



Douglas A. Ducey
Governor

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Director

Fixed-Width File Layout - Version 1

Please note that every record must be on its own line.

Field	Type	Length	Start Position	End Position	Status	Comments
Record Identifier	Char	17	1	17	Required	The following text: "AZ Newhire Record". Case does not matter.
Format Version Number	Char	4	18	21	Required	The following text: "1.00"
Employee First Name	Char	16	22	37	Required	At least one character, no special characters.
Employee Middle Name	Char	16	38	53	Optional	If non-blank must be at least one character, no special characters.
Employee Last Name	Char	30	54	83	Required	At least one character, no special characters except hyphen.
Employee SSN#	Numeric	9	84	92	Required	As reported by employee.
Employee Address Line 1	Char	40	93	132	Required	At least two characters, left justify
Employee Address Line 2	Char	40	133	172	Optional	Left justify. Spaces if unused.
Employee Address Line 3	Char	40	173	212	Optional	Left justify. Spaces if unused.
Employee City	Char	25	213	237	Required	At least two characters, no special characters except hyphen.
Employee State	Char	2	238	239	Required	Valid state or territory abbreviation. Not required for foreign address.
Employee Postal Code	Char	20	240	259	Required	If a non-foreign address then only U.S. 5 digit zip code, left justified. If foreign address then left justify.

Employee Zip+4	Numeric	4	260	263	Optional	If present, must be 4-digits. Spaces if unknown or international address
Employee Country Code	Char	2	264	265	Optional	For foreign addresses only. Refer to U.S. Department of Commerce FIPS code manual, National Institute of Standards and Technology, FIPS PUB 10-4 (April 1995).
Employee Date of Birth	Numeric	8	266	273	Optional	If present, numeric. Format - MMDDYYYY
Employee Date of Hire	Numeric	8	274	281	Required	Required starting November 1, 2011. Format - MMDDYYYY
Employee State of Hire	Char	2	282	283	Optional	Valid state or territory abbreviation. Field is required for registered Multistate employers that report all new hires directly to this state.
Is Medical Insurance Available to Employee?	Char	1	284	284	Optional	"Y" if medical insurance is available to employee, otherwise "N". If unknown, please leave blank.
Employer benefits include medical	Char	1	285	285	Optional	Y/N if company offers Medical Insurance.
Employer FEIN	Numeric	9	286	294	Required	Federal Employer Identification Number (no hyphens). Use the same FEIN for which listed employee(s) quarterly wages will be reported under. If you have questions, please contact our Registry.
Filler	Char	12	295	306	Optional	Blank fill. Reserved for future use.
Employer Name	Char	45	307	351	Required	At least two characters, left justify.
Employer Address Line 1	Char	40	352	391	Required	At least two characters, left justify
Employer	Char	40	392	431	Optional	Left justify if present. Spaces if

Address Line 2						unused
Employer Address Line 3	Char	40	432	471	Optional	Left justify if present. Spaces if unused
Employer City	Char	25	472	496	Required	At least two characters, left justify
Employer State	Char	2	497	498	Required	Valid state or territory abbreviation. Not required for foreign address.
Employer Postal Code	Char	20	499	518	Required	If a non-foreign address then only U.S. 5 digit zip code, left justified. If foreign address then left justify
Employer Zip+4	Char	4	519	522	Optional	If present, must be 4-digits. Spaces if unknown or international address
Employer Country Code	Char	2	523	524	Optional	For foreign addresses only
Employer Phone Number	Numeric	10	525	534	Optional	Employer contact ten-digit phone number including area code (no hyphens or parentheses).
Employer Phone Extension	Numeric	6	535	540	Optional	Employer contact extension (numeric only).
Employer Contact Name	Char	20	541	560	Optional	Name of contact for employer.
Employer DBA	Char	45	561	605	Optional	Employer DBA, if applicable. Otherwise, space fill.
Filler	Char	165	606	770	Optional	Blank fill. Reserved for future use.
Employer Multistate Indicator	Char	1	771	771	Optional	"Y" for Yes, reporting as a multi-state employer to AZ or "N" for No
Employee Suffix	Char	3	772	774	Optional	Use for the suffix of employee name such as Jr, SR, and III
Employee Salary	Numeric	10	775	784	Optional	\$\$\$\$\$\$\$.cc (Use decimal point if including cents)

Employee Salary Frequency	Char	1	785	785	Optional	Please indicate the frequency that the Employee Salary (previous field) is paid to employee. H=Hourly; B=Bi-Weekly; W=Weekly; S=Semi-Monthly; M=Monthly; Y=Yearly
Filler	Char	16	786	801	Optional	Blank fill. Reserved for future use.