

Michigan New Hires File Layout

Boldfaced Items are required data elements that must be reported.

If an optional item is unavailable, a default value must be reported.

Field	Type	Length	Start Position	End Position	Status	Comments
Employee SSN#	Numeric	9	1	9	Required	All zeroes will be rejected
Employee First Name	Char	16	10	25	Required	Left justify
Employee Middle Initial	Char	1	26	26	Optional	Space if unknown
Employee Last Name	Char	20	27	46	Required	Left justify
Employer Name	Char	40	47	86	Required	Left justify
Employer FEIN	Numeric	9	87	95	Required	All zeroes will be rejected
Employer Address Line 1	Char	35	96	130	Required	Left justify
Employer Address Line 2	Char	35	131	165	Optional	Left justify
Employer City	Char	25	166	190	Required	Left justify
Employer State	Char	2	191	192	Required	Valid 2 Letter State Code
Employer Zip Code	Numeric	5	193	197	Required	All zeroes will be rejected
Employer Zip+4	Numeric	4	198	201	Optional	All zeroes will be rejected
Employee Address Line 1	Char	35	202	236	Required	Left justify
Employee Address Line 2	Char	35	237	271	Optional	Left justify
Employee City	Char	25	272	296	Required	Left justify
Employee State	Char	2	297	298	Required	Valid 2 Letter State Code
Employee Zip Code	Numeric	5	299	303	Required	All zeroes will be rejected, Space if unknown
Employee Zip+4	Numeric	4	304	307	Optional	All zeroes will be rejected, Space if unknown
Filler	Char	2	308	309	Required	Spaces
Employee's Date of Birth	Numeric	8	310	317	Optional	Mmddyyyy
Employee's Date of Hire	Numeric	8	318	325	Optional	Mmddyyyy
Employee's Driver License Number	Char	16	326	341	Optional	