

OCSE Federal Parent Locator Service

# **National Directory of New Hires**

## **Guide for Data Submission**

Version 13.0  
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Administration for Children and Families  
Office of Child Support Enforcement  
370 L'Enfant Promenade S.W.  
Washington, DC 20447

## E. INPUT TRANSACTION LAYOUTS

This appendix has the layouts for records accepted by the NDNH system. Each record layout in this appendix includes:

- **Field Name** – the name of the field as it appears on the input transaction layout
- **Location** – the position of the field on the record
- **Length** – the number of characters allowed in the field
- **A/N** – the type of field: alphabetic (A), numeric (N), or alphanumeric (A/N)
- **Comments** – shows if the field is required for the transaction and includes an explanation of the field and the field's relationship to other fields or records

When sending input records, the NDNH Transmission Header record must be the first record in the transmission. If the Header record is not the first record in the transmission, the system rejects all records until a Header record is located.

The data sent to the NDNH must comply with these requirements:

1. All alphabetic data except the User field, must be in upper case.
2. All alphabetic and alphanumeric data must be left justified.
3. All numeric data must be right justified with leading zeros.
4. All dates must be in CCYYMMDD format.
  - CC represents the century
  - YY represents the year
  - MM represents the month and must be a number greater than 00, but less than 13
  - DD represents the day of the month and must be a valid number for the month
5. Name fields cannot include suffixes, such as 'Jr.,' 'Sr.,' or 'III.'
6. All Filler fields must be spaces, not low values.
7. The hyphen is the only special character allowed in the Employee Name, Employer Name, and City fields.
8. All state and territory abbreviations in addresses must be valid USPS abbreviations.
9. All foreign country codes in addresses must be the two-letter FIPS codes assigned to foreign countries.
10. If an address is less than 40 characters per line, do not concatenate it into one line.

### THE PAPERWORK REDUCTION ACT OF 1995

Public reporting burden for this collection of information is estimated to average 2 minutes per response for processing input and output files, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

CHART E-1: NEW HIRE TRANSMITTER HEADER RECORD				
OMB CONTROL NUMBER: 0970-0166 EXPIRATION DATE: XX/XX/XXXX				
Field Name	Location	Length	A/N	Comments
Record Identifier	1-2	2	A/N	<b>Required</b> This field must have 'H4.'
Transmitter State Code	3-4	2	A/N	<b>Required for states and territories</b> This field must have the two-digit numeric FIPS code of the state or territory sending data. FIPS codes are at <a href="http://www.census.gov/geo/reference/ansi_statetables.html">http://www.census.gov/geo/reference/ansi_statetables.html</a> . Federal agencies leave this field blank.
Transmitter Agency Code	5-13	9	A/N	<b>Required for federal agencies</b> This field must have the nine-character FEIN or the letter 'A' followed by the FIPS code of the federal agency. SDNHs leave this field blank.
Transmission Type	14-15	2	A/N	<b>Required</b> This field must have 'W4.'
Department of Defense Code	16	1	A	<b>Required for DoD only</b> This field must have one of these characters: A – Active duty employees C – Civilian employees R – Reserve employees SDNHs and federal agencies, other than the DoD, leave this field blank.
Version Control Number	17-18	2	A/N	<b>Required</b> This field must have '01.'

CHART E-1: NEW HIRE TRANSMITTER HEADER RECORD				
OMB CONTROL NUMBER: 0970-0166 EXPIRATION DATE: XX/XX/XXXX				
Field Name	Location	Length	A/N	Comments
Date Stamp	19-26	8	N	<b>Required</b> This field must have the transmission date in CCYYMMDD format.
Batch Number	27-32	6	N	<b>Required</b> You generate this number. Do not repeat batch numbers.
Filler	33-801	769	A/N	<b>Reserved for OCSE</b> This field must be spaces. OCSE only returns spaces in this field.

CHART E-2: NEW HIRE DATA RECORD				
OMB CONTROL NUMBER: 0970-0166 EXPIRATION DATE: XX/XX/XXXX				
Field Name	Location	Length	A/N	Comments
Record Identifier	1-2	2	A/N	<b>Required</b> This field must have 'W4.'
Employee SSN	3-11	9	N	<b>Required</b> This field must have a nine-digit SSN. If this field is blank or has alphabetic characters, NDNH rejects the record.
Employee Name First Name Middle Name Last Name	12-27 28-43 44-73	16 16 30	A A A	<b>Required</b> If either the First or Last Name field is blank, NDNH rejects the record. No special characters are allowed except hyphens. The first and last name cannot begin with a space or a hyphen.
Employee Street Address Line 1 Line 2 Line 3	74-113 114-153 154-193	40 40 40	A/N A/N A/N	<b>Required</b> This field must be at least two characters. If an address is less than 40 characters per line, do not concatenate into one line. Use Line 3 for a military designation or Canadian province code.
Employee City	194-218	25	A	<b>Required</b> This field must have at least two characters. No special characters are allowed except hyphens.
Employee State	219-220	2	A	<b>Required</b> This field must be a valid two-letter USPS abbreviation of a state or territory. FIPS codes are at <a href="http://www.census.gov/geo/reference/ansi_statetables.html">http://www.census.gov/geo/reference/ansi_statetables.html</a> .

CHART E-2: NEW HIRE DATA RECORD				
OMB CONTROL NUMBER: 0970-0166 EXPIRATION DATE: XX/XX/XXXX				
Field Name	Location	Length	A/N	Comments
Employee ZIP Code				<b>Required: first five-digits</b>
ZIP Code (1)	221-225	5	A/N	This field is the five-digit USPS ZIP code associated with the employee's address. The ZIP Code (2) field must be either all spaces or the four-digit extra numeric code, but not all zeros.
ZIP Code (2)	226-229	4	A/N	
Employee Foreign Address				<b>Optional</b>
Foreign Country Code	230-231	2	A/N	FIPS codes are at <a href="http://unstats.un.org/unsd/methods/m49/m49alpha.htm">http://unstats.un.org/unsd/methods/m49/m49alpha.htm</a> . The foreign country name, if present, must be at least two characters. Include military designation or Canadian province code.
Foreign Country Name	232-256	25	A/N	
Foreign ZIP Code	257-271	15	A/N	
Employee Date of Birth	272-279	8	A/N	<b>Optional</b> This field must be in CCYYMMDD format, if present. This must be either all spaces or a valid date.
Employee Date of Hire	280-287	8	A/N	<b>Required</b> This field must be in CCYYMMDD format, if present. This field must be either all spaces or a valid date. This is the first day a person does services for pay, and the date the employer recognizes as the first day for income tax withholding.
Employee State of Hire	288-289	2	A	<b>Optional</b> This field must be a valid two-letter USPS abbreviation of a state or territory, if present.

CHART E-2: NEW HIRE DATA RECORD				
OMB CONTROL NUMBER: 0970-0166 EXPIRATION DATE: XX/XX/XXXX				
Field Name	Location	Length	A/N	Comments
Federal EIN	290-298	9	N	<b>Required</b> This field is the Federal Employer Identification Number (FEIN) the IRS assigns to an employer.
State EIN	299-310	12	A/N	<b>Optional</b> This field is a number a state may assign an employer.
Employer Name	311-355	45	A/N	<b>Required</b> This field must be at least two characters. No special characters allowed except hyphens.
Employer Street Address				<b>Required</b>
Line 1	356-395	40	A/N	This field must be at least two characters.
Line 2	396-435	40	A/N	If an address is less than 40 characters per line, do not concatenate into one line.
Line 3	436-475	40	A/N	Use Line 3 for a military designation or Canadian province code.
Employer City	476-500	25	A	<b>Required</b> This field must be at least two characters. No special characters allowed except hyphens.
Employer State	501-502	2	A	<b>Required</b> This field must be a valid two-letter USPS abbreviation of a state or territory.

CHART E-2: NEW HIRE DATA RECORD				
OMB CONTROL NUMBER: 0970-0166 EXPIRATION DATE: XX/XX/XXXX				
Field Name	Location	Length	A/N	Comments
Employer ZIP Code				<b>Required: first five-digits</b>
ZIP Code (1)	503-507	5	A/N	This field is the five-digit USPS ZIP code associated with the employer's address. The ZIP Code (2) field must be either all spaces or the four-digit extra numeric code but not all zeros.
ZIP Code (2)	508-511	4	A/N	
Employer Foreign Address				<b>Optional</b>
Foreign Country Code	512-513	2	A/N	FIPS codes are at <a href="http://unstats.un.org/unsd/methods/m49/m49alpha.htm">http://unstats.un.org/unsd/methods/m49/m49alpha.htm</a>
Foreign Country Name	514-538	25	A/N	The foreign country name, if present, must be at least two characters.
Foreign ZIP Code	539-553	15	A/N	Include military designation or Canadian province code.
Employer Optional Street Address				<b>Optional</b>
Line 1	554-593	40	A/N	This field is the employer's street address where a child support income withholding order is sent. If an address is less than 40 characters per line, do not concatenate into one line. Use Line 3 for a military designation or Canadian province code.
Line 2	594-633	40	A/N	
Line 3	634-673	40	A/N	
Employer Optional City	674-698	25	A	<b>Optional</b> This field must have at least two characters, if present. No special characters allowed except hyphens.
Employer Optional State	699-700	2	A	<b>Optional</b> This field must be a valid two-letter USPS abbreviation of a state or territory, if present.

CHART E-2: NEW HIRE DATA RECORD				
OMB CONTROL NUMBER: 0970-0166 EXPIRATION DATE: XX/XX/XXXX				
Field Name	Location	Length	A/N	Comments
Employer Optional ZIP Code				<b>Optional</b> Each ZIP code field must be either all spaces or all numeric but not all zeros.
ZIP Code 1	701-705	5	A/N	
ZIP Code 2	706-709	4	A/N	
Employer Optional Foreign Address				<b>Optional</b> FIPS codes are at <a href="http://unstats.un.org/unsd/methods/m49/m49alpha.htm">http://unstats.un.org/unsd/methods/m49/m49alpha.htm</a> . The foreign country name, if present, must be at least two characters. Include military designation or Canadian province code.
Foreign Country Code	710-711	2	A/N	
Foreign Country Name	712-736	25	A/N	
Foreign ZIP Code	737-751	15	A/N	
Filler	752-801	50	A/N	<b>Reserved for OCSE</b> This field must be spaces. OCSE only returns spaces in this field.

CHART E-3: NEW HIRE TOTAL RECORD				
OMB CONTROL NUMBER: 0970-0166 EXPIRATION DATE: XX/XX/XXXX				
Field Name	Location	Length	A/N	Comments
Record Identifier	1-2	2	A/N	<b>Required</b> This field must have the characters 'T4.'
Data Record Count	3-13	11	N	<b>Required</b> This field must be the number of records in the transmission, including the Header and Total records.
Filler	14-801	788	A/N	<b>Reserved for OCSE</b> This field must be spaces. OCSE only returns spaces in this field.