Georgia
State Directory of New Hires

Excel 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.**

Field	Description	Type	Status
Employee SSN	All zeros will be rejected; any SSN starting with '9' will also be rejected	Numeric	Required
Employee First Name	At least two characters, no special characters.	Char	Required
Employee Middle Name	A – Z, no imbedded blanks or punctuation	Char	Optional
Employee Last Name	At least two characters, no special characters except hyphen.	Char	Required
Employee Address Line 1	Must be Alphabetic(A–Z), Numeric(0-9), some punctuation also allowed	Char	Required
Employee Address Line 2	Must be Alphabetic(A–Z), some punctuation also allowed	Char	Optional
Employee Address Line 3	Must be Alphabetic(A–Z), some punctuation also allowed	Char	Optional
Employee City	Must be Alphabetic(A–Z), some punctuation also allowed	Char	Required
Employee State	Valid state or territory abbreviation. Not required for foreign address.	Char	Required
Employee Zip Code 1	All zeros will be rejected	Numeric	Required
Employee Zip Code + 4	If unknown, leave blank	Numeric	Optional
Employee Foreign Country Code	Blank Fill, For foreign addresses only. Refer to U.S. Department of Commerce FIPS code manual, National Institute of Standards and Technology, FIPS PUB 10-4 (April 1995).	Char	Optional
Employee Foreign Country Name	If present at least two characters	Char	Optional
Employee Foreign Zip Code	Use only when applicable and leave U.S. Zip code blank	Char	Optional
Date of Birth	YYYYMMDD (e.g. 19700420). Must be a valid date.	Numeric	Optional
Date of Hire	YYYYMMDD (e.g. 20010420). The Date of Hire is defined as the date an employee first performed services for pay.	Numeric	Required
State of Hire	Alphabetic state or territory abbreviation	Char	Required
Employer FEIN	0 - 9, all zeros will be rejected	Numeric	Required
Employer SEIN	If present must include no punctuation. If less than 12 characters, left justify	Char	Optional
Employer Name	At least two characters	Char	Required
Employer Address Line 1	Must be Alphabetic(A–Z), Numeric(0-9), some punctuation also allowed	Char	Required
Employer Address Line 2	Must be Alphabetic(A–Z), Numeric(0-9), some punctuation also allowed	Char	Optional
Employer Address Line 3	Must be Alphabetic(A–Z), Numeric(0-9), some punctuation also allowed	Char	Optional
Employer City	Must be Alphabetic(A–Z), Numeric(0-9), some punctuation also allowed	Char	Required
Employer State	Valid state or territory abbreviation. Not required for foreign address.	Char	Required

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Employer Zip Code 1	All zeros will be rejected	Numeric	Required
Employer Zip +4	If unknown, leave blank	Numeric	Optional
Employer Foreign Country Code	Blank Fill, For foreign addresses only. Refer to U.S. Department of Commerce FIPS code manual, National Institute of Standards and Technology, FIPS PUB 10-4 (April 1995).	Char	Optional
Employer Foreign Country Name	If present at least two characters	Char	Optional
Employer Foreign Zip Code	Use only when applicable and leave U.S. Zip code blank	Char	Optional
Employer Optional Address Line 1	Must be Alphabetic(A–Z), Numeric(0-9), some punctuation also allowed	Char	Optional
Employer Optional Address Line 2	Must be Alphabetic(A–Z), Numeric(0-9), some punctuation also allowed	Char	Optional
Employer Optional Address Line 3	Must be Alphabetic(A–Z), Numeric(0-9), some punctuation also allowed	Char	Optional
Employer Optional City	Must be Alphabetic(A–Z), Numeric(0-9), some punctuation also allowed	Char	Optional
Employer Optional State	Valid state or territory abbreviation. Not required for foreign address.	Char	Optional
Employer Optional Zip Code 1	All zeros will be rejected	Char	Optional
Employer Optional Zip +4	If unknown, leave blank	Char	Optional
Employer Optional Foreign Country Code	Blank Fill, For foreign addresses only. Refer to U.S. Department of Commerce FIPS code manual, National Institute of Standards and Technology, FIPS PUB 10-4 (April 1995).	Char	Optional
Employer Optional Foreign Country Name	If present at least two characters	Char	Optional
Employer Optional Foreign Zip Code	Use only when applicable and leave U.S. Zip code blank	Char	Optional
Medical Insurance Available?	"Y" for Yes or "N" for No depending on insurance availability from the employer	Char	Optional
Employer Phone	With area code, left justified, no punctuation	Char	Optional
Multi-State?	"Y" for Yes, reporting as a multistate employer to GA or "N" for No	Char	Optional
Insurance Company Name	Provide the name of Medical Insurance Company, if medical insurance is available to the Employee.	Char	Optional

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