

Tennessee New Hire Reporting Center

Excel file layout

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

Col	Field	Max Length	Status	Type	Description
A	Employee's First Name	16	Required	Char	At least one character, no special characters.
B	Employee's Middle Initial	1	Optional	Char	
C	Employee's Last Name	25	Required	Char	Hyphens are allowed
D	Employee's Street Address Line 1	35	Required	Char	At least two characters, left justify
E	Employee's Street Address Line 2	35	Optional	Char	Left justify.
F	Employee's City	20	Required	Char	
G	Employee's State	2	Required	Char	Valid 2 letter FIPS abbr. (e.g. TN)
H	Employee's Zip	5	Required	Num	All zeros will be rejected
I	Employee's Zip +4	4	Optional	Num	US state and territories only
J	Employee's Social Security Num	9	Required	Num	No hyphens
K	Employer's Name	40	Required	Char	At least two characters. Left justify.
L	Employer's Street Address Line 1	35	Required	Char	At least two characters. Left justify.
M	Employer's Street Address Line 2	35	Optional	Char	
N	Employer's City	20	Required	Char	
O	Employer's State	2	Required	Char	Valid 2 letter FIPS abbr. (e.g. TN)
P	Employer's Zip	5	Required	Num	All zeros will be rejected
Q	Employer's Zip +4	4	Optional	Num	
R	Employer's FEIN	9	Required	Num	No hyphens
S	Employer's Payroll Address 1	35	Optional	Char	Address where employee's check is processed
T	Employer's Payroll Address 2	35	Optional	Char	
U	Employer's Payroll City	20	Optional	Char	
V	Employer's Payroll State	2	Optional	Char	Valid 2 letter FIPS abbr. (e.g. TN)
W	Employer's Payroll Zip Code	5	Optional	Num	
X	Employee's Hire Date	8	Required	Num	CCYYMMDD
Y	Left Your Employment During Period	1	Optional	Char	Y=Yes, N=No
Z	Employee's Birth Date	8	Optional	Num	CCYYMMDD
AA	Employee's Gender	1	Optional	Char	M=Male, F=Female
AB	Employee's Work State	2	Optional	Char	Valid 2 letter FIPS abbr. (e.g. TN)
AC	Earned Income Tax Credit Indicator	1	Optional	Char	Y=Yes, N=No
AD	Medical Insurance Available	1	Optional	Char	Y=Yes, N=No
AA	Outlet or Store Num	29	Optional	Char	