

RECORD LAYOUT INFORMATION FOR REPORTING OF NEW HIRES VIA FILE UPLOAD THROUGH THE OREGON EMPLOYER SERVICES PORTAL

Compatible Software:

Spreadsheets

■ Excel

See page 2 for record layout.

Note: Spreadsheets should be saved as a 2007 or newer document and then uploaded to the Oregon Employer Services Portal. The maximum file size is 1 MB.

■ CSV

We can import ASCII Comma Delimited records. See page 3 for record layout.

Note: If manually entering the data, this format requires you to separate the new hire information using a comma. Commas are not allowed in any of the fields in a CSV file (e.g., Employer Name of Employer, Inc, should be entered as Employer Inc,). If working with a system that transfers the new hire information into an Excel file, save as .csv. The maximum file size is 1 MB.

Text

We can import ASCII records. See page 4 for record layout.

Note: The maximum file size is 1 MB.

If your company is using software that is not on this list please contact us for assistance. You may contact an Employer New Hire Reporting Specialist at (503) 378-2868 or by e-mail at emplnewhire.help@doj.state.or.us.

NEW HIRE REPORTING RECORD LAYOUT SPREADSHEET (EXCEL) FORMAT

DO NOT USE ANY HEADERS OR FOOTERS PLEASE DELETE SHEETS 2 & 3 FROM THE SPREADSHEET BEFORE SENDING				
	A	B	C	D
RECORD ID	A	B	Y	ALWAYS "W4" (UPPERCASE W)
EMPLOYEE SSN	B	N	Y	EMPLOYEE'S SSN - NO DASHES/SPACES/OTHER PUNCTUATION (EXAMPLE: 123456789)
EMPLOYEE FIRST NAME	C	A	Y	VALID ALPHA NAME – NOT SEPARATED BY SPACES. IF ENTERING 2 NAMES, SEPARATE WITH DASH (-) (EXAMPLE: BECKY LU SHOULD BE ENTERED AS BECKY-LU). MINIMUM OF 2 CHARACTERS – MAXIMUM OF 16 CHARACTERS.
EMPLOYEE LAST NAME	D	A	Y	VALID ALPHA NAME – NOT SEPARATED BY SPACES. IF ENTERING 2 NAMES, SEPARATE WITH DASH (-) (EXAMPLE: MCCORMICK OBRIEN SHOULD BE ENTERED AS MCCORMICK-OBRIEN). NO OTHER PUNCTUATION ALLOWED. NO SUFFIXES (EXAMPLE: JOHN O'BRIEN JR SHOULD BE ENTERED AS JOHN OBRIEN). MINIMUM OF 2 CHARACTERS – MAXIMUM OF 30 CHARACTERS.
EMPLOYEE ADDRESS	E	B	Y	MAILING ADDRESS ONLY – ONLY PUNCTUATION ALLOWED IS FORWARD SLASH, NUMBER SIGN, AND DASH (/ # -). MINIMUM OF 2 CHARACTERS – MAXIMUM OF 40 CHARACTERS.
EMPLOYEE CITY	F	A	Y	ONLY PUNCTUATION ALLOWED TO SEPARATE CITY NAME IS DASH (-) OR SPACES. MINIMUM OF 2 CHARACTERS – MAXIMUM OF 25 CHARACTERS.
EMPLOYEE STATE	G	A	Y	VALID 2 LETTER UPPERCASE ABBREVIATION ONLY (EXAMPLE: OR FOR OREGON). FOR FOREIGN ADDRESS USE "FR".
EMPLOYEE ZIP	H	N	Y	VALID ALL-NUMERIC 5-DIGIT ZIP ONLY. FOREIGN ADDRESS USE ALL ZEROS (EXAMPLE: 00000).
EMPLOYEE DOB	I	N	Y	YYYYMMDD FORMAT ONLY (EXAMPLE: 19850101), IF NO DOB, LEAVE CELL BLANK.
FIRST WORK DATE	J	N	Y	YYYYMMDD FORMAT ONLY (EXAMPLE: 20020101)
FEDERAL EIN	K	N	Y	FEDERAL EMPLOYER TAX ID NUMBER (FEIN) - NO DASHES/SPACES (EXAMPLE: 933456789)
EMPLOYER NAME	L	B	Y	AGENCY/BUSINESS NAME – ALLOWABLE CHARACTERS ARE LETTERS, NUMBERS, SPACES, AND THE FOLLOWING SPECIAL CHARACTERS (# & - : ' , . /). MINIMUM OF 2 CHARACTERS – MAXIMUM OF 45 CHARACTERS.
EMPLOYER ADDRESS LINE 1	M	B	Y	PHYSICAL ADDRESS IF DIFFERENT THAN MAILING ADDRESS. SEE EMPLOYEE ADDRESS.
EMPLOYER ADDRESS LINE 2	N	B	Y	MAILING ADDRESS FOR INCOME WITHHOLDING. IF SAME ADDRESS AS ABOVE, LEAVE CELL BLANK. SEE EMPLOYEE ADDRESS.
EMPLOYER CITY	O	A	Y	SEE EMPLOYEE CITY
EMPLOYER STATE	P	A	Y	SEE EMPLOYEE STATE
EMPLOYER ZIP	Q	N	Y	SEE EMPLOYEE ZIP
EMPLOYER TELEPHONE	R	N	Y	10-DIGIT PHONE NUMBER - NO DASHES/ SPACES/PARENTHESES (EXAMPLE: 5033782868)

A - Cell Position

B - A=Alpha N=Numeric B=Both

C - Y=Data is required to be entered

D - Description

**NEW HIRE REPORTING RECORD LAYOUT
COMMA SEPARATED VALUES (CSV) FORMAT**

**DO NOT USE ANY HEADERS OR FOOTERS
PLEASE DELETE SHEETS 2 & 3 FROM THE SPREADSHEET BEFORE SENDING**

	A	B	C	D	E
RECORD ID	A	1	B	Y	ALWAYS "W4" (UPPERCASE W)
EMPLOYEE SSN	B	2	N	Y	EMPLOYEE'S SSN - NO DASHES/SPACES/OTHER PUNCTUATION (EXAMPLE: 123456789)
EMPLOYEE FIRST NAME	C	3	A	Y	VALID ALPHA NAME – NOT SEPARATED BY SPACES. IF ENTERING 2 NAMES, SEPARATE WITH DASH (-) (EXAMPLE: BECKY LU SHOULD BE ENTERED AS BECKY-LU). MINIMUM OF 2 CHARACTERS – MAXIMUM OF 16 CHARACTERS.
EMPLOYEE LAST NAME	D	4	A	Y	VALID ALPHA NAME – NOT SEPARATED BY SPACES. IF ENTERING 2 NAMES, SEPARATE WITH DASH (-) (EXAMPLE: MCCORMICK OBRIEN SHOULD BE ENTERED AS MCCORMICK-OBRIEN). NO OTHER PUNCTUATION ALLOWED. NO SUFFIXES (EXAMPLE: JOHN O'BRIEN JR SHOULD BE ENTERED AS JOHN OBRIEN). MINIMUM OF 2 CHARACTERS – MAXIMUM OF 30 CHARACTERS.
EMPLOYEE ADDRESS	E	5	B	Y	MAILING ADDRESS ONLY – ONLY PUNCTUATION ALLOWED IS FORWARD SLASH, NUMBER SIGN, AND DASH (/ # -). MINIMUM OF 2 CHARACTERS – MAXIMUM OF 40 CHARACTERS.
EMPLOYEE CITY	F	6	A	Y	ONLY PUNCTUATION ALLOWED TO SEPARATE CITY NAME IS DASH (-) OR SPACES. MINIMUM OF 2 CHARACTERS – MAXIMUM OF 25 CHARACTERS.
EMPLOYEE STATE	G	7	A	Y	VALID 2 LETTER UPPERCASE ABBREVIATION ONLY (EXAMPLE: OR FOR OREGON). FOR FOREIGN ADDRESS USE "FR".
EMPLOYEE ZIP	H	8	N	Y	VALID ALL-NUMERIC 5-DIGIT ZIP ONLY. FOREIGN ADDRESS USE ALL ZEROS (EXAMPLE: 00000).
EMPLOYEE DOB	I	9	N	Y	YYYYMMDD FORMAT ONLY (EXAMPLE: 19850101). IF NO DOB, LEAVE CELL BLANK.
FIRST WORK DATE	J	10	N	Y	YYYYMMDD FORMAT ONLY (EXAMPLE: 20020101)
FEDERAL EIN	K	11	N	Y	FEDERAL EMPLOYER TAX ID NUMBER (FEIN) - NO DASHES/SPACES (EXAMPLE: 933456789)
EMPLOYER NAME	L	12	B	Y	AGENCY/BUSINESS NAME – ALLOWABLE CHARACTERS ARE LETTERS, NUMBERS, SPACES, AND THE FOLLOWING SPECIAL CHARACTERS (# & - : ' , /). MINIMUM OF 2 CHARACTERS – MAXIMUM OF 45 CHARACTERS.
EMPLOYER ADDRESS LINE 1	M	13	B	Y	PHYSICAL ADDRESS IF DIFFERENT THAN MAILING ADDRESS. SEE EMPLOYEE ADDRESS.
EMPLOYER ADDRESS LINE 2	N	14	B	Y	MAILING ADDRESS FOR INCOME WITHHOLDING. IF SAME ADDRESS AS ABOVE, LEAVE CELL BLANK. SEE EMPLOYEE ADDRESS.
EMPLOYER CITY	O	15	A	Y	SEE EMPLOYEE CITY
EMPLOYER STATE	P	16	A	Y	SEE EMPLOYEE STATE
EMPLOYER ZIP	Q	17	N	Y	SEE EMPLOYEE ZIP
EMPLOYER TELEPHONE	R	18	N	Y	10-DIGIT PHONE NUMBER - NO DASHES/ SPACES/PARENTHESES (EXAMPLE: 5033782868)

A - Column Position

B - Field Number

C - A=Alpha N=Numeric B=Both

D - Y=Data is required to be entered

E - Description

**NEW HIRE REPORTING RECORD LAYOUT
ASCII TEXT FILE (*.TXT) FIXED FORMAT**

DO NOT USE ANY HEADERS OR FOOTERS IF NEW HIRE DATA DOES NOT EXTEND TO MAXIMUM CHARACTER LENGTH, USE SPACES FOR REMAINING CHARACTER LENGTH.						
	A	B	C	D	E	F
RECORD ID	1	2	2	B	Y	ALWAYS "W4" (UPPERCASE W)
EMPLOYEE SSN	3	11	9	N	Y	EMPLOYEE'S SSN - NO DASHES/ SPACES/OTHER PUNCTUATION (EXAMPLE: 123456789)
EMPLOYEE FIRST NAME	12	27	16	A	Y	VALID ALPHA NAME – NOT SEPARATED BY SPACES. IF ENTERING 2 NAMES, SEPARATE WITH DASH (-) (EXAMPLE: BECKY LU SHOULD BE ENTERED AS BECKY-LU). MINIMUM OF 2 CHARACTERS.
EMPLOYEE LAST NAME	28	57	30	A	Y	VALID ALPHA NAME – NOT SEPARATED BY SPACES. IF ENTERING 2 NAMES, SEPARATE WITH DASH (-) (EXAMPLE: MCCORMICK OBRIEN SHOULD BE ENTERED AS MCCORMICK-OBRIEN). NO OTHER PUNCTUATION ALLOWED. NO SUFFIXES (EXAMPLE: JOHN O'BRIEN JR SHOULD BE ENTERED AS JOHN OBRIEN). MINIMUM OF 2 CHARACTERS.
EMPLOYEE ADDRESS	58	97	40	B	Y	MAILING ADDRESS ONLY – ONLY PUNCTUATION ALLOWED IS FORWARD SLASH, NUMBER SIGN, AND DASH (/ # -). MINIMUM OF 2 CHARACTERS.
EMPLOYEE CITY	98	122	25	A	Y	ONLY PUNCTUATION ALLOWED TO SEPARATE CITY NAME IS DASH (-) OR SPACES. MINIMUM OF 2 CHARACTERS.
EMPLOYEE STATE	123	124	2	A	Y	VALID 2 LETTER UPPERCASE ABBREVIATION ONLY (EXAMPLE: OR FOR OREGON). FOR FOREIGN ADDRESS USE "FR".
EMPLOYEE ZIP	125	129	5	N	Y	VALID ALL-NUMERIC 5-DIGIT ZIP ONLY. FOREIGN ADDRESS USE ALL ZEROS (EXAMPLE: 00000).
EMPLOYEE DOB	130	137	8	N	Y	YYYYMMDD FORMAT ONLY (EXAMPLE: 19850101). IF NO DOB, USE 8 SPACES FOR THE MAXIMUM CHARACTER LENGTH.
FIRST WORK DATE	138	145	8	N	Y	YYYYMMDD FORMAT ONLY (EXAMPLE: 20020101)
FEDERAL EIN	146	154	9	N	Y	FEDERAL EMPLOYER TAX ID NUMBER (FEIN) - NO DASHES/SPACES (EXAMPLE: 933456789)
EMPLOYER NAME	155	199	45	B	Y	AGENCY/BUSINESS NAME – ALLOWABLE CHARACTERS ARE LETTERS, NUMBERS, SPACES, AND THE FOLLOWING SPECIAL CHARACTERS (# & - : ' , . /). MINIMUM OF 2 CHARACTERS.
EMPLOYER ADDRESS LINE 1	200	239	40	B	Y	PHYSICAL ADDRESS IF DIFFERENT THAN MAILING ADDRESS. SEE EMPLOYEE ADDRESS.
EMPLOYER ADDRESS LINE 2	240	279	40	B	Y	MAILING ADDRESS FOR INCOME WITHHOLDING. IF SAME ADDRESS AS ABOVE, USE 40 SPACES FOR THE MAXIMUM CHARACTER LENGTH. SEE EMPLOYEE ADDRESS.
EMPLOYER CITY	280	304	25	A	Y	SEE EMPLOYEE CITY
EMPLOYER STATE	305	306	2	A	Y	SEE EMPLOYEE STATE
EMPLOYER ZIP	307	311	5	N	Y	SEE EMPLOYEE ZIP
EMPLOYER TELEPHONE	312	321	10	N	Y	10-DIGIT PHONE NUMBER - NO DASHES/SPACES/PARENTHESES (EXAMPLE: 5033782868)

A - Position Begin
B - Position End
C - Max. Length

D - A=Alpha N=Numeric B=Both
E - Y=Data is required to be entered
F - Description