NEW HIRE TEXT TAB DELIMITED – SAMPLE ONLY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	SSN (9)NO HYPHENS	Account Number (10)NO HYPHENS	Activity Date (6)MMDDYY	Indicator (1) "N"=NEW HIRE "R"=RECALL "W"=WORK REFUSAL	Name (27)INSERT SLASHES (LAST/ FIRST/MIDDLE INITIAL	Employee's Street Address (30)	Employee's City Name (20)	Employee's State Name (2)	Employee's Zip + 4 Zip Code (9)NO HYPHENS	Employer's FEIN (9)NO HYPHENS	Employer Name (20)	Employer Address (14)	Employer City (11)	Employer State (2)	Employer ZIP (5)	Blanks (25)
2	111111111	9987654321	060420	R	Doe/Jane/T	333 No name Rd	Arab	AL	361173232	345678901	Big Hire	888 Come in St	Arab	AL	36117	
3	222222222	1234567890	071320	N	Smith/John/E	184 My Rd.	Opp	AL	361225847	582647913	BHAM	444 Here Lane	Opp	AL	36122	
4																
5																
6																
7																
8	BLACK verbiage in Yellow highlighted area = type of info required in that cell															
9	RED (#) = Maximum allowed spaces within that cell															
10																
11	★ NOTE: DO NOT include the sample data in rows 2 & 3															
12																