National Directory of New Hires

Guide for Data Submission
Version 13.3
February 8, 2019

Administration for Children and Families
Office of Child Support Enforcement
330 C Street SW, 5th Floor
Washington, DC 20201

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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)
    - 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:

- All alphabetic data must be in uppercase.
- All alphabetic and alphanumeric data must be left-justified.
- All numeric data must be right justified with leading zeros.
- 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.
- Name fields cannot include suffixes, such as 'Jr.,' 'Sr.,' or 'III.'
- All Filler fields must be spaces, not low values.
- The hyphen is the only special character allowed in the Employee Name, Employer Name, and City fields.
- All state and territory abbreviations in addresses must be valid USPS abbreviations.
- All foreign country codes in addresses must be the two-letter FIPS codes assigned to foreign countries.
- If an address is less than 40 characters per line, do not concatenate it into one line.

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Chart E-1: New Hire Transmitter Header Record

Field Name	Location	Length	A/N	Comments
Record Identifier	1-2	2	A/N	**Required** This field must have 'H4'.
Transmitter State Code	3-4	2	A/N	**Required for states and territories** This field must have the two-digit numeric FIPS code of the state or territory sending data. FIPS codes are at FIPS State and Territory Codes. Federal agencies leave this field blank.
Transmitter Agency Code	5-13	9	A/N	**Required for federal agencies** 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	**Required** This field must have 'W4'.
Department of Defense Code	16	1	A	**Required for DoD only** 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	**Required** This field must have '01'.
Date Stamp	19-26	8	N	**Required** This field must have the transmission date in CCYYMMDD format.
Batch Number	27-32	6	N	**Required** This field must have a six-digit number to track the batch. Each batch number must be unique and cannot be repeated.

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Chart E-1: New Hire Transmitter Header Record				
Field Name	Location	Length	A/N	Comments
Filler	33-801	769	A/N	**Required** This field must have all spaces. Do not use the Filler field. This Filler field is strictly reserved for OCSE. NDNH does not return anything sent in the field and overlays it with spaces.

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Chart E-2: New Hire Data Record

Field Name	Location	Length	A/N	Comments
Record Identifier	1-2	2	A/N	**Required** This field must have 'W4'.
Employee SSN	3-11	9	N	**Required** This field must have a nine-digit SSN. If this field is all zeros, blank, or has alphabetic characters, NDNH rejects the record.
Employee Name:				**Required** 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.
First Name	12-27	16	A	
Middle Name	28-43	16	A	
Last Name	44-73	30	A	
Employee Street Address:				**Required: Line (1)** 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, Canadian province code, or Canadian province.
Line 1	74-113	40	A/N	
Line 2	114-153	40	A/N	
Line 3	154-193	40	A/N	
Employee City	194-218	25	A	**Required** This field must have at least two characters. No special characters are allowed except hyphens.
Employee State	219-220	2	A	**Required** This field must be a valid two-letter USPS abbreviation of a state or territory. FIPS codes are at FIPS State and Territory Codes. If employee's address is a foreign address, this field must be spaces.

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Chart E-2: New Hire Data Record				
Field Name	**Location**	**Length**	**A/N**	**Comments**
Employee ZIP Code: ZIP Code (1) ZIP Code (2)	 221-225 226-229	 5 4	 A/N A/N	**Required: If U.S. address, first five digits of ZIP code** This field must be 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. If employee's address is a foreign address, these fields must be spaces.
Employee Foreign Address: Foreign Country Code Foreign Country Name Foreign ZIP Code	 230-231 232-256 257-271	 2 25 15	 A/N A/N A/N	**Required if foreign address** FIPS codes are at Foreign Country Codes. The foreign country name, if present, must be at least two characters. Include military designation or Canadian province code. If employee's address is a U.S. address, these fields must be spaces.
Employee Date of Birth	272-279	8	A/N	**Optional** 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	**Required** 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	**Optional** This field must be a valid two-letter USPS abbreviation of a state or territory if present.
Federal EIN	290-298	9	N	**Required** This field must be the FEIN the IRS assigns to an employer.

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	Chart E-2: New Hire Data Record			
Field Name	**Location**	**Length**	**A/N**	**Comments**
State EIN	299-310	12	A/N	**Optional** This field is a number a state may assign an employer.
Employer Name	311-355	45	A/N	**Required** This field must be at least two characters. No special characters are allowed except hyphens.
Employer Street Address: Line 1 Line 2 Line 3	 356-395 396-435 436-475	 40 40 40	 A/N A/N A/N	**Required: Line (1)** 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, Canadian province code, or Canadian province.
Employer City	476-500	25	A	**Required** This field must be at least two characters. No special characters are allowed except hyphens.
Employer State	501-502	2	A	**Required** This field must be a valid two-letter USPS abbreviation of a state or territory. This field must be spaces if employer's address is a foreign address.
Employer ZIP Code: ZIP Code (1) ZIP Code (2)	 503-507 508-511	 5 4	 A/N A/N	**Required: If a U.S. address, first five digits of ZIP code** This field must be 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. These fields must be spaces if employer's address is a foreign address.

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Chart E-2: New Hire Data Record				
Field Name	**Location**	**Length**	**A/N**	**Comments**
Employer Foreign Address: Foreign Country Code Foreign Country Name Foreign ZIP Code	 512-513 514-538 539-553	 2 25 15	 A/N A/N A/N	**Required, if foreign address** FIPS codes are at Foreign Country Codes. The foreign country name, if present, must be at least two characters. Include military designation or Canadian province code. These fields must be spaces if employer's address is a U.S. address.
Employer Optional Street Address: Line 1 Line 2 Line 3	 554-593 594-633 634-673	 40 40 40	 A/N A/N A/N	**Optional** 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, Canadian province code, or Canadian province.
Employer Optional City	674-698	25	A	**Optional** This field, if present, must have at least two characters. No special characters are allowed except hyphens.
Employer Optional State	699-700	2	A	**Optional** This field must be a valid two-letter USPS abbreviation of a state or territory if present. This field must be spaces if the employer's optional address is a foreign address.
Employer Optional ZIP Code:				**Optional**

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Chart E-2: New Hire Data Record				
Field Name	**Location**	**Length**	**A/N**	**Comments**
ZIP Code 1 ZIP Code 2	701-705 706-709	5 4	A/N A/N	Each ZIP code field must be either all spaces or all numeric, but not all zeros. These fields must be spaces if the employer's optional address is a foreign address.
Employer Optional Foreign Address: Foreign Country Code Foreign Country Name Foreign ZIP Code	 710-711 712-736 737-751	 2 25 15	 A/N A/N A/N	**Optional** FIPS codes are at Foreign Country Codes. The foreign country name, if present, must be at least two characters. These fields must be spaces if the employer's optional address is a U.S. address or the optional address is not present.
Filler	752-801	50	A/N	**Required** This field must have all spaces. Do not use the Filler field. This Filler field is strictly reserved for OCSE. NDNH does not return anything sent in the field and overlays it with spaces.

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				Chart E-3: New Hire Total Record
Field Name	**Location**	**Length**	**A/N**	**Comments**
Record Identifier	1-2	2	A/N	**Required** This field must have the characters 'T4'.
Data Record Count	3-13	11	N	**Required** This field must be the number of records in the transmission, including the Header and Total records.
Filler	14-801	788	A/N	**Required** This field must have all spaces. Do not use the Filler field. This Filler field is strictly reserved for OCSE. NDNH does not return anything sent in the field and overlays it with spaces.

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Chart G-1: Version 13.3 Revisions	
Part/Section/ Chart/Figure	**Description of Change**
Chart E-1, Chart E-4, and Chart E-7	Changed comments to clarify fields Batch Number and Filler on Transmitter Control Records.
Chart E-2	Changed comments to clarify fields Employee SSN, Employee, Employer and Employer Optional: Street Address, State, ZIP Code, and Foreign Address.
Chart E-5	Changed comments to clarify fields Employee SSN, Employer and Employer Optional: Street Address, State, ZIP Code, and Foreign Address.
Chart E-8	Corrected comments on Claimant SSN, and the Benefit Amount is a required, not optional, field.
Chart E-3	Changed Filler field comments.
Section F	Clarified language in Output Transactions Layouts.
Chart F-1	Corrected documentation for Filler fields in positions 77-87 and 108-831. Records Unverified (positions 77-87) and Records Processed (positions 158-168) fields were defined in those fillers, and Filler fields were adjusted. Updated Comments for Error Codes 1–5.
Chart F-2	Defined SSN Correction Indicator field values.
Chart F-3	Corrected documentation for Filler fields in positions 77-87 and 108-631. Records Unverified (positions 77-87) and Records Processed (positions 158-168) fields were defined in those fillers, and Filler fields were adjusted. Updated comments for Error Codes 1–5.
Chart F4	Updated comments for Error Codes 1–5.
Chart F-5	Corrected documentation for Filler fields in positions 77-98 and 119-325. Records Unverified (positions 77-87) and Records Processed (positions 168-179) fields were defined in those fillers, and Filler fields were adjusted. Comments for Error Codes 1–5.
Chart F-6	Defined SSN Correction Indicator field values. Corrected ZIP Code (1) field type. Updated comments for Error Codes 1–5.