



PAYROLL CONTRIBUTION ASCII FILE LAYOUT AND REQUIREMENTS

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1. OVERVIEW OF FILE LAYOUT CHANGES

- All fields are required unless explicitly indicated as optional and some fields that have all blank will be replaced by 0
 - **Expanded contractor number is required.** This is the existing 5 character contractor # followed by 3 blank spaces. In the future, those additional 3 spaces may be used for enhanced basys functionality.
 - **Job type:**

For all contracts/suffixes except Supply Division (G+ suffix)

- The Job Type is used to determine Workers Compensation/Disability (EESISP) rates for each member
- The Job Type must include one of the Job Types in the table below
- If the Job Type selected is **Non-WrapUp**, you will be charged a **Non-WrapUp** rate for the member(s)
- If the Job Type is left **BLANK**, you will be charged a **Non-WrapUp** rate for the member(s)

Job type	Description
WU-SchoolC	Wrap-up for School Construction Authority
WU-MTransA	Wrap-up for Metropolitan Transit Authority
WU-PortAut	Wrap-up for Port Authority
WU-Airport	Wrap-up for Airport
WU-LIRailR	Wrap-up for Long Island Railroad
WU-MNRailR	Wrap-up for Metro North Railroad
WU-Private	Wrap-up for private jobs (non-public entities)
Non-WrapUp	Non-WrapUp

For Supply Division (G+ suffix)

- The Job Type is used to determine Workers Compensation/Disability (EESISP) rates for each member
- The Job Type must include one of the Job Types in the table below
- If the Job Type is left BLANK, your file will be rejected

Job type	Description
Admin	Administration
OpsWhs	Operations/Warehouse
Driver	Drivers
Sales	Salespeople

- **Job Location: is required**
- The old layout has a record's length of 300 bytes (characters). In the new layout, the records have a length of 343 bytes. **The first 300 bytes are the same in both old and new layouts.**
- **The new layout requires an additional 43 bytes at the end of each record as follows:**
 - **Header record:**
 - 8 bytes for **expanded contr # (contractor number)**
 - 35 bytes for **filler (blanks)**
 - **Detail record:**
 - 8 bytes for **expanded contr # (contractor number)**
 - 10 bytes for **job type (see chart above)**
 - 25 bytes for **job location**
 - **Trailer record:**
 - 8 bytes for **expanded contr # (contractor number)**
 - 35 bytes for **filler (blanks)**
- The new layout is detailed below. Differences between the old and new format are highlighted in yellow.

2. EESISP SPECIAL CODES

2.1. The EESISP Special Code is an optional value of "P" in position 295 in the details

3. ADDITIONAL COMPENSATION

3.1. Additional compensation wages are for either bonus or vacation time or holiday pay; one field will be used to submit a dollar amount for either of these types. basys doesn't need to distinguish between them.

3.2. Additional Compensation will be a dollar amount or a null. It is not required; if there is nothing to submit employers will leave it empty, they will not submit it with a zero value

3.3. The dollar amount will be sent in 10 spaces from positions 285 - 294 in the details and will be right justified.

Should have leading 0s or blanks. 2 decimals are used for the pennies

Example: \$100 would be 0000010000 or 10000 in position 285-294

Positions 183 to 284 should be 0s or blanks

3.4. Only EESISP and NEBF should be calculated for Additional Compensation; no other fund calculations apply.

3.5. Additional compensation totals will not be in the trailer.

4. NEW LAYOUT

INPUT FILE

Joint Industry Board payroll transmittal system.

- There are 3 record types within the file: header, detail, and trailer (trailers include totals).

- For each contract type/suffix (CA, VO, etc.) within a contractor, there must be header, detail and trailer records.

Record length - 343 blocked by 10

HEADER RECORD

Description	Start Position	End Position	Length	Format or content	Comment -
record id	1	1	1	X(1)	Fixed value="1" Cannot be blank
contr #	2	6	5	X(5)	3 digit contractor number + 2 digit suffix – Cannot be blank
w/e date	7	14	8	MMDDYY Y	Cannot be blank
week #	15	16	2	99	Cannot be blank
contr name	17	37	21	X(21)	Cannot be blank
fed-id	38	47	10	X(10)	Cannot be blank
Blanks	48	295	248	X(248)	248 blank spaces
id-tag	296	300	5	X(5)	Cannot be blank
expanded contr #	301	308	8	X(8)	Cannot be blank Existing contr # (5) + 3 blank spaces
Filler	309	343	35	X(35)	35 blank spaces

DETAIL and TRAILER RECORDS on next pages
DETAIL RECORD

Description	Start Position	End Position	Length	Format or content	Comments
record id	1	1	1	X(1)	Fixed value = "2" – Cannot be blank
contr #	2	6	5	X(5)	Cannot be blank
w/e date	7	14	8	MMDDYYYY	Cannot be blank
week #	15	16	2	99	Cannot be blank
ss #	17	25	9	X(9)	Cannot be blank
Name					
1 st initial	26	26	1	x(1)	Cannot be blank
blank	27	27	1	x(1)	1 blank space
last name	28	45	18	X(18)	Cannot be blank
annuity code	46	47	2	X(2)	assigned in newpay10 program in Mainframe. This will not be used in basys.
card #	48	55	8	X(8)	Optional
classif.	56	60	5	X(5)	Optional
job address	61	73	13	X(13)	Optional
o/t gross	74	80	7	9(5)V99	Can be 0. If All Blanks same as 0
Asbf	81	87	7	9(5)V99	Can be 0. If All Blanks same as 0
PFL	88	90	3	9V99	Used to be NYS disab, now used for PFL
tot std hours	91	94	4	999V9	Cannot be blank – Cannot be 0 – Blanks or 0 will be a rejection
tot clk hours	95	98	4	999V9	Cannot be blank – Cannot be 0 – Blanks or 0 will be a rejection
tot days worked	99	99	1	9(1)	Cannot be blank – Cannot be 0 – Blanks or 0 will be a rejection
std gross wages	100	106	7	9(5)V99	Cannot be blank – Cannot be 0 – Blanks or 0 will be a rejection
annuity /HRA	107	113	7	9(5)V99	the value in the ASCII file should be used and not what is in the contract. Can be 0. If All Spaces/blanks same as 0
local 3 dues asses	114	118	5	999V99	the value in the ASCII file should be used and not what is in the contract. Can be 0. If All Spaces/blanks same as 0
loan cert (do not use)	119	123	5	999V99	No longer used. This entry is ignored.
local 3 loan repay (do not use)	124	128	5	999V99	No longer used. This entry is ignored
tuition loan repay	129	133	5	999V99	the value in the ASCII file should be used – this is not calculated in the contract Can be 0. If All Spaces/blanks same as 0
Cope	134	138	5	999V99	the value in the ASCII file should be used – this is not calculated in the contract Can be 0. If All Spaces/blanks same as 0

date of transmission	139	146	8	MMDDYYYY	No rejection for blanks or dates in wrong format
exempt amt (do not use)	147	153	7	9(5)v99	No longer used. This entry is ignored.
vac/hol	154	160	7	9(5)v99	Can be 0. If All Spaces/blanks same as 0
DONOTUSE	161	167	7	9(5)V99	This position is no longer used.
employer dsp excess	168	175	8	9(6)v99	Can be 0. If All Spaces/blanks same as 0
ADM PHBP exempt	176	182	7	9(5)V99	Can be 0. If All Spaces/blanks same as 0
additional compensation	183	294	112	X(112)	used for additional compensation. The dollar amount will be sent in 10 spaces from positions 285 - 294 in the details and will be right justified. Should have leading 0s or blanks. 2 decimals are used for the pennies Example: \$100 would be 0000010000 or 10000 in position 285-294 Positions 183 to 284 should be 0s or blanks If all Spaces/blanks same as 0
EESISP spec code (do not use)	295	295	1	X(1)	No longer used. This entry is ignored.
id tag	296	300	5	X(5)	Cannot be blank
expanded contr #	301	308	8	x(8)	Cannot be blank Existing contr # (5) + 3 blank spaces
job type	309	318	10	x(10)	For acceptable values see charts above Required for G+
job location	319	343	25	x(25)	Cannot be blank

TRAILER RECORD

Description	Start Position	End Position	Length	Format or content	Comments
record id	1	1	1	X(1)	Fixed value="3" Cannot be blanks
contr #	2	6	5	X(5)	Cannot be blank
w/e date	7	14	8	MMDDYYYY	Cannot be blank
week #	15	16	2	9(2)	Cannot be blank
tot std gross	17	26	10	9(8)V99	Cannot be blank
tot o/t gross	27	36	10	9(8)V99	Cannot be blank
total gross	37	46	10	9(8)V99	Cannot be blank
J.I.B. contrib	47	55	9	9(7)V99	Cannot be blank
PHBP contrib	56	64	9	9(7)V99	Cannot be blank
dental contrib	65	73	9	9(7)V99	Cannot be blank
vac/hol contrib	74	82	9	9(7)V99	Cannot be blank
annuity contrib (a&b)	83	91	9	9(7)V99	Cannot be blank
Private Job Gross	92	100	9	9(7)V99	Used to be ASBF contrib. Re-purposed for private jobs gross
ADM PHBP exempt	101	109	9	9(7)V99	Cannot be blank
E & C contrib	110	118	9	9(7)V99	Cannot be blank
amt due to J.I.B.	119	128	10	9(8)V99	Cannot be blank
NEBF due to J.I.B.	129	137	9	9(7)V99	Cannot be blank
local 3 dues assess	138	144	7	9(5)V99	Cannot be blank
loan cert	145	151	7	9(5)V99	Cannot be blank
local 3 loan repay	152	158	7	9(5)V99	Cannot be blank
tuition loan repay	159	165	7	9(5)V99	Cannot be blank
cope	166	172	7	9(5)V99	Cannot be blank
amt due jib/loan/cope	173	182	10	9(8)V99	Cannot be blank
self ins prem std job	183	189	10	9(5)V99	Cannot be blank
tot gross wrap up jobs	190	199	10	9(8)V99	Cannot be blank
tot gross si prem w/u	200	206	7	9(5)V99	Cannot be blank
tot gross MTA	207	216	10	9(8)V99	Cannot be blank
tot gross MTA prem	217	223	7	9(5)V99	Cannot be blank
benef delinq acct	224	230	7	9(5)V99	Cannot be blank
tot gross Port Auth	231	240	10	9(8)V99	Cannot be blank
tot prem P.A.	241	247	7	9(5)V99	Cannot be blank
tot gross eesisp spec	248	257	7	9(8)V99	for code 'P' people (eff 10/06)
tot prem eesisp spec	258	264	7	9(5)V99	for code 'P' people (eff 10/06)
vac/hol individual \$	265	273	9	9(7)v99	Cannot be blank
filler	274	280	7	X(7)	7 blank spaces
# records transmitted	281	285	5	9(5)	Cannot be blank
std gross transmitted	286	295	10	9(8)V99	Cannot be blank
id tag	296	300	5	X(5)	Cannot be blank
expanded contr #	301	308	8	x(8)	Cannot be blank Existing contr # (5) + 3 blank spaces
filler	309	343	35	x(35)	Cannot be blank 35 blank spaces