

Minnesota New Hire Reporting Center**Fixed-Width file layout**

All fields are in upper case alphanumeric format – left justified with trailing spaces.

Missing non-required fields should contain all spaces.

Create file using FIXED-WIDTH ASCII TEXT FORMAT

#	Field	Max Length	Start	End	Status	Type	Description
1	Record Identifier	17	1	17	Required	Char	The following text: "MN Newhire Record". Case does not matter.
2	Format Version Number	4	18	21	Required	Char	The following text: "1.00"
3	Employee First Name	16	22	37	Required	Char	At least one character, no special characters
4	Employee Middle Name	16	38	53	Optional	Char	If non-blank must be at least one character, no special characters
5	Employee Last Name	30	54	83	Required	Char	At least one character, no special characters except hyphen
6	Employee SSN#	9	84	92	Required	Num	As reported by employee
7	Employee Address Line 1	40	93	132	Required	Char	At least two characters, left justify
8	Employee Address Line 2	40	133	172	Optional	Char	Employee address line 2
9	Employee Address Line 3	40	173	212	Optional	Char	Employee address line 3
10	Employee City	25	213	237	Required	Char	At least two characters, no special characters except hyphen
11	Employee State	2	238	239	Required	Char	Valid state or territory abbreviation
12	Employee Postal Code	20	240	259	Required	Char	If a non-foreign address then only U.S. 5 digit zip code, left justified. If foreign address then left justify
13	Employee Zip+4	4	260	263	Optional	Num	US state and territories only
14	Employee Country Code	2	264	265	Optional	Char	For foreign addresses only. Refer to U.S. Department of Commerce FIPS code manual
15	Employee Date of Birth	8	266	273	Optional	Num	If present, Num. Format - MMDDYYYY
16	Employee Date of Hire	8	274	281	Required	Num	Format - MMDDYYYY
17	Employee State of Hire	2	282	283	Optional	Char	Valid state or territory abbreviation
18	Independent Contractor	1	284	284	Optional	Char	"Y" if employee is an independent contractor. "N" if employee is not an independent contractor. Left Justify. Field is required for state agencies.
19	Filler	1	285	285	Optional	Char	Blank fill. Reserved for future use.
20	Employer FEIN	9	286	294	Required	Num	Federal Employer Identification Number (no hyphens)
21	Filler	12	295	306	Optional	Char	Fill with 12 spaces
22	Employer Name	45	307	351	Required	Char	At least two characters, left justify
23	Employer Address Line 1	40	352	391	Required	Char	At least two characters, left justify
24	Employer Address Line 2	40	392	431	Optional	Char	Employer address line 2
25	Employer Address Line 3	40	432	471	Optional	Char	Employer address line 3
26	Employer City	25	472	496	Required	Char	At least two characters, left justify
27	Employer State	2	497	498	Required	Char	Valid state or territory abbreviation
28	Employer Postal Code	20	499	518	Required	Char	If a non-foreign address then only U.S. 5 digit zip code, left justified. If foreign address then left justify
29	Employer Zip+4	4	519	522	Optional	Char	US state and territories only
30	Employer Country Code	2	523	524	Optional	Char	For foreign addresses only
31	Employer Phone Number	10	525	534	Optional	Num	Employer contact ten-digit phone number including area code (no hyphens or parentheses)
32	Employer Phone Extension	6	535	540	Optional	Num	Employer contact extension (Num only)
33	Employer Contact	20	541	560	Optional	Char	Name of contact for employer

34	Optional Employer Address Line 1	40	561	600	Optional	Char	At least two characters, left justify
35	Optional Employer Address Line 2	40	601	640	Optional	Char	Employer address line 2
36	Optional Employer Address Line 3	40	641	680	Optional	Char	Employer address line 3
37	Optional Employer City	25	681	705	Optional	Char	At least two characters, left justify
38	Optional Employer State	2	706	707	Optional	Char	Valid state or territory abbreviation
39	Optional Employer Postal Code	20	708	727	Optional	Char	If a non-foreign address then only U.S. 5 digit zip code, left justified. If foreign address then left justify
40	Optional Employer Zip+4	4	728	731	Optional	Char	US state and territories only
41	Optional Employer Country Code	2	732	733	Optional	Char	For foreign addresses only
42	Employer Optional Phone Number	10	734	743	Optional	Num	Employer contact ten-digit phone number including area code (no hyphens or parentheses)
43	Employer Optional Contact Extension	6	744	749	Optional	Num	Employer contact extension (Num only)
44	Employer Optional Contact	20	750	769	Optional	Char	Name of optional employer contact
45	Filler	32	770	801	Optional	Char	Blank fill. Reserved for future use.