

PaySR

Payroll Data Transaction File - Input/Output (By Record Code)

Fields used for HIRE							
Field	Field Type	Length	Begin	End	Outbound Only	Required/ Optional	Comments
Department ID	Char	10	1	10		Required	Deptid
Date	Date	8	11	18		Required	YYYYMMDD
Time	Nbr	6	19	24	Yes	N/A	HHMMSS
Emplid	Char	11	25	35		Required	Employee ID (SSN)
Empl Record #	Nbr	3	36	38		Required	Empl_Rcd#
Current Position Nbr	Nbr	8	39	46		See Comments	Employee's Current Position Number. Required for Rehires only.
Sequence #	Nbr	6	47	52		Required	Sequential number to help identify rows
Record Code	Char	3	53	55		Required	Code to identify what type of information this record contains: HIR - New Hire
Record Action	Char	1	56	56	Yes	N/A	Code to identify the type of action this transaction is performing. The Outbound values are: A - Add C - Change D - Delete
Effective Date	Date	8	57	64		Required	MMDDYYYY
Effective Sequence	Nbr	3	65	67		Required	
New Position	Char	8	68	75		Required	
Line Number	Nbr	5	76	80	Yes	N/A	*Defaults form position data
Action	Char	3	81	83		Required	Action Code: HIR - Hire
Action Reason	Char	3	84	86		Required	
Appointment Code	Char	1	87	87		Required	Defaults to Perm
Full Part Time	Char	1	88	88		Optional	Default from position Data defaults to Full Time
Pay Basis Code	Char	3	89	91		Optional	Default from Position
Standard Hours	Nbr	4	92	95		Optional	99V99 for exception hourly only
FICA Status	Char	1	96	96		Optional	Default to N - Subject
NY Increment Code	Nbr	4	97	100		Optional	
Benefit Flag	Char	1	101	101		Required	Defaults to 9 - no coverage
FIS Amount	Nbr	7	102	108		Optional	999999999
Filler		37	109	145			
NY Extra Service Indicator	Char	1	146	146		Optional	Y/N Defaults to 'N'

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Field	Field Type	Length	Begin	End	Outbound Only	Required/Optional	Comments
NYS Position	Char	8	147	154		Optional	
Tax Location Code	Char	10	155	164		Optional	Default from Department Tax Location
Work Schedule	Char	7	165	171		Optional	Default to NYYYYYN
Part time percent	Nbr	5	172	176		Optional	9V9999 - Default to 1.0000
Anniv Date	Date	8	177	184		Optional	YYYYMMDD - Defaults to Hire effective date
Mail Drop ID	Char	50	185	234		Optional	
Temp Assign	Char	10	235	244		Optional	
Filler		1	245	245			
Eligible Income Code	Char	2	246	247		Optional	Populate if applicable - defaults to 'N'
Filler		39	248	286			
Pay rate	Nbr	10	287	296		Optional	99999999v99
Filler		3	297	299			
Name	Char	50	300	349		Required	
Filler		1	350	350			
Full time student	Char	1	351	351		Optional	Y/N - Default to N
Name prefix	Char	4	352	355		Optional	
Benefit Record #	Nbr	3	356	358		Optional	
Filler		12	359	370			
SSN	Char	9	371	379		Optional	
Filler		18	380	397			
Retiree indicator	Char	1	398	398		Optional	Y/N
Address1	Char	35	399	433		Optional	
Address2	Char	35	434	468		Optional	
Filler		35	469	503			
City	Char	30	504	533		Optional	
County	Char	30	534	563		Optional	
State	Char	6	564	569		Optional	
Zip	Char	10	570	579		Optional	
Country	Char	3	580	582		Optional	Default to USA
Filler		59	583	641			
Special FWT Status	Char	1	642	642		Optional	Default to 'N'
Special SWT Status	Char	1	643	643		Optional	Default to 'N'
Benefit Program	Char	3	644	646		Required	
FAS code	Char	9	647	655		Optional	Used by CUNY only

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FWT marital status	Char	1	656	656		Optional	Default to S - Single
FWT allowances	Nbr	3	657	659		Optional	Default to 0
FWT additional amt	Nbr	7	660	666		Optional	99999V99
Filler		5	667	671			
FWT Country	Char	3	672	674		Optional	Default from Personal Data Country
Form 1001 Received	Char	1	675	675		Optional	Y/N - Default to N
Form 1001 Submit Date	Date	8	676	683		Optional	YYYYMMDD
Form 8233 Received	Char	1	684	684		Optional	Y/N - Default to N
Form 8233 Submit Date	Date	8	685	692		Optional	YYYYMMDD
Taxpayer ID Nbr	Char	9	693	701		Optional	
Treaty Exp Date	Date	8	702	709		Optional	YYYYMMDD
Treaty ID	Char	10	710	719		Optional	
Tax State	Char	6	720	725		Optional	NY,DC,VA,IL - Defaults to NY
Filler		1	726	726			
SWT marital status	Char	1	727	727		Optional	Default to S - Single
SWT allowances	Nbr	3	728	730		Optional	Default to 0
SWT additional amt	Nbr	7	731	737		Optional	99999V99
Filler		6	738	743			
Locality	Char	7	744	750		Optional	
Resident in locality	Char	1	751	751		Optional	Y/N - Required if Populated - Defaults to N
Filler		13	752	764			
LWT allowances	Nbr	2	765	766		Optional	
LWT flat amt	Nbr	7	767	773		Optional	
Filler		5	774	778			
LWT additional amt	Nbr	10	779	788		Optional	99999999V99
Filler		55	789	843			
Comments code	Nbr	1	844	844		Optional	1 - Comments apply to Job Request
Filler		368	845	1212			
Comments	Char	500	1213	1712		Optional	
Filler	Char	280	1713	1992		Optional	
Operator ID	Char	8	1993	2000		Required	Process Operator ID