global purge cannot be chosen after specific level 1-level 2s have been chosen.
TRANSACTION LIMIT EXCEEDED – REJECTED	A maximum of 50 DC transactions may be entered.
PURGE AND INITIALIZE NOT VALID – REJECTED	Purging files by use of DC transactions cannot take place at the same time as initialization.
KEY SEQUENCE ERROR DETECTED	An error was detected while purging records. The error will be deleted.

DD [80, 120] - Employee SALTA Deletions (U.S. Organizations)

Function   Deletes Individual State, County, Pennsylvania Local, City Segments

Associated Screens   751 - 768

Positions	Field Name	Description
1-2	Transaction Code	Constant DD. Used to delete individual state-county-city segments.
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-16	Employee Number	Required, alphanumeric, reset not applicable.
17-37	Reserved	**Blank**
38-39	State to be Deleted	Optional, numeric, reset not applicable, maintenance not allowed.
		Refer to State Code table in Appendix A of this manual.
		Blank - No deletion
		Messages:
		INVALID STATE CODE - Rejected. State code entered in positions 38-39 must be 01-52.
		STATE NOT ON FILE - Rejected.
		CAN'T DELETE WORK OR HOME - Rejected.
40-57	Reserved	**Blank**
58-60	County Code to be Deleted	Optional, numeric, reset not applicable, maintenance not allowed.
		Right justified.
		Blank - No deletion
		Messages:
		INVALID COUNTY CODE - Rejected.
		COUNTY NOT ON FILE - Rejected.
61-70	Pennsylvania Local SALTA to be Deleted	Optional, numeric, reset not applicable, maintenance not allowed.
		Right justified.
		Worksite Location SCC (positions 61-64)
		Messages:
		INVALID PA WORKSITE LOCATION - Rejected.
		PA WORK LOCATION NOT ON FILE - Rejected.
		CANNOT DELETE CUR PA EIT LOCAL - Rejected. The local being deleted is the active EIT local on the PA state SALTA.
		Resident PSD Code (positions 65-70)
		Messages:
		INVALID PA RESIDENT PSD CODE - Rejected.
		PA RES PSD CODE NOT ON FILE - Rejected.
		PA RES PSD CODE NOT ENTERED - Rejected.

(continued)

Positions	Field Name	Description
71-76	Reserved	**Blank**
77-80	City Code to be Deleted	Optional, numeric, reset not applicable, maintenance not allowed.
		Right justified.
		Blank - No deletion
		Messages: **INVALID CITY CODE** - Rejected.
		CITY NOT ON FILE - Rejected.

DD [120] - Employee SALTA Deletions (U.S. Organizations)

Positions	Field Name	Description
1-80		See positions 1-80 above.
81-120	Reserved	**Blank**

DD [80, 120] - Tax Segment Deletions (Canadian Organizations)

Function   Deletes Individual Tax Segment Accumulators

Associated Screens 19, 28, 33-34, 139-148

Positions	Field Name	Description
1-2	Transaction Code	Constant **DD**. Used to delete individual T4/T4A Tax Segments.
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-16	Employee Number	Required, alphanumeric, reset not applicable.
17-37	Reserved	**Blank**
38	Tax Segment Type Code	Required, numeric, reset not applicable, maintenance not allowed.
		Valid values are:
		4 - T4 SEGMENT
		7 - T4A Segment
		Messages:
		INVALID T4/T4A TYPE CODE FOR DEL – Rejected. Can only delete Type Codes 4 or 7.
		CANNOT DEL ACTIVE T4/T4A SEG - Rejected. Trying to delete a T4/T4A segment that is still active.
39-43	SCC Code To Be Deleted	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Messages:
		INVALID T4/T4A SCC CODE - Rejected. SCC Code must be numeric.
		T4/T4A SCC NOT PRESENT – Rejected. T4 or T4A Tax segment with the transaction's SCC code not found for employee.
		INVALID EMPLR EI RATE CODE - Rejected. Valid values are 0-9.
		INVALID PROVINCE CODE - Rejected. Valid values are 80-93.
44-80	Reserved	**Blank**
		Note: Only Type Code 4 and 7 segments may be specifically deleted. Type Code 5 and 6 segments will be automatically deleted when a Type Code 4 segment for Quebec (province 88) is deleted AND no other active Type Code 4 segments exist for Quebec.
		Only Inactive Tax Segments can be deleted.

DD [120] - Tax Segment Deletions (Canadian Organizations)

Positions	Field Name	Description
1-80		See positions 1-80 above.
81-120	Reserved	**Blank**

DH [80] - Earnings History Date Record

Function   Earnings History Date Transaction. This must be the first transaction read.

Associated Screens   None

Positions	Field Name	Description
1-2	Transaction Code	Constant **DH**
3-8	Run Date	Optional, numeric, reset not applicable. Year will be expanded to four digits.
9-80	Reserved	**Blank**

DK [80, 120] - DOE Deletions

Function   Deletes Individual DOEs

Associated Screens   60-77

Positions	Field Name	Description
1-2	Transaction Code	Constant **DK**. Used to delete individual deductions/other earnings (DOEs).
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-16	Employee Number	Required, alphanumeric, reset not applicable, maintenance not allowed.
17-18	DOE Code 1	Optional, alphanumeric, reset not applicable, maintenance not allowed.
		Valid values are:
		Blank - No deletion or DOE code for the DOE to be deleted
		Messages: **INVALID DOE CODE** - Rejected. The DOE code is not a valid, alphanumeric DOE code. Blanks, zeros (00) and special characters are not allowed.
		DOE CODE DOES NOT EXIST - Rejected. The DOE is not in the employee record.
19-20	DOE Code 2	See positions 17-18
21-22	DOE Code 3	See positions 17-18
23-24	DOE Code 4	See positions 17-18
25-26	DOE Code 5	See positions 17-18
27-28	DOE Code 6	See positions 17-18
29-30	DOE Code 7	See positions 17-18
31-32	DOE Code 8	See positions 17-18
33-34	DOE Code 9	See positions 17-18
35-36	DOE Code 10	See positions 17-18
37-38	DOE Code 11	See positions 17-18
39-40	DOE Code 12	See positions 17-18
41-42	DOE Code 13	See positions 17-18
43-44	DOE Code 14	See positions 17-18
45-46	DOE Code 15	See positions 17-18
47-48	DOE Code 16	See positions 17-18
49-50	DOE Code 17	See positions 17-18
51-52	DOE Code 18	See positions 17-18

(continued)

Positions	Field Name	Description
53-54	DOE Code 19	See positions 17-18
55-56	DOE Code 20	See positions 17-18
57-58	DOE Code 21	See positions 17-18
59-60	DOE Code 22	See positions 17-18
61-62	DOE Code 23	See positions 17-18
63-64	DOE Code 24	See positions 17-18
65-66	DOE Code 25	See positions 17-18
67-68	DOE Code 26	See positions 17-18
69-70	DOE Code 27	See positions 17-18
71-72	DOE Code 28	See positions 17-18
73-74	DOE Code 29	See positions 17-18
75-76	DOE Code 30	See positions 17-18
77-80	Reserved	**Blank**

DK [120] - DOE Deletions

Positions	Field Name	Description
1-80		See positions 1-80 above.
81-120	Reserved	**Blank**

DL [80] - Deductions/Other Earnings by DOE Report

Function   Deductions/Other Earnings by DOE Control Transaction.

Note: You can use this transaction to establish DOE by DOE register options on the HRMS Tables File. It can also be used as input to PLR100 (Payroll Report Generate) to override the options established on the HRMS Table File (see Maintenance Code in position 80 for specific instructions).

If the DL is entered as an override, the AD and SL must also be entered as overrides if you want to generate Payroll reports or address labels.

Resets are valid when the transaction is used to update the HRMS Tables File. Resets are invalid when this transaction is used to override the HRMS Tables File.

Associated Screens   314

Positions	Field Name	Description
1-2	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
3-4	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Transaction Code	Constant **DL**
		Messages
		INVALID TRANSACTION CODE - Rejected.
		NUMBER OF DL TRANSACTIONS EXCEED MAX DOEs SPECIFIED - Rejected. Number of DL transactions for the organization is greater than the total number of DOEs specified for your system.
		DUPLICATE DL TRANSACTION - Rejected. Only one DL transaction is allowed per DOE code.
7	Reserved	**Blank**
8-9	DOE Code	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Messages:
		INVALID DOE CODE - Rejected. The DOE code is not a valid, alphanumeric DOE code. Blanks, zeros (00) and special characters are not allowed.

(continued)

Positions	Field Name	Description
10	Levels Used for Report Totals	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Valid values are:
		Blank - None **3** - Level 3 **4** - Level 3 and 4 **5** - Level 3, 4, and 5 **6** - Union code **7** - DOE sort code
		Messages: **INVALID LEVEL FOR REPORT TOTAL** - Valid codes: 3, 4, 5, 6, 7, or Blank.
11	Minor Sequence	Required, alphanumeric, see instructions for reset value, maintenance allowed.
		Valid values are:
		R or **1** - Employee number **2** - Social Security number **3** - Employee name
		Messages: **INVALID MINOR SEQUENCE CODE** - Valid codes: 1, 2, or 3.
	Print Options	For positions 12-19,
		Valid values are:
		* - Yes **Blank** - No
12	Current	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Messages: **INVALID PRINT CURRENT CODE** - Valid codes: * or Blank.
13	Month-to-Date	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Messages: **INVALID PRINT MTD CODE** - Valid codes: * or Blank.
14	Quarter-to-Date	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Messages: **INVALID PRINT QTD CODE** - Valid codes: * or Blank.
15	Year-to-Date	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Messages: **INVALID PRINT YTD CODE** - Valid codes: * or Blank.
16	Current Arrears	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Messages: **INVALID PRINT CUR ARREARS CODE** - Valid codes: * or Blank.

(continued)

Positions	Field Name	Description
17	Arrears Balance	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Messages: **INVALID PRINT ARREARS BAL CODE** - Valid codes: * or Blank.
18	Zeros	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Messages: **INVALID PRINT ZEROS CODE** - Valid codes: * or Blank.
19	Limit Balance	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Messages: **INVALID PRINT LIMIT BAL CODE** - Valid codes: * or Blank.
20-79	Reserved	**Blank**
80	Maintenance Code	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Valid values are:
		A - Add **C** - Change **D** - Delete **Blank** - Override

DM-1 [80] - Employee Number Conversion

Required. Defines the parameters of the conversion to be performed. Used for all L1-L2s to be converted, except for those included on a DM-2 transaction.

Function Employee Number Conversion Utility - required run-time transaction

Associated Screens None

Positions	Field Name	Description
1-2	Transaction Code	Constant **DM**
		Messages:
		INVALID TRANSACTION CODE - Rejected.
3	Transaction Separator	Constant **1**
		Messages:
		INVALID TRANSACTION SEPARATOR - Rejected.
4-13	Starting Employee Number	Optional, alphanumeric, reset not applicable.
		Enter right-justified.
		To be used for the initial employee number in the initial L1-L2 to be converted.
		Must be entered if Employee Master File (pos. 21) is selected to be converted and is **only** used when converting the Employee Master File.
		Messages:
		INVALID STARTING EMP NUMBER; MUST BE NUMERIC - Rejected.
		STARTING EMP NUM MUST BE > 0 TO CONVERT EMF - Rejected. Cannot be blank if Employee Master File is selected to be converted.
14-18	Employee Number Increment	Optional, alphanumeric, reset not applicable.
		Enter right-justified.
		Amount added to the last Employee Number to derive the next Employee Number.
		Must be entered if Employee Master File (pos. 21) is selected to be converted and is **only** used when converting the Employee Master File.
		Messages:
		INVALID EMP NUMBER INCREMENT; MUST BE NUMERIC - Rejected.
		EMP NUM INCREMENT MUST BE > 0 TO CONVERT EMF - Rejected. Cannot be blank if Employee Master File is selected to be converted.

(continued)

Positions	Field Name	Description
19	Employee Number Shift	Optional, alphanumeric, reset not applicable.
		Must be entered if Employee Master File (pos. 21) is selected to be converted and is **only** used when converting the Employee Master File.
		S = shift employee number and blank fill **Z** = shift employee number and zero fill
		Messages: **INVALID EMPLOYEE NUMBER SHIFT; MUST BE S OR Z** - Rejected.
20	Unmatched Employee Indicator	Optional, alphanumeric, reset not applicable.
		Must be entered if any non-Employee Master File (pos. 22-28) is selected to be converted.
		This option indicates how unmatched employees are to be handled when converting any master file other than the Employee Master File.
		An unmatched employee is one that does not have a matching L1, L2 and Employee Number on the Employee Number Conversion Cross-Reference file and the Non-Employee Master File.
		D = Drop the employee from all converted master files **S** = Skip converting unmatched employees; keep the same Employee Number for all unmatched employee on all converted master files
		Note: Options S above requires that all converted master files (except the Employee Master File) be resorted after executing the conversion to ensure record sequence integrity.
		Messages: **INVALID UNMATCHED EMP IND; MUST BE D OR S -** Rejected.
	Master File Conversion Indicators	Enter an asterisk for each file to be converted. At least one **must** be selected.
		Messages: **ERROR: NO CONVERSION INDICATORS ENTERED**
21	Employee Master File	Messages: **WARNING: INVALID EMF CONVERSION INDICATOR; MUST BE BLANK OR ASTERISK; IGNORED**
22	Lost Time, Health and Safety	Messages: **WARNING: INVALID LTHS MASTER CONVERSION IND; MUST BE BLANK OR ASTERISK; IGNORED**
23	Earnings History	Messages: **WARNING: EARN HSTRY MASTER CONVERT IND; MUST BE BLANK OR ASTERISK; IGNORED**
24	Life-To-Date History	Messages: **WARNING: LTD MASTER CONVERSION IND; MUST BE BLANK OR ASTERISK; IGNORED**

(continued)

Positions	Field Name	Description
25	Position Control	Messages: **WARNING: POSN CNTRL MASTER CONVERT IND; MUST BE BLANK OR ASTERISK; IGNORED** **WARNING: UNMATCHED EMPS CANNOT BE DROPPED FROM PWJ010, SKIPPED INSTEAD FOR THIS FILE** - Warning. Unmatched Employees cannot be dropped from the Position Control Master. If the Unmatched Employees Indicator above is set to **D**, this message appears. Instead, unmatched employees are skipped for this file only.
26	Check Reversal	Messages: **WARNING: CHK REVRSL MASTER CONVERT IND; MUST BE BLANK OR ASTERISK; IGNORED**
27	Labor Distribution	Messages: **WARNING: LABOR DIST MASTER CONVERT IND; MUST BE BLANK OR ASTERISK; IGNORED**
28	Check Reconciliation	Messages: **WARNING: CHK RECON MASTER CONVERT IND; MUST BE BLANK OR ASTERISK; IGNORED**
29-80	Reserved	**Blank**

DM-2 [80] - Employee Number Conversion

Optional. Used to designate a specific L1-L2 to be handled differently during conversion processing than the other L1-L2s.

Function

Employee Number Conversion Utility - optional run-time transaction to be used for exception Level 1-Level 2s.

Associated Screens

None

Positions	Field Name	Description
1-2	Transaction Code	Constant **DM** Messages: **INVALID TRANSACTION CODE -** Rejected.
3	Transaction Separator	Constant **2** Messages: **INVALID TRANSACTION SEPARATOR -** Rejected.
4-5	Exception Level 1	Required, alphanumeric, reset not applicable Messages: **INVALID EXCEPTION LEVEL 1 -** Rejected.
6-7	Exception Level 2	Required, alphanumeric, reset not applicable. Messages: **INVALID EXCEPTION LEVEL 2 -** Rejected.
8	Organization Skip	Optional, alphanumeric, reset not applicable. * = skip this organization. Do not convert any employee numbers in this entire organization. Any Level 1-Level 2 may be designated to be skipped. Messages: **WARNING: INVALID ORG SKIP INDICATOR; IGNORED**

(continued)

Positions	Field Name	Description
9-18	Starting Employee Number	Optional, alphanumeric, reset not applicable.
		Enter right-justified.
		To use for the initial employee number to convert in the exception L1-L2.
		Messages: **INVALID STARTING EMP NUMBER; MUST BE NUMERIC -** Rejected.
		INVALD: STRT EMP NUM = 0 & EMP NUM INCRMNT > 0 - Rejected. If Employee Number Increment below is entered, the Starting Employee Number must also be entered.
		WARNING: **: STRT EMP NUM & EMP NUM INCRMNT IGNORD** - If the Organization Skip field above is set to asterisk, the Starting Employee Number entered is ignored.
19-23	Employee Number Increment	Optional, alphanumeric, reset not applicable.
		Enter right-justified.
		Amount added to the last Employee Number to derive the next Employee Number.
		Messages: **INVALID EMP NUMBER INCREMENT; MUST BE NUMERIC** - Rejected.
		INVALD: EMP NUM INCRMNT = 0 & STRT EMP NUM > 0 - Rejected. If Starting Employee Number above is entered, the Employee Number Increment must also be entered.
		WARNING: : STRT EMP NUM & EMP NUM INCRMNT IGNORD - If the Organization Skip field above is set to asterisk, the Employee Number Increment entered is ignored.
24-80	Reserved	**Blank**

Additional Messages

Message	Description
ERROR: ONLY ONE DM-1 TRANSACTION ALLOWED	Rejected. Only one valid DM-1 transaction is allowed. All others are rejected.
ERROR: NO CONVERSION INDICATORS ENTERED	Rejected. A valid DM-1 transaction must include at least one master file selected to be converted.
WARNING: DM1 CONVERSION IND FOR EMF IS BLANK	Ignored. DM-2 transactions are only used when the Employee Master File (EMF) is converted, but the DM-1 Conversion Indicator for the EMF is not an asterisk, therefore, the DM-2 is ignored.
ERROR: MAXIMUM NUMBER OF DM-2 TXNS EXCEEDED	Rejected. A maximum of 100 valid DM-2 transactions is allowed.
ERROR: NO EXCEPTION DATA SPECIFIED	Rejected. The DM-2 entered does not indicate to skip the organization conversion, nor does it contain a Starting Employee Number and Employee Number Increment greater than zero.

DOE-001 [80] - Payroll Organization DOE Data

Function   HRMS Tables File Organization DOE Data

Associated Screens   330, 331

Positions	Field Name	Description
1-3	Transaction Code	Constant **DOE**
4-6	Multiple Record Code	Constant **001**
7-8	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
9-10	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
11-12	DOE Code	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Special characters and 00 not allowed.
		Messages: **INVALID DOE CODE** - Rejected. DOE code must be alphanumeric excluding spaces, special characters and zeros (00).
13-16	Priority	Conditionally required, numeric, resets to zero, maintenance allowed.
		Valid values are:
		0000 - Inactive. Four positions each field
		Code **0000** renders a deduction or other earning inactive for all employees within an organization (Level 2).
		Note: This field is required for Add transactions. For Change transactions, it is optional. For Delete transactions, it is not allowed.
		Messages: **INVALID DOE PRIORITY** - Rejected. Must be a number from 0000-1295.
17	Type Code	Conditionally required, alphanumeric, reset not applicable, maintenance allowed.
		The type code identifies how each deduction and other earnings should be used.
		Note: This field is required for Add transactions. For Change transactions, it is optional. For Delete transactions, it is not allowed.
		Messages: **INVALID DOE TYPE** - Rejected. **ACH DOE MUST BE TYPE G, H, OR J** - Rejected.

(continued)

Positions	Field Name	Description
17	Type Code (continued) **U.S. Organizations**	**Deductions** (U.S. organizations) Valid values are: **E** - Bond deductions **G** - Excludable deductions from earnings before taxes **H** - Employer paid deductions **J** - Normal deductions **L** - California Voluntary Disability **Note:** Deduction types **G, H,** and **J** can be used to process as ACH deductions. **Earnings** Valid values are: **P** - Tips (Supplemental taxes) **Q** - Tips (normal taxes) **S** - Sick pay **T** - Sick pay (normal taxes) **U** - Combination deductions/other earnings (Supplemental taxes) **V** - Combination deductions/other earnings (normal taxes) **W** - Normal earnings (Supplemental taxes) **X** - Normal earnings (normal taxes) **Y** - Vacation pay (Supplemental taxes) **Z** - Vacation pay (normal taxes) **Type Code E** identifies bond deductions which are printed on the Bonds Report. **Type Code G** identify deductions which are deducted from earnings before taxes are applied. **Type Code H** identifies employer-paid deductions. Employer-paid deductions accumulate month-to-date, quarter-to-date and year-to-date, but do not affect gross to net calculations. **Type Code J** identifies normal deductions. **Type Code L** identifies deductions for the Voluntary Disability Plan for the State of California only. **Note:** Refer to the *User Guide* for more information. ***Type Codes P and Q** identify tips which are added to total earnings for taxing purposes and then deducted back out.

(continued)

Positions	Field Name	Description
17	Type Code (continued) **U.S. Organizations**	**Type Codes S and T** identify sick pay. If you have both fully taxable and partially excludable sick pay in your organization, you may want to designate one type for each and set the DOE taxing options accordingly. The taxing options should be set according to each state and federal requirements.
		Note: It is not necessary to specify other than fully taxable at the employee level (NK/RK transaction).
		*Type Codes U and V identify DOEs which are both deductions and earnings. A Combo DOE is treated as an earning when earnings are being calculated (with taxes withheld as indicated by the codes) and then as a deduction when deductions are being taken.
		Other gross pay must be available from which the actual tax amounts will be taken, since the amount of the DOE as a deduction must be equal to the amount that was given as an earning before taxes.
		*All combo DOEs must be assigned the highest priority codes for processing first.
		Type Codes W and X identify normal other earnings.
		Type Codes Y and Z identify vacation pay.
		Type Code 1 identifies a special tip credit amount calculation performed so that the amount computed can be added to taxable wages.
		Type Code 2 identifies the Earned Income Credit (EIC) calculation performed by ALLTAX and maintained in this DOE. There can be only one type 2 DOE per level 2.
		See the *User Guide*, for more information.

(continued)

Positions	Field Name	Description
17	Type Code (continued) **Canadian Organizations**	**Deductions** Valid values are: **E** - Bond deductions **G** - Excludable deductions **H** - Employer paid deductions **J** - Normal deductions **K** - Registered Pension Plan deduction (RPP) Deduction types G, H, and J can be used to process ACH deductions. **Earnings** Valid values are: **P** - Tips **Q** - Tips **S** - Sick pay **T** - Sick pay **U** - Combination deductions/other earnings **V** - Combination deductions/other earnings **W** - Normal earnings **X** - Normal earnings **Y** - Vacation pay **Z** - Vacation pay **Type Code E** identifies bond deductions which are printed on the Bonds Report. **Type Code G** excludable deductions are used to reduce all wage fields subject to taxes or deductions. **Type Code H** identifies employer-paid deductions. Employer-paid deductions accumulate month-to-date, quarter-to-date and year-to-date, but don't affect earnings to net calculations. **Type Code J** identifies normal deductions. **Type Code K** identifies Registered Pension Plan deductions which are deleted before calculating taxes. Registered Pension Plans must also be identified on the TM transaction of the HRMS Tables File to be reported on the **T4** and **RELEVE1**. ***Type Codes P and Q** identify tips which are added to Total Earnings for taxing purposes and then deducted back out. **Type Codes S and T** identify sick pay.

(continued)

Positions	Field Name	Description
17	Type Code (continued) **Canadian Organizations**	*__Type Codes U and V__ identify DOEs which are both deductions and earnings. A combo DOE is treated as an earning when earnings are being calculated (with taxes withheld as indicated by the codes) and then as a deduction when deductions are being taken. Other gross pay must be available from which the actual tax amounts are taken, since the amount of the DOE taken as a deduction must be equal to the amount that was given as an earning before taxes.
		*All combo DOEs must be assigned the highest priority codes for processing first.
		Type Codes W and X identify normal other earnings.
		Type Codes Y and Z identify vacation pay.
18-31	Description	Optional, alphanumeric, resets to Blank, maintenance allowed.
32-45	French Description	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Canadian organizations - for Description of DOE to be printed in French on ROE Reports, Cheques, and Payroll Reports.
46	Vacation Indicator	Optional, alpha, resets to Blank, maintenance allowed.
		Valid values are:
		* - Does not apply to vacation pay from ZV time entry transaction **Blank** - DOE applies
		Any of the deductions and other earnings being used for an organization can be rendered inactive when paying vacation pay through ZV time entry transactions.
		Messages: **INVALID VACATION INDICATOR** - Rejected. Vacation indicator not equal to * or Blank.

(continued)

Positions	Field Name	Description
	Taxing Options	
47	Federal Tax	Optional, numeric, see instructions for reset value, maintenance allowed.

U.S. Organization for Earnings

Valid values are:

0 - Do not calculate tax; do not accumulate taxable wages
1 - Calculate tax; accumulate taxable wages
2 - Do not calculate tax; accumulate taxable wages
Blank or **R** - Default to 1
3-9 - Not used

U.S. Organization - for DOE type G (IRA)

Valid values are:

0 - Do not exclude from tax calculation; do not exclude from taxable wage accumulation
1 - Exclude from tax calculation; exclude from taxable wage accumulation
2 - Exclude from tax calculation; do not exclude from taxable wage accumulation
Blank or **R** - Default to 1
3-9 - Not used

Messages:
INVALID FEDERAL TAXING OPTION – Rejected

*Canadian Organizations - for Earnings

Valid values are:

0 - Do not calculate tax; do not accumulate taxable wages
1 - Calculate tax; accumulate taxable wages
2 - Do not calculate tax; accumulate taxable wages
3 - Calculate tax at 10%; accumulate taxable wages
4 - Calculate tax at 15%; accumulate taxable wages
5 - Calculate tax at 20%; accumulate taxable wages
6 - Calculate tax at 30%; accumulate taxable wages
7 - Calculate tax at 35%; accumulate taxable wages
8 - Calculate tax at 5%; accumulate taxable wages
9 - Calculate tax using lump sum payment method; accumulate taxable wages
Blank or **R** - Default to 1

Messages:
INVALID FEDERAL TAXING OPTION - Rejected.

(continued)

Positions	Field Name	Description
47	Federal Tax (continued)	***Canadian Organizations - for DOE type G** Valid values are: **0** - Do not exclude from taxable wages **1-9** - Exclude from taxable wages **Blank** or **R** - Default to 1
48	State Tax/Provincial Tax*	Optional, numeric, see instructions for reset value, maintenance allowed. **U.S. Organization - for Earnings** Valid values are: **0** - Do not calculate tax; do not accumulate taxable wages **1** - Calculate tax; accumulate taxable wages **2** - Do not calculate tax; accumulate taxable wages **Blank** or **R** - Default to 1 **3-9** - Not used **U.S. Organization - for DOE types G (IRA)** Valid values are: **0** - Do not exclude from tax calculation; do not exclude from taxable wage accumulation **1** - Exclude from tax calculation; exclude from taxable wage accumulation **2** - Exclude from tax calculation; do not exclude from taxable wage accumulation **Blank** or **R** - Default to 1 **3-9** - Not used Messages: **INVALID STATE/PROV TAXING OPT** - Rejected. ***Canadian Organizations - for Earnings** Valid values are: **0** - Do not calculate tax; do not accumulate taxable wages **1** - Calculate tax; accumulate taxable wages **2** - Do not calculate tax; accumulate taxable wages **3** - Calculate tax at 10%; accumulate taxable wages **4** - Calculate tax at 15%; accumulate taxable wages **5** - Calculate tax at 20%; accumulate taxable wages **6** - Calculate tax at 30%; accumulate taxable wages **7** - Calculate tax at 35%; accumulate taxable wages **8** - Calculate tax at 13%; accumulate taxable wages **9** - Calculate tax using lump sum payment method; accumulate taxable wages **Blank** or **R** - Default to 1

(continued)

Positions	Field Name	Description
48	State Tax/Provincial Tax* (continued)	***Canadian Organizations - for DOE type G**
		Valid values are:
		0 - Do not exclude from taxable wages **1-9** - Exclude from taxable wages **Blank** or **R** - Default to 1
		Messages: **INVALID PROV CODE** - Rejected.
49	County Tax	Optional, numeric, see instructions for reset value, maintenance allowed.
		U.S. Organization for Earnings
		Valid values are:
		0 - Do not calculate tax; do not accumulate taxable wages **1** - Calculate tax; accumulate taxable wages **2** - Do not calculate tax; accumulate taxable wages **Blank** or **R** - Default to 1 **3-9** - Not used
		U.S. Organization - for DOE type G (IRA)
		Valid values are:
		0 - Do not exclude from tax calculation; do not exclude from taxable wage accumulation **1** - Exclude from tax calculation; exclude from taxable wage accumulation **2** - Exclude from tax calculation; do not exclude from taxable wage accumulation **Blank** or **R** - Default to 1 **3-9** - Not used
		Canadian Organizations No entry required. Corresponding field on the Employee Master File will default to 1. This field is ignored during Canadian processing.
		Messages: **INVALID LOCAL TAXING OPTION** – Rejected.

(continued)

Positions	Field Name	Description
50	City Tax	Optional, numeric, see instructions for reset value, maintenance allowed.

U.S. Organization for Earnings

Valid values are:

0 - Do not calculate tax; do not accumulate taxable wages
1 - Calculate tax; accumulate taxable wages
2 - Do not calculate tax; accumulate taxable wages
Blank or **R** - Default to 1
3-9 - Not used

U.S. Organization - for DOE type G (IRA)

Valid values are:

0 - Do not exclude from tax calculation; do not exclude from taxable wage accumulation
1 - Exclude from tax calculation; exclude from taxable wage accumulation
2 - Exclude from tax calculation; do not exclude from taxable wage accumulation
Blank or **R** - Default to 1
3-9 - Not used

Canadian Organizations
No entry required. Corresponding field on the Employee Master File will default to 1. This field is ignored during Canadian processing.

Messages:
INVALID LOCAL TAXING OPTION – Rejected.

(continued)

Positions	Field Name	Description
51	Social Security/ Medicare/MQGE CPP/QPP*	Optional, numeric, see instructions for reset value, maintenance allowed.

U.S. Organization for Earnings

Valid values are:

0 - Do not calculate tax; do not accumulate employee or employer taxable wages
1 - Calculate tax; accumulate employee or employer taxable wages
2 - Calculate tax; accumulate employee taxable wages only
3 - Do not calculate tax; accumulate employer taxable wages only
Blank or **R** - Default to 1
4-9 - Not used

U.S. Organization - for DOE type G (IRA)

Valid values are:

0 - Do not exclude from employee tax calculation; do not exclude from employee or employer taxable wage accumulation
1 - Exclude from employee tax calculation; exclude from employee or employer taxable wage accumulation
2 - Exclude from employee tax calculation; exclude from employee taxable wage accumulation; do not exclude from employer taxable wage accumulation
3 - Exclude from employer taxable wage accumulation only
Blank or **R** - Default to 1
4-9 - Not used

*Canadian Organizations - for Earnings

Valid values are:

0 - Do not calculate tax; do not accumulate taxable wages
1 - Calculate tax; accumulate taxable wages
Blank or **R** - Default to 1
2-9 - Not used

*Canadian Organizations - for DOE type G

Valid values are:

0 - Do not exclude from taxable wages
1-9 - Exclude from taxable wages
Blank or **R** - Default to 1
2-9 - Not used

Messages:
INVALID CPP/QPP TAXING OPTION - Rejected.

INVALID FICA TAXING OPTION - Rejected.

(continued)

Positions	Field Name	Description
52	FUI/EI*	Optional, numeric, see instructions for reset value, maintenance allowed.

U.S. Organization for Earnings

Valid values are:

0 - Do not accumulate taxable wages
1 - Accumulate taxable wages
Blank or **R** - Default to 1
2-9 - Not used

U.S. Organization - for DOE type G (IRA)

Valid values are:

0 - Do not exclude from taxable wages
1 - Exclude from taxable wages
Blank or **R** - Default to 1
2-9 - Not used

Messages:
INVALID FUI/EI TAXING OPTION - Rejected.

*Canadian Organizations - for Earnings

Valid values are:

0 - Do not calculate tax; do not accumulate taxable wages
1 - Calculate tax; accumulate taxable wages
Blank or **R** - Default to 1
2-9 - Not used

*Canadian Organizations - for DOE type G

Valid values are:

0 - Do not exclude from taxable wages
1-9 - Exclude from taxable wages
Blank or **R** - Default to 1
2-9 - Not used

Messages:
INVALID EI TAXING OPTION - Rejected.

(continued)

Positions	Field Name	Description
53	SUI/SDI/QM*	Optional, numeric, see instructions for reset value, maintenance allowed.

U.S. Organization for Earnings

Valid values are:

0 - Do not calculate employee SUI and SDI tax; do not accumulate employer SUI wages

1 - Calculate employee SUI and SDI taxes; accumulate employer SUI taxable wages

2 - Accumulate employer SUI taxable wages; do not calculate employee SUI and SDI taxes

3 - Calculate employee SUI and SDI taxes; do not accumulate employer SUI taxable wages

4 - Calculate employee SUI tax; accumulate employer SUI taxable wages; do not calculate employee SDI tax

5 - Calculate employee SDI tax; accumulate employer SUI taxable wages; do not calculate employee SUI tax

6 - Calculate employee SUI tax; do not calculate employee SDI tax; do not accumulate employer SUI taxable wages

7 - Calculate employee SDI tax; do not calculate employee SUI tax; do not accumulate employer SUI taxable wages

Blank or **R** - Default to 1

8-9 - Not used

Messages:

INVALID SUI TAX OPT - Rejected. See Transaction Descriptions for valid taxing option codes.

U.S. Organization - for DOE type G (IRA)

Valid values are:

0 - Do not exclude from employer SUI taxable wages; do not exclude from employee SUI tax calculation; do not exclude from employee SDI tax calculation

1 - Exclude from employer SUI taxable wages; exclude from employee SUI tax calculation; exclude from employee SDI tax calculation

2 - Exclude from employer SUI taxable wages; do not exclude from employee SUI tax calculation; do not exclude from employee SDI tax calculation

3 - Do not exclude from employer SUI taxable wages; exclude from employee SUI tax calculation; exclude from employee SDI tax calculation

4 - Exclude from employer SUI taxable wages; exclude from employee SUI tax calculation; do not exclude from employee SDI tax calculation

5 - Exclude from employer SUI taxable wages; do not exclude from employee SUI tax calculation; exclude from employee SDI tax calculation

(continued)

Positions	Field Name	Description
		6 - Do not exclude from employer SUI taxable wages; exclude from employee SUI tax calculation; do not exclude from employee SDI tax calculation
		7 - Do not exclude from employer SUI taxable wages; do not exclude from employee SUI tax calculation; exclude from employee SDI tax calculation
		Blank or **R** - Default to 1
		8-9 - Not used
		Note: This field will also control the New Jersey Family Leave Insurance tax calculation along with the SDI tax calculation.
		*Canadian Organizations - for Earnings
		Valid values are:
		0 - Do not calculate tax; do not accumulate taxable wages
		1 - Calculate tax; accumulate taxable wages
		Blank or **R** - Default to 1
		2-9 - Not used
		*Canadian Organizations - for DOE type G
		Valid values are:
		0 - Do not exclude from taxable wages
		1-9 - Exclude from taxable wages
		Blank or **R** - Default to 1
		2-9 - Not used
		Messages: **INVALID QM TAX OPT** - Rejected.
54	ACH/Banking Services Indicator	Optional, alpha, resets to Blank, maintenance allowed.
		Valid values are:
		A - ACH Tape DOE
		B - Banking Services Report DOE
		Blank - Non-ACH/Banking Services DOE (pos. 54-56 must be Blank)
		Note: Non-Blank values only valid with type codes G, H, and J.
		Messages: **INVALID ACH/BANKING SERV IND** - Rejected.

(continued)

Positions	Field Name	Description
55	ACH/Banking Services Type	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Valid values are:
		1 - Checking **2** - Savings **3** - Child Support **4** - Miscellaneous Checking **5** - Miscellaneous Savings
		If ACH/Banking Services Indicator is A or B, the ACH/Banking Services Type must be 1 - 5.
		If Type Code is H, the ACH/Banking Services Type must be 3 - 5.
		If ACH/Banking Services Indicator is Blank, the ACH/Banking Services Type must be Blank.
		Messages: **INVALID ACH/BANKING SERV TYPE** - Rejected. **IF ACH INDICATOR IS BLANK, ACH TYPE MUST ALSO BE BLANK** - Rejected. **IF ACH INDICATOR IS NOT BLANK, ACH TYPE MUST NOT BE BLANK** - Rejected. **ACH/BNK TYPE 3-5 W/TYPE CD H** - Rejected. If Type Code is H, the ACH/Banking Services Type must be 3-5.
56-57	ACH Tape Designation Code	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Valid values are:
		00-29 - U.S. **70-79** - Canada
		If ACH/Banking Services Indicator is Blank or B, the ACH Tape Designation Code must be Blank.
		If ACH/Banking Services Indicator is A, the ACH Tape Designation Code must be Blank (default is 00) or one of the valid numbers above.
		Messages: **INVALID ACH TAPE DESIGNATION** - Rejected. **IF ACH INDICATOR DOES NOT = A, ACH TAPE DESIG MUST BE BLANK** - Rejected.

(continued)

Positions	Field Name	Description
58	Subtype	Optional, alphanumeric, maintenance allowed, resets to blank.
		For Earnings DOEs, including combo DOEs (U.S. Organizations)
		Valid values are:
		Blank or **A** - Supplemental (include in the Supplemental Wage accumulation for all federally taxable earnings DOEs) **B** - Regular (exclude from the Supplemental Wage accumulation)
		Messages: **INVALID SUBTYPE MUST BE BLANK, A OR B** - Rejected.
		For DOE Type K: (Canadian Organizations)
		Valid values are:
		Blank or **1** - Regular RPP deductions **2** - Nonperiodic RPP deductions **3** - Union dues **4** - Lump-sum wages reductions **5 − 9** - Reserved for future use
		This field must be Blank for all other DOE types.
		Messages: **INVALID SUBTYPE MUST BE BLANK 1, 2, 3, OR 4** - Rejected. **INVALID SUBTYPE MUST BE BLANK IF TYPE IS NOT K** - Rejected.
59-79	Reserved	**Blank**
80	Maintenance Code	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Valid values are:
		A - Add **C** - Change **D** - Delete

DOE-SPH [80] - Payroll Organization Special Hours Data

Function   Establish up to 90 Special Hours on the HRMS Tables File for each level 1-level 2.

Associated Screens   None

Positions	Field Name	Description
1-3	Transaction Code	Constant **DOE**
4-6	Multiple Record Code	Constant **SPH**
7-8	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed. Must enter a valid level 1.
9-10	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed. Must enter a valid level 2.
11-12	Special Hours Code	Required, numeric, reset not applicable, maintenance not allowed. Valid values are **01-90**. Messages: **INVALID SPECIAL HOURS CODE** - Rejected.
13-20	Special Hours Description	Optional, alphanumeric, resets to blank, maintenance allowed. Description of special hours accumulators.
21-22	DOE Code for Special Hours Ties	Optional, alphanumeric, resets to blank, maintenance allowed. DOE code tied to the above special hours accumulator. 2 positions, left-justified. **Note:** When this field is reset by entering **R** in position 21, the special hours code identified in position 11-12 is reset (that is, not tied to any DOE). Messages: **INVALID DOE CODE** - Rejected. The DOE code is not a valid, alphanumeric code.
23-79	Reserved	**Blank**
80	Maintenance Code	Required, alphanumeric, reset not applicable, maintenance not allowed. Valid values are: **A** - Add **C** - Change **D** - Delete

DOE-STP [80] - Payroll Organization Step DOE Data

Function   Establish up to 500 Step DOEs on the HRMS Tables File for each level 1-level 2.

Associated Screens

Positions	Field Name	Description
1-3	Transaction Code	Constant **DOE**
4-6	Multiple Record Code	Constant **STP**
7-8	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Must enter a valid level 1.
9-10	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Must enter a valid level 2.
11-12	DOE Code	Required, alphanumeric, reset not applicable, maintenance not allowed.
		The code of the DOE designated as a step DOE. 2 positions, left-justified.
		Messages:
		INVALID STEPPED DOE - Rejected.
		DOE DOES NOT EXIST - Rejected.
13	Reset Code	Optional, alphanumeric, reset not applicable, maintenance not allowed.
		The reset code is used to delete one of the steps.
		Valid values are:
		R - Reset
		Blank - Reset not active.
		Note: Requires entry of a Step Number in position 46.
		Messages:
		INVALID RESET CODE - Rejected.

Positions	Field Name	Description
14	Step Base Indicator	Optional, numeric, reset not applicable, maintenance allowed
		The indicator defined the bases for Step determination.
		Valid values are:
		1 - DOE accumulation year-to-date **2** - Earnings accumulation year-to-date **3** - DOE accumulation quarter-to-date **4** - Earnings accumulation quarter-to-date **5** - DOE accumulation month-to-date **6** - Earnings accumulation month-to-date **7** - Current pay period earnings **Blank** - Default to 1, DOE accumulation year-to-date
		Note: If you choose 2, 4, 6, or 7, Earnings can be defined in positions 16-45.
		Messages: **INVALID BASE INDICATOR** - Rejected.
15	Cross Over Indicator	Optional, numeric, reset not applicable, maintenance allowed
		The indicator is used when the basis for step determination is earnings and current earnings can cause more than one step to be activated.
		Valid values are:
		1 - The step is determined by the earnings accumulation prior to this cycle **2** - The step is determined by the earnings accumulation after the current cycle earnings are added **3** - Prorate calculation between activated steps. All spanned steps are active for the appropriate portion of the earnings involved. **Blank** - Default to 1, prior cycle earnings accumulation.
		Note: If you choose 7 as the step base indicator, you should not choose the cross over indicator of 1.If you choose the cross over indicator 1, the system uses the first of the five steps for calculating the DOE.
		Message: **INVALID CROSS OVER IND** - Rejected.

(continued)

Positions	Field Name	Description
16-45	Definition of Wages 1-10	Optional, numeric, reset not applicable, maintenance allowed
		The ten definitions of earnings fields together serve a function; therefore, they cannot be maintained separately. When you change the definition of earnings, you are replacing the values of all ten fields at once.
		Valid values are: **TOT** - Actual total earnings (only valid in first entry) **REG** - Regular earnings **O/T** - Overtime earnings **Xxb** - Specified other earning or deduction
		Messages: **INVALID DOE WAGE DEFIN** - Rejected. Either an invalid wage definition was entered or wage definitions were specified on a step other than the first step.
16-18	Definition of Wages 1	Optional, numeric, reset not applicable, maintenance allowed
		First definition to be used in conjunction with step base indicator as basis for step determination and/or percentage of total earnings calculation.
		Note: Definition of wages is valid only on this first step. If first entry is **TOT**, remaining entries are subtracted from total earnings; otherwise, all entries are added together.
19-21	Definition of Wages 2	See description for positions 16-45.
22-24	Definition of Wages 3	See description for positions 16-45.
25-27	Definition of Wages 4	See description for positions 16-45.
28-30	Definition of Wages 5	See description for positions 16-45.
31-33	Definition of Wages 6	See description for positions 16-45.
34-36	Definition of Wages 7	See description for positions 16-45.
37-39	Definition of Wages 8	See description for positions 16-45.
40-42	Definition of Wages 9	See description for positions 16-45.
43-45	Definition of Wages 10	See description for positions 16-45.
46	Step DOE Number	Optional, numeric, reset not applicable, maintenance allowed
		Indicates step (if any) for which entry is being made.
		Valid values are:
		1-5 - step number **Blank** - no step entry being made - 47-69 must be blank also.
		Messages: **INVALID STEP NUMBER** - Rejected **POSSIBLE MISSING STEP IN DOE** - Warning. The step numbers are not consecutive. You could have omitted an intended step.

(continued)

Positions	Field Name	Description
47	DOE Step Method Code	Optional, numeric, reset not applicable, maintenance allowed
		Dictates method of calculating deduction or other earning step.
		Valid values are: **0** - Percentage of annualized normal salary **1** - Fixed amount **2** - Percent of regular earnings **3** - Percent of overtime earnings **4** - Percent of total earnings* **5** - Percent of net pay at point of priority (deduction only)
		*definition of earnings fields can be used to define total earnings.
		6 - Amount per regular hour **7** - Amount per overtime hour **8** - Amount per total hour **9** - Percent of normal salary **Blank** - Defaults to 1, if step number is entered
		X - USER-EXIT - use to calculate DOEs based on user-specified calculations
		Messages: INVALID METHOD CODE - Rejected
48-58	DOE Step Amount/Percent/Per Hour	Optional, numeric, reset not applicable, maintenance allowed
		Used in conjunction with method code to determine current DOE amount. Can contain an amount, percentage, amount per hour or point to an entry in the table.
		Messages: **INVALID STEP AMT/PCT** - Rejected
59-69	DOE Step Maximum	Optional, numeric, reset not applicable, maintenance allowed
		The dollar amount defining the upper limit of the step. Right-justified.
		Messages: **POSSIBLE INVALID STEP MAXIMUM** - Warning. The step maximum fields do not get progressively larger as the step numbers get larger. This causes the step with the lower value to be ignored.
70-79	Reserved	**Blank**
80	Maintenance	Required, alphanumeric, reset not applicable, maintenance not allowed
		Valid values are: **A** - Add - to establish a new Step DOE record on the HRMS Tables File **C** - Change - to make any change to an established Step DOE number, including setting up an additional step **D** - Delete - to delete the Step DOE record from the HRMS Tables File. To delete one step, see position 13.

DOE-TAB [80] - Payroll Organization Tabled Amounts Data

Function　　　　　Define up to 999 tabled amounts on the HRMS Tables File for each level 1-level 2.

Associated Screens　　None

Positions	Field Name	Description
1-3	Transaction Code	Constant **DOE**
4-6	Multiple Record Code	Constant **TAB**
7-8	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed. Must enter a valid level 1.
9-10	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed. Must enter a valid level 2.
11-13	Tabled Amount Number	Required, numeric, reset not applicable, maintenance not allowed. Valid values are: **000-999** - number of the tabled amount. Vacation and sick accrual routines can only use numbers 001-009. Right-justified. **Canadian Organizations:** Vacation earnings routine uses only numbers 001-009. Messages: **INVALID TABLED NUMBER** - Rejected. All entries for that tabled DOE are not processed.
14-24	Tabled Amount	Optional, numeric, reset applicable, maintenance allowed Amount to be used for DOE amount/percent/per hour field, vacation and/or sick accrual. Right- justified. **Canadian Organizations:** Vacation earnings routine uses only a percentage; Vacation Percent Code from the NG/RG and CS-P transactions reference the Tabled Amount entries. Messages: **INVALID TABLED AMOUNT** - Rejected. All entries for that tabled DOE are not processed.
25-79	Reserved	**Blank**
80	Maintenance Code	Required, alphanumeric, reset not applicable, maintenance not allowed. Valid values are: **A** - Add **C** - Change **D** - Delete

DW [80, 120] - Delete/Change Dependent

Function   Delete/Change Dependent Data

Associated Screens   235, 237, 729

Positions	Field Name	Description
1-2	Transaction Code	Constant **DW**
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-16	Employee Number	Required, alphanumeric, reset not applicable, maintenance not allowed.
17-26	Old Social Security Number/ Social Insurance Number	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Enter the dependent's current SSN/SIN.
		Messages:
		ENTER A VALID OLD SSN/SIN - Rejected. A change/delete was entered with no old SSN/SIN or an old SSN/SIN outside the valid range.
27-36	New Social Security Number/ Social Insurance Number (Valid with Maintenance Code C only)	Conditionally required, alphanumeric, reset not applicable, maintenance not allowed.
		If a SSN/SIN is entered, the old number will be replaced with the new.
		SSN/SIN can be entered with a leading space or zero. The leading zero will be suppressed when searching for a matching SSN/SIN. When searching for a matching SSN/SIN, all ten positions will be used. If the SSN/SIN is entered left justified with a blank in the last position, the dependent SSN/SIN will be right justified and a zero will be moved to the first position.
		Messages:
		ENTER A VALID NEW SSN/SIN - Rejected.
		NEW SSN/SIN MUST BE BLANK - Rejected. A delete dependent transaction was entered that contains data in the new SSN/SIN field.
		ENTER A VALID DEP SSN/SIN - Rejected. A dependent SSN/SIN was not entered.
		DEPENDENT ALREADY IN FILE - Rejected. A change Dependent SSN/SIN was entered to change dependent SSN/SIN to a SSN/SIN that exists in the employee file.
		DEPENDENT NOT IN FILE - Rejected. A change or delete was entered for a dependent not in the employee file.
37-79	Reserved	**Blank**

(continued)

Positions	Field Name	Description
80	Maintenance Code	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Valid values are:
		C - Change **D** - Delete
		To Delete a dependent from the Employee Master File, enter the dependent's SSN/SIN in the space to the right of OLD SSN/SIN on Screen 729 and use a Maintenance Code D.
		Messages: **ENTER A VALID MAINT CODE** - Rejected. A Maintenance Code other than C or D was entered.

DW [120] - Delete/Change Dependent

Positions	Field Name	Description
1-79		See positions 1-79 above.
80-119	Reserved	**Blank**
120	Maintenance Code	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Valid values are: **C** - Change **D** - Delete
		To Delete a dependent from the Employee Master File, enter the dependent's SSN/SIN in the space to the right of OLD SSN/SIN on Screen 729 and use a Maintenance Code D.
		Messages: **ENTER A VALID MAINT CODE** - Rejected. A Maintenance Code other than C or D was entered.

E0 [80] - ROE Run Control (Canadian Organizations)

Function   ROE Run Control

Associated Screens   None

Positions	Field Name	Description
1-2	Transaction Code	Constant **E0**
3-8	Run Date	Required, numeric, resets to zero, maintenance not allowed. **Format YYMMDD** Messages: **C RUN CONTROL PARAMETER (E0) RECORD MISSING** - Critical error. The Run Control Parameter must be present for processing. **W 03-08 RUN DATE INVALID SHOULD BE YYMMDD ASSUME 0** - Warning message. Positions 3-8. The run date entered is not in valid format; all reports reflect zero run date.
9	ROE Form and Number of Forms for Alignment	Optional, alphanumeric, resets not applicable, maintenance not allowed. Use this field to select the ROE Form. Valid Values: **Blank** or **0** - Do not produce ROE Form **1-9** - Produce ROE Form, and use this many ROE Forms for alignment Default value is 1. Informational Messages: **I 09-09 ROE FORM WILL BE PRODUCED** **I 09-09 ROE FORM WILL NOT BE PRODUCED**
10	File for ROE Web Bulk Transfer	Optional, alphanumeric, resets not applicable, maintenance not allowed. Valid Values: **Blank** - Do not create Bulk Transfer File ***** - Create Bulk Transfer File Default value is **Blank**. Informational Messages: **I 10-10 ROE BULK TRANSFER FILE WILL BE PRODUCED** **I 10-10 ROE BULK TRANSFER FILE WILL NOT BE PRODUCED**
11	ROE Register	Optional, alphanumeric, resets not applicable, maintenance not allowed. Valid Values: **Blank** - Summary ROE Register - list ROEs generated; do not show detail ***** - Detailed ROE Register - show ROE detail for all ROEs generated Default value is **Blank**. Informational Messages: **I 11-11 ROE REGISTER WILL BE SUMMARY** **I 11-11 ROE REGISTER WILL BE DETAIL**

(continued)

Positions	Field Name	Description
12	ROE Process Method for ROE Web	Optional, alphanumeric, resets not applicable, maintenance not allowed.
		Valid Values:
		Blank - Draft ROE
		* - Submit ROE
		Default value is **Blank**.
		Informational Messages:
		I 12-12 ALL ROES WILL BE MARKED AS DRAFT
		I 12-12 ALL ROES WILL BE MARKED AS SUBMITTED
13-16	Reserved	**Blank**
17	Processing Function	Optional, alphanumeric, resets not applicable, maintenance not allowed.
		Valid Values:
		Blank - Edit and produce ROEs
		* - Edit only, do not produce ROEs
		Informational Messages:
		I 17-17 THIS RUN WILL BE AN EDIT ONLY - Only the edit function is being performed.
		I 17-17 THIS RUN WILL BE EDIT AND PROCESS - The edit and the process functions are performed if no critical errors are encountered.
18	Abbreviated ROE Indicator	Optional, alphanumeric, resets not applicable, maintenance not allowed.
		Valid Values:
		Blank - Complete ROEs will be produced
		* - Abbreviated ROEs will be produced
		Messages:
		W 18-18 ABBREVIATED ROE INDICATOR INVALID – ASSUME BLANK - Warning. Position 18. Valid values are asterisk or blank.
19	Lines Per Inch	Optional, alphanumeric, resets not applicable, maintenance not allowed.
		Valid Values:
		6 - 6 lines per inch
		8 or **Blank** - 8 lines per inch
20-80	Reserved	**Blank**

E1 [80] - ROE Date Control (Canadian Organization)

Function   ROE Date Control

Associated Screens   None

Positions	Field Name	Description
1-2	Transaction Code	Constant **E1**
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Messages:
		C 03-06 DATE PARAM (E1) FOR THIS LEVEL 1 LEVEL 2 MISSING - Critical error. Positions 3-6. A transaction for this level 1-level 2 is entered but not accompanied by a level 1-level 2 issue date parameter.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-12	Issue Date	Required, numeric, reset not applicable, maintenance not allowed.
		Issue date for all ROEs in this level 1-level 2.
		Messages:
		C 07-12 INVALID ISSUE DATE – MUST BE NUMERIC YYMMDD - Critical error. The issue date to be printed on all ROEs for this level 1-level 2 is invalid; correct and resubmit.
	Recall Data	Messages for Recall Group Codes and Dates 1 through 6:
		W RECALL GROUP CODE IS NOT NUMERIC ON (N) OCCUR - Warning message. Recall group code must be numeric. Defaults to blank.
		W RECALL DATE INVALID ON (N) OCCURANCE FORMAT YMD - Warning message. Recall date entered is not in valid format. If System cannot find a valid recall date on E2, or E3, the ROE indicates date unknown.
13	Recall Group 1	Resets to zero, numeric, reset not applicable, maintenance not allowed.
		Recall group 1 number. 1-9 used to group employees for recall. Corresponds to second position of Employee Status (position 42) on the NA/RA transaction.
14-19	Recall Date 1	Conditionally required, numeric, reset not applicable, maintenance not allowed.
		Date on which specified group is expected to be recalled.
20	Recall Group 2	Resets to zero, numeric, reset not applicable, maintenance not allowed.
21-26	Recall Date 2	Conditionally required, numeric, reset not applicable, maintenance not allowed.
27	Recall Group 3	Resets to zero, numeric, reset not applicable, maintenance not allowed.
28-33	Recall Date 3	Conditionally required, numeric, reset not applicable, maintenance not allowed.
34	Recall Group 4	Resets to zero, numeric, reset not applicable, maintenance not allowed.

(continued)

Positions	Field Name	Description
35-40	Recall Date 4	Conditionally required, numeric, reset not applicable, maintenance not allowed.
41	Recall Group 5	Resets to zero, numeric, reset not applicable, maintenance not allowed.
42-47	Recall Date 5	Conditionally required, numeric, reset not applicable, maintenance not allowed.
48	Recall Group 6	Resets to zero, numeric, reset not applicable, maintenance not allowed.
49-54	Recall Date 6	Conditionally required, numeric, reset not applicable, maintenance not allowed.
	Pay Period End Date	
55-60	Weekly	Required, numeric, reset not applicable, maintenance not allowed.
		Last date (enter YYMMDD) on which weekly employees were paid.
		Messages:
		C 55-60 WEEKLY PAY PERIOD END DATE INVALID – YYMMDD - Critical error. Positions 55-60. All pay period-end dates must be valid dates; correct and resubmit.
		C EI WAGE MAX NOT ON HRMS TBL FILE FOR WEEKLY PPE DATE - Critical error. Positions 55-60. EI wage maximum for weekly PPE date must be on HRMS Tables file Reference Information. Correct and resubmit.
61-66	Biweekly	Required, numeric, reset not applicable, maintenance not allowed.
		Last date (enter YYMMDD) on which biweekly employees were paid.
		Messages:
		C 61-66 BI WEEKLY PAY PERIOD END DATE INVALID – YYMMDD - Critical error. Positions 61-66. All pay period-end dates must be valid dates; correct and resubmit.
		C EI WAGE MAX NOT ON HRMS TBL FILE FOR BIWEEKLY PPE DATE - Critical error. Positions 61-66. EI wage maximum for biweekly PPE date must be on HRMS Tables File Reference Information. Correct and resubmit.
67-72	Semimonthly	Required, numeric, reset not applicable, maintenance not allowed.
		Last date (enter YYMMDD) on which semimonthly employees were paid.
		Messages:
		C 67-72 SEMI-MONTHLY PAY PERIOD END DATE INVALID YYMMDD - Critical error. Positions 67-72. All pay period-end dates must be valid dates; correct and resubmit.
		C EI WAGE MAX NOT ON HRMS TBL FILE FOR SMMNTH PPE DATE - Critical error. Position 67-72. EI wage maximum for semimonthly PPE date must be on HRMS Tables File Reference Information. Correct and resubmit.

(continued)

Positions	Field Name	Description
73-78	Monthly	Required, numeric, reset not applicable, maintenance not allowed.
		Last date (enter YYMMDD) on which monthly employees were paid.
		All pay period end dates must be entered. If a pay frequency is not applicable, use the date of a frequency that is applicable.
		Messages:
		C EI WAGE MAX NOT ON HRMS TBL FILE FOR MNTHLY PPE DATE - Critical error. Position 73-78. EI wage maximum for monthly PPE date must be on HRMS Tables File Reference Information. Correct and resubmit.
		C 73-78 MONTHLY PAY PERIOD END DATE INVALID – YYMMDD - Critical error. Positions 73-78. All pay period-end dates must be valid dates; correct and resubmit.
79	Language Option	Required, alpha, see instruction for reset value, maintenance not allowed. Specifies French or English form, Issuer's Communication Preference and employee selection based on language preference. (ND2/RD2 Transaction, Screen 37) See detail table immediately below this table.
80	Reserved	**Blank**

Language Option Detail Table

(From Position 79)

Value	Form	Issuer's Communication Preference	Employee Language Preference
E	English	English	All
F	French	French	All
1	English	English	English
2	French	French	French
3	English	French	English
4	French	English	French
5	English	French	All
6	French	English	All

E2 [80] - ROE Mass Request (Canadian Organizations)

Function   ROE Mass Request

Associated Screens   None

Positions	Field Name	Description
1-2	Transaction Code	Constant **E2**
		Messages:
		D 01-02 TOO MANY MASS REQUESTS FOR THIS LEVEL 1-2 MAX 20 - Record dropped. A maximum of 20 Mass Requests can be entered for level 1-level 2.
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-10	Level 3	Conditionally required, alphanumeric, reset not applicable, maintenance not allowed.
		Level 3 to be used in selection process.
		*bbb (b-blank) - all level 3s within this level 1-level 2 (leave positions 11-18 blank)
		Messages:
		D 07-18 LEVELS 3 4 5 BLANK – SELECTION CRITERIA INVALID - Record dropped. All blanks is invalid. Description for all employees in level 1-level 2 is *bbb in level 3.
11-14	Level 4	Conditionally required, alphanumeric, reset not applicable, maintenance not allowed.
		Level 4 to be used in selection process.
		*bbb (b-blank) - all level 4s within this level 1-level 2-level 3 (leave positions 15-18 blank)
15-18	Level 5	Conditionally required, alphanumeric, reset not applicable, maintenance not allowed.
		Level 5 to be used in selection process.
		*bbb (b-blank) - all level 5s within this level 1-level 2-level 3-level 4

(continued)

Positions	Field Name	Description
19-21	Reason for Issue	Required, alphanumeric, reset not applicable, maintenance not allowed.

A00 - Shortage of work / End of contract or season

A01- Employer bankruptcy or receivership

B00 - Strike or lockout

D00 - Illness or injury

E00 - Quit

E02 - Quit / Follow spouse

E03 - Quit / Return to school

E04 - Quit / Health reasons

E05 - Quit / Voluntary retirement

E06 - Quit / Take another job

E09 - Quit / Employer relocation

E10 - Quit / Care for a dependent

E11 - Quit / To become self-employed

F00 - Maternity

G00 - Mandatory retirement

G07 - Retirement / Approved workforce reduction

H00 - Work Sharing

J00 - Apprentice training

K12 - Other / Change of payroll frequency

K13 - Other / Change of ownership

K14 - Other / Requested by Employment Insurance

K16 - Other / At the employee's request

K17 - Other / Change of Service Provider

M00 - Dismissal

M08 - Dismissal / Terminated with probationary period

N00 - Leave of absence

P00 - Parental

Z00 - Compassionate Care/Family Caregiver

1-9 = K00 & K15 - User-defined explanations of issue reasons. The program searches the description records (type = TM, code = ROR1-9 for a match on code and places the applicable 3-character Separation Code in Block 16. The record text is placed in the comments area (Block 18) on ROE. If a description record is not found, the default code of E is used.

Messages:

W 19-21 ISSUE RSN INVLD; MUST BE VLD ALPHA OR 1-9; DFLT E - Warning message. Position 19-21. Issue reason code invalid; assumed value is E.

D 19-21 USE TM-ROT(N) FOR ROE BULK OTHER REASON - Record dropped. Other Reason Code K is not valid for Bulk Transfer. You must use 1-9 and a TM-ROT(N) transaction to explain the reason in the Comments box.

(continued)

Positions	Field Name	Description
22-27	EI Premiums Payable Up to Date	Required, numeric, reset not applicable, maintenance not allowed.
		Date up to which EI premiums are payable for specified group
		Messages:
		C 22-27 EI PREMIUM PAYABLE TO DATE INVLD – FORMAT YMD
		- Critical error. EI premium payable up to date entered is not in valid format; correct and resubmit.
28-33	Recall Date	Conditionally required, numeric, reset not applicable, maintenance not allowed.
		Date (if known) (enter YYMMDD) on which this group is expected to be recalled. When this date is not present, the default is the E1 recall group and date if available.
		Messages:
		W 28-33 RECALL DATE INVALID FORMAT YYMMDD – ASSM BLNK Warning message. Positions 28 to 33. Recall date entered is not in valid format; if System cannot find a valid recall date on E1, the ROE indicates date unknown.
		I 28-33 RECALL DATE BLANK – ASSUME E1 DATE - Informational message. Positions 28-33. No recall date is entered for this selection. If the System cannot find a recall date on the E1 transaction for this group, the ROE indicates date unknown.
34-80	Reserved	**Blank**

E3 [80] - ROE Manual Request (Canadian Organizations)

Function   ROE Manual Request

Associated Screens   None

Positions	Field Name	Description
1-2	Transaction Code	Constant **E3**
		Messages:
		D 01-02 INTERNAL E3 DROPPED IN FAVOR OF A MANUAL E3 - Record dropped. Positions 1-2. A manual employee request is taking precedence over an internally generated (auto) employee request.
		D 01-02 INTERNAL E3 DROPPED DURING HISTORY MAINTENANCE - Record dropped. Positions 1-2. Indicates that maintenance to this employee's historical/duplicate record is being attempted and that an internal employee request is invalid at this time.
		C 01-02 MANUAL E3 INVALID DURING HISTORY MAINT ADD - Critical error. Positions 1-2. It is an invalid situation to add an historical/duplicate record for an employee and also request an ROE for that employee.
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-16	Employee Number	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Messages:
		EMPLOYEE NUMBER NOT FOUND - Rejected.
		INVALID EMPLOYEE NUMBER - Rejected.
		EMPLOYEE NUMBER ALREADY USED - Rejected.

(continued)

Positions	Field Name	Description
17-19	Reason for Issue	Required, alphanumeric, reset not applicable, maintenance not allowed.

A00 - Shortage of work / End of contract or season

A01 - Employer bankruptcy or receivership

B00 - Strike or lockout

D00 - Illness or injury

E00 - Quit

E02 - Quit / Follow spouse

E03 - Quit / Return to school

E04 - Quit / Health reasons

E05 - Quit / Voluntary retirement

E06 - Quit / Take another job

E09 - Quit / Employer relocation

E10 - Quit / Care for a dependent

E11 - Quit / To become self-employed

F00 - Maternity

G00 - Mandatory retirement

G07 - Retirement / Approved workforce reduction

H00 - Work Sharing

J00 - Apprentice training

K12 - Other / Change of payroll frequency

K13 - Other / Change of ownership

K14 - Other / Requested by Employment Insurance

K16 - Other / At the employee's request

K17- Other / Change of Service Provider

M00 - Dismissal

M08 - Dismissal / Terminated with probationary period

N00 - Leave of absence

P00 - Parental

Z00 - Compassionate Care/Family Caregiver

1-9 = K00 & K15 - User-defined explanations of issue reasons. The program searches the description records (type = TM, code = ROR1-9) for a match on code and places the applicable 3-character Separation Code in Block16. The record text is placed in the comments area (Block 18) on ROE.

If the description record is not found, the default code of E00 is used.

Messages:

I 17-19 REASON FOR ISSUE CODE INDICATES AGE 65 - Informational message. Reason for Issue equals G00, which is used within the ROE System to indicate the employee is age 65.

W 17-19 ISSUE REASON NOT VALID SEPARATION CD; DFLT E00 - Warning message. Issue Reason Code invalid, default is E00.

(continued)

Positions	Field Name	Description
20-25	Last Day Worked	Required, numeric, reset not applicable, maintenance not allowed.
		Last day worked. (Enter YYMMDD)
		Messages: **D 20-25 LAST DAY WORKED INVALID – FORMAT YYMMDD** - Record dropped. Last day worked must be in valid date format.
26-31	Recall Date	Conditionally required, numeric, reset for Blank, maintenance not allowed.
		Date employee is expected to return, if applicable. If employee is not returning, see Returning, Code (position 45).
		If the recall date (enter YYMMDD) is invalid or Blank and the employee is not designated as not returning, the default is to find the recall group on the E1 which corresponds to the File and use the corresponding date.
		Messages: **W 26-31 RECALL DATE INVALID – FORMAT YYMMDD ASSUME E1** - Warning message. Recall date entered is not in valid format. If System cannot find valid recall date on E1, the ROE indicates date as unknown.
32-40	Amended/Replaced Serial Number	Conditionally required, alphanumeric, reset for Blank, maintenance not allowed.
		If the intent of issuing this ROE is to replace or amend a previously issued ROE, enter the serial number for the ROE being replaced. First character must be **W** followed by 8 numbers.
41-46	EI Premiums Payable Up-to-Date	Conditionally required, numeric, see instructions for reset value, maintenance not allowed.
		Blank - Defaults to last day worked (enter YYMMDD) . It is very important that this date points to the last pay period/week on the Employee Master file for which EI premiums were payable. If it is known that the Employee Master file does not currently reflect all EI premiums payable or the end of the employee's employment is between pay periods, an E4 transaction with the additional EI wage and number of weeks must be entered. (See E4)
		Messages: **I 41-46 PREMIUMS PAYABLE DATE BLNK – ASSUME LAST DAY** - Informational message. EI Premiums Payable-Up-To Date is blank. Default is the last day worked.
		W 41-46 PRMIUMS PAYABLE DATE INVLD – ASSUME LAST DAY - Warning message. EI Premiums Payable-Up-To Date entered is not in valid format. System assumes same date as last day worked.
47	Returning Code	Conditionally required, numeric, reset to Blank, maintenance not allowed.
		T - The employee is not returning **Blank** - The employee may be returning
		Messages: **W 47-47 NOT RETURNING CODE OVERRIDES RECALL DATE (26-31)** - Warning message. The returning code T is entered indicating that the employee is not going to be recalled even though a recall date is entered. The employee is considered as not returning and the recall date is ignored.

(continued)

Positions	Field Name	Description
48-53	Last Pay Period End Date	Required, numeric, see instruction for reset value, maintenance not allowed.
		Blank or **Invalid Date** - Defaults to pay period end date on E1 that corresponds to pay frequency (Enter YYMMDD)
		Messages:
		W 48-53 LAST PAY PERIOD END DATE INVLD – ASSUME E1 DATE – Warning message. Last pay period end date is not in valid format. Default is the pay period-end date in E1 which corresponds to employee's pay frequency.
		I 48-53 LAST PAY PERIOD END DATE BLANK – ASSUME E1 DATE - Informational message. Last pay period-end date is blank. Default is the pay period-end date from the E1 which corresponds to employee's pay frequency.
	Special Payment Information (positions 54 - 70)	
54-59	Special Pay Payment Start Date	Conditionally required, alpha, reset to Blank, maintenance not allowed.
		Date (enter YYMMDD) on which sick/maternity or wage loss indemnity payments start.
		Messages:
		W 54-59 SPECIAL PAY SICK START DATE INVALID – ASSUME BLANKS – Warning message. Paid sick start date invalid. The corresponding field on the ROE is left blank, allowing manual completion.
60-62	Special Pay Number of Weeks/Days	Conditionally required, alpha, reset to Blank, maintenance not allowed.
		Number of weeks or days sick/maternity or wage loss indemnity benefits are payable.
		Messages:
		SPECL PAY NO. WW/DD NOT NUMERIC – ASSUME BLANK – Warning message. Number of weeks/days of paid sick entered is not numeric. The corresponding field on the ROE is left blank, allowing manual completion.
63	Special Pay Weeks or Days Indicator	Conditionally required, alpha, reset to Blank, maintenance not allowed.
		Identifies whether the numbers entered in positions 60-62 indicate weeks (default) or days.
		Blank - Weeks ***** - Days
		Messages:
		W 63-63 SPECIAL PAY WEEK/DAY IND INVLD ASSUME WEEK - Warning message. Paid sick weeks/days indicator must be a space or asterisk (*).

(continued)

Positions	Field Name	Description
64-69	Special Pay Payment Amount	Conditionally required, alpha, reset to Blank, maintenance not allowed.
		Payment amount per week of salary for wage loss indemnity benefits. 2 decimals assumed.
		Messages: **W 64-69 SPECIAL PAY AMOUNT NOT NUMERIC – ASSUME BLANK** - Warning message. Paid sick payment amount not numeric. Corresponding field on the ROE is left blank, allowing manual completion.
70	Special Pay Type Indicator	Conditionally required, alphanumeric, reset not applicable, maintenance not allowed.
		Identifies the type of special pay. **M** - Paid Sick Leave and Paid Maternity/Parental/Compassionate care/Family caregiver leave **S** - Insurable sick leave paid by the employer **W** - Insurable wage loss plan insurance payments **X** - Non-insurable wage loss plan insurance payments
		Messages **W 70-70 SPECL PAY TYPE INDICATOR INVALID - DEFAULT TO S**
71	Employee Language Preference Override	Optional, alphanumeric, reset not applicable, maintenance not allowed.
		Language used to communicate between this employee and the CEIC. Used to override the language preference from the E1 transaction (default). **E** - English **F** - French **Blank** - E1 transaction
		Messages: **W 71-71 INDIVIDUAL LANGUAGE PREFERENCE INVLD ASME BLANK** - Warning message. The Individual Language Preference field must be E, F, or blank.
72-80	Reserved	**Blank**

E4 [80] - ROE Employee Request (Canadian Organizations)

Function	ROE Employee Request - Additional Data
Associated Screens	None

Positions	Field Name	Description
1-2	Transaction Code	Constant **E4**
3-4	Level 1	Required, alphanumeric, reset not applicable
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-16	Employee Number	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Messages:
		EMPLOYEE NUMBER NOT FOUND - Rejected.
		INVALID EMPLOYEE NUMBER - Rejected.
		EMPLOYEE NUMBER ALREADY USED - Rejected.
17-22	Holiday 1 Amount	Conditionally required, numeric, reset to Blank, maintenance not allowed.
		Required only if it is known that this data is not in the Employee Master File.
23	Holiday 1 Estimate Flag	Conditionally required, alphanumeric, reset to Blank, maintenance not allowed.
		* - Holiday amount is being estimated
24-29	Holiday 1 Date	Conditionally required, alphanumeric, reset to Blank, maintenance not allowed. Enter YYMMDD.
		Blank - Amount should be allocated to any pay period
30	Holiday 1 Allocation Indicator	Conditionally required, alphanumeric, reset not applicable, maintenance not allowed.
		* - Amount should be allocated to the employee's final pay period
		Blank - amount not allocated to any pay period
		Messages:
		W HOLIDAY ALLOC INDIC INVALID ON (n) OCCUR – ASSUME BLANK - Warning message. Valid values are asterisk or blank.
31-36	Holiday 2 Amount	Conditionally required, numeric, reset to Blank, maintenance not allowed.
		Messages:
		W HOLIDAY AMT NOT NUMERIC ON (N) OCCUR – ASSUME BLANK - Warning message. Holiday amount entered is not numeric. ROE has blanks in the corresponding field allowing manual completion.
37	Holiday 2 Estimate Flag	Conditionally required, alphanumeric, reset to Blank, maintenance not allowed.
		Refer to positions 17-22

(continued)

Positions	Field Name	Description
38-43	Holiday 2 Date	Conditionally required, alphanumeric, reset to Blank, maintenance not allowed. Refer to positions 24-29 Messages: **W HOLIDAY DATE NOT VALID ON (N) OCCUR – ASSUME BLANK** - Warning message. Holiday date not valid.
44	Holiday 2 Allocation Indicator	Conditionally required, alphanumeric, reset not applicable, maintenance not allowed. Refer to position 30.
45-50	Holiday 3 Amount	Conditionally required, numeric, reset to Blank, maintenance not allowed. Refer to positions 17-23
51	Holiday 3 Estimate Flag	Conditionally required, alphanumeric, reset not applicable, maintenance not allowed. Refer to positions 23
52-57	Holiday 3 Date	Conditionally required, alphanumeric, reset to Blank, maintenance not allowed. Refer to positions 24-29
58	Holiday 3 Allocation Indicator	Conditionally required, numeric, reset to Blank, maintenance not allowed. Refer to position 30.
59-64	Additional Insurable Payment	Conditionally required, numeric, reset to Blank, maintenance not allowed. Other insurable payments which are not in the current Employee Master File. These payments could be used to top off the employee's final pay. (See the instructions from CEIC on How To Complete The Record of Employment.) Messages: **W 59-64 ADD INSUR PAYMENTS NOT NUMERIC – ASSUME BLANK** - Warning message. Additional Insurable Payments not numeric. Defaults to blanks.
65-70	Additional EI Wages Not In Master file	Conditionally required, numeric, reset to Blank, maintenance not allowed. If it is known that the EI premiums payable to date on E3 is the pointing to a pay period/week in the Employee Master file that reflects on EI wages, those additional regular EI wages must be entered. If a EI wage allocation already exists in the Employee Master file for the week indicated by the EI Premiums Payable-Up-To date, Additional EI wages not in Master file is not used. Messages: **D 65-70 EI WAGES NOT IN MASTER IS NOT NUMERIC** - Record dropped. EI Wages Not In Master must be numeric.

(continued)

Positions	Field Name	Description
71-75	Additional EI Number of Hours	Conditionally required, numeric, reset to Blank, maintenance not allowed.
		Number of hours the additional IE wage is to be counted. Two decimals.
		Messages:
		D 71-74 ADD EI NUM OF HOURS BLANK - Record dropped. Blank is not valid if EI Wages Not In Master amount is entered.
76-80	Reserved	**Blank**

E5 [80] - ROE Employee Request (Canadian Organizations)

Function   ROE Employee Request - Additional Data

Associated Screens   None

Positions	Field Name	Description
1-2	Transaction Code	Constant **E5**
		Messages: **D 01-02 AUXI EMPLOYEE REQUEST NOT ACCOMPANIED BY E3 -** Record dropped. Positions 1-2. An E5 transaction must be accompanied by an E3 transaction.
3-4	Level 1	Required, alphanumeric, Reset not applicable, maintenance not allowed.
5-6	Level 2	Required, alphanumeric, Reset not applicable, maintenance not allowed.
7-16	Employee Number	Required, alphanumeric, Reset not applicable, maintenance not allowed.
		Messages: **EMPLOYEE NUMBER NOT FOUND** - Rejected.
		INVALID EMPLOYEE NUMBER - Rejected.
		EMPLOYEE NUMBER ALREADY USED - Rejected.
17-23	Other Earnings 1 Amount	Conditionally required, numeric, reset to Blank, maintenance not allowed.
		Other reportable earning data required only if known not to exist in Employee Master File.
24-25	Other Earnings 1 DOE Code	Conditionally required, alphanumeric, reset to Blank, maintenance not allowed.
		Used to find a description for other earnings from the description on the record (TM-ROT 1-5).
		Messages: **W OTHER EARN DOE NOT VALID ON (N) OCCUR ASSUME BLANK** - Warning message. Other earnings DOE code is not valid. The corresponding field on the ROE is left blank allowing manual completion.
26	Other Earnings 1 Allocation Indicator	Conditionally required, alphanumeric, reset not applicable , maintenance not allowed.
		*- Amount should be allocated to the employee's final pay period. **Blank** - Amount not allocated to any pay period.
		Messages: **W OTHER ERN ALLOC IND INVALID ON (n) OCCUR – ASSUME BLANK -** Warning message. Valid values are asterisk or blank.

(continued)

Positions	Field Name	Description
27-41	Other Earnings 1 Description Override	Optional, alphanumeric, reset not applicable, maintenance not allowed.
		For ROE Form: Optional description for other earnings. Will override the DOE code description.
		For ROE Bulk: Place one of the following Other Monies codes in the first 3 positions of this field:
		B05 - Bonus (Holiday)
		B06 - Bonus (Production/Incentive)
		B07 - Bonus (Event)
		B08 - Bonus (Staying/Contract complete/End of season)
		B09 - Bonus (Separation of retirement)
		B10 - Bonus (Closure)
		B11 - Bonus (Other)
		E00 - Severance pay
		G00 - Gratuities
		H00 - Honorariums
		I00 - Sick leave credits
		J00 - Retroactive pay adjustment
		O00 - Other
		Q00 - Profit sharing
		R00 - Retiring allowance/Retiring leave credits
		S00 - Settlement pay
		T00 - Payout of banked overtime
		U12 - SUB Maternity/Parental/Compassionate Care/Family caregiver benefits
		U13 - SUB Layoff
		U14 - SUB Illness
		U15 - SUB Training
		Y00 - Pay in lieu of notice
		Messages:
		** NO ROE ** INVALID E5 OTHER MONIES CODE
		** NO ROE ** OTHER EARNINGS CODE REQUIRES OE AMOUNT
42-48	Other Earnings 2 Amount	Conditionally required, numeric, reset to Blank, maintenance not allowed.
		Refer to positions 17-23.
		Messages:
		W OTHER EARN AMT NOT NUMERIC ON (N) OCCUR ASSUME BLANK - Warning message. Other earnings is not numeric. The corresponding field on the ROE is left blank allowing manual completion.
49-50	Other Earnings 2 DOE Code	Conditionally required, alphanumeric, reset to Blank, maintenance not allowed.
		Refer to positions 24-25.

(continued)

Positions	Field Name	Description
51	Other Earrings 2 Allocation Indicator	Optional, alphanumeric, reset not applicable, maintenance not allowed. Refer to position 26.
52-66	Other Earrings 2 Description Override/Other Monies 2 Code	Optional, alphanumeric, reset not applicable, maintenance not allowed. Refer to positions 27-41.
67-73	Other Earnings 3 Amount	Conditionally required, numeric, reset to Blank, maintenance not allowed. Refer to positions 17-23.
74-75	Other Earnings 3 DOE Code	Conditionally required, alphanumeric, reset to Blank, maintenance not allowed. Refer to positions 24-25.
76	Other Earnings 3 Allocation Indicator	Optional, alphanumeric, reset not applicable, maintenance not allowed. Refer to position 26.
77-79	Other Monies 3 Code	For ROE Bulk only. Refer to Positions 27-29.
80	Reserved	**Blank**

E6 [80] - ROE Employee Request (Canadian Organizations)

Function   ROE Employee Request - Vacation Data

Associated Screens   None

Positions	Field Name	Description
1-2	Transaction Code	Constant **E6**
		Messages: **D 01-02 AUXI EMPLOYEE REQUEST NOT ACCOMPANIED BY E3 -** Record dropped. Positions 1-2. An E6 transaction must be accompanied by an E3 transaction.
3-4	Level 1	Required, alphanumeric, Reset not applicable, maintenance not allowed.
5-6	Level 2	Required, alphanumeric, Reset not applicable, maintenance not allowed.
7-16	Employee Number	Required, alphanumeric, Reset not applicable, maintenance not allowed.
		Messages: **EMPLOYEE NUMBER NOT FOUND** - Rejected. **INVALID EMPLOYEE NUMBER** - Rejected. **EMPLOYEE NUMBER ALREADY USED** - Rejected.
17	Vacation Pay Code	Conditionally required, alphanumeric, reset to Blank, maintenance not allowed. **1** - Included with each pay **2** - Paid because no longer working **3** - Paid for a vacation leave period **4** - Anniversary (Paid on a specific date each year) Messages: **W 17-17 VACATION PAY CODE INVALID – ASSUME BLANK**
18-25	Vacation Pay Start Date	Conditionally required, alphanumeric, reset to Blank, maintenance not allowed. Enter YYYYMMDD Messages: **W 18-25 VACATION PAY START DATE INVALID – ASSUME BLANK**
26-33	Vacation Pay End Date	Conditionally required, alphanumeric, reset to Blank, maintenance not allowed. Enter YYYYMMDD Messages: **W 26-33 VACATION PAY END DATE INVALID – ASSUME BLANK**
34-41	Vacation Pay Amount	Conditionally required, numeric, resets to Blank, maintenance not allowed. Required only if it is known that this data is not on Employee Master File. Messages: **W 34-41 VACATION AMOUNT NOT NUMERIC – ASSUME BLANK** - Warning message. Vacation payment amount is not numeric. The corresponding field on the ROE is left blank, allowing manual completion.

(continued)

Positions	Field Name	Description
42	Vacation Allocation Indicator	Conditionally required, alphanumeric, reset to Blank, maintenance not allowed.
		* -Amount should be allocated to the employee's final pay period
		Blank - Amount not allocated to any pay period
		Messages: **W 42-42 VACATION ALLOC INDICATOR INVALID – ASSUME BLANK**
		Warning message. Valid values are asterisk or blank.
43-80	Reserved	**Blank**

E8 [80] - ROE Exclusions to Mass Request (Canadian Org.)

Function   ROE Exclusions to Mass Request

Associated Screens   None

Positions	Field Name	Description
1-2	Transaction Code	Constant **E8**
3-4	Level 1	Required, alphanumeric, reset not applicable.
5-6	Level 2	Required, alphanumeric, reset not applicable.
7-16	First Employee Number	Required, alphanumeric, reset not applicable.
		Employee that is not to be included when mass request for this level 1-level 2 is being processed.
		Sequencing of employee number is done internally.
17-26	Second Employee Number	Conditionally required, alphanumeric, reset not applicable.
		Repeat positions 7-16.
27-36	Third Employee Number	Conditionally required, alphanumeric, reset not applicable.
		Repeat positions 7-16.
37-46	Fourth Employee Number	Conditionally required, alphanumeric, reset not applicable.
		Repeat positions 7-16.
47-56	Fifth Employee Number	Conditionally required, alphanumeric, reset not applicable.
		Repeat positions 7-16.
57-66	Sixth Employee Number	Conditionally required, alphanumeric, reset not applicable.
		Repeat positions 7-16
67-76	Seventh Employee Number	Conditionally required, alphanumeric, reset not applicable.
		Repeat positions 7-16
77-80	Reserved	**Blank**

Additional Messages

Message	Explanation
D NUMBER OF EXCLUSIONS EXCEEDS MAX TABLE SIZE 42	Record dropped. Maximum number of employees that can be excluded from a mass request is 42. Employee numbers in excess of the maximum (42) are not processed.

Messages for All ROE Transactions

The following messages apply to all ROE transactions.

Message	Explanation
**JOB ENDED PPC400 – CRITICAL ERROR DETECTED – CORRECT, RESUBMIT JOB	A critical syntax or record relationship error is detected during the edit phase.
	Further processing would be incomplete or erroneous.
	The edit phase passes the indicator of an end job situation to the control phase after all transactions are edited.
	Correct all errors printed on the Edit Report, especially those indicating a CRITICAL ERROR. Resubmit the job.
CRITICAL ERROR C	An error is encountered during the edit process of this transaction; having the correct value in this field is considered critical to correct program processing.
	At the end of the edit process, any critical error that is encountered causes an abrupt end to processing. The C cross-references to the offending field edit message.
RECORD DROPPED D	An error is encountered during the edit process of this transaction, the severity of which warrants the dropping of the record. The offending recording is not written as part of the output file. The D cross-references to the offending field edit message.
WARNING ERROR W	An error which is not considered critical is encountered during the edit process of this transaction.
	Default values are available for most of the fields or the field in the ROE is blank to be entered manually. The W cross-references to the offending field edit message.
INFORMATIONAL MSG	This message is issued for informational purposes only. It is an explanation of the processing options selected for this cycle.
**EMPLOYEE NUMBER NOT ON MSTR FILE – TRANS DROPPED	Transaction is dropped. Employee number on the transaction (E3 or E9) does not exist in the Employee Master File.
**THE E1 LEVEL 1/LEVEL 2 IS NOT ON EMPLOYEE MASTER	The level 1-level 2 on the Issue/Date parameter (E1) does not exist in the Employee Master File.
**TRANSACTION NOT PROCESSED – L1/L2 NOT ON MSTR FILE	The level 1-level 2 entered on this transaction does not exist in the Employee Master File.
**TRANSACTION MATCHED HIST RCRD ABOVE – COMPARE DATES	Action is invalid because the Issue Date on the add transaction is not later than the latest Issue Date in the existing Historical Record.
NO ROE NO EMPLOYMENT INSURANCE DATA AND NO E4 TRANSACTION SUPPLIED	The Employee's Insurable Earnings in the Master File record does not have any amounts for any pay date in the current year, and no Additional Insurable Earnings amount is supplied on E4 Transaction.

(continued)

Message	Explanation
**ADDITIONAL EI WAGES ENTERED UNNECESSARILY	Unnecessary Additional EI Wages Not In Master File are entered. The week corresponding to the EI Premiums Payable-Up-To Date is already insured. Processing continues; Additional EI Wages Not in Master File is ignored.
REJ – NO ROE ADD EI WAGES DISTRIB ERROR AT WEEK nn - $ZZ,ZZZ.ZZ WKS-9.999	The current EI wage allocation existing at week number nn is encountered before the Additional EI Wages Not in Master File could be evenly distributed.
REJ – NO ROE INVLD EI WAGE TABLE DATA BTWN WKS NN1 & NN2 – MANUAL ROE REQ!	There is less than the logical number of weeks between the EI wage occurrences in the Employee Master File for the pay frequency.
	The employee Master File record is logically inconsistent and this ROE has to be completed manually. The week which caused the problem is located in week NN1, NN2, or some week in between.
*WARNING – VACATION DOE(S) NOT FOUND ON HRMS TABLES FILE. RECORD KEY (L1, I2, TRANS CODE) = xxxxxxxxxx	This level 1-level 2 does not have a description record with vacation DOEs. Processing continues.
*WARNING – AUTHORIZED/CONTACT PERSON RECORD NOT FOUND ON HRMS TABLES FILE. RECORD KEY (L1, L2, TRANS CODE) = xxxxxxxxxx	This level 1 – level 2 does not have a description record with authorized person/contact person data on it. This data has to be filled in manually.
NO ROE EI PREMS PAY TO DTE NOT IN EI YR MAX TBL	The year referred to as the EI Premium Payable-Up-To Date is not the current year or previous year.
NO ROE EMPLOYEE FITS MASS REQUEST – BUT STATUS IS DECEASED	The employee fit the mass request selection criteria but the status in the Employee Master File is deceased.
REJ – NO ROE PAY FREQ IN EI WAGE TABLE (wk nn) NOT SAME AS 201 SEGMNT.	The employee's pay frequency in the 400 segment is not the same as the frequency in the 201 segment.
	The ROE subsystem accepts in the 201 segment a pay frequency equal to the pay frequency in the 400 segment, or a 1 or blank. A manually prepared ROE is required. (wk nn) identifies in which week the problem is encountered.
NO ROE EMPLOYEE FITS MASS REQUEST – BUT IS ON EXCLUSION RCRD	The employee fits the mass request selection criteria but is on an exclusion record.
WARNING* EMPLOYEE STATUS NOT ACTIVE – ROE WILL BE ATTEMPTED	The employee fits the mass request selection criteria but the status in the Employee Master File is not active. ROE generation is attempted.
WARNING EMPLOYEE STATUS TERMINATED – ROE WILL BE ATTEMPTED	The employee fits the mass request selection criteria but the status on the Employee Master File is terminated. ROE generation is attempted.

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Message	Explanation
WARNING - DOE CD xx on HRMS TBLS FILE (KEY = xxxxxxxxx) IS NOT EI INSURABLE ACCORDING TO L1L2 DATA IN EMP MASTER FILE	An HRMS Tables File record (identified by its key) has a DOE which is not identified as EI insurable on the organization HRMS Tables File DOE data. This DOE Code is not used in processing. Correct applicable HRMS Tables File record prior to next ROE cycle.
NO BUSINESS NUM FOUND FOR EI RATE CODE: n	An HRMS Tables File record for the indicated EI code was not found. This message appears on the ROE Register Report. The RCT account number has to be manually entered. Add applicable description record prior to next ROE cycle.
NOTICE – EI WAGES FOR WEEK NN BELOW MIN AMT. NOT ROE INSURABLE. SKIPPED.	The employee has a EI wage in the 400 segment of the Employee Master File in week NN which is not EI insurable. The amount is below the required minimum level. This is an informational message. The amount in question is skipped and processing continues.
** NO ROE ** INVALID E5 OTHER MONIES CODE	ROE Web Bulk Transfer
** NO ROE ** INVALID OTHER MONIES CODE TM-ROT(N) DOE nn	ROE Web Bulk Transfer
** NO ROE ** OTHER EARNINGS CODE REQUIRES OE AMOUNT	ROE Web Bulk Transfer
** NO ROE ** OTHER EARNINGS AMOUNT REQUIRES OE CODE	ROE Web Bulk Transfer
** NO ROE ** 1ST DAY WORKED NOT EARLIER OR EQUAL TO LAST DAY PAID	ROE Web Bulk Transfer
** NO ROE ** 1ST DAY WORKED NOT EARLIER OR EQUAL TO FINAL PPD END DATE	ROE Web Bulk Transfer
** NO ROE ** LAST DAY PAID NOT EARLIER OR EQUAL TO FINAL PPD END DATE	ROE Web Bulk Transfer
** NO ROE ** FINAL PPD END DT EXCEEDS 6 DAYS FURTHER THAN LAST DAY PAID	ROE Web Bulk Transfer
** NO ROE ** FINAL PPD END DT EXCEEDS 13 DAYS FURTHER THAN LAST DAY PAID	ROE Web Bulk Transfer
** NO ROE ** FINAL PPD END DT EXCEEDS 15 DAYS FURTHER THAN LAST DAY PAID	ROE Web Bulk Transfer

(continued)

Message	Explanation
** NO ROE ** FINAL PPD END DT EXCEEDS 30 DAYS FURTHER THAN LAST DAY PAID	ROE Web Bulk Transfer
** NO ROE ** FIRST EI DAY WORKED NOT ON EMPLOYEE MASTER FILE	ROE Web Bulk Transfer
** ROE BULK TRANSFER LIMIT REACHED WITH THIS EMPLOYEE. DETAIL REGISTER CREATED FOR REMAINING EMPLOYEES. **	ROE Web Bulk Transfer

Additional Messages for ROE Transactions E1 - E5, E8, E9

Message	Explanation
C 03-06 INVALID LEVEL 1, LEVEL 2 – BLNKS ARE UNACCEPTABLE	Critical error. Positions 3-6. The level 1-level 2 fields cannot be blank; correct and resubmit. All transactions.
C 07-16 INVALID EMPLOYEE NUMBER – BLANKS NOT ALLOWED.	Critical error. Positions 7-16. The employee number cannot be blank; correct and resubmit. E3, E4, E5, E9 transactions.
D 01-02 INVALID TRANSACTION CODE	Record dropped. Positions 1-2. Transaction code is not valid, must be one of the following E0, E1, E2, E3, E4, E5, E8, or E9.
D THIS IS A DUPLICATE OF THE PREVIOUS RECORD	Record dropped. Duplicate transaction. All transactions.
D THIS RECORD IS BEING DROPPED	Record dropped. This transaction is dropped because it is associated with another transaction which is not being processed. All transactions.

Chapter Contents

Introduction

This chapter describes the transactions F through L for the Payroll system.

FRM001 [80] - Forms Assignment

Function	Assigning Forms
Associated Screens	354

Positions	Field Name	Description
1-6	Transaction Code	Constant **FRM001** Messages: **INVALID TRANSACTION CODE** - Rejected.
7-9	Form Code	Required, alphanumeric, reset not applicable, maintenance not allowed. Enter the form code left justified. See the form codes in the Regulatory Report IDs chapter. Messages: **FORM CODE MUST BE ENTERED** - Rejected.
10-19	Reserved	**Blank**
20-22	Line Per Form	Required, numeric, reset not applicable, maintenance not allowed. Actual number of lines on a physical form. This is used for reports with multiple types of forms such as W-2 and 1099-R. For a complete list of forms codes and number of lines per form, see the *Regulatory Reporting Guide*. Messages: **LINES PER FORM MUST BE NUMERIC** - Rejected.
23	Intermediate Totals Indicator	Optional, alphanumeric, see instructions for reset value, maintenance allowed. Specifies whether to include subtotals after a specific number of records are produced. Valid values are: **Y**, **R**, or **Blank** - Yes, print intermediate totals for regulatory forms **N** - No, do not print intermediate totals for regulatory forms **Note:** If you are using laser W-2 forms, you must enter N (No). Messages: **INTERMEDIATE TOT: Y, N OR BLNK** - Rejected.
24-26	Number of Employee Records included in Intermediate Totals	Optional, numeric, see instructions for reset value, maintenance allowed. Enter the number of employee records to be included in the intermediate totals count. Entry in this field is only valid if Yes is selected in position 23 above. Default and reset are 000. Messages: **NUM EE RECS MUST BE NUMERIC** - Rejected.

(continued)

Positions	Field Name	Description
27-28	Number for Alignment	Optional, numeric, see instructions for reset value, maintenance allowed. Valid values are: **00-99** - Number of forms to use for printer alignment **Blank** or **R** - 04 Messages: **NUM ALGNMNT FRMS MUST BE NUMRC** - Rejected.
29	Truncate Flag 1	Optional, alphanumeric, see instructions for reset value, maintenance allowed. Valid values are: **Y** - Yes, Truncation applicable for first copy for given form **N, R, or Blank** - No, No truncation applicable for first copy for given form Messages: **TRUNC FLAGS: Y, N OR BLNK** - Rejected.
30	Truncate Flag 2	Optional, alphanumeric, see instructions for reset value, maintenance allowed. Valid values are: **Y** - Yes, Truncation applicable for second copy for given form **N, R, or Blank** - No, No truncation applicable for second copy for given form Messages: **TRUNC FLAGS: Y, N OR BLNK** - Rejected.
31	Truncate Flag 3	Optional, alphanumeric, see instructions for reset value, maintenance allowed. Valid values are: **Y** - Yes, Truncation applicable for third copy for given form **N, R, or Blank** - No, No truncation applicable for third copy for given form Messages: **TRUNC FLAGS: Y, N OR BLNK** - Rejected.
32	Truncate Flag 4	Optional, alphanumeric, see instructions for reset value, maintenance allowed. Valid values are: **Y** - Yes, Truncation applicable for fourth copy for given form **N, R, or Blank** - No, No truncation applicable for fourth copy for given form Messages: **TRUNC FLAGS: Y, N OR BLNK** - Rejected.
33-79	Reserved	**Blank**
80	Update Code	Required, alphanumeric, reset not applicable. Valid values are: **A** - Add **C** - Change **D** - Delete

Additional Messages

Message	Explanation
NO DATA CHANGES WERE ENTERED	Rejected. You indicated a change, but no change was entered.

G [80] - Run Parameters

Function	General Ledger Interface Transactions
Associated Screens	None

Positions	Field Name	Description
1	Transaction Code	Constant **G**
2	Constant	**Blank**
3-31	Key	Required, alphanumeric, reset not applicable, maintenance not allowed. **Blank**
32	Run Type	Optional, alpha, see instructions for reset value, maintenance not allowed. Valid values are: **C** - Create **U** or **Blank** - Update Messages: **INV RUN TYPE -** Run type is not Blank, C, or U. Correct and resubmit.
33-38	Run Date	Required, numeric, reset not applicable, maintenance not allowed. Format is YYMMDD. Year will be expanded and stored with four digits. Messages: **INV RUN DATE -** Run date is not numeric; or run month is less than 01 or greater than 12; or run day is less than 01 or greater than 31. Correct and resubmit.
39	Detail List Update	Optional, alphanumeric, resets to Blank, maintenance not allowed. Valid values are: **Blank** - No (Changes only) ***** - Yes Messages: **INV DETAIL LIST UPDATE -** Warning. Update Detail List option is not Blank or *. The option is ignored. Correct and resubmit.
40	Detail List Edit	Optional, alphanumeric, resets to Blank, maintenance not allowed. Valid values are: **Blank** - No (Errors only) ***** - Yes Messages: **INV DETAIL LIST EDIT** - Warning. Edit Detail List option is not Blank or *. The option is ignored. Correct and resubmit.
41-80	Reserved	**Blank**

GA [80] - Table of Accounts Organization Run Parameter

Function   General Ledger Interface Transactions

Associated Screens   None

Positions	Field Name	Description
1-2	Transaction Code	Constant **GA**
		Messages:
		INV TRAN CODE - Rejected. Cannot be blanks. Correct and resubmit.
		INV CARD CODE - Rejected. Transaction is not GA. Correct and resubmit.
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Messages:
		INV L1 - Level 1 field is Blank. Correct and resubmit.
		INV GA CARD L1-L2 NOT ON MSTR - Level 1 - Level 2 for GA transaction was not found in master file and no new transactions were entered. Correct and resubmit.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Messages:
		INV L2 - Level 2 field is Blank. Correct and resubmit.
		INV GA CARD L1-L2 NOT ON MSTR- Level 1 - Level 2 for GA transaction was not found in master file and no new transactions were entered. Correct and resubmit.
7-38	Reserved	**Blank**
39	Detail List Update	Optional, alphanumeric, resets to Blank, maintenance not allowed.
		Valid values are:
		Blank - Changes only
		* - Print all Level 1 Level 2 entries
		Messages:
		INV DETAIL LIST UPDT - GA TRAN - Warning. Update list option is not * or Blank. Default is to G transaction option. No action is necessary.
40	Detail List Edit	Optional, alphanumeric, resets to Blank, maintenance not allowed.
		Valid values are:
		Blank - Errors only
		* - Print all Level 1 Level 2 entries
		Messages:
		INV DETAIL LIST EDIT - GA TRAN - Warning. Edit list option is not * or Blank. Default is to G transaction option. No action is necessary.
41-80	Reserved	**Blank**

GC [80] - Table of Accounts Entry

Function   General Ledger Interface Transactions

Associated Screens   None

Positions	Field Name	Description
1-2	Transaction Code	Constant **GC** Messages: **INV TRAN CODE -** Rejected. Cannot be blanks. Correct and resubmit. **INV CARD CODE -** Rejected. Transaction is not GC. Correct and resubmit.
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed. Messages: **INV L1 -** Level 1 field is Blank. Correct and resubmit.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed. Messages: **INV L2 -** Level 2 field is Blank. Correct and resubmit.
7-10	Transaction Code	See the Transaction Code List in the *User Guide*. Messages: **INV TRAN TYPE** - Rejected. First position of transaction code is not 0, 1, 2, 3, 4, 5, 8, or 9. Correct and resubmit. **INV TRAN NUMBER** - Rejected. Second and third positions of transaction code are not numeric, or are greater than 26 (Canadian, greater than 29). Correct and resubmit. **INV TRAN SEPARATOR** - Rejected. Fourth position of transaction code is not numeric, or is greater than 5. Correct and resubmit.
11-26	Transaction Suffix	Required, alphanumeric, reset not applicable, maintenance not allowed. Always zeros, unless the transaction suffix option is activated and a user modification is made to use a specific value (see the *Technical Guide*).
27-31	Transaction Indicator	See the Transaction Code List in the *User Guide*. Messages: **INV TRAN INDICATOR -** The transaction indicator cannot be entered for this transaction code. The transaction indicator is used on 101x,203x, 204x, 302x, 303x, 306x, 307x, 403x, 404x, 501x, 511x, or 801x. Correct and resubmit.

(continued)

Positions	Field Name	Description
32-79	Reserved	**Blank**
80	Maintenance Code	Required, alpha, reset not applicable, maintenance not allowed.
		Valid values are:
		D - Delete entry
		Messages: **INV MAINTENANCE CODE -** Maintenance code is not A, C or D; or maintenance code is C or D during a creation run. Correct and resubmit.
		TABLE ENTRY TO BE DELETED - Warning. A GC transaction with a maintenance code of D(elete) has been entered. No action is necessary.

GD [80] - Table of Accounts Entry

Function   General Ledger Interface Transactions

Associated Screens   None

Positions	Field Name	Description
1-2	Transaction Code	Constant **GD**
		Messages:
		INV TRAN CODE - Rejected. Cannot be blanks. Correct and resubmit.
		INV CARD CODE - Rejected. Transaction is not GD. Correct and resubmit.
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Messages:
		INV L1 - Level 1 field is Blank. Correct and resubmit.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Messages:
		INV L2 - Level 2 field is Blank. Correct and resubmit.
7-10	Transaction Code	See the Transaction Code List in the *User Guide*.
		Messages:
		INV TRAN TYPE - Rejected. First position of transaction code is not 0, 1, 2, 3, 4, 5, 8, or 9. Correct and resubmit.
		INV TRAN NUMBER - Rejected. Second and third positions of transaction code are not numeric, or are greater than 26 (Canadian, greater than 29). Correct and resubmit.
		INV TRAN SEPARATOR - Rejected. Fourth position of transaction code is not numeric, or is greater than 5. Correct and resubmit.
11-26	Transaction Suffix	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Always zeros, unless the transaction suffix option is activated and a user modification is made to use a specific value (see the *Technical Guide*).
27-31	Transaction Indicator	See the Transaction Code List in the *User Guide*.
		Messages:
		INV TRAN INDICATOR - The transaction indicator cannot be entered for this transaction code. The transaction indicator is used on 101x,203x, 204x, 302x, 303x, 306x, 307x, 403x, 404x, 501x, 511x, or 801x. Correct and resubmit.

(continued)

Positions	Field Name	Description
32-34	General Ledger Organization	Required, alphanumeric. General Ledger organization where transaction is charged (leading character is dropped). Cannot be Blank or zero if subsidiary is zero. Positions 32 and 35 must be 0 for cross charging. Messages: **INV GL COMPANY NUMBER -** General Ledger organization number is Blank or both organization and subsidiary are zeros . Correct and resubmit.
35-37	General Ledger Subsidiary	Required, alphanumeric, reset not applicable, maintenance not allowed. General Ledger subsidiary where transaction is charged (leading character is dropped). Cannot be Blank or cannot be zero if subsidiary is zero. Positions 32 and 35 must be 0 for cross charging. Messages: **INV GL SUBSIDIARY NUMBER -** General Ledger subsidiary number is Blank or both organization and subsidiary are zeros. Correct and resubmit. **Note:** The maximum number of unique Organization/Subsidiaries per level 1-level 2 is 300.
	Account Number Data	Messages: **INV ACCOUNT NUMBER -** Account number is zeros. Correct and resubmit.
38	Code 1	Optional, alphanumeric, resets to Blank, maintenance allowed. Valid values are: **Blank** - User number in table entry **1** - Construct number Messages**:** **INV ACCOUNT CODE 1** - The code is not Blank, 1 or R. Correct and resubmit.

(continued)

Positions	Field Name	Description
39	Code 2	Conditionally required, alphanumeric, resets to Blank, maintenance allowed.
		If code 1 = 1, this code must be:
		1 - last 7 positions of distribution code **2** - level 3 **3** - last 3 positions of levels 3 and all of level 4 **4** - last 3 positions of level 3 and last 4 positions of distribution code **5** - last 3 positions of level 4 and last 4 positions of distribution code **6** - last 3 positions of level 5 and last 4 positions of distribution code **7** - levels 3, 4, and 5 **8** - levels 4 and 5 and last 4 positions of distribution code **9** - levels 3 and 4 and 5 and last 6 positions of distribution code **A-H** - codes reserved for user defined options. See the *Technical Guide* for programming instructions.
		Messages**:** **INV ACCOUNT CODE 2** - The code is not 1 through 9 or Blank. Correct and resubmit.
40	Code 3	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Reserved.
		Messages**:** **INV ACCOUNT CODE 3** - The code is Blank. Correct and resubmit.
	Cost Center Number Data	Messages: **INV COST CENTER NUMBER** - Cost center number is zeros. Correct and resubmit.
41	Code 1	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Valid values are:
		Blank - User number in table entry **1** - Construct number
		Messages**:** **INV COST CENTER CODE 1** - The code is not Blank, 1 or R. Correct and resubmit.

(continued)

Positions	Field Name	Description
42	Code 2	Conditionally required, alphanumeric, resets to Blank, maintenance allowed.
		If code 1 is 1, this code must be:
		1 - last 7 positions of distribution code **2** - level 3 **3** - last 3 positions of levels 3 and all of level 4 **4** - last 3 positions of level 3 and last 4 positions of distribution code **5** - last 3 positions of level 4 and last 4 positions of distribution code **6** - last 3 positions of level 5 and last 4 positions of distribution code **7** - levels 3, 4, and 5 **8** - levels 4 and 5 and last 4 positions of distribution code **9** - levels 3 and 4 and 5 and last 6 positions of distribution code **A-H** - codes reserved for user defined options. See the *Technical Guide* for programming instructions.
		Messages**:** **INV COST CENTER CODE 2** - The code is not 1 through 9 or Blank. Correct and resubmit.
43	Code 3	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Reserved.
		Messages**:** **INV COST CENTER CODE 3** - The code is Blank. Correct and resubmit.
44-46	Reserved	**Blank**
	Project Number Data	
47-58	Project Code Number	Conditionally required, alphanumeric, reset not applicable, maintenance not allowed.
		Reserved.
		Messages: **INV PROJECT CODE 1** - The code is not Blank, 1, or R. Correct and resubmit.
		INV PROJECT CODE 2 - The code is not 1 through 9 or Blank. Correct and resubmit.
		INV PROJECT CODE 3 - The code is Blank. Correct and resubmit.

(continued)

Positions	Field Name	Description
59-60	General Ledger Debit/Credit Code	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Valid values are:
		10 - Debit
		60 - Credit
		Messages:
		INV GL DEB/CR CODE - General Ledger Debit/Credit code is not 10 or 60. Correct and resubmit.
		DEB/CR CODE 00 DEFAULT 10 - GD - Warning. General Ledger Debit/Credit code of 00 is invalid. Defaulted to 10. No action necessary.
61-62	General Ledger Reversal Code	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Valid values are:
		11 - Reversing debit
		61 - Reversing credit
		Reversing debits and credits 11 and 61 are handled exactly the same as the normal debit and credit.
		The purpose of the transaction is to make negative adjustments and reversals.
		Messages:
		INV GL REVERSAL CODE - General Ledger reversal code is not 11 or 61. Correct and resubmit.
		DEB/CR REV CODE 40 DEFLT 61 - GD - Warning. General Ledger reversal code of 40 is invalid. Defaulted to 61. No action necessary.
63	Summarize Code	Required, alphanumeric, see instructions for reset value, maintenance allowed.
		Valid values are:
		1 - Summarize
		2 - Do not summarize
		If the option not to summarize is selected, the employee number is inserted in description 2 of the interfaced file.
		Reset - 1
		Messages:
		INV SUMMARY CODE RESET TO 1-GD - Warning. Summary code is not 1, 2, Blank, or R. Default of 1 is used.

(continued)

Positions	Field Name	Description
64-68	Experience Rate	Conditionally required, numeric, resets to zero, maintenance allowed.
		This field is used only for estimated Employer Expenses (FICA, FUI, SUI). 4 decimals.
		Messages: **INV EXP RATE FOR ESTIMATED TR** - Estimated transaction has non-numeric experience rate. Correct and resubmit.
69-79	Reserved	**Blank**
80	Maintenance Code	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Valid values are:
		A - New entry **C** - Change specified fields **D** - Delete
		Messages: **INV MAINTENANCE CODE** - Rejected.

GE [80] - Table of Accounts Entry

Function	General Ledger Interface Transactions	
Associated Screens	None	

Positions	Field Name	Description
1-2	Transaction Code	Constant **GE** Messages: **INV TRAN CODE -** Rejected. Cannot be blanks. Correct and resubmit. **INV CARD CODE -** Rejected. Transaction is not GE. Correct and resubmit.
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed. Messages: **INV L1 -** Level 1 field is Blank. Correct and resubmit.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed. Messages: **INV L2 -** Level 2 field is Blank. Correct and resubmit.
7-10	Transaction Code	See the Transaction Code List in the *User Guide*. Messages: **INV TRAN CODE** - Transaction code cannot be Blank. Correct and resubmit. **INV TRAN NUMBER** - Rejected. Second and third positions of transaction code are not numeric, or are greater than 26 (Canadian, greater than 29). Correct and resubmit. **INV TRAN SEPARATOR** - Rejected. Fourth position of transaction code is not numeric, or is greater than 5. Correct and resubmit.
11-26	Transaction Suffix	Required, alphanumeric. Always zeros, unless the transaction suffix option has been activated and a user modification has been made to use a specific value (see the *Technical Guide*).
27-31	Transaction Indicator	See the Transaction Code List in the *User Guide*. Messages: **INV TRAN INDICATOR** - The transaction indicator cannot be entered for this transaction code. The transaction indicator is used on 101x, 203x, 204x, 302x, 303x, 306x, 307x, 403x, 404x, 501x, 511x, or 801x. Correct and resubmit.

(continued)

Positions	Field Name	Description
32-49	Account Number	Conditionally required, alphanumeric, reset not applicable, maintenance not allowed.
		If account number code 1 on the GD transaction is Blank, this field cannot be Blank.
		Messages: **INV ACCRUAL ACCOUNT NUMBER** - Accrual account number is not numeric. Correct and resubmit.
50-61	Cost Center Number	Conditionally required, alphanumeric, reset not applicable, maintenance not allowed.
		If cost center code 1 on the GD transaction is Blank, this field cannot be Blank.
		Messages: **INV ACCRUAL COST CENTER NUMBER** - Accrual cost center number is not numeric. Correct and resubmit.
62-79	Reserved	**Blank**
80	Maintenance Code	Required, alpha, reset not applicable, maintenance not allowed.
		Valid values are:
		A - New entry **C** - Change specified fields
		Messages: **INV MAINTENANCE CODE** - Rejected.

GENCTL [80] - Generate Run Control and Report Date

Function   Regulatory Report Generate Transactions

Associated Screens   None

Positions	Field Name	Description
1-6	Transaction Code	Constant **GENCTL**
7	Gen Transaction Load/Edit	Required, alphanumeric, reset not applicable, maintenance not allowed. Valid values are: **Y** - Perform Generate Load and Edit Process **N** - Do not Perform Generate Load and Edit Process **Default** - Y
8	Generate Employee Detail	Required, alphanumeric, reset not applicable, maintenance not allowed. Valid values are: **Y** - Perform Generate Employee Master File Detail **N** - Do not Perform Generate Employee Master File Detail **Default** - Y
9	Generate Audit Reports and Regulatory Records	Required, alphanumeric, reset not applicable, maintenance not allowed. Valid values are: **Y** - Perform Generate Audit, Exception and Regulatory Record Processing **N** - Do not Perform Generate Audit, Exception and Regulatory Record Processing **Default** - Y
10-15	Audit Report Run Date	Required, alphanumeric, reset not applicable, maintenance not allowed. Valid values are: **YYMMDD -** Year, month, day *******1** - Use current computer date *******2** - Use AA period end date from first report record read *******3** - Use AA run date from first report record read **Default** - Current computer date Year will be expanded and stored with four digits.

(continued)

Positions	Field Name	Description
16-21	State Quarterly/Monthly Report Date	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Valid values are: **YYMMDD** - Year, month, day **Blank** - Current computer date **Default** - Blank
		This field is used for both State Quarterly and State Monthly reporting.
		State Quarterly Reporting HCM:E computes the quarter-end date or quarter number or both using either the State Quarterly/Monthly Report date entered here or the computer date. Date is defined in the following table:
		System MM/DD - = Qtr-End DT - Qtr No.
		02/01 - 04/30 - = 03/31 - 1 05/01 - 07/31 - = 06/30 - 2 08/01 - 10/31 - = 09/30 - 3 11/01 - 01/31 - = 12/31 - 4
		State Monthly Reporting HCM:E computes the month-end date using either the State Quarterly/Monthly Report date entered here or the computer date. In either case, the month-end date is **always** the last day of the reporting month.
22-23	Input Master File Option	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Valid values are: **EM** - Employee Master File **PD** - Payroll Detail file **Default** - Master file specified on the T001-001 transaction
24	Input Master File Type	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Valid values are: **P** - Period End Cycle Master **R** - Extract/Rerun Cycle Master **C** or **Blank** - Current Cycle Master
		Note: P and R are not valid with PD in the Input Master File Option.
For Pennsylvania Local reporting (Report 439) the following 2 fields are required.		
25	Local Reporting Period Type	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Valid values are: **M** - Monthly **Q** - Quarterly **Y** - Year-end Reconciliation
26-31	Local Reporting Period End Date	Conditionally required, alphanumeric, resets to Blank, maintenance allowed.
		Enter the date using the **YYMMDD** (year, month, day) format.

(continued)

Positions	Field Name	Description
32	Mask Name and SSN/SIN	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Valid values are: **Blank** or **N** - Do not mask data **Y** - Mask employee name and social security number or social insurance number on Audit and Exception reports
33-80	Reserved	**Blank**

GEN001 [80] - Generate Request

Function   Regulatory Report Generate Transactions

Associated Screens   339, 359

Positions	Field Name	Description
Key Fields - 1-19		
1-6	Transaction Code	Constant **GEN001**
		Messages:
		INVALID TRANSACTION CODE - Rejected.
		NO DATA CHANGES WERE ENTERED - Rejected. You indicated a change, but no change was entered.
7-9	Report ID	Required, numeric, reset not applicable, maintenance not allowed.
		For a complete list of report identifiers, see Regulatory Report IDs.
		Messages:
		ENTER A VALID REPORT ID - Rejected. See Regulatory Report IDs for a list of valid report IDs.
	Authority Codes	
10-11	Federal/State/Province Authority Code	Required, numeric, reset not applicable, maintenance not allowed.
		Valid values are:
		00 - Federal
		01-52 - States
		80-93 - Provinces
		If you specify State/Province code, Local Authority code must be Blank.
		Messages:
		ENTER A VALID KEY CD 1 - Rejected. You entered an invalid state or province code.
		KEY CD 1 INVALID FOR CAN RPT ID - Rejected. You entered a U.S. authority code for a Canadian report.
		KEY CD 1 INVALID FOR U.S. RPT ID - Rejected. You entered a Canadian authority code for a U.S. report.

(continued)

Positions	Field Name	Description
12-15	Local Authority Code	Required, alphanumeric, reset not applicable, maintenance not allowed.
		User-defined. This code must match one of the local authority codes you defined to the HRMS Tables File on the LOC001, SRM001, and SRO001 transactions. This is a U.S.-only field.
		If you specify a Local Authority code, State code must be zeros.
		Pennsylvania Act 32 Reporting **Position 12** - Enter **E** for EIT reporting. **Position 13** - Enter **0**. **Positions 14 and 15** - Enter a valid two-digit Tax Collection District code.
		Messages: **KEY CODE 2 INVALID WITH RPT ID** - Rejected. The local code you entered cannot be used with the report ID you selected.
		ST RPTING REQUIRES BLNK LOC AU - Rejected. Local authority ID must be Blank for state reporting.
		LOC W2 TP REQUIRES 00 IN AU ID - Rejected. Authority ID must be zeros for local W-2 files.
		INVALID PA TCD IN LOCAL AUTH CD - Rejected. If the report ID is 439, the Local Authority Code field must contain **E** in position 12, **0** in position 13, and a valid TCD code in positions 14 and 15.
		BLANK GENCTL LCL RPTING PRD INFO - Rejected. If the report ID is 439, the GENCTL transaction must contain valid local reporting period information. It cannot be blank.
	Authority Group Code	
10-15	Authority Group Code	Required, alphanumeric, reset not applicable, maintenance not allowed.
		*xxxxx
		Valid values are:
		***** - denotes that this entry is a group code **xxxxx** - 5-character user-defined group code
		This code must match one of the group codes you defined to the HRMS Tables File on GRP001, GRP002, or GRP004 transactions.
		Authority groups cannot be used with federal report IDs.
		Messages: **ENTER A VALID AUTH GROUP CODE** - Rejected. If you entered an * in the first position of the authority group code, an authority group ID must be entered.
		GROUP CODE IS NOT ALLOWED - Rejected. Selected report ID cannot be used in combination with a group code.
16-19	Reserved	**Blank**

(continued)

Positions	Field Name	Description
20	Generate Records Indicator	Optional, alphanumeric, see instructions for reset value, maintenance allowed.
		Valid values are:
		Y or **Blank** - Generate audit report records **N** - Do not generate audit report records
		Messages: **VLD GEN RECS: Y, N AND BLNK** - Rejected. The generate records indicator must be Y, N, or Blank.
21	Audit Report Indicator	Optional, alphanumeric, see instructions for reset value, maintenance allowed.
		Valid values are:
		D, **R**, or **Blank** - Detail report **T** - Totals only report **N** - Do not generate audit report
		VLD GEN ADT RPT: D, T, N & BLNK - Rejected. The audit report indicator must be D, T, N, or Blank.
		Note: If you select D, R, or Blank, position 9 of GENCTL transaction must be Y or Blank.
22	Negative Amount Indicator	Optional, alphanumeric, see instructions for reset value, maintenance allowed.
		Valid values are:
		N, **R**, or **Blank** - Do not allow negative amounts on audit reports. Reject the employee record and include it on the Exception Report. **Y** - Allow negative amounts on audit reports and on the regulatory reporting output (files, forms, slips, and so on). **A** - Allow negative amounts on audit reports **only**. Do **not** allow them on any regulatory reporting output (files, forms, slips, and so on).
		Note: If you select **A**, the Generate Records Indicator (position 20) is automatically set to **N**.
		Messages **VLD GEN ADT RPT: N, Y, A & BLNK** - Rejected. The Negative Amount Indicator must be **N**, **Y**, **A**, or blank.
		GENERATE RECS INDICATOR SET TO N BECAUSE OF NEGATIVE AMT INDICATOR - Warning. A Negative Amount Indicator of **A** automatically sets the Generate Records Indicator to **N**.
23-25	Reserved	**Blank**

(continued)

Positions	Field Name	Description
26-79	**Puerto Rico Serial Number Ranges**	The following messages apply to all the serial number fields below:
		Messages:
		PR SER NUMBERS MUST BE NUMERIC- Rejected. If not blank, the "From" and "To" fields must both be numeric.
		PR SER NUMBERS SEQUENCING ERR- Rejected. If not blank, the "From" and "To" fields must both be ascending
		PUERTO RICO SER NUMBERS IGNORED – Warning. These fields are only used with a Report ID of "001" or a REPORT ID of "100" and a State Authority Code of "52". Serial Numbers ignored.
		PUERTO RICO SER NUMBERS REQUIRED – Rejected. When generating the Puerto Rico State W-2 Tape, valid serial numbers must be entered.
	Puerto Rico Serial Number Range 1	Optional, (except for PR state W-2 tape), numeric, resets to zero, maintenance allowed.
		Right-justify and zero fill.
26-34	From Serial Number 1	
35-43	To Serial Number 1	
	Puerto Rico Serial Number Range 2	Optional, numeric, resets to zero, maintenance allowed.
		Right-justify and zero fill. Use these fields if there is a break in the range of Serial Numbers assigned to you.
44-52	From Serial Number 2	
53-61	To Serial Number 2	
	Puerto Rico Serial Number Range 3	Optional, numeric, resets to zero, maintenance allowed.
		Right-justify and zero fill. Use these fields if there is a break in the range of Serial Numbers assigned to you
62-70	From Serial Number 3	
71-79	To Serial Number 3	
26-73	**Florida E-Verify Details**	Florida requires E-Verify certification in the first state quarterly report filed with the state during each year. The following messages apply to the Florida E-Verify details.
		Messages:
		REJECTED. INVALID DATA IN GEN001. It should be blank for reports which do not require E-Verify details.
		REJECTED. INVALID EVERIFY DATA FOR ST QTR. If not blank, the E-Verify details should be valid.
		WARNING : ENSURE E-VERIFY DATA IS CORRECT. If blank for Florida quarterly report, verify that E-Verify is not required for this quarter.
26-45	E-Verify Name	Optional, alphanumeric, reset not applicable, maintenance not allowed.
		Name of the person certifying E-Verify compliance.

(continued)

Positions	Field Name	Description
46-65	E-Verify Title	Optional, alphanumeric, reset not applicable, maintenance not allowed. Title of the person certifying E-Verify compliance.
66-73	E-Verify Date	Optional, alphanumeric, reset not applicable, maintenance not allowed. Valid format is YYYYMMDD
74-79	Reserved	**Blank**
80	Maintenance Code	Required, alphanumeric, reset not applicable, maintenance not allowed. Valid values are: **A** - Add **C** - Change **D** - Delete **Blank** - Override

GEN002 [80] - Generate Request - Organizations

Function	Regulatory Report Generate Transactions
Key Field	1-19
Associated Screens	339

Positions	Field Name	Description
1-6	Transaction Code	Constant **GEN002**
		Messages
		NO DATA CHANGES WERE ENTERED - Rejected. You indicated a change, but no change was entered.
		INVALID TRANSACTION CODE - Rejected.
7-9	Report ID	Required, numeric, reset not applicable, maintenance not allowed.
		For a complete list of Report Identifiers, see Regulatory Report IDs.
		Messages:
		ENTER A VALID REPORT ID - Rejected. See Regulatory Report IDs for a list of valid report IDs.
	Authority Codes	
10-11	Federal/State/Province Authority Code	Required, numeric, reset not applicable, maintenance not allowed.
		Valid values are:
		00 - Federal
		01-52 - States
		80-93 - Provinces
		If you specify State or Province code, Local Authority code must be Blank.
		Messages:
		KEY CD 1 INVALID FOR U.S. RPT ID - Rejected. You entered a Canadian authority code for a U.S. report**.**
		KEY CD 1 INVALID FOR CAN RPT ID - Rejected. You entered a U.S. authority code for a Canadian report.
		ENTER A VALID KEY CD 1 - Rejected. You entered an invalid state or province code.

(continued)

Positions	Field Name	Description
12-15	Local Authority Code	Required, alphanumeric, reset not applicable, maintenance not allowed.
		User-defined. This code must match one of the local authority codes you defined to the HRMS Tables File on the LOC001, SRM001, and SRO001 transactions. This is a U.S.-only field.
		If you specify a Local Authority code, State code (positions 10-11) must be zeros.
		Pennsylvania Act 32 Reporting **Position 12** - Enter **E** for EIT reporting. **Position 13** - Enter **0**. **Positions 14 and 15** - Enter a valid two-digit Tax Collection District code.
		Messages: **KEY CODE 2 INVALID WITH RPT ID** - Rejected. The local authority ID you entered cannot be used with the report ID you selected.
		LOC W2 TP REQUIRES 00 IN AU ID - Rejected. Authority ID must be zeros for local W-2 tapes.
		ST RPTING REQUIRES BLNK LOC CD - Rejected. Local authority code must be Blank for state reporting.
		INVALID PA TCD IN LOCAL AUTH CD - Rejected. If the report ID is 439, the Local Authority Code field must contain **E** in position 12, **0** in position 13, and a valid TCD code in positions 14 and 15.
	Authority Group Code	
10-15	Authority Group Code	Required, alphanumeric, reset not applicable, maintenance not allowed.
		*xxxxx
		Valid values are:
		* - denotes that this entry is a group code **xxxxx** - 5-character user-defined group code
		This code must match one of the group codes you defined to the HRMS Tables File on GRP001, GRP002, or GRP004 transactions.
		Authority Groups cannot be used with Federal Report IDs.
		Messages: **GROUP CODE IS NOT ALLOWED** - Rejected. Selected report ID cannot be used in combination with a group code.
		ENTER A VALID AUTH GROUP CODE - Rejected. If you entered an * in the first position of the authority group code, an authority group ID must be entered.

(continued)

Positions	Field Name	Description
16-19	Level 1-Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Valid level 1-level 2 OR *yyy
		Valid values are:
		* - denotes that this entry is a L1L2 group code **yyy** - 3-character user-defined L1L2 group code
		This code must match one of the group codes you defined to the HRMS Tables File on the GRP003 transaction.
		Messages: **L1-L2 MUST BE ENTERED** - Rejected.
		ENTER A VALID L1-L2 GROUP - Rejected. If you entered an * in the first position of the authority group code, an authority group ID must be entered.
20-25	Sort Sequence ID	Optional, alphanumeric, resets to Blank, maintenance allowed.
		User-defined. This code must match a Sort Sequence ID you defined to the HRMS Tables File on SRT001 and SRT002 transactions.
		If you do not enter a code, the system will use default sort sequences delivered for each report. See the *Regulatory Reporting Guide* for a list of the defaults.
		Messages: **INVALID SORT SEQUENCE ID** - Rejected. Sort sequence cannot be R on an Add.
26-79	Reserved	**Blank**
80	Update Code	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Valid values are:
		A - Add **C** - Change **D** - Delete **Blank** - Override

GF [80] - Table of Accounts Entry

Function General Ledger Interface Transactions

Associated Screens None

Positions	Field Name	Description
1-2	Transaction Code	Constant **GF**
		Messages: **INV TRAN CODE -** Rejected. Cannot be blanks. Correct and resubmit.
		INV CARD CODE - Rejected. Transaction is not GF. Correct and resubmit.
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Messages: **INV L1 -** Level 1 field is Blank. Correct and resubmit.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Messages: **INV L2 -** Level 2 field is Blank. Correct and resubmit.
7-10	Transaction Code	See the Transaction Code List in the *User Guide*.
		Messages: **INV TRAN TYPE** - Rejected. First position of transaction code is not 0, 1, 2, 3, 4, 5, 8, or 9. Correct and resubmit.
		INV TRAN NUMBER - Rejected. Second and third positions of transaction code are not numeric, or are greater than 26 (Canadian, greater than 29). Correct and resubmit.
		INV TRAN SEPARATOR - Rejected. Fourth position of transaction code is not numeric, or is greater than 5. Correct and resubmit.
11-26	Transaction Suffix	Conditionally required, alphanumeric, reset not applicable, maintenance not allowed.
		Always zeros, unless the transaction suffix option has been activated and a user modification has been made to use a specific value (see the *Technical Guide*).
27-31	Transaction Indicator	See the Transaction Code List in the *User Guide*.
		INV TRAN INDICATOR - The transaction indicator cannot be entered for this transaction code. The transaction indicator is used on 101x, 203x, 204x, 302x, 303x, 306x, 307x, 403x, 404x, 501x, 511x, or 801x. Correct and resubmit.

(continued)

Positions	Field Name	Description
32-49	Accrual Account Number	Required, alphanumeric, resets to zero, maintenance allowed.
		Liability account number where accrual is credited.
		Messages:
		INV ACCRUAL ACCOUNT NUMBER - Rejected. Accrual account number is not numeric. Correct and resubmit.
50-61	Accrual Cost Center	Required, alphanumeric, resets to zero, maintenance allowed.
		Liability center number where accrual is credited.
		Messages:
		INV ACCRUAL COST CENTER NUMBER - Rejected. Accrual cost center is not numeric. Correct and resubmit.
62-79	Reserved	**Blank**
80	Maintenance Code	Required, alpha, reset not applicable, maintenance not allowed.
		Valid values are:
		A - New entry **C** - Change specified fields

GG [80] - Table of Accounts Entry

Function   General Ledger Interface Transactions

Associated Screens   None

Positions	Field Name	Description
1-2	Transaction Code	Constant **GG**
		Messages:
		INV TRAN CODE - Rejected. Cannot be blanks. Correct and resubmit.
		INV CARD CODE - Rejected. Transaction is not GG. Correct and resubmit.
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Messages:
		INV L1 - Level 1 field is Blank. Correct and resubmit.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Messages:
		INV L2 - Level 2 field is Blank. Correct and resubmit.
7-10	Transaction Code	See the Transaction Code List in the *User Guide*.
		Messages:
		INV TRAN TYPE - Rejected. First position of transaction code is not 0, 1, 2, 3, 4, 5, 8, or 9. Correct and resubmit.
		INV TRAN NUMBER - Rejected. Second and third positions of transaction code are not numeric, or are greater than 26 (Canadian, greater than 29). Correct and resubmit.
		INV TRAN SEPARATOR - Rejected. Fourth position of transaction code is not numeric, or is greater than 5. Correct and resubmit.
11-26	Transaction Suffix	Conditionally required, alphanumeric, reset not applicable, maintenance not allowed.
		Always zeros, unless the transaction suffix option has been activated and a user modification has been made to use a specific value (see the *Technical Guide*).
27-31	Transaction Indicator	See the Transaction Code List in the *User Guide*.
		INV TRAN INDICATOR - The transaction indicator cannot be entered for this transaction code. The transaction indicator is used on 101x, 203x, 204x, 302x, 303x, 306x, 307x, 403x, 404x, 501x, 511x, or 801x. Correct and resubmit.

(continued)

Positions	Field Name	Description
32-49	Loaned Account Number	Required, alphanumeric, resets to zero, maintenance allowed.
		Account number through which cross charges are loaned.
		Messages: **INV LOANED ACCOUNT NUMBER** - Rejected. Loaned account number is not numeric. Correct and resubmit.
50-61	Loaned Cost Center	Required, alphanumeric, resets to zero, maintenance allowed.
		Center number through which cross charges are loaned.
		Messages: **INV LOANED COST CENTER NUMBER** - Rejected. Loaned cost center number is not numeric. Correct and resubmit.
62-79	Reserved	**Blank**
80	Maintenance Code	Required, alpha, reset not applicable, maintenance not allowed.
		Valid values are:
		A - New entry **C** - Change specified fields

GH [80] - Table of Accounts Entry

Function   General Ledger Interface Transactions

Associated Screens   None

Positions	Field Name	Description
1-2	Transaction Code	Constant **GH**
		Messages:
		INV TRAN CODE - Rejected. Cannot be blanks. Correct and resubmit.
		INV CARD CODE - Rejected. Transaction is not GH. Correct and resubmit.
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Messages:
		INV L1 - Level 1 field is Blank. Correct and resubmit.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Messages:
		INV L2 - Level 2 field is Blank. Correct and resubmit.
7-10	Transaction Code	See the Transaction Code List in the *User Guide*.
		Messages:
		INV TRAN TYPE - Rejected. First position of transaction code is not 0, 1, 2, 3, 4, 5, 8, or 9. Correct and resubmit.
		INV TRAN NUMBER - Rejected. Second and third positions of transaction code are not numeric, or are greater than 26 (Canadian, greater than 29). Correct and resubmit.
		INV TRAN SEPARATOR - Rejected. Fourth position of transaction code is not numeric, or is greater than 5. Correct and resubmit.
11-26	Transaction Suffix	Conditionally required, alphanumeric, reset not applicable, maintenance not allowed.
		Always zeros, unless the transaction suffix option has been activated and a user modification has been made to use a specific value (see the *Technical Guide*).
27-31	Transaction Indicator	See the Transaction Code List in the *User Guide*.
		INV TRAN INDICATOR - The transaction indicator cannot be entered for this transaction code. The transaction indicator is used on 101x,203x, 204x, 302x, 303x, 306x, 307x, 403x, 404x, 501x, 511x, or 801x. Correct and resubmit.

(continued)

Positions	Field Name	Description
32-49	Borrowed Account Number	Required, alphanumeric, resets to zero, maintenance allowed.
		Account number through which cross charges are borrowed.
		Messages: **INV BORROWED ACCOUNT NUMBER** - Rejected. Borrowed account number is not numeric. Correct and resubmit.
		BORROWED ACCT NO IS ZEROS - Warning.
50-61	Borrowed Cost Center	Required, alphanumeric, resets to zero, maintenance allowed.
		Center number through which cross charges are borrowed.
		Messages: **INV BORROWED COST CENTER NUMBER** - Rejected. Borrowed cost center number is not numeric. Correct and resubmit.
		BORROWED CST CNTR IS ZEROS - Warning.
62-79	Reserved	**Blank**
80	Maintenance Code	Required, alpha, reset not applicable, maintenance not allowed.
		Valid values are:
		A - New entry **C** - Change specified fields

GL [80] - Interface Accrual Parameters

Function   General Ledger Interface Transactions

Associated Screens   None

Positions	Field Name	Description
1-2	Transaction Code	Constant **GL**
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-12	General Ledger Current Period End Date	Required, numeric, reset not applicable, maintenance not allowed. **YYMMDD** Year will be expanded and stored with four digits.
	Weekly Accrual Parameters	
13	Accrual Code	Optional, alphanumeric, reset not applicable, maintenance not allowed. Valid values are: **Blank** - None **1** - Actual percent **2** - Estimated percent **3** - 100% actual **4** - 100% actual + percent estimated
14	Parameter Code	Conditionally required, alphanumeric, reset not applicable, maintenance not allowed. Valid values are: **1** - Days **2** - Percentage **Blank** if accrual code is 3
15-18	Days in Cycle	Conditionally required, numeric, reset not applicable, maintenance not allowed. 99V99 **Blank** if accrual code is 3
19-22	Days to Accrue	Conditionally required, numeric, reset not applicable, maintenance not allowed. 99V99 **Blank** if accrual code is 3

(continued)

Positions	Field Name	Description
23-26	Accrual Percentage	Conditionally required, numeric, reset not applicable
		V9999
		Blank if accrual code is 3
	Biweekly Accrual Parameters	
27	Accrual Code	Optional, alphanumeric, reset not applicable, maintenance not allowed.
		Valid values are:
		Blank - None
		1 - Actual percent
		2 - Estimated percent
		3 - 100% actual
		4 - 100% actual + percent estimated
28	Parameter Code	Conditionally required, alphanumeric, reset not applicable, maintenance not allowed.
		Valid values are:
		1 - Days
		2 - Percentage
		Blank if accrual code - 3
29-32	Days in Cycle	Conditionally required, numeric, reset not applicable, maintenance not allowed.
		99V99
		Blank if accrual code is 3
33-36	Days to Accrue	Conditionally required, numeric, reset not applicable, maintenance not allowed.
		99V99
		Blank if accrual code is 3
37-40	Accrual Percentage	Conditionally required, numeric, reset not applicable, maintenance not allowed.
		V9999
		Blank if accrual code is 3
	Semimonthly Accrual Parameters	
41	Accrual Code	Optional, alphanumeric, reset not applicable, maintenance not allowed.
		Valid values are:
		Blank - None
		1 - Actual percent
		2 - Estimated percent
		3 - 100% actual
		4 - 100% actual + percent estimated

(continued)

Positions	Field Name	Description
42	Parameter Code	Conditionally required, alphanumeric, reset not applicable, maintenance not allowed. Valid values are: **1** - Days **2** - Percentage **Blank** if accrual code is 3
43-46	Days in Cycle	Conditionally required, numeric, reset not applicable, maintenance not allowed. 99V99 **Blank** if accrual code is 3
47-50	Days to Accrue	Conditionally required, numeric, reset not applicable, maintenance not allowed. 99V99 **Blank** if accrual code is 3
51-54	Accrual Percentage	Conditionally required, numeric, reset not applicable, maintenance not allowed. V9999 **Blank** if accrual code is 3
	Monthly Accrual Parameters	
55	Accrual Code	Optional, alphanumeric, reset not applicable, maintenance not allowed. Valid values are: **Blank** - None **1** - Actual percent **2** - Estimated percent **3** - 100% actual **4** - 100% actual + percent estimated
56	Parameter Code	Conditionally required, alphanumeric, reset not applicable, maintenance not allowed. Valid values are: **1** - Days **2** - Percentage **Blank** if accrual code is 3
57-60	Days in Cycle	Conditionally required, numeric, reset not applicable, maintenance not allowed. 99V99 **Blank** if accrual code is 3

(continued)

Positions	Field Name	Description
61-64	Days to Accrue	Conditionally required, numeric, reset not applicable, maintenance not allowed. 99V99 **Blank** if accrual code is 3
65-68	Accrual Percentage	Conditionally required, numeric, reset not applicable, maintenance not allowed. V9999 **Blank** if accrual code is 3
69-74	General Ledger Next Period Begin Date	Required, numeric, reset not applicable, maintenance not allowed. **YYMMDD**
75-80	Reserved	**Blank**

GRP001 [80] - U.S. State Groups

Function   Regulatory Reporting Transactions

Associated Screens   346, 347

Positions	Field Name	Description
1-6	Transaction Code	Constant **GRP001** Messages: **INVALID TRANSACTION CODE -** Rejected**.**
7-11	Group Code	Required, alphanumeric, reset not applicable, maintenance not allowed. User-defined. This code identifies a group of states to be selected for state regulatory reports. Messages: **ENTER A VALID AUTH GROUP CODE** - Rejected. The group code cannot be Blank.
12-13	State Code	Required, numeric, reset not applicable, see instructions for maintenance restrictions. Valid values are: **01-52** - States **Blank** - Use Group Delete. Entry required for all other maintenance. Messages: **VALID STATE CODES: 01-52 -** Rejected**.** **MNT CD G, BLNKS REQD IN ST CD -** Rejected. If you select Group Delete in the Maintenance code, the State code must be Blank**.** **MNT CD D, STATE CODE REQUIRED** - Rejected. If you select Delete in the Maintenance code, you must enter a State code**.**
14-79	Reserved	**Blank**
80	Update Code	Required, alphanumeric, reset not applicable. Valid values are: **A** - Add **D** - Delete **G** - Group delete A Group Delete (G), will cause the HRMS Tables File Update program to delete ALL states associated with this group code.

GRP002 [80] - U.S. Local Groups

Function   Regulatory Reporting Transactions

Associated Screens   346, 349

Positions	Field Name	Description
1-6	Transaction Code	Constant **GRP002** Messages: **INVALID TRANSACTION CODE -** Rejected**.**
7-11	Group Code	Required, alphanumeric, reset not applicable, maintenance not allowed. User-defined. This code identifies a group of local authorities to be selected for local regulatory reports. Messages: **ENTER A VALID AUTH GROUP CODE** - Rejected. The group code cannot be Blank.
12-15	Local Code	Required, alphanumeric, reset not applicable, see instructions for maintenance restrictions. User-defined. Valid values are: **Blank** - Use Group Delete. Entry required for all other maintenance. Messages: **LOCAL AUTH ID MUST BE ENTERED -** Rejected**.** **MNT CD G, BLNKS REQD IN LCL AU** - Rejected. If you select Group Delete in the maintenance code, the Local Authority ID must be Blank. **MNT CD D, LCL AU ID REQUIRED** - Rejected. If you select Delete in the maintenance code, you must enter a Local Authority ID.
16-79	Reserved	**Blank**
80	Update Code	Required, alphanumeric, reset not applicable. Valid values are: **A** - Add **D** - Delete **G** - Group delete A Group delete (G), will cause the HRMS Tables File Update program to delete ALL local authorities associated with this group code.

GRP003 [80] - Organization Groups

Function   Regulatory Reporting Transactions

Associated Screens   350, 356

Positions	Field Name	Description
1-6	Transaction Code	Constant **GRP003**
		Messages: **INVALID TRANSACTION CODE -** Rejected**.**
7-9	Group Code	Required, alphanumeric, reset not applicable, maintenance not allowed.
		User-defined. This code identifies a group of level 1-level 2 organizations to be selected for regulatory reports.
		Messages: **ENTER A VALID AUTH GROUP CODE** - Rejected. The group code cannot be Blank.
10-13	Level 1 - Level 2	Required, alphanumeric, reset not applicable, see instructions for maintenance restrictions.
		Valid level 1-level 2.
		Valid values are:
		Blank - Use Group Delete. Entry required for all other maintenance.
		Messages: **L1-L2 MUST BE ENTERED -** Rejected**.**
		MNT CD G, BLANKS REQD IN L1-L2 - Rejected. If you select Group Delete in the maintenance code, the L1L2 code must be Blank.
		MNT CD D, L1-L2 REQUIRED - Rejected. If you select Delete in the maintenance code, you must enter a L1L2.
14-79	Reserved	**Blank**
80	Update Code	Required, alphanumeric, reset not applicable.
		Valid values are:
		A - Add **D** - Delete **G** - Group delete
		A Group Delete (G), will cause the HRMS Tables File Update program to delete ALL level 1-level 2s associated with this group code.

GRP004 [80] - Canadian Province Groups

Function Regulatory Reporting Transactions

Associated Screens 346, 348

Positions	Field Name	Description
1-6	Transaction Code	Constant **GRP004**
		Messages: **INVALID TRANSACTION CODE** - Rejected.
7-11	Group Code	Required, alphanumeric, reset not applicable, maintenance not allowed.
		User-defined. This code identifies a group of provincial authorities to be selected for Canadian year-end reports.
		Messages: **ENTER A VALID AUTH GROUP CODE** - Rejected. The group code cannot be Blank.
12-13	Province Code	Required, numeric, reset not applicable, see instructions for maintenance restrictions.
		Valid values are:
		80-93 - Provinces **Blank** - Use Group Delete. Entry required for all other maintenance.
		Messages: **VALID PROVINCE CODES: 80-93** - Rejected.
		MNT CD G, BLANKS REQD IN PRV CD - Rejected. If you select Group Delete in the maintenance code, the province code must be Blank.
		MNT CD D, PRV CD IS REQUIRED - Rejected. If you select Delete in the maintenance code, you must enter a province code.
14-79	Reserved	**Blank**
80	Update Code	Required, alphanumeric, reset not applicable.
		Valid values are:
		A - Add **D** - Delete **G** - Group delete
		A Group Delete (G), will cause the HRMS Tables File Update program to delete ALL province codes associated with this group code.

IC [80] - Input Loader Date & Report Options

Function   Control Transaction for Transaction Loader.

Note: This transaction does not have a 120-character format. Even if all other input to PLP200 is the 120-character version, the IC transaction must be 80 positions and input through PWP02S.

Associated Screens   None

Positions	Field Name	Description
1-2	Transaction Code	Constant **IC**
3-6	Reserved	**Blank**
7-12	Run Date	Optional, numeric, reset not applicable, maintenance not allowed.
		Note: Positions 1-12 are also applicable to Check Recon.
		Year will expanded and stored with four digits. (Enter YYMMDD.)
13	Detail List	Optional, alphanumeric, reset not applicable, maintenance not allowed.
		Valid values are:
		* - List each input transaction on the Input Transaction Listing **Blank** - List only invalid transactions **X** - Print each input transaction on the Input Transaction Listing, including the before and after image of 80-character transactions expanded to 120-character transactions.
14-18	Reserved	**Blank**
19	Type Run	Optional, alphanumeric, reset not applicable, maintenance not allowed.
		Valid values are:
		U - Update run with corrections and/or additions to transaction file (recycle) **Blank** - Create transaction file using input data for this run only

(continued)

Positions	Field Name	Description
20	Type Input	Optional, alphanumeric, reset not applicable, maintenance not allowed.
		Valid values are:
		C - 80-character input only **T** - 120-character input only **B** - Both 80 and 120-character input **Blank** - No input data
		Permissible combinations of type run and type input:
		bC - Load file, transaction file only **bT** - Load file, mass storage input only **bB** - Load file, both mass storage and transaction input **UC** - Update previous file using corrections and 80-character additions **UT** - Update previous file using corrections and 120-character additions **UB** - Update previous file using corrections and both 80 and 120-character additions **Ub** - Update previous file with corrections only, no additions
		Note: b - Blank
		See the *User Guide* for details on using the Recycle function and corrections.
21	Employee Master File Type	Optional, alphanumeric, reset not applicable, maintenance not allowed.
		If entered, indicates that the current cycle Employee Master File is not to be used with these transactions.
		Valid values are:
		Blank - No override; Current Cycle Employee Master File is to be used **P** - Period-end Cycle Employee Master File is to be used **R** - Extract/Rerun Cycle Employee Master File is to be used
22-80	Reserved	**Blank**

IF [80] - Maintenance Program Initialize Transaction

Function   Online Check Calculation Initialize

Maintaining Online Check Calculation Files

The **IF** transaction (input for PPQCCM) specifies that you want to initialize the Selected Employees File (PPQ500) and/or the Check Detail file (PWQ510). The empty files will be initialized to contain one dummy record. An option of Y in the correct field will indicate that the file is to be initialized. Both files can be initialized in the same transaction. If an option is not specified, the file will not be initialized.

> **Note:** The files must be empty before initializing them.

Associated Screens   None

Positions	Field Name	Description
1-2	Transaction Code	Constant **IF**
		Messages**:** **INVALID TRANSACTION CODE** - Rejected. Valid value = IF.
3	Selected Employees File Initialize Option	Optional, alphanumeric, reset not applicable, maintenance not allowed.
		Valid values are:
		Y - Initialize file **N** - Do not initialize file (default)
		Messages: **INVALID INITIALIZATION CODE** - Rejected. Valid values = Y, N, Blank.
		PURGE AND INITIALIZE NOT VALID - Rejected. Purging files by use of DC transaction cannot take place the same time as initialization.
4	Check Detail File Initialize Option	Optional, alphanumeric, reset not applicable, maintenance not allowed.
		Valid values are:
		Y - Initialize file **N** - Do not initialize file (default)
5-80	Reserved	**Blank**

IU [80] - Employee Master File Utility Process Control

Function   Employee Master File Utility Process Control

Associated Screens   None

Positions	Field Name	Description
1-2	Transaction Code	Constant **IU**
		Messages**:**
		INVALID TRANSACTION CODE - Rejected.
		DUPLICATE IU TRANSACTION - Rejected.
3-17	Transaction Key	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Constant **Blank**
		Messages**:**
		INV TRANSACTION KEY - Rejected.
18	Create Initial Employee Master File	Optional, alphanumeric, reset not applicable, maintenance not allowed.
		Used to create an initial Employee Master File containing a file header and a file trailer only.
		Note: If *, positions 19-22 must be Blank.
		Valid values are:
		* - Create initial master **Blank** - Do not create initial master
		Messages**:**
		INVALID CRT MSTR OPT - Rejected.
		CRT MST ONLY OPTION ALLOWED - Rejected.
19	Override File Control Processing	Optional, alphanumeric, reset not applicable, maintenance not allowed.
		Used to override all file control processing.
		Valid values are:
		* - Override file control processing **Blank** - Do not override file control processing
		Messages**:**
		INV FILE CNTL PROC OPT - Rejected.

(continued)

Positions	Field Name	Description
20	Initialize Employee Master File Fields	Optional, alphanumeric, reset not applicable, maintenance not allowed.
		Used to initialize new fields added to the Employee Master File by update bulletins.
		Valid values are:
		* - Initialize master fields **Blank** - Do not initialize master fields
		Messages**:** **INVALID INIT MSTR OPT** - Rejected.
21	Correct Trailer Counts	Optional, alphanumeric, reset not applicable, maintenance not allowed.
		Used to correct trailer counts if the counts do not match accumulated counts.
		Valid values are:
		* - Correct trailer counts **Blank** - Do not correct trailer counts
		Messages**:** **INVALID CORR TRLR OPT -** Rejected.
22	Reserved	**Blank**
23	Use ABA Numbers	Optional, alphanumeric, reset not applicable, maintenance not allowed.
		Used to determine if the ABA number should be obtained from the TA transaction. **This option valid only when processing PLP902. It has no function in PLP900 or PLP903.**
		* = Get ABA from the TA transaction
		Blank = Insert Bank Branch code in the ABA number field
		Messages**:** **INVALID ABA NUMBER OPT** - Rejected.
24-80	Reserved	**Blank**

L* [80] - Labor Run Control

Function   Labor Distribution Run Control

Associated Screens   None

Positions	Field Name	Description
1-2	Transaction Code	Constant **L*** Messages**:** **1ST RECORD NOT CONTROL RECORD** - Rejected. **DUPLICATE CONTROL RECORD** - Rejected.
3-20	Reserved	**Blank**
21-26	Report Date	Optional, numeric, reset not applicable. Date to appear on labor distribution reports or *****4 if current machine date is desired. Year will be expanded and stored with four digits. Messages: **INVALID REPORT DATE** - Rejected.
27	Labor Distribution Master	Optional, alphanumeric, reset not applicable. Valid values are: **Blank** - Input and output master. **Note:** Must be Blank when using a delete option on the LA transaction. **1** - No input **2** - No output **3** - No input or output Messages: **INVALID LD MASTER CODE** - Rejected.
28	Payroll Detail	Optional, alphanumeric, reset not applicable. Valid values are: **Blank** - Yes ***** - No Messages: **INVALID PAYROLL DETAIL CODE** - Rejected.

(continued)

Positions	Field Name	Description
29	Transaction Detail	Optional, alphanumeric, reset not applicable.
		Valid values are:
		Blank - Yes ***** - No
		Messages: **INVALID CARD DETAIL CODE** - Rejected.
		INV CARD DETAIL CODE - NO/INPUT - Rejected. Transaction detail code indicates no transactions present. Transactions are present and all rejected.
		INV CARD DETAIL CODE - YES/NOIPT - Warning. Transaction detail code indicates transactions are present. Transactions are not present. Default of no transaction detail assumed.
		L*-NO CARDS OR P/R-SELECT-YES - Rejected. Transaction detail code and payroll detail code both indicate that files are not present. The select, reformat option indicates these files are present and should be combined.
30	Edit Control Transactions	Optional, alphanumeric, reset not applicable.
		Valid values are:
		Blank - Yes ***** - No
		Messages: **INVALID EDIT CODE** - Rejected.
31	Print Valid Edit Detail	Optional, alphanumeric, reset not applicable.
		Valid values are:
		Blank - No ***** - Yes
		Messages: **INVALID PRINT VALID EDIT CODE** - Rejected.
32	Select, Reformat	Optional, alphanumeric, reset not applicable.
		Valid values are:
		Blank - Yes ***** - No
		Messages: **INVALID SELECT CODE** - Rejected.

(continued)

Positions	Field Name	Description
33	Validate	Optional, alphanumeric, reset not applicable.
		Valid values are:
		Blank - Yes ***** - No
		Messages: **INVALID VALIDATE CODE** - Rejected.
34	Update	Optional, alphanumeric, reset not applicable.
		Valid values are:
		Blank - Yes ***** - No
		Messages: **INVALID UPDATE CODE** - Rejected.
35	Generate Basic Reports	Optional, alphanumeric, reset not applicable.
		Valid values are:
		Blank - Yes ***** - No
		Messages: **INVALID GENERATE BASIC CODE** - Rejected.
36	Generate Special Reports	Optional, alphanumeric, reset not applicable.
		Valid values are:
		Blank - Yes ***** - No
		Messages: **INVALID GENERATE SPECIAL CODE** - Rejected.
37	Print Basic Reports	Optional, alphanumeric, reset not applicable.
		Valid values are:
		Blank - Yes ***** - No
		Messages: **INVALID PRINT BASIC CODE** - Rejected.
38	Print Special Reports	Optional, alphanumeric, reset not applicable.
		Valid values are:
		Blank - Yes ***** - No
		Messages: **INVALID PRINT SPECIAL CODE** - Rejected.
39-80	Reserved	**Blank**

LA [80] - Labor Reports Desired

Function   Labor Distribution Transactions

Associated Screens   None

Positions	Field Name	Description
1-2	Transaction Code	Constant **LA**
		Messages:
		INVALID TRANSACTION CODE - <u>The record has an invalid transaction code. Correct and resubmit.</u>
		DUPLICATE RECORD TYPE - Rejected. A transaction input contains same transaction type, level 0-level 2, employee number, and maintenance code as the previous transaction. Applies to LA, LB, LC, LD1, LD2, LE, LF and LG transactions.
		INVALID RECORD TYPE - Rejected.
3-6	Level 0	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Messages:
		INVALID LEVELS 0-2 - Rejected.
7-8	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Messages:
		INVALID LEVELS 0-2 - Rejected.
9-10	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Messages:
		INVALID LEVELS 0-2 - Rejected.
11-20	Constant	**Zeros**
21	Generate Labor Report 1	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Valid values are:
		Blank - No **E** - Always **P** - Period-end **R** - Reset
		Messages:
		INV GEN RPT 1 NO RPT ASSUMED - Warning. Default of Blank assumed.

(continued)

Positions	Field Name	Description
22	Generate Labor Report 2	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Valid values are:
		Blank - No **E** - Always **P** - Period-end **R** - Reset
		Messages: **INV GEN RPT 2 NO RPT ASSUMED** - Warning. Default of Blank assumed.
23	Generate Labor Report 3	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Valid values are:
		Blank - No **E** - Always **P** - Period-end **R** - Reset
		Messages: **INV GEN RPT 3 NO RPT ASSUMED** - Warning. Default of Blank assumed.
24	Generate Labor Report 4	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Valid values are:
		Blank - No **E** - Always **P** - Period-end **R** - Reset
		Messages: **INV GEN RPT 4 NO RPT ASSUMED** - Warning. Default of Blank assumed.
25	Generate Labor Report 5	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Valid values are:
		Blank - No **E** - Always **P** - Period-end **R** - Reset
		Messages: **INV GEN RPT 5 NO RPT ASSUMED** - Warning. Default of Blank assumed.

(continued)

Positions	Field Name	Description
26	Generate Labor Report 6	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Valid values are:
		Blank - No **E** - Always **P** - Period-end **R** - Reset
		Messages: **INV GEN RPT 6 NO RPT ASSUMED** - Warning. Default of Blank assumed.
27	Generate Labor Report 7	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Valid values are:
		Blank - No **E** - Always **P** - Period-end **R** - Reset
		Messages: **INV GEN RPT 7 NO RPT ASSUMED** - Warning. Default of Blank assumed.
28	Generate Labor Report 8	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Valid values are:
		Blank - No **E** - Always **P** - Period-end **R** - Reset
		Messages: **INV GEN RPT 8 NO RPT ASSUMED** - Warning. Default of Blank assumed.
29-79	Reserved	**Blank**
80	Maintenance Code	Optional, alphanumeric, reset not applicable.
		Valid values are:
		Blank - New **R** - Replace ***** - Delete budget and employee data only from Labor Master File **D** - Delete entire organization from Labor Master File
		Note: For initial organization set up, if LA transaction is not entered, reports 1-4 will default to E.

(continued)

Positions	Field Name	Description
		Messages:
		TRANS EQUALS MST MAINT NE R - Rejected. The transaction matches a level 0-level 2 already on the Labor Master. The maintenance code does not indicate an R.
		TRANS NE MST MAINT EQUAL R - Rejected. The transaction does not match a level 0-level 2 on the Labor Master. The maintenance code has an R code indicating the level 0-level 2 is on the Labor Master.
		INVALID MAINTENANCE CODE - Rejected.

Additional Messages

Message	Description
NO LD RPTS GEN - ORG BEING DEL	Warning. No Labor Distribution reports will be generated for the organization (level 1- level 2) being deleted from the Labor Master file.
ORG WILL BE DEL FROM MASTER	Warning. The organization (level 1-level 2) contained on the transaction is in the process of being deleted from the Labor Master file.
BUD AND EMP MST SEGS BEING DEL	Warning. The Budget and Employee Master segments for the organization (level 1-level 2) contained on the transaction are in the process of being deleted from the Labor Master file.
L* LD MAST CD INV FOR DELETION	Rejected. The Labor Distribution Master code on the L* transaction is invalid for deletion. A Blank is the only valid code in position 27 of L* transactions when deleting using the LA option.
ORG NOT FOUND ON MASTER	Rejected. Organization (level 1-level 2) was not found on the Labor Distribution Master file.

LB [80] - Labor Report Sequence Options

Function   Labor Distribution Transactions

Associated Screens   None

Positions	Field Name	Description
1-2	Transaction Code	Constant **LB**
		Messages:
		INVALID TRANSACTION CODE - The record has an invalid transaction code. Correct and resubmit.
		DUPLICATE RECORD TYPE - Rejected. A transaction input contains same transaction type, level 1-level 2, employee number, and maintenance code as the previous transaction. Applies to LA, LB, LC, LD1, LD2, LE, LF and LG transactions.
		INVALID RECORD TYPE - Rejected.
3-6	Level 0	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Messages:
		INVALID LEVELS 0-2 - Rejected.
7-8	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Messages:
		INVALID LEVELS 0-2 - Rejected.
		ORGANIZATION BEING DELETED - Rejected. The organization (level 1-level 2) contained on the transaction is being deleted from the Labor Distribution Master file. No updates to that organization are allowed.
9-10	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Messages:
		INVALID LEVELS 0-2 - Rejected.
		ORGANIZATION BEING DELETED - Rejected. The organization (level 1-level 2) contained on the transaction is being deleted from the Labor Distribution Master File. No updates to that organization are allowed.

(continued)

Positions	Field Name	Description
11-20	Constant	**Zeros**
	Report 1 Sequence	Messages: **INV SEQ RPT 1-8 STANDARD ASSUMED** - Warning. Default of levels 2, 3, 4, 5, 6 assumed. **RPT SEQ 1-3 – SEQ GREATER LL LAB** - Warning. A sequence option has been chosen for Report 01-03 for a level not being maintained on the Labor Master (see LC transaction, position 55). The sequence option is ignored. **RPT SEQ 4-8 – SEQ GREATER LL BUD** - Warning. A sequence option has been chosen for Report 04-08 for a level not being maintained on the Labor Master (see LC transaction, position 55). The sequence option is ignored.
21	Level 1 of Sequence	Optional, alphanumeric, see instructions for reset value, maintenance allowed. Level 1 in the Sequence field is used to indicate the sequencing of report by levels. Codes 2 through 8, valid. Reset applies on: 1. All Blanks entered 2. First position being a Blank 3. A Blank followed by additional entry 4. Duplicate level entered 5. Invalid level, i.e., less than 2 or greater than 8 6. If R is left-most position and maintenance code is R
22	Level 2 of Sequence	Optional, alphanumeric, see instructions for reset value, maintenance allowed. Same as level 1 of sequence.
23	Level 3 of Sequence	Optional, alphanumeric, see instructions for reset value, maintenance allowed. Same as level 1 of sequence.
24	Level 4 of Sequence	Optional, alphanumeric, see instructions for reset value, maintenance allowed. Same as level 1 of sequence.
25	Level 5 of Sequence	Optional, alphanumeric, see instructions for reset value, maintenance allowed. Same as level 1 of sequence.
26	Level 6 of Sequence	Optional, alphanumeric, see instructions for reset value, maintenance allowed. Same as level 1 of sequence.
27	Level 7 of Sequence	Optional, alphanumeric, see instructions for reset value, maintenance allowed. Same as level 1 of sequence.

(continued)

Positions	Field Name	Description
	Report 2 Sequence	
28	Level of Sequence 1	Repeat positions 21-27.
29	Level of Sequence 2	Repeat positions 21-27.
30	Level of Sequence 3	Repeat positions 21-27.
31	Level of Sequence 4	Repeat positions 21-27.
32	Level of Sequence 5	Repeat positions 21-27.
33	Level of Sequence 6	Repeat positions 21-27.
34	Level of Sequence 7	Repeat positions 21-27.
	Report 3 Sequence	
35	Level of Sequence 1	Repeat positions 21-27.
36	Level of Sequence 2	Repeat positions 21-27.
37	Level of Sequence 3	Repeat positions 21-27.
38	Level of Sequence 4	Repeat positions 21-27.
39	Level of Sequence 5	Repeat positions 21-27.
40	Level of Sequence 6	Repeat positions 21-27.
41	Level of Sequence 7	Repeat positions 21-27.
	Report 4 Sequence	
42	Level of Sequence 1	Repeat positions 21-27.
43	Level of Sequence 2	Repeat positions 21-27.
44	Level of Sequence 3	Repeat positions 21-27.
45	Level of Sequence 4	Repeat positions 21-27.
46	Level of Sequence 5	Repeat positions 21-27.
47	Level of Sequence 6	Repeat positions 21-27.
48	Level of Sequence 7	Repeat positions 21-27.

(continued)

Positions	Field Name	Description
	Report 5 Sequence	
49	Level of Sequence 1	Repeat positions 21-27.
50	Level of Sequence 2	Repeat positions 21-27.
51	Level of Sequence 3	Repeat positions 21-27.
52	Level of Sequence 4	Repeat positions 21-27.
53	Level of Sequence 5	Repeat positions 21-27.
54	Level of Sequence 6	Repeat positions 21-27.
55	Level of Sequence 7	Repeat positions 21-27.
	Report 6 Sequence	
56	Level of Sequence 1	Repeat positions 21-27.
57	Level of Sequence 2	Repeat positions 21-27.
58	Level of Sequence 3	Repeat positions 21-27.
59	Level of Sequence 4	Repeat positions 21-27.
60	Level of Sequence 5	Repeat positions 21-27.
61	Level of Sequence 6	Repeat positions 21-27.
62	Level of Sequence 7	Repeat positions 21-27.
	Report 7 Sequence	
63	Level of Sequence 1	Repeat positions 21-27.
64	Level of Sequence 2	Repeat positions 21-27.
65	Level of Sequence 3	Repeat positions 21-27.
66	Level of Sequence 4	Repeat positions 21-27.
67	Level of Sequence 5	Repeat positions 21-27.
68	Level of Sequence 6	Repeat positions 21-27.
69	Level of Sequence 7	Repeat positions 21-27.
	Report 8 Sequence	
70	Level of Sequence 1	Repeat positions 21-27.
71	Level of Sequence 2	Repeat positions 21-27.
72	Level of Sequence 3	Repeat positions 21-27.
73	Level of Sequence 4	Repeat positions 21-27.
74	Level of Sequence 5	Repeat positions 21-27.
75	Level of Sequence 6	Repeat positions 21-27.
76	Level of Sequence 7	Repeat positions 21-27.

(continued)

Positions	Field Name	Description
77-79	Reserved	**Blank**
80	Maintenance Code	Optional, alphanumeric, reset not applicable.
		Valid values are:
		Blank - New **R** - Replace
		Messages: **TRANS EQUALS MST MAINT NE R** - Rejected. The transaction matches a level 0-level 2 already on the Labor Master. The maintenance code does not indicate an R.
		TRANS NE MST MAINT EQUAL R - Rejected. The transaction does not match a level 0-level 2 on the Labor Master. The maintenance code has an R code indicating the level 0-level 2 is on the Labor Master.
		INVALID MAINTENANCE CODE - Rejected.

LC [80] - Labor Report and Master File Options

Function   Labor Distribution Transactions

Associated Screens   None

Positions	Field Name	Description
1-2	Transaction Code	Constant **LC**
		Messages:
		INVALID TRANSACTION CODE - The record has an invalid transaction code. Correct and resubmit.
		DUPLICATE RECORD TYPE - Rejected. An input transaction contains same transaction type, level 0-level 2, employee number, and maintenance code as the previous transaction. Applies to LA, LB, LC, LD1, LD2, LE, LF and LG transactions.
		INVALID RECORD TYPE - Rejected.
3-6	Level 0	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Messages:
		INVALID LEVELS 0-2 - Rejected.
7-8	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Messages:
		INVALID LEVELS 0-2 - Rejected.
9-10	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Messages:
		INVALID LEVELS 0-2 - Rejected.

(continued)

Positions	Field Name	Description
11-20	Constant	**Zeros**
	Report 01 Options	
21	Lowest Sequence of Totals	Optional, alphanumeric, see instructions for reset value, maintenance allowed.
		Valid values are:
		1 - Every level 1 change
		2 - Sequence 1 change
		3 - Sequence 1, 2 change
		4 - Sequence 1, 2, 3 change
		5 - Sequence 1, 2, 3, 4 change
		6 - Sequence 1, 2, 3, 4, 5 change
		7 - Sequence 1, 2, 3, 4, 5, 6 change
		8 - Sequence 1, 2, 3, 4, 5, 6, 7 change
		R - Reset to 1 if maintenance code is R
		Blank - Set to 1 if maintenance code is Blank or do not change field if maintenance code is R.
		Messages:
		RPT1 – RPT4 INV SEQ LV TOT – 1 ASSUMED - Warning..
22	Lowest Sequence of Page Break	Optional, alphanumeric, see instructions for reset value, maintenance allowed.
		Valid values are:
		1 - Every level 1 change
		2 - Sequence 1 change
		3 - Sequence 2 change
		4 - Sequence 3 change
		5 - Sequence 4 change
		6 - Sequence 5 change
		7 - Sequence 6 change
		8 - Sequence 7 change
		R - Reset to 1 if maintenance code is R
		Blank - Set to 1 if maintenance code is Blank or do not change field if maintenance code is R
		Messages:
		RPT1 – RPT4 INV SEQ LV PAG – 1 ASSUMED - Warning.
23	Print Employee name	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Valid values are:
		* - Do not print employee name
		Blank - Print employee name
		Messages:
		RPT1 - RPT4 INV PRT DET – YES ASSUMED - Warning.

(continued)

Positions	Field Name	Description
24	Detail List	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Valid values are:
		* - Do not list period labor distribution detail **Blank** - Print list of labor distribution detail
		Messages: **RPT1 - RPT4 INV PRT DET – YES ASSUMED** - Warning.
25	Intermediate Sequence	Optional, alphanumeric, see instructions for reset value, maintenance allowed.
		Valid values are:
		1 - None **2** - Pay frequency **3** - Pay code **4** - Employee status (1st position) **5** - Employee status (2nd position) **6** - Employee status (both positions) **R** - Reset to 1
		Messages: **RPT1 - RPT4 INV INTER SEQ 1 ASSUMED** -Warning.
		INT SEQ – 1 ASSUMED LL LAB NE 9 - Warning. An intermediate sequence is chosen for Report 03 or 04 and the Labor Master is not being maintained at the employee level. Sequence option is ignored.
26	Minor Sequence	Optional, alphanumeric, see instructions for reset value, maintenance allowed.
		Valid values are: **1** - None **2** - Employee number **3** - Name **R** - Reset to 2
		Messages: **RPT1 - RPT4 INV MINOR SEQ 1 ASSUMED** - Warning.
		MIN SEQ – 1 ASSUMED LL LAB NE 9 - Warning. A minor sequence is chosen for Report 03 or 04 and the Labor Master is not being maintained at the employee level. Sequence option is ignored.

(continued)

Positions	Field Name	Description
	Report 2 Options	
27	Lowest Sequence of Totals	Repeat positions 21-26.
28	Lowest Sequence of Page Break	Repeat positions 21-26.
29	Print Employee Name	Repeat positions 21-26.
30	Detail List	Repeat positions 21-26.
31	Intermediate Sequence	Repeat positions 21-26.
32	Minor Sequence	Repeat positions 21-26.
	Report 3 Options	
33	Lowest Sequence of Totals	Repeat positions 21-26.
34	Lowest Sequence of Page Break	Repeat positions 21-26.
35	Print Employee Name	Repeat positions 21-26.
36	Detail List	Repeat positions 21-26.
37	Intermediate Sequence	Repeat positions 21-26.
38	Minor Sequence	Repeat positions 21-26.
	Report 4 Options	
39	Lowest Sequence of Totals	Repeat positions 21-26.
40	Lowest Sequence of Page Break	Repeat positions 21-26.
41	Print Employee Name	Repeat positions 21-26.
42	Detail List	Repeat positions 21-26.
43	Intermediate Sequence	Repeat positions 21-26.
44	Minor Sequence	Repeat positions 21-26.

(continued)

Positions	Field Name	Description
	Report 5 Options	
45	Lowest Sequence of Budgeting Totals	Optional, alphanumeric, see instructions for reset value, maintenance allowed.
		Valid values are:
		1 - Level 1 change **2** - Sequence 1
		3 - Sequence 1, 2 **4** - Sequence 1, 2, 3 **5** - Sequence 1, 2, 3, 4 **6** - Sequence 1, 2, 3, 4, 5 **7** - Sequence 1, 2, 3, 4, 5, 6 **8** - Sequence 1, 2, 3, 4, 5, 6, 7 **R** - Reset to 1 **Blank** - Set to 1 if maintenance code is Blank
		Messages: **RPT5 - RPT8 INV SEQ LV BUD – 1 ASSUMED** - Warning.
46	Lowest Sequence of Page Break	Optional, alphanumeric, see instructions for reset value, maintenance allowed.
		Valid values are:
		1 - Level 1 change **2** - Sequence 1 **3** - Sequence 1, 2 **4** - Sequence 1, 2, 3 **5** - Sequence 1, 2, 3, 4 **6** - Sequence 1, 2, 3, 4, 5 **7** - Sequence 1, 2, 3, 4, 5, 6 **8** - Sequence 1, 2, 3, 4, 5, 6, 7 **R** - Reset to 1 **Blank** - Set to 1 if maintenance code is Blank
		Messages: **RPT5- RPT8 INV SEQ BUD PG – 1 ASSUMED** - Warning.

(continued)

Positions	Field Name	Description
	Report 6 Options	
47	Lowest Sequence of Budgeting Totals	Repeat positions 45-46.
48	Lowest Sequence of Page Break	Repeat positions 45-46.
	Report 7 Options	
49	Lowest Sequence of Budgeting Totals	Repeat positions 45-46.
50	Lowest Sequence of Page Break	Repeat positions 45-46.
	Report 8 Options	
51	Lowest Sequence of Budgeting Totals	Repeat positions 45-46.
52	Lowest Sequence of Page Break	Repeat positions 45-46.
53	Labor Reports Major Sequence	Optional, alphanumeric, see instructions for reset value, maintenance allowed. Valid values are: **1** - Report number, level 0-level 2 **2** - Level 0-level 2, report number **R** - Reset to 1 Messages: **INV MAJOR SEQ 1 ASSUMED** - Warning.
54	Valid Transaction Print Option	Optional, alphanumeric, see instructions for reset value, maintenance allowed. Valid values are: **1** - Suppress valid transactions from validation report **2** - Print all transactions on validation report **R** - Reset to 1 Messages: **INV PRINT TRANS 1 ASSUMED** - Warning. **RPT2- INV PRT NAME – YES ASSUMED** - Warning. **RPT2 – INV PRT DET – YES ASSUMED** - Warning.

(continued)

Positions	Field Name	Description
55	Lowest Level Labor Distribution Records on Labor Master	Optional, alphanumeric, see instructions for reset value, maintenance allowed.
		Valid values are:
		3 - Level 3
		4 - Level 3, 4
		5 - Level 3, 4, 5
		6 - Level 3, 4, 5, 6
		7 - Level 3, 4, 5, 6, 7
		8 - Level 3, 4, 5, 6, 7, 8
		9 - Distribution records kept at employee level
		Messages:
		INV LOW LV LD REC 9 ASSUMED - Warning.
		INV LOW LV LD REC NO RESET - The field cannot be changed by maintenance.
56	Lowest Level Budget Records on Labor Master	Optional, alphanumeric, see instructions for reset value, maintenance allowed.
		Valid values are:
		3 - Level 3
		4 - Level 3, 4
		5 - Level 3, 4, 5
		6 - Level 3, 4, 5, 6
		7 - Level 3, 4, 5, 6, 7
		8 - Level 3, 4, 5, 6, 7, 8
		Note: Budget records cannot be maintained at a level lower than the lowest level of labor distribution records on labor master.
		Messages:
		INV LOW LV BDG REC 8 ASSUMED - Warning.
		INV LOW LV BDG REC NO RESET - The field cannot be changed by maintenance.

(continued)

Positions	Field Name	Description
57-79	Reserved	**Blank**
80	Maintenance Code	Optional, alpha, reset not applicable.
		Valid values are:
		Blank - New **R** - Replace
		Messages:
		TRANS EQUALS MST MAINT NE R - Rejected. The transaction matches a level 0-level 2 already on the Labor Master. The maintenance code does not indicate an R.
		TRANS NE MST MAINT EQUAL R - Rejected. The transaction does not match a level 0-level 2 on the Labor Master. The maintenance code has an R code indicating the level 0-level 2 is on the Labor Master.
		INVALID MAINTENANCE CODE - Rejected.

LD-1 [80] - Labor Level Sizes and Description

Function   Labor Distribution Transactions

Associated Screens   None

Positions	Field Name	Description
1-2	Transaction Code	Constant **LD**
		Messages:
		INVALID TRANSACTION CODE - The record has an invalid transaction code. Correct and resubmit.
		DUPLICATE RECORD TYPE - Rejected. An input transaction contains same transaction type, level 0-level 2, employee number, and maintenance code as the previous transaction. Applies to LA, LB, LC, LD1, LD2, LE, LF and LG transactions.
		INVALID RECORD TYPE - Rejected.
		LD1 - NO LD2 OR INVALID LD2 - Rejected. An LD1 transaction is present. No corresponding LD2 transaction is present or the LD2 is invalid.
3-6	Level 0	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Messages:
		INVALID LEVELS 0-2 - Rejected.
7-8	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Messages:
		INVALID LEVELS 0-2 - Rejected.
9-10	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Messages:
		INVALID LEVELS 0-2 - Rejected.
11-20	Constant	**Zeros**
21-22	Level 1 Size	Optional, alphanumeric, reset not applicable, maintenance allowed.
		Cannot be less than 1 or greater than 3.
		Messages:
		LEVELS 1-8 SIZES NOT NUMERIC - Rejected.
		INVALID LEVEL 1 SIZE - Rejected.
		SIZE OF L1 PLUS L2 NOT EQUAL 4 - Rejected.
23-32	Level 1 Description	Optional, alphanumeric, resets to Blank, maintenance allowed.

(continued)

Positions	Field Name	Description
33-34	Level 2 Size	Optional, alphanumeric, reset not applicable, maintenance allowed.
		Cannot be less than 1 or greater than 3. Level 1 size plus level 2 size cannot be greater than 4.
		Messages: **LEVELS 1-8 SIZES NOT NUMERIC** - Rejected.
		INVALID LEVEL 2 SIZE - Rejected.
		LV 2 SZ EQUAL ZERO - RPT SEQ LV - Rejected. The size for level 2 is entered as zeros and level 2 is selected as a sequence option in a report sequence on the LB transaction. Correct LB sequence options and resubmit, or correct level 2 size and resubmit.
35-44	Level 2 Description	Optional, alphanumeric, resets to Blank, maintenance allowed.
45-46	Level 3 Size	Optional, alphanumeric, reset not applicable, maintenance allowed.
		Cannot be less than 1 or greater than 22.
		Messages: **LEVELS 1-8 SIZES NOT NUMERIC** - Rejected.
		INVALID LEVEL 3-8 SIZE - Rejected.
		LV 3 SZ EQUAL ZERO - RPT SEQ LV - Rejected. The size for level 3 is entered as zeros and level 3 is selected as a sequence option in a report sequence on the LB transaction. Correct LB sequence options and resubmit, or correct level 3 size and resubmit.
47-56	Level 3 Description	Optional, alphanumeric, resets to Blank, maintenance allowed.
57-58	Level 4 Size	Optional, alphanumeric, reset not applicable, maintenance allowed.
		Cannot be greater than 21. Level 3 size plus level 4 size cannot exceed 22.
		Messages: **LEVELS 1-8 SIZES NOT NUMERIC** - Rejected.
		INVALID LEVEL 3-8 SIZE - Rejected.
		LV 4 SZ EQUAL ZERO - RPT SEQ LV - Rejected. The size for level 4 is entered as zeros and level 4 is selected as a sequence option in a report sequence on the LB transaction. Correct LB sequence options and resubmit, or correct level 4 size and resubmit.
59-68	Level 4 Description	Optional, alphanumeric, resets to Blank, maintenance allowed.
69-78	Reserved	**Blank**

(continued)

Positions	Field Name	Description
79	Transaction Separator	Valid values are:
		1 - Levels 1 through 4
80	Maintenance Code	Optional, alphanumeric, reset not applicable.
		Valid values are:
		Blank - New **R** - Replace
		Messages: **TRANS EQUALS MST MAINT NE R** - Rejected. The transaction matches a level 0-level 2 already on the Labor Master. The maintenance code does not indicate an R.
		TRANS NE MST MAINT EQUAL R - Rejected. The transaction does not match a level 0-level 2 on the Labor Master. The maintenance code has an R code indicating the level 0-level 2 is on the Labor Master.
		INVALID MAINTENANCE CODE - Rejected.

LD-2 [80] - Labor Level Sizes and Description

Function   Labor Distribution Transactions

Associated Screens   None

Positions	Field Name	Description
1-2	Transaction Code	Constant **LD**
		Messages:
		INVALID TRANSACTION CODE - The record has an invalid transaction code. Correct and resubmit.
		DUPLICATE RECORD TYPE - Rejected. An input transaction contains same transaction type, level 0-level 2, employee number, and maintenance code as the previous transaction. Applies to LA, LB, LC, LD1, LD2, LE, LF and LG transactions.
		INVALID RECORD TYPE - Rejected.
		LD2 - NO LD1 OR INVALID LD1 - Rejected. An LD2 transaction is present. No corresponding LD1 transaction is present or the LD1 is invalid.
3-6	Level 0	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Messages:
		INVALID LEVELS 0-2 - Rejected.
7-8	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Messages:
		INVALID LEVELS 0-2 - Rejected.
9-10	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Messages:
		INVALID LEVELS 0-2 - Rejected.
11-20	Constant	**Zeros**
21-22	Level 5 Size	Optional, alphanumeric, reset not applicable, maintenance allowed.
		Cannot be greater than 20. Sizes of level 3 plus level 4 plus level 5 cannot exceed 22.
		Messages:
		LEVELS 1-8 SIZES NOT NUMERIC - Rejected.
		INVALID LEVEL 3-8 SIZE - Rejected..

(continued)

Positions	Field Name	Description
		LV 5 SZ EQUAL ZERO - RPT SEQ LV - Rejected. The size for level 5 is entered as zeros and level 5 is selected as a sequence option in a report sequence on the LB transaction. Correct LB sequence options and resubmit, or correct level 5 size and resubmit.
23-32	Level 5 Description	Optional, alphanumeric, resets to Blank, maintenance allowed.
33-34	Level 6 Size	Optional, alphanumeric, reset not applicable, maintenance allowed.
		Cannot be greater than 19. Sizes of level 3 plus level 4 plus level 5 plus level 6 cannot exceed 22.
		Messages: **LV 6 SZ EQUAL ZERO – RPT SEQ LV** - Rejected. The size for level 6 is entered as zeros and level 6 is selected as a sequence option in a report sequence on the LB transaction. Correct LB sequence options and resubmit, or correct level 6 size and resubmit.
		LEVELS 1-8 SIZES NOT NUMERIC - Rejected.
		INVALID LEVEL 3-8 SIZE - Rejected.
35-44	Level 6 Description	Optional, alphanumeric, resets to Blank, maintenance allowed.
45-46	Level 7 Size	Optional, alphanumeric, reset not applicable, maintenance allowed.
		Cannot be greater than 18. Sizes of level 3 plus level 4 plus level 5 plus level 6 plus level 7 cannot exceed 22.
		Messages: **LEVELS 1-8 SIZES NOT NUMERIC** - Rejected.
		INVALID LEVEL 3-8 SIZE - Rejected.
		LV 7 SZ EQUAL ZERO - RPT SEQ LV - Rejected. The size for level 7 is entered as zeros and level 7 is selected as a sequence option in a report sequence on the LB transaction. Correct LB sequence options and resubmit, or correct level 7 size and resubmit.
47-56	Level 7 Description	Optional, alphanumeric, resets to Blank, maintenance allowed.

(continued)

Positions	Field Name	Description
57-58	Level 8 Size	Optional, alphanumeric, reset not applicable, maintenance allowed.
		Cannot be greater than 17. Sizes of level 3 plus level 4 plus level 5 plus level 6 plus level 7 plus level 8 cannot exceed 22.
		Messages: **LEVELS 1-8 SIZES NOT NUMERIC** - Rejected.
		INVALID LEVEL 3-8 SIZE - Rejected.
		LV 8 SZ EQUAL ZERO - RPT SEQ LV - Rejected. The size for level 8 is entered as zeros and level 8 is selected as a sequence option in a report sequence on the LB transaction. Correct LB sequence options and resubmit, or correct level 8 size and resubmit.
59-68	Level 9 Description	Optional, alphanumeric, resets to Blank, maintenance allowed.
69-78	Level 0 Description	Optional, alphanumeric, resets to Blank, maintenance allowed.
79	Multiple Record Code	Valid values are:
		2 - Levels 5 through 8
		Messages: **INVALID MULTIPLE RECORD CODE** - Rejected.
80	Maintenance Code	Optional, alphanumeric, reset not applicable.
		Valid values are:
		Blank - New **R** - Replace
		Messages: **TRANS EQUALS MST MAINT NE R** - Rejected. The transaction matches a level 0-level 2 already on the Labor Master. The maintenance code does not indicate an R.
		TRANS NE MST MAINT EQUAL R - Rejected. The transaction does not match a level 0-level 2 on the Labor Master. The maintenance code has an R code indicating the level 0-level 2 is on the Labor Master.
		INVALID MAINTENANCE CODE - Rejected.

Additional Messages

Message	Description
INV LV SIZE - LOW LEV LABOR	Rejected. The LD1/LD2 transactions have zeros in the level size of the lowest labor level (see the LC transaction).
INV LV SIZE - LOW LEV BUDGET	Rejected. The LD1/LD2 transactions have zeros in the level size of the lowest budget level.

LE [80] - Labor Accrual Parameters

Function   Labor Distribution Transactions

Associated Screens   None

Positions	Field Name	Description
1-2	Transaction Code	Constant **LE** Messages: **INVALID TRANSACTION CODE** - The record has an invalid transaction code. Correct and resubmit. **DUPLICATE RECORD TYPE** - Rejected. An input transaction contains same transaction type, level 0-level 2, employee number, and maintenance code as the previous transaction. Applies to LA, LB, LC, LD1, LD2, LE, LF and LG transactions. **INVALID RECORD TYPE** - Rejected.
3-6	Level 0	Required, alphanumeric, reset not applicable, maintenance not allowed. Messages: **INVALID LEVELS 0-2** - Rejected.
7-8	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed. Messages: **INVALID LEVELS 0-2** - Rejected.
9-10	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed. Messages: **INVALID LEVELS 0-2** - Rejected.
11-20	Constant	**Zeros**
	Weekly Accrual Data	Messages: **INV WEEKLY ACCRUAL PARAMETERS** - Rejected. Weekly Accrual Code field or Weekly Accrual Type field is Blank and other weekly parameters are present. **PREV WEEKLY ACCRUAL RUN** - Warning. The weekly accrual fields are present on the LE transaction and the previous labor processing had weekly accruals. The accrual is processed as indicated.

(continued)

Positions	Field Name	Description
21	Accrual Code	Optional, alphanumeric, reset not applicable, maintenance allowed.
		Valid values are:
		Blank - No accrual **1** - Percentage actual cycle **2** - Percentage estimated cycle
		Messages: **INV WEEKLY ACCRUAL CODE** - Rejected.
22	Accrual Type	Optional, alphanumeric, reset not applicable, maintenance allowed.
		Valid values are:
		1 - Days given, calculate % **2** - Percentage given
		Messages: **INV WEEKLY ACCRUAL TYPE** - Rejected.
23-26	Accrual Days in Cycle	Optional, alphanumeric, reset not applicable, maintenance allowed.
		2 decimals.
		Messages: **INV WEEKLY ACCRUAL DAYS CYCLE** - Rejected. Weekly Accrual Days in Cycle field is Blank or not numeric, and Weekly Accrual Type field indicates accrual in days.
27-30	Accrual Days to be Accrued	Optional, alphanumeric, reset not applicable, maintenance allowed.
		2 decimals.
		Messages: **INV WEEKLY ACCRUAL DAYS ACCR** - Rejected. Weekly Accrual Days in Cycle field is Blank or not numeric, and Weekly Accrual Type field indicates accrual in days.

(continued)

Positions	Field Name	Description
31-34	Accrual Percentage	Optional, alphanumeric, reset not applicable, maintenance allowed.
		2 decimals.
		Messages: **INV WEEKLY ACCRUAL PERCENTAGE** - Rejected. Weekly Accrual Percentage field is Blank or not numeric, and Weekly Accrual Type field indicates percentage accrual.
	Biweekly Accrual Parameters	Optional, reset not applicable, maintenance allowed.
		Repeat positions 21-34.
		Messages: **INV BIWEEKLY ACCR PARAMETERS** - Rejected. Biweekly Accrual Code field or Accrual Type field is Blank and other biweekly parameters are present.
		INV BIWEEKLY ACCR CODE - Rejected.
		INV BIWEEKLY ACCR TYPE - Rejected.
		INV BIWEEKLY ACCR DAYS CYCLE - Rejected. Biweekly Accrual Days in Cycle field is Blank or not numeric, and Biweekly Accrual Type field indicates accrual in days.
		INV BIWEEKLY ACCR DAYS ACCR - Rejected. Biweekly Accrual Days in Cycle field is Blank or not numeric, and Biweekly Accrual Type field indicates accrual in days.
		INV BIWEEKLY ACCR PERCENTAGE - Rejected. Biweekly Accrual Percentage field is Blank or not numeric, and Biweekly Accrual Type field indicates percentage accrual.
		PREV BI-WEEKLY ACCRUAL RUN - Warning. The biweekly accrual fields are present on the LE transaction and the previous labor processing had biweekly accruals. The accrual is processed as indicated
35	Accrual Code	Repeat positions 21
36	Accrual Type	Repeat positions 22
37-40	Accrual Days in Cycle	Repeat positions 23-26
41-44	Accrual Days to be Accrued	Repeat positions27-30
45-48	Accrual Percentage	Repeat positions 31-34.

(continued)

Positions	Field Name	Description
	Semimonthly Accrual Parameters	Optional, reset not applicable, maintenance allowed.
		Repeat positions 21-34.
		Messages:
		INV SEMI-MONTH ACCR PARAMETERS - Rejected. Semi-month Accrual Code field or Accrual Type field is Blank and other semi-monthly parameters are present.
		INV SEMI-MONTH ACCR CODE – Rejected.
		INV SEMI-MONTH ACCR TYPE - Rejected.
		INV SEMI-MONTH ACCR DAYS CYCLE - Rejected. Semi-month Accrual Days in Cycle field is Blank or not numeric, and Semi-month Accrual Type field indicates accrual in days.
		INV SEMI-MONTH ACCR DAYS ACCR - Rejected. Semi-month Accrual Days in Cycle field is Blank or not numeric, and Semi-month Accrual Type field indicates accrual in days.
		INV SEMI-MONTH ACCR PERCENTAGE - Rejected. Semi-month Accrual Percentage field is Blank or not numeric, and Semi-month Accrual Type field indicates percentage accrual.
		PREV SEMI-MONTHLY ACCRUAL RUN - Warning. The semi-monthly accrual fields are present on the LE transaction and the previous labor processing had semi-monthly accruals. The accrual is processed as indicated.
49	Accrual Code	Repeat positions 21
50	Accrual Type	Repeat positions 22
51-54	Accrual Days in Cycle	Repeat positions 23-26
55-58	Accrual Days to be Accrued	Repeat positions27-30
59-62	Accrual Percentage	Repeat positions 31-34.

(continued)

Positions	Field Name	Description
	Monthly Accrual Parameters	Optional, reset not applicable, maintenance allowed.
		Repeat positions 21-34
		Messages:
		INV MONTHLY ACCR PARAMETERS - Rejected. Monthly Accrual Code field or Accrual Type field is Blank and other monthly parameters are present.
		INV MONTHLY ACCR CODE - Rejected.
		INV MONTHLY ACCR TYPE - Rejected.
		INV MONTHLY ACCR DAYS CYCLE - Rejected. Monthly Accrual Days in Cycle field is Blank or not numeric, and Monthly Accrual Type field indicates accrual in days.
		INV MONTHLY ACCR DAYS ACCR - Rejected. Monthly Accrual Days in Cycle field is Blank or not numeric, and Monthly Accrual Type field indicates accrual in days.
		INV MONTHLY ACCR PERCENTAGE - Rejected. Monthly Accrual Percentage field is Blank or not numeric, and Monthly Accrual Type field indicates percentage accrual.
		PREV MONTHLY ACCRUAL RUN - Warning. The monthly accrual fields are present on the LE transaction and the previous labor processing had monthly accruals. The accrual is processed as indicated.
63	Accrual Code	Repeat positions 21
64	Accrual Type	Repeat positions 22
65-68	Accrual Days in Cycle	Repeat positions 23-26
69-72	Accrual Days to be Accrued	Repeat positions27-30
73-76	Accrual Percentage	Repeat positions 31-34.

(continued)

Positions	Field Name	Description
77-79	Reserved	**Blank**
80	Maintenance Code	Optional, alphanumeric, reset not applicable.
		Valid values are:
		Blank - New **R** - Replace
		Messages: **TRANS EQUALS MST MAINT NE R** - Rejected. The transaction matches a level 0-level 2 already on the Labor Master. The maintenance code does not indicate an R.
		TRANS NE MST MAINT EQUAL R - Rejected. The transaction does not match a level 0-level 2 on the Labor Master. The maintenance code has an R code indicating the level 0-level 2 is on the Labor Master.
		INVALID MAINTENANCE CODE - Rejected.

LF [80] - Labor Period End and Clear Parameters

Function   Labor Distribution Transactions

Associated Screens   None

Positions	Field Name	Description
1-2	Transaction Code	Constant **LF**
		Messages:
		INVALID TRANSACTION CODE - The record has an invalid transaction code. Correct and resubmit.
		DUPLICATE RECORD TYPE - Rejected. An input transaction contains same transaction type, level 0-level 2, employee number, and maintenance code as the previous transaction. Applies to LA, LB, LC, LD1, LD2, LE, LF and LG transactions.
		INVALID RECORD TYPE - Rejected.
3-6	Level 0	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Messages: **INVALID LEVELS 0-2** - Rejected.
7-8	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Messages: **INVALID LEVELS 0-2** - Rejected.
9-10	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Messages: **INVALID LEVELS 0-2** - Rejected.
11-20	Constant	**Zeros**
21-26	Monthly Period End Date	Optional, numeric, reset not applicable, maintenance allowed.
		Valid values are:
		*****1 - Run date *******2** - Period end date *******3** - Check date *******4** - Computer date
		Year will be expanded and stored with four digits.
		Messages: **INVALID MONTH PERIOD END DATE** - Rejected.

(continued)

Positions	Field Name	Description
27-32	Quarterly Period End Date	Optional, numeric, reset not applicable, maintenance allowed.
		Valid values are:
		*****1 - Run date
		*****2 - Period end date
		*****3 - Check date
		*****4 - Computer date
		Year will be expanded and stored with four digits.
		Messages:
		INVALID QUARTER PERIOD END DT - Rejected.
33-38	Year End Date	Optional, numeric, reset not applicable, maintenance allowed.
		Valid values are:
		*****1 - Run date
		*****2 - Period end date
		*****3 - Check date
		*****4 - Computer date
		Year will be expanded and stored with four digits.
		Messages:
		INVALID YEAR PERIOD END DATE - Rejected.
39	Clear To-Date Code	Optional, alphanumeric, reset not applicable, maintenance allowed.
		Valid values are:
		M - Clear month-to-date in labor master
		Q - Clear month-to-date and quarter-to-date in labor master
		Y - Clear month-to-date, quarter-to-date and year-to-date in labor master
		Blank - No
		Messages:
		INVALID CLEAR-TO-DATE CODE - Rejected.
40	Period End Code	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Valid values are:
		M - Month end
		Q - Quarter end
		Y - Year end
		Blank - Not period end
		Messages:
		INV PERIOD END CODE NO ASSUMED - Warning.

(continued)

Positions	Field Name	Description
41-79	Reserved	**Blank**
80	Maintenance Code	Optional, alphanumeric, reset not applicable.
		Valid values are:
		Blank - New **R** - Replace
		Messages: **TRANS EQUALS MST MAINT NE R** - Rejected. The transaction matches a level 0-level 2 already on the Labor Master. The maintenance code does not indicate an R.
		TRANS NE MST MAINT EQUAL R - Rejected. The transaction does not match a level 0-level 2 on the Labor Master. The maintenance code has an R code indicating the level 0-level 2 is on the Labor Master.
		INVALID MAINTENANCE CODE - Rejected.

LG [80] - Labor Distribution Budget Miscellaneous

Function   Labor Distribution Transactions

Associated Screens   None

Positions	Field Name	Description
1-2	Transaction Code	Constant **LG** Messages: **INVALID TRANSACTION CODE** - The record has an invalid transaction code. Correct and resubmit. **DUPLICATE RECORD TYPE** - Rejected. A transaction input contains same transaction type, level 0-level 2, employee number, and maintenance code as the previous transaction. Applies to LA, LB, LC, LD1, LD2, LE, LF and LG transactions. **INVALID RECORD TYPE** - Rejected.
3-6	Level 0	Required, alphanumeric, reset not applicable, maintenance not allowed. Messages: **INVALID LEVELS 0-2**- Rejected.
7-8	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed. Messages: **INVALID LEVELS 0-2**- Rejected.
9-10	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed. Messages: **INVALID LEVELS 0-2**- Rejected.
11-20	Constant	**Zeros**
21-24	Month Budgeted	Optional, numeric, reset not applicable, maintenance allowed. **MMYY**. Year will be expanded and stored with four digits. Messages: **INVALID MONTH BUDGETED** - Rejected.

(continued)

Positions	Field Name	Description
25-28	Generate Labor Reports 5-8	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Valid values are:
		Blank - No **E** - Always **P** - Period **R** - Reset
		1 position each field.
		Messages: **INV GEN RPT 5 NO RPT ASSUMED** - Warning.
		INV GEN RPT 6 NO RPT ASSUMED - Warning.
		INV GEN RPT 7 NO RPT ASSUMED - Warning.
		INV GEN REP 8 NO RPT ASSUMED - Warning.
	Report 5 Options	
29	Lowest Sequence of Budgeting	Optional, alphanumeric, see instructions for reset value, maintenance allowed.
		Valid values are:
		1 - Level 1 **2** - Sequence 1 **3** - Sequence 1, 2 **4** - Sequence 1, 2, 3 **5** - Sequence 1, 2, 3, 4 **6** - Sequence 1, 2, 3, 4, 5 **7** - Sequence 1, 2, 3, 4, 5, 6 **8** - Sequence 1, 2, 3, 4, 5, 6, 7 **R** - Reset to 1 if maintenance code is R **Blank** - Set to 1 if maintenance code is Blank or do not change field if maintenance code is R
		Messages**:** **RPT5 - INV SEQ LV BUD - 1 ASSUMED** - Warning.
		RPT6 - INV SEQ LV BUD - 1 ASSUMED - Warning.
		RPT7 - INV SEQ LV BUD - 1 ASSUMED - Warning.
		RPT8 - INV SEQ LV BUD - 1 ASSUMED - Warning.

(continued)

Positions	Field Name	Description
30	Lowest Sequence of Page Break	Optional, alphanumeric, maintenance allowed.
		Valid values are:
		1 - Level 1 **2** - Sequence 1 **3** - Sequence 1, 2 **4** - Sequence 1, 2, 3 **5** - Sequence 1, 2, 3, 4 **6** - Sequence 1, 2, 3, 4, 5 **7** - Sequence 1, 2, 3, 4, 5, 6 **8** - Sequence 1, 2, 3, 4, 5, 6, 7 **R** - Reset to 1 **Blank** - Set to 1 if maintenance code is Blank
		Messages**:** **RPT5 - INV SEQ LV BUD PG - 1 ASSUMED** - Warning. **RPT6 - INV SEQ LV BUD PG - 1 ASSUMED** - Warning. **RPT7 - INV SEQ LV BUD PG - 1 ASSUMED** - Warning. **RPT8 - INV SEQ LV BUD PG - 1 ASSUMED** - Warning.
	Report 6 Options	
31	Lowest Sequence of Budgeting	Repeat positions 29-30.
32	Lowest Sequence of Page Break	Repeat positions 29-30.
	Report 7 Options	
33	Lowest Sequence of Budgeting	Repeat positions 29-30.
34	Lowest Sequence of Page Break	Repeat positions 29-30.
	Report 8 Options	
35	Lowest Sequence of Budgeting	Repeat positions 29-30.
36	Lowest Sequence of Page Break	Repeat positions 29-30.
37-41	Percent of Month Completed at End of Current Labor Period	Optional, alphanumeric, resets to zero, maintenance allowed.
		2 decimals. All Blanks or not less than .01% or **greater** than 100.00%.
		Messages: **INV PCT MON COMP ZERO ASSUMED** - Warning.

(continued)

Positions	Field Name	Description
42-46	Percent of Quarter Completed at End of Current Labor Period	Optional, alphanumeric, resets to zero, maintenance allowed.
		2 decimals. All Blanks or not less than .01% or greater than 100.00%.
		Messages:
		INV PCT QTR COMP ZERO ASSUMED - Warning.
47-51	Percent of Year Completed at End of Current Labor Period	Optional, alphanumeric, resets to zero, maintenance allowed.
		2 decimals. All Blanks or not less than .01% or greater than 100.00%.
		Messages:
		INV PCT YEAR COMP ZERO ASSUMED - Warning.
52	Cumulative Budget	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Valid values are:
		Blank - Yes
		* - No
		R - Reset
		Messages:
		INV CUMULATIVE BDG NO ASSUMED - Warning.
53	Lowest Period of Budgeting	Alphanumeric, see instructions for reset value, maintenance allowed.
		Valid values are:
		C - Current
		M - Month
		Q - Quarter
		Y - Year
		R - Reset to Y
		Messages:
		INV PERIOD BUDGET Y ASSUMED - Warning.
54	Dependent Budgeting	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Valid values are:
		Blank - None
		1 - Dependent
		2 - Independent
		R - Reset
		Messages:
		INV DEPENDENT BDG NO ASSUMED - Warning.
		DEPENDENT BUDG - Rejected. The dependent budget option on the master is not Blank and the LG transaction indicates a change to the dependent budget option.

(continued)

Positions	Field Name	Description
55	Budget Category	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Valid values are:
		Blank - None **1** - Itemized **2** - Summarized **3** - Combined **R** - Reset
		Messages: **INV BUDGET CATEGORY NO ASSUMED** - Warning.
		BUDGET CATEGORY - Rejected. The dependent budget option on the master is not Blank and the LG transaction indicates a change to the budget category option.
56-79	Reserved	**Blank**
80	Maintenance Code	Optional, alphanumeric, reset not applicable.
		Valid values are:
		Blank - New **R** - Replace
		Messages: **TRANS EQUALS MST MAINT NE R** - Rejected. The transaction matches a level 0-level 2 already on the Labor Master. The maintenance code does not indicate an R.
		TRANS NE MST MAINT EQUAL R - Rejected. The transaction does not match a level 0-level 2 on the Labor Master. The maintenance code has an R code indicating the level 0-level 2 is on the Labor Master.
		INVALID MAINTENANCE CODE - Rejected.

LH [80] - Labor Distribution Budget Detail

Function   Labor Distribution Transactions

Associated Screens   None

Positions	Field Name	Description
1-2	Transaction Code	Constant **LH**
		Messages: **INVALID BUD TRANS CD – CATG IS NONE** - Rejected. The budget category indicates budgeting is not processed for this level 0-level 2.
3-6	Level 0	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Messages: **INVALID LEVELS 0-2** - Rejected.
7-8	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Messages: **INVALID LEVELS 0-2** - Rejected.
9-10	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Messages: **INVALID LEVELS 0-2** - Rejected.
11-20	Constant	**Zeros**
21-42	Levels 3-8	Optional, alphanumeric, reset not applicable, maintenance allowed.
		If LG option for dependent budgeting says yes, then enter levels as designated by LC report options.
		If independent budgeting, enter only level to be budgeted with *s preceding levels.
		Messages: **INVALID LEVELS 3-8** - Rejected.

(continued)

Positions	Field Name	Description
43-46	Earnings, Hours, Tax or Benefits Code for Budget Control	Optional, alphanumeric, reset not applicable, maintenance allowed. Valid values are: **ARGb** - Regular earnings budgeted amount **AOTb** - Overtime earnings budgeted amount **Exxb** - DOE earnings budgeted amount, where **xx** is the DOE code **HRGb** - Regular hours budgeted amount **HOTb** - Overtime hours budgeted amount **H001 - H025** - Special hours budgeted amount **Dxxb** - DOEs deduction budgeted amount (Employer Paid), where **xx** is the DOE code **FICb** - Employer paid FICA budgeted amount **FUIb** - Employer paid FUI budgeted amount **MEDb** - Employer paid Medicare budgeted amount **S001 - S052** - Employer paid SUI budgeted amount ***QM1b** - Employer paid Quebec Medicare budgeted amount ***QM2b** - Employer paid Employee Quebec Medicare budgeted amount ***CPPb** - Employer paid Canadian Pension Plan budget amount ***QPPb** - Employer paid Quebec Pension Plan budget amount ***UICb** - Employer paid Unemployment Insurance budgeted amount **B000** - All benefits **C000** - All earnings and benefits combined **E000 -** All earnings **H000** - All hours Messages: **INVALID BUDGET CODE** - Rejected. **INV BUD TRANS CD – CATG IS 1** - Rejected. The earnings/hours/tax code does not agree with the budget category. **INV BUD TRANS CD – CATG IS 2** - Rejected. The earnings/hours/tax code does not agree with the budget category. **INV BUD TRANS CD – CATG IS 3** - Rejected. The earnings/hours/tax code does not agree with the budget category.
47-53	Hours	Optional, alphanumeric, reset not applicable, maintenance allowed. Number of hours budgeted. If Blank, not used. Right justified. Messages: **INVALID BUDGET HOURS** - Rejected.
54-64	Earnings	Optional, alphanumeric, reset not applicable, maintenance allowed. Amount of earnings budgeted. If Blank, not used. Right justified. Messages: **INVALID BUDGET EARNINGS** - Rejected.

(continued)

Positions	Field Name	Description
65	Period Code	Optional, alphanumeric, reset not applicable, maintenance allowed.
		Valid values are:
		C - Current **M** - Month-to-date **Q** - Quarter-to-date **Y** - Year-to-date
		Cannot be lower than period of budgeting specified on LG transaction (positions 42-46).
		Messages: **INVALID BUDGET PERIOD CODE** - Rejected.
66-80	Reserved	**Blank**

Additional Messages

Message	Description
BUD AND EMP DATA BEING DELETED	Rejected. The budget and employee data pertaining to the organization (level 1-level 2) contained on the transaction is being deleted from the Labor Distribution Master file. No updates to those fields allowed.

LM [80] - Labor Distribution Employee Adjustment

Function   Labor Distribution Transactions

Associated Screens   None

Positions	Field Name	Description
1-2	Transaction Code	Constant **LM**
3-6	Level 0	Required, alphanumeric, reset not applicable, maintenance not allowed. Messages: **INVALID LEVELS 0-2** - Rejected.
7-8	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed. Messages: **INVALID LEVELS 0-2** - Rejected.
9-10	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed. Messages: **INVALID LEVELS 0-2** - Rejected.
11-20	Employee Number	Required, alphanumeric, reset not applicable, maintenance not allowed. Messages: **INVALID OR MISSING EMPLOYEE NUMBER** - Warning. Employee Number is all zeros or all Blanks. If Employee Number is kept on Labor Master, correct and resubmit. **INV TRANS TO DELETED EMPLY** - Rejected. The transaction is for an Employee Number that is being deleted during this process of the Labor Master file.
21-42	Levels 3-8	Optional, alphanumeric, reset not applicable, maintenance allowed. Include Blanks to duplicate the variable levels 3-8 for this employee. Messages: **INVALID LEVELS 3 - 8** - Rejected.

(continued)

Positions	Field Name	Description
43-46	Earnings, Hours, Tax or Benefit Code for Adjustment	Optional, alphanumeric, reset not applicable, maintenance allowed.

Valid values are:

ARGb - Regular earnings for adjustment
AOTb - Overtime earnings budgeted amount
Exxb - DOE earnings for adjustment where **xx** is the DOE code
HRGb - Regular hours for adjustment
HOTb - Overtime hours for adjustment
H001 - H025 - Special hours for adjustment
Dxxb - DOE deduction for adjustment (employer paid) where **xx** is the DOE code
FICb - Employer paid FICA for adjustment
FUIb - Employer paid FUI for adjustment
MEDb - Employer paid Medicare for adjustment
S001 - S052 - Employer paid SUI for adjustment
*QM1b - Employer paid Quebec Medicare for adjustment
*QM2b - Employer paid Employee Quebec Medicare for adjustment
*CPPb - Employer paid Canadian Pension Plan for adjustment
*QPPb - Employer paid Quebec Pension Plan for adjustment
*UICb - Employer paid combined Employment Insurance/Quebec Parental Insurance Plan for adjustment

* = Canadian organizations

Hours and earnings entered with an hours code (HRG, HOT or H001 - H025) are reflected on the hours reports. Hours and earnings entered with an earnings, tax or benefit code (ARG, AOT, Exxb, Dxxb, FIC, MED, FUI, S001 - S052, QM1, QM2, CPP, QPP, or EI/QPIP) are reflected on the earnings reports.

Messages:
INVALID ADJ ERN, HRS, TAX CODE - Rejected.

(continued)

Positions	Field Name	Description
47	Month Code	Optional, alphanumeric, reset not applicable, maintenance allowed.
		Valid values are:
		C or **Blank** - Current
		N - Future
		Messages:
		INVALID ADJ MONTH CODE - Rejected.
48-54	Hours	Optional, alphanumeric, reset not applicable, maintenance allowed.
		Number of hours to be adjusted. If Blanks, not used. Right justified.
		Messages:
		INVALID ADJ HOURS - Rejected.
55-65	Earnings	Optional, alphanumeric, reset not applicable, maintenance allowed.
		Number earnings to be adjusted. If Blanks, not used. Right justified.
66-78	Reserved	**Blank**
79	Update Code	Optional, alphanumeric, reset not applicable, maintenance allowed.
		Valid values are:
		M - Month-to-date, quarter-to-date, year-to-date
		Q - Quarter-to-date, year-to-date
		Y - Year-to-date
		1 - Month-to-date
		2 - Quarter-to-date
		Messages:
		INVALID ADJ UPDATE CODE - Rejected.
80	Adjustment Code	Optional, alphanumeric, reset not applicable, maintenance allowed.
		Valid values are:
		A - Add (positive adjustment)
		M - Subtract (negative adjustment)
		P - Prepay
		R - Reversal
		Messages:
		INVALID ADJUSTMENT CODE - Rejected.

Additional Messages

Message	Description
BUD AND EMP DATA BEING DELETED	Rejected. The budget and employee data pertaining to the organization (level 1-level 2) contained on the transaction is being deleted from the Labor Distribution Master file. No updates to those fields allowed.
DETAIL TRANS L0-2 NE MASTER	Rejected. The transaction is entered for a level 0-level 2 that is not on the Labor Master file.

LN [80] - Labor Revision of Employee Static Information

Function   Labor Distribution Transactions

Associated Screens   None

Positions	Field Name	Description
1-2	Transaction Code	Constant **LN**
3-6	Level 0	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Messages:
		INVALID LEVELS 0-2 - Rejected**.**
7-8	Level 1	Required; alphanumeric; reset not applicable; maintenance not allowed.
		Messages:
		INVALID LEVELS 0-2 - Rejected.
9-10	Level 2	Required; alphanumeric; reset not applicable; maintenance not allowed.
		Messages:
		INVALID LEVELS 0-2 - Rejected.
11-20	Employee Number	Required, alphanumeric, reset not applicable, maintenance not allowed.
21-50	Employee Name	Optional, alphanumeric, reset not applicable, maintenance allowed.
		Valid values are:
		Blank - No revision
51-52	Employee Status	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Valid values are:
		Blank - No revision
		N - Not active
		T - Terminated
		P - Deceased
		R - Reset
		Second position is user-determined.
		Messages:
		INVALID EMPLOYEE STATUS - Rejected.

(continued)

Positions	Field Name	Description
53	Pay Frequency	Optional, alphanumeric, reset not applicable, maintenance allowed.
		Valid values are:
		Blank - No revision
		1 - Weekly
		2 - Biweekly
		3 - Semimonthly
		4 - Monthly
		Messages:
		INVALID PAY FREQUENCY - Rejected.
54	Pay Code	Optional, alphanumeric, reset not applicable, maintenance allowed.
		Valid values are:
		Blank - No revision
		1 - Hourly
		2 - Salaried with overtime
		3 - Salaried overtime exempt
		4 - Automatic hourly
		5 - Automatic with overtime
		6 - Automatic overtime exempt
		Messages**:**
		INVALID PAY STATUS - Rejected.
	Home Distribution	
55-58	Home Level 3	Optional, alphanumeric, reset not applicable, maintenance allowed.
		Valid values are:
		Blank - No revision
59-62	Home Level 4	Optional, alphanumeric, reset not applicable, maintenance allowed.
		Valid values are:
		Blank - No revision
63-66	Home Level 5	Optional, alphanumeric, reset not applicable, maintenance allowed.
		Valid values are:
		Blank - No revision
67-76	Home Labor Distribution Code	Optional, alphanumeric, reset not applicable, maintenance allowed.
		Valid values are:
		Blank - No revision
77-79	Reserved	**Blank**

(continued)

Positions	Field Name	Description
80	Maintenance Code	Optional, alphanumeric, reset not applicable.
		Valid values are:
		Blank - New **R** - Replace **D** - Delete
		Messages: **INVALID MAINTENANCE CODE** - Rejected.
		EMPLOYEE BEING DELETED - Warning. The LN transaction maintenance code indicates the employee detail is to be deleted from the master.

Additional Messages

Message	Description
BUD AND EMP DATA BEING DELETED	Rejected. The budget and employee data pertaining to the organization (level 1-level 2) contained on the transaction is being deleted from the Labor Distribution Master file. No updates to those fields allowed.
INV EMPTRAN-LLV LAB NOT EQ 9	Rejected. The LN transaction applies to employee detail only. The lowest level maintained on the master indicates that employee detail is not present.

LOC001 [80] - Local Authority Assignment

Function	Local Authority Assignment
Key Fields	1-19
Associated Screens	344, 345

Positions	Field Name	Description
1-6	Transaction Code	Constant **LOC001**
		Messages:
		INVALID TRANSACTION CODE - Rejected.
		NO DATA CHANGES WERE ENTERED - Rejected. You indicated a change, but no change was entered.
7-10	Authority Identifier	Required, alphanumeric, reset not applicable, maintenance not allowed.
		User-defined, except:
		INCT - Indiana County **MDCT** - Maryland County **MICT** - Michigan City (Detroit) **NYCT** - New York City **PHIL** - Philadelphia **YNCT** - Yonkers
		Messages:
		AUTHORITY ID MUST BE ENTERED - Rejected.
		LOCAL AUTH ID CANNOT BE ZERO - Rejected.
11-14	Level 1-Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Valid level 1-level 2.
		Messages: **L1-L2 MUST BE ENTERED** - Rejected.
15	Local SCC Type	Required, numeric, reset not applicable, maintenance not allowed.
		Valid values are:
		2 - County **3** - City **8** - Pennsylvania Local
		Messages: **VALID SCC TYPES ARE 2, 3 AND 8**- Rejected.
		ENTER NUMERIC AUTHORITY SCC CD - Rejected.

(continued)

Positions	Field Name	Description
16-19	Local SCC Code	Required, numeric, reset not applicable, maintenance not allowed.
		Valid local SCC code; right-justified, zero-filled. For counties (position 15 = 2), position 16 must be Blank or zero.
		Messages: **ENTER NUMERIC AUTHORITY SCC CD** - Rejected.
		ENTER A VALID COUNTY SCC CODE - Rejected. First position must be Blank or zero.
20-21	State SCC Code for Authority	Optional, numeric, resets to zero, maintenance allowed.
		Valid state SCC code in which the local authority is located. See State and Province Codes in this volume.
		Valid values are:
		01-52 – State SCC code **00** - Default
		Messages: **VLD ST CD 01-52 AND 00** - Rejected. The state SCC entry for the authority must be 00 - 52.
		ENTER NUMERIC AUTHORITY SCC CD - Rejected.
22-79	Reserved	**Blank**
80	Update Code	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Valid values are:
		A - Add **C** - Change **D** - Delete

5 Transactions M - O

Chapter Contents

Introduction

This chapter describes the transactions M through O for the Payroll system.

ME [80] - Extract Control Record

Function   Payroll Reporting Detail File Extract Process Control

Note: ME transaction is only to be used for the Payroll Reporting Detail file.

Associated Screens   None

Positions	Field Name	Description
1-2	Transaction Code	Constant **ME**
3-4	Reserved	**Blank**.
5-6	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Level 1 of the organizations to be extracted for the run.
7-8	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Level 2 of the organizations to be extracted for the run. If level 2 is blank, all organizations for level 1 entered are extracted.
9-80	Reserved	**Blank**.

MS-1 [80] - Process Control

Function   Employee Master File Copy Services Process for Organizations

Associated Screens   None

Positions	Field Name	Description
1-2	Transaction Code	Constant **MS** Messages: **MS-1 TRANSACTION MISSING** - Rejected. **INVALID TRANSACTION CODE** - Rejected.
3-16	Reserved	**Blank**.
17	Transaction Separator	Constant **1**
	Primary Input File Options	
18	File Selector	Required, numeric, reset not applicable, maintenance not allowed. Valid values are: **1** - Employee Master File - Random Access **2** - Employee Master File - Sequential Access **3** - Employee Master File - Extracted **4** - Employee Master File - Copied Messages: **INV PRIMARY INPUT SELECT** - Rejected.
19	File Type	Required, alphanumeric, reset not applicable, maintenance not allowed. Valid values are: **Blank** - Current cycle Employee Master File **P** - Period-end cycle Employee Master File **R** - Extract/rerun cycle Employee Master File Messages: **INV PRIMARY INPUT TYPE** - Rejected.
20	Sweep Option	Required, alphanumeric, reset not applicable, maintenance not allowed. Valid values are: **Blank** - Process entire file **S** - Process selected organizations; MS-2 transactions are required to specify the selected organizations Messages: **INV PRIMARY SWEEP OPTION** - Rejected. **MS-1 SWEEP OPT - NO MS-2** - Rejected. An S was specified for the sweep option but no MS-2 transaction was input.

(continued)

Positions	Field Name	Description
	Secondary Input File Options	
21	File Selector	Required, numeric, reset not applicable, maintenance not allowed.
		Valid values are:
		1 - Employee Master File - Random Access **2** - Employee Master File - Sequential Access **3** - Employee Master File - Extracted **4** - Employee Master File - Copied
		Messages: **INV SECONDARY INPUT SELECT** - Rejected.
		SECONDARY INPUT NOT FOUND - Rejected. Secondary input file is specified, but no records are found.
22	File Type	Conditionally required, alphanumeric, reset not applicable, maintenance not allowed.
		Valid values are:
		Blank - Current cycle Employee Master File **P** - Period-end cycle Employee Master File **R** - Extract/rerun cycle Employee Master File
		Messages: **INV SECONDARY INPUT TYPE** - Rejected.
	Primary Output File Options	
23	File Selector	Required, numeric, reset not applicable, maintenance not allowed.
		Valid values are:
		1 - Employee Master File - Random Access **2** - Employee Master File - Sequential Access **3** - Employee Master File - Extracted **4** - Employee Master File - Copied
		Messages: **INV PRIMARY OUTPUT SELECT** - Rejected.
24	File Type	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Valid values are:
		Blank - Current cycle Employee Master File **P** - Period-end cycle Employee Master File **R** - Extract/rerun cycle Employee Master File
		Messages: **INV PRIMARY OUTPUT TYPE** - Rejected.

(continued)

Positions	Field Name	Description
	Secondary Output File Options	Can be entered only when the primary output file is the Employee Master File - Random Access (position 23 is 1).
25	Copy Selector	Optional, numeric, reset not applicable, maintenance not allowed.
		Valid values are:
		Blank - Do not create Employee Master File - Copied **Y** - Create Employee Master File - Copied. Only valid when the primary output is the Employee Master File - Random Access.
		Messages: **INV SECONDARY OUTPUT SELECT** - Rejected.
		INV I/O SELECT COMBINATION - Rejected. Primary and secondary file selections are the same or VSAM (or database) is specified for input and output.
26-80	Reserved	**Blank**.

MS-2 [80] - Process Control for Organizations

Function   Employee Master File Copy Services Process for Organizations

> **Note:** MS-2 transactions must be submitted for each organization to be selected from the primary input file when the MS-1 sweep option is S. These transactions must be in ascending sequence.

Associated Screens   None

Positions	Field Name	Description
1-2	Transaction Code	Constant **MS** Messages: **INVALID MS-2 TRANSACTION** - Rejected. Either the transaction code or the separator code was invalid or the organization was left blank.
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed. Level 1 of the organizations to be selected. Messages: **INVALID MS-2 TRANSACTION** - Rejected. Either the transaction code or the separator code was invalid or the organization was left blank. **ORGANIZATION NOT FOUND** - Rejected. The organization on the MS-2 is not present on the primary input file or the MS-2 transactions are not in sequence by level 1-level 2.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed. Level 2 of the organizations to be selected. Messages: **INVALID MS-2 TRANSACTION** - Rejected. Either the transaction code or the separator code was invalid or the organization was left blank. **ORGANIZATION NOT FOUND** - Rejected. The organization on the MS-2 is not present on the primary input file or the MS-2 transactions are not in sequence by level 1-level 2.
7-16	Reserved	**Blank**.
17	Transaction Separator	Constant **2** Messages: **INVALID MS-2 TRANSACTION** - Rejected. Either the transaction code or the separator code was invalid or the organization was left blank.
18-80	Reserved	**Blank**.

NA/RA - NK/RK - Employee Data

Function   Employee Data

Associated Screens   See details following on individual transactions

Positions	Field Name	Description
1-2	Transaction Code	Valid values are:
		NA-NK - New employee
		RA-RK - Maintenance
		NA-NK codes are used to establish new employees. Codes NA, NB, and ND-1 are mandatory for a new employee. The mandatory entries within each code are identified within the text.
		RA-RK codes are used to apply maintenance to existing employees. Any data item can be changed by entering the new data in the applicable data field. Only those data items being changed need to be entered.
		U.S. **Organizations:**
		The minimum data required to put an employee in the Employee Master File (Payroll only) is:
		NA - Social Security number, pay frequency, pay code
		NB - Employee name
		ND-1 - Federal tax method, marital status, number of exemptions, state worked in
		Canadian Organizations:
		The minimum data required to put an employee in the Employee Master File (Payroll only) is:
		NA - Social Insurance number, pay frequency, pay code
		NB - Employee name
		ND -1 - Federal tax method
		The minimum data for Personnel in either case is that listed above plus the PF-1 transaction.

NA/RA [80, 120] - Control Level & Pay Code

Function   Contains Employee Data, such as Control Levels, Social Security Number/Social Insurance Number, Pay Frequency, Pay Code, Hourly Rate, Employment Code.

Associated Screens   37, 38, 40, 41, 214, 218, 220, 221, 222, 223

Positions	Field Name	Description
1-2	Transaction Code	Constant **NA/RA**
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-16	Employee Number	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Messages: **EMPL NUMBER NOT FOUND** - Rejected. Maintenance changes are entered for an employee that does not exist. The maintenance changes for that employee are not processed. **EMPL. NO. ALREADY USED** - Rejected. A new employee is entered with the same employee number as an existing employee. **INVALID EMPLOYEE NUMBER** - Rejected. Check your Employee Number Shift option used in Online/Realtime.
17-28	Levels 3-5	Optional, alphanumeric, resets to blank, maintenance allowed.
		Can be used for department number, plant number, etc. Reports are sequenced and optionally subtotaled by levels.
		Note: The levels 3, 4, and 5 identified above are the home levels of control and are used for Labor Distribution reporting unless otherwise specified by automatic salary splits or time entry transactions. 4 positions each field.
29-38	Social Security Number / Social Insurance Number	Required, alphanumeric, resets to zero, maintenance allowed.
		Used for Federal and local reporting such as 1099s and W-2s. For Regulatory reporting, unavailable social security numbers entered on the Employee Master as all 0's are reformatted and reported as required by each authority.
		Canadian Employees: Social Insurance number is validated with the standard Modulus 10 Check Digit Formula; position 38 is used for the check digit.
		Messages: **INVALID SOCIAL SECURITY** - Rejected. **SSN INCORRECTLY FORMATTED** - Warning. The Social Security Number field contains 10-digits or a value that is invalid according to the Social Security Administration. **INVALID SOCIAL INS NO** - Rejected (Canadian only). **INVALID CHECK DIGIT SIN** - Warning. The check digit (last position of the Social Insurance number) does not satisfy the Modulus 10 Check Digit Formula (Canadian only).

(continued)

Positions	Field Name	Description
39	Frequency	Required, numeric, reset not applicable.
		Valid values are: **1** - Weekly **2** - Biweekly **3** - Semimonthly **4** - Monthly
		Messages: **INVALID PAY FREQUENCY** - Rejected.
40	Pay Code	Required, numeric, reset not applicable.
		Time entry transaction required to pay employee: **1** - Hourly **2** - Salaried with overtime **3** - Salaried - overtime exempt
		Time entry transactions not required to pay employee: **4** - Hourly **5** - Salaried with overtime **6** - Salaried - overtime exempt
		Messages: **INVALID PAY CODE** - Rejected.
41-42	Employee Status	Optional, alphanumeric, resets to blank, maintenance allowed.
		First position (position 41)
		Valid values are: **N** - Not active **P** - Deceased **T** - Terminated **Blank** - Active
		Employees paid without time entry transactions (automatic pay) coded as N, P or T are not paid their automatic pay, but they can be paid through time entry transactions.
		Second position (position 42)
		For Canadian Organizations: **P** - Pensioned employee (used for taxing purposes) **1-9** - Used to group employees for recall **C** - Commission paid employee
		For U.S. Organizations: User-defined coding not used by the Payroll system.
		Messages: **INVALID EMPLOYEE STATUS** - Rejected.

(continued)

Positions	Field Name	Description
43-51	Hourly Rate	Optional, numeric, resets to zero, maintenance allowed.
		Hourly rate is used to compute regular earnings for automatically paid hourly employees. If time entry transactions are entered with hours but no rate (regular or overtime), this hourly rate is used to compute earnings.
		4 decimals. (999.9999).
		Messages: **INVALID HOURLY RATE** - Rejected. **HOURLY EMP MISSING HOURLY RATE** - Rejected. An hourly employee's rate is either blanks or zeros.
52-56	Normal Hours Worked	Optional, numeric, resets to zero, maintenance allowed.
		Normal hours are used to compute regular earnings for automatically paid hourly employees.
		If time entry transactions are entered for hourly paid employees with no hours and no rate (regular only), normal hours are used to compute regular earnings.
		Messages: **INVALID NORMAL HOURS** - Rejected. Non-numeric value entered. **HOURLY EMP MISSING NORMAL HOUR** - Warning. An hourly employee's normal hours is blanks or zeros.
57-67	Salary	Optional, numeric, resets to zero, maintenance allowed.
		Salary is used as regular earnings for automatically paid salaried employees. If time entry transactions are entered for salaried employees with no hours and no rate (regular only), salary is used for regular earnings.
		Messages: **INVALID NORMAL SALARY** - Rejected. Non-numeric value entered. **SALARY EMP MISSING SALARY** - Warning. A salaried employee's normal salary is blanks or zeros.

(continued)

Positions	Field Name	Description
68-69	Employment Code	Optional, alphanumeric, resets to blank, maintenance allowed.
		User-defined coding (not used by the U.S. Payroll system)
		For Canadian organizations:
		Position 68 T4 Reporting Special Function values are: **1** - Placement agency - self-employed employee **2** - Taxi driver or other passenger-carrying vehicle **3** - Barber or hairdresser **4** - Withdrawal from a prescribed salary deferral arrangement plan **5** - Seasonal agricultural worker **6** - Detached employee-social security agreement **7** - Self-employed fishers
		Position 69 Special Function Value is: **R** - Rehire (leave position 68 blank) - note: EI accumulators are cleared
		Messages:
		INVALID EMPLOYMENT CODE - Rejected.
70-77	Employment Date	Optional, numeric, resets to zero, maintenance allowed.
		Enter **YYYYMMDD**.
		For Canadian Organizations:
		For new hires (NA) First EI Day Worked is also updated with Employment Date. Maintenance transaction (RA) does not update First EI Day Worked with Employment Date.
		Messages (RA only):
		For Canadian Organizations:
		FIRST DAY WK LESS THAN EMPL DT - Warning. First Day Worked is less than Employment Date.
		For U.S. organizations, used as Employment Date.
		Prints on State Quarterly Reports for states requiring this date.
78	Lock-in Letter Marital Status	Optional, alphanumeric, resets to blank, maintenance allowed.
		Valid values are: **M** - Married (for pre-2020 W-4 lock-in letters) **S** - Single (for pre-2020 W-4 lock-in letters) **L** - Lock federal W-4 fields on EMF (for 2020 and later W-4 lock-in letters) **Blank** - No lock-in letter issued for employee (reset or default)
		Messages: **INVALID LOCK-IN MARITAL STATUS** - Rejected.

(continued)

Positions	Field Name	Description
79-80	Lock-in Letter Number of Exemptions	Optional, alphanumeric, resets to blank, maintenance allowed.
		Valid values are:
		00-99 - Number of exemptions allowed from lock-in letter (right justified)
		Blank - No lock-in letter issued for employee (reset or default)
		R - To update federal W-4 fields for already locked employee.
		Messages:
		INVALID LOCK-IN EXEMPTIONS - Rejected.

NA/RA [120] - Control Level & Pay Code

Positions	Field Name	Description
1-80		See positions 1-80 above
81-120	Reserved	**Blank**

Additional Messages

Message	Description
ACTIVE BUT NOT PAID	Warning. Employee status code shows that the employee is active (not coded terminated or inactive) and frequency indicates that the employee should be paid this run, but either there is no time entry transaction or automatic pay is stopped for this run.
REQUIRED N CARD MISSING	Rejected. One of the mandatory transactions (NA, NB, or ND1) is missing for a new employee. The new employee is not established.
TERM / INACT EMP HAS ACTIVITY EMP TO BE DEL DURING UPDATE	Rejected. Terminated employee has activity during first run of year when terminated employees are to be deleted by the update run. All transactions for this employee are rejected.
EMPL REMOVED FROM POSITION	An RA was entered to change employee's status to inactive, terminated, or deceased. The employee was removed from his position in the Position Control Master File.
EMPL SAL UPDT ON POS MSTR	An RA was entered to change employee's salary in the Employee Master File. The employee's salary was also changed for his position in the Position Control Master File.
ENTER BOTH LOCK-IN LETTER FLDS	An NA was entered and only one lock-in letter field was entered. If the employee has a lock-in letter, enter both the marital status and number of exemptions.

NB/RB [80, 120] - Employee Name

Function		Employee Name.
Associated Screens		37, 40, 209, 214, 218, 219, 221, 222

Positions	Field Name	Description
1-2	Transaction Code	Constant **NB** *or* **RB**
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed. User-defined .
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed. User-defined.
7-16	Employee Number	Required, alphanumeric, reset not applicable, maintenance not allowed. Messages: **EMPL NUMBER NOT FOUND** - Rejected. Maintenance changes are entered for an employee that does not exist. The maintenance changes for that employee are not processed. **EMPL. NO. ALREADY USED** - Rejected. A new employee is entered with the same employee number as an existing employee. **INVALID EMPLOYEE NUMBER** - Rejected. Check your Employee Number Shift option used in Online/Realtime.
17	Check Name/Address Code	Optional, alphanumeric, resets to blank, maintenance allowed. Valid values are: **1** - Do not print employee name or address on check **2** - Do not print employee address on check If left blank, only the name prints on the check unless the organization option to print employee address on checks is used. Messages: **INVALID CHECK FLAG** - Rejected.

(continued)

Positions	Field Name	Description
18-80	Employee Name	Optional, alphanumeric, reset applicable, maintenance allowed.
		Name field on 203 segment to be used for regulatory reports. This name will be compressed and written to the 201 segment as 35 positions to be used on all reports, except regulatory.
		Warning. Entry of the Employee Name, whether new or revised, requires that all fields (Last, First, Middle, Suffix) be entered. If a field is left blank, it will be blank on the Employee Master File.
		For example, an employee's middle name was entered and misspelled (Jeorge instead of George). To correct the middle name, you must enter the last and first names along with the corrected middle name.
		If you enter only the middle name, and leave the first and last blank, the RB transaction is rejected because the last name is required.
		If you enter the last name and the corrected middle name and leave the first name blank, the first name is set to blanks on the Employee Master File if you allow this transaction to pass through Update. A warning message is issued in Validate about the blanks in the First Name field.
		If any name field comes into the system blank, it will be blank on the Employee Master File. When entering an employee name, enter all fields.
18-47	Employee Last Name	Required, alphanumeric, reset not applicable, maintenance allowed.
		Left-justified.
		Messages: **ALL BLANK LAST NAME IS INVALID** - Employee last name is required for both new hires and maintenance (NB and RB).
48-62	Employee First Name	Optional, alphanumeric, reset not applicable, maintenance allowed.
		Left-justified.
		Messages: **FIRST NAME SET TO ALL BLANKS** - WARNING - Failure to enter the employee first name for either maintenance or a new hire will result in the first name being blank.
63-77	Employee Middle Name	Optional, alphanumeric, reset not applicable, maintenance allowed.
		Left-justified.
78-80	Employee Name Suffix (Jr., Sr., etc.)	Optional, alphanumeric, reset not applicable, maintenance allowed.

NB/RB [120] - Employee Name

Positions	Field Name	Description
1-80		See positions 1-80 above
81-120	Reserved	**Blank**

Additional Messages

Message	Description
ACTIVE BUT NOT PAID	Warning. Employee status code shows that the employee is active (not coded terminated or inactive) and frequency indicates that the employee should be paid this run, but either there is no time entry transaction or automatic pay is stopped for this run.
REQUIRED N CARD MISSING	Rejected. One of the mandatory transactions (NA, NB, or ND1) is missing for a new employee. The new employee is not established.
TERM / INACT EMP HAS ACTIVITY EMP TO BE DEL DURING UPDATE	Rejected. Terminated employee has activity during first run of year when terminated employees are to be deleted by the update run. All transactions for this employee are rejected.
EMPL NAME UPDT ON POS MSTR	An RB was entered to update employee's name in the Employee Master File. The employee's name was also changed for his position in the Position Control Master File.
INVALID CHAR IN EMP NAME FIELD	Rejected. A comma cannot be entered in one of the name component fields. Enter all name components separately.
BLANK 1ST CHAR IN EMP NAME FLD	Rejected. Employee name components must be entered left-justified.

NC1/RC1 [80, 120] - Address (U.S. Organizations)

Function   Employee Address Lines 1 and 2. City, State, ZIP Code/Postal Code, and ZIP Code Extension are on the NC2/RC2.

Associated Screens   40, 209, 214, 218, 221

Positions	Field Name	Description
1-2	Transaction Code	Constant **NC** *or* **RC**
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed. User-defined.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed. User-defined.
7-16	Employee Number	Required, alphanumeric, reset not applicable, maintenance not allowed. Messages: **EMPL NUMBER NOT FOUND** - Rejected. Maintenance changes are entered for an employee that does not exist. The maintenance changes for that employee are not processed. **EMPL. NO. ALREADY USED** - Rejected. A new employee is entered with the same employee number as an existing employee. **INVALID EMPLOYEE NUMBER** - Rejected. Check your Employee Number Shift option used in Online/Realtime.
17	Transaction Separator	Constant **1** U.S. Regulatory Reporting can use either the Employee Address from this transaction or the Supplement Address from the SF and SG transactions.
18-47	Address Line 1	Optional, alphanumeric, resets to blank, maintenance allowed. Address line 1. Left justified. Messages: **ADDRESS LINE 1 AND 2 BLANK** - Warning.
48-77	Address Line 2	Optional, alphanumeric, resets to blank, maintenance allowed. Address line 2. Left justified. Messages: **ADDRESS LINE 1 AND 2 BLANK** - Warning.
78-80	Reserved	**Blank**

NC1/RC1 [120] - Address (U.S. Organizations)

Positions	Field Name	Description
1-77		See positions 1-77 above.
78-120	Reserved	**Blank**

Additional Messages

Message	Description
EXTRA NC1 TRANS NOT ALLOWED	Warning. Only one NC1 transaction is allowed for a new employee. Any extra NC1 transactions are rejected. However, because the NC1 is not a required transaction, the additional NC1 transactions do not cause the entire transaction set to be rejected for the new employee.

NC1/RC1 [80, 120] - Address (Canadian Organizations)

Function	Employee Address Lines 1 and 2.
Associated Screens	37, 209, 214, 218, 221

Positions	Field Name	Description
1-2	Transaction Code	Constant **NC** *or* **RC**
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed. User-defined.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed. User-defined.
7-16	Employee Number	Required, alphanumeric, reset not applicable, maintenance not allowed.
17	Transaction Separator	Constant **1**
18-47	Address Line 1	Optional, alphanumeric, resets to blank, maintenance allowed. Address line 1 can be entered in any format desired. Messages: **ADDRESS LINE 1 AND 2 BLANK** - Warning.
48-77	Address Line 2	Optional, alphanumeric, resets to blank, maintenance allowed. Messages: **ADDRESS LINE 1 AND 2 BLANK** - Warning.
78-80	Reserved	**Blank**

NC1/RC1 [120] - Address (Canadian Organizations)

Positions	Field Name	Description
1-77		See positions 1-77 above.
78-120	Reserved	**Blank**

NC2/RC2 [80, 120] - Address (U.S. Organizations)

Function   Employee City, State, Zip Code, and Zip Code Extension. Address Lines 1 and 2 are on the NC1/RC1.

Associated Screens   40, 125, 209, 214, 218, 221

Positions	Field Name	Description
1-2	Transaction Code	Constant **NC** *or* **RC**
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed. User-defined.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed. User-defined.
7-16	Employee Number	Required, alphanumeric, reset not applicable, maintenance not allowed. Messages: **EMPL NUMBER NOT FOUND** - Rejected. Maintenance changes are entered for an employee that does not exist. The maintenance changes for that employee are not processed. **EMPL. NO. ALREADY USED** - Rejected. A new employee is entered with the same employee number as an existing employee. **INVALID EMPLOYEE NUMBER** - Rejected. Check your Employee Number Shift option used in Online/Realtime.
17	Transaction Separator	Constant **2** U.S Regulatory Reporting can use either the Employee Address from this transaction or the Supplemental Address from the SF and SG transactions.
18-40	City	Optional, alphanumeric, resets to blank, maintenance allowed. Left justified. **Note:** This field is used by the U.S. Federal Regulatory Tape reporting programs. Messages: **ADDRESS LINE 3/CITY BLANK** - Warning.
41-42	State Postal Abbreviation	Optional, alphanumeric, resets to blank, maintenance allowed. Standard two-character state postal abbreviation. See the list of standard postal codes in the State and Province Codes chapter in this book. Messages: **INVALID STATE POSTAL CODE** - Rejected. Please enter a valid state postal code. **STATE POSTAL CODE BLANK** - Warning. Employee's address state will be blank.

(continued)

Positions	Field Name	Description
43-51	Zip Code/ Zip Code Extension	Optional, alphanumeric, resets to zero, maintenance allowed.
		Messages: **INVALID ZIP CODE** - Rejected. **INVALID ZIP CODE EXTENSION** - Rejected. Must be numeric. **ZIP EXT NOT ALLOWED W/O ZIP CD** - Rejected. Zip code must be entered if zip extension is entered.
52-55	Federal W-4 Year	Conditionally required, numeric, resets to blanks, maintenance allowed
		Federal W-4 Year is required if Federal Tax Method in position 18 of the ND1/RD1 transaction is **6**. Enter the latest tax year for which the employee last submitted a Federal W-4 form.
56-80	Reserved	**Blank**

NC2/RC2 [120] - Address (U.S. Organizations)

Positions	Field Name	Description
1-55		See positions 1-55 above.
56-120	Reserved	**Blank**

Additional Messages

Message	Description
EXTRA NC2 TRANS NOT ALLOWED	Warning. Only one NC2 transaction is allowed for a new employee. Any extra NC2 transactions are rejected. However, because the NC2 is not a required transaction, the additional NC2 transactions do not cause the entire transaction set to be rejected for the new employee.

NC2/RC2 [80, 120] - Address (Canadian Organizations)

Function   Address Line 3 and Postal Code are on this transaction. Employee Address Lines 1 and 2 are on the NC1/RC1 transaction.

Associated Screens   37, 209, 214, 218, 221

Positions	Field Name	Description
1-2	Transaction Code	Constant **NC *or* RC**
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed. User-defined.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed. User-defined.
7-16	Employee Number	Required, alphanumeric, reset not applicable, maintenance not allowed.
17	Transaction Separator	Constant **2**
18-33	Address Line 3	Optional, alphanumeric, resets to blank, maintenance allowed.
		Address line 3 is used for reporting employee city and province or territory code for T4 and T4A records on XML media.
		Messages: **ADDRESS LINE 3/CITY BLANK** - Warning.
34-42	Postal Code	Optional, alphanumeric, resets to blank, maintenance allowed.
		Postal code field consists of postal code with two leading blanks (positions 34-35) and position 39 blank.
		Note: Postal code reset indicator goes in position 34.
		Messages: **INVALID POSTAL CODE** - Rejected.
43-80	Reserved	**Blank**

NC2/RC2 [120] - Address (Canadian Organizations)

Positions	Field Name	Description
1-42		See positions 1-42 above.
43-120	Reserved	**Blank**

ND1/RD1 [80, 120] - Tax Data (U.S. Organizations)

Function
The ND1/RD1 contains Employee Federal and State Taxing Options. County and City Taxing options are on the ND2/RD2.

Associated Screens
125, 214, 219

Positions	Field Name	Description
1-2	Transaction Code	Constant **ND** or **RD**
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed. User-defined.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed. User-defined.
7-16	Employee Number	Required, alphanumeric, reset not applicable, maintenance not allowed. Messages: **EMPL NUMBER NOT FOUND** - Rejected. Maintenance changes are entered for an employee that does not exist. The maintenance changes for that employee are not processed. **EMPL. NO. ALREADY USED** - Rejected. A new employee is entered with the same employee number as an existing employee. **INVALID EMPLOYEE NUMBER** - Rejected.
17	Transaction Separator	Constant **1**
18	Federal Tax Method	Required, numeric, resets to zero, maintenance allowed. Valid values are: **0** - Standard calculation **1** - Do not calculate federal tax, do not accumulate federal taxable wages **2** - Fixed amount **3** - Percent of federal taxable wages **4** - Standard + fixed amount **5** - Standard + percent of federal taxable wages **6** - Exemption from withholding; accumulate taxable wages **Note:** When using Federal Tax Methods 2 or 3, the calculated standard federal tax amount is used instead of the flat amount (method 2) or the percentage amount (method 3), if the flat or percentage amount is less than the calculated amount unless the flat amount is zero. Messages: **INVALID FED TAX METHOD** - Rejected.

(continued)

Positions	Field Name	Description
19	Federal Marital Status	Optional, alpha, resets to blank, maintenance allowed.
		Valid values are:
		M - Married (or married filing jointly) **S** - Single (or married filing separately) **H** - Head of household **Blank - (Default)** A blank Federal Marital Status causes the taxing subsystem to determine the appropriate default.
		Messages: **INVALID FED MARITAL ST** - Rejected.
20-22	Federal Exemptions	Optional, numeric, resets to zero, maintenance allowed.
		000-999. Right-justified.
		Blank on an ND1 defaults to 000.
		Messages: **INVALID FED EXEMPTIONS** - Rejected.
23-31	Federal Amount/Percent	Optional, numeric, resets to zero, maintenance allowed.
		Right justified. Used with Federal Tax Methods 2, 3, 4, and 5.
		Messages: **INVALID FED AMOUNT/%** - Rejected. Must be numeric.
32	State Tax Method	Optional, numeric, resets to zero, maintenance allowed.
		Same as Federal Tax Method except for value 6, which is not valid on this transaction for State Tax Method. Refer to the Tax Reference Guide for special situations. Use the ND1*/RD1* transaction to set the State Tax Method to indicate **Exemption from withholding; accumulate taxable wages** (6).
		Messages: **INVALID STATE TAX METHOD** - Rejected. Valid values are: 0-5 and R.

(continued)

Positions	Field Name	Description
33	State Marital Status	Optional, alpha, resets blank, maintenance allowed.
		Valid values are:
		M - Married **S** - Single **H** - Head of household **Blank** - Use state default. If the State Tax Method is blank, the State Marital Status is set to blanks. If the State Tax Method is not blank and the State Marital Status is blank, the State Marital Status is set to the Federal Marital Status.
		Optional Marital Status Codes
		Valid values are:
		1 - Married, claiming zero personal exemption **2** - Single, claiming zero personal exemption **3** - Head of household, claiming zero personal exemption **4** - Married, both spouses working, claiming zero personal exemption **5** - Married filing separate returns **6** - Married, zero personal exemption **7** - Married filing joint return, both have income **8** - Married filing joint return, only one spouse has income.
		Refer to the Tax Reference Guide, Tax Authority Requirements Section, for specific state marital status considerations.
		Messages: **INVALID STATE MARITAL ST** - Rejected.
34-36	State Exemptions	Optional, numeric, resets to zero, maintenance allowed.
		00-99. Right-justified. Refer to the Tax Reference Guide for any special state specific considerations.
		Messages: **INVALID STATE EXEMPTIONS** - Rejected. Valid values: 00-99.
37-45	State Amount/Percent	Optional, numeric, resets to zero, maintenance allowed.
		Right justified.
		Messages: **INVALID STATE AMOUNT/%** - Rejected. Must be numeric.
46-47	State Worked In	Conditionally required, numeric, reset not applicable, maintenance allowed.
		01-52. Right-justified. Refer to the Tax Reference Guide for special considerations.
		Messages: **INVALID STATE CODE** - Rejected.

(continued)

Positions	Field Name	Description
48-49	Resident State	Optional, numeric, see instructions for reset value, maintenance allowed.
		01-52. Right-justified. If not entered, the resident state is assumed to be the same as the state worked in.
		Messages: **INVALID RES. STATE CODE** - Rejected.
50	FICA/Medicare Indicator	Optional, alphanumeric, see instructions for reset value, maintenance allowed.
		Valid values are:
		A - Calculate regular FICA for employee and employer **B** - Do not calculate regular FICA for employee and employer **C** - Calculate the Medicare option of FICA for employee, calculate regular FICA for employer **D** - Calculate regular FICA for employee, do not calculate FICA for employer **E** - Do not calculate FICA for employee, calculate regular FICA for employer. E is not currently a valid IRS option. If you select this option, FICA will not be calculated for the employee or employer. **F** - Calculate the Medicare option of FICA for employee, do not calculate regular FICA for employer **G** - Calculate the Medicare option of FICA for employee and employer **H** - For the use of this special-purpose indicator, review the latest information in the United States Federal chapter of the *Taxing Authorities - US Federal and States A-L* documentation. **I** - For the use of this special-purpose indicator, review the latest information in the United States Federal chapter of the *Taxing Authorities - US Federal and States A-L* documentation. **Note:** FICA values H and I are reserved for special Social Security/Medicare calculations that may be applicable for only a short time and should only be used as indicated in the Taxing Authorities documentation.
		Reset or **default** - **A**
		Messages: **INVALID FICA INDICATOR** - Rejected. Valid values: A-G, and R.

(continued)

Positions	Field Name	Description
51	FUI Indicator	Optional, alphanumeric, see instructions for reset value, maintenance allowed.
		Valid values are:
		Y - Calculate FUI **N** - Do not calculate regular FUI Reset or default - Y
		Messages: **INVALID FUI INDICATOR** - Rejected. Valid values: Y, N, and R.
52	Employer SUI Indicator	Optional, alphanumeric, see instructions for reset value, maintenance allowed.
		Valid values are:
		A - Report SUI as specified at organization level for employer **B** - Do not report SUI for employer **C** - Report employer SUI in work state **D** - Report employer SUI in resident state Reset or default - A
		Messages: **INVALID EMPLOYER SUI IND** - Rejected. Valid values: A-D, and R.
		INV EMPE/EMPR SUI INDICATORS - Rejected. Employee SUI indicator cannot be "yes" when Employer SUI indicator says "no".
53	Employee SUI Indicator	Optional, alphanumeric, see instructions for reset value, maintenance allowed.
		Valid values are:
		Y - Calculate SUI for the employee **N** - Do not calculate SUI for the employee Reset or default - Y
		If the Employer SUI Indicator is B (do not report SUI), then Employee SUI Indicator must be N (do not calculate SUI). Employee SUI is calculated for the same state as employer SUI.
		Messages: **INVALID EMPLOYEE SUI IND** - Rejected. Valid values: Y, N, and R.
		INV EMPE/EMPR SUI INDICATORS - Rejected. Employee SUI indicator cannot be "yes" when Employer SUI indicator says "no".

(continued)

Positions	Field Name	Description
54	Employee SDI Indicator	Optional, alphanumeric, see instructions for reset value, maintenance allowed.
		Valid values are:
		A - Do not calculate tax **B** - Calculate tax for work states **C** - Calculate tax for resident state Reset or default - A
		Note: This field will also control the New Jersey Family Leave Insurance tax calculation along with the SDI tax calculation.
		Messages: **INVALID EMPLOYEE SDI IND** - Rejected. Valid values: A-C, and R.
55	Work State Reciprocity Indicator	Optional, numeric, see instructions for reset value, maintenance allowed.
		Valid values are:
		1 or **Blank** - Tax work state only (assumed) **2** - Tax work and resident state **3** - Tax work state and if resident state is greater than work state tax; the difference between the work and resident tax is the resident tax **4** - Tax resident state only Reset - 1
		Note: On an Employee Master File Print, a blank Work State Reciprocity Indicator may appear as **0**.
		Messages: **INVALID WORK ST RECIPROCITY IND** - Rejected.

Other State Worked In/Work State Reciprocity Indicator 1

Positions	Field Name	Description
56-57	State Worked In Code	Optional, numeric, resets to zero, maintenance allowed.
		If the work state matches the state code in a time entry transaction, the corresponding method code is examined to determine the calculation for resident state tax.
		Reset - 0
		Message: **INVALID OTHER ST WORKED IN CD** - Rejected. Valid values: 01-52.
		DUPLICATE OTHR ST WORKED IN CD - Rejected. The maintenance from the transaction results in the same State Worked In Code being present more than once, or a duplicate already exists on the EMF.

(continued)

Positions	Field Name	Description
58	Other Work State Reciprocity Indicator 1	Optional, numeric, resets to zero, maintenance allowed.
		Valid values are:
		1 or **Blank** - Tax work state only (assumed) **2** - Tax work state and resident **3** - Tax work state and if resident state tax is greater than work state tax, the difference between the work and resident tax is the resident tax **4** - Tax resident state only
		Note: On an Employee Master File Print, a blank Work State Reciprocity Indicator may appear as **0**.
		Message: **INVALID OTHER WRK ST RECIP IND** - Rejected.

Other State Worked In/Work State Reciprocity Indicator 2

59-60	State Worked In Code	See 56-57 for explanation.
61	Other Work State Reciprocity Indicator 2	See 58 for explanation.

Other State Worked In/Work State Reciprocity Indicator 3

62-63	State Worked In Code	See 56-57 for explanation.
64	Other Work State Reciprocity Indicator 3	See 58 for explanation.

Other State Worked In/Work State Reciprocity Indicator 4

65-66	State Worked In Code	See 56-57 for explanation.
67	Other Work State Reciprocity Indicator 4	See 58 for explanation.

Other State Worked In/Work State Reciprocity Indicator 5

68-69	State Worked In Code	See 56-57 for explanation.
70	Other Work State Reciprocity Indicator 5	See 58 for explanation.

Other State Worked In/Work State Reciprocity Indicator 6

71-72	State Worked In Code	See 56-57 for explanation.
73	Other Work State Reciprocity Indicator 6	See 58 for explanation.

(continued)

Positions	Field Name	Description
Other State Worked In/Work State Reciprocity Indicator 7		
74-75	State Worked In Code	See 56-57 for explanation.
76	Other Work State Reciprocity Indicator 7	See 58 for explanation.
Other State Worked In/Work State Reciprocity Indicator 8		
77-78	State Worked In Code	See 56-57 for explanation.
79	Other Work State Reciprocity Indicator 8	See 58 for explanation.
80	Reserved	**Blank**

ND1/RD1 [120] - Tax Data (U.S. Organizations)

Positions	Field Name	Description
1-79		See positions 1-79 above.
80-120	Reserved	**Blank**

Additional Messages

Message	Description
ACTIVE BUT NOT PAID	Warning. Employee status code shows that the employee is active (not coded terminated or inactive) and frequency indicates that the employee should be paid this run, but either there is no time entry transaction or automatic pay is stopped for this run.
REQUIRED N CARD MISSING	Rejected. One of the mandatory transactions (NA, NB, or ND1) is missing for a new employee. The new employee is not established.
TERM / INACT EMP HAS ACTIVITY EMP TO BE DEL DURING UPDATE	Rejected. Terminated employee has activity during first run of year when terminated employees are to be deleted by the update run. All transactions for this employee are rejected.
NO ROOM IN SALTA TABLE	Rejected. Employee has the maximum number of SALTAs.
NO ROOM IN TAX SEGMENT TABLE	Rejected. Canadian employee has the maximum number of tax segments.
INVALID W-4 FIELDS DUE LOCK-IN	Rejected. A Lock-in Marital Status of L locks the federal W-4 fields and does not allow them to be changed unless an R (reset) is also entered in the Lock-in Exemptions field.

ND1*/RD1* [80, 120] - Federal W-4 Adjustments and State-Specific W-4 Tax Information (U.S. Organizations)

Function

For the federal authority code, this transaction is used to enter the W-4 adjustments to withholding that are identified on W-4 forms dated 2020 and later. This transaction also contains employee state W-4 taxing information for the specified state authority code. An employee can have W-4 information entered for up to 17 states.

Associated Screens

52, 125, 214, 219, 248

Positions	Field Name	Description
1-2	Transaction Code	Constant **ND** or **RD**
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed. User-defined.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed. User-defined.
7-16	Employee Number	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Messages:
		EMPL NUMBER NOT FOUND - Rejected. Maintenance changes are entered for an employee that does not exist. The maintenance changes for that employee are not processed.
		EMPL. NO. ALREADY USED - Rejected. A new employee is entered with the same employee number as an existing employee.
		INVALID EMPLOYEE NUMBER - Rejected.
17	Transaction Separator	Constant **1**
18-31	Reserved	**Blank**
	Federal W-4 Information	Positions 32-45 are not used when the Authority Code in pos. 46-47 is 00.
32-45	Reserved	**Blank**
	State W-4 Information	Positions 32-45 are to be entered as shown when a state Authority Code is entered in pos. 46-47.
32	State Tax Method	Optional, numeric, resets to zero, maintenance allowed.
		Valid values are:
		0 - Standard calculation
		1 - Do not calculate state tax, do not accumulate state taxable wages
		2 - Fixed amount
		3 - Percent of state taxable wages
		4 - Standard + fixed amount
		5 - Standard + percent of state taxable wages
		6 - Exemption from withholding; accumulate taxable wages
		Messages:
		INVALID STATE TAX METHOD - Rejected. Valid values are 0-6 and R.

(continued)

Positions	Field Name	Description
33	State Marital Status	Optional, alpha, reset to blank, maintenance allowed.
		Valid values are:
		Blank - Use state default (default) **M** - Married **S** - Single **H** - Head of household
		Optional Marital Status Codes **1** - Married, claiming zero personal exemption **2** - Single, claiming zero personal exemption **3** - Head of household, claiming zero personal exemption **4** - Married, both spouses working, claiming zero personal exemption **5** - Married filing separate returns **6** - Married, zero personal exemption **7** - Married filing joint return, both have income **8** - Married filing joint return, only one spouse has income.
		See the Tax Reference Guide, Tax Authority Requirements section, for specific state marital status considerations.
		Messages: **INVALID STATE MARITAL ST** - Rejected.
34-36	State Exemptions	Optional, numeric, resets to zero, maintenance allowed.
		00-999. Right-justified. See the Tax Reference Guide for any special state-specific considerations.
		Messages: **INVALID STATE EXEMPTIONS** - Rejected. Valid values: 00-999.
37-45	State Amount/Percent	Optional, numeric, resets to zero, maintenance allowed.
		Right justified.
		Messages: **INVALID STATE AMOUNT/%** - Rejected. Must be numeric.
46-47	Authority Code	Conditionally required, numeric, reset not applicable, maintenance allowed.
		Federal W-4: Enter 00.
		State W-4: 01-52. Right-justified. See the Tax Reference Guide for special considerations.
		Messages: **INVALID AUTHORITY CODE** - Rejected.
		STATE TAXED IN CODE NOT FOUND - Rejected.
		MAXIMUM STATES ALREADY DEFINED - Rejected. The employee already has W-4 information defined for the maximum of 17 states.
		DUPLICATE AUTHORITY CODE - Rejected. An ND1* transaction for this state has already been processed for this employee. Additional ND1* transactions for the same employee and state are rejected.

(continued)

Positions	Field Name	Description
	Federal W-4 Information	Positions 48-79 are to be entered as shown when the Authority Code in pos. 46-47 is 00.
48	Higher Tax Election	Conditionally required, alpha, resets to blank, maintenance allowed
		Step 2 checkbox option from form W-4 dated 2020 or later. Required for employees who have submitted the new W-4. A blank value in this field indicates that tax is to be calculated using the old W-4 rules.
		N = Employee has submitted new W-4 and Step 2 checkbox is not checked.
		Y = Employee has submitted new W-4 and Step 2 checkbox is checked.
		INVALID TAX ELECTION - Rejected. Value is either invalid or the value is blank but an amount has been entered in pos. 49-75. When an amount is entered in pos. 49-75, this field must contain Y or N.
49-57	Annual Dependent Tax Credit	Optional, numeric, resets to zero, maintenance allowed.
		Step 3 amount from form W-4 dated 2020 or later. Right-justified with 2 assumed decimal positions.
		INVALID REDUCED TAX AMT - Rejected. Must be numeric.
58-66	Annual Other Income	Optional, numeric, resets to zero, maintenance allowed.
		Step 4a amount from form W-4 dated 2020 or later. Right-justified with 2 assumed decimal positions.
		INVALID ADDTL WAGE AMT - Rejected. Must be numeric.
67-75	Annual Deductions	Optional, numeric, resets to zero, maintenance allowed.
		Step 4b amount from form W-4 dated 2020 or later. Right-justified with 2 assumed decimal positions.
		INVALID REDUCED WAGE AMT - Rejected. Must be numeric.
76	Federal W-4 Delete	Optional, alpha, reset not applicable, maintenance not allowed
		Enter an asterisk (*) to delete the federal W-4 information.
		Messages: **INVALID FEDERAL W-4 DELETE** - Rejected.
77-79	Reserved	**Blank**
	State W-4 Information	Positions 48-79 are to be entered as shown when a state Authority Code is entered in pos. 46-47.
48-49	Reserved	**Blank**
50-51	Special Tax Handling Indicator	Optional, numeric, resets to zero, maintenance allowed.
		State-specific indicator. See the Tax Reference Guide for special tax handling information.

(continued)

Positions	Field Name	Description
52	State W-4 Delete	Optional, alpha, reset not applicable, maintenance not allowed.
		Enter an asterisk (*) to delete the state W-4 information for the state code entered in positions 46 and 47.
		Messages: **INVALID STATE W-4 DELETE** - Rejected.
53-56	State W-4 Year	Conditionally required, numeric, resets to blanks, maintenance allowed
		State W-4 Year is required if State Tax Method in position 32 is **6**. Enter the latest tax year for which the employee last submitted a W-4 form for the state code entered in positions 46 and 47.
57-79	Reserved	**Blank**
80	ND1/RD1 Special Identifier	Constant *
		Messages: **INVALID ND1/RD1 IDENTIFIER** - Rejected.

Additional Messages

Message	Description
INVALID W-4 FIELDS DUE LOCK-IN	Rejected. A Lock-in Marital Status of L locks the federal W-4 fields and does not allow them to be changed unless an R (reset) is also entered in the Lock-in Exemptions field.

ND2/RD2 [80, 120] - Tax Data (U.S. Organizations)

Function   Contains County and City Taxing options. Employee Federal and State Taxing Options are on the ND1/RD1.

Associated Screens   125, 214, 219

Positions	Field Name	Description
1-2	Transaction Code	**Constant ND** or **RD**
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed. User-defined.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed. User-defined.
7-16	Employee Number	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Messages:
		EMPL NUMBER NOT FOUND - Rejected. Maintenance changes are entered for an employee that does not exist. The maintenance changes for that employee are not processed.
		EMPL. NO. ALREADY USED - Rejected. A new employee is entered with the same employee number as an existing employee.
		INVALID EMPLOYEE NUMBER - Rejected.
17	Transaction Separator	Constant **2**
18	County Tax Method	Optional, numeric, resets to zero, maintenance allowed.
		Resident.
		Valid values are:
		0 - Do not calculate/reset **1** - Standard calculation **2** - User percentage of county taxable earnings for county tax **3** - Use fixed amount for county tax
		Non-resident.
		Valid values are:
		4 - Standard calculation **5** - User percentage of county taxable **6** - Use fixed amount for county tax
		Refer to the Tax Reference Guide for an explanation of how to set up county tax information.
		Messages: **INVALID COUNTY TAX METHOD** - Rejected.

(continued)

Positions	Field Name	Description
19	County Marital Status	Optional, alpha, reset not applicable, maintenance allowed.
		Valid values are: **M** - Married **S** - Single **H** - Head of household
		If the County Tax Method is blank, the County Marital Status is set to blank.
		If the County Tax Method is not blank and the County Marital Status is blank, the County Marital Status is set to the Federal Marital Status.
		Messages: **INVALID COUNTY MARITAL** - Rejected.
20-22	County Exemptions	Optional, numeric, resets to zero, maintenance allowed.
		Right justified.
		Messages: **INVALID CNTY EXEMPTIONS** - Rejected.
23-31	County Amount of One Exemption	Optional, numeric, resets to zero, maintenance allowed.
		For County Tax Methods 1 and 4, use for number of personal exemptions (two decimals). For County Tax Methods 2 and 5, use for the amount of one exemption (two decimals). Right justified. Refer to the Tax Reference Guide for details.
		Messages: **INVALID EXEMPTION AMOUNT** - Rejected.
32-40	County Amount/Percent County Percent of Gross Pay Taxable	Optional, numeric, resets to zero, maintenance allowed.
		Used with all county tax methods. For tax methods 1 and 4, the percentage of gross pay to be taxed if less than 100%. Enter as decimals, 002500 being 25%. If blank, 100% assumed. Right justified.
		Messages: **INVALID COUNTY AMOUNT/%** - Rejected.

(continued)

Positions	Field Name	Description
41-43	County Code	Optional, numeric, resets to zero, maintenance allowed.
		User-defined code to identify the county in which the employee is taxed. Mandatory for County Tax Methods 1 through 6. Right justified. Refer to the Tax Reference Guide for more details.
		Messages: **INVALID COUNTY CODE** - Rejected. Must be numeric.
		AUTH RECORD FOR COUNTY CODE NOT ESTABLISHED ON TBL FILE - Rejected. A local authority record has not been established in the HRMS Tables File for the county code entered and the tax method code was a 1 or 4. Check first that the correct county code and tax method were entered. If so, a local authority record must be entered for that county (using the Reference Information Loader) before the county code will be accepted.
44	City Tax Method	Optional, numeric, resets to zero, maintenance allowed.
		Resident:
		Valid values are: **0** - Do not calculate/reset **1, 7, 8** - Standard calculation **2** - User percentage of city taxable earnings for city tax **3** - Use fixed amount for city tax
		Non-resident:
		Valid values are: **4** - Standard calculation **5** - User percentage of city taxable **6** - Use fixed amount for city tax
		Refer to the Tax Reference Guide for an explanation of how to set up city tax information.
		Messages: **INVALID CITY TAX METH** - Rejected.

(continued)

Positions	Field Name	Description
45	City Marital Status	Optional, alpha, reset not applicable, maintenance allowed.
		Valid values are: **M** - Married **S** - Single **H** - Head of household
		If the City Tax Method is blank, the City Marital Status is set to blank.
		If the City Tax Method is not blank, and the City Marital Status is blank, the City Marital Status is set to the Federal Marital Status.
		Messages: **INVALID CITY MARITAL ST** - Rejected.
46-48	City Exemptions	Optional, numeric, resets to zero, maintenance allowed.
		00-99. Right-justified.
		Messages: **INVALID CITY EXEMPTIONS** - Rejected.
49-57	City Amount of One Exemption	Optional, numeric, resets to zero, maintenance allowed.
		Pay period exemption allowance for one exemption.
		For City Tax Methods 1, 4, 7, and 8, use for number of personal exemptions (two decimals). For City Tax Methods 2 and 5, use for the amount of one exemption (two decimals). Refer to the Tax Reference Guide for details.
		Messages: **INVALID EXEMPTION AMOUNT** - Rejected.
58-66	City Amount/Percent City Percent of Gross Pay Taxable	Optional, numeric, resets to zero, maintenance allowed.
		Used with all city tax methods. For city tax methods 1, 4, 7, and 8, the percentage of gross pay to be taxed if less than 100%. Enter as 4 decimals, 002500 being 25%. If blank, 100% assumed. Right justified.
		Messages: **INVALID CITY AMOUNT/%** - Rejected.

(continued)

Positions	Field Name	Description
67-70	City Code	Optional, numeric, resets to zero, maintenance allowed.
		User-defined code to identify the city in which the employee is taxed. Mandatory for City Tax Methods 1-8. Right justified. Refer to the Tax Reference Guide for more details.
		Messages: **INVALID CITY CODE** - Rejected. Must be numeric.
		AUTH RECORD FOR CITY CODE NOT ESTABLISHED ON TBL FILE - Rejected. A local authority record has not been established in the HRMS Tables File for the city code entered and the tax method code was 1, 4, 7, or 8. Check first that the correct city code and tax method were entered. If so, a local authority record must be entered for that city (using the Reference Information Loader) before the city code will be accepted.
		LOCAL CODE DEFINED AS PA EIT - Rejected. The TE transaction for the city code has a PA PSD code entered. The city code cannot be updated on the ND2/RD2 transaction.
71-72	Special Tax Handling Indicator	Optional, numeric, resets to zero, maintenance allowed.
		See the Tax Reference Guide for special tax handling information.
		Messages: **INVALID SPEC TAX HANDLE IND** - Rejected.
73-80	Reserved	**Blank**

ND2/RD2 [120] - Tax Data (U.S. Organizations)

Positions	Field Name	Description
1-72		See positions 1-72 above.
73-120	Reserved	**Blank**

Additional Messages

Message	Description
ACTIVE BUT NOT PAID	Warning. Employee status code shows that the employee is active (not coded terminated or inactive) and frequency indicates that the employee should be paid this run, but either there is no time entry transaction or automatic pay is stopped for this run.
REQUIRED N CARD MISSING	Rejected. One of the mandatory transactions (NA, NB, or ND1) is missing for a new employee. The new employee is not established.
TERM / INACT EMP HAS ACTIVITY EMP TO BE DEL DURING UPDATE	Rejected. Terminated employee has activity during first run of year when terminated employees are to be deleted by the update run. All transactions for this employee are rejected.
NO ROOM IN SALTA TABLE	Rejected. Employee has the maximum number of SALTAs.
NO ROOM IN TAX SEGMENT TABLE	Rejected. Canadian employee has the maximum number of tax segments.

ND1/RD1 [80, 120] - Tax Data (Canadian Organizations)

Function

The ND1/RD1 contains Employee Federal and Provincial Taxing Options. Other Miscellaneous Employee Information is contained on the ND2/RD2.

Associated Screens

37, 124, 218, 226, 227

Positions	Field Name	Description
1-2	Transaction Code	Constant ND or RD
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed. User-defined.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed. User-defined.
7-16	Employee Number	Required, alphanumeric, reset not applicable, maintenance not allowed.
17	Transaction Separator	Constant **1**
18-19	Federal Taxing Authority	Optional, numeric, reset not applicable, maintenance allowed.
		80-93. Refer to the *Tax Reference Guide* for additional information.
		Messages: **INVALID FED. TAX AUTH** - Rejected. **NO MATCH FOR FED/PROV TAX AUTH** - Warning. After processing all transactions, the employee does not have a Federal Taxing Authority that matches any of the Provincial Taxing Authorities. Most likely, an ND-1/RD-1 transaction added or changed the Federal Taxing Authority and no ND-1/RD-1 or SB transaction was present to establish the corresponding Provincial Taxing Authority.
20	Federal Tax Method	Optional, numeric, resets to zero, maintenance allowed.
		Valid values are: **0** - Standard tax calculation **1** - Do not take the tax; do not accumulate wages in T4/RL-1 tax segments **2** - Use fixed amount **3** - Use the percentage of taxable earnings before deducting CPP/QPP, EI, or registered pension plans **4** - Standard tax calculation, plus a fixed amount **5** - Standard tax calculation, plus a percentage of taxable earnings before deducting CPP/QPP, EI, or registered pension plans **6** - Do not calculate tax; accumulate wages in T4/RL-1 tax segments **7** - Standard tax calculation minus a fixed amount **8** - Use the percentage of taxable earnings after deducting CPP/QPP, EI, and RPP registered pension plans.
		Messages: **INVALID FED TAX METHOD** - Rejected.

(continued)

Positions	Field Name	Description
21-29	Federal Personal Tax Credit Amount	Optional, numeric, resets to zero, maintenance allowed.
		Dollars only, no cents.
		Messages: **INVALID FED EXEMPTION** - Rejected.
30-38	Federal Amount/Percent	Optional, numeric, resets to zero, maintenance allowed.
		Used with Federal Tax Methods 2, 3, 4, 5, 7, and 8.
		Messages: **INVALID FED AMOUNT %** - Rejected.
39	Canada Pension Plan (CPP)	Optional, numeric, resets to zero, maintenance allowed.
		Valid values are: **0** - Not eligible at this time. Determine eligibility during tax calculation. **1** - Currently eligible. Determine eligibility during tax calculation. **2** - CPP exempt, do not determine eligibility.
		Reset to **0** is allowed. System performs automatic maintenance as follows. When coded as
		▪ **0** and tax calculation determines current eligibility, change to **1**.
		▪ **1** and tax calculation determines not eligible, change to **0**.
		Messages: **INVALID CPP INDICATOR** - Rejected.
		CPP IND BLANK ZERO ASSUMED - Warning. CPP Indicator not entered. Default of zero assumed.
		CPP AND QPP IND BOTH EQUAL 1 - Warning. Both CPP and QPP indicators are equal to 1. If this is not correct, correct and resubmit.
40	Employment Insurance Contribution (EI)	Optional, numeric, resets to zero, maintenance allowed.
		Valid values are: **0** - Do not take EI **1** - Take EI
		Multiple employer EI rates 1-9 provide for the grouping of employees by employer EI rate.
		Messages: **INVALID EI INDICATOR** - Rejected.

(continued)

Positions	Field Name	Description
41-42	Provincial Taxing Authority	Conditionally required, numeric, reset not applicable, maintenance allowed.
		Valid values are:
		Blank - No provincial tax
		80 - 93 - Province code of the province in which the employee is taxed.
		Messages:
		FED TX AUTH NOT = PROV TX AUTH - Warning. The Federal Taxing Authority province code in positions 17 - 18 is not the same as the Provincial Taxing Authority province code in positions 34 - 35.
		INVALID PROV TAX AUTH - Rejected. Valid values are blank and 80-93. Cannot be blank if any of the Provincial amount fields in positions 43-61 are not also blank.
43	Provincial Tax Method	Optional, numeric, resets to zero, maintenance allowed.
		Valid values are:
		0 - Standard tax calculation
		1 - Do not take the tax; do not accumulate wages in T4/RL-1 tax segments
		2 - Use fixed amount
		3 - Use the percentage of taxable earnings before deducting CPP/QPP, EI, or pension plans
		4 - Standard tax calculation, plus a fixed amount
		5 - Standard tax calculation, plus a percentage of taxable earnings before deducting CPP/QPP, EI, or pension plans
		6 - No tax calculation; accumulate wages in T4/RL-1 tax segments
		7 - Standard tax calculation minus a fixed amount
		8 - Use the percentage of taxable earnings after deducting CPP/QPP, EI, and RPP pension plans.
		Messages:
		NO PROVINCE TAX AUTH FOR TAX METH - Rejected. If a Provincial Tax Method is specified, the Provincial Tax Authority cannot be blank.
		INVALID PROV TAX METHOD - Rejected.
44-52	Provincial Personal Tax Credit Amount	Optional, numeric, resets to zero, maintenance allowed.
		Dollars only, no cents.
		Messages:
		INVALID PROV EXEMPTION - Rejected.
		NO PROV TAX AUTH FOR TAX CRDT - Rejected. If a Provincial Personal Tax Credit Amount is specified, the Provincial Tax Authority cannot be blank.
53-61	Provincial Amount/Percent	Optional, numeric, resets to zero, maintenance allowed.
		Used with Provincial Tax Methods 2, 3, 4, 5, 7, and 8.
		Messages:
		INVALID PROV AMOUNT % - Rejected.
		NO PROV TAX AUTH FOR AMT/PRCNT - Rejected. If a Provincial Amount/Percent is specified, the Provincial Tax Authority cannot be blank.

(continued)

Positions	Field Name	Description
62	Quebec Pension Plan Indicator (QPP)	Optional, numeric, resets to zero, maintenance allowed. Valid values are: **0** - Not eligible at this time. Determine eligibility during tax calculation. **1** - Currently eligible. Determine eligibility during tax calculation. **2** - QPP exempt, do not determine eligibility. Entry or reset to **0** is allowed. System performs automatic maintenance as follows. When coded as ■ **0** and tax calculation determines current eligibility, change to **1**. ■ **1** and tax calculation determines not eligible, change to **0**. Messages: **QPP IND BLANK ZERO ASSUMED** - Warning. QPP Indicator not entered. Default of zero assumed. **INVALID QPP INDICATOR** - Rejected. **CPP AND QPP IND BOTH EQUAL 1** - Warning. Both CPP and QPP indicators are equal to 1. If this is not correct, correct and resubmit.
63	Quebec Medicare Indicator (QM)	Optional, numeric, resets to zero, maintenance allowed. Valid values are: **0** - Do not accumulate QM wages **1** - Accumulate QM wages Messages: **INVALID QM INDICATOR** - Rejected.
64-71	Birth Date	Conditionally required, numeric, reset not applicable, maintenance allowed. Used to calculate age for Canada and Quebec Pension Plan deductions and for EI. Enter YYYYMMDD. Messages: **INVALID BIRTH DATE** - Rejected.
72	Employer EI Rate Code	Optional, numeric, reset not applicable. Valid codes are **0-9**. **Note: 0** is reserved for the standard rate and is the default value. Messages: **NO EMPLR EI CODE, 0 ASSUMED** - Warning. Zero is assumed. **INVALID EMPLR EI RATE CODE** - Rejected.
73	QPIP Indicator	Optional, numeric, resets to zero, maintenance allowed. Valid values are: **0** - Do not take QPIP **1** - Take QPIP Messages: **INVALID QPIP INDICATOR** - Rejected.

(continued)

Positions	Field Name	Description
74	Quebec Health Contribution Indicator	Optional, numeric, resets to zero, maintenance allowed.
		Valid values are:
		0 - Determine eligibility based on province and age
		1 - Exempt
		Messages:
		INVALID QHC INDICATOR - Rejected.
75-80	Reserved	**Blank**

ND1/RD1 [120] - Tax Data (Canadian Organizations)

Positions	Field Name	Description
1-74		See positions 1-74 above
75-120	Reserved	**Blank**

Additional Messages

Message	Description
ACTIVE BUT NOT PAID	Warning. Employee status code shows that the employee is active (not coded terminated or inactive) and frequency indicates that the employee should be paid this run, but either there is no time entry transaction or automatic pay is stopped for this run.
REQUIRED N CARD MISSING	Rejected. One of the mandatory transactions (NA, NB, or ND1) is missing for a new employee. The new employee is not established.
TERM / INACT EMP HAS ACTIVITY EMP TO BE DEL DURING UPDATE	Rejected. Terminated employee has activity during first run of year when terminated employees are to be deleted by the update run. All transactions for this employee are rejected.
NO ROOM IN TAX SEGMENT TABLE	Rejected. The employee's tax segments are maximized and the system is unable to set up a new work area for the EI rate code entered.

ND2/RD2 [80, 120] - Tax Data (Canadian Organizations)

Function   Contains Employee Tax Data: Job Title, Province of Residence and Language Preference for Canadian Organizations.

Associated Screens   37, 218, 226, 227

Positions	Field Name	Description
1-2	Transaction Code	Constant ND or RD
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed. User-defined.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed. User-defined.
7-16	Employee Number	Required, alphanumeric, reset not applicable, maintenance not allowed.
17	Transaction Separator	Constant **2**
18-33	Job Title	Optional, alphanumeric, reset not applicable, maintenance allowed. Used for printing on the Record of Employment. Messages: **JOB TITLE BLANK** - Warning.
34-35	Province of Residence	Optional, numeric, resets to zero, maintenance allowed. **80-93**. Refer to the Tax Reference Guide for additional information. Not used by the system. Messages: **INVALID PROV RESIDENCE** - Rejected. **PROV OF RESIDENCE BLANK** - Warning.

(continued)

Positions	Field Name	Description
36	Language Preference	Optional, alpha, reset not applicable, maintenance allowed.
		Used to determine the language to be used on the cheque stub.
		Valid values are:
		E - English **F** - French
		Messages: **ENGLISH LANGUAGE ASSUMED** - Warning.
37-80	Reserved	**Blank**

ND2/RD2 [120] - Tax Data (Canadian Organizations)

Positions	Field Name	Description
1-36		See positions 1-36 above
36-120	Reserved	**Blank**

Additional Messages

Message	Description
ACTIVE BUT NOT PAID	Warning. Employee status code shows that the employee is active (not coded terminated or inactive) and frequency indicates that the employee should be paid this run, but either there is no time entry transaction or automatic pay is stopped for this run.
REQUIRED N CARD MISSING	Rejected. One of the mandatory transactions (NA, NB, or ND1) is missing for a new employee. The new employee is not established.
TERM / INACT EMP HAS ACTIVITY EMP TO BE DEL DURING UPDATE	Rejected. Terminated employee has activity during first run of year when terminated employees are to be deleted by the update run. All transactions for this employee are rejected.
NO ROOM IN TAX SEGMENT TABLE	Rejected. The employee's tax segments are maximized and the system is unable to set up a new work area for the EI rate code entered.

NE/RE [80, 120] - Bond Data

Function   Describes Bond Accounting - up to three separate bond accounts are allowed in payroll for each employee.

One bond account can be set up on each NE transaction.

Associated Screens   39, 43

Positions	Field Name	Description
1-2	Transaction Code	Constant **NE** *or* **RE**
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-16	Employee Number	Required, alphanumeric, reset not applicable, maintenance not allowed.
17	Bond Account Identification Code	Required, numeric, reset not applicable, maintenance allowed.
		Identifies which of an employee's three possible bond accounts is to be created/updated by this transaction.
		Valid values are:
		1 - Bond Account Number 1 **2** - Bond Account Number 2 **3** - Bond Account Number 3
		Messages: **BOND ACCT ID CANNOT BE BLANK** - Rejected. Required field left blank.
		BOND ACCT ID CANNOT BE RESET - Rejected. R not valid.
		BOND ACCT ID CODE NOT VALID - Rejected. Valid values: 1, 2, and 3

(continued)

Positions	Field Name	Description
18	Bond Purchase Price Code	Optional, numeric, resets to zero, maintenance allowed.

Identifies denomination of bonds to be purchased, by price, as follows:

U.S. - EE Series

Code	Price	Denomination
0		Bond Purchasing Inactive
1		Not Applicable
2		Not Applicable
3		Not Applicable
4	50.00	100.00
5	100.00	200.00
6	250.00	500.00
7	500.00	1,000.00
8	2,500.00	5,000.00
9	5,000.00	10,000.00

U.S. - I Series

Code	Price	Denomination
0		Bond Purchasing Inactive
1		Not Applicable
2	50.00	50.00
3	75.00	75.00
4	100.00	100.00
5	200.00	200.00
6	500.00	500.00
7	1,000.00	1,000.00
8	5,000.00	5,000.00
9		Not Applicable

(continued)

Positions	Field Name	Description

Canada

Code	Price	Denomination
0		Bond Purchasing Inactive
1		Not Applicable
2	50.00	50.00
3		Not Applicable
4	100.00	100.00
5	300.00	300.00
5	500.00	500.00
7	1,000.00	1,000.00
8	5,000.00	5,000.00
9		Not Applicable

Note: The system initializes the bond account price to zero.

Messages:

INVALID BOND PURCHASE PRICE CD - Reject. The bond price code entered for a new bond account is invalid. Bond account price maintenance is not performed. Initialized bond price of zero remains unchanged.

Or, the bond price code entered as a maintenance change to an existing bond account is invalid or series type is blank. Bond account price maintenance is not performed. Current bond price remains unchanged.

BOND PRICE 0-NO BOND PRCHSING - Warning. The bond account price code is invalid by user specification or default to system-initialized value. Bond purchasing cannot be performed for this bond account due to default on the bond denomination to be purchased.

(continued)

Positions	Field Name	Description
19-20	Bond DOE Cross-Reference Code	Optional, alphanumeric, resets to blank, maintenance allowed.
		Identifies, by code, DOE selected to control deductions for this bond account.
		Note 1: For an employee, the DOE code specified for this bond account **must not** duplicate a DOE code that has already been specified for either of the remaining two possible bond accounts.
		Note 2: All DOEs to be used for bond account deductions must be defined as type **E** at the organization level.
		Note 3: Bond accounts can be established without creating a valid DOE cross-reference (no edit of this situation is performed as DOE transactions follow bond transactions in the update cycle). However, in all such cases, bond accounting is inactive because the system initializes the DOE cross-reference to spaces.
		Note 4: R*b* (where *b* is a blank space) will reset the Bond DOE Cross-Reference Code to spaces and make Bond accounting inactive.
		Messages:
		INVALID BOND DOE - Warning. The bond DOE cross-reference code for a new bond account is invalid. DOE cross-reference code maintenance is not performed. Initialized cross-reference code of spaces remains unchanged.
		Or, the bond DOE cross-reference code entered as a maintenance change to an existing bond account is invalid.
		Or, the DOE cross-reference code maintenance is not performed. Current cross-reference code remains unchanged.
		BOND DOE CHNGD-DOE STILL ACTIV - Warning. The bond DOE cross-reference code maintenance indicator leaves this employee with an active type E bond DOE not cross-referenced to an operational bond account. Transaction to deactivate DOE can be included in this maintenance cycle.
		DUPLICATES EXIST FOR BOND DOE - Rejected.
		BOND DOE L1 – L2 TYPE ERR CORRECT - Warning. The bond DOE cross-reference code maintenance indicator specifies a DOE with an organization level type code other than E. If DOE not defined as a type E (bond) deduction at the organization level, no bond accounting is performed.
		BOND DOE UNDEFINED-DEFINE L1L2 - Warning. The bond DOE cross-reference code specifies a DOE that has not been established at the organization level; no bond accounting is performed.

(continued)

Positions	Field Name	Description
		NO BOND DOE-**NO BOND ACCOUNT** - Warning. The bond account DOE cross-reference code is invalid by user specification or default to system-initialized value. Bond accounting cannot be performed for this bond account because the default on the DOE cross-reference prevents bond deductions from being applied to the account.
21-29	Bond Account Current Balance	Optional, numeric, resets to zero, maintenance allowed.
		For new bond accounts, identifies an existing balance external to the Payroll System that is to be set up for bond accounting purposes as the current account balance.
		For existing bond accounts, identifies an adjusted balance that is to **replace** the current account balance**.**
		Note: The system initializes the bond account balance to zero.
		9999.99 Maximum. Right justified.
		Messages:
		INVALID BOND CUR BALANCE - Warning. The bond account current balance entered for an employee is not valid or an attempt was made to reset the balance for a non-existent bond account. Bond account current balance maintenance is not performed.
30	Bond Co-owner/Alternate/ Beneficiary Code	Optional, alphanumeric, reset not applicable, maintenance allowed.
		Defines identification data in transaction positions 31-70 according to the following classification:
		Valid values are:
		O - Identification data for alternate bond owner **C** - Identification data for bond co-owner **B** - Identification data for bond beneficiary
		Note: Beneficiary, alternate owner, and co-owner identification data may be maintained for an employee. Multiple transactions must be submitted for this purpose. Allowable transaction combinations are NE-NE, NE-RE, and RE-RE. Only the Bond Account Identification Code and appropriate identification data need be entered on the additional transaction.
		Messages: **OBC ID DATA UNSPEC - NAME UNUSED** - Warning. **OBC DATA UNSPEC - SNN UNUSED** - Warning. The O/B/C code entered was invalid, no name or SSN maintenance will be performed.

(continued)

Positions	Field Name	Description
31-60	Bond Co-owner/Alternate/ Beneficiary Name	Optional, alphanumeric, resets to blank, maintenance allowed.
		Specifies name as identification data to be classified according to OCB code in transaction position 30.
		Last name, comma, two blanks, first name, middle name or initial.
		Messages:
		OCB ID DATA EXPECTED NAME NULL -Warning. The bond account co-owner/beneficiary name maintenance field is blank in conjunction with a valid co-owner/beneficiary identification code. Name maintenance action is not taken.
		OCB ID DATA UNSPEC NAME UNUSED -Warning. The bond account co-owner/beneficiary name maintenance field is not matched by a valid co-owner/beneficiary identification code. Name maintenance action is not taken.
61-70	Bond Co-owner/Alternate/ Beneficiary Social Security Number/Social Insurance Number	Optional, alphanumeric, resets to blank, maintenance allowed.
		Specifies Social Insurance or Social Security number as identification data to be classified according to OCB code in transaction position 30.
		Messages:
		OCB ID DATA EXPECTED SSN NULL - Warning. The bond account co-owner/beneficiary Social Security number maintenance field is blank in conjunction with a valid co-owner/beneficiary identification code. Social Security number maintenance action is not taken.
		OCB ID DATA UNSPEC SNN UNUSED - Warning. The bond account co-owner/beneficiary Social Security number maintenance field is not matched by a valid co-owner/beneficiary identification code. Social Security number maintenance action is not taken.
		OCB SNN INVALID USED AS CODED - Warning. The bond account co-owner/beneficiary Social Security number maintenance indicated is not valid, but will be used to update the Social Security number.

(continued)

Positions	Field Name	Description
71	Bond Series Type	**Conditionally Required**
		Alphanumeric, resets to blanks, maintenance allowed.
		Valid values are:
		E - EE series **I** - I series **Blank** - defaults to EE series
		Messages: **INV VALUE FOR BOND SERIES TYPE** - Error. Bond Series Type Field must contain one of the above values.
		If Bond Purchase Price Code is entered, Bond Series Type cannot be blank.
		Canadian only:
		Messages: **OCB ID DATA EXPECTED SIN NULL** - Warning. The bond account co-owner/beneficiary Social Insurance number maintenance field is blank in conjunction with a valid owner/co-owner/beneficiary identification code. Social Insurance number maintenance action is not taken.
		OCB ID DATA UNSPEC SIN UNUSED - Warning. The bond account co-owner/beneficiary Social Insurance Number maintenance field is not matched by a valid co-owner/beneficiary identification code. Social Security Number maintenance action is not taken.
		OCB SIN INVALID USED AS CODED - Warning. The bond account co-owner/beneficiary Social Insurance Number maintenance indicated is not valid, but will be used to update the Social Insurance Number.
72-80	Reserved	**Blank**.

NE/RE [120] - Bond Data

Positions	Field Name	Description
1-70		See positions 1-70 above
71-120	Reserved	**Blank**

Additional Messages

Message	Description
NO DOEs SET UP ON TABLES FILE	Warning. Bond DOE was entered and there are no DOEs established on the HRMS Tables File.

NF/RF [80, 120] - Banking Data

Function   Bank Data - Branch Number, Account Number, Prenote Indicator, Child Support
                      Data, etc.

Associated Screens   224, 740-749

Positions	Field Name	Description
1-2	Transaction Code	Constant **NF** *or* **RF**
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-16	Employee Number	Required, alphanumeric, reset not applicable, maintenance not allowed.
17-18	ACH/Banking Services DOE Code	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Employee DOE that identifies dollars to be included on the ACH tape/Banking Services report. Transaction will be rejected if DOE is invalid.
		Messages:
		ACH DOE CANNOT BE BLANK - Rejected. DOE or field was left blank. DOE code in error will be highlighted.
		INVALID ACH DOE CODE - Rejected. Value entered is not valid.
		ACH DOE NOT FOUND - Rejected.
		DOE NOT ON TABLES FILE - Warning.
		DOE NOT ACH/BNK SRV TYPE - Rejected.
		RESET INVALID W/ NEW ACH DOE - Rejected.
		EMPLOYEE ACH TABLE FULL - Rejected. Employee already has 20 ACH DOEs in segments 410-419.

(continued)

Positions	Field Name	Description
19-27	Bank/Credit Union Code or ID Number	Optional, alphanumeric, resets to blank, maintenance allowed.
		Identifies the Bank/Credit Union where the employee's account is located. Can be either a user-defined 1-5 character code, or the financial institution's ABA number (U.S.) and Institutional ID Number (Can).
		Bank/Credit Union Code
		Positions 19-23 - Employer-defined code, left-justified **Positions 24-27** - Blanks. If any characters appear in this area, the system assumes positions 19-27 identify an ABA/Institutional ID number.
		Bank/Credit Union ID Number
		U.S. - 9-digit ABA number **Canada** - An asterisk followed by the 8-digit Institutional ID
		If this field is left blank, the Code/ID Number is acquired from the organization CP record.
		Messages: **RESET INVALID W/ NEW ACH DOE** - Rejected.
		INVALID BANK/CU CODE - Warning. A valid bank/cu code is 1-5 characters, left justified, and with no imbedded spaces.
		BANK/CU NOT FOUND ON TABLES FILE TA TRANS - Warning.
		INVALID BANK/CU ABA NUM - Rejected. If ACH code is 00-29, then the ABA number must be entered.
		BANK/CU ABA NUMBER NOT FOUND ON TABLES FILE TY TRANS - Warning.
		INVALID BANK/CU INST ID - Rejected. Field failed modulus 10 checking.
		BANK/CU INST NUM NOT FOUND ON TABLES FILE TY TRANS - Warning.
		EMP BNK/CU # BLNK-DFLT TO ORG - Warning**.**
28-44	Account Number	Optional, alphanumeric, resets to blank, maintenance allowed.
		Employee account number associated with the financial institution referenced above.
		Messages: **RESET INVALID W/ NEW ACH DOE -** Rejected.

(continued)

Positions	Field Name	Description
45-46	Prenote Indicator	Optional, alphanumeric, resets to blank, maintenance allowed.
		Identifies the type of prenoting for this employee's account. A prenote generates a $0 deposit record.
		Valid values are:
		Cn **(n=1-9)** - Prenote on 'n' number of Compute cycles **Pn** **(n=1-9)** - Prenote on 'n' number of pay cycles **Blanks** - No prenote
		Messages: **INVALID PRENOTE IND -** Rejected. Valid values or C1-C9, P1-P9, or blanks.
		RESET INVALID W/ NEW ACH DOE - Rejected.
	Child Support Application Banking Fields	
47-66	Case Identifier	Optional, alphanumeric, resets to blank, maintenance allowed.
		The IV-D case number/court order number.
		Messages: **RESET INVALID W/ NEW ACH DOE** - Rejected.
67	Medical Support Indicator	Optional, alphanumeric, resets to blank, maintenance allowed.
		Identifies whether the employee has family medical insurance coverage available through the employer.
		Valid values are:
		Y - Medical coverage available **N** or **Blank** - No coverage available
		Messages: **RESET INVALID W/ NEW ACH DOE** - Rejected.
		INVALID MED SUPPORT IND - Rejected. Valid medical support indicators are Y, N, or blank.
68-74	FIPS Code	Optional, alphanumeric, resets to blank, maintenance allowed.
		Federal Information Process Standard (FIPS) Code. Five characters when indicating both state and county codes. Seven when indicating state, county, and local codes. (U.S. only)
		Messages: **RESET INVALID W/ NEW ACH DOE -** Rejected.

(continued)

Positions	Field Name	Description
75-79	Reserved	**Blank**.
80	Maintenance Code	Required, alphanumeric, reset not applicable.
		Valid values are:
		Blank - Add employee ACH/Banking services DOE if new. Update it if it was already added **D** - Delete the account (RF only). Only the DOE code and Maintenance code should be entered for a delete.
		Messages: **MAINT CD MUST BE D OR BLNK** - Rejected.
		NF MAINT CD CANNOT BE D - Rejected. D allowed only on RF transactions.

NF/RF [120] - Banking Data

Positions	Field Name	Description
1-79		See positions 1-79 above
80-119	Reserved	**Blank**
120	Maintenance Code	Required, alphanumeric, reset not applicable.
		Valid values are:
		Blank - Add employee ACH/Banking services DOE if new, update if it was already added **D** - Delete the account (RF only). Only the DOE code and Maintenance code should be entered for a delete.
		Messages: **MAINT CD MUST BE D OR BLNK** - Rejected.
		NF MAINT CD CANNOT BE D - Rejected. D allowed only on RF transactions.

NG/RG [80, 120] - Shift and Hours Data

Function   Sex Code, Termination Code and Date, Union Code, Normal Shift Code, etc.

Associated Screens   37, 38, 40, 41, 214, 218, 220, 221, 222, 223

Positions	Field Name	Description
1-2	Transaction Code	Constant **NG** *or* **RG**
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-16	Employee Number	Required, alphanumeric, reset not applicable, maintenance not allowed.
17	Sex Code	Optional, alpha, reset not applicable, maintenance not allowed.
		Valid values are:
		F - Female
		M - Male
		Used by Payroll for Regulatory Reporting.
		Messages:
		INVALID SEX CODE - Rejected.
18-19	Termination Code	Optional, alphanumeric, resets to blank, maintenance allowed.
		User-defined coding (not used by the system)
		Canadian Organizations:
		Messages:
		RG FROM ROE SYS, NO E3 GEN - RG with valid transaction code/reason for issue causes system to generate internal ROE request. An RG transaction coming from ROE subsystem shows an asterisk (*) in position 18. In this case, the system does not generate an ROE request.

(continued)

Positions	Field Name	Description
		Canadian Organizations:
		Messages: **RG FROM ROE SYS, NO E3 GEN** - RG with valid transaction code/reason for issue causes system to generate internal ROE request. An RG transaction coming from ROE subsystem shows an asterisk (*) in position 18. In this case, the system does not generate an ROE request.
20-27	Date Terminated	Optional, numeric, resets to zero, maintenance allowed.
		Date of termination.
		Enter YYYYMMDD.
		Canadian Organizations:
		Used as the last day worked when printing the Record of Employment.
		Messages: **NO TERMINATION DATE -** Warning. A Record of Employment is being requested (second position of termination code is not blank) and the termination date is blank. No internal request for a Record of Employment is generated.
		U.S. Organizations: Printed on the State 941-A for the following State Codes: 07, 09 and 26.
		Messages: **INVALID TERMINATION DATE -** Rejected.
28-32	Union Code	Optional, alphanumeric, resets to blank, maintenance allowed.
		User-defined coding. Deduction listings can be prepared by union code (refer to special deductions/earnings listings).
33-34	EEOC Code	Optional, alphanumeric, resets to blank, maintenance allowed.
		User-defined coding (not used by the Canadian Payroll System).

(continued)

Positions	Field Name	Description
35	Normal Shift Code	Optional, alphanumeric, resets to zero, maintenance allowed.
		The Normal Shift Code is used in conjunction with the shift premium parameters from the organization control record to compute shift premium pay.
		Valid values are:
		Blank or **0 -** No Shift **1 -** First shift Regular Pay **2 -** Second shift Regular Pay **3 -** Third shift Regular Pay **4 -** Fourth shift Regular Pay **A -** First shift Overtime Pay **B -** Second shift Overtime Pay **C -** Third shift Overtime Pay **D -** Fourth shift Overtime Pay **H -** First shift Regular and Overtime Pay **I -** Second shift Regular and Overtime Pay **J -** Third shift Regular and Overtime Pay **K -** Fourth shift Regular and Overtime Pay
		Messages: **INVALID SHIFT CODE** - Rejected.
36	Guarantee Code	Optional, numeric, resets to zero, maintenance allowed.
		Guaranteed hours and rate/salary fields are available for use by the user. The guarantee fields are not used by the Payroll System because of the variety of ways different organizations compute guaranteed wages.
		Valid values are:
		0 - Not Used (default) **1** - Hourly **2** - Salary
		Messages: **INVALID GUARANTEE CODE** - Rejected.
37-41	Guaranteed Hours in a Pay Period	Optional, numeric, resets to zero, maintenance allowed.
		Right justified.
		Messages: **INVALID GUARANTEE HOURS -** Rejected.

(continued)

Positions	Field Name	Description
42-52	Guaranteed Rate/Salary	Optional, numeric, resets to zero, maintenance allowed.
		Right justified. 2 decimals if salary. 4 decimals if rate.
		Messages:
		INVALID GUAR. RATE/SAL. - Rejected.
53-54	Reserved	**Blank**
	U.S. Organizations	
55-80	Reserved	**Blank**.
	Canadian Organizations	
55-62	First EI/QPIP Day Worked	Optional, numeric, resets to zero, maintenance not allowed.
		First Day Worked for ROE. Enter YYYYMMDD
		Messages:
		FIRST DAY WK LESS THAN EMPL DT - Warning. First EI Day Worked is less than Employment Date.
		INVALID EI FIRST DAY WORKED - Rejected.
		INVALID QPIP FIRST DAY WORKED - Rejected.
63-70	Last EI/QPIP Day Paid	Optional, numeric, resets to zero, maintenance not allowed.
		Last Day Paid for ROE. Enter YYYYMMDD
		Messages:
		INVALID EI LAST DAY PAID - Rejected.
		INVALID QPIP LAST DAY PAID - Rejected.
71	First Day/Last Day Indicator	Optional, alphanumeric, reset not applicable, maintenance allowed.
		Valid values are:
		1 or **Blank** - The First Day Worked, Last Day Paid, or both above are for Federal EI employment only (default).
		2 - The First Day Worked, Last Day Paid, or both above are for Quebec QPIP employment only.
		3 - The First Day Worked, Last Day Paid, or both are for both Federal EI employment and Quebec QPIP employment.
		Messages:
		INVALID 1ST/LAST DAY INDICATOR - Rejected.
72-74	ROE Separation Code	Optional, alphanumeric, reset not applicable, maintenance allowed.
		Messages:
		SEPARTN CODE INVALD, NO E3 GEN - ROE Separation Code is invalid. No internal ROE request is generated.
75-77	Reserved	**Blank**.

(continued)

Positions	Field Name	Description
78	Vacation Percentage Code	Optional, alphanumeric, resets to blank, maintenance allowed.
		Vacation percentage code references the tabled amounts entered on the CS-B transaction.
		Valid values are:
		Blank - Use level 2 option **Zero** - Do not calculate **1-9 -** Calculate vacation earnings based on corresponding tabled Amount/Percentage (entered on CS-B transaction) and vacationable wages determined by definition of vacationable wages (CS-P transaction).
		Canadian Organizations:
		Message: **INVALID PERCENTAGE CODE** - Rejected.
79-80	Reserved	**Blank**.

NG/RG [120] - Shift and Hours Data

Positions	Field Name	Description
1-54		See positions 1-54 above
55-120	Reserved for U.S. Organizations	**Blank**
55-78	Canadian Organizations	See positions 55-80 above
79-120	Reserved	**Blank**

NH/RH [80, 120] - Distribution Data

Function		Extended Distribution, up to 10 Automatic Salary Splits for Labor Distribution purposes.
Associated Screens		37, 40, 44, 218, 222, 233

Positions	Field Name	Description
1-2	Transaction Code	Constant **NH** *or* **RH**
3-4	Level 1	Required, numeric, reset not applicable, maintenance not allowed.
5-6	Level 2	Required, numeric, reset not applicable, maintenance not allowed.
7-16	Employee Number	Required, alphanumeric, reset not applicable, maintenance not allowed.
17-26	Home Distribution Code	Optional, alphanumeric, resets to blank, maintenance allowed.
		The Home Distribution Code is used as the 6th level of control for labor distribution reporting. It can be used to identify projects, part numbers, machine numbers, etc. User-defined.
27-30	Salary Split Percent	Optional, numeric, resets to zero, maintenance allowed.
		Percentage of normal hours and salary being distributed to salary split 1, 3, 5, 7 or 9. Salary splits are used to distribute hours and salary automatically to up to 10 different distribution categories for automatically paid employees without the introduction of time entry transactions. (See multi-record code below.)
		A percentage is taken of hours and earnings and distributed to the salary split distribution codes.
		If the sum of the salary splits 1 through 10 is less than 100%, the difference is distributed to the employee's normal distribution codes.
		Note: An entry of .9999 causes 100% of hours and salary to be distributed to the split indicated by the multiple record code and none to the home code.
		User-defined. Right justified. 4 decimals.
		Messages: **INVALID SALARY SPLIT** - Rejected.
31-34	Level 3	Optional, alphanumeric, resets to blank, maintenance allowed.
		Salary split 1, 3, 5, 7 or 9 level 3. User-defined.
35-38	Level 4	Optional, alphanumeric, resets to blank, maintenance allowed.
		Salary split 1, 3, 5, 7 or 9 level 4. User-defined.
39-42	Level 5	Optional, alphanumeric, resets to blank, maintenance allowed.
		Salary split 1, 3, 5, 7 or 9 level 5. User-defined.

(continued)

Positions	Field Name	Description
43-52	Distribution Code	Optional, alphanumeric, resets to blank, maintenance allowed.
		Salary split 1, 3, 5, 7, or 9 distribution code. User-defined.
53-56	Salary Split Percent	Optional, numeric, resets to zero, maintenance allowed.
		Percentage of normal hours and salary being distributed to salary split 2, 4, 6, 8 or 10. Salary splits are used to distribute hours and salary automatically to up to 10 different distribution categories for automatically paid employees without the introduction of time entry transactions. (See multi-record code below.)
		A percentage is taken of hours and earnings and distributed to the salary split distribution codes.
		If the sum of the salary splits 1 through 10 is less than 100%, the difference is distributed to the employee's normal distribution codes.
		Note: An entry of .9999 causes 100% of hours and salary to be distributed to the split indicated by the multiple record code and none to the home code.
		User-defined. Right-justified. 4 decimals.
57-60	Level 3	Optional, alphanumeric, resets to blank, maintenance allowed.
		Salary split 2, 4, 6, 8 or 10 level 3. User-defined.
61-64	Level 4	Optional, alphanumeric, resets to blank, maintenance allowed.
		Salary split 2, 4, 6, 8 or 10 level 4. User-defined.
65-68	Level 5	Optional, alphanumeric, resets to blank, maintenance allowed.
		Salary split 2, 4, 6, 8 or 10 level 5. User-defined.
69-78	Distribution Code	Optional, alphanumeric, resets to blank, maintenance allowed.
		Salary split 2, 4, 6, 8 or 10 distribution code. User-defined.

(continued)

Positions	Field Name	Description
79	Distribution Data Multiple Record Code	Required, reset not applicable, numeric.
		Identifies which of the 10 possible salary splits are being referenced by a particular NH/RH transaction as follows:
		Code 1 - Salary split 1 and/or 2 **Code 2** - Salary split 3 and/or 4 **Code 3** - Salary split 5 and/or 6 **Code 4** - Salary split 7 and/or 8 **Code 5** - Salary split 9 and/or 10
		Note: To define this field as Home Distribution Update only, Enter 1.
		Note: For detailed explanation of labor distribution processing requirements in the Payroll system, refer to the *User Guide*.
		Messages: **INV NH-RH DIST MULTI REC CD** - Rejected.
80	Reserved	**Blank**.

NH/RH [120] - Distribution Data

Positions	Field Name	Description
1-80		See positions 1-80 above
81-120	Reserved	**Blank**

NI/RI [80, 120] - SALTA

Function   Contains Employee Data to update special state and local taxing authority information.

Associated Screens   125, 214, 219

Positions	Field Name	Description
1-2	Transaction Code	Constant **NI** *or* **RI** Messages: **INVALID CARD CODE** - Rejected. You entered a Canadian level 1-level 2, this transaction contains only U.S. fields.
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-16	Employee Number	Required, alphanumeric, reset not applicable, maintenance not allowed.
17	SALTA Type	Required, numeric, reset not applicable, maintenance not allowed. Valid values are: **1** - State **8** - Pennsylvania Local Messages: **INVALID SALTA TYPE** - Rejected. The SALTA type is not 1 or 8. **NO ROOM IN SALTA TABLE** - Rejected. The SALTA type and code entered for this transaction were not found on the SALTA table, and there is no room to add another SALTA segment.
18-22	SALTA Code	Required, numeric, reset not applicable, maintenance not allowed. If the SALTA type is ■ **1**, enter the state code. Must contain leading zeros. ■ **8**, enter all zeros. See positions 30-35 and 42-47. Messages: **INVALID SCC NUMBER** - Rejected. See the complete list of valid State, County, City codes in this volume. **NO ROOM IN SALTA TABLE** - Rejected. The SALTA type and code entered for this transaction were not found on the SALTA table, and there is no room to add another SALTA segment.
23-25	State Quarterly Reporting Unit Code	Optional, alphanumeric, resets to blank, maintenance allowed. User-defined code to group employees by location for State Quarterly Reporting. Left-justified. Messages: **NO DATA ON NI/RI TRANS** - Rejected. A transaction has been entered with no optional information.

(continued)

Positions	Field Name	Description
26-29	Tax Authority Supplement 1	Optional, alphanumeric, resets to blank, maintenance allowed.
		For regulatory reporting: used by some states for monthly employment indicator or user-defined information.
		To maintain a monthly employment indicator not updated automatically (see AA 12th Day Indicators), enter position 26 for month 1 of the quarter, position 27 for month 2 of the quarter, and position 28 for month 3 of the quarter.
		Valid values are:
		1 - Employed on the 12th day of month 1, 2, or 3 of the reporting period **0** - Not employed during month 1, 2 or 3 of the reporting period
		Enter all 3 positions every time maintenance is done on the Tax Authority Supplement 1 field and leave position 29 blank.
		Messages: **NO DATA ON NI/RI TRANS** - Rejected. A transaction has been entered with no optional information.
		INVALID SPEC AUTHORITY INFO - Rejected. The transaction data entered is inconsistent with the SALTA type and code.
30-31	Tax Authority Supplement 2	Optional, alphanumeric, resets to blank, maintenance allowed.
		Used primarily for regulatory reporting.
		For District of Columbia
		Enter the Worker Relationship Code in the first position of this field (position 30).
		For Georgia
		Enter Y in the first position (position 30) to indicate the employee is a minor.
		Indiana
		Seasonal Employee: Enter the appropriate two digit Seasonal Code for each employee in the Tax Authority Supplement 2 field.
		Non-Seasonal Employee: In the Tax Authority Supplement 2 field enter '00' or 'R ' to reset to spaces for full time employees or enter 'PT' for part time employees.
		For Puerto Rico
		Enter the number of joint custody dependents; right justified
		For Washington
		Enter Y in the 1st position if the employee has provided a Washington Cares exemption letter.
		Messages: **INVALID PUERTO RICO TAS2** - Rejected.

(continued)

Positions	Field Name	Description
32-41	Tax Authority Supplement 3	Optional, alphanumeric, resets to blank, maintenance allowed.
		Used primarily for regulatory reporting.
		Puerto Rico - For employees who are eligible for the state income tax exemption under Act 135-2014, enter **E** in position 32 and the year-to-date amount exempted by another employer in positions 35 - 41. Right justify and zero fill the amount.
42 - 48	Tax Authority Supplement 4	Optional, alphanumeric, resets to blank, maintenance allowed.
		User-defined information primarily for regulatory reporting.
		Colorado - Enter the deduction amount on DR 004 line 2 for Colorado purposes as a whole dollar amount, no decimal or cents, and with leading zeroes.
		Indiana - Enter the Zip Code of the primary work location in the first 5 positions.
		Iowa - Enter the amount of allowances claimed on the IA W-4 form as a whole dollar amount, no decimal or cents, and with leading zeroes
		New Mexico - Enter the Step 4b deduction amount claimed on Form W-4 for New Mexico purposes as a whole dollar amount, no decimal or cents, and with leading zeroes.
		Puerto Rico - Enter the number of optional allowances based on deductions; right justified
		Messages: **INVALID PUERTO RICO TAS4** - Rejected.

Pennsylvania State (Type 1) and Local (Type 8) SALTA (Positions 30- 48)

If the SALTA type (position 17) is **8**, only the following data fields on the NI/RI can be entered:

- Positions 30-31 - Tax Authority Supplement 2
- Positions 32-35 - Work Location SCC
- Positions 42-47 - Resident PSD

Positions	Field Name	Description
30-31	Tax Authority Supplement 2	Optional, alphanumeric, resets to blank, maintenance allowed.
		For a type 8 PA local SALTA, this field is the **Worksite/Resident PSD Alternate Employee Address Code** used to associate a type 8 PA local SALTA with a specific supplemental address.
		Messages: **INVALID TAX AUTH SUP2 For TYPE 8** - Rejected. Valid values are 01-24 and R (to reset to blanks).

(continued)

Positions	Field Name	Description
32-35	Work Location SCC	Optional, alphanumeric, resets to blank, maintenance allowed.
		If the Work Location SCC field is reset, the EIT Tax Switch and LST Tax Switch fields are automatically reset to blanks. Any value in either or both of these tax switch fields on the same transaction is ignored.
		Messages: **INVALID PA WORKSITE LOCATION** - Rejected. **TE TRANS MISSING FOR WORK LOC** - Rejected. **NO US LOCAL TXN FOR WORK PSD** - Rejected. **WORK PSD LOCAL TXN NOT PA EIT** - Rejected. **PA WORK LC AND PSD NOT ENTERED** - Rejected. **PA EIT WORK LOC EQUAL CITY SCC** - Rejected. **NO ROOM IN SALTA TABLE** - Rejected. The work location SCC code and resident PSD code entered for this transaction were not found on the SALTA table and no space is available to add another SALTA segment. **VALID VALUES FOR WORK LOC SCC AND EIT/LST SWITCHS REQD** - Rejected. On an NI transaction, valid values for the Work Location SCC, EIT Tax Switch, and LST Tax Switch fields **must** be specified. There are no defaults.
		IF WORK LOC SCC IS BLANK, TAX SWITCHES MUST ALSO BE BLANK - Rejected. If the Work Location SCC field contains spaces on the PA State SALTA, the EIT Tax Switch and the LST Tax Switch fields must also contain spaces.
		MUST RESET WORK LOC & RES PSD - Rejected. If the Work Location SCC field is reset, the Resident PSD field must also be reset.
36-39	Reserved	Blank

(continued)

Positions	Field Name	Description
40	EIT Tax Switch	Optional, alphanumeric, resets to zero, maintenance allowed.
		Valid values are: **0** - Do not calculate PA EIT. **1** - Calculate PA EIT. Use county-taxable wages for Philadelphia and use city-taxable wages for all other PA cities **2** - Calculate PA EIT. Use city-taxable wages **3** - Calculate PA EIT. Use county-taxable wages **4** - Calculate PA EIT. Use state-taxable wages **5** - Calculate PA EIT. Use PA work state taxable gross earnings; do not reduce taxable wages by excludable DOEs **6** - Calculate PA EIT. Use all work state taxable gross earnings; do not reduce taxable wages by excludable DOEs
		There is no default for this field. It **must** be entered on an **NI** transaction, or the transaction is rejected.
		Messages: **INVALID PA EIT TAX SWITCH** - Rejected.
		IF EIT XMPT, MUST BE LST XMPT - Rejected. If the EIT Tax Switch field is set to 0 or reset, the LST Tax Switch field must also be set to 0 or reset if it is not already 0 on the PA State SALTA.
41	LST Tax Switch	Optional, alphanumeric, resets to zero, maintenance allowed.
		Valid values are: **0** - Do not calculate PA LST. **1** - Calculate PA LST with no exemption **2** - Calculate PA LST with up-front exemption for both municipality and school district
		There is no default for this field. It **must** be entered on an **NI** transaction, or the transaction is rejected.
		Messages: **INVALID PA LST TAX SWITCH** - Rejected.
		IF EIT XMPT, MUST BE LST XMPT - Rejected. If the EIT Tax Switch field is set to 0 or reset, the LST Tax Switch field must also be set to 0 or reset if it is not already 0 on the PA State SALTA.
42-47	Resident PSD	Conditional required, alphanumeric, resets to blank, maintenance allowed.
		Political subdivision (PSD) assigned by PA to the employee's residence. If the work location SCC code is entered, the resident PSD must be entered.
		Messages: **INVALID PA RESIDENT PSD CODE** - Rejected. **NO US LOCAL TXN FOR WORK PSD** - Rejected. **RES PSD LOCAL TXN NOT PA EIT** - Rejected. **PA WORK LC AND PSD NOT ENTERED** - Rejected. **NO PSD CODE ON TE FOR WORK LOC** - Rejected. The 6-digit PSD code is required on the TE transaction for this SCC code.
		MUST RESET WORK LOC & RES PSD - Rejected. If the Resident PSD field is reset, the Work Location SCC field must also be reset.

(continued)

Positions	Field Name	Description
48-80	Reserved	**Blank**

NI/RI [120] - SALTA Information

Positions	Field Name	Description
1-80		See positions 1-80 above
81-120	Reserved	**Blank**

Additional Messages

Message	Description
NO DATA ON NI/RI TRANS	Rejected. A transaction has been entered with no optional information
INVALID SPEC AUTHORITY INFOR	Rejected. The transaction data entered is inconsistent with the SALTA type and code.

NJ/RJ [80, 120] - Check/Email Address (U.S. Organizations)

Function Check Address Lines 1 and 2, ZIP Code, Check Form Indicator or Email Address, and ESS Display Indicator.

Associated Screens 40, 43, 214, 219

Positions	Field Name	Description
1-2	Transaction Code	Constant **NJ** or **RJ**
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-16	Employee Number	Required, alphanumeric, reset not applicable, maintenance not allowed.
	Check Address and Form Indicator	The following description of positions 17-79 applies when the **Address Indicator** in position 80 is set to **Blank**.
17-46	Check Address Line 1	Optional, alphanumeric, resets to blank, maintenance allowed.
		If entered, the check address lines are printed on checks in place of the resident address lines.
		Alternate address for check. Left-justified.
47-69	Check Address Line 2	Optional, alphanumeric, resets to blank, maintenance allowed.
		Alternate address for check. Left-justified.
70-78	ZIP Code/ZIP Code Extension	Optional, alphanumeric, resets to zero, maintenance allowed.
		U.S. organizations
		Messages: **INVALID CHECK ADDR. ZIP** - Rejected. **INVALID CHECK ADDRESS ZIP EXT**. - Rejected. **ZIP EXT NOT ALLOWED W/O ZIP CD** - Rejected.
79	Form Indicator	Optional, alphanumeric, resets to blank, maintenance allowed.
		Valid Values are **Blank** or a user-defined value.
		Messages: **NO MATCH ON TH1 FOR FORM IND** - Warning. Form indicator not found in HRMS Tables Files.
	Email Address and ESS Display Option	The following description of positions 17-79 applies when **Address Indicator** in position 80 is set to **E**.
17-56	Email Address	Optional, alphanumeric, resets to blank, maintenance allowed.
		Email address for employee. Left-justified.
57-78	Reserved	**Blank**.

(continued)

Positions	Field Name	Description
79	ESS (Employee Self Service) Display Option	Optional, alphanumeric, resets to blank, maintenance allowed.
		Valid values are:
		Blank - Default to company option
		D - Display deposits only
		A - Display checks and deposits
		N - Do not display any payments
		Messages:
		INVALID EMPLOYEE ESS INDICATOR - Rejected.
	Multifunction Indicator	This indicator controls how to format positions 17 - 79.
80	Address Indicator	Conditionally Required, alphanumeric.
		Valid values are **Blank** and **E**.
		Messages:
		ONLY EMAIL ADDRESS TO BE UPDATED - Warning. If email address is chosen, only positions 17-56 are processed.
		INVALID ADDRESS INDICATOR - Rejected. Must be blank or E.

NJ/RJ [120] - Check Address

Positions	Field Name	Description
1-80		See positions 1 - 80 above.
81-120	Reserved	**Blank**

NJ/RJ [80, 120] - Cheque/Email Address (Canadian Organizations)

Function   Cheque Address Lines 1 and 2, ZIP Code, and Cheque Form Indicator or Email Address

Associated Screens   37, 39, 222

Positions	Field Name	Description
1-2	Transaction Code	Constant **NJ** or **RJ**
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-16	Employee Number	Required, alphanumeric, reset not applicable, maintenance not allowed.
	Cheque Addresses and Form Indicator	The following description of positions 17-79 applies when the **Address Indicator** in position 80 is set to **Blank**.
17-46	Cheque Address Line 1	Optional, alphanumeric, resets to blank, maintenance allowed.
47-60	Cheque Address Line 2	Optional, alphanumeric, resets to blank, maintenance allowed.
61-69	Cheque Postal Code	Optional, alphanumeric, resets to blank, maintenance allowed.
		Postal code field consists of postal code with 2 leading blanks and position 66 blank.
		Note: Postal code reset indicator goes in position 61.
		INVALID POSTAL CODE - Rejected. Invalid format for postal code. Positions 1, 3, and 6 must be alphabetic. Positions 2, 5, and 7 must be numeric. Position 4 must be blank.
70-78	Reserved	**Blank**.
79	Form Indicator	Optional, alphanumeric, resets to blank, maintenance allowed.
		Valid values are **Blank** or a user-defined value.
		Messages: **NO MATCH ON TH1 FOR FORM IND** - Warning. Form indicator not found in HRMS Tables Files.
	Email Address	The following description of positions 17-78 applies when **Address Indicator** in position 80 is set to **E**.
17-56	Email Address	Optional, alphanumeric, resets to blank, maintenance allowed.
		Email address for employee. Left-justified.
57-78	Reserved	**Blank**.
	Multifunction Indicator	This indicator controls how to format positions 17-78.
80	Address Indicator	Conditionally Required, alphanumeric.
		Valid values are **Blank** and **E**.
		Messages: **ONLY EMAIL ADDRESS TO BE UPDATED** - Warning. If email address is chosen, only positions 17-56 are processed.
		INVALID ADDRESS INDICATOR - Rejected. Must be blank or E.

NJ/RJ [120] - Cheque/Email Address

Positions	Field Name	Description
1-80		See positions 1-80 above.
81-120	Reserved	**Blank**

NK/RK [80, 120] - DOE Data

Function	DOE Code, DOE One-Time Override, DOE Method Code, Period Code, Type Code, Amount/Percent/Per Hour, Limit, Start Date, Special Taxing Options, Sort Code, Step DOE Data
Associated Screens	55-59, 60-77, 217, 225

Positions	Field Name	Description
1-2	Transaction Code	Constant **NK** *or* **RK**
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-16	Employee Number	Required, alphanumeric, reset not applicable, maintenance not allowed.
17-18	DOE Code	Optional, alphanumeric, reset not applicable maintenance allowed.
		The deduction/other earnings code is the code of the deduction or earnings as established in the organization control record.
		Messages: **INVALID DOE CODE** - Rejected. The DOE code is not a valid alphanumeric code. Blanks, zeros (00) and special characters are not valid. **DOE CODE DOES NOT EXIST** - Rejected. The DOE does not exist in the Organization DOE Table built from the HRMS Tables File, or you are trying to apply maintenance to a DOE that is not set up for the employee. **MISSING DOE CODE** - Rejected. The DOE code must be entered in order to update the DOE data. **DUPLICATE DOE CODE** - Rejected. The DOE code being set up already exists in the employee record. (This message appears on NK transactions only.) **INVALID STEPPED DOE CODE** - Rejected. Step data has been entered for the DOE. This DOE is not defined as a step DOE at the organization level. **EMPLOYEE DOE TABLE FULL** - Rejected. The maximum number of DOEs has already been set up for this employee - the DOE and any subsequent DOEs cannot be processed. **NO MATCHING BOND FOR DOE** - Warning. The DOE entered is a bond DOE but it is not cross-referenced to an active bond account for this employee. No bond accounting or bond purchasing will be performed. **GENERATED ASSUMPTION DOE** - Warning. This NK/RK transaction is generated by the DOE assumption feature.

(continued)

Positions	Field Name	Description
	DOE Code (continued)	Messages: **NO BANKING DATA FOR DOE. DOE WILL BE DEACTIVATED** - Warning. The DOE is designated on the Tables File as an ACH DOE, but it is not established on the employee's 410-419 segments. Therefore, the DOE will be deactivated. **NO ACH ACCT NUM FOR DOE. DOE WILL BE DEACTIVATED** - Warning. The DOE is designated on the Tables File as an ACH DOE, and is established on the employee's 410-419 segments. However, the account number information is missing. Therefore, the DOE will be deactivated.
19	Override Code/Step Number	Optional, alphanumeric, reset not applicable maintenance allowed. Valid values are: ***** - One-time override **#** - One-time negative override (deductions only) The one-time override feature replaces the normal DOE calculation with a fixed amount of money for the current pay cycle only. When this is used, the only valid entry in the Amount/Percent/Per Hour field is a fixed dollar amount of money. If the Amount/Percent/Per Hour field is blank, the DOE is inactive for the employee in the current cycle only. One-time overrides must be entered as maintenance changes. If changing a step DOE for this employee, enter the step number here, the Step Amount in 23-33, and the Step Maximum in 46-56. Valid entries are 1 through 5. If deleting all employee steps for a step DOE, enter an **R** here. (Valid only for an RK.) Messages: **INVALID DOE OVERRIDE CODE** - Rejected. The Override code is not a valid DOE override or step number code. **NEG OVERRIDE ON EARNINGS DOE** - Rejected. A negative one-time override was entered for an earnings DOE. **DUPLICATE DOE OVERRIDES** - Rejected. The DOE override is a duplicate - an override has already been entered for this DOE. **NEG OVERRIDE FOR DOE** - Warning. A negative, one-time override is entered for the deduction.

(continued)

Positions	Field Name	Description
20	Method Code	Optional, alphanumeric, reset not applicable, maintenance allowed.
		The deduction/other earnings Method Code indicates the method of calculating the deduction or other earnings.
		Valid values are:
		0 - Percentage of annualized normal salary **1** - Fixed Amount **2** - Percent of regular earnings **3** - Percent of overtime earnings **4** - Percent of total earnings **5** - Percent of net pay at point of priority (use with deductions only) **6** - Amount per hour **7** - Amount per overtime hour **8** - Amount per total hour **9** - Percent of normal salary **X** - USER-EXIT - Use to calculate DOEs based on user specified calculations
		EIC CALCULATION METHOD CODES
		Valid values are:
		A - Use federal taxable wages as base wages - Single filer **B** - Use federal taxable wages as base wages - Married with both spouses filing **C** - Use employee FICA taxable wages as base wages - Single filer **D** - Use employee FICA taxable wages as base wages - Married with both spouses filing **E** - Use federal taxable wages as base wages - Married without spouse filing **F** - Use employee FICA taxable wages as base wages - Married without spouse filing
		If the transaction is the NK transaction, the Method Code cannot be blank.
		If the transaction is an RK transaction, the Method Code is blank, and the DOE is not already set up, the Method Code is assumed to be 1.
		If resetting an employee step for a step DOE, enter an R here. Position 19 must be 1-5.
		Method Code 4: If this entry is for a step DOE, total earnings can be determined by the definition of wages specified on the CS-8 transaction.
		Messages: **INVALID DOE METHOD CODE** - Rejected. The Method code is not a valid DOE Method code.

(continued)

Positions	Field Name	Description
21	Period Code	Optional, alphanumeric, resets to zero, maintenance allowed.
		The deduction/other earnings Period Code indicates on which pay period the deduction or other earnings will be active.
		Valid values are:
		0 - Permanently inactive **1** - First pay period of month **2** - Second pay period of month **3** - Third pay period of month **4** - Fourth pay period of month **5** - First and second pay periods of month **6** - First and third pay periods of month **7** - Second and fourth pay periods of month **8** - Third and fourth pay periods of month **9** - All pay periods of the month, except the fifth **A** - All pay periods **C** - Current pay period only
		Notes: When establishing the EIC DOE, use period code A to activate the DOE.
		For a Period Code of C, the Amount/Percent/Per Hour field is set to zero after the DOE is processed.
		Messages: **INVALID DOE PERIOD CODE** - Rejected. The Period code is not a valid DOE Period code.
22	Type Code	Optional, alphanumeric, reset not applicable, maintenance allowed.
		The deduction/other earnings Type Code indicates the deduction/other earnings as a deduction or other earnings. The Type Code also indicates how arrears (deductions not taken) are handled for deductions, or how taxes are applied to other earnings.
		If the DOE is being used to compute a tip credit amount, the DOE should be handled as an earnings DOE on this transaction. If the transaction is an NK or RK transaction, when the DOE has not been previously set up, the Type Code (indicator) cannot be blank.

(continued)

Positions	Field Name	Description
		Deductions:
		Valid values are:
		A - If insufficient earnings, put the whole amount of the deduction in arrears. Use taxing options defined at the organization level for excludable deductions.
		B - If insufficient earnings, valid only with type D and G deductions, put the whole amount of the deduction in arrears. Use taxing options defined at the employee level.
		P - If insufficient earnings, take all of deduction possible and put the remainder in arrears. Use taxing options defined at the organization level for excludable deductions.
		S - If insufficient earnings, valid only with type D and G deductions, take all of deduction possible and put the remainder in arrears. Use taxing options defined at the employee level.
		N - If insufficient earnings, do not take any of the deduction and do not put the deduction in arrears. Use taxing options defined at the organization level for excludable deductions.
		D - If insufficient earnings, take all of deduction possible and do not put the remainder in arrears. Use taxing options defined at the organization level for excludable deductions.
		Earnings, EIC, and tip credit amounts (U.S. organizations)
		Valid values are:
		0 - Use taxing options defined at the organization level
		1 - Fully taxable earnings
		2 - All taxes except Federal taxes
		3 - All taxes except FICA/Medicare tax and FUI taxes
		4 - All taxes except state/local taxes and SUI/SDI taxes
		5 - Take Federal tax only
		6 - Take FICA/Medicare and FUI taxes
		7 - Nontaxable earnings
		8 - Memo nontaxable earnings
		9 - Use taxing option defined at the employee level
		Note: Code 4 will also apply to New Jersey Workforce Development Partnership fund and Health Care Subsidy fund taxes.
		Note: Earnings coded 7 are considered earnings paid through the Payroll system that are normally nontaxable, but considered other compensation for W-2 reporting. The amount is added to gross, but not to any taxable wages. An example would be a relocation expense payment or an advance against future expenses.

(continued)

Positions	Field Name	Description
		Note: Earnings coded 8 are considered to be similar earnings paid outside the System and recorded as a memo only. These earnings are accumulated only in their DOE category. Both earnings types are reported on the W-2 form as other compensation. Note that as in the examples, any amount paid in excess of actual expenses must be reported as taxable income.
		Note: Wages are not accumulated for FUI reporting for earnings codes 2, 3, 7, and 8. SUI wages are not accumulated for earnings codes 4, 5, 6, 7, and 8. For earnings coded 0 or 9, refer to individual options to determine wage accumulations.
		Note: If the DOE is being used to compute a tip credit, the earnings types 0-9 should be used.
		However, the meaning of types 1-8 is further restricted to exclude Federal, state, and local withholding plus employee FICA/Medicare wages, employee SDI/SUI wages and employer SUI wages.
		Note: If the DOE is being used to compute the EIC Payment, an earnings type code (0-9) should be used. Since this payment is not presently subject to withholding tax, types 1-8 have been restricted to prevent the EIC amount from being included in any taxable wage accumulators or any tax calculations. If the individual taxing options are referenced (codes 0 and 9), make sure that the options on the DOE-001 or NK/RK transactions indicate that this payment is not subject to state, local or unemployment/SDI tax calculations. Federal, FICA/Medicare and FUI taxes and taxable wage accumulations are automatically prevented by the system.

(continued)

Positions	Field Name	Description
		Canadian Organization Earnings
		Valid values are:
		0 - Use taxing options defined at the organization level
		1 - Fully taxable
		2 - Nontaxable
		3 - All taxes except EI and CPP/QPP
		4 - EI and CPP/QPP only
		5 - Quebec Medicare only
		6 - Federal and Provincial tax only
		7 - Federal and Provincial tax at 10 percent and Quebec Medicare
		8 - Memo nontaxable earnings
		9 - Use taxing option defined at the employee level
		Messages: **INVALID DOE TYPE CODE** - Rejected. The Type code is not a valid DOE Type code.
23-33	DOE Amount/Percent or Step Amount	Optional, numeric, resets to zero, maintenance allowed.
		Used with the deduction/other earnings method code. The value can be entered directly here or can be picked up through an existing table of values by coding an asterisk in position 23 and a numeric code in positions 24-26. The table of values is established on the HRMS Tables File using DOE-TAB transactions.
		- *nnn* - Where ***nnn*** is a number between 001 and 999
		2 decimals if fixed amount. 4 decimals if amount per hour or percent (000001.0000 = 100%)
		Note: For EIC DOE, blanks or a table entry reference are the only valid entries unless a one-time override is being processed.
		Right-justified, zero-filled.
		Messages: **INVALID DOE AMT/PERCENT/HOUR** - Rejected. The AMOUNT/PERCENT/HOUR is not numeric or a valid table entry. A table entry must be a number from 001-999 preceded by an asterisk (*).
		INVALID STEPPED AMT/PCT - Rejected. The DOE step AMOUNT/PERCENT is not numeric. **DOE TBL NUM NOT FOUND FOR L1L2 xxxx** - Rejected. The table entry has not been established on the HRMS Tables File using a DOE-TAB transaction.

(continued)

Positions	Field Name	Description
34	Limit Amount Indicator	Optional, alphabetic, reset not allowed, maintenance allowed.
		Valid values are:
		A - Add to existing limit amount **M** - Subtract from existing limit amount **N** - New limit amount
		Note: Codes A and M cannot be used on an NK transaction. If Code is blank and a Limit Amount is entered, N is assumed for NK and RK.
		Messages: **INVALID DOE LIMIT INDICATOR** - Rejected.
35-45	Limit Amount	Optional, numeric, reset to zero, maintenance allowed.
		Any deduction or other earnings can have a limit amount. The limit amount is decremented by the current deduction or other earnings until the limit amount reaches a zero balance. When the limit amount reaches a zero balance, the deduction or other earnings is rendered inactive (the period code is set to zero). The maximum amount is 999,999,999.99.
		Messages: **INVALID DOE LIMIT AMOUNT** - Rejected. The DOE limit amount is not numeric.
		DOE LIM BAL LESS THAN 0 - Warning. The amount entered to reduce the DOE limit will cause the DOE Limit Balance to be negative.
46-56	Step Maximum	Optional, numeric, resets to zero, maintenance allowed.
		This is the maximum step amount for DOE calculation purposes. It is used in conjunction with the Step Base Indicator on the DOE-STP transaction to determine whether or not the step is active. If a step number is entered in position 19 of this NK/RK transaction, this field must be entered. (Refer to the *User Guide* for a detailed explanation.) Right-justified.
		Note: Format is 999,999,999.00.
		Messages: **INVALID STEPPED MAXIMUM** - Rejected. The DOE step maximum is not a valid numeric value greater than zero **STEP MAXIMUM REQUIRES STEP NUMBER** - Rejected. Entry in this field requires entry of a step number (column 19).

(continued)

Positions	Field Name	Description
57	Start/Stop Date Indicator	Optional, Alphanumeric, reset applicable, maintenance allowed.
		Valid values are:
		D - Positions 58-65 contain a DOE start date **S** - Positions 58-65 contain a DOE stop date
		Note: Codes D and S must be entered as maintenance changes only (RK transactions).
58-65	Start/Stop Date	Optional, Alphanumeric, reset applicable, maintenance allowed.
		Any deduction or other earnings can have a start or stop date.
		The start date is compared to the period end date for the employee's frequency or the run date if the period end date is zeros. When the start date is less than or equal to the comparing date, the DOE is activated, but no ACH direct deposit occurs during a prenote cycle.
		If a Start Date is not entered for a DOE that is being prenoted (see NF/RF), Compute will programmatically establish a Start Date.
		The stop date is compared to the period end date for the employee's pay frequency or the run date if the period end date is zeros. When the stop date is less than or equal to the comparing date, the DOE is deactivated (the period code is set to zero).
		Valid values are:
		Format - YYYYMMDD.
		Messages: **INVALID STOP/START DATE** - Rejected. DOE START/STOP DATE is not in valid YYYY/MM/DD format.

(continued)

Positions	Field Name	Description
	U.S. Organizations Taxing Options	
66	Federal Tax	Optional, numeric, see instructions for reset value, maintenance allowed.
		For earnings
		Valid values are:
		0 - Do not calculate tax; do not accumulate taxable wages
		1 - Calculate tax; accumulate taxable wages
		2 - Do not calculate tax; accumulate taxable wages
		Blanks or **R** - Default to 1
		For DOE Types G & D
		Valid values are:
		0 - Do not exclude from tax calculation; do not exclude from taxable wage accumulation
		1 - Exclude from tax calculation; exclude from taxable wage accumulation
		2 - Exclude from tax calculation; do not exclude from taxable wage accumulation
		Blank or **R** - Default to 1
		Messages:
		INVALID FEDERAL TAX OPTION - Rejected. The Federal taxing option is not a valid code.

(continued)

Positions	Field Name	Description
67	State Tax	Optional, numeric, see instructions for reset value, maintenance allowed.
		For Earnings
		Valid values are:
		0 - Do not calculate tax; do not accumulate taxable wages **1** - Calculate tax; accumulate taxable wages **2** - Do not calculate tax; accumulate taxable wages **Blank** or **R** - Default to 1
		For DOE types G & D
		Valid values are:
		0 - Do not exclude from tax calculation; do not exclude from taxable wage accumulation **1** - Exclude from tax calculation; exclude from taxable wage accumulation **2** - Exclude from tax calculation; do not exclude from taxable wage accumulation **Blank** or **R** - Default to 1
		Messages: **INVALID STATE TAXING OPTION** - Rejected. The State taxing option is not a valid code.

(continued)

Positions	Field Name	Description
68	County Taxes	Optional, numeric, see instructions for reset value, maintenance allowed.

For Earnings

Valid values are:

0 - Do not calculate tax; do not accumulate taxable wages
1 - Calculate tax; accumulate taxable wages
2 - Do not calculate tax; accumulate taxable wages
Blank or **R** - Default to 1

For DOE Types G & D

Valid values are:

0 - Do not exclude from tax calculation; do not exclude from taxable wage accumulation
1 - Exclude from tax calculation; exclude from taxable wage accumulation
2 - Exclude from tax calculation; do not exclude from taxable wage accumulation
Blank or **R** - Default to 1

Messages:
INVALID COUNTY TAXING OPTION - Rejected. The County taxing option is not a valid code.

Positions	Field Name	Description
69	City Taxes	Optional, numeric, see instructions for reset value, maintenance allowed.

For Earnings

Valid values are:

0 - Do not calculate tax; do not accumulate taxable wages
1 - Calculate tax; accumulate taxable wages
2 - Do not calculate tax; accumulate taxable wages
Blank or **R** - Default to 1

For DOE Types G & D

Valid values are:

0 - Do not exclude from tax calculation; do not exclude from taxable wage accumulation
1 - Exclude from tax calculation; exclude from taxable wage accumulation
2 - Exclude from tax calculation; do not exclude from taxable wage accumulation
Blank or **R** - Default to 1

Messages:
INVALID CITY TAXING OPTION - Rejected. The City taxing option is not a valid code.

(continued)

Positions	Field Name	Description
70	Social Security/ Medicare/MQGE	Optional, numeric, see instructions for reset value, maintenance allowed.

For Earnings

Valid values are:

0 - Do not calculate tax; do not accumulate employee and employer taxable wages
1 - Calculate tax; accumulate employee and employer taxable wages
2 - Calculate tax; accumulate employee taxable wages only
3 - Do not calculate tax; accumulate employer taxable wages only
Blank or **R** - Default to 1

For DOE Types G & D

Valid values are:

0 - Do not exclude from employee tax calculation; do not exclude from employee or employer taxable wage accumulation
1 - Exclude from employee tax calculation; exclude from employee and employer taxable wage accumulation
2 - Exclude from employee tax calculation; exclude from employee taxable wage accumulation; do not exclude from employer taxable wage accumulation
3 - Exclude from employer taxable wage accumulation only

Blank or **R** - Default to 1

Messages:
INVALID FICA TAXING OPTION - Rejected. The FICA taxing option is not a valid code.

| 71 | FUI | Optional, numeric, see instructions for reset value, maintenance allowed. |

For Earnings

Valid values are:

0 - Do not calculate taxable wages
1 - Accumulate taxable wages
Blank or **R** - Default to 1

For DOE Types G & D

Valid values are:

0 - Do not exclude from taxable wage accumulation
1 - Exclude from taxable wage accumulation
Blank or **R** - Default to 1

Messages:
INVALID FUI TAXING OPTION - Rejected. The FUI taxing option is not a valid code.

(continued)

Positions	Field Name	Description
72	SUI/SDI	Optional, numeric, see instructions for reset value, maintenance allowed.
		U.S. Organization - for Earnings
		Valid values are:
		0 - Do not calculate employee SUI and SDI tax; do not accumulate employer SUI wages
		1 - Calculate employee SUI and SDI taxes; accumulate employer SUI taxable wages
		2 - Accumulate employer SUI taxable wages; do not calculate employee SUI and SDI taxes
		3 - Calculate employee SUI and SDI taxes; do not accumulate employer SUI taxable wages
		4 - Calculate employee SUI tax; accumulate employer SUI taxable wages; do not calculate employee SDI tax
		5 - Calculate employee SDI tax; accumulate employer SUI taxable wages; do not calculate employee SUI tax
		6 - Calculate employee SUI tax; do not calculate employer SUI tax; do not accumulate employee SDI tax
		7 - Calculate employee SDI tax; do not calculate employee SUI tax; do not accumulate employer SUI taxable wages
		Blank or **R** - Default to 1

(continued)

Positions	Field Name	Description
		U.S. Organization - for DOE Type G & D
		Valid values are:
		0 - Do not exclude from employer SUI taxable wages; do not exclude from employee SUI tax calculation; do not exclude from employee SDI tax calculation
		1 - Exclude from employee SUI taxable wages; exclude from employee SUI tax calculation; exclude from employee SDI tax calculation
		2 - Exclude from employer SUI taxable wages; do not exclude from employee SUI tax calculation; do not exclude from employee SDI tax calculation
		3 - Do not exclude from employer SUI taxable wages; exclude from employee SUI tax calculation; exclude from employee SDI tax calculation
		4 - Exclude from employer SUI taxable wages; exclude from employee SUI tax calculation; do not exclude from employee SDI tax calculation
		5 - Exclude from employer SUI taxable wages; do not exclude from employee SUI tax calculation; exclude from employee SDI tax calculation
		6 - Do not exclude from employer SUI taxable wages; exclude from employee SUI tax calculation; do not exclude from employee SDI tax calculation
		7 - Do not exclude from employer SUI taxable wages; do not exclude from employee SUI tax calculation; exclude from employee SDI tax calculation
		Blank or **R** - Default to 1
		Note: This field will also apply to the NJ Family Leave Insurance tax calculation along with the SDI tax calculation.
		Messages: **INVALID SUI TAXING OPTION** - Rejected. The SUI taxing option is not a valid code.

(continued)

Positions	Field Name	Description
	Canadian Organizations Taxing Options	
66	Federal Tax	Optional, numeric, see instructions for reset value, maintenance allowed.
		For Earnings
		Valid values are:
		0 - Do not calculate tax; do not accumulate taxable wages
		1 - Calculate tax; accumulate taxable wages
		2 - Do not calculate tax; accumulate taxable wages
		3 - Calculate tax at 10%; accumulate taxable wages
		4 - Calculate tax at 15%; accumulate taxable wages
		5 - Calculate tax at 20%; accumulate taxable wages
		6 - Calculate tax at 30%; accumulate taxable wages
		7 - Calculate tax at 35%; accumulate taxable wages
		8 - Calculate tax at 5%; accumulate taxable wages
		9 - Calculate tax using lump sum payment method; accumulate taxable wages
		Blank or **R** - Default to 1
		For DOE Types G & D
		Valid values are:
		0 - Do not exclude from taxable wages
		1-9 - Exclude from taxable wages
		Blank or **R** - Default to 1
67	Provincial Tax	Optional, numeric, see instructions for reset value, maintenance allowed.
		For Earnings
		Valid values are:
		0 - Do not calculate tax; do not accumulate taxable wages
		1 - Calculate tax; accumulate taxable wages
		2 - Do not calculate tax; accumulate taxable wages
		3 - Calculate tax at 10%; accumulate taxable wages
		4 - Calculate tax at 15%; accumulate taxable wages
		5 - Calculate tax at 20%; accumulate taxable wages
		6 - Calculate tax at 30%; accumulate taxable wages
		7 - Calculate tax at 35%; accumulate taxable wages
		8 - Calculate tax at 13%; accumulate taxable wages
		9 - Calculate tax using lump sum payment method; accumulate taxable wages
		Blank or **R** - Default to 1

(continued)

Positions	Field Name	Description
		For DOE Types G & D
		Valid values are:
		0 - Do not exclude from taxable wages **1-9** - Exclude from taxable wages **Blank** or **R** - Default to 1
		INVALID PROVINCIAL TAX OPT *nn* - Rejected. The provincial taxing option in the position indicated (*nn*) is not a valid code.
68-69	Reserved	**Blank**.
70	CPP/QPP	Optional, numeric, see instructions for reset value, maintenance allowed.
		For Earnings
		Valid values are:
		0 - Do not calculate tax; do not accumulate taxable wages **1** - Calculate tax; accumulate taxable wages **Blank** or **R** - Default to 1
		For DOE Types G & D
		Valid values are:
		0 - Do not exclude from taxable wages **1-9** - Exclude from taxable wages **Blank** or **R** - Default to 1
		INVALID CPP/QPP TAXING OPT - Rejected. The CPP/QPP taxing option is not a valid code.
71	EI	Optional, numeric, see instructions for reset value, maintenance allowed.
		For Earnings
		Valid values are:
		0 - Do not calculate tax; do not accumulate taxable wages **1** - Calculate tax; accumulate taxable wages **Blank** or **R** - Default to 1
		For DOE Types G & D
		Valid values are:
		0 - Do not exclude from taxable wages **1-9** - Exclude from taxable wages **Blank** or **R** - Default to 1
		INVALID EI TAXING OPT - Rejected. The EI taxing option is not a valid code.

(continued)

Positions	Field Name	Description
72	QM	Optional, numeric, see instructions for reset value, maintenance allowed.
		For Earnings
		Valid values are:
		0 - Do not accumulate taxable wages **1** - Do accumulate taxable wages **Blank** or **R** - Default to 1
		For DOE Types G & D
		Valid values are:
		0 - Do not exclude from taxable wages **1-9** - Exclude from taxable wages **Blank** or **R** - Default to 1
		INVALID QM TAX OPT - Rejected. The QM taxing option is not a valid code.
73-77	Sort Key	Optional, alphanumeric, resets to spaces, maintenance allowed.
		The sort key is used for optional sequencing of the DOE list. The sort key is activated by an option on the DL control transaction.
		Format - 5 Alphanumeric characters.
		The sort key can also be used for:
		Ohio School District Income Tax
		▪ Position 73 is the Senior Citizen Tax Credit Indicator
		– **0** - employee not allowed tax credit
		– **1** - employee is allowed tax credit
		▪ Positions 74-77: SCC code for the type 3 city SALTA for the school district
		State Family Leave Insurance
		▪ Position 73-77 contains the numeric SCC code to be used for accumulating family leave insurance contributions for a particular state. The format is **0nnnn** where nnnn is the SCC code.
		Tax User Exit DOE to Calculate Tax for Two Cities
		▪ Position 73 is the City Tax Reciprocity Indicator
		– **0** - The DOE will be used to calculate tax in a 2nd city based on 100% of city taxable wages less the % of wages to be taxed in the city defined on the 203 segment if the first city Tax Method is equal to 1, 4, 7, or 8.
		– **1** - The DOE will be used to calculate tax in a 2nd city based on 100% of city taxable wages in addition to the tax calculated based on the city defined on the 203 segment. This option is used if pos. 73 contains an undefined value.
		▪ Positions 74-77: SCC code for the type 3 city SALTA for the 2nd city wages and tax accumulation.
78-80	Reserved	**Blank**

NK/RK [120] - DOE Data

Positions	Field Name	Description
1-80		See positions 1-80 above
81-120	Reserved	**Blank**

Note: If a start date is not entered for a DOE that is being prenoted, the Compute process calculates and sets a start date for the DOE based on the employee's pay frequency

NL/RL [80, 120] - User Data 1

Function   Employee User Data

Associated Screens   None

Positions	Field Name	Description
1-2	Transaction Code	Constant **NL** *or* **RL**
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-16	Employee Number	Required, alphanumeric, reset not applicable, maintenance not allowed.
17-80	User-defined Data	Optional, alphanumeric, resets to blank. 64 characters.

NL/RL [120] - User Data 1

Positions	Field Name	Description
1-80		See positions 1-80 above
81-120	Reserved	**Blank**

NM/RM [80, 120] - User Data 2

Function   Employee User Data

Associated Screens   None

Positions	Field Name	Description
1-2	Transaction Code	Constant **NM** *or* **RM**
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-16	Employee Number	Required, alphanumeric, reset not applicable, maintenance not allowed.
17-80	User-defined Data	Optional, alphanumeric, resets to blank. 64 characters.

NM/RM [120] - User Data 2

Positions	Field Name	Description
1-80		See positions 1-80 above
81-120	Reserved	**Blank**

NN/RN [80, 120] - User Data 3

Function   Employee User Data

Associated Screens   None

Positions	Field Name	Description
1-2	Transaction Code	Constant **NN** *or* **RN**
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-16	Employee Number	Required, alphanumeric, reset not applicable, maintenance not allowed.
17-80	User-defined Data	Optional, alphanumeric, resets to blank. 64 characters.

NN/RN [120] - User Data 3

Positions	Field Name	Description
1-80		See positions 1-80 above
81-120	Reserved	**Blank**

NO1/RO1 [80, 120] – Employee Additional Data

Function Contains additional employee data required for regulatory reporting and future system requirements.

Associated Screens None

Positions	Field Name	Description
1-2	Transaction Code	Constant **NO** *or* **RO**
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed. User-defined.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed. User-defined.
7-16	Employee Number	Required, alphanumeric, reset not applicable, maintenance not allowed.
17	Transaction Separator	Constant **1**
18-32	Alphanumeric Field 1 - Employee Work County	Conditionally required, alphanumeric, resets to blank, maintenance allowed. Required for the following reports: West Virginia quarterly unemployment file
33-47	Alphanumeric Field 2	Optional, alphanumeric, resets to blank, maintenance allowed. Reserved for future use.
48-62	Alphanumeric Field 3	Optional, alphanumeric, resets to blank, maintenance allowed. Reserved for future use.
63-74	Alphanumeric Field 4	Optional, alphanumeric, resets to blank, maintenance allowed. Reserved for future use.
75-80	Alphanumeric Field 5	Optional, alphanumeric, resets to blank, maintenance allowed. Reserved for future use.

NO1/RO1 [120] - Employee Additional Data

Positions	Field Name	Description
1-80		See positions 1-80 above
81-120	Reserved	**Blank**

NO2/RO2 [80, 120] – Employee Additional Data

Function　　　　　Contains additional employee data required for regulatory reporting and future system requirements.

Associated Screens　　None

Positions	Field Name	Description
1-2	Transaction Code	Constant **NO** *or* **RO**
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed. User-defined.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed. User-defined.
7-16	Employee Number	Required, alphanumeric, reset not applicable, maintenance not allowed.
17	Transaction Separator	Constant **2**
18-26	Alphanumeric Field 6	Optional, alphanumeric, resets to blank, maintenance allowed. Reserved for future use.
27-35	Alphanumeric Field 7	Optional, alphanumeric, resets to blank, maintenance allowed. Reserved for future use.
36-44	Alphanumeric Field 8	Optional, alphanumeric, resets to blank, maintenance allowed. Reserved for future use.
45-50	Alphanumeric Field 9 - Employee Standard Occupational Classification Code	Optional, alphanumeric, resets to blank, maintenance allowed. Enter the 6-digit employee's Standard Occupational Classification (SOC) code without a hyphen. This is used for all states that require SOC code for quarterly reporting.
51-56	Alphanumeric Field 10	Optional, alphanumeric, resets to blank, maintenance allowed. Reserved for future use.
57-62	Alphanumeric Field 11	Optional, alphanumeric, resets to blank, maintenance allowed. Reserved for future use.
63-68	Alphanumeric Field 12	Optional, alphanumeric, resets to blank, maintenance allowed. Reserved for future use.
69-71	Alphanumeric Field 13	Optional, alphanumeric, resets to blank, maintenance allowed. Reserved for future use.
72-73	Indicator Field 1	Optional, alphanumeric, resets to blank, maintenance allowed. Reserved for future use.
74-75	Indicator Field 2	Optional, alphanumeric, resets to blank, maintenance allowed. Reserved for future use.
76-77	Indicator Field 3	Optional, alphanumeric, resets to blank, maintenance allowed. Reserved for future use.

(continued)

Positions	Field Name	Description
78	Indicator Field 4	Optional, alphanumeric, resets to blank, maintenance allowed. Reserved for future use.
79	Indicator Field 5	Optional, alphanumeric, resets to blank, maintenance allowed. Reserved for future use.
80	Indicator Field 6	Optional, alphanumeric, resets to blank, maintenance allowed. Reserved for future use.

NO2/RO2 [120] - Employee Additional Data

Positions	Field Name	Description
1-80		See positions 1-80 above
81-120	Reserved	**Blank**

NO3/RO3 [80, 120] –Employee Additional Data

Function Contains additional employee data required for regulatory reporting and future system requirements.

Associated Screens None

Positions	Field Name	Description
1-2	Transaction Code	Constant **NO** *or* **RO**
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed. User-defined.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed. User-defined.
7-16	Employee Number	Required, alphanumeric, reset not applicable, maintenance not allowed.
17	Transaction Separator	Constant **3**
18-30	Numeric Field 1 - Employee Prior-Year FICA Wages	Optional, numeric, resets to zero, maintenance allowed. This field should be equal to the total Social Security/Medicare wages paid in the previous year. The prior-year FICA wages on the 340 Segment will be automatically updated when the Clear To Date indicator is set on the AA transaction when running Compute. The field can be updated manually via this transaction during any other Compute cycle.
31-43	Numeric Field 2	Optional, numeric, resets to zero, maintenance allowed. Reserved for future use.
44-56	Numeric Field 3	Optional, numeric, resets to zero, maintenance allowed. Reserved for future use.
57-62	Numeric Field 4	Optional, numeric, resets to zero, maintenance allowed. Reserved for future use.
63-68	Numeric Field 5	Optional, numeric, resets to zero, maintenance allowed. Reserved for future use.
69-74	Numeric Field 6	Optional, numeric, resets to zero, maintenance allowed. Reserved for future use.
75-80	Numeric Field 7	Optional, numeric, resets to zero, maintenance allowed. Reserved for future use.

NO3/RO3 [120] - Employee Additional Data

Positions	Field Name	Description
1-80		See positions 1-80 above
81-120	Reserved	**Blank**

NO4/RO4 [80, 120] –Employee Additional Data

Function   Contains additional employee data required for regulatory reporting and future system requirements.

Associated Screens   None

Positions	Field Name	Description
1-2	Transaction Code	Constant **NO** *or* **RO**
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed. User-defined.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed. User-defined.
7-16	Employee Number	Required, alphanumeric, reset not applicable, maintenance not allowed.
17	Transaction Separator	Constant **4**
18-25	Date Field 1 - Date of Birth	Conditionally required, numeric, resets to zero, maintenance allowed. Enter the employee's date of birth in YYYYMMDD format. Required for the following reports: • Washington quarterly FLI file
26-33	Date Field 2	Optional, numeric, resets to zero, maintenance allowed. Reserved for future use.
34-41	Date Field 3	Optional, numeric, resets to zero, maintenance allowed. Reserved for future use.
42-49	Date Field 4	Optional, numeric, resets to zero, maintenance allowed. Reserved for future use.
50-80	Reserved	**Blank**

NO4/RO4 [120] - Employee Additional Data

Positions	Field Name	Description
1-80		See positions 1-80 above
81-120	Reserved	**Blank**

OB [80] - Release for Processing Transaction

Function
Identifies which online transactions will be selected for processing from the PKO210 Pending Transaction File.

Release For Processing

The OB transaction (input for the Select program, PPO710) identifies which online transactions will be selected from the PKO210 Pending Transaction File and placed in the PKO220 Selected Transaction File for future processing by the Format program (PPO720).

By coding level 1 only, all transactions with key data containing that level 1 are selected. By coding level 1 and level 2 only, all transactions with like levels are selected. If the year, month, and day are coded, transactions with like levels and an effective date before or on the date on the transaction are selected whether both levels or only level 1 is coded. Transactions with a future date remain on PKO210.

On the OB transaction, you can specify the types of transactions to be selected for processing. These types of transactions can be selected:

- Adjustment transactions

- Time transactions

- Maintenance transactions.

Any combination of the three types can be chosen. If an option is not coded, a default of Y is used and that type of transaction is released.

If a record on the Pending Transaction File (PKO210) has mixed transactions (adjustments, time, or maintenance transactions) and the option is chosen not to release one of these types of transactions, the record is not released. Regardless of the types of transactions selected, the AA transaction with like levels and an effective date (if entered) before or on the date on the OB transaction is selected.

Associated Screens
None

Positions	Field Name	Description
1-2	Transaction Code	Constant **OB**
		Messages: **ERROR - TRANSACTION CODE MUST BE OB** - Rejected.
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Select transactions for this level 1.
		Messages: **ERROR - LEVEL 1 CONTROL CANNOT BE SPACES** - Rejected. Level 1 field must be entered.

(continued)

Positions	Field Name	Description
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Select transactions for this level 2*.
		*Note: Level 2 field may contain spaces to select all level 2s within level 1.
7-14	Effective Date	Required, numeric, reset not applicable, maintenance not allowed.
		Select transactions with an effective date less than or equal to this date.
		Format: *YYYYMMDD*. Can be blank.
		Messages:
		INVALID DATE - Rejected.
15	Adjustment Transactions Selection Option	Optional, alphanumeric, reset not applicable, maintenance not allowed.
		Valid values are:
		N - Do not select adjustment transactions
		Y - Select adjustment transactions (default)
		Blank - Default
		Messages:
		ERROR - SEL ADJUST OPTION INVALID - Rejected.
		WARNING - SEL ADJUST SPACES - DEFAULT VALUE Y USED - The selection option for adjustments was not entered. Adjustment transactions will be selected.
16	Time Transactions Selection Option	Optional, alphanumeric, reset not applicable, maintenance not allowed.
		Valid values are:
		N - Do not select time transactions
		Y - Select time transactions (default)
		Blank - Default
		Messages:
		ERROR - SEL TIME REC OPTION INVALID - Rejected.
		WARNING - SEL TIME REC SPACES - DEFAULT VALUE Y USED - The selection option for time transactions was not entered. Time transactions will be selected.

(continued)

Positions	Field Name	Description
17	Maintenance Transactions Selection Option	Optional, alphanumeric, reset not applicable, maintenance not allowed. Valid values are: **N** - Do not select maintenance transactions **Y** - Select maintenance transactions (default) **Blank** - Default Messages: **ERROR - SEL MAINT OPTION INVALID** - Rejected. **WARNING - SEL MAINT SPACES - DEFAULT VALUE Y USED** - The selection option for maintenance transactions was not entered. Maintenance transactions will be selected.
18-80	Reserved	**Blank**

Additional Messages

Message	Description
RECORD CANNOT BE RELEASED - CONTAINS COMBINATION OF ADJ, TIME AND MAINT TRANSACTIONS ON ONE RECORD	Rejected. Record contains a combination of adjustment, time, and maintenance transactions and the option was chosen not to select at least one of the types of transactions.

OS-0 [80] - Online Security - Operator Global Security

Function   Online security transaction for setting operator security globally.

Associated Screens   901

Positions	Field Name	Description
1-2	Transaction Code	Constant **OS**
3-4	System Number	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Valid values are:
		01 - Payroll/Personnel
		02 - Personnel
5	Type Code	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Valid value is:
		0
6-11	Operator ID	Required, numeric, reset not applicable, maintenance not allowed.
		Valid values are:
		1 - **32767**
12-13	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Valid values are:
		Valid Level 1.
		** when crossing L1 boundaries for security purposes.
14-15	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Valid values are:
		Valid Level 2.
		** when crossing L2 boundaries for security purposes.
16	Transaction Separator	Constant **0**
17	Screen Access	Optional, alphanumeric, resets to blank, maintenance allowed.
		Valid values are:
		I - All screens are inquiry only
		N - All screens are not allowed
18-79	Reserved	**Blank**
80	Maintenance Code	Required, alphanumeric, reset not applicable.
		Valid values are:
		A - Add
		C - Change
		D - Delete

OS-1 [80] - Online Security - Operator Tables File Application ID Security

Function   Online security transaction for setting operator security by Tables File application ID.

Associated Screens   902

Positions	Field Name	Description
1-2	Transaction Code	Constant **OS**
3-4	System Number	Required, alphanumeric, reset not applicable, maintenance not allowed. Valid values are: **01** - Payroll/Personnel **02** - Personnel
5	Type Code	Required, alphanumeric, reset not applicable, maintenance not allowed. Valid value is: **0**
6-11	Operator ID	Required, numeric, reset not applicable, maintenance not allowed. Valid values are: **1** - **32767**
12-13	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed. Valid values are: Valid Level 1. ** when crossing L1 boundaries for security purposes.
14-15	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed. Valid values are: Valid Level 2. ** when crossing L2 boundaries for security purposes.
16	Transaction Separator	Constant **1**

(continued)

Positions	Field Name	Description
Note: Up to 15 Tables File application ID security entries can be entered on one transaction.		
17-19	Tables File Application ID 1	Optional, alphanumeric, resets not allowed, maintenance allowed.
		Valid values are:
		AA0 - Master File Access Control
		AA1 - File Control Processing
		ATX - U.S. Tax Constants and Local Authority Rates
		CSD - Canadian Tax Segment DOEs
		CTR - Canadian Regulatory Reporting
		IES - I.E. Reporting Security
		MCT - Personnel Code Translation
		PAD - Banking Services/ACH/Bond Data
		PCW - Check Writer Forms Identification
		PDE - Organization DOE Information
		PDP - Supplemental Address/Dependent Health Plan Data
		PGD - U.S. Federal, State, Local Tax Data
		PRC - Report Control Options
		PRT - Rate Table
		PTR - U.S. Regulatory Reporting
		PW2 - U.S. Payroll W-2 Data
20	Screen Access 1	Optional, alphanumeric, reset not allowed, maintenance allowed.
		Valid values are:
		I - Screens for Tables File application are inquiry only
		N - Screens for Tables File application are not allowed
		D - Delete Tables File application ID
21-76	Tables File Application ID and Screen Access Occurrences 2-15	A maximum of 15 Tables File application ID and screen access security entries
77-79	Reserved	**Blank**
80	Maintenance Code	Required, alphanumeric, reset not applicable.
		Valid values are:
		Blank
		D - Delete

OS-2 [80] - Online Security - Operator Menu Security

Function	Online security transaction for setting operator security by menu.
Associated Screens	901

Positions	Field Name	Description
1-2	Transaction Code	Constant **OS**
3-4	System Number	Required, alphanumeric, reset not applicable, maintenance not allowed. Valid values are: **01** - Payroll/Personnel **02** - Personnel
5	Type Code	Required, alphanumeric, reset not applicable, maintenance not allowed. Valid value is: **0**
6-11	Operator ID	Required, numeric, reset not applicable, maintenance not allowed. Valid values are: **1** - **32767**
12-13	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed. Valid values are: Valid Level 1. ** when crossing L1 boundaries for security purposes.
14-15	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed. Valid values are: Valid Level 2. ** when crossing L2 boundaries for security purposes.
16	Transaction Separator	Constant **2**

(continued)

Positions	Field Name	Description
		Note: Up to 15 menu security entries can be entered on one transaction.
17-19	Menu 1	Optional, alphanumeric, resets not allowed, maintenance allowed.
		Valid Values Online Menus **002** - Transaction Inquiry and Update **004** - Organization Menu **005** - Employee Payroll Menu (U.S.) **006** - Employee Payroll Menu (Canada) **007** - Employee Personnel Menu **700** - Supplemental Address/Dependent/Health Plan Data Menu
		Realtime Menus **200** - Employee Master Update **234** - Supplemental Address/Dependent/Health Plan Data Menu **300** - HRMS Tables File Update **400** - U.S. Federal, State, Local Tax Data/W-2 Data **450** - U.S. Tax Constants and Local Authority Rates **500** - Online Check Calculation **600** - Position Control Update **900** - Operator Security Update
20	Screen Access 1	Optional, alphanumeric, reset not allowed, maintenance allowed.
		Valid values are: **I** - Screens for menu are inquiry only **N** - Screens for menu are not allowed **D** - Delete menu security entry
21-76	Menu and Screen Access Occurrences 2-15	A maximum of 15 menu and screen access security entries
77-79	Reserved	**Blank**
80	Maintenance Code	Required, alphanumeric, reset not applicable.
		Valid values are: **Blank** **D** - Delete

OS-3 [80] - Online Security - Operator Screen Range Security

Function   Online security transaction for setting operator security by screen range.

Associated Screens   903

Positions	Field Name	Description
1-2	Transaction Code	Constant **OS**
3-4	System Number	Required, alphanumeric, reset not applicable, maintenance not allowed. Valid values are: **01** - Payroll/Personnel **02** - Personnel
5	Type Code	Required, alphanumeric, reset not applicable, maintenance not allowed. Valid value is: **0**
6-11	Operator ID	Required, numeric, reset not applicable, maintenance not allowed. Valid values are: **1** - **32767**
12-13	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed. Valid values are: Valid Level 1. ** when crossing L1 boundaries for security purposes.
14-15	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed. Valid values are: Valid Level 2. ** when crossing L2 boundaries for security purposes.
16	Transaction Separator	Constant **3**

Note: Up to 9 screen range security entries can be entered on one transaction. A maximum of 25 screen range security entries are allowed.

Positions	Field Name	Description
17-19	Screen Range 1 Starting Screen	Optional, alphanumeric, resets not allowed, maintenance allowed. Valid Values **001**-**999**
20-22	Screen Range 1 Ending Screen	Optional, alphanumeric, resets not allowed, maintenance allowed. Valid Values **001**-**999**
23	Screen Access 1	Optional, alphanumeric, reset not allowed, maintenance allowed. Valid values are: **I** - Screens in range are inquiry only **N** - Screens in range are not allowed **D** - Delete screen range security entry

(continued)

Positions	Field Name	Description
24-79	Screen Range and Screen Access Occurrences 2-9	A maximum of 9 screen range and screen access security entries
80	Maintenance Code	Required, alphanumeric, reset not applicable. Valid values are: **Blank** **D** - Delete

OS-4 [80] - Online Security - Operator Individual Screen Security

Function   Online security transaction for setting operator security by individual screen.

Associated Screens   904

Positions	Field Name	Description
1-2	Transaction Code	Constant **OS**
3-4	System Number	Required, alphanumeric, reset not applicable, maintenance not allowed. Valid values are: **01** - Payroll/Personnel **02** - Personnel
5	Type Code	Required, alphanumeric, reset not applicable, maintenance not allowed. Valid value is: **0**
6-11	Operator ID	Required, numeric, reset not applicable, maintenance not allowed. Valid values are: **1** - **32767**
12-13	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed. Valid values are: Valid Level 1. ** when crossing L1 boundaries for security purposes.
14-15	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed. Valid values are: Valid Level 2. ** when crossing L2 boundaries for security purposes.
16	Transaction Separator	Constant **4**

Note: Up to 15 individual screen security entries can be entered on one transaction. A maximum of 70 individual screen security entries are allowed.

Positions	Field Name	Description
17-19	Screen 1	Optional, alphanumeric, resets not allowed, maintenance allowed. Valid Values **001**-**999**
20	Screen Access 1	Optional, alphanumeric, reset not allowed, maintenance allowed. Valid values are: **I** - Screen is inquiry only **N** - Screen is not allowed **D** - Delete screen security entry
21-76	Screen and Screen Access Occurrences 2-15	A maximum of 15 screen and screen access security entries

(continued)

Positions	Field Name	Description
77-79	Reserved	**Blank**
80	Maintenance Code	Required, alphanumeric, reset not applicable.
		Valid values are:
		Blank
		D - Delete

Chapter Contents

Introduction

This chapter describes the transactions PA through PG for the system.

PAY [80] - Report Selection - Payroll Data

Function	HRMS Tables File Report Selection - Payroll Data
Associated Screens	None

Positions	Field Name	Description
1-3	Transaction Code	Constant **PAY**
4-5	Level 1	Optional, alphanumeric, reset not applicable, maintenance not allowed.
6-7	Level 2	Optional, alphanumeric, reset not applicable, maintenance not allowed.
8	Level 1-level 2 Page Break Switch	Optional, alphanumeric, reset not applicable, maintenance not allowed. Valid values are: **Blank** - Page break by level 1-level 2 ***** - Do not page break by level 1-level 2
9-14	Report Date	Optional, numeric, reset not applicable, maintenance not allowed. Enter report date (enter YYMMDD) here if current computer date is not desired. Year will be expanded and store four digits
15-24	Reserved	**Blank**
	Print Options	For positions 25-37: ***** - Print **Blank** - Do not print If all options are Blank, all Payroll applications are printed.
25	Payroll ACH Data - PAD	Optional, alphanumeric, reset not applicable, maintenance not allowed. Messages: **REQUEST FOR 'PAD' NOT ON TABLES FILE** - Warning. No records for the Payroll ACH Data are in the HRMS Tables File.
26	Payroll Combo Reg - PCR	Optional, alphanumeric, reset not applicable, maintenance not allowed. Messages: **REQUEST FOR 'PCR' NOT ON TABLES FILE** - Warning. No records for the Payroll Combo Register are in the HRMS Tables File.
27	Federal, State, Local Tax Data - PGD	Optional, alphanumeric, reset not applicable, maintenance not allowed. Messages: **REQUEST FOR 'PGD' NOT ON TABLES FILE** - Warning. No records for the Federal, State and Local Tax ID Data are in the HRMS Tables File.
28	Labor Distribution Detail Options - PLD	Optional, alphanumeric, reset not applicable, maintenance not allowed. Messages: **REQUEST FOR 'PLD' NOT ON TABLES FILE** - Warning. No records for the Labor Distribution Detail Data are in the HRMS Tables File.

(continued)

Positions	Field Name	Description
29	Payroll Rate Table - PRT	Optional, alphanumeric, reset not applicable, maintenance not allowed.
		Messages:
		REQUEST FOR 'PRT' NOT ON TABLES FILE - Warning. No records for the Payroll Rate Table Data are in the HRMS Tables File.
30	Payroll W-2/1099 Data - PW2	Optional, alphanumeric, reset not applicable, maintenance not allowed.
		Messages:
		REQUEST FOR 'PW2' NOT ON TABLES FILE - Warning. No records for the Payroll W-2 Data are in the HRMS Tables File.
31	Payroll Report Control Options - PRC	Optional, alphanumeric, reset not applicable, maintenance not allowed.
		Messages:
		REQUEST FOR 'PRC' NOT ON TABLES FILE - Warning. No records for the Payroll Report Control Data are in the HRMS Tables File.
32	Check Writer Forms Identification - PCW	Optional, alphanumeric, reset not applicable, maintenance not allowed.
		Messages:
		REQUEST FOR 'PCW' NOT ON TABLES FILE - Warning. No records for the Check Forms Identification Data are in the HRMS Tables File.
33	Taxing Subsystem Reference Information - ATX	Optional, alphanumeric, reset not applicable, maintenance not allowed.
		Messages:
		REQUEST FOR 'ATX' NOT ON TABLES FILE - Warning. No records for the Tax Reference Information Data are in the HRMS Tables File.
34	Organization DOEs - PDE	Optional, alphanumeric, reset not applicable, maintenance not allowed.
		Messages:
		REQUEST FOR 'PDE' NOT ON TABLES FILE - Warning. No records for the Payroll Organization DOE Data are in the HRMS Tables File.
35-37	Reserved	**Blank**
38	Dependent Data - PDP	Optional, alphanumeric, reset not applicable, maintenance not allowed.
39-80	Reserved	**Blank**

PA-1 [80, 120] - Report Format Options

Function   Report Format Options.

Note: You can use this transaction to define report options on the organization segments of the Employee Master File or enter information into PLR200 to override those segments. For more information, see Assigning Report Format Options in the *User Guide*.

Associated Screens   15

Positions	Field Name	Description
1-2	Transaction Code	Constant **PA**
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-16	Constant	Required, alphanumeric, reset not applicable, maintenance not allowed. **Zeros**
17	Transaction Separator	Constant **1**
18-20	Reserved	**Blank**
21	Major Sequence	Optional, alphanumeric, see instructions for reset value, maintenance allowed. Valid values are: **Zero** - Sort by report number. Disregard level 1, level 2 ***** - Sort by report number within level 1, level 2 **#** - Sort by report number within level 1. Disregard level 2 **1** - Sort by level 1 within report number. Disregard level 2 **2** or **R** - Sort by level 1, level 2 within report number **Note:** When you choose the zero option, no level break totals or level page breaks can be used. If grand totals are requested, total results are by report number. For EEO-1 and VETS-4212 reporting, the zero option is the only acceptable value for major sequence. When using the # or 1 option, level 2 totals and page breaks cannot be produced. The major sequence option is ineffective when used with some spooling techniques. The system always acts as if the 2 option was chosen in these cases. Messages: **MAJOR SEQUENCE OPTION INVALID** - Rejected.

(continued)

Positions	Field Name	Description
22-24	Reserved	**Blank**
25	Position Control Option	**Position Control Only**
		Valid values are:
		* - Allow use of PF-6 transaction; do not allow use of PH-5 transaction **Blank** or **R** - Allow use of PH-5 transaction; do not allow use of PF-6 transaction
		Messages: **POSCNTL PH5 / PF6 OPT SWITCH INV** - Rejected.
	Profile Options	
26	Low Level Total Break	Optional, numeric, see instructions for reset value, maintenance allowed.
		Valid values are:
		Zero - Ignore all levels breaks **1** - Print totals on level 1 breaks **2** or **R** - Print totals on level 1, level 2 breaks **3** - Print totals on level 1, level 2, level 3 breaks **4** - Print totals on level 1, level 2, level 3, level 4 breaks **5** - Print totals on level 1, level 2, level 3, level 4, level 5 breaks
		Messages: **PROFILE LOW LEVEL TOTAL 26 - 26** - Rejected.
27	Reserved	**Blank**
28	Print Inactive	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Valid values are:
		* - Print inactive employees **Blank** or **R** - Suppress printing of inactive employees
		Messages: **PROFILE PRINT INACTIVE INVALID** - Rejected.
		PROFILE PRINT ACTIVE INVALID - Rejected.
29	Print Terminated/Deceased	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Valid values are:
		* - Print terminated and/or deceased employees **Blank** or **R** - Suppress printing of terminated and/or deceased employees
		Messages: **PROFILE PRINT TERMINATED INVALID** - Rejected.

Positions	Field Name	Description
30	Low Level Sequence	Optional, numeric, see instructions for reset value, maintenance allowed.
		Valid values are:
		2 or **R** - Sequence by level 2 **3** - Sequence by level 3 within level 2 **4** - Sequence by level 4 within level 3 within level 2 **5** - Sequence by level 5 within level 4 within level 3 within level 2
		Messages: **PROFILE LOW SEQUENCE INVALID** - Rejected.
31	Minor Sequence	Optional, numeric, see instructions for reset value, maintenance allowed.
		Valid values are:
		1 or **R** - Sequence by employee number **2** - Sequence by Social Security number **3** - Sequence by employee name **4** - Sequence by user defined sequence fields (PD-1)
		Messages: **PROFILE MINOR SEQUENCE INVALID** - Rejected.
32-34	Selection Option Profiles 1-3	Optional, alphanumeric, resets to Blank, maintenance allowed.
		1 position each field.
		Valid values are:
		* - Print only specified levels or employee numbers **Blank** or **R** - No levels or employee numbers specified
		Note: If selected levels or employee numbers are being specified (* in 32, 33 and/or 34), a PD-2 transaction must be entered.
		Messages: **PROFILE 1 SELECT OPTION** - Rejected. **PROFILE 2 SELECT OPTION** - Rejected. **PROFILE 3 SELECT OPTION** - Rejected.
35-36	Reserved	**Blank**

(continued)

Positions	Field Name	Description
	Salary and Performance Review Options	
37	Low Level Total Break	Optional, numeric, see instructions for reset value, maintenance allowed.
		Valid values are:
		Zero - Ignore all levels breaks **1** - Print totals on level 1 breaks **2** or **R** - Print totals on level 1, level 2 breaks **3** - Print totals on level 1, level 2, level 3 breaks **4** - Print totals on level 1, level 2, level 3, level 4 breaks **5** - Print totals on level 1, level 2, level 3, level 4, level 5 breaks
		Messages: **REVIEW LOW TOTAL OPTION 37 - 37** - Rejected.
38	Low Level Page Break	Optional, numeric, see instructions for reset value, maintenance allowed.
		Valid values are:
		Zero - Ignore all levels breaks **1** - Page break on level 1 **2** or **R** - Page break on level 1, level 2 **3** - Page break on level 1, level 2, level 3 **4** - Page break on level 1, level 2, level 3, level 4 **5** - Page break on level 1, level 2, level 3, level 4, level 5
		Messages: **REVIEW LOW PAGE OPTION 38 - 38** - Rejected.
39	Reserved	**Blank**
40	Print Inactive	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Valid values are:
		* - Print inactive employees **Blank** or **R** - Suppress printing of inactive employees (combined system users only)
		Messages: **REVIEW PRINT ACTIVE INVALID** - Rejected. **REVIEW PRINT INACTIVE INVALID** - Rejected.

(continued)

Positions	Field Name	Description
41	Print Terminated/Deceased	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Valid values are:
		* - Print terminated and/or deceased employees **Blank** or **R** - Suppress printing of terminated and/or deceased employees
		Messages: **REVIEW PRINT TERMINAT OPTION** - Rejected.
42	Space between Employees	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Valid values are:
		* - Double space between employees on report **Blank** or **R** - Single space between employees on report
		Messages: **REVIEW SPACE OPTION INVALID** - Rejected.
43	Low Level Sequence	Optional, numeric, see instructions for reset value, maintenance allowed.
		Valid values are:
		2 or **R** - Sequence by level 2 **3** - Sequence by level 3 within level 2 **4** - Sequence by level 4 within level 3 within level 2 **5** - Sequence by level 5 within level 4 within level 3 within level 2
		Messages: **REVIEW LOW SEQUENCE OPTION INVALID** - Rejected.
44	Minor Sequence	Optional, numeric, see instructions for reset value, maintenance allowed.
		Valid values are:
		1 or **R** - Sequence by employee number **2** - Sequence by Social Security number **3** - Sequence by employee name **4** - Sequence by user defined sequence fields (PD-1)
		Messages: **REVIEW MINOR SEQUENCE OPTION** - Rejected.

(continued)

Positions	Field Name	Description
45	Print Selection	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Valid values are:
		* - Print only specified levels or employee numbers **Blank** or **R** - No levels or employee numbers specified
		Note: If position 45 is an *, a PD-2 transaction must be entered.
		Messages: **REVIEW SELECTION OPTION** - Rejected.
46	Reserved	**Blank**
	EEO-1 Statistical Analysis Options	
47	Section Option	Optional, numeric, see instructions for reset value, maintenance allowed.
		Valid values are:
		1 or **R** - Print detail and summary reports **2** - Print detail report only **3** - Print summary report only
		Messages: **EEO – 1 STAT SECTION OPTION INV** - Rejected.
48	Low Level Total Break	Optional, numeric, see instructions for reset value, maintenance allowed.
		Valid values are:
		Zero - Ignore all levels breaks **1** - Print totals on level 1 breaks **2** or **R** - Print totals on level 1, level 2 breaks **3** - Print totals on level 1, level 2, level 3 breaks **4** - Print totals on level 1, level 2, level 3, level 4 breaks **5** - Print totals on level 1, level 2, level 3, level 4, level 5 breaks
		Messages: **EEO – 1 STAT LOW TOTAL OPT INV** - Rejected.
49	Low Level Sequence	Optional, numeric, see instructions for reset value, maintenance allowed.
		Valid values are:
		2 or **R** - Sequence by level 2 **3** - Sequence by level 3 within level 2 **4** - Sequence by level 4 within level 3 within level 2 **5** - Sequence by level 5 within level 4 within level 3 within level 2
		Messages: **EEO – 1 STAT LOW SEQUENCE INV** - Rejected.

(continued)

Positions	Field Name	Description
50	Minor Sequence	Optional, numeric, see instructions for reset value, maintenance allowed.
		Valid values are:
		1 or **R** - Sequence by employee number **2** - Sequence by Social Security number **3** - Sequence by employee name **4** - Sequence by user defined sequence fields (PD-1)
		Messages: **EEO – 1 MINOR SEQUENCE INV** - Rejected.
51	Print Selection	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Valid values are:
		* - Print only specified levels or employee numbers **Blank** or **R** - No levels or employee numbers specified
		Note: If position 45 is an *, a PD-2 transaction must be entered.
		Messages: **EEO – 1 STAT SELECTION OPT INV** - Rejected.
52	Reserved	**Blank**
	EEO-4 Options	
53	Section Option	Optional, numeric, see instructions for reset value, maintenance allowed.
		Valid values are:
		1 or **R** - Print full-time, part-time and new hires reports **2** - Print full-time and part-time reports **3** - Print full-time and new hires reports **4** - Print part-time and new hires reports **5** - Print full-time reports **6** - Print part-time reports **7** - Print new hires reports
		Messages: **EEO – 4 SECTION OPTION INV** - Rejected.
54	Low Level Total Break	Optional, numeric, see instructions for reset value, maintenance allowed.
		Valid values are:
		Zero - Ignore all levels breaks **1** - Print totals on level 1 breaks **2** or **R** - Print totals on level 1, level 2 breaks **3** - Print totals on level 1, level 2, level 3 breaks **4** - Print totals on level 1, level 2, level 3, level 4 breaks **5** - Print totals on level 1, level 2, level 3, level 4, level 5 breaks
		Messages: **EEO – 4 LOW TOTAL OPTION INVALID** - Rejected.

(continued)

Positions	Field Name	Description
55	Low Level Sequence	Optional, numeric, see instructions for reset value, maintenance allowed.
		Valid values are:
		2 or **R** - Sequence by level 2 **3** - Sequence by level 3 within level 2 **4** - Sequence by level 4 within level 3 within level 2 **5** - Sequence by level 5 within level 4 within level 3 within level 2
		Messages: **EEO – 4 LOW SEQUENCE OPTION INVALID** - Rejected.
56	Minor Sequence	Optional, numeric, see instructions for reset value, maintenance allowed.
		Valid values are:
		1 or **R** - Sequence by employee number **2** - Sequence by Social Security number **3** - Sequence by employee name **4** - Sequence by user defined sequence fields (PD-1)
		Messages: **EEO – 4 MINOR SEQUENCE INVALID** - Rejected.
57	Print Selection	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Valid values are:
		* - Print only specified levels or employee numbers **Blank** or **R** - No levels or employee numbers specified
		Note: If position 57 is an *, a PD-2 transaction must be entered.
		Messages: **EEO – 4 SELECTION OPTION INVALID** - Rejected.
58	Reserved	**Blank**
	Leave of Absence Report Options	
59	Low Level Total Break	Optional, numeric, see instructions for reset value, maintenance allowed.
		Valid values are:
		Zero - Ignore all levels breaks **1** - Print totals on level 1 breaks **2** or **R** - Print totals on level 1, level 2 breaks **3** - Print totals on level 1, level 2, level 3 breaks **4** - Print totals on level 1, level 2, level 3, level 4 breaks **5** - Print totals on level 1, level 2, level 3, level 4, level 5 breaks
		Messages: **LEAVE OF ABSENCE LOW TOTAL INV** - Rejected.

(continued)

Positions	Field Name	Description
60	Low Level Page Break	Optional, numeric, see instructions for reset value, maintenance allowed.
		Valid values are:
		Zero - Ignore all levels breaks **1** - Print totals on level 1 breaks **2** or **R** - Print totals on level 1, level 2 breaks **3** - Print totals on level 1, level 2, level 3 breaks **4** - Print totals on level 1, level 2, level 3, level 4 breaks **5** - Print totals on level 1, level 2, level 3, level 4, level 5 breaks
		Messages: **LEAVE OF ABSENCE LOW PAGE** - Rejected.
61	Pay Code Totals	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Valid values are:
		* - Print totals by employee pay code **Blank** or **R** - Do not print totals by employee pay code
		Messages: **LEAVE OF ABSENCE PAY CODE** - Rejected.
62	Space Option	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Valid values are:
		* - Double space between employees on report **Blank** or **R** - Single space between employees on report
		Messages: **LEAVE OF ABSENCE SPACE OPTION INVALID** - Rejected.
63	Reporting Period	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Valid values are:
		Blank or **R** - Print all employee showing leave of absence **P** - Print only employee showing leave of absence for specific time period
		Note: If position 63 is a P, dates must be entered on the P1 Date Control transaction
		Messages: **LEAVE OF ABSENCE REPORTING TIME PERIOD** - Rejected.

(continued)

Positions	Field Name	Description
64	Low Level Sequence	Optional, numeric, see instructions for reset value, maintenance allowed.
		Valid values are:
		2 or **R** - Sequence by level 2 **3** - Sequence by level 3 within level 2 **4** - Sequence by level 4 within level 3 within level 2 **5** - Sequence by level 5 within level 4 within level 3 within level 2
		Messages: **LEAVE OF ABSENCE LOW SEQUENCE INVALID** - Rejected.
65	Minor Sequence	Optional, numeric, see instructions for reset value, maintenance allowed.
		Valid values are:
		1 or **R** - Sequence by employee number **2** - Sequence by Social Security number **3** - Sequence by employee name **4** - Sequence by user defined sequence fields (PD-1)
		Messages: **LEAVE OF ABSENCE MINOR SEQUENCE INVALID** - Rejected.
66	Print Selection	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Valid values are:
		* - Print only specified levels or employee numbers **Blank** or **R** - No levels or employee numbers specified
		Note: If position 66 is an *, a PD-2 transaction must be entered.
		Messages: **LEAVE OF ABSENCE SELECT OPTION** - Rejected.
67-68	Reserved	**Blank**
	Terminated / Deceased Employees - Report Options	
69	Low Level Total Break	Optional, numeric, see instructions for reset value, maintenance allowed.
		Valid values are:
		Zero - Ignore all levels breaks **1** - Print totals on level 1 breaks **2** or **R** - Print totals on level 1, level 2 breaks **3** - Print totals on level 1, level 2, level 3 breaks **4** - Print totals on level 1, level 2, level 3, level 4 breaks **5** - Print totals on level 1, level 2, level 3, level 4, level 5 breaks
		Messages: **TERMINATION LOW TOTAL INVALID** - Rejected.

(continued)

Positions	Field Name	Description
70	Low Level Page Break	Optional, numeric, see instructions for reset value, maintenance allowed.
		Valid values are:
		Zero - Ignore all levels breaks **1** - Page break on level 1 breaks **2** or **R** - Page break on level 1, level 2 breaks **3** - Page break on level 1, level 2, level 3 breaks **4** - Page break on level 1, level 2, level 3, level 4 breaks **5** - Page break on level 1, level 2, level 3, level 4, level 5 breaks
		Messages: **TERMINATION LOW PAGE INVALID**- Rejected.
71	Pay Code Totals	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Valid values are:
		* - Print totals by employee pay code **Blank** or **R** - Do not print totals by employee pay code
		Messages: **TERMINATION PAY CODE TOTALS** - Rejected.
72	Space Between Employees	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Valid values are:
		* - Double space between employees on report **Blank** or **R** - Single space between employees on report
		Messages: **TERMINATION SPACE OPTION** - Rejected.
73	Reporting Time Period	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Valid values are:
		Blank or **R** - Print all terminated and / or deceased employees **P** - Print only employees terminated and / or deceased during specific time period
		Note: If position 73 is a P, dates must be entered on the P1 Date Control Transaction.
		Messages: **TERMINATION RPT PERIOD** - Rejected

(continued)

Positions	Field Name	Description
74	Report Content	Optional, alphanumeric, resets to Blank, maintenance allowed**.**
		* = Print skeleton report showing:
		Employee number Employee name Termination date Termination reason Length of service Rehire consideration
		Blank or **R** = Print full report showing above items as well as the following:
		Levels 1 - 5 Employee Social Security number Employee address Employee telephone number Job title Position number Annual Salary Percent time employed Hire date Vacation hours available Other paid hours available Permanent advance amount Permanent advance due date Bonded indicator Credit union membership Pension code Pension eligibility date Profit sharing code Stock code Organization property
		Messages: **TERMINATION REPORT CONTENT OPTION** - Rejected
75	Low Level Sequence	Optional, numeric, see instructions for reset value, maintenance allowed.
		Valid values are:
		2 or **R** - Sequence by level 2 **3** - Sequence by level 3 within level 2 **4** - Sequence by level 4 within level 3 within level 2 **5** - Sequence by level 5 within level 4 within level 3 within level 2
		Messages: **TERMINATION LOW SEQ OPTION** - Rejected.

(continued)

Positions	Field Name	Description
76	Minor Sequence	Optional, numeric, see instructions for reset value, maintenance allowed.
		Valid values are:
		1 or **R** - Sequence by employee number **2** - Sequence by Social Security number **3** - Sequence by employee name **4** - Sequence by user defined sequence fields (PD-1)
		Messages: **TERMINATION MINOR SEQUENCE INVALID** - Rejected.
77	Print Selection	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Valid values are:
		* - Print only specified levels or employee numbers **Blank** or **R** - No levels or employee numbers specified
		Note: If position 66 is an *, a PD-2 transaction must be entered.
		Messages: **TERMINATION SELECTION OPTION** - Rejected.
78-80	Reserved	**Blank**

PA-1 [120] - Report Format Options

Positions	Field Name	Description
1-80		See positions 1-80 above
81-120	Reserved	**Blank.**

PA-2 [80, 120] - Report Format Options

Function   Report Format Options

Note: You can use this transaction to define report options on the organization segments of the Employee Master File or enter information into PLR200 to override those segments. For more information, see Assigning Report Format Options in the *User Guide*.

Associated Screens   15

Positions	Field Name	Description
1-2	Transaction Code	Constant **PA**
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-16	Constant	Required, numeric, reset not applicable, maintenance not allowed. **Zeros**
17	Transaction Separator	Constant **2**
18-27	Reserved	**Blank**
	Label Print Options	
28	Low Level Page Break	Optional, alphanumeric, see instructions for reset value, maintenance allowed. Valid values are: **Zero** - Ignore all levels breaks **1** - Page break on level 1 **2** or **R** - Page break on level 1, level 2 **3** - Page break on level 1, level 2, level 3 **4** - Page break on level 1, level 2, level 3, level 4, level 5 Messages: **LABEL LOW PAGE INVALID** - Rejected.
29	Low Level Sequence	Optional, alphanumeric, see instructions for reset value, maintenance allowed. Valid values are: **2** or **R** - Sequence by level 2 **3** - Sequence by level 3 within level 2 **4** - Sequence by level 4 within level 3 within level 2 **5** - Sequence by level 5 within level 4 within level 3 within level 2 Messages: **LABEL LOW SEQUENCE INVALID** - Rejected.

(continued)

Positions	Field Name	Description
30	Minor Sequence	Optional, alphanumeric, see instructions for reset value, maintenance allowed.
		Valid values are:
		1 or **R** - Sequence by employee number **2** - Sequence by Social Security number **3** - Sequence by employee name **4** - Sequence by user defined sequence fields (PD-1)
		Messages: **LABEL MINOR SEQUENCE INVALID** - Rejected.
31	Print Selection	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Valid values are:
		* - Print only specified levels or employee numbers **Blank** or **R** - No levels or employee numbers specified
		Note: If position 31 is an *, a PD-2 transaction must be entered.
		Messages: **LABEL SELECT OPTION** - Rejected.
32-80	Reserved	**Blank**

PA-2 [120] - Report Format Options

Positions	Field Name	Description
1-80		See positions 1-80 above
81-120	Reserved	**Blank.**

PA-4 [80, 120] - Report Format Options

Function   Report Format Options

Note: You can use this transaction to define report options on the organization segments of the Employee Master File or enter information into PLR200 to override those segments. For more information, see Assigning Report Format Options in the *User Guide*.

Associated Screens   15

Positions	Field Name	Description
1-2	Transaction Code	Constant **PA**
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-16	Constant	Required, alphanumeric, reset not applicable, maintenance not allowed. **Zeros**
17	Transaction Separator	Constant **4**
	Job Group Analysis Options	
18	Section	Optional, alphanumeric, see instructions for reset value, maintenance allowed. Valid values are: **1** or **R** – Select full-time employees **2** – Select part-time employees **3** – Select new hire employees **4** – Select full-time, part-time and new hire employees **5** – Select full-time and part-time employees **6** – Select part-time employees new hires **7** – Select full-time employees new hires Messages: **JOB GRP ANL SECTION OPT INV** - Rejected.

(continued)

Positions	Field Name	Description
19	Status Selection	Optional, alphanumeric, see instructions for reset value, maintenance allowed.
		Valid values are:
		1 or **R** – Select active **2** – Select inactive **3** – Select terminated and/or deceased **4** – Select active, inactive, terminated and/or deceased **5** – Select active, inactive **6** – Select inactive, terminated and/or deceased **7** – Select active, terminated and/or deceased
		Messages: **JOB GRP ANL EMP STATUS SEL INV** - Rejected.
20	Report Format	Optional, alphanumeric, see instructions for reset value, maintenance allowed.
		Valid values are:
		1 – Numbers **2 –** Percentages
		Messages: **JOB GRP ANL RPT FMT OPT INV** - Rejected.
21	Report Selection	Optional, alphanumeric, see instructions for reset value, maintenance allowed.
		Valid values are:
		1 – Analysis and summary
		Messages: **JOB GRP ANL RPT SEL INVALID** - Rejected.
22	Low Level Total Break	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Zero
		Messages: **JOB GRP ANL LOW TOTAL OPT INV** – Rejected.
23	Lowest Level Sequence	Optional, alphanumeric, see instructions for reset value, maintenance allowed.
		Valid values are:
		1 – Sequence by job group within organization within location **2** – Sequence by organization within job group within location **3** – Sequence by job group within location within organization
		Messages: **JOB GRP ANL LOW SEQ OPT INV** – Rejected.

(continued)

Positions	Field Name	Description
24	Print Selection	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Valid values are:
		* - Print only specified levels **Blank** or **R** – No levels specified
		Note: If position 24 is an *, a PD-2 transaction must be entered.
		Messages: **JOB GRP ANL SELECTION OPT INV** - Rejected.
25-27	Reserved	**Blank**
	Workforce Analysis Options	
28	Section	Optional, alphanumeric, see instructions for reset value, maintenance allowed.
		Valid values are:
		1 or **R** – Select full-time employees **2** – Select part-time **3** – Select new hires **4** – Select full-time, part-time and new hires **5** – Select full-time, part-time **6** – Select part-time, new hires **7** – Select full-time, new hires
		Messages: **WRK FRC ANL SECTION OPT INV** – Rejected.
29	Status Selection	Optional, alphanumeric, see instructions for reset value, maintenance allowed.
		Valid values are:
		1 or **R** – Select active **2** – Select inactive **3** – Select terminated and/or deceased **4** – Select active, inactive, terminated and/or deceased **5** – Select active, inactive **6** – Select inactive, terminated and/or deceased **7** – Select active, terminated and/or deceased
		Messages: **WRK FRC ANL EMP STATUS SEL INV** - Rejected.

(continued)

Positions	Field Name	Description
30	Report Format	Optional, alphanumeric, see instructions for reset value, maintenance allowed.
		Valid values are:
		1 - Numbers **2 -** Percentages
		Messages: **WRK FRC ANL RPT FMT OPT INV** - Rejected.
31	Low Level Total Break	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Zero
		Messages: **WRK FRC ANL LOW TOTAL OPT INV** - Rejected.
32	Print Selection	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Valid values are:
		* - Print only specified levels **Blank** or **R** - No levels specified
		Note: If position 32 is an *, a PD-2 transaction must be entered.
		Messages: **WRK FRC ANL SELECTION OPT INV -** Rejected.
33-35	Reserved	**Blank**
	Sector Analysis Options	
36	Section	Optional, alphanumeric, see instructions for reset value, maintenance allowed.
		Valid values are:
		1 or **R** - Select full-time employees **2** - Select part-time employees **3** - Select new hires employees **4** - Select full-time, part-time and new hires employees **5** - Select full-time and part-time employees **6** - Select part-time and new hires employees **7** - Select full-time and new hires employees
		Messages: **SECTOR ANL SECTION OPT INV** - Rejected.

(continued)

Positions	Field Name	Description
37	Status Selection	Optional, alphanumeric, see instructions for reset value, maintenance allowed.
		Valid values are:
		1 or **R** - Select active employees **2** - Select inactive employees **3** - Select terminated and/or deceased employees **4** - Select active, inactive, terminated and/or deceased employees **5** - Select active, inactive employees **6** - Select inactive, terminated and/or deceased employees **7** - Select active, terminated and/or deceased employees
		Messages: **SECTOR ANL EMP STATUS SEL INV** - Rejected.
38	Report Format	Optional, alphanumeric, see instructions for reset value, maintenance allowed.
		Valid values are:
		1 - Numbers **2** - Percentages
		Messages: **SECTOR ANL RPT FMT OPT INV** - Rejected.
39	Low Level Total Break	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Zero
		Messages: **SECTOR ANL LOW TOTAL OPT INV** - Rejected.
40	Print Selection	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Valid values are:
		* - Print only specified levels **Blank** or **R** - No levels specified
		Note: If position 40 is an *, a PD-2 transaction must be entered.
		Messages: **SECTOR ANL SELECTION OPT INV** - Rejected.
41-43	Reserved	**Blank**

(continued)

Positions	Field Name	Description
	Sector Utilization Analysis Options	
44	Section	Optional, alphanumeric, see instructions for reset value, maintenance allowed.
		Valid values are:
		1 or **R** - Select full-time employees **2** - Select part-time employees **3** - Select new hire employees **4** - Select full-time, part-time and new hire employees **5** - Select full-time and part-time employees **6** - Select part-time and new hire employees **7** - Select full-time and new hire employees
		Messages: **SCTR UT ANL SECTION OPT INV** - Rejected.
45	Status Selection	Optional, alphanumeric, see instructions for reset value, maintenance allowed.
		Valid values are:
		1 or **R** - Select active employees **2** - Select inactive employees **3** - Select terminated and/or deceased employees **4** - Select active, inactive, terminated and/or deceased employees **5** - Select active, inactive employees **6** - Select inactive, terminated and/or deceased employees **7** - Select active, terminated and/or deceased employees
		Messages: **SCTR UT ANL EMP STATUS SET INV** - Rejected.
46	Report Format	Optional, alphanumeric, see instructions for reset value, maintenance allowed.
		Valid values are:
		1 - Numbers **2** - Percentages
		Messages: **SCTR UT ANL RPT FMT OPT INV** - Rejected.
47	Low Level Total Break	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Zero
		Messages: **SCTR UT ANL LOW TOTAL OPT INV** - Rejected.

(continued)

Positions	Field Name	Description
48	Print Selection	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Valid values are:
		* - Print only specified levels **Blank** or **R** - No levels specified
		Note: If position 47 is an *, a PD-2 transaction must be entered.
		Messages: **SCTR UT ANL SELECTION OPT INV** - Rejected.
49-51	Reserved	**Blank**
	Utilization Analysis Options	
52	Section	Optional, alphanumeric, see instructions for reset value, maintenance allowed.
		Valid values are:
		1 or **R** - Select full-time employees **2** - Select part-time employees **3** - Select new hire employees **4** - Select full-time, part-time and new hire employees **5** - Select full-time and part-time employees **6** - Select part-time and new hire employees **7** - Select full-time and new hire employees
		Messages: **UTLZTN ANL SECTION OPT INV** - Rejected.
53	Status Selection	Optional, alphanumeric, see instructions for reset value, maintenance allowed.
		Valid values are:
		1 or **R** - Select active employees **2** - Select inactive employees **3** - Select terminated and/or deceased employees **4** - Select active, inactive, terminated and/or deceased employees **5** - Select active, inactive employees **6** - Select inactive, terminated and/or deceased employees **7** - Select active, terminated and/or deceased employees
		Messages: **UTLZTN ANL EMP STATUS SEL INV** - Rejected.

(continued)

Positions	Field Name	Description
54	Report Format	Optional, alphanumeric, see instructions for reset value, maintenance allowed.
		Valid values are:
		1 - Numbers **2** - Percentages
		Messages: **UTLZTN ANL RPT FMT OPT INV** - Rejected.
55	Low Level Total Break	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Zero
		Messages: **UTLZTN ANL LOW TOTAL OPT INV** - Rejected.
56	Lowest Level Sequence	Optional, alphanumeric, see instructions for reset value, maintenance allowed.
		Valid values are:
		1 - Sequence by job group within location within organization **2** - Sequence by job group within organization within location
		Messages: **UTLZTN ANL LOW SEQ OPT INV** - Rejected.
57-59	Year/Quarter Selection	Optional, alphanumeric, reset not applicable, maintenance allowed.
		User determined.
60-61	Goal Selection	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Zeros
		Messages: **UTLZTN ANL GOAL SELECT OPT INV** - Rejected.

(continued)

Positions	Field Name	Description
62	Print Selection	Alphanumeric, resets to Blank, maintenance allowed.
		Valid values are:
		* - Print only specified levels **Blank** or **R** - No levels specified
		Note: If position 62 is an *, a PD-2 transaction must be entered.
		Messages: **UTLZTN ANL SELECTION OPT INV** - Rejected.
63-80	Reserved	**Blank**

PA-4 [120] - Report Format Options

Positions	Field Name	Description
1-80		See positions 1-80 above
81-120	Reserved	Blank.

PB [80, 120] - Report Generation Options

Function Report Generate Control

Note: You can use this transaction to define report options on the organization segments of the Employee Master File or enter information into PLR200 to override those segments. For more information, see Assigning Report Format Options in the *User Guide*.

Associated Screens 15

Positions	Field Name	Description
1-2	Transaction Code	Constant **PB**
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-17	Constant	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Zeros
	Generate Options	
18-20	Profiles 1-3	Optional, alphanumeric, resets to Blank, maintenance allowed.
		1 position each field.
		Valid values are:
		Blank - Do not generate
		U - Generate automatically when profile data is updated
		E - Generate
		P - Generate at period-end
		M - Generate month-end
		Q - Generate at quarter-end
		Y - Generate at year-end
		Messages:
		PROFILE 1 GENERATE OPTION INVALID - Rejected.
		PROFILE 2 GENERATE OPTION INVALID - Rejected.
		PROFILE 3 GENERATE OPTION INVALID - Rejected.

(continued)

Positions	Field Name	Description
21	Performance/Salary Reviews	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Valid values are:
		Blank - Do not generate **E** - Generate **P** - Generate at period-end **M** - Generate month-end **Q** - Generate at quarter-end **Y** - Generate at year-end
		Messages: **PERF/SAL REVIEW GENERATE** - Rejected.
22	EEO-1 Statistical Analysis	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Valid values are:
		Blank - Do not generate **E** - Generate **P** - Generate on period-end **M** - Generate on month-end **Q** - Generate on quarter-end **Y** - Generate on year-end
		Messages: **EEO – 1 STAT GENERATE OPT INV** - Rejected.
23	EEO-4	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Valid values are:
		Blank - Do not generate **E** - Generate **P** - Generate data on period-end **M** - Generate data on month-end **Q** - Generate data on quarter-end **Y** - Generate data on year-end
		Messages: **EEO – 4 GENERATE OPTION INV** - Rejected.

(continued)

Positions	Field Name	Description
24	Leave of Absence Report	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Valid values are:
		Blank - Do not generate **E** - Generate **P** - Generate at period-end only **M** - Generate at month-end only **Q** - Generate at quarter-end only **Y** - Generate at year-end only
		Messages: **LEAVE OF ABSENCE GENERATE** - Rejected.
25	Termination Report	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Valid values are:
		Blank - Do not generate **E** - Generate **P** - Generate on period-end only **M** - Generate on month-end only **Q** - Generate on quarter-end only **Y** - Generate on year-end only
		Messages: **TERMINATION REPORT GENERATE** - Rejected.
26-36	Reserved	**Blank**
37	Labels	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Valid values are:
		Blank - Do not generate **E** - Generate **M** - Generate at month-end only **P** - Generate at period-end only **Q** - Generate at quarter-end only **Y** - Generate at year-end only
		Messages: **LABELS GENERATE** - Rejected.

(continued)

Positions	Field Name	Description
38-39	**Reserved**	**Blank**
40	Job Group Analysis	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Valid values are:
		Blank - Do not generate **E** - Generate **P** - Generate at period-end **M** - Generate at month-end **Q** - Generate at quarter-end **Y** - Generate at year-end
		Messages: **JOB GRP ANLY GENERATE** - Rejected.
41	Workforce Analysis	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Valid values are:
		Blank - Do not generate **E** - Generate **P** - Generate at period-end **M** - Generate at month-end **Q** - Generate at quarter-end **Y** - Generate at year-end
		Messages: **WORK FORCE ANLY GENERATE** - Rejected.
42	Sector Analysis	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Valid values are:
		Blank - Do not generate **E** - Generate **P** - Generate at period-end **M** - Generate at month-end **Q** - Generate at quarter-end **Y** - Generate at year-end
		Messages: **SECTOR ANALYSIS GENERATE** - Rejected.
43	Sector Utilization Analysis	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Valid values are:
		Blank - Do not generate **E** - Generate **P** - Generate at period-end **M** - Generate at month-end **Q** - Generate at quarter-end **Y** - Generate at year-end
		Messages: **SECTOR ANALYSIS GENERATE** - Rejected.

(continued)

Positions	Field Name	Description
44	Utilization Analysis	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Valid values are:
		Blank - Do not generate **E** - Generate **P** - Generate at period-end **M** - Generate at month-end **Q** - Generate at quarter-end **Y** - Generate at year-end
		Messages: **UTIL ANALYSIS GENERATE** - Rejected.
45	EEO-1	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Valid values are:
		Blank - Do not generate **E** - Generate **P** - Generate at period-end **M** - Generate at month-end **Q** - Generate at quarter-end **Y** - Generate at year-end
		Messages: **APP EEO – 1 GENERATE** - Rejected.
46	VETS Reporting	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Includes the VETS-4212 report and electronic file.
		Valid values are:
		Blank - Do not generate **E** - Generate **P** - Generate at period-end **M** - Generate at month-end **Q** - Generate at quarter-end **Y** - Generate at year-end
		Messages: **GENERATE VETS-4212 OPTION INV** - Rejected.
47	Reserved	**Blank**

(continued)

Positions	Field Name	Description
	Benefits Module Only	
48	Benefits Profiles	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Valid values are:
		Blank - Do not generate **U** - Generate automatically when profile data is updated **E** - Generate **P** - Generate at period-end **M** - Generate at month-end **Q** - Generate at quarter-end **Y** - Generate at year-end
		Messages: **BEN PROFILE GEN OPT INVALID** - Rejected.
49	Demographic Plan Analysis	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Valid values are:
		Blank - Do not generate **E** - Generate
		Messages: **PLAN ANALYSIS GEN OPT INVALID** - Rejected.
50	Notification	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Valid values are:
		Blank - Do not generate **E** - Generate notification
		Messages: **NOTIFICATION GEN OPT INVALID** - Rejected.
51-53	Reserved	**Blank**
	Labor Relations Module Only	
54	Labor Relations Profiles	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Valid values are:
		Blank or **R** - Do not generate **U** - Generate automatically when profile data is updated **E** - Generate **P** - Generate at period-end only **M** - Generate at month-end only **Q** - Generate at quarter-end only **Y** - Generate at year-end only
		Messages: **LR PROF GEN OPT INVALID** - Rejected.

(continued)

Positions	Field Name	Description
55	Union Roster	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Valid values are:
		Blank - Do not generate **E** - Generate **P** - Generate at period-end only **M** - Generate at month-end only **Q** - Generate at quarter-end only **Y** - Generate at year-end only
		Messages: **UNON RSTR GEN OPT INVALID** - Rejected
56	Disciplinary Actions Report	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Valid values are:
		Blank - Do not generate **E** - Generate **P** - Generate at period-end only **M** - Generate at month-end only **Q** - Generate at quarter-end only **Y** - Generate at year-end only
		Messages: **DISCIP GEN OPT INVALID** - Rejected
57	Grievance Report	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Valid values are:
		Blank - Do not generate **E** - Generate **P** - Generate at period-end only **M** - Generate at month-end only **Q** - Generate at quarter-end only **Y** - Generate at year-end only
		Messages: **GRIEV GEN OPT INVALID** - Rejected
58	Seniority Report	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Valid values are:
		Blank - Do not generate **E** - Generate **P** - Generate at period-end only **M** - Generate at month-end only **Q** - Generate at quarter-end only **Y** - Generate at year-end only
		Messages: **SENIOR GEN OPT INVALID** - Rejected
59-80	Reserved	**Blank**

PB [120] - Report Generation Options

Positions	Field Name	Description
1-80		See positions 1-80 above
81-120	Reserved	Blank.

PD-1 [80] - Report Sequence Fields

Function   Report Sequence Criteria

Associated Screens   None

Positions	Field Name	Description
1-2	Transaction Code	Constant **PD**
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed. Must be specific level 1 or ******.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed. Must be specific level 2 or ******.
7-16	Constant	Required, alphanumeric, reset not applicable, maintenance not allowed. **Zeros**
17	Transaction Separator	Constant **1**
18-41	Sequence Fields 1-4	Optional, alphanumeric, reset not applicable. 6 positions each field. Minor sequence fields. This must be a valid field number from a personnel segment. See the *Technical Guide* for valid field numbers.
	Report Indicators	
42-44	Profiles 1-3	Optional, alphanumeric, reset not applicable. 1 position each field. Valid values are: ***** - Use sequence fields for this report **Blank** - Do not use sequence fields for this report
45	Salary & Performance Reviews	Optional, alphanumeric, reset not applicable. Valid values are: ***** - Use sequence fields for this report **Blank** - Do not use sequence fields for this report
46	EEO-1 Statistical Analysis	Optional, alphanumeric, reset not applicable. Valid values are: ***** - Use sequence fields for this report **Blank** - Do not use sequence fields for this report
47	EEO-4	Optional, alphanumeric, reset not applicable. Valid values are: ***** - Use sequence fields for this report **Blank** - Do not use sequence fields for this report

(continued)

Positions	Field Name	Description
48	Leave of Absence	Optional, alphanumeric, reset not applicable.
		Valid values are:
		* - Use sequence fields for this report **Blank** - Do not use sequence fields for this report
49	Terminated Employees	Optional, alphanumeric, reset not applicable.
		Valid values are:
		* - Use sequence fields for this report **Blank** - Do not use sequence fields for this report
50	Reserved	**Blank**
51	Address Labels	Optional, alphanumeric, reset not applicable.
		Valid values are:
		* - Use sequence fields for this report **Blank** - Do not use sequence fields for this report
52-67	Reserved	**Blank**
	Labor Relations Module Only	
68	Labor Relations Profiles	Optional, alphanumeric, reset not applicable, maintenance not allowed.
		Valid values are:
		* - Use sequence fields for this report **Blank** - Do not use sequence fields for this report
69	Union Roster	Optional, alphanumeric, reset not applicable, maintenance not allowed.
		Valid values are:
		* - Use sequence fields for this report **Blank** - Do not use sequence fields for this report

(continued)

Positions	Field Name	Description
70	Disciplinary Actions Report	Optional, alphanumeric, reset not applicable, maintenance not allowed.
		Valid values are:
		* - Use sequence fields for this report **Blank** - Do not use sequence fields for this report
71	Grievances/Complaints Report	Optional, alphanumeric, reset not applicable.
		Valid values are:
		* - Use sequence fields for this report **Blank** - Do not use sequence fields for this report
72-80	Reserved	**Blank**

PD-2 [80] - Report Parameters

Function   Report Selection Criteria

Associated Screens   None

Positions	Field Name	Description
1-2	Transaction Code	Constant **PD**
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Must be specific level 1 or ******.
		Messages: **PREVIOUS LEVEL 1 OVERRIDE APPLIES** - Rejected. An override in level 1 was previously entered for this transaction.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Must be specific level 2 or ******.
		Messages: **PREVIOUS LEVEL 2 OVERRIDE APPLIES** - Rejected. An override in level 2 was previously entered for this transaction.
		L1 / L2 INVALID FOR DESC FILE UPDATE - Rejected. Level 1 - level 2 must be entered.
7-16	Constant	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Zeros
17	Transaction Separator	Constant **2**
18-29	Levels 3-5	Optional, alphanumeric, reset not applicable.
		4 positions each field. Levels of organization selected for printing. Must be specific level or ******** if no level is specified.
		Note: If selection is by employee number, positions 18-29 must be Blank.

(continued)

Positions	Field Name	Description
30-39	Employee Number	Required, alphanumeric, reset not applicable.
		Employee number of employee selected for printing. Must be specific employee number or Blank if selection is not by employee number.
		Note: If selection is by employee number, positions 18-29 must be Blank.
		Messages:
		DUPLICATE EMPLOYEE NUM SELECTION - Rejected. Employees can be selected only once.
		NO LEVELS OR EMPLOYEE SELECTION - Rejected. Levels or employees must be entered.
		EMPLOYEE SELECTION WITH ** OVERRIDE** - Rejected. Level 1 - level 2 must be entered for employee selection.
		EMPLOYEE SELECTION INVALID FOR REP - Rejected. Employee selection for reports in positions 54 - 58 is invalid.
40-41	Reserved	**Blank**
	Report Indicators	
42-44	Profiles 1-3	Optional, alphanumeric, reset not applicable.
		1 position each field.
		Valid values are:
		* - Apply selection criteria to this report **Blank** - Do not apply selection criteria to this report
45	Salary & Performance Reviews	Optional, alphanumeric, reset not applicable.
		Valid values are:
		* - Apply selection criteria to this report **Blank** - Do not apply selection criteria to this report
46	EEO-1 Statistical Analysis	Optional, alphanumeric, reset not applicable.
		Valid values are:
		* - Apply selection criteria to this report **Blank** - Do not apply selection criteria to this report
47	EEO-4	Optional, alphanumeric, reset not applicable.
		Valid values are:
		* - Apply selection criteria to this report **Blank** - Do not apply selection criteria to this report

(continued)

Positions	Field Name	Description
48	Leave of Absence	Optional, alphanumeric, reset not applicable.
		Valid values are:
		* - Apply selection criteria to this report **Blank** - Do not apply selection criteria to this report
49	Terminated Employee	Optional, alphanumeric, reset not applicable.
		Valid values are:
		* - Apply selection criteria to this report **Blank** - Do not apply selection criteria to this report
50	Reserved	**Blank**
51	Address Labels	Optional, alphanumeric, reset not applicable.
		Valid values are:
		* - Apply selection criteria to this report **Blank** - Do not apply selection criteria to this report
52-53	Reserved	**Blank**
54	Job Group Analysis	Optional, alphanumeric, reset not applicable.
		Valid values are:
		* - Apply selection criteria to this report **Blank** - Do not apply selection criteria to this report
		Messages: **EMPLOYEE SELECTION INVALID FOR RPT** - Rejected. Employee selection for reports in positions 54 - 58 is invalid.
55	Workforce Analysis	Optional, alphanumeric, reset not applicable.
		Valid values are:
		* - Apply selection criteria to this report **Blank** - Do not apply selection criteria to this report
		Messages: **EMPLOYEE SELECTION INVALID FOR RPT** - Rejected. Employee selection for reports in positions 54 - 58 is invalid.

(continued)

Positions	Field Name	Description
56	Sector Analysis	Optional, alphanumeric, reset not applicable.
		Valid values are:
		* - Apply selection criteria to this report **Blank** - Do not apply selection criteria to this report
		Messages: **EMPLOYEE SELECTION INVALID FOR RPT** - Rejected. Employee selection for reports in positions 54 - 58 is invalid.
57	Sector Utilization Analysis	Optional, alphanumeric, reset not applicable.
		Valid values are:
		* - Apply selection criteria to this report **Blank** - Do not apply selection criteria to this report
		Messages: **EMPLOYEE SELECTION INVALID FOR RPT** - Rejected. Employee selection for reports in positions 54 - 58 is invalid.
58	Utilization Analysis	Optional, alphanumeric, reset not applicable.
		Valid values are:
		* - Apply selection criteria to this report **Blank** - Do not apply selection criteria to this report
		Messages: **EMPLOYEE SELECTION INVALID FOR RPT** - Rejected. Employee selection for reports in positions 54 - 58 is invalid.
59-61	Reserved	**Blank**
	Benefits Module Only	
62	Benefits Profiles	Optional, alphanumeric, reset not applicable.
		Valid values are:
		* - Apply selection criteria to this report **Blank** - Do not apply selection criteria to this report
63	Reserved	**Blank**
64	Notification	Optional, alphanumeric, reset not applicable.
		Valid values are:
		* - Apply selection criteria to this report **Blank** - Do not apply selection criteria to this report

(continued)

Positions	Field Name	Description
65-67	Reserved	**Blank**
	Labor Relations Module Only	
68	Labor Relations Profiles	Optional, alphanumeric, reset not applicable.
		Valid values are:
		* - Apply selection criteria to this report
		Blank - Do not apply selection criteria to this report
69-80	Reserved	**Blank**

Additional Messages

Message	Explanation
NO REPORT SELECTION MADE	Rejected. Report selection must be entered.
INVALID REPORT SELECTION CHARACTER.	Rejected.

PF-PV - Employee Data

Function   Employee Data

Associated Screens   See details following on individual transactions.

Positions	Field Name	Description
1-2	Transaction Code	Valid values are:
		PF-PV - New employee or maintenance
		PF-PV codes are used to establish new employees. A PF-1 transaction is required for a new employee. The mandatory entries in each field are identified within the text.
		Any data item can be changed by entering the new data in the applicable data field. Only those data items being changed need to be entered.
		Most data items can be reset to no value by entering an R in the far left position of the data field. Those that cannot be reset to no value are identified within the text.

PF-1 [80, 120] - Personal Data

Function	Employee Personal Data such as Sex Code, Birthdate, EEOC, Residence Data, Job and Geographical Preference
Associated Screens	81, 93, 202, 204, 209, 213, 218

Positions	Field Name	Description
1-2	Transaction Code	Constant **PF**
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-16	Employee Number	Required, alphanumeric, reset not applicable, maintenance not allowed.
17	Transaction Separator	Constant **1**
18	Employee Sex Code	Conditionally required, alpha, reset not applicable, maintenance allowed.
		Entry required for new employee.
		Valid values are:
		F - Female
		M - Male
		Messages:
		EMPLOYEE SEX CODE - Rejected.
19	Marital Status	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Valid values are:
		1 - Single
		2 - Married
		3 - Widowed
		4 - Divorced
		5 - Separated
		6 - Other
		Messages:
		EMPLOYEE MARITAL STATUS - Rejected.
20-27	Birthdate	Conditionally required, numeric, resets to zero, maintenance allowed.
		Entry required for new employee.
		Enter **YYYYMMDD**.
		Messages:
		EMPLOYEE BIRTHDATE - Rejected.

(continued)

Positions	Field Name	Description
28-30	EEOC Group Code	Conditionally required, alpha, see instructions for reset value, maintenance allowed.
		Entry required for new employee.
		Valid values are: **HIS** - Hispanic or Latino; value for employees who answer **YES** to the question, "Are you Hispanic or Latino?" One of the following values identifies employees who answer **NO**: **TWO** – Two or more Races; value for employees who identify with more than one of the following races. **W** - White **B** - Black or African American **AA** - Asian **HOP** - Native Hawaiian or Other Pacific Islander **AI** - American Indian or Alaska Native **O** or **R** - Unspecified
		Left justified.
		Notes: For EEO only: Other is not an acceptable value and is not included in any totals. Optional for Canadian organizations.
		Messages: **EEOC GROUP CODE** - Rejected. Valid values: HIS, W, B, AA, HOP, AI, TWO, O, R **EEOC GROUP CODE BLANK** - Rejected.
31	Religious Preference	Optional, alphanumeric, resets to Blank, maintenance allowed.
		User-defined Religious Preference code. Should be established in HRMS Tables File.
		Messages: **RELIGIOUS PREFERENCE INVALID** - Rejected. Value not on HRMS Tables File. **RELIGIOUS PREFERENCE USER CODE** - Warning. **RELIGIOUS PREF BLANK** - Warning.
32-34	Residence County Code	Optional, alphanumeric, resets to Blank, maintenance allowed.
		User-defined county of employee's residence.
		Messages: **RESIDENCE COUNTY NOT ENTERED** - Warning.
35-38	Residence City Code	Optional, alphanumeric, resets to Blank, maintenance allowed.
		User-defined city of employee's residence.
		Messages: **RESIDENCE CITY NOT ENTERED** - Warning.

(continued)

Positions	Field Name	Description
39	Residence Type Code	Optional, alphanumeric, resets to Blank, maintenance allowed.
		User-defined type of residence code. Should be established in HRMS Tables File.
		Messages: **RESIDENCE TYPE CODE NOT ENTERED** - Rejected. Value not on HRMS Tables File.
40-44	Country of Citizenship	Optional, alphanumeric, resets to Blank, maintenance allowed.
		User-defined coding for employee's country of citizenship.
		Messages: **CITIZENSHIP COUNTRY BLANK** - Warning.
45-54	Home Telephone Number	Optional, numeric, resets to zero, maintenance allowed.
		3-digit area code 3-digit exchange 4-digit number
		Messages: **INVALID HOME TELEPHONE NUMBER** - Rejected.
		HOME TELEPHONE NOT ENTERED - Warning.
55-64	Job Preference	Optional, alphanumeric, resets to Blank, maintenance allowed.
		User-defined code indicating that job/position for which the employee has expressed a preference.
		Messages: **JOB PREFERENCE NOT ENTERED** - Warning.
65-66	Geographic Preference	Optional, alphanumeric, resets to Blank, maintenance allowed.
		User-defined code for geographic preference. Should be established in HRMS Tables File.
		Messages: **GEOG PREFERENCE NOT ENTERED** - Warning.
		GEOGRAPHIC PREFERENCE - Rejected. Value not on HRMS Tables File.

(continued)

Positions	Field Name	Description
67-79	Reserved	**Blank**
80	New Employee Indicator	Conditionally required, alphanumeric, reset not applicable, maintenance not allowed.
		Valid values are:
		A - New employee to Personnel **Blank** - Employee maintenance

PF-1 [120] - Personal Data

Positions	Field Name	Description
1-79		See positions 1-80 above
80-119	Reserved	**Blank**.
120	New Employee Indicator	Conditionally required, alphanumeric, reset not applicable, maintenance not allowed.
		Valid values are:
		A - New employee to Personnel **Blank** - Employee maintenance

PF-2 [80, 120] - Higher Education Data

Function   Higher Education Data

Associated Screens   85, 203

Positions	Field Name	Description
1-2	Transaction Code	Constant **PF**
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-16	Employee Number	Required, alphanumeric, reset not applicable, maintenance not allowed.
17	Transaction Separator	Constant **2**
18-19	Total Years Education	Optional, numeric, resets to zero, maintenance allowed.
		User-defined code to represent extent of employee's education.
		Messages: **TOTAL YEARS EDUCATION** - Rejected.
20	Education in Progress	Optional, numeric, resets to Blank, maintenance allowed.
		Indicates if employee is currently enrolled in educational program
		Valid values are:
		1 - Yes
		2 - No
		Messages: **EDUCATION IN PROGRESS CODE** - Rejected.
21-24	Estimated Completion Year	Conditionally required, numeric, resets to zero, maintenance allowed.
		Year (enter **YYYY**) in which employee expects to complete education in progress.
		Messages: **PROJECTED COMPLETION DATE** - Rejected.
	Higher Education Data 1	
25-34	School Code	Optional, alphanumeric, resets to Blank, maintenance allowed.
		User-defined code to indicate the school attended by the employee.
		Messages: **COLLEGE CODE NOT ENTERED -** Warning.
35-37	Degree Code	Optional, alphanumeric, resets to Blank, maintenance allowed.
		User-defined code to indicate type of degree received or expected by employee. Should be established in HRMS Tables File.
		Messages: **DEGREE CODE NOT ENTERED -** Warning.

(continued)

Positions	Field Name	Description
38-45	Degree Date	Optional, numeric, resets to zero, maintenance allowed.
		Date degree received - **YYYYMMDD**.
		Note: 00 is a valid day (DD) for this transaction. Year and month must be greater than zero if entered.
		Messages: **DEGREE DATE** - Rejected. Must be numeric - YYYYMMDD.
		DEGREE DATE NOT ENTERED - Warning.
46-48	Major Field of Study	Optional, alphanumeric, resets to Blank, maintenance allowed.
		User-defined major field of study code. Should be established in HRMS Tables File.
		Messages: **MAJOR FIELD OF STUDY INVALID** - Rejected. Value not on HRMS Tables File.
		MAJOR FIELD NOT ENTERED - Warning.
49-51	Minor Field of Study	Optional, alphanumeric, resets to Blank, maintenance allowed.
		User-defined minor field of study code. Should be established in HRMS Tables File.
		Messages: **MINOR FIELD INVALID** - Rejected. Value not on HRMS Tables File.
		MINOR FIELD NOT ENTERED - Warning.
	Higher Education Data 2	Repeat positions 25-51.
52-61	School Code	
62-64	Degree Code	
65-72	Degree Date	
73-75	Major Field of Study	
76-78	Minor Field of Study	
79-80	Reserved	**Blank**

PF-2 [120] - Higher Education Data

Positions	Field Name	Description
1-80		See positions 1-80 above
81-120	Reserved	**Blank**.

PF-3 [80, 120] - Higher Education Data 2

Function   Higher Education Data

Associated Screens   85, 203

Positions	Field Name	Description
1-2	Transaction Code	Constant **PF**
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-16	Employee Number	Required, alphanumeric, reset not applicable, maintenance not allowed.
17	Transaction Separator	Constant **3**
18-24	Reserved	**Blank**
	Higher Education Data 3	
25-34	School Code	Optional, alphanumeric, resets to Blank, maintenance allowed.
		User-defined code to indicate the school attended by the employee.
35-37	Degree Code	Optional, alphanumeric, resets to Blank, maintenance allowed.
		User-defined code to indicate type of degree received or expected by employee. Should be established in HRMS Tables File.
		Messages: **DEGREE CODE NOT ENTERED** - Warning.
38-45	Degree Date	Optional, numeric, resets to zero, maintenance allowed.
		Date degree received -**YYYYMMDD**.
		Note: 00 is a valid day (DD) for this transaction. Year and month must be greater than zero if entered.
		Messages: **DEGREE DATE** - Rejected. Must be numeric - YYYYMMDD.
		DEGREE DATE NOT ENTERED - Warning.
46-48	Major Field of Study	Optional, alphanumeric, resets to Blank, maintenance allowed.
		User-defined major field of study code. Should be established in HRMS Tables File.
		Messages: **MAJOR FIELD OF STUDY INVALID** - Rejected. Value not on HRMS Tables File.
		MAJOR FIELD NOT ENTERED - Warning.

(continued)

Positions	Field Name	Description
49-51	Minor Field of Study	Optional, alphanumeric, resets to Blank, maintenance allowed.
		User-defined minor field of study code. Should be established in HRMS Tables File.
		Messages: **MINOR FIELD INVALID** - Rejected. Value not on HRMS Tables File.
		MINOR FIELD NOT ENTERED - Warning.
	Higher Education Data 4	Repeat positions 25-51
52-61	School Code	
62-64	Degree Code	
65-72	Degree Date	
73-75	Major Field of Study	
76-78	Minor Field of Study	
79-80	Reserved	**Blank**

PF-3 [120] - Higher Education Data

Positions	Field Name	Description
1-80		See positions 1-80 above
81-120	Reserved	**Blank**.

PF-4 [80, 120] - Training School Data

Function   Training School Data

Associated Screens   85, 203

Positions	Field Name	Description
1-2	Transaction Code	Constant **PF**
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-16	Employee Number	Required, alphanumeric, reset not applicable, maintenance not allowed.
17	Transaction Separator	Constant **4**
	Training School 1 Data	
18	Iteration Number	Required, numeric, reset not applicable, maintenance not allowed.
		Valid Values: **1**, **2**, **3**
		Messages: **INVALID ITERATION NUMBER** - Rejected.
19-23	School Code	Optional, alphanumeric, resets to Blank, maintenance allowed.
		User coding to indicate a training (vocational) school attended by the employee.
24-26	Certificate Code	Optional, alphanumeric, resets to Blank, maintenance allowed.
		User coding to indicate the certificate type earned (or to be earned) by the employee.
27-34	Certificate Date	Optional, numeric, resets to zero, maintenance allowed.
		The date on which the above certificate was received – **YYYYMMDD**
		Messages: **CERTIFICATE DATE** - Rejected.
35-40	Field of Study	Optional, alphanumeric, resets to Blank, maintenance allowed.
		User coding to indicate the field of study for which the certificate was granted. Should be established in HRMS Tables File.

(continued)

Positions	Field Name	Description
	Training School 2 Data	Repeat positions 18-40
41	Iteration Number	
42-46	School Code	
47-49	Certificate Code	
50-57	Certificate Date	
58-63	Field of Study	
64-80	Reserved	**Blank**

PF-4 [120] - Training School Data

Positions	Field Name	Description
1-80		See positions 1-80 above
81-120	Reserved	**Blank**.

PF-5 [80, 120] - Job Data

Function   Eligible and Recommended Jobs

Associated Screens   82, 204

Positions	Field Name	Description
1-2	Transaction Code	Constant **PF**
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-16	Employee Number	Required, alphanumeric, reset not applicable, maintenance not allowed.
17	Transaction Separator	Constant **5**
	Eligible Job Codes 1-3	
18-27	Eligible Job Code 1	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Job/position number for which the employee is determined to be eligible. 10 positions each field.
28-37	Eligible Job Code 2	See positions 18-27
38-47	Eligible Job Code 3	See positions 18-27
	Recommended Job Codes 1-3	
48-57	Recommended Job Code 1	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Job/position number for which the employee has been recommended. 10 positions each field.
58-67	Recommended Job Code 2	See positions 48-57
68-77	Recommended Job Code 3	See positions 48-57
78-80	Reserved	**Blank**

PF-5 [120] - Job Data

Positions	Field Name	Description
1-80		See positions 1-80 above
81-120	Reserved	**Blank**.

PF-6 [80, 120] - Job Data

Function   Assigned Job or Position Data

Note: Not valid for Position Control.

Associated Screens   82, 218, 220, 232

Positions	Field Name	Description
1-2	Transaction Code	Constant **PF**
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-16	Employee Number	Required, alphanumeric, reset not applicable, maintenance not allowed.
17	Transaction Separator	Constant **6**
18-27	Position Number	Optional, alphanumeric, resets to Blank, maintenance allowed.
		User-defined code indicating the position in which the employee is working.
		Messages: **EMPL POSITION NUMBER BLANK** - Warning.
28-57	Position Title	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Title of the position in which the employee is working.
		Messages: **EMPL POSITION TITLE BLANK** - Warning.
58-65	Date on Present Job	Optional, numeric, resets to zero, maintenance allowed.
		Date on which the employee assumed the position indicated above.
		Enter **YYYYMMDD**.
		Messages: **DATE PRESENT JOB** - Rejected.
66-76	Annual Salary Amount	Optional, numeric, resets to zero, maintenance allowed.
		Annualized salary to be paid to the employee.
		Messages **ANNUAL SALARY INVALID** - Rejected.

(continued)

Positions	Field Name	Description
77-78	EEO Occupational Category	Optional, numeric, resets to zero, maintenance allowed.

Valid values are:

00 - Unclassified

For EEO-1 and VETS Users:

01 - Executive/Senior Level Officials and Managers
02 - Professionals
03 - Technicians
04 - Sales Workers
05 - Administrative Support Workers/Office and Clerical
06 - Crafts Workers
07 - Operatives
08 - Laborers and Helpers
09 - Service Workers
10 - Mid-Level Officials and Managers
11-18 - Reserved
19 - Professional (for EEO-1 reporting); Executive/Senior Level Officials and Managers (for VETS reporting)

For EEO-4 Users:

20 - Officials/Managers
21 - Professionals
22 - Technicians
23 - Protective Service
24 - Paraprofessionals
25 - Administrative Support
26 - Skilled Craft
27 - Service/Maintenance
28-37 - Reserved

Messages:
EMPL OCCUPATION CATEGORY BLANK - Warning.

OCCUPATIONAL CATEGORY - Rejected.

(continued)

Positions	Field Name	Description
79	Employee Classification	Optional, alphanumeric, resets to zero, maintenance allowed.
		Indication of management level and status of employee.
		Valid values are:
		0 or **R** - Unclassified **1** - Director/Officer **2** - Officer **3** - Division Manager **4** - Company Manager **5** - Department Manager **6** - Supervisor **7** - Employee **8** - User coding **9** - User coding
		Messages: **EMPLOYEE CLASS** - Rejected.
80	EEO Exempt Status	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Valid values are:
		Blank - Nonexempt **E** - Exempt
		Messages: **EEOC EXEMPT CODE** - Rejected.

PF-6 [120] - Job Data

Positions	Field Name	Description
1-80		See positions 1-80 above
81-120	Reserved	**Blank**.

PF-7 [80, 120] - Job Data

Function　　　　　　　Work Location, Phone Number, Supervisor and Employment Data

Associated Screens　　81, 93, 208, 232

Positions	Field Name	Description
1-2	Transaction Code	Constant **PF**
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-16	Employee Number	Required, alphanumeric, reset not applicable, maintenance not allowed.
17	Transaction Separator	Constant **7**
18-27	Level 6-7	Optional, alphanumeric, resets to Blank, maintenance allowed. 5 positions each field.
28-37	Work Location	Optional, alphanumeric, resets to Blank, maintenance allowed. User-defined physical location at which employee works. Messages: **WORK LOCATION NOT ENTERED** - Warning.
38-47	Office Telephone Number	Optional, numeric, resets to zero, maintenance allowed. 3-digit area code 3-digit exchange 4-digit number Messages: **OFFICE TELEPHONE INVALID** - Rejected.
48-51	Office Extension	Optional, numeric, resets to zero, maintenance allowed. Employee's office telephone extension
52-61	Supervisor's Code	Optional, alphanumeric, resets to Blank, maintenance allowed. User-defined code indicating employee's supervisor.
62-64	Percent Time Employed	Optional, numeric, resets to zero. That percentage of a normal work week worked by this employee. Messages: **PERCENT TIME EMPLOYED** - Rejected.

(continued)

Positions	Field Name	Description
65	Full-Time/Part-Time Code	Optional, alphanumeric, reset not applicable.
		Valid values are:
		1 - Full-time, permanent **2** - Full-time, temporary **3** - Part-time, permanent **4** - Part-time, temporary **5** - Other Default - **5**
		Note: Values 6-9 and A-Z are available as user-defined codes. However, if you generate EEO-4, VETS-4212, or Workforce Utilization reports through the system, you must use only the valid numeric codes listed above.
		Messages: **FULL-TIME/PART-TIME CODE** - Rejected.
66-73	Date Current Employment	Optional, numeric, resets to zero, maintenance allowed.
		Enter **YYYYMMDD**.
		The date on which the employee began current continuous employment. This date is used as a base for determining length of service for seniority, retirement, etc.
		Messages: **DATE CURRENT EMPLOYMENT** - Rejected.
74	Employee Exempt Status	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Valid values are:
		E - Exempt **Blank** - Nonexempt
		This indicator is for user-defined purposes.
		Messages: **EMPLOYEE EXEMPT STATUS** - Rejected.

(continued)

Positions	Field Name	Description
75-77	Reserved	**Blank**
78-80	Federal Job Code	Optional, numeric, reset to zero, maintenance allowed.
		User-defined Federal Job Code.
		Messages:
		FEDERAL JOB CODE NOT ENTERED - Warning.
		FEDERAL JOB CODE - Rejected. Numeric, user defined.

PF-7 [120] - Job Data

Positions	Field Name	Description
1-80		See positions 1-80 above
81-120	Reserved	**Blank**.

PF-8 [80, 120] - Benefits

Function   Insurance and Permanent Advance Data

Associated Screens   83, 206

Positions	Field Name	Description
1-2	Transaction Code	Constant **PF**
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-16	Employee Number	Required, alphanumeric, reset not applicable, maintenance not allowed.
17	Transaction Separator	Constant **8**
	Group Health Insurance Plan Data	
18-19	Plan Code	Optional, alphanumeric, resets to Blank, maintenance allowed.
		User-defined code to indicate the group health insurance plan in which the employee participates.
		Messages: **GRP HLTH PLAN CODE NOT ENTERED** - Warning.
20	Type Coverage	Optional, alphanumeric, resets to Blank, maintenance allowed.
		User-defined code. Should be established in HRMS Tables File.
		Messages: **GRP HLTH PLAN TYPE NOT ENTERED** - Warning.
21-31	Coverage Amount	Optional, numeric, resets to zero, maintenance allowed.
		Can be used for maximum coverage or periodic contribution.
		Messages: **INVALID GROUP HEALTH AMOUNT** - Rejected.
		GRP HLTH AMOUNT NOT ENTERED - Warning.
32-33	Number of Dependents Covered	Optional, numeric, resets to zero, maintenance allowed.
		Number of persons covered by employee's group health insurance (excluding employee).
		Messages: **INVALID NUMBER OF DEPENDENTS** - Rejected.
		NUMBER OF DEPENDENTS BLANK - Warning.

(continued)

Positions	Field Name	Description
	Life Insurance Plan Data	
34	Life Insurance Plan Number	Optional, numeric, reset not applicable, maintenance not allowed.
		Identifies 1 to 3 insurance plans.
		Valid values are:
		1 - plan 1
		2 - plan 2
		3 - plan 3
35-36	Plan Code	Optional, alphanumeric, resets to Blank, maintenance allowed.
		User-defined code to indicate the life insurance plan in which the employee participates.
		Messages:
		LIFE INS PLAN CODE NOT ENTERED - Warning.
37	Type Code	Optional, alphanumeric, resets to Blank, maintenance allowed.
		User-defined code to indicate the type of life insurance plan.
		Messages:
		LIFE INS PLAN TYPE NOT ENTERED - Warning.
38-48	Amount	Optional, numeric, resets to zero, maintenance allowed.
		Messages:
		INVALID LIFE INSURANCE AMOUNT - Rejected.
		LIFE INS AMOUNT NOT ENTERED - Warning.
	Advance Data	
49-59	Permanent Advance Amount	Optional, numeric, resets to zero, maintenance allowed.
		Amount of permanent advance made to the employee.
		Messages:
		PERMANENT ADV AMT NOT ENTERED - Warning.
		INVALID PERMANENT ADVANCE AMT - Rejected.
60-67	Permanent Advance Due Date	Optional, numeric, resets to zero, maintenance allowed.
		Date advance is due to be repaid. Enter **YYYYMMDD**.
		Messages:
		PERM ADV DUE DATE NOT ENTERED - Warning.
		PERM ADVANCE DUE DATE - Rejected.

(continued)

Positions	Field Name	Description
68	Bonded Indicator	Optional, alphanumeric, resets to Blank, maintenance allowed.
		User-defined coding to reflect the bonded status of the employee.
69-80	Reserved	**Blank**

PF-8 [120] - Benefits

Positions	Field Name	Description
1-80		See positions 1-80 above
81-120	Reserved	**Blank**.

PF-9 [80, 120] - Benefits

Function   Pension, Stock Plan, and Profit Sharing Benefit Plan Data

Associated Screens   83, 206

Positions	Field Name	Description
1-2	Transaction Code	Constant **PF**
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-16	Employee Number	Required, alphanumeric, reset not applicable, maintenance not allowed.
17	Transaction Separator	Constant **9**
	Pension Plan Data	
18-19	Plan Code	Optional, alphanumeric, resets to Blank, maintenance allowed.
		User-defined code to indicate the pension plan in which the employee participates.
		Messages: **PENSION PLAN CODE NOT ENTERED** - Warning.
20	Type Coverage	Optional, alphanumeric, resets to Blank, maintenance allowed.
		User-defined coding to indicate the type of pension plan covering the employee.
		Messages: **PENSION PLAN TYPE NOT ENTERED** - Warning.
21-31	Contribution Amount	Optional, numeric, resets to zero, maintenance allowed.
		Amount of the employee's contribution to the pension plan.
		Messages: **INVALID PENSION CONTRIBUTION** - Rejected.
		PENSION CONTR AMT NOT ENTERED - Warning.
32-39	Eligibility Date	Optional, numeric, resets to zero, maintenance allowed.
		The date on which the employee becomes eligible for pension.
		Enter **YYYYMMDD**.
		Messages: **PENSION ELIGIBILITY DATE** - Rejected.
		PENSION ELIG DATE NOT ENTERED- Warning.

(continued)

Positions	Field Name	Description
	Stock Plan Data	
40-41	Plan Code	Optional, alphanumeric, resets to Blank, maintenance allowed.
		User-defined code to indicate the stock plan in which the employee participates.
		Messages: **STOCK PLAN CODE NOT ENTERED** - Warning.
42	Type Code	Optional, alphanumeric, resets to Blank, maintenance allowed.
		User-defined code to indicate the type of stock plan in which the employee participates.
		Messages: **STOCK PLAN TYPE NOT ENTERED** - Warning.
43-53	Amount	Optional, numeric, resets to zero, maintenance allowed.
		Messages: **STOCK PLAN AMOUNT** - Rejected.
		STOCK PLAN AMOUNT NOT ENTERED - Warning.
	Profit Sharing Plan Data	
54-55	Plan Code	Optional, alphanumeric, resets to Blank, maintenance allowed.
		User-defined coding to indicate the profit sharing plan in which the employee participates.
		Messages: **PROFIT SHARING PLAN CODE BLANK** - Warning.
56	Type Code	Optional, alphanumeric, resets to Blank, maintenance allowed.
		User-defined coding to indicate the type of profit sharing plan in which the employee participates.
		Messages: **PROFIT SHARING PLAN TYPE BLANK** - Warning.
57-64	Eligibility Date	Optional, numeric, resets to zero, maintenance allowed.
		Date on which the employee becomes eligible for profit sharing. Enter **YYYYMMDD**.
		Messages: **PROFIT SHARING ELIG DATE BLANK** - Warning.
		INVALID PROFIT SHARING ELIGIBILITY DATE - Rejected.

(continued)

Positions	Field Name	Description
65-75	Salary Eligible	Optional, numeric, resets to zero, maintenance allowed.
		The amount of the employee's salary to be used for profit sharing calculations.
		Messages:
		PROFIT SHARING SALARY BLANK - Warning.
		PROFIT SHARING SALARY - Rejected.
	Credit Union Data	
76	Credit Union Member	Optional, alphanumeric, resets to Blank, maintenance allowed.
		User-defined coding to reflect credit union membership status of employee
77-80	Reserved	**Blank**

PF-9 [120] - Benefits

Positions	Field Name	Description
1-80		See positions 1-80 above
81-120	Reserved	**Blank**.

PG-1 [80, 120] - Organization Property

Function Credit Card or Organization Property Data

Associated Screens 83, 212

Positions	Field Name	Description
1-2	Transaction Code	Constant **PG**
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-16	Employee Number	Required, alphanumeric, reset not applicable, maintenance not allowed.
17	Transaction Separator	Constant **1**
18	Property Occurrence Number	Optional, numeric, reset not applicable, maintenance not allowed.
		Occurrence Number of the organization property defined in this transaction.
		Valid values are:
		1 - Organization property 1.
		2 - Organization property 2.
		3 - Organization property 3.
		4 - Organization property 4.
		5 - Organization property 5.
19-20	Type Code	Optional, alphanumeric, resets to Blank, maintenance allowed.
		User-defined code to indicate type of organization property given to the employee.
21-40	Organization Property Number	Optional, alphanumeric, resets to Blank, maintenance allowed.
		The number of the organization property issued to the employee.
41-80	Reserved	**Blank**

PG-1 [120] - Organization Property

Positions	Field Name	Description
1-80		See positions 1-80 above
81-120	Reserved	**Blank**.

PG-3 [80, 120] - Spouse Data

Function   Spouse Data

Associated Screens   81, 93, 202

Positions	Field Name	Description
1-2	Transaction Code	Constant **PG**
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-16	Employee Number	Required, alphanumeric, reset not applicable, maintenance not allowed.
17	Transaction Separator	Constant **3**
18-25	Date of Marriage	Optional, numeric, resets to zero, maintenance allowed.
		Date of employee's marriage. Enter **YYYYMMDD**.
		Messages: **MARRIAGE DATE** - Rejected.
26-55	Spouse Name	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Name of employee's spouse. Last name, comma, two spaces, first and middle names.
		Messages: **SPOUSE NAME** - Rejected.
56	Spouse Sex Code	Optional, alpha, resets to Blank, maintenance allowed.
		Sex of employee's spouse.
		Valid values are:
		F - Female **M** - Male
		Messages: **SPOUSE SEX INVALID** - Rejected.
		SPOUSE SEX NOT ENTERED - Warning.

(continued)

Positions	Field Name	Description
57-64	Spouse Birthdate	Optional, numeric, resets to zero, maintenance allowed.
		Date of spouse's birth. Enter **YYYYMMDD**
		Messages: **SPOUSE BIRTHDATE** - Rejected.
		SPOUSE BIRTHDATE NOT ENTERED - Warning.
65-74	Spouse Social Security Number/Social Insurance Number	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Social Security Number/Social Insurance Number of employee's spouse. Used for pension and other reporting.
		Messages: **SPOUSE SSN BLANK** - Warning.
75-80	Reserved	**Blank**

PG-3 [120] - Spouse Data

Positions	Field Name	Description
1-80		See positions 1-80 above
81-120	Reserved	**Blank**.

PG-4 [80, 120] - Health Data

Function   Employee Health Data

Associated Screens   81, 93, 207, 209

Positions	Field Name	Description
1-2	Transaction Code	Constant **PG**
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-16	Employee Number	Required, alphanumeric, reset not applicable, maintenance not allowed.
17	Transaction Separator	Constant **4**
18-20	Employee Height	Optional, numeric, resets to zero, maintenance allowed. Height of employee. Printed 9/99 with no indication as to unit of measure. Messages: **EMPLOYEE HEIGHT INVALID** - Rejected.
21-23	Employee Weight	Optional, numeric, resets to zero, maintenance allowed. Weight of employee. Messages: **EMPLOYEE WEIGHT INVALID** - Rejected.
24-25	General Health	Optional, alphanumeric, resets to Blank, maintenance allowed. User-defined code to indicate general health of employee. Should be established in HRMS Tables File. Messages: **EMPLOYEE GENERAL HEALTH** - Rejected. Value not on HRMS Tables File.
26-33	Date of Last Physical Exam	Optional, numeric, resets to zero, maintenance allowed. Date of employee's last physical exam. Enter **YYYYMMDD**. Messages: **DATE LAST PHYSICAL** - Rejected.
34-41	Date of Next Physical Exam	Optional, numeric, resets to zero, maintenance allowed. Date employee should have next physical exam. Enter **YYYYMMDD**. Messages: **DATE NEXT PHYSICAL** - Rejected.

(continued)

Positions	Field Name	Description
42-61	Physical Restrictions	Optional, alphanumeric, resets to Blank, maintenance allowed.
		User coding to indicate any physical restrictions employee could have.
62-64	Blood Type	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Employee's blood type.
65-80	Employee Birthplace	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Place of employee's birth.

PG-4 [120] - Health Data

Positions	Field Name	Description
1-80		See positions 1-80 above
81-120	Reserved	**Blank**.

PG-5 [80, 120] - EEO Data

Function   EEO Reporting Data (U.S.)

Associated Screens   91, 213

Positions	Field Name	Description
1-2	Transaction Code	Constant **PG**
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-16	Employee Number	Required, alphanumeric, reset not applicable, maintenance not allowed.
17	Transaction Separator	Constant **5**
18	Contract Code	Optional, alphanumeric, see instructions for reset value, maintenance allowed.
		Valid values are:
		1 - 9-10 months contract **2** - less than 9-10 months contract **3** - 11-12 months contract **R** or **4** - No contract
		Messages: **CONTRACT CODE INVALID VALUE** - Rejected.
19	Tenure Code	Optional, alphanumeric, see instructions for reset value, maintenance allowed.
		Valid values are:
		1 - Tenured **2** - Nontenured/on-track **R** or **3** - Other nontenured
		If an institution does not have a tenure program, value must be 3.
		Messages: **TENURE CODE INVALID VALUE** - Rejected.

(continued)

Positions	Field Name	Description
20-21	Faculty Rank	Optional, alphanumeric, resets to zero, maintenance allowed.
		Valid values are:
		00 - Nonfaculty **01** - Professor **02** - Associate professor **03** - Assistant professor **04** - Instructor **05** - Lecturer **06** - Other faculty
		Messages: **FACULTY CODE INVALID VALUE** - Rejected.
22	Soft-Money Code	Optional, alphanumeric, resets to zero, maintenance allowed.
		Valid values are:
		0 - Paid-in-full from regular sources **1** - Paid-in-full from soft-money sources
		Messages: **SOFT- MONEY CODE INVALID VALUE** - Rejected.
23	Foreign National Code	Optional, alphanumeric, resets to zero, maintenance allowed.
		Valid values are:
		0 - United States citizen **1** - Foreign national
		Messages: **FOREIGN NATIONAL CODE INVALID VALUE** - Rejected.
24	Trainee Code	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Valid values are:
		Blank - Employee not a bona-fide trainee **Y** - Employee is a bona-fide trainee
		Messages: **TRAINEE CODE INVALID** - Rejected.

(continued)

Positions	Field Name	Description
25-31	Employee Unit Code	Conditionally required, alphanumeric, resets to Blank, maintenance allowed.
		Valid values are:
		Position 25
		1 - EEO-1
		Positions 26-27
		User-defined code assigned to controlling unit
		Position 28 (unit type)
		For EEO-1 Users
		1 - Single establishment **3** - Headquarters **4** - Establishment **5** - Special report
		Positions 29-31
		User-defined code assigned to reporting unit.
		For single-establishment employers (EEO-1), positions 26-31 can be Blank. See the EEO-1 Reporting Feature chapter of the *User Guide*. The Unit Code should be established in the HRMS Tables File.
		Messages: **UNIT CODE INVALID** - Rejected.
32-80	Reserved	**Blank**

PG-5 [120] - EEO Data

Positions	Field Name	Description
1-80		See positions 1-80 above
81-120	Reserved	**Blank**.

PG-6 [80, 120] - Employee Data

Function   Vacation, Sick, Other Hours Data and Professional License Data

Associated Screens   81, 85, 93, 203

Positions	Field Name	Description
1-2	Transaction Code	Constant **PG**
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-16	Employee Number	Required, alphanumeric, reset not applicable, maintenance not allowed.
17	Transaction Separator	**Constant 6**
18-25	Vacation Eligibility Date	Optional, numeric, reset to zero, maintenance allowed.
		Enter **YYYYMMDD**.
		Messages:
		VACATION ELIG DATE - Rejected. Must be numeric - YYYYMMDD.
		VACATION ELIG DATE BLANK - Rejected
26-30	Vacation Hours Available	Optional, numeric, reset to zero, maintenance allowed.
		Messages:
		VACATION HOURS AVAILABLE - Rejected.
31-35	Sick Hour Available	Optional, numeric, reset to zero, maintenance allowed.
		Messages:
		SICK HOURS AVAILABLE - Rejected.
36-40	Other Hours Available	Optional, numeric, reset to zero, maintenance allowed.
		Messages:
		OTHER PAID HOURS AVAILABLE - Rejected.
41-49	Reserved	**Blank**

(continued)

Positions	Field Name	Description
50-54	Professional License Membership 1	Optional, alphanumeric, reset to Blank, maintenance allowed.
55-59	Professional License Membership 2	Optional, alphanumeric, reset to Blank, maintenance allowed.
60-80	Reserved	**Blank**

PG-6 [120] - Employee Data

Positions	Field Name	Description
1-80		See positions 1-80 above
81-120	Reserved	**Blank**.

PG-9 [80, 120] - EEA Data

Function   EEA Reporting Data (Canadian)

Associated Screens   93, 231

Positions	Field Name	Description
1-2	Transaction Code	Constant **PG**
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-16	Employee Number	Required, alphanumeric, reset not applicable, maintenance not allowed.
17	Transaction Separator	Constant **9**
18-23	EEA Reporting Unit	Optional, alphanumeric, resets to Blank, maintenance allowed.
		EEA reporting unit for employee for EEA reporting purposes. Validated against T69-001 HRMS Tables File transaction.
		Messages: **INVALID EEA REPORTING UNIT** - Rejected. Value not in HRMS Tables File.
24-29	Industrial Sector	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Industrial sector for employee for EEA reporting purposes. Validated against T69-008 HRMS Tables File transaction.
		Messages: **INVALID INDUSTRIAL SECTOR** - Rejected. Value not in HRMS Tables File.
30-32	CMA	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Valid values are:
		Census Metropolitan Area
		CAL - Calgary, Alberta **EDM** - Edmonton, Alberta **HAL** - Halifax, Nova Scotia **MON** - Montreal, Quebec **REG** - Regina, Saskatchewan **TOR** - Toronto, Ontario **VAN** - Vancouver, B.C. **WIN** - Winnipeg, Manitoba
		Messages: **INVALID CMA CODE** - Rejected. Value not in HRMS Tables File.

(continued)

Positions	Field Name	Description
33-36	Occupational Code/NOC Code	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Occupational code for employee for EEA reporting purposes. Validated against T69-009 HRMS Tables File transaction.
		Messages:
		INVALID OCCUPATIONAL GROUP - Rejected. Value not in HRMS Tables File.
37-40	Visible Minority	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Visible minority (user defined).
41-44	Aboriginal Peoples	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Aboriginal peoples (user defined).
45-48	Disabled Persons	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Disabled persons (user defined).
49-59	EEA Salary	Optional, numeric, resets to zero, maintenance allowed.
		Salary for EEA reporting purposes, 2 decimals.
		Messages:
		EEA SALARY NOT NUMERIC - Rejected. Must be numeric - 2 decimals.
60	EEA Salary Indicator	Optional, alphanumeric, see instructions for reset value, maintenance allowed.
		Valid values are:
		N - New EEA salary amount
		A - Add to current EEA salary
		S - Subtract from current EEA salary
		Messages:
		INVALID EEA SALARY INDICATOR - Rejected.

(continued)

Positions	Field Name	Description
61-62	EEA Work Province	Optional, numeric, resets to zero, maintenance allowed.
		Valid values are:
		80-93
		Provinces in which the employee works for EEA reporting purposes.
		Messages:
		INVALID EEA WORK PROVINCE - Rejected.
63-80	Reserved	**Blank**

PG-9 [120] - EEA Data

Positions	Field Name	Description
1-80		See positions 1-80 above
81-120	Reserved	**Blank**.

Chapter Contents

(continued)

Chapter Contents (continued)

Introduction

This chapter describes the transactions PH through P2 for the system.

PH [80] - Earnings History Print Select Record

Function   Earnings History Print Select Transaction

Note: You can use as many PH transactions as you need. They must be entered in ascending sequence by level 1-level 2, employee number.

Associated Screens   None

Positions	Field Name	Description
1-2	Transaction Code	Constant **PH**
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-16	Employee Number	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Blank, if entire level 1-level 2 is to be printed.
17-80	Reserved	**Blank**

PH-1 [80, 120] - Transfer Update

Function   Transfer Data (previous job and control levels data)

Associated Screens   89

Positions	Field Name	Description
1-2	Transaction Code	Constant **PH**
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-16	Employee Number	Required, alphanumeric, reset not applicable, maintenance not allowed.
17	Transaction Separator	Constant **1**
18-21	Old Levels 1-2	Required, alphanumeric, resets to blank, maintenance allowed. The employee's previous level 1-level 2. Messages: **OLD LEVELS 1-2 BLANK** - Rejected.
22-33	Old Levels 3-5	Optional, alphanumeric, resets to blank, maintenance allowed. The employee's previous levels. 4 positions each field. Messages: **OLD LEVELS 3-5 BLANK** - Rejected.
34-43	Old Levels 6-7	Optional, alphanumeric, resets to blank, maintenance allowed. The employee's previous levels. 5 positions each field. Messages: **OLD LEVELS 6-7 BLANK** - Rejected.
44-53	Old Location	Optional, alphanumeric, resets to blank, maintenance allowed. The employee's previous work location.
54-63	Old Position Number	Optional, alphanumeric, resets to blank, maintenance allowed. The employee's previous position number.

(continued)

Positions	Field Name	Description
64-71	Transfer Effective Date	Required, numeric, resets to zero, maintenance allowed.
		The date on which the employee was transferred. Enter **YYYYMMDD**.
		Messages: **TRANSFER EFFECTIVE DATE** - Rejected. Must be numeric - YYYYMMDD.
		MULTIPLE OCCURRENCES OF DATE - Rejected. When date maintenance indicator was entered, more than one matching date was found (for update codes of D or R).
		NO MATCH FOUND FOR THIS DATE - Rejected. When date maintenance indicator was entered, no matching date was found (for update codes of D or R).
72-73	Transfer Reason	Required, alphanumeric, resets to blank, maintenance allowed.
		User-defined reason for transfer. Should be established in HRMS Tables File.
		Messages: **TRANSFER REASON** - Rejected. Value not on HRMS Tables File.
74-76	Old Federal Job Code	Optional, numeric, resets to zero, maintenance allowed.
		The employee's previous Federal Job Code.
		Messages: **OLD FEDERAL JOB CODE INVALID** - Rejected.

(continued)

Positions	Field Name	Description
77-78	Old Occupation Category	Required, numeric, resets to zero, maintenance allowed.

The employee's previous EEO Occupational Category

Valid values are:

00 - Unclassified

For EEO-1 and VETS Users:

01 - Executive/Senior Level Officials and Managers
02 - Professionals
03 - Technicians
04 - Sales Workers
05 - Administrative Support Workers
06 - Crafts Workers
07 - Operatives
08 - Laborers and Helpers
09 - Service Workers
10 - Mid-Level Officials and Managers
11-18 - Reserved
19 - Professional (EEO-1); Officials and Managers (VETS)

For EEO-4 Users:

20 - Officials/Administrators
21 - Professionals
22 - Technicians
23 - Protective Service
24 - Paraprofessionals
25 - Administrative Support
26 - Skill Craft
27 - Service/Maintenance
28-37 - Reserved

Messages:
OLD OCCUPATION CODE INVALID - Rejected.

(continued)

Positions	Field Name	Description
79	Iteration Number	Required, alphanumeric, reset not applicable, maintenance allowed.
		Used to indicate which of the five transfers is to be effected by the transaction. Must be 1-5 or *****.
		Messages: **ITERATION INVALID** - Rejected.
80	Update Function Code	Optional, alphanumeric, reset not applicable.
		Indicates the action to be taken for this transaction.
		Valid values are:
		Blank - Insert **D** - Delete **R** - Replace
		Messages: **UPDATE CODE INDICATOR** - Rejected.

PH-1 [120] - Transfer Update

Positions	Field Name	Description
1-79		See positions 1-79 above
80-119	Reserved	**Blank.**
120	Update Function Code	Optional, alphanumeric, reset not applicable.
		Indicates the action to be taken for this transaction.
		Valid values are:
		Blank - Insert **D** - Delete **R** - Replace
		Messages: **UPDATE CODE INDICATOR** - Rejected.

PH-2 [80, 120] - Termination Data

Function	Prior Service, Leave of Absence and Termination Data

Associated Screens	82, 208

Positions	Field Name	Description
1-2	Transaction Code	Constant **PH**
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-16	Employee Number	Required, alphanumeric, reset not applicable, maintenance not allowed.
17	Transaction Separator	Constant **2**
18-25	Adjusted Service Date	Optional, numeric, resets to zero, maintenance allowed. The date to be used as a base for determining length of service for seniority, retirement, etc. Enter **YYYYMMDD**. Messages: **ADJUSTED SVC DATE** - Rejected.
26-33	Prior Service Hire Date	Optional, numeric, resets to zero, maintenance allowed. The date on which the employee began any previous employment. Enter **YYYYMMDD**. Messages: **PRIOR HIRE DATE** - Rejected.
34-41	Prior Termination Date	Optional, numeric, resets to zero, maintenance allowed. The date on which the employee's prior service ended. Enter **YYYYMMDD**. Messages: **PRIOR TERM DATE** - Rejected.
42-43	Prior Termination Reason	Optional, alphanumeric, resets to blank, maintenance allowed. User-defined prior termination reason. Should be established in the HRMS Tables File. Messages: **PRIOR TERM REASON** - Rejected. Value not on HRMS Tables File.
44-47	Length of Prior Service	Optional, numeric, resets to zero, maintenance allowed. Enter numbers of years (**YY**) and number of months (**MM**). Messages: **LENGTH PRIOR SERVICE** - Rejected.

(continued)

Positions	Field Name	Description
48-49	Leave of Absence Type	Optional, alphanumeric, resets to blank, maintenance allowed.
		User-defined reason for employee being on leave of absence. Should be established in the HRMS Tables File.
		Messages: **LEAVE OF ABSENCE TYPE** - Rejected. Value not on HRMS Tables File.
50-57	Leave Begin Date	Optional, numeric, resets to zero, maintenance allowed.
		Date on which leave of absence began.
		Messages: **LEAVE BEGIN DATE** - Rejected.
58-65	Leave Return Date	Optional, numeric, resets to zero, maintenance allowed.
		Date on which the employee is expected to return.
		Messages: **EXPECTED RETURN DATE** - Rejected.
66-73	Termination Date	Optional, numeric, resets to zero, maintenance allowed.
		Date employment ended.
		Enter **YYYYMMDD**.
		Messages: **TERMINATION DATE** - Rejected.
74-75	Termination Reason	Optional, alphanumeric, resets to blank, maintenance allowed.
		User-defined reason for termination. Should be established in the HRMS Tables File.
		Messages: **TERMINATION REASON** - Rejected. Value not on HRMS Tables File.

(continued)

Positions	Field Name	Description
76	Rehire Consideration	Optional, alphanumeric, resets to blank, maintenance allowed.
		User-defined code to indicate rehire consideration. Should be established in the HRMS Tables File.
		Messages: **REHIRE CONSIDERATION** - Rejected. Value not on HRMS Tables File.
77-80	Reserved	**Blank**

PH-2 [120] - Termination Data

Positions	Field Name	Description
1-80		See positions 1-80 above
81-120	Reserved	**Blank.**

PH-3 [80, 120] - Time Data

Function   Sick, Vacation and Hours To-Date

Associated Screens   84

Positions	Field Name	Description
1-2	Transaction Code	Constant **PH**
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-16	Employee Number	Required, alphanumeric, reset not applicable, maintenance not allowed.
17	Transaction Separator	Constant **3**
	Sick Hours Data	
18-22	Hours Carried Forward	Optional, numeric, resets to zero, maintenance allowed.
		Number of sick hours carried forward.
		Messages: **SICK HOURS FORWARD** - Rejected.
23-27	Taken Month-to-Date	Optional, numeric, resets to zero, maintenance allowed.
		Number of sick hours taken during the month.
		Messages: **SICK TAKEN MONTH-TO-DATE** - Rejected.
28-34	Taken Quarter-to-Date	Optional, numeric, resets to zero, maintenance allowed.
		Number of sick hours taken during the quarter.
		Messages: **SICK TAKEN QUARTER-TO-DATE** - Rejected.
35-41	Taken Year-to-Date	Optional, numeric, resets to zero, maintenance allowed.
		Number of sick hours taken during the year.
		Messages: **SICK TAKEN YEAR-TO-DATE** - Rejected.

(continued)

Positions	Field Name	Description
	Vacation Hours Data	
42-46	Hours Carried Forward	Optional, numeric, resets to zero, maintenance allowed.
		Number of vacation hours carried forward.
		Messages:
		VACATION HOURS FORWARD - Rejected.
47-51	Taken Month-to-Date	Optional, numeric, resets to zero, maintenance allowed.
		Number of vacation hours taken during the month.
		Messages:
		VACATION TAKEN MONTH-TO-DATE - Rejected.
52-58	Taken Quarter-to-Date	Optional, numeric, resets to zero, maintenance allowed.
		Number of vacation hours taken during the quarter.
		Messages:
		VACATION TAKEN QUARTER-TO-DATE - Rejected.
59-65	Taken Year-to-Date	Optional, numeric, resets to zero, maintenance allowed.
		Number of vacation hours taken during the year.
		Messages:
		VACATION TAKEN YEAR-TO-DATE - Rejected.

(continued)

Positions	Field Name	Description
66-79	Reserved	**Blank**
80	Update Function Code	Optional, alphanumeric, reset not applicable.
		Valid values are:
		A - Add this amount to the file **M** - Subtract this amount from the file **Blank** - Replace
		Messages: **INVALID CHARACTER** - Rejected.

PH-3 [120] - Time Data

Positions	Field Name	Description
1-79		See positions 1-79 above
80-119	Reserved	Blank.
120	Update Function Code	Optional, alphanumeric, reset not applicable.
		Valid values are:
		A - Add this amount to the file **M** - Subtract this amount from the file **Blank** - Replace
		Messages: **INVALID CHARACTER** - Rejected.

PH-4 [80, 120] - Other Hours Data

Function   Paid, Unpaid Other Hours

Associated Screens   84

Positions	Field Name	Description
1-2	Transaction Code	Constant **PH**
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-16	Employee Number	Required, alphanumeric, reset not applicable, maintenance not allowed.
17	Transaction Separator	Constant **4**
	Other Paid Hours Data	
18-22	Hours Carried Forward	Optional, numeric, resets to zero, maintenance allowed.
		Number of other paid hours carried forward.
		Messages:
		OTHER PAID HOURS FORWARD - Rejected.
23-27	Taken Month-to-Date	Optional, numeric, resets to zero, maintenance allowed.
		Number of other paid hours taken during the month.
		Messages:
		OTHER PAID HOURS TAKEN MONTH-TO-DATE - Rejected.
28-34	Taken Quarter-to-Date	Optional, numeric, resets to zero, maintenance allowed.
		Number of other paid hours taken during the quarter.
		Messages:
		OTHER PAID HOURS TAKEN QUARTER-TO-DATE - Rejected.
35-41	Taken Year-to-Date	Optional, numeric, resets to zero, maintenance allowed.
		Number of other paid hours taken during the year.
		Messages:
		OTHER PAID HOURS TAKEN YEAR-TO-DATE - Rejected.
	Other Unpaid Hours Data	
42-46	Hours Carried Forward	Optional, numeric, resets to zero, maintenance allowed.
		Number of other unpaid hours carried forward.
		Messages:
		UNPAID HOURS FORWARD - Rejected.

(continued)

Positions	Field Name	Description
47-51	Taken Month-to-Date	Optional, numeric, resets to zero, maintenance allowed.
		Number of unpaid hours taken during the month.
		Messages:
		UNPAID HOURS TAKEN MONTH-TO-DATE - Rejected.
52-58	Taken Quarter-to-Date	Optional, numeric, resets to zero, maintenance allowed.
		Number of unpaid hours taken during the quarter.
		Messages:
		UNPAID HOURS TAKEN QUARTER-TO-DATE - Rejected.
59-65	Taken Year-to-Date	Optional, numeric, resets to zero, maintenance allowed.
		Number of unpaid hours taken during the year.
		Messages:
		UNPAID HOURS TAKEN YEAR-TO-DATE - Rejected.
66-79	Reserved	**Blank**
80	Update Function Code	Optional, alphanumeric, reset not applicable.
		Valid values are:
		A - Add this amount to the file **M** - Subtract this amount from the file **Blank** - Replace
		Messages: **INVALID CHARACTER** - Rejected.

PH-4 [120] - Other Hours Data

Positions	Field Name	Description
1-79		See positions 1-79 above
80-119	Reserved	Blank.
120	Update Function Code	Optional, alphanumeric, reset not applicable.
		Valid values are:
		A - Add this amount to the file **M** - Subtract this amount from the file **Blank** - Replace
		Messages: **INVALID CHARACTER** - Rejected.

PH-7 [80, 120] - Job Rating

Function   Job Rating Data

Associated Screens   91, 204

Positions	Field Name	Description
1-2	Transaction Code	Constant **PH**
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-16	Employee Number	Required, alphanumeric, reset not applicable, maintenance not allowed.
17	Transaction Separator	Constant **7**
	Job Rating Factors	
18-22	Job Rating Factor 1	Optional, numeric, resets to zero, maintenance allowed.
		2 decimals. 5 positions. User defined.
		Messages: **JOB RATING FACTOR NOT NUMERIC** - Rejected. Must be numeric. 2 decimals.
23-27	Job Rating Factor 2	See positions 18-22
28-32	Job Rating Factor 3	See positions 18-22
33-37	Job Rating Factor 4	See positions 18-22
38-42	Job Rating Factor 5	See positions 18-22
43-80	Reserved	**Blank**

PH-7 [120] - Job Rating

Positions	Field Name	Description
1-80		See positions 1-80 above
81-120	Reserved	**Blank**

PH-8 [80, 120] - Salary Data

Function   Salary Data

Associated Screens   91

Positions	Field Name	Description
1-2	Transaction Code	Constant **PH**
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-16	Employee Number	Required, alphanumeric, reset not applicable, maintenance not allowed.
17	Transaction Separator	Constant *8*
18-28	Minimum Salary	Optional, numeric, resets to zero, maintenance allowed.
		2 decimals.
		Messages: **MINIMUM SALARY NOT NUMERIC** - Rejected. Must be numeric. 2 decimals.
29-39	Midpoint Salary	Optional, numeric, resets to zero, maintenance allowed.
		2 decimals.
		Messages: **MIDPOINT SALARY NOT NUMERIC** - Rejected. Must be numeric. 2 decimals.
40-50	Maximum Salary	Optional, numeric, resets to zero, maintenance allowed.
		2 decimals.
		Messages: **MAXIMUM SALARY NOT NUMERIC** - Rejected. Must be numeric. 2 decimals.
51-55	Compa-Ratio	Optional, numeric, resets to zero, maintenance allowed.
		4 decimals. Annual salary divided by midpoint salary.
		Note: System will automatically calculate compa-ratio if not entered and the annual salary amount and midpoint salary are available.

(continued)

Positions	Field Name	Description
56-66	Previous Year's Annual Salary	Optional, numeric, resets to zero, maintenance allowed. Messages: **PREV ANNUAL SALARY NOT NUMERIC** - Rejected. Must be numeric. 2 decimals.
67-80	Reserved	**Blank**

PH-8 [120] - Salary Data

Positions	Field Name	Description
1-66		See positions 1-66 above
67-120	Reserved	**Blank**

PJ-0 [80, 120] - User Organization Data 1

Function   Organization User Data Transaction

Associated Screens   None

Positions	Field Name	Description
1-2	Transaction Code	Constant **PJ**
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-16	Constant	Required, alphanumeric, reset not applicable, maintenance not allowed. **Zeros**
17	Transaction Separator	**Constant 0 (Zero)**
18-80	User Data 1	Optional, alphanumeric, reset not applicable, maintenance allowed.

PJ-0 [120] - User Organization Data 1

Positions	Field Name	Description
1-80		See positions 1-80 above
81-120	Reserved	**Blank**

PJ-1 [80, 120] - User Organization Data 2

Function	Organization User Data Transaction
Associated Screens	None

Positions	Field Name	Description
1-2	Transaction Code	Constant **PJ**
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-16	Constant	Required, alphanumeric, reset not applicable, maintenance not allowed. **Zeros**
17	Transaction Separator	Constant **1**
18-80	User Data 2	Optional, alphanumeric, reset not applicable, maintenance allowed.

PJ-1 [120] - User Organization Data 2

Positions	Field Name	Description
1-80		See positions 1-80 above
81-120	Reserved	**Blank**

PJ-2 [80, 120] - User Organization Data 3

Function   Organization User Data Transaction

Associated Screens   None

Positions	Field Name	Description
1-2	Transaction Code	Constant **PJ**
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-16	Constant	Required, alphanumeric, reset not applicable, maintenance not allowed. **Zeros**
17	Transaction Separator	Constant **2**
18-80	User Data 3	Optional, alphanumeric, reset not applicable, maintenance allowed.

PJ-2 [120] - User Organization Data 3

Positions	Field Name	Description
1-80		See positions 1-80 above
81-120	Reserved	**Blank**

PJ-3 [80, 120] - User Organization Data 4

Function   Organization User Data Transaction

Associated Screens   None

Positions	Field Name	Description
1-2	Transaction Code	Constant **PJ**
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-16	Constant	Required, alphanumeric, reset not applicable, maintenance not allowed. **Zeros**
17	Transaction Separator	Constant **3**
18-80	User Data 4	Optional, alphanumeric, reset not applicable, maintenance allowed.

PJ-3 [120] - User Organization Data 4

Positions	Field Name	Description
1-80		See positions 1-80 above
81-120	Reserved	**Blank**

PJ-4 [80, 120] - User Organization Data 5

Function   Organization User Data Transaction

Associated Screens   None

Positions	Field Name	Description
1-2	Transaction Code	Constant **PJ**
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-16	Constant	Required, alphanumeric, reset not applicable, maintenance not allowed. **Zeros**
17	Transaction Separator	Constant **4**
18-69	User Data 5	Optional, alphanumeric, reset not applicable, maintenance allowed.
70-80	Reserved	**Blank**

PJ-4 [120] - User Organization Data 5

Positions	Field Name	Description
1-80		See positions 1-80 above
81-120	Reserved	**Blank**

PK-0 [80, 120] - User Employee Data 1

Function   Employee User Data Transaction

Associated Screens None

Positions	Field Name	Description
1-2	Transaction Code	Constant **PK**
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-16	Employee Number	Required, alphanumeric, reset not applicable, maintenance not allowed.
17	Transaction Separator	**Constant 0 (Zero)**
18-80	User Data 1	Optional, alphanumeric, reset not applicable, maintenance allowed.

PK-0 [120] - User Employee Data 1

Positions	Field Name	Description
1-80		See positions 1-80 above
81-120	Reserved	**Blank**

PK-1 [80, 120] - User Employee Data 2

Function   Employee User Data Transaction

Associated Screens   None

Positions	Field Name	Description
1-2	Transaction Code	Constant **PK**
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-16	Employee Number	Required, alphanumeric, reset not applicable, maintenance not allowed.
17	Transaction Separator	Constant **1**
18-80	User Data 2	Optional, alphanumeric, reset not applicable, maintenance allowed.

PK-1 [120] - User Employee Data 2

Positions	Field Name	Description
1-80		See positions 1-80 above
81-120	Reserved	**Blank**

PK-2 [80, 120] - User Employee Data 3

Function   Employee User Data Transaction

Associated Screens   None

Positions	Field Name	Description
1-2	Transaction Code	Constant **PK**
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-16	Employee Number	Required, alphanumeric, reset not applicable, maintenance not allowed.
17	Transaction Separator	Constant **2**
18-80	User Data 3	Optional, alphanumeric, reset not applicable, maintenance allowed.

PK-2 [120] - User Employee Data 3

Positions	Field Name	Description
1-80		See positions 1-80 above
81-120	Reserved	**Blank**

PK-3 [80, 120] - User Employee Data 4

Function   Employee User Data Transaction

Associated Screens   None

Positions	Field Name	Description
1-2	Transaction Code	Constant **PK**
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-16	Employee Number	Required, alphanumeric, reset not applicable, maintenance not allowed.
17	Transaction Separator	Constant **3**
18-80	User Data 4	Optional, alphanumeric, reset not applicable, maintenance allowed.

PK-3 [120] - User Employee Data 4

Positions	Field Name	Description
1-80		See positions 1-80 above
81-120	Reserved	**Blank**

PK-4 [80, 120] - User Employee Data 5

Function   Employee User Data Transaction

Associated Screens None

Positions	Field Name	Description
1-2	Transaction Code	Constant **PK**
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-16	Employee Number	Required, alphanumeric, reset not applicable, maintenance not allowed.
17	Transaction Separator	Constant **4**
18-69	User Data 5	Optional, alphanumeric, reset not applicable, maintenance allowed.
70-80	Reserved	**Blank**

PK-4 [120] - User Employee Data 5

Positions	Field Name	Description
1-80		See positions 1-80 above
81-120	Reserved	**Blank**

PK-5 [80, 120] - User Employee Data 6

Function   Employee User Data Transaction

Associated Screens   None

Positions	Field Name	Description
1-2	Transaction Code	Constant **PK**
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-16	Employee Number	Required, alphanumeric, reset not applicable, maintenance not allowed.
17	Transaction Separator	Constant **5**
18-80	User Data 6	Optional, alphanumeric, reset not applicable, maintenance allowed.

PK-5 [120] - User Employee Data 6

Positions	Field Name	Description
1-80		See positions 1-80 above
81-120	Reserved	**Blank**

PK-6 [80, 120] - User Employee Data 7

Function   Employee User Data Transaction

Associated Screens   None

Positions	Field Name	Description
1-2	Transaction Code	Constant **PK**
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-16	Employee Number	Required, alphanumeric, reset not applicable, maintenance not allowed.
17	Transaction Separator	Constant **6**
18-80	User Data 7	Optional, alphanumeric, reset not applicable, maintenance allowed.

PK-6 [120] - User Employee Data 7

Positions	Field Name	Description
1-80		See positions 1-80 above
81-120	Reserved	**Blank**

PK-7 [80, 120] - User Employee Data 8

| **Function** | Employee User Data Transaction |

| **Associated Screens** | None |

Positions	Field Name	Description
1-2	Transaction Code	Constant **PK**
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-16	Employee Number	Required, alphanumeric, reset not applicable, maintenance not allowed.
17	Transaction Separator	Constant **7**
18-80	User Data 8	Optional, alphanumeric, reset not applicable, maintenance allowed.

PK-7 [120] - User Employee Data 8

Positions	Field Name	Description
1-80		See positions 1-80 above
81-120	Reserved	**Blank**

PK-8 [80, 120] - User Employee Data 9

Function   Employee User Data Transaction

Associated Screens None

Positions	Field Name	Description
1-2	Transaction Code	Constant **PK**
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-16	Employee Number	Required, alphanumeric, reset not applicable, maintenance not allowed.
17	Transaction Separator	Constant **8**
18-80	User Data 9	Optional, alphanumeric, reset not applicable, maintenance allowed.

PK-8 [120] - User Employee Data 9

Positions	Field Name	Description
1-80		See positions 1-80 above
81-120	Reserved	**Blank**

PK-9 [80, 120] - User Employee Data 10

Function   Employee User Data Transaction

Associated Screens   None

Positions	Field Name	Description
1-2	Transaction Code	Constant **PK**
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-16	Employee Number	Required, alphanumeric, reset not applicable, maintenance not allowed.
17	Transaction Separator	Constant **9**
18-69	User Data 10	Optional, alphanumeric, reset not applicable, maintenance allowed.
70-80	Reserved	**Blank**

PK-9 [120] - User Employee Data 10

Positions	Field Name	Description
1-80		See positions 1-80 above
81-120	Reserved	**Blank**

PMR [80] - Report Selection PMRS Record

Function   HRMS Tables File Report Selection - Personnel Data

Associated Screens   None

Positions	Field Name	Description
1-3	Transaction Code	Constant **PMR**
4-7	Reserved	**Blank**
8	Unit Code Break	Optional, alphanumeric, reset not applicable, maintenance not allowed.
		Valid values are:
		Blank - Page break EEO reports by Unit Code
		***** - Do not page break EEO reports by Unit Code
9-14	Report Date	Optional, numeric, reset not applicable, maintenance not allowed.
		Enter report date (enter YYMMDD) if current computer date is not desired.
		Year will be expanded and print four digits.
15-21	Unit Code	Optional, alphanumeric, reset not applicable, maintenance not allowed.
22-24	Reserved	**Blank**
	Print Options	For positions 25-27,
		Valid values are:
		***** - Yes
		Blank - No
		If all options are blank, all PMRS applications will be printed.
25	EEO Data - ME1	Optional, alphanumeric, reset not applicable, maintenance allowed.
		Messages:
		REQUEST FOR 'ME1' NOT ON TABLES FILE - Warning. No records for Equal Employment Opportunity are in the HRMS Tables File.
26	Code Translations - MCT	Optional, alphanumeric, reset not applicable, maintenance not allowed.
		Messages:
		REQUEST FOR 'MCT' NOT ON TABLES FILE - Warning. No records for PMRS Code Translations are in the HRMS Tables File.
27	Canadian Personnel - MBC	Optional, alphanumeric, reset not applicable, maintenance not allowed.
		Messages:
		REQUEST FOR 'MBC' NOT ON TABLES FILE - Warning. No records for Employment Equity Act Reporting are in the HRMS Tables File.
28-80	Reserved	**Blank**

PRT001 [80] - Print Request

Function   Regulatory Reporting - Print

Associated Screens 355, 360

Positions	Field Name	Description
Key Fields - 1-19		
1-6	Transaction Code	Constant **PRT001**
		Messages:
		INVALID TRANSACTION CODE - Rejected.
7-9	Report ID	Required, numeric, reset not applicable, maintenance not allowed.
		See a complete list of Report IDs in this volume.
		Messages:
		ENTER A VALID REPORT ID – Rejected.
	AUTHORITY OR AUTHORITY GROUP	
	Authority Code	Messages:
		ENTER A VALID AUTHORITY - Rejected. You entered an invalid state or province code.
10-11	Federal/State/Province Authority Code	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Valid values are:
		00 - Federal
		01-52 - States
		80-93 - Provinces
		Messages:
		KEY CD 1 INVLID FOR U.S.RPT ID - Rejected. You entered a Canadian authority code for a U.S. report.
		KEY CD 1 INVALID FOR CAN RPT ID - Rejected. You entered a U.S. authority code for a Canadian report.
		When you specify state code, the Local Authority Code must be blank.

(continued)

Positions	Field Name	Description
12-15	Local Authority Code	Required, alphanumeric, reset not applicable, maintenance not allowed.
		User-defined. This code must match one of the local authority IDs you defined to the HRMS Tables File on the LOC001, SRM001, and SRO001 transactions.
		Messages: **KEY CD 2 INVALID WITH RPT ID** - Rejected. The local authority ID you entered cannot be used with the report ID you selected.
		ST RPTING REQUIRES BLNK LOC CD - Rejected. The Authority ID must be blank for state reporting.
		LOC W2 TP REQUIRES 00 IN AU ID - Rejected. The local authority ID must be zeros for local W-2 tapes.
	Authority Group Code	
10-15	Authority Group Code	Required, alphanumeric, reset not applicable, maintenance not allowed.
		*xxxxx
		Valid values are:
		* - Denotes that this entry is a group code **xxxxx** - 5-character user-defined group code
		This code must match one of the group codes you defined to the HRMS Tables File on GRP001, GRP002, or GRP004 transactions.
		Authority groups cannot be used with federal report IDs.
		Messages: **ENTER A VALID AUTH GROUP CODE** - Rejected. If you entered an * in the first position of the authority group code, an authority group ID must be entered.
16-19	Reserved	**Blank**
20-23	Version Year	Optional, alphanumeric, resets to blank, maintenance allowed.
		Valid values are:
		Blank - Run date year **yyyy** - Year of a prior format (such as federal format for 1998)
		Messages: **VERSION YEAR MUST BE NUMERIC** - Rejected.

(continued)

Positions	Field Name	Description
24-26	Forms Code	Optional, alphanumeric, resets to blank, maintenance allowed.
		Valid forms code.
		Messages: **INVALID FORM CODE** - Rejected. Form code cannot be R on an add.
27	Channel Printer Indicator	Optional, alphanumeric, resets to blank, maintenance allowed.
		Valid values are:
		Y - Printer is channel-enabled **N** - Printer is not channel-enabled **Blank** - Printer is not channel-enabled
		Messages: **INVALID CHANNEL PRINTER IND** - Rejected.
28-33	Print Sequence ID	Optional, alphanumeric, resets to blank, maintenance allowed.
		User-defined. This ID must match a Sort Sequence ID defined on the HRMS Tables File by the SRT001 or SRT002 transactions.
		Valid only for the following Report IDs: 001 - Federal W-2 form 003 - Federal 1099-R form 007 - Puerto Rico W-2PR form 200 - Canadian T4 form 202 - Canadian T4A form 300 - Canadian Relevé 1 form 301 - Canadian Relevé 2 form
		If this field is left blank, the forms for the above Report IDs are printed in the same order as they appear on the Audit Report for that Report ID.
		Messages: **PRINT SEQ ID NOT ON TBLS FILE** - Error. An SRT001 or SRT002 record for the Print Sequence ID entered could not be found on the HRMS Tables File.
		PRNT SEQ ID NOT VLD FOR RPT ID - Error. When updating the HRMS Tables File, a Print Sequence ID is present for a Report ID that is not included in the valid reports listed above.
		PRINT SEQ ID IGNORED FOR THIS REPORT ID - Warning. When doing run-time batch entry, a Print Sequence ID is present for a Report ID that is not included in the valid reports list above.

(continued)

Positions	Field Name	Description
34-39	File Record Limit	Optional, alphanumeric, resets to blank, maintenance allowed.
		Valid only for the following Report ID: 002 – Federal W-2 Tape; default - 500000
		Valid values are: **Blank** - Report default **Any numeric value greater than 20 and not greater than the report default**; must be zero-filled
		Messages: **REC LIMIT NOT VALID FOR RPT ID** - Rejected. **FILE REC LIMIT MUST BE NUMERIC** - Rejected. **FILE RECD LIMIT MUST BE > +20** - Rejected. **FILE RECD LIMIT EXCEEDS DFLT** - Rejected; issued when updating the HRMS Tables File. **FILE RECORD LIMIT EXCEEDS DEFAULT. WARNING.** - Issued when doing run-time batch entry.
40	Form/Slip Output	Optional, alphanumeric, resets to blank, maintenance allowed.
		Valid only for the following form or slip report IDs: 001 - U.S. Federal W-2 003 - U.S. Federal 1099-R 007 - Puerto Rico W-2PR 200 - Canadian T4 202 - Canadian T4A 300 - Canadian Relevé 1 301 - Canadian Relevé 2
		These values are valid: **Blank** - Produce form output only (default) **B** - Produce both form and online output **O** - Produce online output only
		Messages: **INVALID FORM OUTPUT** - Rejected. **FORM OUTPUT INVALID FOR RPT ID** - Rejected. The Form/Slip Output value can be entered only for valid form or slip report IDs.
41-79	Reserved	**Blank**
80	Update Code	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Valid values are:
		A - Add **C** - Change **D** - Delete **Blank** – Override
		Messages: **NO DATA CHANGES WERE ENTERED** - Rejected. You indicated a change, but no change was entered.

PRT002 [80] - Print Request for Report/Authority

Function   Regulatory Reporting - Print

Associated Screens   343

Positions	Field Name	Description
Key Fields - 1-21		
1-6	Transaction Code	Constant **PRT002**
		Messages:
		INVALID TRANSACTION CODE – Rejected.
7-9	Report ID	Required, numeric, reset not applicable, maintenance not allowed.
		See a complete list of Report IDs in this volume.
		Messages:
		ENTER A VALID REPORT ID – Rejected.
	AUTHORITY OR AUTHORITY GROUP	
	Authority Code	Messages:
		ENTER A VALID AUTHORITY - Rejected. You entered an invalid state or province code.
10-11	Federal/State/Province Authority Code	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Valid values are:
		00 - Federal
		01-52 - States
		80-93 - Provinces
		If you specify state code, Local Authority Code must be blank.
		Messages:
		KEY CD 1 INVLID FOR U.S.RPT ID - Rejected. You entered a Canadian authority code for a U.S. report.
		KEY CD 1 INVALID FOR CAN RPT ID - Rejected. You entered a U.S. authority code for a Canadian report.

(continued)

Positions	Field Name	Description
12-15	Local Authority Code	Required, alphanumeric, reset not applicable, maintenance not allowed.
		User-defined. This code must match one of the local authority codes you defined to the HRMS Tables File on the LOC001, SRM001, and SRO001 transactions.
		Messages: **KEY CD 2 INVALID WITH RPT ID** - Rejected. The local authority ID you entered cannot be used with the report ID you selected.
		ST RPTING REQUIRES BLNK LOC CD - Rejected. The local authority ID must be blank for state reporting.
		LOC W2 TP REQUIRES 00 IN AU ID - Rejected. The local authority ID must be zeros for local W-2 tapes.
	Authority Group Code	
10-15	Authority Group Code	Required, alphanumeric, reset not applicable, maintenance not allowed.
		*xxxxx
		Valid values are:
		* - denotes that this entry is a group code **xxxxx** - 5-character user-defined group code
		This code must match one of the group codes you defined to the HRMS Tables File on GRP001, GRP002, or GRP004 transactions.
		Authority groups cannot be used with federal report IDs.
		Messages: **ENTER A VALID AUTH GROUP CODE** - Rejected. If you entered an * in the first position of the authority group code, an authority group ID must be entered.
16-21	Sort Sequence ID	Optional, alphanumeric, reset not applicable, maintenance allowed.
		User-defined. This code must match a sort sequence ID you defined to the HRMS Tables File on SRT001 or SRT002 transactions.
		It must also match the sort sequence ID specified on the GEN002 for this report/authority for the print request to be satisfied.
		If you do not enter a code, the system will use the delivered default sequences.

(continued)

Positions	Field Name	Description
22-75	Print Sequence Values	Optional, alphanumeric, resets to blank, maintenance allowed.
		Valid print sequence values based on selections made on generate control transactions.
		INVALID PRINT SEQUENCE VALUE - Rejected. Field cannot be reset on an Add.
76-79	Reserved	**Blank**
80	Update Code	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Valid values are:
		A - Add **C** - Change **D** - Delete **Blank** - Override
		NO DATA CHANGES WERE ENTERED - Rejected. You indicated a change, but no change was entered.

PRT003 [80] - Print Online Viewing Purge Request

Function   Regulatory Reporting - Online Viewing Purge

Associated Screens None

Positions	Field Name	Description
1-6	Transaction Code	Constant **PRT003** Messages: **INVALID TRANSACTION CODE** - Rejected.
7-9	Report ID	Required, numeric, reset not applicable, maintenance not allowed. Valid only for the following form or slip report IDs: 001 - U.S. Federal W-2 003 - U.S. Federal 1099-R 007 - Puerto Rico W-2PR 200 - Canadian T4 202 - Canadian T4A 300 - Canadian Relevé 1 301 - Canadian Relevé 2 Messages: **REPORT ID NOT VALID FOR ONLINE** - Rejected.
10-13	Purge Year	Required, numeric, reset not applicable, maintenance not allowed. Year of records to purge from the PW40RF/PW50RF file in **yyyy** format. Messages: **PURGE YEAR MUST BE NUMERIC** - Rejected.
14-80	Reserved	**Blank**

PV-1 [80, 120] - Salary Changes

Function Salary Review and Change Data

Associated Screens 89, 211

Positions	Field Name	Description
1-2	Transaction Code	Constant **PV**
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-16	Employee Number	Required, alphanumeric, reset not applicable, maintenance not allowed.
17	Transaction Separator	Constant **1**
	Salary Change Data	
18-19	Iteration Number	Required, alphanumeric, reset not applicable, maintenance allowed.
		Indicates which of the 1-10 salary change fields is to be entered or date maintenance indicator, ******.
		Messages: **ITERATION INVALID** - Rejected.
20-27	Date	Optional, numeric, resets to zero, maintenance allowed.
		Date change is effective.
		Enter **YYYYMMDD**.
		Messages: **SALARY CHANGE DATE** - Rejected. Must be numeric - YYYYMMDD.
		SALARY CHANGE DATE BLANK - Warning.
		MULTIPLE OCCURRENCES OF DATE - Rejected.
		NO MATCH FOUND FOR THIS DATE - Rejected.
28-38	Amount	Optional, numeric, resets to zero, maintenance allowed.
		Amount of change.
		Messages: **SALARY CHANGE AMOUNT** - Rejected.
		SALARY CHANGE AMT BLANK - Warning.

(continued)

Positions	Field Name	Description
39-43	Percent	Optional, numeric, resets to zero, maintenance allowed.
		Percent change.
		Messages: **SALARY CHANGE PERCENT** - Rejected.
		SALARY CHANGE PCNT BLANK - Warning.
44-45	Reason	Optional, alphanumeric, resets to blank, maintenance allowed.
		User-defined salary change reason. Should be established in HRMS Tables File.
		Messages: **SALARY CHANGE REASON** - Rejected. Value not on HRMS Tables File.
		SALARY CHANGE REASON BLANK - Warning.
		Messages: **SALARY CHANGE REASON** - Rejected. Value not on HRMS Tables File.
		SALARY CHANGE REASON BLANK - Warning.
46-55	Job Code	Optional, alphanumeric, resets to blank, maintenance allowed.
		Code indicating job being performed or position held when salary changed.
56-63	Date Next Salary Review	Optional, numeric, resets to blank, maintenance allowed.
		Date of next scheduled salary review.
		Enter **YYYYMMDD**.
		Messages: **DATE NEXT SALARY REVIEW** - Rejected.

(continued)

Positions	Field Name	Description
64-79	Reserved	**Blank**
80	Update Function Code	Optional, alphanumeric, reset not applicable.
		Indicates action to occur as a result of the salary change.
		Valid values are:
		Blank - Insert or add **D** - Delete **R** - Replace

PV-1 [120] - Salary Change

Positions	Field Name	Description
1-79		See positions 1-79 above
80-119	Reserved	**Blank**
120	Update Function Code	Optional, alphanumeric, reset not applicable.
		Indicates action to occur as a result of the salary change.
		Valid values are:
		Blank - Insert or add **D** - Delete **R** - Replace

PV-2 [80, 120] - Performance Reviews

Function   Performance Review Data

Associated Screens   89, 210

Positions	Field Name	Description
1-2	Transaction Code	Constant **PV**
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-16	Employee Number	Required, alphanumeric, reset not applicable, maintenance not allowed.
17	Transaction Separator	Constant **2**
	Performance Review Data	
18-19	Iteration Number	Required, alphanumeric, reset not applicable, maintenance allowed.
		Indicates which of the 1-10 performance fields is being entered, or date maintenance indicator, ******.
		Messages: **ITERATION INVALID** - Rejected.
20-27	Performance Review Date	Optional, numeric, resets to zero, maintenance allowed.
		Date on which employee's performance was reviewed. Enter **YYYYMMDD.**
		Messages: **PERFORMANCE REVIEW DATE** - Rejected. Must be numeric - YYYYMMDD.
		PERF REVIEW DATE BLANK - Warning.
		MULTIPLE OCCURRENCES OF DATE - Rejected.
		NO MATCH FOUND FOR THIS DATE - Rejected.
28-37	Supervisor's Code	Optional, alphanumeric, resets to blank, maintenance allowed.
		Code indicating the reviewing supervisor.
		Messages: **REVIEW SUPERVISOR BLANK** - Warning.
38-40	Rating	Optional, numeric, resets to zero, maintenance allowed.
		Rating received by the employee.
		Messages: **PERFORMANCE REVIEW RATING** - Rejected. Must be numeric.
		PERF REVIEW RATING BLANK - Warning.

(continued)

Positions	Field Name	Description
41-50	Job Code	Optional, alphanumeric, resets to blank, maintenance allowed.
		Code indicating job performed (or position held) when employee was reviewed.
		Messages: **REVIEW JOB CODE BLANK** - Warning.
51-58	Date Next Performance Review	Optional, numeric, resets to zero, maintenance allowed.
		Date of next scheduled performance review. Enter **YYYYMMDD**.
		Messages: **DATE NEXT PERFORMANCE REVIEW** - Rejected.
59-60	Promotional Readiness	Optional, alphanumeric, resets to blank, maintenance allowed.
		User-defined code. Should be established in HRMS Tables File.
61-79	Reserved	**Blank**
80	Update Function Code	Optional, alphanumeric, reset not applicable.
		Indicates action to be performed in this transaction.
		Valid values are:
		Blank - Insert or add **D** - Delete **R** - Replace

PV-2 [120] - Performance Reviews

Positions	Field Name	Description
1-79		See positions 1-79 above
80-119	Reserved	**Blank**
120	Update Function Code	Optional, alphanumeric, reset not applicable.
		Indicates action to occur as a result of the salary change.
		Valid values are:
		Blank - Insert or add **D** - Delete **R** - Replace

PV-3 [80, 120] - Skills

Function   Skills Data

Associated Screens   89, 205

Positions	Field Name	Description
1-2	Transaction Code	Constant **PV**
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-16	Employee Number	Required, alphanumeric, reset not applicable, maintenance not allowed.
17	Transaction Separator	Constant **3**
	Skills 1 Data	
18-19	Iteration Number	Required, numeric, reset not applicable, maintenance allowed.
		Indicates which of the 1-20 skills is being entered.
		Messages: **ITERATION INVALID** - Rejected.
20-21	Function	Optional, alphanumeric, resets to blank, maintenance allowed.
		User-defined major skill. Should be established in HRMS Tables File.
		Messages: **SKILL FUNCTION** - Rejected. Value not on HRMS Tables File.
22-24	Subfunction	Optional, alphanumeric, resets to blank, maintenance allowed.
		User-defined minor skill. Should be established in HRMS Tables File.
		Messages: **SKILL SUBFUNCTION** - Rejected. Value not on HRMS Tables File.
25-26	Number Years Experienced	Optional, numeric, resets to zero, maintenance allowed.
		The number of years experience in this skill.
		Messages: **SKILL NUMBER OF YEARS** - Rejected.
27	Proficiency Level	Optional, alphanumeric, resets to blank, maintenance allowed.
		User-defined level of proficiency in this particular skill for the employee. Should be established in HRMS Tables File.
		Messages: **SKILL PROFICIENCY** - Rejected. Value not on HRMS Tables File.

Positions	Field Name	Description
28-31	Last Year Used	Optional, numeric, resets to zero, maintenance allowed.
		The last year the employee used this skill.
		Enter **YYYY**.
		Messages: **SKILL LAST YEAR** - Rejected.
32	Supervisory Indicator	Optional, numeric, resets to blank, maintenance allowed.
		Indicates whether or not the skill was used in a supervisory capacity.
		Valid values are:
		1 - Yes **2** - No **3** - Both
		Messages: **SKILL SUPERVISORY IND** - Rejected.
33	Location Indicator	Optional, numeric, resets to blank, maintenance allowed.
		Indicates whether or not the skill was used for the present employer, another employer, or both.
		Valid values are:
		1 - Present **2** - Other **3** - Both
		Messages: **SKILL LOCATION** - Rejected.
	Skills 2 Data	
34-35	Iteration Number	Repeat positions 18-19.
36-37	Function	Repeat positions 20-21.
38-40	Subfunction	Repeat positions 22-24.
41-42	Number Years Experienced	Repeat positions 25-26.
43	Proficiency Level	Repeat position 27.
44-47	Last Year Used	Repeat positions 28-31.
48	Supervisory Indicator	Repeat position 32.
49	Location Indicator	Repeat position 33.

(continued)

Positions	Field Name	Description
	Skills 3 Data	
50-51	Iteration Number	Repeat positions 18-19.
52-53	Function	Repeat positions 20-21.
54-56	Subfunction	Repeat positions 22-24.
57-58	Number Years Experienced	Repeat positions 25-26.
59	Proficiency Level	Repeat position 27.
60-63	Last Year Used	Repeat positions 28-31.
64	Supervisory Indicator	Repeat position 32.
65	Location Indicator	Repeat position 33.
66-79	Reserved	**Blank**
80	Update Function Code	Optional, alphanumeric, reset not applicable.
		Indicates action performed on this transaction.
		Valid values are:
		Blank - Insert or add **D** - Delete **R** - Replace

PV-3 [120] - Skills

Positions	Field Name	Description
1-79		See positions 1-79 above
80-119	Reserved	**Blank**
120	Update Function Code	Optional, alphanumeric, reset not applicable.
		Indicates action to occur as a result of the salary change.
		Valid values are:
		Blank - Insert or add **D** - Delete **R** - Replace

PV-4 [80, 120] - Child Data

Function   Child Data

Associated Screens   90, 202

Positions	Field Name	Description
1-2	Transaction Code	Constant **PV**
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-16	Employee Number	Required, alphanumeric, reset not applicable, maintenance not allowed.
17	Transaction Separator	Constant **4**
	Child 1 Data	
18-19	Iteration Number	Required, alphanumeric, reset not applicable, maintenance allowed.
		Indicates which of the 1-10 children is being entered, or date maintenance indicator, ******.
		Messages **ITERATION INVALID** - Rejected.
20-29	Name	Optional, alphanumeric, resets to blank, maintenance allowed.
		Indicates first name of a child of the employee.
		Messages: **CHILD NAME NOT ENTERED** - Warning.
30	Sex Code	Optional, alpha, resets to blank, maintenance allowed.
		Valid values are:
		F - Female **M** - Male
		Messages: **CHILD SEX** - Rejected.
31-38	Birthdate	Optional, numeric, resets to zero, maintenance allowed.
		Date on which employee's child was born.
		Enter **YYYYMMDD**.
		Messages: **CHILD BIRTHDATE** - Rejected. Must be numeric - YYYYMMDD. **MULTIPLE OCCURRENCES OF DATE** - Rejected. **NO MATCH FOUND FOR THIS DATE** - Rejected.

(continued)

Positions	Field Name	Description
	Child 2 Data	
39-40	Iteration Number	Repeat positions 18-19.
41-50	Name	Repeat positions 20-29.
51	Sex Code	Repeat position 30.
52-59	Birthdate	Repeat positions 31-38.
60-61	Number of Children	Optional, numeric, resets to zero, maintenance allowed.
		Messages:
		NUMBER OF CHILDREN - Rejected.
62-79	Reserved	**Blank**
80	Update Function Code	Optional, alphanumeric, reset not applicable.
		Valid values are:
		Blank - Insert or add
		D - Delete
		R - Replace

PV-4 [120] - Child Data

Positions	Field Name	Description
1-79		See positions 1-79 above
80-119	Reserved	**Blank**
120	Update Function Code	Optional, alphanumeric, reset not applicable.
		Indicates action to occur as a result of the salary change.
		Valid values are:
		Blank - Insert or add
		D - Delete
		R - Replace

PV-5 [80, 120] - Emergency Notification Name

Function   Emergency Notification Information

Associated Screens   81, 93, 201

Positions	Field Name	Description
1-2	Transaction Code	Constant **PV**
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-16	Employee Number	Required, alphanumeric, reset not applicable, maintenance not allowed.
17	Transaction Separator	Constant **5**
	Emergency Notification Data	
18-47	Name	Optional, alphanumeric, resets to blank, maintenance allowed.
		Name of person to be notified in case of emergency. (Last name, comma, 2 spaces, first name, space, middle name).
		Messages: **EMER CONTACT NAME** - Rejected.
48-77	Address Line 1	Optional, alphanumeric, resets to blank, maintenance allowed.
		Address of emergency contact.
78-80	Reserved	**Blank**

PV-5 [120] - Emergency Notification Name

Positions	Field Name	Description
1-80		See positions 1-80 above
81-120	Reserved	**Blank**

PV-6 [80, 120] - Emergency Notification Address

Function   Emergency Notification Information

Associated Screens   81, 93, 201

Positions	Field Name	Description
1-2	Transaction Code	Constant **PV**
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-16	Employee Number	Required, alphanumeric, reset not applicable, maintenance not allowed.
17	Transaction Separator	Constant **6**
	U.S. Organizations	
18-42	Address Line 2	Optional, alphanumeric, resets to blank, maintenance allowed. Normally city, state.
43-51	Zip Code/Zip Code Extension	Optional, numeric, resets to zero, maintenance allowed. Messages: **EMER CONTACT ZIP CODE** - Rejected.
	Canadian Organizations	
18-33	Address Line 2	Optional, alphanumeric, resets to blank, maintenance allowed. Normally city, province.
34-35	Reserved	**Blank**
36-42	Postal Code	Optional, alphanumeric, resets to blank, maintenance allowed.
43-51	Reserved	**Blank**

(continued)

Positions	Field Name	Description
	U.S. and Canadian Organizations	
52-61	Relationship	Optional, alphanumeric, resets to blank, maintenance allowed.
		User coding to indicate relationship of emergency contact to the employee.
62-71	Telephone Number	Optional, numeric, resets to zero, maintenance allowed.
		Telephone number of emergency contact.
		Messages:
		EMER CONTACT TELEPHONE - Rejected.
72-80	Reserved	**Blank**

PV-6 [120] - Emergency Notification Address

Positions	Field Name	Description
1-71		See positions 1-71 above
72-120	Reserved	**Blank**

PV-7 [80, 120] - Military/Driver's License Data

Function   Military History and Driver's License Data

Associated Screens   85, 209, 215

Positions	Field Name	Description
1-2	Transaction Code	Constant **PV**
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-16	Employee Number	Required, alphanumeric, reset not applicable, maintenance not allowed.
17	Transaction Separator	Constant **7**
	Military Data	
18-20	Draft Status	Optional, alphanumeric, resets to blank, maintenance allowed.
		User coding to indicate the draft status of employee.
21-24	Branch of Service	Optional, alphanumeric, resets to blank, maintenance allowed.
		User coding to indicate the applicable branch of military service, if any.
25-27	Ending Rank	Optional, alphanumeric, resets to blank, maintenance allowed.
		User coding to indicate employee's rank when released from military service.
28-30	Type of Discharge	Optional, alphanumeric, resets to blank, maintenance allowed.
		User coding to indicate the type of discharge received by the employee.
31-38	Discharge Date	Optional, numeric, resets to zero, maintenance allowed.
		Date on which the employee was released from military service.
		Enter **YYYYMMDD**.
		Messages: **DISCHARGE DATE** - Rejected.
	Driver's License Data	
39-40	State/Province	Optional, alphanumeric, resets to blank, maintenance allowed.
		State/Province in which employee obtained driver's license.
41-48	Expiration Date	Optional, numeric, resets to zero, maintenance allowed.
		Date on which employee's driver's license expires.
		Enter **YYYYMMDD**.
		Messages: **DRIVER LIC EXP DATE** - Rejected.

(continued)

Positions	Field Name	Description
49-73	Number	Optional, alphanumeric, resets to blank, maintenance allowed. Employee's license number.
74-80	Reserved	**Blank**

PV-7 [120] - Military/Driver's License Data

Positions	Field Name	Description
1-80		See positions 1-80 above
81-120	Reserved	**Blank**

PV-8 [80, 120] - Injuries

Function   On-the-Job Injury Data

Associated Screens   90, 207

Positions	Field Name	Description
1-2	Transaction Code	Constant **PV**
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-16	Employee Number	Required, alphanumeric, reset not applicable, maintenance not allowed.
17	Transaction Separator	Constant **8**
	Injury 1 Data	
18-19	Iteration Number	Required, alphanumeric, reset not applicable, maintenance allowed.
		Number of the injury data iteration being entered. 01-10 or date maintenance indicator, ******.
		Messages: **ITERATION INVALID** - Rejected.
20-27	Injury Date	Optional, numeric, resets to zero, maintenance allowed.
		Enter **YYYYMMDD**.
		Date on which the injury occurred.
		Messages: **INJURY DATE** - Rejected. Must be numeric - YYYYMMDD. **MULTIPLE OCCURRENCES OF DATE** - Rejected. **NO MATCH FOUND FOR THIS DATE** - Rejected.
28-34	Time Lost	Optional, numeric, resets to zero, maintenance allowed.
		Number of hours lost due to this injury.
		Messages: **INJURY TIME LOST** - Rejected.
35-44	Job Being Performed	Optional, alphanumeric, resets to blank, maintenance allowed.
		Job being performed when injury occurred.
		Messages: **INJURY JOB NOT ENTERED** - Warning.

(continued)

Positions	Field Name	Description
45-48	Type of Injury	Optional, alphanumeric, resets to blank, maintenance allowed.
		User coding to indicate type of injury.
		Messages:
		INJURY TYPE NOT ENTERED - Warning.
	Injury 2 Data	
49-50	Iteration Number	Repeat positions 18-19.
51-58	Injury Date	Repeat positions 20-27.
59-65	Time Lost	Repeat positions 28-34.
66-75	Job Being Performed	Repeat positions 35-44.
76-79	Type of Injury	Repeat positions45-48.
80	Update Function Code	Optional, alphanumeric, reset not applicable.
		Valid values are:
		Blank - Insert or add
		D - Delete
		R - Replace

PV-8 [120] - Injuries

Positions	Field Name	Description
1-79		See positions 1-79 above
80-119	Reserved	**Blank**
120	Update Function Code	Optional, alphanumeric, reset not applicable.
		Valid values are:
		Blank - Insert or add
		D - Delete
		R - Replace

PV-9 - User/EEA Dates

Function   User/EEA Dates (Canadian organizations)

Associated Screens   92, 230

Positions	Field Name	Description
1-2	Transaction Code	Constant **PV**
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-16	Employee Number	Required, alphanumeric, reset not applicable, maintenance not allowed.
17	Transaction Separator	Constant **9**
18-19	Iteration Number	Required, numeric, reset not applicable, maintenance allowed. Iteration number where User/EEA data is to be placed. Valid values are 01-30, ******. ****** indicates data is to be placed in sequence by User/EEA Date 1. Messages: **INVALID 1st USER/EEA ITER NUM** - Rejected. Valid values are 01-30, **. **USER/EEA DATE ITERATIONS FULL** - Rejected. Iteration cannot be inserted in position specified on segment until an iteration is deleted.
20-27	User/EEA Date 1	Required, numeric, reset not applicable, maintenance allowed. Enter **YYYYMMDD**. Messages: **INVALID 1st USER/EEA DATE1** - Rejected. Valid date format is YYYYMMDD. **1st USER/EEA DATE1 NOT ON FILE** - Rejected. The first User/EEA Date 1 specified on the transaction to be matched to a User/EEA Date 1 in the Employee Master File for a delete or a replace is not found in the file. **1st USER/EEA DATE1 MISSING** - Rejected. A valid date must be entered.

(continued)

Positions	Field Name	Description
28-35	User/EEA Date 2	Optional, numeric, reset not applicable, maintenance allowed.
		Enter **YYYYMMDD**.
		Messages: **INVALID 1stUSER/EEA DATE2** - Rejected. Valid date format is *YYYYMMDD*.
		1st EEA DATE2 INV FOR IND1 = P - Rejected. For Canadian organizations. If Indicator 1 is P, Date 2 must be blank.
		1st EEA DATE2 MUST BE BLANK - Rejected. For Canadian organizations. Date 2 must be blank because Indicator 2 is blank.
		1st EEA DATE2 MUST EXIST - Rejected. For Canadian organizations. Date 2 must be present when Indicator 2 = A or N.
36	Date 1 Indicator	Optional, alphanumeric, reset not applicable, maintenance allowed.
		User defined. When used for EEA Reporting:
		H - Hired **P** - Promoted
		Messages: **INVALID 1st INDICATOR1** - Rejected. Valid values are H, P.
		1st IND2 INVALID IF IND1 NOT H - Rejected. For Canadian organizations. An Indicator 2 of A or N is only valid when Indicator 1 = H.
37	Date 2 Indicator	Optional, alphanumeric, reset not applicable, maintenance allowed.
		User defined. When used for EEA Reporting:
		A - Abnormal termination **N** - Normal termination
		Messages: **INVALID 1st INDICATOR2** - Rejected. Valid values are A, N.
		1st EEA DATE2 IND2 MUST BE A,N - Rejected. For Canadian organizations. Indicator 2 for Date 2 must be equal to A or N when Indicator 1 = H.

(continued)

Positions	Field Name	Description
38-39	Iteration Number	Optional, numeric, reset not applicable, maintenance allowed.
		See Positions 18-19.
		Messages:
		USER/EEA DATE ITERATIONS FULL - Rejected. Iteration cannot be inserted in position specified on segment until an iteration is deleted.
		INVALID 2nd USER/EEA ITER NUM - Rejected. Valid values are 01-30, **.
40-47	User/EEA Date 1	Optional, numeric, reset not applicable, maintenance allowed.
		Enter **YYYYMMDD**.
		Messages:
		INVALID 2nd USER/EEA DATE1 - Rejected. Valid date format is *YYYYMMDD*.
		2nd USER/EEA DATE1 NOT ON FILE- Rejected. The second User/EEA Date 1 specified on the transaction to be matched to a User/EEA Date 1 in the Employee Master File for a delete or a replace is not found in the file.
		2nd USER/EEA DATE1 MISSING - Rejected. A valid date must be entered.
48-55	User/EEA Date 2	Optional, numeric, reset not applicable, maintenance allowed.
		Enter **YYYYMMDD**.
		Messages:
		INVALID 2nd USER/EEA DATE2 - Rejected. Valid date format is *YYYYMMDD*.
		2nd EEA DATE2 INV FOR IND1 = P - Rejected. For Canadian organizations. If Indicator 1 is P, Date 2 must be blank.
		2nd EEA DATE2 MUST BE BLANK - Rejected. For Canadian organizations. Date 2 must be blank because Indicator 2 is blank.
		2nd EEA DATE2 MUST EXIST - Rejected. For Canadian organizations. Date 2 must be present when Indicator 2 = A or N.
56	Date 1 Indicator	Optional, alphanumeric, reset not applicable, maintenance allowed.
		See Position 36.
		Messages:
		INVALID 2nd INDICATOR1 - Rejected. Valid values are H, P.
		2nd IND2 INVALID IF IND1 NOT H - Rejected. For Canadian organizations. An Indicator 2 of A or N is only valid when Indicator 1 = H.

(continued)

Positions	Field Name	Description
57	Date 2 Indicator	Optional, alphanumeric, reset not applicable, maintenance allowed.
		See Position 37.
		Messages: **INVALID 2nd INDICATOR2** - Rejected. Valid values are A, N.
		2nd EEA DATE2 IND2 MUST BE A,N - Rejected. For Canadian organizations. Indicator 2 for Date 2 must be equal to A or N when Indicator 1 = H.
58-59	Iteration Number	Optional, numeric, reset not applicable, maintenance allowed.
		See Positions 18-19.
		Messages: **INVALID 3rd USER/EEA ITER NUM** - Rejected. Valid values are 01-30, **.
		USER/EEA DATE ITERATIONS FULL - Rejected. Iteration cannot be inserted in position specified on segment until an iteration is deleted.
60-67	User/EEA Date 1	Optional, numeric, reset not applicable, maintenance allowed.
		Enter **YYYYMMDD**.
		Messages: **INVALID 3rd USER/EEA DATE1** - Rejected. Valid date is *YYYYMMDD*.
		3rd USER/EEA DATE1 NOT ON FILE- Rejected. The third User/EEA Date 1 specified on the transaction to be matched to a User/EEA Date 1 in the Employee Master File for a delete or a replace is not found in the file.
		3rd USER/EEA DATE1 MISSING - Rejected. A valid date must be entered.
68-75	User/EEA Date 2	Optional, numeric, reset not applicable, maintenance allowed.
		Enter **YYYYMMDD**.
		Messages: **INVALID 3rd USER/EEA DATE2** - Rejected. Valid date format is *YYYYMMDD*.
		3rd EEA DATE2 MUST BE BLANK - Rejected. For Canadian organizations. Date 2 must be blank because Indicator 2 is blank.
		3rd EEA DATE2 MUST EXIST - Rejected. For Canadian organizations. Date 2 must be present when Indicator 2 = A or N.
		3rd EEA DATE2 INV FOR IND1 = P - Rejected. For Canadian organizations. If Indicator 1 is P, Date 2 must be blank.

(continued)

Positions	Field Name	Description
76	Date 1 Indicator	Optional, alphanumeric, reset not applicable, maintenance allowed.
		See position 36.
		Messages: **INVALID 3rd INDICATOR1** - Rejected. Valid values are H, P.
		3rd IND2 INVALID IF IND1 NOT H - Rejected. For Canadian organizations. An Indicator 2 of A or N is only valid when Indicator 1 = H.
77	Date 2 Indicator	Optional, alphanumeric, reset not applicable, maintenance allowed.
		See Position 37.
		Messages: **INVALID 3rd INDICATOR2** - Rejected. Valid values are A, N.
		3rd EEA DATE2 IND2 MUST BE A,N - Rejected. For Canadian organizations. Indicator 2 for Date 2 must be equal to A or N when Indicator 1 = H.
78-79	Reserved	**Blank**
80	Update Code	Optional, alphanumeric, reset not applicable, maintenance not allowed.
		Valid values are:
		Blank - Insert or add **D** - Delete **R** - Replace
		Messages: **TRANSACTION MUST CONTAIN DATA** - Rejected.

PV-9 [120] - Injuries

Positions	Field Name	Description
1-79		See positions 1-79 above
80-119	Reserved	**Blank**
120	Update Function Code	Optional, alphanumeric, reset not applicable.
		Valid values are:
		Blank - Insert or add **D** - Delete **R** - Replace
		Messages: **TRANSACTION MUST CONTAIN DATA** - Rejected.

PZ [80, 120] - Single Field Entry/Update

Function   Single Field Update Transaction

Associated Screens   None

Positions	Field Name	Description
1-2	Transaction Code	Constant **PZ**
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-16	Employee Number	Required, alphanumeric, reset not applicable, maintenance not allowed.
17	Reserved	**Blank**
18-23	Field Number	Optional, numeric, reset not applicable, maintenance allowed. From SRG Table. Messages: **INVALID FIELD NUMBER** - Rejected. Must be a valid SRG number.
24-73	New or Update Data	Optional, alphanumeric, reset not applicable, maintenance allowed. Data to update field followed by a semicolon. Messages: **INVALID PZ DATA** - Rejected. Data entered exceeded the length of the field being replaced, or the last data entry on the PZ transaction is invalid.
74-80	Reserved	**Blank**

PZ [120] - Single Field Entry/Update

Positions	Field Name	Description
1-80		See positions 1-80 above
81-120	Reserved	**Blank**

P1 [80, 120] - Organization Header

Function   Report Date Control

Note: You can use this transaction to define report options on the organization segments of the Employee Master File or enter information into PLR200 to override those segments. For more information, see Assigning Report Format Options in the *User Guide*.

Associated Screens   15

Positions	Field Name	Description
1-2	Transaction Code	Constant **P1**
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-17	Constant	Required, numeric, reset not applicable, maintenance not allowed.
		Zeros
18	Reserved	**Blank**
19-24	Period Begin Date	Required, numeric, resets to blank, maintenance allowed.
		Indicates beginning of reporting period for EEO-4, Terminated Employee Report, and Leave of Absence Report. **
		Valid values are:
		Zeros - No beginning date
		Year will be expanded and stored with four digits. Enter YYMMDD.
		Messages: **PERIOD BEGIN DATE** - Rejected.

(continued)

Positions	Field Name	Description
25-30	Period End Date	Required, numeric, see instruction for reset value, maintenance allowed.
		Indicates end of reporting period for EEO-4, Terminated Employee Report, and Leave of Absence Report. **
		Valid values are:
		Zeros - No ending date **R** - 991231 (R not valid in Control card edit override PRUYOM)
		**Note: The period begin and end dates are used with the report generator option of U on the PB transaction. When the generate option is U, Profiles 1, 2, 3, Human Resource Profile, Benefits Profile, and Labor Relations Profile are printed if the data was updated within the reporting period specified by the period begin and end dates.
		Year will be expanded and stored with four digits. Enter YYMMDD.
		Messages: **PERIOD END DATE** - Rejected.
31-36	Report Print Date	Required, numeric, see instruction for reset value, maintenance allowed.
		Date to be printed on reports as run date.
		Valid values are:
		*****1 - Use current date from computer *******2** - Use period ending date
		Year will be expanded and stored with four digits.
		Messages: **REPORT PRINT DATE** - Rejected.
37	Period End Indicator	Optional, alphanumeric, resets to blank, maintenance allowed.
		Valid values are:
		Blank - No period-end **M** - End of month **P** - End of period **Q** - End of quarter, month, and period **Y** - End of year, quarter, month, and period
		Messages: **PERIOD END INDICATOR** - Rejected.

(continued)

Positions	Field Name	Description
38	Period Begin Indicator	Optional, alphanumeric, resets to blank, maintenance allowed.
		Valid values are:
		Blank - No period-beginning **M** - Month-to-date fields are zero filled **P** - Month-to-date and quarter-to-date fields are zero filled **Y** - Month-to-date, quarter-to-date and year-to-date fields are zero filled
		Messages: **INVALID PERIOD BEGIN IND** - Rejected.
39-80	Reserved	**Blank**

P1 [120] - Organization Report Header Date Control

Positions	Field Name	Description
1-80		See positions 1-80 above
81-120	Reserved	**Blank**

P2 [80, 120] - Organization Print Options

Function   Report Print Control

         Note: You can use this transaction to define report options on the organization segments of the Employee Master File or enter information into PLR200 to override those segments. For more information, see Assigning Report Format Options in the *User Guide*.

Associated Screens   15

Positions	Field Name	Description
1-2	Transaction Code	Constant **P2**
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-17	Constant	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Zeros
	Print Override Options	
18-20	Profiles 1-3	Optional, alphanumeric, resets to blank, maintenance allowed.
		Valid values are:
		Blank - Print
		X - Do not print
		1 position each field
		Messages:
		PRINT PROFILE 1-3 - Rejected.
21	Performance/Salary Reviews	Optional, alphanumeric, resets to blank, maintenance allowed.
		Valid values are:
		Blank - Print
		X - Do not print
		Messages:
		PRINT REVIEWS OPTION - Rejected.
22	EEO-1 Statistical Analysis	Optional, alphanumeric, resets to blank, maintenance allowed.
		Valid values are:
		Blank - Print
		X - Do not print
		Messages:
		PRINT EEO-1 STAT OPTION - Rejected.

(continued)

Positions	Field Name	Description
23	EEO-4	Optional, alphanumeric, resets to blank, maintenance allowed.
		Valid values are:
		Blank - Print **X** - Do not print
		Messages: **PRINT EEO-4 OPTION** - Rejected.
24	Leave of Absence	Optional, alphanumeric, resets to blank, maintenance allowed.
		Valid values are:
		Blank - Print **X** - Do not print
		Messages: **PRINT LEAVE OF ABSENCE OPTION** - Rejected.
25	Terminated	Optional, alphanumeric, resets to blank, maintenance allowed.
		Valid values are:
		Blank - Print **X** - Do not print
		Messages: **PRINT TERMINATED OPTION** - Rejected.
26-36	Reserved	**Blank**
37	Labels	Optional, alphanumeric, resets to blank, maintenance allowed.
		Valid values are:
		Blank - Print **X** - Do not print
		Messages: **PRINT LABELS OPTION** - Rejected.

(continued)

Positions	Field Name	Description
38-39	Reserved	**Blank**
40	Job Group Analysis	Optional, alphanumeric, resets to blank, maintenance allowed.
		Valid values are:
		Blank - Print **X** - Do not print
		Messages: **PRINT JOB GRP ANLY OPT** - Rejected.
41	Workforce Analysis	Optional, alphanumeric, resets to blank, maintenance allowed.
		Valid values are:
		Blank - Print **X** - Do not print
		Messages: **PRINT WORK FORCE ANL OPT** - Rejected.
42	Sector Analysis	Optional, alphanumeric, resets to blank, maintenance allowed.
		Valid values are:
		Blank - Print **X** - Do not print
		Messages: **PRINT SECTOR ANLY OPT** - Rejected.
43	Sector Utilization Analysis	Optional, alphanumeric, resets to blank, maintenance allowed.
		Valid values are:
		Blank - Print **X** - Do not print
		Messages: **PRINT SECTOR UTIL ANLY** - Rejected.

(continued)

Positions	Field Name	Description
44	Utilization Analysis	Optional, alphanumeric, resets to blank, maintenance allowed. Valid values are: **Blank** - Print **X** - Do not print Messages: **PRINT UTIL ANALYSIS OPT** - Rejected.
45	EEO-1	Optional, alphanumeric, resets to blank, maintenance allowed. Valid values are: **Blank** - Print **X** - Do not print Messages: **PRINT APP EEO-1 OPTION** - Rejected.
46	VETS Report and File	Optional, alphanumeric, resets to blank, maintenance allowed. Valid values are: **Blank** - Print **X** - Do not print Messages: **PRINT VETS-4212 OPTION** - Rejected. Valid values are **X** and **Blank**.
47	Reserved	**Blank**
Benefits Module Only		
48	Benefits Profile	Optional, alphanumeric, resets to blank, maintenance allowed. Valid values are: **Blank** - Print **X** - Do not print
49	Demographic Plan Analysis	Optional, alphanumeric, resets to blank, maintenance allowed. Valid values are: **Blank** - Print **X** - Do not print
50	Notification Report	Optional, alphanumeric, resets to blank, maintenance allowed. Valid values are: **Blank** - Print **X** - Do not print
51-53	Reserved	**Blank**

(continued)

Positions	Field Name	Description
	Labor Relations Module Only	
54	Labor Relations Profile	Optional, alphanumeric, resets to blank, maintenance allowed.
		Valid values are:
		Blank - Print **X** - Do not print
55	Union Roster	Optional, alphanumeric, resets to blank, maintenance allowed.
		Valid values are:
		Blank - Print **X** - Do not print
56	Disciplinary Actions Report	Optional, alphanumeric, resets to blank, maintenance allowed.
		Valid values are:
		Blank - Print **X** - Do not print
57	Grievance Report	Optional, alphanumeric, resets to blank, maintenance allowed.
		Valid values are:
		Blank - Print **X** - Do not print
58	Seniority Roster	Optional, alphanumeric, resets to blank, maintenance allowed.
		Valid values are:
		Blank - Print **X** - Do not print
59-80	Reserved	**Blank**

P2 [120] - Organization Print Options

Positions	Field Name	Description
1-80		See positions 1-80 above
81-120	Reserved	**Blank**

8 Transactions R - S

Chapter Contents

Introduction

This chapter describes the transactions R through S for the system.

R* [80] - Check Reversal Control Transaction

Function   Check Reversal Control Record

Associated Screens None

Positions	Field Name	Description
1-2	Transaction Code	Constant **R*** Messages: **INVALID CARD CODE** - Rejected.
3-32	Reserved	**Blank**
33-38	Run Date	Optional, numeric, reset not applicable. Year will be expanded and stored with four digits. Enter YYMMDD.
39	Master In Indicator	Optional, alphanumeric, reset not applicable. Valid values are: **Blank** - Yes, master file in **N** - No master file in Messages: **INVALID MASTER IN IND. ASSUME BLANK** - Warning. Invalid Check Reversal Master File In Indicator. System assumes Blank and continues.
40	Master Out Indicator	Optional, alphanumeric, reset not applicable. Valid values are: **Blank** - Yes, create an updated check reversal master **N** - Do not create an updated check reversal master Messages: **INVALID MASTER OUT IND. ASSUME BLANK** - Warning. Invalid Check Reversal Master File Out Indicator. System assumes Blank and continues.

(continued)

Positions	Field Name	Description
41	Detail In Indicator	Optional, alphanumeric, reset not applicable.
		Valid values are:
		Blank - Yes, detail file in **N** - No, detail file in
		Messages: **INVALID DETAIL IN IND. ASSUME BLANK** - Warning. Invalid Check Reversal Detail File In Indicator. System assumes Blank and continues.
		Note: These messages are printed on Check Reversal File Maintenance - Update Report (P1R45M1).
42-80	Reserved	**Blank**
		Note: If R* transaction is either not entered or rejected, the following values are assumed:
		Valid values are:
		Run Date - **System Date** Master In Indicator - **Blank** Master Out Indicator - **Blank** Detail In Indicator - **Blank**

RC [80] - Check Reconciliation Master Run Control

Function   Check Reconciliation

> **Note:** One transaction per Level 1-Level 2. This transaction is not required. The values default to the reset values. If the transaction is entered, it must be completed in its entirety.

Associated Screens   None

Positions	Field Name	Description
1-2	Transaction Code	Constant **RC**
3-4	Level 1	Required, alphanumeric, see instructions for reset value.
5-6	Level 2	Required, alphanumeric, see instructions for reset value.
7-12	Purge Date	Optional, numeric, see instructions for reset value.
		All Check Reconciliation Master file records with a check date less than or equal to the purge date are deleted.
		Valid values are:
		YYMMDD **Reset** - 000101
		Year will be expanded and stored with four digits.
13	Option 1	Optional, alphanumeric, see instructions for reset value.
		Valid values are:
		* - Generate clearance records **Blank** - Do not generate clearance records **Reset** - *
14	Option 2	Optional, alphanumeric, see instructions for reset value.
		Valid values are:
		* - Generate updated master file records **Blank** - Do not generate updated master file records **Reset** - *
15-80	Reserved	**Blank**

RECOV [80] - HRMS Tables File Recovery

Function   HRMS Tables File Recovery

Associated Screens   None

Positions	Field Name	Description
1-5	Transaction Code	Constant **RECOV**
6	Recovery Type	Required, alphanumeric, reset not applicable, maintenance not allowed. Valid values are: **F** - Forward recovery* **B** - Backward*
7-14	From date	Required, numeric, reset not applicable, maintenance not allowed. Enter YYYYMMDD.
15-22	To date	Required, numeric, reset not applicable, maintenance not allowed. Enter YYYYMMDD.
23-80	Reserved	**Blank** *For F (forward) recovery, run the sort following PPT908 in ascending sequence. *For B (backward) recovery, run the sort following PPT908 in descending sequence

REG [80] - Regulatory Reporting Data

Function   HRMS Tables File Report Selection - Regulatory Reporting Data Select

Associated Screens   None

Positions	Field Name	Description
1-3	Transaction Code	Constant **REG**
4-8	Reserved	**Blank**
9-14	Report Date	Optional, numeric, reset not applicable, maintenance not allowed.
		The date that appears at the top of the output report. If the current computer date is not acceptable, enter a date in **YYMMDD** format.
		The year will be expanded and printed as four digits.
	Print Options (positions 15-20)	Optional, alphanumeric, reset not applicable, maintenance not allowed.
		Valid values are:
		* - Print
		Blank - Do not print
		If all options are blank, all the records identified below are printed.
15	Report Generate	This option prints the following records (application):
		GEN001 (PRP)
		GEN002 (PRP)
16	Group Definitions	This option prints the following records:
		GRP001 (PRP)
		GRP002 (PRP)
		GRP003 (PRP)
		GRP004 (CRP)
17	Local Definitions	This option prints the following records:
		LOC001 (PRP)
18	Sort Options	This option prints the following records:
		SRT001 (PRP)
		SRT002 (CRP)
19	Print Options	This option prints the following records:
		PRT001 (PRP)
		PRT002 (PRP)

(continued)

Positions	Field Name	Description
20	Record Maps/Report Formatting	This option prints the following records: **FRM001 (PRP)** **SRO001 (PTF)** **SRM001 (PRM)** Messages: **RECORD MAP INFO NOT PRNTD** - Warning. If any validation error is detected in positions 21-32, none of the records for three record types to which this option applies are printed. **WARNING: RPT ID & FORM CD NOT ENTERED. FRM001 RECS NOT PRINTD** - Warning. If an authority code, local code, or both are entered, but the form code and report ID are blank, no FRM001 records are printed. **WARNING: NO FRM001 RECS FOR THE RPT ID ENTERED. FRM001 RECS NOT PRINTD** - Warning. FRM001 records are not associated with the entered report ID; therefore, no FRM001 records are printed. **WARNING: RPT ID, AUTH CD & LOC CD NOT ENTERED. SRO001 RECS NOT PRINTD** - Warning. If a form code is entered, but the report ID, authority code, and local code are blank, no SRO001 records are printed. **WARNING: NO SRO001 RECS FOR THE RPT ID ENTERED. SRO001 RECS NOT PRINTD** - Warning. SRO001 records are not associated with the entered report ID; therefore, no SRO001 records are printed.
	Record Map/Report Formatting Additional Selection (positions 21-32)	Optional, numeric, reset not applicable, maintenance not allowed. If position 20 ▪ Contains an asterisk and positions 21-32 are **not** blank, these positions are used to select the **most current** SRM001 records and any associated FRM001 or SRO001 records to print. ▪ Contains an asterisk and positions 21-32 are blank, all SRM001, SRO001, and FRM001 records are printed. ▪ Is blank, positions 21-32 are ignored.
21-23	Regulatory Report ID	For a complete list of report IDs, see Appendix B, Regulatory Report IDs, in this guide. Use **500** for ACH. Messages: **REPORT ID INVALID** - Rejected.

(continued)

Positions	Field Name	Description
24-25	Authority Code	Valid Values are:
		00 - Federal format/Standard format **01**-**52** - State **80**-**93** - Province
		Messages: **AUTHORITY CODE INVALID** - Rejected.
26-29	Local Code/ACH File	Left justified.
		ACH Reporting
		Blank - All ACH Record Maps on the HRMS Tables File **00**-**29** - U.S. **70**-**79** - Canada
		Regulatory Reporting
		The U.S. locality code. These codes are user defined on the LOC001 transaction.
30-32	Form Code	The 3-digit form code. If a value is entered, it must be numeric.
		Messages: **FORMS CODE INVALID** - Rejected.
33-80	Reserved	**Blank**

RP [80] - Check Reversal Purge Control Transaction

Function   Check Reversal Purge/Report Control

Associated Screens   None

Positions	Field Name	Description
1-2	Transaction Code	Constant **RP** Messages: **INVALID CONTROL CARD CODE** - Rejected.
3-4	Level 1	Required, alphanumeric, see instructions for reset value.
5-6	Level 2	Required, alphanumeric, see instructions for reset value.
7-32	Reserved	**Blank**
33-38	Purge Date	Optional, numeric, reset not applicable. All Check Reversal Master File employee records with check date less than or equal to the purge date are deleted. Enter YYMMDD. Year will be expanded and stored with four digits Message: **RP PURGE DATE INVALID - NO PURGE WILL TAKE PLACE.** **Note:** This messages is printed on the Check Reversal File Maintenance Update Report (P1R45M1).
39	List Purges	Optional, alphanumeric, reset not applicable. Valid values are: **Blank** - Do not list ***** - List
40	List Adds	Optional, alphanumeric, reset not applicable. Valid values are: **Blank** - Do not list ***** - List

(continued)

Positions	Field Name	Description
41	List Reversals	Optional, alphanumeric, reset not applicable.
		Valid values are:
		Blank - Do not list
		***** - List
42	List Master	Optional, alphanumeric, reset not applicable.
		Valid values are:
		Blank - Do not list
		***** - List
43	Delete YTD Payment History and Payment Advice Records	Optional, alphanumeric, reset not applicable.
		Valid values are:
		Blank - Delete all records based on Level 1, Level 2, and Purge Date. ***** - Delete records created for payment advices (Address, Bank/ACH, and Supplemental records). **A** - Delete Payment Advice and YTD Payment History records: Organization DOE and SPH records and Employee YTD, Rate, Address, Bank/ACH, and Supplemental records - all records except Check Reversal Detail records (Company A, current Employee Basic 0, and Employee Special Hours/DOE/SALTA 1-9 records and the trailer).
44-80	Reserved	**Blank**

RUN [80] - Report Selection - HRMS Data

| **Function** | HRMS Tables File Report Selection |

| **Associated Screens** | None |

Positions	Field Name	Description
1-3	Transaction Code	Constant **RUN**
4-5	Level 1	Optional, alphanumeric, reset not applicable, maintenance not allowed.
6-7	Level 2	Optional, alphanumeric, reset not applicable, maintenance not allowed.
8	Level 1-level 2 Page Break Option	Optional, alphanumeric, reset not applicable, maintenance not allowed.
		Valid values are:
		Blank - Page break by level 1-level 2
		* - Do not page break by level 1-level 2
9-14	Report Date	Optional, numeric, reset not applicable, maintenance not allowed.
		Enter report date here if current computer date is not desired.
		Year will be expanded and print four digits. Enter YYMMDD.
15-18	Solution Collection Number	Optional, alphanumeric, reset not applicable, maintenance not allowed.
		Enter the Solution Collection Number for printing Installation Audit information.
19-24	Reserved	**Blank**
	Print Options	For positions 25-27:
		* - Yes
		Blank - Do not print
		If all options are Blank, all HRMS data applications will be printed.
25	Master Access Control Option - AA0	Optional, alphanumeric, reset not applicable, maintenance not allowed.
26	Master File Controls Option - AA1	Optional, alphanumeric, reset not applicable, maintenance not allowed.
27	I.E. Security - IES	Optional, alphanumeric, reset not applicable, maintenance not allowed.
28	Installation Audit - AUD	Optional, alphanumeric, reset not applicable, maintenance not allowed.
29-80	Reserved	**Blank**

RV [80] - Check Reversal Generate Reversals

Function   Check Reversal Generate Detail Control

Associated Screens   None

Positions	Field Name	Description
1-2	Transaction Code	Constant **RV** Messages: **INVALID CARD CODE** - Rejected.
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-16	Employee Number	Required, alphanumeric, reset not applicable, maintenance not allowed.
17	Multiple Sequence Code	Required, alphanumeric, reset not applicable, maintenance not allowed. **Zero** Messages: **INVALID MULTIPLE SEQUENCE CODE** - Rejected.
18-23	Check Date	Required, numeric, reset not applicable. Date of check to be reversed. Year will be expanded and store four digits. Enter YYMMDD. Messages: **INVALID CHECK DATE** - Rejected.
24-32	Check Number	Required, alphanumeric, reset not applicable. Number of the check to be reversed. Right justified and zero filled. Messages: **INVALID CHECK NUMBER** - Rejected.
33	Transaction Separator	Required, alphanumeric, reset not applicable. Valid values are: **V-Z** - Reversals to be processed separately Messages: **INVALID TRANSACTION SEPARATOR CODE** - Rejected.

(continued)

Positions	Field Name	Description
34	Period Code	Required, alphanumeric, reset not applicable.
		Valid values are:
		M - Update month-to-date, quarter-to-date, year-to-date **Q** - Update quarter-to-date, year-to-date **Y -** Update year-to-date
		Messages: **INVALID PERIOD UPDATE CODE** - Rejected.
35-80	Reserved	**Blank**

SA [80, 120] - Employee Data

Function   Miscellaneous Employee Data

Associated Screens   37, 40, 218, 221, 222, 226, 227

Positions	Field Name	Description
1-2	Transaction Code	Constant **SA**
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-16	Employee Number	Required, alphanumeric, reset not applicable, maintenance not allowed.
17	Vacation Hours Acc Meth Code	Optional, alphanumeric, reset to Blank, maintenance allowed. **Blank** = Use option at level 2 **0** = Do not accrue **1-9** = Accrue hours based on tabled amount
18	Sick Hours Acc Meth Code	Optional, alphanumeric, reset to Blank, maintenance allowed. **Blank** = Use option at level 2 **0** = Do not accrue **1-9** = Accrue hours based on tabled amount
19-25	Vacation Hours Available	Optional, numeric, reset to zero, maintenance allowed. Vacation Hours Available are decremented by the hours from the ZV vacation time entry transactions and by the hours from ZT, and/or ZU time entry transactions used for vacation pay. May also be entered using the YC transaction. Vacation hours available are printed on the Hours Register - right justified. Messages: **INVALID VACATION HOURS** - Rejected.
26-32	Sick Hours Available	Optional, numeric, reset to zero, maintenance allowed. Sick Hours Available are decremented by the hours from the ZT, and/or ZU time entry transactions used for sick pay. May also be entered using the YC transaction. Sick hours available are printed on the Hours Register - right justified. Messages: **INVALID SICK HOURS** - Rejected.
33-37	Check Sequence	Optional, alphanumeric, resets to Blank, maintenance allowed. Can be used to further sequence checks and deposit advices. Checks and deposit advices are printed in the order specified on the CS-1 transaction. Optionally prints on the check or deposit advice.

(continued)

Positions	Field Name	Description
38-46	Paid-Through Bank/Credit Union Code or ID Number	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Identifies the financial institution through which credits are applied to the employee's account. Can be either an employer-defined 1-5 character code, or the financial institution's ABA/Institutional ID number.
47-80	**U.S. Organizations**	
47-50	Workers Comp Code	Optional, alphanumeric, reset to Blank, maintenance allowed.
		EXEC = Corporate Officers.
		Otherwise, user-defined coding to group employees.
51	W-2 Pension Indicator	Optional, alphanumeric, reset to Blank, maintenance allowed.
		Y = Yes, **N** = No
		Blank = Use level 2 transaction W-2 Pension Indicator Code on the TB transaction
52-55	Establishment Code	Optional, alphanumeric, resets to Blank, maintenance allowed.
		User-defined. Used to group employees by establishment on the W-2 Tape and W-2 Forms.
	Or 52-55 can be used for:	
52	Coverage Group Number	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Assigned by Social Security Administration, or blank.
53-55	PRU Number	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Assigned by Social Security Administration, right-justified, zero filled.
56	1099-R Option	Optional, alpha, resets to Blank, maintenance allowed.
		Valid values are: **Blank** or **S** - Employee assigned to California State Disability Insurance Plan (CASDI) **P** - Employee assigned to California Voluntary Disability Insurance Plan **Y** - Employee gets 1099-R **N** - Defaults to organization 1099-R Option, and is not assigned to a California Disability Plan
		Messages: **INVALID 1099-R OPTION** - Rejected. Valid values are S, P, N, Y, or Blank.
57	Statutory Employee Indicator	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Valid values are: **Y** - Yes **Blank** or **N** - No
		Messages: **INVALID STATUTORY EMP IND** - Rejected.

(continued)

Positions	Field Name	Description
58	Non-Resident Alien Indicator	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Valid values are: **Y** - Yes **Blank** or **N** - No
		Messages: **INVALID NON-RESIDENT ALIEN IND** - Rejected.
	Form CC-305 Disability Information (59-67)	
59	Disability Indicator	Optional, alphanumeric, resets to blank, maintenance allowed.
		These values are valid: **Y** - Yes, the employee has a disability. **N** - No, the employee does not have a disability. **X** - The employee declined to enter this information. **Blank** - The employee does not have a valid form on file.
		Messages: **INVALID DISABILITY INDICATOR** - Rejected. Must be blank, R, Y, N, or X.
		DISAB IND & DISAB DATE REQUIRD - Rejected. Both the Disability Indicator and the Disability Form Date must be entered, or neither one.
60-67	Form Date	Optional, numeric, reset not applicable, maintenance allowed.
		Format: YYYYMMDD
		Resetting the Disability Indicator automatically resets the Form Date to blanks. The Form Date cannot be reset alone.
		Messages: **INVALID DISABILITY DATE** - Rejected. Must be blank or numeric. If the Disability Indicator is **R**, Form Date must be blank.
		DISAB IND & DISAB DATE REQUIRD - Rejected. Both the Disability Indicator and the Disability Form Date must be entered, or neither one.
68-80	Reserved	**Blank**
47-80	**Canadian Organizations**	
47-48	Workers Comp Code	Optional, alphanumeric, reset to Blank, maintenance allowed.
		User-defined coding to group employees.
49-50	Statistics Canada Code	Optional, alphanumeric, reset to Blank, maintenance allowed.
		User-defined coding to group employees.
51-58	Hospital Insurance Number	Optional, alphanumeric, reset not applicable, maintenance allowed.
		Not used by the system.

(continued)

Positions	Field Name	Description
59-59	C/QPP Receiving	Optional, alphanumeric, reset to Blank, maintenance allowed.
		Valid values are:
		N or **Blank** - Not receiving C/QPP
		C - Receiving C/QPP pension
		D - Receiving Disability C/QPP
		Messages:
		CPP RECEIVING INDICATOR INVALID - Rejected. Valid values are blank, C, D, or N. Receiving indicator is not C, and any other CPT30 fields found are not blank or reset.
60-60	Current CPT30 Pensioner Election	Optional, alphanumeric, reset to Blank, maintenance allowed.
		Valid values are:
		1 or **Blank** - Not applicable
		2 - Elect to stop contributing to CPP
		3 - Revoke an election made in a previous year to start contributing to CPP again
		Messages:
		CPT30 PENSION ELECTION INVALID - Rejected. Valid values are blank, 1, 2, or 3. If the CPP Receiving Indicator (in the SA transaction or the master file) does not indicate that the employee is receiving CPP, this field must be blank. After update, the current election and previous election fields will have the same value.
		CPT30 ELECT/REVOKE ILLOGICAL - Warning. A new election to start CPP contributions is not allowed if no previous election to stop CPP contributions is found.
61-66	Current CPT30 Signature Date	Optional, alphanumeric, reset to space or zeros, maintenance allowed.
		Use this date format: *YYYYMM*
		CPT30 SIGNATURE DATE INVALID - Rejected. The *YYYY* part of the date must be numeric, and the *MM* part must be 01-12.
67-67	CPT30 Update Code	Optional, alphanumeric, reset to not applicable.
		Valid values are:
		▪ **Blank** - If the
		– Current CPT option and signature date are found and the previous CPT option and signature date are blank, move current to previous and replace current.
		– Current and previous fields are found, replace current and previous fields.
		– Current fields are blank and the previous fields are found, replace previous fields.
		▪ **C** - Current values are found; replace current fields.
		Messages:
		CPT30 UPDATE CODE INVALID - Rejected. Valid values are blank or C.
		CPT30 UPDATE CODE/ELECTION INV - Rejected. Update code is C, but current fields are blank, or update code is C, but previous fields are found.

(continued)

Positions	Field Name	Description
68-68	Previous Pensioner Election	Optional, alphanumeric, reset to Blank, maintenance allowed.
		Valid values are:
		1 or **Blank** - Not applicable
		2 - Elect to stop contributing to CPP
		3 - Revoke an election made in a previous year to start contributing to CPP again
		Messages:
		CPT30 PENSION ELECTION INVALID - Rejected. Valid values are Blank, 1, 2, or 3. If the CPP Receiving Indicator (in the SA transaction or the master file) does not indicate that the employee is receiving CPP, this field must be blank.
69-74	Previous CPT30 Signature Date	Optional, alphanumeric, reset to space or zeros, maintenance allowed.
		Use this date format: *YYYYMM*
		CPT30 SIGNATURE DATE INVALID - Rejected. The *YYYY* part of the date must be numeric, and the *MM* part must be 01-12.
	Additional CPT30 Messages	**CPT30 REC IND/ELECTION INVALID** - Rejected. Receiving indicator is not C, and any other CPT30 fields found are not blank or reset.
		CPT30 SIG DATE/ELECTION INV - Rejected. A current election is found, but the current signature date is blank; a current signature date is found, but the current election is blank; a previous signature date is found, but the previous election is blank; or a previous election is found, but the previous signature date is blank.
		CPT30 CURR/PREV SIG YR REL INV - Rejected. The current effective date and the previous effective date cannot be in the same year (the effective date is one month following the signature date).
75	Dental Benefit Code	Optional, alphanumeric, reset to Blank, maintenance allowed.
		Valid values are:
		Blank - Use organization option
		1 - No dental insurance or coverage of any kind
		2 - Payee
		3 - Payee, spouse, and dependent children
		4 - Payye and their spouse
		5 - Payee and their dependent children
		Messages:
		INVALID DNTL BENFIT RPT CODE - Rejected.
76-80	Reserved	**Blank**

SA [120] - Employee Data

Positions	Field Name	Description
1-46		See positions 1-46 above.
	U.S. Organizations	
47-67		See positions 47-67 above.

68-120	Reserved	**Blank**
	Canadian Organizations	
47-74		See positions 47-74 above.
75-120	Reserved	**Blank**

SB [80, 120] - Miscellaneous

Function   U.S. Employee EEO-1 Information as of Run Date or miscellaneous Canadian Employee Information to be reported on forms TD1, TPD-1V1, and Tax Letters.

Associated Screens   37, 124, 221, 226

Positions	Field Name	Description
1-2	Transaction Code	Constant **SB**
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-16	Employee Number	Required, alphanumeric, reset not applicable, maintenance not allowed.
	U.S. Organizations	
17-23	Employee EEO-1 Unit Code	Optional, alphanumeric, resets to blanks, maintenance allowed.
		Valid values are:
		Position 17
		1 - EEO-1
		Positions 18-19
		User-defined code assigned to controlling unit
		Position 20 (unit type)
		1 - Single establishment
		3 - Headquarters
		4 - Establishment
		5 - Special report
		Positions 21-23
		User-defined code assigned to reporting unit.
		For single-establishment employers (EEO-1), positions 18-23 can be Blank.
		See the EEO-1 Reporting Feature chapter of the User Guide. The Unit Code should be established in the HRMS Tables File.
		Messages:
		INVALID EEO UNIT CODE - Rejected

(continued)

Positions	Field Name	Description
24-26	EEO-1 Group Code	Optional, alphanumeric, resets to blanks, maintenance allowed.
		Valid values are:
		HIS - Hispanic or Latino; value for employees who answer YES to the question, "Are you Hispanic or Latino?"
		One of the following values identifies employees who answer NO:
		TWO - Two or more Races; value for employees who identify with more than one of the following races.
		W - White
		B - Black or African American
		AA - Asian
		HOP - Native Hawaiian or Other Pacific Islander
		AI - American Indian or Alaska Native
		O or **blank**- Unspecified
		Messages:
		INVALID EEO ETHNIC CODE - Rejected
27-28	EEO-1 Occupational Category	Optional, numeric, resets to zeros, maintenance allowed.
		Valid values are:
		00 - Unclassified
		01 - Executive/Senior Level Officials and Managers
		02 - Professionals
		03 - Technicians
		04 - Sales Workers
		05 - Administrative Support Workers/Office and Clerical
		06 - Crafts Workers
		07 - Operatives
		08 - Laborers and Helpers
		09 - Service Workers
		10 - Mid-Level Officials and Managers
		11-18 - Reserved
		19 - Unclassified
		Messages:
		EMPL OCCUPATION CATEGORY BLANK - Warning.
		INVALID EEO JOB CLASS - Rejected

(continued)

Positions	Field Name	Description
29	EEO-1 Exempt Status	Optional, alphanumeric, resets to blank, maintenance allowed.
		Valid values are:
		Blank - Nonexempt
		E - Exempt
		Messages:
		INVALID EEO EXEMPT CODE - Rejected.
30	Employee EEO-1 Sex Code	Optional, alphanumeric, resets to blank, maintenance allowed.
		Valid values are:
		M - Male
		F - Female
31-38	Run Date	Optional, numeric, resets to zeros, maintenance allowed.
39-49	EEO-1 W-2 Wages	Optional, numeric, resets to zeros, maintenance allowed.
50-54	EEO-1 W-2 Hours	Optional, numeric, resets to zeros, maintenance allowed.
55-80	Reserved	**Blanks**
	Canadian Organizations	
17-25	Total Estimated Annual Remunerations	Optional, numeric, resets to zero, maintenance allowed.
		Amount Reported on Canadian Form TD1X; no decimals; whole dollars.
		Messages:
		INVALID TOT REMUNERATION - Rejected. Amount entered must be numeric.
26-34	Total Annual Estimated Exemptions and Expenses	Optional, numeric, resets to zero, maintenance allowed.
		Amount Reported on Canadian Form TD1X; no decimals; whole dollars.
		Messages:
		INVALID EST EXEMPT/EXPEND - Rejected. Amount entered must be numeric.

(continued)

Positions	Field Name	Description
35-36	Taxing Authority Code	Optional, numeric, resets not applicable, maintenance allowed. Identifies which set of tax calculation amount fields on the 206 segment are to be updated.
		Valid values are:
		00 - Update the federal set of tax calculation amount fields.
		80-93 - Update a provincial set of tax calculation amount fields for the specified province code.
		If a valid province is entered, but does not match an existing Provincial set of tax calculation fields in the 206 segment, a set is automatically established for that province.
		Messages:
		INVALID TAXING AUTHORITY - Rejected. Valid values are 00, 80-93. Cannot be blank if any of the amount fields in positions 51- 64 are not also blank.
37-43	Other TD1 Amount (non-indexed amount)	Optional, numeric, resets to zeros, maintenance allowed. Amount reported on Canadian Form TD1; no decimals; whole dollars.
		Messages:
		INVALID OTHER TD1 AMOUNT - Rejected. Amount entered must be numeric.
		NO TAX AUTH FOR TD1 AMT - Rejected. If an Other TD1 Amount is specified, the Taxing Authority cannot be blank.
44-50	Prescribed Area of Residence Deduction Amount	Optional, numeric, resets to zeros, maintenance allowed. Amount reported on Canadian Form TD1 (HD factor); no decimals; whole dollars. Enter for Tax Authority Code of 00.
		Messages:
		INV PRESC AREA OF RES DED AMT - Rejected. Amount entered must be numeric.
		NO TAX AUTH FOR RES DEDUCT AMT - Rejected. If a Prescribed Area of Residence Deduction Amount is specified, the Taxing Authority cannot be blank.
51-57	Other Excludable Amount	Optional, numeric, resets to zeros, maintenance allowed. Amount reported through Tax Letter (F1 factor); no decimals; whole dollars. Enter only for Tax Authority Codes of 00 and 88.
		Messages:
		INVALID OTHER EXCLUD AMOUNT - Rejected. Amount entered must be numeric.
		NO TAX AUTH FOR OTHR EXCLD AMT - Rejected. If an Other Excludable Amount is specified, the Taxing Authority cannot be blank.

(continued)

Positions	Field Name	Description
58-64	Other Tax Credit Amount	Optional, numeric, resets to zeros, maintenance allowed.
		Amount reported through Tax Letter (K3 factor); no decimals; whole dollars.
		Messages:
		INVALID OTHER TAX CR AMOUNT - Rejected. Amount entered must be numeric.
		NO TAX AUTH FOR OTHR TAX CRDT - Rejected. If an Other Tax Credit Amount is specified, the Taxing Authority cannot be blank.
65-80	Reserved	**Blank**

SB [120] - Miscellaneous

Positions	Field Name	Description
1-80		See positions 1-80 above.
81-120	Reserved	**Blank**

SC [80, 120] - Employee Phone Data

Function   Employee Phone Data.

Associated Screens   775, 249

Positions	Field Name	Description
1-2	Transaction Code	Constant **SC**
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-16	Employee Number	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Messages:
		EMPL NUMBER NOT FOUND - Rejected. Maintenance changes are entered for an employee that does not exist. The maintenance changes for that employee are not processed.
		EMPL. NO. ALREADY USED - Rejected. A new employee is entered with the same employee number as an existing employee.
		INVALID EMPLOYEE NUMBER - Rejected.
17	Phone Type	
18-33	Phone Number	
34-37	Phone Extension	
38-79	Reserved	**Blank**
80	Update Code	Optional, alphanumeric, reset not applicable.
		Indicates action performed on this transaction.
		Valid values are:
		A - Add
		C - Change
		D – Delete
		Messages:
		ENTER A VALID MAINT CD - Rejected. A Maintenance Code other than A, C, or D was entered.

(continued)

SC [120] - Employee Phone Data

Positions	Field Name	Description
1-79		See positions 1-79 above.
80-119	Reserved	**Blank**
120	Maintenance Code	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Valid values are:
		A - Add **C** - Change **D** - Delete
		Messages: **ENTER A VALID MAINT CD** - Rejected. A Maintenance Code other than A, C, or D was entered.

SECURITY [80] - Security File Audit Trail

Function

Online security audit trail.

Online Security File Auditing

The Online Security File audit process produces an audit trail of all realtime updating to the Online Security File (LKPDSEC).

The SECURITY control transaction is used to specify the processing option for realtime Online Security File update auditing. This transaction is optional. You can use the SECURITY control transaction to specify the following information:

- The sequence of the Audit Trail report

- When to page break in the Audit Trail report

- Whether to purge the Security File records in the Audit Database

The major sort sequence for the Online Security File Audit Trail report is the security record type. On the SECURITY control transaction, you can specify the minor sort sequence by selecting any or all of the following fields in the sequence you want:

- Operator ID

- Level 1/Level 2

- Screen Number

- Security Record Code

- Date and Time of Change

If you do not enter a SECURITY transaction, the Online Security File Audit Trail report is in the following sequence:

- Security Record Type

- Operator ID

- Level 1/Level 2

- Screen Number

- Security Record Code

- Date and Time of Change

Page breaks are always be taken when security record type changes. On the SECURITY control transaction, you can specify the lowest level of page breaks to be taken. A page break is also taken on any field in the sort sequence before the field specified.

The following fields can be chosen for the low-level page break:

- Screen Number
- Security Record Code
- Level 1/Level 2
- Operator ID
- Date and Time of the Change

Associated Screens   None

Positions	Field Name	Description
1-8	Transaction Code	Constant **SECURITY**
9-17	Reserved	**Blank**
	Minor Report Sequence (positions 18-22)	Valid Values **2** - Field is used as second field or sort key **3** - Field is used as third field or sort key **4** - Field is used as fourth field or sort key **5** - Field is used as fifth field or sort key **6** - Field is used as sixth field or sort key
18	Operator ID	Optional, alphanumeric, reset not applicable, maintenance not allowed. Valid Values **2**, **3**, **4**, **5**, **6**, or **Blank**
19	Level 1/Level 2	Optional, alphanumeric, reset not applicable, maintenance not allowed. Valid Values **2**, **3**, **4**, **5**, **6**, or **Blank**
20	Screen Number	Optional, alphanumeric, reset not applicable, maintenance not allowed. Valid Values **2**, **3**, **4**, **5**, **6**, or **Blank**
21	Security Record Code	Optional, alphanumeric, reset not applicable, maintenance not allowed. Valid Values **2**, **3**, **4**, **5**, **6**, or **Blank**
22	Date and Time of Change	Optional, alphanumeric, reset not applicable, maintenance not allowed. Valid Values **2**, **3**, **4**, **5**, **6**, or **Blank**

(continued)

Positions	Field Name	Description
23	Low Level Page Break	Optional, alphanumeric, reset not applicable, maintenance not allowed.
		Valid Values
		Blank - Security File Record Type
		1 - Operator ID
		2 - Level 1/Level 2
		3 - Screen Number
		4 - Security File Record Code
		5 - Date and Time of Change
		Note: The field specified as a low-level page break must be selected in the minor report sequence (positions 18-22)
24	Purge Online Security File Audit Database Records and Generate Transactions Indicator	Optional, alphanumeric, reset not applicable, maintenance not allowed.
		Valid Values
		Blank or **Y** - Purge audit database records with a record code of **S** for Online Security File and generate transactions for batch processing
		N - Do not purge HRMS Tables File database records
25	Reserved	**Blank**

SF [80, 120] - Supplemental Address Data 1

Function	Supplemental Address Data
Associated Screens	241, 242, 731

Positions	Field Name	Description
1-2	Transaction Code	Constant **SF**
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-16	Employee Number	Required, alphanumeric, reset not applicable, maintenance not allowed.
17-18	Address Identifier	Required, alphanumeric, reset not applicable, maintenance not allowed.
		User defined. Cannot be reset. Maximum of 24 Address IDs are allowed.
		Messages: **ENTER A VALID ADDRESS ID** - Rejected. Address ID was not entered. Address ID is required.
		ADDRESS ID ALREADY IN FILE - Rejected. An add transaction for an existing Address ID was entered.
		ADDRESS ID NOT IN FILE - Rejected. A change or delete transaction was entered for an Address ID not in the employee's file.
		ONLY 24 ADDRESSES ALLOWED - Rejected. A new Address ID is being added, but 24 Address IDs already exist for this employee.
19-48	Street Address 1	Optional, alphanumeric, resets to Blank, maintenance allowed.
49-78	Street Address 2	Optional, alphanumeric, resets to Blank, maintenance allowed.
		For Address Type **W**, only the first 10 characters of Street Address 2 are used.

(continued)

Positions	Field Name	Description
79	Address Type	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Valid values are:
		Blank - Dependent or employee address **A** - U.S. or Canadian address for regulatory reporting **C** - Check/Deposit Advice address **W** - Address other than U.S. or Canadian for regulatory reporting **1-9** - User defined; can be set up multiple times
		Only one occurrence of A, C and W can exist per employee. If both a Type A and a Type W address are found when generating regulatory reports, the Type W address is used instead of the Type A address.
		If a supplemental address entry is established and is associated with Address Type A or W, this address is used for all U.S. and Canadian regulatory forms, magnetic media, and electronic filing.
		Messages: **ADDRESS TYPE ALREADY IN FILE** - Rejected. Address Type A, C, or W, already used for this employee.
		ENTER A VALID ADDRESS TYPE - Rejected. Valid values are: Blank, 1-9, A, C, or W.
		RESET NOT VALID ON ADD - Warning. A field is being reset on an add transaction. Field is reset.
80	Maintenance Code	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Valid values are:
		A - Add **C** - Change **D** - Delete (will delete all data for the Address ID including data set up by the SG transaction.)
		Messages: **ENTER A VALID MAINT CD** - Rejected. A Maintenance Code other than A, C, or D was entered.

SF [120] - Supplemental Address Data 1

Positions	Field Name	Description
1-79		See positions 1-79 above
80-119	Reserved	**Blank**
120	Maintenance Code	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Valid values are:
		A - Add **C** - Change **D** - Delete (will delete all data for the Address ID including data set up by the SG transaction.)
		Messages: **ENTER A VALID MAINT CD** - Rejected. A Maintenance Code other than A, C, or D was entered.

SG [80, 120] - Supplemental Address Data 2

Function   Supplemental Address Data

Associated Screens   242, 731

Positions	Field Name	Description
1-2	Transaction Code	Constant **SG**
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-16	Employee Number	Required, alphanumeric, reset not applicable, maintenance not allowed.
17-18	Address Identifier	Required, alphanumeric, reset not applicable, maintenance not allowed.
		User defined on the SF transaction. Validated to ensure that the Address ID has been previously established in the Employee Master File.
		Messages: **ENTER A VALID ADDRESS ID** - Rejected. Address ID was not entered. Address ID is required.
		ADDRESS ID NOT IN FILE - Rejected. A transaction was entered for an Address ID not in the employee file.
		RESET NOT VALID ON ADD - Warning. A field is being reset on an Add transaction. Field is reset.
		SUP ADR DATA 1 FIELDS ARE BLNK - Rejected. The SF transaction for this Address Identifier rejected, thereby forcing this SG transaction to also reject.
19-43	City	Optional, alphanumeric, resets to Blank, maintenance allowed.
		For address types other than W, only the first 23 characters of the City field are used.
44-63	State/Province Code/Province Name	Optional, alphanumeric, resets to Blank, maintenance allowed.
		For Address Types A, C, and 1-9
		Only the first 2 characters are used. Enter a valid state code, including APO and FPO or a Canadian province code in positions 44-45. See Appendix A, State and Province Codes, of this guide.
		For Address Type W
		Enter the full province name, abbreviation, or code.
		Messages: **ENTER A VALID STATE/PROV CD** - Rejected. A valid State/Prov Code must be entered for Address Type A, C, or 1-9.
64-73	Zip/Postal Code	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Zip or non-U.S. postal code. Not edited.

(continued)

Positions	Field Name	Description
74-76	Country Code	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Validated against the HRMS Tables File, if entered.
		For U.S. Regulatory Reporting Address Types associated with a Regulatory Reporting Address Type of **W** for all foreign addresses:
		▪ Positions 74-75 of Country Code are reported.
		▪ The Country Code must be CA or CAN if a Canadian address is entered.
		▪ The Country Code Translation from the HRMS Tables File will be reported on a Regulatory Report form Address line 3.
		The use of the SSA MMREF-1 country codes is recommended.
		Not used for a Regulatory Reporting Address Type of **A** for a U.S. address.
		Messages: **ENTER A VALID COUNTRY CODE** - Rejected. A valid country code that is established on the HRMS Tables File must be entered.
77-79	Reserved	**Blank**
80	Maintenance Code	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Valid values are:
		A - Add **C** - Change
		There is no delete capability on the SG transaction. The delete function must be handled on the SF transaction and will delete all data for the Address Identifier. To remove a field on the SG transaction, use the reset function with maintenance code C.
		Messages: **ENTER A VALID MAINT CD** - Rejected. A Maintenance Code other than **A** or **C** was entered.

SG [120] - Supplemental Address Data 2

Positions	Field Name	Description
1-79		See positions 1-79 above
80-119	Reserved	**Blank**
120	Maintenance Code	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Valid values are:
		A - Add
		C - Change
		Messages:
		ENTER A VALID MAINT CD - Rejected. A Maintenance Code other than **A** or **C** was entered.

SH [80] - Select Earnings History Control

Function   Select Earnings History Control Transaction

Associated Screens   None

Positions	Field Name	Description
1-2	Transaction Code	Constant **SH**
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-80	Reserved	**Blank**

SL [80] - Address Labels

Function   Label Selector Control Transaction

Note: You can use this transaction to define address label options on the HRMS Tables File. It can also be used as input to PLR100 (Payroll Report Generate) to override the options defined on the HRMS Tables File. (See Maintenance Code in position 80 for specific instructions.)

If the SL is entered as an override, the AD and DL must also be entered as overrides if you want to generate Payroll reports or the DOE by DOE Register.

Associated Screens   315

Positions	Field Name	Description
1-2	Level 1	Required, alpha, reset not applicable, maintenance not allowed.
3-4	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Messages:
		TRANSACTION SEQUENCE ERROR – Rejected. Must be in level 1-level 2 sequence.
		NO MASTER FOR THIS L1L2 – Rejected.
5-6	Transaction Code	Constant **SL**
		Messages:
		INVALID TRANSACTION CODE – Rejected.
	Sequence	
7	Zip/Postal Code Sequence	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Valid values are:
		Blank - Yes
		* - No
		Messages:
		INVALID ZIP/POSTAL SEQ CODE - Rejected. Valid codes: * or Blank

(continued)

Positions	Field Name	Description
8	Record Sequence	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Valid values are:
		Blank - Employee number **N** - Employee name **L** - Levels 3, 4, and 5 and employee number **C** - Check/cheque sequence **S** - Check/cheque sequence as specified on CS-1 transaction
		Messages: **INVALID RECORD SEQUENCE CODE** - Rejected. Valid codes: N, L, C, W, S, or Blank
9	Home Address Flag	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Valid values are:
		Blank - Home address ***** - Check/cheque address **N** - None
		Messages: **INVALID HOME ADDRESS FLAG** - Rejected. Valid codes: *, N, or Blank
	Employee Selection	**Note:** An employee must meet all selection criteria for a label to be printed.
10	Pay Frequency	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Valid values are:
		Blank - Do not compare Pay Frequency for selection **W** - Select weekly paid employees **B** - Select biweekly paid employees **S** - Select semimonthly paid employees **M** - Select monthly paid employees
		Messages: **INVALID PAY FREQUENCY CODE** - Rejected. Valid codes: W, B, S, M, or Blank
11	Pay Code	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Valid values are:
		Blank - Do not compare Pay Code field for selection **H** - Select hourly employees; pay code of 1 or 4 **S** - Select salaried employees; pay code of 2, 3, 5 or 6
		Messages: **INVALID PAY STATUS CODE** - Rejected. Valid codes: H, S, or Blank

(continued)

Positions	Field Name	Description
12	Employee Status	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Valid values are:
		Blank - Do not compare Employee Status field for selection **A** - Select active employees **N** - Select inactive employees **T** - Select terminated employees **D** - Select deceased employees
		Note: Resets are valid when this transaction is used to update the HRMS Tables File. Resets are invalid when this transaction is used to override the HRMS Tables File.
		Messages: **INVALID EMPLOYEE STATUS CODE** - Rejected. Valid codes: A, N, T, D, or Blank
13	Shift Code	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Valid values are:
		Blank - Do not compare shift code field for selection **0** - Select employees with shift code 0 **1** - Select employees with shift code 1 **2** - Select employees with shift code 2 **3** - Select employees with shift code 3 **4** - Select employees with shift code 4 **A** - Select employees with shift code A **B** - Select employees with shift code B **C** - Select employees with shift code C **D** - Select employees with shift code D **H** - Select employees with shift code H **I** - Select employees with shift code I **J** - Select employees with shift code J **K** - Select employees with shift code K
		Messages: **INVALID SHIFT CODE** - Rejected. Valid codes: 0, 1, 2, 3, 4, or Blank
14-17	Level 3	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Specific level 3 to be selected.
		Valid values are:
		Blank - Do not compare on level 3 for selection

(continued)

Positions	Field Name	Description
18-21	Level 4	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Specific level 4 to be selected.
		Valid values are:
		Blank - Do not compare on level 4 for selection
22-25	Level 5	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Specific level 5 to be selected.
		Valid values are:
		Blank - Do not compare on level 5 for selection
26-27	Home State	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Home State Code to be selected.
		Valid values are:
		Blank - Do not compare on Home State Code for selection
		Messages:
		INVALID HOME STATE CODE - Rejected. Must be numeric or Blank
28-29	Work State	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Work State Code to be selected.
		Valid values are:
		Blank - Do not compare on Work State Code for selection
		Messages:
		INVALID WORK STATE CODE - Rejected. Must be numeric or Blank
30-39	(Lowest) Beginning Zip Code Range	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Left justify.
		Valid values are:
		Blank - Do not compare on zip code for selection
		Messages:
		INVALID BEGINNING ZIP CODE - Rejected. Must be numeric or Blank

(continued)

Positions	Field Name	Description
40-49	(Highest) Ending Zip Code Range	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Left justify.
		Valid values are:
		Blank - Do not compare on zip code for selection
		Messages:
		INVALID ENDING ZIP CODE - Rejected. Must be numeric or Blank
50-56	Beginning Postal Code Range (Canadian)	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Lowest postal code to be selected.
		Valid values are:
		Blank - Do not compare on postal code for selection
		Messages:
		INVALID BEGINNING POSTAL CODE - Rejected. Valid codes are:
		▪ A Blank in columns 30, 32, 34 must be alphabetic; columns 31, 33, 35 must be numeric; columns 36-39 must be Blank.
		▪ A Blank in columns 40, 42, 44 must be alpha; columns 41, 43, 45 must be numeric; columns 46-49 must be Blank.
		▪ A Blank in columns 50, 52, 54 must be alpha; columns 51, 53, 55 must be numeric; columns 56-59 must be Blank.
		▪ A Blank in columns 60, 62, 64 must be alpha; columns 61, 63, 65 must be numeric; 66-69 must be Blank.
57-63	Ending Postal Code Range (Canadian)	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Highest postal code to be selected.
		Valid values are:
		Blank - Do not compare on postal code for selection
		Messages:
		INVALID ENDING POSTAL CODE - Rejected. Valid codes are:
		▪ A Blank in columns 30, 32, 34 must be alphabetic; columns 31, 33, 35 must be numeric; columns 36-39 must be Blank.
		▪ A Blank in columns 40, 42, 44 must be alpha; columns 41, 43, 45 must be numeric; columns 46-49 must be Blank.
		▪ A Blank in columns 50, 52, 54 must be alpha; columns 51, 53, 55 must be numeric; columns 56-59 must be Blank.
		▪ A Blank in columns 60, 62, 64 must be alpha; columns 61, 63, 65 must be numeric; 66-69 must be Blank.

(continued)

Positions	Field Name	Description
64	Print Controls	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Valid values are:
		Blank - Print controls ***** - Do no print controls
		Messages: **INVALID PRINT CONTROLS CODE** - Rejected. Valid codes: * or Blank
65-66	Number of Labels Per Employee	Optional, alphanumeric, resets to Blank, maintenance allowed.
		01-99
		Valid values are:
		Blank - 01
		Messages: **INVALID NMBR LABELS PER EMPL** - Rejected. Must be numeric or Blank. Cannot be 00.
67-79	Reserved	**Blank**
80	Maintenance Code	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Valid values are:
		A - Add **C** - Change **D** - Delete **Blank** - Override transactions
		Note: Resets are valid when this transaction is used to update the HRMS Tables File. Resets are invalid when this transaction is used to override the HRMS Tables File.

SP [80] - Print Control

Function　　　　　　Check Writer Spool Print Control

Associated Screens　None

Positions	Field Name	Description
1-2	Transaction Code	Constant **SP**
		Messages: **INVALID TRANS CODE** - Rejected. Must be SP.
		MAXIMUM TRANSACTIONS EXCEEDED - Rejected. Maximum of 100 SP transactions allowed.
	First Form Print Queue Assignment	
3-6	First Form Number	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Note: The following messages are repeated for each of the 10 possible form numbers and print queues. The position numbers and indicators change as appropriate.
		Messages: **INVALID FORM NUM** - Rejected. Cannot be Blank.
		INVALID FORM QUEUE - Rejected. Must be 01-10.
7-8	First Print Queue	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Print queue to which the above form number is assigned.
	Second Form Print Queue Assignment	
9-12	Second Form Number	Repeat positions 3-6.
13-14	Second Print Queue	Repeat positions 7-8.
	Third Form Print Queue Assignment	
15-18	Third Form Number	Repeat positions 3-6.
19-20	Third Print Queue	Repeat positions 7-8.
	Fourth Form Print Queue Assignment	
21-24	Fourth Form Number	Repeat positions 3-6.
25-26	Fourth Print Queue	Repeat positions 7-8.

(continued)

Positions	Field Name	Description
	Fifth Form Print Queue Assignment	
27-30	Fifth Form Number	Repeat positions 3-6.
31-32	Fifth Print Queue	Repeat positions 7-8.
	Sixth Form Print Queue Assignment	
33-36	Sixth Form Number	Repeat positions 3-6.
37-38	Sixth Print Queue	Repeat positions 7-8.
	Seventh Form Print Queue Assignment	
39-42	Seventh Form Number	Repeat positions 3-6.
43-44	Seventh Print Queue	Repeat positions 7-8.
	Eighth Form Print Queue Assignment	
45-48	Eighth Form Number	Repeat positions 3-6.
49-50	Eighth Print Queue	Repeat positions 7-8.
	Ninth Form Print Queue Assignment	
51-54	Ninth Form Number	Repeat positions 3-6.
55-56	Ninth Print Queue	Repeat positions 7-8.
	Tenth Form Print Queue Assignment	
57-60	Tenth Form Number	Repeat positions 3-6.
61-62	Tenth Print Queue	Repeat positions 7-8.
63-80	Reserved	**Blank**

SRM001 [80] - Report Record Mapping

Function   Report Record Mapping

Key Fields   1-26

Associated Screens   336, 351, 357

Positions	Field Name	Description
1-6	Transaction Code	Constant **SRM001** Messages: **INVALID TRANSACTION CODE** - Rejected.
7-9	Report ID	Required, numeric, reset not applicable, maintenance not allowed. For a complete list of Report IDs, see the Regulatory Report IDs chapter in this volume. Messages: **ENTER A VALID REPORT ID** - Rejected.
10-11	SRM Key Code 1	Required, numeric, reset not applicable, maintenance not allowed. **ACH Reporting** Constant **00** **Regulatory Reporting** Reporting Authority Valid values are: **00** - Federal format **01-52** - State **80-93** - Province **60-69** - Special report models. These models cannot be printed through Regulatory Report Print. If you specify a state code, the Local Key Code 2 field must be Blank. Messages**:** **ENTER A VALID AUTHORITY** - Rejected. You entered an invalid state or province code. **KEY CD 1 INVLD FOR U.S. RPT ID** - Rejected. You entered a Canadian authority code for a U.S. report. **KEY CD 1 INVALID FOR CAN RPT ID** - Rejected. You entered a U.S. authority code for a Canadian report. **KEY CODE 1 MUST BE 00 FOR ACH** - Rejected. **ST RPTING REQUIRES BLANK LOC AU** - Rejected. Local authority ID must be Blank for state reporting

(continued)

Positions	Field Name	Description
12-15	SRM Key Code 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Left justified.
		ACH Reporting
		Blanks (default) - Standard ACH Tape format **00-29** - U.S. **70-79** - Canada
		Regulatory Reporting
		Reporting Authority
		Locality Code: User-defined on the LOC001 transaction. U.S. organizations only.
		Messages: **LOC W2 TP REQUIRES 00 IN AU ID** - Rejected. Authority ID must be zeros for local W-2 tapes.
		KEY CD 2 INVALID WITH RPT ID - Rejected. The local authority ID you entered cannot be used with the report ID you selected.
		INVALID KEY CODE 2 FOR ACH - Rejected.

(continued)

Positions	Field Name	Description
16-19	Record Type	Required, alphanumeric, reset not applicable, maintenance not allowed.
		ACH Reporting
		Identifies the ACH Tape record type:
		U.S. Tapes: 1REC, 5REC, 6REC, 6DBT, 7REC, 8REC, 9REC Canadian Tapes: AREC, CREC, ZREC
		Regulatory Reporting
		For forms, the record type includes the 3-digit form code, followed by a 1-character form type. For a list of form codes, see the Regulatory Report IDs section of this manual.
		Form type values are:
		F - Alignment form **H** - Header form (for State Quarterly Forms only) **J** - SUI Tax ID total pages (for State Quarterly Forms only) **L** - Last Total form (for State Quarterly Forms only). Canada: UI control totals (T4/T4A forms only), Employer/Payer Registration control totals (Releve 1/Releve 2 forms only) **R** - Federal format form **S** - Intermediate subtotal form **T** - Intermediate subtotal form employer information (State Quarterly Forms only)
		Note: There must be a form type 'S' for the last line defined by a form type 'T'. There must be a t least one form type 'T' defined.
		U - Unit ID total pages (for State Quarterly Forms only) **V** - Voided form
		Note: Form type J and U entries are required for State Quarterly Forms.
		For tapes, the record type is 4 characters. See the *Regulatory Reporting Guide* for a complete explanation.
		Messages: **RECORD TYPE MUST BE ENTERED** - Rejected.
20-23	Version Year	Required, numeric, reset not applicable, maintenance not allowed.
		Valid values are:
		yyyy - Year of the format to use for this form.
		Messages: **VERSION YEAR MUST BE NUMERIC** - Rejected.

(continued)

Positions	Field Name	Description
24-26	Sequence Number	Required, numeric, reset not applicable, maintenance not allowed.
		Sequence number of the report map for form or tape.
		This field must be Blank if position 80 is G. It must contain an entry for all other maintenance.
		Messages:
		SEQ NO MUST BE SPC FOR GRP DEL - Rejected. Leave the sequence number Blank for all record types Group Delete.
		SEQUENCE NUMBER NOT NUMERIC - Rejected.
27	Delimiter	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Constant **X**
28-47	Field Name	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Enter the data dictionary name of the field from which to move data, or constant data, depending on the value in the Format Code field.
		Messages:
		ENTER A VALID FIELD NAME - Rejected. Required for Add maintenance.
48	Delimiter	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Constant **X**
49-50	Beginning Field Displacement	Optional, numeric, see instructions for reset value, maintenance allowed.
		Valid values are:
		01-99 - Beginning position within the input field from which to start moving data.
		Default or **R** - 01
		Messages:
		BEG FLD DISP: RANGE 01 TO 99 - Rejected. Required for Add maintenance.
51	Delimiter	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Constant **X**
52-53	Output Field Length	Optional, numeric, reset not applicable, maintenance allowed.
		Valid values are:
		01-99 - length of the area in the output record you want to move data to
		Default - 01
		Messages:
		OUTPUT FLD LEN: RANGE 01 TO 99 - Rejected. Required for Add maintenance.

(continued)

Positions	Field Name	Description
54	Delimiter	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Constant **X**
55	Decimals	Optional, numeric, resets to zero, maintenance allowed.
		Valid values are:
		0-6 - decimals places
		0 - Default
		Messages:
		NUM DECIMALS: RANGE 0-6 - Rejected. Required for Add maintenance.
56	Delimiter	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Constant **X**
57-58	Output Field Line	Optional, numeric, see instructions for reset value, maintenance not allowed.
		Valid values are:
		01-99 - line number of the area in the output record data is being moved to **Default** or **R** - 01
		Note: If you are defining tapes, this field must be 01.
59	Delimiter	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Constant **X**
60-62	Output Field Position	Optional, numeric, see instructions for reset value, maintenance allowed.
		Valid values are:
		000-999 - Position number of the area in the record to which data is being moved. A field with the Output Field Position field set to **000**, begins after the last non-blank character of the previous field. **Default** or **R** - 001
		Messages:
		OUTPUT FLD COL: RANGE 000 TO 999 - Rejected. Required for Add maintenance.
		OUTPUT FLD LN: RANGE 01 TO 99 - Rejected. Required for Add maintenance.
		OUT FLD LN MUST BE 01 FOR TAPE - Rejected.
63	Delimiter	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Constant **X**

(continued)

Positions	Field Name	Description
64	Format Code	Optional, alphanumeric, resets to zero, maintenance allowed.

Blank or

0, **R** - Print leading zeros, no other formatting of the position area in the output record to which data is being moved.

1 - Insert commas and print leading zeros with the decimal point.

2 - Suppress leading zeros and print the decimal point.

3 - Suppress leading zeros, insert commas, and print the decimal point.

4 - Print leading zeros, insert commas, print the decimal point, and insert a floating dollar ($) sign.

5 - Suppress leading zeros, insert commas, print the decimal point, and insert a floating dollar ($) sign.

6 - Print leading zeros without commas and print decimal point.

A - Remove all characters other than A through Z (both lowercase and uppercase).

B - Remove special characters; that is, all characters other than A through Z (both lowercase and uppercase) and space.

C - The Field Name field contains a literal instead of a valid data dictionary name. Move the literal to the output record based on the Length, Decimal, Output Field Line, and Output Field Position fields.

E - Shift the data in the field to the left, removing any leading spaces.

F - Shift the data in the field to the right, removing any trailing spaces.

G - Suppress leading zeros, no commas, and print space in place of the decimal point.

H - Suppress leading zeros, no commas, and print two spaces in place of the decimal point.

I - Suppress zeros, do not print commas and decimal point. For a negative number, print a floating leading negative sign.

J - Suppress zeros, do not print commas, and print the decimal point. For a negative number, print a floating leading negative sign.

K - Shift the data in the field to the left, zero-fill to the right.

L - Shift the data in the field to the right, zero-fill to the left.

N - Print a 1-character sign. For a positive number, print a space. For a negative number, print a dash (-) in the specified position.

P - Remove all leading or imbedded non-numeric characters, and then left-justify and blank-fill.

Q - Remove all characters other than A through Z (both lowercase and uppercase) and single quote.

T - Remove special characters; that is, all characters other than A through Z (both lowercase and uppercase) and 0 through 9.

W - Remove all characters other than A through Z (both lowercase and uppercase), space, hyphen, and single quote.

Z - No formatting. Numeric fields print without leading zeros and without the decimal point.

- (hyphen) - Remove all charactesrs other than A through Z (both lowercase and uppercase) and hyphen.

Messages:

INVALID FORMAT CODE - Rejected. See the preceding list of valid codes.

(continued)

Positions	Field Name	Description
65	Delimiter	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Constant **X**
66	Comment	Optional, alphanumeric, resets to zero, maintenance allowed.
		Valid values are:
		Default or **R** - Blank
		* - Do not process this record map entry
		? - Condition test
		A - AND condition test
		O - OR condition test
		M - Negative test
		T - True condition
		F - False condition
		Messages:
		INV COMMENT/CONDITION VALUE - Rejected.
		INV CONDITION W/FORMAT CODE C - Rejected. Valid entries are blank, asterisk (*), T, and F with format code of C.
		For more information, see the *Regulatory Reporting Guide*.
67	Delimiter	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Constant **X**
68-79	Reserved	**Blank**
80	Update Code	Required, alphanumeric, reset not applicable, see instructions for maintenance restrictions.
		Valid values are:
		A - Add
		C - Change
		D - Delete
		G - Group delete
		If you specify G, the HRMS Tables File update program will delete ALL SRMs for the given report, authority, record type, and year.
		Positions 24-26 must be Blank for Group delete.
		Messages:
		NO DATA CHANGES WERE ENTERED - Rejected. You indicated a change, but no change was entered.

SRO001 [80] - U.S. Regulatory File and Form Indicators

Function	U.S. Regulatory File and Form Indicators
Key Fields	1-23
Associated Screens	337, 358

Positions	Field Name	Description
1-6	Transaction Code	Constant **SRO001**
		Messages: **INVALID TRANSACTION CODE** - Rejected.
7-9	Report ID	Required, numeric, reset not applicable, maintenance not allowed.
		For a complete list of Report IDs, see the Regulatory Reporting IDs section in this volume.
		Messages: **ENTER A VALID REPORT ID** - Rejected.
		ENTER A U.S. RPT ID - Rejected. This transaction is for U.S. data. You entered a Canadian report ID.
10-11	Authority Code	Required, numeric, reset not applicable, maintenance not allowed.
		Valid values are:
		00 - Federal format **01-52** - State **60-69** - Update models to the HRMS Tables File. These codes are not valid for Regulatory Report Print
		If you specify a State Code, the Local Code field is ignored.
		Messages: **ENTER A VALID AUTHORITY** - Rejected. You entered an invalid state or province code.
		KEY CD 1 INVALID FOR U.S. RPT ID - Rejected. You entered a Canadian authority code for a U.S. report.
		KEY CD 1 INVALID FOR CAN RPT ID - Rejected. You entered a U.S. authority code for a Canadian report.

(continued)

Positions	Field Name	Description
12-15	Local Authority Code	Conditionally required, alphanumeric, reset not applicable, maintenance not allowed.
		U.S. Organizations. User-defined on the LOC001 transaction.
		If you specify a Local Code, the Authority Code must be 00.
		Messages: **KEY CD 2 INVALID WITH RPT ID** - Rejected. The local authority ID you entered cannot be used with the report ID you selected.
		LOC W2 TP REQUIRES 00 IN AU ID - Rejected. Authority ID must be zeros for local W-2 tapes.
		ST RPTING REQUIRES BLNK LOC AU - Rejected. Local authority ID must be Blank for state reporting.
16-19	Reserved	**Blank**
20-23	Version Year	Required, numeric, reset not applicable, maintenance not allowed.
		Valid values are:
		yyyy - The year of the format of a record map for a form or tape for a specified authority.
		Messages: **VERSION YEAR MUST BE NUMERIC** - Rejected.
24	Delimiter	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Constant **X**
25	Transmitter Record Indicator (A Record)	Optional, alphanumeric, see instructions for reset value, maintenance allowed.
		Valid values are:
		Blank or **Y** - Produce an A record and use the record map for the authority specified in positions 10-11 or 12-15 **N, R, Blank -** Do not produce an A record **F** - Produce an A record and use the standard format record map for authority 00
26	Delimiter	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Constant **X**

(continued)

Positions	Field Name	Description
27	Basic Authorization Record Indicator (B Record)	Optional, alphanumeric, see instructions for reset value, maintenance allowed.
		Valid values are:
		Blank or **Y** - Produce a B record and use the record map for the authority specified in positions 10-11 or 12-15 **N, R** - Do not produce a B record **F** - Produce a B record and use the standard format record map for authority 00
		Messages: **VLD REC IND: Y, N, F AND SPACE** - Rejected. The valid indicators for the 8 tape records are space, Y, N, F.
		Note: For state W-2 tape reporting, this option is used for TIB-4 format. This option is delivered with the value of **N** for state W-2 tape reporting using the MMREF-1 format.
28	Delimiter	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Constant **X**
29	Employer Record Indicator (E Record)	Optional, alphanumeric, see instructions for reset value, maintenance allowed.
		Valid values are:
		Blank or **Y** - Produce a E record and use the record map for the authority specified in positions 10-11 or 12-15 **N, R, Blank -** Do not produce a E record **F** - Produce an E record and use the standard format record map for authority 00
30	Delimiter	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Constant **X**
31	Employee Wage Record Indicator (W Record)	Optional, alphanumeric, see instructions for reset value, maintenance allowed.
		Valid values are:
		Blank or **Y** - Produce a W record and use the record map for the authority specified in positions 10-11 or 12-15 **N, R, Blank** - Do not produce a W record **F** - Produce a W record and use the standard format record map for authority 00
32	Delimiter	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Constant **X**

(continued)

Positions	Field Name	Description
33	Supplemental Record Indicator (S Record)	Optional, alphanumeric, see instructions for reset value, maintenance allowed.
		Valid values are:
		Blank or **Y** - Produce an S record and use the record map for the authority specified in positions 10-11 or 12-15 **N, R, Blank** - Do not produce an S record **F** - Produce an S record and use the standard format record map for authority 00
34	Delimiter	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Constant **X**
35	Intermediate Totals Record Indicator (I Record)	Optional, alphanumeric, see instructions for reset value, maintenance allowed.
		Valid values are:
		Blank or **Y** - Produce an I record and use the record map for the authority specified in positions 10-11 or 12-15 **N, R, Blank** - Do not produce an I record **F** - Produce an I record and use the standard format record map for authority 00
		Note: For state W-2 tape reporting, this option is used for TIB-4 format. This option is delivered with the value of **N** for state W-2 tape reporting using the MMREF-1 format.
36	Delimiter	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Constant **X**
37	Totals Record Indicator (T Record)	Optional, alphanumeric, see instructions for reset value, maintenance allowed.
		Valid values are:
		Blank or **Y** - Produce a T record and use the record map for the authority specified in positions 10-11 or 12-15 **N, R, Blank** - Do not produce a T record **F** - Produce a T record and use the standard format record map for authority 00
38	Delimiter	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Constant **X**

(continued)

Positions	Field Name	Description
39	Final Totals Record Indicator (F Record)	Optional, alphanumeric, see instructions for reset value, maintenance allowed.
		Valid values are:
		Blank or **Y** - Produce a F record and use the record map for the authority specified in positions 10-11 or 12-15.
		N, R, Blank - Do not produce a F record
		F - Produce a F record and use the standard format record map for authority 00
		Messages:
		FED FMT 'F' REQS STD FRMT YEAR - Rejected. You must enter a Standard Format year when the Federal format is selected.
40	Delimiter	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Constant **X**
41	Special Form Indicator	Optional, alphanumeric, see instructions for reset value, maintenance allowed.
		Valid values are:
		Y - Authority requires special format and will follow the record maps for the specific authority code
		N, R, Blank - Authority does not require a special format and will use the standard format record map for authority 00
		D - Quarterly Unemployment Forms: this report is discontinued for this authority.
		Messages:
		FORM INDICATOR MUST BE Y, N OR D - Rejected.
42	Delimiter	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Constant **X**
43	Employee Optional Wage Record Indicator (O Record)	Optional, alphanumeric, see instructions for reset value, maintenance allowed.
		Valid values are:
		Y - Produce a O record and use the record map for the authority specified in positions 10-11 or 12-15.
		N, R, Blank - Do not produce a O record
		F - Produce an O record and use the standard format record map for Authority 00
		Messages:
		VLD REC IND: Y, N, F AND SPACE – Rejected. The valid indicators for the tape records are space, Y, N, F.

(continued)

Positions	Field Name	Description
44	Delimiter	Required, alphanumeric, reset not applicable, maintenance not allowed. Constant X
45	Totals Record Indicator (U Record)	Optional, alphanumeric, see instructions for reset value, maintenance allowed. Valid values are: **Y** – Produce a U record and use the record map for the authority specified in positions 10-11 or 12-15. **N, R, Blank** – Do not produce a U record **F** – Produce a U record and use the standard format record map for authority 00 Messages: **VLD REC IND: Y, N, F AND SPACE** – Rejected. The valid indicators for the tape records are space, Y, N, F.
46	Delimiter	Required, alphanumeric, reset not applicable, maintenance not allowed. Constant **X**
47	Reconciliation Record Indicator (R Record)	Optional, alphanumeric, see instructions for reset value, maintenance allowed. Valid values are: **Y** – Produce an R record and use the record map for the authority specified in positions 10-11 or 12-15. **N**, **R**, **Blank** – Do not produce an R record. **F** – Produce an R record and use the standard format record map for authority 00. **Messages:** **VLD REC IND: Y, N, F AND SPACE** – Rejected. The valid indicators for the tape records are space, Y, N, F.
48	Delimiter	Required, alphanumeric, reset not applicable, maintenance not allowed. Constant **X**
49	State Total Record Indicator (V Record)	Optional, alphanumeric, see instructions for reset value, maintenance allowed. Valid values are: **Y** - Produce a V record and use the record map for the authority specified in positions 10-11 or 12-15. **N**, **R**, **Blank** - Do not produce a V record. **Messages:** **VLD REC IND: Y, N AND SPACE** - Rejected. The valid indicators for the tape records are space, Y, and N.
50	Delimiter	Required, alphanumeric, reset not applicable, maintenance not allowed. Constant **X**

(continued)

Positions	Field Name	Description
51-71	Reserved	**Blank**
72	Delimiter	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Constant **X**
73	Local W-2 Tape Format Indicator	Optional, alphanumeric, reset to Blank, maintenance allowed.
		Valid values are:
		Blank or M – MMREF-1 format
		T – TIB-4 format
		Messages:
		FMT IND MUST BE M, T, OR SPACE – Rejected. The valid indicators for the tape records are space, M, T.
74	Delimiter	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Constant **X**
75-78	Standard Format Year	Conditionally required, alphanumeric, resets to Blank, maintenance allowed.
		Valid values are:
		yyyy - The year of the record map for the standard format. Required if you selected the standard format (F) for any record indicator field.
		Messages:
		STD FMT YR MUST BE NUMERIC - Rejected. The Standard Format Year must be numeric.
79	Delimiter	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Constant **X**
80	Update Code	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Valid values are:
		A - Add
		C - Change
		D - Delete
		Messages:
		NO DATA CHANGES WERE ENTERED - Rejected. You indicated a change, but no change was entered.

SRO002 [80] - Canadian T4/T4A Tape Record Indicators

Function	Canadian T4/T4A Tape Record Indicators
Key Fields	1-23
Associated Screens	338, 361

Positions	Field Name	Description
1-6	Transaction Code	Constant **SRO002**
		Messages: **INVALID TRANSACTION CODE** - Rejected.
7-9	Report ID	Required, numeric, reset not applicable, maintenance not allowed.
		For a complete list of Report IDs, see the Regulatory Reporting IDs section in this volume.
		Messages: **ENTER A RELEVE RPT ID** - Rejected. The SRO003 transaction is only meant to be used as a Releve transaction, but a Releve report ID was NOT entered.
		ENTER A T4/T4A RPT ID - Rejected. The SRO002 transaction is only meant to be used as a T4/T4A transaction, but a U.S. report ID was entered.
10-11	Authority Code	Required, numeric, reset not applicable, maintenance not allowed.
		Valid values are:
		00 - Federal format **80-93** - Province **60-69** - Update models to the HRMS Tables File. These codes are not valid for Regulatory Report Print
		Messages: **ENTER A VALID AUTHORITY** - Rejected. An invalid province code has been entered for the report ID selected.
		ENTER A VALID AUTH GROUP CODE - Rejected. If you are using a GRPnnn transaction, the group code cannot be Blank.
12-19	Reserved	**Blank**
20-23	Version Year	Required, numeric, reset not applicable, maintenance not allowed.
		Valid values are:
		yyyy - The year of the format of a record map for a form or tape for a specified authority.
		Messages: **VERSION YEAR MUST BE NUMERIC** - Rejected.

(continued)

Positions	Field Name	Description
24	Delimiter	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Constant **X**
25	Transmitter Record Indicator (T Record)	Optional, alphanumeric, see instructions for reset value, maintenance allowed.
		Valid values are:
		Blank or **Y** - Produce a T record and use province record map for the specific province code
		N, R - Do not produce a T record
		F - Produce a T record and use the standard format record map for authority code 00
		Messages:
		VLD REC IND: Y, N, F AND SPACE - Rejected. The valid indicators for tape records are space, Y, N, or F.
26	Delimiter	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Constant **X**
27	Employer Record Indicator (E Record)	Optional, alphanumeric, see instructions for reset value, maintenance allowed.
		Valid values are:
		Blank or **Y** - Produce an E record and use province record map for the specific province code
		N, R - Do not produce an E record
		F - Produce an E record and use the standard format record map for authority code 00
		Messages:
		VLD REC IND: Y, N, F AND SPACE - Rejected. The valid indicators for tape records are space, Y, N, or F.
28	Delimiter	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Constant **X**

(continued)

Positions	Field Name	Description
29	Summary Record (S & R Records)	Optional, alphanumeric, see instructions for reset value, maintenance allowed.
		Valid values are:
		Blank or **Y** - Produce an S record and use province record map for the specific province code **N, R** - Do not produce an S record **F** - Produce an S record and use the standard format record map for authority code 00
		Messages: **VLD REC IND: Y, N, F AND SPACE** - Rejected. The valid indicators for tape records are space, Y, N, or F.
30	Delimiter	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Constant **X**
31-79	Reserved	**Blank**
80	Update Code	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Valid values are:
		A - Add **C** - Change **D** - Delete

SRO003 [80] - Canadian Releve Form and Tape Rec. Indicators

Function	Canadian Releve Form and Tape Record Indicators
Key Fields	1-23
Associated Screens	353, 362

Positions	Field Name	Description
1-6	Transaction Code	Constant **SRO003**
		Messages: **INVALID TRANSACTION CODE** - Rejected.
7-9	Report ID	Required, numeric, reset not applicable, maintenance not allowed.
		For a complete list of Report IDs, , see the Regulatory Reporting IDs section in this volume.
		Messages: **KEY CD 1 INVALID FOR CAN RPT ID** - Rejected. An invalid province code has been entered for the report ID selected.
		ENTER A RELEVE RPT ID - Rejected. The SRO003 transaction is only meant to be used as a Releve transaction, but a Releve report ID was NOT entered.
10-11	Authority Code	Required, numeric, reset not applicable, maintenance not allowed.
		Valid values are:
		00 - Federal format **80-93** - Province **60-69** - Update models to the HRMS Tables File. These codes are not valid for Regulatory Report Print
		Messages: **ENTER A VALID AUTHORITY** - Rejected. An invalid province code has been entered for the report ID selected.
12-19	Reserved	**Blank**
20-23	Version Year	Required, numeric, reset not applicable, maintenance not allowed.
		Valid values are:
		yyyy - The year of the format of a record map for a form or tape for a specified authority
		Messages: **VERSION YEAR MUST BE NUMERIC**. - Rejected.

(continued)

Positions	Field Name	Description
24	Delimiter	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Constant **X**
25	Agent Account Header Record Indicator (A Record)	Optional, alphanumeric, see instructions for reset value, maintenance allowed.
		Valid values are:
		Blank or **Y** - Produce an A record and use province record map for the specific province code
		N, R - Do not produce an A record
		F - Produce an A record and use the standard format record map for authority code 00
26	Delimiter	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Constant **X**
27	Employer Releve 1 Information Record Indicator (B Record)	Optional, alphanumeric, see instructions for reset value, maintenance allowed.
		Valid values are:
		Blank or **Y** - Produce a B record and use province record map for the specific province code
		N, R - Do not produce a B record
		F - Produce a B record and use the standard format record map for authority code 00
28	Delimiter	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Constant **X**
29	Employer Releve 2 Information Record Indicator (C Record)	Optional, alphanumeric, see instructions for reset value, maintenance allowed.
		Valid values are:
		Blank or **Y** - Produce a C record and use province record map for the specific province code
		N, R - Do not produce a C record
		F - Produce a C record and use the standard format record map for authority code 00
30	Delimiter	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Constant **X**

(continued)

Positions	Field Name	Description
31	Agent Account Trailer Record Indicator (D Record)	Optional, alphanumeric, see instructions for reset value, maintenance allowed.
		Valid values are:
		Blank or **Y** - Produce a D record and use province record map for the specific province code **N, R** - Do not produce a D record **F** - Produce a D record and use the standard format record map for authority code 00
32	Delimiter	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Constant **X**
33	End of File Record Indicator (E Record)	Optional, alphanumeric, see instructions for reset value, maintenance allowed.
		Valid values are:
		Blank or **Y** - Produce an E record and use province record map for the specific province code **N, R** - Do not produce an E record **F** - Produce an E record and use the standard format record map for authority code 00
34	Delimiter	Optional, alphanumeric, see instructions for reset value, maintenance allowed.
		Blank or **Y** - Use this field for lowest totals **N, R** - Do not use this field for lowest fields
		You can select only one field for lowest totals. A field selected for Lowest Total must be in Priority 01-05.
35-79	Reserved	**Blank**
80	Update Code	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Valid values are:
		A - Add **C** - Change **D** - Delete

SRT001 [80] - U.S. Sort Sequence Control

Function	U.S. Sort Sequence Control
Key Fields	1-19
Associated Screens	340, 341

Positions	Field Name	Description
1-6	Transaction Code	Constant **SRT001**
		Messages:
		INVALID TRANSACTION CODE - Rejected.
7-12	Sort Sequence ID	Required, alphanumeric, reset not applicable, maintenance not allowed.
		User-defined code to uniquely identify this sort sequence
		Messages:
		SEQUENCE ID MUST BE ENTERED - Rejected.
13-19	Reserved	**Blank**
	Sort Sequence Definition - 1	
20-21	Sort Sequence Priority	Required, numeric, reset not applicable, maintenance not allowed.
		01-12. Defines the priority of the field identified in the Field Identifier (positions 22-23).
		Messages:
		PRIORITY NUMBER MUST BE 01 – 12 - Rejected.
		DUPLICATE PRIORITY NUMBERS - Rejected.
		PRIORITY NO MUST BE CONSECUTIVE - Rejected. Priority numbers do not have to be in order, but they must be consecutive numbers.
		SRT SEQ PRI MUST BEGIN WITH 01 - Rejected. When entering sort sequence priority numbers on an add transaction, the series of numbers must start at 01.

(continued)

Positions	Field Name	Description
22-23	Field Identifier	Required, alphanumeric, reset not applicable, maintenance not allowed. Valid values are: **L1** - Level 1 **L2** - Level 2 **L3** - Level 3 **L4** - Level 4 **L5** - Level 5 **HD** - Home Distribution **CK** - Check Sequence **S1** - Employee Status 1 **S2** - Employee Status 2 **PF** - Pay Frequency **PC** - Pay Code **WC** - Worker's Compensation **UC** - Union Code **SC** - State SCC Code **LC** - Local SCC Code **LA** - Local Authority Code **LE** - Local Entity Code **SN** - Employee Social Security Number **NU** - Employee Number **N3** - Employee Name from Employee Master File (all 35 characters) **N2** - Employee Name from Employee Master File (first 20 characters) **N1** - Employee Name from Employee Master File (first 10 characters) **ZP** - ZIP Code **EC** - Establishment Code **FM** - FICA/Medicare Indicator **RS** - Resident State Code **WS** - Work State Code **T1** - Tax Authority Supplement 1 Data **T2** - Tax Authority Supplement 2 Data **T3** - Tax Authority Supplement 3 Data **T4** - Tax Authority Supplement 4 Data **SU** - State Unit Code **FE** - Federal Tax ID **SE** - State Tax ID **UI** - SUI Tax ID **SF** - Shift Code **Notes:** The total length of the Sort Sequence must not exceed 54 positions. See the *Regulatory Reporting Guide* for the length of each field. Do not use the State SCC code (SC), State Tax ID (SE), and State Unemployment Tax ID (UI) when generating federal tapes. Messages: **ENTER A VALID U.S. FIELD ID** - Rejected. The field identifier must be a valid U.S. code. (SRT001) **U.S. FIELD ID MUST BE UNIQUE** - Rejected. Enter only one of each U.S. field ID (SRT001).

(continued)

Positions	Field Name	Description
24	Lowest Total Ind	Optional, alphanumeric, see instructions for reset value, maintenance allowed.
		Blank or **Y** - Use this field for lowest totals **N, R** - Do not use this field for lowest totals
		You can select only one field for lowest totals. A field selected for Lowest Total must be in Priority 01-05.
		Messages: **LOWEST TTL ENTRY: Y, N, BLANK** - Rejected.
		LOWEST TTL FLD NOT IN 1 THRU 5 - Rejected. The lowest total field must be in priority numbers 1 through 5.
		SELECT ONLY ONE LOWEST TOTAL - Rejected.
	Sort Sequence Definition - 2	
25-26	Sort Sequence Priority	Repeat positions 20-21.
27-28	Field Identifier	Repeat positions 22-23.
29	Lowest Total Ind	Repeat position 24.
	Sort Sequence Definition - 3	
30-31	Sort Sequence Priority	Repeat positions 20-21.
32-33	Field Identifier	Repeat positions 22-23.
34	Lowest Total Ind	Repeat position 24.
	Sort Sequence Definition - 4	
35-36	Sort Sequence Priority	Repeat positions 20-21.
37-38	Field Identifier	Repeat positions 22-23.
39	Lowest Total Ind	Repeat position 24.
	Sort Sequence Definition - 5	
40-41	Sort Sequence Priority	Repeat positions 20-21.
42-43	Field Identifier	Repeat positions 22-23.
44	Lowest Total Ind	Repeat position 24.
	Sort Sequence Definition - 6	
45-46	Sort Sequence Priority	Repeat positions 20-21.
47-48	Field Identifier	Repeat positions 22-23.
49	Lowest Total Ind	Repeat position 24.

(continued)

Positions	Field Name	Description
	Sort Sequence Definition - 7	
50-51	Sort Sequence Priority	Repeat positions 20-21.
52-53	Field Identifier	Repeat positions 22-23.
54	Lowest Total Ind	Repeat position 24.
	Sort Sequence Definition - 8	
55-56	Sort Sequence Priority	Repeat positions 20-21.
57-58	Field Identifier	Repeat positions 22-23.
59	Lowest Total Ind	Repeat position 24.
	Sort Sequence Definition - 9	
60-61	Sort Sequence Priority	Repeat positions 20-21.
62-63	Field Identifier	Repeat positions 22-23.
64	Lowest Total Ind	Repeat position 24.
	Sort Sequence Definition - 10	
65-66	Sort Sequence Priority	Repeat positions 20-21.
67-68	Field Identifier	Repeat positions 22-23.
69	Lowest Total Ind	Repeat position 24.
	Sort Sequence Definition - 11	
70-71	Sort Sequence Priority	Repeat positions 20-21.
72-73	Field Identifier	Repeat positions 22-23.
74	Lowest Total Ind	Repeat position 24.

(continued)

Positions	Field Name	Description
	Sort Sequence Definition - 12	
75-76	Sort Sequence Priority	Repeat positions 20-21.
77-78	Field Identifier	Repeat positions 22-23.
79	Lowest Total Ind	Repeat position 24.
80	Update Code	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Valid values are:
		A - Add **C** - Change **D** - Delete
		Messages:
		NO DATA CHANGES WERE ENTERED - Rejected. You indicated a change, but no change was entered.

SRT002 [80] - Canadian Sort Sequence Control

Function   Canadian Sort Sequence Control

Associated Screens   340, 342

Positions	Field Name	Description
1-6	Transaction Code	Constant **SRT002** Messages: **INVALID TRANSACTION CODE -** Rejected.
7-12	Sort Sequence ID	Required, alphanumeric, reset not applicable, maintenance not allowed. User-defined code to uniquely identify this sort sequence. Messages: **SEQUENCE ID MUST BE ENTERED -** Rejected.
13-19	Reserved	**Blank**
	Sort Sequence Definition - 1	
20-21	Sort Sequence Priority	Required, numeric, reset not applicable, maintenance not allowed. 01-12. Defines the priority of the field identified in the Field Identifier (positions 22-23). Messages: **PRIORITY NUMBER MUST BE 01 – 12 -** Rejected. **DUPLICATE PRIORITY NUMBERS -** Rejected. **PRIORITY NO MST BE CONSECUTIVE -** Rejected. Priority numbers do not have to be in order, but they must be consecutive numbers. **SRT SEQ PRI MUST BEGIN WITH 01 -** Rejected. When entering sort sequence priority numbers on an add transaction, the series of numbers must start at 01.

(continued)

Positions	Field Name	Description
22-23	Field Identifier	Required, alphanumeric, reset not applicable, maintenance not allowed.

Valid values are:

L1 - Level 1
L2 - Level 2
L3 - Level 3
L4 - Level 4
L5 - Level 5
HD - Home Distribution
CK - Cheque Sequence
S1 - Employee Status 1
S2 - Employee Status 2
PF - Pay Frequency
PC - Pay Code
WC - Worker's Compensation
UC - Union Code
LC - Local SCC Code
SN - Employee Social Insurance Number
NU - Employee Number
N3 - Employee Name from Employee Master File (all 35 characters)
N2 - Employee Name from Employee Master File (first 20 characters)
N1 - Employee Name from Employee Master File (first 10 characters)
PO - Postal Code
P2 - Current Federal Province Code
U2 - Current EI Rate Code
P3 - Tax Segment Federal Province Code
U3 - Tax Segment EI Rate Code
RC - Business Number
AC - Employee Identification/File Number

Messages:

ENTER A VALID CAN FIELD ID - Rejected. The field identifier must be a valid Canadian code. (SRT002)

CAN FIELD ID MUST BE UNIQUE - Rejected. Enter only one of each Canadian field ID. (SRT002)

SELECTED FLD CANNOT BE TOTALED - Rejected. Employee name, Employee number and Employee SSN/SIN cannot be totaled.

(continued)

Positions	Field Name	Description
24	Lowest Total Ind	Optional, alphanumeric, see instructions for reset value, maintenance allowed.
		Blank or **Y** - Use this field for lowest totals **N**, **R** - Do not use this field for lowest totals
		You can select only one field for lowest totals.
		Messages: **LOWEST TTL ENTRY: Y, N, BLANK** - Rejected.
		LOWEST TTL FLD NOT IN 1 THRU 5 - Rejected. The lowest total field must be in priority numbers 1 through 5.
		SELECT ONLY ONE LOWEST TOTAL - Rejected.
	Sort Sequence Definition - 2	
25-26	Sort Sequence Priority	Repeat positions 20-21.
27-28	Field Identifier	Repeat positions 22-23.
29	Lowest Total Ind	Repeat position 24.
	Sort Sequence Definition - 3	
30-31	Sort Sequence Priority	Repeat positions 20-21.
32-33	Field Identifier	Repeat positions 22-23.
34	Lowest Total Ind	Repeat position 24.
	Sort Sequence Definition - 4	
35-36	Sort Sequence Priority	Repeat positions 20-21.
37-38	Field Identifier	Repeat positions 22-23.
39	Lowest Total Ind	Repeat position 24.
	Sort Sequence Definition - 5	
40-41	Sort Sequence Priority	Repeat positions 20-21.
42-43	Field Identifier	Repeat positions 22-23.
44	Lowest Total Ind	Repeat position 24.
	Sort Sequence Definition - 6	
45-46	Sort Sequence Priority	Repeat positions 20-21.
47-48	Field Identifier	Repeat positions 22-23.
49	Lowest Total Ind	Repeat position 24.

(continued)

Positions	Field Name	Description
	Sort Sequence Definition - 7	
50-51	Sort Sequence Priority	Repeat positions 20-21.
52-53	Field Identifier	Repeat positions 22-23.
54	Lowest Total Ind	Repeat position 24.
	Sort Sequence Definition - 8	
55-56	Sort Sequence Priority	Repeat positions 20-21.
57-58	Field Identifier	Repeat positions 22-23.
59	Lowest Total Ind	Repeat position 24.
	Sort Sequence Definition - 9	
60-61	Sort Sequence Priority	Repeat positions 20-21.
62-63	Field Identifier	Repeat positions 22-23.
64	Lowest Total Ind	Repeat position 24.
	Sort Sequence Definition - 10	
65-66	Sort Sequence Priority	Repeat positions 20-21.
67-68	Field Identifier	Repeat positions 22-23.
69	Lowest Total Ind	Repeat position 24.
	Sort Sequence Definition - 11	
70-71	Sort Sequence Priority	Repeat positions 20-21.
72-73	Field Identifier	Repeat positions 22-23.
74	Lowest Total Ind	Repeat position 24.
	Sort Sequence Definition - 12	
75-76	Sort Sequence Priority	Repeat positions 20-21.
77-78	Field Identifier	Repeat positions 22-23.
79	Lowest Total Ind	Repeat position 24.
80	Update Code	Required, alphanumeric, reset not applicable, maintenance not allowed. Valid values are: **A** - Add **C** - Change **D** - Delete

SV [80, 120] - Employee Health Plan Data

Function   Employee Health Plan Data

Associated Screens   246, 247, 728, 732

Positions	Field Name	Description
1-2	Transaction Code	Constant **SV**
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-16	Employee Number	Required, alphanumeric, reset not applicable, maintenance not allowed.
17-19	Plan Identifier	Required, alphanumeric, reset not applicable, maintenance not allowed.
		User defined values in HRMS Tables File. Maximum of 16 plans per employee.
		Messages:
		ENTER A VALID PLAN ID - Rejected. Plan ID was not entered or not established on HRMS Tables File.
		ONLY 16 PLANS ALLOWED - Rejected. A new plan is being added but 16 plans already exist for this employee.
		ACA FIELDS INVALID FOR PLAN ID - Rejected. Plan ID is not **ACA**, and ACA data is entered.
20-27	Coverage Begin Date	Required, numeric, reset not applicable, maintenance not allowed.
		Format: *YYYYMMDD*
		▪ Coverage begin dates for the same plan cannot overlap.
		▪ Cannot add a plan if an existing plan with the same Plan ID does not have a Coverage End Date less than the new Coverage Begin Date.
		Messages:
		ENTER A VALID COVG BEGIN DATE - Rejected. Coverage Begin Date was not entered or not within the valid date range.
		PLAN/COVG BGN DT NOT IN FILE - Rejected. A Change or Delete transaction was entered for a Plan/Coverage Begin Date not in the employee's file.
		PLAN/COV BGN DT ALREADY IN FILE - Rejected. An Add transaction was entered for an existing Plan/Coverage Begin Date.
		NEW CVG BEG LESS THAN OLD END - Rejected. A Coverage Begin Date was entered for a new plan that is less than the Coverage End Date of an existing plan with the same Plan ID.
		FIELD MUST BE NUMERIC - Rejected. Coverage Begin Date entered is not numeric.

(continued)

Positions	Field Name	Description
28-35	Coverage End Date	Conditionally required, numeric, reset not applicable, maintenance not allowed.
		Format: **YYYYMMDD**
		▪ Coverage End Date must be greater than Coverage Begin Date.
		▪ If the Employee Master File is updated with an incorrect Coverage End Date, the health plan should be deleted and added again for the employee.
		Messages: **ENTER A VALID COVG END DATE** - Rejected. Coverage End Date entered is not within the valid date range.
		CVG END DT LESS THAN BEGIN DT - Rejected. Coverage End Date must be equal to or greater than Coverage Begin Date.
		FIELD MUST BE NUMERIC - Rejected. Coverage End Date entered is not numeric.
36-37	Plan Status	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Validated against the HRMS Tables File, if entered.
		Messages: **ENTER A VALID PLAN STATUS** - Rejected. Plan Status entered has not been established on HRMS Tables File.
38-39	Coverage Type	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Validated against the HRMS Tables File, if entered.
		Messages: **ENTER A VALID COVERAGE TYPE** - Rejected. Coverage Type entered has not been established on HRMS Tables File.
40-41	User Field 1	Optional, alphanumeric, resets to Blank, maintenance allowed.
42-43	User Field 2	Optional, alphanumeric, resets to Blank, maintenance allowed.
	Affordable Care Act (ACA) Monthly Coverage Indicators	
44-51	Employee Date of Birth	Optional, numeric, resets to zero, maintenance allowed.
		Format: YYYYMMDD
		Messages: **ENTER A VALID DATE OF BIRTH** - Rejected. Date of Birth must be a valid date in the YYYYMMDD format.
52-53	Code Series 1 (Offer of Coverage) Month	Optional, numeric, resets to blank, maintenance allowed.
		Enter **99** for all months, or enter **01 – 12** as appropriate.
		Messages: **INVALID MONTH CODE** - Rejected. The month code must be 01-12 or 99. **ALL & INDIVIDUAL MONTH ENTERED** - Rejected. When a month code value of 99 is entered, individual month entries are not valid.

(continued)

Positions	Field Name	Description
54-55	Code Series 1 (Offer of Coverage) Code	Optional, alphanumeric, resets to blank, maintenance allowed.
		The following values are valid:
		1A, 1B, 1C, 1D, 1E, 1F, 1G, 1H, 1I
		Messages:
		INVALID ACA OFFER CODE VALUE - Rejected. Must be 1A, 1B, 1C, 1D, 1E, 1F, 1G, 1H, or 1I.
56-57	Code Series 2 (Section 4980H) Month	Optional, numeric, resets to blank, maintenance allowed.
		Enter **99** for all months, or enter **01 – 12** as appropriate.
		Messages:
		INVALID MONTH CODE - Rejected. The month code must be 01-12 or 99.
58-59	Code Series 2 (Section 4980H) Code	Optional, alphanumeric, resets to blank, maintenance allowed.
		The following values are valid:
		2A, 2B, 2C, 2D, 2E, 2F, 2G, 2H, 2I
		Messages:
		INVALID ACA SAFE CODE VALUE - Rejected. Must be 2A, 2B, 2C, 2D, 2E, 2F, 2G, 2H, or 2I.
60-61	Lowest Premium Month	Optional, numeric, resets to blank, maintenance allowed.
		Enter **99** for all months, or enter **01 – 12** as appropriate.
		Messages:
		INVALID MONTH CODE - Rejected. The month code must be 01-12 or 99.
62-68	Lowest Premium	Optional, numeric, resets to blank, maintenance allowed.
		Amount of the lowest premium. Right justify and zero fill the amount.
		Messages:
		INVALID LOW PREMIUM VALUE - Rejected.
69-79	Reserved	**Blank**
80	Maintenance Code	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Valid values are:
		A - Add
		C - Change
		D - Delete (will delete all data for the Address ID including data set up by the SG transaction.)
		Messages:
		ENTER A VALID MAINT CD - Rejected. A Maintenance Code other than A, C, or D was entered.
		RESET NOT VALID ON ADD - Warning. A field is being reset on an Add transaction. Field is reset.

SV [120] - Employee Health Plan Data

Positions	Field Name	Description
1-79		See positions 1-79 above.
80-119	Reserved	**Blank**
120	Maintenance Code	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Valid values are:
		A - Add **C** - Change **D** - Delete (will delete all data for the Address ID including data set up by the SG transaction.)
		Messages: **ENTER A VALID MAINT CD** - Rejected. A Maintenance Code other than A, C, or D was entered.
		RESET NOT VALID ON ADD - Warning. A field is being reset on an Add transaction. Field is reset.

SW [80, 120] - Dependent Personal Data 1

Function   Dependent Personal Data

Associated Screens   235, 236, 729

Positions	Field Name	Description
1-2	Transaction Code	Constant **SW**
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-16	Employee Number	Required, alphanumeric, reset not applicable, maintenance not allowed.
17-26	Dependent Social Security Number/Social Insurance Number	Required, alphanumeric, reset not applicable, maintenance not allowed. Valid unique social security number. Messages: **ENTER A VALID DEP SSN/SIN** - Rejected. **DEPENDENT NOT IN FILE** - Rejected. A Change or Delete was entered for a dependent no in employee file. **DEPENDENT ALREADY IN FILE** - Rejected. An Add transaction was entered for a dependent already in the employee file.
27-56	Dependent Name	Conditionally required, alphanumeric, reset not applicable, maintenance not allowed. Must be last name, comma, two spaces, first name, and middle name. Dependent name is required for Add transactions. Messages: **DEP NAME REQUIRED FOR ADD -** Rejected. Dependent name is required to add a dependent. **ENTER DEP NAME IN VALID FORMAT** - Rejected. Dependent name entered is not in the format: 'last name comma space first name'.
57-58	Address Identifier	Optional, alphanumeric, resets to Blank, maintenance allowed. Must be an established Address ID set up on the SF transaction. Messages: **ENTER A VALID ADDRESS ID** - Rejected. Address ID was not entered or was not found in employee record. **RESET NOT VALID ON ADD** - Warning. A field is being reset on an Add transaction. Field is reset.

(continued)

Positions	Field Name	Description
59-66	Date of Birth	Optional, numeric, resets to zero, maintenance allowed.
		Format: *YYYYMMDD*
		Messages: **ENTER A VALID DATE OF BIRTH -** Rejected. A Date of Birth was entered that is not within the valid date range.
67-74	Date of Death	Optional, numeric, resets to zero, maintenance allowed.
		Format: *YYYYMMDD*
		Messages: **ENTER A VALID DATE OF DEATH** - Rejected. A Date of Death was entered that is not within the valid date range.
		DEATH DT LESS THAN BIRTH DT - Rejected. A Date of Death was entered that is before the Date of Birth.
75	Sex	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Valid values are:
		F - Female **M** - Male
		Messages: **ENTER A VALID SEX CODE** - Rejected. A value of than Blank, M, F, or R (Reset) has been entered.
76-77	Relationship	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Validated against the HRMS Tables File, if entered.
		Note: 'SP' is used for regulatory reporting for Puerto Rico employees.
		Messages: **ENTER A VALID REL CODE -** Rejected. Relationship Code entered has not been established on HRMS Tables File.
78-79	Dependent Status	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Validated against the HRMS Tables File, if entered.
		Messages: **ENTER A VALID DEP STATUS** - Rejected. Dependent status entered has not been established on HRMS Tables File.

(continued)

Positions	Field Name	Description
80	Maintenance Code	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Valid values are:
		A - Add **C** - Change **D** - Delete (will also delete data on the SX, SY, and SZ transactions.)
		Messages: **ENTER A VALID MAINT CD -** Rejected. A Maintenance Code other than A, C, or D was entered.
		ONLY 20 DEPENDENTS ALLOWED - Rejected. A new dependent is being added but 20 dependents already exist for this employee.

SW [120] - Dependent Personal Data 1

Positions	Field Name	Description
1-79		See positions 1-79 above
80-119	Reserved	**Blank**
120	Maintenance Code	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Valid values are:
		A - Add **C** - Change **D** - Delete (will also delete data on the SX, SY, and SZ transactions.)
		Messages: **ENTER A VALID MAINT CD** - Rejected. A Maintenance Code other than A or C was entered.
		ONLY 20 DEPENDENTS ALLOWED - Rejected. A new dependent is being added but 20 dependents already exist for this employee.

SX [80, 120] - Dependent Personal Data 2

Function   Dependent Personal Data

Associated Screens   236, 729

Positions	Field Name	Description
1-2	Transaction Code	Constant **SX**
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-16	Employee Number	Required, alphanumeric, reset not applicable, maintenance not allowed.
17-26	Dependent Social Security Number/Social Insurance Number	Required, alphanumeric, reset not applicable, maintenance not allowed. Messages: **ENTER A VALID DEP SSN/SIN** - Rejected. **DEPENDENT NOT IN FILE -** Rejected. A dependent SSN/SIN was entered that is not in the employee dependent file.
27-46	User Alpha Field 1	Optional, alphanumeric, resets to Blank, maintenance allowed.
47-66	User Alpha Field 2	Optional, alphanumeric, resets to Blank, maintenance allowed.
67-71	User Alpha Field 3	Optional, alphanumeric, resets to Blank, maintenance allowed.
72-79	Reserved	**Blank**

(continued)

Positions	Field Name	Description
80	Maintenance Code	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Valid values are:
		A - Add **C** - Change There is no Delete capability on the SX transaction. The delete function must be handled on the DW or SW transactions and will delete the entire dependent from the Employee Master File. To remove a field on the SX transaction, use the Reset function with Maintenance Code C.
		Messages: **ENTER A VALID MAINT CD** - Rejected. A Maintenance Code other than A or C was entered.
		RESET NOT VALID ON ADD - Warning. A field is being reset on an Add transaction. Field is reset.

SX [120] - Dependent Personal Data 2

Positions	Field Name	Description
1-79		See positions 1-79 above
80-119	Reserved	**Blank**
120	Maintenance Code	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Valid values are:
		A - Add **C** - Change There is no Delete capability on the SX transaction. The delete function must be handled on the DW or SW transactions and will delete the entire dependent from the Employee Master File. To remove a field on the SX transaction, use the Reset function with Maintenance Code C.
		Messages: **ENTER A VALID MAINT CD** - Rejected. A Maintenance Code other than **A** or **C** was entered.
		RESET NOT VALID ON ADD - Warning. A field is being reset on an Add transaction. Field is reset.

SY [80, 120] - Dependent Personal Data 3

Function   Dependent Personal Data

Associated Screens   236, 729

Positions	Field Name	Description
1-2	Transaction Code	Constant **SY**
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-16	Employee Number	Required, alphanumeric, reset not applicable, maintenance not allowed.
17-26	Dependent Social Security Number/Social Insurance Number	Required, alphanumeric, reset not applicable, maintenance not allowed.
		The Dependent SSN/SIN must be an established SSN/SIN set by the SW transaction. You must use the DW transaction to change the Dependent SSN/SIN.
		The Dependent SSN/SIN can be entered with a leading space or zero. When searching for a matching SSN/SIN, all ten positions will be used. If the SSN/SIN is entered left justified with a Blank in the last position, the dependent SSN/SIN (default) and a zero will be moved to the first position.
		The SY transaction cannot be set up without the SW and SX transactions.
		Messages: **ENTER A VALID DEP SSN/SIN** - Rejected.
		DEPENDENT NOT IN FILE - Rejected. A dependent SSN/SIN was entered that is not in the employee dependent file.
27-34	User Date Field 1	Optional, numeric, resets to zero, maintenance allowed.
		Format: *YYYYMMDD*
		Messages: **DATE MUST BE YYYYMMDD -** Rejected. Date entered is not in the valid date range or not in the correct format.
35-42	User Date Field 2	Optional, numeric, resets to zero, maintenance allowed.
		Format: *YYYYMMDD*
		Messages: **DATE MUST BE YYYYMMDD -** Rejected. Date entered is not in the valid date range or not in the correct format.

(continued)

Positions	Field Name	Description
43-53	User Number Field 1	Optional, numeric, resets to zero, maintenance allowed.
		Edited for numeric only. 2 decimals.
		Messages: **FIELD MUST BE NUMERIC -** Rejected. Data entered in a numeric field is not numeric.
54-62	User Number Field 2	Optional, numeric, resets to zero, maintenance allowed.
		Edited for numeric only. 0 decimals.
		Messages: **FIELD MUST BE NUMERIC** - Rejected. Data entered in a numeric field is not numeric.
63-79	Reserved	**Blank**
80	Maintenance Code	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Valid values are:
		A - Add **C** - Change There is no Delete capability on the SY transaction. The delete function must be handled on the DW or SW transactions and will delete the entire dependent from the Employee Master File. To remove a field on the SY transaction, use the Reset function with Maintenance Code C.
		Messages: **ENTER A VALID MAINT CD -** Rejected. A Maintenance Code other than A or C was entered.
		RESET NOT VALID ON ADD - Warning. A field is being reset on an Add transaction. Field is reset**.**

SY [120] - Dependent Personal Data 3

Positions	Field Name	Description
1-79		See positions 1-79 above
80-119	Reserved	**Blank**
120	Maintenance Code	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Valid values are:
		A - Add **C** - Change There is no Delete capability on the SX transaction. The delete function must be handled on the DW or SW transactions and will delete the entire dependent from the Employee Master File. To remove a field on the SX transaction, use the Reset function with Maintenance Code C.
		Messages: **ENTER A VALID MAINT CD** - Rejected. A Maintenance Code other than **A** or **C** was entered.
		RESET NOT VALID ON ADD - Warning. A field is being reset on an Add transaction. Field is reset.

SZ [80, 120] - Dependent Health Plan Data

Function   Dependent Health Plan Data

Associated Screens   238, 239, 240, 243, 244, 246, 247, 730

Positions	Field Name	Description
1-2	Transaction Code	Constant **SZ**
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-16	Employee Number	Required, alphanumeric, reset not applicable, maintenance not allowed.
17-26	Dependent Social Security Number/Social Insurance Number	Required, alphanumeric, reset not applicable, maintenance not allowed.
		The Dependent SSN/SIN must be an established SSN/SIN set by the SW transaction. You must use the SW transaction to change the Dependent SSN/SIN.
		The Dependent SSN/SIN can be entered with a leading space or zero. When searching for a matching SSN/SIN, all ten positions will be used. If the SSN/SIN is entered left justified with a Blank in the last position, the dependent SSN/SIN (default) and a zero will be moved to the first position.
		The SZ transaction cannot be processed until the dependent has been established on the SW and SX transactions.
		Messages: **ENTER A VALID DEP SSN/SIN** - Rejected. A dependent SSN/SIN was not entered.
		DEPENDENT NOT IN FILE - Rejected. A dependent SSN/SIN was entered that is not in the employee dependent file.

(continued)

Positions	Field Name	Description
27	Copy Employee Plans Indicator	Optional, alphanumeric, reset not applicable, maintenance not allowed.
		Valid values are:
		Blank (default) - Do not copy plans from the employee level ***** - Copy all employee plans without a Coverage End Date to the dependent. This option can only be used if no plans exist for the dependent.
		To perform the Copy function, positions 28-79 must be Blank.
		Messages: **ENTER A VALID COPY INDICATOR** - Rejected. A value other than Blank or * has been entered in copy indicator.
		CANNOT COPY WHEN DEP PLN EXIST - Rejected. A copy indicator has been entered, but plan data has been entered this dependent.
		POS 28-79 MUST BE BLANK TO COPY - Rejected. No data can be entered in positions 28-79 when using the copy indicator.
		EMP PLANS MUST EXIST TO COPY - Rejected. No employee plans were found to copy.
28-30	Plan Identifier	Required, alphanumeric, reset not applicable, maintenance not allowed.
		User-defined values in HRMS Tables File. Maximum of 16 plans allowed.
		Messages: **ENTER A VALID PLAN ID** - Rejected. Plan ID was not entered or has not been established on the HRMS Tables File.
		ACA FIELDS INVALID FOR PLAN ID - Although ACA data is entered, the plan ID entered in positions 55-67 is not **ACA**.
31-38	Coverage Begin Date	Required, numeric, reset not applicable, maintenance not allowed.
		Format: *YYYYMMDD*
		▪ Coverage begin dates for the same Plan ID cannot overlap.
		▪ Cannot add a plan if an existing plan with the same Plan ID does not have a Coverage End Date less than the new Coverage Begin Date.
		Messages: **ENTER A VALID COVG BEGIN DATE** - Rejected. Coverage End Date is not within valid date range.
		NEW CVG BEG LESS THAN OLD END - Rejected. A new Plan/Coverage Begin Date is being added that has a Coverage Begin Date that is less than the Coverage End Date of an existing plan with the same Plan ID.
		FIELD MUST BE NUMERIC - Rejected. Coverage Begin Date entered is not numeric.
		PLN/COV BGN DT ALREADY IN FILE - Rejected. An Add was entered for a Plan/Coverage Begin Date that is found in the employee file.

(continued)

Positions	Field Name	Description
39-46	Coverage End Date	Conditionally required, numeric, reset not applicable, maintenance not allowed. Format: **YYYYMMDD** ▪ Coverage End Date must be greater than Coverage Begin Date. ▪ If the Employee Master File is updated with an incorrect Coverage End Date, the health plan should be deleted and added again for the dependent. Messages: **ENTER A VALID COVG END DATE** - Rejected. Coverage End Date is not within valid date range. **CVG END DT LESS THAN BEGIN DT** - Rejected. Coverage End Date is less than Coverage Begin Date.
47-48	Plan Status	Optional, alphanumeric, resets to Blank, maintenance allowed. Validated against the HRMS Tables File, if entered. Messages: **ENTER A VALID PLAN STATUS** - Rejected. Plan Status entered has not been established on HRMS Tables File.
49-50	Coverage Type	Optional, alphanumeric, resets to Blank, maintenance allowed. Validated against the HRMS Tables File, if entered. Messages: **ENTER A VALID COVERAGE TYPE** - Rejected. Coverage Type entered has not been established on HRMS Tables File.
51-52	User Field 1	Optional, alphanumeric, resets to Blank, maintenance allowed.
53-54	User Field 2	Optional, alphanumeric, resets to Blank, maintenance allowed.
	Affordable Care Act (ACA) Monthly Coverage Indicators	These values are valid: **Blank** - No coverage **X** - Coverage for the period Messages: **INVALID COVERAGE PERIOD VALUE** - A value other than blank or X was entered **ALL & INDIVIDUAL MONTH ENTERED** - A value was entered in the Coverage Period - All field and one or more individual month periods.
55	Coverage Period - All	Optional, alphanumeric, resets to blank, maintenance allowed.
56	Coverage Period - January	Optional, alphanumeric, resets to blank, maintenance allowed.
57	Coverage Period - February	Optional, alphanumeric, resets to blank, maintenance allowed.
58	Coverage Period - March	Optional, alphanumeric, resets to blank, maintenance allowed.
59	Coverage Period - April	Optional, alphanumeric, resets to blank, maintenance allowed.
60	Coverage Period - May	Optional, alphanumeric, resets to blank, maintenance allowed.
61	Coverage Period - June	Optional, alphanumeric, resets to blank, maintenance allowed.

(continued)

Positions	Field Name	Description
62	Coverage Period - July	Optional, alphanumeric, resets to blank, maintenance allowed.
63	Coverage Period - August	Optional, alphanumeric, resets to blank, maintenance allowed.
64	Coverage Period - September	Optional, alphanumeric, resets to blank, maintenance allowed.
65	Coverage Period - October	Optional, alphanumeric, resets to blank, maintenance allowed.
66	Coverage Period - November	Optional, alphanumeric, resets to blank, maintenance allowed.
67	Coverage Period - December	Optional, alphanumeric, resets to blank, maintenance allowed.
68-79	Reserved	**Blank**
80	Maintenance Code	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Valid values are:
		A - Add **C** - Change **D** - Delete
		Messages:
		ENTER A VALID MAINT CD - Rejected. A Maintenance Code other than A, C, or D was entered.
		RESET NOT VALID ON ADD - Warning. A field is being reset on an Add transaction. Field is reset.
		ONLY 16 PLANS ALLOWED - Rejected. A new plan is being added but 16 plans are already defined for this dependent.

SZ [120] - Dependent Personal Data 3

Positions	Field Name	Description
1-79		See positions 1-79 above.
80-119	Reserved	**Blank**
120	Maintenance Code	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Valid values are:
		A - Add **C** - Change **D** - Delete
		Messages:
		ENTER A VALID MAINT CD - Rejected. A Maintenance Code other than A, C, or D was entered.
		RESET NOT VALID ON ADD - Warning. A field is being reset on an Add transaction. Field is reset.
		ONLY 16 PLANS ALLOWED - Rejected. A new plan is being added but 16 plans are already defined for this dependent.

S1-1 [80, 120] - Report Format Options

Function

Organization Payroll / Labor Distribution Options

Payroll adjustment transactions do not have distribution controls. However, several organizations options for controlling the generation of detail distribution transactions for payroll adjustments are available through the use of the S1-1 transaction. For detailed explanation of Labor Distribution processing requirements in the Payroll system, refer to the *User Guide*.

Associated Screens

None

Positions	Field Name	Description
1-2	Transaction Code	Constant **S1**
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-16	Constant	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Zeros
17	Generate Labor Distribution Transactions	Optional, alphanumeric, see instructions for reset value, maintenance allowed.
		Valid values are:
		1 - No
		2 - Dollars only
		3 - Hours only
		4 - Both
		R - Reset to 1
		Messages:
		INV-GEN LD TRANS OPTION - Rejected.
		GEN LD TRANS OPT NOT ENTER-1 - Warning. The generate labor distribution detail transactions option is Blank on set up of a new organization.

(continued)

Positions	Field Name	Description
18	Generate Labor Distribution Header 0002	Optional, alphanumeric, see instructions for reset value, maintenance allowed.
		Valid values are:
		1 - No **2** - Level description only **3** - Accrual parameters from CS-9 only **4** - Both **R** - Reset to 1
		Messages: **INV-GEN LD HEADER 2 OPTION** - Rejected.
		GEN LD HDR 2 OPTION NOT ENTER-1 - Warning. The generate labor distribution header level descriptions and accrual parameters option is Blank on set up of a new organization.
19	Generate Payroll Adjustments to Labor Distribution	Optional, alphanumeric, see instructions for reset value, maintenance allowed.
		Valid values are:
		1 - None **2** - Prepays and reversals **3** - Prepays, reversals, positive and negative adjustments in same period **R** - Reset to 1
		Messages: **GEN LD PAY ADJ NOT ENTERED-1** - Warning. The generate labor distribution detail transactions for payroll adjustments, prepays, and reversals is Blank on set up of a new organization.
		PAY ADJ DISTRIB NOT ENTER-1 - Warning. The distribution option for payroll adjustments, prepays, and reversals is Blank on set up of a new organization.
		INV-GEN PAY ADJS TO LD OPTION - Rejected.

(continued)

Positions	Field Name	Description
20	Update Report Message Adjustments	Optional, alphanumeric, see instructions for reset value, maintenance allowed.
		Valid values are:
		1 - Print regardless of report for option on CS-1 **2** - Do not print regardless of report option on CS-1 **R** - Reset to 2
		Messages: **GEN PRT MSG PY ADJ NT ENT-2** - Warning. The print payroll update/maintenance report message for payroll adjustments, prepays, and reversals that do not generate labor distribution detail transactions is Blank on set up of a new organization.
		INV-PRT MSG PY ADJ-LD OPTION - Rejected.
21	Labor Distribution Options for Adjustment	Optional, alphanumeric, see instructions for reset value, maintenance allowed.
		Valid values are:
		1 - Home distribution **2** - Automatic salary splits for all employees **3** - Level 2 distribution **R** - Reset
		Messages: **INV-PAY ADJ-DISTRIB OPTION -** Rejected.
22-43	Level 2 Distribution	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Level 3-6 to be used for all adjustments, prepays, and reversals
		Valid values are:
		R - Reset
44	Distribution Option for FICA/Medicare/QM Employee Paid	Optional, alphanumeric, see instructions for reset value, maintenance allowed.
		Valid values are:
		1 - Do not distribute **2** - Distribute to home levels **3** - Distribute to earnings levels **R** - Reset to 3
		Messages: **INV-GEN LD FICA TRANS OPTION** - Rejected.
		GEN LD FICA OPT NOT ENTER-3 - Warning. The distribution option for employer FICA transactions is Blank on set up of a new organization.

(continued)

Positions	Field Name	Description
45	Distribution Option for FUI/QM Employer Paid	Optional, alphanumeric, see instructions for reset value, maintenance allowed.
		Valid values are:
		1 - Do not distribute
		2 - Distribute to home levels
		3 - Distribute to earnings levels
		R - Reset to 3
		Messages:
		INV-GEN LD FUI TRANS OPTION - Rejected.
		GEN LD FUI OPT NOT ENTERED-3 - Warning. The distribution option for employer FUI transactions is Blank on set up of a new organization.
46	Distribution Option for SUI/CPP, QPP, EI, QPIP	Optional, alphanumeric, see instructions for reset value, maintenance allowed.
		Valid values are:
		1 - Do not distribute
		2 - Distribute to home levels
		3 - Distribute to earnings levels
		R - Reset to 3
		Messages:
		INV-GEN LD SUI TRANS OPTION - Rejected.
		GEN LD SUI OPT NOT ENTER-3 - Warning. The distribution option for employer paid deduction transactions is Blank on set up of a new organization.
47	Distribution Option for Employer Paid Deductions	Optional, alphanumeric, see instructions for reset value, maintenance allowed.
		Valid values are:
		1 - Do not distribute
		2 - Distribute to home levels
		3 - Distribute to earnings levels
		R - Reset to 3
		Messages:
		INV-GEN LD TYPE-H TRANS OPTION - Rejected.
		GEN LD TYP-H OPT NOT ENTER-3 - Warning. The distribution option for employer paid deduction transactions is Blank on set up of a new organization.

(continued)

Positions	Field Name	Description
48	Distribution Option for Other Earnings	Optional, alphanumeric, see instructions for reset value, maintenance allowed.
		Valid values are:
		1 - Do not distribute
		2 - Distribute to home levels
		3 - Distribute to earnings levels
		R - Reset to 3
		Messages:
		INV-GEN LD OTH-ER TRANS OPTION - Rejected.
		GEN LD OTH-E OPT NOT ENTER-3 - Warning. The distribution option for other earning transactions is Blank on set up of a new organization.
49-78	Reserved	**Blank**
79	Multiple Record Code	Constant **1**
80	Maintenance Code	Optional, alphanumeric, reset not applicable.
		Valid values are:
		Blank - New organization
		R - Replace

S1 - 1 [120] - Report Format Options

Positions	Field Name	Description
1-78		See positions 1-79 above
80-118	Reserved	**Blank**
119	Multiple Record Code	Constant 1
120	Maintenance Code	Optional, alphanumeric, reset not applicable.
		Valid values are:
		Blank - New organization
		R - Replace

9 Transactions TA - TM

Chapter Contents

Introduction

This chapter describes the transactions TA through TM for the Payroll/Personnel system.

TA [80] - Bank/Credit Union Code

Function   HRMS Tables File - Bank, Credit Union Information

Associated Screens   304

Positions	Field Name	Description
1-2	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
		** when crossing level 1s
3-4	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
		** when crossing level 2s
5-6	Transaction Code	Constant **TA**
7-8	Reserved	**Blank**
9-13	Bank/Credit Union Code	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Employer defined. Left-justified. Same as Bank/Credit Union Code or ID Number in employee record. (See NF/RF transaction)
		Messages: **INVALID BANK/CREDIT UNION CODE** - Rejected.
14-43	Bank/Credit Union Name	Optional, alphanumeric, resets to Blank, maintenance not allowed.
		Reference only. Will not appear on the ACH tape. The Bank/Credit Union name from the TY transaction is for audit reports.
44-52	Bank/Credit Union Code ID Number	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Used for ACH tape. Bank ID number (ABA/Institutional ID number) reported on the ACH tape. Will be rejected if invalid.
		U.S. - 9 digit ABA number **Canada** - An asterisk followed by the 8 digit Institutional ID Number
		Messages: **INVALID BANK ID NUMBER** - Rejected.

(continued)

Positions	Field Name	Description
53-79	Reserved	**Blank**
80	Maintenance Code	Required, alphanumeric, reset not applicable.
		Valid values are:
		A - Add **C** - Change **D** - Delete

TABLE [80] - HRMS Tables File Update Audit Trail

TABLE [80] - HRMS Tables File Update Audit Trail

Function   Realtime HRMS Tables File Update Audit Trail

Associated Screens   None

Realtime HRMS Tables File Auditing

The Realtime HRMS Tables File audit process consists of producing an audit trail of all realtime updating to the HRMS Tables File.

The TABLE control transaction is used to specify the processing option for realtime update auditing. This transaction is optional. You will use the TABLE control transaction to specify:

- The sequence of the Audit Trail

- When to page break on the Audit Trail

- To purge the Audit Database Tables Files records

The major sort sequence for the HRMS Tables File Audit Trail is the HCM:E Application. On the TABLE control transaction, you can specify the minor sort sequence by selecting any or all of the following fields in the sequence desired:

- HRMS Tables File Application Code

- Level 1 - Level 2

- System number

- Date and Time of the change

- Operator ID.

If you do not enter a TABLE transaction, the HRMS Tables File Audit Trail will be in sequence by:

- HCM:E Application

- HRMS Tables File Application Code

- level 1-level 2

- system number

- date and time of the change

- operator ID.

TABLE [80] - HRMS Tables File Update Audit Trail

Page breaks are always be taken when the HCM:E Application changes. On the TABLE control transaction, you can specify the lowest level of page breaks to be taken. A page break will also be taken on any field in the sort sequence before the field specified. The following fields can be chosen for the low level page break:

- HRMS Tables Application Code

- Level 1 - Level 2

- System number

- Date of the change

- Operator ID.

Positions	Field Name	Description
1-5	Transaction Code	Constant **TABLE**
6-17	Reserved	**Blank**
	Minor Report Sequence (pos 18-22)	Valid values are:
		2 - Field name is used as 2nd field or sort key
		3 - Field name is used as 3rd field or sort key
		4 - Field name is used as 4th field or sort key
		5 - Field name is used as 5th field or sort key
		6 - Field name is used as 6th field or sort key
18	HRMS Tables File Record Application Code	Optional, alphanumeric, reset not applicable, maintenance not allowed.
		2, 3, 4, 5, 6, or **Blank**
19	Level 1 - Level 2	Optional, alphanumeric, reset not applicable, maintenance not allowed.
		2, 3, 4, 5, 6, or **Blank**
20	System Number	Optional, alphanumeric, reset not applicable, maintenance not allowed.
		2, 3, 4, 5, 6, or **Blank**
21	Date and Time of Change	Optional, alphanumeric, reset not applicable, maintenance not allowed.
		2, 3, 4, 5, 6, or **Blank**
22	Operator ID	Optional, alphanumeric, reset not applicable, maintenance not allowed.
		2, 3, 4, 5, 6, or **Blank**
23	Low Level Page Break	Optional, alphanumeric, reset not applicable, maintenance not allowed.
		Valid values are:
		Blank - HCM:E Application
		1 - HRMS Tables File Application Code
		2 - Level 1 - Level 2
		3 - System number
		4 - Date and Time of Change
		5 - Operator ID
		Note: Field specified as low level page break must be selected in minor report sequence (positions 18-22).

(continued)

TABLE [80] - HRMS Tables File Update Audit Trail

Positions	Field Name	Description
24	Purge HRMS Tables File Audit Database Records	Optional, alphanumeric, reset not applicable, maintenance not allowed.
		Valid values are:
		Blank or **Y** - Purge audit database records with a record code of T for HRMS Tables File **N** - Do not purge HRMS Tables File database records
25-80	Reserved	**Blank**

TB [80] - Federal Tax ID

Function   HRMS Tables File - Federal Taxing Information

Associated Screens   401

Positions	Field Name	Description
1-2	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed. Valid level 1
3-4	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed. Valid level 2
5-6	Transaction Code	Constant **TB**
7-10	Reserved	**Blank**
11-19	Federal Tax ID	Optional, numeric, reset not applicable, maintenance not allowed. Numeric Employer Federal Tax ID to appear on W-2 and 1099 reports, and state quarterly tapes and reports. May not be all zeros or all 9s. For MMREF-1 tape format, this is the Employer/Agent Employer Identification Number (EIN). Must not begin with 00, 07, 08, 09, 17, 18, 19, 28, 29, 49, 69, 70, 78, 79, or 89. Messages: **INVALID FEDERAL TAX ID** - Rejected.
20	Print 1099-R Taxable Amount	Optional, alphanumeric, resets to Blank, maintenance allowed. Valid values are: **Y** - Yes **N** - No **Blank** or **R** - Do not print Messages: **INVLD 1099-R TAX AMT PRNT CODE** - Rejected. **Note:** This indicator does not apply to distributions from a designated Roth account.
21	Reserved	**Blank**
22	Level 2 W-2 Pension Indicator	Optional, alphanumeric, resets to Blank, maintenance allowed. U.S. Organizations (For employee level, use SA) Valid values are: **Y** - Yes **Blank** or **N** - No Messages: **VLD L2 W2 PEN IND: Y, N, BLANK** - Rejected.

(continued)

Positions	Field Name	Description
23	W-2 Wage Indicator	Optional, alphanumeric, resets to Blank, maintenance allowed.
		U.S. Organizations
		Valid values are: **Blank** or **1** - Report regular plus overtime plus other earnings plus all memo type 8 DOEs **2** - Report regular plus overtime plus other earnings **3** - Report Federal gross taxable wages **4** - Report Federal gross taxable wages plus all memo type 8 DOEs **5** - Report regular plus overtime plus other earnings plus memo type 8 DOEs specified on the TZ1-014 **6** - Report Federal gross taxable wages plus memo type 8 DOEs specified on the TZ1-014
		Messages: **VLD W2 WAGE IND: 1 - 6** - Rejected.
24	1099-R Organization	Optional, alphanumeric, resets to Blank, maintenance allowed.
		U.S. Organizations
		Valid values are: **Blank** or **Y** - All employees in this level 2 receive 1099-R **N** - Employees in this level 2 can receive either a 1099-R or W-2. Use the SA transaction 1099-R Option to select employees to receive the 1099-R.
		Messages: **VLD 1099R CO OPT: Y, N, BLANK** - Rejected.
25-30	Number of Employees in Report Period	Optional, numeric, resets to Blank, maintenance allowed.
		Reported on first quarterly report of the year.
		Messages: **INVALID EMPL COUNT ON PERIOD** - Rejected.
31	Agent Indicator Code	Optional, alphanumeric, resets to Blank, maintenance allowed.
		See the Special Situation on Agent Determination in the MMREF-1 specifications.
		Valid values are: **1** - 2678 Agent **2** - Common Pay Master **3** - 3504 Agent **Blank** - Not a 2678 Agent, Common Pay Master, or 3504 Agent
		Messages: **INVALID AGENT INDICATOR CODE** - Rejected.

(continued)

Positions	Field Name	Description
32	Terminating Business Indicator	Optional, alphanumeric, resets to Zero, maintenance allowed.
		Enter a **1** if you have terminated your business during the tax year.
		Valid values are: **0** or **R** - Business NOT terminated during the tax year. **1** - Business terminated during tax year **Blank** - defaults to **0**
		Messages: **INVALID TERM BUSINESS IND** - Rejected.
33-36	Reserved	**Blank**
37	Tax Jurisdiction Code	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Valid values are: **V** - Virgin Islands **G** - Guam **S** - American Samoa **N** - Northern Mariana Islands **P** - Puerto Rico **R** or **Blank** - none of the above jurisdictions apply.
		Messages: **INVALID TAX JURISDICTION CODE** - Rejected.
38	Foreign Corporation Indicator	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Valid values are: **1** - The organization is a foreign corporation and income is paid to a U.S. resident from sources outside U.S. **Blank** or **R** - U.S. Corporation
		Messages: **INVALID FOREIGN CORP IND** - Rejected.
39-42	1099-R Name Control	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Name Control is obtained from the mail label on the 1099 package from Internal Revenue - otherwise Blank.

(continued)

Positions	Field Name	Description
43	W-2/1099-R Name Format	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Specify the name format to use on the Federal W-2 Tape and 1099-R Tape. This name is formatted using the 4 component name on the Employee Master File 203 segment, not the compressed name from the Employee Master File 201 segment.
		Valid values are: **1** - Last name, first initial, middle initial **2** - First initial, last name **3** - First initial, middle initial, last name **4** - Last name, first initial **5** - Last name, first name **6** - First name, last name **7** - First name, middle initial, last name **Blank** or **8** - last name, first name, middle initial
		Messages: **VLD NAME FMT OPTIONS: 1 - 8** - Rejected.
44	Special Character in Name Indicator	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Valid values are: **N** - Remove special characters. Allow only letters A through Z. Do not strip dash (-) from Last Name. **Blank** or **R** - Allow all characters.
45	Name Suffix Indicator	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Valid values are: **N** - Exclude Name Suffix. **Blank** or **R** - Allow Name Suffix as part of Last Name.
46-54	Agent for EIN	Conditionally required, alphanumeric, resets to Blank, maintenance allowed.
		Employer's EIN for which you are an Agent. Leave blank if you are not an Agent for an employer. Numeric or Blank only; no hyphens, prefixes, or suffixes; Must **not** begin with 00, 07, 08, 09, 17, 18, 19, 28, 29, 49, 69, 70, 78, 79, or 89.
		If the Agent Indicator Code is **1**, a valid EIN must be entered.
		Messages: **INVALID AGENT EIN** - Rejected. See editing rules above. **MISSING AGENT EIN** - Rejected. EIN must be present if Agent Indicator Code is 1.
55-57	Reserved	**Blank**

(continued)

Positions	Field Name	Description
58	Type Employment	Optional, alphanumeric, reset not applicable, maintenance allowed.
		Valid values are: **A** - Agriculture **F** - Regular - Form 944 filers **H** - Household **M** - Military **Q** - Medicare Qualified **X** - Railroad **Blank** or **R** - Regular - all others
		Messages: **INVALID TYPE EMPLOYMENT CODE** - Rejected.
59-67	State/Local 69 Number	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Number assigned to state and local governments by Social Security Administration. Should be Blank for all other users.
		Messages: **INVALID STATE/LOCAL 69 NUMBER** - Rejected.
68	Kind of Employer	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Valid Values are: **F** - Federal Government **S** - State and Local Government Employer **T** - Tax Exempt Employer **Y** - State and Local Tax Exempt Employer **Blank** or **N** - None Apply
		Messages **INVALID KIND OF EMPLOYER CODE** - Rejected.
69	Limitation of Liability	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Valid values are: **L** - Yes **Blank** - No
		Messages: **INVALID LIMIT OF LIABILITY** - Rejected.
70-78	Other Federal EIN	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Alternate EIN used if you submit a Form 941 or 943 to IRS, or W-2 data to SSA with a different EIN than Federal Tax ID (Pos. 11-19) above.
79	Reserved	**Blank**
80	Maintenance Code	Required, alphanumeric, reset not applicable.
		Valid values are: **A** - Add **C** - Change **D** - Delete

TC [80] - State Name and Tax Reporting Information

Function   HRMS Tables File - State Tax Reporting Information

Associated Screens   410

Positions	Field Name	Description
1-2	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Valid level 1. **when crossing L1 boundaries for tax reporting purposes.
3-4	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Valid level 2. **when crossing L2 boundaries for tax reporting purposes.
5-6	Transaction Code	Constant **TC**
7-8	Reserved	**Blank**
9-10	State Code	Required, numeric, reset not applicable, maintenance not allowed.
		Numeric code for a state. Refer to the State Codes section in this volume.
		Messages:
		INVALID STATE CODE - Rejected.
11-23	State Name	Optional, alphanumeric, reset not applicable, maintenance allowed.
		Appears on check stubs and quarterly/monthly reports.
24-28	State Taxing Entity Code	Optional, alphanumeric, reset not applicable, maintenance allowed.
		Defined by the state. Use the Access code for Puerto Rico (state code 52).
29-30	Reserved	**Blank**
31	State W-2 Name Suffix Indicator	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Valid values are:
		N - Exclude Name Suffix.
		Y, **Blank** or **R** - Allow Name Suffix as part of Last Name.
		Messages:
		VLD W-2 NAME SUFF IND - Rejected.
32	State Quarterly/Monthly Name Suffix Indicator	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Valid values are:
		N - Exclude Name Suffix.
		Y, **Blank** or **R** - Allow Name Suffix as part of Last Name.
		Messages:
		VLD QTLY NM SUFF IND - Rejected.

(continued)

Positions	Field Name	Description
33	State 1099-R Gross Distribution Indicator	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Valid values are: **Blank** or **R** - Federal **S** - State
		This option indicates whether to use TZ1-200 through TZ1-210 transactions with a Tax Authority Type of Federal or State.
		Messages: **VLD GROSS DIST IND: BLNK, S** - Rejected.
34	State Type of Employment	Optional, alphanumeric, reset not applicable, maintenance allowed.
		Valid values are: **A** - Agriculture **F** - Regular - Form 944 filers **H** - Household **M** - Military **Q** - Medicare Qualified **X** - Railroad **Blank** or **R** - Regular - All Others
		Messages: **INVALID STATE TYPE EMPLOYMENT** - Rejected.
35-52	SUI Tax ID Number for State Reporting	Optional, alphanumeric, reset not applicable, maintenance allowed.
		Left justify and Blank fill. Enter State Unemployment Insurance (SUI) tax ID number exactly as it should appear on the printed forms. Use the SRM001 transaction to build the number as it will appear on the tape.
		Maine Employers Enter your state SUI Tax ID number in positions 35-44. If you are a seasonal employer, enter the month and day of your seasonal begin date in positions 45-48 and the month and day of your seasonal end date in positions 49-52. If you are not a seasonal employer, you can enter all zeros in positions 45-52 or leave these positions blank.
53	State W-2/1099-R File Special Character Indicator	Optional, alphanumeric, see instructions for reset value, maintenance allowed.
		Valid values are: **Blank** or **Y**, **R** - Special characters are allowed **N** - Special characters are not allowed
		Use for employee name.
		Messages: **VLD SPEC CHAR IND: Y, N, BLNK** - Rejected.

(continued)

Positions	Field Name	Description
54	State W-2/1099-R File Name Format Option	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Specify the name format to use on the State W-2 File and 1099-R File. This name is formatted using the 4-component name on the Employee Master File 203 segment, not the compressed name from the Employee Master File 201 segment.
		This option is used with options in positions 31 and 53.
		Valid values are: **1** - Last name, first initial, middle initial **2** - First initial, last name **3** - First initial, middle initial, last name **4** - Last name, first initial **5** - Last name, first name **6** - First name, last name **7** - First name, middle initial, last name **Blank** or **8** - Last name, first name, middle initial
		Messages: **VLD NAME FMT OPTIONS: 1 - 8** - Rejected.
55	State Quarterly/Monthly File Special Character Indicator	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Valid values are: **Blank** or **Y** - Special characters are allowed **N** - Special characters are not allowed
		Messages: **VLD SPEC CHAR IND: Y, N, BLNK** - Rejected.

(continued)

Positions	Field Name	Description
56	State Quarterly/Monthly File Name Format Option	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Specify the name format to use on the State Quarterly/Monthly File. This name is formatted using the 4-component name on the Employee Master File 203 segment, not the compressed name from the Employee Master File 201 segment.
		This option is used with options in positions 32 and 55.
		Valid values are: **1** - Last name, first initial, middle initial **2** - First initial, last name **3** - First initial, middle initial, last name **4** - Last name, first initial **5** - Last name, first name **6** - First name, last name **7** - First name, middle initial, last name **8** or **Blank** - Last name, first name, middle initial **A** - Last name (max 10 chars), space, first name (max 8 chars) **B** - First name (max 8 chars), space, last name (max 10 chars) **C** - Last name, (comma included), space, first name, middle initial
		Messages: **VLD NAME FMT OPTIONS: 1 - 8, A - C** - Rejected.
57	State Quarterly/Monthly Report Name Format Option	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Specify the name format to use on the State Quarterly/Monthly report. This name is formatted using the 4-component name on the Employee Master File 203 segment, not the compressed name from the Employee Master File 201 segment.
		Valid values are: **1** - Last name, first initial, middle initial **2** - First initial, last name **3** - First initial, middle initial, last name **4** - Last name, first initial **5** - Last name, first name **6** - First name, last name **7** - First name, middle initial, last name **8** or **Blank** - Last name, first name, middle initial **A** - Last name (max 10 chars), space, first name (max 8 chars) **B** - First name (max 8 chars), space, last name (max 10 chars) **C** - Last name, (comma included), first name, middle initial
		Messages: **VLD NAME FMT OPTIONS: 1 - 8, A - C** - Rejected.

(continued)

Positions	Field Name	Description
58-75	State Income Tax Identification Number for Regulatory Reporting	Optional, alphanumeric, reset not applicable, maintenance allowed.
		Left justify and Blank fill. Enter the State Income Tax Identification Number exactly as it should appear on the printed W-2/1099-R form; use the SRM001 transaction to build the number as it will appear on the tape.
		Note: Maine uses this field for quarterly tape reporting.
76-78	State Maximum Weeks in Quarter	Optional, numeric, resets to Blank, maintenance allowed.
		State maximum number of weeks worked to appear on State Quarterly/Monthly Wage reports. One decimal. Special Considerations:
		Valid values are: **Blank** - 130 (default) **990** - Use number of weeks in employee SALTA record, regardless of number
		Note: If your quarter has 14 weeks, you must enter 140 in this field.
		Messages: **INVALID STATE MAX WEEKS IN QTR** - Rejected.
79	State W-2 Wage Indicator	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Valid values are: **1** - Report regular plus overtime plus other earnings plus all memo type 8 DOEs **2** - Report regular plus overtime plus other earnings **3** - Report state gross taxable wages **4** - Report state gross taxable wages plus all memo type 8 DOEs **5** - Report regular plus overtime plus other earnings plus memo type 8 DOEs specified on the TZ1-014 **6** - Report Federal gross taxable wages plus memo type 8 DOEs specified on the TZ1-014 **Blank** or **R** - Default to 3
		Messages: **INVALID STATE W-2 WAGE IND** - Rejected. Must be valid state wage indicator.
80	Maintenance Code	Required, alphanumeric, reset not applicable.
		Valid values are: **A** - Add **C** - Change **D** - Delete
		Note: If the Massachusetts Quarterly Report of Wages Paid to Each Employee is required, a TC transaction for state code 70 must be prepared. The wages are reported under this state code.

TD [80] - County Name and Tax Reporting Information

Function   HRMS Tables File - County Tax Reporting Information

Associated Screens   411

Positions	Field Name	Description
1-2	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed. Valid level 1. **when crossing L1 boundaries for tax reporting purposes.
3-4	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed. Valid level 2. **when crossing L2 boundaries for tax reporting purposes.
5-6	Transaction Code	Constant **TD**
7	Reserved	**Blank**
8-10	County Code Number	Required, numeric, reset not applicable, maintenance not allowed. Messages: **INVALID COUNTY CODE** - Rejected. Must be numeric.
11-34	County Name	Optional, alphanumeric, reset not applicable, maintenance allowed. 11-19 appears on W-2.
35	County Tax Indicator	Optional, alphanumeric, resets to Blank, maintenance allowed. Valid values are: **Blank** - Neither **A** - CAGIT **B** - COIT **C** - Non-adopting Appears on W-2. These fields should only used for counties within the State of Indiana. Messages: **INVALID COUNTY TAX INDICATOR** - Rejected.

(continued)

Positions	Field Name	Description
36	County W-2 Wage Indicator	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Valid values are:
		1 - Report regular + overtime + other earnings + all memo type 8 DOEs
		2 - Report regular + overtime + other earnings
		3 - Report county gross taxable wages
		4 - Report county gross taxable wages + all memo type 8 DOEs
		5 - Report regular + overtime + other earnings + memo type 8 DOEs specified on the TZ1-014
		6 - Report County gross taxable wages + memo type 8 DOEs specified on the TZ1-014
		Blank or **R** - Default to 3
		Messages:
		INVALID COUNTY W-2 WAGE IND - Rejected.
37-38	Indiana County Code to Print on W-2/1099-R	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Pre-assigned Indiana County Code used to print locality name on W-2 form and State W-2 and 1099-R tapes.
		Messages:
		INVALID INDIANA COUNTY CODE - Rejected.
39	Indiana County Resident/Nonresident Indicator	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Valid values are:
		Blank or **R** - The County Code in positions 8-10 is for Residents of County. **N** - The County Code in positions 8-10 is for Nonresidents of county
		Messages:
		INVALID INDIANA COUNTY RES IND - Rejected.
40-43	Ohio School District Number	Optional, alphanumeric, resets to Blank, maintenance allowed.

(continued)

Positions	Field Name	Description
44	County W-2 Tape Name Format Option	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Specify the name format to use on the County W-2 Tape. This name is formatted using the 4 component name on the Employee Master File 203 segment, not the compressed name from the Employee Master File 201 segment.
		This option is used in conjunction with options in position 45 and 51.
		Valid values are:
		1 - Last name, first initial, middle initial **2** - First initial, last name **3** - First initial, middle initial, last name **4** - Last name, first initial **5** - Last name, first name **6** - First name, last name **7** - First name, middle initial, last name **Blank** or **8** - Last name, first name, middle initial
		Messages: **VLD NAME FMT OPTIONS: 1 - 8** - Rejected.
45	Special Characters Indicator	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Valid values are:
		Blank or **Y** - Special characters are allowed **N** - Special characters are not allowed
		Messages: **SPEC CHAR IND: Y, N, BLNK** - Rejected.
46	County W-2 Tape Type of Employment Indicator	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Valid values are:
		Blank - Regular - All Others **A** - Agriculture **F** - Regular - Form 944 filers **H** - Household **M** - Military **Q** - Medicare Qualified **X** - Railroad
		Messages: **INVALID COUNTY TYPE EMPLOYMENT** - Rejected.
47-49	New Mexico County FIPS	Optional, numeric, resets to Blank, maintenance allowed.
		Number assigned by New Mexico.
		Messages: **FIPS COUNTY CODE NOT NUMERIC** - Rejected.

(continued)

Positions	Field Name	Description
50	1099-R Print Taxable Wage Indicator	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Valid values are:
		Y - Yes
		Blank or **N** - No
		Messages:
		VLD 1099R WG PRT IND: Y, N, BLNK - Rejected.
51	County W-2 Tape Name Suffix Indicator	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Valid values are:
		Blank or **Y** - Yes, include the suffix behind the last name in the format selected in column 44.
		N - No, exclude the suffix from the name selected in column 44.
		Messages:
		VLD CNTY NM SUFF IND: Y, N, BLNK - Rejected.
52-56	Local Taxing Entity Code	Optional, alphanumeric, resets to Blanks, maintenance allowed. Defined by the local agency.
57-58	Associated State Code	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Valid values are: Blank and numerics 01-52
		Messages:
		VLD ASSOC ST CODE: 01-52, BLNK - Rejected
59-79	Reserved	**Blank**
80	Maintenance Code	Required, alphanumeric, reset not applicable.
		Valid values are:
		A - Add
		C - Change
		D - Delete

TD [80] - Transfer Date Record

Function   Transfer Date Control

Associated Screens   None

Positions	Field Name	Description
1-2	Transaction Code	Constant **TD**
3-10	Run Date	Optional, numeric, reset not applicable. Enter **YYYYMMDD**.
		Blank defaults to system date.
11	To-Date Transfer Selector	Optional, alphanumeric, reset not applicable.
		Valid values are:
		Blank - Ignore
		M - Do not transfer month-to-date
		Q - Do not transfer month-to-date, quarter-to-date
12-80	Reserved	**Blank**

TE [80] - City Name and Tax Reporting Information

Function HRMS Tables File - City Tax Reporting Information

Associated Screens 412

Positions	Field Name	Description
1-2	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Valid level 1. **when crossing L1 boundaries for tax reporting purposes.
3-4	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Valid level 2. **when crossing L2 boundaries for tax reporting purposes.
5-6	Transaction Code	Constant **TE**
7-10	City Code Number	Required, numeric, reset not applicable, maintenance not allowed.
		Messages:
		INVALID CITY CODE - Rejected. Must be numeric.
11-34	City Name	Optional, alpha, reset not applicable, maintenance allowed.
		11-19 appears on W-2.
35	City W-2 Wage Indicator	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Valid values are:
		1 - Report regular + overtime + other earnings + all memo type 8 DOEs
		2 - Report regular + overtime + other earnings
		3 - Report city gross taxable wages
		4 - Report city gross taxable wages + all memo type 8 DOEs
		5 - Report regular + overtime + other earnings + memo type 8 DOEs specified on the TZ1-014
		6 - Report city gross taxable wages + memo type 8 DOEs specified on the TZ1-014
		Blank or **R** - Default to 3
		Messages:
		INVALID CITY W-2 WAGE IND - Rejected.
36-37	Reserved	**Blank**

(continued)

Positions	Field Name	Description
38	City W-2 Tape Name Format Option	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Specify the name format to use on the City W-2 Tape. This name is formatted using the 4 component name on the Employee Master File 203 segment, not the compressed name from the Employee Master File 201 segment.
		Valid values are:
		1 - Last name, first initial, middle initial **2** - First initial, last name **3** - First initial, middle initial, last name **4** - Last name, first initial **5** - Last name, first name **6** - First name, last name **7** - First name, middle initial, last name **Blank** or **8** - Last name, first name, middle initial
		Messages: **VLD NAME FMT OPTIONS: 1 - 8** - Rejected.
39	Special Characters Indicator	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Valid values are:
		Blank or **Y** - Special characters are allowed in the name field **N** - Special characters are not allowed in the name field
		Messages: **VLD SPEC CHAR IND: Y, N, BLNK** - Rejected.
40	City W-2 Tape Type of Employment Indicator	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Valid values are:
		Blank - Regular - All Others **A** - Agriculture **F** - Regular - Form 944 filers **H** - Household **M** - Military **Q** - Medicare Qualified **X** - Railroad
		Messages: **INVALID CITY TYPE EMPLOYMENT** - Rejected.
41-47	City W-2 Tax Account Number	Optional, alphanumeric, resets to Blank, maintenance allowed.
48-51	Ohio School District Number	Optional, alphanumeric, resets to Blank, maintenance allowed.

(continued)

Positions	Field Name	Description
52	1099-R Print Taxable Wage Indicator	Optional, alphanumeric, resets to Blank, maintenance allowed. Valid values are: **Blank** or **Y** - Yes **N** - No Messages: **VLD 1099R WG PRT IND: Y, N, BLNK** - Rejected.
53	City W-2 Tape Name Suffix Indicator	Optional, alphanumeric, resets to Blank, maintenance allowed. Valid values are: **Blank** or **Y** - Yes, include the suffix behind the last name in the format selected in column 38. **N** - No, exclude the suffix from the name selected in column 38. This option is used in conjunction with options in positions 38 and 39. Messages: **VLD CITY NM SUFF IND: Y, N, BLNK** - Rejected.
54-58	Local Taxing Entity Code	Optional, alphanumeric, resets to Blanks, maintenance allowed. Defined by the local agency.
59-60	Associated State Code	Optional, alphanumeric, resets to Blank, maintenance allowed. Valid values are: Blank and numerics 01-52 Messages: **VLD ASSOC ST CODE: 01-52, BLNK** - Rejected
61-66	PA PSD Code	Optional, alphanumeric, resets to Blank, maintenance allowed.
67-68	PA Tax Collection District	Optional, alphanumeric, resets to Blank, maintenance allowed. Valid values are: **01**, **03-73**
69-79	Reserved	**Blank**
80	Maintenance Code	Required, alphanumeric, reset not applicable. Valid values are: **A** - Add **C** - Change **D** - Delete

TF [80] - Work Hours Indicators

Function   HRMS Tables File - EEO-1/State Work/E1 Code Hours Indicators.

Note: If a TF transaction is not present on the HRMS Tables File for a particular authority, then Regular + Overtime + all 90 Special Hours will be accumulated for reporting on the quarterly file.

Entering a valid value in only the Report All Hours Indicator results in the Report Regular Hours Indicator, Report Overtime Hours Indicator, and all 90 Report Special Hours Indicators being set to the same valid value on the HRMS Tables File.

When maintaining the Indicators:
If **R** is entered in the Report All Hours Indicator to reset to **Blank**, the Report Regular Hours Indicator, Report Overtime Hours Indicator, and all 90 Report Special Hours Indicators are also reset to **Blank** on the HRMS Tables, effectively stopping accumulation of any hours for that state.

If the Report All Hours Indicator is set and **R** is entered in the Report Regular Hours Indicator, Report Overtime Hours Indicator, or any of the 90 Report Special Hours Indicators, that indicator and the Report All Hours Indicator are reset to **Blank** on the HRMS Tables File. This causes hours accumulation to occur only for the indicators that have not been reset to **Blank**.

Associated Screens   413

Positions	Field Name	Description
1-2	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Valid level 1. **when crossing L1 boundaries for tax reporting purposes.
3-4	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Valid level 2. **when crossing L2 boundaries for tax reporting purposes.
5-6	Transaction Code	Constant **TF**
7-8	Reserved	**Blank**
9-10	State Code/EEO-1 Code/ EI Code*	Required, numeric, reset not applicable, maintenance not allowed.
		U.S. Organizations: Numeric code for a state. See the list of State Codes in the State and Province Codes appendix in this guide.
		EEO-1 Reporting: Constant 60
		***Canadian Organizations:** Constant **59**
		Messages: **INVALID STATE CODE / EI CODE** - Rejected.

(continued)

Positions	Field Name	Description
11	Report All Hours Indicator	Optional, alphanumeric, resets to Blank, maintenance allowed.
		U.S. Organizations:
		Valid values are:
		* - Report all hours on state quarterly reports. (Regular, Overtime, and all 90 Special Hours.)
		Blank - Report selected hours on state quarterly reports or California DE 3B. If position 11 is Blank, specify hours to be reported by placing asterisks in and special hours codes in the appropriate columns in the remainder of this transaction.
		Canadian Organizations:
		Blank - Do not report hours or wages for EI. (Regular, Overtime, and all 90 Special Hours.)
		* - Report all hours and wages for EI
		1 - Report wages only for EI
		2 - Report hours only for EI
		If position 11 is Blank, specify hours to be reported by placing asterisks, 1 or 2 in positions 12-38.
		Messages:
		INVALID REPORT ALL HOURS ID - Rejected.
12	Report Regular Hours Indicator	Optional, alphanumeric, resets to Blank, maintenance allowed.
		U.S. Organizations:
		Valid values are:
		* - Report regular hours
		Blank - Do not report regular hours
		Canadian Organizations:
		Blank - Do not report regular hours or wages for EI
		* - Report all regular hours and wages for EI
		1 - Report regular wages only for EI
		2 - Report regular hours only for EI
		Messages:
		INVALID REPORT REGULAR HOUR ID - Rejected.
13	Report Overtime Hours Indicator	Optional, alphanumeric, resets to Blank, maintenance allowed.
		U.S. Organizations:
		Valid values are:
		* - Report overtime hours accumulators
		Blank - Do not report overtime hours accumulators
		Canadian Organizations:
		* - Report all overtime hours and wages for EI
		1 - Report overtime wages only for EI
		2 - Report overtime hours only for EI
		Blank - Do not report overtime hours or wages for EI
		Messages:
		INVALID REPORT OVERTIME HR ID - Rejected.

(continued)

Positions	Field Name	Description
14-16	Report Special Hours Indicator & Code 1	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Specify Hours Indicator and Code (01-90) to be reported. You can enter up to 22 per TF transaction. This field is no longer positional. Enter multiple TF transactions for the same State Code/EI Code for additional Special Hours to be reported.
14	Report Special Hours Indicator	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Specify Special Hours to be reported.
		U.S. Organizations:
		Valid values are:
		* - Report special hours accumulator **Blank** - Do not report special hours accumulator **R** - Reset to Blank
		Canadian Organizations:
		* - Report both special hours and wages for EI **1** - Report special wages only for EI **2** - Report special hours only for EI **Blank -** Do not report special hours or wages for EI **R** - Reset to Blank
		Messages: **INVALID RPT SPECIAL HRS** *nn* - Rejected. *nn* contains specific position of invalid special hours code.
15-16	Report Special Hours Code	Optional, alphanumeric, reset not applicable, maintenance allowed.
		Specify Special Hours Code for above indicator.
		Valid values are:
		01-90.
17-19	Report Special Hours Indicator and Code 2	Repeat positions 14-16.
20-22	Report Special Hours Indicator and Code 3	Repeat positions 14-16.
23-25	Report Special Hours Indicator and Code 4	Repeat positions 14-16.
26-28	Report Special Hours Indicator and Code 5	Repeat positions 14-16.
29-31	Report Special Hours Indicator and Code 6	Repeat positions 14-16.
32-34	Report Special Hours Indicator and Code 7	Repeat positions 14-16.
35-37	Report Special Hours Indicator and Code 8	Repeat positions 14-16.
38-40	Report Special Hours Indicator and Code 9	Repeat positions 14-16.

(continued)

Positions	Field Name	Description
41-43	Report Special Hours Indicator and Code 10	Repeat positions 14-16.
44-46	Report Special Hours Indicator and Code 11	Repeat positions 14-16.
47-49	Report Special Hours Indicator and Code 12	Repeat positions 14-16.
50-52	Report Special Hours Indicator and Code 13	Repeat positions 14-16.
53-55	Report Special Hours Indicator and Code 14	Repeat positions 14-16.
56-58	Report Special Hours Indicator and Code 15	Repeat positions 14-16.
59-61	Report Special Hours Indicator and Code 16	Repeat positions 14-16.
62-64	Report Special Hours Indicator and Code 17	Repeat positions 14-16.
65-67	Report Special Hours Indicator and Code 18	Repeat positions 14-16.
68-70	Report Special Hours Indicator and Code 19	Repeat positions 14-16.
71-73	Report Special Hours Indicator and Code 20	Repeat positions 14-16.
74-76	Report Special Hours Indicator and Code 21	Repeat positions 14-16.
77-79	Report Special Hours Indicator and Code 23	Repeat positions 14-16.
80	Maintenance Code	Required, alphanumeric, reset not applicable.
		Valid values are:
		A - Add a new record for a new state/EEO-1/EI code
		C - Change an existing state/EEO-1/EI code
		D - Delete a state/EEO-1/EI code and all related information.

TG [80] - Rate Table Data

Function HRMS Tables File - Rate Table Information

Associated Screens 317

Positions	Field Name	Description
1-2	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
3-4	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Transaction Code	Constant **TG**
7-12	Job Rate Code	Required, alphanumeric, reset not applicable, maintenance not allowed.
		The user-defined job rate code that is entered on ZT, ZU, and ZV transactions.
		Messages:
		INVALID RATE CODE - Rejected.
13-28	Reserved	**Blank**
29-37	Regular Rate	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Regular rate associated with job code.
		Messages:
		INVALID REGULAR RATE - Rejected.
38-46	Overtime Rate	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Overtime rate associated with job code.
		Messages:
		INVALID OVERTIME RATE - Rejected.
47-55	Vacation Rate	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Vacation rate associated with job code.
		Messages:
		INVALID VACATION RATE - Rejected.
56-79	Reserved	**Blank**
80	Maintenance Code	Required, alphanumeric, reset not applicable.
		Valid values are:
		A - Add
		C - Change
		D - Delete

TH1 [80] - Check Writer Form Number Assignment

Function   Check Writer Form Number Assignment

Associated Screens   308

Positions	Field Name	Description
1-3	Transaction Code	Constant **TH1**
		Messages:
		INVALID TRANSACTION CODE - Rejected. Must be TH1.
4-6	Multiple Record Code	Constant **001**
		Messages:
		INVALID MULTIPLE RECORD CODE - Rejected. Must be 001.
7-8	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Level 1 or ** (if **, this transaction applies to all organizations on the file and ** must also be entered in positions 9-10.)
		Messages:
		INVALID LEVEL 1 - Rejected. Cannot be Blank.
9-10	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Level 2 or ** (if **, this transaction applies to all level 2s within the level 1 entered in positions 7-8.)
		Messages:
		INVALID LEVEL 2 - Rejected. Cannot be Blank.
11	Form Indicator	Optional, alphanumeric, reset not applicable, maintenance not allowed.
12-25	Reserved	**Blank**
26-29	Check Form Number	Conditionally required, alphanumeric, reset not applicable, maintenance not allowed.
		Required if deposit form number Blank.
		Messages:
		INVALID CHECK FORM NUMBER - Rejected. Cannot be Blank if there is no entry in deposit form number field.
30-33	Deposit Form Number	Conditionally required, alphanumeric, reset not applicable, maintenance not allowed.
		Required if check form number Blank.
		Messages:
		INVALID DEPOSIT FORM NUMBER - Rejected. Cannot be Blank if there is no entry in check form number field.

(continued)

Positions	Field Name	Description
34-79	Reserved	**Blank**
80	Maintenance Code	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Valid values are:
		A - Add **C** - Change **D** - Delete

TH2 [80] - Check Writer Format Option Control

Function   HRMS Tables File - Check Writer Format Option Control

Associated Screens   309

Positions	Field Name	Description
1-3	Transaction Code	Constant **TH2** Messages: **INVALID TRANSACTION CODE** - Rejected. Must be TH2.
4-6	Multiple Record Code	Constant **001** Messages: **INVALID MULTIPLE RECORD CODE** - Rejected. Must be 001.
7-10	Form Number	Required, alphanumeric, reset not applicable, maintenance not allowed. Messages: **INVALID FORM NUMBER** - Rejected. Cannot be Blank.
11-25	Reserved	**Blank**
26-27	Format Option	Required, alphanumeric, reset not applicable, maintenance not allowed. Valid values are: **Checks** **1C** - Check self mailer **2C** - Earnings statement left, check right **3C** - Earnings statement over, check under **4C** - Check over, earnings statement under **6C** - Detail earnings info only (unsummarized output file) **7C** - 8 1/2 x 11 laser check under, earnings statement over **Deposit Advices** **1D** - Deposit advice self mailer **2D** - Earnings statement left, deposit advice right **3D** - Earnings statement over, deposit advice under **4D** - Deposit advice over, earnings statement under **6D** - Detail deposit adv info only (unsummarized output file) **7D** - 8 1/2 x 11 laser deposit over, earnings statement under **PD** - Paperless deposit Messages: **INVALID FORMAT OPTION** - Rejected. Cannot be Blank. See transaction description.

(continued)

Positions	Field Name	Description
28-29	Number for Alignment	Optional, numeric, reset not applicable, maintenance not allowed.
		Valid values are:
		01-99 - Number of checks/deposit advices to be used for printer alignment purposes. **Blank** - defaults to 05
		Messages: **INVALID NUMBER FOR ALIGNMENT** - Rejected.
30-79	Reserved	**Blank**
80	Maintenance Code	Required, alphanumeric, maintenance allowed.
		Valid values are:
		A - Add **C** - Change **D** - Delete

TK [80] - Combined Payroll/DOE Register DOEs

Function   HRMS Tables File - Combined Payroll/DOE Register DOEs

Associated Screens   None

Positions	Field Name	Description
1-2	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
3-4	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Transaction Code	Constant **TK**
7-10	Reserved	**Blank**
11-70	DOEs to be Reported	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Identifies a maximum of 30 DOEs to print on report. Enter as many as you need in the order you want them to print. Each DOE code is 2 characters.
		Messages:
		INVALID DOE nn-nn - Rejected. nn-nn contains specific position numbers of invalid DOE.
71-79	Reserved	**Blank**
80	Maintenance Code	Required, alphanumeric, reset not applicable.
		Valid values are:
		A - Add
		C - Change
		D - Delete

TL [80] - Labor Distribution Detail Options

Function   HRMS Tables File - Labor Distribution Detail Options

Associated Screens   None

Positions	Field Name	Description
1-2	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
3-4	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Transaction Code	Constant **TL**
7-10	Reserved	**Blank**
11	Labor Distribution Detail Option	Required, alphanumeric, reset not applicable, maintenance allowed.
		Valid values are:
		1 - Maintain Labor Distribution Master file by employee number
		2 - Do not maintain Labor Distribution Master file by employee number
		Messages:
		INVALID LABOR DIST DETAIL OPT - Rejected.
12-79	Reserved	**Blank**
80	Maintenance Code	Required, alphanumeric, reset not applicable.
		Valid values are:
		A - Add
		C - Change
		D - Delete

TM-00 [80] - Province Name (Canadian Organizations)

Function	HRMS Tables File - Province Name
Associated Screens	None

Positions	Field Name	Description
1-2	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
3-4	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Transaction Code	Constant **TM**
7-8	Transaction Type	Required, alphanumeric, reset not applicable, maintenance not allowed. Constant **00**
9-10	Province Code	Required, numeric, reset not applicable, maintenance not allowed. Messages: **INVALID PROVINCE CODE** - Rejected.
11-25	Name of Province	Optional, alphanumeric, reset not applicable, maintenance allowed.
26-41	Employer/Payer Registration No.	Conditionally required, alphanumeric, resets to Blank, maintenance allowed. Format: 10 digit Employer ID Number + "RS" + 4 digit Employer File Number Required for Releve Tape only. Can be entered only if Province code is 88. Messages: **INVALID EMP/PAYER REG NO** - Rejected. **EMPR REG NO FOR QUEBEC ONLY** - Rejected.
42-71	Employer/Payer Name	Conditionally required, alphanumeric, resets to Blank, maintenance allowed. Required for Releve Tape only. Can be entered only if Province code is 88. Messages: **EMP/PAYER NAME FOR QUEBEC ONLY** - Rejected. This field is valid only with Province code 88.
72-79	Reserved	**Blank**
80	Maintenance Code	Required, alphanumeric, reset not applicable. Valid values are: **A** - Add **C** - Change **D** - Delete

TM-BNUS [80] - DOE Definitions (Canadian Organizations)

Function   HRMS Tables File - DOE Definitions

Associated Screens   378

Positions	Field Name	Description
1-2	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
3-4	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Transaction Code	Constant **TM**
7-10	Transaction Type	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Valid values are: **BNUS** - Bonus Pay DOEs
		Messages: **INVALID TRANSACTION TYPE** - Rejected. Must be BNUS.
11-78	DOE Codes 1-34	Optional, alphanumeric, resets to blank, maintenance allowed.
		Identifies a maximum of 34 DOEs. Enter as many as you need. Each DOE code is 2 characters. DOEs entered here will be accumulated and used in their respective tax calculations.
		Messages: **INVALID DOE COLUMNS xx-xx** - Rejected. DOE codes in position *xx-xx* must be alphanumeric. Blanks, zeros (00), and special characters are not valid.
79	Reserved	**Blank**
80	Maintenance Code	Required, alphanumeric, reset not applicable.
		Valid values are: **A** - Add **C** - Change **D** - Delete

TM-FTA(N) [80] - T4A Footnote DOEs (Canadian Organizations)

Function   HRMS Tables File - T4A Footnote DOEs

Associated Screens   None

Positions	Field Name	Description
1-2	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
3-4	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Transaction Code	Constant **TM**
7-9	Transaction Type	Required, alphanumeric, reset not applicable, maintenance not allowed. **FTA** Messages: **INVALID TRANSACTION TYPE** - Rejected. Must be FTA.
10	Transaction Sequence	Required, numeric, reset not applicable, maintenance not allowed. 1-3. A maximum of 3 transactions allows for up to 45 footnote DOEs.
	DOE 1 Data	
11-12	T4A Footnote Cross-Reference Number 1	Optional, alphanumeric, resets to Blank, maintenance allowed. Cross-reference number from T4A Footnote Chart. Messages: **INVALID FOOTNOTE XREF NBR (n)** - Rejected. Valid values are numeric 01 through 44 for T4A, (n) = 1 - 15.
13-14	DOE Code 1	Optional, alphanumeric, resets to Blank, maintenance allowed. DOE associated with Cross-Reference Number 1. **Note:** If either of these fields contains a reset code, both will be reset. Messages: **INVALID FOOTNOTE DOE NBR (n)** - Rejected. The DOE code entered is not a valid alphanumeric DOE code. Blanks, zeros, and special characters are not valid, (n) = 1 - 15. **INVAL FTNOTE XREF/DOE COMB (n)** - Rejected. The footnote cross-reference/DOE group cannot combine blanks and non-blanks. Either both must be blank, or both must be non-blank, (n) = 1 - 15.

(continued)

Positions	Field Name	Description
	DOE 2 Data	
15-16	T4A Footnote Cross-Reference Number 2	Repeat positions 11-12.
17-18	DOE Code 2	Repeat positions 13-14.
	DOE 3 Data	
19-20	T4A Footnote Cross-Reference Number 3	Repeat positions 11-12.
21-22	DOE Code 3	Repeat positions 13-14.
	DOE 4 Data	
23-24	T4A Footnote Cross-Reference Number 4	Repeat positions 11-12.
25-26	DOE Code 4	Repeat positions 13-14.
	DOE 5 Data	
27-28	T4A Footnote Cross-Reference Number 5	Repeat positions 11-12.
29-30	DOE Code 5	Repeat positions 13-14.
	DOE 6 Data	
31-32	T4A Footnote Cross-Reference Number 6	Repeat positions 11-12.
33-34	DOE Code 6	Repeat positions 13-14.
	DOE 7 Data	
35-36	T4A Footnote Cross-Reference Number 7	Repeat positions 11-12.
37-38	DOE Code 7	Repeat positions 13-14.
	DOE 8 Data	
39-40	T4A Footnote Cross-Reference Number 8	Repeat positions 11-12.
41-42	DOE Code 8	Repeat positions 13-14.
	DOE 9 Data	
43-44	T4A Footnote Cross-Reference Number 9	Repeat positions 11-12.
45-46	DOE Code 9	Repeat positions 13-14.

(continued)

Positions	Field Name	Description
	DOE 10 Data	
47-48	T4A Footnote Cross-Reference Number 10	Repeat positions 11-12.
49-50	DOE Code 10	Repeat positions 13-14.
	DOE 11 Data	
51-52	T4A Footnote Cross-Reference Number 11	Repeat positions 11-12.
53-54	DOE Code 11	Repeat positions 13-14.
	DOE 12 Data	
55-56	T4A Footnote Cross-Reference Number 12	Repeat positions 11-12.
57-58	DOE Code 12	Repeat positions 13-14.
	DOE 13 Data	
59-60	T4A Footnote Cross-Reference Number 13	Repeat positions 11-12.
61-62	DOE Code 13	Repeat positions 13-14.
	DOE 14 Data	
63-64	T4A Footnote Cross-Reference Number 14	Repeat positions 11-12.
65-66	DOE Code 14	Repeat positions 13-14.
	DOE 15 Data	
67-68	T4A Footnote Cross-Reference Number 15	Repeat positions 11-12.
69-70	DOE Code 15	Repeat positions 13-14.
71-79	Reserved	**Blank**
80	Maintenance Code	Required, alphanumeric, reset not applicable.
		Valid values are:
		A - Add
		C - Change
		D - Delete

TM-FTN(N) [80] - T4 Footnote DOEs (Canadian Organizations)

Function   HRMS Tables File - T4 Footnote DOEs

Associated Screens   None

Positions	Field Name	Description
1-2	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
3-4	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Transaction Code	Constant **TM**
7-9	Transaction Type	Required, alphanumeric, reset not applicable, maintenance not allowed. **FTN** Messages: **INVALID TRANSACTION TYPE** - Rejected. Must be FTN.
10	Transaction Sequence	Required, numeric, reset not applicable, maintenance not allowed. 1-3. A maximum of 3 transactions allows for up to 45 footnote DOEs.
	DOE 1 Data	
11-12	T4 Footnote Cross-Reference Number 1	Optional, alphanumeric, resets to Blank, maintenance allowed. Cross-reference number from T4 Footnote Chart. Messages: **INVALID FOOTNOTE XREF NBR (n)** - Rejected. Valid values are numeric 01 through 30 for T4, (n) = 1 - 15.
13-14	DOE Code 1	Optional, alphanumeric, resets to Blank, maintenance allowed. DOE associated with Cross-Reference Number 1. **Note:** If either of these fields contains a reset code, both will be reset. Messages: **INVALID FOOTNOTE DOE NBR (n)** - Rejected. The DOE code entered is not a valid alphanumeric DOE code. Blanks, zeros, and special characters are not valid, (n) = 1 - 15. **INVAL FTNOTE XREF/DOE COMB (n)** - Rejected. The footnote cross-reference /DOE group cannot combine blanks and non-blanks. Either both must be Blank, or both must be non-blank, (n) = 1 - 15.

(continued)

Positions	Field Name	Description
	DOE 2 Data	
15-16	T4 Footnote Cross-Reference Number 2	Repeat positions 11-12.
17-18	DOE Code 2	Repeat positions 13-14.
	DOE 3 Data	
19-20	T4 Footnote Cross-Reference Number 3	Repeat positions 11-12.
21-22	DOE Code 3	Repeat positions 13-14.
	DOE 4 Data	
23-24	T4 Footnote Cross-Reference Number 4	Repeat positions 11-12.
25-26	DOE Code 4	Repeat positions 13-14.
	DOE 5 Data	
27-28	T4 Footnote Cross-Reference Number 5	Repeat positions 11-12.
29-30	DOE Code 5	Repeat positions 13-14.
	DOE 6 Data	
31-32	T4 Footnote Cross-Reference Number 6	Repeat positions 11-12.
33-34	DOE Code 6	Repeat positions 13-14.
	DOE 7 Data	
35-36	T4 Footnote Cross-Reference Number 7	Repeat positions 11-12.
37-38	DOE Code 7	Repeat positions 13-14.
	DOE 8 Data	
39-40	T4 Footnote Cross-Reference Number 8	Repeat positions 11-12.
41-42	DOE Code 8	Repeat positions 13-14.
	DOE 9 Data	
43-44	T4 Footnote Cross-Reference Number 9	Repeat positions 11-12.
45-46	DOE Code 9	Repeat positions 13-14.

(continued)

Positions	Field Name	Description
	DOE 10 Data	
47-48	T4 Footnote Cross-Reference Number 10	Repeat positions 11-12.
49-50	DOE Code 10	Repeat positions 13-14.
	DOE 11 Data	
51-52	T4 Footnote Cross-Reference Number 11	Repeat positions 11-12.
53-54	DOE Code 11	Repeat positions 13-14.
	DOE 12 Data	
55-56	T4 Footnote Cross-Reference Number 12	Repeat positions 11-12.
57-58	DOE Code 12	Repeat positions 13-14.
	DOE 13 Data	
59-60	T4 Footnote Cross-Reference Number 13	Repeat positions 11-12.
61-62	DOE Code 13	Repeat positions 13-14.
	DOE 14 Data	
63-64	T4 Footnote Cross-Reference Number 14	Repeat positions 11-12.
65-66	DOE Code 14	Repeat positions 13-14.
	DOE 15 Data	
67-68	T4 Footnote Cross-Reference Number 15	Repeat positions 11-12.
69-70	DOE Code 15	Repeat positions 13-14.
71-79	Reserved	**Blank**
80	Maintenance Code	Required, alphanumeric, reset not applicable. Valid values are: **A** - Add **C** - Change **D** - Delete

TM-FTR(N) [80] - Releve 1 Footnote DOEs (Canadian Org.)

Function   HRMS Tables File - Releve 1 Footnote DOEs

Associated Screens   None

Positions	Field Name	Description
1-2	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
3-4	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Transaction Code	Constant **TM**
7-9	Transaction Type	Required, alphanumeric, reset not applicable, maintenance not allowed.
		FTR
		Messages:
		INVALID TRANSACTION TYPE - Rejected. Must be FTR.
10	Transaction Sequence	Required, numeric, reset not applicable, maintenance not allowed.
		1-3. A maximum of 3 transactions allows for up to 45 footnote DOEs.
	DOE 1 Data	
11-12	Releve 1 Footnote Cross-Reference Number 1	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Cross-reference number from Releve 1 Footnote Chart.
		Messages:
		INVALID FOOTNOTE XREF NBR (n) - Rejected. Valid values are numeric 01-45 for Releve 1, (n) = 1 - 15.
13-14	DOE Code 1	Optional, alphanumeric, resets to Blank, maintenance allowed.
		DOE associated with Cross-Reference Number 1.
		Note: If either of these fields contains a reset code, both will be reset.
		Messages:
		INVALID FOOTNOTE DOE NBR (n) - Rejected. The DOE code entered is not a valid alphanumeric DOE code. Blanks, zeros, and special characters are not valid, (n) = 1 - 15.
		INVAL FTNOTE XREF/DOE COMB (n) - Rejected. The footnote cross-reference /DOE group cannot combine blanks and non-blanks. Either both must be Blank, or both must be non-blank, (n) = 1 - 15.

(continued)

Positions	Field Name	Description
	DOE 2 Data	
15-16	Releve 1 Footnote Cross-Reference Number 2	Repeat positions 11-12.
17-18	DOE Code 2	Repeat positions 13-14.
	DOE 3 Data	
19-20	Releve 1 Footnote Cross-Reference Number 3	Repeat positions 11-12.
21-22	DOE Code 3	Repeat positions 13-14.
	DOE 4 Data	
23-24	Releve 1 Footnote Cross-Reference Number 4	Repeat positions 11-12.
25-26	DOE Code 4	Repeat positions 13-14.
	DOE 5 Data	
27-28	Releve 1 Footnote Cross-Reference Number 5	Repeat positions 11-12.
29-30	DOE Code 5	Repeat positions 13-14.
	DOE 6 Data	
31-32	Releve 1 Footnote Cross-Reference Number 6	Repeat positions 11-12.
33-34	DOE Code 6	Repeat positions 13-14.
	DOE 7 Data	
35-36	Releve 1 Footnote Cross-Reference Number 7	Repeat positions 11-12.
37-38	DOE Code 7	Repeat positions 13-14.
	DOE 8 Data	
39-40	Releve 1 Footnote Cross-Reference Number 8	Repeat positions 11-12.
41-42	DOE Code 8	Repeat positions 13-14.
	DOE 9 Data	
43-44	Releve 1 Footnote Cross-Reference Number 9	Repeat positions 11-12.
45-46	DOE Code 9	Repeat positions 13-14.

(continued)

Positions	Field Name	Description
	DOE 10 Data	
47-48	Releve 1 Footnote Cross-Reference Number 10	Repeat positions 11-12.
49-50	DOE Code 10	Repeat positions 13-14.
	DOE 11 Data	
51-52	Releve 1 Footnote Cross-Reference Number 11	Repeat positions 11-12.
53-54	DOE Code 11	Repeat positions 13-14.
	DOE 12 Data	
55-56	Releve 1 Footnote Cross-Reference Number 12	Repeat positions 11-12.
57-58	DOE Code 12	Repeat positions 13-14.
	DOE 13 Data	
59-60	Releve 1 Footnote Cross-Reference Number 13	Repeat positions 11-12.
61-62	DOE Code 13	Repeat positions 13-14.
	DOE 14 Data	
63-64	Releve 1 Footnote Cross-Reference Number 14	Repeat positions 11-12.
65-66	DOE Code 14	Repeat positions 13-14.
	DOE 15 Data	
67-68	Releve 1 Footnote Cross-Reference Number 15	Repeat positions 11-12.
69-70	DOE Code 15	Repeat positions 13-14.
71-79	Reserved	**Blank**
80	Maintenance Code	Required, alphanumeric, reset not applicable.
		Valid values are:
		A - Add
		C - Change
		D - Delete

TM-FTT(N) [80] - Releve 2 Footnote DOEs (Canadian Org.)

Function   HRMS Tables File - Releve 2 Footnote DOEs

Associated Screens   None

Positions	Field Name	Description
1-2	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
3-4	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Transaction Code	Constant **TM**
7-9	Transaction Type	Required, alphanumeric, reset not applicable, maintenance not allowed. **FTT** Messages: **INVALID TRANSACTION TYPE** - Rejected. Must be FTT.
10	Transaction Sequence	Required, numeric, reset not applicable, maintenance not allowed. 1-3. A maximum of 3 transactions allows for up to 45 footnote DOEs.
	DOE 1 Data	
11-12	Releve 2 Footnote Cross-Reference Number 1	Optional, alphanumeric, resets to Blank, maintenance allowed. Cross-reference number from Releve 2 Footnote Chart. Messages: **INVALID FOOTNOTE XREF NBR (n)** - Rejected. . Valid values are numeric 01-25 for Releve 2. (n) = 1 - 15.
13-14	DOE Code 1	Optional, alphanumeric, resets to Blank, maintenance allowed. DOE associated with Cross-Reference Number 1. **Note:** If either of these fields contains a reset code, both will be reset. Messages: **INVALID FOOTNOTE DOE NBR (n)** - Rejected. The DOE code entered is not a valid alphanumeric DOE code. Blanks, zeros, and special characters are not valid. (n) = 1 - 15. **INVAL FTNOTE XREF/DOE COMB (n) -** Rejected. The footnote cross-reference /DOE group cannot combine blanks and non-blanks. Either both must be Blank, or both must be non-blank. (n) = 1 - 15.

(continued)

Positions	Field Name	Description
	DOE 2 Data	
15-16	Releve 2 Footnote Cross-Reference Number 2	Repeat positions 11-12.
17-18	DOE Code 2	Repeat positions 13-14.
	DOE 3 Data	
19-20	Releve 2 Footnote Cross-Reference Number 3	Repeat positions 11-12.
21-22	DOE Code 3	Repeat positions 13-14.
	DOE 4 Data	
23-24	Releve 2 Footnote Cross-Reference Number 4	Repeat positions 11-12.
25-26	DOE Code 4	Repeat positions 13-14.
	DOE 5 Data	
27-28	Releve 2 Footnote Cross-Reference Number 5	Repeat positions 11-12.
29-30	DOE Code 5	Repeat positions 13-14.
	DOE 6 Data	
31-32	Releve 2 Footnote Cross-Reference Number 6	Repeat positions 11-12.
33-34	DOE Code 6	Repeat positions 13-14.
	DOE 7 Data	
35-36	Releve 2 Footnote Cross-Reference Number 7	Repeat positions 11-12.
37-38	DOE Code 7	Repeat positions 13-14.
	DOE 8 Data	
39-40	Releve 2 Footnote Cross-Reference Number 8	Repeat positions 11-12.
41-42	DOE Code 8	Repeat positions 13-14.
	DOE 9 Data	
43-44	Releve 2 Footnote Cross-Reference Number 9	Repeat positions 11-12.
45-46	DOE Code 9	Repeat positions 13-14.

(continued)

Positions	Field Name	Description
	DOE 10 Data	
47-48	Releve 2 Footnote Cross-Reference Number 10	Repeat positions 11-12.
49-50	DOE Code 10	Repeat positions 13-14.
	DOE 11 Data	
51-52	Releve 2 Footnote Cross-Reference Number 11	Repeat positions 11-12.
53-54	DOE Code 11	Repeat positions 13-14.
	DOE 12 Data	
55-56	Releve 2 Footnote Cross-Reference Number 12	Repeat positions 11-12.
57-58	DOE Code 12	Repeat positions 13-14.
	DOE 13 Data	
59-60	Releve 2 Footnote Cross-Reference Number 13	Repeat positions 11-12.
61-62	DOE Code 13	Repeat positions 13-14.
	DOE 14 Data	
63-64	Releve 2 Footnote Cross-Reference Number 14	Repeat positions 11-12.
65-66	DOE Code 14	Repeat positions 13-14.
	DOE 15 Data	
67-68	Releve 2 Footnote Cross-Reference Number 15	Repeat positions 11-12.
69-70	DOE Code 15	Repeat positions 13-14.
71-79	Reserved	**Blank**
80	Maintenance Code	Required, alphanumeric, reset not applicable. Valid values are: **A** - Add **C** - Change **D** - Delete

TM-PPD [80] - EI/QPIP Pay Period End Dates (Canadian Organizations)

Function   HRMS Tables File - EI/QPIP Pay Period End Dates

Associated Screens   None

Positions	Field Name	Description
1-2	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed. ** is valid for crossing Level 1s.
3-4	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed. ** is valid for crossing Level 2s.
5-6	Transaction Code	Required, alphanumeric, reset not applicable, maintenance not allowed. Constant **TM**
7-9	Transaction Type	Required, alphanumeric, reset not applicable, maintenance not allowed. Constant **PPD** Messages: **INVALID TRANSACTION TYPE** - Rejected. Must be PPD.
10-11	EI/QPIP Pay Period Number	Required, alphanumeric, reset not applicable, maintenance allowed. **01**-**53** - Weekly payrolls **1**-**27** - Biweekly payrolls **01**-**24** - Semimonthly payrolls **01**-**12** - Monthly payrolls Messages: **INVALID EI/QPIP PAY PERIOD NUMBER** - Rejected. Must be 01 to 53.
	Pay Period End Date Information	
12-19	Weekly Pay Period End Date	Optional, numeric, reset not applicable, maintenance allowed. Include century Format = **YYYYMMDD** Messages: **INVALID WEEKLY PP END DATE** - Rejected. Must be valid date **YYYYMMDD**.
20-27	Biweekly Pay Period End Date	Optional, numeric, reset not applicable, maintenance allowed. Include century Format = **YYYYMMDD** Messages: **INVALID BIWEEKLY PP END DATE** - Rejected. Must be valid date **YYYYMMDD**.

(continued)

Positions	Field Name	Description
28-35	Semimonthly Pay Period End Date	Optional, numeric, reset not applicable, maintenance allowed.
		Include century Format = **YYYYMMDD**
		Messages: **INVALID SEMIMONTHLY PP END DATE** - Rejected. Must be valid date **YYYYMMDD**.
36-43	Monthly Pay Period End Date	Optional, numeric, reset not applicable, maintenance allowed.
		Include century Format = **YYYYMMDD**
		Messages: **INVALID MONTHLY PP END DATE** - Rejected. Must be valid date **YYYYMMDD**.
44-79	Reserved	Required, alphabetic, reset not applicable, maintenance not allowed. **Blanks**
80	Maintenance Code	Required, alphanumeric, reset not applicable.
		Valid values are:
		A - Add **C** - Change **D** - Delete

Additional Messages	Description
DATE NOT VALID WITH PP NUMBER	Rejected. PP greater than 12 cannot have monthly date. PP greater than 24 cannot have semimonthly date. PP greater than 27 cannot have biweekly date.

TM-ROEA [80] - Authorized Person/Contact Person Data (Canadian Org.)

Function	HRMS Tables File - Authorized Person Data

Associated Screens	None

Positions	Field Name	Description
1-2	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
3-4	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Transaction Code	Constant **TM**
7-10	Transaction Type	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Constant **ROEA**
		Messages: **INVALID TRANSACTION TYPE** - Rejected.
	ROE Form Authorized Person Further Information Data (Positions 11-80)	
	Authorized Person	To appear on the Record of Employment Form.
11-32	Name of Authorized Person	Optional, alphanumeric, reset not applicable, maintenance allowed.
		To appear on the Record of Employment.
33-35	Area Code	Optional, alphanumeric, reset not applicable, maintenance allowed.
		Messages: **INVALID AREA CODE** - Rejected.
36-42	Phone Number	Optional, alphanumeric, reset not applicable, maintenance allowed.
		Messages: **INVALID PHONE NUMBER** - Rejected.
43-47	Extension	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Messages: **INVALID EXTENSION NUMBER** - Rejected.
	Further Information	To appear on the Record of Employment Form.
48-69	Name of Contact Person	Optional, alphanumeric, reset not applicable, maintenance allowed.
		To appear on the Record of Employment.
70-72	Area Code	Optional, alphanumeric, reset not applicable, maintenance allowed.
73-79	Phone Number	Optional, alphanumeric, reset not applicable, maintenance allowed.
80	Maintenance Code	Required, alphanumeric, reset not applicable.
		Valid Values: **A** - Add **C** - Change **D** - Delete

(continued)

Positions	Field Name	Description
	ROE Web Contact Person Data (Positions 11-80)	
11-25	Contact Person First Name	Conditionally required, alphanumeric, reset not applicable, maintenance allowed.
		Messages: **INVALID - FIRST NAME REQUIRED** - Rejected.
26	Contact Person Initial	Optional, alphanumeric, reset not applicable, maintenance allowed.
27-61	Contact Person Last Name	Conditionally required, alphanumeric, reset not applicable, maintenance allowed.
		Messages: **INVALID - LAST NAME REQUIRED** - Rejected.
62-64	Area Code	Conditionally required, alphanumeric, reset not applicable, maintenance allowed.
		Messages: **INVALID - INVALID AREA CODE** - Rejected.
65-71	Phone Number	Conditionally required, alphanumeric, reset not applicable, maintenance allowed.
		Messages: **INVALID - INVALID PHONE NUMBER** - Rejected.
72-76	Extension	Optional, alphanumeric, resets to blanks, maintenance allowed.
		Messages: **INVALID - INVALID EXTENSION NUMBER** - Rejected.
77-78	Reserved	**Blank**
79	ROE Web Contact Indicator	Optional, alphanumeric, resets to blank, maintenance allowed.
		Valid Values: ***** - Formatted for ROE Web Contact **Non *** - Formatted for ROE Form
		Messages: **INVALID ROE WEB IND** - Rejected.
80	Maintenance Code	Required, alphanumeric, reset not applicable.
		Valid Values: **A** - Add **C** - Change **D** - Delete

TM-ROEV [80] - Vacation DOE Definitions (Canadian Org.)

Function   HRMS Tables File - ROEV - Vacation DOE Definitions

Associated Screens   None

Positions	Field Name	Description
1-2	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
3-4	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Transaction Code	Constant **TM**
7-10	Transaction Type	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Valid values are:
		ROEV - Vacation Pay DOEs
11-50	DOE Codes 1-20	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Identifies a maximum of 20 DOEs. Enter as many as you need. Each DOE code is 2 characters. DOEs entered here will be accumulated and used in their respective tax calculations.
51-79	Reserved	**Blank**
80	Maintenance Code	Required, alphanumeric, reset not applicable.
		Valid values are:
		A - Add **C** - Change **D** - Delete

TM-ROH(N) [80] - ROE Holiday (Canadian Organizations)

Function   HRMS Tables File - ROE Holiday

Associated Screens   None

Positions	Field Name	Description
1-2	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
3-4	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Transaction Code	Constant **TM**
7-9	Transaction Type	Required, alphanumeric, reset not applicable, maintenance not allowed. **ROH** Messages: **INVALID TRANSACTION TYPE** - Rejected. Must be ROH.
10	Transaction Sequence	Required, numeric, reset not applicable, maintenance not allowed. 1 - 5 = A maximum of 5 transactions allows for a maximum of 15 DOEs for each transaction type. Messages: **INVALID TRANSACTION SEQ NUM** - Rejected. Valid values are 1 - 5.
	DOE Data	
11-12	DOE Code 1	Optional, alphanumeric, see instructions for reset value, maintenance allowed. See note. Messages: **INVALID DOE 1** - Rejected. DOE code cannot be blanks, zeros, or special characters. **INVALID DOE / DATE COMBINATION 1** - Rejected. Both the DOE code and Holiday Date must be present, or both must be Blank on an Add transaction.
13-27	Holiday 1 Name	Optional, alphanumeric, reset not applicable, maintenance allowed.
28-33	Holiday 1 Date	Conditionally required, numeric, reset not applicable, maintenance allowed. Year will be expanded and store four digits. Enter YYMMDD. Messages: **INVALID HOLIDAY DATE 1** - Rejected. Must be a valid numeric date.

(continued)

Positions	Field Name	Description
34-35	DOE Code 2	Optional, alphanumeric, see instructions for reset value, maintenance allowed.
		See note.
		Messages: **INVALID DOE 2 -** Rejected. DOE code cannot be blanks, zeros, or special characters.
		INVALID DOE / DATE COMBINATION 2 - Rejected. Both the DOE code and Holiday Date must be present or both must be Blank on an Add transaction.
36-50	Holiday 2 Name	Optional, alphanumeric, reset not applicable, maintenance allowed.
		See positions 13-27.
51-56	Holiday 2 Date	Conditionally required, numeric, reset not applicable, maintenance allowed.
		ROE Holiday date.
		Year will be expanded and store four digits. Enter YYMMDD.
		Messages: **INVALID HOLIDAY DATE 2** - Rejected. Must be a valid numeric date.
57-58	DOE Code 3	Optional, alphanumeric, see instructions for reset value, maintenance allowed.
		See note.
		Messages: **INVALID DOE 3** - Rejected. DOE code cannot be blanks, zeros, or special characters.
		INVALID DOE / DATE COMBINATION 3 - Rejected. Both the DOE code and Holiday Date must be present or both must be Blank on an Add transaction.
59-73	Holiday 3 Name	Optional, alphanumeric, reset not applicable, maintenance allowed.
		See positions 13-27.

(continued)

Positions	Field Name	Description
74-79	Holiday 3 Date	Conditionally required, numeric, reset not applicable, maintenance allowed.
		ROE Holiday date.
		Year will be expanded and store four digits. Enter YYMMDD.
		Messages: **INVALID HOLIDAY DATE 3** - Rejected. Must be a valid numeric date.
80	Maintenance Code	Required, alphanumeric, reset not applicable.
		Valid values are:
		A - Add **C** - Change **D** - Delete
		Note: Holiday name and Holiday date are reset when DOE code is reset. Holiday name and Holiday date cannot be reset individually.

TM-ROR(N) [80] - ROE - Other Reason (Canadian Organizations)

Function   HRMS Tables File - ROE Other Reason

Associated Screens   None

Positions	Field Name	Description
1-2	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
3-4	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Transaction Code	Constant **TM**
7-9	Transaction Type	Required, alphanumeric, reset not applicable, maintenance not allowed. **ROR** Messages: **INVALID TRANSACTION TYPE** - Rejected. Must be ROR.
10	Termination Code	Required, numeric, reset not applicable, maintenance not allowed. 1-9. Messages: **INVALID TERMINATION CODE** - Rejected.
11-36	Other Reason	Optional, alphanumeric, reset not applicable, maintenance allowed. Reason for issue to appear on Record of Employment.
37-79	Other Reason "K" Code	Required, alphanumeric, reset not applicable, maintenance allowed. K00 = Other K15 = Other/Canadian Forces Queen's Regulations/Orders
40-79	Reserved	**Blank**
80	Maintenance Code	Required, alphanumeric, reset not applicable. Valid values are: **A** - Add **C** - Change **D** - Delete

TM-ROT(N) [80] - ROE Other Information (Canadian Org.)

Function HRMS Tables File - ROE Other Information

Associated Screens None

Positions	Field Name	Description
1-2	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
3-4	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Transaction Code	Constant **TM**
7-9	Transaction Type	Required, alphanumeric, reset not applicable, maintenance not allowed.
		ROT
		Messages: **INVALID TRANSACTION TYPE** - Rejected. Must be ROT.
10	Transaction Sequence	Required, numeric, reset not applicable, maintenance not allowed.
		1-5. A maximum of 5 transactions allows for a maximum of 15 DOEs for each transaction type.
		Messages: **INVALID TRANSACTION SEQ NUM** - Rejected. Valid values are 1 - 5.
	DOE Data	
11-12	DOE Code 1	Optional, alphanumeric, see instructions for reset value, maintenance allowed.
		See note. Messages: **INVALID DOE 1** - Rejected. See Transaction Description.

(continued)

Positions	Field Name	Description
13-27	Other Information 1/Other Monies 1 Code	For ROE Forms: Optional, alphanumeric, reset not applicable, maintenance allowed.
		Other Information (first 14 positions appear on the Record of Employment).
		For Web ROE: Place one of the following codes in the first 3 positions of this field:
		B05 - Bonus (Holiday) **B06** - Bonus (Production/Incentive) **B07** - Bonus (Event) **B08** - Bonus (Staying/Contract complete/End of season) **B09** - Bonus (Separation or retirement) **B10** - Bonus (Closure) **B11** - Bonus (Other) **E00** - Severance pay **G00** - Gratuities **H00** - Honorariums **I00** - Sick leave credits **J00** - Retroactive pay adjustment **O00** - Other **Q00** - Profit sharing **R00** - Retiring allowance / Retirement leave credits **S00** - Settlement pay **T00** - Payout of banked overtime **U12** - SUB Maternity/Parental/Compassionate Care/Parents of Critically Ill Children **U13** - SUB Layoff **U14** - SUB Illness **U15** - SUB Training **Y00** - Pay in lieu of notice
28-33	Reserved	**Blank**
34-35	DOE Code 2	Optional, alphanumeric, see instructions for reset value, maintenance allowed.
		See note.
		Messages: **INVALID DOE 2** - Rejected. See Transaction Description.
36-50	Other Information 2	Optional, alphanumeric, reset not applicable, maintenance allowed.
		See positions 13-27.
51-56	Reserved	**Blank**
57-58	DOE Code 3	Optional, alphanumeric, see instructions for reset value, maintenance allowed.
		See note.
		Messages: **INVALID DOE 3** - Rejected. See Transaction Description.
59-73	Other Information 3	Optional, alphanumeric, reset not applicable, maintenance allowed.
		See positions 13-27.

(continued)

Positions	Field Name	Description
74-79	Reserved	**Blank**
80	Maintenance Code	Required, alphanumeric, reset not applicable.
		Valid values are:
		A - Add **C** - Change **D** - Delete
		Note: Other Information is reset when DOE code is reset. Other Information data cannot be reset individually.

TM-RTRO [80] - DOE Definitions (Canadian Organizations)

Function   HRMS Tables File - Retro Pay DOE Definitions

Associated Screens   378

Positions	Field Name	Description
1-2	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
3-4	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Transaction Code	Constant **TM**
7-10	Transaction Type	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Valid values are: **RTRO** - Retro Pay DOEs
		Messages: **INVALID TRANSACTION TYPE** - Rejected. Must be RTRO.
11-78	DOE Codes 1-34	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Identifies a maximum of 34 DOEs. Enter as many as you need. Each DOE code is 2 characters. DOEs entered here will be accumulated and used in their respective tax calculations.
		Messages: **INVALID DOE COLUMNS xx-xx** - Rejected. DOE codes in position *xx-xx* must be alphanumeric. Blanks, zeros and special characters are not valid.
79	Reserved	**Blank**
80	Maintenance Code	Required, alphanumeric, reset not applicable.
		Valid values are: **A** - Add **C** - Change **D** - Delete

TM-T4(xx) [80] - Tax Segment DOEs (Canadian Organizations)

Function

HRMS Tables File - T4/Relevé Ties

This transaction layout applies to most of the HRMS Tables File ties, except TM-T4AJ, TM-T4I(x), TM-T4D(n), TM-T4P(n), TM-T4R(n) and TM-T4U(n). They are described elsewhere in this guide.

This layout applies to the following transactions:

TM-T4B	TM-T4T	TM-T4AF	TM-T4AQ	TM-T4*A
TM-T4C	TM-T4V	TM-T4AG	TM-T4AR	TM-T4*H
TM-T4E	TM-T4W	TM-T4AH	TM-T4AS	TM-T4*I
TM-T4F	TM-T4X	TM-T4AI	TM-T4AT	TM-T4*L
TM-T4G	TM-T4Y	TM-T4AK	TM-T4AU	TM-T4*P
TM-T4H	TM-T4AA	TM-T4AL	TM-T4AV	TM-T4*S
TM-T4J	TM-T4AB	TM-T4AM	TM-T4AW	
TM-T4K	TM-T4AC	TM-T4AN	TM-T4AX	
TM-T4M	TM-T4AD	TM-T4AO	TM-T4*	
TM-T4O	TM-T4AE	TM-T4AP	TM-T4**	

For more information about all TM-T4 transactions, see KB 1049982.

Associated Screens   318, 319

Positions	Field Name	Description
1-2	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
3-4	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Transaction Code	Constant **TM**
7-10	Transaction Type	Required, alphanumeric, reset not applicable, maintenance not allowed.
		This code identifies fields on the T4, RELEVE 1, T4A, or RELEVE 2.
		Messages:
		INVALID TRANSACTION TYPE - Rejected.
11-78	DOE Codes	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Up to 34 DOEs.
		For TM-T4*S, the first DOE must contain date of payment in YYYYMMDD format in the DOE YTD amount field as a whole number
		E.g. 20190521 must be entered as 20190521.00
		Messages:
		INVALID DOE nn-nn - Rejected. The *nn-nn* variable contains the specific position numbers of the invalid DOE.
79	Reserved	**Blank**

Positions	Field Name	Description
80	Maintenance Code	Required, alphanumeric, reset not applicable.
		Valid values are:
		A - Add
		C - Change
		D - Delete

TM-T4AJ [80] - T4A Charitable Donations (Canadian Org.)

Function   HRMS Tables File - Charitable Donations

Associated Screens   318, 372

Positions	Field Name	Description
1-2	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
3-4	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Transaction Code	Constant **TM**
7-10	Transaction Type	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Constant **T4AJ**
		Messages**:**
		INVALID TRANSACTION TYPE - Rejected**.**
11-12	DOE Code 1	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Messages**:**
		INVALID DOE COLUMNS 11-12 - Rejected**.**
13-27	Registration Number 1	Optional, alphanumeric, see instructions for reset value, maintenance allowed.
		Registration number associated with DOE code 1. Right justified, zero filled.
		Messages**:**
		INVALID REGISTRATION NUM - Rejected**.** Must be all numeric or a valid Revenue Canada Business Number format (999999999AA9999).
28-29	DOE Code 2	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Messages**:**
		INVALID DOE COLUMNS 28-29 - Rejected**.**
30-44	Registration Number 2	Optional, alphanumeric, see instructions for reset value, maintenance allowed.
		Registration number associated with DOE code 2. Right justified, zero filled.
		Messages**:**
		INVALID REGISTRATION NUM - Rejected**.** Must be all numeric or a valid Revenue Canada Business Number format (999999999AA9999).

(continued)

Positions	Field Name	Description
45-46	DOE Code 3	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Messages**:**
		INVALID DOE COLUMNS 45-46 - Rejected**.**
47-61	Registration Number 3	Optional, alphanumeric, see instructions for reset value, maintenance allowed.
		Registration number associated with DOE code 3. Right justified, zero filled.
		Messages**:**
		INVALID REGISTRATION NUM - Rejected**.** Must be all numeric or a valid Revenue Canada Business Number format (999999999AA9999).
62-63	DOE Code 4	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Messages**:**
		INVALID DOE COLUMNS 62-63 - Rejected**.**
64-78	Registration Number 4	Optional, alphanumeric, see instructions for reset value, maintenance allowed.
		Registration number associated with DOE code 4. Right justified, zero filled.
		Messages**:**
		INVALID REGISTRATION NUM - Rejected**.** Must be all numeric or a valid Revenue Canada Business Number format (999999999AA9999).
79	Reserved	**Blank**
80	Maintenance Code	Required, alphanumeric, reset not applicable.
		Valid values are:
		A - Add
		C - Change
		D - Delete

TM-T4D(N) [80] - Charitable Donation (Canadian Organizations)

Function   HRMS Tables File - Charitable Donations

Associated Screens   318, 372

Positions	Field Name	Description
1-2	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
3-4	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Transaction Code	Constant **TM**
7-9	Transaction Type	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Valid values are:
		T4D - Charitable Donation
		Messages: **INVALID TRANSACTION TYPE** - Rejected.
10	Transaction Sequence	Required, numeric, reset not applicable, maintenance not allowed.
		1 - 9. A maximum of nine transactions allows for a maximum of 36 DOEs for each transaction type.
		Messages: **INVALID TRANSACTION SEQ NUM** - Rejected.
	DOE Data	
11-12	DOE Code 1	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Messages: **INVALID DOE COLUMNS 11-12** - Rejected.
13-27	Registration Number 1	Optional, numeric, see instructions for reset value, maintenance allowed.
		Registration number associated with DOE code 1. Right justified, zero filled.
		Messages: **INVALID REGISTRATION NUM** - Rejected. Must be all numeric or a valid Revenue Canada Business Number format (999999999AA9999).
28-29	DOE Code 2	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Messages: **INVALID DOE COLUMNS 28-29** - Rejected.
30-44	Registration Number 2	Optional, numeric, see instructions for reset value, maintenance allowed.
		See positions 13-27. Right justified, zero filled.
		Messages: **INVALID REGISTRATION NUM** - Rejected. Must be all numeric or a valid Revenue Canada Business Number format (999999999AA9999).

(continued)

Positions	Field Name	Description
45-46	DOE Code 3	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Messages: **INVALID DOE COLUMNS 45-46** - Rejected.
47-61	Registration Number 3	Optional, numeric, see instructions for reset value, maintenance allowed.
		See positions 13-27. Right justified, zero filled.
		Messages: **INVALID REGISTRATION NUM** - Rejected. Must be all numeric or a valid Revenue Canada Business Number format (999999999AA9999).
62-63	DOE Code 4	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Messages: **INVALID DOE COLUMNS 62-63** - Rejected.
64-78	Registration Number 4	Optional, numeric, see instructions for reset value, maintenance allowed.
		See positions 13-27. Right justified, zero filled.
		Messages: **INVALID REGISTRATION NUM** - Rejected. Must be all numeric or a valid Revenue Canada Business Number format (999999999AA9999).
79	Reserved	**Blank**
80	Maintenance Code	Required, alphanumeric, reset not applicable.
		Valid values are:
		A - Add **C** - Change **D** - Delete
		Note: Registration number is reset when DOE code is reset.

TM-T4I(N) [80] - Releve 1 Other Income (Canadian Organizations)

Function   HRMS Tables File - Releve 1 Other Income

Associated Screens   318, 320

Positions	Field Name	Description
1-2	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
3-4	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Transaction Code	Constant **TM**
7-9	Transaction Type	Required, alphanumeric, reset not applicable, maintenance not allowed. Constant **T4I** Messages: **INVALID TRANSACTION TYPE** - Rejected.
10	Transaction Sequence	Required, numeric, reset not applicable, maintenance not allowed. 1-9. A maximum of 9 transactions allows for a maximum of 18 DOEs. Messages: **INVALID TRANSACTION SEQUENCE** - Rejected.
11-12	DOE Code 1	Optional, alphanumeric, resets to Blank, maintenance allowed. DOE code. Messages: **INVALID DOE** - Rejected.
13-14	Revenu Quebec Code 1	Optional, alphanumeric, resets to Blank, maintenance allowed. Pre-defined, 2-character Other Income code from Revenu Quebec associated with DOE 1. Messages: **INVALID OTHER INCOME CD** - Rejected. Must be RA - RT or RZ.
15-42	Description 1	Optional, alphanumeric, resets to Blank, maintenance allowed. Optional, user-defined description associated with DOE 1/Revenu Quebec Code 1.
43-44	DOE 2	Optional, alphanumeric, resets to Blank, maintenance allowed. DOE code. Messages: **INVALID DOE** - Rejected.

(continued)

Positions	Field Name	Description
45-46	Revenu Quebec Code 2	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Pre-defined, 2-character Other Income code from Revenu Quebec associated with DOE 2.
		Messages: **INVALID OTHER INCOME CD** - Rejected. Must be RA - RT or RZ.
47-74	Description 2	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Optional, user-defined description associated with DOE 2/Revenu Quebec Code 2.
75-79	Reserved	**Blank**
80	Maintenance Code	Required, alphanumeric, reset not applicable.
		Valid values are:
		A - Add **C** - Change **D** - Delete
		Note: DOE Description is reset when DOE code is reset.

TM-T4P(N) [80] - Joint Committee DOEs (Canadian Org.)

Function   HRMS Tables File - Joint Committee DOEs

Associated Screens   None

Positions	Field Name	Description
1-2	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
3-4	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Transaction Code	Constant **TM**
7-9	Transaction Type	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Constant **T4P**
		Messages:
		INVALID TRANSACTION TYPE - Rejected.
10	Transaction Sequence	Required, numeric, reset not applicable, maintenance not allowed.
		1-3
		Messages:
		INVALID TRANSACTION SEQUENCE - Rejected.
	DOE Data	
11-12	DOE Code 1	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Messages
		INVALID DOE - Rejected.
13-32	Joint Committee DOE Description 1	Optional, alphanumeric, see instructions for reset value, maintenance allowed.
		Joint Committee DOE Description associated with DOE code 1.
33-34	DOE Code 2	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Messages:
		INVALID DOE - Rejected.
35-54	Joint Committee DOE Description 2	Optional, see instructions for reset value, maintenance allowed.
		Joint Committee DOE Description associated with DOE code 2.
55-56	DOE Code 3	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Messages:
		INVALID DOE - Rejected.
57-76	Joint Committee DOE Description 3	Optional, see instructions for reset value, maintenance allowed.
		Joint Committee DOE Description associated with DOE code 3.
77-79	Reserved	**Blank**

(continued)

Positions	Field Name	Description
80	Maintenance Code	Required, alphanumeric, reset not applicable.
		Valid values are:
		A - Add **C** - Change **D** - Delete
		Note: Joint Committee DOE Description is reset when DOE code is reset.

TM-T4R(N) [80] - Registered Pension Plan (Canadian Org.)

Function   HRMS Tables File - Registered Pension Plan

Associated Screens   318, 321

Positions	Field Name	Description
1-2	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
3-4	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Transaction Code	Constant **TM**
7-9	Transaction Type	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Valid values are:
		T4R - Registered pension plan
		Messages: **INVALID TRANSACTION TYPE** - Rejected.
10	Transaction Sequence	Required, numeric, reset not applicable, maintenance not allowed.
		1-4. A maximum of four transactions allows for a maximum of 20 DOEs for each transaction type.
		Messages: **INVALID TRANSACTION SEQ NUM** - Rejected.
	DOE Data	
11-12	DOE Code 1	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Messages: **INVALID DOE** - Rejected.
13-23	Registration Number 1	Optional, numeric, see instructions for reset value, maintenance allowed.
		Registration number associated with DOE code 1. Right justified, zero filled.
		Messages: **INVALID PEN REGISTRATION NUM** - Rejected. Must be numeric.
24-25	DOE Code 2	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Messages: **INVALID DOE** - Rejected.
26-36	Registration Number 2	Optional, numeric, see instructions for reset value, maintenance allowed.
		See positions 13-23. Right justified, zero filled.
37-38	DOE Code 3	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Messages: **INVALID DOE** - Rejected.

(continued)

Positions	Field Name	Description
39-49	Registration Number 3	Optional, numeric, see instructions for reset value, maintenance allowed.
		See positions 13-23. Right justified, zero filled.
50-51	DOE Code 4	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Messages:
		INVALID DOE - Rejected.
52-62	Registration Number 4	Optional, numeric, see instructions for reset value, maintenance allowed.
		See positions 13-23. Right justified, zero filled.
63-64	DOE Code 5	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Messages:
		INVALID DOE - Rejected.
65-75	Registration Number 5	Optional, alphanumeric, see instructions for reset value, maintenance allowed.
		See positions 13-23. Right justified, zero filled.
76-79	Reserved	**Blank**
80	Maintenance Code	Required, alphanumeric, reset not applicable.
		Valid values are:
		A - Add
		C - Change
		D - Delete
		Note: Registration number is reset when DOE code is reset.

TM-T4U(N) [80] - Union Dues (Canadian Organizations)

Function HRMS Tables File - Union Dues

Associated Screens 318, 322

Positions	Field Name	Description
1-2	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
3-4	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Transaction Code	Constant **TM**
7-9	Transaction Type	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Constant **T4U**
		Messages:
		INVALID TRANSACTION TYPE - Rejected.
10	Transaction Sequence	Required, numeric, reset not applicable, maintenance not allowed.
		1-9. A maximum of 9 transactions allows for a maximum of 9 DOEs.
		Messages:
		INVALID TRANSACTION SEQUENCE - Rejected.
11-12	DOE Code	Optional, alphanumeric, reset not applicable, maintenance allowed.
		DOE code.
		Messages:
		INVALID DOE - Rejected.
13-72	Union Description	Optional, alphanumeric, reset not applicable, maintenance allowed.
		Description for union dues to appear at bottom of T4 and RELEVE 1.
73-79	Reserved	**Blank**
80	Maintenance Code	Required, alphanumeric, reset not applicable.
		Valid values are:
		A - Add **C** - Change **D** - Delete

TM-TUU(N) [80] - Employer Business Number (Canadian)

Function   HRMS Tables File - Employer Business Number

Associated Screens   None

Positions	Field Name	Description
1-2	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
3-4	Level 2	Required, alpha, reset not applicable, maintenance not allowed.
5-6	Transaction Code	Constant **TM**
7-9	Transaction Type	Required, alpha, reset not applicable, maintenance not allowed.
		TUU
		Messages: **INVALID TRANSACTION TYPE** - Rejected.
10	Employer EI Rate Code	Required, numeric, reset not applicable, maintenance not allowed.
		0-9.
		Valid values are:
		0 - standard rate
		Messages: **INVALID EMPLOYER EI CODE** - Rejected.
11-15	Reserved	**Blank**
16-24	Employer Account Number	Alphanumeric, resets to Blank, maintenance allowed.
		Must be Blank on an Add transaction.
		Messages: **INVALID EMPLOYER ACCT NUMBER** - Rejected.
		RCT NUM MUST BE BLANK ON ADD - Rejected.
25	Reserved	**Blank**
26-40	Business Number	Required, alphanumeric, reset not applicable, maintenance allowed.
		Business Number assigned by Revenue Canada. Must be present on all Change and Add transactions.
		Format: **999999999AA9999**.
		Messages: **INVALID BUSINESS NUMBER** - Rejected.
		INVALID BLANK BUSINESS NUMBER - Rejected.

(continued)

Positions	Field Name	Description
41	Dental Benefit Code	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Valid values are:
		Blank
		1 - No dental insurance or coverage of any kind
		2 - Payee
		3 - Payee, spouse, and dependent children
		4 - Payee and their spouse
		5 - Payee and their dependent children
		Messages:
		INVALID DENTAL BENFIT CODE - Rejected.
42-79	Reserved	**Blank**
80	Maintenance Code	Required, alphanumeric, reset not applicable.
		Valid values are:
		A - Add
		C - Change
		D - Delete

TM-UW00 [80] - Releve Tape Record Number (Canadian Organizations)

Function   HRMS Tables File - Releve Tape Record Number

Associated Screens   None

Positions	Field Name	Description
1-4	Reserved	**Blank**
5-6	Transaction Code	Constant **TM**
		Messages: **INVALID TRANSACTION CODE** - Rejected.
7-10	Transaction Type	Required, numeric, reset not applicable, maintenance not allowed.
		Constant **UW00**
		Messages: **INVALID TRANSACTION TYPE** - Rejected.
11-12	Reserved	**Blank**
	Transaction Data	
13	Reserved	**Blank**
14-21	Initial Releve Tape Record Number	Optional, numeric, reset not applicable, maintenance allowed.
		Releve Tape Record Number assigned by Revenu Quebec. Not required if Releve Tape not being created.
		Messages: **INV RELEVE TAPE REC NO** - Rejected.
22-79	Reserved	**Blank**
80	Maintenance Code	Required, alphanumeric, reset not applicable.
		Valid values are:
		A - Add **C** - Change **D** - Delete

TM-Z001 [80] - Name Data (Canadian Organizations)

Function   HRMS Tables File - T4, T4A, Releve 1/2 Tape Transmitter Information

Associated Screens None

Positions	Field Name	Description
1-4	Reserved	**Blank**
		Messages:
		COLUMNS 1 - 4 MUST BE BLANK - Rejected.
5-6	Transaction Code	Constant **TM**
7-8	Transaction Type	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Constant **Z0**
9-10	Multiple Record Code	Constant **01**
		Messages:
		INVALID MULTIPLE RECORD CODE - Rejected. Must be 01.
11-40	Transmitter Name Line 1	Conditionally required, alphanumeric, reset not applicable, maintenance allowed.
		First line of name of processing organization.
		Messages:
		MISSING TRANSMITTER NAME 1 - Rejected. Required for add maintenance.
41-70	Transmitter Name Line 2	Optional, alphanumeric, reset not applicable, maintenance allowed.
		Second line of name of processing organization.
71-78	Magnetic Media Transmitter Number	Conditionally required, alphanumeric, reset not applicable, maintenance allowed.
		For T4 and T4A tapes only. Code issued by Revenue Canada Taxation. Must begin with MM.
		Messages:
		TRANSMTR NUM MUST BEGIN WITH MM - Rejected.
		LAST 6 TRANSMTR NUM NOT NUMERIC - Rejected.
		MISSING TRANSMITTER NUM - Rejected. Required for add maintenance.
79	Reserved	**Blank**
80	Maintenance Code	Required, alphanumeric, reset not applicable.
		Valid values are:
		A - Add
		C - Change
		D - Delete

TM-Z002 [80] - Address Data (Canadian Organizations)

Function   HRMS Tables File - T4 T4A, Releve 1/2 Tape Transmitter Information

Associated Screens   None

Positions	Field Name	Description
1-4	Reserved	**Blank** Messages: **COLUMNS 1 - 4 MUST BE BLANK** - Rejected.
5-6	Transaction Code	Constant **TM**
7-8	Transaction Type	Required, alphanumeric, reset not applicable, maintenance not allowed. Constant **Z0**
9-10	Multiple Record Code	Constant **02** Messages: **INVALID MULTIPLE RECORD CODE** - Rejected. Must be 02.
11-40	Transmitter Address Line 1	Conditionally required, alphanumeric, reset not applicable, maintenance allowed. First line of processing organization's address. Messages: **INVALID TRANSMITTER ADDR - 1** - Rejected. Required for add maintenance.
41-70	Transmitter Address Line 2	Optional, alphanumeric, reset not applicable, maintenance allowed. Second line of processing organization's address.
71-79	Reserved	**Blank**
80	Maintenance Code	Required, alphanumeric, reset not applicable. Valid values are: **A** - Add **C** - Change **D** - Delete

TM-Z003 [80] - City/Province Data (Canadian Organizations)

Function   HRMS Tables File - T4 T4A, Releve 1/2 Tape Transmitter Information

Associated Screens   None

Positions	Field Name	Description
1-4	Reserved	**Blank** Messages: **COLUMNS 1 - 4 MUST BE BLANK** - Rejected.
5-6	Transaction Code	Constant **TM**
7-8	Transaction Type	Required, alphanumeric, reset not applicable, maintenance not allowed. Constant **Z0**
9-10	Multiple Record Code	Constant **03** Messages: **INVALID MULTIPLE RECORD CODE** - Rejected. Must be 03.
11-38	Transmitter City	Conditionally required, alphanumeric, reset not applicable, maintenance allowed. City in which transmitter is located. Messages: **INVALID TRANSMITTER CITY** - Rejected. Required for add maintenance.
39-40	Transmitter Province or USA State or Other	Conditionally required, alphanumeric, reset not applicable, maintenance allowed. Province in which transmitter is located or USA state in which transmitter is located. Use standard 2 character abbreviations listed in the appendix of this book. Valid values are: **Other -** ZZ (to be used if transmitter's country is not Canada or USA) Messages: **INVALID TRANSMITTER PROVINCE** - Rejected. Must be alphabetic. Required for add maintenance.
41-43	Transmitter Country	Conditionally required, alphanumeric, reset not applicable, maintenance allowed. Country in which transmitter is located. Left justify, Blank fill. Use internationally accepted abbreviations in the *Regulatory Reporting Guide*. Messages: **INVALID TRANSMITTER COUNTRY** - Rejected.
44-50	Reserved	**Blank**

(continued)

Positions	Field Name	Description
51-60	Transmitter Postal Code or USA Zip Code	Required, alphanumeric, reset not applicable, maintenance allowed.
		Postal code or USA zip code for transmitter. Left-justify, Blank fill.
61-79	Reserved	**Blank**
80	Maintenance Code	Required, alphanumeric, reset not applicable.
		Valid values are:
		A - Add
		C - Change
		D - Delete

TM-Z004 [80] - Contact Data (Canadian Organizations)

Function	HRMS Tables File - T4, T4A, Releve 1/2 Magnetic Media Transmitter Information

Associated Screens	None

Positions	Field Name	Description
1-4	Reserved	**Blank**
		Messages: **COLUMNS 1 - 4 MUST BE BLANK -** Rejected.
5-6	Transaction Code	Constant **TM**
7-8	Transaction Type	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Constant **Z0**
9-10	Multiple Record Code	Constant **04**
		Messages: **INVALID MULTIPLE RECORD CODE** - Rejected. Must be 04.
11-40	Technical Contact Name	Conditionally required, alphanumeric, reset not applicable, maintenance allowed.
		First name, last name. Omit titles (Mr., Mrs., etc.) for T4/T4A Tapes, only positions 11-32 appear on the tape.
		Messages: **INVALID CONTACT NAME** - Rejected. Required for add maintenance.
41-43	Technical Contact Area Code	Conditionally required, alphanumeric, reset not applicable, maintenance allowed.
		Area code of telephone number for technical contact.
44-50	Technical Contact Telephone Number	Conditionally required, alphanumeric, reset not applicable, maintenance allowed.
		Telephone number for technical contact.
		Messages: **INVALID CONTACT PHONE NUMBER** - Rejected. Required for add maintenance.
51-55	Technical Contact Extension Number	Optional, alphanumeric, reset not applicable, maintenance allowed. For 4-digit extension numbers, left-justify with a trailing space.

(continued)

Positions	Field Name	Description
56	Technical Contact Language of Communication Indicator	Optional, alphanumeric, see instructions for reset value, maintenance allowed.
		Valid values are:
		Blank - Default of **E** **E** - English (**E** is used for T4/T4A magnetic media; programmatically changed to **A** for Releve 1/2 magnetic media) **F** - French **Reset** - English (E)
		Messages: **INVALID LANGUAGE INDICATOR** - Rejected.
57	T4/T4A Transmitter Type Indicator	Optional, alphanumeric, see instructions for reset value, maintenance allowed.
		Valid values are:
		Blank - Default of 1 **1** - Submitting returns on your own behalf **2** - Agent submitting returns for multiple payers **3** - Submitting returns using a software package **4** - You are a software vendor **Reset** - 1
		Messages: **INVALID TRANSMITTER TYPE IND** - Rejected.
58-72	T4/T4A Transmitter Business Account Number	Optional, alphanumeric, reset no applicable, maintenance allowed.
73-79	Reserved	**Blank**
80	Maintenance Code	Required, alphanumeric, reset not applicable.
		Valid values are:
		A - Add **C** - Change **D** - Delete

TM-Z005 [80] - Miscellaneous Data (Canadian Organizations)

Function   HRMS Tables File - Releve 1/2 Magnetic Media Transmitter

Associated Screens   None

Positions	Field Name	Description
1-4	Reserved	**Blank**
5-6	Transaction Code	Constant **TM**
7-8	Transaction Type	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Constant **Z0**
9-10	Multiple Record Code	Constant **05**
11-40	Accounting Contact Name	Conditionally required, alphanumeric, reset not applicable, maintenance allowed.
		First name, last name. Omit titles (Mr., Mrs., etc.).
41-43	Accounting Contact Area Code	Conditionally required, alphanumeric, reset not applicable, maintenance allowed.
44-50	Accounting Contact Telephone Number	Conditionally required, alphanumeric, reset not applicable, maintenance allowed.
51-55	Accounting Contact Extension Number	Optional, alphanumeric, reset not applicable, maintenance allowed. For 4-digit extension numbers, left-justify with a trailing space.
		Releve 1/2 magnetic media only.
56	Accounting Contact Language of Communication Indicator	Optional, alphanumeric, see instructions for reset value, maintenance allowed.
		Valid values are:
		Blank - Default of **A** **A** - English **F** - French **Reset** - English
57-63	Reserved	**Blank**

(continued)

Positions	Field Name	Description
64	Type of Package	Optional, alphanumeric, see instructions for reset value, maintenance allowed.
		Valid values are:
		Blank - Default of 1 **1** - Original Data **3** - Test Data or Replacement test data **Reset** - 1
65	Type of Transmitter	Optional, alphanumeric, see instructions for reset value, maintenance allowed.
		Valid values are:
		Blank - Default of 1 **1** - Filing for yourself **2** - Filing on behalf of other filers **3** - Filing for yourself and on behalf of others **Reset** - 1
66	Source of Releve Slips Used	Optional, alphanumeric, see instructions for reset value, maintenance allowed.
		Valid values are:
		Blank - Default of A **A** - Obtained from Revenue Canada **B** - Facsimiles obtained from third party **C** - Facsimiles produced by transmitter **D** - Source is any combination of the above **Reset** - A
67-74	Transmitter Number	Conditionally required, alphanumeric, reset not applicable, maintenance allowed.
		Transmitter number assigned by Ministere du Revenu du Quebec. First two characters are always NP.
75-79	Reserved	**Blank**
80	Maintenance Code	Required, alphanumeric, reset not applicable.
		Valid values are:
		A - Add **C** - Change **D** - Delete

TM-Z006 [80] - Contact Data (Canadian Organizations)

Function   HRMS Tables File - T4 and T4A Magnetic Media Transmitter Information

Associated Screens   None

Positions	Field Name	Description
1-4	Reserved	**Blank** Messages: **COLUMNS 1 - 4 MUST BE BLANK -** Rejected.
5-6	Transaction Code	Constant **TM**
7-8	Transaction Type	Required, alphanumeric, reset not applicable, maintenance not allowed. Constant **Z0**
9-10	Multiple Record Code	Constant **06** Messages: **INVALID MULTIPLE RECORD CODE** - Rejected. Must be 06.
11-70	Transmitter Contact Email Address	Conditionally required, alphanumeric, reset not allowed, maintenance allowed.
71	Transmitter Contact Language Preference	Optional, alphanumeric, resets to blank, maintenance allowed. Valid Values: **A** - Anglais **E** - English **F** - French **Blank** - Defaults to **F** on the RL-1 and RL-2 XML files if the Transmitter Contact Email Address field is not blank.
72-79	Reserved	**Blank**
80	Maintenance Code	Required, alphanumeric, reset not applicable. Valid Values: **A** - Add **C** - Change **D** - Delete

TM-Z101 [80] - Employer Name Data (Canadian Organizations)

Function   HRMS Tables File - T4/T4A Tape Summary Information

Associated Screens   None

Positions	Field Name	Description
1-4	Reserved	**Blank** Messages: **COLUMNS 1 - 4 MUST BE BLANK** - Rejected.
5-6	Transaction Code	Constant **TM**
7-8	Transaction Type	Required, alphanumeric, reset not applicable, maintenance not allowed. Constant **Z1**
9-10	Multiple Record Code	Constant **01** Messages: **INVALID MULTIPLE RECORD CODE** - Rejected. Must be 01.
11-25	Business Number	Required, alphanumeric, reset not applicable, maintenance allowed. 15 character business number assigned by Revenue Canada. Messages: **INVALID BUSINESS NUMBER** - Rejected. Should be 999999999AA9999.
26-55	Employer Name Line 1	Conditionally required, alphanumeric, reset not applicable, maintenance allowed. First line of the name of employer. Messages: **INVALID EMPLOYER NAME 1** - Rejected. Required for add maintenance.
56-79	Employer Name Line 2	Optional, alphanumeric, resets to Blanks, maintenance allowed. Second line of the name of employer.
80	Maintenance Code	Required, alphanumeric, reset not applicable. Valid values are: **A** - Add **C** - Change **D** - Delete

TM-Z102 [80] - Employer Address Data (Canadian Organizations)

Function   HRMS Tables File - T4/T4A Tape Summary Information

Associated Screens   None

Positions	Field Name	Description
1-4	Reserved	**Blank** Messages: **COLUMNS 1 - 4 MUST BE BLANK** - Rejected.
5-6	Transaction Code	Constant **TM**
7-8	Transaction Type	Required, alphanumeric, reset not applicable, maintenance not allowed. Constant **Z1**
9-10	Multiple Record Code	Constant **02** Messages: **INVALID MULTIPLE RECORD CODE** - Rejected. Must be 02.
11-25	Business Number	Required, alphanumeric, reset not applicable, maintenance allowed. 15 character business number assigned by Revenue Canada. Messages: **INVALID BUSINESS NUMBER** - Rejected. Should be 99999999AA9999.
26-49	Employer "Care of" Name	Optional, alphanumeric, resets to Blank, maintenance allowed. "Care of" name used for mailing purposes.
50-79	Employer Address Line 1	Optional, alphanumeric, resets to Blank, maintenance allowed. First line of the address of employer.
80	Maintenance Code	Required, alphanumeric, reset not applicable. Valid values are: **A** - Add **C** - Change **D** - Delete

TM-Z103 [80] - Employer Address Data (Canadian Organizations)

Function   HRMS Tables File - T4/T4A Tape Summary Information

Associated Screens   None

Positions	Field Name	Description
1-4	Reserved	**Blank** Messages: **COLUMNS 1 - 4 MUST BE BLANK** - Rejected.
5-6	Transaction Code	Constant **TM**
7-8	Transaction Type	Required, alphanumeric, reset not applicable, maintenance not allowed. Constant **Z1**
9-10	Multiple Record Code	Constant **03** Messages: **INVALID MULTIPLE RECORD CODE** - Rejected. Must be 03.
11-25	Business Number	Required, alphanumeric, reset not applicable, maintenance allowed. 15 character business number assigned by Revenue Canada. Messages: **INVALID BUSINESS NUMBER** - Rejected. Should be 999999999AA9999.
26-55	Employer Address Line 2	Optional, alphanumeric, resets to Blank, maintenance allowed. Second line of the address of employer.
56-77	Employer City	Conditionally required, alphanumeric, reset not applicable, maintenance allowed. City where employer is located. Messages: **INVALID EMPLOYER CITY** - Rejected. Required for add maintenance.
78-79	Employer Province or USA State or Other	Conditionally required, alphanumeric, reset not applicable, maintenance allowed. Province in which transmitter is located or USA state in which employer is located. Use standard 2 character abbreviations listed in this manual. Valid values are: **Other -** ZZ, if employer's country is not Canada or USA. Messages: **INVALID EMPLOYER PROVINCE** - Rejected. Must be alphabetic and required for add maintenance.

(continued)

Positions	Field Name	Description
80	Maintenance Code	Required, alphanumeric, reset not applicable.
		Valid values are:
		A - Add **C** - Change **D** - Delete

TM-Z104 [80] - Employer Address/Contact Data (Canadian)

Function   HRMS Tables File - T4/T4A Magnetic Media Summary Information

Associated Screens None

Positions	Field Name	Description
1-4	Reserved	**Blank** Messages: **COLUMNS 1 - 4 MUST BE BLANK** - Rejected.
5-6	Transaction Code	Constant **TM**
7-8	Transaction Type	Required, alphanumeric, reset not applicable, maintenance not allowed. Constant **Z1**
9-10	Multiple Record Code	Constant **04** Messages: **INVALID MULTIPLE RECORD CODE** - Rejected. Must be 04.
11-25	Business Number	Required, alphanumeric, reset not applicable, maintenance allowed. 15 character business number assigned by Revenue Canada. Messages: **INVALID BUSINESS NUMBER** - Rejected. Should be 999999999AA9999.
26-28	Employer Country	Conditionally required, alphanumeric, reset not applicable, maintenance allowed. Country in which employer is located. Left justify, Blank fill. Use internationally accepted abbreviations listed in the *Regulatory Reporting Guide.* Messages: **INVALID EMPLOYER COUNTRY** - Rejected.
29	Reserved	**Blank**
30-39	Employer Postal Code or USA Zip Code	Optional, alphanumeric, reset not applicable, maintenance allowed. Postal Code or USA Zip Code for employer. Left-justify, Blank fill.
40-61	Accounting Contact Name	Conditionally required, alphanumeric, reset not applicable, maintenance allowed. Accounting contact's first name, followed by surname. Omit titles (Mr., Mrs., and so on). Messages: **INVALID EMPLOYER CONTACT NAME** - Rejected. Required for add maintenance.

(continued)

Positions	Field Name	Description
62-64	Accounting Contact Area Code	Conditionally required, alphanumeric, reset not applicable, maintenance allowed.
		Area code of accounting contact telephone number.
		Messages: **INVALID CONTACT AREA CODE** - Rejected.
65-71	Accounting Contact Telephone Number	Conditionally required, alphanumeric, reset not applicable, maintenance allowed.
		Telephone number of accounting contact.
		Messages: **INVALID CONTACT PHONE NUM** - Rejected. Required for add maintenance.
72-76	Accounting Contact Extension	Conditionally required, alphanumeric, reset not applicable, maintenance allowed.
		Telephone extension of accounting contact. For 4-digit extension numbers, left-justify with a trailing space.
		Messages: **INVALID CONTACT EXTENSION** - Rejected. Required for add maintenance.
77-79	Reserved	**Blank**
80	Maintenance Code	Required, alphanumeric, reset not applicable.
		Valid values are:
		A - Add **C** - Change **D** - Delete

TM-Z105 [80] - Employer RPP/DPSP Registration Data (Canadian)

Function HRMS Tables File - T4/T4A Tape Summary Information

Associated Screens None

Positions	Field Name	Description
1-4	Reserved	**Blank** Messages: **COLUMNS 1 - 4 MUST BE BLANK** - Rejected.
5-6	Transaction Code	Constant **TM**
7-8	Transaction Type	Required, alphanumeric, reset not applicable, maintenance not allowed. Constant **Z1**
9-10	Multiple Record Code	Constant **05** Messages: **INVALID MULTIPLE RECORD CODE** - Rejected. Must be 05.
11-25	Business Number	Required, alphanumeric, reset not applicable, maintenance allowed. 15 character business number assigned by Revenue Canada. Messages: **INVALID BUSINESS NUMBER** - Rejected. Must be 999999999AA9999.
26-32	RPP/DPSP Number 1	Optional, alphanumeric, resets to zero, maintenance allowed. Registration number issued by Revenue Canada for the plan. See the Note in the Maintenance Code field. Messages: **INVALID RPP NUMBER** - Rejected. Must be numeric or reset.
33-39	RPP/DPSP Number 2	Optional, alphanumeric, resets to zero, maintenance allowed. Registration number issued by Revenue Canada for the plan. See the Note in the Maintenance Code field. Messages: **INVALID RPP NUMBER** - Rejected. Must be numeric or reset.
40-46	RPP/DPSP Number 3	Optional, alphanumeric, resets to zero, maintenance allowed. Registration number issued by Revenue Canada for the plan. See the Note in the Maintenance Code field. Messages: **INVALID RPP NUMBER** - Rejected. Must be numeric or reset.

(continued)

Positions	Field Name	Description
47-55	Proprietor 1 SIN	Optional, alphanumeric, resets to Blank, maintenance allowed.
		If employer is not incorporated, enter the Social Insurance Number of the proprietor or principal partner.
		See the Note in the Maintenance Code field.
		Messages: **INVALID PROPRIETOR SIN NUMBER** - Rejected. Must be numeric or reset.
56-64	Proprietor 2 SIN	Optional, alphanumeric, resets to Blank, maintenance allowed.
		If employer is not incorporated, enter the Social Insurance Number of the proprietor or principal partner.
		See the Note in the Maintenance Code field.
		Messages: **INVALID PROPRIETOR SIN NUMBER** - Rejected. Must be numeric or reset.
65	Federal Youth Hires Program Indicator	Optional, alphanumeric, resets to zero, maintenance allowed.
		Indicator is not used after 2003, but it is kept for production of previous year's reports.
		Valid values are:
		1 - If employer is part of an associated group of employers for purposes of the Federal Youth Hires Program **0, blank**, or **R** - If this indicator is not required.
		See the Note in the Maintenance Code field.
		Messages:
		INVALID YTH HIRES PGM IND - Rejected.
66-79	Reserved	**Blank.**
80	Maintenance Code	Required, alphanumeric, reset not applicable.
		Valid values are:
		A - Add **C** - Change **D** - Delete
		Note: On an Add, these fields will default to zeros.

TM-Z106 [80] - Employer Name Data (Canadian Organizations)

Function   HRMS Tables File - Releve 1/2 Tape

Associated Screens   None

Positions	Field Name	Description
1-4	Reserved	**Blank**
5-6	Transaction Code	Constant **TM**
7-8	Transaction Type	Required, alphanumeric, reset not applicable, maintenance not allowed. Constant **Z1**
9-10	Multiple Record Code	Constant **06**
11-26	Employer Identification Number	Required, alphanumeric, reset not applicable, maintenance not allowed. Format: 10 digit Employer ID Number + "RS" + 4 digit Employer File number. Messages: **INVALID EMPLOYER ACCOUNT ID** - Rejected.
27-56	Employer Name 1	Required, alphanumeric, reset not applicable, maintenance not allowed. First line of employer name.
57-66	Quebec Enterprise Number (NEQ)	Optional, alphanumeric, reset not applicable, maintenance not allowed. Number assigned by the Inspector General of Financial Institutions or the clerk of the Superior Court. If you do not have the number, leave this field blank.
67-79	Reserved	**Blank**
80	Maintenance Code	Required, alphanumeric, reset not applicable. Valid values are: **A** - Add **C** - Change **D** - Delete

TM-Z107 [80] - Employer Name Data (Canadian Organizations)

Function   HRMS Tables File - Releve 1/2 Tape

Associated Screens   None

Positions	Field Name	Description
1-4	Reserved	**Blank**
5-6	Transaction Code	Constant **TM**
7-8	Transaction Type	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Constant **Z1**
9-10	Multiple Record Code	Constant **07**
11-26	Employer Identification Number	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Format: 10 digit Employer ID Number + "RS" + 4 digit Employer ID number.
		Messages: **INVALID EMPLOYER ACCOUNT ID** - Rejected.
27-56	Employer Name 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Second line of employer name.
57-79	Reserved	**Blank**
80	Maintenance Code	Required, alphanumeric, reset not applicable.
		Valid values are:
		A - Add **C** - Change **D** - Delete

TM-Z108 [80] - Employer Address Data (Canadian Organizations)

Function   HRMS Tables File - Releve 1/2 Tape

Associated Screens   None

Positions	Field Name	Description
1-4	Reserved	**Blank**
5-6	Transaction Code	Constant **TM**
7-8	Transaction Type	Required, alphanumeric, reset not applicable, maintenance not allowed. Constant **Z1**
9-10	Multiple Record Code	Constant **08**
11-26	Employer Identification Number	Required, alphanumeric, reset not applicable, maintenance not allowed. Format: 10 digit Employer ID Number + "RS" +4 digit Employer File number. Messages: **INVALID EMPLOYER ACCOUNT ID** - Rejected.
27-56	Employer Address Line 1	Optional, alphanumeric, resets to Blank, maintenance allowed. First line of employer address.
57-79	Reserved	**Blank**
80	Maintenance Code	Required, alphanumeric, reset not applicable. Valid values are: **A** - Add **C** - Change **D** - Delete

TM-Z109 [80] - Employer Address Data (Canadian Organizations)

Function   HRMS Tables File - Releve 1/2 Tape

Associated Screens   None

Positions	Field Name	Description
1-4	Reserved	**Blank**
5-6	Transaction Code	Constant **TM**
7-8	Transaction Type	Required, alphanumeric, reset not applicable, maintenance not allowed. Constant **Z1**
9-10	Multiple Record Code	Constant **09**
11-26	Employer Identification Number	Required, alphanumeric, reset not applicable, maintenance not allowed. Format: 10 digit Employer ID Number + "RS" +4 digit Employer File number. Messages: **INVALID EMPLOYER ACCOUNT ID** - Rejected.
27-56	Employer Address Line 2	Optional, alphanumeric, resets to Blank, maintenance allowed. Second line of employer address.
57-79	Reserved	**Blank**
80	Maintenance Code	Required, alphanumeric, reset not applicable. Valid values are: **A** - Add **C** - Change **D** - Delete

TM-Z110 [80] - Employer Address Data (Canadian Organizations)

Function   HRMS Tables File - Releve 1/2 Tape

Associated Screens   None

Positions	Field Name	Description
1-4	Reserved	**Blank**
5-6	Transaction Code	Constant **TM**
7-8	Transaction Type	Required, alphanumeric, reset not applicable, maintenance not allowed. Constant **Z1**
9-10	Multiple Record Code	Constant **10**
11-26	Employer Identification Number	Required, alphanumeric, reset not applicable, maintenance not allowed. Format: 10 digit Employer ID Number + "RS" + 4 digit Employer File number. Messages: **INVALID EMPLOYER ACCOUNT ID** - Rejected.
27-56	Employer City	Optional, alphanumeric, resets to Blank, maintenance allowed. Employer city.
57-73	Employer Province	Optional, alphanumeric, resets to Blank, maintenance allowed. Employer province
74-79	Employer Postal Code	Optional, alphanumeric, resets to Blank, maintenance allowed. Employer postal code.
80	Maintenance Code	Required, alphanumeric, reset not applicable. Valid values are: **A** - Add **C** - Change **D** - Delete

10 Transactions TP1 - TZ1-099

Chapter Contents

Introduction

This chapter describes the transactions TR through TZ1-099 for the Payroll/Personnel system.

TP1 [80] - Employer Work Location Company Name

Function   HRMS Tables File - Employer work location information

Associated Screens   None

Positions	Field Name	Description
1-2	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Valid L1. Enter ** when crossing L1 boundaries for tax reporting.
3-4	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Valid L2. Enter ** when crossing L2 boundaries for tax reporting.
5-7	Transaction Code	Constant **TP1**
8-9	State Code	Required, numeric, reset not applicable, maintenance not allowed.
		Messages **INVALID STATE CODE** - Rejected. Must be numeric.
10-13	Work Location	Required, numeric, reset not applicable, maintenance not allowed.
		Messages **INVALID WORK LOCATION** - Rejected. Must be numeric.
14-70	Work Location Company Name	Required, alphanumeric, reset not applicable, maintenance allowed.
		Name of the company for this work location. Left justified.
		Messages **MISSING COMPANY NAME** - Rejected. Required if the Maintenance Code field is set to A (add).
71-79	Reserved	**Blank**
80	Maintenance Code	Required, alphanumeric, reset not applicable.
		Valid values are: **A** - Add **C** - Change **D** - Delete

TP2 [80] - Employer Work Location Address Data 1

Function   HRMS Tables File - Employer work location address information

Associated Screens   None

Positions	Field Name	Description
1-2	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Valid L1. Enter ** when crossing L1 boundaries for tax reporting.
3-4	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Valid L2. Enter ** when crossing L2 boundaries for tax reporting.
5-7	Transaction Code	Constant **TP2**
8-9	State Code	Required, numeric, reset not applicable, maintenance not allowed.
		Messages **INVALID STATE CODE** - Rejected. Must be numeric.
10-13	Work Location	Required, numeric, reset not applicable, maintenance not allowed.
		Messages **INVALID WORK LOCATION** - Rejected. Must be numeric.
14-43	Work Location Address Line 1	Required, alphanumeric, resets to blank, maintenance allowed.
		First line of employer address.
		Messages **MISSING ADDRESS LINE 1** - Rejected. Required if the Maintenance Code field is set to A (add).
44-73	Work Location Address Line 2	Optional, alphanumeric, resets to blank, maintenance allowed.
		Second line of employer address.
74-79	Reserved	**Blank**
80	Maintenance Code	Required, alphanumeric, reset not applicable.
		Valid values are: **A** - Add **C** - Change **D** - Delete

TP3 [80] - Employer Work Location Address Data 2

Function   HRMS Tables File - Employer work location address information

Associated Screens   None

Positions	Field Name	Description
1-2	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Valid L1. Enter ** when crossing L1 boundaries for tax reporting.
3-4	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Valid L2. Enter ** when crossing L2 boundaries for tax reporting.
5-7	Transaction Code	Constant **TP1**
8-9	State Code	Required, numeric, reset not applicable, maintenance not allowed.
		Messages **INVALID STATE CODE** - Rejected. Must be numeric.
10-13	Work Location	Required, numeric, reset not applicable, maintenance not allowed.
		Messages **INVALID WORK LOCATION** - Rejected. Must be numeric.
14-38	Work Location City	Conditionally required, alphanumeric, reset not applicable, maintenance allowed.
		City of processing organization. Left justified.
		Messages **MISSING WORK LOCATION CITY** - Rejected. Required if the Maintenance Code field is set to A (add).
39-40	Work Location State	Conditionally required, alphanumeric, reset not applicable, maintenance allowed.
		State of processing organization. Use standard postal abbreviations listed in Appendix A. If foreign state, leave blank.
		Messages **INVALID WORK LOCATION STATE** - Rejected. Must be approved postal abbreviation. Required if the Maintenance Code field is set to A (add).
41-45	Work Location ZIP Code	Conditionally required, alphanumeric, reset not applicable, maintenance allowed.
		ZIP code of processing organization.
		Messages **INVALID WORK LOCATION ZIP CODE** - Rejected. Required if the Maintenance Code field is set to A (add).

(continued)

Positions	Field Name	Description
46-49	Work Location ZIP Code Extension	Conditionally required, numeric, reset not applicable, maintenance allowed.
		Four-digit ZIP code extension
		Messages **INVALID WORK LOCATION ZIP EXT** - Rejected. Must be numeric or blank.
50-61	Employer Tax Account Number	Conditionally required, alphanumeric, reset not applicable, maintenance allowed.
		Account number assigned by the tax collection district you report to. Enter the value right justified with leading zeros.
62-79	Reserved	**Blank**
80	Maintenance Code	Required, alphanumeric, reset not applicable.
		Valid values are: **A** - Add **C** - Change **D** - Delete

TR [80] - Transfer Request

Function   Employee Transfer

Associated Screens   None

Positions	Field Name	Description
1-2	Transaction Code	Constant **TR**
3-4	Old Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed. Current level 1.
5-6	Old Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed. Current level 2.
7-16	Employee Number	Optional, alphanumeric, reset not applicable. Current Identification.
17-20	New Level 1-2	Optional, alphanumeric, reset not applicable. Identification after transfer.
21-30	New Employee Number	Optional, alphanumeric, reset not applicable. Level 1-level 2 after transfer. 2 positions each field.
31	Transfer Type Code	Optional, alphanumeric, reset not applicable. Valid values are: **D** - Transfer basic data, all year-to-date, quarter-to-date, and month-to-date accumulations, and delete records under old key **Y** - Transfer basic data and year-to-date accumulations, flag as inactive all active records under old key, reverse YTD accumulations under old key

(continued)

Positions	Field Name	Description
32-33	Transfer Reason Code	Optional, numeric, reset not applicable.
		Valid values are:
		01 - Resignation
		02 - Layoff
		03 - Maternity
		04 - Military
		05 - Education
		06 - Transferred
		07 - Performance
		08 - Deceased
		09 - Retired
		10 - Promotion
		11 - Demotion
		12 - Work Quality
		13 - Moved
		14 - Marriage
		15 - Disliked work
		16 - Disliked organization
		17 - Health
		18 - Other
		19 - User coding
		20 - User coding
34-41	Transfer Date	Optional, numeric, resets to zero.
		Enter **YYYYMMDD**.
42	Transfer Accumulator Code	Optional, alphanumeric, reset not applicable.
		Canadian only.
		Valid values are:
		N - Do not transfer accumulators for T4, T4A, RELEVE 1, and RELEVE 2 forms
		Blank - Transfer all data
		Note: This option is valid only if Y is entered in position 31.
43-80	Reserved	**Blank**

TS1-001 [80] - Dependent Relationship Translation

Function HRMS Tables File - Dependent Relationship Translation Information

Associated Screens 365, 366

Positions	Field Name	Description
1-4	Reserved	**Blank**
5-7	Transaction Code	Constant **TS1**
8-10	Multiple Record Code	Constant **001**
11-12	Dependent Relationship Code	Required, alphanumeric, reset not applicable, maintenance not allowed. User defined.
13-32	Translation	Optional, alphanumeric, resets to Blank. Translation of Relationship Code.
33-79	Reserved	**Blank**
80	Update Code	Required, alphanumeric, reset not applicable. Valid values are: **A** - Add **C** - Change **D** - Delete

TS1-002 [80] - Dependent Status Translation

Function   HRMS Tables File - Dependent Status Translation Information

Associated Screens   365, 366

Positions	Field Name	Description
1-4	Reserved	**Blank**
5-7	Transaction Code	Constant **TS1**
8-10	Multiple Record Code	Constant **002**
11-12	Dependent Status Code	Required, alphanumeric, reset not applicable, maintenance not allowed. User defined.
13-32	Translation	Optional, alphanumeric, resets to Blank. Translation of status code.
33-79	Reserved	**Blank**
80	Update Code	Required, alphanumeric, reset not applicable. Valid values are: **A** - Add **C** - Change **D** - Delete

TS1-003 [80] - Plan Status Translation

Function　　　　　　　HRMS Tables File - Plan Status Translation Information

Associated Screens　　365, 366

Positions	Field Name	Description
1-4	Reserved	**Blank**
5-7	Transaction Code	Constant **TS1**
8-10	Multiple Record Code	Constant **003**
11-12	Plan Status Code	Required, alphanumeric, reset not applicable, maintenance not allowed. User defined.
13-32	Translation	Optional, alphanumeric, resets to Blank. Translation of Status Code.
33-79	Reserved	**Blank**
80	Update Code	Required, alphanumeric, reset not applicable. Valid values are: **A** - Add **C** - Change **D** - Delete

TS1-004 [80] - Plan Coverage Type Translation

Function HRMS Tables File - Plan Coverage Type Translation Information

Associated Screens 365, 366

Positions	Field Name	Description
1-4	Reserved	**Blank**
5-7	Transaction Code	Constant **TS1**
8-10	Multiple Record Code	Constant **004**
11-12	Plan Coverage Type Code	Required, alphanumeric, reset not applicable, maintenance not allowed. User defined.
13-32	Translation	Optional, alphanumeric, resets to Blank. Translation of Plan Coverage Type Code.
33-79	Reserved	**Blank**
80	Update Code	Required, alphanumeric, reset not applicable. Valid values are: **A** - Add **C** - Change **D** - Delete

TS1-005 [80] - Country Code Translation

Function   HRMS Tables File - Country Code Translation Information

Associated Screens   366

Positions	Field Name	Description
1-4	Reserved	**Blank**
5-7	Transaction Code	Constant **TS1**
8-10	Multiple Record Code	Constant **005**
11-13	Country Code	Required, alphanumeric, reset not applicable, maintenance not allowed. User defined. For U.S. Regulatory Reporting of non-U.S. addresses, it is recommended that employers use SSA MMREF-1 country codes. When using the Supplemental Address Type of **A** for Canadian supplemental addresses: ▪ The Country Code should be CA or CAN; ▪ The first 2 positions are reported on U.S. regulatory tapes.
14-43	Translation	Optional, alphanumeric, resets to Blank. Translation of Country Code. For regulatory reporting, when the entry is a supplemental address with a Type of **W** (addresses for countries other than the U.S. and Canada). Supplemental addresses, the translation of country name is printed on regulatory forms and slips.
44-79	Reserved	**Blank**
80	Update Code	Required, alphanumeric, reset not applicable. Valid values are: **A** - Add **C** - Change **D** - Delete

TS2-001 [80] - Health Plan Data

Function	HRMS Tables File - Health Plan Information
Associated Screens	367, 368

Positions	Field Name	Description
1-2	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
3-4	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-7	Transaction Code	Constant **TS2**
8-10	Multiple Record Code	Constant **001**
11-13	Plan Identifier	Required, alphanumeric, reset not applicable, maintenance not allowed. User defined.
14-43	Group Insurance Carrier Plan Description	Optional, alphanumeric, resets to Blank.
44-63	Group Insurance Carrier ID Number	Optional, alphanumeric, resets to Blank.
64-78	Control Number	Optional, alphanumeric, resets to Blank.
79	Reserved	**Blank**
80	Update Code	Required, alphanumeric, reset not applicable. Valid values are: **A** - Add **C** - Change **D** - Delete

TS2-002 [80] - Health Plan Data

Function   HRMS Tables File - Health Plan Information

Associated Screens   367, 368

Positions	Field Name	Description
1-2	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
3-4	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-7	Transaction Code	Constant **TS2**
8-10	Multiple Record Code	Constant **002**
11-13	Plan Identifier	Required, alphanumeric, reset not applicable, maintenance not allowed. User defined.
14-43	Group Insurance Carrier Name	Optional, alphanumeric, resets to Blank.
44-46	Group Carrier Country Code	Optional, alphanumeric, resets to Blank.
47-76	Carrier Street Address 1	Optional, alphanumeric, resets to Blank.
77-79	Reserved	**Blank**
80	Update Code	Required, alphanumeric, reset not applicable, see instructions for maintenance restrictions. Valid values are: **A** - Add **C** - Change **D** - Delete

TS2-003 [80] - Health Plan Data

Function   HRMS Tables File - Health Plan Information

Associated Screens   367, 368

Positions	Field Name	Description
1-2	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
3-4	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-7	Transaction Code	Constant **TS2**
8-10	Multiple Record Code	Constant **003**
11-13	Plan Identifier	Required, alphanumeric, reset not applicable, maintenance not allowed. User defined.
14-43	Carrier Street Address 2	Optional, alphanumeric, resets to Blank.
44-66	Carrier City	Optional, alphanumeric, resets to Blank.
67-68	Carrier State/Province	Optional, alphanumeric, resets to Blank.
69-78	Carrier Zip/Postal Code	Optional, alphanumeric, resets to Blank.
79	Reserved	**Blank**
80	Update Code	Required, alphanumeric, reset not applicable. Valid values are: **A** - Add **C** - Change **D** - Delete

TW [80] - ACH Tape File Header Data

Function   HRMS Tables File - ACH Tape File Header Data

Associated Screens   305, 371

Positions	Field Name	Description
1-4	Reserved	**Blank**
		Messages:
		COLUMNS 1 - 4 MUST BE BLANK - Rejected.
5-6	Transaction Code	Constant **TW**
7-8	Reserved	**Blank**
9-10	ACH Tape Designation Code	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Valid values are:
		00-29 - U.S.
		70-79 - Canada
		Corresponds to the tape generation code entered on the AD transaction, allowing for the generation of up to 40 tapes per cycle.
		Messages:
		INVALID ACH TAPE DESIGNATION - Rejected.
11	Reserved	**Blank**
	U.S. Organizations (Positions 12-80)	
12-20	Immediate Destination Identification	Optional, alphanumeric, resets to zero, maintenance allowed.
		The ABA routing number identifying the ACH operator or receiving institution to which the ACH file is being sent. Will be rejected if invalid.
		Messages:
		INVALID IMMEDIATE DESTINATION ID - Rejected.
21	Reserved	**Blank**
22-30	Immediate Origin Identification	Optional, alphanumeric, resets to zero, maintenance allowed.
		The ABA routing number identifying the ACH operator or sending point that is sending the ACH file. Will be rejected if invalid.
		Messages:
		INVALID IMMEDIATE ORIGIN ID - Rejected.
31-53	Immediate Destination Name	Optional, alphanumeric, resets to blanks, maintenance allowed.
		The name of the ACH institution or receiving point for which the file is destined.

(continued)

Positions	Field Name	Description
54-76	Immediate Origination Name	Optional, alphanumeric, resets to blanks, maintenance allowed.
		The name of the ACH Operator or sending point that is sending the ACH file.
77	File ID Modifier	Optional, alpha, resets to blanks, maintenance allowed.
		Permits multiple files created on the same date and containing the same participants to be distinguished.
		Valid values are:
		A - First or only tape file created in this cycle for the receiving institution **B** - Second tape file created in one day for a receiving institution
		Messages: **INVALID FILE ID MODIFIER** - Rejected.
78-79	Reserved	**Blank**
80	Maintenance Code	Required, alphanumeric, reset not applicable.
		Valid values are:
		A - Add **C** - Change **D** - Delete
	Canadian Organizations (Positions 12-80)	
12-16	Destination Data Center	Optional, alphanumeric, resets to zero, maintenance allowed.
		The unique number identifying the Data Center to which the file is being delivered. Must be numeric if entered. If blank on an Add, defaults to zeros.
		INVALID DESTINATION DATA CNTR - Rejected.
17-20	Reserved	**Blank**
21-30	Originator's ID Number	Optional, alphanumeric, resets to blank, maintenance allowed.
		Used to identify the originator of the file. Must be left justified.
31-50	Reserved Customer-Direct Clearer Communication	Optional, alphanumeric, resets to blank, maintenance allowed.
		On Intermember Exchange, this data element will be Blank. Presence of data here does not constitute cause for transaction or file rejection.
51-53	Reserved	**Blank**

(continued)

Positions	Field Name	Description
54-76	Originator's Name	Optional, alphanumeric, resets to blank, maintenance allowed.
		Name of the institution creating the tape.
77-79	Currency Code ID	Optional, alphanumeric, resets to blank, maintenance allowed.
		Valid values are:
		Blank = Canadian dollar AFT transaction **USD** = U.S. dollar AFT transaction
		Messages: **INVALID CURRENCY CODE ID -** Required.
80	Maintenance Code	Required, alphanumeric, reset not applicable, see instructions for maintenance restrictions.
		Valid values are:
		A - Add **C** - Change **D** - Delete

TX [80] - ACH Company/Batch Record Data

Function   HRMS Tables File - ACH Organization Information

Associated Screens   306

Positions	Field Name	Description
1-2	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
3-4	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Transaction Code	Constant **TX**
7-10	Reserved	**Blank**
11-20	Company Identification	Optional, alphanumeric, resets to blank, maintenance allowed.
		Used to identify an Originator. Usually the Federal Tax ID (U.S. organizations) associated with this Level 1-Level 2.
21-36	Company Name	Optional, alphanumeric, resets to blank, maintenance allowed.
37-56	Company Discretionary Data	Optional alphanumeric, resets to blank, maintenance allowed.
		Optional information to identify special handling for all subsequent batch entries on the tape.
57-65	Batch Originating DFI Identification	Optional alphanumeric, resets to blank, maintenance allowed.
		ABA Routing Number used to identify the DFI originating entries within a given batch. Will be rejected if invalid.
		Messages:
		INVALID BATCH ORIGIN DFI ID - Rejected.
66-79	Reserved	**Blank**
80	Maintenance Code	Required, alphanumeric, reset not applicable.
		Valid values are:
		A - Add
		C - Change
		D - Delete

TY [80] - ACH/Bank Credit Union Description

Function   HRMS Tables File - ACH Bank Information

Associated Screens   369

Positions	Field Name	Description
1-4	Reserved	**Blank**
5-6	Transaction Code	Constant **TY**
7-15	Bank/Credit Union ID Number	Required, alphanumeric, reset not applicable, maintenance not allowed.
		The ABA (US) or Institutional Identification (Canada) number identifies the institution on the ACH tape. If Maintenance Code is "D", validation is bypassed.
		U.S. - 9 digit ABA Number Canada - An asterisk followed by the 8 digit Institutional ID
		Messages: **INVALID BNK/CRDT UNION ABA NUM** - Rejected.
		INVALID BNK/CRDT INSTITUTN ID - Rejected.
16-45	Bank/Credit Union Name	Optional, alphanumeric, resets to Blank, maintenance allowed.
46-70	Bank/Credit Union City, State/Province	Optional, alphanumeric, resets to Blank, maintenance allowed.
	Zip Code (US)	
71-75	Zip Code	Optional, alphanumeric, resets to Blank, maintenance allowed.
76-79	Zip Extension	Optional, alphanumeric, resets to Blank, maintenance allowed.
	Postal Code (Canada)	
71-77	Postal Code	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Format: Alpha, Number, Alpha, Space, Number, Alpha, Number
78-79	Reserved	**Blank**
80	Maintenance Code	Required, alphanumeric, reset not applicable.
		Valid values are:
		A - Add **C** - Change **D** - Delete

TZ1-001 [80] - 1099 and Quarterly Tape Transmitter Name and Address

Function   HRMS Tables File - 1099 and Quarterly Tape Transmission Information

Associated Screens   None

Positions	Field Name	Description
1-4	Constant	Required, alphanumeric, reset not applicable, maintenance not allowed. **Blank**
5-7	Transaction Code	Constant **TZ1** Messages: **INVALID TRANS SEPARATOR CODE** - Rejected.
8-10	Multiple Record Code	Constant **001** Messages: **INVALID MULTIPLE RECORD CODE** - Rejected. Must be 001.
11-50	Transmitter Name	Conditionally required, alphanumeric, reset not applicable, maintenance allowed. Name of processing organization. Left justified. Messages: **MISSING TRANSMITTER NAME** - Rejected. Required for add maintenance.
51-75	Transmitter Address	Conditionally required, alphanumeric, reset not applicable, maintenance allowed. Address of processing organization. Left justified. Messages: **MISSING TRANSMITTER ADDRESS** - Rejected. Required for add maintenance.
76-79	Reserved	**Blank**
80	Maintenance Code	Required, alphanumeric, reset not applicable. Valid values are: **A** - Add **C** - Change **D** - Delete

TZ1-002 [80] - 1099 and Quarterly Tape Transmitter City, State, Zip

Function   HRMS Tables File - 1099 and Quarterly Tape Transmission Information

Associated Screens   None

Positions	Field Name	Description
1-4	Constant	Required, alphanumeric, reset not applicable, maintenance not allowed. **Blank**
5-7	Transaction Code	Constant **TZ1** Messages: **INVALID TRANS SEPARATOR CODE** - Rejected. Must be 1.
8-10	Multiple Record Code	Constant **002** Messages: **INVALID MULTIPLE RECORD CODE** - Rejected. Must be 002.
11-35	Transmitter City	Conditionally required, alphanumeric, reset not applicable, maintenance allowed. City of processing organization. Left justified. Messages: **MISSING TRANSMITTER CITY** - Rejected. Required for add maintenance.
36-37	Transmitter State	Conditionally required, alphanumeric, reset not applicable, maintenance allowed. State of processing organization. Use standard postal abbreviations listed in Appendix A. If foreign state, leave Blank. Messages: **INVALID TRANSMITTER STATE CODE** - Rejected. Must be approved postal abbreviation. Required for add maintenance. **MISSING TRANSMITTER STATE CODE** - Rejected. Required for add maintenance.

(continued)

Positions	Field Name	Description
	U.S. Addresses	
38-42	Transmitter Zip Code	Conditionally required, alphanumeric, reset not applicable, maintenance allowed.
		Zip code of processing organization.
		Messages:
		MISSING TRANSMITTER ZIP CODE - Rejected. Required for add maintenance.
43-47	Transmitter Zip Code Extension	Conditionally required, alphanumeric, reset not applicable, maintenance allowed.
		Four-digit zip code extension (enter a hyphen in position 43).
48-51	Reserved	**Blank**
	Foreign Addresses	
38-51	Foreign Postal Code	Conditionally required, alphanumeric, reset not applicable, maintenance allowed.
		Foreign postal code of processing organization, if applicable.
52	Foreign Address Indicator	Conditionally required, alphanumeric, resets to Blank, maintenance allowed.
		Valid values are:
		X - Yes
		Blank - No
		Messages:
		INVALID FOREIGN ADDRESS IND - Rejected.
53-61	Transmitter Federal Tax ID	Conditionally required, alphanumeric, reset not applicable, maintenance allowed.
		Federal Tax Identification of processing organization. Numeric or Blank only; no hyphens, prefixes, or suffixes; **must not** begin with 00, 07, 08, 09, 17, 18, 19, 28, 29, 49, 69, 70, 78, 79, or 89.
		Messages:
		MISSING FEDERAL TAX ID - Rejected. Required for add maintenance.
		INVALID TRANSMITTER FEDERAL EIN - Rejected.
62-65	Tape Authorization Number	Conditionally required, alphanumeric, reset not applicable, maintenance allowed.
		Not used by the system.

(continued)

Positions	Field Name	Description
66	Type of Organization for Transmitter	Optional, alphanumeric, see instructions for reset value, maintenance allowed.
		Valid values are:
		S - Service Bureau **P** - Parent Company **O** - Other (Reset)
67-79	Reserved	**Blank**
80	Maintenance Code	Required, alphanumeric, reset not applicable.
		Valid values are:
		A - Add **C** - Change **D** - Delete

TZ1-003 [80] - W2, 1099, and Quarterly Tape Authorization Info.

Function   HRMS Tables File - W-2, 1099, and Quarterly Tape Transmission Information.

Associated Screens   None

Positions	Field Name	Description
1-4	Constant	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Blank
5-7	Transaction Code	Constant **TZ1**
		Messages:
		INVALID TRANS SEPARATOR CODE - Rejected. Must be 1.
8-10	Multiple Record Code	Constant **003**
		Messages:
		INVALID MULTIPLE RECORD CODE - Rejected. Must be 003.
11-18	Computer Manufacturer	Conditionally required, alphanumeric, reset not applicable, maintenance allowed.
		Computer on which W-2 Tape is created.
		Messages:
		MISSING COMPUTER MAINFRAME - Rejected. Required for add maintenance.
19-20	Internal Use Labeling	Conditionally required, alphanumeric, reset not applicable, maintenance allowed.
		Valid values are:
		SL - Standard label
		NS - Nonstandard label
		NL - No label
		Messages:
		MISSING INTERNAL TAPE LABEL - Rejected. Required for add maintenance.
		INVALID INTERNAL TAPE LABEL - Rejected. Must be alphabetic.
21	Parity	Optional, alphanumeric, resets to Blank.
		Valid values are:
		O - Odd (Texas and Alabama only)
		Messages:
		INVALID PARITY - Rejected. Must be alphabetic.
		MISSING PARITY - Rejected. Required for add maintenance.

(continued)

Positions	Field Name	Description
22-23	Tape Density	Conditionally required, numeric, reset not applicable, maintenance allowed.
		Valid values are:
		08 - 0800 BPI
		16 - 1600 BPI
		38 - 38K IBM compatible cartridge
		62 - 6250 BPI
		Messages:
		INVALID TAPE DENSITY - Rejected. Must be numeric.
		MISSING TAPE DENSITY - Rejected. Required for add maintenance.
24-26	Tape Character Set	Conditionally required, alphanumeric, reset not applicable, maintenance allowed.
		Valid values are:
		EBC - EBCDIC
		ASC - ASCII
		BCD - BCDIC
		or first three characters of character set used.
		Messages:
		INVALID CHARACTER SET - Rejected. Must be alphabetic.
		MISSING CHARACTER SET - Rejected. Required for add maintenance.
27	Number of Tracks	Optional, alphanumeric, resets to Blank.
		Texas and Alabama only
		Valid values are:
		C - 38K IBM compatible cartridge
		9 - 9 track tape
		Messages:
		INVALID NUMBER OF TRACKS - Rejected. Must be numeric.
		MISSING NUMBER OF TRACKS- Rejected. Required for add maintenance.
28	Reserved	**Blank**
29-33	1099 Transmitter Tape Control Code	Optional, alphanumeric, reset not applicable, maintenance allowed.
		To appear in 1099 Tape Transmitter Record.

(continued)

Positions	Field Name	Description
34-43	State Transmitter SUI Number	Optional, numeric, reset not applicable.
44-73	Transmitter Contact Title or Name	Title or Name of individual from transmitter organization who is responsible for the accuracy and completeness of the report.
74-79	Reserved	**Blank**
80	Maintenance Code	Required, alphanumeric, reset not applicable.
		Valid values are:
		A - Add
		C - Change
		D - Delete

Additional Messages

Message	Explanation
MISSING COPY PREFERENCE	Rejected. Must be present for add maintenance.

TZ1-004 [80] - 1099R and Quarterly File Transmitter Information

Function   HRMS Tables File - 1099-R and Quarterly File Transmission Information.

Associated Screens   None

Positions	Field Name	Description
1-4	Constant	Required, alphanumeric, reset not applicable, maintenance not allowed. **Blank**
5-7	Transaction Code	Constant **TZ1** Messages: **INVALID TRANS SEPARATOR CODE** - Rejected. Must be 1.
8-10	Multiple Record Code	Constant **004** Messages: **INVALID MULTIPLE RECORD CODE** - Rejected. Must be 004.
	1099-R Transmitter Information	
11-12	Authority Code = 00	Required, numeric, reset not applicable, maintenance not allowed.
13-18	Reserved	**Blank**
19-68	1099-R Transmitter's Contact E-mail address	Optional, alphanumeric, resets to spaces, maintenance allowed. Enter the email address of the transmitter contact. Left-justify and fill with blanks.
69	Replacement File Indicator	Optional, alphanumeric, resets to spaces, maintenance allowed. For Replacement Files only. Enter **1** if this file replaces a file that was previously submitted and could not be processed.
70-79	Reserved	**Blank**
	Quarterly File Information	
11-12	Authority Codes 01-51	Required, numeric, reset not applicable, maintenance not allowed. Payroll Authority Code from Transaction Descriptions, State and Province Codes Messages: **INVALID STATE CODE** - Rejected.

(continued)

Positions	Field Name	Description
13-18	State Quarterly File Authorization Number	Conditionally required, alphanumeric, resets to spaces, maintenance allowed.
		Messages: **INVALID ST QTRLY TAPE AUTH NUM** - Rejected. Must be numeric, zero filled.
		Note: The State Quarterly File Authorization Number field on the TZ1-004 is available for employers from different states to update on their HRMS Tables File. However, this field is currently only reportable on the Ohio and New Jersey Quarterly Unemployment magnetic media.
19-68	State Quarterly File Transmitter's Contact Email Address	Optional, alphanumeric, resets to spaces, maintenance allowed.
		Enter the email address of the transmitter contact. Left-justify and fill with blanks.
69-79	State Quarterly File Transmitter's Multi-Purpose	Optional, alphanumeric, resets to spaces, maintenance allowed.
		This field can be used as needed for state-specific purposes.

		Florida - Acceptable values (left-justify in positions 69-76):
		    A00 followed by 5-digit agent ID, or
		    E followed by 7-digit employer number
		Ohio - Third-party administrator ID or blanks

80	Maintenance Code	Required, numeric, reset not applicable
		Valid values are:
		A - Add **C** - Change **D** - Delete

TZ1-005-A [80] - W2 Tape Employer Name and Subtitle

The TZ1-005-A transaction contains the Employer Name and Subtitle information for the RE record.

Function   HRMS Tables File - W-2 Tape Employer Name and Subtitle

Associated Screens   402

Positions	Field Name	Description
1-4	Constant	Required, alphanumeric, reset not applicable, maintenance not allowed. **Blank**
5-7	Transaction Code	Constant **TZ1** Messages: **INVALID TRANS SEPARATOR CODE** - Rejected. Must be 1.
8-10	Multiple Record Code	Constant **005** Messages: **INVALID MULTIPLE RECORD CODE** - Rejected. Must be 005.
11	Separator Code	Constant A Messages: **INVALID SEPARATOR CODE** - Rejected. Must be A.
12-20	Employer EIN	Required, alphanumeric, reset not applicable, maintenance not allowed. Employer Identification Number assigned by the Social Security Administration. Messages: **MISSING EMPLOYER EIN** - Rejected. Required for Add maintenance. **INVALID EMPLOYER EIN** - Rejected. Must be numeric.
21-50	Employer Name	Conditionally required, alphanumeric, rest not applicable, maintenance allowed. Left justified. Messages: **MISSING EMPLOYER NAME** - Rejected. Required for add maintenance.
51-77	Employer Subtitle	Optional, alphanumeric, resets to Blanks, maintenance allowed. Left justified.
78-79	Reserved	**Blank**
80	Maintenance Code	Required, alphanumeric, reset not applicable. Valid values are: **A** - Add **C** - Change **D** - Delete

TZ1-005-B [80] - W2 Tape Employer Address

The TZ1-005-B transaction contains the Employer Address information for the RE record.

Function   HRMS Tables File - State Quarterly Tape Transmitter Information

Associated Screens   402

Positions	Field Name	Description
1-4	Constant	Required, alphanumeric, reset not applicable, maintenance not allowed. **Blank**
5-7	Transaction Code	Constant **TZ1** Messages: **INVALID TRANS SEPARATOR CODE** - Rejected. Must be 1.
8-10	Multiple Record Code	Constant **005** Messages: **INVALID MULTIPLE RECORD CODE** - Rejected. Must be 005.
11	Separator Code	Constant B Messages: **INVALID SEPARATOR CODE** - Rejected. Must be B.
12-20	Employer EIN	Required, alphanumeric, reset not applicable, maintenance not allowed. Employer Identification Number assigned by the Social Security Administration. Messages: **MISSING EMPLOYER EIN** - Rejected. Required for Add maintenance. **INVALID EMPLOYER EIN** - Rejected. Must be numeric.
21-42	Employer Location Address	Optional, alphanumeric, reset not applicable, maintenance allowed. Left justified.
43-64	Employer Delivery Address	Conditionally required, alphanumeric, reset not applicable, maintenance allowed. Left justified. Messages: **MISSING EMPLOYER DELIVERY ADDR** - Rejected. Required for add maintenance.

(continued)

Positions	Field Name	Description
65-79	Reserved	**Blank**
80	Maintenance Code	Required, alphanumeric, reset not applicable.
		Valid values are:
		A - Add **C** - Change **D** - Delete

TZ1-005-C [80] - W2 Tape Employer City, State, ZIP and Foreign Information

The TZ1-005-C transaction contains the Employer City, State, ZIP and Foreign information for the RE record.

Function   HRMS Tables File - Quarterly Tape Unemployment Insurance Tax Information

Associated Screens   402

Positions	Field Name	Description
1-4	Constant	Required, alphanumeric, reset not applicable, maintenance not allowed. **Blank**
5-7	Transaction Code	Constant **TZ1** Messages: **INVALID TRANS SEPARATOR CODE** - Rejected. Must be 1.
8-10	Multiple Record Code	Constant **005** Messages: **INVALID MULTIPLE RECORD CODE** - Rejected. Must be 005.
11	Separator Code	Constant C Messages: **INVALID SEPARATOR CODE** - Rejected. Must be C.
12-20	Employer EIN	Required, alphanumeric, reset not applicable, maintenance not allowed. Employer Identification Number assigned by the Social Security Administration. Messages: **MISSING EMPLOYER EIN** - Rejected. Required field. **INVALID EMPLOYER EIN** - Rejected. Must be numeric.
21	Employer Foreign Address Indicator	Optional, alphanumeric, resets to blank, maintenance allowed. Valid Values are: **1** - Foreign Address (use Foreign Addresses area, positions 22-79 below) **R** or **Blank** - US Address (use U.S. Addresses area, positions 22-54 below) Messages: **INVALID FOREIGN ADDR INDICATOR** - Rejected. Must be Blank, R, or 1.

(continued)

Positions	Field Name	Description
	U.S. Addresses	
22-43	Employer City	Conditionally required, alphanumeric, reset not applicable, maintenance allowed.
		City of Employer.
		Messages: **MISSING EMPLOYER CITY** - Rejected. Required for add maintenance.
44-45	Employer State	Conditionally required, alphanumeric, reset not applicable, maintenance allowed.
		State of Employer. Use standard postal abbreviations listed in Appendix A. If foreign state, leave blank.
		Messages: **INVALID EMPLOYER STATE CODE** - Rejected. Must be approved postal abbreviation. Required for add maintenance.
		MISSING EMPLOYER STATE CODE - Rejected. Required for add maintenance.
46-50	Employer ZIP Code	Conditionally required, alphanumeric, reset not applicable, maintenance allowed.
		ZIP Code of Employer.
		Messages: **INVALID EMPLOYER ZIP CODE** - Rejected. Required for add maintenance.
		MISSING EMPLOYER ZIP CODE - Rejected. Required for add maintenance.
51-54	Employer ZIP Code Extension	Optional, alphanumeric, resets to blank, maintenance allowed.
		Four-digit ZIP code extension.
		Messages: **INVALID EMPLOYER ZIP CODE EXT**- Rejected. If entered, must be numeric.
55-79	Reserved	**Blank**
	Foreign Addresses	
22-41	Employer Foreign City	Conditionally required, alphanumeric, reset not applicable, maintenance allowed.
		Messages: **MISSING EMPLOYER CITY** - Rejected. Required for add maintenance.

(continued)

Positions	Field Name	Description
42-62	Employer Foreign State/Province	Conditionally required, alphanumeric, reset not applicable, maintenance allowed.
		Foreign State or Province code, if applicable.
		Left Justified.
		Messages: **INVALID EMPLOYER FRN PROV/ST** - Rejected. Required for add maintenance.
63-77	Employer Foreign Postal Code	Conditionally required, alphanumeric, reset not applicable, maintenance allowed.
		Foreign postal code of processing organization, if applicable.
		Messages: **MISSING EMPLOYER FRN PSTL CD** - Rejected. Required for add maintenance.
78-79	Employer Foreign Country Code	Conditionally required, alphanumeric, reset not applicable, maintenance allowed.
		Applicable Country code from the appendix in the MMREF-1 specifications.
		Messages: **MISSING EMPLOYER FRN CNTRY CD**- Rejected. Required for add maintenance.
80	Maintenance Code	Required, alphanumeric, reset not applicable.
		Valid values are:
		A - Add **C** - Change **D** - Delete

TZ1-005-D [80] - EFW2 Employer Contact Name, Telephone Number, and Fax Number

The TZ1-005-D transaction contains the employer contact name, telephone number, and fax number information for EFW2 reporting.

Function   HRMS Tables File - EFW2 employer contact name, telephone number, and fax number

Associated Screens   None

Positions	Field Name	Description
1-4	Constant	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Blank
5-7	Transaction Code	Constant **TZ1**
		Messages:
		INVALID TRANS SEPARATOR CODE - Rejected. Must be 1.
8-10	Multiple Record Code	Constant **005**
		Messages:
		INVALID MULTIPLE RECORD CODE - Rejected. Must be 005.
11	Separator Code	Constant D
		Messages:
		INVALID SEPARATOR CODE - Rejected. Must be D.
12-20	Employer EIN	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Employer Identification Number assigned by the Social Security Administration.
		Messages:
		MISSING EMPLOYER EIN - Rejected. Required field.
		INVALID EMPLOYER EIN - Rejected. Must be numeric.
21-47	Employer Contact Name	Optional, alphanumeric, resets to blank, maintenance allowed.
48-62	Employer Contact Phone	Optional, alphanumeric, resets to blank, maintenance allowed.
63-67	Employer Contact Phone Extension	Optional, alphanumeric, resets to blank, maintenance allowed.
68-77	Employer Contact Fax	Optional, alphanumeric, resets to blank, maintenance allowed.
78-79	Reserved	**Blank**
80	Maintenance Code	Required, alphanumeric, reset not applicable.
		Valid values are:
		A - Add
		C - Change
		D - Delete

TZ1-005-E [80] - EFW2 Employer Contact E-Mail Address

The TZ1-005-E transaction contains the employer contact e-mail address for EFW2 reporting.

Function   HRMS Tables File - EFW2 Employer Contact E-Mail Address

Associated Screens   None

Positions	Field Name	Description
1-4	Constant	Required, alphanumeric, reset not applicable, maintenance not allowed. **Blank**
5-7	Transaction Code	Constant **TZ1** Messages: **INVALID TRANS SEPARATOR CODE** - Rejected. Must be 1.
8-10	Multiple Record Code	Constant **005** Messages: **INVALID MULTIPLE RECORD CODE** - Rejected. Must be 005.
11	Separator Code	Constant E Messages: **INVALID SEPARATOR CODE** - Rejected. Must be E.
12-20	Employer EIN	Required, alphanumeric, reset not applicable, maintenance not allowed. Employer Identification Number assigned by the Social Security Administration. Messages: **MISSING EMPLOYER EIN** - Rejected. Required field. **INVALID EMPLOYER EIN** - Rejected. Must be numeric.
21-60	Employer Contact Email Address	Optional, alphanumeric, resets to blank, maintenance allowed.
61-79	Reserved	**Blank**
80	Maintenance Code	Required, alphanumeric, reset not applicable. Valid values are: **A** - Add **C** - Change **D** - Delete

TZ1-006 [80] - W2, 1099, and Quarterly Tape Return Name

Function   HRMS Tables File - W-2 Tape Transmission Information

Associated Screens   None

Positions	Field Name	Description
1-4	Constant	Required, alphanumeric, reset not applicable, maintenance not allowed. **Blank**
5-7	Transaction Code	Constant **TZ1** Messages: **INVALID TRANS SEPARATOR CODE** - Rejected.
8-10	Multiple Record Code	Constant **006** Messages: **INVALID MULTIPLE RECORD CODE** - Rejected. Must be 006.
11-54	Tape Return Name	Conditionally required, alphanumeric, reset not applicable, maintenance allowed. Organization annual filing instructions should be sent to and returned to if tape cannot be processed. Left justified. Messages: **MISSING TAPE RETURN NAME** - Rejected. Required for add maintenance.
55-64	Transmitter Contact Telephone Number	Telephone number at which the transmitter contact can be telephoned.
65-68	Transmitter Contact Telephone Extension/Box	Enter transmitter telephone extension or message box.
69-79	Reserved	**Blank**
80	Maintenance Code	Required, alphanumeric, reset not applicable. Valid values are: **A** - Add **C** - Change **D** - Delete

TZ1-007 [80] - W2 and 1099 Tape Return Address

Function   HRMS Tables File - W-2 Tape Transmission Information

Associated Screens   None

Positions	Field Name	Description
1-4	Constant	Required, alphanumeric, reset not applicable, maintenance not allowed. **Blank**
5-7	Transaction Code	Constant **TZ1** Messages: **INVALID TRANS SEPARATOR CODE** - Rejected.
8-10	Multiple Record Code	Constant **007** Messages: **INVALID MULTIPLE RECORD CODE** - Rejected. Must be 007.
11-45	Street Address	Conditionally required, alphanumeric, reset not applicable, maintenance allowed. Address where tape should be returned if it cannot be processed. Left justified. Messages: **MISSING TAPE RETURN ADDRESS** - Rejected. Required for add maintenance.
46-65	City	Conditionally required, alphanumeric, reset not applicable, maintenance allowed. City where tape should be returned if it cannot be processed. Left justified. **Note:** For foreign address, include name of foreign 'state' and country; abbreviate city and state as necessary; show full country name. Messages: **MISSING TAPE RETURN CITY** - Rejected. Required for add maintenance.

(continued)

Positions	Field Name	Description
	U.S. Addresses	
66-67	State	Conditionally required, alphanumeric, reset not applicable, maintenance allowed.
		State where tape should be returned if it cannot be processed. Left justified. Use standard postal abbreviations. If foreign address, leave blank.
		Messages:
		MISSING TAPE RETURN STATE CODE - Rejected. Required for add maintenance.
		INVALID TAPE RETURN STATE CODE - Rejected. Must be approved postal abbreviation.
68-72	Tape Return Zip Code	Optional, alphanumeric, reset not applicable, maintenance allowed.
		Zip code where tape should be returned if it cannot be processed.
73-77	Tape Return Zip Code Extension	Optional, alphanumeric, reset not applicable, maintenance allowed.
		Four-digit zip code extension (enter a hyphen in position 73).
	Foreign Addresses	
78	Foreign Address Indicator	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Valid values are:
		X - Yes
		Blank - No
		Messages:
		INVALID FOREIGN ADDRESS IND - Rejected.
79	Reserved	**Blank**
80	Maintenance Code	Required, alphanumeric, reset not applicable.
		Valid values are:
		A - Add
		C - Change
		D - Delete

TZ1-008 [80] - W2 Allocated Tips, Excess Life Insurance, and Employer Health Coverage Cost

Function   HRMS Tables File - W-2 Tape and W-2 Forms Information

Associated Screens   407

Positions	Field Name	Description
1-2	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
3-4	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-7	Transaction Code	Constant **TZ1** Messages: **INVALID TRANS SEPARATOR CODE** - Rejected.
8-10	Multiple Record Code	Constant **008** Messages: **INVALID MULTIPLE RECORD CODE** - Rejected. Must be 008.
11-30	Allocated Tips DOEs	Optional, alphanumeric, resets to Blank, maintenance allowed. Maximum of 10 DOEs used to store allocated tip amounts. Enter as many as you need up to 10. Each DOE code is 2 characters. Messages: **INVALID ALLOCATED TIP DOE 1** - Rejected. The DOE code (xx) entered is not a valid, alphanumeric DOE code. Blanks, zeros (00) and special characters are not valid. **INVALID ALLOCATED TIP DOE 2 - 10** - Rejected. The DOE code (xx) entered is not a valid, alphanumeric DOE code. Blanks, zeros (00) and special characters are not valid.
31-50	Excess Life Insurance DOEs	Optional, alphanumeric, resets to Blank, maintenance allowed. Maximum of 10 DOEs used to store excess life insurance amounts. Enter as many as you need up to 10. Each DOE code is 2 characters. Messages: **INVALID LIFE INSURANCE DOE 1** - Rejected. The DOE code (xx) entered is not a valid, alphanumeric DOE code. Blanks, zeros (00) and special characters are not valid. **INVALID LIFE INSURANCE DOE 2 - 10** - Rejected. The DOE code (xx) entered is not a valid, alphanumeric DOE code. Blanks, zeros (00) and special characters are not valid.

(continued)

Positions	Field Name	Description
51-60	Cost of Employer-Sponsored Health Coverage	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Maximum of 5 DOEs used to store cost of employer-sponsored health coverage. Enter as many as you need up to 5. Each DOE code is 2 characters.
		Messages: **INVALID ER HLTH COVRAGE DOE 1 - 5** - Rejected. The DOE code (*xx*) entered is not a valid, alphanumeric DOE code. Blanks, zeros (00), and special characters are not valid.
61-79	Reserved	**Blank**
80	Maintenance Code	Required, alphanumeric, reset not applicable.
		Valid values are:
		A - Add **C** - Change **D** - Delete

TZ1-009 [80] - W2 Other Reportable Item 1

Function   HRMS Tables File - W-2 Tape and W-2 Forms Information

Associated Screens   405

Positions	Field Name	Description
1-2	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
3-4	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-7	Transaction Code	Constant **TZ1** Messages: **INVALID TRANS SEPARATOR CODE** - Rejected. Must be 1.
8-10	Multiple Record Code	Constant **009** Messages: **INVALID MULTIPLE RECORD CODE** - Rejected. Must be 009.
11-60	Other Reportable Item 1 DOEs	Optional, alphanumeric, resets to Blank, maintenance allowed. Maximum of 25 DOEs used to any other Reportable Item to print on the W-2 form. Messages: **INVALID OTHER RPT ITEM DOE *xx*** - Rejected. The DOE code (xx) entered is not a valid, alphanumeric DOE code. Blanks, zeros (00) and special characters are not valid.
61-74	Other Reportable Item-1 Title	Optional, alphanumeric, resets to Blank, maintenance allowed. Title for Other Reportable Item-1 to print on the W-2 form.
75-79	Reserved	**Blank**
80	Maintenance Code	Required, alphanumeric, reset not applicable. Valid values are: **A** - Add **C** - Change **D** - Delete

TZ1-010 [80] - W2 Self Mailer Postal Information

Function   HRMS Tables File - W-2 Delete Data

Associated Screens   None

Positions	Field Name	Description
1-2	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
3-4	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-7	Transaction Code	Constant **TZ1**
8-10	Multiple Record Code	Constant **010**
11-79	Reserved	**Blank**
80	Maintenance Code	Required, alphanumeric, reset not applicable.
		Valid values are:
		D - Delete
		This transaction can only be used to delete the information from the HRMS Tables File.
		Messages:
		ADD/CHANGE MAINT NOT ALLOWED - Rejected. Only delete maintenance is allowed.

TZ1-011 [80] - W2 Deferred Compensation 401k Plans and Income Under a Section 409A Plan

Function	HRMS Tables File - W-2 Tape and W-2 Forms Information
Associated Screens	406

Positions	Field Name	Description
1-2	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
3-4	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-7	Transaction Code	Constant **TZ1** Messages: **INVALID TRANS SEPARATOR CODE** - Rejected.
8-10	Multiple Record Code	Constant **011** Messages: **INVALID MULTIPLE RECORD CODE** - Rejected. Must be 011.
11-50	401(k) Deferred Compensation DOEs	Optional, alphanumeric, resets to Blank, maintenance allowed. Maximum of 20 DOEs used to store Section 401(k) Deferred Compensation Plan amounts. Enter as many as you need, up to 20, on this transaction. Each DOE code is 2 characters. Messages: **INVALID DEFERRED COMP DOE *xx*** - Rejected. The DOE code (*xx*) entered is not a valid, alphanumeric DOE code. Blanks, zeros (00) and special characters are not valid.
51-70	Income Under Section 409A Non-qualified Deferred Compensation Plan DOEs	Optional, alphanumeric, resets to Blank, maintenance allowed. Maximum of 10 DOEs used to store Income Under Section 409A Deferred Compensation Plan amounts. Enter as many as you need, up to 10, on this transaction. Each DOE code is 2 characters. Messages: **INVALID SECT 409A INCME DOE *xx*** - Rejected. The DOE code (*xx*) entered is not a valid, alphanumeric DOE code. Blanks, zeros (00) and special characters are not valid.
71-79	Reserved	**Blank**

(continued)

Positions	Field Name	Description
80	Maintenance Code	Required, alphanumeric, reset not applicable. Valid values are: **A** - Add **C** - Change **D** - Delete

TZ1-012 [80] - W2 Deferred Compensation 403b Plans and Deferrals Under a Section 409A Plan

Function	HRMS Tables File - W-2 Tape and W-2 Forms Information

Associated Screens	406

Positions	Field Name	Description
1-2	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
3-4	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-7	Transaction Code	Constant **TZ1** Messages: **INVALID TRANS SEPARATOR CODE** - Rejected. Must be 1.
8-10	Multiple Record Code	Constant **012** Messages: **INVALID MULTIPLE RECORD CODE** - Rejected. Must be 012.
11-50	403(b) Deferred Compensation DOEs	Optional, alphanumeric, resets to Blank, maintenance allowed. Maximum of 20 DOEs used to store Section 403(b) Deferred Compensation Plan amounts. Enter as many as you need, up to 20, on this transaction. Each DOE code is 2 characters. Messages: **INVALID DEFERRED COMP DOE *xx*** - Rejected. The DOE code (xx) entered is not a valid, alphanumeric DOE code. Blanks, zeros (00) and special characters are not valid.
51-70	Deferrals Under Section 409A Non-qualified Deferred Compensation Plan DOEs	Optional, alphanumeric, resets to Blank, maintenance allowed. Maximum of 10 DOEs used to store Deferrals Under Section 409A Deferred Compensation Plan amounts. Enter as many as you need, up to 10, on this transaction. Each DOE code is 2 characters.
71-79	Reserved	**Blank**
80	Maintenance Code	Required, alphanumeric, reset not applicable. Valid values are: **A** - Add **C** - Change **D** - Delete

TZ1-013 [80] - W2 Other Reportable Item 2

Function   HRMS Tables File - W-2 Information

Associated Screens   405

Positions	Field Name	Description
1-2	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
3-4	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-7	Transaction Code	Constant **TZ1**
		Messages:
		INVALID TRANS SEPARATOR CODE - Rejected.
8-10	Multiple Record Code	Constant **013**
		Messages:
		INVALID MULTIPLE RECORD CODE - Rejected. Must be 013.
11-60	Other Reportable Item-2 DOEs	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Maximum of 25 DOEs used to store other reportable item to print on the W-2 form.
		Messages:
		INVALID OTHER RPT ITEM DOE *xx* - Rejected. The DOE code (xx) entered is not a valid, alphanumeric DOE code. Blanks, zeros (00) and special characters are not valid.
61-74	Other Reportable Item-2 Title	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Title for Other Reportable Item-2.
75-79	Reserved	**Blank**
80	Maintenance Code	Required, alphanumeric, reset not applicable.
		Valid values are:
		A - Add
		C - Change
		D - Delete

TZ1-014 [80] - Memo Type 8 and Taxing Authority Ties   W2

Function   HRMS Tables File - W-2 Information

Associated Screens   405

Positions	Field Name	Description
1-2	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
3-4	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-7	Transaction Code	Constant **TZ1** Messages: **INVALID TRANS SEPARATOR CODE** - Rejected.
8-10	Multiple Record Code	Constant **014** Messages: **INVALID MULTIPLE RECORD CODE** - Rejected. Must be 014.
11	Taxing Authority Type Code	Required, alphanumeric, reset not applicable, maintenance not allowed. Valid values are: **1** - State **2** - County **3** - City **9** - Federal Messages: **INVALID TAX AUTHORITY TYPE CD** - Rejected.
12-16	Taxing Authority Code	Required, alphanumeric, reset not applicable, maintenance not allowed. State, county, or city tax authority code. Right justified, zero filled. Messages: **TAX AUTH CODE MUST BE NUMERIC** - Rejected. **TAX AUTH CD MUST BE 0 IF TYPE 9** - Rejected.
17-66	Memo Type 8 DOEs Ties to Tax Authority	Optional, alphanumeric, resets to Blank, maintenance allowed. Maximum of 25 DOEs used to store Memo Type 8 amounts to be included in wages on the W-2 for this tax authority. Messages: **INVALID MEMO TYPE 8 DOE *xx*** - Rejected. The DOE code (xx) entered is not a valid, alphanumeric DOE code. Blanks, zeros (00) and special characters are not valid.
67-79	Reserved	**Blank**

(continued)

Positions	Field Name	Description
80	Maintenance Code	Required, alphanumeric, reset not applicable.
		Valid values are:
		A - Add **C** - Change **D** - Delete
		Note: This transaction is related to the TB, TC, TD, and/or TE W-2 wage indicators 5 and 6.

TZ1-015 [80] - W2 Designated Roth Contributions to 401(k) or 403(b) Plans

Function HRMS Tables File - W-2 Tape and W-2 Forms Information.

Associated Screens 406

Positions	Field Name	Description
1-2	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
3-4	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-7	Transaction Code	Constant **TZ1** Messages: **INVALID TRANS SEPARATOR CODE** - Rejected.
8-10	Multiple Record Code	Constant **015** Messages: **INVALID MULTIPLE RECORD CODE** - Rejected. Must be 015.
11-50	401(k) Designated Roth Contribution DOEs	Optional, alphanumeric, reset to Blank, maintenance allowed. Maximum of 20 DOEs used to store Section 401(k) Designated Roth Contribution Plan amounts. Enter as many as you need, up to 20, on this transaction. Each DOE code is 2 characters. Messages: **INVALID SECT 401K ROTH DOE *xx*** - Rejected. The DOE code (*xx*) entered is not a valid, alphanumeric DOE code. Blanks, zeros (00), and special characters are not valid.
51-70	403(b) Salary Reduction Agreement that includes Designated Roth Contribution DOEs	Optional, alphanumeric, reset to Blank, maintenance allowed. Maximum of 10 DOEs used to store Section 403(b) Salary Reduction Agreements that include Designated Roth Contribution Plan amounts. Enter as many as you need, up to 10, on this transaction. Each DOE code is 2 characters. Messages: **INVALID SECT 403B ROTH DOE *xx*** - Rejected. The DOE code (*xx*) entered is not a valid, alphanumeric DOE code. Blanks, zeros (00), and special characters are not valid.
71-79	Reserved	**Blank**
80	Maintenance Code	Required, alphanumeric, reset not applicable. Valid values are: **A** - Add **C** - Change **D** - Delete

TZ1-016 [80] - W2 Dependent Care Benefits

Function   HRMS Tables File - W-2 Information

Associated Screens   405

Positions	Field Name	Description
1-2	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
3-4	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-7	Transaction Code	Constant **TZ1** Messages: **INVALID TRANS SEPARATOR CODE** - Rejected.
8-10	Multiple Record Code	Constant **016** Messages: **INVALID MULTIPLE RECORD CODE** - Rejected. Must be 016.
11-60	Dependent Care Assistance DOEs/Other Reportable Item-3 DOEs	Optional, alphanumeric, resets to Blank, maintenance allowed. Maximum of 25 DOEs used to store Dependent Care Benefits amounts OR Other Reportable Item-3 amounts to print in the Other box on the W-2 form. Messages: **INVALID DEPENDENT CARE DOE** *xx* - Rejected. The DOE code (xx) entered is not a valid, alphanumeric DOE code. Blanks, zeros (00) and special characters are not valid.
61-74	Other Reportable Item-3 Title	Optional, alphanumeric, resets to Blank, maintenance allowed. Title for Other Reportable Item-3 depending on the indicator in position 75.
75	Dependent Care Assistance /Other Reportable Item-3 Indicator	Optional, alphanumeric, resets to Blank, maintenance allowed. Valid values are: **Blank** - Use DOEs in positions 11-60 as Dependent Care Benefits **1** - Use DOEs in positions 11-60 as Other Reportable Item-3, use title in positions 61-74. The title will print on the W-2 Audit Report and in the Other box on the W-2 form. Messages: **INVALID REPORTABLE ITEM 3 IND** - Rejected. Blank, 1, or R (Reset) are the only valid values.
76-79	Reserved	**Blank**
80	Maintenance Code	Required, alphanumeric, reset not applicable. Valid values are: **A** - Add **C** - Change **D** - Delete

TZ1-017 [80] - W2 Other Reportable Item 4

Function   HRMS Tables File - W-2 Information

Associated Screens   405

Positions	Field Name	Description
1-2	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
3-4	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-7	Transaction Code	Constant **TZ1**
		Messages:
		INVALID TRANS SEPARATOR CODE - Rejected.
8-10	Multiple Record Code	Constant **017**
		Messages:
		INVALID MULTIPLE RECORD CODE - Rejected. Must be 017.
11-60	Other Reportable Item-4 DOEs	Conditionally required, alphanumeric, resets to Blank, maintenance allowed.
		Maximum of 25 DOEs used for Other Reportable Item-4 amounts.
		Messages:
		INVALID OTHER RPT ITEM DOE *xx* - Rejected. The DOE code (xx) entered is not a valid, alphanumeric DOE code. Blanks, zeros (00) and special characters are not valid.
		INVALID REPORTABLE ITEM TITLE - Rejected. Blanks are not valid.
61-74	Other Reportable Item-4 Title	Conditionally required, alphanumeric, reset not applicable, maintenance allowed.
		Title for Other Reportable Item-4. The title will print in the Other box on the W-2 form and on the W-2 Audit Report.
75-79	Reserved	**Blank**
80	Maintenance Code	Required, alphanumeric, reset not applicable.
		Valid values are:
		A - Add
		C - Change
		D - Delete

TZ1-018 [80] - W2 Other Reportable Item 5

Function   HRMS Tables File - W-2 Information

Associated Screens   405

Positions	Field Name	Description
1-2	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
3-4	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-7	Transaction Code	Constant **TZ1** Messages: **INVALID TRANS SEPARATOR CODE** - Rejected.
8-10	Multiple Record Code	Constant **018** Messages: **INVALID MULTIPLE RECORD CODE** - Rejected. Must be 018.
11-60	Other Reportable Item-5 DOEs	Conditionally required, alphanumeric, resets to Blank, maintenance allowed. Maximum of 25 DOEs used for Other Reportable Item-5 amounts to print in the Other box on the W-2 form. Messages: **INVALID OTHER RPT ITEM DOE *xx*** - Rejected. The DOE code (xx) entered is not a valid, alphanumeric DOE code. Blanks, zeros (00) and special characters are not valid.
61-74	Other Reportable Item-5 Title	Conditionally required, alphanumeric, reset not applicable, maintenance allowed. Title for Other Reportable Item-5. Messages: **INVALID REPORTABLE ITEM TITLE** - Rejected. Blanks are not valid.
75-79	Reserved	**Blank**
80	Maintenance Code	Required, alphanumeric, reset not applicable. Valid values are: **A** - Add **C** - Change **D** - Delete

TZ1-019 [80] - W2 Other Reportable Item 6

Function   HRMS Tables File - W-2 Information

Associated Screens   405

Positions	Field Name	Description
1-2	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
3-4	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-7	Transaction Code	Constant **TZ1** Messages: **INVALID TRANS SEPARATOR CODE** - Rejected.
8-10	Multiple Record Code	Constant **019** Messages: **INVALID MULTIPLE RECORD CODE** - Rejected. Must be 019.
11-60	Other Reportable Item-6 DOEs	Conditionally required, alphanumeric, resets to Blank, maintenance allowed. Maximum of 25 DOEs used for Other Reportable Item-6 amounts to print in the Other box on the W-2 form. Messages: **INVALID OTHER RPT ITEM DOE _xx_** - Rejected. The DOE code (xx) entered is not a valid, alphanumeric DOE code. Blanks, zeros (00) and special characters are not valid.
61-74	Other Reportable Item-6 Title	Conditionally required, alphanumeric, reset not applicable, maintenance allowed. Title for Other Reportable Item-6. The title will print on the W-2 Audit Report and in the Other box on the W-2 form. Messages: **INVALID REPORTABLE ITEM TITLE** - Rejected. Blanks are not valid.
75-79	Reserved	**Blank**
80	Maintenance Code	Required, alphanumeric, reset not applicable. Valid values are: **A** - Add **C** - Change **D** - Delete

TZ1-020 [80] - W2 Other Reportable Item 7

Function   HRMS Tables File - W-2 Information

Associated Screens   405

Positions	Field Name	Description
1-2	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
3-4	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-7	Transaction Code	Constant **TZ1** Messages: **INVALID TRANS SEPARATOR CODE** - Rejected.
8-10	Multiple Record Code	Constant **020** Messages: **INVALID MULTIPLE RECORD CODE** - Rejected. Must be 020.
11-60	Other Reportable Item-7 DOEs	Conditionally required, alphanumeric, resets to Blank, maintenance allowed. Maximum of 25 DOEs used for Other Reportable Item-7 amounts to print in the Other box on the W-2 form. Messages: **INVALID OTHER RPT ITEM DOE *xx*** - Rejected. The DOE code (xx) entered is not a valid, alphanumeric DOE code. Blanks, zeros (00) and special characters are not valid.
61-74	Other Reportable Item-7 Title	Conditionally required, alphanumeric, reset not applicable, maintenance allowed. Title for Other Reportable Item-7 to print in the Other box on the W-2 form. The title will print on the W-2 Audit Report. Messages: **INVALID REPORTABLE ITEM TITLE** - Rejected. Blanks are not valid.
75-79	Reserved	**Blank**
80	Maintenance Code	Required, alphanumeric, reset not applicable. Valid values are: **A** - Add **C** - Change **D** - Delete

TZ1-021 [80] - W2 Uncollected Tax on Group-Term Life Insurance

Function   HRMS Tables File - W-2 Information

Associated Screens   406

Positions	Field Name	Description
1-2	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
3-4	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-7	Transaction Code	Constant **TZ1** Messages: **INVALID TRANS SEPARATOR CODE** - Rejected.
8-10	Multiple Record Code	Constant **021** Messages: **INVALID MULTIPLE RECORD CODE** - Rejected. Must be 021.
11-30	Uncollected Social Security Tax on Group Term Life Insurance for Former Employees DOEs	Optional, alphanumeric, resets to Blank, maintenance allowed. Maximum of 10 DOEs used to store uncollected social security tax on group-term life insurance for former employees to print on the W-2 form. Messages: **INVALID UNCL SS TAX DOE *xx*** - Rejected. The DOE code (xx) entered is not a valid, alphanumeric DOE code. Blanks, zeros (00) and special characters are not valid.
31-50	Uncollected Medicare Tax on Group Term Life Insurance for Former Employees DOEs	Optional, alphanumeric, resets to Blank, maintenance allowed. Maximum of 10 DOEs used to store uncollected Medicare tax on group-term life insurance for former employees. Messages: **INVALID UNCL MED TAX DOE *xx*** - Rejected. The DOE code (xx) entered is not a valid, alphanumeric DOE code. Blanks, zeros (00) and special characters are not valid.
51-79	Reserved	**Blank**
80	Maintenance Code	Required, alphanumeric, reset not applicable. Valid values are: **A** - Add **C** - Change **D** - Delete

TZ1-022 [80] - W2 Qualified Moving Expense Reimbursement

Function   HRMS Tables File - W-2 Information

Associated Screens   405

Positions	Field Name	Description
1-2	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
3-4	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-7	Transaction Code	Constant **TZ1** Messages: **INVALID TRANS SEPARATOR CODE** - Rejected.
8-10	Multiple Record Code	Constant **022** Messages: **INVALID MULTIPLE RECORD CODE** - Rejected. Must be 022.
11-70	Qualified Moving Expense Reimbursement DOEs	Optional, alphanumeric, reset not applicable, maintenance not allowed. Maximum of 30 DOEs used to store Qualified Moving Expense Reimbursement Amount. Each DOE code is 2 characters. Messages: **INVALID QUAL MOVING EXP DOE _xx_** - Rejected. The DOE code (xx) entered is not a valid, alphanumeric DOE code. Blanks, zeros (00) and special characters are not valid. **Note** - Only include moving expense reimbursements paid directly to a member of the U.S. Armed Forces.
71-79	Reserved	**Blank**
80	Maintenance Code	Required, alphanumeric, reset not applicable. Valid values are: **A** - Add **C** - Change **D** - Delete

TZ1-023 [80] - W2 Military Employee Quarters and Subsistence and Nontaxable Combat Pay for use by Military Employers

Function	HRMS Tables File - W-2 Information

Associated Screens	406

Positions	Field Name	Description
1-2	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
3-4	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-7	Transaction Code	Constant **TZ1**
8-10	Multiple Record Code	Constant **023**
11-30	Military Employee's Quarters and Subsistence DOEs	Optional, alphanumeric, reset not applicable, maintenance not allowed.
		Maximum of 10 DOEs used to store Military Employee's Quarters and Subsistence amounts. Each DOE code is 2 characters.
		Messages:
		INVALID MILITARY EMPLEE DOExx - Rejected. The DOE code (xx) entered is not a valid, alphanumeric DOE code. Blanks, zeros and special characters are not valid.
31-50	Nontaxable Combat Pay for use by Military Employers DOEs	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Maximum of 10 DOEs used to store Nontaxable Combat Pay amounts. Enter as many as you need, up to 10, on this transaction. Each DOE code is 2 characters.
		Messages:
		INVALID NTXBL COMBAT PY DOE *xx* - Rejected. The DOE code (*xx*) entered is not a valid, alphanumeric DOE code. Blanks, zeros (00) and special characters are not valid.
51-79	Reserved	**Blank**
80	Maintenance Code	Required, alphanumeric, reset not applicable.
		Valid values are:
		A - Add **C** - Change **D** - Delete

TZ1-024 [80] - W-2 Other Reportable Item 11-13

Function   HRMS Tables File - W-2 Information

Associated Screens   407

Positions	Field Name	Description
1-2	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
3-4	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-7	Transaction Code	Constant **TZ1** Messages: **INVALID TRANS SEPARATOR CODE** - Rejected.
8-10	Multiple Record Code	Constant **024** Messages: **INVALID MULTIPLE RECORD CODE** - Rejected. Must be 024.
11-20	Other Reportable Item 11 DOEs	Optional, alphanumeric, resets to Blank, maintenance allowed. Maximum of 5 DOEs used for Other Reportable Item 11 to print on the W-2 Form. Each DOE is 2 characters. Messages: **INVALID OTHER RPT ITEM DOE *xx*** - Rejected. The DOE code (XX) entered is not a valid, alphanumeric DOE code. Blanks, zeros (00) and special characters are not valid.
21-31	Other Reportable Item 11 Title	Optional, alphanumeric, resets to Blank, maintenance allowed. Title for Other Reportable Item 11 to print on the W-2 form.
32-41	Other Reportable Item 12 DOEs	Optional, alphanumeric, resets to Blank, maintenance allowed. Maximum of 5 DOEs used for Other Reportable Item 12 to print on the W-2 Form. Each DOE is 2 characters. Messages: **INVALID OTHER RPT ITEM DOE *xx*** - Rejected. The DOE code (XX) entered is not a valid, alphanumeric DOE code. Blanks, zeros (00) and special characters are not valid.
42-52	Other Reportable Item 12 Title	Optional, alphanumeric, resets to Blank, maintenance allowed. Title for Other Reportable Item 12 to print on the W-2 form.
53-62	Other Reportable Item 13 DOEs	Optional, alphanumeric, resets to Blank, maintenance allowed. Maximum of 5 DOEs used for Other Reportable Item 13 to print on the W-2 Form. Each DOE is 2 characters. Messages: **INVALID OTHER RPT ITEM DOE *xx*** - Rejected. The DOE code (XX) entered is not a valid, alphanumeric DOE code. Blanks, zeros (00) and special characters are not valid.
63-72	Other Reportable Item 13 Title	Optional, alphanumeric, resets to Blank, maintenance allowed. Title for Other Reportable Item 13 to print on the W-2 form.

(continued)

Positions	Field Name	Description
73-79	Reserved	**Blank**
80	Maintenance Code	Required, alphanumeric, reset not applicable.
		Valid values are:
		A - Add **C** - Change **D** - Delete

TZ1-025 [80] - W-2 Other Reportable Item 14-16

Function   HRMS Tables File - W-2 Information

Associated Screens   407

Positions	Field Name	Description
1-2	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
3-4	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-7	Transaction Code	Constant **TZ1** Messages: **INVALID TRANS SEPARATOR CODE** - Rejected.
8-10	Multiple Record Code	Constant **025** Messages: **INVALID MULTIPLE RECORD CODE** - Rejected. Must be 025.
11-20	Other Reportable Item 14 DOEs	Optional, alphanumeric, resets to Blank, maintenance allowed. Maximum of 5 DOEs used for Other Reportable Item 14 to print on the W-2 Form. Each DOE is 2 characters. Messages: **INVALID OTHER RPT ITEM DOE *xx*** - Rejected. The DOE code (XX) entered is not a valid, alphanumeric DOE code. Blanks, zeros (00) and special characters are not valid.
21-31	Other Reportable Item 14 Title	Optional, alphanumeric, resets to Blank, maintenance allowed. Title for Other Reportable Item 14 to print on the W-2 form.
32-41	Other Reportable Item 15 DOEs	Optional, alphanumeric, resets to Blank, maintenance allowed. Maximum of 5 DOEs used for Other Reportable Item 15 to print on the W-2 Form. Each DOE is 2 characters. Messages: **INVALID OTHER RPT ITEM DOE *xx*** - Rejected. The DOE code (XX) entered is not a valid, alphanumeric DOE code. Blanks, zeros (00) and special characters are not valid.
42-52	Other Reportable Item 15 Title	Optional, alphanumeric, resets to Blank, maintenance allowed. Title for Other Reportable Item 15 to print on the W-2 form.
53-62	Other Reportable Item 16 DOEs	Optional, alphanumeric, resets to Blank, maintenance allowed. Maximum of 5 DOEs used for Other Reportable Item 16 to print on the W-2 Form. Each DOE is 2 characters. Messages: **INVALID OTHER RPT ITEM DOE *xx*** - Rejected. The DOE code (XX) entered is not a valid, alphanumeric DOE code. Blanks, zeros (00) and special characters are not valid.
63-72	Other Reportable Item 16 Title	Optional, alphanumeric, resets to Blank, maintenance allowed. Title for Other Reportable Item 16 to print on the W-2 form.

(continued)

Positions	Field Name	Description
73-79	Reserved	**Blank**
80	Maintenance Code	Required, alphanumeric, reset not applicable.
		Valid values are:
		A - Add **C** - Change **D** - Delete

TZ1-045 [80] - W2 Section 457 Plan Distribution DOE Ties

Function	HRMS Tables File - W-2 Information
Associated Screens	405

Positions	Field Name	Description
1-2	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
3-4	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-7	Transaction Code	Constant **TZ1** Messages: **INVALID TRANS SEPARATOR CODE** - Rejected.
8-10	Multiple Record Code	Constant **045** Messages: **INVALID MULTIPLE RECORD CODE** - Rejected. Must be 045.
11-60	Section 457 Plan Distribution DOEs	Optional, alphanumeric, resets to Blank, maintenance allowed. Maximum of 25 DOEs used for Code Section 457 Distributions reported on the W-2 Form and on the W-2 Tape. Each DOE is 2 characters. Messages: **INVALID W-2 DOE *xx*** - Rejected. The DOE code (XX) entered is not a valid, alphanumeric DOE code. Blanks, zeros (00) and special characters are not valid.
61-79	Reserved	**Blank**
80	Maintenance Code	Required, alphanumeric, reset not applicable. Valid values are: **A** - Add **C** - Change **D** - Delete

TZ1-046 [80] - W2 Nonqualified Not Sect. 457 Plan Distrib. DOE

Function   HRMS Tables File - W-2 Nonqualified Not Section 457 Plan Distribution DOE Ties.

Associated Screens   405

Positions	Field Name	Description
1-2	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
3-4	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-7	Transaction Code	Constant **TZ1**
		Messages:
		INVALID TRANS SEPARATOR CODE - Rejected.
8-10	Multiple Record Code	Constant **046**
		Messages:
		INVALID MULTIPLE RECORD CODE - Rejected. Must be 046.
11-60	Non-qualified Not Section 457 Plan Distribution DOEs	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Maximum of 25 DOEs used for Non-qualified Not Section 457 Distributions reported on the W-2 Form and on the W-2 Tape. Each DOE is 2 characters.
		Messages:
		INVALID W-2 DOE *xx* - Rejected. The DOE code (xx) entered is not a valid, alphanumeric DOE code. Blanks, zeros (00) and special characters are not valid.
61-79	Reserved	**Blank**
80	Maintenance Code	Required, alphanumeric, reset not applicable.
		Valid values are:
		A - Add **C** - Change **D** - Delete

TZ1-047 [80] - W2 Section 457 Plan Contribution DOE Ties

| **Function** | HRMS Tables File - W-2 Information |
| **Associated Screens** | 405 |

Positions	Field Name	Description
1-2	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
3-4	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-7	Transaction Code	Constant **TZ1** Messages: **INVALID TRANS SEPARATOR CODE** - Rejected.
8-10	Multiple Record Code	Constant **047** Messages: **INVALID MULTIPLE RECORD CODE** - Rejected. Must be 047.
11-60	Section 457 Plan Contribution DOEs	Optional, alphanumeric, resets to Blank, maintenance allowed. Maximum of 25 DOEs used for Section 457 Contributions on the W-2 Form. Each DOE is 2 characters. Messages: **INVALID W-2 DOE *xx*** - Rejected. The DOE code (*xx*) entered is not a valid, alphanumeric DOE code. Blanks, zeros (00), and special characters are not valid.
61-70	Designated Roth Contributions under a government Section 457(b) plan	Optional, alphanumeric, resets to Blank, maintenance allowed. Maximum of 5 DOEs used for Designated Roth Contributions under a government Section 457(b) plan on the W-2 Form. Each DOE is 2 characters. Messages: **INVALID W-2 DOE *xx*** - Rejected. The DOE code (*xx*) entered is not a valid, alphanumeric DOE code. Blanks, zeros (00), and special characters are not valid.
71-79	Reserved	**Blank**
80	Maintenance Code	Required, alphanumeric, reset not applicable. Valid values are: **A** - Add **C** - Change **D** - Delete

TZ1-048 [80] - W2 Section 408k6 Plan Contribution DOE Ties

Function	HRMS Tables File - W-2 Information
Associated Screens	405

Positions	Field Name	Description
1-2	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
3-4	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-7	Transaction Code	Constant **TZ1** Messages: **INVALID TRANS SEPARATOR CODE** - Rejected.
8-10	Multiple Record Code	Constant **048** Messages: **INVALID MULTIPLE RECORD CODE** - Rejected. Must be 048.
11-60	Section 408(k)(6) Plan Contribution DOEs	Optional, alphanumeric, resets to Blank, maintenance allowed. Maximum of 25 DOEs used for Section 408(k)(6) Contributions reported on the W-2 Form. Each DOE is 2 characters. Messages: **INVALID W-2 DOE *xx*** - Rejected. The DOE code (xx) entered is not a valid, alphanumeric DOE code. Blanks, zeros (00) and special characters are not valid.
61-79	Reserved	**Blank**
80	Maintenance Code	Required, alphanumeric, reset not applicable. Valid values are: **A** - Add **C** - Change **D** - Delete

TZ1-049 [80] - W2 Section 501c18D Plan Contribution DOE Ties

Function	HRMS Tables File - W-2 Information
Associated Screens	405

Positions	Field Name	Description
1-2	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
3-4	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-7	Transaction Code	Constant **TZ1** Messages: **INVALID TRANS SEPARATOR CODE** - Rejected.
8-10	Multiple Record Code	Constant **049** Messages: **INVALID MULTIPLE RECORD CODE** - Rejected. Must be 049.
11-60	Section 501(c)(18)(D) Plan Contribution DOEs	Optional, alphanumeric, resets to Blank, maintenance allowed. Maximum of 25 DOEs used for Section 501(c)(18)(D) Contributions reported on the W-2 Form. Each DOE is 2 characters. Messages: **INVALID W-2 DOE *xx*** - Rejected. The DOE code (xx) entered is not a valid, alphanumeric DOE code. Blanks, zeros (00) and special characters are not valid.
61-79	Reserved	**Blank**
80	Maintenance Code	Required, alphanumeric, reset not applicable. Valid values are: **A** - Add **C** - Change **D** - Delete

TZ1-050 [80] - W2 Excess Golden Parachute Payment DOE Ties

Function   HRMS Tables File - W-2 Information

Associated Screens   405

Positions	Field Name	Description
1-2	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
3-4	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-7	Transaction Code	Constant **TZ1** Messages: **INVALID TRANS SEPARATOR CODE** - Rejected.
8-10	Multiple Record Code	Constant **050** Messages: **INVALID MULTIPLE RECORD CODE** - Rejected. Must be 050.
11-60	Excess Golden Parachute Payment DOEs	Optional, alphanumeric, resets to Blank, maintenance allowed. Maximum of 25 DOEs used for Excess Golden Parachute Payments reported on the W-2 Form. Each DOE is 2 characters. Messages: **INVALID W-2 DOE *xx*** - Rejected. The DOE code (xx) entered is not a valid, alphanumeric DOE code. Blanks, zeros (00) and special characters are not valid.
61-79	Reserved	**Blank**
80	Maintenance Code	Required, alphanumeric, reset not applicable. Valid values are: **A** - Add **C** - Change **D** - Delete

TZ1-051 [80] - W2 Emple Business Exp Reimbursed to Govt Rate

Function　　　HRMS Tables File - W-2 Employee Business Expenses Reimbursed to Government DOE Tie Information

Associated Screens　　405

Positions	Field Name	Description
1-2	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
3-4	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-7	Transaction Code	Constant **TZ1** Messages: **INVALID TRANS SEPARATOR CODE** - Rejected.
8-10	Multiple Record Code	Constant **051** Messages: **INVALID MULTIPLE RECORD CODE** - Rejected. Must be 051.
11-60	Employee Business Expenses Reimbursed DOEs	Optional, alphanumeric, resets to Blank, maintenance allowed. Maximum of 25 DOEs used for Employee Business Expenses Reimbursed to government specified rate reported on the W-2 Form. Each DOE is 2 characters. Messages: **INVALID W-2 DOE *xx*** - Rejected. The DOE code (xx) entered is not a valid, alphanumeric DOE code. Blanks, zeros (00) and special characters are not valid.
61-79	Reserved	**Blank**
80	Maintenance Code	Required, alphanumeric, reset not applicable. Valid values are: **A** - Add **C** - Change **D** - Delete

TZ1-052 [80] - W2 Third Party Sick Pay DOE Ties

Function	HRMS Tables File - W-2 Information
Associated Screens	407

Positions	Field Name	Description
1-2	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
3-4	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-7	Transaction Code	Constant **TZ1**
		Messages: **INVALID TRANS SEPARATOR CODE** - Rejected.
8-10	Multiple Record Code	Constant **052**
		Messages: **INVALID MULTIPLE RECORD CODE** - Rejected. Must be 052.
11-30	Nontaxable Third Party Sick Pay DOEs	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Maximum of 10 DOEs used to store nontaxable sick pay income from outside third party sources. Prints on the W-2 Form, box 12, code J. Each DOE is 2 characters.
		Messages: **INVALID W-2 DOE *xx*** - Rejected. The DOE code (xx) entered is not a valid, alphanumeric DOE code. Blanks, zeros (00) and special characters are not valid.
31-50	Taxable Third Party Sick Pay DOEs	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Maximum of 10 DOEs used to store taxable sick pay income from outside third party sources. Included in box 1, 3, or 5 on the W-2 form. Each DOE is 2 characters.
		Messages: **INVALID W-2 DOE *xx*** - Rejected. The DOE code (xx) entered is not a valid, alphanumeric DOE code. Blanks, zeros (00) and special characters are not valid.
51-60	Third Party Sick Pay Income Tax DOEs	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Maximum of 5 DOEs used to store Federal Income tax withheld on sick pay income from outside third party sources. Each DOE is 2 characters.
		Messages: **INVALID W-2 DOE *xx*** - Rejected. The DOE code (xx) entered is not a valid, alphanumeric DOE code. Blanks, zeros (00) and special characters are not valid.

(continued)

Positions	Field Name	Description
61-70	Puerto Rico Taxable Third Party Sick Pay DOEs	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Maximum of 5 DOEs used to store taxable sick pay income from outside third party sources. Each DOE is 2 characters.
		Messages: **INVALID W-2 DOE *xx*** - Rejected. The DOE code (xx) entered is not a valid, alphanumeric DOE code. Blanks, zeros (00) and special characters are not valid.
71-79	Reserved	**Blank**
80	Maintenance Code	Required, alphanumeric, reset not applicable.
		Valid values are:
		A - Add **C** - Change **D** - Delete

TZ1-053 [80] - W2 and 1099R Self Mailer Postal Information

Function   HRMS Tables File - W-2 and 1099-R Postal Information

Associated Screens   401

Positions	Field Name	Description
1-2	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
3-4	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-7	Transaction Code	Constant **TZ1** Messages: **INVALID TRANS SEPARATOR CODE -** Rejected. **INVALID MULTIPLE RECORD CODE -** Rejected.
8-10	Multiple Record Code	Constant **053**
11-28	First Line of Postal Information	Optional, alphanumeric, resets to Blank, maintenance allowed.
29-46	Second Line of Postal Information	Optional, alphanumeric, resets to Blank, maintenance allowed.
47-64	Third Line of Postal Information	Optional, alphanumeric, resets to Blank, maintenance allowed.
65-79	Fourth Line of Postal Information	Optional, alphanumeric, resets to Blank, maintenance allowed.
80	Maintenance Code	Required, alphanumeric, reset not applicable. Valid values are: **A** - Add **C** - Change **D** - Delete

TZ1-054 [80] - W2 and 1099R Self Mailer Postal Information

Function HRMS Tables File - W-2 and 1099-R Postal Information

Associated Screens 401

Positions	Field Name	Description
1-2	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
3-4	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-7	Transaction Code	Constant **TZ1**
8-10	Multiple Record Code	Constant **054**
11-28	Fifth line of Postal Information	Optional, alphanumeric, resets to Blank, maintenance allowed.
29-38	Employer Telephone Number	Optional, alphanumeric, resets to Blank, maintenance allowed.
39-43	Employer Telephone Extension	Optional, alphanumeric, resets to Blank, maintenance allowed.
44-79	Reserved	**Blank**
80	Maintenance Code	Required, alphanumeric, reset not applicable.
		Valid values are:
		A - Add
		C - Change
		D - Delete

TZ1-060 [80] - Employer Contribution to Medical Savings Acct.

Function   HRMS Tables File - W2 Information

Associated Screens   406

Positions	Field Name	Description
1-2	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
3-4	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-7	Transaction Code	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Constant **TZ1**
		Messages: **INVALID TRANS SEPARATOR CODE** - Rejected. Must be 1.
8-10	Multiple Record Code	Required, numeric, reset not applicable, maintenance not allowed.
		Constant **060**
		Messages: **INVALID MULTIPLE RECORD CODE** - Rejected. Must be 060.
11-30	Employee Medical Savings Account Contribution DOE	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Maximum of 10 DOEs used for employer contributions to a Medical Savings Account (MSA) for an employee to be reported on the W-2 Form and Tape.
		Each DOE is 2 characters.
		Messages: **INVALID W-2 DOE xx** - Rejected. The DOE Code (xx) entered for Employer Contributions to a Medical Savings Account is not a valid alphanumeric DOE code. Blanks, zeros and special characters are not valid.
31-50	Health Savings Account Contribution DOE	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Maximum of 10 DOEs used for employer contributions to a Health Savings Account (HSA) for an employee to be reported on the W-2 Form and Tape.
		Each DOE is 2 characters.
		Messages: **INVALID W-2 DOE xx** - Rejected. The DOE Code (xx) entered for Employer Contributions to a Health Savings Account is not a valid alphanumeric DOE code. Blanks, zeros and special characters are not valid.

(continued)

Positions	Field Name	Description
51-79	Reserved	**Blank**
80	Maintenance Code	Required, alphanumeric, reset not applicable.
		Valid values are:
		A - Add **C** - Change **D** - Delete

TZ1-061 [80] - Employee SIMPLE Retirement Contribution

Function   HRMS Tables File - W2 Information

Associated Screens   405

Positions	Field Name	Description
1-2	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
3-4	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-7	Transaction Code	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Constant **TZ1**
		Messages:
		INVALID TRANS SEPARATOR CODE - Rejected. Must be 1.
8-10	Multiple Record Code	Required, numeric, reset not applicable, maintenance not allowed.
		Constant **061**
		Messages:
		INVALID MULTIPLE RECORD CODE - Rejected. Must be 061.
11-60	Employee SIMPLE Retirement Account Contribution DOEs	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Maximum of 25 DOEs used to report salary reduction contributions to a Savings Incentive Match Plan for Small Employers (SIMPLE) Retirement Account to be reported on the W-2 Form.
		Each DOE is 2 characters.
		Messages:
		INVALID W-2 DOE xx - Rejected. The DOE Code (xx) entered for Employer Contributions to a SIMPLE Retirement Account is not a valid alphanumeric DOE code. Blanks, zeros and special characters are not valid.
61-79	Reserved	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Blank
80	Maintenance Code	Required, alphanumeric, reset not applicable.
		Valid values are:
		A - Add **C** - Change **D** - Delete

TZ1-062 [80] - Adoption Assistance Benefits DOE Ties

Function	HRMS Tables File - W2 Information
Associated Screens	405

Positions	Field Name	Description
1-2	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
3-4	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-7	Transaction Code	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Constant **TZ1**
		Messages:
		INVALID TRANS SEPARATOR CODE - Rejected. Must be 1.
8-10	Multiple Record Code	Required, numeric, reset not applicable, maintenance not allowed.
		Constant **062**
		Messages:
		INVALID MULTIPLE RECORD CODE - Rejected. Must be 062.
11-60	Adoption Assistance Payment DOEs	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Maximum of 25 DOEs used for Amount Paid or Expenses Incurred by an employer to or for an employee for qualified adoption expenses to be reported on the W-2 Form.
		Each DOE is 2 characters.
		Messages:
		INVALID W-2 DOE xx - Rejected. The DOE Code (xx) entered for Adoption Assistance Benefits is not a valid alphanumeric DOE code. Blanks, zeros and special characters are not valid.
61-79	Reserved	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Blank
80	Maintenance Code	Required, alphanumeric, reset not applicable.
		Valid values are:
		A - Add
		C - Change
		D - Delete

TZ1-063 [80] - W2 Non-Statutory Stock Option DOE Ties

Function HRMS Tables File - W2 Information

Associated Screens 405

Positions	Field Name	Description
1-2	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
3-4	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-7	Transaction Code	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Constant **TZ1**
		Messages: **INVALID TRANS SEPARATOR CODE** - Rejected. Must be 1.
8-10	Multiple Record Code	Required, numeric, reset not applicable, maintenance not allowed.
		Constant **063**
		Messages: **INVALID MULTIPLE RECORD CODE** - Rejected. Must be 063.
11-60	Non-Statutory Stock Options DOEs	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Maximum of 25 DOEs used for Income from the Exercise of Non-Statutory Stock Options to be reported on the W-2 form and tape.
		Each DOE is 2 characters.
		Messages: **INVALID W-2 DOE xx** - Rejected. The DOE Code (xx) entered for Non-Statutory Stock is not a valid alphanumeric DOE code. Blanks, zeros and special characters are not valid..
61-79	Reserved	**Blank**
80	Maintenance Code	Required, alphanumeric, reset not applicable.
		Valid values are: **A** - Add **C** - Change **D** - Delete

TZ1-064 [80] - W2 Federal Reportable Amounts

Function   HRMS Tables File - W2 Information

Associated Screens   408

Positions	Field Name	Description
1-2	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
3-4	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-7	Transaction Code	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Constant **TZ1**
		Messages:
		INVALID TRANS SEPARATOR CODE - Rejected.
8-10	Multiple Record Code	Required, numeric, reset not applicable, maintenance not allowed.
		Constant **064**
		Messages:
		INVALID MULTIPLE RECORD CODE - Rejected. Must be 064.
11-20	Section 83(i) Qualified Equity Grants DOEs	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Maximum of 5 DOEs used to store Section 83(i) Qualified Equity Grants amounts. Each DOE code is 2 characters.
		Messages:
		INVALID QUAL EQTY GRNT DOE xx - Rejected. The DOE code (xx) entered is not a valid, alphanumeric DOE code. Blanks, zeros (00) and special characters are not valid.
21-30	Section 83(i) Aggregate Deferrals DOEs	Optional, alphanumeric, resets to Blank, maintenance allowed
		Maximum of 5 DOEs used to store Section 83(i) Aggregate Deferral amounts. Each DOE code is 2 characters.
		Messages:
		INVALID AGGR DEFRLS DOE xx - Rejected. The DOE code (xx) entered is not a valid, alphanumeric DOE code. Blanks, zeros (00) and special characters are not valid.
31-79	Reserved	**Blank**
80	Maintenance Code	Required, alphanumeric, reset not applicable.
		Valid values are:
		A - Add
		C - Change
		D - Delete

11 Transactions TZ1-100-A - TZ1-600

Chapter Contents

Introduction

This chapter describes the transactions TZ1-100 through TZ1-600 for the Payroll/Personnel system.

TZ1-100-A [80] - Quarterly File Unemployment Insurance Tax Information

Function   HRMS Tables File - Quarterly File Unemployment Insurance Tax Information.

Note: Fields on TZ1-100-A are available for employers from different states to update on their HRMS Tables File. If you are crossing level boundaries, make sure you enter data using the TZ1-100-A transaction for the first L1L2 in the group.

Associated Screens   None

Positions	Field Name	Description
1-2	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
3-4	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-7	Transaction Code	Constant **TZ1** Messages: **INVALID TRANS SEPARATOR CODE** - Rejected. Position 7 must be 1.
8-10	Multiple Record Code	Constant **100** Messages: **INVALID MULTIPLE RECORD CODE** - Rejected. Must be 100.
11	Separator Code	Constant **A** Messages: **INVALID SECOND SEPARATOR CODE** - Rejected. Must be A or B.
12-13	State Code	Required, numeric, reset not applicable, maintenance not allowed. Numeric code for a state (see Appendix A, State and Province Codes). Messages: **INVALID STATE CODE** - Rejected.
14-18	UI Tax Rate	Optional, alphanumeric, resets to zero, maintenance allowed. Tax rate for the reporting period (02800 = 2.8%). ■ **Maine** - Use this field to specify your Adjusted UC Contribution Rate for Quarterly Unemployment Report 102. **Note:** This is your rate without the CSSF/UPAF Assessment Rate. If you enter this rate, you must also enter the CSSF/UPAF Rate in the Multi-Purpose 1/Multi-Purpose 2 fields. ■ **Nebraska** - Use this field to specify your Combined Tax Rate for Quarterly Unemployment Report 102. Messages: **INVALID UI TAX RATE** - Rejected. Must be numeric, zero filled.
19-31	UI Tax Due	Optional, alphanumeric, resets to zero, maintenance allowed. Messages: **INVALID UI TAX AMOUNT DUE** - Rejected. Must be numeric, zero filled.

(continued)

Positions	Field Name	Description
32-42	Interest	Optional, alphanumeric, resets to zero, maintenance allowed.
		This field can be used as needed for state-specific purposes:
		▪ **Vermont** - Use this field for reporting FTE Employee Count for Health Care purposes. The value must be right justified.
		Messages: **INVALID INTEREST DUE** - Rejected. Must be numeric, zero filled.
43-53	Penalty	Optional, alphanumeric, resets to zero, maintenance allowed.
		This field can be used as needed for state-specific purposes:
		▪ **Vermont** - Use this field for reporting the Health Care Amount Due.
		Messages: **INVALID PENALTY DUE** - Rejected. Must be numeric, zero filled.
54-64	Total Payment Due	Optional, alphanumeric, resets to zero, maintenance allowed.
		Messages: **INVALID TOTAL AMOUNT DUE** - Rejected. Must be numeric, zero filled.
65-75	Multi-Purpose 2	Optional, alphanumeric, resets to zero, maintenance allowed.
		This field can be used as needed for state-specific purposes:
		▪ **Illinois** - Credit or Overpayment Amount
		▪ **Kentucky** - Surcharge/SCUF Due Amount
		▪ **Maine** - Use this field to specify your Unemployment Program Administrative Fund (UPAF) Assessment Rate for Quarterly Unemployment Report 102. **Note**: If you enter this rate, you must also enter the Adjusted UC Contribution Rate in the UI Tax Rate field. Example: Enter .0013 as 0000000013
		▪ **Montana** - Credit/Overpayment
		▪ **New Mexico** - Late Reporting Penalty (required if the employer is late in reporting)
		▪ **Vermont** - Credit Adjustment
		▪ **Washington** - Credit or Overpayment Amount.
		Messages: **INVALID CREDIT/OVERPAYMENT** - Rejected. Must be numeric, zero filled.
		Note: Some states may require you to report Credit/Overpayment **or** Prior Balance/Underpayment (TZ1-100-B), but not both. If both amounts are found, a warning message is currently issued in Regulatory Reporting Tables File Access Summary (PR200B) for Vermont and Washington.

(continued)

Positions	Field Name	Description
76-79	Multi-Purpose 1	Optional, alphanumeric, resets to blanks, maintenance allowed.
		This field is used as needed for state-specific purposes:

- **California** - Company default wage plan code (Position 76)

- **Kentucky** - Use this field to specify your surcharge/ SCUF rate (0.22%=0220; 0.075%=0075)

- **New Mexico** - One or two DOEs for employee Workers Comp Contribution

- **Maine** - Use this field to specify your Competitive Skills Scholarship Fund (CSSF) Assessment Rate for Quarterly Unemployment Report 102.
  Note: If you enter this rate, you must also enter the Adjusted UC Contribution Rate in the UI Tax Rate field.

- **Rhode Island** - Use this field to specify the Filing Method for Quarterly Unemployment Report 102.
  Valid values are:
  CD - CD
  IN - Internet

- **Vermont** - Use the positions in this field to specify **N** (no) or **Y** (yes) to the questions for the reporting period as follows:

  – Position 76 - Does the employer no longer have employees in VT?

  – Position 77 - Has the employer discontinued operations in VT?

  – Position 78 - Has the business changed ownership?

  – Position 78 - Has the business had a change in mailing address?

Positions	Field Name	Description
80	Maintenance Code	Required, alphanumeric, reset not applicable.

Valid values are:
A - Add
C - Change
D - Delete

TZ1-100-B [80] - Quarterly File Unemployment Insurance Tax Information

Function   HRMS Tables File - Quarterly File Unemployment Insurance Tax Information.

Note: Fields on TZ1-100-B are available for Employers from different states to update on their HRMS Tables File. If you are crossing level boundaries, make sure you enter data using the TZ1-100-B transaction for the first L1L2 in the group.

Associated Screens   None

Positions	Field Name	Description
1-2	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
3-4	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-7	Transaction Code	Constant **TZ1**
		Messages: **INVALID TRANS SEPARATOR CODE** - Rejected. Position 7 must be 1.
8-10	Multiple Record Code	Constant **100**
		Messages: **INVALID MULTIPLE RECORD CODE** - Rejected. Must be 100.
11	Separator Code	Constant **B**
		Messages: **INVALID SECOND SEPARATOR CODE** - Rejected. Must be A or B.
12-13	State Code	Required, numeric, reset not applicable, maintenance not allowed.
		Numeric code for a state (see Appendix A, State and Province Codes).
		Messages: **INVALID STATE CODE** - Rejected.
14-24	Amount Remitted	Optional, alphanumeric, resets to zero, maintenance not allowed.
		Note: Some states may require this amount to equal payment submitted and Total Payment Due.
		INVALID TOTAL REMITTANCE AMT - Rejected. Must be numeric, zero filled.

(continued)

Positions	Field Name	Description
25-35	Prior Balance/Underpayment	Optional, alphanumeric, resets to zero, maintenance not allowed.
		This field can be used as needed for state-specific purposes:
		■ **Montana** - Previous Quarter(s) Adjustments.
		Note: Some states may require you to report Prior Balance/Underpayment **or** Credit/Overpayment (TZ1-100A), but not both. If both amounts are found, a warning message is currently issued in Regulatory Reporting Tables File Access Summary (PR200B) for Vermont and Washington.
		Messages:
		INVALID BALANCE/UNDERPAYMENT - Rejected. Must be numeric, zero filled.
36	Withholding/Unemployment Only Returns Indicator	Optional, alphanumeric, resets to blanks, maintenance allowed.
		Valid values are:
		B or **Blank** - Normal return with both withholding and unemployment amounts **W** - Withholding-only returns **U** - Unemployment-only returns
		This field is current used by the following state:
		■ Maine
		Note: If you enter **W**, the indicator and the employee SUI Total and Taxable Wages are evaluated and the appropriate action taken.
		If you enter **U**, the indicator, the employee Quarterly Wages Subject to Income Tax, and the Quarterly Income Tax Withheld are evaluated and the appropriate action taken.
		Messages
		INVALID WITHLDG/UI RETURNS IND - Rejected. Must be B, W, or U.
37-79	Reserved	**Blank**
80	Maintenance Code	Required, alphanumeric, reset not applicable.
		Valid values are:
		A - Add **C** - Change **D** - Delete

TZ1-100-C [80] - Quarterly Tape Withheld Income Tax Payments

The TZ1-100-C transaction is added to identify Payments of Withheld Income Taxes on state quarterly magnetic media.

Function

HRMS Tables File - Quarterly Tape Withheld Income Tax Payments.

Associated Screens

None

Positions	Field Name	Description
1-2	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
3-4	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-7	Transaction Code	Constant **TZ1**
		Messages:
		INVALID TRANS SEPARATOR CODE - Rejected. Position 7 must be 1.
8-10	Multiple Record Code	Constant **100**
		Messages:
		INVALID MULTIPLE RECORD CODE - Rejected. Must be 100.
11	Separator Code	Constant **C**
		Messages:
		INVALID SECOND SEPARATOR CODE - Rejected. Must be C.
12-13	State Code	Required, numeric, reset not applicable, maintenance not allowed.
		Numeric code for a state (see Appendix A, State and Province Codes).
		Messages:
		INVALID STATE CODE - Rejected.
14-21	Date Wages Paid	Required, numeric, reset not applicable, maintenance not allowed.
		Messages:
		INVALID DATE WAGES PAID - Rejected.
22-32	Amount Withheld	Optional, alphanumeric, rests to zero, maintenance not allowed.
		Messages:
		INVALID AMOUNT WITHHELD - Rejected. Must be numeric, zero filled.
33-43	Amount Deposited	Optional, alphanumeric, rests to zero, maintenance not allowed.
		Messages:
		INVALID AMOUNT DEPOSITED - Rejected. Must be numeric, zero filled.
44-79	Reserved	**Blank**
80	Maintenance Code	Required, alphanumeric, reset not applicable.
		Valid values are:
		A - Add
		C - Change
		D - Delete

TZ1-100-D [80] - Quarterly File Zero Hour Codes Information

The TZ1-100-D transaction is added to identify earnings that are not associated with hours worked for quarterly reporting purposes.

Function   HRMS Tables File - Quarterly File Zero Hour Codes Information

Associated Screens   None

Positions	Field Name	Description
1-2	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
3-4	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-7	Transaction Code	Constant **TZ1**
		Messages:
		INVALID TRANS SEPARATOR CODE - Rejected. Position 7 must be 1.
8-10	Multiple Record Code	Constant **100**
		Messages:
		INVALID MULTIPLE RECORD CODE - Rejected. Must be 100.
11	Separator Code	Constant **D**
		Messages:
		INVALID SECOND SEPARATOR CODE - Rejected. Must be D.
12-13	State Code	Required, numeric, reset not applicable, maintenance not allowed.
		Numeric code for a state (see Appendix A, State and Province Codes).
		Messages:
		INVALID STATE CODE - Rejected.
14-15	Zero-Hour Reason Code 1	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Zero-hour reason code to be reported in the Washington quarterly file. Messages:
		INVALID WA ZERO HOUR CODE 1 - Rejected. A code is required when the Zero-Hour Reason Code 1 DOEs field is not blank. For Reset, code and its DOEs must be reset.
16-19	Zero-Hour Reason Code 1 DOEs	Optional, alphanumeric, rests to Blank, maintenance allowed.
		Maximum of 2 DOEs used to report Zero-Hour Reason Code 1 identifier on the Washington quarterly file.
		Messages:
		INVALID WA ZERO HOUR CODE 1 DOEs- Rejected. The DOE code(s) entered is not a valid, alphanumeric DOE code. Blanks, zeros (00), and special characters are not valid. A code is required when the Zero-Hour Reason Code 1 field is not blank. For Reset, code and its DOEs must be reset.

(continued)

Positions	Field Name	Description
20-21	Zero-Hour Reason Code 2	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Zero-hour reason code to be reported in the Washington quarterly file. Messages:
		INVALID WA ZERO HOUR CODE 2 - Rejected. A code is required when the Zero-Hour Reason Code 2 DOEs field is not blank. For Reset, code and its DOEs must be reset.
22-27	Zero-Hour Reason Code 2 DOEs	Optional, alphanumeric, rests to Blank, maintenance allowed.
		Maximum of 3 DOEs used to report Zero-Hour Reason Code 2 identifier on the Washington quarterly file.
		Messages:
		INVALID WA ZERO HOUR CODE 2 DOEs- Rejected. The DOE code(s) entered is not a valid, alphanumeric DOE code. Blanks, zeros (00), and special characters are not valid. A code is required when the Zero-Hour Reason Code 2 field is not blank. For Reset, code and its DOEs must be reset.
28-29	Zero-Hour Reason Code 3	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Zero-hour reason code to be reported in the Washington quarterly file. Messages:
		INVALID WA ZERO HOUR CODE 3 - Rejected. A code is required when the Zero-Hour Reason Code 3 DOEs field is not blank. For Reset, code and its DOEs must be reset.
30-33	Zero-Hour Reason Code 3 DOEs	Optional, alphanumeric, rests to Blank, maintenance allowed.
		Maximum of 2 DOEs used to report Zero-Hour Reason Code 3 identifier on the Washington quarterly file.
		Messages:
		INVALID WA ZERO HOUR CODE 3 DOEs- Rejected. The DOE code(s) entered is not a valid, alphanumeric DOE code. Blanks, zeros (00), and special characters are not valid. A code is required when the Zero-Hour Reason Code 3 field is not blank. For Reset, code and its DOEs must be reset.
34-35	Zero-Hour Reason Code 4	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Zero-hour reason code to be reported in the Washington quarterly file. Messages:
		INVALID WA ZERO HOUR CODE 4 - Rejected. A code is required when the Zero-Hour Reason Code 4 DOEs field is not blank. For Reset, code and its DOEs must be reset.

(continued)

Positions	Field Name	Description
36-41	Zero-Hour Reason Code 4 DOEs	Optional, alphanumeric, rests to Blank, maintenance allowed.
		Maximum of 3 DOEs used to report Zero-Hour Reason Code 4 identifier on the Washington quarterly file.
		Messages:
		INVALID WA ZERO HOUR CODE 4 DOEs- Rejected. The DOE code(s) entered is not a valid, alphanumeric DOE code. Blanks, zeros (00), and special characters are not valid. A code is required when the Zero-Hour Reason Code 4 field is not blank. For Reset, code and its DOEs must be reset.
42-43	Zero-Hour Reason Code 5	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Zero-hour reason code to be reported in the Washington quarterly file. Messages:
		INVALID WA ZERO HOUR CODE 5 - Rejected. A code is required when the Zero-Hour Reason Code 5 DOEs field is not blank. For Reset, code and its DOEs must be reset.
44-47	Zero-Hour Reason Code 5 DOEs	Optional, alphanumeric, rests to Blank, maintenance allowed.
		Maximum of 2 DOEs used to report Zero-Hour Reason Code 5 identifier on the Washington quarterly file.
		Messages:
		INVALID WA ZERO HOUR CODE 5 DOEs- Rejected. The DOE code(s) entered is not a valid, alphanumeric DOE code. Blanks, zeros (00), and special characters are not valid. A code is required when the Zero-Hour Reason Code 5 field is not blank. For Reset, code and its DOEs must be reset.
48-49	Zero-Hour Reason Code 6	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Zero-hour reason code to be reported in the Washington quarterly file. Messages:
		INVALID WA ZERO HOUR CODE 6 - Rejected. A code is required when the Zero-Hour Reason Code 6 DOEs field is not blank. For Reset, code and its DOEs must be reset.
50-55	Zero-Hour Reason Code 6 DOEs	Optional, alphanumeric, rests to Blank, maintenance allowed.
		Maximum of 3 DOEs used to report Zero-Hour Reason Code 6 identifier on the Washington quarterly file.
		Messages:
		INVALID WA ZERO HOUR CODE 6 DOEs- Rejected. The DOE code(s) entered is not a valid, alphanumeric DOE code. Blanks, zeros (00), and special characters are not valid. A code is required when the Zero-Hour Reason Code 6 field is not blank. For Reset, code and its DOEs must be reset.

(continued)

Positions	Field Name	Description
56-57	Zero-Hour Reason Code 7	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Zero-hour reason code to be reported in the Washington quarterly file. Messages:
		INVALID WA ZERO HOUR CODE 7 - Rejected. A code is required when the Zero-Hour Reason Code 7 DOEs field is not blank. For Reset, code and its DOEs must be reset.
58-61	Zero-Hour Reason Code 7 DOEs	Optional, alphanumeric, rests to Blank, maintenance allowed.
		Maximum of 2 DOEs used to report Zero-Hour Reason Code 7 identifier on the Washington quarterly file.
		Messages:
		INVALID WA ZERO HOUR CODE 7 DOEs- Rejected. The DOE code(s) entered is not a valid, alphanumeric DOE code. Blanks, zeros (00), and special characters are not valid. A code is required when the Zero-Hour Reason Code 7 field is not blank. For Reset, code and its DOEs must be reset.
62-63	Zero-Hour Reason Code 8	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Zero-hour reason code to be reported in the Washington quarterly file. Messages:
		INVALID WA ZERO HOUR CODE 8 - Rejected. A code is required when the Zero-Hour Reason Code 8 DOEs field is not blank. For Reset, code and its DOEs must be reset.
64-69	Zero-Hour Reason Code 8 DOEs	Optional, alphanumeric, rests to Blank, maintenance allowed.
		Maximum of 3 DOEs used to report Zero-Hour Reason Code 8 identifier on the Washington quarterly file.
		Messages:
		INVALID WA ZERO HOUR CODE 8 DOEs- Rejected. The DOE code(s) entered is not a valid, alphanumeric DOE code. Blanks, zeros (00), and special characters are not valid. A code is required when the Zero-Hour Reason Code 8 field is not blank. For Reset, code and its DOEs must be reset.
70-71	Zero-Hour Reason Code 9	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Zero-hour reason code to be reported in the Washington quarterly file. Messages:
		INVALID WA ZERO HOUR CODE 9 - Rejected. A code is required when the Zero-Hour Reason Code 9 DOEs field is not blank. For Reset, code and its DOEs must be reset.

(continued)

Positions	Field Name	Description
72-75	Zero-Hour Reason Code 9 DOEs	Optional, alphanumeric, rests to Blank, maintenance allowed.
		Maximum of 2 DOEs used to report Zero-Hour Reason Code 9 identifier on the Washington quarterly file.
		Messages:
		INVALID WA ZERO HOUR CODE 9 DOEs- Rejected. The DOE code(s) entered is not a valid, alphanumeric DOE code. Blanks, zeros (00), and special characters are not valid. A code is required when the Zero-Hour Reason Code 9 field is not blank. For Reset, code and its DOEs must be reset.
76-79	Reserved	**Blank**
80	Maintenance Code	Required, alphanumeric, reset not applicable.
		Valid values are:
		A - Add **C** - Change **D** - Delete

TZ1-100-M [80] - State Reporting Information

Function   HRMS Tables File - State Reporting Information.

Associated Screens   None

Positions	Field Name	Description
1-2	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
3-4	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-7	Transaction Code	Constant **TZ1** Messages: **INVALID TRANS SEPARATOR CODE** - Rejected. Position 7 must be 1.
8-10	Multiple Record Code	Constant **100** Messages: **INVALID MULTIPLE RECORD CODE** - Rejected. Must be 100.
11	Separator Code	Constant **M** Messages: **INVALID SECOND SEPARATOR CODE** - Rejected. Must be M.
12-13	State Code	Required, numeric, reset not applicable, maintenance not allowed. Numeric code for a state (see Appendix A, State and Province Codes). Messages: **INVALID STATE CODE** - Rejected.
14	State Specific Field 1	Optional, alphanumeric, resets to blank, maintenance allowed. **Idaho** - Filing Cycle Valid values are: **M** - Monthly **B** - Semimonthly **Q** - Quarterly **Y** - Yearly Message: **INVALID IDAHO FILING CYCLE** - Rejected.

(continued)

Positions	Field Name	Description
15-27	State Specific Amount 1	Optional, alphanumeric, resets to zero, maintenance allowed.
		▪ **Idaho** - Total withholding payments made during the current year.
		▪ **Maryland** - Total withholding payments made during the year.
		▪ **Massachusetts** - Withholding percentage for the medical leave portion of FLI. 13 position numeric, right-justified. 0000000000040 = 40%.
		▪ **Puerto Rico** - Electronic filing confirmation number. 10-digit numeric preceded by 1 alphabetic.
		▪ **West Virginia** - Total first quarter tax due for W-2. Enter whole dollar amount with no decimal places.
		Message: **INVALID STATE SPECIFIC AMT 1** - Rejected. If a value is entered, it must be numeric, zero filled.
28-40	State Specific Amount 2	Optional, alphanumeric, resets to zero, maintenance allowed.
		▪ **Colorado** - Amount PAID for the employer's total contribution due which includes both the employer and employee premiums during the current quarter.
		▪ **Massachusetts** - Withholding percentage for the family leave portion of FLI. 13 position numeric, right-justified. 0000000000040 = 40%.
		▪ **West Virginia** - Total second quarter tax due for W-2. Enter whole dollar amount with no decimal places.
		Message: **INVALID STATE SPECIFIC AMT 2** - Rejected. If a value is entered, it must be numeric, zero filled.
41-53	State Specific Amount 3	Optional, alphanumeric, resets to zero, maintenance allowed.
		▪ **Idaho** - Number of 1099 forms with Idaho state withholding that you expect to file. Enter as a whole number with no decimal places.
		▪ **West Virginia** - Total third quarter tax due for W-2. Enter whole dollar amount with no decimal places.
		Message: **INVALID STATE SPECIFIC AMT 3** - Rejected. If a value is entered, it must be numeric, zero filled.
54-62	State Specific Amount 4	Optional, alphanumeric, resets to zero, maintenance allowed.
		▪ **Idaho** - Penalty on balance due.
		▪ **West Virginia** - Total fourth quarter tax due for W-2. Enter whole dollar amount with no decimal places.
		Message: **INVALID STATE SPECIFIC AMT 4** - Rejected. If a value is entered, it must be numeric, zero filled.

(continued)

Positions	Field Name	Description
63-71	State Specific Amount 5	Optional, alphanumeric, resets to zero, maintenance allowed. ▪ **Idaho** - Interest on balance due. Message: **INVALID STATE SPECIFIC AMT 5** - Rejected. If a value is entered, it must be numeric, zero filled.
72-78	State Specific Amount 6	Optional, alphanumeric, resets to zero, maintenance allowed. ▪ **Idaho** - Penalty for late filing. ▪ **Maryland** - Six-digit NAICS code in positions 72-77. Message: **INVALID STATE SPECIFIC AMT 6** - Rejected. If a value is entered, it must be numeric, zero filled.
79	Reserved	**Blank**
80	Maintenance Code	Required, alphanumeric, reset not applicable. Valid values are: **A** - Add **C** - Change **D** - Delete

TZ1-100-N [80] - State Reporting Information

Function   HRMS Tables File - State Reporting Information.

Associated Screens   None

Positions	Field Name	Description
1-2	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
3-4	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-7	Transaction Code	Constant **TZ1** Messages: **INVALID TRANS SEPARATOR CODE** - Rejected. Position 7 must be 1.
8-10	Multiple Record Code	Constant **100** Messages: **INVALID MULTIPLE RECORD CODE** - Rejected. Must be 100.
11	Separator Code	Constant **N** Messages: **INVALID SECOND SEPARATOR CODE** - Rejected. Must be M.
12-13	State Code	Required, numeric, reset not applicable, maintenance not allowed. Numeric code for a state (see Appendix A, State and Province Codes). Messages: **INVALID STATE CODE** - Rejected.
14	State Specific Type	Required, alphanumeric, resets to blank, maintenance allowed. Valid values are: **Blank** – Not report Specific **0** - State W-2 File **1** - State information on Federal W-2 Form **2** - State Quarterly Unemployment File **3** - State 1099-R File **4** - State Quarterly Wage Form **5** - State Quarterly Wage File **6** - Monthly Wage File **7** - State Quarterly FLI File Message: **INVALID STATE SPECIFIC TYPE CODE** - Rejected.

(continued)

Positions	Field Name	Description
15-26	State Specific Field 1	Optional, alphanumeric, resets to zero, maintenance allowed.
		▪ When State Specific Type is 1, this value is used as State FLI Title in Box 14 on the Federal W-2 form when the Employee's tax on the State FLI SALTA is greater than zero. If a value is not provided for State FLI Title, State FLI Tax will not be reported in Box 14 on the Federal W-2 form.
		▪ When State Specific Type is 0 and State Code is 46, this value is used to add up to 6 DOEs that contain the Vermont Child Care Contribution amount. The accumulated amount is populated into the Vermont State W-2 file.
27-39	State Specific Amount 1	Optional, alphanumeric, resets to zero, maintenance allowed.
		▪ **West Virginia** - Total first quarter tax due for 1099-R. Enter whole dollar amount with no decimal places. State Specific Type must be equal to 3.
		Message: **INVALID STATE SPECIFIC AMT 1** - Rejected. If a value is entered, it must be numeric, zero filled.
40-52	State Specific Amount 2	Optional, alphanumeric, resets to zero, maintenance allowed.
		▪ **West Virginia** - Total third quarter tax due for 1099-R. Enter whole dollar amount with no decimal places. State Specific Type must be equal to 3.
		Message: **INVALID STATE SPECIFIC AMT 2** - Rejected. If a value is entered, it must be numeric, zero filled.
53-65	State Specific Amount 3	Optional, alphanumeric, resets to zero, maintenance allowed.
		▪ **West Virginia** - Total fourth quarter tax due for 1099-R. Enter whole dollar amount with no decimal places. State Specific Type must be equal to 3.
		Message: **INVALID STATE SPECIFIC AMT 3** - Rejected. If a value is entered, it must be numeric, zero filled.
66-78	State Specific Amount 4	Optional, alphanumeric, resets to zero, maintenance allowed.
		▪ **West Virginia** - Total fourth quarter tax due for 1099-R. Enter whole dollar amount with no decimal places. State Specific Type must be equal to 3.
		Message: **INVALID STATE SPECIFIC AMT 4** - Rejected. If a value is entered, it must be numeric, zero filled.
79	Reserved	**Blank**

80	Maintenance Code	Required, alphanumeric, reset not applicable.

Valid values are:

A - Add
C - Change
D - Delete

TZ1-102 [80] - Alaska State Reporting Information

Function   HRMS Tables File - Alaska State Reporting Information

Associated Screens   421

Positions	Field Name	Description
1-2	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
3-4	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-7	Transaction Code	Constant **TZ1** Messages: **INVALID TRANS SEPARATOR CODE** - Rejected. Must be 1.
8-10	Multiple Record Code	Constant **102** Messages: **INVALID MULTIPLE RECORD CODE** - Rejected. Must be 102.
11-22	Alaska W-2 SUI Title	Required, alphanumeric, resets to blank, maintenance allowed. Valid values are: **Blank** - AK SUI This is the title that will print on the state W-2 with the associated Alaska SUI amount.
23-79	Reserved	**Blank**
80	Maintenance Code	Required, alphanumeric, reset not applicable. Valid values are: **A** - Add **C** - Change **D** - Delete

TZ1-105 [80] - California State Reporting Information

Function   HRMS Tables File - California State Reporting Information

Associated Screens   421

Positions	Field Name	Description
1-2	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
3-4	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-7	Transaction Code	Constant **TZ1** Messages: **INVALID TRANS SEPARATOR CODE** - Rejected. Must be 1.
8-10	Multiple Record Code	Constant **105** Messages: **INVALID MULTIPLE RECORD CODE** - Rejected. Must be 105.
11-22	California State Disability Insurance Title	Required, alphanumeric, resets to blank, maintenance allowed. Enter title to appear on Federal W-2 form or leave blank for CASDI.
23-34	California Private Disability Insurance Title	Required, alphanumeric, resets to blank, maintenance allowed. Enter title to appear on Federal W-2 form or leave blank for VPDI.
35-79	Reserved	**Blank**
80	Maintenance Code	Required, alphanumeric, reset not applicable. Valid values are: **A** - Add **C** - Change **D** - Delete

TZ1-114-B [80] - Illinois Tape Reporting Information

Function   HRMS Tables File - Illinois Tape Reporting Information

Associated Screens   421

Positions	Field Name	Description
1-2	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
3-4	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-7	Transaction Code	Constant **TZ1** Messages: **INVALID TRANS SEPARATOR CODE** - Rejected. Must be 1.
8-10	Multiple Record Code	Constant **114** Messages: **INVALID MULTIPLE RECORD CODE** - Rejected. Must be 114.
11	Separator Code	Constant **B** Messages: **INVALID SECOND SEPARATOR** - Rejected. Must be A, B, or C.
12-16	Reserved	**Blank**
17	Tax Type Code	Optional, alphanumeric, resets to blank, maintenance allowed. Valid values are: **Blank or R** - Reimbursable Employer **T** - Taxable Employer Messages: **INVALID TAX TYPE CODE** - Rejected. Must be T or blank.
18-27	Document Control	Optional, alphanumeric, resets to blank, maintenance allowed.
28-79	Reserved	**Blank**
80	Maintenance Code	Required, alphanumeric, reset not applicable. Valid values are: **A** - Add **C** - Change **D** - Delete

TZ1-121 [80] - Maryland State W-2 State Pickup Amount and Form MW508 Tax Amounts

Function	HRMS Tables File - Maryland W-2 State Pickup Amount and Form MW508 Tax Amounts

Associated Screens   422

Positions	Field Name	Description
1-2	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
3-4	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-7	Transaction Code	Constant **TZ1** Messages: **INVALID TRANS SEPARATOR CODE** - Rejected. Must be 1.
8-10	Multiple Record Code	Constant **121** Messages: **INVALID MULTIPLE RECORD CODE** - Rejected. Must be 121.
11-30	State Pickup Amount DOEs	Optional, alphanumeric, resets to blank, maintenance allowed. Maximum of 10 DOEs used to store state pickup amount contributions by certain state and county employers to the State Pension fund. Enter as many as needed up to 10. Each DOE code is 2 characters. Messages: **INVALID ST PICKUP AMT DOE *xx*** - Rejected. The DOE code (xx) entered for State Pickup Amount is not a valid alphanumeric DOE code. Blanks, zeros, and special characters are not valid.
31-41	Employer Total State/Local Amount of Tax Reported	Optional, alphanumeric, resets to zero, maintenance allowed. This amount is Maryland state/local tax amount reported throughout the year from Form MW506. Messages: **INVALID MD EMPR TOT TX WHELD** - Rejected. Must be numeric, zero filled.
42-52	Employer Credits	Optional, alphanumeric, resets to zero, maintenance allowed. This amount (Line 3a) is subtracted from the total state/local tax amount (Line 3) to determine the tax due amount. If the credits in Line 3a exceed the tax amount in Line 3, the tax due amount will be negative. Messages: **INVALID MD EMPR CREDITS** - Rejected. Must be numeric, zero filled.

(continued)

Positions	Field Name	Description
53-63	Amount of Overpayment Applied as a Credit	Optional, alphanumeric, resets to zero, maintenance allowed.
		The combined amount of overpayment to be applied as a credit and the amount of overpayment to be refunded should equal the internally calculated Overpayment Amount. If these amounts are not equal, a warning message is issued in State W-2 Audit Report - PR310A (PL3000).
		Messages: **INVALID MD EMPR OVRPMT CREDITS** - Rejected. Must be numeric, zero filled.
64-74	Amount of Overpayment to be Refunded	Optional, alphanumeric, resets to zero, maintenance allowed.
		The combined amount of overpayment to be applied as a credit and the amount of overpayment to be refunded should equal the internally calculated Overpayment Amount. If these amounts are not equal, a warning message is issued in State W-2 Audit Report - PR310A (PL3000).
		Messages: **INVALID MD EMPR OVRPMT REFUND** - Rejected. Must be numeric, zero filled.
75	Employer Total File Indicator (Is this a complete filing?)	Optional, alphanumeric, resets to blank, maintenance allowed.
		These values are valid:
		Y or **Blank** - Yes, this is a complete filing. **N** - No, this is not a complete filing.
		Messages: **VLD TOT FILE IND: BLNK, Y, OR N** - Rejected.
76	Employer Partial File (Will you be submitting additional W-2s?)	Optional, alphanumeric, resets to blank, maintenance allowed.
		These values are valid:
		Y - Yes, additional W-2s will be submitted. **N** or **Blank** - No, additional W-2s will not be submitted..
		Messages: **VLD W-2 FILE IND: BLNK, Y, OR N** - Rejected.
77	Employer Partial File (Will you be submitting additional 1099s?)	Optional, alphanumeric, resets to blank, maintenance allowed.
		These values are valid:
		Y - Yes, additional 1099 will be submitted. **N** or **Blank** - No, additional 1099s will not be submitted..
		Messages: **VLD 1099 FILE IND: BLNK, Y, OR N** - Rejected.
78-79	Reserved	**Blank**
80	Maintenance Code	Required, alphanumeric, reset not applicable.
		Valid values are:
		A - Add **C** - Change **D** - Delete

TZ1-126 [80] - Missouri State W2 Emplr Contrib to Med Savings

Function   HRMS Tables File - Missouri State W-2 Employer Contribution to Medical Savings Account Information

Associated Screens   422

Positions	Field Name	Description
1-2	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
3-4	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-7	Transaction Code	Required, alphanumeric, reset not applicable, maintenance not allowed. Constant **TZ1**
8-10	Multiple Record Code	Required, numeric, reset not applicable, maintenance not allowed. Constant **126**
11-20	Employer Contributions to Medical Savings Account DOEs	Optional, alphanumeric, resets to blank, maintenance allowed. Maximum of 5 DOEs used to store Employer Contributions to Medical Savings Account DOEs. Enter as many as needed up to 5. Each DOE code is 2 characters.
21-79	Reserved	Required, alphanumeric, reset not applicable, maintenance not allowed. **Blank**
80	Maintenance Code	Required, alphanumeric, reset not applicable. Valid values are: **A** - Add **C** - Change **D** - Delete

TZ1-127 [80] - Montana Old Fund Liability DOE Ties

Function   HRMS Tables File - Montana Old Fund Liability DOE Ties

Associated Screens   422

Positions	Field Name	Description
1-2	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
3-4	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-7	Transaction Code	Constant **TZ1** Messages: **INVALID TRANS SEPARATOR CODE** - Rejected. Must be 1.
8-10	Multiple Record Code	Constant **127** Messages: **INVALID MULTIPLE RECORD CODE**- Rejected. Must be 127.
11-20	Montana Old Fund Liability Tax DOEs	Optional, alphanumeric, resets to blank, maintenance allowed. Maximum of 5 DOEs used for Montana Old Fund Liability Tax (OFLT) DOEs. Each DOE code is 2 characters. Messages: **INVALID OLD FND LIB TAX DOE 01, 02, 03, 04, 05** - Rejected.
21-30	Montana Old Fund Liability Wages DOEs	Optional, alphanumeric, resets to blank, maintenance allowed. Maximum of 5 DOEs used for Montana Old Fund Liability Wages DOEs. Each DOE code is 2 characters. Messages: **INVALID OLD FND LIB WG DOE 01, 02, 03, 04, 05** - Rejected.
31-79	Reserved	**Blank**
80	Maintenance Code	Required, alphanumeric, reset not applicable. Valid values are: **A** - Add **C** - Change **D** - Delete

TZ1-130 [80] - New Hampshire Tape Reporting Information

Function   HRMS Tables File - New Hampshire Tape Reporting Information

Associated Screens   423

Positions	Field Name	Description
1-2	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
3-4	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-7	Transaction Code	Constant **TZ1** Messages: **INVALID TRANS SEPARATOR CODE** - Rejected. Must be 1.
8-10	Multiple Record Code	Constant **130** Messages: **INVALID MULTIPLE RECORD CODE**- Rejected. Must be 130.
11-40	Individual Responsible for Quarterly Report Accuracy	Optional, alphanumeric, resets to blank, maintenance allowed.
41-65	Responsible Person's Title	Optional, alphanumeric, resets to blank, maintenance allowed.
66-79	Reserved	**Blank**
80	Maintenance Code	Required, alphanumeric, reset not applicable. Valid values are: **A** - Add **C** - Change **D** - Delete

TZ1-131 [80] - New Jersey State Reporting Information

Function   HRMS Tables File - New Jersey State Reporting Information

Associated Screens   423

Positions	Field Name	Description
1-2	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
3-4	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-7	Transaction Code	Constant **TZ1** Messages: **INVALID TRANS SEPARATOR CODE** - Rejected. Must be 1.
8-10	Multiple Record Code	Constant **131** Messages: **INVALID MULTIPLE RECORD CODE**- Rejected. Must be 131.
11-22	New Jersey W-2 SUI Title	Required, alphanumeric, resets to blank, maintenance allowed. Valid values are: **Blank** - UI/WF/SWF **Note:** This field is currently not used. The title used for New Jersey SUI unconditionally appears as UI/WF/SWF.
23-34	New Jersey W-2 SDI Title	Required, alphanumeric, resets to blank, maintenance allowed. Valid values are: **Blank** - DI This title will print on the state W-2 with the associated SDI amount.
35-46	New Jersey Private Disability Plan Title	Required, alphanumeric, resets to blank, maintenance allowed. Valid values are: **Blank** - DI P.P. # This title will print on state W-2 with the associated private disability plan amount.
47-55	New Jersey Private Disability Plan ID	Optional, alphanumeric, resets to blank, maintenance allowed.
56-57	Medical Malpractice Insurance Premium Assistance Assessment DOE	Optional, alphanumeric, resets to blank, maintenance allowed. Maximum of 1 DOE used to store a Medical Malpractice Insurance Premium Assistance Assessment DOE. Enter only one 2 character DOE code. Messages: **INVALID NJ MMIPAA AMT DOE** - Rejected. The DOE code entered for MMIPAA is not a valid alphanumeric DOE code.

(continued)

Positions	Field Name	Description
58-69	New Jersey Private Family Leave Insurance Plan ID	Optional, alphanumeric, resets to blank, maintenance allowed.
70-79	Reserved	**Blank**
80	Maintenance Code	Required, alphanumeric, reset not applicable.
		Valid values are:
		A - Add **C** - Change **D** - Delete

TZ1-133 [80] - NY W-2 Retirement Add-back/Quarterly Reporting

Function   HRMS Tables File - New York W-2 Retirement Add-Back Information

Associated Screens   424

Positions	Field Name	Description
1-2	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
3-4	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-7	Transaction Code	Constant **TZ1** Messages: **INVALID TRANS SEPARATOR CODE** - Rejected. Must be 1.
8-10	Multiple Record Code	Constant **133** Messages: **INVALID MULTIPLE RECORD CODE** - Rejected. Must be 133.
11-30	W-2 Public Employee Retirement Contribution Add-back	Optional, alphanumeric, resets to blank, maintenance allowed. Maximum of 10 DOEs used to store Retirement Add-back amounts. Enter as many as needed up to 10. Each DOE code is 2 characters. Messages: **INVALID N.Y. RETIREMENT DOE 1** - Rejected.
31	Quarterly Wage Payment Termination Indicator	Optional, alphanumeric, resets to blank, maintenance allowed. Valid values are: **X** - Yes **Blank** - No Messages: **INV WAGE PYMT TERMINATION IND** - Rejected.
32-33	Other Wages DOE 1	Optional, alphanumeric, resets to blank, maintenance allowed.
34-79	Other Wages DOEs 2-24	Optional, alphanumeric, resets to blank, maintenance allowed. Each DOE is 2 characters.
80	Maintenance Code	Required, alphanumeric, reset not applicable. Valid values are: **A** - Add **C** - Change **D** - Delete

TZ1-138 [80] - Oregon Regulatory Reporting Data

Function   HRMS Tables File - Oregon Regulatory Reporting Information

Associated Screens   None

Positions	Field Name	Description
1-2	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
3-4	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-7	Transaction Code	Constant **TZ1** Messages: **INVALID TRANS SEPARATOR CODE** - Rejected. Must be 1.
8-10	Multiple Record Code	Constant **138** Messages: **INVALID MULTIPLE RECORD CODE** - Rejected. Must be 138.
11-20	DOE Ties for Oregon State W-2 File	Optional, alphanumeric, resets to Blank, maintenance allowed. Maximum of 5 DOEs used to store DOE ties for the Oregon state W-2 file. You can enter up to 5 DOE codes on this transaction. Each DOE code is 2 characters. Messages: **INVALID DOE *x*** - Rejected. The DOE code (*x*) entered is not a valid, alphanumeric DOE code. Blanks, zeros (00), and special characters are not valid.
21-31	Reserved	**Blank**
32	Employer Health Insurance Code for Oregon State Quarterly Unemployment file	Conditionally required, alphanumeric, resets to Blank, maintenance allowed. Valid values are **1-7**. Contact the State of Oregon, Department of Human Resources for explanation of codes. Messages: **INVALID EMPLR HEALTH INS CODE** - Rejected. Valid values are numerics 1 - 7, blank, or R to reset.
33-79	Reserved	**Blank**
80	Maintenance Code	Required, alphanumeric, reset not applicable. Valid values are: **A** - Add **C** - Change **D** - Delete

TZ1-139 [80] - Pennsylvania Regulatory Reporting Information

Function   HRMS Tables File - Pennsylvania Regulatory Reporting Information

Associated Screens   423

Positions	Field Name	Description
1-2	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
3-4	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-7	Transaction Code	Constant **TZ1**
		Messages: **INVALID TRANS SEPARATOR CODE** - Rejected. Must be 1.
8-10	Multiple Record Code	Constant **139**
		Messages: **INVALID MULTIPLE RECORD CODE** - Rejected. Must be 139.
11-20	Deferrals under NQDC Plan included in SS and Medicare wages DOEs	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Maximum of 5 DOEs used to store Deferrals under NQDC Plan included in Social Security and Medicare wages DOE amounts. You can enter up to 5 DOE codes on this transaction. Each DOE code is 2 characters.
		Messages: **INVLD DFRLS NQDC DOE *x*** - Rejected. The DOE code (*x*) entered is not a valid, alphanumeric DOE code. Blanks, zeros (00), and special characters are not valid.
21-30	Distributions from NQDC Plan included in Box 1 of the W-2 DOEs	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Maximum of 5 DOEs used to store Distributions from NQDC Plan included in Box 1 of the W-2 DOE amounts. You can enter 5 DOE codes on this transaction. Each DOE code is 2 characters.
		Messages: **INVLD DISTRBTNS NQDC DOE *x*** - Rejected. The DOE code (*x*) entered is not a valid, alphanumeric DOE code. Blanks, zeros (00), and special characters are not valid.
31-40	Earnings from prior year deferrals now included in SS and Medicare wages DOEs	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Maximum of 5 DOEs used to store Earnings from prior year deferrals now included in Social Security and Medicare wages DOE amounts. You can enter up to 5 DOE codes on this transaction. Each DOE code is 2 characters.
		Messages: **INVLD EARNS PRIOR NQDC DOE *x*** - Rejected. The DOE code (*x*) entered is not a valid, alphanumeric DOE code. Blanks, zeros (00), and special characters are not valid.
41-74	Reserved	**Blank**

(continued)

Positions	Field Name	Description
75-79	Pennsylvania W-2 SUI Title	Optional, alphanumeric, resets to blank, maintenance allowed.
		This title will print on the state W-2 with the associated SUI amount.
80	Maintenance Code	Required, alphanumeric, reset not applicable.
		Valid values are:
		A - Add
		C - Change
		D - Delete

TZ1-144 [80] - Texas State Reporting Information

The TZ1-144 transaction is created to allow reporting on the Texas magnetic media of the County Code in which an employer had the greatest number of employees and the total number of employees outside of that county.

Function   HRMS Tables File - Texas State Reporting Information

Associated Screens   None

Positions	Field Name	Description
1-2	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Valid Level 1
3-4	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Valid Level 2
5-7	Transaction Code	Constant **TZ1**
		Messages:
		INVALID TRANS SEPARATOR CODE - Rejected. Must be 1.
8-10	Multiple Record Code	Constant **144**
		Messages:
		INVALID MULTIPLE RECORD CODE - Rejected. Must be 144.
11-13	County Code	Conditionally required, alphanumeric, reset not allowed, maintenance allowed.
		Enter the County Code of the county in which you had the greatest number of employees.
		Messages:
		INVALID COUNTY CD W/MOST EMPS - Rejected. Must be numeric. Required for Add maintenance.
14-20	Outside County Employees	Conditionally required, alphanumeric, reset to zero, maintenance allowed.
		Enter the total number of employees outside the county in which you had the greatest number of employees, or zeros if none.
		Messages:
		INVALID NUM OF OTH COUNTY EMPS - Rejected. Must be numeric and zero filled. Required for Add maintenance.
21-26	Employer's NAICS Code	Conditionally required, alphanumeric, reset not allowed, maintenance allowed.
		Enter the 6 digit NAICS Code of the employer for Texas quarterly reporting purpose.
		Messages:
		INVALID TX NAICS CODE;NO RESET - Rejected. Required for Add maintenance.
27-79	Reserved	**Blank**
80	Maintenance Code	Required, alphanumeric, reset not applicable.
		Valid values are:

A - Add
C - Change
D - Delete

TZ1-148 [80] - Washington State Reporting Information

Function	HRMS Tables File - Washington State Reporting Information
Associated Screens	None

Positions	Field Name	Description
1-2	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
3-4	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-7	Transaction Code	Constant **TZ1**
		Messages:
		INVALID TRANS SEPARATOR CODE - Rejected. Must be 1.
8-10	Multiple Record Code	Constant **148**
		Messages:
		INVALID MULTIPLE RECORD CODE - Rejected. Must be 148.
11-16	UI Tax Rate this Quarter	Conditionally required, alphanumeric, resets to zero, maintenance allowed.
		UI Tax rate for the reporting period (i.e. 2.71% = 027100).
		Messages:
		INVALID UI TAX RATE - Rejected. Must be numeric, zero filled. Required for add maintenance.
17-20	Employment Administration Fund (EAF) Tax rate	Conditionally required, alphanumeric, reset to zero, maintenance allowed.
		EAF Tax rate for the reporting period (i.e. 0003 = 0.03%).
		Messages:
		INVALID EAF TAX RATE - Rejected. Must be numeric, zero filled. Required for add maintenance.
21-31	Employer Assessment Amount	Conditionally required, alphanumeric, reset to zero, maintenance allowed.
		Equals Taxable Wages times EAF rate.
		Messages:
		INVALID EMPLOYER ASESSMNT AMT - Rejected. Must be numeric, zero filled. Required for add maintenance.
32-35	Corporate Officers	Conditionally required, alphanumeric, reset to zero, maintenance allowed.
		Total number of Corporate Officers exempt from coverage this Quarter.
		Messages:
		INVALID TOT CORP OFCR COUNT - Rejected. Must be numeric, zero filled. Required for add maintenance.

(continued)

Positions	Field Name	Description
36-49	Total Exempt Corporate Officer Earnings and Total Exercised Stock Options for This Employer	Conditionally required, alphanumeric, reset to zero, maintenance allowed.
		Total Exempt Corporate Officer Earnings this Quarter.
		Messages:
		INVALID TOT CORP OFCR EARNINGS - Rejected. Must be numeric, zero filled. Required for add maintenance.
50-61	Employer Unified Business Identifier (UBI) Number	Optional, alphanumeric, reset to spaces, maintenance allowed.
		Enter Employer UBI Number exactly as it should appear on the magnetic media. Left-justified and blank filled.
62-79	Reserved	**Blank**
80	Maintenance Code	Required, alphanumeric, reset not applicable.
		Valid values are:
		A - Add **C** - Change **D** - Delete

TZ1-151 [80] - Wyoming Tape Reporting Information

Function   HRMS Tables File - W2 Information

Associated Screens   424

Positions	Field Name	Description
1-2	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
3-4	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-7	Transaction Code	Constant **TZ1**
8-10	Multiple Record Code	Constant **151**
11-30	WY Worker's Comp Tip DOEs	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Maximum of 10 DOEs used to store tips. 2 characters each.
31-37	Worker's Comp Account Number	Required, alphanumeric, reset not applicable, maintenance allowed.
		Worker's Comp account number assigned by the state. Enter all 7 positions.
38-48	Corporate Officer Wage Amount	Optional, alphanumeric, reset not applicable, maintenance allowed.
		Corporate Officer wage amount set by the state, 2 decimals, right justified.
49-79	Reserved	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Blank
80	Maintenance Code	Required, alphanumeric, reset not applicable.
		Valid values are:
		A - Add
		C - Change
		D - Delete

TZ1-200 [80] - 1099-R Non-DOE Payments

Function HRMS Tables File - 1099 Information

Associated Screens None

Positions	Field Name	Description
1-2	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
3-4	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-7	Transaction Code	Constant **TZ1** Messages: **INVALID TRANS SEPARATOR CODE** - Rejected. Must be 1.
8-10	Multiple Record Code	Constant **200** Messages: **INVALID MULTIPLE RECORD CODE** - Rejected. Must be 200.
11	Tax Authority Type	Required, numeric, reset not applicable, maintenance not allowed. Valid values are: **1** - State **9** - Federal Messages: **INVALID TAX AUTHORITY TYPE CD** - Rejected. Valid values are 1 or 9.
12-16	Tax Authority Code	Required, numeric, reset not applicable, maintenance not allowed. State tax authority code 01 through 52, right justify, zero fill. Federal tax authority code is 00000. Messages: **TAX AUTH CD MUST BE NUMRC 0 – 52** - Rejected. Valid values are 0 - 52. **TAX AUTH CD MUST BE 0 IF TYP 9** - Rejected. Tax Authority code may only be 0 if Tax Authority Type code is 9. **TAX AUTH CD ONLY 1 – 52 IF TYPE 1** - Rejected. Tax Authority code must be 01 - 52 if Tax Authority Type code is 1.
17	Reserved	**Blank**

(continued)

Positions	Field Name	Description
18	IRA/SEP/SIMPLE Indicator	Optional, alphanumeric, resets to blank, see instructions for maintenance restrictions.
		Valid values are:
		* - IRA/SEP/SIMPLE distribution or Roth Conversion B**lank** - non IRA/SEP/SIMPLE distribution or Roth Conversion
		Messages: **INVALID IRA/SEP/SIMPLE INDICATOR** - Rejected. Must be * or blank.
		INV IRA/SEP/SIMPLE IND/1ST DIST CD RL - If 1st Distribution code is 6 or 9, IRA/SEP/SIMPLE Indicator must be blank.
19	1099-R Payment Indicator	Optional, alphanumeric, resets to blank, see instructions for maintenance restrictions.
		Valid values are:
		2 - Report regular plus overtime plus other earnings **3** - Report Federal gross taxable wages **4** - Report state gross taxable wages. Valid with Tax Authority Type Code 1 only **Blank** - Use the DOEs defined on the TZ1-201 through TZ1-210 transaction
		Messages: **INVALID 1099 R PAYMENT IND** - Rejected. Must be 2, 3, 4, or blank.
		PAY IND CANNOT BE 4 IF TYPE 9 - Rejected. 1099-R Payment indicator cannot be 4 if Tax Authority code is 9.
		INV PAY IND/DIST CDS RELATNSHP - Rejected. The following 1099-R Payment Indicator and First and Second code relationships must be maintained:
		- If Payment Indicator is blank, the First and Second Distribution codes must be blank.
		- If the First and Second Distribution codes are blank, Payment Indicator must be blank.

(continued)

Positions	Field Name	Description
	1099-R Distribution Codes	
20	First Distribution Code	Optional, alphanumeric, resets to blank, see instructions for maintenance restrictions.

Enter a Distribution Code to identify the payment selected in the 1099-R Payment Indicator.

Valid values are:

A - May be eligible for 10-year tax option
E - Excess annual additions under Section 415
D - Annuity payments from nonqualified annuities that may be subject to tax under Section 1411
F - Charitable gift annuity
G - Direct rollover and rollover contribution
H - Direct rollover of a designated Roth account distribution to a Roth IRA
J - Early distribution from a Roth IRA

K - Distribution of IRA assets not having a readily available FMV
L - Loans treated as deemed distributions under Section 72(p)
M - Distribution for a qualified plan loan offset
N - Recharacterized IRA contribution made for current year
P - Excess Contributions taxable previous year
Q - Qualified distribution from a Roth IRA
S - Early distribution from a SIMPLE IRA in first two years, no known exception.
T - Roth IRA distribution, exception applies.
U - Dividends distributed from an ESOP under Section 404(k)
W - Charges or payments for purchasing qualified long-term care insurance contracts under combined arrangements
Z - Recharacterized IRA Contributions made for previous year. (Reported as **R** on the 1099-R)
1 - Early (Premature) Distributions, no known exception
2 - Early (Premature) Distributions, exception applies
3 - Disability Payments
4 - Death Payments
5 - Prohibited Transaction
6 - Section 1035 Exchange
7 - Normal Distributions
8 - Excess Contributions taxable in current year
9 - Cost of Current Life Insurance
Blank - No code used

Messages:
INVALID 1st 1099 R DIST CODE - Rejected. Must be A, D, E, F, G, H, J, K, L, M, N, P, Q, S, T, U, W, Z, 1, 2, 3, 4, 5, 6, 7, 8, 9, or blank.

INV 1st DIST CD/2nd DIST CD RL - Rejected. See Notes.

INV DIST CD-IRA/SEP/SIMPL IND - Rejected. See Notes.

(continued)

Positions	Field Name	Description
21	Second Distribution Code	Optional, alphanumeric, resets to blank, see instructions for maintenance restrictions.
		Enter a Distribution Code used in combination with Distribution Code 1.
		Valid values are:
		A - May be eligible for 10-year tax option
		D - Annuity payments from nonqualified annuities that may be subject to tax under Section 1411
		G - Direct rollover to IRA
		H - Direct rollover of a designated Roth account distribution to a Roth IRA
		J - Early distribution from a Roth IRA
		K - Distribution of IRA assets not having a readily available FMV
		L - Loans treated as deemed distributions under Section 72(p)
		M - Distribution for a qualified plan loan offset
		P - Excess Contributions taxable previous year
		Q - Qualified distribution from a Roth IRA
		T - Roth IRA distribution, exception applies
		U - Dividends distributed from an ESOP under Section 404(k)
		W - Charges or payments for purchasing qualified long-term care insurance contracts under combined arrangements
		1 - Early (premature) Distributions, no known exceptions
		2 - Early (premature) Distributions, exceptions apply
		4 - Death Payments
		5 - Prohibited Transaction
		6 - Section 1035 Exchange
		7 - Normal Distributions
		8 - Excess contributions taxable in current year
		Blank - No code used
		Messages:
		INVALID 2nd 1099-R DIST CODE - Rejected. Must be A, D, G, H, J, K, L, M, P, Q, T, U, W, 1, 2, 4, 5, 6, 7, 8, or blank.
		INV DIST CD-IRA/SEP/SIMPL IND - Rejected. See Notes.
22	Print State 1099-R Taxable Amount	Optional, alphanumeric, resets to blank, maintenance allowed.
		Valid values are:
		Blank or **Y** - Yes **N, R** - No
		Note: To print this State Taxable Amount on the Federal 1099-R form, you must set up a TZ1-200 transaction for each L1L2/state combination you report.
		Messages:
		INV 1099-R TAX AMT PRNT CODE - Rejected. The Print State 1099-R Taxable Amount indicator must be blank, Y, N, or R.
23-79	Reserved	**Blank**

(continued)

Positions	Field Name	Description
80	Maintenance Code	Required, alphanumeric, reset not applicable.
		Valid values are:
		A - Add **C** - Change **D** - Delete

Notes

If the first distribution code is…	Then the second distribution code can be…
1	Blank, 8, D, L, M, or P
2	Blank, 8, D, L, M, or P
3	Blank or D
4	Blank, 8, A, D, G, H, L, M, or P
5	Blank
6	Blank or W
7	Blank, A, L, M, or D
8	Blank, 1, 2, 4, or J
9	Blank
A	4 or 7 (Blank not valid)
D	1, 2, 3, 4, or 7
E	Blank
F	Blank
G	Blank or 4
H	Blank or 4
J	Blank, 8, or P
K	Blank, 1, 2, 4, 7, 8, or G
L	Blank, 1, 2, 4, or 7
M	Blank, 1, 2, 4, or 7
N	Blank
P	Blank, 1, 2, 4, or J
Q	Blank
Z (for R)	Blank
S	Blank

(continued)

If the first distribution code is…	Then the second distribution code can be…
T	Blank
U	Blank
W	Blank or 6

- If the payment indicator is blank, the first and second distribution codes must be blank.

- If first and second distribution codes are blank, the payment indicator must be blank.

- If either distribution code is 6, 9, E, F, G, J, L, N, Q, T, or Z, the IRA/SEP/SIMPLE Indicator must be blank.

TZ1-201 [80] - 1099-R Early Distribution, No Known Exception (Code 1) DOE Ties

Function   HRMS Tables File - 1099-R Early Distribution, No Known Exception (Code 1) DOE Ties

Associated Screens None

Positions	Field Name	Description
1-2	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
3-4	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-7	Transaction Code	Constant **TZ1** Messages: **INVALID TRANS SEPARATOR CODE** - Rejected. Must be 1.
8-10	Multiple Record Code	Constant **201** Messages: **INVALID MULTIPLE RECORD CODE** - Rejected. Must be 201.
11	Tax Authority Type	Required, numeric, reset not applicable, maintenance not allowed. Valid values are: **1** - State **9** - Federal Messages: **INVALID TAX AUTHORITY TYPE CD** - Rejected. Valid values are 1 or 9.
12-16	Tax Authority Code	Required, numeric, reset not applicable, maintenance not allowed. State tax authority code 01 through 52, right justify, zero fill. Federal tax authority code is 00000. Messages: **TAX AUTH CD MUST BE NUMRC 0 – 52** - Rejected. Valid values are 0 - 52. **TAX AUTH CD MUST BE 0 IF TYP 9** - Rejected. Tax Authority code may only be 0 if Tax Authority Type code is 9.
17	IRA/SEP/SIMPLE Indicator	Optional, alphanumeric, resets to blank, see instructions for maintenance restrictions. Valid values are: ***** - IRA/SEP/SIMPLE distribution **Blank** - non IRA/SEP/SIMPLE distribution Messages: **INVALID IRA/SEP/SIMPLE INDICATOR** - Rejected. Must be * or blank.

(continued)

Positions	Field Name	Description
18-27	**Distribution Code 1 (No Second Distribution Code)**	Optional, alphanumeric, resets to blank, maintenance allowed.
		Maximum of 5 DOEs used. Each DOE is 2 characters.
	Second Distribution Code DOE Ties	Use with Early Distribution, No Known Exception (Code 1) DOE ties.
		Messages:
		INVALID 1099-R DOE xx - Rejected. The DOE code (xx) entered for Early Distribution, No Known Exception (Code 1) is not a valid alphanumeric DOE code. Blanks, zeros, and special characters are not valid.
28-31	Code 8 - Excess Contributions Plus Earnings/Excess Deferrals (and/or Earnings) Taxable in Current Year	Optional, alphanumeric, resets to blank, maintenance allowed.
		Maximum of 2 DOEs used. Each DOE is 2 characters.
32-35	Code D - Annuity payments from nonqualified annuities that may be subject to tax under Section 1411	Optional, alphanumeric, resets to blank, maintenance allowed.
		Maximum of 2 DOEs used. Each DOE is 2 characters.
36-39	Code B - Distribution from a Designated Roth Account	Optional, alphanumeric, resets to blank, maintenance allowed.
		Maximum of 2 DOEs used. Each DOE is 2 characters.
		Note: Specify the DOE tie for the year of the date of the designated Roth account on the TZ1-203 transaction.
40-43	Code B - Employee Contribution to Designated Roth Account Distribution	Optional, alphanumeric, resets to blank, maintenance allowed.
		Maximum of 2 DOEs used. Each DOE is 2 characters.
44-45	Code B - Amount Allocable to In-Plan Roth Rollover Within 5 Years	Optional, alphanumeric, resets to blank, maintenance allowed.
		Maximum of 1 DOE used. Each DOE is 2 characters.
46-49	Code K - Distribution of IRA assets not having a readily available FMV	Optional, alphanumeric, resets to blank, maintenance allowed.
		Maximum of 2 DOEs used. Each DOE is 2 characters.
50-57	Reserved	**Blank**
58-61	Code L - Loans Treated As Deemed Distributions under Section 72(p)	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Maximum of 2 DOEs used. Each DOE is 2 characters.
62-67	Reserved	**Blank**
68-77	Code P - Excess Contributions Plus Earnings/Excess Deferrals Taxable in Previous Year	Optional, alphanumeric, resets to blank, maintenance allowed.
		Maximum of 5 DOEs used. Each DOE is 2 characters.

(continued)

Positions	Field Name	Description
78-79	Reserved	**Blank**
80	Maintenance Code	Required, alphanumeric, reset not applicable.
		Valid values are:
		A - Add **C** - Change **D** - Delete

Additional Messages	Description
MORE THAN 12 1x DISTRIBUTIONS	Rejected. Cannot have more than 12 DOEs reported as 1099-R Early Distribution, No Known Exception (First Distribution Code = 1).

TZ1-202 [80] - 1099-R Early Distribution, Exception Applies (Code 2) DOE Ties

Function   HRMS Tables File - 1099-R Early Distribution, Exception Applies (Code 2) DOE Ties

Associated Screens   None

Positions	Field Name	Description
1-2	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
3-4	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-7	Transaction Code	Constant **TZ1** Messages: **INVALID TRANS SEPARATOR CODE** - Rejected. Must be 1.
8-10	Multiple Record Code	Constant **202** Messages: **INVALID MULTIPLE RECORD CODE** - Rejected. Must be 202.
11	Tax Authority Type	Required, numeric, reset not applicable, maintenance not allowed. Valid values are: **1** - State **9** - Federal Messages: **INVALID TAX AUTHORITY TYPE CD** - Rejected. Valid values are 1 or 9.
12-16	Tax Authority Code	Required, numeric, reset not applicable, maintenance not allowed. State tax authority code 01 through 52, right justify, zero fill. Federal tax authority code is 00000. Messages: **TAX AUTH CD MUST BE NUMRC 0 – 52** - Rejected. Valid values are 0 - 52. **TAX AUTH CD MUST BE 0 IF TYP 9** - Rejected. Tax Authority code may only be 0 if Tax Authority Type code is 9.
17	IRA/SEP/SIMPLE Indicator	Optional, alphanumeric, resets to blank, see instructions for maintenance restrictions. Valid values are: ***** - IRA/SEP/SIMPLE distribution **Blank** - non IRA/SEP/SIMPLE distribution Messages: **INVALID IRA/SEP/SIMPLE INDICATOR** - Rejected. Must be * or blank.

(continued)

Positions	Field Name	Description
18-27	Distribution Code 2 (No Second Distribution Code)	Optional, alphanumeric, resets to blank, maintenance allowed. Maximum of 5 DOEs used. Each DOE is 2 characters.
	Second Distribution Code DOE Ties	Use with Early Distribution, Exception Applies (Code 2) DOE ties. **INVALID 1099-R DOE xx** - Rejected. The DOE code (xx) entered for Early Distribution, Exception Applies (Code 2) is not a valid alphanumeric DOE code. Blanks, zeros, and special characters are not valid.
28-31	Code 8 - Excess contributions Plus Earnings/Excess Deferrals (and/or Earnings) Taxable in Current Year	Optional, alphanumeric, resets to blank, maintenance allowed. Maximum of 2 DOEs used. Each DOE is 2 characters.
32-35	Code D - Annuity payments from nonqualified annuities that may be subject to tax under Section 1411	Optional, alphanumeric, resets to blank, maintenance allowed. Maximum of 2 DOEs used. Each DOE is 2 characters.
36-39	Code B - Distribution from a Designated Roth Account	Optional, alphanumeric, resets to blank, maintenance allowed. Maximum of 2 DOEs used. Each DOE is 2 characters. **Note:** Specify the DOE tie for the year of the date of the designated Roth account on the TZ1-203 transaction.
40-43	Code B - Employee Contribution to Designated Roth Account Distribution	Optional, alphanumeric, resets to blank, maintenance allowed. Maximum of 2 DOEs used. Each DOE is 2 characters.
44-45	Code B - Amount Allocable to In-Plan Roth Rollover Within 5 Years	Optional, alphanumeric, resets to blank, maintenance allowed. Maximum of 1 DOE used. Each DOE is 2 characters.
46-49	Code K - Distribution of IRA assets not having a readily available FMV	Optional, alphanumeric, resets to blank, maintenance allowed. Maximum of 2 DOEs used. Each DOE is 2 characters.
50-53	Code L – Loans Treated As Deemed Distributions under Section 72(p)	Optional, alphanumeric, resets to blank, maintenance allowed. Maximum of 2 DOEs used. Each DOE is 2 characters.
54-61	Reserved	**Blank**
62-65	Code P - Excess Contributions Plus Earnings/Excess Deferrals Taxable in Previous Year	Optional, alphanumeric, resets to blank, maintenance allowed. Maximum of 2 DOEs used. Each DOE is 2 characters.
66-79	Reserved	**Blank**
80	Maintenance Code	Required, alphanumeric, reset not applicable. Valid values are: **A** - Add **C** - Change **D** - Delete

TZ1-203 [80] - 1099-R Disability Payments (Code 3) and Distribution from a Designated Roth Account (Code B) DOE Ties

Function	HRMS Tables File - 1099-R Disability Payments (Code 3) and Distribution from a Designated Roth Account (Code B) DOEs Ties Information

Associated Screens	None

Positions	Field Name	Description
1-2	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
3-4	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-7	Transaction Code	Constant **TZ1**
		Messages: **INVALID TRANS SEPARATOR CODE** - Rejected. Must be 1.
8-10	Multiple Record Code	Constant **203**
		Messages: **INVALID MULTIPLE RECORD CODE** - Rejected. Must be 203.
11	Tax Authority Type	Required, numeric, reset not applicable, maintenance not allowed.
		Valid values are:
		1 - State **9** - Federal
		Messages: **INVALID TAX AUTHORITY TYPE CD** - Rejected. Valid values are 1 or 9.
12-16	Tax Authority Code	Required, numeric, reset not applicable, maintenance not allowed.
		State tax authority code 01 through 52, right justify, zero fill. Federal tax authority code is 00000.
		Messages: **TAX AUTH CD MUST BE NUMRC 0 – 52** - Rejected. Valid values are 0 - 52.
		TAX AUTH CD MUST BE 0 IF TYP 9 - Rejected. Tax Authority code may only be 0 if Tax Authority Type code is 9.
17	IRA/SEP/SIMPLE Indicator	Optional, alphanumeric, resets to blank, see instructions for maintenance restrictions.
		Valid values are:
		* - IRA/SEP/SIMPLE distribution **Blank** - non IRA/SEP/SIMPLE distribution
		Messages: **INVALID IRA/SEP/SIMPLE INDICATOR** - Rejected. Must be * or blank.

(continued)

Positions	Field Name	Description
18-27	Distribution Code 3	Optional, alphanumeric, resets to blank, maintenance allowed. Maximum of 5 DOEs used. Each DOE is 2 characters.
	Code B Distribution Codes	
28-31	Code B - Distribution from a Designated Roth Account	Optional, alphanumeric, resets to blank, maintenance allowed. Maximum of 2 DOEs used. Each DOE is 2 characters.
32-35	Code B - Employee Contribution to Designated Roth Account Distribution	Optional, alphanumeric, resets to blank, maintenance allowed. Maximum of 2 DOEs used. Each DOE is 2 characters.
36-39	Code B and G - Distribution from a Designated Roth Account Direct Rollover and Rollover Contribution	Optional, alphanumeric, resets to blank, maintenance allowed. Maximum of 2 DOEs used. Each DOE is 2 characters.
40-43	Code B and G - Employee Contribution to Designated Roth Account Distribution Direct Rollover and Rollover Contribution	Optional, alphanumeric, resets to blank, maintenance allowed. Maximum of 2 DOEs used. Each DOE is 2 characters.
44-47	Code B and L - Distribution from a Designated Roth Account Loans Treated As Deemed Distributions under Section 72(p)	Optional, alphanumeric, resets to blank, maintenance allowed. Maximum of 2 DOEs used. Each DOE is 2 characters.
48-51	Code B and L - Employee Contribution to Designated Roth Account Distribution Loans Treated As Deemed Distributions under Section 72(p)	Optional, alphanumeric, resets to blank, maintenance allowed. Maximum of 2 DOEs used. Each DOE is 2 characters.
52-55	Code B and P - Distribution from a Designated Roth Account Excess Contributions Plus Earnings/Excess Deferrals Taxable in Previous Year	Optional, alphanumeric, resets to blank, maintenance allowed. Maximum of 2 DOEs used. Each DOE is 2 characters.

(continued)

Positions	Field Name	Description
56-59	Code B and P - Employee Contribution to Designated Roth Account Distribution Excess Contributions Plus Earnings/Excess Deferrals Taxable in Previous Year	Optional, alphanumeric, resets to blank, maintenance allowed. Maximum of 2 DOEs used. Each DOE is 2 characters.
60-61	First Year of Designated Roth Contributions DOE	Optional, alphanumeric, resets to blank, maintenance allowed. Enter the DOE that contains the first year a designated Roth contribution was made.
62-63	Code B - Amount Allocable to In-Plan Roth Rollover Within 5 Years	Optional, alphanumeric, resets to blank, maintenance allowed. Maximum of 1 DOE used. Each DOE is 2 characters.
64-65	Code B and G - Amount Allocable to In-Plan Roth Rollover Within 5 Years Direct Rollover and Rollover Contribution	Optional, alphanumeric, resets to blank, maintenance allowed. Maximum of 1 DOE used. Each DOE is 2 characters.
66-67	Code B and L - Amount Allocable to In-Plan Roth Rollover Within 5 Years Loans Treated As Deemed Distributions under Section 72(p)	Optional, alphanumeric, resets to blank, maintenance allowed. Maximum of 1 DOE used. Each DOE is 2 characters.
68-69	Code B and P - Amount Allocable to In-Plan Roth Rollover Within 5 Years Excess Contributions Plus Earnings/Excess Deferrals Taxable in previous Year	Optional, alphanumeric, resets to blank, maintenance allowed. Maximum of 1 DOE used. Each DOE is 2 characters.
70-73	Code B and U - Distribution from a Designated Roth Account Dividends Distributed from an ESOP under Section 404(k)	Optional, alphanumeric, resets to blank, maintenance allowed. Maximum of 2 DOEs used. Each DOE is 2 characters.

(continued)

Positions	Field Name	Description
74-77	Code B and U - Employee Contribution to Designated Roth Account Distribution Dividends Distributed from an ESOP under Section 404(k)	Optional, alphanumeric, resets to blank, maintenance allowed. Maximum of 2 DOEs used. Each DOE is 2 characters.
78-79	Code B and U - Amount Allocable to In-Plan Roth Rollover Within 5 Years Dividends distributed from an ESOP under Section 404(k)	Optional, alphanumeric, resets to blank, maintenance allowed. Maximum of 1 DOE used. Each DOE is 2 characters.
80	Maintenance Code	Required, alphanumeric, reset not applicable. Valid values are: **A** - Add **C** - Change **D** - Delete

TZ1-204 [80] - 1099-R Death (Code 4) DOE Ties

Function   HRMS Tables File - 1099-R Death (Code 4) DOE Ties Information

Associated Screens   None

Positions	Field Name	Description
1-2	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
3-4	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-7	Transaction Code	Constant **TZ1** Messages: **INVALID TRANS SEPARATOR CODE** - Rejected. Must be 1.
8-10	Multiple Record Code	Constant **204** Messages: **INVALID MULTIPLE RECORD CODE** - Rejected. Must be 204.
11	Tax Authority Type	Required, numeric, reset not applicable, maintenance not allowed. Valid values are: **1** - State **9** - Federal Messages: **INVALID TAX AUTHORITY TYPE CD** - Rejected. Valid values are 1 or 9.
12-16	Tax Authority Code	Required, numeric, reset not applicable, maintenance not allowed. State tax authority code 01 through 52, right justify, zero fill. Federal tax authority code is 00000. Messages: **TAX AUTH CD MUST BE NUMRC 0 – 52** - Rejected. Valid values are 0 - 52. **TAX AUTH CD MUST BE 0 IF TYP 9** - Rejected. Tax Authority code may only be 0 if Tax Authority Type code is 9.
17	IRA/SEP/SIMPLE Indicator	Optional, alphanumeric, resets to blank, see instructions for maintenance restrictions. Valid values are: ***** - IRA/SEP/SIMPLE distribution **Blank** - non IRA/SEP/SIMPLE distribution Messages: **INVALID IRA/SEP/SIMPLE INDICATOR** - Rejected. Must be * or blank.

(continued)

Positions	Field Name	Description
18-27	Distribution Code 4 (No Second Distribution Code)	Optional, alphanumeric, resets to blank, maintenance allowed. Maximum of 5 DOEs used. Each DOE is 2 characters.
	Second Distribution Code DOE Ties	Use with Death (Code 4) DOE ties. **INVALID 1099-R DOE xx** - Rejected. The DOE code (xx) entered for Death (Code 4) is not a valid alphanumeric DOE code. Blanks, zeros, and special characters are not valid.
28-31	Code A - May be eligible for 10-year tax option	Optional, alphanumeric, resets to blank, maintenance allowed. Maximum of 2 DOEs used. Each DOE is 2 characters.
32-35	Code B - Distribution from a Designated Roth Account	Optional, alphanumeric, resets to blank, maintenance allowed. Maximum of 2 DOEs used. Each DOE is 2 characters. **Note:** Specify the DOE tie for the year of the date of the designated Roth account on the TZ1-203 transaction.
36-39	Code B - Employee Contribution to Designated Roth Account Distribution	Optional, alphanumeric, resets to blank, maintenance allowed. Maximum of 2 DOEs used. Each DOE is 2 characters.
40-41	Code B - Amount Allocable to In-Plan Roth Rollover Within 5 Years	Optional, alphanumeric, resets to blank, maintenance allowed. Maximum of 1 DOE used. Each DOE is 2 characters.
42-43	Code K - Distribution of IRA assets not having a readily available FMV	Optional, alphanumeric, resets to blank, maintenance allowed. Maximum of 1 DOE used. Each DOE is 2 characters.
44-47	Code G - Direct Rollover and Rollover Contribution	Optional, alphanumeric, resets to blank, maintenance allowed. Maximum of 2 DOEs used. Each DOE is 2 characters.
48-51	Code L - Loans Treated As Deemed Distributions under Section 72(p)	Optional, alphanumeric, resets to blank, maintenance allowed. Maximum of 2 DOEs used. Each DOE is 2 characters.
52-55	Code H - Direct Rollover of a Designated Roth Account Distribution to a Roth IRA	Optional, alphanumeric, resets to blank, maintenance allowed. Maximum of 2 DOEs used. Each DOE is 2 characters.
56-59	Code D - Annuity payments from nonqualified annuities that may be subject to tax under Section 1411	Optional, alphanumeric, resets to blank, maintenance allowed. Maximum of 2 DOEs used. Each DOE is 2 characters.
60-63	Code P - Excess Contributions Plus Earnings/Excess Deferrals Taxable in previous Year	Optional, alphanumeric, resets to blank, maintenance allowed. Maximum of 2 DOEs used. Each DOE is 2 characters.

(continued)

Positions	Field Name	Description
64-67	Code 8 - Excess Contributions Plus Earnings/Excess Deferrals (and/or earnings) Taxable in Current Year	Optional, alphanumeric, resets to blank, maintenance allowed. Maximum of 2 DOEs used. Each DOE is 2 characters.
68-79	Reserved	**Blank**
80	Maintenance Code	Required, alphanumeric, reset not applicable. Valid values are: **A** - Add **C** - Change **D** - Delete

TZ1-205 [80] - 1099-R Prohibited Transaction (Code 5) DOE Ties

Function   HRMS Tables File - 1099-R Prohibited Transaction (Code 5) DOE Ties Information

Associated Screens   None

Positions	Field Name	Description
1-2	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
3-4	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-7	Transaction Code	Constant **TZ1** Messages: **INVALID TRANS SEPARATOR CODE** - Rejected. Must be 1.
8-10	Multiple Record Code	Constant **205** Messages: **INVALID MULTIPLE RECORD CODE** - Rejected. Must be 205.
11	Tax Authority Type	Required, numeric, reset not applicable, maintenance not allowed. Valid values are: **1** - State **9** - Federal Messages: **INVALID TAX AUTHORITY TYPE CD** - Rejected. Valid values are 1 or 9.
12-16	Tax Authority Code	Required, numeric, reset not applicable, maintenance not allowed. State tax authority code 01 through 52, right justify, zero fill. Federal tax authority code is 00000. Messages: **TAX AUTH CD MUST BE NUMRC 0 – 52** - Rejected. Valid values are 0 - 52. **TAX AUTH CD MUST BE 0 IF TYP 9** - Rejected. Tax Authority code may only be 0 if Tax Authority Type code is 9.
17	IRA/SEP/SIMPLE Indicator	Optional, alphanumeric, resets to blank, see instructions for maintenance restrictions. Valid values are: ***** - IRA/SEP/SIMPLE distribution **Blank** - non IRA/SEP/SIMPLE distribution Messages: **INVALID IRA/SEP/SIMPLE INDICATOR** - Rejected. Must be * or blank.

(continued)

Positions	Field Name	Description
18-27	Distribution Code 5 (no Second Distribution Code)	Optional, alphanumeric, resets to blank, maintenance allowed. Maximum of 5 DOEs used. Each DOE is 2 characters.
28-31	Codes 3 and D - Disability and Annuity payments from nonqualified annuities that may be subject to tax under Section 1411	Optional, alphanumeric, resets to blank, maintenance allowed. Maximum of 2 DOEs used. Each DOE is 2 characters.
32-33	Code C - Distribution from a Reportable Death Benefits under Section 6050V	Optional, alphanumeric, resets to blank, maintenance allowed. Maximum of 1 DOE used. Each DOE is 2 characters.
34-35	Code C - Date of Payment for Distribution from a Reportable Death Benefits	Optional, alphanumeric, resets to blank, maintenance allowed. Enter the DOE that contains the Payment Date, a Reportable Death benefits was made.
36-37	Code C and D - Distribution from a Reportable Death Benefits under Section 6050V	Optional, alphanumeric, resets to blank, maintenance allowed. Maximum of 1 DOE used. Each DOE is 2 characters.
38-39	Code C and D - Date of Payment for Code CD - Distribution from a Reportable Death Benefits	Optional, alphanumeric, resets to blank, maintenance allowed. Enter the DOE that contains the Payment Date, a Reportable Death benefits was made.
40-41	Code M - Distribution from a Qualified Plan Loan Offset	Optional, alphanumeric, resets to blank, maintenance allowed. Maximum of 1 DOE used. Each DOE is 2 characters.
42-43	Code 1 and M - Distribution from a Qualified Plan Loan Offset	Optional, alphanumeric, resets to blank, maintenance allowed. Maximum of 1 DOE used. Each DOE is 2 characters.
44-45	Code 2 and M - Distribution from a Qualified Plan Loan Offset	Optional, alphanumeric, resets to blank, maintenance allowed. Maximum of 1 DOE used. Each DOE is 2 characters.
46-47	Code 4 and M - Distribution from a Qualified Plan Loan Offset	Optional, alphanumeric, resets to blank, maintenance allowed. Maximum of 1 DOE used. Each DOE is 2 characters.
48-49	Code 7 and M - Distribution from a Qualified Plan Loan Offset	Optional, alphanumeric, resets to blank, maintenance allowed. Maximum of 1 DOE used. Each DOE is 2 characters.
50-51	Code B and M - Distribution from a Designated Roth Account Qualified Plan Loan Offset	Optional, alphanumeric, resets to blank, maintenance allowed. Maximum of 1 DOE used. Each DOE is 2 characters.

(continued)

Positions	Field Name	Description
52-53	Code B and M - Employee Contribution to Designated Roth Account Distribution Qualified Plan Loan Offset	Optional, alphanumeric, resets to blank, maintenance allowed. Maximum of 1 DOE used. Each DOE is 2 characters.
54-55	Code B and M - Amount Allocable to In-Plan Roth Rollover Within 5 Years Qualified Plan Loan Offset	Optional, alphanumeric, resets to blank, maintenance allowed. Maximum of 1 DOE used. Each DOE is 2 characters.
56-79	Reserved	**Blank**
80	Maintenance Code	Required, alphanumeric, reset not applicable. Valid values are: **A** - Add **C** - Change **D** - Delete

TZ1-206 [80] - 1099-R Section 1035 Exchange (Code 6) and Long-Term Care Insurance (Code W) DOE Ties

Function	HRMS Tables File - 1099-R Section 1035 Exchange (Code 6) and Long-Term Care Insurance (Code W) DOE Ties Information

Associated Screens	None

Positions	Field Name	Description
1-2	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
3-4	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-7	Transaction Code	Constant **TZ1** Messages: **INVALID TRANS SEPARATOR CODE** - Rejected. Must be 1.
8-10	Multiple Record Code	Constant **206** Messages: **INVALID MULTIPLE RECORD CODE** - Rejected. Must be 206.
11	Tax Authority Type	Required, numeric, reset not applicable, maintenance not allowed. Valid values are: **1** - State **9** - Federal Messages: **INVALID TAX AUTHORITY TYPE CD** - Rejected. Valid values are 1 or 9.
12-16	Tax Authority Code	Required, numeric, reset not applicable, maintenance not allowed. State tax authority code 01 through 52, right justify, zero fill. Federal tax authority code is 00000. Messages: **TAX AUTH CD MUST BE NUMRC 0 – 52** - Rejected. Valid values are 0 - 52. **TAX AUTH CD MUST BE 0 IF TYP 9** - Rejected. Tax Authority code may only be 0 if Tax Authority Type code is 9.
17	Reserved	**Blank**

(continued)

Positions	Field Name	Description
18-27	**Distribution Code 6**	Optional, alphanumeric, resets to blank, maintenance allowed.
		Maximum of 5 DOEs used. Each DOE is 2 characters.
28-31	**Distribution Code W** - Charges or payments for purchasing qualified long-term care insurance contracts under combined arrangements	Optional, alphanumeric, resets to blank, maintenance allowed.
		Maximum of 2 DOEs used. Each DOE is 2 characters.
32-35	**Codes 6 and W** - Section 1035 Exchange and charges or payments for purchasing long-term care insurance	Optional, alphanumeric, resets to blank, maintenance allowed.
		Maximum of 2 DOEs used. Each DOE is 2 characters.
36-79	Reserved	**Blank**
80	Maintenance Code	Required, alphanumeric, reset not applicable.
		Valid values are:
		A - Add
		C - Change
		D - Delete

TZ1-207 [80] - 1099-R Normal Distribution DOE Ties

Function HRMS Tables File - 1099-R Normal Distribution (Code 7) DOE Ties Information

Associated Screens None

Positions	Field Name	Description
1-2	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
3-4	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-7	Transaction Code	Constant **TZ1** Messages: **INVALID TRANS SEPARATOR CODE** - Rejected. Must be 1.
8-10	Multiple Record Code	Constant **207** Messages: **INVALID MULTIPLE RECORD CODE** - Rejected. Must be 207.
11	Tax Authority Type	Required, numeric, reset not applicable, maintenance not allowed. Valid values are: **1** - State **9** - Federal Messages: **INVALID TAX AUTHORITY TYPE CD** - Rejected. Valid values are 1 or 9.
12-16	Tax Authority Code	Required, numeric, reset not applicable, maintenance not allowed. State tax authority code 01 through 52, right justify, zero fill. Federal tax authority code is 00000. Messages: **TAX AUTH CD MUST BE NUMRC 0 – 52** - Rejected. Valid values are 0 - 52. **TAX AUTH CD MUST BE 0 IF TYP 9** - Rejected. Tax Authority code may only be 0 if Tax Authority Type code is 9.
17	IRA/SEP/SIMPLE Indicator	Optional, alphanumeric, resets to blank, see instructions for maintenance restrictions. Valid values are: ***** - IRA/SEP/SIMPLE distribution **Blank** - non IRA/SEP/SIMPLE distribution Messages: **INVALID IRA/SEP/SIMPLE INDICATOR** - Rejected. Must be * or blank.

(continued)

Positions	Field Name	Description
18-27	Distribution Code 7 (no Second Distribution Code)	Optional, alphanumeric, resets to blank, maintenance allowed.
		Maximum of 5 DOEs used. Each DOE is 2 characters
	Second Distribution Code DOE Ties	Use with Normal Distribution (Code 7) DOE ties.
		INVALID 1099-R DOE xx - Rejected. The DOE code (xx) entered for Normal Distribution (Code 7) is not a valid alphanumeric DOE code. Blanks, zeros, and special characters are not valid.
28-37	Code A - Qualifies for 5-Year/10-Year Averaging	Optional, alphanumeric, resets to blank, maintenance allowed.
		Maximum of 5 DOEs used. Each DOE is 2 characters.
38-41	Code B - Distribution from a Designated Roth Account	Optional, alphanumeric, resets to blank, maintenance allowed.
		Maximum of 2 DOEs used. Each DOE is 2 characters.
		Note: Specify the DOE tie for the year of the date of the designated Roth account on the TZ1-203 transaction.
42-45	Code B - Employee Contribution to Designated Roth Account Distribution	Optional, alphanumeric, resets to blank, maintenance allowed.
		Maximum of 2 DOEs used. Each DOE is 2 characters.
46-47	Code B - Amount Allocable to In-Plan Roth Rollover Within 5 Years	Optional, alphanumeric, resets to blank, maintenance allowed.
		Maximum of 1 DOE used. Each DOE is 2 characters.
48-51	Code D - Annuity payments from nonqualified annuities that may be subject to tax under Section 1411	Optional, alphanumeric, resets to blank, maintenance allowed.
		Maximum of 2 DOEs used. Each DOE is 2 characters.
52-55	Code K - Distribution of IRA assets not having a readily available FMV	Optional, alphanumeric, resets to blank, maintenance allowed.
		Maximum of 2 DOEs used. Each DOE is 2 characters.
56-59	Code L – Loans Treated As Deemed Distributions under Section 72(p)	Optional, alphanumeric, resets to blank, maintenance allowed.
		Maximum of 2 DOEs used. Each DOE is 2 characters.
60-79	Reserved	**Blank**
80	Maintenance Code	Required, alphanumeric, reset not applicable.
		Valid values are:
		A - Add
		C - Change
		D - Delete

TZ1-208 [80] - 1099-R Excess Contributions Taxable in Current Year (Code 8)

Function   HRMS Tables File - 1099-R Excess Contributions Taxable in Current Year (Code 8) Information

Associated Screens   None

Positions	Field Name	Description
1-2	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
3-4	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-7	Transaction Code	Constant **TZ1** Messages: **INVALID TRANS SEPARATOR CODE** - Rejected. Must be 1.
8-10	Multiple Record Code	Constant **208** Messages: **INVALID MULTIPLE RECORD CODE** - Rejected. Must be 208.
11	Tax Authority Type	Required, numeric, reset not applicable, maintenance not allowed. Valid values are: **1** - State **9** - Federal Messages: **INVALID TAX AUTHORITY TYPE CD** - Rejected. Valid values are 1 or 9.
12-16	Tax Authority Code	Required, numeric, reset not applicable, maintenance not allowed. State tax authority code 01 through 52, right justify, zero fill. Federal tax authority code is 00000. Messages: **TAX AUTH CD MUST BE NUMRC 0 – 52** - Rejected. Valid values are 0 - 52. **TAX AUTH CD MUST BE 0 IF TYP 9** - Rejected. Tax Authority code may only be 0 if Tax Authority Type code is 9.
17	IRA/SEP/SIMPLE Indicator	Optional, alphanumeric, resets to blank, see instructions for maintenance restrictions. Valid values are: ***** - IRA/SEP/SIMPLE distribution **Blank** - non IRA/SEP/SIMPLE distribution Messages: **INVALID IRA/SEP/SIMPLE INDICATOR** - Rejected. Must be * or blank.

(continued)

Positions	Field Name	Description
18-27	Distribution Code 8	Optional, alphanumeric, resets to blank, maintenance allowed.
		Maximum of 5 DOEs used. Each DOE is 2 characters.
	Second Distribution Code DOE Ties	Use with Excess Contributions Taxable in Current Year (Code 8) DOE Ties
		INVALID 1099-R DOE xx - Rejected. The DOE code (xx) entered for Excess Contributions Taxable in Current Year (Code 8) is not a valid alphanumeric DOE code. Blanks, zeros and special characters are not valid.
28-31	Code K - Distribution of IRA assets not having a readily available FMV	Optional, alphanumeric, resets to blank, maintenance allowed.
		Maximum of 2 DOEs used. Each DOE is 2 characters.
32-35	Code J - Early Distributions from a Roth IRA, no known exception	Optional, alphanumeric, resets to blank, maintenance allowed.
		Maximum of 2 DOEs used. Each DOE is 2 characters.
36-39	Code B - Distribution from a Designated Roth Account	Optional, alphanumeric, resets to blank, maintenance allowed.
		Maximum of 2 DOEs used. Each DOE is 2 characters.
		Note: Specify the DOE tie for the year of the date of the designated Roth account on the TZ1-203 transaction.
40-43	Code B - Employee Contribution to Designated Roth Account Distribution	Optional, alphanumeric, resets to blank, maintenance allowed.
		Maximum of 2 DOEs used. Each DOE is 2 characters.
44-45	Code B - Amount Allocable to In-Plan Roth Rollover Within 5 Years	Optional, alphanumeric, resets to blank, maintenance allowed.
		Maximum of 1 DOE used. Each DOE is 2 characters.
46-57	Reserved	**Blank**
58-67	Code 1 - Early (Premature) Distributions, no known exception	Optional, alphanumeric, resets to blank, maintenance allowed.
		Maximum of 5 DOEs used. Each DOE is 2 characters.
68-77	Code 2 - Early (Premature) Distributions, exception applies	Optional, alphanumeric, resets to blank, maintenance allowed.
		Maximum of 5 DOEs used. Each DOE is 2 characters.
78-79	Code 4-Death Payment	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Maximum of 1 DOE used. DOE is 2 characters.
80	Maintenance Code	Required, alphanumeric, reset not applicable.
		Valid values are:
		A - Add
		C - Change
		D - Delete

TZ1-209 [80] - 1099-R DOE Ties for Codes 9, H, J, L, N, P, Q, R, S, T, and U

Function	HRMS Tables File - 1099-R (Codes 9, H, J, L, N, P, Q, R, S, T, and U) DOE Information
Associated Screens	None

Positions	Field Name	Description
1-2	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
3-4	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-7	Transaction Code	Constant **TZ1** Messages: **INVALID TRANS SEPARATOR CODE** - Rejected. Must be 1.
8-10	Multiple Record Code	Constant **209** Messages: **INVALID MULTIPLE RECORD CODE** - Rejected. Must be 209.
11	Tax Authority Type	Required, numeric, reset not applicable, maintenance not allowed. Valid values are: **1** - State **9** - Federal Messages: **INVALID TAX AUTHORITY TYPE CD** - Rejected. Valid values are 1 or 9.
12-16	Tax Authority Code	Required, numeric, reset not applicable, maintenance not allowed. State tax authority code 01 through 52, right justify, zero fill. Federal tax authority code is 00000. Messages: **TAX AUTH CD MUST BE NUMRC 0 – 52** - Rejected. Valid values are 0 - 52. **TAX AUTH CD MUST BE 0 IF TYP 9** - Rejected. Tax Authority code may only be 0 if Tax Authority Type code is 9.
17	Reserved	**Blank**

(continued)

Positions	Field Name	Description
18-27	Code 9 - Cost of Current Life Insurance Protection	Optional, alphanumeric, resets to blank, maintenance allowed. Maximum of 5 DOEs used. Each DOE is 2 characters.
28-37	Code S - Early Distribution from a SIMPLE IRA in First Two Years, no known exception.	Optional, alphanumeric, resets to blank, maintenance allowed. Maximum of 5 DOEs used. Each DOE is 2 characters.
38-41	Code J - Early Distribution from a Roth IRA, no known exception.	Optional, alphanumeric, resets to blank, maintenance allowed. Maximum of 2 DOEs used. Each DOE is 2 characters.
42-45	Code R - Recharacterized IRA Contribution Made for Previous Year.	Optional, alphanumeric, resets to blank, maintenance allowed. Maximum of 2 DOEs used. Each DOE is 2 characters.
46-49	Code N - Recharacterized IRA Contribution Made for Current Year.	Optional, alphanumeric, resets to blank, maintenance allowed. Maximum of 2 DOEs used. Each DOE is 2 characters.
50-53	Codes J and P - Early Distribution from a Roth IRA, no known exception Excess Contributions Plus Earnings/Excess Deferrals Taxable in Previous Year	Optional, alphanumeric, resets to blank, maintenance allowed. Maximum of 2 DOEs used. Each DOE is 2 characters.
54-57	Code Q - Qualified distribution from a Roth IRA	Optional, alphanumeric, resets to blank, maintenance allowed. Maximum of 2 DOEs used. Each DOE is 2 characters.
58-61	Code T - Roth IRA Distribution, exception applies	Optional, alphanumeric, resets to blank, maintenance allowed. Maximum of 2 DOEs used. Each DOE is 2 characters.
62-65	Code L - Loans Treated As Deemed Distributions under Section 72(p)	Optional, alphanumeric, resets to blank, maintenance allowed. Maximum of 2 DOEs used. Each DOE is 2 characters.
66-69	Code H - Direct Rollover of a Designated Roth Account Distribution to a Roth IRA	Optional, alphanumeric, resets to blank, maintenance allowed. Maximum of 2 DOEs used. Each DOE is 2 characters.
70-73	Code U - Dividends Distributed from an ESOP under Section 404(k)	Optional, alphanumeric, resets to blank, maintenance allowed. Maximum of 2 DOEs used. Each DOE is 2 characters.
74-79	Reserved	**Blank**
80	Maintenance Code	Required, alphanumeric, reset not applicable. Valid values are: **A** - Add **C** - Change **D** - Delete

TZ1-210 [80] - 1099-R DOE Ties for Codes E, F, G, and P

Function   HRMS Tables File - 1099-R (Code E, F, G, and P) DOE ties information

Associated Screens   None

Positions	Field Name	Description
1-2	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
3-4	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-7	Transaction Code	Constant **TZ1** Messages: **INVALID TRANS SEPARATOR CODE** - Rejected. Must be 1.
8-10	Multiple Record Code	Constant **210** Messages: **INVALID MULTIPLE RECORD CODE** - Rejected. Must be 210.
11	Tax Authority Type	Required, numeric, reset not applicable, maintenance not allowed. Valid values are: **1** - State **9** - Federal Messages: **INVALID TAX AUTHORITY TYPE CD** - Rejected. Valid values are 1 or 9.
12-16	Tax Authority Code	Required, numeric, reset not applicable, maintenance not allowed. State tax authority code 01 through 52, right justify, zero fill. Federal tax authority code is 00000. Messages: **TAX AUTH CD MUST BE NUMRC 0 – 52** - Rejected. Valid values are 0 - 52. **TAX AUTH CD MUST BE 0 IF TYP 9** - Rejected. Tax Authority code may only be 0 if Tax Authority Type code is 9.
17	IRA/SEP/SIMPLE Indicator	Optional, alphanumeric, resets to blank, see instructions for maintenance restrictions. Valid values are: ***** - IRA/SEP/SIMPLE distribution **Blank** - non IRA/SEP/SIMPLE distribution Messages: **INVALID IRA/SEP/SIMPLE INDICATOR** - Rejected. Must be * or blank.

(continued)

Positions	Field Name	Description
18-27	Reserved	**Blank**
28-37	Code P - Excess Contributions Plus Earnings/Excess Deferrals Taxable in Previous Year	Optional, alphanumeric, resets to blank, maintenance allowed. Maximum of 5 DOEs used. Each DOE is 2 characters.
38-47	Code E - Distributions under Employee Plans Compliance Resolution System (EPCRS)	Optional, alphanumeric, resets to blank, maintenance allowed. Maximum of 5 DOEs used. Each DOE is 2 characters.
48-57	Code F - Charitable Gift Annuity	Optional, alphanumeric, resets to blank, maintenance allowed. Maximum of 5 DOEs used. Each DOE is 2 characters.
58-67	Code G - Direct Rollover of a distribution to a qualified plan	Optional, alphanumeric, resets to blank, maintenance allowed. Maximum of 5 DOEs used. Each DOE is 2 characters.
68-71	Codes G and K - Direct Rollover of a distribution to a qualified plan and Distribution of IRA assets not having a readily available FMV	Optional, alphanumeric, resets to blank, maintenance allowed. Maximum of 2 DOEs used. Each DOE is 2 characters.
72-79	Reserved	**Blank**
80	Maintenance Code	Required, alphanumeric, reset not applicable. Valid values are: **A** - Add **C** - Change **D** - Delete

TZ1-211 [80] - 1099 Transfer Agent Name/Payer Contact Phone

Function		HRMS Tables File - 1099-R Transfer Agent Name/Payer Contact Telephone Number Information
Associated Screens		None

Positions	Field Name	Description
1-2	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
3-4	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-7	Transaction Code	Constant **TZ1** Messages: **INVALID TRANS SEPARATOR CODE** - Rejected. Must be 1.
8-10	Multiple Record Code	Constant **211** Messages: **INVALID MULTIPLE RECORD CODE** - Rejected. Must be 211.
11	Transfer Agent Indicator	Conditionally required, alphanumeric, resets to zero, maintenance allowed. Valid values are: **Blank** or **R -** Default to 0 **1** - Use to report on 1099-R Tape "A" record **0** - Transfer Agent not used Messages: **INVALID TRANSFER AGENT IND** - Rejected. Must be 0, 1, or blank.
12-51	Transfer Agent Name	Conditionally required, alphanumeric, resets to blank, maintenance allowed. Name of Transfer Agent. Left-justified. Messages: **INV TRAN AGENT IND/NAME RELSHP** - Rejected. If Transfer Agent Indicator is 1, Transfer Agent Name cannot be blank.
52	1099-R Test Tape Indicator	Optional, alphanumeric, resets to zero, maintenance allowed. Valid values are: **1** - 1099-R Test Tape **0** - 1099-R Original/Replacement Tape **Blank** - Default to 0 Message: **INVALID 1099-R TEST TAPE IND** - Rejected. Must be 0, 1, or blank.

(continued)

Positions	Field Name	Description
53	Service Bureau Indicator	Optional, alphanumeric, resets to zero, maintenance allowed.
		Valid values are:
		1 - A service bureau was used to develop and/or transmit the 1099-R Tape **0** - A service bureau was not used to develop and/or transmit the 1099-R Tape **Blank** - Default to 0
		Messages: **INVALID 1099-R SV BUREAU IND** - Rejected. Must be 0, 1, or blank.
54-63	1099-R Payer Contact Telephone Number	Optional, alphanumeric, resets to zero, maintenance allowed.
		The telephone number of a person to contact about the 1099-R statement.
64-68	1099-R Payer Contact Telephone Extension	Optional, alphanumeric, resets to zero, maintenance allowed.
		The extension of a person to contact about the 1099-R statement.
69-79	Reserved	Required, alphanumeric, resets to zero, maintenance allowed.
		Blank
80	Maintenance Code	Required, alphanumeric, reset not applicable.
		Valid values are:
		A - Add **C** - Change **D** - Delete
		Note: On a change transaction, both Transfer Agent Indicator and Transfer Agent Name have to be accounted for. If Transfer Agent Indicator is reset, Transfer Agent Name will also be reset and vice versa.

TZ1-212 [80] - 1099-R Transfer Agent Address 1

Function   HRMS Tables File - 1099-R Information

Associated Screens   None

Positions	Field Name	Description
1-2	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
3-4	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-7	Transaction Code	Constant **TZ1** Messages: **INVALID TRANS SEPARATOR CODE** - Rejected. Must be 1.
8-10	Multiple Record Code	Constant **212** Messages: **INVALID MULTIPLE RECORD CODE** - Rejected. Must be 212.
11-50	Transfer Agent Shipping Address	Required, alphanumeric, reset not applicable, maintenance allowed. Address of Transfer Agent. Enter number, street, apartment, or suite number (or P.O. Box). Left-justified. Messages: **MISSING TRANS AGENT ADDR INFO** - Rejected. Transfer Agent Shipping address must be present for add maintenance.
51-79	Reserved	**Blank**
80	Maintenance Code	Required, alphanumeric, reset not applicable. Valid values are: **A** - Add **C** - Change **D** - Delete **Note:** On a change transaction, both Transfer Agent Indicator and Transfer Agent Name have to be accounted for. If Transfer Agent Indicator is reset, Transfer Agent Name will also be reset and vice versa.

TZ1-213 [80] - 1099-R Transfer Agent City/State/ZIP

Function   HRMS Tables File - 1099 Information

Associated Screens   None

Positions	Field Name	Description
1-2	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
3-4	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-7	Transaction Code	Constant **TZ1** Messages: **INVALID TRANS SEPARATOR CODE** - Rejected. Must be 1.
8-10	Multiple Record Code	Constant **213** Messages: **INVALID MULTIPLE RECORD CODE** - Rejected. Must be 213.
11-39	Transfer Agent City	Required, alphanumeric, reset not applicable, maintenance allowed. Enter city, town, or post office of the Transfer Agent. Left-justified.
40-41	Transfer Agent State	Required, alphanumeric, reset not applicable, maintenance allowed. Enter two-position state code of the Transfer Agent. Messages: **INVALID TRANSFER AGENT STATE CODE** - Rejected. Must be valid state code.
42-50	Transfer Agent Zip	Required, alphanumeric, reset not applicable, maintenance allowed. Enter 5- or 9-position zip code of the Transfer Agent. Left-justified. Messages: **INVALID TRANSFER AGENT ZIP CODE** - Rejected. Must be numeric.
51-79	Reserved	Required, alphanumeric, reset not applicable, maintenance not allowed. **Blank**
80	Maintenance Code	Required, alphanumeric, reset not applicable. Valid values are: **A** - Add **C** - Change **D** - Delete **Note:** On a change transaction, both Transfer Agent Indicator and Transfer Agent Name have to be accounted for. If Transfer Agent Indicator is reset, Transfer Agent Name will also be reset and vice versa.

TZ1-321 [80] - Maryland State 1099-R State Pickup Amount

Function   HRMS Tables File - Maryland 1099-R Information

Associated Screens   None

Positions	Field Name	Description
1-2	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
3-4	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-7	Transaction Code	Constant **TZ1** Messages: **INVALID TRANS SEPARATOR CODE** - Rejected. Must be 1.
8-10	Multiple Record Code	Constant **321** Messages: **INVALID MULTIPLE RECORD CODE** - Rejected. Must be 321.
11-30	State Pickup Amount DOEs	Optional, alphanumeric, resets to blank, maintenance allowed. Maximum of 10 DOEs used to store "state pickup amount" contributions by certain state and county employers to the State Pension fund. Enter as many as needed up to 10. Each DOE code is 2 characters. Messages: **INVALID ST PICKUP AMT DOE *xx*** - Rejected. The DOE code (xx) entered for State Pickup Amount is not a valid alphanumeric DOE code. Blanks, zeros, and special characters are not valid.
31-79	Reserved	**Blank**
80	Maintenance Code	Required, alphanumeric, reset not applicable. Valid values are: **A** - Add **C** - Change **D** - Delete

TZ1-401 [80] - MMREF W-2 Tape Submitter Organization Name and EIN

Function   HRMS Tables File - MMREF W-2 Tape Submitter Organization Name and EIN

Associated Screens   403

Positions	Field Name	Description
1-4	Constant	Required, alphanumeric, reset not applicable, maintenance not allowed. **Blank**
5-7	Transaction Code	Constant **TZ1** Messages: **INVALID TRANS SEPARATOR CODE** - Rejected. Must be 1.
8-10	Multiple Record Code	Constant **401** Messages: **INVALID MULTIPLE RECORD CODE** - Rejected. Must be 401.
11-67	Submitter Name	Conditionally required, alphanumeric, reset not applicable, maintenance allowed. Name of the submitter organization to receive notification of unprocessed data. Left-justified. Messages: **MISSING SUBMITTER NAME** - Rejected. Required for add maintenance..
68-76	Submitter's EIN	Conditionally required, alphanumeric, reset not applicable, maintenance allowed. Submitter's Employer Identification Number (EIN). Should match the EIN on the external label. Numeric or Blank only; no hyphens, prefixes, or suffixes; MUST NOT begin with 00, 07, 09, 17, 18, 19, 28, 29, 49, 69, 70, 78, 79, or 89. Messages: **MISSING SUBMITTER EIN** - Rejected. Required for add maintenance. **INVALID SUBMITTER EIN** - Rejected.

(continued)

Positions	Field Name	Description
77-79	Reserved	**Blank**
80	Maintenance Code	Required, alphanumeric, reset not applicable.
		Valid values are:
		A - Add **C** - Change **D** - Delete
		Messages: **NO DATA CHANGES WERE ENTERED** - Rejected. On a Change transaction, Submitter Name and EIN cannot both be blank.

TZ1-402 [80] - MMREF W-2 Tape Submitter Address and City

Function   HRMS Tables File - MMREF W-2 Tape Submitter Address and City

Associated Screens   403

Positions	Field Name	Description
1-4	Constant	Required, alphanumeric, reset not applicable, maintenance not allowed. **Blank**
5-7	Transaction Code	Constant **TZ1** Messages: **INVALID TRANS SEPARATOR CODE** - Rejected. Must be 1.
8-10	Multiple Record Code	Constant **402** Messages: **INVALID MULTIPLE RECORD CODE** - Rejected. Must be 402.
11-32	Submitter Location Address	Conditionally required, alphanumeric, reset not applicable, maintenance allowed. Location address of Submitter. Left-justified. Messages: **MISSING SUBMITTER LOC ADDRESS** - Rejected. Required for add maintenance.
33-54	Submitter Delivery Address	Conditionally required, alphanumeric, reset not applicable, maintenance allowed. Delivery address of Submitter. Left-justified. Messages: **MISSING SUBMITTER DELIVERY ADDR** - Rejected. Required for add maintenance.
55-76	Submitter City	Conditionally required, alphanumeric, reset not applicable, maintenance allowed. City of Submitter. Left-justified. Messages: **MISSING SUBMITTER CITY** - Rejected. Required for add maintenance.

(continued)

Positions	Field Name	Description
77-79	Reserved	**Blank**
80	Maintenance Code	Required, alphanumeric, reset not applicable.
		Valid values are:
		A - Add **C** - Change **D** - Delete
		Messages: **NO DATA CHANGES WERE ENTERED** - Rejected. On a Change transaction, Submitter Location Address, Delivery Address and City cannot all be blank.

TZ1-403 [80] - MMREF W-2 Tape Submitter State, ZIP, and Foreign Postal Information

Function   HRMS Tables File - MMREF W-2 Tape Submitter State, ZIP and Foreign Postal Information

Associated Screens   403

Positions	Field Name	Description
1-4	Constant	Required, alphanumeric, reset not applicable, maintenance not allowed. **Blank**
5-7	Transaction Code	Constant **TZ1** Messages: **INVALID TRANS SEPARATOR CODE** - Rejected. Must be 1.
8-10	Multiple Record Code	Constant **403** Messages: **INVALID MULTIPLE RECORD CODE** - Rejected. Must be 403.
11	Submitter Foreign Address Indicator	Optional, alphanumeric, resets to blank, maintenance allowed. Valid Values are: **1** - Foreign Address (use Foreign Addresses area, positions 12-51 below) **R** or **Blank** - US Address (use U.S. Addresses area, positions 12-22 below) Messages: **INVALID FOREIGN ADDR INDICATOR** - Rejected. Must be Blank, R, or 1.
	U.S. Addresses	
12-13	Submitter State	Conditionally required, alphanumeric, reset not applicable, maintenance allowed. State of Submitter. Use standard postal abbreviations listed in Appendix A. If foreign state, leave Blank. Messages: **INVALID SUBMITTER STATE CODE** - Rejected. Must be approved postal abbreviation. Required for add maintenance. **MISSING SUBMITTER STATE CODE** - Rejected. Required for add maintenance.

(continued)

Positions	Field Name	Description
14-18	Submitter Zip Code	Conditionally required, alphanumeric, reset not applicable, maintenance allowed.
		Zip Code of Submitter.
		Messages: **INVALID SUBMITTER ZIP CODE** - Rejected. Required for add maintenance.
		MISSING SUBMITTER ZIP CODE - Rejected. Required for add maintenance.
19-22	Submitter Zip Code Extension	Optional, alphanumeric, reset not applicable, maintenance allowed.
		Four-digit zip code extension
		Messages: **INVALID SUBMITTER ZIP CODE EXT** - Rejected. If entered, must be numeric.
23-51	Reserved	**Blank**
	Foreign Addresses	
12-34	Submitter Foreign State/Province	Conditionally required, alphanumeric, reset not applicable, maintenance allowed.
		Foreign State or Province code, if applicable.
		Messages: **INVALID SUBMITTER FRN PSTL CD** - Rejected. Required for add maintenance.
35-49	Submitter Foreign Postal Code	Conditionally required, alphanumeric, reset not applicable, maintenance allowed.
		Foreign postal code of processing organization, if applicable.
		Messages: **INVALID SUBMITTER FRN PSTL CD** - Rejected. Required for add maintenance.
50-51	Submitter Foreign Country Code	Conditionally required, alphanumeric, reset to Blank, maintenance allowed.
		Applicable Country code from the appendix in the MMREF-1 specifications.
		Messages: **MISSING SUBMITTER FRN CNTRY CD** - Rejected. Required for add maintenance.

(continued)

Positions	Field Name	Description
52-79	Reserved	**Blank**
80	Maintenance Code	Required, alphanumeric, reset not applicable.
		Valid values are:
		A - Add **C** - Change **D** - Delete
		Messages: **NO DATA CHANGES WERE ENTERED** - Rejected. On a Change transaction, the U.S. and Foreign Address fields cannot all be blank.

TZ1-404 [80] - MMREF W-2 Tape Submitter PIN and Contact Information

Function HRMS Tables File - MMREF W-2 Tape Submitter PIN and Contact Information

Associated Screens 403

Positions	Field Name	Description
1-4	Constant	Required, alphanumeric, reset not applicable, maintenance not allowed. **Blank**
5-7	Transaction Code	Constant **TZ1** Messages: **INVALID TRANS SEPARATOR CODE** - Rejected. Must be 1.
8-10	Multiple Record Code	Constant **404** Messages: **INVALID MULTIPLE RECORD CODE** - Rejected. Must be 404.
11-27	Submitter Personal Identification Number (PIN)	Conditionally required, alphanumeric, reset not applicable, maintenance allowed. Assigned PIN from the Social Security Administration to an employee who is authorized to submit the W-2 tape. Left-Justified. Messages: **MISSING PERSONAL ID NUMBER** - Rejected. Required for add maintenance.
28-54	Submitter Contact Name	Conditionally required, alphanumeric, reset not applicable, maintenance allowed. The name of the person to be contacted by the Social Security Administration concerning processing problems. Left-Justified. Messages: **MISSING CONTACT NAME** - Rejected. Required for add maintenance.
55-69	Submitter Contact Phone Number	Conditionally required, alphanumeric, reset not applicable, maintenance allowed. Enter the telephone number (including area code) for the Contact Name. Left-Justified. Messages: **INVALID CONTACT TELEPHONE** - Rejected. Required for add maintenance.
70-74	Submitter Contact Extension	Optional, alphanumeric, reset not applicable, maintenance allowed. Enter the telephone extension for the Contact Name. Left-Justified. Messages: **INVALID CONTACT EXTENSION** - Rejected. If entered, must be numeric.

(continued)

Positions	Field Name	Description
75-79	Reserved	**Blank**
80	Maintenance Code	Required, alphanumeric, reset not applicable.
		Valid values are:
		A - Add **C** - Change **D** - Delete
		Messages: **NO DATA CHANGES WERE ENTERED** - Rejected. On a Change transaction, the Submitter Contact fields cannot be all blank.

TZ1-405 [80] - MMREF W-2 Tape Submitter Contact and Resubmission Information

Function   HRMS Tables File - MMREF W-2 Tape Submitter Contact and Resubmission Information

Associated Screens   403

Positions	Field Name	Description
1-4	Constant	Required, alphanumeric, reset not applicable, maintenance not allowed. **Blank**
5-7	Transaction Code	Constant **TZ1** Messages: **INVALID TRANS SEPARATOR CODE** - Rejected. Must be 1.
8-10	Multiple Record Code	Constant **405** Messages: **INVALID MULTIPLE RECORD CODE** - Rejected. Must be 405.
11-50	Submitter Contact Email	Optional, alphanumeric, resets to Blank, maintenance allowed. The Contact Name's Email/Internet address, if applicable. Left-Justified.
51-60	Submitter Contact FAX	Optional, alphanumeric, resets to Blank, maintenance allowed. For U.S. and U.S. territories only. The Contact Name FAX number (including area code), if applicable. Left-Justified.
61	Preferred Method of Problem Notification Code	Conditionally required, alphanumeric, reset not applicable, maintenance allowed. Valid values are: **1** - Email/Internet **2** - Postal Service Messages: **MISSING METH PROB NOTIFICAT** - Rejected. Required for add maintenance. **INVALID METH PROB NOTIFICAT -** Rejected.

(continued)

Positions	Field Name	Description
62	Preparer Code	Conditionally required, alphanumeric, reset not applicable, maintenance allowed.
		Indicates who prepared the W-2 tape/file. If more than one applies, use the one that best describes who prepared the tape/file.
		Valid values are:
		A - Accounting Firm **L** - Self-Prepared **S** - Service Bureau **P** - Parent Company **O** - Other
		Messages: **MISSING PREPARER CODE** - Rejected. Required for add maintenance. **INVALID PREPARER CODE** - Rejected.
63-68	Resub WFID	Optional, alphanumeric, resets to Blank, maintenance allowed.
		If resubmitting the tape/file, this is the WFID displayed on the notice sent to you by the Social Security Administration.
69-70	Software Code	Conditionally required, alphanumeric, reset not applicable, maintenance allowed.
		Indicates the software used to create the tape/file.
		Valid values are:
		98 - In-house Program **99** - Other
		Messages: **MISSING SOFTWARE CODE** - Rejected. Required for add maintenance. **INVALID SOFTWARE CODE** - Rejected.
71-79	Reserved	**Blank**
80	Maintenance Code	Required, alphanumeric, reset not applicable.
		Valid values are:
		A - Add **C** - Change **D** - Delete
		Messages: **NO DATA CHANGES WERE ENTERED** - Rejected. On a Change transaction, W-2 Tape Submitter Contact and Resubmission Information cannot all be blank.

TZ1-406 [80] - MMREF W-2 Tape Company Name

Function   HRMS Tables File - MMREF W-2 Tape Company Name

Associated Screens   403

Positions	Field Name	Description
1-4	Constant	Required, alphanumeric, reset not applicable, maintenance not allowed. **Blank**
5-7	Transaction Code	Constant **TZ1** Messages: **INVALID TRANS SEPARATOR CODE** - Rejected. Must be 1.
8-10	Multiple Record Code	Constant **406** Messages: **INVALID MULTIPLE RECORD CODE** - Rejected. Must be 406.
11-67	Company Name	Required, alphanumeric, reset not applicable, maintenance allowed. Name of the Company to receive MMREF-1 annual filing instructions. Left-Justified. Messages: **MISSING COMPANY NAME** - Rejected. Required for add maintenance.
68-79	Reserved	**Blank**
80	Maintenance Code	Required, alphanumeric, reset not applicable. Valid values are: **A** - Add **C** - Change **D** - Delete Messages: **NO DATA CHANGES WERE ENTERED** - Rejected. On a Change transaction, Company Name cannot be blank.

TZ1-407 [80] - MMREF W-2 Tape Company Address

Function   HRMS Tables File - MMREF W-2 Tape Company Address

Associated Screens   403

Positions	Field Name	Description
1-4	Constant	Required, alphanumeric, reset not applicable, maintenance not allowed. **Blank**
5-7	Transaction Code	Constant **TZ1** Messages: **INVALID TRANS SEPARATOR CODE** - Rejected. Must be 1.
8-10	Multiple Record Code	Constant **407** Messages: **INVALID MULTIPLE RECORD CODE** - Rejected. Must be 407.
11-32	Company Location Address	Conditionally required, alphanumeric, reset not applicable, maintenance allowed. Location address for the Company Name. Left-Justified. Messages: **MISSING COMPANY LOCATION ADDRESS** - Rejected. Required for add maintenance.
33-54	Company Delivery Address	Conditionally required, alphanumeric, reset not applicable, maintenance allowed. Delivery address for the Company Name. Left-Justified. Messages: **MISSING COMPANY DELIVERY ADDRESS** - Rejected. Required for add maintenance.
55-76	Company City	Conditionally required, alphanumeric, reset not applicable, maintenance allowed. City for the Company Name. Left-Justified. Messages: **MISSING COMPANY CITY** - Rejected. Required for add maintenance.

(continued)

Positions	Field Name	Description
77-79	Reserved	**Blank**
80	Maintenance Code	Required, alphanumeric, reset not applicable.
		Valid values are:
		A - Add **C** - Change **D** - Delete
		Messages: **NO DATA CHANGES WERE ENTERED** - Rejected. On a Change transaction, Company Location, Delivery Address and City cannot all be blank.

TZ1-408 [80] - MMREF W-2 Tape Company State, ZIP, and Foreign Address

Function   HRMS Tables File - MMREF W-2 Tape Company State, ZIP and Foreign Postal Information

Associated Screens   403

Positions	Field Name	Description
1-4	Constant	Required, alphanumeric, reset not applicable, maintenance not allowed. **Blank**
5-7	Transaction Code	Constant **TZ1** Messages: **INVALID TRANS SEPARATOR CODE** - Rejected. Must be 1.
8-10	Multiple Record Code	Constant **408** Messages: **INVALID MULTIPLE RECORD CODE** - Rejected. Must be 408.
11	Company Foreign Address Indicator	Optional, alphanumeric, resets to blank, maintenance allowed. Valid Values are: **1** - Foreign Address (use Foreign Addresses area, positions 12-51 below) **R** or **Blank** - US Address (use U.S. Addresses area, positions 12-22 below) Messages: **INVALID FOREIGN ADDR INDICATOR** - Rejected. Must be Blank, R, or 1.
	U.S. Addresses	
12-13	Company State	Conditionally required, alphanumeric, reset not applicable, maintenance allowed. State of organization name. Use standard postal abbreviations listed in Appendix A. If foreign state, leave Blank. Messages: **INVALID COMPANY STATE CODE** - Rejected. Must be approved postal abbreviation. Required for add maintenance. **MISSING COMPANY STATE CODE** - Rejected. Required for add maintenance.

(continued)

Positions	Field Name	Description
14-18	Company Zip Code	Conditionally required, alphanumeric, reset not applicable, maintenance allowed.
		Zip Code of organization name.
		Messages:
		INVALID COMPANY ZIP CODE - Rejected. Required for add maintenance.
		MISSING COMPANY ZIP CODE - Rejected. Zip Code must be numeric. Required for add maintenance.
19-22	Company Zip Code Extension	Optional, alphanumeric, reset not applicable, maintenance allowed.
		Four-digit zip code extension
		Messages:
		INVALID COMPANY ZIP CODE EXT - Rejected. If entered, must be numeric.
23-51	Reserved	**Blank**
	Foreign Addresses	
12-34	Company Foreign State/Province	Conditionally required, alphanumeric, reset not applicable, maintenance allowed.
		Foreign State or Province code, if applicable.
		Messages:
		INVALID COMPANY FRN PSTL CD - Rejected. Required for add maintenance.
35-49	Company Foreign Postal Code	Conditionally required, alphanumeric, reset not applicable, maintenance allowed.
		Foreign postal code of processing organization, if applicable.
		Messages:
		INVALID COMPANY FRN PSTL CD - Rejected. Required for add maintenance.
50-51	Company Foreign Country Code	Conditionally required, alphanumeric, reset to Blank, maintenance allowed.
		Applicable Country code from the appendix in the MMREF-1 specifications.
		Messages:
		MISSING COMPANY FRN CNTRY CD - Rejected. Required for add maintenance.

(continued)

Positions	Field Name	Description
52-79	Reserved	**Blank**
80	Maintenance Code	Required, alphanumeric, reset not applicable.
		Valid values are:
		A - Add **C** - Change **D** - Delete
		Messages: **NO DATA CHANGES WERE ENTERED** - Rejected. On a Change transaction, U.S. and Foreign Address fields cannot all be blank.

TZ1-520 [80] - Puerto Rico - W-2PR Form DOEs

Function   HRMS Tables File - Puerto Rico W-2PR Information

Associated Screens   407

Positions	Field Name	Description
1-2	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
3-4	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-7	Transaction Code	Constant **TZ1** Messages: **INVALID TRANS SEPARATOR CODE** - Rejected. Must be 1.
8-10	Multiple Record Code	Constant **520** Messages: **INVALID MULTIPLE RECORD CODE** - Rejected. Must be 520.
11-30	Puerto Rico Commissions DOEs	Optional, alphanumeric, resets to blank, maintenance allowed. Maximum of 10 DOEs used to store commissions. Enter as many as you need, up to 10. Each DOE code is 2 characters. Messages: **INVALID P.R. COMMISSION DOE *xx*** - Rejected.
31-50	Puerto Rico Retirement Fund Contributions DOEs	Optional, alphanumeric, resets to blank, maintenance allowed. Maximum of 10 DOEs used to store retirement fund contributions. Enter as many as you need, up to 10. Each DOE code is 2 characters. Messages: **INVALID P.R. RETIREMENT DOE *xx*** - Rejected.
51-70	Puerto Rico Non-qualified Plans DOEs	Optional, alphanumeric, resets to blank, maintenance allowed. Maximum of 10 DOEs used to store non-qualified plans. Enter as many as you need, up to 10. Each DOE code is 2 characters. **Note:** Although this field is no longer required for the W-2PR form, it is left intact for informational purposes.
71-78	Puerto Rico Cost of Pension or Annuity DOEs	Optional, alphanumeric, resets to blank, maintenance allowed. Maximum of 4 DOEs used to store cost of pension or annuity. Enter as many as you need, up to 4. Each DOE code is 2 characters. **Note:** Although this field is no longer required for the W-2PR form, it is left intact for informational purposes.
79	Reserved	**Blank**
80	Maintenance Code	Required, alphanumeric, reset not applicable. Valid values are: **A** - Add **C** - Change **D** - Delete

TZ1-521 [80] - Puerto Rico - W-2PR Form DOEs

Function   HRMS Tables File - Puerto Rico - W-2PR Form DOEs

Associated Screens   407

Positions	Field Name	Description
1-2	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
3-4	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-7	Transaction Code	Constant **TZ1** Messages: **INVALID TRANS SEPARATOR CODE** - Rejected. Must be 1.
8-10	Multiple Record Code	Constant **521** Messages: **INVALID MULTIPLE RECORD CODE** - Rejected. Must be 521.
11-30	Puerto Rico Allowance	Optional, alphanumeric, resets to blank, maintenance allowed. Maximum of 10 DOEs used to store allowances. Enter as many as you need, up to 10. Each DOE code is 2 characters. Messages: **INVALID P.R. ALLOWANCES DOE *xx*** - Rejected. The DOE code (xx) entered is not a valid alphanumeric DOE code. Blanks, zeros, and special characters are not valid.
31-50	Puerto Rico Reimbursed Expenses and Fringe Benefits DOEs	Optional, alphanumeric, resets to blank, maintenance allowed. Maximum of 10 DOEs used to store reimbursed expenses and fringe benefits. Enter as many as you need, up to 10. Each DOE code is 2 characters. Messages: **INVALID P.R. REIMB EXP DOE *xx*** - Rejected. The DOE code (xx) entered is not a valid alphanumeric DOE code. Blanks, zeros, and special characters are not valid.
51-70	Puerto Rico Cash or Deferred Agreement Contribution DOEs Section 165(e) and Section 401(k)	Optional, alphanumeric, resets to blank, maintenance allowed. Maximum of 10 DOEs used to store cash or deferred contribution amounts. Enter as many as you need, up to 10. Each DOE code is 2 characters. Messages: **INVALID P.R. 165 (E) DOE *xx*** - Rejected. The DOE code (xx) entered is not a valid alphanumeric DOE code. Blanks, zeros, and special characters are not valid.

(continued)

Positions	Field Name	Description
71-78	Puerto Rico Tips DOEs	Optional, alphanumeric, resets to blank, maintenance allowed.
		Maximum of 4 DOEs used to store tips. Enter as many as you need, up to 4. Each DOE code is 2 characters.
		Messages: **INVALID P.R. TIPS DOE _xx_** - Rejected. The DOE code (xx) entered is not a valid alphanumeric DOE code. Blanks, zeros, and special characters are not valid.
79	Reserved	**Blank**
80	Maintenance Code	Required, alphanumeric, reset not applicable.
		Valid values are: **A** - Add **C** - Change **D** - Delete

TZ1-522 [80] - Puerto Rico - W-2 DOEs

Function   HRMS Tables File - Puerto Rico - W-2 DOEs

Associated Screens   408

Positions	Field Name	Description
1-2	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
3-4	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-7	Transaction Code	Constant **TZ1** Messages: **INVALID TRANS SEPARATOR CODE** - Rejected. Must be 1.
8-10	Multiple Record Code	Constant **522** Messages: **INVALID MULTIPLE RECORD CODE** - Rejected. Must be 522.
11-20	Puerto Rico Cost of Employer Health Coverage DOEs	Optional, alphanumeric, resets to Blank, maintenance allowed. Maximum of 5 DOEs used to store the cost of employer health coverage to print on the W-2 form. Messages: **INVALID PR COST ER HCOV DOE *xx*** - Rejected. The DOE code (*xx*) entered is not a valid, alphanumeric DOE code. Blanks, zeros (00), and special characters are not valid.
21-30	Puerto Rico Charitable Contribution DOEs	Optional, alphanumeric, resets to Blank, maintenance allowed. Maximum of 5 DOEs used to store charitable contributions to print on the W-2 form. Messages: **INVALID PR CHAR CONTRIB DOE *xx*** - Rejected. The DOE code (*xx*) entered is not a valid, alphanumeric DOE code. Blanks, zeros (00), and special characters are not valid.
31-40	Puerto Rico Contributions to the Save and Duplicate Your Money Program DOEs	Optional, alphanumeric, resets to Blank, maintenance allowed. Maximum of 5 DOEs used to store contributions to the Save and Duplicate Your Money Program to print on the W-2 form. Messages: **INVALID PR SAVE MONEY DOE *xx*** - Rejected. The DOE code (*xx*) entered is not a valid, alphanumeric DOE code. Blanks, zeros (00), and special characters are not valid.
41	Puerto Rico Other Exempt Salaries 1 Code	Optional, alphanumeric, resets to Blank, maintenance allowed. Exempt salaries code to be reported on the W-2 form. Messages: **INVALID PR OTHR EXSAL 1 CODE** - Rejected. A code is required when the Puerto Rico Other Exempt Salaries 1 DOE field is not blank. For Reset, code and its DOE should be reset.

(continued)

Positions	Field Name	Description
42-43	Puerto Rico Other Exempt Salaries 1 DOE	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Maximum of 1 DOE used to store other exempt salaries 1 amount to print on the W-2 form.
		Messages:
		INVALID PR OTHR EXSAL 1 DOE- Rejected. The DOE code (xx) entered is not a valid, alphanumeric DOE code. Blanks, zeros (00), and special characters are not valid. A code is required when the Puerto Rico Other Exempt Salaries 1 Code field is not blank. For Reset, code and its DOE should be reset.
44	Puerto Rico Other Exempt Salaries 2 Code	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Exempt salaries code to be reported on the W-2 form.
		Messages:
		INVALID PR OTHR EXSAL 2 CODE - Rejected. A code is required when the Puerto Rico Other Exempt Salaries 2 DOE field is not blank. For Reset, code and its DOE should be reset.
45-46	Puerto Rico Other Exempt Salaries 2 DOE	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Maximum of 1 DOE used to store other exempt salaries 2 amount to print on the W-2 form.
		Messages:
		INVALID PR OTHR EXSAL 2 DOE- Rejected. The DOE code (xx) entered is not a valid, alphanumeric DOE code. Blanks, zeros (00), and special characters are not valid. A code is required when the Puerto Rico Other Exempt Salaries 2 Code field is not blank. For Reset, code and its DOE should be reset.
47	Puerto Rico Other Exempt Salaries 3 Code	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Exempt salaries code to be reported on the W-2 form.
		Messages:
		INVALID PR OTHR EXSAL 3 CODE - Rejected. A code is required when the Puerto Rico Other Exempt Salaries 3 DOE field is not blank. For Reset, code and its DOE should be reset.
48-49	Puerto Rico Other Exempt Salaries 3 DOE	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Maximum of 1 DOE used to store other exempt salaries 3 amount to print on the W-2 form.
		Messages:
		INVALID PR OTHR EXSAL 3 DOE- Rejected. The DOE code (xx) entered is not a valid, alphanumeric DOE code. Blanks, zeros (00), and special characters are not valid. A code is required when the Puerto Rico Other Exempt Salaries 3 Code field is not blank. For Reset, code and its DOE should be reset.

(continued)

Positions	Field Name	Description
50	Puerto Rico Other Exempt Salaries 4 Code	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Exempt salaries code to be reported on the W-2 form.
		Messages:
		INVALID PR OTHR EXSAL 4 CODE - Rejected. A code is required when the Puerto Rico Other Exempt Salaries 4 DOE field is not blank. For Reset, code and its DOE should be reset.
51-52	Puerto Rico Other Exempt Salaries 4 DOE	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Maximum of 1 DOE used to store other exempt salaries 4 amount to print on the W-2 form.
		Messages:
		INVALID PR OTHR EXSAL 4 DOE- Rejected. The DOE code (xx) entered is not a valid, alphanumeric DOE code. Blanks, zeros (00), and special characters are not valid. A code is required when the Puerto Rico Other Exempt Salaries 4 Code field is not blank. For Reset, code and its DOE should be reset.
53	Puerto Rico Other Exempt Salaries 5 Code	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Exempt salaries code to be reported on the W-2 form.
		Messages:
		INVALID PR OTHR EXSAL 5 CODE - Rejected. A code is required when the Puerto Rico Other Exempt Salaries 5 DOE field is not blank. For Reset, code and its DOE should be reset.
54-55	Puerto Rico Other Exempt Salaries 5 DOE	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Maximum of 1 DOE used to store other exempt salaries 5 amount to print on the W-2 form.
		Messages:
		INVALID PR OTHR EXSAL 5 DOE- Rejected. The DOE code (xx) entered is not a valid, alphanumeric DOE code. Blanks, zeros (00), and special characters are not valid. A code is required when the Puerto Rico Other Exempt Salaries 5 Code field is not blank. For Reset, code and its DOE should be reset.
56-57	Service by qualified Physician DOE	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Maximum of 1 DOE used to store the cost of service by qualified physician
		Messages:
		INVALID PR QUAL PHYSIC DOE - Rejected. The DOE code (xx) entered is not a valid, alphanumeric DOE code. Blanks, zeros (00), and special characters are not valid.
58-59	Domestic Service in private home, college club etc DOE	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Maximum of 1 DOE used to store the cost of domestic service in private home, college club etc
		Messages:
		INVALID PR DOM SERVICE DOE - Rejected. The DOE code (xx) entered is not a valid, alphanumeric DOE code. Blanks, zeros (00), and special characters are not valid.

(continued)

Positions	Field Name	Description
60-69	Other Service DOEs	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Maximum of 5 DOEs used to store the cost of other services that do not apply to the pre-defined Option 1, 2, 3, or 4 codes assigned by Puerto Rico.
		The W-2PR other service description will be populated based on the DOE-001 French Description for the DOE(s) up to maximum allowable space. Enter a short description in the French Description field on the DOE-001 transaction.
		Messages:
		INVALID PR OTHER SERVICE DOE xx- Rejected. The DOE code (xx) entered is not a valid, alphanumeric DOE code. Blanks, zeros (00), and special characters are not valid.
70-71	Other Service DOE Option 1	Optional, alphanumeric, resets to Blank, maintenance allowed.
		The Other Service description on the W-2PR form will be "1". Refer to the Puerto Rico W-2PR form instructions for payments that should be coded "1".
		Messages:
		INVALID PR OTHER SERVICE DOE1 xx- Rejected. The DOE code(xx) entered is not a valid, alphanumeric DOE code. Blanks, zeros(00) and special characters are not valid.
72-73	Other Service DOE Option 2	Optional, alphanumeric, resets to Blank, maintenance allowed.
		The Other Service description on the W-2PR form will be "2". Refer to the Puerto Rico W-2PR form instructions for payments that should be coded "2".
		Messages:
		INVALID PR OTHER SERVICE DOE2 xx- Rejected. The DOE code(xx) entered is not a valid, alphanumeric DOE code. Blanks, zeros(00) and special characters are not valid.
74-75	Other Service DOE Option 3	Optional, alphanumeric, resets to Blank, maintenance allowed.
		The Other Service description on the W-2PR form will be "3". Refer to the Puerto Rico W-2PR form instructions for payments that should be coded "3".
		Messages:
		INVALID PR OTHER SERVICE DOE3 xx- Rejected. The DOE code(xx) entered is not a valid, alphanumeric DOE code. Blanks, zeros(00) and special characters are not valid.
76-77	Other Service DOE Option 4	Optional, alphanumeric, resets to Blank, maintenance allowed.
		The Other Service description on the W-2PR form will be "4". Refer to the Puerto Rico W-2PR form instructions for payments that should be coded "4".
		Messages:
		INVALID PR OTHER SERVICE DOE4 xx- Rejected. The DOE code(xx) entered is not a valid, alphanumeric DOE code. Blanks, zeros(00) and special characters are not valid.

78-79	Reserved	Blank
80	Maintenance Code	Required, alphanumeric, reset not applicable.

Valid values are:
A - Add
C - Change
D - Delete

TZ1-523 [80] - Puerto Rico - W-2 DOEs

Function   HRMS Tables File - Puerto Rico - W-2 DOEs

Associated Screens   None

Positions	Field Name	Description
1-2	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
3-4	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-7	Transaction Code	Constant **TZ1** Messages: **INVALID TRANS SEPARATOR CODE** - Rejected. Must be 1.
8-10	Multiple Record Code	Constant **523** Messages: **INVALID MULTIPLE RECORD CODE** - Rejected. Must be 523.
11-12	Service by Health Professionals DOE	Optional, alphanumeric, resets to Blank, maintenance allowed. Maximum of 1 DOE used to store the cost of service by Health Professionals. Messages: **INVALID PR HEALTH PRO DOE** - Rejected. The DOE code (xx) entered is not a valid, alphanumeric DOE code. Blanks, zeros (00), and special characters are not valid.
13	Puerto Rico Other Exempt Salaries 6 Code	Optional, alphanumeric, resets to Blank, maintenance allowed. Exempt salaries code to be reported on the W-2 form. Messages: **INVALID PR OTHR EXSAL 6 CODE** - Rejected. A code is required when the Puerto Rico Other Exempt Salaries 6 DOE field is not blank. For Reset, code and its DOE should be reset.
14-15	Puerto Rico Other Exempt Salaries 6 DOE	Optional, alphanumeric, resets to Blank, maintenance allowed. Maximum of 1 DOE used to store other exempt salaries 6 amount to print on the W-2 form. Messages: **INVALID PR OTHR EXSAL 6 DOE**- Rejected. The DOE code (xx) entered is not a valid, alphanumeric DOE code. Blanks, zeros (00), and special characters are not valid. A code is required when the Puerto Rico Other Exempt Salaries 6 Code field is not blank. For Reset, code and its DOE should be reset.
16-17	Puerto Rico Exempt Employer Direct Employee Hours Worked DOE	Optional, alphanumeric, resets to Blank, maintenance allowed. Maximum of 1 DOE used to store the hours worked by a direct employee of an exempt employer to print on the W-2 form. Messages: **INVALID PR WORKED HOURS DOE xx**- Rejected. The DOE code (xx) entered is not a valid, alphanumeric DOE code. Blanks, zeros (00), and special characters are not valid.

18-19	Puerto Rico Exempt Employer Direct Employee EIN Number DOE	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Maximum of 1 DOE used to store the EIN number of the exempt employer when the employee is assigned or leased so it can be printed on the W-2 form.
		Messages:
		INVALID PR EIN NUMBER DOE xx- Rejected. The DOE code (xx) entered is not a valid, alphanumeric DOE code. Blanks, zeros (00), and special characters are not valid.
20-79	Reserved	Optional, blank
80	Maintenance Code	Required, alphanumeric, reset not applicable.
		Valid values are:
		A - Add
		C - Change
		D - Delete

Chapter Contents

(continued)

Chapter Contents (continued)

Introduction

This chapter describes the transactions T00 through WU-2 for the Payroll/Personnel system.

Txx Messages

The following error messages may appear on any Txx-xxx transaction. Transaction specific messages are listed with the transaction description.

Message	Explanation
Edit Error Messages:	
INVALID LEVEL 1	Rejected.
INVALID LEVEL 2	Rejected.
INVALID TRANSACTION CODE	Rejected.
DELETE - TXN DATA MUST BE BLANK	Rejected.
COLUMNS 1 - 4 MUST BE BLANK	Rejected.
NO CHANGES ENTERED COLS 11 - 79	Rejected. Change transaction must have data in columns 11 - 79.
NO CHANGES ENTERED COLS 17 - 79	Rejected. Change transaction must have data in columns 17 - 79.
RESET NOT VALID ON ADD TRANS	Rejected. Add transaction cannot have "R" in the first position of the field followed by blanks in the rest of the field.
Validate Error Messages:	
INVALID ADD TRANSACTION	Rejected. Attempting to add a transaction to the HRMS Tables File that already exists in the file.
INVALID CHANGE TRANSACTION	Rejected. Attempting to change a transaction in the HRMS Tables File that does not exist in the file.
INVALID DELETE TRANSACTION	Rejected. Attempting to delete a transaction in the HRMS Tables File that does not exist in the file.

T00-001 [80] - Program Normal Input Files

Function HRMS Tables File - Program Normal Input File Identifier

Associated Screens 324

Positions	Field Name	Description
1-3	Transaction Code	Constant **T00**
4-6	Multiple Record Code	Constant **001**
		Messages:
		INVALID MULTIPLE RECORD CD - Rejected.
7	Maintenance Code	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Valid values are:
		A - Add
		C - Change
		D - Delete
8-15	Reserved	**Blank**
	Normal Input Files	For positions 16-23.
		Identifies the file to be used by each program for normal system processing. All are required if position 7 = A.
		Valid values are:
		EM - Use the Employee Master File
		PD - Use the Payroll Reporting Detail File
16-17	Payroll Reports Input File	Conditionally required, alphanumeric, reset not applicable, maintenance allowed.
		Input for Payroll Report Generator.
		Messages:
		INV PAY RPT INPUT FILE - Rejected.
		PAY RPT INPUT BLK ON ADD - Rejected.
18-19	95 Print Input File	Conditionally required, alphanumeric, reset not applicable, maintenance allowed.
		Input for Employee Master File Print.
		Messages:
		INV 95 PRINT INPUT FILE - Rejected.
		95 PRT INPUT BLK ON ADD - Rejected.
20-21	Reserved	**Blank**

(continued)

Positions	Field Name	Description
22-23	Skeleton Program Input File	Conditionally required, alphanumeric, reset not applicable, maintenance allowed.
		Input for Employee Master Skeleton Program.
		Messages: **INV SKL PROG INPUT FILE** - Rejected.
		SKL INPUT BLK ON ADD - Rejected.
24-80	Reserved	**Blank**
		Note: For more information about using this transaction, see the *User Guide* for Payroll/Personnel.

T00-002 [80] - Employee Master File Access Modes

Function HRMS Tables File - Employee Master File Access Mode Identifier

Associated Screens 325

Positions	Field Name	Description
1-3	Transaction Code	Constant **T00**
4-6	Multiple Record Code	Constant **002**
		Messages:
		INVALID MULTIPLE RECORD CD - Rejected.
7	Maintenance Code	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Valid values are:
		A - Add
		C - Change
		D - Delete
8-15	Reserved	**Blank**
	File Organization By Employee Master File Type	For positions 16-21.
		Identifies the organization of the Employee Master File and the access mode used with the file by type of processing program and type of cycle. All are required if position 7 = A.
		Valid values are:
		R - Organized for random processing; either an indexed or database file
		S - Organized for sequential processing; a sequential file
	Current Cycle Master	
16	Maintenance Processing	Conditionally required, alphanumeric, reset not applicable, maintenance allowed.
		Messages:
		CURR MAINT FILE ORG BLANK - Rejected. Required on add.
		INV CURRENT MAINT FILE ORG - Rejected.
17	Reporting Processing	Conditionally required, alphanumeric, reset not applicable, maintenance allowed.
		Messages:
		CURRENT RPT FILE ORG BLANK - Rejected. Required on add.
		INV CURRENT RPT FILE ORG - Rejected.

(continued)

Positions	Field Name	Description
	Period-End Cycle Master	
18	Maintenance Processing	Conditionally required, alphanumeric, reset not applicable, maintenance allowed.
		Messages: **PER END MAINT FILE ORG BLK** - Rejected. Required on add.
		INV PER END MAINT FILE ORG - Rejected.
19	Reporting Processing	Conditionally required, alphanumeric, reset not applicable, maintenance allowed.
		Messages: **PER END RPT FILE ORG BLANK** - Rejected. Required on add.
		INV PER END RPT FILE ORG - Rejected.
	Extract/Rerun Cycle Master	
20	Maintenance Processing	Conditionally required, alphanumeric, reset not applicable, maintenance allowed.
		Messages: **RERUN MAINT FILE ORG BLANK** - Rejected. Required on add.
		INV RERUN MAINT FILE ORG - Rejected.
21	Reporting Processing	Conditionally required, alphanumeric, reset not applicable, maintenance allowed.
		Note: For more information about using this transaction, see the *Technical Guide*, How To - General.
		Messages: **RERUN RPT FILE ORG BLANK** - Rejected. Required on add.
		INVALID RERUN RPT FILE ORG - Rejected.
22	HRMS Tables Logical Lock Indicator	Optional, alphanumeric, reset not applicable, maintenance allowed.
		Y or **N**. **Blank** - If you selected ADD, in position 7, defaults to **N** (IMS, IDMS, only)
		Messages: **INV TABLE LOGICAL LOCK IND** - Rejected.
23-80	Reserved	**Blank**

T01-001 [80] - Employee Master File Controls

Function   HRMS Tables File - Employee Master File Control Data

Associated Screens   327

Positions	Field Name	Description
1-3	Transaction Code	Constant **T01**
4-6	Multiple Record Code	Constant **001**
		Messages:
		INVALID MULTIPLE RECORD CD - Rejected.
7	Maintenance Code	Required, alpha, reset not applicable, maintenance not allowed.
		Valid values are:
		A - Add
		C - Change
8-15	Reserved	**Blank**
	Current Cycle Master File Controls	
16-21	Date Control	Conditionally required, numeric, resets to zero, maintenance allowed.
		Required when Time Control is not Blank. Should match the CPU date in the file header for the current cycle Employee Master File. Can also be used for a one-time or a permanent override of file control processing.
		Valid values are:
		000000 - Do not verify file control data. Allows update of file control data for use in future system executions
		999999 - Do not verify file control data and do not update file control data on the HRMS Tables File.
		An R in the first position of Date Control resets both Date Control and Time Control to zero.
		Year will be expanded and store four digits. Enter YYMMDD.
		Messages:
		INVALID CURRENT DATE - Rejected.

(continued)

Positions	Field Name	Description
22-27	Time Control	Conditionally required, numeric, reset not applicable, maintenance allowed.
		Required when Date Control is not Blank, 00000, or 99999. Must be Blank when the date is Blank, 000000, or 999999. Should match CPU time in the file header for the current cycle Employee Master File.
		An R in the first position of Date Control resets both Date Control and Time Control to zero.
		Note: For more information about using this transaction, see the *Technical Guide*, How to - General.
		Messages: **INVALID CURRENT TIME** - Rejected.
		CURRENT TIME NOT BLANK - Rejected. Current master file time control must agree with the value entered in the current master file date control field.
		CURRENT TIME BLANK - Rejected. Current master file time control must be entered when current master file date is entered.
	Period-End Cycle Master File Controls	
28-33	Date Control	Year will be explained and store four digits.
		Conditionally required, numeric, resets to zero, maintenance allowed.
		Required when Time Control is not Blank. Should match the CPU date in the file header for the period-end cycle Employee Master File. Can also be used for a one-time or a permanent override of file control processing.
		Valid values are:
		000000 - Do not verify file control data, allows update of file control data for use in future system executions **999999** - Do not verify file control data and do not update file control data on the tables file.
		An R in the first position of date control resets both Date Control and Time Control to zero.
		Year will be expanded and store four digits. Enter YYMMDD.
		Messages: **INVALID PERIOD END DATE** - Rejected.

(continued)

Positions	Field Name	Description
34-39	Time Control	Conditionally required, numeric, reset not applicable, maintenance allowed.
		Required when Date Control is not Blank, 00000, or 99999. Must be Blank when the date is Blank, 000000, or 999999. Should match CPU time in the file header for the period-end cycle Employee Master File.
		An R in the first position of Date Control resets both Date Control and Time Control to zero.
		Note: For more information about using this transaction, see the *Technical Guide*, How to - General.
		Messages: **INVALID PERIOD END TIME** - Rejected.
		PER END TIME NOT BLANK - Rejected. Period-end master file time control must agree with the value of the period-end master file date control field.
		PERIOD END TIME BLANK - Rejected. Period-end master file time control must be entered when period-end master file date control is entered.
40-45	Date Control	Conditionally required, numeric, resets to zero, maintenance allowed.
		Required when Time Control is not Blank. Should match the CPU date in the file header for the rerun cycle Employee Master File. Can also be used for a one-time or a permanent override of file control processing.
		Valid values are:
		000000 - Do not verify file control data, allows update of file control data for use in future system executions **999999** - Do not verify file control data and do not update file control data on the tables file.
		An R in the first position of Date Control resets both Date Control and Time Control to zero.
		Messages: **INVALID RERUN DATE** - Rejected.

(continued)

Positions	Field Name	Description
46-51	Time Control	Conditionally required, numeric, reset not applicable, maintenance allowed.
		Required when Date Control is not Blank, 00000, or 99999. Must be Blank when the date is Blank, 000000, or 999999. Should match CPU time in the file header for the rerun cycle Employee Master File.
		An R in the first position of Date Control resets both Date Control and Time Control to zero.
		Messages: **INVALID RERUN TIME** - Rejected.
		RERUN TIME NOT BLANK - Rejected. Rerun master file time control must agree with the value of the rerun master file date control field.
		RERUN TIME BLANK - Rejected. Rerun master file time control must be entered when rerun master file date control is entered.
52-59	Test System Date	This date can be used to simulate a System Date in the future or past in a test environment. This date is stored in Positions 86- 93 of the AA1, T01-001 record on the Tables File. To establish the Test date, enter the desired future or past date in positions 52-59 of the T01-001 transaction. Once the date is established, it will be used in batch processing when the System Date is called. To reset the Test Data to zeroes, you must maintenance the other 3 dates in the T01-001 transaction. The test date cannot be reset with the 'R' option. **Use this override only in a test environment.** A warning message will be generated on the Activity Report File Control Page for Validate, Update and Compute if this date is used in processing.
		Warning: If a date resides in this field it will override the System Date for batch processing.
		Format *YYYYMMDD*.
		Messages: **INVALID TEST DATE** - Rejected.
60-80	Reserved	**Blank**

T01-002 [80] - Organization File Controls

Function   HRMS Tables File - Organization File Control Data

Associated Screens   328

Positions	Field Name	Description
1-3	Transaction Code	Constant **T01**
4-6	Multiple Record Code	Constant **002** Messages: **INVALID MULTIPLE RECORD CD** - Rejected.
7	Maintenance Code	Required, alphanumeric, reset not applicable, maintenance not allowed. Valid values are: **A** - Add **C** - Change **D** - Delete
8-11	Reserved	**Blank**
12-13	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
14-15	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
16	Organization Control Type Run	Required, alphanumeric, reset not applicable, maintenance not allowed. Valid values are: **Blank** - Current cycle **P** - Period-end cycle **R** - Rerun cycle Messages: **INV ORG CONTROL TYPE RUN** - Rejected.

(continued)

Positions	Field Name	Description
	Organization Last Update Controls	
17-22	Date Control	Conditionally required, numeric, resets to zero, maintenance allowed.
		Required when Time Control is not Blank. The CPU date of the last update of the organization. Can be used for a one-time override of organization file control processing.
		Valid values are:
		000000 - Do not verify organization header file control data, allows update of file control data for use in future system executions
		An R in the first position of Date Control resets both Date Control and Time Control to zero.
		Year will be expanded and store four digits. Enter YYMMDD.
		Messages: **INV LAST ORG UPDATE DATE** - Rejected.
23-28	Time Control	Conditionally required, numeric, reset not applicable, maintenance allowed.
		Required when Date Control is not Blank or 00000. The CPU time of the last update to the organization. Must be Blank when date is Blank or 000000.
		An R in the first position of Date Control resets both Date Control and Time Control to zero.
		Note: For more information about using this transaction, see the *Technical Guide*.
		Messages: **INV LAST ORG UPDATE TIME** - Rejected.
		LAST ORG UPD TIME NOT BLK - Rejected. Must agree with the value of the last organization update date control field.
		LAST ORG UPD TIME BLANK - Rejected. Must be entered when last organization update date control is entered.

(continued)

Positions	Field Name	Description
	Organization Valid Transactions Controls	
29-34	Date Control	Conditionally required, numeric, resets to zero, maintenance allowed.
		Required when Time Control is not Blank. Should match the CPU date in the Valid Transaction File. Can be used for a one-time override of organization file control.
		Valid values are:
		000000 - Do not verify transaction header file control data. Allows update of file control data for use in future system executions.
		An R in the first position of Date Control resets both Date Control and Time Control to zero.
		Year will be expanded and store four digits. Enter YYMMDD.
		Messages: **INVALID ORG TRAN DATE** - Rejected.
35-40	Time Control	Conditionally required, numeric, reset not applicable, maintenance allowed.
		Required when Date Control is not Blank or 000000. Must be Blank when date is Blank, or 000000. Should match the CPU time in the Valid Transaction File header.
		An R in the first position of Date Control resets both Date Control and Time Control to zero.
		Messages: **INVALID ORG TRAN TIME** - Rejected.
		ORG TRAN TIME NOT BLANK - Rejected. Must agree with the value of the organization valid transactions date control field.
		ORG TRAN TIME BLANK - Rejected. Must be entered when organization valid transaction date control is entered.

(continued)

Positions	Field Name	Description
	Organization Controls Expected By Update Master File	
41-46	Date Control	Conditionally required, numeric, resets to zero, maintenance allowed.
		Required when Time Control is not Blank. Should match the CPU date in the organization header that is input to PLP600. Can be used for a one-time override of file control processing.
		Valid values are:
		000000 - Do not verify organization header file control data. Allows update of file control data for use in future system executions.
		An R in the first position of Date Control resets both Date Control and Time Control to zero.
		Year will be expanded and store four digits. Enter YYMMDD.
		Messages: **INV ORG INPUT UPD DATE** - Rejected.
47-52	Time Control	Conditionally required, numeric, reset not applicable, maintenance allowed.
		Required when Date Control is not Blank, or 000000. Must be Blank when date is Blank or 000000. Should match the CPU time in the organization header that is input to PLP600.
		An R in the first position of Date Control resets both Date Control and Time Control to zero.
		Messages: **ORG IN UPD TIME NOT BLK** - Rejected. Must agree with the value of the organization date control expected as input to Update Master file.
		ORG IN UPDATE TIME BLANK - Rejected. Must be entered when organization date control expected as input to Update Master file is entered.
		INV ORG INPUT UPD TIME - Rejected.

(continued)

Positions	Field Name	Description
	Organization Controls Expected By Payroll Compute	
53-58	Date Control	Conditionally required, numeric, resets to zero, maintenance allowed.
		Required when Time Control is not Blank. Should match the CPU date in the organization header that is input to PLP700.. Can be used for a one-time override of file control processing.
		Valid values are:
		000000 - Do not verify organization header file control data. Allows update of file control data for use in future system executions.
		An R in the first position of Date Control resets both Date Control and Time Control to zero.
		Year will be expanded and store four digits. Enter YYMMDD.
		Messages: **INV ORG INPUT COMP DATE** - Rejected.
59-64	Time Control	Conditionally required, numeric, reset not applicable, maintenance allowed.
		Required when Date Control is not Blank, or 000000. Must be Blank when date is Blank or 000000. Should match the CPU time in the organization header that is input to PLP700.
		An R in the first position of Date Control resets both Date Control and Time Control to zero.
		Messages: I**NV ORG INPUT COMP TIME** - Rejected.
		ORG IN COMP TIME NOT BLK - Rejected. Organization time control expected as input to Payroll Compute must agree with the value of the organization date control expected as input to Payroll Compute.
		ORG IN COMP TIME BLANK - Rejected. Organization time control expected as input to Payroll Compute must be entered when organization date control expected as input to Payroll Compute is entered.
65	Employee Master Organization Logical Lock Indicator	Optional, alphanumeric, reset not applicable, maintenance allowed.
		Y or **N**. **Blank** - If you selected ADD, in position 7, defaults to **N.**
		Messages: **INVALID ORG LOGICAL LOCK IND** - Rejected.
66-80	Reserved	**Blank**

T02-001 [80] - Installation Audit - Solution Data 1

Function   HRMS Tables File Solution Audit Data

Associated Screens   None

Positions	Field Name	Description
1-3	Transaction Code	Constant **T02**
4-6	Multiple Record Code	Constant **001**
		Message:
		INVALID MULTIPLE RECORD CD – Rejected.
7	Maintenance Code	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Valid values are:
		A - Add
		C - Change
		D - Delete
8-11	Solution Collection	Required, numeric, reset not applicable.
		The Current collection bulletin number.
		Message:
		INVALID COLLECTION NUMBER 8-11 - Rejected.
12-13	Collection Sequence	Required, numeric, reset not applicable.
		The order of the solution in the current solution collection.
		Message:
		INVALID COLLECTION SEQ 12-13 - Rejected.
14-20	Solution Number	Required, numeric, reset not applicable.
		Message:
		INVALID SOLUTION NUMBER 14-20 - Rejected.
21	Solution Line Number	Constant **0**
		Message:
		INVALID SOL LINE NUMBER 21 - Rejected.
22-29	Date Published	Conditionally required, numeric, reset not applicable.
		Message:
		INVALID DATE PUBLISHED 22-29 - Rejected.
30-32	Solution Type	Required, alphanumeric, reset not applicable.
		Valid values are:
		Blank - COBOL changes
		BUL - Bulletin
		DAT - Data update only
		DOC - Documentation update only
		SRM - Record Map (SRM) update only

(continued)

Positions	Field Name	Description
33	Solution Applied Indicator	Optional, alphanumeric, reset not applicable.
		Valid values are: **Blank** - Solution not applied ***** - solution applied
34-41	Date Applied	Optional, numeric, reset not applicable.
		Note: If blank, the system date is used if the solution applied indicator is *.
		Message: **INVALID DATE APPLIED** **34-41** - Rejected.
42-80	Reserved	**Blank**

T02-002 [80] - Installation Audit - Solution Data 2

Function   HRMS Tables File Solution Audit Data

Associated Screens   None

Positions	Field Name	Description
1-3	Transaction Code	Constant **T02**
4-6	Multiple Record Code	Constant **002** Message: **INVALID MULTIPLE RECORD CD** - Rejected.
7	Maintenance Code	Required, alphanumeric, reset not applicable, maintenance not allowed. Valid values are: **A** - Add **D** - Delete
8-11	Solution Collection	Required, numeric, reset not applicable. The Current Solution Collection number. Message: **INVALID COLLECTION NUMBER 8-11** - Rejected.
12-13	Collection Sequence	Required, numeric, reset not applicable. The order of the solution in the current solution collection. Message: **INVALID COLLECTION SEQ 12-13** - Rejected.
14-20	Solution Number	Required, numeric, reset not applicable. Message: **INVALID SOLUTION NUMBER 14-20** - Rejected.
21	Solution Line Number	Conditionally required, alphanumeric, reset not applicable. Constant **1-9** Message: **INVALID SOL LINE NUMBER 21** - Rejected.
22-80	Solution Title	Conditionally required, alphanumeric, reset not applicable.

T61 Messages

The following error messages may appear on any T61-xxx transaction. Transaction specific messages are listed with the transaction description.

Message	Explanation
INVALID TRANSACTION CODE	Rejected.
INVALID T61 TYPE	Rejected.
INVALID MAINTENANCE CODE ON T61	Rejected.
LEVEL ONE MISSING	Rejected.
LEVEL TWO MISSING	Rejected.
JOB GROUP MISSING	Rejected.
INVALID NUMBER OR PERCENT	Rejected.
DUPLICATE KEY ENCOUNTERED	Rejected.

T61-001 [80] - Workforce Utilization Total Employee Statistics

Function   HRMS Tables File - Workforce Utilization Statistics

Associated Screens   None

Positions	Field Name	Description
1-3	Transaction Code	Constant **T61** Messages: **INVALID TRANSACTION CODE** - Rejected.
4-6	Multiple Record Number	Constant **001**
7	Maintenance Code	Required, alphanumeric, reset not applicable, maintenance not allowed. Valid values are: **A** - Add **C** - Change **D** - Delete
8-11	Constant	Required, alphanumeric, reset not applicable, maintenance not allowed. **Zero**
12-13	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
14-15	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
16-20	Location/Organization	Optional, alphanumeric, reset not applicable, maintenance not allowed. The subgroup or location responsible organizationally for these statistics.
21-25	Organization /Location	Optional, alphanumeric, reset not applicable, maintenance not allowed. The subgroup or location responsible organizationally for these statistics.
26-29	Job Group	Required, alphanumeric, reset not applicable, maintenance not allowed. User-defined job group (or job family, or EEO category) to which these statistics relate.
30	Numeric/Percent Indicator	Required, alphanumeric, reset not applicable, maintenance not allowed. Valid values are: **1** - The following set of statistics are to be treated as whole numbers in the Workforce Utilization Analysis Report **2** - The following set of statistics are to be treated as percentages in the Workforce Utilization Analysis Report
31-33	Period Indicator Year-Quarter	Optional, alphanumeric, reset not applicable, maintenance not allowed. User-defined time period or year and quarter for which these statistics apply.
34	Reserved	**Blank**

(continued)

Positions	Field Name	Description
35-39	Total Employees	Optional, numeric, reset not applicable, maintenance allowed.
		The total number or percentage of total employees for this set of statistics that is to be male.
		Messages: **TOTAL EMPLOYEE NOT NUMERIC** - Rejected.
40-44	Total Minority	Optional, numeric, reset not applicable, maintenance allowed.
		The total number or percentage of employees for this set of statistics that is to be minority.
		Messages: **TOTAL MINORITY NOT NUMERIC** - Rejected.
45-49	Total Male	Optional, numeric, reset not applicable, maintenance allowed.
		The total number or percentage of total employees for this set of statistics that is to be male.
		Messages: **TOTAL MALE NOT NUMERIC** - Rejected.
50-54	Total Female	Optional, numeric, reset not applicable, maintenance allowed.
		The total number or percentage of total employees for this set of statistics that is to be female.
		Messages: **TOTAL FEMALE NOT NUMERIC** - Rejected.
55-80	Reserved	**Blank**

T61-002 [80] - Workforce Utilization Male Employee Statistics

Function HRMS Tables File - Workforce Utilization Statistics

Associated Screens None

Positions	Field Name	Description
1-3	Transaction Code	Constant **T61**
4-6	Multiple Record Number	Constant **002**
7	Maintenance Code	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Valid values are:
		A - Add **C** - Change **D** - Delete
8-11	Constant	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Zeros
12-13	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
14-15	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
16-20	Location/Organization	Optional, alphanumeric, reset not applicable, maintenance not allowed.
21-25	Organization /Location	Optional, alphanumeric, reset not applicable, maintenance not allowed.
26-29	Job Group	Required, alphanumeric, reset not applicable, maintenance not allowed.
30	Numeric/Percent Indicator	Required, alphanumeric, reset not applicable, maintenance not allowed.
31-33	Period Indicator Year-Quarter	Optional, alphanumeric, reset not applicable, maintenance not allowed.
34	Reserved	**Blank**
	Statistics For Protected Classes - Male	
35-39	AA (Asian American)	Optional, numeric, reset not applicable, maintenance allowed.
		Messages: **MALE AA NOT NUMERIC** - Rejected.
40-44	AI (American Indian)	Optional, numeric, reset not applicable, maintenance allowed.
		Messages: **MALE AI NOT NUMERIC** - Rejected.
45-49	B (Black)	Optional, numeric, reset not applicable, maintenance allowed.
		Messages: **MALE B NOT NUMERIC** - Rejected.

(continued)

Positions	Field Name	Description
50-54	FIL (Filipino or Aleut-certain states only)	Optional, numeric, reset not applicable, maintenance allowed. Messages: **MALE FIL NOT NUMERIC** - Rejected.
55-59	HIS (Hispanic)	Optional, numeric, reset not applicable, maintenance allowed. Messages: **MALE HIS NOT NUMERIC** - Rejected.
60-64	O (Other - additional class provided for by HCM:E)	Optional, numeric, reset not applicable, maintenance allowed. Messages: **MALE O NOT NUMERIC** - Rejected.
65-69	W (White)	Optional, numeric, reset not applicable, maintenance allowed. Messages: **MALE W NOT NUMERIC** - Rejected.
70-80	Reserved	**Blank**

T61-003 [80] - Workforce Utilization Female Employee Statistics

Function   HRMS Tables File - Workforce Utilization Statistics

Associated Screens   None

Positions	Field Name	Description
1-3	Transaction Code	Constant **T61**
4-6	Multiple Record Number	Constant **003**
7	Maintenance Code	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Valid values are:
		A - Add **C** - Change **D** - Delete
8-11	Constant	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Zeros
12-13	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
14-15	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
16-20	Location/Organization	Optional, alphanumeric, reset not applicable, maintenance not allowed.
21-25	Organization /Location	Optional, alphanumeric, reset not applicable, maintenance not allowed.
26-29	Job Group	Required, alphanumeric, reset not applicable, maintenance not allowed.
30	Numeric/Percent Indicator	Required, alphanumeric, reset not applicable, maintenance not allowed.
31-33	Period Indicator Year-Quarter	Optional, alphanumeric, reset not applicable, maintenance not allowed.
34	Reserved	**Blank**
	Statistics For Protected Classes - Female	
35-39	AA (Asian American)	Optional, numeric, reset not applicable, maintenance allowed.
		Messages: **FEMALE AA NOT NUMERIC** - Rejected.
40-44	AI (American Indian)	Optional, numeric, reset not applicable, maintenance allowed.
		Messages: **FEMALE AI NOT NUMERIC** - Rejected.
45-49	B (Black)	Optional, numeric, reset not applicable, maintenance allowed.
		Messages: **FEMALE B NOT NUMERIC** - Rejected.

(continued)

Positions	Field Name	Description
50-54	FIL (Filipino or Aleut-certain states only)	Optional, numeric, reset not applicable, maintenance allowed. Messages: **FEMALE FIL NOT NUMERIC** - Rejected.
55-59	HIS (Hispanic)	Optional, numeric, reset not applicable, maintenance allowed. Messages: **FEMALE HIS NOT NUMERIC** - Rejected.
60-64	O (Other - additional class provided for by HCM:E)	Optional, numeric, reset not applicable, maintenance allowed. Messages: **FEMALE O NOT NUMERIC** - Rejected.
65-69	W (White)	Optional, numeric, reset not applicable, maintenance allowed. Messages: **FEMALE W NOT NUMERIC** - Rejected.
70-80	Reserved	**Blank**

T63 [80] - Workforce Utilization Code Translations

Function   HRMS Tables File - Workforce Utilization Code Translations

Associated Screens   None

Positions	Field Name	Description
1-3	Transaction Code	Constant **T63**
4-6	Constant	Required, alphanumeric, reset not applicable, maintenance not allowed. **Zeros**
7	Maintenance Code	Required, alphanumeric, reset not applicable, maintenance not allowed. Valid values are: **A** - Add **C** - Change **D** - Delete Messages: **INVALID MAINTENANCE CODE ON T63** - Rejected.
8-15	Reserved	**Blank**
16-21	Field Number	Required, alphanumeric, reset not applicable, maintenance not allowed. The identifier of the field containing the specific values to be translated. Valid values are: **615045** - Job group **615048** - Sector **615049** - Location **615050** - Organization **615052** - Line of progression Messages: **FIELD FOR TRANSLATION NOT NUMERIC** - Rejected. **INVALID FIELD NUMBER** - Rejected.
22-31	Encoded Value	Required, alphanumeric, reset not applicable, maintenance not allowed. The coded value to be translated.
32-34	Reserved	**Blank**
35-64	Translated Value	Required, alphanumeric, reset not applicable, maintenance allowed. The actual value for reporting purposes to be associated with this encoded value when it appears in this field. Messages: **NO VALUE FOR TRANSLATION** - Rejected. **NO TRANSLATION ENTERED** - Rejected.
65-80	Reserved	**Blank**

T64 Messages

The following error messages may appear on any T64-xxx transaction. Transaction specific messages are listed with the transaction description.

Message	Explanation
INVALID EEO1 TRANSACTION TYPE	Rejected.
INVALID CNTL UNIT CODE	Rejected.

T64-001 [80] - EEO/VETS Description

Function   HRMS Tables File - EEO/VETS Controlling Unit Information

Note: This transaction is required for producing EEO-1 and VETS reports.

Associated Screens   None

Positions	Field Name	Description
1-3	Transaction Code	Constant **T64**
4-6	Multiple Record Number	Constant **001**
7	Maintenance Code	Required, alpha, reset not applicable, maintenance not allowed. Valid values are: **A** - Add **C** - Change **D** - Delete
8-15	Reserved	**Blank**
16-22	Unit Code	Required, alphanumeric, reset not applicable, maintenance not allowed. **Position 16** Valid values are: **1** - EEO-1, VETS-4212 **Positions 17-18** User-defined code assigned to controlling unit. **Position 19** - Blank **Positions 20-22** - Blank For single establishment employers (EEO-1 and VETS-4212), positions 17-22 can be Blank.
23-25	Reserved	**Blank**
26-55	Controlling Unit Name	Conditionally required, alphanumeric, reset not applicable, maintenance allowed. Cannot be Blank if maintenance code is A. Messages: **MISSING CNTL UNIT NAME** - Rejected.

(continued)

Positions	Field Name	Description
	EEO-1 Users	
56-62	Controlling Unit Number	Optional, alphanumeric, resets to Blank, maintenance allowed.
		For EEO-1 Users:
		Number assigned by EEOC to the corporate entity (controlling unit) with more than one reporting unit. Seven alphanumeric characters.
63-68	Reserved	**Blank**
	VETS Users	
69-75	VETS-4212 Controlling Unit Number	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Number assigned by OASVET to the corporate entity (controlling unit). Seven alphanumeric characters.
76-80	Reserved	**Blank**

T64-002 [80] - EEO/VETS Description

Function   HRMS Tables File - EEO/VETS Controlling Unit Information

Note: This transaction is **required** for producing EEO-1 and VETS reports.

Associated Screens   None

Positions	Field Name	Description
1-3	Transaction Code	Constant **T64**
4-6	Multiple Record Number	Constant **002**
7	Maintenance Code	Required, alpha, reset not applicable, maintenance not allowed.
		Valid values are:
		A - Add **C** - Change **D** - Delete
8-15	Reserved	**Blank**
16-22	Unit Code	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Position 16
		Valid values are:
		1 - EEO-1, VETS-4212
		Positions 17-18
		User-defined code assigned to controlling unit.
		Position 19 - Blank
		Positions 20-22 - Blank
		For single establishment employers (EEO-1 and VETS-4212), positions 17-22 can be Blank. See the *User Guide*.
23-25	Reserved	**Blank**
26-48	Controlling Unit City	Optional, alphanumeric, reset not applicable, maintenance allowed.
		Messages: **MISSING CNTL UNIT CITY/STATE** - Rejected. Cannot be blank.

(continued)

Positions	Field Name	Description
49-50	Controlling Unit State	Optional, alphanumeric, reset not applicable, maintenance allowed.
		2-character approved postal code.
		Messages: **MISSING CNTL UNIT CITY/STATE** - Rejected. Cannot be blank.
51-55	Controlling Unit Zip Code	Optional, numeric, reset not applicable, maintenance allowed.
		Messages: **MISSING CNTL UNIT ZIP CODE** - Rejected. Cannot be blank.
56-59	Controlling Unit Zip Extension	Optional, numeric, reset not applicable, maintenance allowed.
60-61	Reserved	**Blank**
62-71	Controlling Unit County	Optional, alphanumeric, reset not applicable, maintenance allowed.
		Messages: **MISSING CNTL UNIT COUNTY** - Rejected.
72-80	Reserved	**Blank**

T64-003 [80] - EEO/VETS Description

Function   HRMS Tables File - EEO/VETS Controlling Unit Information

Note: This transaction is **required** for producing EEO-1 and VETS reports.

Associated Screens   None

Positions	Field Name	Description
1-3	Transaction Code	Constant **T64**
4-6	Multiple Record Number	Constant **003**
7	Maintenance Code	Required, alpha, reset not applicable, maintenance not allowed.
		Valid values are:
		A - Add
		C - Change
		D - Delete
8-15	Reserved	**Blank**
16-22	Unit Code	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Position 16
		Valid values are:
		1 - EEO-1, VETS-4212
		Positions 17-18
		User-defined code assigned to controlling unit.
		Position 19 - Blank
		Positions 20-22 - Blank
		For single establishment employers (EEO-1 and VETS-4212), positions 17-22 can be Blank. See the *User Guide*.
23-25	Reserved	**Blank**
26-34	Controlling Unit Employer Identification Number	Optional, numeric, reset not applicable, maintenance allowed.
		Assigned by IRS for tax reporting.
		Messages:
		INVALID CNTL UNIT EMP ID NUMBER - Rejected.
35-80	Reserved	**Blank**

T64-004 [80] - EEO/VETS Description

Function   HRMS Tables File - EEO/VETS Controlling Unit Information

> **Note:**   This transaction is **optional** for EEO-1 and VETS reports.

Associated Screens   None

Positions	Field Name	Description
1-3	Transaction Code	Constant **T64**
4-6	Multiple Record Number	Constant **004**
7	Maintenance Code	Required, alpha, reset not applicable, maintenance not allowed.
		Valid values are:
		A - Add
		C - Change
		D - Delete
8-15	Reserved	**Blank**
16-22	Unit Code	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Position 16
		Valid values are:
		1 - EEO-1, VETS-4212
		Positions 17-18
		User-defined code assigned to controlling unit.
		Position 19 - Blank
		Positions 20-22 - Blank
		For single establishment employers (EEO-1 and VETS-4212), positions 17-22 can be Blank.
23-25	Reserved	**Blank**
26-55	Controlling Unit Address - 1	Optional, alphanumeric, reset not applicable, maintenance allowed.
		Line 1.
		Messages:
		MISSING CNTL UNIT ADDRESS 1 - Rejected.
56-80	Reserved	**Blank**

T64-005 [80] - EEO/VETS Description

Function HRMS Tables File - EEO/VETS Controlling Unit Information

> **Note:** This transaction is **optional** for EEO-1 and VETS reports.

Associated Screens None

Positions	Field Name	Description
1-3	Transaction Code	Constant **T64**
4-6	Multiple Record Number	Constant **005**
7	Maintenance Code	Required, alpha, reset not applicable, maintenance not allowed. Valid values are: **A** - Add **C** - Change **D** - Delete
8-15	Reserved	**Blank**
16-22	Unit Code	Required, alphanumeric, reset not applicable, maintenance not allowed. **Position 16** Valid values are: **1** - EEO-1, VETS-4212 **Positions 17-18** User-defined code assigned to controlling unit. **Position 19** - Blank **Positions 20-22** - Blank For single establishment employers (EEO-1 and VETS-4212), positions 17-22 can be Blank.
23-25	Reserved	**Blank**
26-55	Controlling Unit Address - 2	Optional, alphanumeric, reset not applicable, maintenance allowed. Line 2. Messages: **MISSING CNTL UNIT ADDRESS - 2** - Rejected.
56-80	Reserved	**Blank**

T64-106 [80] - EEO/VETS Description

Function   HRMS Tables File - EEO/VETS Controlling Unit Information

> **Note:**   This transaction is **optional** for EEO-1 and VETS reports.

Associated Screens   None

Positions	Field Name	Description
1-3	Transaction Code	Constant **T64**
4-6	Multiple Record Number	Constant **106**
7	Maintenance Code	Required, alpha, reset not applicable, maintenance not allowed.
		Valid values are:
		A - Add **C** - Change **D** - Delete
8-15	Reserved	**Blank**
16-22	Unit Code	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Position 16
		Valid values are:
		1 - EEO-1, VETS-4212
		Positions 17-18
		User-defined code assigned to controlling unit.
		Position 19 - Blank
		Positions 20-22 - Blank
		For single establishment employers (EEO-1 and VETS-4212), positions 17-22 can be Blank.
23-25	Reserved	**Blank**
26-55	Controlling Unit Contact Name	Optional, alphanumeric, reset not applicable, maintenance allowed.
		Name of the contact person for the company.
56-70	Controlling Unit Contact Telephone Number	Optional, alphanumeric, reset not applicable, maintenance allowed.
		Telephone number of the contact person for the company.
71-80	Reserved	**Blank**

T64-107 [80] - EEO/VETS Description

Function   HRMS Tables File - EEO/VETS Controlling Unit Information

> **Note:**   This transaction is **optional** for EEO-1 and VETS reports.

Associated Screens   None

Positions	Field Name	Description
1-3	Transaction Code	Constant **T64**
4-6	Multiple Record Number	Constant **107**
7	Maintenance Code	Required, alpha, reset not applicable, maintenance not allowed. Valid values are: **A** - Add **C** - Change **D** - Delete
8-15	Reserved	**Blank**
16-22	Unit Code	Required, alphanumeric, reset not applicable, maintenance not allowed. **Position 16** Valid values are: **1** - EEO-1, VETS-4212 **Positions 17-18** User-defined code assigned to controlling unit. **Position 19** - Blank **Positions 20-22** - Blank For single establishment employers (EEO-1 and VETS-4212), positions 17-22 can be Blank.
23-25	Reserved	**Blank**
26-80	Controlling Unit Contact Email Address	Optional, alphanumeric, reset not applicable, maintenance allowed. Email address of the contact person for the company. Message: **MISSING CNTL UNIT CONTCT EMAIL** - Rejected.

T65 Messages

The following error messages can appear on any T65-xxx transaction. Transaction-specific messages are listed with the transaction description.

Message	Explanation
INVALID EEO1 TRANSACTION TYPE	Rejected.
INVALID RPTG UNIT CODE	Rejected.

T65-001 [80] - EEO/VETS Description

Function   HRMS Tables File - EEO/VETS Reporting Unit Name

Note: This transaction is **required** for producing EEO-1 and VETS reports.

Associated Screens   None

Positions	Field Name	Description
1-3	Transaction Code	Constant **T65**
4-6	Multiple Record Number	Constant **001**
7	Maintenance Code	Required, alpha, reset not applicable, maintenance not allowed.
		Valid values are:
		A - Add
		C - Change
		D - Delete
8-15	Reserved	**Blank**
16-22	Unit Code	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Position 16
		Valid values are:
		1 - EEO-1, VETS-4212
		Positions 17-18
		User-defined code assigned to controlling unit.

(continued)

Positions	Field Name	Description
16-22	Unit Code (Continued)	**Position 19** - (unit type)
		EEO-1 Users
		1 - Single establishment **3** - Headquarters **4** - Establishment **5** - Special report
		VETS Users
		1 - Single establishment **3** - Multiple establishment - Headquarters **4** - Multiple establishment - Hiring location **5** - Multiple establishment - State Consolidated (MSC)
		Positions 20-22 - User defined.
		For single establishment employers (EEO-1), positions 17-22 can be blank. See the *User Guide*.
		For single establishment employers or multiple establishment state consolidated (MSC) reports (VETS-4212), positions 20-22 must be blank.
23-25	Reserved	**Blank**
26-55	Reporting Unit Name	Optional, alphanumeric, reset not applicable, maintenance allowed.
		Cannot be Blank if maintenance code is A.
		Messages: **MISSING RPTG UNIT NAME** - Rejected.
	EEO-1 Users	
56-62	EEO-1 Reporting Unit Number	Optional, alphanumeric, reset not applicable, maintenance allowed.
		For EEO-1 Users:
		Number assigned by EEOC to the establishment (reporting unit). Seven alphanumeric characters.
		Messages: **INVALID RPTG UNIT NUMBER** - Rejected.

(continued)

Positions	Field Name	Description
63-68	NAICS Code	Optional, numeric, reset not applicable, maintenance allowed.
		The North American Industry Classification System code of the reporting unit. Values are user chosen from Federal Table. Left justify, format of nnnnnn or nnnnn0.
		Messages: **INVALID NAICS CODE** - Rejected.
69-80	Reserved	**Blank**

T65-002 [80] - EEO/VETS Description

Function   HRMS Tables File - EEO/VETS Reporting Unit City, State

> **Note:**   This transaction is **required** for producing EEO-1 and VETS reports.

Associated Screens   None

Positions	Field Name	Description
1-3	Transaction Code	Constant **T65**
4-6	Multiple Record Number	Constant **002**
7	Maintenance Code	Required, alpha, reset not applicable, maintenance not allowed. Valid values are: **A** - Add **C** - Change **D** - Delete
8-15	Reserved	**Blank**
16-22	Unit Code	Required, alphanumeric, reset not applicable, maintenance not allowed. **Position 16** Valid values are: **1** - EEO-1, VETS-4212 **Positions 17-18** User-defined code assigned to controlling unit. **Position 19** - (unit type) **EEO-1 Users** **1** - Single establishment **3** - Headquarters **4** - Establishment **5** - Special report

(continued)

Positions	Field Name	Description
16-22	Unit Code (Continued)	**VETS Users** **1** - Single establishment **3** - Multiple establishment - Headquarters **4** - Multiple establishment - Hiring location **5** - Multiple establishment - State Consolidated (MSC) **Positions 20-22** - User defined. For single establishment employers (EEO-1), positions 17-22 can be blank. For single establishment employers or multiple establishment state consolidated (MSC) reports (VETS-4212), positions 20-22 must be blank.
23-25	Reserved	Required, alphanumeric, reset not applicable, maintenance not allowed.
26-48	Reporting Unit City	Optional, alphanumeric, reset not applicable, maintenance allowed. Messages: **MISSING RPTG UNIT CITY/STATE** - Rejected. Cannot be blank.
49-50	Reporting Unit State	Optional, alphanumeric, reset not applicable, maintenance allowed. 2-character approved postal code. Messages: **MISSING RPTG UNIT CITY/STATE**- Rejected. Cannot be blank.
51-55	Reporting Unit Zip Code	Optional, numeric, reset not applicable, maintenance allowed. Messages: **INVALID RPTG UNIT ZIP CODE** - Rejected.
56-59	Reporting Unit Zip Extension	Optional, numeric, reset not applicable, maintenance allowed.
60-61	Reserved	**Blank**
62-71	Reporting Unit County	Optional, alphanumeric, reset not applicable, maintenance allowed. Messages: **MISSING RPTG UNIT COUNTY** - Rejected. Cannot be blank.
72-78	VETS Reporting Unit Number	Optional, alphanumeric, reset not applicable, maintenance allowed. **For VETS-4212 Users** Number assigned by the Department of Labor to the establishment (reporting unit) if different from the EEO-1Reporting Unit Number in the T65-001 transaction. Seven alphanumeric characters.
79-80	Reserved	**Blank**

T65-003 [80] - EEO/VETS Description

Function   HRMS Tables File - EEO/VETS Reporting Unit Information

Note: This transaction is **required** for producing EEO-1 and VETS reports.

Associated Screens   None

Positions	Field Name	Description
1-3	Transaction Code	Constant **T65**
4-6	Multiple Record Number	Constant **003**
7	Maintenance Code	Required, alpha, reset not applicable, maintenance not allowed.
		Valid values are:
		A - Add **C** - Change **D** - Delete
8-15	Reserved	**Blank**
16-22	Unit Code	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Position 16 Valid value: **1** - EEO-1, VETS-4212
		Positions 17-18 User-defined code assigned to controlling unit.
		Position 19 - (unit type)
		EEO-1 Users **1** - Single establishment **3** - Headquarters **4** - Establishment **5** - Special report
		VETS Users **1** - Single establishment **3** - Multiple establishment - Headquarters **4** - Multiple establishment - Hiring location **5** - Multiple establishment - State Consolidated (MSC)
		Positions 20-22 - User defined.
		For single establishment employers (EEO-1), positions 17-22 can be blank.
		For single establishment employers or multiple establishment state consolidated (MSC) reports (VETS-4212), positions 20-22 must be blank.
23-25	Reserved	**Blank**

(continued)

Positions	Field Name	Description
26-34	Reporting Unit Employer Identification Number	Optional, numeric, reset not applicable, maintenance allowed.
		Assigned by IRS for tax reporting.
		Message: **INVALID RPTG UNIT EMP ID NUM** - Rejected.
35-38	Reporting Unit SIC Number	Optional, numeric, reset not applicable, maintenance allowed.
		The standard industrial classification number of the reporting unit. Values are user chosen from Federal Table. Left justify, format of nnnn or nnn0.
		Message: **INVALID SIC NUMBER** - Rejected.
39-80	**EEO-1 Answer**	Answers to questions that are asked on the EEO-1 report.
39	C.1	Optional, alpha, reset not applicable, maintenance allowed.
		The answer to the question: "Does the entire organization have at least 100 employees in the payroll period for which you are reporting?"
		Valid values are: **Y** - Yes **N** - No
		Message: **INVALID EEO-1 ANSWER C.1** - Rejected.
40	C.2	Optional, alpha, reset not applicable, maintenance allowed.
		The answer to the question: "Is your organization affiliated through common ownership and/or centralized management with other entities in an enterprise with a total employment of 100 or more?"
		Valid values are: **Y** - Yes **N** - No
		Message: **INVALID EEO-1 ANSWER C.2** - Rejected.

(continued)

Positions	Field Name	Description
41	C.3	Optional, alphanumeric, reset not applicable, maintenance allowed.
		The answer to the question: "Does the organization or any of its establishments (a) have 50 or more employees and (b) is not exempt as provided by 41 CFR60-1.5 and (c) either (1) is a prime government contractor or first tier subcontractor and has a contract, subcontract, or purchase order amounting to $50,000 or more, or (2) serves as a depository of government funds in any amount or is a financial institution which is an issuing and paying agent for U.S. Savings Bonds and Savings Notes?"
		Valid values are: **Y** - Yes **N** - No
		Message: **INVALID EEO-1 ANSWER C.3** - Rejected.
42-53	D.1	Optional, numeric, reset not applicable, maintenance allowed.
		EEO-1 Users
		The answer to the question: "Dates of payroll period used?" Must be valid dates entered **MODAYR**.
		VETS Users
		The dates are used for selecting employees. The ending date entry in positions 48-53 is used for the Twelve Month Period Ending date on the VETS-4212 report.
		Year will be expanded and store four digits.
54-70	Reserved	**Blank**
71-79	Reporting Unit Dun & Bradstreet Identification Number	Optional, alphanumeric, resets to Blank, maintenance allowed.
		If the answer to question C.3 is "Yes", enter your Dun & Bradstreet ID number, if applicable.
80	B.2.C	Optional, alphanumeric, reset not applicable, maintenance allowed.
		Answer to the question: "Was an EEO-1 report filed for this establishment last year?"
		Valid values are: **Y** - Yes **N** - No

T65-004 [80] - EEO/VETS Description

Function   HRMS Tables File - EEO-1/VETS Reporting Unit Information

Note: This transaction is **required** for producing EEO-1 and VETS reports.

Associated Screens   None

Positions	Field Name	Description
1-3	Transaction Code	Constant **T65**
4-6	Multiple Record Number	Constant **004**
7	Maintenance Code	Required, alpha, reset not applicable, maintenance not allowed. Valid values are: **A** - Add **C** - Change **D** - Delete
8-15	Reserved	**Blank**
16-22	Unit Code	Required, alphanumeric, reset not applicable, maintenance not allowed. **Position 16** Valid value: **1** - EEO-1, VETS-4212 **Positions 17-18** User-defined code assigned to controlling unit. **Position 19** - (unit type) **EEO-1 Users** **1** - Single establishment **3** - Headquarters **4** - Establishment **5** - Special report **VETS Users** **1** - Single establishment **3** - Multiple Establishment-Headquarters **4** - Multiple Establishment-Hiring Location **5** - Multiple Establishment-State Consolidated (MSC) **Positions 20-22** - User defined. User-defined code assigned to reporting unit. For single establishment employers (EEO-1), positions 17-22 can be blank. See the *User Guide*. For single establishment employers or multiple establishment state consolidated (MSC) reports (VETS-4212), positions 20-22 must be blank.

(continued)

Positions	Field Name	Description
23-25	Reserved	**Blank**
	EEO-1 Answer E.3	
26-55	Major Activity Part 1	Optional, alphanumeric, reset not applicable, maintenance allowed.
		The answer to the question: "What is the major activity of this establishment?"
		Messages: **INVALID EEO – 1 ANSWER E.3 (1)** - Rejected. Cannot be blank.
	VETS Reporting	
56	Type of Reporting Organization	Optional, alphanumeric, reset not applicable, maintenance allowed.
		Valid values are:
		1 - Prime Contractor **2** - Subcontractor **3** - Both
		A blank entry will be reported as Prime Contractor on the VETS-4212 form and electronic file.
		Messages: **INVALID VETS TYPE REPORT ORG** - Rejected.
57-64	VETS Number of MSC Locations	Optional, alphanumeric, reset not applicable, maintenance allowed.
		Messages: **INVALID VETS NBR OF LOCATIONS** - Rejected.
65-80	Reserved	**Blank**

T65-005 [80] - EEO/VETS Description

Function   HRMS Tables File - EEO-1/VETS Reporting Unit Information

> **Note:**   This transaction is **optional** for producing EEO-1 and VETS reports.

Associated Screens   None

Positions	Field Name	Description
1-3	Transaction Code	Constant **T65**
4-6	Multiple Record Number	Constant **005**
7	Maintenance Code	Required, alpha, reset not applicable, maintenance not allowed.
		Valid values are:
		A - Add
		C - Change
		D - Delete
8-15	Reserved	**Blank**
16-22	Unit Code	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Position 16
		Valid values are:
		1 - EEO-1, VETS-4212
		Positions 17-18
		User-defined code assigned to controlling unit.
		Position 19 - (unit type)
		EEO-1 Users
		1 - Single establishment
		3 - Headquarters
		4 - Establishment
		5 - Special report

(continued)

Positions	Field Name	Description
16-22	Unit Code (Continued)	**VETS Users**
		1 - Single establishment **3** - Multiple Establishment-Headquarters **4** - Multiple Establishment-Hiring Location **5** - Multiple Establishment-State Consolidated (MSC)
		Positions 20-22 - User defined.
		For single establishment employers (EEO-1), positions 17-22 can be blank.
		For single establishment employers or multiple establishment state consolidated (MSC) reports (VETS-4212), positions 20-22 must be blank.
23-25	Reserved	**Blank**
26-55	Reporting Unit Address - 1	Optional, alphanumeric, reset not applicable, maintenance allowed.
		Line 1.
		Messages: **INVALID RPTG UNIT ADDRESS - 1** - Rejected. Cannot be blank.
56-80	Reserved	**Blank**

T65-006 [80] - EEO/VETS Description

Function   HRMS Tables File - EEO-1/VETS Reporting Unit Information

Note: This transaction is **optional** for producing EEO-1 and VETS reports.

Associated Screens   None

Positions	Field Name	Description
1-3	Transaction Code	Constant **T65**
4-6	Multiple Record Number	Constant **006**
7	Maintenance Code	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Valid values are:
		A - Add **C** - Change **D** - Delete
8-15	Reserved	**Blank**

(continued)

Positions	Field Name	Description
16-22	Unit Code	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Position 16
		Valid values are:
		1 - EEO-1, VETS-4212
		Positions 17-18
		User-defined code assigned to controlling unit.
		Position 19 - (unit type)
		EEO-1 Users
		1 - Single establishment **3** - Headquarters **4** - Establishment **5** - Special report
		VETS Users
		1 - Single establishment **3** - Multiple Establishment-Headquarters **4** - Multiple Establishment-Hiring Location **5** - Multiple Establishment-State Consolidated (MSC)
		Positions 20-22 - User defined.
		For single establishment employers (EEO-1), positions 17-22 can be blank.
		For single establishment employers or multiple establishment state consolidated (MSC) reports (VETS-4212), positions 20-22 must be blank.
23-25	Reserved	**Blank**
26-55	Reporting Unit Address - 2	Optional, alphanumeric, reset not applicable, maintenance allowed.
		Line 2.
		Messages: **INVALID RPTG UNIT ADDRESS - 2** - Rejected. Cannot be blank.
56-80	Reserved	**Blank**

T65-007 [80] - EEO Description

Function   HRMS Tables File - EEO-1 Reporting Unit Information

Note: This transaction is **optional** for producing EEO-1 reports.

Associated Screens   None

Positions	Field Name	Description
1-3	Transaction Code	Constant **T65**
4-6	Multiple Record Number	Constant **007**
7	Maintenance Code	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Valid values are:
		A - Add **C** - Change **D** - Delete
8-15	Reserved	**Blank**
16-22	Unit Code	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Position 16
		Valid values are:
		1 - EEO-1
		Positions 17-18
		User-defined code assigned to controlling unit.
		Position 19 - (unit type)
		EEO-1 Users
		1 - Single establishment **3** - Headquarters **4** - Establishment **5** - Special report
		Positions 20-22 - User defined.
		User-defined code assigned to reporting unit. For single establishment employers (EEO-1), positions 17-22 can be Blank. See the *User Guide*.
23-25	Reserved	**Blank**

(continued)

Positions	Field Name	Description
	EEO-1 Answer E.3	
26-55	Major Activity Part 2	Optional, alphanumeric, reset not applicable, maintenance allowed.
		Part 2 of the answer to the question: "What is the major activity of this establishment?"
		Messages: **INVALID EEO – 1 ANSWER E.3 (2)** - Rejected. Cannot be blank.
56-80	Reserved	**Blank**

T65-008 [80] - EEO Description

Function   HRMS Tables File - EEO-1 Reporting Unit Information

          Note: This transaction is **optional** for producing EEO-1 reports.

Associated Screens None

Positions	Field Name	Description
1-3	Transaction Code	Constant **T65**
4-6	Multiple Record Number	Constant **008**
7	Maintenance Code	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Valid values are:
		A - Add **C** - Change **D** - Delete
8-15	Reserved	**Blank**
16-22	Unit Code	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Position 16
		Valid values are:
		1 - EEO-1
		Positions 17-18
		User-defined code assigned to controlling unit.
		Position 19 - (unit type)
		EEO-1 Users
		1 - Single establishment **3** - Headquarters **4** - Establishment **5** - Special report
		Positions 20-22 - User defined.
		User-defined code assigned to reporting unit. For single establishment employers (EEO-1), positions 17-22 can be Blank.
23-25	Reserved	**Blank**

(continued)

Positions	Field Name	Description
	EEO-1 Answer E.3	
26-55	Major Activity Part 3	Optional, alphanumeric, reset not applicable, maintenance allowed.
		Part 3 of the answer to the question: "What is the major activity of this establishment?"
		Messages: **INVALID EEO – 1 ANSWER E.3 (3)** - Rejected. Cannot be blank.
56-80	Reserved	**Blank**

T65-009 [80] - EEO Description

Function   HRMS Tables File - EEO-1 Reporting Unit Information

   Note: This transaction is **optional** for producing EEO-1 reports.

Associated Screens   None

Positions	Field Name	Description
1-3	Transaction Code	Constant **T65**
4-6	Multiple Record Number	Constant **009**
7	Maintenance Code	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Valid values are:
		A - Add **C** - Change **D** - Delete
8-15	Reserved	**Blank**
16-22	Unit Code	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Position 16
		Valid values are:
		1 - EEO-1
		Positions 17-18
		User-defined code assigned to controlling unit.
		Position 19 - (unit type)
		EEO-1 Users
		1 - Single establishment **3** - Headquarters **4** - Establishment **5** - Special report
		Positions 20-22 - User defined.
		User-defined code assigned to reporting unit. For single establishment employers (EEO-1), positions 17-22 can be Blank.
23-25	Reserved	**Blank**

(continued)

Positions	Field Name	Description
	EEO-1 Answer E.3	
26-55	Major Activities Part 4	Optional, alphanumeric, reset not applicable, maintenance allowed.
		Part 4 of the answer to the question: "What is the major activity of this establishment?"
		Messages: **INVALID EEO – 1 ANSWER E.3 (4)** - Rejected. Cannot be blank.
56-80	Reserved	**Blank**

T65-010 [80] - EEO Description

Function   HRMS Tables File - EEO-1 Reporting Unit Information

> **Note:** This transaction is **optional** for producing EEO-1 reports. It is used to report previous year totals.

Associated Screens   None

Positions	Field Name	Description
1-3	Transaction Code	Constant **T65**
4-6	Multiple Record Number	Constant **010**
7	Maintenance Code	Required, alphanumeric, reset not applicable, maintenance not allowed. Valid values are: **A** - Add **C** - Change **D** - Delete
8-15	Reserved	**Blank**
16-22	Unit Code	Required, alphanumeric, reset not applicable, maintenance not allowed. **Position 16** Valid values are: **1** - EEO-1 **Positions 17-18** User-defined code assigned to controlling unit. **Position 19** - (unit type) **EEO-1 Users** **1** - Single establishment **3** - Headquarters **4** - Establishment **5** - Special report **Positions 20-22** - User defined. User-defined code assigned to reporting unit. For single establishment employers (EEO-1), positions 17-22 can be Blank. See the *User Guide*.
23-25	Reserved	**Blank**

(continued)

Positions	Field Name	Description
	Previous Year EEO-1 Male Statistics	
26-32	Total Employees (A)	Optional, numeric, reset not applicable, maintenance allowed.
		Total Hispanic males
		Messages:
		INVALID PREV YEAR TOT MALE HIS - Rejected.
33-39	Total Employees (C)	Optional, numeric, reset not applicable, maintenance allowed.
		Total White males
		Messages:
		INVALID PREV YEAR TOT MALE W - Rejected.
40-46	Total Employees (D)	Optional, numeric, reset not applicable, maintenance allowed.
		Total Black males
		Messages:
		INVALID PREV YEAR TOT MALE B - Rejected.
47-53	Total Employees (E)	Optional, numeric, reset not applicable, maintenance allowed.
		Total native Hawaiian or other Pacific Island males
		Messages:
		INVALID PREV YEAR TOT MALE HOP - Rejected.
54-60	Total Employees (F)	Optional, numeric, reset not applicable, maintenance allowed.
		Total Asian males
		Messages:
		INVALID PREV YEAR TOT MALE AA - Rejected.
61-67	Total Employees (G)	Optional, numeric, reset not applicable, maintenance allowed.
		Total American Indian or Alaskan Native males
		Messages:
		INVALID PREV YEAR TOT MALE AI - Rejected.
68-74	Total Employees (H)	Optional, numeric, reset not applicable, maintenance allowed.
		Total two or more race males
		Messages:
		INVALID PREV YEAR TOT MALE TWO - Rejected.
75-80	Reserved	**Blank**

T65-011 [80] - EEO Description

Function   HRMS Tables File - EEO-1 Reporting Unit Information

Note: This transaction is **optional** for producing EEO-1 reports. It is used to report previous year totals.

Associated Screens   None

Positions	Field Name	Description
1-3	Transaction Code	Constant **T65**
4-6	Multiple Record Number	Constant **011**
7	Maintenance Code	Required, alphanumeric, reset not applicable, maintenance not allowed. Valid values are: **A** - Add **C** - Change **D** - Delete
8-15	Reserved	**Blank**
16-22	Unit Code	Required, alphanumeric, reset not applicable, maintenance not allowed. **Position 16** Valid value: **1** - EEO-1 **Positions 17-18** User-defined code assigned to controlling unit. **Position 19** - (unit type) **EEO-1 Users** **1** - Single establishment **3** - Headquarters **4** - Establishment **5** - Special report **Positions 20-22** - User defined. User-defined code assigned to reporting unit. For single establishment employers (EEO-1), positions 17-22 can be blank.

(continued)

Positions	Field Name	Description
23-25	Reserved	**Blank**
	Previous Year EEO-1 Female Statistics	
26-32	Total Employees (B)	Optional, numeric, reset not applicable, maintenance allowed.
		Total Hispanic females
		Messages:
		INVALID PREV YEAR TOT FEMALE HIS - Rejected.
33-39	Total Employees (I)	Optional, numeric, reset not applicable, maintenance allowed.
		Total White females
		Messages:
		INVALID PREV YEAR TOT FEMALE W - Rejected.
40-46	Total Employees (J)	Optional, numeric, reset not applicable, maintenance allowed.
		Total Black females
		Messages:
		INVALID PREV YEAR TOT FEMALE B - Rejected.
47-53	Total Employees (K)	Optional, numeric, reset not applicable, maintenance allowed.
		Total native Hawaiian or other Pacific Island females
		Messages:
		INVALID PREV YEAR TOT FEMALE HOP - Rejected.
54-60	Total Employees (L)	Optional, numeric, reset not applicable, maintenance allowed.
		Total Asian females
		Messages:
		INVALID PREV YEAR TOT FEMALE AA - Rejected.
61-67	Total Employees (M)	Optional, numeric, reset not applicable, maintenance allowed.
		Total American Indian or Alaskan Native females
		Messages:
		INVALID PREV YEAR TOT FEMALE AI - Rejected.
68-74	Total Employees (N)	Optional, numeric, reset not applicable, maintenance allowed.
		Total two or more race females
		Messages:
		INVALID PREV YEAR TOT FEMALE TWO - Rejected.
75-80	Reserved	**Blank**

T65-012 [80] - EEO/VETS Description

Function   HRMS Tables File - EEO-1/VETS Reporting Unit Information

> **Note:** This transaction is **optional** for producing EEO-1 and VETS reports. It is used to report EEO-1 previous year totals and VETS-4212 employee counts.

Associated Screens   None

Positions	Field Name	Description
1-3	Transaction Code	Constant **T65**
4-6	Multiple Record Number	Constant **012**
7	Maintenance Code	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Valid values are:
		A - Add **C** - Change **D** - Delete
8-15	Reserved	**Blank**
16-22	Unit Code	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Position 16
		Valid values are:
		1 - EEO-1, VETS-4212
		Positions 17-18
		User-defined code assigned to controlling unit.
		Position 19 - (unit type)
		EEO-1 Users
		1 - Single establishment **3** - Headquarters **4** - Establishment **5** - Special report
		Positions 20-22 - User defined.
		User-defined code assigned to reporting unit. For single establishment employers (EEO-1), positions 17-22 can be Blank.
23-25	Reserved	**Blank**

(continued)

Positions	Field Name	Description
	Previous Year EEO-1 Statistics	
26-32	Total Employee (O)	Optional, numeric, reset not applicable, maintenance allowed.
		Total of all male + female employees
		Messages: **INVALID PREV YEAR TOT EMPLOYEES** - Rejected.
	VETS-100 Reporting (currently not used)	
33-40	Maximum Number	Optional, numeric, reset not applicable, maintenance allowed.
		Maximum number of regular employees for VETS-100 reporting.
		Messages: **INVALID VETS MAX TOT EMPLOYEES** - Rejected.
41-48	Minimum Number	Optional, numeric, reset not applicable, maintenance allowed.
		Minimum number of regular employees for VETS-100 reporting.
		Messages: **INVALID VETS MIN TOT EMPLOYEES** - Rejected.
	VETS-4212 Reporting	
49-56	Maximum Number	Optional, numeric, reset not applicable, maintenance allowed.
		Maximum number of regular employees for VETS-4212 reporting.
		Messages: **INVALID VETS-4212 MAX TOT EMPS** - Rejected.
57-64	Minimum Number	Optional, numeric, reset not applicable, maintenance allowed.
		Minimum number of regular employees for VETS-4212 reporting.
		Messages: **INVALID VETS-4212 MIN TOT EMPS** - Rejected.
65-80	Reserved	**Blank**

T65-013 [80] - EEO Certification Data

Function   HRMS Tables File - EEO Reporting Unit Certification Information

Note: This transaction is **required** for producing EEO-1 single-establishment reports.

Associated Screens   None

Positions	Field Name	Description
1-3	Transaction Code	Constant **T65**
4-6	Multiple Record Number	Constant **013**
7	Maintenance Code	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Valid values are:
		A - Add **C** - Change **D** - Delete
8-15	Reserved	**Blank**
16-22	Unit Code	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Position 16
		Valid values are:
		1 - EEO-1
		Positions 17-18
		User-defined code assigned to controlling unit.
		Position 19 - (unit type)
		EEO-1 Users
		1 - Single establishment **3** - Headquarters **4** - Establishment **5** - Special report
		Positions 20-22 - User defined.
		For single establishment employers, positions 17-22 can be blank.

(continued)

Positions	Field Name	Description
23-25	Reserved	**Blank**
26-55	Certification Name	Optional, alphanumeric, reset not applicable, maintenance allowed.
		Messages: **CERTIFICATION NAME MISSING** - Rejected.
56-80	Reserved	**Blank**

T65-014 [80] - EEO Certification Data

Function   HRMS Tables File - EEO Reporting Unit Certification Information

> **Note:** This transaction is **required** for producing EEO-1 Single-establishment reports.

Associated Screens None

Positions	Field Name	Description
1-3	Transaction Code	Constant **T65**
4-6	Multiple Record Number	Constant **014**
7	Maintenance Code	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Valid values are:
		A - Add **C** - Change **D** - Delete
8-15	Reserved	**Blank**
16-22	Unit Code	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Position 16
		Valid values are:
		1 - EEO-1
		Positions 17-18
		User-defined code assigned to controlling unit.
		Position 19 - (unit type)
		1 - Single establishment **3** - Headquarters **4** - Establishment **5** - Special report
		Positions 20-22 - User defined.
		For single-establishment employers, positions 17-22 can be Blank.
23-25	Reserved	**Blank**
26-55	Certification Title	Optional, alphanumeric, reset not applicable, maintenance allowed.
		Messages: **CERTIFICATION TITLE MISSING** - Rejected.
56-80	Reserved	**Blank**

T65-015 [80] - EEO Certification Data

Function   HRMS Tables File - EEO Reporting Unit Certification Information

Note: This transaction is **required** for producing EEO-1 Single-establishment reports.

Associated Screens   None

Positions	Field Name	Description
1-3	Transaction Code	Constant **T65**
4-6	Multiple Record Number	Constant **015**
7	Maintenance Code	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Valid values are:
		A - Add **C** - Change **D** - Delete
8-15	Reserved	**Blank**
16-22	Unit Code	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Position 16
		Valid values are:
		1 - EEO-1
		Positions 17-18
		User-defined code assigned to controlling unit.
		Position 19 - (unit type)
		1 - Single establishment **3** - Headquarters **4** - Establishment **5** - Special report
		Positions 20-22 - User defined.
		For single-establishment employers, positions 17-22 can be blank.

(continued)

Positions	Field Name	Description
23-25	Reserved	**Blank**
26-31	Certification Date	Optional, numeric, reset not applicable, maintenance allowed.
		Year will be expanded and store four digits.
		Messages: **CERTIFICATION DATE INVALID** - Rejected.
32-41	Certification Phone Number	Optional, numeric, reset not applicable, maintenance allowed.
		Messages: **CERTIFICATION PHONE INVALID** - Rejected.
42-46	Certification Phone Extension	Optional, numeric, reset not applicable, maintenance allowed.
		Must be numeric, if entered.
		Messages: **CERTIFICATION PHONE EXT INVALD** - Rejected.
47-80	Reserved	**Blank**

T65-016 [80] - EEO Certification Data

Function　　　　　HRMS Tables File - EEO Reporting Unit Certification Information

Note:　This transaction is **required** for producing EEO-1 Single-establishment reports.

Associated Screens　None

Positions	Field Name	Description
1-3	Transaction Code	Constant **T65**
4-6	Multiple Record Number	Constant **016**
7	Maintenance Code	Required, alpha, reset not applicable, maintenance not allowed.
		Valid values are:
		A - Add **C** - Change **D** - Delete
8-15	Reserved	**Blank**
16-22	Unit Code	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Position 16
		Valid values are:
		1 - EEO-1
		Positions 17-18
		User-defined code assigned to controlling unit.
		Position 19 - (unit type)
		1 - Single establishment **3** - Headquarters **4** - Establishment **5** - Special report
		Positions 20-22 - User defined.
		For single-establishment employers, positions 17-22 can be Blank.
23-25	Reserved	**Blank**
26-55	Certification Contact Name	Optional, alphanumeric, reset not applicable, maintenance allowed.
56-75	Certification Contact Title	Optional, alphanumeric, reset not applicable, maintenance allowed.
76-80	Reserved	**Blank**

T65-017 [80] - EEO Certification Data

Function   HRMS Tables File - EEO Reporting Unit Certification Information

Note: This transaction is **required** for producing EEO-1 Single-establishment reports.

Associated Screens   None

Positions	Field Name	Description
1-3	Transaction Code	Constant **T65**
4-6	Multiple Record Number	Constant **017**
7	Maintenance Code	Required, alpha, reset not applicable, maintenance not allowed.
		Valid values are:
		A - Add **C** - Change **D** - Delete
8-15	Reserved	**Blank**
16-22	Unit Code	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Position 16
		Valid values are:
		1 - EEO-1
		Positions 17-18
		User-defined code assigned to controlling unit.
		Position 19 - (unit type)
		1 - Single establishment **3** - Headquarters **4** - Establishment **5** - Special report
		Positions 20-22 - User defined.
		For single-establishment employers, positions 17-22 can be blank. See the *User Guide*.

(continued)

Positions	Field Name	Description
23-25	Reserved	**Blank**
26-50	Certification Contact Address	Optional, alphanumeric, reset not applicable, maintenance allowed.
51-69	Certification Contact City	Optional, alphanumeric, reset not applicable, maintenance allowed.
70-71	Certification Contact State	Optional, alphanumeric, reset not applicable, maintenance allowed. 2-character approved postal code.
72-76	Certification Contact Zip Code	Optional, numeric, reset not applicable, maintenance allowed.
77-80	Certification Contact Zip Extension	Optional, numeric, reset not applicable, maintenance allowed.

T66 [80] - Personnel Code Translation

Function   HRMS Tables File - HRMS Tables File Code Translations

Associated Screens   302

Positions	Field Name	Description
1-3	Transaction Code	Constant **T66**
4-6	Reserved	**Blank**
7	Maintenance Code	Required, alphanumeric, reset not applicable, maintenance not allowed. Valid values are: **A** - Add **C** - Change **D** - Delete
8-15	Reserved	**Blank**
16-21	Field Number	Required, alphanumeric, reset not applicable, maintenance not allowed. The identifier of the field containing the specific values to be translated. Valid values are: **606009** - Geographic Preference **606010** - Residence Type **606020** - Religious Preference **E07008** - Degree **E07010** - Field of Study **608011** - Group Health Insurance Type Coverage **609042** - Promotional Readiness **E10004** - Salary Change Reason **E11001** - Skills (Function and Subfunction) **E11004** - Proficiency Level **E12011** - Transfer Reason **613034** - General Health **615026** - Termination **615027** - Rehire Consideration **615028** - Leave of Absence Messages: **INVALID FIELD NUMBER -** Rejected.
22-31	Code Value	Required, alphanumeric, reset not applicable, maintenance not allowed. The code value to be translated. See table on next page for length of encoded value for each field. Messages: **INVALID ENCODED VALUE -** Rejected. **INVALID ENCODED VALUE LENGTH -** Rejected.

(continued)

Positions	Field Name	Description
32-34	Reserved	**Blank**
35-64	Translation	Required, alphanumeric, reset not applicable, maintenance allowed.
		The description associated with the code value for reporting purposes. See table below for length of translation for each field.
		Messages:
		NO TRANSLATION PRESENT - Rejected.
65-80	Reserved	**Blank**

Field	Number of Characters for Code Value	Number of Positions for Code Value	Number of Characters for Translation
Geographic Preference	2	22-23	15
Residence Type	1	22	30
Religious Preference	1	22	10
Degree	4	22-25	20
Field of Study	6	22-27	16
Group Health Insurance	1	22	10
Promotional Readiness	2	22-23	14
Salary Change Reason	2	22-23	15
Skill Function	2	22-23	27
Skill Subfunction	5	22-26	27
Proficiency Level	1	22	14
General Health	2	22-23	9
Termination	2	22-23	16
Rehire Consideration	1	22	20
Leave of Absence	2	22-23	16
Transfer Reason	2	22-23	16

T69-001 [80] - EEA Description

Function   HRMS Tables File - Canadian EEA Reporting Information

Associated Screens   None

Positions	Field Name	Description
1-3	Transaction Code	Constant **T69**
4-6	Multiple Record Number	Constant **001**
		Messages:
		INVALID MULTIPLE RECORD NUMBER - Rejected. Multiple Record Number must be 001.
7	Maintenance Code	Required, alpha, reset not applicable, maintenance not allowed.
		Valid values are:
		A - Add **C** - Change **D** - Delete
8-13	EEA Reporting Unit	Required, alphanumeric, reset not applicable, maintenance not allowed.
		EEA reporting unit used to group employees for EEA reporting purposes.
		Messages: **EEA REPORTING UNIT BLANK** - Rejected. EEA Reporting Unit must be entered.
14-43	Employer's Legal Name	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Employer's legal name to appear on EEA reports.
44-73	Employer's Business Name	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Employer's business name to appear on EEA reports.
74	Language Indicator	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Valid values are:
		Blank or **E** - English **F** - French
		Messages: **INVALID LANGUAGE INDICATOR** - Rejected.
75-80	Peak Period Date	Optional, numeric, resets to zero, maintenance allowed.
		Date in year for which temporary employees were at their peak in numbers.
		Year will be expanded and store four digits. Enter YYMMDD.
		Messages: **INVALID PEAK PERIOD DATE** - Rejected. Peak Period Date must be in *YYMMDD* format.

T69-002 [80] - EEA Description

Function   HRMS Tables File - Canadian EEA Reporting Information

Associated Screens   None

Positions	Field Name	Description
1-3	Transaction Code	Constant **T69**
4-6	Multiple Record Number	Constant **002**
		Messages:
		INVALID MULTIPLE RECORD NUMBER - Rejected. Multiple Record Number must be 002.
7	Maintenance Code	Required, alpha, reset not applicable, maintenance not allowed.
		Valid values are:
		A - Add **C** - Change **D** - Delete
8-13	EEA Reporting Unit	Required, alphanumeric, reset not applicable, maintenance not allowed.
		EEA reporting unit used to group employees for EEA reporting purposes.
		Messages: **EEA REPORTING UNIT BLANK** - Rejected. EEA Reporting Unit must be entered.
14-43	Employer's Business Address Line 1	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Employer's business address line 1 to appear on reports.
44-73	Employer's Business Address Line 2	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Employer's business address line 1 to appear on reports.
74-80	Reserved	**Blank**

T69-003 [80] - EEA Description

Function   HRMS Tables File - Canadian EEA Reporting Information

Associated Screens   None

Positions	Field Name	Description
1-3	Transaction Code	Constant **T69**
4-6	Multiple Record Number	Constant **003**
		Messages:
		INVALID MULTIPLE RECORD NUMBER - Rejected. Multiple Record Number must be 003.
7	Maintenance Code	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Valid values are:
		A - Add **C** - Change **D** - Delete
8-13	EEA Reporting Unit	Required, alphanumeric, reset not applicable, maintenance not allowed.
		EEA reporting unit used to group employees for EEA reporting purposes.
		Messages: **EEA REPORTING UNIT BLANK** - Rejected. EEA Reporting Unit must be entered.
14-29	Employer's Business Address Line 3	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Employer's business address line 3 to appear on reports.
30-36	Employer's Business Postal Code	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Employer's business postal code to appear on reports.
		Messages: **INVALID POSTAL CODE** - Rejected. Postal Code must be in the format ana nan.
37-80	Reserved	**Blank**

T69-004 [80] - EEA Description

Function   HRMS Tables File - Canadian EEA Reporting Information

Associated Screens   None

Positions	Field Name	Description
1-3	Transaction Code	Constant **T69**
4-6	Multiple Record Number	Constant **004**
		Messages:
		INVALID MULTIPLE RECORD NUMBER - Rejected. Must be 004.
7	Maintenance Code	Required, alpha, reset not applicable, maintenance not allowed.
		Valid values are:
		A - Add
		C - Change
		D - Delete
8-13	EEA Reporting Unit	Required, alphanumeric, reset not applicable, maintenance not allowed.
		EEA reporting unit used to group employees for EEA reporting purposes.
		Messages:
		EEA REPORTING UNIT BLANK - Rejected. EEA Reporting Unit must be entered.
14-43	Employer's Mailing Address Line 1	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Employer's mailing address line 1 to appear on reports.
44-73	Employer's Mailing Address Line 2	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Employer's mailing address line 1 to appear on reports.
74-80	Reserved	**Blank**

T69-005 [80] - EEA Description

Function HRMS Tables File - Canadian EEA Reporting Information

Associated Screens None

Positions	Field Name	Description
1-3	Transaction Code	Constant **T69**
4-6	Multiple Record Number	Constant **005**
		Messages:
		INVALID MULTIPLE RECORD NUMBER - Rejected. Multiple Record Number must be 005.
7	Maintenance Code	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Valid values are:
		A - Add
		C - Change
		D - Delete
8-13	EEA Reporting Unit	Required, alphanumeric, reset not applicable, maintenance not allowed.
		EEA reporting unit used to group employees for EEA reporting purposes
		Messages:
		EEA REPORTING UNIT BLANK - Rejected. EEA Reporting Unit must be entered.
14-29	Employer's Mailing Address Line 3	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Employer's mailing address line 3 to appear on reports.
30-36	Employer's Mailing Postal Code	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Employer's mailing postal code to appear on reports.
		Messages:
		INVALID POSTAL CODE - Rejected. Postal Code format must be ana nan.
37-80	Reserved	**Blank**

T69-006 [80] - EEA Description

Function　　　　　HRMS Tables File - Canadian EEA Reporting Information

Associated Screens　　None

Positions	Field Name	Description
1-3	Transaction Code	Constant **T69**
4-6	Multiple Record Number	Constant **006**
		Messages:
		INVALID MULTIPLE RECORD NUMBER - Rejected. Multiple Record Number must be 006.
7	Maintenance Code	Required, alpha, reset not applicable, maintenance not allowed.
		Valid values are:
		A - Add
		C - Change
		D - Delete
8-13	EEA Reporting Unit	Required, alphanumeric, reset not applicable, maintenance not allowed.
		EEA reporting unit used to group employees for EEA reporting purposes.
		Messages:
		EEA REPORTING UNIT BLANK - Rejected. EEA Reporting Unit must be entered.
14-43	Chief Executive Officer's Name	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Employer chief executive officer's name to appear on reports.
44-63	Chief Executive Officer's Title	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Employer chief executive officer's title to appear on reports.
64-80	Reserved	**Blank**

T69-007 [80] - EEA Description

Function   HRMS Tables File - Canadian EEA Reporting Information

Associated Screens None

Positions	Field Name	Description
1-3	Transaction Code	Constant **T69**
4-6	Multiple Record Number	Constant **007** Messages: **INVALID MULTIPLE RECORD NUMBER** - Rejected. Multiple Record Number must be 007.
7	Maintenance Code	Required, alpha, reset not applicable, maintenance not allowed. Valid values are: **A** - Add **C** - Change **D** - Delete
8-13	EEA Reporting Unit	Required, alphanumeric, reset not applicable, maintenance not allowed. EEA reporting unit used to group employees for EEA reporting purposes. Messages: **EEA REPORTING UNIT BLANK** - Rejected. EEA Reporting Unit must be entered.
14-43	Name of Officer Responsible for EEA Reports	Optional, alphanumeric, resets to Blank, maintenance allowed. Name of responsible officer, to appear on EEA reports.
44-63	Title of Officer Responsible for EEA Reports	Optional, alphanumeric, resets to Blank, maintenance allowed. Title of responsible officer, to appear on EEA reports.
	Telephone Number of Officer Responsible for EEA Reports	
64-66	Area Code	Optional, numeric, resets to zero, maintenance allowed. Messages: **INVALID AREA CODE** - Rejected. Must be numeric.
67-73	Phone Number	Optional, numeric, resets to zero, maintenance allowed. Messages: **INVALID PHONE NUMBER** - Rejected. Must be numeric.
74-77	Extension	Optional, numeric, resets to zero, maintenance allowed. Messages: **INVALID PHONE EXTENSION** - Rejected. Must be numeric.
78-80	Reserved	**Blank**

T69-008 [80] - EEA Description

Function HRMS Tables File - Canadian EEA Reporting Information

Associated Screens None

Positions	Field Name	Description
1-3	Transaction Code	Constant **T69**
4-6	Multiple Record Number	Constant **008**
		Messages: **INVALID MULTIPLE RECORD NUMBER** - Rejected. Multiple Record Number must be 008.
7	Maintenance Code	Required, alpha, reset not applicable, maintenance not allowed.
		Valid values are:
		A - Add **C** - Change **D** - Delete
8-13	Industrial Sector	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Industrial Sector used to group employees for EEA reporting purposes.
		Messages: **INDUSTRIAL SECTOR BLANK** - Rejected. Industrial Sector must be entered.
14-43	Industrial Sector Description - English	Optional, alphanumeric, resets to Blank, maintenance allowed.
44-73	Industrial Sector Description - French	Optional, alphanumeric, resets to Blank, maintenance allowed.
74-80	Reserved	**Blank**

T69-009 [80] - EEA Description

Function   HRMS Tables File - Canadian EEA Reporting Information

Associated Screens   None

Positions	Field Name	Description
1-3	Transaction Code	Constant **T69**
4-6	Multiple Record Number	Constant **009**
		Messages:
		INVALID MULTIPLE RECORD NUMBER - Rejected. Multiple Record number must be 009.
7	Maintenance Code	Required, alpha, reset not applicable, maintenance not allowed.
		Valid values are:
		A - Add **C** - Change **D** - Delete
8-11	Occupational Code/NOC Code	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Occupational code used to group employees for EEA reporting purposes
		Messages: **OCCUPATIONAL GROUP BLANK** - Rejected. Occupational Group must be entered.
12-41	Occupational Group Description - English	Optional, alphanumeric, resets to Blank, maintenance allowed.
42-71	Occupational Group Description - French	Optional, alphanumeric, resets to Blank, maintenance allowed.
72-80	Reserved	**Blank**

UH [80] - Update Earnings History Control

Function   Update Earnings History Control Transaction

Note: This transaction is used to delete the specified level 1-level 2 from the Earnings History file.

Associated Screens   None

Positions	Field Name	Description
1-2	Transaction Code	Constant **UH**
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed. Level 1 being deleted from the Earnings History Master file.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed. Level 2 being deleted from the Earnings History Master file.
7-80	Reserved	**Blank**

WFU [80] - Workforce Utilization Data

Function		HRMS Tables File - Workforce Utilization Data, Report Selection
Associated Screens		None

Positions	Field Name	Description
1-3	Transaction Code	Constant **WFU**
4-5	Level 1	Optional, alphanumeric, reset not applicable, maintenance not allowed.
6-7	Level 2	Optional, alphanumeric, reset not applicable, maintenance not allowed.
8	Level 1-Level 2 Page Break Switch	Optional, alphanumeric, reset not applicable, maintenance not allowed.
		Valid values are:
		Blank - Do page break by level 1 - level 2
		* - Do not page break by level 1 - level 2
9-14	Report Date	Optional, numeric, reset not applicable, maintenance not allowed.
		Enter report date here if current computer date is not desired.
		Year will be expanded and store four digits. Enter YYMMDD.
15-24	Reserved	**Blank**
	Print Options	For positions 25 through 26 -
		Valid values are:
		* - Print
		Blank - Do not print
		If all options blank, all Workforce Utilization applications are printed.
25	Employee Statistics WU1	Optional, alphanumeric, reset not applicable, maintenance not allowed.
		Messages:
		REQUEST FOR 'WU1' NOT ON TABLES FILE - Warning. No records for Protected Class Statistics are in the HRMS Table File.
26	Code Translations WU3	Optional, alphanumeric, reset not applicable, maintenance not allowed.
		Messages:
		REQUEST FOR 'WU3' NOT ON TABLES FILE - Warning. No records for Translation Data are in the HRMS Tables File.
27-80	Reserved	**Blank**

WU-1 [80, 120] - Workforce Utilization/VETS Data

Function   Workforce Utilization/VETS Data

Associated Screens   91, 213, 215

Positions	Field Name	Description
1-2	Transaction Code	Constant **WU**
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-16	Employee Number	Required, alphanumeric, reset not applicable, maintenance not allowed.
17	Transaction Separator	Constant **1**
18-21	Job Group	Optional, alphanumeric, resets to Blank, maintenance allowed.
		User-determined coding for grouping positions of similar salary, advancement opportunity, content and available data; also referred to as job family.
22-30	Occupational Low Range	Optional, alphanumeric, resets to Blank, maintenance allowed.
		User-determined coding for indicating low range of salaries in this employee's position.
31-39	Occupational High Range	Optional, alphanumeric, resets to Blank, maintenance allowed.
		User-determined coding for indicating high range of salaries in this employee's position.
40-41	Sector	Optional, alphanumeric, resets to Blank, maintenance allowed.
		User-determined coding for assigning this employee's position to a subdivision of the organization to be used in reporting on current Workforce Utilization.
42-46	Location	Optional, alphanumeric, resets to Blank, maintenance allowed.
		User-determined coding for indicating recruiting area for this job group.
47-51	Organization	Optional, alphanumeric, resets to Blank, maintenance allowed.
		User-determined coding for indicating additional organizational level.

(continued)

Positions	Field Name	Description
52	VETS-100 Veterans Status (currently not used)	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Valid values are:
		1 - Other Protected Veteran
		2 - Other Protected Special Disabled Veteran
		3 - Vietnam Era Veteran
		4 - Other Protected Vietnam Era Veteran
		*5 - Special Disabled Veteran
		*6 - Special Disabled Vietnam Era Veteran
		*7 - Special Disabled Other Protected Vietnam Era Veteran
		* as defined in Section 61-250 of the Veterans Employment Reporting Requirements for federal contractors.
		Messages:
		INVLD VETS-100 VETERANS STATUS - Rejected.
53	VETS-4212 Veterans Status	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Valid values are:
		1 - Other Protected Veteran
		2 - Other Protected Disabled Veteran
		3 - Armed Forces Service Metal Veteran
		4 - Other Protected Armed Forces Service Metal Veteran
		5 - Disabled Veteran
		6 - Disabled Armed Forces Service Metal Veteran
		7 - Disabled Other Protected Armed Forces Service Metal Veteran
		8 - Protected Veteran
		Messages:
		INVLD VETS-4212 VETERNS STATUS - Rejected.
54-80	Reserved	**Blank**

WU-1 [120]- Workforce Utilization/VETS Data

Positions	Field Name	Description
1-53		See positions 1-53 above.
54-120	Reserved	**Blank**

WU-2 [80, 120] - Line of Progression Data

Function   Workforce Utilization Data

Associated Screens 91, 204

Positions	Field Name	Description
1-2	Transaction Code	Constant **WU**
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-16	Employee Number	Required, alphanumeric, reset not applicable, maintenance not allowed.
17	Transaction Separator	Constant **2**
	Line of Progression Data 1	
18-21	Progression	Optional, alphanumeric, resets to Blank, maintenance allowed.
		User-determined coding for Indicate career path for this employee's position.
22-24	Sequence	Optional, alphanumeric, resets to Blank, maintenance allowed.
		User-determined coding to assign this employee's position a sequence within this line of progression. This field is used to sort the positions within a line of progression for reports.
	Line of Progression Data 2	
25-28	Progression	Repeat positions 18-21.
29-31	Sequence	Repeat positions 22-24.
	Line of Progression Data 3	
32-35	Progression	Repeat positions 18-21.
36-38	Sequence	Repeat positions 22-24.
	Line of Progression Data 4	
39-42	Progression	Repeat positions 18-21.
43-45	Sequence	Repeat positions 22-24.

(continued)

Positions	Field Name	Description
	Line of Progression Data 5	
46-49	Progression	Repeat positions 18-21.
50-52	Sequence	Repeat positions 22-24.
53-80	Reserved	**Blank**

WU-2 [120]- Line of Progression Data

Positions	Field Name	Description
1-52		See positions 1-52 above.
53-120	Reserved	**Blank**

13 Transactions YA - YN

Chapter Contents

Introduction

This chapter describes the Y adjustment transactions for the Payroll/Personnel system.

YA-YN Adjustments to Earnings, Deductions, Taxes

These notes cover information that is common to all adjustment transactions. The 80- and 120-character versions of all adjustment transactions are defined individually. See individual transaction descriptions for details.

YA-YN Adjustments and Prepays

Gross to net

Gross to net figures are cross footed to ensure that they are in balance.

	Regular Earnings
+	Overtime Earnings
+	Other Earnings
—	Federal Tax
—	FICA/Medicare Tax/CPP*
—	State Taxes/EI*
—	County Taxes/Provincial Tax*
—	City Taxes/QPP*
—	SDI Taxes/QM*
—	SUI Taxes
—	Total Deductions
=	Net Pay

If gross to net figures do not cross foot, the message **ADJ OUT OF CROSSFOOT** prints on the validation report as a warning message.

Processing Fields

The following fields are used by all adjustment transactions to give the system important information for accurate adjustment processing.

Field	Description
Country Code	Position 77 in the 80-character version or 117 in the 120-character version is used to tell the system whether this transaction is for a Canadian organization. No entry is required for U.S. organizations; for Canadian organizations, the value is always **C**.
Prepay/Reversal Separator Code	For prepays and reversals, position 78 in the 80-character version or 118 in the 120-character version can be used to distinguish between multiple prepays and multiple reversals for an employee. This enables each to be processed separately.
Update Code	Position 79 in the 80-character version or 119 in the 120-character version indicates which to-date figures are adjusted. Transactions with update code of M, Q, or Y will be used in balancing and cross footing adjusting entries; transactions with numeric update codes are ignored for validation balancing.
Adjustment Code	Position 80 in the 80-character version or 120 in the 120-character version indicates whether the transaction is for a positive or negative adjustment, a prepay, or a reversal.

Multiple Maintenance Runs Per Pay Period

If more than one maintenance run is to be made each pay period, **do not to enter time entry transactions or adjustments until the final maintenance preceding a Compute run**, or their effect is nullified.

Y Transactions - General Messages

These messages may appear on any of the Y transactions.

Message	Explanation
EMPL NUMBER NOT FOUND	Rejected.
DATA FIELD NOT NUMERIC	Rejected. One or more of the transaction amount fields is not numeric.
INVALID UPDATE CODE	Rejected. The update date is not a valid value for this transaction.
INVALID INDICATORS	Rejected. The Transaction Separator in position 78 and the Adjustment Code in position 80 are not correct relative to each other. If position 80 is A or M, position 78 must be blank. If position 80 is P, position 78 must be Blank or P through U. If position 80 is R or S, position 78 must be V through Z.
TERMINATED EMP HAS ACTIVITY EMP TO BE DEL DURING UPDATE	Rejected.
TRANS NOT USED IN ADJ BALANCE	Warning. This transaction is not used to balance the set of adjustments.
NEW EMPLOYEE ADJ NOT BALANCED	Warning. Adjustments for new employees are not balanced.

YA [80] - Adjust Earnings, Deductions and Tax (US Org)

Function Adjusts regular, overtime, and total other earnings, total deductions, net pay, weeks worked, and times paid. For prepays and reversals, the check number is entered on this transaction.

The YA transaction (U.S. organizations) adjusts regular and overtime gross, total other earnings, total deductions, net pay, number of times paid, and number of weeks worked.

Associated Screens 45

Positions	Field Name	Description
1-2	Transaction Code	**YA**
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-16	Employee Number	Required, alphanumeric, reset not applicable, maintenance not allowed.
17-25	Regular Gross	Optional, numeric, reset not applicable.
		Right-justified.
		Messages:
		GROSS TO NET OUT OF CROSSFOOT - Warning. YA gross minus YE, YM, and YN taxes minus YA total deductions not equal to YA total net.
		YA GROSS NOT EQUAL YE STATE GR - Warning. YA gross not equal to YE state taxable wages.
		ADJ YA GROSS NOT = YE STATE GR - Warning. YA gross minus YD non-taxable state wages not equal to YE state taxable wages.
		YA GROSS NOT EQUAL YM/YN EMPE SS/MED + MQGE WAGES - Warning. YA gross not equal to the sum of YN employee Social Security/Medicare total wages and YM employee Medicare (MQGE) total wages.
		ADJ YA GROSS NOT = YM/YN EMPE SS/MED + MQGE WAGES - Warning. YA gross minus YD non-taxable employee Social Security/Medicare total wages not equal to the sum of YN employee Social Security/Medicare total wages and YM employee Medicare (MQGE) total wages.
		YA GROSS NOT EQUAL YM/YN EMPR SS/MED + MQGE WAGES - Warning. YA gross not equal to the sum of YN employer Social Security/Medicare total wages and YM employer Medicare (MQGE) total wages.

(continued)

Positions	Field Name	Description
		ADJ YA GROSS NOT = YM/YN EMPR SS/MED + MQGE WAGES - Warning. YA gross minus YD non-taxable employer Social Security/Medicare total wages not equal to the sum of YN employer Social Security/Medicare total wages and YM employer Medicare (MQGE) total wages.
		YA GROSS NOT EQUAL YE CITY GR - Warning. YA gross not equal to YE city taxable wages.
		ADJ YA GROSS NOT = YE CITY GR - Warning. YA gross minus YD non-taxable local city wages not equal to YE city taxable wages.
		YA GROSS NOT EQUAL YE COUNT GR - Warning. YA gross not equal to YE county taxable wages.
		ADJ YA GROSS NOT = YE COUNT GR - Warning. YA gross minus YD non-taxable local county wages not equal to YE county taxable wages.
		YA GROSS NOT EQUAL YN FUI WAGE - Warning. YA gross not equal to YN FUI wages.
		ADJ YA GROSS NOT = YN FUI WAGE - Warning. YA gross minus YD non-taxable FUI wages not equal to YN FUI wages.
		YA GROSS NOT EQUAL YE SUI WAGE - Warning. YA gross not equal to YE SUI wages.
		ADJ YA GROSS NOT = YE SUI WAGE - Warning. YA gross minus YD non-taxable SUI wages not equal to YE SUI wages.
		YA GROSS NOT EQUAL YL FEDERAL - Warning. YA gross not equal to YL Federal taxable wages.
		ADJ YA GROSS NOT = YL FEDERAL - Warning. YA gross minus YD non-taxable Federal wages not equal to YL Federal taxable wages.
		YA GROSS NOT = YE PA EIT ST GR - Warning. YA gross not equal to YE EIT state taxable wage gross.
		ADJ YA GR NOT = YE PA EIT ST GR - Warning. YA gross minus YD non-taxable state wages not equal to YE EIT state taxable wage gross.
		YA GROSS NOT = YE PA EIT CO GR - Warning. YA gross not equal to YE EIT county taxable wage gross.
		ADJ YA GR NOT = YE PA EIT CO GR - Warning. YA gross minus YD non-taxable county wages not equal to YE EIT county taxable wage gross.
		YA GROSS NOT = YE PA EIT CI GR - Warning. YA gross not equal to YE EIT city taxable wage gross.
		ADJ YA GR NOT = YE PA EIT CI GR - Warning. YA gross minus YD non-taxable city wages not equal to YE EIT city taxable wage gross.

(continued)

Positions	Field Name	Description
26-34	Overtime Gross	Optional, numeric, reset not applicable.
		Right-justified.
		Messages:
		YA OVERTIME NOT EQUAL YE OVERT - Warning. YA overtime not equal to YE overtime gross.
35-43	Total Other Earnings	Optional, numeric, reset not applicable.
		Right-justified.
		Messages:
		YA OTHER EARN YD NOT EQUAL YD OE - Warning. YA Other Earnings not equal to the sum of YD Other Earnings.
44-52	Total Deductions	Optional, numeric, reset not applicable.
		Right-justified. Bank services DOEs and taxes not included.
		Messages:
		YA TOTAL DED NOT EQUAL YD DED - Warning. YA Total Deductions not equal to the sum of YD deductions.
53-61	Net Pay	Optional, numeric, reset not applicable.
		Right-justified.
62-70	Prepay Check Number	Conditionally required, numeric, reset not applicable.
		Right-justified. Required for reversals. For prepay, if this field is not numeric, zeros will be used and a warning message is issued.
		Messages:
		PREPAY CHECK NUM BLANK OR ZERO - Warning. Prepay check number is not numeric or is zeroes. This can make the prepayment a duplicate transaction when processed by Check Reversal**.**
		REV CHECK NUM BLANK OR ZERO - Warning. Reversal check number is not numeric or is zeroes.
71-73	Number of Times Paid	Optional, numeric, reset not applicable.
		Right-justified, no decimals. Number of times paid is used to compute average salary for vacation pay (Refer to section on Vacation Time Entry Transactions).
74-76	Number Of Weeks Worked	Optional, numeric, reset not applicable.
		Right-justified, 1 decimal. Total number of weeks the employee has worked (not used by payroll system). Refer to sections on Regular and Vacation Time Entry Transactions.
77	Reserved	**Blank**

(continued)

Positions	Field Name	Description
78	Prepay/Reversal Separator Code	Valid values are: **Blank** or **P** - First or only prepay **Q-U** - Additional prepay to be processed separately **V-Z** - Reversals to be processed separately All transactions with a given separator code are combined into a summary transaction.
79	Update Code	Optional, alphanumeric, reset not applicable. Valid values are: **M** - Update MTD, QTD, and YTD **Q** - Update QTD, and YTD **Y** - Update YTD **1** - Update MTD only **2** - Update QTD only
80	Adjustment Code	Optional, alphanumeric, reset not applicable. Valid values are: **A** - Add (positive adjustment) **M** - Subtract (negative adjustment) **P** - Prepay (manual/online check calculation check) **R** - Positive reversal **S** - Negative reversal

YA [120] - Adjust Earnings, Deductions and Tax (US Org)

Function

Adjusts regular, overtime, and total other earnings, total deductions, net pay, weeks worked, and times paid. For prepays and reversals, the check number is entered on this transaction.

The YA Transaction (U.S. organizations) adjusts regular and overtime gross, total other earnings, total deductions, net pay, number of times paid, and number of weeks worked.

Associated Screens   45

Positions	Field Name	Description
1-2	Transaction Code	**YA**
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-16	Employee Number	Required, alphanumeric, reset not applicable, maintenance not allowed.
17-27	Regular Gross	Optional, numeric, reset not applicable.
		Right-justified.
		Messages;
		GROSS TO NET OUT OF CROSSFOOT - Warning. YA gross minus YE, YM, and YN taxes minus YA total deductions not equal to YA total net.
		YA GROSS NOT EQUAL YE STATE GR - Warning. YA gross not equal to YE state taxable wages.
		ADJ YA GROSS NOT = YE STATE GR - Warning. YA gross minus YD non-taxable state wages not equal to YE state taxable wages.
		YA GROSS NOT EQUAL YM/YN EMPE SS/MED + MQGE WAGES - Warning. YA gross not equal to the sum of YN employee Social Security/Medicare total wages and YM employee Medicare (MQGE) total wages.
		ADJ YA GROSS NOT = YM/YN EMPE SS/MED + MQGE WAGES - Warning. YA gross minus YD non-taxable employee Social Security/Medicare total wages not equal to the sum of YN employee Social Security/Medicare total wages and YM employee Medicare (MQGE) total wages.
		YA GROSS NOT EQUAL YM/YN EMPR SS/MED + MQGE WAGES - Warning. YA gross not equal to the sum of YN employer Social Security/Medicare total wages and YM employer Medicare (MQGE) total wages.

(continued)

Positions	Field Name	Description
		ADJ YA GROSS NOT = YM/YN EMPR SS/MED + MQGE WAGES - Warning. YA gross minus YD non-taxable employer Social Security/Medicare total wages not equal to the sum of YN employer Social Security/Medicare total wages and YM employer Medicare (MQGE) total wages.
		YA GROSS NOT EQUAL YE CITY GR - Warning. YA gross not equal to YE city taxable wages.
		ADJ YA GROSS NOT = YE CITY GR - Warning. YA gross minus YD non-taxable local city wages not equal to YE city taxable wages.
		YA GROSS NOT EQUAL YE COUNT GR - Warning. YA gross not equal to YE county taxable wages.
		ADJ YA GROSS NOT = YE COUNT GR - Warning. YA gross minus YD non-taxable local county wages not equal to YE county taxable wages.
		YA GROSS NOT EQUAL YN FUI WAGE - Warning. YA gross not equal to YN FUI wages.
		ADJ YA GROSS NOT = YN FUI WAGE - Warning. YA gross minus YD non-taxable FUI wages not equal to YN FUI wages.
		YA GROSS NOT EQUAL YE SUI WAGE - Warning. YA gross not equal to YE SUI wages.
		ADJ YA GROSS NOT = YE SUI WAGE - Warning. YA gross minus YD non-taxable SUI wages not equal to YE SUI wages.
		YA GROSS NOT EQUAL YL FEDERAL - Warning. YA gross not equal to YL Federal taxable wages.
		ADJ YA GROSS NOT = YL FEDERAL - Warning. YA gross minus YD non-taxable Federal wages not equal to YL Federal taxable wages.
		YA GROSS NOT = YE PA EIT ST GR - Warning. YA gross not equal to YE EIT state taxable wage gross.
		ADJ YA GR NOT = YE PA EIT ST GR - Warning. YA gross minus YD non-taxable state wages not equal to YE EIT state taxable wage gross.
		YA GROSS NOT = YE PA EIT CO GR - Warning. YA gross not equal to YE EIT county taxable wage gross.
		ADJ YA GR NOT = YE PA EIT CO GR - Warning. YA gross minus YD non-taxable county wages not equal to YE EIT county taxable wage gross.
		YA GROSS NOT = YE PA EIT CI GR - Warning. YA gross not equal to YE EIT city taxable wage gross.
		ADJ YA GR NOT = YE PA EIT CI GR - Warning. YA gross minus YD non-taxable city wages not equal to YE EIT city taxable wage gross.

(continued)

Positions	Field Name	Description
28-38	Overtime Gross	Optional, numeric, reset not applicable.
		Right-justified.
		Messages: **YA OVERTIME NOT EQUAL YE OVERT** - Warning. YA overtime not equal to YE overtime gross.
39-49	Total Other Earnings	Optional, numeric, reset not applicable.
		Right-justified.
		Messages: **YA OTHER EARN YD NOT EQUAL YD OE** - Warning. YA Other Earnings not equal to the sum of YD Other Earnings.
50-60	Total Deductions	Optional, numeric, reset not applicable.
		Right-justified. Bank services DOEs and taxes not included.
		Messages: **YA TOTAL DED NOT EQUAL YD DED** - Warning. YA Total Deductions not equal to the sum of YD deductions.
61-71	Net Pay	Optional, numeric, reset not applicable.
		Right-justified.
72-80	Prepay Check Number	Conditionally required, numeric, reset not applicable.
		Right-justified. Required for reversals. For prepay, if this field is not numeric, zeros will be used and a warning message is issued.
		Messages: **PREPAY CHECK NUM BLANK OR ZERO** - Warning. Prepay check number is not numeric or is zeroes. This can make the prepayment a duplicate transaction when processed by Check Reversal. **REV CHECK NUM BLANK OR ZERO** - Warning. Reversal check number is not numeric or is zeros.
81-83	Number of Times Paid	Optional, numeric, reset not applicable.
		Right-justified, no decimals. Number of times paid is used to compute average salary for vacation pay (Refer to section on Vacation Time Entry Transactions).
84-86	Number Of Weeks Worked	Optional, numeric, reset not applicable.
		Right-justified, 1 decimal. Total number of weeks the employee has worked (not used by payroll system). Refer to sections on Regular and Vacation Time Entry Transactions.
87-117	Reserved	**Blank**

(continued)

Positions	Field Name	Description
118	Prepay/Reversal Separator Code	Valid values are:
		Blank or **P** - First or only prepay **Q-U** - Additional prepay to be processed separately **V-Z** - Reversals to be processed separately
		All transactions with a given separator code are combined into a summary transaction.
119	Update Code	Optional, alphanumeric, reset not applicable.
		Valid values are:
		M - Update MTD, QTD, and YTD **Q** - Update QTD, and YTD **Y** - Update YTD **1** - Update MTD only **2** - Update QTD only
120	Adjustment Code	Optional, alphanumeric, reset not applicable.
		Valid values are:
		A - Add (positive adjustment) **M** - Subtract (negative adjustment) **P** - Prepay (manual/online check calculation check) **R** - Positive reversal **S** - Negative reversal

YA [80] - Adjust Earnings and Tax (Canadian Organizations)

Function   Adjusts Regular, Overtime, and Total Other Earnings, Federal, Provincial, CPP or QPIP, QPP, and EI Taxes.

The YA Transaction (Canadian Organizations) adjusts regular and overtime gross, total other earnings, federal and provincial tax, Canadian Pension Plan or Quebec Parental Insurance Plan, Canada employment insurance, and Quebec Pension Plan.

Associated Screens   30

Positions	Field Name	Description
1-2	Transaction Code	**YA**.
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-16	Employee Number	Required, alphanumeric, reset not applicable, maintenance not allowed.
17-24	Regular Gross	Optional, numeric, reset not applicable.
		Right-justified.
		Messages:
		YA GROSS NOT EQUAL YB CPP WAGE - Warning. YA gross minus YD non-taxable CPP/QPP wages not equal to YB CPP taxable wages.
		YA GROSS NOT EQUAL YB QPP WAGE - Warning. YA gross minus YD non-taxable CPP/QPP wages not equal to YB QPP taxable wages.
		YA GROSS NOT EQUAL YB EI WAGE - YA gross minus YD non-taxable EI wages not equal to YB EI taxable wages.
		YA GROSS NOT EQUAL YF QMED WAGE - YA gross minus YD non-taxable EI wages not equal to YF Basic Data Medicare wages.
		YA GROSS NOT EQUAL YB FEDERAL - YA gross minus YD non-taxable Federal wages not equal to YB Federal taxable wages.
		YA GROSS NOT EQUAL YE PROVINCE - YA gross minus YD non-taxable Provincial wages are not equal to YE Provincial taxable wages.
25-31	Overtime Gross	Optional, numeric, reset not applicable.
		Right-justified.
32-38	Total Other Earnings	Optional, numeric, reset not applicable.
		Right-justified.
		Messages:
		YA OTHER EARN NOT EQUAL YD OE - Warning. YA Other Earnings are not equal to the sum of YD Other Earnings.

(continued)

Positions	Field Name	Description
39-45	Federal Tax	Optional, numeric, reset not applicable.
		Right-justified.
		Messages: **YA FED TAX NOT EQUAL YE FED TX** - Warning. YA Federal taxes not equal to YE Federal taxes.
		YA FED TAX NOT EQUAL YF FED TX - Warning. YA Federal taxes not equal to YF Federal taxes.
46-50	Canada Pension Plan/ Quebec Parental Insurance Plan	Optional, numeric, reset not applicable.
		Right-justified.
		This field can contain either CPP or QPIP. Enter an asterisk (*) in position 72 if this field contains Quebec Parental Insurance Plan tax.
		Messages: **YA CPP TX NOT EQUAL YE CPP TAX** - Warning. YA CPP taxes not equal to YE CPP taxes.
		YA QPIP TAX NOT EQUAL YE QPIP - Warning. YA QPIP taxes not equal to YE QPIP taxes.
51-57	Employment Insurance Contribution	Optional, numeric, reset not applicable.
		Right-justified.
		Messages: **YA EI TX NOT EQUAL YE EI TAX** - Warning. YA EI taxes not equal to YE EI taxes.
58-64	Quebec Tax	Optional, numeric, reset not applicable.
		Right-justified.
		Messages: **YA PROV TAX NOT EQUAL YE PRO TX -** Warning. YA Provincial taxes not equal to YE Provincial taxes.
		YA PROV TAX NOT EQUAL YF PRO TX - Warning. YA Provincial taxes not equal to YE Provincial taxes.
65-71	Quebec Pension Plan	Optional, numeric, reset not applicable.
		Right-justified.
		Messages: **YA QPP TX NOT EQUAL YE QPP TAX -** Warning. YA QPP taxes not equal to YE QPP taxes.

(continued)

Positions	Field Name	Description
72	QPIP Amount Indicator	Optional, alphanumeric, reset not applicable.
		Valid values are:
		Blank - Positions 46-50 contain CPP
		* - Positions 46-50 contain QPIP
73-76	Reserved	**Blank**
77	Country Code	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Constant **C**
78	Prepay/Reversal Separator Code	Valid values are:
		Blank or **P** - First or only prepay
		Q-U - Additional prepay to be processed separately
		V-Z - Reversals to be processed separately
		All transactions with a given separator code are combined into a summary transaction.
79	Update Code	Optional, alphanumeric, reset not applicable.
		Valid values are:
		M - Update month-to-date, quarter-to-date, year-to-date
		Q - Update quarter-to-date, year-to-date
		Y - Update year-to-date
		1 - Month-to-date only
		2 - Quarter-to-date only
80	Adjustment Code	Optional, alphanumeric, reset not applicable.
		Valid values are:
		A - Add (positive adjustment)
		M - Subtract (negative adjustment)
		P - Prepay (manual/online check calculation check)
		R - Positive reversal
		S - Negative reversal

YA [120] - Adjust Earnings, Deductions and Tax (Canadian)

Function   Adjusts Regular, Overtime, and Total Other Earnings, Federal, Provincial, CPP or QPIP, QPP, and EI Taxes.

The YA Transaction (Canadian Organizations) adjusts regular and overtime gross, total other earnings, federal and provincial tax, Canadian Pension Plan or Quebec Parental Insurance Plan, Canada employment insurance, and Quebec Pension Plan.

Associated Screens   30

Positions	Field Name	Description
1-2	Transaction Code	**YA**.
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-16	Employee Number	Required, alphanumeric, reset not applicable, maintenance not allowed.
17-27	Regular Gross	Optional, numeric, reset not applicable.
		Right-justified.
		Messages:
		YA GROSS NOT EQUAL YB CPP WAGE - Warning. YA gross minus YD non-taxable CPP/QPP wages not equal to YB CPP taxable wages.
		YA GROSS NOT EQUAL YB QPP WAGE - Warning. YA gross minus YD non-taxable CPP/QPP wages not equal to YB QPP taxable wages.
		YA GROSS NOT EQUAL YB EI WAGE - YA gross minus YD non-taxable EI wages not equal to YB EI taxable wages.
		YA GROSS NOT EQUAL YB FEDERAL - YA gross minus YD non-taxable Federal wages not equal to YB Federal taxable wages.
		YA GROSS NOT EQUAL YE PROVINCE - YA gross minus YD non-taxable Provincial wages are not equal to YE Provincial taxable wages.
28-38	Overtime Gross	Optional, numeric, reset not applicable.
		Right-justified.
39-49	Total Other Earnings	Optional, numeric, reset not applicable.
		Right-justified.
		Messages:
		YA OTHER EARN NOT EQUAL YD OE - Warning. YA Other Earnings are not equal to the sum of YD Other Earnings.

(continued)

Positions	Field Name	Description
50-60	Federal Tax	Optional, numeric, reset not applicable.
		Right-justified.
		Messages: **YA FED TAX NOT EQUAL YE FED TX** - Warning. YA Federal taxes not equal to YE Federal taxes.
		YA FED TAX NOT EQUAL YF FED TX - Warning. YA Federal taxes not equal to YF Federal taxes.
61-71	Canada Pension Plan/Quebec Parental Insurance Plan	Optional, numeric, reset not applicable.
		Right-justified.
		This field can contain either CPP or QPIP. Enter an asterisk (*) in position 105 if this field contains Quebec Parental Insurance Plan tax.
		Messages: **YA CPP TX NOT EQUAL YE CPP TAX** - Warning. YA CPP taxes not equal to YE CPP taxes.
		YA QPIP TAX NOT EQUAL YE QPIP TAX - Warning. YA QPIP taxes not equal to YE QPIP taxes.
72-82	Employment Insurance Contribution	Optional, numeric, reset not applicable.
		Right-justified.
		Messages: **YA EI TX NOT EQUAL YE EI TAX** - Warning. YA EI taxes not equal to YE EI taxes.
83-93	Quebec Tax	Optional, numeric, reset not applicable.
		Right-justified.
		Messages: **YA PROV TAX NOT EQUAL YE PRO TX -** Warning. YA Provincial taxes not equal to YE Provincial taxes.
		YA PROV TAX NOT EQUAL YF PRO TX - Warning. YA Provincial taxes not equal to YE Provincial taxes.
94-104	Quebec Pension Plan	Optional, numeric, reset not applicable.
		Right-justified.
		Messages: **YA QPP TX NOT EQUAL YE QPP TAX -** Warning. YA QPP taxes not equal to YE QPP taxes.
105	Quebec Parental Insurance Plan Amount Indicator	Optional, alphanumeric, reset not applicable.
		Valid values are: **Blank** - Positions 61-71 contain CPP ***** - Positions 61-71 contain QPIP

(continued)

Positions	Field Name	Description
106-116	Reserved	**Blank**
117	Country Code	Required, alphanumeric, reset not applicable, maintenance not allowed. Constant **C**
118	Prepay/Reversal Separator Code	Valid values are: **Blank** or **P** - First or only prepay **Q-U** - Additional prepay to be processed separately **V-Z** - Reversals to be processed separately All transactions with a given separator code are combined into a summary transaction.
119	Update Code	Optional, alphanumeric, reset not applicable. Valid values are: **M** - Update month-to-date, quarter-to-date, year-to-date **Q** - Update quarter-to-date, year-to-date **Y** - Update year-to-date **1** - Month-to-date only **2** - Quarter-to-date only
120	Adjustment Code	Optional, alphanumeric, reset not applicable. Valid values are: **A** - Add (positive adjustment) **M** - Subtract (negative adjustment) **P** - Prepay (manual/online check calculation check) **R** - Positive reversal **S** - Negative reversal

YB [80] - Wages (Canadian Organizations)

Function   Adjusts Total Deductions, Net Pay, Number of Times Paid, Number of Weeks Worked, Federal Taxable Wages, Canada Pension Plan, Quebec Pension Plan, Quebec Parental Insurance Plan, and Canada Employment Insurance Wages for Canadian Organizations Only.

Associated Screens   30

Positions	Field Name	Description
1-2	Transaction Code	**YB**
		Messages:
		INV TRAN CODE FOR NON-CAN ORG - Rejected. Transaction Code for a Canadian organization only.
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-16	Employee Number	Required, alphanumeric, reset not applicable, maintenance not allowed.
17-23	Total Deductions	Required, numeric.
		Right-justified. Bank services DOEs and taxes not included.
		Messages:
		YB TOTAL DED NOT EQUAL YD DED - Warning. YB total deductions are not equal to the sum of YD total deductions.
24-30	Net Pay	Optional, numeric, reset not applicable.
		Right-justified.
31-39	Prepay Cheque Number	Required, numeric, reset not applicable.
		Right-justified. Required for reversals. For prepays, if this field is not numeric, the system defaults to zeros and issues a warning message.
		The Prepay Cheque Number applies to prepays and reversals and is used for cheque reconciliation and to identify the prepay or reversal cheque on the Payroll Register.
		Messages:
		PREPAY CHEQUE NUM BLANK OR ZERO - Warning. Prepay cheque number is not numeric or is zeroes. This can make the pre-payment a duplicate transaction when processed by cheque reversal.
		REV CHEQUE NUM BLANK OR ZERO - Warning. Reversal cheque number is not numeric or is zeroes.
40-42	Number of Times Paid	Optional, numeric, reset not applicable.
		Right-justified. Number of times paid is used to compute average salary for vacation pay. (Refer to section on Vacation Time Entry Transaction.) No decimals.

(continued)

Positions	Field Name	Description
43-45	Number of Weeks Worked	Optional, numeric, reset not applicable.
		Right-justified, 1 decimal. Total number of weeks the employee has worked (not used by the Payroll system). Refer to section on the Regular and Vacation Time Entry Transactions.
46-52	Federal Taxable Wages	Optional, numeric, reset not applicable.
		Right-justified. Federal taxable wages is the field that appears on the T4.
		Messages:
		YB FED WAGE NOT EQUAL YE FED - Warning. Federal total gross minus YD nontaxable Federal wages not equal to YB Federal taxable wages.
53-59	Canada Pension Plan Insurable Wages/Quebec Total EI Wages	Optional, numeric, reset not applicable.
		Right-justified.
		This field can contain either CPP Insurable or Quebec Total EI Wages. Enter an asterisk (*) in position 75 if this field contains Quebec Total EI Wages.
		Messages:
		YB CQP WG NOT EQUAL YE CQP WG - Warning. YB CPP taxable wages added to YB QPP taxable wages not equal to YE CPP/QPP wages.
		ADJUSTED CPP EXCEEDS LIMIT - Warning. YB adjusted YTD CPP taxable wage exceeds the CPP maximum YTD wage limit.
		ADJUSTED CPP LESS THAN ZERO - Warning. YB adjusted YTD CPP taxable wage is less than zero.
60-66	Quebec Pension Plan Wages	Optional, numeric, reset not applicable.
		See position 76.
		Right-justified.
		ADJUSTED QPP EXCEEDS LIMIT - Warning. YB adjusted YTD QPP taxable wage exceeds the QPP maximum YTD wage limit.
		ADJUSTED QPP LESS THAN ZERO - Warning. YB adjusted YTD QPP taxable wage is less than zero.

(continued)

Positions	Field Name	Description
67-73	Employment Insurance Wages/Quebec Parental Insurance Plan Wages	Optional, numeric, reset not applicable.
		Right-justified.
		Enter an asterisk (*) in position 75 if this field contains QPIP Wages.
		Messages:
		YB EI WAGE NOT USED FOR XFOOT - Warning. Because the EI Wages Adjustment indicator is not blank, the EI Wages adjustment associated with this transaction cannot be included in the cross-footing testing.
		YB TOT EI WG NOT EQUAL YG EI - Warning. Total YB EI Wages not equal to YG EI Wages.
		YB QPIP WG NOT USED FOR XFOOT - Warning. Because the QPIP Wages Adjustment indicator is not blank, the QPIP Wages adjustment associated with this transaction cannot be included in the cross-footing testing.
		YB TOT QPIP WG NOT = YG QPIP - Warning. Total YB QPIP Wages not equal to YG QPIP Wages.
74	Employment Insurance Wages/Quebec Parental Insurance Plan Wages Adjust Indicator	Optional, alphanumeric, reset not applicable, maintenance not allowed.
		If position 75 is blank and positions 67-73 contain EI Wages, the EI Wages Adjust Indicator has the following valid values:
		Blank - Invoke the EI Self-Adjust routine to update both Total and Insurable EI Wages. **I** - Update EI Insurable Wages only. **T** - Update Total EI Wages only.
		Message: **INVALID EI WAGE ADJ INDICATOR** - Rejected.
		EI/QPIP WAGE ADJ IND IGNORED - A non-blank character was entered for the indicator, but the wages amount in positions 67-73 is zero.
		If position 75 contains an asterisk (*) and positions 67-73 contain QPIP Wages, the QPIP Wages Adjust Indicator has the following valid values:
		Blank - Invoke the QPIP Self-Adjust routine to update both Total and Insurable QPIP Wages. **I** - Update QPIP Insurable Wages only. **T** - Update Total QPIP Wages only.
		Message: **INVALID QPIP WAGE ADJ IND** - Rejected.

(continued)

Positions	Field Name	Description
75	Quebec Parental Insurance Plan Amount Indicator	Optional, alphanumeric, reset not applicable.
		Valid values are: **Blank** - Positions 53-59 contain CPP Wages and positions 67-73 contain EI Wages. ***** - Positions 53-59 contain Quebec Total EI Wages and positions 67-73 contain QPIP Wages.
		Message: **INVALID QPIP AMOUNT INDICATOR** - Rejected.
76	Quebec Pension Plan Wages Adjust Indicator	Optional, alphanumeric, reset not applicable, maintenance not allowed.
		Associated with positions 60-66.
		Valid Values:
		Blank - Update both QPP Insurable Wages (203 segment) and Total QPP Wages (RL-1 tax segment). **I** - Update QPP Insurable Wages (203 segment) only. **T** - Update Total QPP Wages (RL-1 tax segment) only.
		Messages: **INVALID QPP WAGE ADJ INDICATOR** - Rejected.
		QPP WAGE ADJ IND IGNORED - A non-blank character was entered for the indicator, but the wages amount in positions 60-66 is zero.
77	Country Code	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Constant **C**
78	Prepay/Reversal Separator Code	Valid values are:
		Blank or **P** - First or only prepay **Q-U** - Additional prepay to be processed separately **V-Z** - Reversals to be processed separately
		All transactions with a given separator code are combined into a summary transaction.
79	Update Code	Optional, alphanumeric, reset not applicable.
		Valid values are:
		1 - Update month-to-date only **2** - Update quarter-to-date only **3** - Update month-to-date, quarter-to-date, year-to-date **4** - Update quarter-to-date, year-to-date **5** - Update year-to-date **M** - Update month-to-date, quarter-to-date, year-to-date **Q** - Update quarter-to-date, year-to-date **Y** - Update year-to-date
		Codes M, Q and Y invoke the CPP/QPP self-adjusting routine and are valid for adjustment balancing. Codes 1, 2, 3, 4, and 5 bypass the CPP/QPP self-adjusting routine.

(continued)

Positions	Field Name	Description
80	Adjustment Code	Optional, alphanumeric, reset not applicable.
		Valid values are:
		A - Add (positive adjustment)
		M - Subtract (negative adjustment)
		P - Prepay (manual/online cheque calculation cheque)
		R - Positive reversal
		S - Negative reversal

YB [120] - Wages (Canadian Organizations)

Function	Adjusts Total Deductions, Net Pay, Number of Times Paid, Number of Weeks Worked, Federal Taxable Wages, Canada Pension Plan, Quebec Pension Plan, Quebec Parental Insurance Plan, and Canada Employment Insurance Wages for Canadian Organizations Only.
Associated Screens	30

Positions	Field Name	Description
1-2	Transaction Code	**YB** Messages: **INV TRAN CODE FOR NON-CAN ORG -** Rejected. Transaction Code for a Canadian organization only.
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-16	Employee Number	Required, alphanumeric, reset not applicable, maintenance not allowed.
17-27	Total Deductions	Required, numeric. Right-justified. Bank services DOEs and taxes not included. Messages: **YB TOTAL DED NOT EQUAL YD DED** - Warning. YB total deductions are not equal to the sum of YD total deductions.
28-38	Net Pay	Optional, numeric, reset not applicable. Right-justified.
39-47	Prepay Cheque Number	Required, numeric, reset not applicable. Right-justified. Required for reversals. For prepays, if this field is not numeric, the system defaults to zeros and issues a warning message. The Prepay Cheque Number applies to prepays and reversals and is used for cheque reconciliation and to identify the prepay or reversal cheque on the Payroll Register. Messages: **PREPAY CHEQUE NUM BLANK OR ZERO** - Warning. Prepay cheque number is not numeric or is zeroes. This can make the pre-payment a duplicate transaction when processed by cheque reversal. **REV CHEQUE NUM BLANK OR ZERO** - Warning. Reversal cheque number is not numeric or is zeroes.
48-50	Number of Times Paid	Optional, numeric, reset not applicable. Right-justified. Number of times paid is used to compute average salary for vacation pay. (Refer to section on Vacation Time Entry Transaction.) No decimals.

(continued)

Positions	Field Name	Description
51-53	Number of Weeks Worked	Optional, numeric, reset not applicable.
		Right-justified, 1 decimal. Total number of weeks the employee has worked (not used by the Payroll system). Refer to section on the Regular and Vacation Time Entry Transactions.
54-64	Federal Taxable Wages	Optional, numeric, reset not applicable.
		Right-justified. Federal taxable wages is the field that appears on the T4.
		Messages: **YB FED WAGE NOT EQUAL YE FED** - Warning. Federal total gross minus YD nontaxable Federal wages not equal to YB Federal taxable wages.
65-75	Canada Pension Plan Insurable Wages/Quebec Total EI Wages	Optional, numeric, reset not applicable.
		Right-justified.
		This field can contain either CPP Insurable or Quebec Total EI Wages. Enter an asterisk (*) in position 99 if this field contains Quebec Total EI Wages.
		Messages: **YB CQP WG NOT EQUAL YE CQP WG** - Warning. YB CPP taxable wages added to YB QPP taxable wages not equal to YE CPP/QPP wages.
		ADJUSTED CPP EXCEEDS LIMIT - Warning. YB adjusted YTD CPP taxable wage exceeds the CPP maximum YTD wage limit.
		ADJUSTED CPP LESS THAN ZERO - Warning. YB adjusted YTD CPP taxable wage is less than zero.
76-86	Quebec Pension Plan Wages	Optional, numeric, reset not applicable.
		See position 100.
		Right-justified.
		ADJUSTED QPP EXCEEDS LIMIT - Warning. YB adjusted YTD QPP taxable wage exceeds the QPP maximum YTD wage limit.
		ADJUSTED QPP LESS THAN ZERO - Warning. YB adjusted YTD QPP taxable wage is less than zero.

(continued)

Positions	Field Name	Description
87-97	Employment Insurance Wages/Quebec Parental Insurance Plan Wages	Optional, numeric, reset not applicable.
		Right-justified.
		Enter an asterisk (*) in position 99 if this field contains QPIP Wages.
		Messages:
		YB EI WAGE NOT USED FOR XFOOT - Warning. Because the EI Wages Adjustment Indicator is not blank, the EI Wages adjustment associated with this transaction cannot be included in the cross-footing testing.
		YB TOT EI WG NOT EQUAL YG EI - Warning. Total YB EI Wages not equal to YG EI Wages.
		YB QPIP WG NOT USED FOR XFOOT - Warning. Because the QPIP Wages Adjustment Indicator is not blank, the QPIP Wages adjustment associated with this transaction cannot be included in the cross-footing testing.
		YB TOT QPIP WG NOT = YG QPIP - Warning. Total YB QPIP Wages not equal to YG QPIP Wages.
98	Employment Insurance Wages/Quebec Parental Insurance Plan Wages Adjust Indicator	Optional, alphanumeric, reset not applicable, maintenance not allowed.
		If position 99 is blank and positions 87-97 contain EI Wages, the EI Wages Adjust Indicator has the following valid values:
		Blank - Invoke the EI Self-Adjust routine to update both Total and Insurable EI Wages. **I** - Update EI Insurable Wages only. **T** - Update Total EI Wages only.
		Messages: **INVALID EI WAGE ADJ INDICATOR** - Rejected.
		EI/QPIP WAGE ADJ IND IGNORED - A non-blank character was entered for the indicator, but the wages amount in positions 87-97 is zero.
		If position 99 contains an asterisk (*) and positions 87-97 contain QPIP Wages, the QPIP Wages Adjust Indicator has the following valid values:
		Blank - Invoke the QPIP Self-Adjust routine to update both Total and Insurable QPIP Wages. **I** - Update QPIP Insurable Wages only. **T** - Update Total QPIP Wages only.
		INVALID QPIP WAGE ADJ IND - Rejected.
99	Quebec Parental Insurance Plan Amount Indicator	Optional, alphanumeric, reset not applicable.
		Valid values are: **Blank** - Positions 65-75 contain CPP Wages. ***** - Positions 65-75 contain QPIP Wages.
		Message: **INVALID QPIP AMOUNT INDICATOR** - Rejected.

(continued)

Positions	Field Name	Description
100	Quebec Pension Plan Wages Adjust Indicator	Optional, alphanumeric, reset not applicable, maintenance not allowed.
		Associated with positions 76-86.
		Valid Values:
		Blank - Invoke the QPP Self-Adjust routine to update both QPP Insurable Wages (203 segment) and Total QPP Wages (RL-1 tax segment). **I** - Update QPP Insurable Wages (203 segment) only. **T** - Update Total QPP Wages (RL-1 tax segment) only.
		Messages: **INVALID QPP WAGE ADJ INDICATOR** - Rejected.
		QPP WAGE ADJ IND IGNORED - A non-blank character was entered for the indicator, but the wages amount in positions 76-86 is zero.
101-116	Reserved	**Blank**
117	Country Code	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Constant **C**
118	Prepay/Reversal Separator Code	Valid values are:
		Blank or **P** - First or only prepay **Q-U** - Additional prepay to be processed separately **V-Z** - Reversals to be processed separately
		All transactions with a given separator code are combined into a summary transaction.
119	Update Code	Optional, alphanumeric, reset not applicable.
		Valid values are:
		1 - Update month-to-date only **2** - Update quarter-to-date only **3** - Update month-to-date, quarter-to-date, year-to-date **4** - Update quarter-to-date, year-to-date **5** - Update year-to-date **M** - Update month-to-date, quarter-to-date, year-to-date **Q** - Update quarter-to-date, year-to-date **Y** - Update year-to-date
		Codes M, Q and Y invoke the CPP/QPP self-adjusting routine and are valid for adjustment balancing. Codes 1, 2, 3, 4, and 5 bypass the CPP/QPP self-adjusting routine.
120	Adjustment Code	Optional, alphanumeric, reset not applicable.
		Valid values are:
		A - Add (positive adjustment) **M** - Subtract (negative adjustment) **P** - Prepay (manual/online cheque calculation cheque) **R** - Positive reversal **S** - Negative reversal

YC [80] - Hours

Function   Adjusts Regular, Overtime and Special Hours Accumulators, and Vacation and Sick Hours Available.

The YC transaction adjusts regular, overtime and special hours accumulators, and sick and vacation hours available.

Associated Screens   45

Positions	Field Name	Description
1-2	Transaction Code	**YC**.
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-16	Employee Number	Required, alphanumeric, reset not applicable, maintenance not allowed.
17-18	Special Hours Code 1	Optional, alphanumeric, reset not applicable.

Code indicating particular hours accumulators to be adjusted.

Valid values are:

Y - (Y followed by blank) Regular Hours
Z - (Z followed by blank) Overtime Hours
* - (* followed by blank) Update vacation hours available if position 79 = **M**, **Q**, or **Y**
# - (# followed by blank) Update sick hours available if position 79 = **M**, **Q**, or **Y**

01-90 - user-defined codes. Use the DOESPH HRMS Tables File transaction to define the codes.

Note: Up to 7 sets of hours accumulators may be adjusted per YC transaction including regular, overtime, special hours, and vacation or sick hours available. Multiple YC transactions may be submitted when it is required to adjust more than 7 hours categories. YC entries are not required to be in sequence by hours code nor entered one directly after another.

Messages:
SPECIAL HOURS CODE(S) INVALID - Rejected. Valid values: * , # , 01-90
SPEC-HOURS FIELD NOT NUMERIC - Rejected. Valid values: * , # , 01-90
VALID YC HRS - CODE BLANK OR 0 - Warning. For at least one of the seven possible sets of special hours adjustment data, the special hours code is zero while the special hours adjustment amount is a positive numeric value.

(continued)

Positions	Field Name	Description
19-24	Hours Adjustment 1	Optional, numeric, reset not applicable.
		Amount of hours used to adjust existing hours accumulator values identified by special hours code above. Right-justified.
		Messages: **VALID SP HR CD - HRS 0 OR INVALID** - Warning. For at least one of the seven possible sets of special hours adjustment data, the special hours adjustment amount is zero while the special hours code is a valid value.
25-26	Special Hours Code 2	Repeat positions 17-18.
27-32	Hours Adjustment 2	Repeat positions 19-24.
33-34	Special Hours Code 3	Repeat positions 17-18.
35-40	Hours Adjustment 3	Repeat positions19-24.
41-42	Special Hours Code 4	Repeat positions 17-18.
43-48	Hours Adjustment 4	Repeat positions19-24.
49-50	Special Hours Code 5	Repeat positions 17-18.
51-56	Hours Adjustment 5	Repeat positions19-24.
57-58	Special Hours Code 6	Repeat positions 17-18.
59-64	Hours Adjustment 6	Repeat positions19-24.
65-66	Special Hours Code 7	Repeat positions 17-18.
67-72	Hours Adjustment 7	Repeat positions19-24.
73-77	Reserved	**Blank**

(continued)

Positions	Field Name	Description
78	Prepay/Reversal Transaction Separator	**Blank** or **P** - First or only prepay **Q-U** - Additional prepay to be processed separately **V-Z** - Reversals to be processed separately All transactions with a given separator code are combined into a summary transaction.
79	Update Code	Optional, alphanumeric, reset not applicable. Valid values are: **M** - Update month-to-date, quarter-to-date, year-to-date **Q** - Update quarter-to-date, year-to-date **Y** - Update year-to-date only **1** - Update month-to-date only **2** - Update quarter-to-date only
80	Adjustment Code	Optional, alphanumeric, reset not applicable. Valid values are: **A** - Add (positive adjustment) **M** - Subtract (negative adjustment) **P** - Prepay (manual/online check calculation check) **R** - Positive reversal **S** - Negative reversal

YC [120] - Hours

Function

Adjusts Regular, Overtime and Special Hours Accumulators, and Vacation and Sick Hours Available.

The YC transaction adjusts regular, overtime and special hours accumulators, and sick and vacation hours available.

Associated Screens   45

Positions	Field Name	Description
1-2	Transaction Code	YC.
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-16	Employee Number	Required, alphanumeric, reset not applicable, maintenance not allowed.
17-18	Special Hours Code 1	Optional, alphanumeric, reset not applicable.

Code indicating particular hours accumulators to be adjusted.

Valid values are:

Y - (Y followed by blank) Regular Hours
Z - (Z followed by blank) Overtime Hours
* - (* followed by blank) Update vacation hours available if position 119 = **M**, **Q**, or **Y**
# - (# followed by blank) Update sick hours available if position 119 = **M**, **Q**, or **Y**

01-90 - user-defined codes. Use the DOESPH HRMS Tables File transaction to define the codes.

Note: Up to 8 sets of hours accumulators may be adjusted per YC transaction including regular, overtime, special hours, and vacation or sick hours available. Multiple YC transactions may be submitted when it is required to adjust more than 8 hours categories. YC entries are not required to be in sequence by hours code nor entered one directly after another.

Messages:
SPECIAL HOURS CODE(S) INVALID - Rejected. Valid values: * , # , 01-90
SPEC-HOURS FIELD NOT NUMERIC - Rejected. Valid values: * , # , 01-90
VALID YC HRS - CODE BLANK OR 0 - Warning. For at least one of the eight possible sets of special hours adjustment data, the special hours code is zero while the special hours adjustment amount is a positive numeric value.

(continued)

Positions	Field Name	Description
19-25	Hours Adjustment 1	Optional, numeric, reset not applicable.
		Amount of hours used to adjust existing hours accumulator values identified by special hours code above. Right-justified.
		Messages:
		VALID SP HR CD - HRS 0 or INVALID – Warning. For at least one of the eight possible sets of special hours adjustment data, the special hours adjustment amount is zero while the special hours code is a valid value.
26-27	Special Hours Code 2	Repeat positions 17-18.
28-34	Hours Adjustment 2	Repeat positions19-25.
35-36	Special Hours Code 3	Repeat positions 17-18.
37-43	Hours Adjustment 3	Repeat positions19-25.
44-45	Special Hours Code 4	Repeat positions 17-18.
46-52	Hours Adjustment 4	Repeat positions19-25.
53-54	Special Hours Code 5	Repeat positions 17-18.
55-61	Hours Adjustment 5	Repeat positions19-25.
62-63	Special Hours Code 6	Repeat positions 17-18.
64-70	Hours Adjustment 6	Repeat positions19-25.
71-72	Special Hours Code 7	Repeat positions 17-18.
73-79	Hours Adjustment 7	Repeat positions19-25.
80-81	Special Hours Code 8	Repeat positions 17-18.
82-88	Hours Adjustment 8	Repeat positions19-25.
89-117	Reserved	**Blank**
118	Prepay/Reversal Transaction Separator	**Blank** or **P** - First or only prepay **Q-U** - Additional prepay to be processed separately **V-Z** - Reversals to be processed separately
		All transactions with a given separator code are combined into a summary transaction.

(continued)

Positions	Field Name	Description
119	Update Code	Optional, alphanumeric, reset not applicable.
		Valid values are:
		M - Update month-to-date, quarter-to-date, year-to-date **Q** - Update quarter-to-date, year-to-date **Y** - Update year-to-date only **1** - Update month-to-date only **2** - Update quarter-to-date only
120	Adjustment Code	Optional, alphanumeric, reset not applicable.
		Valid values are:
		A - Add (positive adjustment) **M** - Subtract (negative adjustment) **P** - Prepay (manual/online check calculation check) **R** - Positive reversal **S** - Negative reversal

YD [80] - DOE Bonds (US Organizations)

Function   Adjusts DOE Accumulators, DOE Arrears Balances, DOE Limits, Tip/Tip Credit Indicators, and Bond Purchase Accumulators.

The YD transaction adjusts DOEs (deduction/other earnings), associated arrears (deductions not taken) balances, and associated limits.

Associated Screens   45

Positions	Field Name	Description
1-2	Transaction Code	Constant **YD**
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-16	Employee Number	Required, alphanumeric, reset not applicable, maintenance not allowed.
	DOE Data	**Note:** There are multiple DOEs on a single YD transaction. The first DOE is in the positions specified. An error can be in the subsequent DOEs. Rejection is always only for the DOE in error. The rest of the transaction is accepted if it contains other DOEs which pass validation
17-18	DOE Code 1	Optional, alphanumeric, reset not applicable.
		The DOE code for the deduction or other earnings to be adjusted.
		Messages:
		INVALID DOE CODE - Rejected. The DOE code is not a valid alphanumeric code. Blanks, zeroes, and special characters are not allowed.*
		DOE CODE DOES NOT EXIST - Rejected. The DOE code is not in the Organization DOE Table built from the HRMS Tables File or it does not exist in the employee record.*
		MISSING DOE CODE - Rejected. The DOE code was not entered when an amount was present.*
19-25	Amount 1	Optional, numeric, reset not applicable.
		Deduction/other earnings amount, limit, or arrears (deductions not taken balance).
		INVALID DOE AMOUNT - Rejected. The DOE amount is not numeric.*
		DOE LIMIT BAL LESS THAN ZERO - Warning. The amount entered to reduce the DOE limit amount will cause the DOE limit balance to be negative.

(continued)

Positions	Field Name	Description
26-27	DOE Code 2	Optional, alphanumeric, reset not applicable.
		See positions 17-18.
28-34	Amount 2	Optional, numeric, reset not applicable.
		See positions 19-25.
35-36	DOE Code 3	Optional, alphanumeric, reset not applicable.
		See positions 17-18.
37-43	Amount 3	Optional, numeric, reset not applicable.
		See positions 19-25.
44-45	DOE Code 4	Optional, alphanumeric, reset not applicable.
		See positions 17-18.
46-52	Amount 4	Optional, numeric, reset not applicable.
		See positions 19-25.
53-54	DOE Code 5	Optional, alphanumeric, reset not applicable.
		See positions 17-18.
55-61	Amount 5	Optional, numeric, reset not applicable.
		See positions 19-25.
62-63	DOE Code 6	Optional, alphanumeric, reset not applicable.
		See positions 17-18.
64-70	Amount 6	Optional, numeric, reset not applicable.
		See positions 19-25.
71	Bond Account Identification Code	Optional, numeric, reset not applicable.
		Valid values are:
		1 - Bond account number 1
		2 - Bond account number 2
		3 - Bond account number 3
		Identifies which of an employee's three possible bond accounts is to be updated through bond purchases to-date adjustments.
		Messages:
		INVAL BOND ID-PRCHADJ IGNORED - Warning. The bond account identifier code is invalid. Bond account access is not possible. No bond purchases adjustment processing is performed.
		NO BOND TO ADJ-PRCHADJ IGNORED - Warning. The employee bond account referenced by the valid bond account identifier code indicated does not exist. Bond purchases adjustment processing is not performed.

(continued)

Positions	Field Name	Description
72-74	Bond Account Purchases Adjustment	Optional, numeric, reset not applicable.
		No decimals. Right-justified. Identifies amount of adjustment to be applied to bond purchases to-date accumulators.
		Note: The YD adjustment transaction may be used to adjust DOE amount balances, bond purchases to-date balances, or both in combination.
		NO BND ID SPEC-PRCHADJ-0 ASSUMED - Warning. The bond account purchases adjustment amount indicated cannot be processed because the bond account identification code is Blank. Bond purchases adjustment processing is not performed.
		NO BND ID SPEC-PRCHADJ IGNORED - Warning. The bond account purchases adjustment amount indicated cannot be processed because the bond account identification code is Blank. Bond purchases adjustment processing is not performed.
		INVALID BOND PRCHADJ-0 ASSUMED - Warning. The bond account purchases adjustment amount indicated is not numeric. Purchases adjustment of zero is program generated. Bond purchases adjustment processing is not performed.
75-76	SALTA Adjustment Control	Optional, alphanumeric, reset not applicable.
		Valid values are:
		33 - Apply adjustment to NY SALTA "Other Wages" Accumulator if DOE was identified on the TZ1-133 transaction. **Blank** - Do not apply adjustment to New York SALTA.
		Messages: **INVALID US SALTA ADJ CONTROL** - Rejected.
77	Tip/Tip Credit Adjustment Indicator	Valid values are:
		Y - Update Social Security/Medicare or MQGE accumulator with amount of tip and/or tip credit DOE adjustment on this transaction. **Blank** or **N** - Do not update Social Security/Medicare or MQGE accumulator with tip or tip credit amount.
		Messages: **INVALID TIP ADJUSTMENT IND** - Rejected. The FICA/Medicare tip/tip credit indicator contains an invalid value.
78	Prepay/Reversal Transaction Separator	**Blank** or **P** - First or only prepay **Q-U** - Additional prepay to be processed separately **V-Z** - Reversals to be processed separately
		All transactions with a given separator code are combined into a summary transaction.

(continued)

Positions	Field Name	Description
79	Update Code	Optional, alphanumeric, reset not applicable.
		Valid values are:
		A - Arrears
		L - DOE limit
		M - Update month-to-date, quarter-to-date, year-to-date
		Q - Update quarter-to-date, year-to-date
		Y - Update year-to-date only
		1 - Month-to-date only
		2 - Quarter-to-date only
80	Adjustment Code	Optional, alphanumeric, reset not applicable.
		Valid values are:
		A - Add (positive adjustment)
		M - Subtract (negative adjustment)
		P - Prepay (manual/online check calculation check)
		R - Positive reversal
		S - Negative reversal

Additional Messages

Message	Explanation
YD TIPS NOT EQUAL YM/YN TIPS	Warning. The total YD tip amounts are not equal to Social Security/Medicare tip amounts entered on the YN transaction plus the Medicare (MQGE) tip amounts entered on the YM transactions.
YD TIP CREDIT NOT EQUAL TO YM/TN TIP CREDIT	Warning. The total YD tip credit amounts are not equal to the Medicare (MQGE) tip credit amounts entered on the YM transaction plus the Social Security/Medicare tip credit amounts entered on the YN transaction.

YD [120] - DOE Bonds (US Organizations)

Function Adjusts DOE Accumulators, DOE Arrears Balances, DOE Limits, Tip/Tip Credit Indicators, and Bond Purchase Accumulators.

The YD transaction adjusts DOEs (deduction/other earnings), associated arrears (deductions not taken) balances, and associated limits.

Associated Screens 45

Positions	Field Name	Description
1-2	Transaction Code	Constant **YD**
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-16	Employee Number	Required, alphanumeric, reset not applicable, maintenance not allowed.
	DOE Data	**Note:** There are multiple DOEs on a single YD transaction. The first DOE is in the positions specified. An error can be in the subsequent DOEs. Rejection is always only for the DOE in error. The rest of the transaction is accepted if it contains other DOEs which pass validation
17-18	DOE Code 1	Optional, alphanumeric, reset not applicable.
		The DOE code for the deduction or other earnings to be adjusted.
		Messages:
		INVALID DOE CODE - Rejected. The DOE code is not a valid alphanumeric code. Blanks, zeroes, and special characters are not allowed.*
		DOE CODE DOES NOT EXIST - Rejected. The DOE code is not in the Organization DOE Table built from the HRMS Tables File or it does not exist in the employee record.*
		MISSING DOE CODE - Rejected. The DOE code was not entered when an amount was present.*
19-29	Amount 1	Optional, numeric, reset not applicable.
		Deduction/other earnings amount, limit, or arrears (deductions not taken balance).
		INVALID DOE AMOUNT - Rejected. The DOE amount is not numeric.*
		DOE LIMIT BAL LESS THAN ZERO - Warning. The amount entered to reduce the DOE limit amount will cause the DOE limit balance to be negative.

(continued)

Positions	Field Name	Description
30-31	DOE Code 2	Optional, alphanumeric, reset not applicable. See positions 17-18.
32-42	Amount 2	Optional, numeric, reset not applicable. See positions 19-29.
43-44	DOE Code 3	Optional, alphanumeric, reset not applicable. See positions 17-18.
45-55	Amount 3	Optional, numeric, reset not applicable. See positions 19-29.
56-57	DOE Code 4	Optional, alphanumeric, reset not applicable. See positions 17-18.
58-68	Amount 4	Optional, numeric, reset not applicable. See positions 19-29.
69-70	DOE Code 5	Optional, alphanumeric, reset not applicable. See positions 17-18.
71-81	Amount 5	Optional, numeric, reset not applicable. See positions 19-29.
82-83	DOE Code 6	Optional, alphanumeric, reset not applicable. See positions 17-18.
84-94	Amount 6	Optional, numeric, reset not applicable. See positions 19-29.
95	Bond Account Identification Code	Optional, numeric, reset not applicable. Valid values are: **1** - Bond account number 1 **2** - Bond account number 2 **3** - Bond account number 3 Identifies which of an employee's three possible bond accounts is to be updated through bond purchases to-date adjustments. Messages: **INVAL BOND ID-PRCHADJ IGNORED** - Warning. The bond account identifier code is invalid. Bond account access is not possible. No bond purchases adjustment processing is performed. **NO BOND TO ADJ-PRCHADJ IGNORED** - Warning. The employee bond account referenced by the valid bond account identifier code indicated does not exist. Bond purchases adjustment processing is not performed.

(continued)

Positions	Field Name	Description
96-98	Bond Account Purchases Adjustment	Optional, numeric, reset not applicable.
		No decimals. Right-justified. Identifies amount of adjustment to be applied to bond purchases to-date accumulators.
		Note: The YD adjustment transaction may be used to adjust DOE amount balances, bond purchases to-date balances, or both in combination.
		NO BND ID SPEC-PRCHADJ-0 ASSUMED - Warning. The bond account purchases adjustment amount indicated cannot be processed because the bond account identification code is Blank. Bond purchases adjustment processing is not performed.
		NO BND ID SPEC-PRCHADJ IGNORED - Warning. The bond account purchases adjustment amount indicated cannot be processed because the bond account identification code is Blank. Bond purchases adjustment processing is not performed.
		INVALID BOND PRCHADJ-0 ASSUMED - Warning. The bond account purchases adjustment amount indicated is not numeric. Purchases adjustment of zero is program generated. Bond purchases adjustment processing is not performed.
99-100	SALTA Adjustment Control	Optional, alphanumeric, reset not applicable.
		Valid values are:
		33 - Apply adjustment to NY SALTA "Other Wages" Accumulator if DOE was identified on the TZ1-133 transaction. **Blank** - Do not apply adjustment to New York SALTA.
		Messages: **INVALID US SALTA ADJ CONTROL** - Rejected.
101	Tip/Tip Credit Adjustment Indicator	Valid values are:
		Y - Update Social Security/Medicare or MQGE accumulator with amount of tip and/or tip credit DOE adjustment on this transaction. **Blank** or **N** - Do not update Social Security/Medicare or MQGE accumulator with tip or tip credit amount.
		Messages: **INVALID TIP ADJUSTMENT IND** - Rejected. The FICA/Medicare tip/tip credit indicator contains an invalid value.
102-117	Reserved	**Blank**
118	Prepay/Reversal Transaction Separator	**Blank** or **P** - First or only prepay **Q-U** - Additional prepay to be processed separately **V-Z** - Reversals to be processed separately
		All transactions with a given separator code are combined into a summary transaction.

(continued)

Positions	Field Name	Description
119	Update Code	Optional, alphanumeric, reset not applicable.
		Valid values are:
		A - Arrears **L** - DOE limit **M** - Update month-to-date, quarter-to-date, year-to-date **Q** - Update quarter-to-date, year-to-date **Y** - Update year-to-date only **1** - Month-to-date only **2** - Quarter-to-date only
120	Adjustment Code	Optional, alphanumeric, reset not applicable.
		Valid values are:
		A - Add (positive adjustment) **M** - Subtract (negative adjustment) **P** - Prepay (manual/online check calculation check) **R** - Positive reversal **S** - Negative reversal

YD [80] - DOE Bonds (Canadian Organizations)

Function   Adjusts DOE Accumulators, DOE Arrears Balances, DOE Limits, and Bond Purchase Accumulators.

The YD transaction adjusts DOEs (deduction/other earnings), associated arrears (deductions not taken) balances, and associated limits.

Associated Screens   30

Positions	Field Name	Description
1-2	Transaction Code	**YD**.
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allow.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allow.
7-16	Employee Number	Required, alphanumeric, reset not applicable, maintenance not allow.
	DOE Data	**Note**: There are multiple DOEs on a single YD transaction. The first DOE is in the positions specified. The error can be in the subsequent DOEs. Rejection is always only for the DOE in error. The rest of the transaction is accepted if it contains other DOEs which pass validation
17-18	DOE Code 1	Optional, alphanumeric, reset not applicable.
		The DOE code for the deduction or other earnings to be adjusted.
		Messages:
		INVALID DOE CODE - Rejected. The DOE code is not a valid alphanumeric code. Blanks, zeroes, and special characters are not allowed.*
		DOE CODE DOES NOT EXIST - Rejected. The DOE code is not in the Organization DOE Table built from the HRMS Tables File or it does not exist in the employee record.*
		MISSING DOE CODE - Rejected. The DOE code was not entered when an amount was present.*
19-25	Amount 1	Optional, numeric, reset not applicable.
		Deduction/other earnings amount, limit, or arrears (deductions not taken balance).
		INVALID DOE AMOUNT - Rejected. The DOE amount is not numeric.*
		DOE LIMIT BAL LESS THAN ZERO - Warning. The amount entered to reduce the DOE limit amount will cause the DOE limit balance to be negative.
26-27	DOE Code 2	Optional, alphanumeric, reset not applicable.
		See positions 17-18.

(continued)

Positions	Field Name	Description
28-34	Amount 2	Optional, numeric, reset not applicable.
		See positions 19-25.
35-36	DOE Code 3	Optional, alphanumeric, reset not applicable.
		See positions 17-18.
37-43	Amount 3	Optional, numeric, reset not applicable.
		See positions 19-25.
44-45	DOE Code 4	Optional, alphanumeric, reset not applicable.
		See positions 17-18.
46-52	Amount 4	Optional, numeric, reset not applicable.
		See positions 19-25.
53-54	DOE Code 5	Optional, alphanumeric, reset not applicable.
		See positions 17-18.
55-61	Amount 5	Optional, numeric, reset not applicable.
		See positions 19-25.
62-68	Reserved	
69	Employer EI Rate Code	Optional alphanumeric, entered if option 2, 3, or A is selected for update T4 control. Valid codes are 0 - 9. If left blank, default is the EI rate code for the 206 segment of the master file.
		Messages: **INVALID EI RATE CODE** - Rejected. Valid values are 0-9, or Blank.
70	Bond Account Identification Code	Optional, numeric, reset not applicable.
		Valid values are:
		1 - Bond account number 1 **2** - Bond account number 2 **3** - Bond account number 3
		Identifies which of an employee's three possible bond accounts is to be updated through bond purchases to-date adjustments.
		Messages: **INVAL BOND ID-PRCHADJ IGNORED** - Warning. The bond account identifier code is invalid. Bond account access is not possible. No bond purchases adjustment processing is performed.
		NO BOND TO ADJ-PRCHADJ IGNORED - Warning. The employee bond account referenced by the valid bond account identifier code indicated does not exist. Bond purchases adjustment processing is not performed.

(continued)

Positions	Field Name	Description
71-73	Bond Account Bond Purchases To-Date Adjustment Amount	Optional. No decimals. Right-justified. Identifies amount of adjustment to be applied to bond purchases to-date accumulators. **Note:** The YD adjustment transaction may be used to adjust DOE amount balances, bond purchases to-date balances, or both in combination. **NO BND ID SPEC-PRCHADJ-0 ASSUMED** - Warning. The bond account purchases adjustment amount indicated cannot be processed because the bond account identification code is Blank. Bond purchases adjustment processing is not performed. **NO BND ID SPEC-PRCHADJ IGNORED** - Warning. The bond account purchases adjustment amount indicated cannot be processed because the bond account identification code is Blank. Bond purchases adjustment processing is not performed. **INVALID BOND PRCHADJ-0 ASSUMED -** Warning. The bond account purchases adjustment amount indicated is not numeric. Purchases adjustment of zero is program generated. Bond purchases adjustment processing is not performed.
74	Update T4 Control	Optional, alphanumeric, reset not applicable Control whether DOEs and /or Tax Segments are to be updated. Valid values are: **1** - Update DOE accumulator only **2** - Update T4, T4A tax segments only for all DOEs that are applicable **3** - Update Releve 1, Releve 2 tax segments only for all DOEs that are applicable **4** - 2 and 3 of the above **A** - All of the above Options **2** and **3** are valid for adjustment balancing Messages: **INVALID T4 UPDATE CODE** - Rejected. Valid values are 1-4, or A.

(continued)

Positions	Field Name	Description
75-76	Province Code	Optional, numeric, reset not applicable.
		Province code, if option 2, 3 or A is indicated in position 75.
		Default is the Federal taxing authority indicated on the 203 segment.
		Messages: **INVALID PROVINCE CODE** - Rejected. Valid values are 80-93.
77	Country Code	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Constant **C**
78	Prepay/Reversal Transaction Separator	**Blank** or **P** - First or only prepay **Q-U** - Additional prepay to be processed separately **V-Z** - Reversals to be processed separately
		All transactions with a given separator code are combined into a summary transaction.
79	Update Code	Optional, alphanumeric, reset not applicable.
		Valid values are:
		A - Arrears **L** - DOE limit **M** - Update month-to-date, quarter-to-date, year-to-date
		Q - Update quarter-to-date, year-to-date **Y** - Update year-to-date only **1** - Month-to-date only **2** - Quarter-to-date only
80	Adjustment Code	Optional, alphanumeric, reset not applicable.
		Valid values are:
		A - Add (positive adjustment) **M** - Subtract (negative adjustment) **P** - Prepay (manual/online check calculation check) **R** - Positive reversal **S** - Negative reversal

YD [120] - DOE Bonds (Canadian Organizations)

Function   Adjusts DOE Accumulators, DOE Arrears Balances, DOE Limits, and Bond Purchase Accumulators.

The YD transaction adjusts DOEs (deduction/other earnings), associated arrears (deductions not taken) balances, and associated limits.

Associated Screens   30

Positions	Field Name	Description
1-2	Transaction Code	**YD**.
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allow.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allow.
7-16	Employee Number	Required, alphanumeric, reset not applicable, maintenance not allow.
	DOE Data	**Note:** There are multiple DOEs on a single YD transaction. The first DOE is in the positions specified. The error can be in the subsequent DOEs. Rejection is always only for the DOE in error. The rest of the transaction is accepted if it contains other DOEs which pass validation
17-18	DOE Code 1	Optional, alphanumeric, reset not applicable.
		The DOE code for the deduction or other earnings to be adjusted.
		Messages:
		INVALID DOE CODE - Rejected. The DOE code is not a valid alphanumeric code. Blanks, zeroes, and special characters are not allowed.*
		DOE CODE DOES NOT EXIST - Rejected. The DOE code is not in the Organization DOE Table built from the HRMS Tables File or it does not exist in the employee record.*
		MISSING DOE CODE - Rejected. The DOE code was not entered when an amount was present.*
19-29	Amount 1	Optional, numeric, reset not applicable.
		Deduction/other earnings amount, limit, or arrears (deductions not taken balance).
		INVALID DOE AMOUNT - Rejected. The DOE amount is not numeric.*
		DOE LIMIT BAL LESS THAN ZERO - Warning. The amount entered to reduce the DOE limit amount will cause the DOE limit balance to be negative.
30-31	DOE Code 2	Optional, alphanumeric, reset not applicable.
		See positions 17-18.

(continued)

Positions	Field Name	Description
32-42	Amount 2	Optional, numeric, reset not applicable. See positions 19-29.
43-44	DOE Code 3	Optional, alphanumeric, reset not applicable. See positions 17-18.
45-55	Amount 3	Optional, numeric, reset not applicable. See positions 19-29.
56-57	DOE Code 4	Optional, alphanumeric, reset not applicable. See positions 17-18.
58-68	Amount 4	Optional, numeric, reset not applicable. See positions 19-29.
69-70	DOE Code 5	Optional, alphanumeric, reset not applicable. See positions 17-18.
71-81	Amount 5	Optional, numeric, reset not applicable. See positions 19-29.
82-93	Reserved	
94	Employer EI Rate Code	Optional alphanumeric, entered if option 2, 3, or A is selected for update T4 control. Valid codes are 0 - 9. If left blank, default is the EI rate code for the 206 segment of the master file. Messages: **INVALID EI RATE CODE** - Rejected. Valid values are 0-9, or Blank.
95	Bond Account Identification Code	Optional, numeric, reset not applicable. Valid values are: **1** - Bond account number 1 **2** - Bond account number 2 **3** - Bond account number 3 Identifies which of an employee's three possible bond accounts is to be updated through bond purchases to-date adjustments. Messages: **INVAL BOND ID-PRCHADJ IGNORED** - Warning. The bond account identifier code is invalid. Bond account access is not possible. No bond purchases adjustment processing is performed. **NO BOND TO ADJ-PRCHADJ IGNORED** - Warning. The employee bond account referenced by the valid bond account identifier code indicated does not exist. Bond purchases adjustment processing is not performed.

(continued)

Positions	Field Name	Description
96-98	Bond Account Bond Purchases To-Date Adjustment Amount	Optional.
		No decimals. Right-justified. Identifies amount of adjustment to be applied to bond purchases to-date accumulators.
		Note: The YD adjustment transaction may be used to adjust DOE amount balances, bond purchases to-date balances, or both in combination.
		NO BND ID SPEC-PRCHADJ-0 ASSUMED - Warning. The bond account purchases adjustment amount indicated cannot be processed because the bond account identification code is Blank. Bond purchases adjustment processing is not performed.
		NO BND ID SPEC-PRCHADJ IGNORED - Warning. The bond account purchases adjustment amount indicated cannot be processed because the bond account identification code is Blank. Bond purchases adjustment processing is not performed.
		INVALID BOND PRCHADJ-0 ASSUMED - Warning. The bond account purchases adjustment amount indicated is not numeric. Purchases adjustment of zero is program generated. Bond purchases adjustment processing is not performed.
99	Update T4 Control	Optional, alphanumeric, reset not applicable
		Control whether DOEs and /or Tax Segments are to be updated.
		Valid values are: **1** - Update DOE accumulator only **2** - Update T4, T4A tax segments only for all DOEs that are applicable **3** - Update Releve 1, Releve 2 tax segments only for all DOEs that are applicable **4** - 2 and 3 of the above **A** - All of the above
		Options **2** and **3** are valid for adjustment balancing
		Messages: **INVALID T4 UPDATE CODE** - Rejected. Valid values are 1-4, or A.

(continued)

Positions	Field Name	Description
100-101	Province Code	Optional, numeric, reset not applicable.
		Province code, if option 2, 3 or A is indicated in position 99.
		Default is the Federal taxing authority indicated on the 203 segment.
		Messages: **INVALID PROVINCE CODE** - Rejected. Valid values are 80-93.
102-116	Reserved	**Blank**
117	Country Code	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Constant **C**
118	Prepay/Reversal Transaction Separator	**Blank** or **P** - First or only prepay **Q-U** - Additional prepay to be processed separately **V-Z** - Reversals to be processed separately
		All transactions with a given separator code are combined into a summary transaction.
119	Update Code	Optional, alphanumeric, reset not applicable.
		Valid values are:
		A - Arrears **L** - DOE limit **M** - Update month-to-date, quarter-to-date, year-to-date
		Q - Update quarter-to-date, year-to-date **Y** - Update year-to-date only **1** - Month-to-date only **2** - Quarter-to-date only
120	Adjustment Code	Optional, alphanumeric, reset not applicable.
		Valid values are:
		A - Add (positive adjustment) **M** - Subtract (negative adjustment) **P** - Prepay (manual/online check calculation check) **R** - Positive reversal **S** - Negative reversal

YE [80] - SALTA (US Organizations)

Function Adjusts taxable wage, tax, overtime wages and premium, and weeks worked for states, counties, and cities. Additionally, for states it adjusts SUI taxable and total wages, SDI tax, and Employee SUI tax.

The YE transaction adjusts individual state, county, and city figures for U.S. organizations.

Associated Screens 45

Positions	Field Name	Description
1-2	Transaction Code	Constant **YE**
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-16	Employee Number	Required, alphanumeric, reset not applicable, maintenance not allowed.
17	SALTA Type	Required, numeric, reset not applicable.
		Valid values are:
		1 - State
		2 - County
		3 - City
		Messages:
		NO ROOM IN SALTA TABLE - Rejected. Employee has the maximum number of SALTAs.
		INVALID SALTA TYPE - Rejected.
18-22	State-County-City Code	Required, numeric, reset not applicable.
		Right-justified. State-county-city code. (Refer to ND1 transaction for State Code and ND2 for County or City Code.)
		Messages:
		YE FOR SCC 22 NEEDS YE FOR 70 - Warning. Valid YE for SCC code of 22 is entered without a valid YE for SCC code of 70.
		INVALID SCC NUMBER - Rejected. See input fields.
		INVALID FIELD ADJ FOR SCC 70 - Rejected. Total tax, SUI total wages, SDI tax, weeks worked, overtime gross, overtime premium are invalid fields for the YE transactions with SCC code of 70 and SCC type of 1. Correct and resubmit.
23-31	Total Gross	Optional, numeric, reset not applicable.
		Right-justified. The total earnings that apply to the state-county-city.
32-38	Total Tax	Optional, numeric, reset not applicable.
		Right-justified. The total tax that applies to the state-county-city.

(continued)

Positions	Field Name	Description
39-45	SUI Total or Taxable Wages	Optional, numeric, reset not applicable.
		The sum of all earnings that apply to State Unemployment (see position 79). This field is ignored if the SALTA type is 2 or 3.
		Messages: **INVALID FIELDS ADJUSTED** - Rejected.
		UPDATE CODE DENIES SUI SELF ADJUST - Warning. A numeric adjustment indicator is entered bypassing the SUI self-adjusting routines.
46-50	Employee SDI Tax	Optional, numeric, reset not applicable.
		Right-justified. Employee-paid state SDI tax. This field is ignored if the SALTA type is 2 or 3.
		Messages: **INVALID FIELDS ADJUSTED** - Rejected.
51-53	Number of Weeks Worked	Optional, numeric, reset not applicable.
		Right-justified, 1 decimal. Total number of weeks the employee has worked in the state (refer to ZT/ZV Regular and Vacation Time Entry Transactions).
		Messages: **INVALID FIELDS ADJUSTED** – Rejected.
54-60	Overtime Gross	Optional, numeric, reset not applicable.
		Right-justified. The overtime earnings that apply to the state.
		Messages: **INVALID FIELDS ADJUSTED** – Rejected.
61-67	Overtime Premium	Optional, numeric, reset not applicable.
		Right-justified. The overtime premium that applies to the state (refer to ZT Regular Time Entry Transactions for method of calculation).
		Messages: **INVALID FIELDS ADJUSTED** - Rejected.
68-70	Reserved	**Blank**
71-76	SUI Tax	Optional, numeric, reset not applicable.
		Right-justified. Employee-Paid State Unemployment Insurance tax. This field is ignored if the SALTA type is 2 or 3.
77	Reserved	**Blank**
78	Prepay/Reversal Transaction Separator	**Blank** or **P** - First or only prepay **Q-U** - Additional prepay to be processed separately **V-Z** - Reversals to be processed separately
		Note: Valid update and adjustment codes are mandatory in positions 79-80.

(continued)

Positions	Field Name	Description
79	Update Code	Required, alphanumeric, reset not applicable.
		Valid values are:
		M - Update month-to-date, quarter-to-date, year-to-date
		Q - Update quarter-to-date, year-to-date
		Y - Update year-to-date only
		1 - Update month-to-date SUI taxable only
		2 - Update quarter-to-date SUI taxable only
		3 - Update year-to-date SUI taxable only
		4 - Update quarter-to-date SUI total only
		5 - Update year-to-date SUI total only
		6 - Update month-to-date SUI total only
		Note 1: When M, Q, or Y is used, entry in SUI total wages and self-adjust to SUI Taxable Wages.
		Note 2: When 1, or 2, or 3 is used, entry in SUI wages applies to SUI Taxable Wages only and no self-adjusting or limit check takes place.
		Note 3: When 4, 5, or 6 is used, entry in SUI wages applies to SUI Total Wages only and no self-adjusting takes place.
		Note 4: When 3, 4, 5, or 6 is used, SUI wages is the only entry allowed in positions 23-70.
		Messages**:**
		INVALID UPDATE CODE - Rejected. SUI wages is only entry allowed when the update code is 3, 4, 5, or 6.
80	Adjustment Code	Optional, alphanumeric, reset not applicable.
		Valid values are:
		A - Add (positive adjustment)
		M - Subtract (negative adjustment)
		P - Prepay (manual/online check calculation check)
		R - Positive reversal
		S - Negative reversal

YE [80] - SALTA (Pennsylvania Locals)

Function Adjusts taxable wages and taxes for Pennsylvania local earned income tax (EIT) and local services tax (LST).

The YE transaction adjusts individual Pennsylvania local fields for U.S. organizations.

Associated Screens 772

Positions	Field Name	Description
1-2	Transaction Code	Constant **YE**
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-16	Employee Number	Required, alphanumeric, reset not applicable, maintenance not allowed.
17	SALTA Type	Required, numeric, reset not applicable.
		Valid values are:
		8 - Pennsylvania local
		Messages:
		NO ROOM IN SALTA TABLE - Rejected. Employee has the maximum number of SALTAs.
		INVALID SALTA TYPE - Rejected.
18-22	PA Work Location SCC Code	Required, numeric, reset not applicable.
		Right-justified, first position must be zero. Pennsylvania work location.
		Messages:
		INVALID PA WORK LOC - Rejected. See input fields.
23-31	Resident Wages	Required, numeric, reset not applicable.
		Right-justified. The wages earned while working in the PA work location and living in the resident PSD code. These wages were taxed at the earned income tax resident rate for the resident PSD or were not subject to EIT because neither the work location nor the resident PSD has an earned income tax.
32-38	Resident Tax	Optional, numeric, reset not applicable.
		Right-justified. The earned income tax withheld at the resident rate for the resident PSD.
39-45	Non-Resident Wages	Optional, numeric, reset not applicable.
		Right-justified. The wages earned while working in the PA work location and living in the resident PSD code. These wages were taxed at the earned income tax non-resident rate for the work location.
46-50	Municipality LST	Optional, numeric, reset not applicable.
		Right-justified. The local services tax, withheld based on the work location, to be reported and remitted to the municipality.

(continued)

Positions	Field Name	Description
51-53	Number of Weeks Worked	Optional, numeric, reset not applicable.
		Right-justified, 1 decimal. Total number of weeks the employee has worked in the locality (see ZT/ZV Regular and Vacation Time Entry transactions).
		Messages: **INVALID FIELDS ADJUSTED** - Rejected.
54	Reserved	**Blank**
55-60	Resident PSD Code	Optional, numeric, reset not applicable.
		Right-justified. The political sub division (PSD) code for the employee's resident locality.
		Messages: **INVALID FIELDS ADJUSTED** - Rejected.
61-67	School District LST	Optional, numeric, reset not applicable.
		Right-justified. The local services tax, withheld based on the work location, to be reported and remitted to the school district.
		Messages: **INVALID FIELDS ADJUSTED** - Rejected.
68-69	Number of Exempted Pays	Optional, numeric, reset not applicable.
		Number of times the employee was paid while claiming the up-front exemption from the local services tax.
70	Reserved	**Blank**
71-76	Non-Resident Tax	Optional, numeric, reset not applicable.
		Right-justified. The earned income tax withheld at the non-resident rate for the work location.
77	Reserved	**Blank**
78	Prepay/Reversal Transaction Separator	**Blank** or **P** - First or only prepay **Q** - **U** - Additional prepay to process separately **V** - **Z** - Reversals to process separately
		Note: Valid update and adjustment codes are mandatory in positions 79 and 80.
79	Update Code	Required, alphanumeric, reset not applicable.
		Valid values are: **M** - Update month-to-date, quarter-to-date, year-to-date. **Q** - Update quarter-to-date, year-to-date. **Y** - Update year-to-date only.
		Messages: **INVALID UPDATE CODE** - Rejected.

(continued)

Positions	Field Name	Description
80	Adjustment Code	Optional, alphanumeric, reset not applicable.
		Valid values are:
		A - Add (positive adjustment)
		M - Subtract (negative adjustment)
		P - Prepay (manual/online check calculation check)
		R - Positive reversal
		S - Negative reversal

YE [80] - SALTA (State Family Leave Insurance)

Function   Adjusts taxable wage and tax for state family leave insurance (FLI).

Associated Screens   45

Positions	Field Name	Description
1-2	Transaction Code	Constant **YE**
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-16	Employee Number	Required, alphanumeric, reset not applicable, maintenance not allowed.
17	SALTA Type	Required, numeric, reset not applicable.
		Valid values are:
		3 - Family Leave Insurance
		Messages: **NO ROOM IN SALTA TABLE** - Rejected. Employee has the maximum number of SALTAs.
		INVALID SALTA TYPE - Rejected.
18-22	Local Code Used for State FLI	Required, numeric, reset not applicable.
		Right-justified, first position must be zero. Location assigned for FLI for this state.
		Messages: **INVALID SCC NUMBER** - Rejected. See input fields.
23-31	FLI Total Gross	Optional, numeric, reset not applicable.
		Right-justified. The total earnings that apply to state family leave insurance.
32-38	FLI Employee Tax	Optional, numeric, reset not applicable.
		Right-justified. The employee tax that applies to state family leave insurance.
39-45	FLI Employee Taxable Wages	Optional, numeric, reset not applicable.
		The employee taxable earnings that apply to state family leave insurance.
		Messages: **INVALID FIELDS ADJUSTED** - Rejected.
46-50	FLI SALTA Indicator	Optional, numeric, reset not applicable.
		Right-justified. Format is 900nn, where nn is the two-digit numeric state code. E.g. 90033 would indicate New York FLI SALTA.
		Messages: **INVALID FIELDS ADJUSTED** - Rejected.

(continued)

Positions	Field Name	Description
51-53	Reserved	**Blank**
54-60	FLI Employer Taxable Wages	Optional, numeric, reset not applicable.
		Right-justified. The overtime earnings that apply to the state.
		Messages:
		INVALID FIELDS ADJUSTED – Rejected.
61-70	Reserved	**Blank**
71-76	FLI Employer Tax	Optional, numeric, reset not applicable.
		Right-justified. The employer tax that applies to state family leave insurance.
77	Reserved	**Blank**
78	Prepay/Reversal Transaction Separator	**Blank** or **P** - First or only prepay **Q-U** - Additional prepay to be processed separately **V-Z** - Reversals to be processed separately
		Note: Valid update and adjustment codes are mandatory in positions 79-80.
79	Update Code	Required, alphanumeric, reset not applicable.
		Valid values are: **M** - Update month-to-date, quarter-to-date, year-to-date **Q** - Update quarter-to-date, year-to-date **Y** - Update year-to-date only **1** - Update month-to-date **2** - Update quarter-to-date **3** - Update year-to-date
		Note 1: When M, Q, or Y is used, entry in FLI Total Gross is used to calculate the FLI Employee Taxable Wages and FLI Employer Taxable Wages.
		Note 2: When 1, 2, or 3 is used, entry in FLI Total Gross is used to update the FLI Employee and Employer Total Wages, but FLI Taxable Wages are not calculated. To update the FLI Taxable Wage fields, enter the taxable wage in the FLI Employee and Employer Taxable Wage fields.
		Messages**:** **INVALID UPDATE CODE** - Rejected. FLI Employee Taxable Wages and FLI Employer Taxable Wages cannot be entered when the Update Code is M, Q, or Y.
80	Adjustment Code	Optional, alphanumeric, reset not applicable.
		Valid values are: **A** - Add (positive adjustment) **M** - Subtract (negative adjustment) **P** - Prepay (manual/online check calculation check) **R** - Positive reversal **S** - Negative reversal

YE [120] - SALTA (US Organizations)

Function

Adjusts taxable wage, tax, overtime wages and premium, and weeks worked for states, counties, and cities. Additionally, for states it adjusts SUI taxable and total wages, SDI tax, and Employee SUI tax.

The YE transaction adjusts individual state, county, and city figures for U.S. organizations.

Associated Screens   45

Positions	Field Name	Description
1-2	Transaction Code	Constant **YE**
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-16	Employee Number	Required, alphanumeric, reset not applicable, maintenance not allowed.
17	SALTA Type	Required, numeric, reset not applicable.
		Valid values are:
		1 - State **2** - County **3** - City
		Messages: **NO ROOM IN SALTA TABLE** - Rejected. Employee has the maximum number of SALTAs.
		INVALID SALTA TYPE - Rejected.
18-22	State-County-City Code	Required, numeric, reset not applicable.
		Right-justified. State-county-city code. (Refer to ND1 transaction for State Code and ND2 for County or City Code.)
		Messages: **YE FOR SCC 22 NEEDS YE FOR 70** - Warning. Valid YE for SCC code of 22 is entered without a valid YE for SCC code of 70.
		INVALID SCC NUMBER - Rejected. See input fields.
		INVALID FIELD ADJ FOR SCC 70 - Rejected. Total tax, SUI total wages, SDI tax, weeks worked, overtime gross, overtime premium are invalid fields for the YE transactions with SCC code of 70 and SCC type of 1. Correct and resubmit.
23-33	Total Gross	Optional, numeric, reset not applicable.
		Right-justified. The total earnings that apply to the state-county-city.
34-44	Total Tax	Optional, numeric, reset not applicable.
		Right-justified. The total tax that applies to the state-county-city.

(continued)

Positions	Field Name	Description
45-55	SUI Total or Taxable Wages	Optional, numeric, reset not applicable.
		The sum of all earnings that apply to State Unemployment (see position 119).
		Messages: **INVALID FIELDS ADJUSTED** - Rejected.
		UPDATE CODE DENIES SUI SELF ADJUST - Warning. A numeric adjustment indicator is entered bypassing the SUI self-adjusting routines.
56-64	Employee SDI Tax	Optional, numeric, reset not applicable.
		Right-justified. Employee-paid state SDI tax.
		Messages: **INVALID FIELDS ADJUSTED** - Rejected.
65-67	Number of Weeks Worked	Optional, numeric, reset not applicable.
		Right-justified, 1 decimal. Total number of weeks the employee has worked in the state (refer to ZT/ZV Regular and Vacation Time Entry Transactions).
		Messages: **INVALID FIELDS ADJUSTED** - Rejected.
68-78	Overtime Gross	Optional, numeric, reset not applicable.
		Right-justified. The overtime earnings that apply to the state.
		Messages: **INVALID FIELDS ADJUSTED** - Rejected.
79-89	Overtime Premium	Optional, numeric, reset not applicable.
		Right-justified. The overtime premium that applies to the state (refer to ZT Regular Time Entry Transactions for method of calculation).
		Messages: **INVALID FIELDS ADJUSTED** - Rejected.
90-98	SUI Tax	Optional, numeric, reset not applicable.
		Right-justified. Employee-Paid State Unemployment Insurance tax.
99-117	Reserved	**Blank**
118	Prepay/Reversal Transaction Separator	**Blank** or **P** - First or only prepay **Q-U** - Additional prepay to be processed separately **V-Z** - Reversals to be processed separately
		Note: Valid update and adjustment codes are mandatory in positions 119-120.

(continued)

Positions	Field Name	Description
119	Update Code	Required, alphanumeric, reset not applicable.
		Valid values are:
		M - Update month-to-date, quarter-to-date, year-to-date **Q** - Update quarter-to-date, year-to-date **Y** - Update year-to-date only **1** - Update month-to-date SUI taxable only **2** - Update quarter-to-date SUI taxable only **3** - Update year-to-date SUI taxable only, **4** - Update quarter-to-date SUI total only **5** - Update year-to-date SUI total only **6** - Update month-to-date SUI total only
		Note 1: When M, Q, or Y is used, entry in SUI total wages and self-adjust to SUI Taxable Wages.
		Note 2: When 1, or 2, or 3 is used, entry in SUI wages applies to SUI Taxable Wages only and no self-adjusting or limit check takes place.
		Note 3: When 4, 5, or 6 is used, entry in SUI wages applies to SUI Total Wages only and no self-adjusting takes place.
		Note 4: When 3, 4, 5, or 6 is used, SUI wages is the only entry allowed in positions 23-70.
		Messages**:** **INVALID UPDATE CODE** - Rejected. SUI wages is only entry allowed when the update code is 3, 4, 5, or 6.
120	Adjustment Code	Optional, alphanumeric, reset not applicable.
		Valid values are:
		A - Add (positive adjustment) **M** - Subtract (negative adjustment) **P** - Prepay (manual/online check calculation check) **R** - Positive reversal **S** - Negative reversal

YE [120] - SALTA (Pennsylvania Locals)

Function
Adjusts taxable wages and taxes for Pennsylvania local earned income tax (EIT) and local services tax (LST).

The YE transaction adjusts individual Pennsylvania local fields for U.S. organizations.

Associated Screens   772

Positions	Field Name	Description
1-2	Transaction Code	Constant **YE**
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-16	Employee Number	Required, alphanumeric, reset not applicable, maintenance not allowed.
17	SALTA Type	Required, numeric, reset not applicable.
		Valid values are:
		8 - Pennsylvania local
		Messages:
		NO ROOM IN SALTA TABLE - Rejected. Employee has the maximum number of SALTAs.
		INVALID SALTA TYPE - Rejected.
18-22	PA Work Location SCC Code	Required, numeric, reset not applicable.
		Right-justified, first position must be zero. Pennsylvania work location.
		Messages:
		INVALID PA WORK LOC - Rejected. See input fields.
23-33	Resident Wages	Required, numeric, reset not applicable.
		Right-justified. The wages earned while working in the PA work location and living in the resident PSD code. These wages were taxed at the earned income tax resident rate for the resident PSD or were not subject to EIT because neither the work location nor the resident PSD has an earned income tax.
34-44	Resident Tax	Optional, numeric, reset not applicable.
		Right-justified. The earned income tax withheld at the resident rate for the resident PSD.
45-55	Non-Resident Wages	Optional, numeric, reset not applicable.
		Right-justified. The wages earned while working in the PA work location and living in the resident PSD code. These wages were taxed at the earned income tax non-resident rate for the work location.
56-64	Municipality LST	Optional, numeric, reset not applicable.
		Right-justified. The local services tax, withheld based on the work location, to be reported and remitted to the municipality.

(continued)

Positions	Field Name	Description
65-67	Number of Weeks Worked	Optional, numeric, reset not applicable.
		Right-justified, 1 decimal. Total number of weeks the employee has worked in the locality (see ZT/ZV Regular and Vacation Time Entry transactions).
		Messages: **INVALID FIELDS ADJUSTED** - Rejected.
68-78	Resident PSD Code	Optional, numeric, reset not applicable.
		Right-justified. The political sub division (PSD) code for the employee's resident locality.
		Messages: **INVALID FIELDS ADJUSTED** - Rejected.
79-89	School District LST	Optional, numeric, reset not applicable.
		Right-justified. The local services tax, withheld based on the work location, to be reported and remitted to the school district.
		Messages: **INVALID FIELDS ADJUSTED** - Rejected.
90-98	Non-Resident Tax	Optional, numeric, reset not applicable.
		Right-justified. The earned income tax withheld at the non-resident rate for the work location.
99-100	Number of Exempted Pays	Optional, numeric, reset not applicable.
		Number of times the employee was paid while claiming the up-front exemption from the local services tax.
101-117	Reserved	**Blank**
118	Prepay/Reversal Transaction Separator	**Blank** or **P** - First or only prepay **Q** - **U** - Additional prepay to process separately **V** - **Z** - Reversals to process separately
		Note: Valid update and adjustment codes are mandatory in positions 119 and 120.
119	Update Code	Required, alphanumeric, reset not applicable.
		Valid values are: **M** - Update month-to-date, quarter-to-date, year-to-date. **Q** - Update quarter-to-date, year-to-date. **Y** - Update year-to-date only.
		Messages: **INVALID UPDATE CODE** - Rejected.

(continued)

Positions	Field Name	Description
120	Adjustment Code	Optional, alphanumeric, reset not applicable.
		Valid values are:
		A - Add (positive adjustment)
		M - Subtract (negative adjustment)
		P - Prepay (manual/online check calculation check)
		R - Positive reversal
		S - Negative reversal

YE [120] - SALTA (State Family Leave Insurance)

Function   Adjusts taxable wage and tax for state family leave insurance (FLI).

Associated Screens   45

Positions	Field Name	Description
1-2	Transaction Code	Constant **YE**
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-16	Employee Number	Required, alphanumeric, reset not applicable, maintenance not allowed.
17	SALTA Type	Required, numeric, reset not applicable. Valid values are: **3** - Family Leave Insurance Messages: **NO ROOM IN SALTA TABLE** - Rejected. Employee has the maximum number of SALTAs. **INVALID SALTA TYPE** - Rejected.
18-22	Local Code Used for State FLI	Required, numeric, reset not applicable. Right-justified, first position must be zero. Location assigned for FLI for this state. Messages: **INVALID SCC NUMBER** - Rejected. See input fields.
23-33	FLI Total Gross	Optional, numeric, reset not applicable. Right-justified. The total earnings that apply to state family leave insurance.
34-44	FLI Employee Tax	Optional, numeric, reset not applicable. Right-justified. The employee tax that applies to state family leave insurance.
45-55	FLI Employee Taxable Wages	Optional, numeric, reset not applicable. The employee taxable earnings that apply to state family leave insurance. Messages: **INVALID FIELDS ADJUSTED** - Rejected.
56-64	FLI SALTA Indicator	Optional, numeric, reset not applicable. Right-justified. Format is 900nn, where nn is the two-digit numeric state code. E.g. 90033 would indicate New York FLI SALTA. Messages: **INVALID FIELDS ADJUSTED** - Rejected.

(continued)

Positions	Field Name	Description
65-67	Reserved	**Blank**
68-78	FLI Employer Taxable Wages	
79-89	Reserved	**Blank**
90-98	FLI Employer Tax	Optional, numeric, reset not applicable.
		Right-justified. The employer tax that applies to state family leave insurance.
99-117	Reserved	**Blank**
118	Prepay/Reversal Transaction Separator	**Blank** or **P** - First or only prepay **Q-U** - Additional prepay to be processed separately **V-Z** - Reversals to be processed separately
		Note: Valid update and adjustment codes are mandatory in positions 79-80.
119	Update Code	Required, alphanumeric, reset not applicable.
		Valid values are: **M** - Update month-to-date, quarter-to-date, year-to-date **Q** - Update quarter-to-date, year-to-date **Y** - Update year-to-date only **1** - Update month-to-date **2** - Update quarter-to-date **3** - Update year-to-date
		Note 1: When M, Q, or Y is used, entry in FLI Total Gross is used to calculate the FLI Employee Taxable Wages and FLI Employer Taxable Wages.
		Note 2: When 1, 2, or 3 is used, entry in FLI Total Gross is used to update the FLI Employee and Employer Total Wages, but FLI Taxable Wages are not calculated. To update the FLI Taxable Wage fields, enter the taxable wage in the FLI Employee and Employer Taxable Wage fields.
		Messages**:** **INVALID UPDATE CODE** - Rejected. FLI Employee Taxable Wages and FLI Employer Taxable Wages cannot be entered when the Update Code is M, Q, or Y.
120	Adjustment Code	Optional, alphanumeric, reset not applicable.
		Valid values are: **A** - Add (positive adjustment) **M** - Subtract (negative adjustment) **P** - Prepay (manual/online check calculation check) **R** - Positive reversal **S** - Negative reversal

YE [80] - Tax Segments (Canadian Organizations)

Function   Adjusts Federal And Provincial Taxable Wage and Tax, CPP Taxable Wages and Tax, QPP Taxable Wages and Tax, QPIP Taxable Wages and Tax, and EI Taxable Wages and Tax.

The YE transaction adjusts Federal and provincial figures for Canadian organizations.

Associated Screens   31

Positions	Field Name	Description
1-2	Transaction Code	Constant **YE**
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-16	Employee Number	Required, alphanumeric, reset not applicable, maintenance not allowed.
17	Tax Segment Type Code	Required, numeric, reset not applicable.
		Valid values are:
		4 - T4 (federal)
		5 - Releve 1 (provincial)
		Messages**:**
		NO ROOM IN TAX SEGMENT TABLE - Rejected. No room to insert another Tax Segment in the 300-319 segments
		INVALID SALTA TYPE - Rejected.
18-22	Tax Segment Code	Required, numeric, reset not applicable.
		Valid values are:
		Positions 18-19 - Zero filled
		Position 20 - EI rate code (T4) or zero filled (Releve 1)
		Positions 21-22 - province code
		INV T4 ACCUM/PROV CODE - Rejected. T4 Tax Segment type for province code is invalid.
		INV EI CODE/TAX SEG TYP 5 - Rejected. Tax Segment Type 5 must have EI code of zero.
		INV EI CODE/PROV CODE - Rejected. EI code or province code is invalid.
		INV QPIP AMOUNT PROV CODE - Rejected. Province code must be 88 if QPIP Amount Indicator contains an asterisk (*).
23-31	Total Gross	Optional, numeric, reset not applicable.
		Right-justified. The total earnings to appear on T4 or Releve 1.

(continued)

Positions	Field Name	Description
32-38	Income Tax	Optional, numeric, reset not applicable.
		Right-justified. Federal and/or provincial tax adjustment amount depending on the tax segment province and value of the Tax Adjustment Indicator (position 75).
		Messages:
		INC TX IGNORED. INV TX ADJ IND - Warning. The Income Tax adjustment amount is ignored because the province being adjusted is not Quebec, and the Tax Adjustment Indicator (Position 75) is not 1, 2, or 3.
39-45	Canada Pension Plan	Optional, numeric, reset not applicable.
		Canada Pension Plan to appear on T4.
46-52	Quebec Pension Plan	Optional, numeric, reset not applicable.
		Quebec Pension Plan to appear on T4 or Releve 1.
53-59	Employment Insurance Contribution/Quebec Parental Insurance Plan Contribution	Optional, numeric, reset not applicable.
		Employment Insurance Contribution/Quebec Parental Insurance Plan Contribution to appear on T4 or Releve 1.
		Messages:
		YE FED QPIP TX NOT= PROV YE TX - Warning. YE QPIP tax for Tax Segment Type 4 does not equal YE QPIP tax for Tax Segment Type 5.
60-66	Employment Insurance Contribution Wages/Quebec Parental Insurance Plan Wages	Optional, numeric, reset not applicable.
		Employment Insurance Contribution Wages/Quebec Parental Insurance Plan Wages to appear on T4 or Releve 1.
		Messages:
		YE EI WAGE GREATER THAN YB EI - Warning. Insurable YE EI Wages are greater than Total YB EI Wages.
		YE EI WG ENTERED FOR TYPE 5 - Warning. YE EI wages have been entered for Tax Segment Type 5 accumulator. No EI wages are found on Tax Segment Type 5.
		YE FED QPIP WG NOT= PROV YE WG - Warning. YE QPIP wages for Tax Segment Type 4 do not equal YE QPIP wages for Tax Segment Type 5.
		YE EI WAGE NOT USED FOR XFOOT - Warning. Because the EI Wages Adjustment Indicator is not blank, the EI Wages adjustment associated with this transaction cannot be included in the cross-footing testing.
		YE QPIP WG GREATR THAN YB QPIP - Warning. Insurable YE QPIP Wages are greater than Total YB QPIP Wages.
		YE QPIP WAGE NOT USED FOR XFOOT - Warning. Because the QPIP Wages Adjustment Indicator is not blank, the QPIP Wages adjustment associated with this transaction cannot be included in the cross-footing testing.

(continued)

Positions	Field Name	Description
67-73	Canada Pension Plan Insurable Wages	Optional, numeric, reset not applicable.
		Canada Pension Plan Insurable Wages to appear on T4. The Tax Segment Type Code must be **4** (T4).
		Message: **YE CPP WGS FOR TYPE 5 IGNORED** - Warning. YE CPP wages have been entered for Tax Segment Type 5 accumulator. No CPP wages are found on Tax Segment Type 5.
74	Employment Insurance Wages Adjustment Indicator	Optional, alphanumeric, reset not applicable.
		Blank - Invoke the EI self-adjust routine to update Insurable EI Wages **I** - Update Insurable EI Wages explicitly, without regard to the EI wage maximum.
		Messages: **INVALID EI WAGES ADJ IND** - Rejected.
75	Tax Adjustment Indicator (Non-Quebec)	Optional, alphanumeric, reset not applicable. This field applies to tax adjustments for all provinces **except** Quebec.
		Valid values are:
		1 - Apply the Income Tax amount in positions 32-38 to both the combined federal+provincial tax and the provincial-only tax accumulators. **2** - Apply the Income Tax amount in positions 32-38 to the federal+provincial combined tax accumulators only. **3** - Apply the Income Tax amount in positions 32-38 to the provincial-only tax accumulators only.
		Blank is valid only if there is no Income Tax adjustment (positions 32-38), or if the province being adjusted is Quebec. If the Income Tax field is greater than zero and the province is not Quebec, the Tax Adjustment Indicator must be 1-3.
		Messages: **INVALID TAX ADJUSTMENT IND** - Rejected. Valid values are 1-3. Cannot be blank if Income Tax amount field is greater than zero. Must be blank for Quebec province tax adjustments. **TAX ADJUSTMENT IND IGNORED** - Warning. The Tax Adjustment Indicator is ignored because the province being adjusted is Quebec or because the Income Tax amount (positions 32-38) is not greater than zero.
76	Quebec Parental Insurance Plan Amount Indicator	Optional, alphanumeric, reset not applicable.
		Valid values are: **Blank** - Positions 53-59 contain Employment Insurance Contribution and positions 60-66 contain Employment Insurance Contribution Wages (Canada EI). ***** - Positions 53-59 contain Quebec Parental Insurance Plan (QPIP) Contribution and positions 60-66 contain QPIP Wages.
		Messages **INVALID QPIP AMOUNT INDICATOR** - Rejected.

(continued)

Positions	Field Name	Description
77	Country Code	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Constant **C**
78	Prepay/Reversal Transaction Separator	**Blank** or **P** - First or only prepay
		Q-U - Additional prepay to be processed separately
		V-Z - Reversals to be processed separately
		All transaction with a given separator code are combined into a summary transaction.
79	Update Code	Required, alphanumeric, reset not applicable.
		Valid values are:
		1 - Update month-to-date only
		2 - Update quarter-to-date only
		3 - Update month-to-date, quarter-to-date, year-to-date
		4 - Update quarter-to-date, year-to-date
		5 - Update year-to-date only
		M - Update month-to-date, quarter-to-date, year-to-date
		Q - Update quarter-to-date, year-to-date
		Y - Update year-to-date
		Codes M, Q, and Y invoke the CPP self-adjust routine and are valid for adjustment balancing. Codes 1, 2, 3, 4, and 5 bypass the CPP self-adjusting routine
80	Adjustment Code	Optional, alphanumeric, reset not applicable.
		Valid values are:
		A - Add (positive adjustment)
		M - Subtract (negative adjustment)
		P - Prepay (manual/online check calculation check)
		R - Positive reversal
		S - Negative reversal

YE [120] - Tax Segments (Canadian Organizations)

Function
Adjusts Federal And Provincial Taxable Wage and Tax, CPP Taxable Wages and Tax, QPP Taxable Wages and Tax, QPIP Taxable Wages and Tax, and EI Taxable Wages and Tax.

The YE transaction adjusts Federal and provincial figures for Canadian organizations.

Associated Screens 31

Positions	Field Name	Description
1-2	Transaction Code	Constant **YE**
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-16	Employee Number	Required, alphanumeric, reset not applicable, maintenance not allowed.
17	Tax Segment Type Code	Required, numeric, reset not applicable.
		Valid values are:
		4 - T4 (federal) **5** - Releve 1 (provincial)
		Messages**:** **NO ROOM IN TAX SEGMENT TABLE** - Rejected. No room to insert another Tax Segment in the 300-319 segments
		INVALID SALTA TYPE - Rejected.
18-22	Tax Segment Code	Required, numeric, reset not applicable.
		Valid values are:
		Positions 18-19 - Zero filled Position 20 - EI rate code (T4) or zero filled (Releve 1) Positions 21-22 - province code
		INV T4 ACCUM/PROV CODE - Rejected. T4 Tax Segment type for province code is invalid.
		INV EI CODE/TAX SEG TYP 5 - Rejected. Tax Segment Type 5 must have EI code of zero.
		INV EI CODE/PROV CODE - Rejected. EI code or province code is invalid.
		INV QPIP AMOUNT PROV CODE - Rejected. Province code must be 88 if QPIP Amount Indicator contains an asterisk (*).
23-33	Total Gross	Optional, numeric, reset not applicable.
		Right-justified. The total earnings to appear on T4 or Releve 1.

(continued)

Positions	Field Name	Description
34-44	Income Tax	Optional, numeric, reset not applicable.
		Right-justified. Federal and/or provincial tax adjustment amount depending on the tax segment province and value of the Tax Adjustment Indicator (position 101).
		Messages: **INC TX IGNORED. INV TX ADJ IND** - Warning. The Income Tax adjustment amount is ignored because the province being adjusted is not Quebec, and the Tax Adjustment Indicator (Position 101) is not 1, 2, or 3.
45-55	Canada Pension Plan	Optional, numeric, reset not applicable.
		Canada Pension Plan to appear on T4.
56-66	Quebec Pension Plan	Optional, numeric, reset not applicable.
		Quebec Pension Plan to appear on T4 or Releve 1.
67-77	Employment Insurance Contribution/Quebec Parental Insurance Plan Contribution	Optional, numeric, reset not applicable.
		Employment Insurance Contribution/Quebec Parental Insurance Plan Contribution to appear on T4 or Releve 1.
		Messages: **YE FED QPIP TX NOT= PROV YE TX** - Warning. YE QPIP tax for Tax Segment Type 4 does not equal YE QPIP tax for Tax Segment Type 5.
78-88	Employment Insurance Contribution Wages/Quebec Parental Insurance Plan Wages	Optional, numeric, reset not applicable.
		Employment Insurance Contribution Wages/Quebec Parental Insurance Plan Wages to appear on T4 or Releve 1.
		Messages: **YE EI WAGE GREATER THAN YB EI** - Warning. Insurable YE EI Wages are greater than Total YB EI Wages.
		YE EI WG ENTERED FOR TYPE 5 - Warning. YE EI wages have been entered for Tax Segment Type 5 accumulator. No EI wages are found on Tax Segment Type 5.
		YE FED QPIP WG NOT= PROV YE WG - Warning. YE QPIP wages for Tax Segment Type 4 do not equal YE QPIP wages for Tax Segment Type 5.
		YE EI WAGE NOT USED FOR XFOOT - Warning. Because the EI Wages Adjustment Indicator is not blank, the EI Wages adjustment associated with this transaction cannot be included in the cross-footing testing.
		YE QPIP WG GREATR THAN YB QPIP - Warning. Insurable YE QPIP Wages are greater than Total YB QPIP Wages.
		YE QPIP WAGE NOT USED FOR XFOOT - Warning. Because the QPIP Wages Adjustment Indicator is not blank, the QPIP Wages adjustment associated with this transaction cannot be included in the cross-footing testing.

(continued)

Positions	Field Name	Description
89-99	Canada Pension Plan Insurable Wages	Optional, numeric, reset not applicable.
		Canada Pension Plan Insurable Wages to appear on T4. The Tax Segment Type Code must be **4** (T4).
		Message: **YE CPP WGS FOR TYPE 5 IGNORED** - Warning. YE CPP wages have been entered for Tax Segment Type 5 accumulator. No CPP wages are found on Tax Segment Type 5.
100	Employment Insurance Wages Adjustment Indicator	Optional, alphanumeric, reset not applicable.
		Blank - invoke the EI self-adjust routine to update Insurable EI Wages **I** - Update Insurable EI Wages explicitly, without regard to the EI wage maximum.
		Messages: **INVALID EI WAGES ADJ IND** - Rejected.
101	Tax Adjustment Indicator (Non-Quebec)	Optional, alphanumeric, reset not applicable. This field applies to tax adjustments for all provinces **except** Quebec.
		Valid values are:
		1 - Apply the Income Tax amount in positions 34-44 to both the combined federal+provincial tax and the provincial-only tax accumulators. **2** - Apply the Income Tax amount in positions 34-44 to the federal+provincial combined tax accumulators only. **3** - Apply the Income Tax amount in positions 34-44 to the provincial-only tax accumulators only.
		Blank is valid only if there is no Income Tax adjustment (positions 34-44), or if the province being adjusted is Quebec. If the Income Tax field is greater than zero and the province is not Quebec, the Tax Adjustment Indicator must be 1-3.
		Messages: **INVALID TAX ADJUSTMENT IND** - Rejected. Valid values are 1-3. Cannot be blank if Income Tax amount field is greater than zero. Must be blank for Quebec province tax adjustments. **TAX ADJUSTMENT IND IGNORED** - Warning. The Tax Adjustment Indicator is ignored because the province being adjusted is Quebec or because the Income Tax amount (positions 34-44) is not greater than zero.
102	Quebec Parental Insurance Plan Amount Indicator	Optional, alphanumeric, reset not applicable.
		Valid values are: **Blank** - Positions 67-77 contain Employment Insurance Contribution and positions 78-88 contain Employment Insurance Contribution Wages. ***** - Positions 67-77 contain QPIP Contribution and positions 78-88 contain QPIP Wages.
		Messages **INVALID QPIP AMOUNT INDICATOR** - Rejected.

(continued)

Positions	Field Name	Description
103-116	Reserved	**Blank**
117	Country Code	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Constant **C**
118	Prepay/Reversal Transaction Separator	**Blank** or **P** - First or only prepay **Q-U** - Additional prepay to be processed separately **V-Z** - Reversals to be processed separately
		All transactions with a given separator code are combined into a summary transaction.
119	Update Code	Required, alphanumeric, reset not applicable.
		Valid values are:
		1 - Update month-to-date only **2** - Update quarter-to-date only **3** - Update year-to-date only **4** - Update month-to-date, quarter-to-date, year-to-date **5** - Update quarter-to-date, year-to-date **M** - Update month-to-date, quarter-to-date, year-to-date **Q** - Update quarter-to-date, year-to-date **Y** - Update year-to-date
		Codes M, Q and Y invoke the CPP self-adjust routine and are valid for adjustment balancing. Codes 1, 2, 3, 4, and 5 bypass the CPP self-adjusting routine
120	Adjustment Code	Optional, alphanumeric, reset not applicable.
		Valid values are:
		A - Add (positive adjustment) **M** - Subtract (negative adjustment) **P** - Prepay (manual/online check calculation check) **R** - Positive reversal **S** - Negative reversal

YF [80] - Adjustment, Prepays, Reversals (US Organizations)

Function   Adjusts SALTA Other Amount Fields.

Associated Screens   45

Positions	Field Name	Description
1-2	Transaction Code	Required, alphabetic, reset not applicable, maintenance not allowed. Constant **YF**
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-16	Employee Number	Required, alphanumeric, reset not applicable, maintenance not allowed.
17	SALTA Type Code	Required, alphanumeric, reset not applicable, maintenance not allowed. Messages: **INVALID SALTA TYPE** - Rejected.
18-22	SALTA SCC Code	Required, alphanumeric, reset not applicable, maintenance not allowed. Messages: **INVALID SCC NUMBER** - Rejected.
23-38	Reserved	Required, alphanumeric, reset not applicable, maintenance not allowed.
39-47	SALTA Other Amount	Optional, numeric, reset not applicable. Messages: **INV US SALTA OTHER AMT** - Rejected. Must be blank or numeric.
48-77	Reserved	Required, alphanumeric, reset not applicable, maintenance not allowed. **Blank**
78	Prepay/Reversal Transaction Separator	Optional, alphanumeric, reset not applicable. Valid values are: **Blank** or **P** - First OR only prepay **Q**-**U** - Additional prepay to be processed separately **V**-**Z** - Reversals to be processed separately All transactions with a given separator code are combined into a summary transaction.

(continued)

Positions	Field Name	Description
79	Update Code	Optional, alphanumeric, reset not applicable.
		Valid values are:
		M - Update month-to-date, quarter-to-date, year-to-date
		Q - Update quarter-to-date, year-to-date
		Y - Update year-to-date*
		1 - Update month-to-date only
		2 - Update quarter-to-date only
		* Valid for adjustment balancing.
80	Adjustment Code	Optional, alphanumeric, reset not applicable.
		Valid values are:
		A - Add (positive adjustment)
		M - Subtract (negative adjustment)
		P - Prepay (manual/online check calculation check)
		R - Positive reversal
		S - Negative reversal

YF [120] - Adjustment, Prepays, Reversals (US Organizations)

Function   Adjusts SALTA Other Amount Fields.

Associated Screens   45

Positions	Field Name	Description
1-2	Transaction Code	Required, alphabetic, reset not applicable, maintenance not allowed. Constant **YF**
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-16	Employee Number	Required, alphanumeric, reset not applicable, maintenance not allowed.
17	SALTA Type Code	Required, alphanumeric, reset not applicable, maintenance not allowed. Messages: **INVALID SALTA TYPE** - Rejected.
18-22	SALTA SCC Code	Required, alphanumeric, reset not applicable, maintenance not allowed. Messages: **INVALID SCC NUMBER** - Rejected.
23-38	Reserved	Required, alphanumeric, reset not applicable, maintenance not allowed.
39-49	SALTA Other Amount	Optional, numeric, reset not applicable. Messages: **INV US SALTA OTHER AMT** - Rejected. Must be blank or numeric.
50-117	Reserved	Required, alphanumeric, reset not applicable, maintenance not allowed. **Blank**
118	Prepay/Reversal Transaction Separator	Optional, alphanumeric, reset not applicable. Valid values are: **Blank** or **P** - First OR only prepay **Q**-**U** - Additional prepay to be processed separately **V**-**Z** - Reversals to be processed separately All transactions with a given separator code are combined into a summary transaction.

(continued)

Positions	Field Name	Description
119	Update Code	Optional, alphanumeric, reset not applicable.
		Valid values are:
		M - Update month-to-date, quarter-to-date, year-to-date **Q** - Update quarter-to-date, year-to-date **Y** - Update year-to-date* **1** - Update month-to-date only **2** - Update quarter-to-date only
		* Valid for adjustment balancing.
120	Adjustment Code	Optional, alphanumeric, reset not applicable.
		Valid values are:
		A - Add (positive adjustment) **M** - Subtract (negative adjustment) **P** - Prepay (manual/online check calculation check) **R** - Positive reversal **S** - Negative reversal

YF [80] - Adjustment, Prepays, Reversals (Canadian Org)

Adjusts tax segment DOEs, T4A Federal Tax, Releve 2, and Vacation accumulators.

Function

The YF transaction adjusts EI insurable hours/earnings, T4A, Releve 2, and vacation accumulators for Canadian organizations.

Associated Screens   31

Positions	Field Name	Description
1-2	Transaction Code	Constant **YF**
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-16	Employee Number	Required, alphanumeric, reset not applicable, maintenance not allowed.
	Positions 17-32	These positions are used only for maintaining RPP, RL-1 Other income, and Footnote DOEs on the tax segments.
17	Tax Segment DOE Type Code	Optional, numeric, reset not applicable.
		Valid values are:
		4 - T4
		5 - Releve 1
		6 - Releve 2
		7 - T4A
		Messages:
		INVALID TAX SEG TYPE CD - Rejected.
		EMP DOESNT HAVE TAX SEG - Rejected. The employee doesn't have the tax segment identified by the tax segment type code and SCC code.
18-22	Tax Segment DOE SCC Code	Optional, numeric, reset not applicable.
		5 digit SCC code from Employee Master File.
		Messages:
		INVALID TAX SEG SCC CD - Rejected. Valid values for Tax Segment DOE Type Code 4 through 6 are: 00n80 through 00n93 where n is a value from 0-9.
		Valid values for Tax Segment DOE Type Code 7 are: 00n00 where n is a value from 0-9.

(continued)

Positions	Field Name	Description
23	Tax Segment DOE Update Code	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Indicates which group of DOEs on the tax segment to update:
		Valid values are:
		F - Footnote **O** - Other Income **R** - RPP
		Messages: **INVALID TAX SEG UPDATE CD** - Rejected. Valid values are **F** and **R** for tax segment types 4 and 5, **O** for tax segment type 5 only, and **F** for tax segment types 6 and 7.
	First DOE to Maintain	
24-25	Tax Segment DOE	Optional, alphanumeric, resets to Blank, maintenance allowed.
		DOE to appear in the tax segment. To reset to blank, enter **R** in the first position and leave the second position blank.
		Messages: **INVALID DOE CODE** - Rejected. Must be valid alphanumeric DOE code.
		TAX SEG DOE AREA BLANK - Rejected. If DOE tax segments are found, at least one of the three DOE fields must also be found.
26	DOE Occurrence Number	Optional, alphanumeric.
		Relative position on the tax segment of the DOE to maintain.
		Messages: **INVALID DOE OCCURRENCE NUMBER** - Rejected. Must be a valid number. If position 23 contains
		▪ **O** or **R**, then **1** – **3** is allowed
		▪ **F**, then **1** – **9** is allowed.
	Second DOE to Maintain	
27-28	Tax Segment DOE	See positions 24-25.
29	DOE Occurrence Number	See position 26.
	Third DOE to Maintain	
30-31	Tax Segment DOE	See positions 24-25.
32	DOE Occurrence Number	See position 26.
33-37	Reserved	**Blank**
38	T4A EI Rate code	Optional, numeric, reset not applicable.
		Valid codes are **0** – **9**. If left **blank**, defaults to the EI rate code from the 206 segment of the Employee Master File.
		Messages: **INVALID EI RATE CODE** - Rejected. Valid codes are 0 through 9.
39-45	T4A Federal Tax	Optional, numeric, reset not applicable.
		Federal tax that appears on the T4A.

Positions	Field Name	Description
		Messages: **DATA FIELD NOT NUMERIC** - Rejected. All positions must be numeric.
46-52	Releve 2 Provincial Tax	Optional, numeric, reset not applicable.
		Messages: **DATA FIELD NOT NUMERIC** - Rejected. All positions must be numeric.
		Provincial tax to appear on the Releve 2.
53-59	Releve 2 Quebec Medicare	Optional, numeric, reset not applicable.
		Messages: **DATA FIELD NOT NUMERIC** - Rejected. All positions must be numeric.
		Quebec Medicare that appears on the Releve 2.
60-66	Quebec Medicare Wages	Optional, numeric, reset not applicable.
		Quebec Medicare taxable wages used for determining the employer portion of Quebec Medicare. It should not be stopped by the limit.
		Messages: **DATA FIELD NOT NUMERIC** - Rejected. All positions must be numeric.
67	Vacation Adjustment Code	Optional, numeric, reset not applicable.
		Valid values are:
		1 - Adjust vacationable wages accumulator **only** **2** - Adjust vacation accumulator by vacation accumulator ADJ amount and vacation earnings (percentage accumulator) based on tabled percentage of vacation accumulator ADJ amount (See NG/RG vacation code) **3** - Adjust vacation earnings **only** by amount in vacation accumulator.
		Messages: **INVALID VAC ADJ CODE** - Rejected.
68-74	Vacation Accumulator Adjustment	Optional, numeric, reset not applicable.
		Vacationable earnings used to calculate vacation percentage or vacation earnings.
		Messages: **INVALID VAC ADJ AMT** - Rejected. Valid values are 0-9 or Blank.
		EMPLOYEE INELIG FOR VAC ADJ - Rejected. Employee's Vacation Percentage code indicates no vacation adjustment is valid for this employee.

(continued)

Positions	Field Name	Description
75-76	Reserved	**Blank**
77	Country Code	Required, alphanumeric, reset not applicable, maintenance not allowed. Constant **C**
78	Prepay/Reversal Transaction Separator	**Blank** or **P** - First or only prepay **Q-U** - Additional prepay to be processed separately **V-Z** - Reversals to be processed separately All transactions with a given separator code are combined into a summary transaction.
79	Update Code	Optional, alphanumeric, reset not applicable. Valid values are: **M** - Update month-to-date, quarter-to-date, year-to-date* **Q** - Update quarter-to-date, year-to-date* **Y** - Update year-to-date* **1** - Update month-to-date only **2** - Update quarter-to-date only *Valid for adjustment balancing. Messages: **INVALID PERIOD CODE** - Rejected. Valid values are 1, 2, M, Q, or Y.
80	Adjustment Code	Optional, alphanumeric, reset not applicable. Valid values are: **A** - Add (positive adjustment) **M** - Subtract (negative adjustment) **P** - Prepay (manual/online check calculation check) **R** - Positive reversal **S** - Negative reversal Messages: **INVALID ADJUST INDICATOR** - Rejected. Valid values are A, M. P, R, or S.

YF [120] - Adjustment, Prepays, Reversals (Canadian Org)

Adjusts tax segment DOEs, T4A Federal Tax, Releve 2, and Vacation accumulators.

Function The YF transaction adjusts EI insurable hours/earnings, T4A, Releve 2, and vacation accumulators for Canadian organizations.

Associated Screens 31

Positions	Field Name	Description
1-2	Transaction Code	Constant **YF**
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-16	Employee Number	Required, alphanumeric, reset not applicable, maintenance not allowed.
	Positions 17-32	These positions are used only for maintaining RPP, RL-1 Other Income, and Footnote DOEs on the tax segments.
17	Tax Segment DOE Type Code	Optional, numeric, reset not applicable.
		Valid values are:
		4 - T4
		5 - Releve 1
		6 - Releve 2
		7 - T4A
		Messages:
		INVALID TAX SEG TYPE CD - Rejected.
		EMP DOESNT HAVE TAX SEG - Rejected. The employee doesn't have the tax segment identified by the tax segment type code and SCC code in positions 17-22.
18-22	Tax Segment DOE SCC Code	Optional, numeric, reset not applicable.
		5 digit SCC code from Employee Master File.
		Messages: **INVALID TAX SEG SCC CD** - Rejected. Valid values for Tax Segment DOE Type Code 4 through 6 are: $00n80$ through $00n93$ where n is a value from 0-9.
		Valid values for Tax Segment DOE Type Code 7 are: $00n00$ where n is a value from 0-9.

(continued)

Positions	Field Name	Description
23	Tax Segment DOE Update Code	Optional, alphanumeric, resets to Blank, maintenance allowed.
		Indicates which group of DOEs on the Tax Segment is to be updated:
		Valid values are:
		F - Footnote **O** - Other Income **R** - RPP
		Messages: **INVALID TAX SEG UPDATE CD** - Rejected. Valid values are **F** and **R** for tax segment types 4 and 5, **O** for tax segment type 5 only, and **F** for tax segment types 6 and 7.
	First DOE to Maintain	
24-25	Tax Segment DOE	Optional, alphanumeric, resets to Blank, maintenance allowed.
		DOE to appear in the tax segment. To reset to blank, enter **R** in the first position and leave the second position blank.
		Messages: **INVALID DOE CODE** - Rejected. Must be alphanumeric. Spaces, zeros, and special characters are not valid.
		TAX SEG DOE AREA BLANK - Rejected. If positions 17-23 are present, then at least one of the three DOE fields must also be present.
26	DOE Occurrence Number	Optional, alphanumeric.
		Relative position on the tag segment of the DOE to maintain.
		Messages: **INVALID DOE OCCURRENCE NUMBER** - Rejected. Must be a valid number. If position 23 contains
		▪ **O** or **R**, then **1** – **3** is allowed
		▪ **F**, then **1** – **9** is allowed.
	Second DOE to Maintain	
27-28	Tax Segment DOE	See positions 24-25.
29	DOE Occurrence Number	See position 26.
	Third DOE to Maintain	
30-31	Tax Segment DOE	See positions 24-25.
32	DOE Occurrence Number	See position 26.
33	T4A EI Rate code	Optional, numeric, reset not applicable.
		Valid codes are **0** – **9**. If left **blank**, defaults to the EI rate code from the 206 segment of the Employee Master File.
		Messages: **INVALID EI RATE CODE** - Rejected.

(continued)

Positions	Field Name	Description
34-44	T4A Federal Tax	Optional, numeric, reset not applicable.
		Federal tax that appears on the T4A.
		Messages: **DATA FIELD NOT NUMERIC** - Rejected. All positions must be numeric.
45-55	Releve 2 Provincial Tax	Optional, numeric, reset not applicable.
		Messages: **DATA FIELD NOT NUMERIC** - Rejected. All positions must be numeric.
		Provincial tax to appear on the Releve 2.
56-66	Releve 2 Quebec Medicare	Optional, numeric, reset not applicable.
		Messages: **DATA FIELD NOT NUMERIC** - Rejected. All positions must be numeric.
		Quebec Medicare that appears on the Releve 2.
67-77	Quebec Medicare Wages	Optional, numeric, reset not applicable.
		Quebec Medicare taxable wages used for determining the employer portion of Quebec Medicare. It should not be stopped by the limit.
		Messages: **DATA FIELD NOT NUMERIC** - Rejected. All positions must be numeric.
78	Vacation Adjustment Code	Optional, numeric, reset not applicable.
		Valid values are:
		1 - Adjust vacationable wages accumulator **only** **2** - Adjust vacation accumulator by vacation accumulator ADJ amount and vacation earnings (percentage accumulator) based on tabled percentage of vacation accumulator ADJ amount (See NG/RG vacation code) **3** - Adjust vacation earnings **only** by amount in vacation accumulator.
		Messages: **INVALID VAC ADJ CODE** - Rejected.
79-89	Vacation Accumulator Adjustment	Optional, numeric, reset not applicable.
		Vacationable earnings used to calculate vacation percentage or vacation earnings.
		Messages: **INVALID VAC ADJ AMT** - Rejected. Valid values are 0-9 or Blank.
		EMPLOYEE INELIG FOR VAC ADJ - Rejected. Employee's Vacation Percentage code indicates no vacation adjustment is valid for this employee.
90-116	Reserved	**Blank**
117	Country Code	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Constant **C**

(continued)

Positions	Field Name	Description
118	Prepay/Reversal Transaction Separator	**Blank** or **P** - First or only prepay **Q-U** - Additional prepay to be processed separately **V-Z** - Reversals to be processed separately All transactions with a given separator code are combined into a summary transaction.
119	Update Code	Optional, alphanumeric, reset not applicable. Valid values are: **M** - Update month-to-date, quarter-to-date, year-to-date* **Q** - Update quarter-to-date, year-to-date* **Y** - Update year-to-date* **1** - Update month-to-date only **2** - Update quarter-to-date only *Valid for adjustment balancing. Messages: **INVALID PERIOD CODE** - Rejected. Valid values are 1, 2, M, Q, or Y.
120	Adjustment Code	Optional, alphanumeric, reset not applicable. Valid values are: **A** - Add (positive adjustment) **M** - Subtract (negative adjustment) **P** - Prepay (manual/online check calculation check) **R** - Positive reversal **S** - Negative reversal Messages: **INVALID ADJUST INDICATOR** - Rejected. Valid values are A, M. P, R, or S.

YG [80] - Adjustment, Prepays, Reversals (Canadian Org)

Function   Adjusts EI Pay Period Accumulators.

The YG transaction adjusts Total EI and QPIP insurable hours/earnings for Canadian organizations.

Associated Screens   31

Positions	Field Name	Description
1-2	Transaction Code	Constant **YG**
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-16	Employee Number	Required, alphanumeric, reset not applicable, maintenance not allowed.
17-22	Pay Period End Date 1	Optional, numeric. Year will be expanded and store four digits. Enter YYMMDD. Messages: **INVALID PERIOD END DATE** - Rejected.
23-29	Total EI Wages 1	Optional, numeric. Messages: **INVALID INSURABLE EARN** - Rejected.
30-34	Total EI Hours 1	Optional, numeric. Messages: **INVALID INSURABLE HOURS** - Rejected.
35	EI Adjustment Flag 1	Reset not applicable, maintenance not allowed. Must be **Blank.** This field is used by the system and not maintainable. The Compute program automatically sets this flag when any maintenance is done to an amount or hours stored in the 390-393 or 395-398 segments for the pay period.
36-41	Pay Period End Date 2	Optional, numeric. Year will be expanded and store four digits. Enter YYMMDD. Messages: **INVALID PERIOD END DATE** - Rejected.
42-48	Total EI Wages 2	Optional, numeric. Messages: **INVALID INSURABLE EARN** - Rejected.

(continued)

Positions	Field Name	Description
49-53	Total EI Hours 2	Optional, numeric.
		Messages:
		INVALID INSURABLE HOURS - Rejected.
54	EI Adjustment Flag 2	Reset not applicable, maintenance not allowed.
		Must be **Blank**.
		This field is used by the system and not maintainable. The Compute program automatically sets this flag when any maintenance is done to an amount or hours stored in the 390-393 or 395-398 segments for the pay period.
55-60	Delete Pay Period End Date	Optional, numeric.
		Enter YYMMDD. The Adjustment Code in position 80 must be **D** in order to delete an EI or a QPIP Pay Period entry from the 390-393 or 395-398 segments.
		Messages:
		INV DELETE PAY PERIOD END DATE - Rejected.
61-75	Reserved	**Blank**
76	Quebec Parental Insurance Plan Amount Indicator	Optional, alphanumeric, reset not applicable.
		Valid values are:
		Blank - Occurrences of EI hours and wages above contain Canada EI wages and hours.
		* - Occurrences of EI hours and wages above contain Quebec Parental Insurance Plan (QPIP) wages and hours.
		Messages:
		INVALID QPIP AMOUNT INDICATOR - Rejected.
77	Country Code	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Constant **C**
78	Prepay/Reversal Transaction Separator	**Blank** or **P** - First or only prepay **Q-U** - Additional prepay to be processed separately **V-Z** - Reversals to be processed separately
		All transactions with a given separator code are combined into a summary transaction.
79	Reserved	**Blank**

(continued)

Positions	Field Name	Description
80	Adjustment Code	Optional, alphanumeric.
		Valid values are:
		A - Add (positive adjustment)
		D - Delete an EI or a QPIP Pay Period Entry
		M - Subtract (negative adjustment)
		P - Prepay (manual/online cheque calculation cheque)
		R - Positive reversal
		S - Negative reversal

Additional Messages

Message	Description
PAY PERIOD 1 DATA MUST BE BLANK FOR DELETE ADJ CODE	Rejected. If the Adjustment Code is **D**, the EI/QPIP Pay Period 1 data in positions 17-35 must be blank.
PAY PERIOD 2 DATA MUST BE BLANK FOR DELETE ADJ CODE	Rejected. If the Adjustment Code is **D**, the EI/QPIP Pay Period 2 data in positions 36-54 must be blank.
DELETE PPD END DATE MUST BE BLANK FOR MAINT ADJ CODE	Rejected. If the Adjustment Code is **A**, **M**, **P**, **R** or **S**, the Delete Pay Period End Date must be blank.

YG [120] - Adjustment, Prepays, Reversals (Canadian Org)

Function   Adjusts EI Pay Period Accumulators.

The YG transaction adjusts Total EI and QPIP insurable hours/earnings for Canadian organizations.

Associated Screens   31

Positions	Field Name	Description
1-2	Transaction Code	Constant **YG**
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-16	Employee Number	Required, alphanumeric, reset not applicable, maintenance not allowed.
17-22	Pay Period End Date 1	Optional, numeric.
		Year will be expanded and store four digits. Enter YYMMDD.
		Messages:
		INVALID PERIOD END DATE - Rejected.
23-33	Total EI Wages 1	Optional, numeric.
		Messages:
		INVALID INSURABLE EARN - Rejected.
34-38	Total EI Hours 1	Optional, numeric.
		Messages:
		INVALID INSURABLE HOURS - Rejected.
39	EI Adjustment Flag 1	Reset not applicable, maintenance not allowed.
		Must be **Blank.**
		This field is used by the system and not maintainable. The Compute program automatically sets this flag when any maintenance is done to an amount or hours stored in the 390-393 and 395-398 segments for the pay period.
40-45	Pay Period End Date 2	Optional, numeric.
		Year will be expanded and store four digits. Enter YYMMDD.
		Messages:
		INVALID PERIOD END DATE - Rejected.
46-56	Total EI Wages 2	Optional, numeric.
		Messages:
		INVALID INSURABLE EARN - Rejected.

(continued)

Positions	Field Name	Description
57-61	Total EI Hours 2	Optional, numeric. Messages: **INVALID INSURABLE HOURS** - Rejected.
62	EI Adjustment Flag 2	Reset not applicable, maintenance not allowed. Must be **Blank.** This field is used by the system and not maintainable. The Compute program automatically sets this flag when any maintenance is done to an amount or hours stored in the 390-393 and 395-398 segments for the pay period.
63-68	Delete Pay Period End Date	Optional, numeric. Enter YYMMDD. The Adjustment Code in position 120 must be **D** in order to delete an EI or a QPIP Pay Period entry from the 390-393 or 395-398 segments. Messages: **INV DELETE PAY PERIOD END DATE** - Rejected.
69-115	Reserved	**Blank**
116	Quebec Parental Insurance Plan Adjust Indicator	Optional, alphanumeric, reset not applicable. Valid values are: **Blank** - Occurrences of EI hours and wages above contain Canada EI wages and hours. ***** - Occurrences of EI hours and wages above contain Quebec Parental Insurance Plan (QPIP) wages and hours. Messages: **INVALID QPIP AMOUNT INDICATOR** - Rejected.
117	Country Code	Required, alphanumeric, reset not applicable, maintenance not allowed. Constant **C**
118	Prepay/Reversal Transaction Separator	**Blank** or **P** - First or only prepay **Q-U** - Additional prepay to be processed separately **V-Z** - Reversals to be processed separately All transactions with a given separator code are combined into a summary transaction.
119	Reserved	Blank
120	Adjustment Code	Optional, alphanumeric. Valid values are: **A** - Add (positive adjustment) **D** - Delete an EI or a QPIP Pay Period Entry **M** - Subtract (negative adjustment) **P** - Prepay (manual/online cheque calculation cheque) **R** - Positive reversal **S** - Negative reversal

Additional Messages

Message	Description
PAY PERIOD 1 DATA MUST BE BLANK FOR DELETE ADJ CODE	Rejected. If the Adjustment Code is **D**, the EI/QPIP Pay Period 1 data in positions 17-39 must be blank.
PAY PERIOD 2 DATA MUST BE BLANK FOR DELETE ADJ CODE	Rejected. If the Adjustment Code is **D**, the EI/QPIP Pay Period 2 data in positions 40-62 must be blank.
DELETE PPD END DATE MUST BE BLANK FOR MAINT ADJ CODE	Rejected. If the Adjustment Code is **A**, **M**, **P**, **R** or **S**, the Delete Pay Period End Date must be blank.

YL [80] - Federal Income Tax, Unemployment Insurance (US Org)

Function   Adjusts FIT Wage and Tax, and FUI Wage and Tax.

The YL, YM, and YN transactions adjust federal, FUI, FICA, and Medicare wages and taxes for the employee and employer in U.S. organizations.

Associated Screens   46, 128

Positions	Field Name	Description
1-2	Transaction Code	Constant **YL**
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-16	Employee Number	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Messages:
		NO ROOM IN SALTA TABLE - Rejected. Employee has the maximum number of SALTAs.
17-25	Federal Income Tax Taxable Wages	Optional, numeric, reset not applicable.
		Right-justified.
26-34	Federal Income Tax Withheld	Optional, numeric, reset not applicable.
		Right-justified.
35-41	Reserved	**Blank**
42-50	Federal Unemployment Insurance Taxable Wages	Optional, numeric, reset not applicable.
		Right-justified.
		Messages:
		FUI WAGES LESS THAN ZERO - Warning. The adjustment causes the FUI total wages field to be less than zero**.**
51-57	Federal Unemployment Insurance Employer Tax	Optional, numeric, reset not applicable.
		Right-justified. For New Jersey special SALTA 72, use this field to adjust Family Leave Insurance (FLI) tax.
58-64	Reserved	**Blank**

(continued)

Positions	Field Name	Description
65-66	Federal Unemployment Insurance State Code	Optional, numeric, reset not applicable. Messages: **INVALID STATE CODE** - Rejected. State code entered for FUI wage and tax update is not a valid state code. **INVALID FIELD ADJ FOR SCC 72** - Rejected. Only Family Leave Insurance can be adjusted for the New Jersey special SALTA 72.
67-77	Reserved	**Blank**
78	Prepay/Reversal Transaction Separator	**Blank** or **P** - First or only prepay **Q-U** - Additional prepay to be processed separately **V-Z** - Reversals to be processed separately All transactions with a given separator code are combined into a summary transaction.
79	Update Code	Optional, alphanumeric, reset not applicable. Valid values are: **M** - Update MTD, QTD, and YTD **Q** - Update QTD, and YTD **Y** - Update YTD **1** - Update MTD only, FUI taxable **2** - Update QTD only, FUI taxable **3** - Update YTD only, FUI taxable **4** - Update YTD only, FUI only **Note 1:** When M, Q, or Y is used, entry in FUI Wages applies to FUI Total Wages and self-adjust to FUI Taxable Wages. **Note 2:** When 1, or 2, or 3 is used, entry in FUI Wages applies to FUI Taxable Wages only and no self-adjusting or limit checking occurs. **Note 3:** When 4 or 5 is used, entry in FUI Wages applies to FUI Total Wages only and no self-adjusting takes place. **Note 4:** When 3, 4, or 5 is used, FUI tax, FUI taxable, and FUI state code are the only entries allowed in positions 17-66. **Note 5:** When 4 is used, FUI Wages is the only entry allowed in positions 17-66. **Note 6:** When M, Q, or Y is used, Employer FUI tax is automatically calculated based on FUI taxable wages. When 1, 2, or 3 is used, FUI tax is not calculated by the system.

(continued)

Positions	Field Name	Description
		Messages: **INVALID UPDATE CODE** - Rejected. FUI wages, tax and/or state code is the only entry allowed when update code is 3. FUI wages is the only entry allowed when the update code is 4**.**
		Messages**:** **UPDT CD DENIES FUI SELF-ADJUST** - Warning. The period code indicates that the self-adjusting feature is ignored.
80	Adjustment Code	Optional, alphanumeric, reset not applicable. Valid values are: **A** - Add (positive adjustment) **M** - Subtract (negative adjustment) **P** - Prepay (manual/online check calculation check) **R** - Positive reversal **S** - Negative reversal

Additional Messages

Message	Description
SEMI-MO/MO PE/CK DATE MISSING	Warning. The semi-monthly/monthly period end and/or check dates are not present on the AA transactions.
WK/BI-WK PE/CK DATE MISSING	Warning. The weekly/biweekly period end and/or check dates are not present on the AA transaction.

YL [120] - Fed Income Tax, Unemployment Insurance (US Org)

Function   Adjusts FIT Wage and Tax, and FUI Wage and Tax.

The YL, YM, and YN transactions adjust federal, FUI, FICA, and Medicare wages and taxes for the employee and employer in U.S. organizations.

Associated Screens   46, 128

Positions	Field Name	Description
1-2	Transaction Code	Constant **YL**
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-16	Employee Number	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Messages:
		NO ROOM IN SALTA TABLE - Rejected. Employee has the maximum number of SALTAs.
17-27	Federal Income Tax Taxable Wages	Optional, numeric, reset not applicable.
		Right-justified.
28-38	Federal Income Tax Withheld	Optional, numeric, reset not applicable.
		Right-justified.
39-49	Federal Unemployment Insurance Taxable Wages	Optional, numeric, reset not applicable.
		Right-justified.
		Messages:
		FUI WAGES LESS THAN ZERO - Warning. The adjustment causes the FUI total wages field to be less than zero.
50-60	Federal Unemployment Insurance Employer Tax	Optional, numeric, reset not applicable.
		Right-justified. For New Jersey special SALTA 72, use this field to adjust Family Leave Insurance (FLI) tax.

(continued)

Positions	Field Name	Description
61-62	Federal Unemployment Insurance State Code	Optional, numeric, reset not applicable.
		Messages:
		INVALID STATE CODE - Rejected. State code entered for FUI wage and tax update is not a valid state code.
		INVALID FIELD ADJ FOR SCC 72 - Rejected. Only Family Leave Insurance can be adjusted for the New Jersey special SALTA 72 (through Employer FUI tax adjustments).
63-117	Reserved	**Blank**
118	Prepay/Reversal Transaction Separator	**Blank** or **P** - First or only prepay **Q-U** - Additional prepay to be processed separately **V-Z** - Reversals to be processed separately
		All transactions with a given separator code are combined into a summary transaction.
119	Update Code	Optional, alphanumeric, reset not applicable.
		Valid values are:
		M - Update MTD, QTD, and YTD **Q** - Update QTD, and YTD **Y** - Update YTD **1** - Update MTD only, FUI taxable **2** - Update QTD only, FUI taxable **3** - Update YTD only, FUI taxable **4** - Update YTD only, FUI only
		Note 1: When M, Q, or Y is used, entry in FUI Wages applies to FUI Total Wages and self-adjust to FUI Taxable Wages.
		Note 2: When 1, or 2, or 3 is used, entry in FUI Wages applies to FUI Taxable Wages only and no self-adjusting or limit checking occurs.
		Note 3: When 4 or 5 is used, entry in FUI Wages applies to FUI Total Wages only and no self-adjusting takes place.
		Note 4: When 3, 4, or 5 is used, FUI tax, FUI taxable, and FUI state code are the only entries allowed.
		Note 5: When 4 is used, FUI Wages is the only entry allowed.
		Note 6: When M, Q, or Y is used, Employer FUI tax is automatically calculated based on FUI taxable wages. When 1, 2, or 3 is used, FUI tax is not calculated by the system.
		Note 7: Employer FUI tax adjustments for State Code 72 update both the FLI tax in SALTA 72 and the SUI/SDI tax in the 202 segment.

(continued)

Positions	Field Name	Description
		Messages: **INVALID UPDATE CODE** - Rejected. FUI wages, tax and/or state code is the only entry allowed when update code is 3. FUI wages is the only entry allowed when the update code is 4**.**
		Messages**:** **UPDT CD DENIES FUI SELF-ADJUST** - Warning. The period code indicates that the self-adjusting feature is ignored.
120	Adjustment Code	Optional, alphanumeric, reset not applicable. Valid values are: **A** - Add (positive adjustment) **M** - Subtract (negative adjustment) **P** - Prepay (manual/online check calculation check) **R** - Positive reversal **S** - Negative reversal

YM [80] - Medicare Only MQGE Wages and Tax (US Org)

Function

Adjusts Employee and Employer MQGE/Medicare Taxable Wage, Tax, Tips, Tip Credit, and Uncollected Tax Accumulators.

The YL, YM, and YN transactions adjust federal, FUI, FICA, and Medicare wages and taxes for the employee and employer in U.S. organizations.

Associated Screens 128

Positions	Field Name	Description
1-2	Transaction Code	Constant **YM**
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-16	Employee Number	Required, alphanumeric, reset not applicable, maintenance not allowed.
	Employee MQGE	
17-25	MQGE Total Wages or MQGE Taxable Wages	Optional, numeric, reset not applicable.
		Right-justified.
		Note 1: When update code is M, Q, Y, or 4, this field contains Employee MQGE Total Wages.
		Note 2: When update code is 1, 2, or 3, this field contains Employee MQGE Taxable Wages.
		Messages:
		EMPE-EMPR SS/MED/MQGE NOT EQ - Warning. The adjustment for employee total wages is not equal to the adjustment for the employer total wages.
		EMPE SS/MED/MQGE TOT WGS NEG - Warning. An update code of M, Q, or Y was entered. The adjustment caused the sum of the year-to-date employee Social Security/Medicare total wages and MQGE total wages to be less than zero.

(continued)

Positions	Field Name	Description
26-32	MQGE Tax	Optional, numeric, reset not applicable.
		Right-justified.
		Note: When update code is 4, this field is blank.
		Messages:
		EMPE MED/MQGE TAX LESS THAN 0 - Warning. An update code of M, Q, or Y was entered. The adjustment caused the sum of the year-to-date employee Medicare tax and MQGE tax to be less than zero.
		EMPE MED/MQGE TAX OVER LIMIT - Warning. An update code of M, Q, or Y was entered. The adjustment caused the sum of the year-to-date employee Medicare tax and MQGE tax to be greater than the maximum allowed.
	Employer MQGE	
33-41	MQGE Total Wages or MQGE Taxable Wages	Optional, numeric, reset not applicable.
		Right-justified.
		Note 1: When update code is M, Q, Y, or 4, this field contains Employer MQGE Total Wages.
		Note 2: When update code is 1, 2, 3, this field contains Employer MQGE Taxable Wages.
		Messages:
		EMPE-EMPR SS/MED/MQGE NOT EQ - Warning. The adjustment for employer total wages is not equal to the adjustment for the employee total wages.
		EMPR SS/MED/MQGE TOT WGS NEG - Warning. An update code of M, Q, or Y was entered. The adjustment caused the sum of the year-to-date employer Social Security / Medicare total wages and MQGE total wages to be less than zero.
42-48	MQGE Tax	Optional, numeric, reset not applicable.
		Right-justified.
		Note: When update code is 4, this field is blank.
		Messages:
		EMPR MED/MQGE TAX LESS THAN 0 - Warning. An update code of M, Q, or Y was entered. The adjustment caused the sum of the year-to-date employer Medicare tax and MQGE tax to be less than zero.
		EMPR MED/MQGE TAX OVER LIMIT - Warning. An update code of M, Q, or Y was entered. The adjustment caused the sum of the year-to-date employer Medicare tax and MQGE tax to be greater than the maximum allowed..

(continued)

Positions	Field Name	Description
	Tips	
49-57	Employee MQGE Reported Tips	Optional, numeric, reset not applicable.
		Right-justified.
		Note: When update code is 3 or 4, this field is blank.
		Messages: **TAX/TIP ADJ INV WITH UPDT COD 4** - Rejected. An update code of 4 was entered to adjust employee reported tips, uncollected tax on tips and/or employer tax or tip credits. (Employee and/or employer total wages are the only entries allowed.)
		TIP ADJ INVALID WITH UPDT CD 3 - Rejected. An update code of 3 was entered to adjust employee reported tips, uncollected tax on tips and/or employer tax or tip credits. (Employee and/or employer total wages are the only entries allowed.)
58-64	Employee Uncollected MQGE Tax on Tips	Optional, numeric, reset not applicable.
		Right-justified.
		Note: When Update Code is 3 or 4, this field is blank.
65-73	Employer MQGE Tip Credit	Optional, numeric, reset not applicable.
		Right-justified.
		Note: When update code is 3 or 4, this field is blank.
	Other	
74-77	Reserved	**Blank**
78	Prepay/Reversal Transaction Separator	**Blank** or **P** - First or only prepay **Q-U** - Additional prepay to be processed separately **V-Z** - Reversals to be processed separately
		All transactions with a given separator code are combined into a summary transaction.

(continued)

Positions	Field Name	Description
79	Update Code	Optional, alphanumeric, reset not applicable.
		Valid values are:
		M - Update MTD, QTD, and YTD **Q** - Update QTD, and YTD **Y** - Update YTD **1** - Update MTD only, MQGE taxable **2** - Update QTD only, MQGE taxable **3** - Update YTD only, MQGE taxable **4** - Update YTD only, MQGE total
		Note 1: When update code is M, Q, or Y, the amounts in the following fields apply to MQGE Total Wages and Taxable Wages are self-adjusted.
		- Employee MQGE Wages
		- Employer MQGE Wages.
		Note 2: When update code is 1, or 2, or 3, the amounts in the following fields apply to MQGE Taxable Wages only and no self-adjusting or limit checking occurs.
		- Employee MQGE Wages
		- Employer MQGE Wages.
		Note 3: When update code is 3, entries in the following fields are the only entries allowed.
		- Employee MQGE Taxable Wages or Taxes
		- Employer MQGE Taxable Wages or Taxes.
		Note 4: When update code is 4, amounts in the following fields apply to MQGE Total Wages only and no self-adjusting occurs.
		- Employee MQGE Wages
		- Employer MQGE Wages.
		Note 5: When update code is 4 is used, entries in the following fields are the only entries allowed.
		- Employee MQGE Taxable Wages or Taxes.
		- Employer MQGE Taxable Wages or Taxes

(continued)

Positions	Field Name	Description
		Messages:
		INVALID UPDATE CODE - Rejected. The update code in position 79 is not a valid value.
		UPDT CD DENIES SS/MD SELF ADJ - Warning. When a numeric update code is entered, taxable wages will not self-adjust.
80	Adjustment Code	Optional, alphanumeric, reset not applicable.
		Valid values are:
		A - Add (positive adjustment) **M** - Subtract (negative adjustment) **P** - Prepay (manual/online check calculation check) **R** - Positive reversal **S** - Negative reversal
		Note 1: When A or M is used, Prepay/Reversal Separate code must be Blank.
		Note 2: When P is used, Prepay/Reversal Separate code must be P-U.
		Note 3: When R or S is used, Prepay/Reversal Separate code must be V-Z.

Additional Messages

Messages	Description
SEMI-MO/MO PE/CK DATE MISSING	Warning. The semi-monthly/monthly period end and/or check dates are not present on the AA transaction.
TRANS NOT USED IN ADJ BALANCE	Warning. Either a numeric update code was entered OR an update code of M, Q or Y was entered and the adjustment contained other errors. It will not be used in the employee's cross foot balancing routine.

YM [120] - Medicare Only MQGE Wages and Tax (US Org)

Function   Adjusts Employee and Employer MQGE/Medicare Taxable Wage, Tax, Tips, Tip Credit, and Uncollected Tax Accumulators.

The YL, YM, and YN transactions adjust federal, FUI, FICA, and Medicare wages and taxes for the employee and employer in U.S. organizations.

Associated Screens   128

Positions	Field Name	Description
1-2	Transaction Code	Constant **YM**
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-16	Employee Number	Required, alphanumeric, reset not applicable, maintenance not allowed.
	Employee MQGE	
17-27	MQGE Total Wages or MQGE Taxable Wages	Optional, numeric, reset not applicable.
		Right-justified.
		Note 1: When update code is M, Q, Y, or 4, this field contains Employee MQGE Total Wages.
		Note 2: When update code is 1, 2, or 3, this field contains Employee MQGE Taxable Wages.
		Messages:
		EMPE-EMPR SS/MED/MQGE NOT EQ - Warning. The adjustment for employee total wages is not equal to the adjustment for the employer total wages.
		EMPE SS/MED/MQGE TOT WGS NEG- Warning. An update code of M, Q, or Y was entered. The adjustment caused the sum of the year-to-date employee Social Security/Medicare total wages and MQGE total wages to be less than zero**.**

(continued)

Positions	Field Name	Description
28-38	MQGE Tax	Optional, numeric, reset not applicable.
		Right-justified.
		Note: When update code is 4, this field is blank.
		Messages:
		EMPE MED/MQGE TAX LESS THAN 0 - Warning. An update code of M, Q, or Y was entered. The adjustment caused the sum of the year-to-date employee Medicare tax and MQGE tax to be less than zero.
		EMPE MED/MQGE TAX OVER LIMIT - Warning. An update code of M, Q, or Y was entered. The adjustment caused the sum of the year-to-date employee Medicare tax and MQGE tax to be greater than the maximum allowed.
	Employer MQGE	
39-49	MQGE Total Wages or MQGE Taxable Wages	Optional, numeric, reset not applicable.
		Right-justified.
		Note 1: When update code is M, Q, Y, or 4, this field contains Employer MQGE Total Wages.
		Note 2: When update code is 1, 2, 3, this field contains Employer MQGE Taxable Wages.
		Messages:
		EMPE-EMPR SS/MED/MQGE NOT EQ - Warning. The adjustment for employer total wages is not equal to the adjustment for the employee total wages.
		EMPR SS/MED/MQGE TOT WGS NEG - Warning. An update code of M, Q, or Y was entered. The adjustment caused the sum of the year-to-date employer Social Security / Medicare total wages and MQGE total wages to be less than zero.
50-60	MQGE Tax	Optional, numeric, reset not applicable.
		Right-justified.
		Note: When update code is 4, this field is blank.
		Messages:
		EMPR MED/MQGE TAX LESS THAN 0 - Warning. An update code of M, Q, or Y was entered. The adjustment caused the sum of the year-to-date employer Medicare tax and MQGE tax to be less than zero.
		EMPR MED/MQGE TAX OVER LIMIT - Warning. An update code of M, Q, or Y was entered. The adjustment caused the sum of the year-to-date employer Medicare tax and MQGE tax to be greater than the maximum allowed.

(continued)

Positions	Field Name	Description
	Tips	
61-71	Employee MQGE Reported Tips	Optional, numeric, reset not applicable.
		Right-justified.
		Note: When update code is 3 or 4, this field is blank.
		Messages: **TAX/TIP ADJ INV WITH UPDT COD 4** - Rejected. An update code of 4 was entered to adjust employee reported tips, uncollected tax on tips and/or employer tax or tip credits. (Employee and/or employer total wages are the only entries allowed.)
		TIP ADJ INVALID WITH UPDT CD 3 - Rejected. An update code of 3 was entered to adjust employee reported tips, uncollected tax on tips and/or employer tax or tip credits. (Employee and/or employer total wages are the only entries allowed.)
72-82	Employee Uncollected MQGE Tax on Tips	Optional, numeric, reset not applicable.
		Right-justified.
		Note: When Update Code is 3 or 4, this field is blank.
83-93	Employer MQGE Tip Credit	Optional, numeric, reset not applicable.
		Right-justified.
		Note: When update code is 3 or 4, this field is blank.
	Other	
94-117	Reserved	**Blank**
118	Prepay/Reversal Transaction Separator	**Blank** or **P** - First or only prepay **Q-U** - Additional prepay to be processed separately **V-Z** - Reversals to be processed separately
		All transactions with a given separator code are combined into a summary transaction.

(continued)

Positions	Field Name	Description
119	Update Code	Optional, alphanumeric, reset not applicable.
		Valid values are:
		M - Update MTD, QTD, and YTD **Q** - Update QTD, and YTD **Y** - Update YTD **1** - Update MTD only, MQGE taxable **2** - Update QTD only, MQGE taxable **3** - Update YTD only, MQGE taxable **4** - Update YTD only, MQGE total
		Note 1: When update code is M, Q, or Y, the amounts in the following fields apply to MQGE Total Wages and Taxable Wages are self-adjusted.
		- Employee MQGE Wages
		- Employer MQGE Wages.
		Note 2: When update code is 1, or 2, or 3, the amounts in the following fields apply to MQGE Taxable Wages only and no self-adjusting or limit checking occurs.
		- Employee MQGE Wages
		- Employer MQGE Wages.
		Note 3: When update code is 3, entries in the following fields are the only entries allowed in positions 17-93.
		- Employee MQGE Taxable Wages or Taxes
		- Employer MQGE Taxable Wages or Taxes.
		Note 4: When update code is 4, amounts in the following fields apply to MQGE Total Wages only and no self-adjusting occurs.
		- Employee MQGE Wages
		- Employer MQGE Wages.
		Note 5: When update code is 4, entries in the following fields are the only entries allowed in positions 17-93.
		- Employee MQGE Taxable Wages or Taxes.
		- Employer MQGE Taxable Wages or Taxes

(continued)

Positions	Field Name	Description
		Messages:
		INVALID UPDATE CODE - Rejected. The update code in position 119 is not a valid value.
		UPDT CD DENIES SS/MD SELF ADJ - Warning. When a numeric update code is entered, taxable wages will not self-adjust.
120	Adjustment Code	Optional, alphanumeric, reset not applicable.
		Valid values are:
		A - Add (positive adjustment) **M** - Subtract (negative adjustment) **P** - Prepay (manual/online check calculation check) **R** - Positive reversal **S** - Negative reversal
		Note 1: When A or M is used, Prepay/Reversal Separate code must be Blank.
		Note 2: When P is used, Prepay/Reversal Separate code must be P-U.
		Note 3: When R or S is used, Prepay/Reversal Separate code must be V-Z.

YN [80] - Combined and Social Security Wages and Tax (US)

Function	Adjusts employee and employer Social Security and Medicare Taxable Wage, Tax, Tips, Tip Credit, and Uncollected Tax accumulators.
	The YL, YM, and YN transactions adjust federal, FUI, FICA, and Medicare wages and taxes for the employee and employer in U.S. organizations.
Associated Screens	46

Positions	Field Name	Description
1-2	Transaction Code	Constant **YN**
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-16	Employee Number	Required, alphanumeric, reset not applicable, maintenance not allowed.
	Employee Social Security	
17-25	SS/Medicare Total Wages or Social Security Taxable Wages	Optional, numeric, reset not applicable.
		Right justified.
		Note 1: When the update code is M, Q, Y, or 4, this field contains employee Social Security/Medicare total wages.
		Note 2: When the update code is 1, 2, 3, this field contains employee Social Security taxable wages.
		Note 3: When the other amount indicator is 2, this field contains employee Social Security/Medicare taxable wages taxed at 6.2 percent in 2012.
		Messages:
		EMPE MED/MQGE TAX LESS THAN 0 - Warning. An update code of M, Q, or Y was entered. The adjustment caused the year-to-date employee Social Security taxable wages to be less than zero.
		EMPE MED/MQGE TOT WGS NEG - Warning. An update code of M, Q, or Y was entered. The adjustment caused the year-to-date employee Social Security/Medicare total wages and MQGE total wages to be less than zero.
		EMPE-EMPR SS/MED/MQGE NOT EQ - Warning. The adjustment for employee total wages is not equal to the adjustment for the employer total wages.
		EMPE-EMPR TXBL MED WG NOT BLNK - Rejected. When an update code of M, Q, or Y is used, employee and/or employer taxable Medicare wages cannot be adjusted.

(continued)

Positions	Field Name	Description
26-32	Social Security Tax	Optional, numeric, reset not applicable.
		Right-justified.
		Note: When update code is 4, this field is blank.
		Messages:
		ADJ EMPR SOC SEC TAX NEGATIVE - Warning. An update code of M, Q, or Y was entered. The adjustment caused the year-to-date employee Social Security tax to be less than zero.
		EMPE SS TAX EXCEEDS LIMIT - Warning. An update code of M, Q, or Y was entered. The adjustment caused the year-to-date employee Social Security tax to be greater than the maximum allowed.
		EMPE MED/MQGE TAX OVER LIMIT - Warning. An update code of M, Q, or Y was entered. The adjustment caused the year-to-date employee Medicare tax and MQGE tax to be greater than the maximum allowed.
	Employer Social Security	
33-41	SS/Medicare Total Wages or Social Security Taxable Wages	Optional, numeric, reset not applicable.
		Right-justified.
		Note 1: When update code is M, Q, Y, or 4, this field contains employer Social Security/Medicare total wages.
		Note 2: When update code is 1, 2, 3, this field contains employer Social Security/Medicare taxable wages.
		Messages:
		EMPR SS/MED/MQGE TOT WGS NEG - Warning. An update code of M, Q, or Y was entered. The adjustment caused the year-to-date employee Social Security/Medicare total wages and MQGE total wages to be less than zero.
		EMPR SS/MED/MQGE TAX LESS THAN 0 - Warning. An update code of M, Q, or Y was entered. The adjustment caused the year-to-date employee Social Security taxable wages and MQGE total wages to be less than zero.
42-48	Social Security Tax	Optional, numeric, reset not applicable.
		Right-justified.
		Note: When the update code is 4, this field is blank.
		Messages:
		EMPR SS/MED/MQGE TAX LESS THAN 0 - Warning

(continued)

Positions	Field Name	Description
	Tips	
49-57	Employee SS/Med Reported Tips	Optional, numeric, reset not applicable.
		Right-justified.
		Note: When update code is 3 or 4, this field is blank.
58-64	Employee Uncollected Social Security Tax on Tips	Optional, numeric, reset not applicable.
		Right-justified.
		Note: When the update code is 3 or 4, this field is blank.
65-73	Employer SS/Med Tip Credit	Optional, numeric, reset not applicable.
		Right-justified.
		Note: When the update code is 3 or 4, this field is blank.
	Other	
74-75	Reserved	**Blank**
76	Other Amount Indicator	Required, alphanumeric, reset not applicable.
		For 2012, the FICA Other Amounts fields are used to store the employee Social Security taxable wages taxed at 6.2 percent. The Other Amount Indicator field is used to identify the Employee Master File field or fields to update with the value entered in the employee SS/Medicare Total Wages or Social Security Taxable Wages field.
		Valid values are: **Blank** or **1** - Update the employee Social Security taxable wages only. **2** - Update FICA other amount only. **3** - Update both the employee Social Security taxable wages and FICA other amount.
		Messages**:** **ONLY EE SS WG W/OTH AMT IND 2** - Rejected. When Other Amount Indicator field is set to 2, only the amount in the employee SS/Medicare Total Wages or Social Security Taxable Wages field (positions 17-25) is valid. **INVALID FICA OTHER AMOUNT IND REJECTED** - Rejected. The value in the Other Amount Indicator field is not valid. **WILL ADJUST EE SS WG AND OTHER AMOUNT** - Warning. The amount in the employee SS/Medicare Total Wages or Social Security Taxable Wages field will be used to update both the employee Social Security taxable wages and the FICA other amount unless the update code is **4**.

(continued)

Positions	Field Name	Description
77	Social Security/Medicare Code	Optional, alphanumeric, reset not applicable.
		Valid values are:
		Blank - Adjust Combined and Social Security for fully covered employee.
		Messages**:**
		INVALID SS/MEDICARE CODE - Rejected. The Social Security/Medicare code is not a valid value.
78	Prepay/Reversal Transaction Separator	**Blank** or **P** - First or only prepay
		Q-U - Additional prepay to be processed separately
		V-Z - Reversals to be processed separately
		All transactions with a given separator code are combined into a summary transaction.
79	Update Code	Required, alphanumeric, reset not applicable.
		Valid values are:
		M - Update MTD, QTD, and YTD
		Q - Update QTD, and YTD
		Y - Update YTD
		1 - Update MTD only, Social Security taxable
		2 - Update QTD only, Social Security taxable
		3 - Update YTD only, Social Security taxable
		4 - Update YTD only, Social Security total
		Note 1: When update code is M, Q, or Y, the amounts in the following fields apply to Social Security/Medicare Total Wages. The Social Security/Medicare Taxable Wages and FICA Other Amount fields are also updated depending on the Other Amount Indicator and are self-adjusted.
		▪ Employee SS/Med Total or SS Taxable Wages
		▪ Employer SS/Med Total or SS Taxable Wages/Other Amounts.
		Note 2: When update code is 1, 2, or 3, the amounts in the following fields apply to Social Security/Medicare Taxable Wages and FICA Other Amount depending on the Other Amount Indicator and no self-adjusting or limit checking occurs.
		▪ Employee SS/Med Total or SS Taxable Wages
		▪ Employer SS/Med Total or SS Taxable Wages/Other Amounts.
		Note 3: When update code is 3, entries in the following fields are the only adjustment amounts allowed.
		▪ Employee SS/Med Total or SS Taxable Wages
		▪ Employee Social Security Taxes
		▪ Employer SS/Med Total or SS Taxable Wages/Other Amounts
		▪ Employer Social Security Taxes.

(continued)

Positions	Field Name	Description
	Update Code (Continued)	**Note 4:** When update code is 4, entries in the following fields are the only adjustment amounts allowed. Amounts apply to Social Security/Medicare Total Wages only and no self-adjusting occurs.
		▪ Employee SS/Med Total or SS Taxable Wages
		▪ Employer SS/Med Total or SS Taxable Wages/Other Amounts.
		Messages**:**
		INVALID UPDATE CODE - Rejected. The update code is not a valid value
		TAX/TIP ADJ INV WITH UPDT CD 4 - Rejected. An update code of 4 was entered to adjust employee reported tips, uncollected tax on tips and/or employer tax or tip credits. (Employee and/or employer total wages are the only entries allowed.)
		TIP ADJ INVALID WITH UPDT CD 3 - Rejected. An update code of 3 was entered to adjust employee reported tips, uncollected tax on tips and/or employer tax or tip credits. (Employee and/or employer total wages are the only entries allowed.)
		UPDT CD DENIES SS/MD SELF ADJ - Warning. When a numeric update code is entered, taxable wages will not self-adjust.
		TRANS NOT USED IN ADJ BALANCE - Warning. Either a numeric update code was entered or an update code of M, Q, or Y was entered and the adjustment contained other errors. It will not be used in the employee's cross foot balancing routine**.**
		OTH AMT ADJ INV WITH UPDT CD 4 - Rejected. The Other Amount indicator is 1, 2, or 3 and the update code is 4.
80	Adjustment Code	Required, alphanumeric, reset not applicable.
		Valid values are:
		A - Add (positive adjustment) **M** - Subtract (negative adjustment) **P** - Prepay (manual/online check calculation check) **R** - Positive reversal **S** - Negative reversal
		Note 1: When A or M is used, Prepay/Reversal Separate code must be Blank.
		Note 2: When P is used, Prepay/Reversal Separate code must be P-U.
		Note 3: When R or S is used, Prepay/Reversal Separate code must be V-Z.

Other Messages

Messages	Description
SEMI-MO/MO - PE/CK DATE MISSING	Warning. The semi-monthly/monthly period end and/or check dates are not present on the AA transaction.
WK/B1-WK PE/CK DATE MISSING	Warning. The weekly/biweekly period end and/or check dates are not present on the AA transaction.

YN [120] - Combined and Social Security Wages and Tax (US)

Function
Adjusts Employee and Employer Social Security and Medicare Taxable Wage, Tax, Tips, Tip Credit, and Uncollected Tax Accumulators.

The YL, YM, and YN transactions adjust federal, FUI, FICA, and Medicare wages and taxes for the employee and employer in U.S. organizations.

Associated Screens   46

Positions	Field Name	Description
1-2	Transaction Code	Constant **YN**
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-16	Employee Number	Required, alphanumeric, reset not applicable, maintenance not allowed.
	Employee Social Security	
17-27	SS/Medicare Total Wages or Social Security Taxable Wages	Optional, numeric, reset not applicable.
		Right-justified.
		Note 1: When the update code is M, Q, Y, or 4, this field contains employee Social Security/Medicare total wages.
		Note 2: When the update code is 1, 2, 3, this field contains employee Social Security taxable wages.
		Note 3: When the other amount indicator is 2, this field contains employee Social Security/Medicare taxable wages taxed at 6.2 percent in 2012.
		Messages:
		EMPE MED/MQGE TAX LESS THAN 0 - Warning. An update code of M, Q, or Y was entered. The adjustment caused the year-to-date employee Social Security Taxable Wages to be less than zero.
		EMPE MED/MQGE TOT WGS NEG - Warning. An update code of M, Q, or Y was entered. The adjustment caused the year-to-date employee Social Security/Medicare total wages and MQGE total wages to be less than zero.
		EMPE-EMPR SS/MED/MQGE NOT EQ - Warning. The adjustment for employee total wages is not equal to the adjustment for the employer total wages.
		EMPE-EMPR TXBL MED WG NOT BLNK - Rejected. When an update code of M, Q, or Y is used, employee and/or employer taxable Medicare wages cannot be adjusted.

(continued)

Positions	Field Name	Description
28-36	Social Security Tax	Optional, numeric, reset not applicable.
		Right-justified.
		Note: When the update code is 4, this field is blank.
		Messages: **ADJ EMPR SOC SEC TAX NEGATIVE** - Warning. An update code of M, Q, or Y was entered. The adjustment caused the year-to-date employee Social Security tax to be less than zero.
		EMPE SS TAX EXCEEDS LIMIT - Warning. An update code of M, Q, or Y was entered. The adjustment caused the year-to-date employee Social Security tax to be greater than the maximum allowed.
		EMPE MED/MQGE TAX OVER LIMIT - Warning. An update code of M, Q, or Y was entered. The adjustment caused the year-to-date employee Medicare tax and MQGE tax to be greater than the maximum allowed.
	Employer Social Security	
37-47	SS/Medicare Total Wages or Social Security Taxable Wages	Optional, numeric, reset not applicable.
		Right-justified.
		Note 1: When the update code is M, Q, Y, or 4, this field contains employer Social Security/Medicare total wages.
		Note 2: When the update code is 1, 2, 3, this field contains employer Social Security/Medicare taxable wages.
		Messages: **EMPR SS/MED/MQGE TOT WGS NEG** - Warning. An update code of M, Q, or Y was entered. The adjustment caused the year-to-date employee Social Security/Medicare total wages and MQGE total wages to be less than zero.
		EMPR SS/MED/MQGE TAX LESS THAN 0 - Warning. An update code of M, Q, or Y was entered. The adjustment caused the year-to-date employee Social Security Taxable wages and MQGE total wages to be less than zero.
48-56	Social Security Tax	Optional, numeric, reset not applicable.
		Right-justified.
		Note: When update code is 4, this field is blank.
		Messages: **EMPR SS/MED/MQGE TAX LESS THAN 0** - Warning

(continued)

Positions	Field Name	Description
	Tips	
57-67	Employee SS/Med Reported Tips	Optional, numeric, reset not applicable.
		Right-justified.
		Note: When update code is 3 or 4, this field is blank.
68-76	Employee Uncollected MQGE Tax on Tips	Optional, numeric, reset not applicable.
		Right-justified.
		Note: When Update Code is 3 or 4, this field is blank.
77-87	Employee SS/Med Tip Credit	Optional, numeric, reset not applicable.
		Right-justified.
		Note: When update code is 3 or 4, this field is blank.
	Other	
88-115	Reserved	**Blank**
116	Other Amount Indicator	Required, alphanumeric, reset not applicable.

For 2012, the FICA Other Amounts fields are used to store the employee Social Security taxable wages taxed at 6.2 percent. The Other Amount Indicator field is used to identify the Employee Master File field or fields to update with the value entered in the employee SS/Medicare Total Wages or Social Security Taxable Wages field.

Valid values are:
Blank or **1** - Update the employee Social Security taxable wages only.
2 - Update FICA other amount only.
3 - Update both the employee Social Security taxable wages and FICA other amount.

Messages**:**
ONLY EE SS WG W/OTH AMT IND 2 - Rejected. When the Other Amount Indicator field is set to 2, only the amount in the employee SS/Medicare Total Wages or Social Security Taxable Wages field (positions 17-27) is valid.
INVALID FICA OTHER AMOUNT IND REJECTED - Rejected. The value in the Other Amount Indicator field is not valid.
ADJUSTS EE SS WG AND 6.2% WG - Warning. The amount in the employee SS/Medicare Total Wages or Social Security Taxable Wages field will be used to update both the employee Social Security taxable wages and the FICA other amount unless the Update Code is **4**.

(continued)

Positions	Field Name	Description
117	Social Security/Medicare Code	Optional, alphanumeric, reset not applicable.
		Valid values are:
		Blank - Adjust Combined and Social Security for fully covered employee.
		Messages**:**
		INVALID SS/MEDICARE CODE - Rejected. The Social Security/Medicare code in position 117 is not a valid value.
118	Prepay/Reversal Transaction Separator	**Blank** or **P** - First or only prepay **Q-U** - Additional prepay to be processed separately **V-Z** - Reversals to be processed separately
		All transactions with a given separator code are combined into a summary transaction.
119	Update Code	Required, alphanumeric, reset not applicable.
		Valid values are:
		M - Update MTD, QTD, and YTD **Q** - Update QTD, and YTD **Y** - Update YTD **1** - Update MTD only, Social Security taxable **2** - Update QTD only, Social Security taxable **3** - Update YTD only, Social Security taxable **4** - Update YTD only, Social Security total
		Note 1: When update code is M, Q, or Y, the amounts in the following fields apply to Social Security/Medicare Total Wages. The Social Security/Medicare Taxable Wages and FICA Other Amount fields are also updated depending on the Other Amount Indicator and are self-adjusted.
		▪ Employee SS/Med Total or SS Taxable Wages
		▪ Employer SS/Med Total or SS Taxable Wages/Other Amounts.
		Note 2: When update code is 1, 2, or 3, the amounts in the following fields apply to Social Security/Medicare Taxable Wages and FICA Other Amount depending on the Other Amount Indicator and no self-adjusting or limit checking occurs.
		▪ Employee SS/Med Total or SS Taxable Wages
		▪ Employer SS/Med Total or SS Taxable Wages/Other Amounts.
		Note 3: When update code is 3, entries in the following fields are the only adjustment amounts allowed.
		▪ Employee SS/Med Total or SS Taxable Wages
		▪ Employee Social Security Taxes
		▪ Employer SS/Med Total or SS Taxable Wages/Other Amounts
		▪ Employer Social Security Taxes.

(continued)

Positions	Field Name	Description
	Update Code (Continued)	**Note 4:** When update code is 4, entries in the following fields are the only adjustment amounts allowed. Amounts apply to Social Security/Medicare Total Wages only and no self-adjusting occurs.
		▪ Employee SS/Med Total or SS Taxable Wages
		▪ Employer SS/Med Total or SS Taxable Wages/Other Amounts.
		Messages**:**
		INVALID UPDATE CODE - Rejected. The update code in position 119 is not a valid value
		TAX/TIP ADJ INV WITH UPDT CD 4 - Rejected. An update code of 4 was entered to adjust employee reported tips, uncollected tax on tips and/or employer tax or tip credits. (Employee and/or employer total wages are the only entries allowed.)
		TIP ADJ INVALID WITH UPDT CD 3 - Rejected. An update code of 3 was entered to adjust employee reported tips, uncollected tax on tips and/or employer tax or tip credits. (Employee and/or employer total wages are the only entries allowed.)
		UPDT CD DENIES SS/MD SELF ADJ - Warning. When a numeric update code is entered, taxable wages will not self-adjust.
		TRANS NOT USED IN ADJ BALANCE - Warning. Either a numeric update code was entered or an update code of M, Q, or Y was entered and the adjustment contained other errors. It will not be used in the employee's cross foot balancing routine**.**
		OTH AMT ADJ INV WITH UPDT CD 4 - Rejected. The Other Amount indicator is 1, 2, or 3 and the update code is 4.
120	Adjustment Code	Required, alphanumeric, reset not applicable.
		Valid values are:
		A - Add (positive adjustment) **M** - Subtract (negative adjustment) **P** - Prepay (manual/online check calculation check) **R** - Positive reversal **S** - Negative reversal
		Note 1: When A or M is used, Prepay/Reversal Separate code must be Blank.
		Note 2: When P is used, Prepay/Reversal Separate code must be P-U.
		Note 3: When R or S is used, Prepay/Reversal Separate code must be V-Z.

YN [80] - Medicare Wages and Tax (US Organizations)

Function   Adjusts Employee and Employer Social Security and Medicare Taxable Wage, Tax, Tips, Tip Credit, and Uncollected Tax Accumulators.

The YL, YM, and YN transactions adjust federal, FUI, FICA, and Medicare wages and taxes for the employee and employer in U.S. organizations.

Associated Screens   46

Positions	Field Name	Description
1-2	Transaction Code	Constant **YN**
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-16	Employee Number	Required, alphanumeric, reset not applicable, maintenance not allowed.
	Employee Medicare	
17-25	Medicare Taxable Wages	Optional, numeric, reset not applicable.
		Right-justified.
		Note: When update code is M, Q, Y, or 4, this field is blank.
		Messages:
		EMPE MED/MQGE TAX LESS THAN 0 - Warning. An update code of M, Q, or Y was entered. The adjustment caused the year-to-date employee Social Security Taxable Wages to be less than zero.
		EMPE MED/MQGE TOT WGS NEG - Warning. An update code of M, Q, or Y was entered. The adjustment caused the year-to-date employee Social Security/Medicare total wages and MQGE total wages to be less than zero.
		EMPE-EMPR SS/MED/MQGE NOT EQ - Warning. The adjustment for employee total wages is not equal to the adjustment for the employer total wages.
		EMPE-EMPR TXBL MED WG NOT BLNK - Rejected. When an update code of M, Q, or Y is used, employee and/or employer taxable Medicare wages cannot be adjusted.
26-32	Medicare Tax	Optional, numeric, reset not applicable.
		Right-justified.
		Messages:
		EMPE MED/MQGE TAX OVER LIMIT - Warning. An update code of M, Q, or Y was entered. The adjustment caused the year-to-date employee Medicare tax and MQGE tax to be greater than the maximum allowed.

(continued)

Positions	Field Name	Description
	Employer Medicare	
33-41	Medicare Taxable Wages	Optional, numeric, reset not applicable.
		Right-justified.
		Note: When update code is M, Q, Y, or 4, this field is blank.
		Messages:
		EMPR MED/MQGE TAX LESS THAN 0 - Warning. An update code of M, Q, or Y was entered. The adjustment caused the year-to-date employer Social Security Taxable Wages to be less than zero.
		EMPR MED/MQGE TOT WGS NEG - Warning. An update code of M, Q, or Y was entered. The adjustment caused the year-to-date employer Social Security/Medicare total wages and MQGE total wages to be less than zero.
		EMPE-EMPR SS/MED/MQGE NOT EQ - Warning. The adjustment for employee total wages is not equal to the adjustment for the employer total wages.
		EMPE-EMPR TXBL MED WG NOT BLNK - Rejected. When an update code of M, Q, or Y is used, employee and/or employer taxable Medicare wages cannot be adjusted.
42-48	Medicare Tax	Optional, numeric, reset not applicable.
		Right-justified.
		Messages:
		EMPR MED/MQGE TAX OVER LIMIT - Warning. An update code of M, Q, or Y was entered. The adjustment caused the year-to-date employer Medicare tax and MQGE tax to be greater than the maximum allowed.
		EMPR MED/MQGE TAX OVER LIMIT - Warning. An update code of M, Q, or Y was entered. The adjustment caused the year-to-date employer Medicare tax and MQGE tax to be greater than the maximum allowed.
	Tips	
49-57	Reserved	**Blank**
58-64	Employee Uncollected Social Medicare Tax on Tips	Optional, numeric, reset not applicable.
		Right-justified.
		Note: When update code is 3 or 4, this field is blank.
65-73	Reserved	**Blank**
	Other	
74-76	Reserved	**Blank**

(continued)

Positions	Field Name	Description
77	Social Security/Medicare Code	Optional, alphanumeric, reset not applicable.
		Valid values are:
		Constant* - Adjust Medicare for fully covered employee.
		Messages**:** **INVALID SS/MEDICARE CODE** - Rejected. The Social Security/Medicare code in position 77 is not a valid value.
78	Prepay/Reversal Transaction Separator	**Blank** or **P** - First or only prepay **Q-U** - Additional prepay to be processed separately **V-Z** - Reversals to be processed separately
		All transactions with a given separator code are combined into a summary transaction.
79	Update Code	Required, alphanumeric, reset not applicable.
		Valid values are:
		M - Update MTD, QTD, and YTD **Q** - Update QTD, and YTD **Y** - Update YTD **1** - Update MTD only, Medicare taxable **2** - Update QTD only, Medicare taxable **3** - Update YTD only, Medicare taxable
		Note 1: When M, Q, or Y is used, entry in Employee or Employer Medicare Taxable Wages must be Blank.
		Note 2: When 1, or 2, or 3 is used, no self-adjusting or limit checking occurs.
		Note 3: When 3 is used, entry in the following fields are the only entries allowed.
		- Employee Medicare Taxable Wages or Taxes
		- Employee Medicare Taxes.
		- Employer Medicare Taxable Wages or Taxes
		- Employer Medicare Taxes.

(continued)

YN [80] - Medicare Wages and Tax (US Organizations)

Positions	Field Name	Description
		Messages:
		INVALID UPDATE CODE - Rejected. The update code is not a valid value
		TAX/TIP ADJ INV WITH UPDT CD 4 - Rejected. An update code of 4 was entered to adjust employee reported tips, uncollected tax on tips and/or employer tax or tip credits. (Employee and/or employer total wages are the only entries allowed.)
		TIP ADJ INVALID WITH UPDT CD 3 - Rejected. An update code of 3 was entered to adjust employee reported tips, uncollected tax on tips and/or employer tax or tip credits. (Employee and/or employer total wages are the only entries allowed.)
		UPDT CD DENIES SS/MD SELF ADJ - Warning. When a numeric update code is entered, taxable wages will not self-adjust.
		TRANS NOT USED IN ADJ BALANCE - Warning. Either a numeric update code was entered or an update code of M, Q, or Y was entered and the adjustment contained other errors. It will not be used in the employee's cross foot balancing routine.
80	Adjustment Code	Required, alphanumeric, reset not applicable.
		Valid values are:
		A - Add (positive adjustment)
		M - Subtract (negative adjustment)
		P - Prepay (manual/online check calculation check)
		R - Positive reversal
		S - Negative reversal
		Note 1: When A or M is used, Prepay/Reversal Separate code must be Blank.
		Note 2: When P is used, Prepay/Reversal Separate code must be P-U.
		Note 3: When R or S is used, Prepay/Reversal Separate code must be V-Z.

YN [120] - Medicare Wages and Tax (US Organizations)

Function   Adjusts Employee and Employer Social Security and Medicare Taxable Wage, Tax, Tips, Tip Credit, and Uncollected Tax Accumulators.

The YL, YM, and YN transactions adjust federal, FUI, FICA, and Medicare wages and taxes for the employee and employer in U.S. organizations.

Associated Screens   46

Positions	Field Name	Description
1-2	Transaction Code	Constant **YN**
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-16	Employee Number	Required, alphanumeric, reset not applicable, maintenance not allowed.
	Employee Medicare	
17-27	Medicare Taxable Wages	Optional, numeric, reset not applicable.
		Right-justified.
		Note: When update code is M, Q, Y, or 4, this field is blank.
		Messages:
		EMPE MED/MQGE TAX LESS THAN 0 - Warning. An update code of M, Q, or Y was entered. The adjustment caused the year-to-date employee Social Security Taxable Wages to be less than zero.
		EMPE MED/MQGE TOT WGS NEG - Warning. An update code of M, Q, or Y was entered. The adjustment caused the year-to-date employee Social Security/Medicare total wages and MQGE total wages to be less than zero.
		EMPE-EMPR SS/MED/MQGE NOT EQ - Warning. The adjustment for employee total wages is not equal to the adjustment for the employer total wages.
		EMPE-EMPR TXBL MED WG NOT BLNK - Rejected. When an update code of M, Q, or Y is used, employee and/or employer taxable Medicare wages cannot be adjusted.
28-38	Medicare Tax	Optional, numeric, reset not applicable.
		Right-justified.
		Messages:
		EMPE MED/MQGE TAX OVER LIMIT - Warning. An update code of M, Q, or Y was entered. The adjustment caused the year-to-date employee Medicare tax and MQGE tax to be greater than the maximum allowed.

(continued)

Positions	Field Name	Description
	Employer Medicare	
39-49	Medicare Taxable Wages	Optional, numeric, reset not applicable.
		Right-justified.
		Note: When update code is M, Q, Y, or 4, this field is blank.
		Messages:
		EMPR MED/MQGE TAX LESS THAN 0 - Warning. An update code of M, Q, or Y was entered. The adjustment caused the year-to-date employer Social Security Taxable Wages to be less than zero.
		EMPR MED/MQGE TOT WGS NEG - Warning. An update code of M, Q, or Y was entered. The adjustment caused the year-to-date employer Social Security/Medicare total wages and MQGE total wages to be less than zero.
		EMPE-EMPR SS/MED/MQGE NOT EQ - Warning. The adjustment for employee total wages is not equal to the adjustment for the employer total wages.
		EMPE-EMPR TXBL MED WG NOT BLNK - Rejected. When an update code of M, Q, or Y is used, employee and/or employer taxable Medicare wages cannot be adjusted.
50-60	Medicare Tax	Optional, numeric, reset not applicable.
		Right-justified.
		Messages:
		EMPR MED/MQGE TAX OVER LIMIT - Warning. An update code of M, Q, or Y was entered. The adjustment caused the year-to-date employer Medicare tax and MQGE tax to be greater than the maximum allowed.
		EMPR MED/MQGE TAX OVER LIMIT - Warning. An update code of M, Q, or Y was entered. The adjustment caused the year-to-date employer Medicare tax and MQGE tax to be greater than the maximum allowed.
	Tips	
61-67	Reserved	**Blank**
68-76	Employee Uncollected Medicare Tax on Tips	Optional, numeric, reset not applicable.
		Right-justified.
		Note: When update code is 3 or 4, this field is blank.
77-116	Reserved	**Blank**

(continued)

Positions	Field Name	Description
	Other	
117	Social Security/Medicare Code	Optional, alphanumeric, reset not applicable.
		Valid values are:
		Constant* - Adjust Medicare for fully covered employee.
		Messages**:**
		INVALID SS/MEDICARE CODE - Rejected. The Social Security/Medicare code in position 77 is not a valid value.
118	Prepay/Reversal Transaction Separator	**Blank** or **P** - First or only prepay **Q-U** - Additional prepay to be processed separately **V-Z** - Reversals to be processed separately
		All transactions with a given separator code are combined into a summary transaction.
119	Update Code	Required, alphanumeric, reset not applicable.
		Valid values are:
		M - Update MTD, QTD, and YTD **Q** - Update QTD, and YTD **Y** - Update YTD **1** - Update MTD only, Medicare taxable **2** - Update QTD only, Medicare taxable **3** - Update YTD only, Medicare taxable
		Note 1: When M, Q, or Y is used, entry in Employee or Employer Medicare Taxable Wages must be Blank.
		Note 2: When 1, or 2, or 3 is used, no self-adjusting or limit checking occurs.
		Note 3: When 3 is used, entry in the following fields are the only entries allowed in positions 17-76.
		- Employee Medicare Taxable Wages or Taxes
		- Employee Medicare Taxes.
		- Employer Medicare Taxable Wages or Taxes
		- Employer Medicare Taxes.

(continued)

Positions	Field Name	Description
		Messages**:**
		INVALID UPDATE CODE - Rejected. The update code in position 119 is not a valid value
		TAX/TIP ADJ INV WITH UPDT CD 4 - Rejected. An update code of 4 was entered to adjust employee reported tips, uncollected tax on tips and/or employer tax or tip credits. (Employee and/or employer total wages are the only entries allowed.)
		TIP ADJ INVALID WITH UPDT CD 3 - Rejected. An update code of 3 was entered to adjust employee reported tips, uncollected tax on tips and/or employer tax or tip credits. (Employee and/or employer total wages are the only entries allowed.)
		UPDT CD DENIES SS/MD SELF ADJ - Warning. When a numeric update code is entered, taxable wages will not self-adjust.
		TRANS NOT USED IN ADJ BALANCE - Warning. Either a numeric update code was entered or an update code of M, Q, or Y was entered and the adjustment contained other errors. It will not be used in the employee's cross foot balancing routine.
120	Adjustment Code	Required, alphanumeric, reset not applicable.
		Valid values are:
		A - Add (positive adjustment) **M** - Subtract (negative adjustment) **P** - Prepay (manual/online check calculation check) **R** - Positive reversal **S** - Negative reversal
		Note 1: When A or M is used, Prepay/Reversal Separate code must be Blank.
		Note 2: When P is used, Prepay/Reversal Separate code must be P-U.
		Note 3: When R or S is used, Prepay/Reversal Separate code must be V-Z.

14 Transactions ZD - 5

Chapter Contents

Introduction

This chapter describes the transactions ZD - ZV and 0 - 5 for the Payroll/Personnel system.

ZD [80, 120] - Check Writer Pay Period Begin Dates

Function   Check Writer Pay Period Begin Dates

Associated Screens   95

Positions	Field Name	Description
1-2	Transaction Code	Constant **ZD**
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-17	Reserved	**Blank**
	Period Begin Dates	
18-23	Weekly	Optional, numeric, reset not applicable, maintenance not allowed.
		Year will be expanded and store four digits. Enter YYMMDD.
		Messages:
		INVALID ZD WEEK BEG CK DATE - Rejected. Date not numeric or invalid.
24-29	Biweekly	Optional, numeric, reset not applicable, maintenance not allowed.
		Year will be expanded and store four digits. Enter YYMMDD.
		Messages:
		INVALID ZD BIWK BEG CK DATE - Rejected. Date not numeric or invalid.
30-35	Semimonthly	Optional, numeric, reset not applicable, maintenance not allowed.
		Year will be expanded and store four digits. Enter YYMMDD.
		Messages:
		INVALID ZD SEMIMO BEG CK DT - Rejected. Date not numeric or invalid.

(continued)

Positions	Field Name	Description
36-41	Monthly	Optional, numeric, reset not applicable, maintenance not allowed.
		Year will be expanded and store four digits. Enter YYMMDD.
		Messages:
		INVALID ZD MONTH BEG CK DT - Rejected. Date not numeric or invalid.
42-80	Reserved	**Blank**

ZD [120] - Check Writer Pay Period Begin Dates

Positions	Field Name	Description
1-80		See positions 1-80 above.
81-120	Reserved	**Blank**

ZM [80, 120] - Check Writer Organization Message

Function   Check Writer Organization Message

Associated Screens   94

Positions	Field Name	Description
1-2	Transaction Code	Constant **ZM**
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-17	Reserved	**Blank**
18	Message Override	Optional, alphanumeric, reset not applicable, maintenance not allowed.
		Valid values are:
		* - Organization message, if present, overrides employee message.
		Blank - Employee message, if present, overrides organization message Messages:
		INVALID ZM MSG OVERRIDE CODE - Rejected.
19-80	Message	Required, alphanumeric, reset not applicable, maintenance not allowed.

ZM [120] - Check Writer Organization Message

Positions	Field Name	Description
1-80		See positions 1-80 above.
81-120	Reserved	**Blank**

ZN [80, 120] - Check Writer Employee Message

Function   Check Writer Employee Message

Associated Screens   94

Positions	Field Name	Description
1-2	Transaction Code	Constant **ZN**
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-16	Employee Number	Required, alphanumeric, reset not applicable, maintenance not allowed.
17-18	Reserved	**Blank**
19-80	Message	Required, alphanumeric, reset not applicable, maintenance not allowed.

ZN [120] - Check Writer Employee Message

Positions	Field Name	Description
1-80		See positions 1-80 above.
81-120	Reserved	**Blank**

ZT-ZV Time Entry Transactions

Function   Use these transactions to enter regular and vacation time.

Associated Screens 32, 47, 48

Valid Values   **ZT** - Regular time entry transaction
ZV - Special vacation time entry transaction

ZT Time Transactions

ZT time entry transactions are used to pay employees Regular Earnings, Overtime Earnings, and Other Earnings. Earnings can be in terms of hours times rate or a fixed amount. Through time entry transaction coding, an employee can receive up to nine separate checks in one pay period.

ZT time entry transactions can also be used to distribute hours and earnings for labor distribution purposes.

ZV Time Transactions

ZV time entry transactions are used to pay employees vacation with or without special calculations. The special calculations are discussed within the text.

ZV time entry transactions may also be used to distribute vacation hours and earnings for labor distribution purposes.

Note: For detailed explanation of labor distribution processing requirements in the Payroll system, see the *User Guide*.

When certain fields in the time entry transactions are left blank, the Validate Program, PPP400, fills them with the proper data from the employee's master record. The data drawn from the master reflects maintenance that might be included in the same run.

- If the time entry transaction contains hours but no rate, the normal rate from the master file is inserted into the transaction for both regular and overtime, as needed.

- If there are neither hours nor rate in the time entry transaction, then, depending upon the employee's pay code, either salary normal hours and normal rate are plugged in from the master file for regular time only.

- If the level 3 field in the time entry transaction record is blank, the Employee Master File's level 3 code is inserted for labor distribution.

- If the level 4 field is blank, the level 4 code from the Employee Master File is inserted for labor distribution.

- If the level 5 field is blank, the level 5 code from the Employee Master File is inserted, for labor distribution.

- If the distribution code (level 6) is blank, the home distribution from the Employee Master File to provide home controls for the time entry transaction proof list.

Time Entry Transaction Codes R7, R8, V7, and V8 - Aggregate Tax Computation for Supplemental Pay

Supplemental wages paid through R7, R8, V7, or V8 time entry transaction codes are taxed using the aggregate income tax calculation formula. The calculation is done on an annualized wage basis. Refer to the *Tax Reference Guide* for additional information.

ZT [80] - Regular Time Entry Transactions

Function Pay Entry for Regular Earnings, Overtime Earnings, and Other Earnings

Associated Screens 32, 47

Positions	Field Name	Description
1-2	Transaction Code	Constant **ZT**
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-16	Employee Number	Required, alphanumeric, reset not applicable, maintenance not allowed.
17	Time Entry Transaction Code	**Note:** Entry of the Transaction Code in an 80 position ZT does not require the R. Enter only the numeric value. The Time Entry Transaction Code is expanded to 2 positions by LOAD (PLP200) when an **R** is inserted in the first position.

Valid values are: **0-9**

- **R0** - Stop automatic pay for an employee paid automatically (employee pay codes 4, 5, 6). The R0 time entry transaction can, under very restrictive conditions, be used to:

    – Dock an employee's pay (hours or salary)

    – Allocate a portion of an employee's regular earnings to an other earnings (hours or salary).

- **R1** - Apply taxes, scheduled automatic other earnings, and scheduled deductions. All R1 time entry transactions and automatic pay for employees paid automatically (employee pay codes 4, 5, 6) add together to produce one check. The R1 time entry transaction can, under restrictive conditions, be used to:

    – Stop an employee's regular pay while paying that employee a predetermined hours or salary.

(continued)

Positions	Field Name	Description
	Time Entry Transaction Code (Continued)	▪ **R2** - Used to redistribute portions of an employee's automatic pay (pay codes 4, 5, 6) that are to be charged to:

    − Labor distribution controls which are different from normal distribution controls

    − A specific accounting period in labor distribution through the use of the month code

    − An earnings category other than regular.

    − The remaining balance (total automatic pay minus excepted portions) is automatically distributed to normal labor distribution controls without affecting actual pay.

The R2 transaction applies to automatically paid employees, pay code 4, 5, 6. The R2 transaction cannot be used when an R0 transaction is being used for the same employee.

▪ **R3** - Apply taxes only. All R3 time entry transactions for an employee add together to produce one check.

▪ **R4** - Apply taxes, scheduled automatic other earnings and scheduled deductions. All R4 time entry transactions add together to produce one check.

▪ **R5** - Apply taxes only. Each R5 transaction for an employee produces one check.

▪ **R6** - Apply taxes, scheduled other earnings and scheduled deductions. Each R6 time entry transaction for an employee produces one check.

▪ **R7** - Apply taxes according to the aggregate tax method, scheduled automatic other earnings, and scheduled deductions. Each R7 time entry transaction for an employee produces one check. (Refer to Time Entry Transaction Codes)

▪ **R8** - Apply taxes only according to the aggregate tax method. Each R8 time entry transaction for an employee produces one check. (Refer to Time Entry Transaction Codes)

▪ **R9** - Net check (no taxes or deductions). A net check does not update to-date figures and is not passed to labor distribution. Each R9 time entry transaction for an employee produces one check.

(continued)

Positions	Field Name	Description
	Time Entry Transaction Code (Continued)	Messages:
		INVALID TIME CARD CODE - Rejected.
		DUPLICATE R0 CARDS FOR EMP - Rejected. Multiple R0 transactions are entered for one employee using the special override of auto-pay features. The duplicate transaction is rejected.
		BLANK HOURS FOR FLAT AMOUNT DOCK PAY R0 CARD - Warning. An R0 dock pay transaction was entered for an automatic employee. The transaction is docking a flat amount and the equivalent number of hours is blank; therefore, the system uses normal hours to update the hours accumulator.
		R2 TIME CARD WITHOUT AUTO PAY - Rejected.
		R2 TIME CARD SALARY GREATER THAN AUTO PAY - Rejected.
		R2 HOURS GREATER THAN REG HOURS - Rejected.
		R2 TIME CARD RATE NOT EQUAL MASTER FILE RATE - Warning. The rate on an R2 time entry transaction for an hourly employee is not equal to the normal rate.
		INVALID TIME CARD CODE FOR TIME CARD EMPLOYEE - Rejected.
18-22	Regular Hours	Numeric, reset not applicable, maintenance allowed.
		Right-justified. Number of hours to be paid.
		Messages: **INVALID REGULAR HOURS** - Rejected.

(continued)

Positions	Field Name	Description
23-29	Regular Rate/Salary	Alphanumeric, reset not applicable, maintenance not allowed.
		* followed by Job Rate code (6 alphanumeric characters) indicates that the regular rate is taken from the HRMS Tables File.
		# followed by Job Rate code (6 alphanumeric characters) indicates that the rate is equal to the regular rate taken from the HRMS Tables File multiplied by the employee's normal hourly rate on the Employee Master File.
		If the Job Rate code is not found on the HRMS Tables File, the regular rate from the Employee Master File is used.
		Two decimals for fixed amount. Four decimals for hourly rate. Right-justified. Leading zeroes not required. Zero fill will be done by LOAD.
		Time entry transaction earnings can be in terms of hours times rate or a fixed amount.
		If hours and rate/amount are both blank in the time entry transaction, the normal salary from the master file is plugged into the time entry transaction for salaried employees (employee pay codes 2, 3, 5, 6), and the normal hours and hourly rate from the master file are plugged into the time entry transaction for hourly employees (employee pay codes 1,4). R1, R3 and R4 time entry transactions are not plugged with normal hours, rate, salary for automatically paid employees (employee pay codes 4, 5, 6). This allows overtime to be entered and accumulated from multiple R1 and R3 time entry transactions and not double, triple, etc., the employee's automatic pay.
		If there are hours in the time entry transaction and the hourly rate is left blank, the normal hourly rate from the master file is plugged into the time entry transaction.
		If hours are left blank in the time entry transaction, the rate/amount field in the time entry transaction can be used for a fixed amount only.
		R1, R3, R4, R5, R6, R7 and R8 time entry transactions can be used to enter both hours and a fixed amount of earnings. Enter both numbers and place an * in position 80 of the time entry transaction to indicate that an amount, not a rate, is entered.

(continued)

Positions	Field Name	Description
	Regular Rate/Salary (Continued)	Messages: **INVALID REG. RATE/SAL** - Rejected. **INVALID RATE CODE ENTERED** - Warning. No match was found on the HRMS Tables File for the rate code entered in this transaction. Hourly rate from the Employee Master File will be used. **NO REG RATE CODE ENTERED** - Warning. A regular rate code indicator was entered but the rate code is Blank. Hourly rate from the Employee Master File will be used. **NO REG RATE ON HRMS TBLS FILE** - Warning. The regular rate field on the HRMS Tables File for this rate code is Blank. Hourly rate from the Employee Master File will be used.
30	Overtime Code	Optional, alphanumeric, reset not applicable. Valid values are: **1** - Straight time **2** - Double time **3** - Triple time **H** - Half-time **J** - Time and a half time **K** - Double and a half time ***** - Overtime hours and flat amount. Overtime amount is paid and overtime hours are used for reporting purposes **M** - Time and a fourth time **N** - Time and three fourths **P** - Double time and one-fourth **Q** - Double time and three-fourths Messages: **INVALID OVERTIME CODE** - Rejected. **NO OT RATE CODE ENTERED** - Warning. An overtime rate code indicator was entered but the rate code is Blank. Hourly rate from the Employee Master File will be used. **NO REG RATE FOR OT CODE** - Warning. Regular and overtime rate code indicators are entered but both regular and overtime rates are Blank. Hourly rate from the Employee Master File will be used.

(continued)

Positions	Field Name	Description
31-35	Overtime Hours	Optional, numeric, reset not applicable, maintenance allowed.
		Right-justified. If there are overtime hours in the time entry transaction and the overtime hourly rate is Blank, the hourly rate is Blank, the hourly rate from the master file is plugged into the time entry transaction.
		If overtime hours are Blank in the time entry transaction, the overtime rate/amount field in the time entry transaction can be used for a fixed amount only.
		Messages: **INVALID OVERTIME HOURS** - Rejected.
36-42	Overtime Rate/Amount	Optional, alphanumeric, reset not applicable, maintenance allowed.
		* followed by Job Rate Code (6 alphanumeric characters) indicates that the overtime rate will be taken from the HRMS Tables File.
		# followed by Job Rate code (6 alphanumeric characters) indicates that the rate is equal to the overtime rate taken from the HRMS Tables File multiplied by the employee's normal hourly rate on the Employee Master File.
		* or # followed by 6 blanks indicates that the overtime rate for the job rate code entered in the regular rate field will be used to get the overtime rate from the HRMS Tables File.
		If the Job Rate Code is not found in the HRMS Table File, the regular rate from the Employee Master File is used.
		If no Job Rate Code was entered in the regular rate field, the transaction is considered in error.
		Two decimals for fixed amount. Four decimals for rate. Leading zeroes not required. Zero fill will be done by LOAD. Overtime premium is computed by the system and accumulated by state for worker's compensation reporting.
		Overtime premium equals overtime hours times overtime rate before rate extension subtracted from overtime hours times overtime rate after rate extension except for half-time overtime. In the case of half-time overtime, the computed overtime earnings equals overtime premium.
		Messages: **INVALID OVERTIME RATE** - Rejected.
		NO OT RATE CODE ENTERED - Warning. An overtime rate code indicator was entered but the rate code is Blank. Hourly rate from the Employee Master File will be used.
		NO OT RATE ON HRMS TBLS FILE - Warning. The overtime rate field on the HRMS Tables File for this rate code is Blank. Hourly rate from the Employee Master File will be used.

(continued)

Positions	Field Name	Description
43-44	Other Earnings DOE Code	Optional, alphanumeric, reset not applicable, maintenance allowed.
		Code of the other earnings to which the earnings apply.
		If not entered, regular and overtime earnings are assumed.
		Messages: **DOE DOES NOT EXIST** - Rejected. The DOE code entered is not in the organization DOE table built from the HRMS Tables File or it does not exist in the employee record.
		INVALID OTHER EARNINGS DOE - Rejected. The DOE code is not a valid alphanumeric code; or the DOE code is not an Earnings DOE; or the DOE code is a Tip or Combo DOE; or the DOE code is a Tip Credit DOE and time card is 'R0' or 'R2'**.**
45-46	Special Hours Code	Optional, alphanumeric, reset not applicable, maintenance allowed.
		Code for the hours accumulator to which the hours apply. If not entered and DOE (positions 44-45) is tied to a special hours, the special hour code is plugged. If not entered or plugged, regular and overtime hours are assumed.
		Valid codes are**: 00-90**
		If a code of 00 is entered, the special hours is not plugged.
		Messages: **INVALID HOURS CODE** - Rejected.
47-50	Weeks Worked	Optional, numeric, reset not applicable, maintenance allowed.
		Right-justified; two decimals. Weeks worked is used in conjunction with the state code in the time entry transaction to indicate time worked in that state for worker's compensation reporting and for calculation of the correct amount of taxes for multiple weeks worked. Weeks worked applies to R1, R2, R3, R4, R5, and R6 time entry transactions for these calculations.
		The Weeks Worked field is used in calculating a factor between actual weeks worked and normal weeks worked. This factor is used for calculating taxes correctly when an employee is being paid for more or less than the normal weeks worked. If multiple time entry transactions with blanks in the weeks worked field are entered, zero weeks worked will be assumed in each one.
		If there are multiple time entry transactions (same time entry transaction code for a state), the weeks worked in each of these time entry transactions are added together for total weeks worked for that state.

(continued)

Positions	Field Name	Description
	Weeks Worked (Continued)	If the accumulation of the weeks worked fields from the time entry transaction is zero, the weeks worked for that state are based on the employee's pay frequency as follows:
		Weekly - 1.00 weeks **Biweekly** - 2.00 weeks **Semimonthly** - 2.16 weeks **Monthly** - 4.33 weeks
		Messages: **INVALID WEEKS PAID NO**. - Rejected.
		INV WEEK WRK NEG EARNINGS - Rejected. Number of weeks paid may not be entered on a negative time entry transaction.
51-62	Levels 3-5	Optional, alphanumeric, reset not applicable, maintenance allowed.
		4 positions each field. The level 3, 4 or 5 to which the hours and earnings apply for Labor Distribution. If not entered, the level 3, 4 or 5 from the Employee Master File is plugged into the time entry transaction.
63	Month Code	Optional, alphanumeric, reset not applicable, maintenance allowed.
		Valid values are:
		Blank or **C -** Current **N** - Next
		Messages: **INVALID MONTH CODE** - Rejected.
64	Negative Earnings Indicator	Optional, alphanumeric, reset not applicable, maintenance allowed.
		Valid values are:
		Blank - Positive time entry transaction **N** - Negative time entry transaction (valid on R1 time entry only)
		Total Hours and Wages must be positive.
		Messages: **INVALID NEGATIVE INDICATOR** - Rejected. The negative indicator in position 64 of this time entry transaction is not a valid value.
		EI ACCUMULATORS NOT UPDATED - Warning. Neither EI nor QPIP Accumulators will be updated by the amounts on this negative time entry transaction.

(continued)

Positions	Field Name	Description
65-74	Distribution Code	Required, alphanumeric, reset not applicable, maintenance allowed.
		The distribution code to which the hours and earnings apply for Labor Distribution.
		If not entered, the distribution code from the Employee Master File is plugged into the time entry transaction.
		Note: For detailed explanation of the use of levels 3-5, month code, and distribution code for Labor Distribution processing requirements, refer to the *User Guide*.
	U.S. Organizations	
75-76	State Code	Optional, numeric, reset not applicable, maintenance allowed.
		The state code identifies the state to which the hours and earnings apply.
		If not entered, the hours and earnings are applied to the state worked in on the Employee Master File.
		Valid values are:
		00 - No state tax calculation, No accumulation of state wages. **01**-**52** - Applicable state **99** - No local tax calculations
		Messages: **INVALID STATE CODE** - Rejected.
	Canadian Organizations	
75-76	Province Code or EI/QPIP Pay Period Number	Optional, numeric, reset not applicable, maintenance allowed.
		Valid values are:
		80-**93** - province code **01**-**53** - weekly pay frequency **01**-**27** - biweekly pay frequency **01**-**24** - semimonthly pay frequency **01**-**12** - monthly pay frequency
		This is an optional dual use field. If 01-53 is entered, it is considered an EI or a QPIP Pay Period Number. If 80-93 is entered, it is considered a Province Code.
		If the Province Code is not specified, the federal and provincial taxing authorities are obtained from the employee's 203 segment.
		Note: Only one province code can be used for each cheque.
		If the EI/QPIP Pay Period Number is not specified, the EI/QPIP pay period end date is obtained from the organization AA data for the employee's pay frequency.

(continued)

Positions	Field Name	Description
	Province Code or EI/QPIP Pay Period Number (Continued)	Messages: **INVALID PROV/EI PPD CODE** - Rejected. Must be consistent with Employee Pay Frequency.
		EI PP NOT IN TBLES FILE - Rejected. Pay period entry not found in L1L2 Pay Period Tables or global Pay Period Tables.
		PAY PRD NUM IGNORED FOR ZT R2 - Warning. Pay Period Number on ZT with R2 Time Code.
		EI PP NUM nn = yyyy/mm/dd - Warning. Use to verify that your Pay Period Tables have been updated. nn is the pay period number in the transaction; *yyyy/mm/dd* is the date from the table.
		INVALID PROVINCE CODE - Rejected.
		NO ROOM IN SALTA TABLE - Rejected. Employee has maximum number of SALTAs.
		NO PROV TAX INFO FOR PROV CODE - Warning. The Province Code entered had no 206 segment match. Therefore, the standard provincial calculation exemption/credit amounts will be used to calculate the provincial portion of the employee's taxes for this time card.
77	Shift Code	Optional, alphanumeric, reset not applicable, maintenance allowed.
		Valid values are:
		0 - No shift **1** - First Shift Regular Pay **2** - Second Shift Regular Pay **3** - Third Shift Regular Pay **4** - Fourth Shift Regular Pay
		A - First Shift Overtime Pay **B** - Second Shift Overtime Pay **C** - Third Shift Overtime Pay **D** - Fourth Shift Overtime Pay **H** - First Shift Regular and Overtime Pay **I -** Second Shift Regular and Overtime Pay **J** - Third Shift Regular and Overtime Pay **K** - Fourth Shift Regular and Overtime Pay
		Shift code in the time entry transaction is used in conjunction with the shift differential parameters in the organization control record to calculate shift differential.
		If not entered, the shift code from the Employee Master File is used to calculate shift differential.
		Messages: **INVALID SHIFT CODE** - Rejected. A combination DOE code is entered as a shift DOE on an R9 time entry transaction.

(continued)

Positions	Field Name	Description
78-79	Shift Differential Earnings Code	Optional, alphanumeric, reset not applicable, maintenance allowed.
		Code of the other earning to which the calculated shift differential earnings apply.
		If not entered, the calculated shift differential earnings are added to regular earnings.
		Messages: **DOE CODE DOES NOT EXIST** - Rejected. The DOE code entered is not in the organization DOE table built from the HRMS Tables File or it does not exist in the employee record.
		INVALID SHIFT DIFFERENTIAL DOE - Rejected. The DOE code is not a valid alphanumeric code; or the time card code is **R9** and the DOE Code is a Tip or Combo DOE.
80	Automatic Dock Pay Indicator	Optional, alphanumeric, reset not applicable, maintenance allowed.
		With R0, time entry transactions can be *. With R1, time entry transactions can be #.
		Messages: **INVALID DOCK PAY CODE** - Rejected. **NEG PAY RESULT OF DOC PAY** - Rejected. **BLANK HOURS FOR FLAT AMOUNT DOC PAY R0 CARD** - Warning. An R0 dock pay transaction was entered for an automatic employee. The transaction is docking a flat amount and the equivalent number of hours is Blank; therefore, the system uses normal hours to update the hours accumulator.
		INV DOCK PAY CD AND NEG IND - Rejected. Automatic dock pay indicator or Canadian EI week indicator may not be entered on a negative time entry transaction.
80	Hours and Fixed Amount Indicator	Optional, alphanumeric, reset not applicable, maintenance allowed.
		With R1, R3, R4, R5, R6, R7 and R8, time entry transactions can be * to indicate presence of both hours and fixed amount. When the * is used, the system tracks the hours and pays the fixed amount.

Additional Messages

Message	Description
NON-ACTIVE EMP TO BE PAID	Warning. A time entry transaction is entered for either an inactive, terminated or deceased employee.
TRANS CREATES 10 PAY CHECKS	Rejected. Too many time entry transactions are entered and have created more pay checks than allowed by the system.
NO ROOM IN TAX SEGMENT TABLE	Rejected. The employee already has the maximum number of Tax Segments.
TERM/INACT EMP HAS ACTIVITY	Rejected. A ZT R0 transaction has been entered for a terminated or inactive employee. This is no automatic pay to be stopped for this employee.
NO AA CHECK DATE 29-34/41-46	Rejected. A ZT has been processed for an employee pay frequency with no corresponding check date on the AA card.

ZT [120] - Regular Time Entry Transactions

Function   Pay Entry for Regular Earnings, Overtime Earnings, and Other Earnings

Associated Screens   32, 47

Positions	Field Name	Description
1-2	Transaction Code	Constant **ZT**
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-16	Employee Number	Required, alphanumeric, reset not applicable, maintenance not allowed.
17-18	Time Entry Transaction Code	Valid values are:

17-18 — Time Entry Transaction Code — Valid values are:

- **R0** - Stop automatic pay for an employee paid automatically (employee pay codes 4, 5, 6). The R0 time entry transaction can, under very restrictive conditions, be used to:

  – Dock an employee's pay (hours or salary)

  – Allocate a portion of an employee's regular earnings to an other earnings (hours or salary).

- **R1** - Apply taxes, scheduled automatic other earnings, and scheduled deductions. All R1 time entry transactions and automatic pay for employees paid automatically (employee pay codes 4, 5, 6) add together to produce one check. The R1 time entry transaction can, under restrictive conditions, be used to:

  – Stop an employee's regular pay while paying that employee a predetermined hours or salary.

(continued)

Positions	Field Name	Description
	Time Entry Transaction Code (Continued)	▪ **R2** - Used to redistribute portions of an employee's automatic pay (pay codes 4, 5, 6) which are to be charged to: – Labor distribution controls which are different from normal distribution controls – A specific accounting period in labor distribution through the use of the month code – An earnings category other than regular. The remaining balance (total automatic pay minus excepted portions) is automatically distributed to normal labor distribution controls without affecting actual pay. The R2 transaction applies to automatically paid employees, pay code 4, 5, 6. The R2 transaction cannot be used when an R0 transaction is being used for the same employee. ▪ **R3** - Apply taxes only. All R3 time entry transactions for an employee add together to produce one check. ▪ **R4** - Apply taxes, scheduled automatic other earnings and scheduled deductions. All R4 time entry transactions add together to produce one check. ▪ **R5** - Apply taxes only. Each R5 transaction for an employee produces one check. ▪ **R6** - Apply taxes, scheduled other earnings and scheduled deductions. Each R6 time entry transaction for an employee produces one check. ▪ **R7** - Apply taxes according to the aggregate tax method, scheduled automatic other earnings, and scheduled deductions. Each R7 time entry transaction for an employee produces one check. (Refer to Time Entry Transaction Codes) ▪ **R8** - Apply taxes only according to the aggregate tax method. Each R8 time entry transaction for an employee produces one check. (Refer to Time Entry Transaction Codes) ▪ **R9** - Net check (no taxes or deductions). A net check does not update to-date figures and is not passed to labor distribution. Each R9 time entry transaction for an employee produces one check.

(continued)

Positions	Field Name	Description
	Time Entry Transaction Code (Continued)	Messages:
		INVALID TIME CARD CODE - Rejected.
		DUPLICATE R0 CARDS FOR EMP - Rejected. Multiple R0 transactions are entered for one employee using the special override of auto-pay features. The duplicate transaction is rejected.
		BLANK HOURS FOR FLAT AMOUNT DOCK PAY R0 CARD - Warning. An R0 dock pay transaction was entered for an automatic employee. The transaction is docking a flat amount and the equivalent number of hours is blank; therefore, the system uses normal hours to update the hours accumulator.
		R2 TIME CARD WITHOUT AUTO PAY - Rejected.
		R2 TIME CARD SALARY GREATER THAN AUTO PAY - Rejected.
		R2 HOURS GREATER THAN REG HOURS - Rejected.
		R2 TIME CARD RATE NOT EQUAL MASTER FILE RATE - Warning. The rate on an R2 time entry transaction for an hourly employee is not equal to the normal rate.
		INVALID TIME CARD CODE FOR TIME CARD EMPLOYEE - Rejected.
19-23	Regular Hours	Numeric, reset not applicable, maintenance allowed.
		Right-justified. Number of hours to be paid.
		Messages: **INVALID REGULAR HOURS** - Rejected.

(continued)

Positions	Field Name	Description
24-34	Regular Rate/Salary	Alphanumeric, reset not applicable, maintenance not allowed.
		* followed by Job Rate code (6 alphanumeric characters) indicates that the regular rate is taken from the HRMS Tables File.
		# followed by Job Rate code (6 alphanumeric characters) indicates that the rate is equal to the regular rate taken from the HRMS Tables File multiplied by the employee's normal hourly rate on the Employee Master File.
		If the Job Rate code is not found on the HRMS Tables File, the regular rate from the Employee Master File is used.
		Two decimals for fixed amount. Four decimals for hourly rate. Right-justify. Leading zeroes not required. Zero fill will be done by LOAD.
		Time entry transaction earnings can be in terms of hours times rate or a fixed amount.
		If hours and rate/amount are both blank in the time entry transaction, the normal salary from the master file is plugged into the time entry transaction for salaried employees (employee pay codes 2, 3, 5, 6), and the normal hours and hourly rate from the master file are plugged into the time entry transaction for hourly employees (employee pay codes 1,4). R1, R3 and R4 time entry transactions are not plugged with normal hours, rate, salary for automatically paid employees (employee pay codes 4, 5, 6). This allows overtime to be entered and accumulated from multiple R1 and R3 time entry transactions and not double, triple, etc., the employee's automatic pay.
		If there are hours in the time entry transaction and the hourly rate is left blank, the normal hourly rate from the master file is plugged into the time entry transaction.
		If hours are left blank in the time entry transaction, the rate/amount field in the time entry transaction can be used for a fixed amount only.
		R1, R3, R4, R5, R6, R7 and R8 time entry transactions can be used to enter both hours and a fixed amount of earnings. Enter both numbers and place an * in position 80 of the time entry transaction to indicate that an amount, not a rate, is entered.

(continued)

Positions	Field Name	Description
	Regular Rate/Salary (Continued)	Messages: **INVALID REG. RATE/SAL** - Rejected. **INVALID RATE CODE ENTERED** - Warning. No match was found on the HRMS Tables File for the rate code entered in this transaction. Hourly rate from the Employee Master File will be used. **NO REG RATE CODE ENTERED** - Warning. A regular rate code indicator was entered but the rate code is Blank. Hourly rate from the Employee Master File will be used. **NO REG RATE ON HRMS TBLS FILE** - Warning. The regular rate field on the HRMS Tables File for this rate code is Blank. Hourly rate from the Employee Master File will be used.
35	Overtime Code	Optional, alphanumeric, reset not applicable. Valid values are: **1** - Straight time **2** - Double time **3** - Triple time **H** - Half-time **J** - Time and a half time **K** - Double and a half time ***** - Overtime hours and flat amount. Overtime amount is paid and overtime hours are used for reporting purposes **M** - Time and a fourth time **N** - Time and three fourths **P** - Double time and one-fourth **Q** - Double time and three-fourths Messages: **INVALID OVERTIME CODE** - Rejected. **NO OT RATE CODE ENTERED** - Warning. An overtime rate code indicator was entered but the rate code is Blank. Hourly rate from the Employee Master File will be used. **NO OT RATE ON HRMS TBLS FILE** - Warning. The overtime rate filed on the HRMS Tables File for this rate code is Blank. Hourly rate from the Employee Master File will be used. **NO REG RATE FOR OT CODE** - Warning. Regular and overtime rate code indicators are entered but both regular and overtime rates are Blank. Hourly rate from the Employee Master File will be used.

(continued)

Positions	Field Name	Description
36-40	Overtime Hours	Optional, numeric, reset not applicable, maintenance allowed.
		Right-justified. If there are overtime hours in the time entry transaction and the overtime hourly rate is Blank, the hourly rate is Blank, the hourly rate from the master file is plugged into the time entry transaction.
		If overtime hours are Blank in the time entry transaction, the overtime rate/amount field in the time entry transaction can be used for a fixed amount only.
		Messages: **INVALID OVERTIME HOURS** - Rejected.
41-51	Overtime Rate/Amount	Optional, alphanumeric, reset not applicable, maintenance allowed.
		* followed by Job Rate Code (6 alphanumeric characters) indicates that the overtime rate will be taken from the HRMS Tables File.
		# followed by Job Rate code (6 alphanumeric characters) indicates that the rate is equal to the overtime rate taken from the HRMS Tables File multiplied by the employee's normal hourly rate on the Employee Master File.
		* or # followed by 6 blanks indicates that the overtime rate for the job rate code entered in the regular rate field will be used to get the overtime rate from the HRMS Tables File.
		If the Job Rate Code is not found in the HRMS Table File, the regular rate from the Employee Master File is used.
		If no Job Rate Code was entered in the regular rate field, the transaction is considered in error.
		Two decimals for fixed amount. Four decimals for rate. Right-justify. Leading zeroes not required. Zero fill will be done by LOAD. Overtime premium is computed by the system and accumulated by state for worker's compensation reporting.
		Overtime premium equals overtime hours times overtime rate before rate extension subtracted from overtime hours times overtime rate after rate extension except for half-time overtime. In the case of half-time overtime, the computed overtime earnings equals overtime premium.
		Messages: **INVALID OVERTIME RATE** - Rejected.
		NO OT RATE CODE ENTERED - Warning. An overtime rate code indicator was entered but the rate code is Blank. Hourly rate from the Employee Master File will be used.
		NO OT RATE ON HRMS TBLS FILE - Warning. The overtime rate field on the HRMS Tables File for this rate code is Blank. Hourly rate from the Employee Master File will be used.

(continued)

Positions	Field Name	Description
52-53	Other Earnings DOE Code	Optional, alphanumeric, reset not applicable, maintenance allowed.
		Code of the other earnings to which the earnings apply.
		If not entered, regular and overtime earnings are assumed.
		Messages: **DOE DOES NOT EXIST** - Rejected. The DOE code entered is not in the organization DOE table built from the HRMS Tables File or it does not exist in the employee record.
		INVALID OTHER EARNINGS DOE - Rejected. The DOE code is not a valid alphanumeric code; or the DOE code is not an Earnings DOE; or the DOE code is a Tip or Combo DOE; or the DOE code is a Tip Credit DOE and time card is 'R0' or 'R2'**.**
54-55	Special Hours Code	Optional, alphanumeric, reset not applicable, maintenance allowed.
		Code for the hours accumulator to which the hours apply. If not entered and DOE (positions 44-45) is tied to a special hours, the special hour code is plugged. If not entered or plugged, regular and overtime hours are assumed.
		Valid codes are: **00-90**
		If a code of 00 is entered, the special hours is not plugged.
		Messages: **INVALID HOURS CODE** - Rejected.
56-59	Weeks Worked	Optional, numeric, reset not applicable, maintenance allowed.
		Right-justified; two decimals. Weeks worked is used in conjunction with the state code in the time entry transaction to indicate time worked in that state for worker's compensation reporting and for calculation of the correct amount of taxes for multiple weeks worked. Weeks worked applies to R1, R2, R3, R4, R5, and R6 time entry transactions for these calculations.
		The weeks worked field is used in calculating a factor between actual weeks worked and normal weeks worked. This factor is used for calculating taxes correctly when an employee is being paid for more or less than the normal weeks worked. If multiple time entry transactions with blanks in the weeks worked field are entered, zero weeks worked will be assumed in each one.
		If there are multiple time entry transactions (same time entry transaction code for a state), the weeks worked in each of these time entry transactions are added together for total weeks worked for that state.

(continued)

Positions	Field Name	Description
	Weeks Worked (Continued)	If the accumulation of the weeks worked fields from the time entry transaction is zero, the weeks worked for that state are based on the employee's pay frequency as follows:
		Weekly - 1.00 weeks **Biweekly** - 2.00 weeks **Semimonthly** - 2.16 weeks **Monthly** - 4.33 weeks
		Messages: **INVALID WEEKS PAID NO**. - Rejected.
		INV WEEK WRK NEG EARNINGS - Rejected. Number of weeks paid may not be entered on a negative time entry transaction.
60-71	Levels 3-5	Optional, alphanumeric, reset not applicable, maintenance allowed.
		4 positions each field. The level 3, 4 or 5 to which the hours and earnings apply for Labor Distribution. If not entered, the level 3, 4 or 5 from the Employee Master File is plugged into the time entry transaction.
72	Month Code	Optional, alphanumeric, reset not applicable, maintenance allowed.
		Valid values are:
		Blank or **C -** Current **N** - Next
		Messages: **INVALID MONTH CODE** - Rejected.
73	Negative Earnings Indicator	Optional, alphanumeric, reset not applicable, maintenance allowed.
		Valid values are:
		Blank - Positive time entry transaction **N** - Negative time entry transaction (valid on R1 time entry only)
		Total Hours and Wages must be positive.
		Messages: **INVALID NEGATIVE INDICATOR** - Rejected. The negative indicator in position 73 of this time entry transaction is not a valid value.
		EI ACCUMULATORS NOT UPDATED - Warning. Neither EI nor QPIP Accumulators will be updated by the amounts on this negative time entry transaction.

(continued)

Positions	Field Name	Description
74-83	Distribution Code	Required, alphanumeric, reset not applicable, maintenance allowed.
		The distribution code to which the hours and earnings apply for Labor Distribution.
		If not entered, the distribution code from the Employee Master File is plugged into the time entry transaction.
		Note: For detailed explanation of the use of levels 3-5, month code, and distribution code for Labor Distribution processing requirements, refer to the *User Guide*.
	U.S. Organizations	
84-85	State Code	Optional, numeric, reset not applicable, maintenance allowed.
		The state code identifies the state to which the hours and earnings apply.
		If not entered, the hours and earnings are applied to the state worked in on the Employee Master File.
		Valid values are:
		00 - No state tax calculation, No accumulation of state wages. **01**-**52** - Applicable state **99** - No local tax calculations
		Messages: **INVALID STATE CODE** - Rejected.
	Canadian Organizations	
84-85	Province Code or EI/QPIP Pay Period Number	Optional, numeric, reset not applicable, maintenance allowed.
		Valid values are:
		80-**93** - province code **01**-**53** - weekly pay frequency **01**-**27** - biweekly pay frequency **01**-**24** - semimonthly pay frequency **01**-**12** - monthly pay frequency
		This is an optional dual use field. If 01-53 is entered, it is considered an EI or a QPIP Pay Period Number. If 80-93 is entered, it is considered a Province Code.
		If the Province Code is not specified, the federal and provincial taxing authorities are obtained from the employee's 203 segment.
		Note: Only one province code can be used for each cheque.
		If the EI/QPIP Pay Period Number is not specified, the EI/QPIP pay period end date is obtained from the organization AA data for the employee's pay frequency.

(continued)

Positions	Field Name	Description
	Province Code or EI/QPIP Pay Period Number (Continued)	Messages: **INVALID PROV/EI PPD CODE** - Rejected. Must be consistent with Employee Pay Frequency. **EI PP NOT IN TBLES FILE** - Rejected. Pay period entry not found in L1L2 Pay Period Tables or global Pay Period Tables. **PAY PRD NUM IGNORED FOR ZT R2 -** Warning. Pay Period Number on ZT with R2 Time Code. **EI PP NUM nn = yyyy/mm/dd** - Warning. Use to verify that your Pay Period Tables have been updated. nn is the pay period number in the transaction; *yyyy/mm/dd* is the date from the table. **INVALID PROVINCE CODE** - Rejected. **NO ROOM IN SALTA TABLE** - Rejected. Employee has maximum number of SALTAs. **NO PROV TAX INFO FOR PROV CODE** - Warning. The Province Code entered had no 206 segment match. Therefore, the standard provincial calculation exemption/credit amounts will be used to calculate the provincial portion of the employee's taxes for this time card.
86	Shift Code	Optional, alphanumeric, reset not applicable, maintenance allowed. Valid values are: **0** - No shift **1** - First Shift Regular Pay **2** - Second Shift Regular Pay **3** - Third Shift Regular Pay **4** - Fourth Shift Regular Pay **A** - First Shift Overtime Pay **B** - Second Shift Overtime Pay **C** - Third Shift Overtime Pay **D** - Fourth Shift Overtime Pay **H** - First Shift Regular and Overtime Pay **I** - Second Shift Regular and Overtime Pay **J** - Third Shift Regular and Overtime Pay **K** - Fourth Shift Regular and Overtime Pay Shift code in the time entry transaction is used in conjunction with the shift differential parameters in the organization control record to calculate shift differential. If not entered, the shift code from the Employee Master File is used to calculate shift differential. Messages: **INVALID SHIFT CODE** - Rejected. A combination DOE code is entered as a shift DOE on an R9 time entry transaction.

(continued)

Positions	Field Name	Description
87-88	Shift Differential Earnings Code	Optional, alphanumeric, reset not applicable, maintenance allowed.
		Code of the other earning to which the calculated shift differential earnings apply.
		If not entered, the calculated shift differential earnings are added to regular earnings.
		Messages:
		DOE CODE DOES NOT EXIST - Rejected. The DOE code entered is not in the organization DOE table built from the HRMS Tables File or it does not exist in the employee record.
		INVALID SHIFT DIFFERENTIAL DOE - Rejected. The DOE code is not a valid alphanumeric code; or the time card code is **R9** and the DOE Code is a Tip or Combo DOE.
89	Automatic Dock Pay Indicator	Optional, alphanumeric, reset not applicable, maintenance allowed.
		With R0, time entry transactions can be *. With R1, time entry transactions can be #.
		Messages:
		INVALID DOCK PAY CODE - Rejected.
		NEG PAY RESULT OF DOC PAY - Rejected.
		BLANK HOURS FOR FLAT AMOUNT DOC PAY R0 CARD - Warning. An R0 dock pay transaction was entered for an automatic employee. The transaction is docking a flat amount and the equivalent number of hours is Blank; therefore, the system uses normal hours to update the hours accumulator.
	OR	**INV DOCK PAY CD AND NEG IND** - Rejected. Automatic dock pay indicator or Canadian EI week indicator may not be entered on a negative time entry transaction.
	Hours and Fixed Amount Indicator	Optional, alphanumeric, reset not applicable, maintenance allowed.
		With R1, R3, R4, R5, R6, R7 and R8, time entry transactions can be * to indicate presence of both hours and fixed amount. When the * is used the system tracks the hours and pays the fixed amount.
90-120	Reserved	**Blank**

Additional Messages

Message	Description
NON-ACTIVE EMP TO BE PAID	Warning. A time entry transaction is entered for either an inactive, terminated or deceased employee.
TRANS CREATES 10 PAY CHECKS	Rejected. Too many time entry transactions are entered and have created more pay checks than allowed by the system.
NO ROOM IN TAX SEGMENT TABLE	Rejected. The employee already has the maximum number of Tax Segments.
TERM/INACT EMP HAS ACTIVITY	Rejected. A ZT R0 transaction has been entered for a terminated or inactive employee. This is no automatic pay to be stopped for this employee.
NO AA CHECK DATE 29-34/41-46	Rejected. A ZT has been processed for an employee pay frequency with no corresponding check date on the AA card.

ZU [80] - Highly Compensated Regular Time Entry

Function   Pay Entry Transaction for Highly Compensated Employees.

Note: If you need all the override capabilities of the ZT, you may be required to use the 120-character ZT.

Associated Screens   None

Positions	Field Name	Description
1-2	Transaction Code	Constant **ZU**
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-16	Employee Number	Required, alphanumeric, reset not applicable, maintenance not allowed.
17	Time Entry Transaction Code	Note: Entry of the Transaction Code in an 80 position ZU does not require the R. Enter only the numeric value.
		Valid values are**: 0-9**
		R0 - Stop automatic pay for an employee paid automatically (employee pay codes 4, 5, 6). The R0 time entry transaction can, under very restrictive conditions, be used to:
		- Dock an employee's pay (hours or salary)
		- Allocate a portion of an employee's regular earnings to an other earnings (hours or salary).
		R1 - Apply taxes, scheduled automatic other earnings, and scheduled deductions. All R1 time entry transactions and automatic pay for employees paid automatically (employee pay codes 4, 5, 6) add together to produce one check. The R1 time entry transaction can, under restrictive conditions, be used to:
		- Stop an employee's regular pay while paying that employee a predetermined hours or salary.

(continued)

Positions	Field Name	Description
	Time Entry Transaction Code (Continued)	R2 - Used to redistribute portions of an employee's automatic pay (pay codes 4, 5, 6) which are to be charged to:
		- Labor distribution controls which are different from normal distribution controls
		- A specific accounting period in labor distribution through the use of the month code
		- An earnings category other than regular.
		The remaining balance (total automatic pay minus excepted portions) is automatically distributed to normal labor distribution controls without affecting actual pay.
		The R2 transaction applies to automatically paid employees, pay code 4, 5, 6. The R2 transaction cannot be used when an R0 transaction is being used for the same employee.
		R3 - Apply taxes only. All R3 time entry transactions for an employee add together to produce one check.
		R4 - Apply taxes, scheduled automatic other earnings and scheduled deductions. All R4 time entry transactions add together to produce one check.
		R5 - Apply taxes only. Each R5 transaction for an employee produces one check.
		R6 - Apply taxes, scheduled other earnings and scheduled deductions. Each R6 time entry transaction for an employee produces one check.
		R7 - Apply taxes according to the aggregate tax method, scheduled automatic other earnings, and scheduled deductions. Each R7 time entry transaction for an employee produces one check. (Refer to Time Entry Transaction Codes)
		R8 - Apply taxes only according to the aggregate tax method. Each R8 time entry transaction for an employee produces one check. (Refer to Time Entry Transaction Codes)
		R9 - Net check (no taxes or deductions). A net check does not update to-date figures and is not passed to labor distribution. Each R9 time entry transaction for an employee produces one check.

(continued)

Positions	Field Name	Description
	Time Entry Transaction Code (Continued)	Messages:
		INVALID TIME CARD CODE - Rejected.
		DUPLICATE R0 CARDS FOR EMP - Rejected. Multiple R0 transactions are entered for one employee using the special override of auto-pay features. The duplicate transaction is rejected.
		BLANK HOURS FOR FLAT AMOUNT DOCK PAY R0 CARD - Warning. An R0 dock pay transaction was entered for an automatic employee. The transaction is docking a flat amount and the equivalent number of hours is blank; therefore, the system uses normal hours to update the hours accumulator.
		R2 TIME CARD WITHOUT AUTO PAY - Rejected.
		R2 TIME CARD SALARY GREATER THAN AUTO PAY - Rejected.
		R2 HOURS GREATER THAN REG HOURS - Rejected.
		R2 TIME CARD RATE NOT EQUAL MASTER FILE RATE - Warning. The rate on an R2 time entry transaction for an hourly employee is not equal to the normal rate.
		INVALID TIME CARD CODE FOR TIME CARD EMPLOYEE - Rejected.
18-22	Regular Hours	Numeric, reset not applicable, maintenance allowed.
		Right-justified. Number of hours to be paid.
		Messages: **INVALID REGULAR HOURS** - Rejected.

(continued)

Positions	Field Name	Description
23-33	Regular Rate/Salary	Alphanumeric, reset not applicable, maintenance not allowed.
		* followed by Job Rate code (6 alphanumeric characters) indicates that the regular rate is taken from the HRMS Tables File.
		# followed by Job Rate code (6 alphanumeric characters) indicates that the rate is equal to the regular rate taken from the HRMS Tables File multiplied by the employee's normal hourly rate on the Employee Master File.
		If the Job Rate code is not found on the HRMS Tables File, the regular rate from the Employee Master File is used.
		Two decimals for fixed amount. Four decimals for hourly rate. Leading zeroes not required. Zero fill will be done by LOAD.
		- Time entry transaction earnings can be in terms of hours times rate or a fixed amount.
		- If hours and rate/amount are both blank in the time entry transaction, the normal salary from the master file is plugged into the time entry transaction for salaried employees (employee pay codes 2, 3, 5, 6), and the normal hours and hourly rate from the master file are plugged into the time entry transaction for hourly employees (employee pay codes 1,4). R1, R3 and R4 time entry transactions are not plugged with normal hours, rate, salary for automatically paid employees (employee pay codes 4, 5, 6). This allows overtime to be entered and accumulated from multiple R1 and R3 time entry transactions and not double, triple, etc., the employee's automatic pay.
		If there are hours in the time entry transaction and the hourly rate is left blank, the normal hourly rate from the master file is plugged into the time entry transaction.
		If hours are left blank in the time entry transaction, the rate/amount field in the time entry transaction can be used for a fixed amount only.
		R1, R3, R4, R5, R6, R7 and R8 time entry transactions can be used to enter both hours and a fixed amount of earnings. Enter both numbers and place an * in position 80 of the time entry transaction to indicate that an amount, not a rate, is entered.

(continued)

Positions	Field Name	Description
	Regular Rate/Salary (Continued)	Messages: **INVALID REG. RATE/SAL** - Rejected.
		INVALID RATE CODE ENTERED - Warning. No match was found on the HRMS Tables File for the rate code entered in this transaction. Hourly rate from the Employee Master File will be used.
		NO REG RATE CODE ENTERED - Warning. A regular rate code indicator was entered but the rate code is Blank. Hourly rate from the Employee Master File will be used.
		NO REG RATE ON HRMS TBLS FILE - Warning. The regular rate field on the HRMS Tables File for this rate code is Blank. Hourly rate from the Employee Master File will be used.
34-35	Other Earnings DOE Code	Optional, alphanumeric, reset not applicable, maintenance allowed.
		Code of the other earnings to which the earnings apply.
		If not entered, regular and overtime earnings are assumed.
		Messages: **DOE DOES NOT EXIST** - Rejected. The DOE code entered is not in the organization DOE table built from the HRMS Tables File or it does not exist in the employee record.
		INVALID DOE CODE - Rejected. The DOE code is not a valid alphanumeric code; or the DOE code is not an Earnings DOE; or the DOE code is a Tip or Combo DOE; or the DOE code is a Tip Credit DOE and time card is 'R0' or 'R2'.
36-37	Special Hours Code	Optional, alphanumeric, reset not applicable, maintenance allowed.
		Code for the hours accumulator to which the hours apply. If not entered and DOE (positions 34-35) is tied to a special hours, the special hour code is plugged. If not entered or plugged, regular and overtime hours are assumed.
		Valid codes are: **00-90**
		If a code of 00 is entered, the special hours is not plugged.
		Messages: **INVALID HOURS CODE** - Rejected.

(continued)

Positions	Field Name	Description
38-41	Weeks Worked	Optional, numeric, reset not applicable, maintenance allowed.
		Right-justified; two decimals. Weeks worked is used in conjunction with the state code in the time entry transaction to indicate time worked in that state for worker's compensation reporting and for calculation of the correct amount of taxes for multiple weeks worked. Weeks worked applies to R1, R2, R3, R4, R5, and R6 time entry transactions for these calculations.
		The weeks worked field is used in calculating a factor between actual weeks worked and normal weeks worked. This factor is used for calculating taxes correctly when an employee is being paid for more or less than the normal weeks worked. If multiple time entry transactions with blanks in the weeks worked field are entered, zero weeks worked will be assumed in each one.
		If there are multiple time entry transactions (same time entry transaction code for a state), the weeks worked in each of these time entry transactions are added together for total weeks worked for that state.
		If the accumulation of the weeks worked fields from the time entry transaction is zero, the weeks worked for that state are based on the employee's pay frequency as follows:
		Weekly - 1.00 weeks Biweekly - 2.00 weeks Semimonthly - 2.16 weeks Monthly - 4.33 weeks
		Messages: **INVALID WEEKS PAID NO.** - Rejected.
		INV WEEK WRK NEG EARNINGS - Rejected. Number of weeks paid may not be entered on a negative time entry transaction.
42-53	Levels 3-5	Optional, alphanumeric, reset not applicable, maintenance allowed.
		4 positions each field. The level 3, 4 or 5 to which the hours and earnings apply for Labor Distribution. If not entered, the level 3, 4 or 5 from the Employee Master File is plugged into the time entry transaction.
54	Month Code	Optional, alphanumeric, reset not applicable, maintenance allowed.
		Valid values are:
		Blank or **C** - Current **N** - Next
		Messages: **INVALID MONTH CODE** - Rejected.

(continued)

Positions	Field Name	Description
55	Negative Earnings Indicator	Optional, alphanumeric, reset not applicable, maintenance allowed.
		Valid values are:
		Blank - Positive time entry transaction **N** - Negative time entry transaction (valid on R1 time entry only)
		Messages: **INVALID NEGATIVE INDICATOR** - Rejected. The negative indicator in position 55 of this time entry transaction is not a valid value.
		EI ACCUMULATORS NOT UPDATED - Warning. Neither EI nor QPIP Accumulators will be updated by the amounts on this negative time entry transaction.
56-65	Distribution Code	Required, alphanumeric, reset not applicable, maintenance allowed.
		The distribution code to which the hours and earnings apply for Labor Distribution.
		If not entered, the distribution code from the Employee Master File is plugged into the time entry transaction.
		Note: For detailed explanation of the use of levels 3-5, month code, and distribution code for Labor Distribution processing requirements, refer to the User Guide.
	U.S. Organizations	
66-67	State Code	Optional, numeric, reset not applicable, maintenance allowed.
		The state code identifies the state to which the hours and earnings apply.
		If not entered, the hours and earnings are applied to the state worked in on the Employee Master File.
		Valid values are:
		00 - No state tax calculation, No accumulation of state wages. **01-52** - Applicable state **99** - No local tax calculations
		Messages: **INVALID STATE CODE** - Rejected.

(continued)

Positions	Field Name	Description
	Canadian Organizations	
66-67	Province Code or EI/QPIP Pay Period Number	Optional, numeric, reset not applicable, maintenance allowed.
		Valid values are:
		80-93 - province code **01-53** - weekly pay frequency **01-27** - biweekly pay frequency **01-24** - semimonthly pay frequency **01-12** - monthly pay frequency
		This is an optional dual use field. If 01-53 is entered, it is considered an EI or a QPIP Pay Period Number. If 80-93 is entered, it is considered a Province Code.
		If the Province Code is not specified, the federal and provincial taxing authorities are obtained from the employee's 203 segment.
		Note: Only one province code can be used for each cheque.
		If the EI/QPIP Pay Period Number is not specified, the EI/QPIP pay period end date is obtained from the organization AA data for the employee's pay frequency.
		Messages: **INVALID PROV/EI PPD CODE** - Rejected. Must be consistent with Employee Pay Frequency.
		EI PP NOT IN TBLES FILE - Rejected. Pay period entry not found in L1L2 Pay Period Tables or global Pay Period Tables.
		PAY PRD NUM IGNORED FOR ZT R2 - Warning. Pay Period Number on ZT with R2 Time Code.
		EI PP NUM nn = yyyy/mm/dd - Warning. Use to verify that your Pay Period Tables have been updated. nn is the pay period number in the transaction; yyyy/mm/dd is the date from the table.
		INVALID PROVINCE CODE - Rejected.
		NO ROOM IN SALTA TABLE - Rejected. Employee has maximum number of SALTAs.
68-79	Reserved	Blank

(continued)

Positions	Field Name	Description
80	Automatic Dock Pay Indicator	Optional, alphanumeric, reset not applicable, maintenance allowed.
		With R0, time entry transactions can be *. With R1, time entry transactions can be #.
		Messages: **INVALID DOCK PAY CODE** - Rejected.
		NEG PAY RESULT OF DOC PAY - Rejected.
		BLANK HOURS FOR FLAT AMOUNT DOC PAY R0 CARD - Warning. An R0 dock pay transaction was entered for an automatic employee. The transaction is docking a flat amount and the equivalent number of hours is Blank; therefore, the system uses normal hours to update the hours accumulator.
		INV DOCK PAY CD AND NEG IND - Rejected. Automatic dock pay indicator or Canadian EI week indicator may not be entered on a negative time entry transaction.
80	Hours and Fixed Amount Indicator	Optional, alphanumeric, reset not applicable, maintenance allowed.
		With R1, R3, R4, R5, R6, R7 and R8, time entry transactions can be * to indicate presence of both hours and fixed amount.

ZV [80] - Vacation Time Entry Transactions

Function   Vacation Pay Entry for Vacation Pay With or Without Special Calculations

Associated Screens   48

Positions	Field Name	Description
1-2	Transaction Code	Constant **ZV**
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-16	Employee Number	Required, alphanumeric, reset not applicable, maintenance not allowed.
17	Vacation Time Code	Optional, alphanumeric, reset not applicable, maintenance allowed.

Note: Entry of the Vacation Time Code in an 80 character ZV does not require entry of the V - Enter only the numeric value. The Vacation Time Code is expanded to 2 positions by LOAD (PLP200) where a **V** is inserted in the first position.

Valid values are: **1,3,4,5,6,7,8,9**

V1 - Apply taxes, scheduled automatic other earnings, and scheduled deductions. All V1 time entry transactions for an employee add together to produce one check.

V3 - Apply taxes only. All V3 time entry transactions for an employee add together to produce one check.

V4 - Apply taxes, scheduled automatic other earnings, and scheduled deductions. All V4 time entry transactions for an employee add together to produce one check.

V5 - Apply taxes only. Each V5 time entry transaction for an employee produces one check.

V6 - Apply taxes, scheduled other earnings and scheduled deductions. Each V6 time entry transaction from an employee produces one check.

V7 - Apply taxes according to the aggregate tax method, scheduled other earnings, and scheduled deductions. Each V7 time entry transaction for an employee produces one check.

V8 - Apply taxes only according to the aggregate tax method. Each V8 time entry transaction for an employee produces one check.

V9 - Net check (no taxes or deductions). A net check does not update to-date figures and is not passed to labor distribution. Each V9 time entry transaction for an employee produces one check.

Messages:
INVALID TIME CARD CODE - Rejected.

(continued)

Positions	Field Name	Description
18-22	Vacation Hours	Optional, numeric, reset not applicable, maintenance allowed.
		Right-justified. Vacation time entry transaction earnings can be in hours, time, rate or a fixed amount with or without additional special calculation.
		If there is no vacation pay method code (positions 31-32) and if the vacation hours and rate/amount fields are both left blank in the time entry transaction, the normal salary from the master file is plugged into the time entry transaction for salaried employees (employee pay codes 2, 3, 5, 6) and the normal hours and hourly rate from the master file is plugged into the time entry transaction for hourly employees (employee pay codes 1, 4).
		If there is no vacation pay method code (positions 31-32) and there are vacation hours in the time entry transaction and the hourly rate is left Blank, the hourly rate from the master file is plugged into the time entry transaction.
		Messages: **INVALID VACATION HOURS** - Rejected.
23-29	Vacation Rate/Amount	Optional, alphanumeric, reset not applicable, maintenance allowed.
		2 decimals for fixed amount. 4 decimals for rate. Right-justify. Leading zeroes not required. Zero fill will be done by LOAD.
		* followed by Job Rate Code (6 alphanumeric characters) indicates that the vacation rate will be taken from the HRMS Tables File.
		# followed by Job Rate code (6 alphanumeric characters) indicates that the rate is equal to the vacation rate taken from the HRMS Tables File multiplied by the employee's normal hourly rate on the Employee Master File.
		If the Job Rate Code is not found on the HRMS Tables File, the normal rate from the Employee Master File is used.
		Canadian Organizations Only
		To pay all employees vacation percentage enter *V in positions 29-30.
		Messages: **INVALID VACATION RATE** - Rejected.
		NO VAC RATE CODE ENTERED - Warning. A vacation rate code indicator is entered but the vacation rate code is Blank. Hourly rate from the Employee Master File will be used.
		INVALID RATE CODE ENTERED - Warning. No match was found in the HRMS Tables File for the rate code entered in this transaction. Hourly rate from the Employee Master File will be used.
		NO VAC RATE ON HRMS TBLS FILE - Warning. The vacation rate field in the HRMS Tables File for this rate code is Blank. Hourly rate from the Employee Master File will be used.

(continued)

Positions	Field Name	Description
30-31	Vacation Pay Method	Optional, alphanumeric, reset not applicable, maintenance allowed.
		Valid values are:
		AF - Average rate or salary year-to-date plus a fixed amount
		AH - Average rate or salary year-to-date plus amount per vacation hour
		AP - Average rate or salary year-to-date plus a percent of calculated vacation earnings
		AV - Average rate or salary year-to-date
		Average hourly rate equals year-to-date regular earnings divided by year-to-date regular hours.
		Average salary equals year-to-date regular earnings divided by year-to-date number of times paid.
		If there are no vacation hours in the time entry transaction, the average salary is used for a salaried employee (employee pay codes 2, 3, 5, 6) and the normal hours from the master file and the average hourly rate are used for an hourly employee (employee pay codes 1, 4).
		If there are vacation hours in the time entry transaction, the average hourly rate is used.
		Valid values are:
		NF - Vacation pay plus fixed amount
		NH - Vacation rate plus an amount per vacation hour
		NP - Vacation rate/salary plus a percent of vacation pay rate/salary
		PC - Vacation pay plus a percentage of normal salary on the master file
		Messages: **INVALID VACATION METHOD** - Rejected.
32-38	Vacation Amount, Percent or Amount per Hour	Optional, numeric, reset not applicable, maintenance allowed.
		Used with vacation pay code method.
		2 decimals for fixed amount. 4 decimals for percent rate or amount per hour. Right-justify. Leading zeroes not required. Zero fill will be done by LOAD.
		Messages: **INVALID AMT/PERCENT** - Rejected.

(continued)

Positions	Field Name	Description
	U.S. Organizations	
39-42	Vacation Deduction Cycle	Optional, numeric, reset not applicable, maintenance allowed.
		Valid values are:
		1 - First pay period of the month
		2 - Second pay period of the month
		3 - Third pay period of the month
		4 - Fourth pay period of the month
		5 - Fifth pay period of the month
		The vacation deduction cycles identify the pay periods of the month that apply to vacation pay. Deductions scheduled for the indicated pay periods are taken.
		U.S. organizations can use up to four cycles as indicated.
	Canadian Organizations	
39	Vacation Deduction Cycle	Valid Values: 1-5.
		Canadian organizations can use only one cycle per ZV transaction.
		Messages: **INVALID DEDUCTION CYCLE** - Rejected.
		RESERVED AREA IGNORED - Warning.
40-42	Reserved	**Blank**
43-44	Special Earnings Code	Optional, alphanumeric, reset not applicable, maintenance allowed.
		Code of the other earnings to which vacation earnings apply. If not entered, vacation earnings are accumulated with regular earnings.
		Messages: **INVALID DOE CODE** - Rejected. DOE code is not a valid alphanumeric code; or the DOE code is not an Earnings DOE; or DOE code is a Tip or Combo DOE; or DOE is a Tip Credit DOE and time card is 'R0' or 'R2'.

(continued)

Positions	Field Name	Description
45-46	Special Hours Code	Optional, alphanumeric, reset not applicable, maintenance allowed.
		Code for the hours accumulator to which the vacation hours apply.
		Valid codes are **00-90**.
		If not entered and DOE (positions 43-44) is tied to a special hour, the special hour code is entered.
		If not entered or plugged, vacation hours are accumulated with regular hours.
		If a code of 00 is entered, the special hours code is not plugged.
		Messages: **INVALID HOURS CODE** - Rejected.
47-50	Number of Weeks Being Paid	Optional, numeric, reset not applicable, maintenance allowed.
		Right-justified; two decimals. Vacation weeks apply to time entry transaction codes V1, V3, V4, V5, and V6 only. Vacation weeks are used in conjunction with the state code in the time entry transaction to indicate time worked in that state for worker's compensation reporting. Vacation weeks are also used in the calculation of taxes so that the correct taxes are calculated.
		If not entered, the vacation weeks for that state are based on the employee's pay frequency as follows:
		Weekly - 1.00 weeks
		Biweekly - 2.00 weeks
		Semimonthly - 2.16 weeks
		Monthly - 4.33 weeks
		If there are multiple time entry transactions (same time entry transaction code) for a state, the vacation weeks in each of these time entry transactions are added together for total vacation weeks for that state.
		If there are multiple time entry transactions (same time entry transaction code) for a state, and vacation weeks in all of these time entry transactions are left blank, the vacation weeks for that state are based on the employee's pay frequency.
		Messages: **INVALID WEEKS PAID NO.** - Rejected.

(continued)

Positions	Field Name	Description
51-62	Levels 3-5	Optional, alphanumeric, reset not applicable, maintenance allowed.
		The level to which the vacation hours and earnings apply for labor distribution.
		If not entered, the level from the master file is entered into the time entry transaction.
63	Month Code	Optional, alphanumeric, reset not applicable, maintenance allowed.
		Valid values are:
		Blank or **C** - Current **N** - Next
		Messages: **INVALID MONTH CODE -** Rejected.
64	Reserved	**Blank**

(continued)

Positions	Field Name	Description
65-74	Distribution Code	Optional, alphanumeric, reset not applicable, maintenance allowed.
		The distribution code to which the vacation hours and earnings apply for labor distribution.
		If not entered, the distribution code from the master file is plugged into the time entry transaction.
		Note: For detailed explanation of the use of levels 3-5, month code, and distribution code for labor distribution processing requirements, see the *User Guide*.
	U.S. Organizations	
75-76	State Code	Optional, numeric, reset not applicable, maintenance allowed.
		The state code identifies the state to which the vacation hours and earnings apply.
		If not entered, the vacation hours and earnings are applied to the employee's master file state worked in.
		If not entered, the federal taxing authority from the Employee Master File is used.
		Valid values are:
		00 - Apply local tax but no not apply state tax, No accumulation of state wages. **01-52** - Applicable state code **99** - Apply state worked in tax but do not apply local tax
		Messages: **INVALID STATE CODE** - Rejected. State code must be 01-52. **NO ROOM IN TAX SEGMENT TABLE** - Rejected. Employee has the maximum number of Tax Segments.

(continued)

Positions	Field Name	Description
	Canadian Organizations	
75-76	Province Code or EI/QPIP Pay Period Number	Optional, numeric, reset not applicable, maintenance allowed.
		If not entered, the provincial authority from the Employee Master File is used.
		If a province code is entered, the tax method and exemption amount on the Employee Master File are used.
		If a province code of 88 (Quebec) is entered, the provincial tax method must be 1.
		Note: Only one province code can be used for each cheque that is produced by the system.
		Refer to the *Tax Reference Guide* for additional information.
		Valid values are:
		80-93 - province code **01-53** - weekly pay frequency **01-27** - biweekly pay frequency **01-24** - semimonthly pay frequency **01-12** - monthly pay frequency
		This is an optional dual-use field. If **01-53** is entered, it is considered an EI or a QPIP Pay Period Number. If 80-93 is entered, it is considered a Prov.
		If the Province Code is not specified, the federal and provincial taxing authorities are obtained from the employee's 203 segment.
		Note: Only one province code can be used for each cheque.
		If the EI/QPIP Pay Period Number is not specified, the EI/QPIP pay period and date is obtained from the organization AA data for the employee's pay frequency.
		Messages: **INVALID PROVINCE CODE** - Rejected. Province code must be 80-93. **INVALID PROV/EI PPD CODE** - Rejected. Must be consistent with Employee Pay Frequency. **EI PP NOT IN TBLES FILE** - Rejected. Pay period entry not found in L1L2 Pay Period Tables or global Pay Period Tables.

(continued)

Positions	Field Name	Description
	Province Code or EI/QPIP Pay Period Number (continued)	**PAY PRD NUM IGNORED FOR ZV R2** - Warning. Pay Period Number on ZV with R2 Time Code. **EI PP NUM nn** = yyyy/mm/dd - Warning. Used to verify that your Pay Period Tables have been updated where nn is the Pay Period Number in the transaction and yyyy/mm/dd is the date from the table. **INVALID PROVINCE CODE** - Rejected. **NO ROOM IN THE SALTA TABLE** - Rejected. Employee has maximum number of SALTAs. **NO PROV TAX INFO FOR PROV CODE** - Warning. The Province Code entered had no 206 segment match. Therefore, the standard provincial calculation exemption/credit amounts will be used to calculate provincial portion of the employee's taxes for this time card.
77-79	Reserved	**Blank**
80	Hours/Fixed Amount Indicator	Optional, alphanumeric, reset not applicable. With V1, V3, V4, V5, V6, V7 and V8 time entry transactions, can be ***** to indicate presence of both hours and fixed amount. When the * is used, the system tracks the hours and pays the fixed amount.

Additional Messages

Message	Description
NON-ACTIVE EMP TO BE PAID	Warning. A time entry transaction is entered for either an inactive, terminated or deceased employee.
TRANS CREATES 10 PAY CHECKS	Rejected. Too many time entry transactions are entered and have created more pay checks than allowed by the system.
INVALID NEGATIVE INDICATOR	Rejected. Negative indicator is not valid on ZV time entry transaction.

ZV [120] - Vacation Time Entry Transactions

Function   Vacation Pay Entry for Vacation Pay With or Without Special Calculations

Associated Screens   48

Positions	Field Name	Description
1-2	Transaction Code	Constant **ZV**
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-16	Employee Number	Required, alphanumeric, reset not applicable, maintenance not allowed.
17-18	Vacation Time Code	Optional, alphanumeric, reset not applicable, maintenance allowed.
		Valid values are:
		V1 - Apply taxes, scheduled automatic other earnings, and scheduled deductions. All V1 time entry transactions for an employee add together to produce one check.
		V3 - Apply taxes only. All V3 time entry transactions for an employee add together to produce one check.
		V4 - Apply taxes, scheduled automatic other earnings, and scheduled deductions. All V4 time entry transactions for an employee add together to produce one check.
		V5 - Apply taxes only. Each V5 time entry transaction for an employee produces one check.
		V6 - Apply taxes, scheduled other earnings and scheduled deductions. Each V6 time entry transaction from an employee produces one check.
		V7 - Apply taxes according to the aggregate tax method, scheduled other earnings, and scheduled deductions. Each V7 time entry transaction for an employee produces one check.
		V8 - Apply taxes only according to the aggregate tax method. Each V8 time entry transaction for an employee produces one check.
		V9 - Net check (no taxes or deductions). A net check does not update to-date figures and is not passed to labor distribution. Each V9 time entry transaction for an employee produces one check.
		Messages: **INVALID TIME CARD CODE** - Rejected.

(continued)

Positions	Field Name	Description
19-23	Vacation Hours	Optional, numeric, reset not applicable, maintenance allowed.
		Right-justified. Vacation time entry transaction earnings can be in hours, time, rate or a fixed amount with or without additional special calculation.
		If there is no vacation pay method code (positions 35-36) and if the vacation hours and rate/amount fields are both left blank in the time entry transaction, the normal salary from the master file is plugged into the time entry transaction for salaried employees (employee pay codes 2, 3, 5, 6) and the normal hours and hourly rate from the master file is plugged into the time entry transaction for hourly employees (employee pay codes 1, 4).
		If there is no vacation pay method code (positions 35-36) and there are vacation hours in the time entry transaction and the hourly rate is left Blank, the hourly rate from the master file is plugged into the time entry transaction.
		Messages: **INVALID VACATION HOURS** - Rejected.
24-34	Vacation Rate/Amount	Optional, alphanumeric, reset not applicable, maintenance allowed.
		2 decimals for fixed amount. 4 decimals for rate. Right-justify. Leading zeroes not required. Zero fill will be done by LOAD.
		* followed by Job Rate Code (6 alphanumeric characters) indicates that the vacation rate will be taken from the HRMS Tables File.
		# followed by Job Rate code (6 alphanumeric characters) indicates that the rate is equal to the vacation rate taken from the HRMS Tables File multiplied by the employee's normal hourly rate on the Employee Master File.
		If the Job Rate Code is not found on the HRMS Tables File, the normal rate from the Employee Master File is used.
		Canadian Organizations Only
		To pay all employees vacation percentage enter *V in positions 29-30.
		Messages: **INVALID VACATION RATE** - Rejected.
		NO VAC RATE CODE ENTERED - Warning. A vacation rate code indicator is entered but the vacation rate code is Blank. Hourly rate from the Employee Master File will be used.
		INVALID RATE CODE ENTERED - Warning. No match was found in the HRMS Tables File for the rate code entered in this transaction. Hourly rate from the Employee Master File will be used.
		NO VAC RATE ON HRMS TBLS FILE - Warning. The vacation rate field in the HRMS Tables File for this rate code is Blank. Hourly rate from the Employee Master File will be used.

(continued)

Positions	Field Name	Description
35-36	Vacation Pay Method	Optional, alphanumeric, reset not applicable, maintenance allowed.
		Valid values are:
		AF - Average rate or salary year-to-date plus a fixed amount
		AH - Average rate or salary year-to-date plus amount per vacation hour
		AP - Average rate or salary year-to-date plus a percent of calculated vacation earnings
		AV - Average rate or salary year-to-date
		Average hourly rate equals year-to-date regular earnings divided by year-to-date regular hours.
		Average salary equals year-to-date regular earnings divided by year-to-date number of times paid.
		If there are no vacation hours in the time entry transaction, the average salary is used for a salaried employee (employee pay codes 2, 3, 5, 6) and the normal hours from the master file and the average hourly rate are used for an hourly employee (employee pay codes 1, 4).
		If there are vacation hours in the time entry transaction, the average hourly rate is used.
		Valid values are:
		NF - Vacation pay plus fixed amount
		NH - Vacation rate plus an amount per vacation hour
		NP - Vacation rate/salary plus a percent of vacation pay rate/salary
		PC - Vacation pay plus a percentage of normal salary on the master file
		Messages: **INVALID VACATION METHOD** - Rejected.
37-47	Vacation Amount, Percent or Amount per Hour	Optional, numeric, reset not applicable, maintenance allowed.
		Used with vacation pay code method.
		2 decimals for fixed amount. 4 decimals for rate or amount per hour. Right-justify. Leading zeroes not required. Zero fill will be done by LOAD.
		Messages: **INVALID AMT/PERCENT** - Rejected.

(continued)

Positions	Field Name	Description
	U.S. Organizations	
48-51	Vacation Deduction Cycle	Optional, numeric, reset not applicable, maintenance allowed.
		Valid values are:
		1 - First pay period of the month
		2 - Second pay period of the month
		3 - Third pay period of the month
		4 - Fourth pay period of the month
		5 - Fifth pay period of the month
		The vacation deduction cycles identify the pay periods of the month that apply to vacation pay. Deductions scheduled for the indicated pay periods are taken.
		U.S. organizations can use up to four cycles as indicated.
	Canadian Organizations	
48	Vacation Deduction Cycle	Valid Values: 1-5.
		Canadian organizations can use only one cycle per ZV transaction.
		Messages: **INVALID DEDUCTION CYCLE** - Rejected.
		RESERVED AREA IGNORED - Warning.
49-51	Reserved	**Blank**
	All Organizations	
52-53	Special Earnings Code	Optional, alphanumeric, reset not applicable, maintenance allowed.
		Code of the other earnings to which vacation earnings apply. If not entered, vacation earnings are accumulated with regular earnings.
		Messages: **INVALID DOE CODE** - Rejected. DOE code is not a valid alphanumeric code; or the DOE code is not an Earnings DOE; or DOE code is a Tip or Combo DOE; or DOE is a Tip Credit DOE and time card is 'R0' or 'R2'.

(continued)

Positions	Field Name	Description
54-55	Special Hours Code	Optional, alphanumeric, reset not applicable, maintenance allowed.
		Code for the hours accumulator to which the vacation hours apply.
		Valid codes are **00-90**.
		If not entered and DOE (positions 52-53) is tied to a special hour, the special hour code is entered.
		If not entered or plugged, vacation hours are accumulated with regular hours.
		If a code of 00 is entered, the special hours code is not entered.
		Messages: **INVALID HOURS CODE** - Rejected.
56-59	Number of Weeks Being Paid	Optional, numeric, reset not applicable, maintenance allowed.
		Right-justified; two decimals. Vacation weeks apply to time entry transaction codes V1, V3, V4, V5, and V6 only. Vacation weeks are used in conjunction with the state code in the time entry transaction to indicate time worked in that state for worker's compensation reporting. Vacation weeks are also used in the calculation of taxes so that the correct taxes are calculated.
		If not entered, the vacation weeks for that state are based on the employee's pay frequency as follows:
		Weekly - 1.00 weeks
		Biweekly - 2.00 weeks
		Semimonthly - 2.16 weeks
		Monthly - 4.33 weeks
		If there are multiple time entry transactions (same time entry transaction code) for a state, the vacation weeks in each of these time entry transactions are added together for total vacation weeks for that state.
		If there are multiple time entry transactions (same time entry transaction code) for a state, and vacation weeks in all of these time entry transactions are left blank, the vacation weeks for that state are based on the employee's pay frequency.
		Messages: **INVALID WEEKS PAID NO.** - Rejected.

(continued)

Positions	Field Name	Description
60-71	Levels 3-5	Optional, alphanumeric, reset not applicable, maintenance allowed.
		The level to which the vacation hours and earnings apply for labor distribution.
		If not entered, the level from the master file is entered into the time entry transaction.
72	Month Code	Optional, alphanumeric, reset not applicable, maintenance allowed.
		Valid values are:
		Blank or **C** - Current **N** - Next
		Messages: **INVALID MONTH CODE -** Rejected.
73-82	Distribution Code	Optional, alphanumeric, reset not applicable, maintenance allowed.
		The distribution code to which the vacation hours and earnings apply for labor distribution.
		If not entered, the distribution code from the master file is plugged into the time entry transaction.
		Note: For detailed explanation of the use of levels 3-5, month code, and distribution code for labor distribution processing requirements, see the *User Guide*.
	U.S. Organizations	
83-84	State Code	Optional, numeric, reset not applicable, maintenance allowed.
		The state code identifies the state to which the vacation hours and earnings apply.
		If not entered, the vacation hours and earnings are applied to the employee's master file state worked in.
		If not entered, the federal taxing authority from the Employee Master File is used.
		Valid values are:
		00 - Apply local tax but no not apply state tax, No accumulation of state wages. **01-52** - Applicable state code **99** - Apply state worked in tax but do not apply local tax
		Messages: **INVALID STATE CODE** - Rejected. State code must be 01-52. **NO ROOM IN TAX SEGMENT TABLE** - Rejected. Employee has the maximum number of Tax Segments.

(continued)

Positions	Field Name	Description
	Canadian Organizations	
83-84	Province Code or EI/QPIP Pay Period Number	Optional, numeric, reset not applicable, maintenance allowed.
		If not entered, the provincial authority from the Employee Master File is used.
		If a province code is entered, the tax method and exemption amount on the Employee Master File are used.
		If a province code of 88 (Quebec) is entered, the provincial tax method must be 1.
		Note: Only one province code can be used for each cheque that is produced by the system.
		Refer to the *Tax Reference Guide* for additional information.
		Valid values are:
		80-**93** - province code
		01-**53** - weekly pay frequency
		01-**27** - biweekly pay frequency
		01-**24** - semimonthly pay frequency
		01-**12** - monthly pay frequency
		This is an optional dual-use field. If **01**-**53** is entered, it is considered an EI or a QPIP Pay Period Number. If 80-93 is entered, it is considered a Prov.
		If the Province Code is not specified, the federal and provincial taxing authorities are obtained from the employee's 203 segment.
		Note: Only one province code can be used for each cheque.
		If the EI/QPIP Pay Period Number is not specified, the EI/QPIP pay period and date is obtained from the organization AA data for the employee's pay frequency.
		Messages: **INVALID PROVINCE CODE** - Rejected. Province code must be 80-93. **INVALID PROV/EI PPD CODE** - Rejected. Must be consistent with Employee Pay Frequency. **EI PP NOT IN TBLES FILE** - Rejected. Pay period entry not found in L1L2 Pay Period Tables or global Pay Period Tables. **PAY PRD NUM IGNORED FOR ZV R2** - Warning. Pay Period Number on ZV with R2 Time Code.

(continued)

Positions	Field Name	Description
	Province Code or EI/QPIP Pay Period Number (continued)	**EI PP NUM nn** = yyyy/mm/dd - Warning. Used to verify that your Pay Period Tables have been updated where nn is the Pay Period Number in the transaction and yyyy/mm/dd is the date from the table. **NO ROOM IN THE SALTA TABLE** - Rejected. Employee has maximum number of SALTAs. **NO PROV TAX INFO FOR PROV CODE** - Warning. The Province Code entered had no 206 segment match. Therefore, the standard provincial calculation exemption/credit amounts will be used to calculate provincial portion of the employee's taxes for this time card.
85	Hours/Fixed Amount Indicator	Optional, alphanumeric, reset not applicable. With V1, V3, V4, V5, V6, V7 and V8 time entry transactions, can be ***** to indicate presence of both hours and fixed amount. When the * is used, the system tracks the hours and pays the fixed amount.
86-120	Reserved	**Blank**

Additional Messages

Message	Description
NON-ACTIVE EMP TO BE PAID	Warning. A time entry transaction is entered for either an inactive, terminated or deceased employee.
TRANS CREATES 10 PAY CHECKS	Rejected. Too many time entry transactions are entered and have created more pay checks than allowed by the system.
INVALID NEGATIVE INDICATOR	Rejected. Negative indicator is not valid on ZV time entry transaction.

0 [80] - Organization Header

Function   Check Reconciliation Transactions

Associated Screens   None

Positions	Field Name	Description
1-2	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
3-4	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
5	Transaction Code	Constant **0**
6-19	Reserved	**Blank**
20-49	Organization Name	Optional, alphanumeric, reset not applicable.
50-79	Organization Subtitle	Optional, alphanumeric, reset not applicable.
80	Print Option	Optional, alphanumeric, reset not applicable.
		Valid values are:
		Blank - Print errors only
		Not blank - Print detail

1 [80] - Check Add

Function   Check Reconciliation Transactions

Associated Screens   None

Positions	Field Name	Description
1-2	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
3-4	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
5	Transaction Code	Constant **1** = Add**.**
6	System Code	Required, alphanumeric, reset not applicable, maintenance not allowed. Year will be expanded and store four digits. Constant **P** = Payroll.
7-12	Check Date	Required, numeric, reset not applicable. Year will be expanded and store 4 digits. Enter YYMMDD.
13-21	Check Number	Required, alphanumeric, reset not applicable. Right-justified.
22-32	Check Amount	Required, numeric, reset not applicable. Right-justified.
33	Check Type	Optional, alphanumeric, reset not applicable. Valid values are: **N** - Normal **P** - Prepay **V** - Void
34-43	Employee Number	Required, alphanumeric, reset not applicable. Right-justified.
44-73	Employee Name	Required, alphanumeric, reset not applicable. Left justified.
74-80	Reserved	**Blank**

2 [80] - Check Data Change

Function   Check Reconciliation Transactions

Associated Screens   None

Positions	Field Name	Description
1-2	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
3-4	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
5	Transaction Code	Constant **2** = Check date change.
6	System Code	Required, alphanumeric, reset not applicable, maintenance not allowed. Constant **P** = Payroll.
7-12	Check Date	Required, numeric, reset not applicable. Year will be expanded and store four digits. Enter YYMMDD.
13-21	Check Number	Required, alphanumeric, reset not applicable. Right-justified. Year will be expanded and store 4 digits.
22-32	Check Amount	Required, numeric, reset not applicable. Right-justified.
33	Check Type	Optional, alphanumeric, reset not applicable. Valid values are: **N** - Normal **P** - Prepay **V** - Void
34-43	Employee Number	Required, alphanumeric, reset not applicable. Right-justified.
44-73	Employee Name	Required, alphanumeric, reset not applicable. Left justified.
74-80	Reserved	**Blank**

3 [80] - Delete Check

Function   Check Reconciliation Transactions

Associated Screens   None

Positions	Field Name	Description
Note: This transaction deletes an existing record from the Check Reconciliation Master file.		
1-2	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
3-4	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
5	Transaction Code	Constant **3** = Delete check.
6	System Code	Required, alphanumeric, reset not applicable, maintenance not allowed. Constant **P** = Payroll.
7-12	Check Date	Required, numeric, reset not applicable. Year will be expanded and store four digits. Enter YYMMDD.
13-21	Check Number	Required, alphanumeric, reset not applicable. Right-justified. Year will be expanded and store 4 digits.
22-29	Reserved	**Blank**
30-39	Employee Number	Optional, alphanumeric, reset not applicable. Optional; for printing only.
40-69	Employee Name	Optional, alphanumeric, reset not applicable. Optional; for printing only.
70-80	Reserved	**Blank**

4 [80] - Clearance Data Change

Function   Check Reconciliation Transactions

This transaction changes the clearance date or clearance amount fields or both for a clearance record in the Check Reconciliation Master file. If either field is blank, the field that is blank remains unchanged in the Check Reconciliation Master file.

Associated Screens   None

Positions	Field Name	Description
1-2	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
3-4	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
5	Transaction Code	Constant **4** = Clearance data change.
6	System Code	Required, alphanumeric, reset not applicable, maintenance not allowed. Constant **P** = Payroll.
7-12	Check Date	Required, numeric, reset not applicable. Year will be expanded and store 4 digits. Enter YYMMDD.
13-21	Check Number	Required, alphanumeric, reset not applicable. Right-justified.
22-27	Clearance Date	Optional, numeric, reset not applicable. Year will be expanded and store 4 digits.
28-38	Clearance Amount	Optional, numeric, reset not applicable. Right-justified.
39-80	Reserved	**Blank**

5 [80] - Check Clearance

Function   Check Reconciliation Transactions

This transaction (as input) adds a clearance record to the Check Reconciliation Master file. If a check is already present, it clears that check.

This transaction (as output) is produced from records generated for all checks added to the Check Reconciliation Master file from the Payroll Reporting Detail file. The clearance date and clearance amount fields must be entered prior to execution.

Associated Screens   None

Positions	Field Name	Description
1-2	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
3-4	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
5	Transaction Code	Constant **5** - Clearance.
6	System Code	Required, alphanumeric, reset not applicable, maintenance not allowed. Constant **P** - Payroll.
7-12	Check Date	Required, numeric, reset not applicable. Year will be expanded and store 4 digits.
13-21	Check Number	Required, alphanumeric, reset not applicable. Right-justified.
22-27	Clearance Date	Optional, numeric, reset not applicable. Year will be expanded and store four digits.
28-38	Clearance Amount	Optional, numeric, reset not applicable. Right-justified.
39-80	Reserved	**Blank**

Appendix A   State and Province Codes

Appendix Contents

FIPS State Codes for the States and the District of Columbia

Payroll Authority Code	State	Standard Postal Abbreviation**	Standard Postal Code**
01	*Alabama	AL	01
02	*Alaska	AK	02
03	*Arizona	AZ	04
04	*Arkansas	AR	05
05	*California	CA	06
06	Colorado	CO	08
07	Connecticut	CT	09
08	*Delaware	DE	10
09	*District of Columbia	DC	11
10	Florida	FL	12
11	*Georgia	GA	13
12	Hawaii	HI	15
13	Idaho	ID	16
14	Illinois	IL	17
15	*Indiana	IN	18

(continued)

Payroll Authority Code	State	Standard Postal Abbreviation**	Standard Postal Code**
16	Iowa	IA	19
17	Kansas	KS	20
18	Kentucky	KY	21
19	*Louisiana	LA	22
20	Maine	ME	23
21	*Maryland	MD	24
22	*Massachusetts	MA	25
23	*Michigan	MI	26
24	Minnesota	MN	27
25	*Mississippi	MS	28
26	*Missouri	MO	29
27	Montana	MT	30
28	Nebraska	NE	31
29	Nevada	NV	32
30	New Hampshire	NH	33
31	*New Jersey	NJ	34
32	New Mexico	NM	35
33	*New York	NY	36
34	*North Carolina	NC	37
35	*North Dakota	ND	38
36	*Ohio	OH	39
37	*Oklahoma	OK	40
38	*Oregon	OR	41
39	Pennsylvania	PA	42
40	Rhode Island	RI	44
41	South Carolina	SC	45
42	South Dakota	SD	46
43	Tennessee	TN	47
44	Texas	TX	48
45	Utah	UT	49

(continued)

Payroll Authority Code	State	Standard Postal Abbreviation**	Standard Postal Code**
46	Vermont	VT	50
47	Virginia	VA	51
48	Washington	WA	53
49	*West Virginia	WV	54
50	*Wisconsin	WI	55
51	Wyoming	WY	56

* These states require special data considerations. Refer to the *Tax Reference Guide* for details.

** States of the United States (including the District of Columbia) with their assigned abbreviations and codes, according to Federal Information Processing Standard 5 (FIPS5-1).

FIPS State Codes for the Outlying Areas of the United States, and Freely Associated States, and Trust Territory

Area Name	FIPS State Numeric Code	FIPS State Alpha Code
American Samoa	60	AS
Federated States of Micronesia	64	FM
Guam	66	GU
Marshall Islands	68	MH
Northern Mariana Islands	69	MP
Palau	70	PW
Puerto Rico	72	PR (52)*
U.S. Minor Outlying Islands	74	UM
Virgin Islands of the U.S.	78	VI

* This territory requires special data considerations. Refer to the *Tax Reference Guide* for details.

FIPS State Numeric Codes for the Individual Minor Outlying Island Territories

Area Name	FIPS State Numeric Code
Baker Island	81
Howland Island	84
Jarvis Island	86
Johnston Atoll	67
Kingman Reef	89
Midway Islands	71
Navassa Island	76
Palmyra Atoll	95
Wake Island	79

Province Codes (Canadian Organizations)

Province	Payroll Code	Standard Abbreviation
Alberta	80	AB
British Columbia	81	BC
Manitoba	82	MB
New Brunswick	83	NB
Newfoundland and Labrador	84	NL
Nova Scotia	85	NS
Ontario	86	ON
Prince Edward Island	87	PE
Quebec	88	QC
Saskatchewan	89	SK
Northwest Territories	90	NT
Yukon Territories	91	YT
Outside Canada (United States)	92	US
Nunavut	93	NU

Appendix B   Regulatory Report IDs

Appendix Contents

Introduction

This appendix lists the regulatory report identifiers and form codes for HCM:E.

Report Identifiers

U.S. Reports/Files

ID	Description
Federal Reports	
001	Federal W-2 Forms
002	Federal W-2 File
003	1099-R Forms
004	Federal 1099-R File
007	Puerto Rico W-2PR Forms
State Reports	
100	State W-2 Files
101	State Quarterly Unemployment Forms
102	State Quarterly Unemployment Files
103	State 1099-R Tapes
104	State Quarterly Wage/Tax Forms
105	State Quarterly Wage/Tax Files
106	State Monthly Unemployment Files
Local Reports	
400	Local W-2 Files

Canadian Reports/Files

ID	Description
200	T4 Forms
201	T4 File
202	T4A Forms
203	T4A File
Québec Reports	
300	Relevé 1 Forms
301	Relevé 2 Forms
302	Relevé 1 File
303	Relevé 2 File

ACH Files

ID	Description
500	ACH Files

Forms Codes

1099 Forms

Form Code	Form Descriptions
300	1099-R 1 Wide Self-Mailer
310	1099-R 1 Wide Continuous Scannable Form
335	1099-R (Employer) Laser Print Magnetic Media
340	1099-R (Employee) Laser Print Magnetic Media

W-2 Forms

Form Code	Form Descriptions
200	W-2PR Puerto Rico W-2
205	W-2PR Laser (Employer)
210	W-2PR Laser (Employee)
400	W-2 1 Wide Self-Mailer
420	W-2 1 Wide Side-By-Side Self-Mailer
435*	W-2 Laser (Employer) continuous form
440*	W-2 Laser (Employee) continuous form
445*	W-2 Laser (Employer) cut sheet form
450*	W-2 Laser (Employee) cut sheet form
455	W-2 2 Wide Self-Mailer
465	W-2 2 Wide Scannable Self-Mailer
475	W-2 2 Wide Continuous Carbonless
485	W-2 1 Wide, 4-up Horizontal Eccentric "Z" fold pressure seal

* Laser format is 8 lines per inch for IBM and 8.1 lines per inch for Xerox. Laser forms are 8 1/2 x 11", 8 1/2 x 14", or 9 1/2 x 14". All other forms are 6 lines per inch.

SRMs for format 435 can also be copied and used for formats 445.
SRMs for format 440 can also be copied and used for formats 450.

Canadian Forms

Form Code	Form Descriptions
500	T4 Form
505	T4 Pressure Seal Laser form
510	T4A Form
515	T4A Pressure Seal Laser form
520	Releve' 1 Form
525	Releve 1 Pressure Seal form
530	Releve' 2 Form
540	T4 Form Self-Mailer
555*	T4 laser employer form
560*	T4 laser employee form
565*	T4A laser employer form
570*	T4A laser employee form
575*	Releve 1 laser employer form
580*	Releve 1 laser employee form
585*	Releve 2 laser employer form
590*	Releve 1 laser employer form

Quarterly Forms

Form Code	Form Descriptions
600-700	

User Forms

Form Code	Form Descriptions
701-899	Available for User-Defined Forms

Appendix C   Distribution Codes for 1099-R

Appendix Contents

Assigning Distribution Codes Using the TZ1-200 Transaction

The TZ1-200 transaction is used when you have only one 1099-R distribution code or code combination that applies to your entire Level1/Level2. Some distribution codes or code combinations are not available on the TZ1-200 transaction because additional input data is required (e.g. Date of Payment for Code C, Death Benefit).

Assigning Distribution Codes Using the TZ1-201 Through TZ1-210 Transactions

The TZ1-201 through TZ1-210 transactions can be used when you have multiple distribution codes and code combinations that apply to the employees in your organization. These transactions must also be used for certain distribution codes, such as B and C, where additional details must be provided.

Code B refers to Roth Distribution and all B distribution code combinations require first year of designated value, which is provided using TZ1-203. Code C refers to Death Benefit and all C distribution code combinations require reported date of payment, which is provided using TZ1-205.

The table below identifies the transaction that is used to define the 1099-R distribution code(s).

Distribution Code(s)	TZ1 Txn.	Number of DOEs	Remarks
1	201	5	
18	201	2	
1B	201	5	
1D	201	2	
1K	201	2	
1L	201	2	
1M	205	1	
1P	201	5	
2	202	5	
28	202	2	
2B	202	5	Enter Date DOE in 60-61 in TZ1-203
2D	202	2	
2K	202	2	
2L	202	2	
2M	205	1	
2P	202	2	
3	203	5	
3D	205	2	
4	204	5	
48	204	2	
4A	204	2	

(continued)

Distribution Code(s)	TZ1 Txn.	Number of DOEs	Remarks
4B	204	5	Enter Date DOE in 60-61 in TZ1-203
4D	204	2	
4G	204	2	
4H	204	2	
4K	204	1	
4L	204	2	
4M	205	1	
4P	204	2	
5	205	5	
6	206	5	
7	207	5	
7A	207	5	
7B	207	5	Enter Date DOE in 60-61 in TZ1-203
7D	207	2	
7K	207	2	
7L	207	2	
7M	205	1	
8	208	5	
81	208	5	
82	208	5	
84	208	1	
8B	208	5	Enter Date DOE in 60-61 in TZ1-203
8J	208	2	
8K	208	2	
9	209	5	
B	203	5	Enter Date DOE in 60-61 in TZ1-203
BG	203	5	Enter Date DOE in 60-61 in TZ1-203
BL	203	5	Enter Date DOE in 60-61 in TZ1-203

(continued)

Distribution Code(s)	TZ1 Txn.	Number of DOEs	Remarks
BM	205	3	Enter Date DOE in 60-61 in TZ1-203
BP	203	5	Enter Date DOE in 60-61 in TZ1-203
BU	203	5	Enter Date DOE in 60-61 in TZ1-203
C	205	1	Enter Date DOE in 34-35 in TZ1-205
CD	205	1	Enter Date DOE in 38-39 in TZ1-205
E	210	5	
F	210	5	
G	210	5	
GK	210	2	
H	209	2	
J	209	2	
JP	209	2	
L	209	2	
M	205	1	
N	209	2	
P	210	5	
Q	209	2	
R	209	2	
S	209	5	
T	209	2	
U	209	2	
W	206	2	
W6	206	2	
YR	203 205	3	In 203, Date field be associated with B combination codes; In 205, Date field be associated with each C combination code.