

OCSE O&M and Continuous Improvements

# **National Directory of New Hires**

## **New Hire Input Record Specifications**

Version 13.4

November 1, 2021

Administration for Children and Families  
Office of Child Support Enforcement  
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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.

PAPERWORK REDUCTION ACT OF 1995 (Pub. L. 104-13) STATEMENT OF PUBLIC BURDEN: The purpose of this statutorily required (42 U.S.C. § 653(i)(1)) information collection is to help state and Tribal child support agencies to locate a parent living or working in another state, or to take appropriate interstate actions to establish, modify, or enforce a child support order; to assist state and federal agencies in administering various eligibility benefit programs; to help researchers and data matching partners with evaluating the impact of various federal programs. Public reporting estimated burden for this collection of information is estimated to average .025 hours per response for employers that submit new hires manually, .17 hours for employers that submit new hires electronically, and .00028 hours to submit QW and UI, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. As provided by 42 U.S.C. 653(m)(2), confidential information collected for this program is accessed only by authorized users. A federal agency may not conduct or sponsor an information collection without a valid OMB Control Number. No individual or entity is required to respond to, nor shall an individual or entity be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act of 1995, without a current valid OMB Control Number. If you have any comments on this collection of information, please contact [OCSEFedSystems@acf.hhs.gov](mailto:OCSEFedSystems@acf.hhs.gov).

**Chart E-1: New Hire Transmitter Header Record**

| Field Name                 | Location | Length | A/N | Comments   |
|----------------------------|----------|--------|-----|--|
| Record Identifier          | 1–2      | 2      | A/N | <b>Required</b><br>This field must have ‘H4’.  |
| Transmitter State Code     | 3–4      | 2      | A/N | <b>Required for states and territories</b><br>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 | <b>Required for federal agencies</b><br>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><br>This field must have ‘W4’.  |
| Department of Defense Code | 16       | 1      | A   | <b>Required for DoD only</b><br>This field must have one of these characters:<br>A – Active duty employees<br>C – Civilian employees<br>R – Reserve employees<br>SDNHs and federal agencies other than the DoD leave this field blank. |
| Version Control Number     | 17–18    | 2      | A/N | <b>Required</b><br>This field must have ‘01’.  |
| Date Stamp                 | 19–26    | 8      | N   | <b>Required</b><br>This field must have the transmission date in CCYYMMDD format.  |
| Batch Number               | 27–32    | 6      | N   | <b>Required</b><br>This field must have a six-digit number to track the batch. Each batch number must be unique and cannot be repeated.  |

| Chart E-1: New Hire Transmitter Header Record |          |        |     |  |
|---|----------|--------|-----|--|
| Field Name                                    | Location | Length | A/N | Comments   |
| Filler  | 33-801   | 769    | A/N | <b>Required</b><br>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. |

| Chart E-2: New Hire Data Record                          |                              |                |                   |  |
|--|------------------------------|----------------|-------------------|--|
| Field Name   | Location                     | Length         | A/N               | Comments   |
| Record Identifier  | 1–2                          | 2              | A/N               | <b>Required</b><br>This field must have ‘W4’.  |
| Employee SSN   | 3–11                         | 9              | N                 | <b>Required</b><br>This field must have a nine-digit SSN.<br>If this field is all zeros, blank, or has alphabetic characters, NDNH rejects the record.   |
| Employee Name:<br>First Name<br>Middle Name<br>Last Name | 12–27<br>28–43<br>44–73      | 16<br>16<br>30 | A<br>A<br>A       | <b>Required</b><br>If either the First or Last Name field is blank, NDNH rejects the record.<br>No special characters are allowed except hyphens.<br>The first and last name cannot begin with a space or a hyphen.                                      |
| Employee Street Address:<br>Line 1<br>Line 2<br>Line 3   | 74–113<br>114–153<br>154–193 | 40<br>40<br>40 | A/N<br>A/N<br>A/N | <b>Required: Line (1)</b><br>This field must be at least two characters.<br>If an address is less than 40 characters per line, do not concatenate into one line.<br>Use Line 3 for a military designation, Canadian province code, or Canadian province. |
| Employee City  | 194–218                      | 25             | A                 | <b>Required</b><br>This field must have at least two characters.<br>No special characters are allowed except hyphens.  |
| Employee State   | 219–220                      | 2              | A                 | <b>Required</b><br>This field must be a valid two-letter USPS abbreviation of a state or territory. FIPS codes are at FIPS State and Territory Codes.<br>If employee’s address is a foreign address, this field must be spaces.                          |

**Chart E-2: New Hire Data Record**

| Field Name  | Location                      | Length        | A/N               | Comments  |
|---|-------------------------------|---------------|-------------------|---|
| Employee ZIP Code:<br>ZIP Code (1)<br>ZIP Code (2)  | 221–225<br>226–229            | 5<br>4        | A/N<br>A/N        | <b>Required: If U.S. address, first five digits of ZIP code</b><br>This field must be the five-digit USPS ZIP code associated with the employee’s address.<br>The ZIP Code (2) field must be either all spaces or the four-digit extra numeric code, but not all zeros.<br>If employee’s address is a foreign address, these fields must be spaces. |
| Employee Foreign Address:<br>Foreign Country Code<br>Foreign Country Name<br>Foreign ZIP Code | 230–231<br>232–256<br>257–271 | 2<br>25<br>15 | A/N<br>A/N<br>A/N | <b>Required if foreign address</b><br>FIPS codes are at Foreign Country Codes.<br>The foreign country name, if present, must be at least two characters.<br>Include military designation or Canadian province code.<br>If employee’s address is a U.S. address, these fields must be spaces.  |
| Employee Date of Birth  | 272–279                       | 8             | A/N               | <b>Optional</b><br>This field must be in CCYYMMDD format if present.<br>This must be either all spaces or a valid date.   |
| Employee Date of Hire   | 280–287                       | 8             | A/N               | <b>Required</b><br>This field must be in CCYYMMDD format if present.<br>This field must be either all spaces or a valid date.<br>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><br>This field must be a valid two-letter USPS abbreviation of a state or territory if present.  |



| Chart E-2: New Hire Data Record                        |                               |                |                   |  |
|--|-------------------------------|----------------|-------------------|--|
| Field Name   | Location                      | Length         | A/N               | Comments   |
| Federal EIN  | 290–298                       | 9              | N                 | <b>Required</b><br>This field must be the FEIN the IRS assigns to an employer.   |
| State EIN  | 299–310                       | 12             | A/N               | <b>Optional</b><br>This field is a number a state may assign an employer.  |
| Employer Name  | 311–355                       | 45             | A/N               | <b>Required</b><br>This field must be at least two characters.<br>No special characters are allowed except hyphens.  |
| Employer Street Address:<br>Line 1<br>Line 2<br>Line 3 | 356–395<br>396–435<br>436–475 | 40<br>40<br>40 | A/N<br>A/N<br>A/N | <b>Required: Line (1)</b><br>This field must be at least two characters.<br>If an address is less than 40 characters per line, do not concatenate into one line.<br>Use Line 3 for a military designation, Canadian province code, or Canadian province. |
| Employer City  | 476–500                       | 25             | A                 | <b>Required</b><br>This field must be at least two characters.<br>No special characters are allowed except hyphens.  |
| Employer State   | 501–502                       | 2              | A                 | <b>Required</b><br>This field must be a valid two-letter USPS abbreviation of a state or territory.<br>This field must be spaces if employer’s address is a foreign address.   |

**Chart E-2: New Hire Data Record**

| Field Name  | Location                      | Length         | A/N               | Comments   |
|---|-------------------------------|----------------|-------------------|--|
| Employer ZIP Code:<br>ZIP Code (1)<br>ZIP Code (2)  | 503–507<br>508–511            | 5<br>4         | A/N<br>A/N        | <b>Required: If a U.S. address, first five digits of ZIP code</b><br>This field must be the five-digit USPS ZIP code associated with the employer’s address.<br>The ZIP Code (2) field must be either all spaces or the four-digit extra numeric code, but not all zeros.<br>These fields must be spaces if employer’s address is a foreign address. |
| Employer Foreign Address:<br>Foreign Country Code<br>Foreign Country Name<br>Foreign ZIP Code | 512–513<br>514–538<br>539–553 | 2<br>25<br>15  | A/N<br>A/N<br>A/N | <b>Required, if foreign address</b><br>FIPS codes are at Foreign Country Codes.<br>The foreign country name, if present, must be at least two characters.<br>Include military designation or Canadian province code.<br>These fields must be spaces if employer’s address is a U.S. address.   |
| Employer Optional Street Address:<br>Line 1<br>Line 2<br>Line 3                               | 554–593<br>594–633<br>634–673 | 40<br>40<br>40 | A/N<br>A/N<br>A/N | <b>Optional</b><br>This field is the employer’s street address where a child support income withholding order is sent.<br>If an address is less than 40 characters per line, do not concatenate into one line.<br>Use Line 3 for a military designation, Canadian province code, or Canadian province.   |
| Employer Optional City  | 674–698                       | 25             | A                 | <b>Optional</b><br>This field, if present, must have at least two characters.<br>No special characters are allowed except hyphens.   |

**Chart E-2: New Hire Data Record**

| Field Name   | Location                      | Length        | A/N               | Comments  |
|--|-------------------------------|---------------|-------------------|---|
| Employer Optional State  | 699–700                       | 2             | A                 | <b>Optional</b><br>This field must be a valid two-letter USPS abbreviation of a state or territory if present.<br>This field must be spaces if the employer’s optional address is a foreign address.  |
| Employer Optional ZIP Code:<br>ZIP Code 1<br>ZIP Code 2  | 701–705<br>706–709            | 5<br>4        | A/N<br>A/N        | <b>Optional</b><br>Each ZIP code field must be either all spaces or all numeric, but not all zeros.<br>These fields must be spaces if the employer’s optional address is a foreign address.   |
| Employer Optional Foreign Address:<br>Foreign Country Code<br>Foreign Country Name<br>Foreign ZIP Code | 710–711<br>712–736<br>737–751 | 2<br>25<br>15 | A/N<br>A/N<br>A/N | <b>Optional</b><br>FIPS codes are at Foreign Country Codes.<br>The foreign country name, if present, must be at least two characters.<br>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               | <b>Required</b><br>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.  |

| Chart E-3: New Hire Total Record |          |        |     |  |
|----------------------------------|----------|--------|-----|--|
| Field Name                       | Location | Length | A/N | Comments   |
| Record Identifier                | 1-2      | 2      | A/N | <b>Required</b><br>This field must have the characters 'T4'.   |
| Data Record Count                | 3-13     | 11     | N   | <b>Required</b><br>This field must be the number of records in the transmission, including the Header and Total records.   |
| Filler                           | 14-801   | 788    | A/N | <b>Required</b><br>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. |