

Ohio New Hire Reporting Center

Excel File Layout

Note: The first row showing the field names are optional. Each row in the excel file contains all required information for a single new hire.

Field	Description	Status	Type
Record Type	2	Required	Char
Employee Social Security Number	As Reported by Employee	Required	Number
Employee's First Name		Required	Char
Employee's Middle Name		Optional	Char
Employee's Last Name		Required	Char
Employee's Address Line 1		Required	Char
Employee's Address Line 2		Optional	Char
Employee's Address Line 3		Optional	Char
Employee's City		Required	Char
Employee's State	Valid 2 letter state code (e.g., Ohio=OH)	Required	Char
Employee's Zip Code 1	All Zero's will be rejected	Required	Numeric
Employee's Zip Code 2		Optional	Numeric
Employee's Address: Foreign Country Code		Optional	Char
Employee's Address: Foreign Country Name		Optional	Char
Employee's Address: Foreign Postal Code	Left Justify	Optional	Char
Employee's Data of Birth	CCYYMMDD	Required	Numeric
Employee's Date of Hire	CCYYMMDD	Required	Numeric
Employee's State of Hire	Valid 2 letter state code (e.g., Ohio=OH)	Required	Char
Employee Gender	F=Female, M=Male, U=Unknown	Optional	Char
Employee Left Work	Y=Yes, N=No, U=Unknown	Optional	Char
Employer Federal EIN	All zeros will be rejected	Required	Numeric
Employer's Income Tax Credit	Y=Yes, N=No, U=Unknown	Optional	Char
Employer's State EIN		Optional	Number
Employer's Name		Required	Char
Employer's Address Line 1		Required	Char
Employer's Address Line 2		Optional	Char
Employer's Address Line 3		Optional	Char
Employer's City		Required	Char
Employer's State	Valid 2 letter state code (e.g., Ohio=OH)	Required	Char
Employer's Zip Code 1		Required	Numeric
Employer's Zip Code 2		Optional	Numeric
Employer's Add: Foreign Country Code		Optional	Char
Employer's Add: Foreign Country Name		Optional	Char
Employer's Add: Foreign Zip Code		Optional	Char
Employer's Optional Address - Line1		Optional	Char
Employer's Optional Address - Line 2		Optional	Char
Employer's Optional Address - Line 3		Optional	Char

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