

MICHIGAN STATE DIRECTORY OF NEW HIRES



m i c h i g a n
c h i l d s u p p o r t

Excel File Layout & Instructions

All fields listed below must be included in the order provided.
Optional fields **must** be included but if no data is available, leave the field blank.
The first row in the file must remain as it is provided in the template.
Provide one new hire per row in the Excel file.

Be careful when copying data in multiple cells so that it does not increment a number (like a zip code, or street address) when it is supposed to be an exact copy of a cell.

See the *Example Excel File* and *Excel Template on the File Upload page*

#	Field	Max Length	Status	Type	Comments
A	Employee SSN#	9	Required	Numeric	As reported by employee. Numeric only, no hyphens. 9 digits. Must be a valid SSN
B	Employee First Name	16	Required	Char	At least one character, no special characters.
C	Employee Middle Initial	1	Optional	Char	Must be 1 letter if known.
D	Employee Last Name	20	Required	Char	At least one character, no special characters except hyphen.
E	Employer Name	40	Required	Mixed	At least two characters, left justify.
F	Employer FEIN	9	Required	Numeric	Federal Employer Identification Number (no hyphens). Use the same FEIN under which employee quarterly wages will be reported. 9 digits. All zeros will be rejected.
G	Employer Address Line 1	35	Required	Mixed	At least two characters, left justify. Please use the same address that is used for the processing of Income Withholding Orders.
H	Employer Address Line 2	35	Optional	Mixed	Left justify if present.
I	Employer City	25	Required	Char	At least two characters, left justify. May include a hyphen.
J	Employer State	2	Required	Char	Valid state or territory abbreviation.
K	Employer Zip Code	5	Required	Numeric	Must be a U.S. 5 digit zip code, left justified.
L	Employer Zip+4	4	Optional	Numeric	If present, must be 4-digits.
M	Employee Address Line 1	35	Required	Mixed	At least two characters, left justify.
N	Employee Address Line 2	35	Optional	Mixed	Left justify.
O	Employee City	25	Required	Char	At least two characters, left justify. May include a hyphen.
P	Employee State	2	Required	Char	Valid state or territory abbreviation.
Q	Employee Zip Code	5	Required	Numeric	Must be a U.S. 5 digit zip code, left justified.
R	Employee Zip+4	4	Optional	Numeric	If present, must be 4 digits. Numeric only, no hyphens.
S	Filler	2	Required	Empty	Must have this column even though it is empty
T	Employee Date of Birth	8	Optional	Numeric	If present, numeric. Format - MMDDYYYY
U	Employee Date of Hire	8	Required	Numeric	Numeric. Format - MMDDYYYY
V	Employee Driver's License Number	16	Optional	Mixed	