Ohio New Hire Reporting Center CSV file Layout

Each field may be enclosed by double-quotes. Each record line of the file should represent one record.

Data record (one per new hire)

Record Type Required Reployee's First Name Character Required Reployee's Middle Name Character Required Reployee's Middle Name Character Required Reployee's Address Line 1 Reployee's Address Line 2 Reployee's Address Line 3 Required Requ	Data record (one per new hire)			
Employee Social Security Number   Number   Required   Employee's First Name   Character   Required   Employee's Middle Name   Character   Required   Employee's Address Line 1   Character   Required   Employee's Address Line 2   Character   Employee's Address Line 3   Character   Employee's Address Line 3   Character   Employee's State   Character   Required   Employee's Zity   Code 1   Numeric   Required   Employee's Zity Code 1   Numeric   Required   Employee's Address: Foreign Country Code   Character   Optional   Employee's Address: Foreign Country Name   Character   Optional   Employee's Address: Foreign Postal Code   Character   Optional   Employee's Address: Foreign Postal Code   Character   Optional   Employee's Data of Birth   Numeric   Required   CCYYMMDD   Employee's State of Hire   Numeric   Required   CCYYMMDD   Employee's State of Hire   Character   Required   CCYYMMDD   Employee's State of Hire   Character   Optional   Feremale, MMale, U=Unknown   Employee Gender   Character   Optional   Feremale, MMale, U=Unknown   Employee Federal EIN   Numeric   Required   Employer's Late Credit   Character   Optional   Employer's State EIN   Number   Optional   Employer's Name   Character   Required   Employer's Address Line 1   Character   Required   Employer's Address Line 2   Character   Optional   Employer's State EIN   Number   Optional   Employer's State   Character   Required   Employer's State   Character   Character   Required   Employer's State   Character   Character   Character   Employer's State   Character				Comments
Employee's First Name  Character Employee's Middle Name  Character Employee's Address Line 1  Employee's Address Line 2  Employee's Address Line 3  Character Employee's Address Line 3  Employee's Address Line 3  Employee's State  Employee's State  Employee's Zip Code 1  Employee's Zip Code 2  Employee's Zip Code 2  Employee's Address: Foreign Country Code  Employee's Address: Foreign Country Name  Character  Employee's Data of Birth  Numeric  Employee's Data of Hire  Employee's Date of Hire  Employee's Bate of Hire  Employee's Character  Character  Character  Character  Character  Optional  Employee's Hire  Employee's Character  Character  Character  Character  Character  Character  Character  Optional  Employee's Maddress: Foreign Postal Code  Employee's Date of Hire  Employee's Date of Hire  Character  Character  Character  Character  Optional  Employee's Maddesser  Employee's State of Hire  Character  Character  Optional  Employee's Gender  Character  Character  Optional  Employee's Made, U=Unknown  Employee Gender  Character  Optional  Employee's Address Line 1  Character  Optional  Employer's Address Line 2  Character  Optional  Employer's Address Line 1  Character  Employer's Address Line 1  Character  Optional  Employer's Address Line 1  Character  Character  Optional  Employer's Address Line 1  Character  Employer's Address Line 1  Character  Employer's Address Line 3  Character  Employer's City  Character  Required  Employer's City  Character  Required  Employer's City  Character  Required  Employer's State  Character  Required  Employer's City  Character  Employer's City  Character  Required  Character  Required  Character  Required  Character  Required  Character	Record Type	Character	Required	= 2
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Employee's Zip Code 2 Employee's Address: Foreign Country Code Employee's Address: Foreign Country Name Character Employee's Address: Foreign Country Name Character Employee's Address: Foreign Country Name Character Employee's Address: Foreign Postal Code Character Employee's Data of Birth Numeric Employee's Date of Hire Numeric Employee's State of Hire Character Employee's State of Hire Employee Gender Character Employee Left Work Employee Left Work Employer Federal EIN Employer's Income Tax Credit Employer's State EIN Employer's State EIN Employer's Name Character Employer's Address Line 1 Employer's Address Line 2 Employer's Address Line 3 Employer's State Employer's City Employer's State Employer's City Employer's State Employer's State Employer's State Employer's State Employer's State Employer's City Employer's State Employer's State Character Employer's State Employer's City Employer's State Employer's City Employer's State Employer's State Character Employer's City Character Employer's State Character Employer's City Character Employer's State Character Employer's State Character Employer's City Character	Employee's State	Character	Required	Valid 2 letter state code (e.g., Ohio=OH)
Employee's Address: Foreign Country Code Employee's Address: Foreign Country Name Employee's Address: Foreign Country Name Employee's Address: Foreign Postal Code Employee's Data of Birth Employee's Date of Hire Employee's State of Hire Employee's State of Hire Employee's State of Hire Employee's State of Hire Employee Gender Employee Gender Character Employee Gender Character Employer Federal EIN Numeric Employer's Income Tax Credit Employer's State EIN Employer's State EIN Employer's Name Employer's Address Line 1 Employer's Address Line 2 Employer's Address Line 3 Employer's State Employer's State Employer's State Employer's State Employer's City Employer's City Employer's Zip Code 1 Employer's Zip Code 2 Employer's Add: Foreign Country Code  Character Optional  Character Optional  Character Employer's Add: Foreign Country Code  Character Optional  Character Optional  Character Employer's Zip Code 2 Employer's Add: Foreign Country Code  Character Optional  Character Optional  Character Optional  Employer's Add: Foreign Country Code  Character Optional	Employee's Zip Code 1	Numeric	Required	All Zero's will be rejected
Employee's Address: Foreign Country Name  Employee's Address: Foreign Postal Code  Character  Character  Character  Character  Character  Character  Employee's Data of Birth  Employee's Date of Hire  Employee's State of Hire  Employee's State of Hire  Employee's State of Hire  Character  Character  Character  Character  Character  Optional  Employee Gender  Character  Character  Character  Character  Optional  Employer Federal EIN  Numeric  Employer's Income Tax Credit  Character  Required  Employer's Name  Character  Employer's Address Line 1  Character  Required  Employer's City  Character  Character  Required  Employer's City  Character  Character  Required  Employer's City  Character  Character  Required  CCYYMMDD  CCYYMMDD  CCYYMMDD  CCYYMMDD  CHARACTER  Valid 2 letter state code (e.g., Ohio=OH)  Employer's State  Character  Required  Character  Character  Required  Character  Character  Required  Character  Coptional  Employer's Cide 1  Numeric  Character  Ch	Employee's Zip Code 2	Numeric	Optional	
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Employee Gender  Employee Left Work  Character  Optional  F=Female, MMale, U=Unknown  Character  Optional  F=Female, MMale, U=Unknown  Character  Optional  F=Female, MMale, U=Unknown  F=Moloyer Federal EIN  Numeric  Required  All zeros will be rejected  Character  Optional  F=Female, MMale, U=Unknown  F=Moloyer Federal EIN  Numeric  Required  Character  Optional  Character  Required  Employer's Name  Character  Character  Character  Character  Optional  Employer's Address Line 1  Character  Character  Optional  Employer's Address Line 3  Character  Character  Character  Character  Required  Employer's City  Character  Character  Required  Employer's State  Character  Character  Required  Valid 2 letter state code (e.g., Ohio=OH)  Employer's Zip Code 1  Numeric  Employer's Zip Code 2  Numeric  Optional  Employer's Add: Foreign Country Code  Character  Optional	Employee's Date of Hire	Numeric	Required	CCYYMMDD
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Employer's Optional Address - Line 2 Character Optional	Employer's Optional Address - Line 2	Character	Optional	
Employer's Optional Address - Line 3 Character Optional	Employer's Optional Address - Line 3	Character	Optional	

Employer's Optional Address - City	Character	Optional	
Employer's Optional Address - State	Character	Optional	
Employer's Optional Address - Zip Code 1	Numeric	Optional	
Employer's Optional Address - Zip Code 2	Numeric	Optional	
Employer's Optional Add: Foreign Country Code	Character	Optional	
Employer's Optional Add: Foreign Country Name	Character	Optional	
Employer's Optional Add: Foreign Country Zip	Character	Optional	
Employee Independent Contractor (IC)	Character	Optional	"Y" if independent Contractor
IC - Date Payments will begin	Numeric	Optional	CCYYMMDD
IC - Length of Time contractor services performed	Numeric	Optional	In months