

| Fields used for HIRE | | | | | | | |
|----------------------------|------------|--------|-------|-----|---------------|-------------------|---|
| Field | Field Type | Length | Begin | End | Outbound Only | Required/Optional | Comments |
| Department ID | Char | 10 | 1 | 10 | | Required | Deptid |
| Date | Date | 8 | 11 | 18 | | Required | YYYYMMDD |
| Time | Nbr | 6 | 19 | 24 | Yes | N/A | HHMMSS |
| Emplid | Char | 11 | 25 | 35 | | Required | Employee ID (SSN) |
| Empl Record Nbr | Nbr | 3 | 36 | 38 | | Required | Empl_Rcd |
| Current Position Nbr | Nbr | 8 | 39 | 46 | | See Comments | Employee's Current Position Number. Required for Rehires only. |
| Sequence # | Nbr | 6 | 47 | 52 | | Required | Sequential number to help identify rows |
| Record Code | Char | 3 | 53 | 55 | | Required | Code to identify what type of information this record contains: HIR - New Hire |
| Record Action | Char | 1 | 56 | 56 | Yes | N/A | Code to identify the type of action this transaction is performing. The Outbound values are: A - Add C - Change D - Delete |
| Effective Date | Date | 8 | 57 | 64 | | Required | MMDDYYYY |
| Effective Sequence | Nbr | 3 | 65 | 67 | | Required | |
| New Position | Char | 8 | 68 | 75 | | Required | |
| Line Number | Nbr | 5 | 76 | 80 | Yes | N/A | Defaults from Position Data |
| Action | Char | 3 | 81 | 83 | | Required | Action Code: HIR - Hire |
| Action/Reason | Char | 3 | 84 | 86 | | Required | Required |
| Appointment Code | Char | 1 | 87 | 87 | | Required | Defaults to Perm |
| Full/Part Time | Char | 1 | 88 | 88 | | Optional | Defaults from Position Data - 'F'ull-Time |
| Pay Basis Code | Char | 3 | 89 | 91 | | Optional | Defaults from Position Data |
| Standard Hours | Nbr | 4 | 92 | 95 | | Optional | Defaults to 40.00. 99V99 for exception hourly only |
| FICA Status | Char | 1 | 96 | 96 | | Optional | Defaults to N - Subject |
| NY Increment Code | Nbr | 4 | 97 | 100 | | Optional | |
| Benefit Flag | Char | 1 | 101 | 101 | | Required | Defaults to 9 - No Coverage |
| FIS Amount | Nbr | 7 | 102 | 108 | | Optional | 9999999 |
| Filler | | 37 | 109 | 145 | | | |
| NY Extra Service Indicator | Char | 1 | 146 | 146 | | Optional | Y/N - Defaults to N |
| NYS Position | Char | 8 | 147 | 154 | | Optional | |

| Fields used for HIRE | | | | | | | |
|-----------------------|------------|--------|-------|-----|---------------|-------------------|--|
| Field | Field Type | Length | Begin | End | Outbound Only | Required/Optional | Comments |
| Tax Location | Char | 10 | 155 | 164 | | Optional | Defaults from Department Tax Location |
| Work Schedule | Char | 7 | 165 | 171 | | Optional | Defaults to NYYYYYN |
| Part Time Percent | Nbr | 5 | 172 | 176 | | Optional | 9V9999 - Defaults to 1.0000 |
| Anniversary Date | Date | 8 | 177 | 184 | | Optional | YYYYMMDD - Defaults to Hire effective date |
| Mail Drop ID | Char | 50 | 185 | 234 | | Optional | |
| Temp Assgn | Char | 10 | 235 | 244 | | Optional | |
| Filler | | 1 | 245 | 245 | | | |
| Eligible Income Code | Char | 2 | 246 | 247 | | Optional | Populate if applicable |
| Last Name | Char | 30 | 248 | 277 | | Required | |
| Filler | | 9 | 278 | 286 | | | |
| Pay Rate | Nbr | 10 | 287 | 296 | | Optional | 99999999V99 |
| Filler | | 3 | 297 | 299 | | | |
| First Name | Char | 30 | 300 | 329 | | Required | |
| Filler | | 21 | 330 | 350 | | | |
| Full Time Student | Char | 1 | 351 | 351 | | Optional | Y/N - Defaults to N |
| Name Prefix | Char | 4 | 352 | 355 | | Optional | DR, MR, MRS, MS, MISS - Defaults to spaces |
| Benefit Record Number | Nbr | 3 | 356 | 358 | | Optional | |
| Filler | | 12 | 359 | 370 | | | |
| Social Security Nbr | Char | 9 | 371 | 379 | | Optional | |
| Filler | | 18 | 380 | 397 | | | |
| NY Retiree Indicator | Char | 1 | 398 | 398 | | Optional | Y/N - Defaults to N |
| Address1 | Char | 35 | 399 | 433 | | Optional | |
| Address2 | Char | 35 | 434 | 468 | | Optional | |
| Middle Name | Char | 30 | 469 | 498 | | Optional | Populate if applicable |
| Filler | | 5 | 499 | 503 | | | |
| City | Char | 30 | 504 | 533 | | Optional | |
| County | Char | 30 | 534 | 563 | | Optional | |
| State | Char | 6 | 564 | 569 | | Optional | |
| Zip | Char | 10 | 570 | 579 | | Optional | |
| Country | Char | 3 | 580 | 582 | | Optional | Defaults to USA |
| Suffix Name | Char | 15 | 583 | 597 | | Optional | |
| Filler | | 44 | 598 | 641 | | | |
| Special FWT Status | Char | 1 | 642 | 642 | | Optional | Defaults to 'N'one |
| Special SWT Status | Char | 1 | 643 | 643 | | Optional | Defaults to 'N'one |

| Fields used for HIRE | | | | | | | |
|-----------------------------|------------|--------|-------|-----|---------------|-------------------|---|
| Field | Field Type | Length | Begin | End | Outbound Only | Required/Optional | Comments |
| Benefit Program | Char | 3 | 644 | 646 | | Required | |
| FAS Code | Char | 9 | 647 | 655 | | Optional | Used by CUNY only |
| FWT Tax Marital Status | Char | 1 | 656 | 656 | | Optional | Defaults to 'S'ingle |
| FWT Withholding Allowances | Nbr | 3 | 657 | 659 | | Optional | Defaults to 0 |
| FWT Additional Amt | Nbr | 7 | 660 | 666 | | Optional | 99999V99 |
| Filler | | 5 | 667 | 671 | | | |
| FWT Country | Char | 3 | 672 | 674 | | Optional | |
| Form W8 Recd? | Char | 1 | 675 | 675 | | Optional | Y/N - Defaults to N |
| Form W8 in Effect Date | Date | 8 | 676 | 683 | | Optional | YYYYMMDD |
| Form 8233 Recd? | Char | 1 | 684 | 684 | | Optional | Y/N - Defaults to N |
| Form 8233 in Effect Date | Date | 8 | 685 | 692 | | Optional | YYYYMMDD |
| Taxpayer ID Nbr | Char | 9 | 693 | 701 | | Optional | |
| Treaty Exp Date | Date | 8 | 702 | 709 | | Optional | YYYYMMDD |
| Treaty ID | Char | 10 | 710 | 719 | | Optional | |
| Tax State | Char | 6 | 720 | 725 | | Optional | NY,DC,VA,IL - Defaults to NY |
| Filler | | 1 | 726 | 726 | | | |
| SWT Marital/Tax Status | Char | 1 | 727 | 727 | | Optional | Defaults to 'S'ingle |
| SWT Withholding Allowances | Nbr | 3 | 728 | 730 | | Optional | Defaults to 0 |
| SWT Additional Amt | Nbr | 7 | 731 | 737 | | Optional | 99999V99 |
| Filler | | 6 | 738 | 743 | | | |
| Locality | Char | 7 | 744 | 750 | | Optional | |
| Resident in Locality | Char | 1 | 751 | 751 | | Optional | Y/N - Defaults to Y. Required if populated. |
| Filler | | 13 | 752 | 764 | | | |
| LWT Withholdings Allowances | Nbr | 2 | 765 | 766 | | Optional | Populate if applicable |
| LWT Martial/Tax Status | Char | 1 | 767 | 767 | | Optional | Populate if applicable |
| Special LWT Status | Char | 1 | 768 | 768 | | Optional | Defaults to 'N'one |
| Filler | | 10 | 769 | 778 | | | |
| LWT Additional Amt | Nbr | 10 | 779 | 788 | | Optional | 99999999V99 |
| Filler | | 55 | 789 | 843 | | | |
| Comments Code | Nbr | 1 | 844 | 844 | | Optional | 1 - Comments apply to Job Request |
| FWT Limit on Allowances* | Nbr | 3 | 845 | 847 | | Optional | |

| Fields used for HIRE | | | | | | | |
|--------------------------|------------|--------|-------|------|---------------|-------------------|---|
| Field | Field Type | Length | Begin | End | Outbound Only | Required/Optional | Comments |
| FWT Letter Recd* | Char | 1 | 848 | 848 | | Optional | Y/N - Defaults to N |
| SWT Limit on Allowances* | Nbr | 3 | 849 | 851 | | Optional | |
| SWT Letter Recd* | Char | 1 | 852 | 852 | | Optional | Y/N - Defaults to N |
| NRA Date of Entry* | Date | 8 | 853 | 860 | | Optional | YYYYMMDD - Required if employee is a Non-Resident Alien |
| Earned Income Credit* | Char | 1 | 861 | 861 | | Optional | Defaults to 'N'ot applicable |
| Filler | | 351 | 862 | 1212 | | | |
| Comments | Char | 500 | 1213 | 1712 | | Optional | |
| Filler | | 280 | 1713 | 1992 | | Optional | |
| Operator ID | Char | 8 | 1993 | 2000 | | Required | Process Operator ID |