

Magnetic Media Reporting of Employees Hired or Rehired

Section I - Introduction

This publication describes specifications, formats, and layouts for reporting new hire information on magnetic media. Employers may volunteer to file on magnetic media, but it is not required.

Under Chapter 398 of the Laws of 1997, all employers must report certain identifying information about employees hired or rehired, within 20 days of the employee being hired (or rehired). Employers reporting by magnetic media must submit two reports each month, from 12 to 16 days apart. However, employers who make hires or rehires only during the first or last half of a month need submit only one report for that month (within 20 days of the last hiring date). Those who make no hires or rehires during a month do not need to submit any reports for that month.

The following information must be reported for each employee:

- employee name
- employee address
- employee social security number
- employer identification number (EIN)
- employer name
- employer address

Technical questions regarding these specifications should be directed to Employer Outreach at (518) 463-2618.

Multistate employers

Employers who have employees in more than one state **and** report using magnetic media may designate one state (in which he/she has employees) to report all new hires. These multistate employers electing one state must notify the federal Department of Health and Human Services of the state which has been selected for reporting. Mail the multistate notification to: Department of Health and Human Services, Multi State Employer Registration, Office of Child Support Enforcement, Box 509, Randallstown MD 21133.

Compatibility

Magnetic media formats previously submitted and successfully processed can continue to be submitted without change, even though the hire date in the employee record is now an optional field.

The specifications described in this publication comply with year 2000 requirements. When processing the media, the Tax Department will expand the year field contained in the tape creation date of the transmitter record, and the hire date in the employee record (if reported), to four characters.

Section II - Submission Requirements

If you are submitting new hire information on magnetic media, you must include a properly completed Form PR-209, *Magnetic Media Transmittal for New*

Hire Reporting (on page 4, which you may copy as necessary). Send the form and media to:

**NYS TAX DEPARTMENT
NEW HIRE PROCESSING UNIT
PO BOX 15119
ALBANY NY 12212-5119**

The Tax Department will notify you if it is unable to process your media. You will be required to resubmit your file in an acceptable media format.

Your media will be returned after processing if you include:

- a letter indicating your wish to have the media returned;
- a reusable container for shipment; and
- a self-addressed label.

Taxpayers who do not comply with these requirements will not have their media returned.

Section III - Technical Specifications

Deviations from these prescribed standards are not acceptable. Transmitters of multiple employers must use consolidated files rather than a separate file for each employer or client of the transmitter.

All data must have a fixed length of 128 bytes. Print files and record delimiters are not acceptable. Data must be recorded in uppercase letters only.

A properly composed file contains the following records in sequence:

Record 1A	Transmitter record
Record 1E	Employer record
Record 1H	New employee record
Record 1T	Total record
Record 1F	Final record

Repeat Records 1E, 1H, and 1T for each employer in the file.

All fields must be left-justified and filled with blanks.

Hire date is an optional field. If included, it must be reported as MMDDYY; otherwise it must be filled with blanks.

Connect last name suffixes to the last name with a hyphen (*example*: Doe-Jr). Numbers are not permitted in the name. Use a comma with no spaces to delimit last name from first name, and a space to delimit middle initial from first name.

Section IV - Technical Requirements for Diskettes

The department can accept most 3½" and 5¼" diskettes formatted under MS-DOS or equivalent. Diskettes must be formatted at their specified density. The external labels on each diskette must specify:

- transmitter identification number and name
- last day of period being reported

- operating system used to create the file
- formatted diskette density

Each 3½" and 5¼" diskette must contain the 11-character entry NEWHIRE.RPT as the filename.

Section V - Technical Requirements for Magnetic Tape

Data must be written on ½-inch magnetic tape in unpacked mode on 9-track tape, on single-reel/cartridge files.

Tape Density - The only acceptable recording densities are 1,600 cpi and 6,250 cpi (characters per inch).

Cartridge tapes must meet the requirements of an IBM 3480 drive with 38K density.

IBM's Improved Data Recording Capability (IDRC) is not acceptable.

Internal Labels - Nonlabeled tapes are preferred.

If you cannot produce nonlabeled tapes, labeled magnetic tapes must be in accordance with the following guidelines:

- Labels cannot contain security encoded bytes.
- IBM OS/VS STANDARD header and trailer labels are preferred.
- If IBM OS/VS cannot be produced:
 - a. Each segment (record) of a set's labels (that is, VOL1 + HDR1 + HDR2 = a set of header labels) must contain 99 or fewer characters.
 - b. Header and trailer labels must be written in the same density as data records.
 - c. Header labels must precede data and be separated from the data by one tape mark.
 - d. Trailer labels must follow the data and must be separated from the data by one tapemark.
- Two tapemarks must follow the trailer labels.

Tapemarks - A tapemark is a one-character physical record. As used on magnetic tape, it separates data from internal labels, one data file from another data file, and indicates the end-of-reel.

Never begin a magnetic tape with a tapemark; doing so would indicate end-of-reel, and processing would terminate.

Separate data from internal labels with one tapemark.

Indicate end-of-reel with two tapemarks, as follows:

- If using trailer labels, write end-of-reel tapemarks directly after the trailer labels.
- If using non-label tape, write end-of-reel tapemarks directly after the last block of data.

Character Sets - The department will not accept any tapes with a combination of EBCDIC and ASCII. EBCDIC is preferred, but ASCII is acceptable. Space mark character has a hexadecimal value of 40 in EBCDIC and a hexadecimal value of 20 in ACSII.

Logical Record Length - Each logical record must be a uniform length of 128 characters.

Blocking Factor - The blocking factor must not exceed 50. The department prefers 50 logical records per block, but blocking of 1 to 50 logical records is acceptable.

Physical Records - Each physical record (which equals a block of logical records) must be a uniform length, except for the last record, which may be shorter. The length must be a multiple of the logical record length. Physical records must not be prefixed by block descriptor words. The largest acceptable physical record is 6,400 characters (128 x 50).

The department will reject any tape containing physical records larger than 6,400 characters in length.

Section VI - Report Format

File format for diskette and tape media submissions are detailed below.

New Hire Magnetic Media Specifications

Record 1A Transmitter Record Length = 128 Bytes			
Location	Field	Length	Description and remarks
1-2	Record identifier	2	Constant 1A
3-8	Tape creation date	6	MMDDYY
9-19	Transmitter's identification number	11	Transmitter's federal EIN or NYS tax identification number; left-justify and fill with blanks; no hyphens or spaces in number
20-59	Transmitter's name	40	Organization transmitting the file; left-justify and fill with blanks
60-89	Street address	30	Street address of transmitter
90-107	City	18	Left-justify and fill with blanks
108-109	State	2	Use standard FIPS postal abbreviation
110-118	ZIP code	9	Left-justify and fill with blanks
119-128	Blank	10	Enter blanks

Record 1E Employer Record Length = 128 Bytes			
Location	Field	Length	Description and remarks
1-2	Record identifier	2	Constant 1E
3-6	Blank	4	Enter blanks
7-17	Employer's identification number	11	Employer's federal EIN or NYS tax identification number; left-justify and fill with blanks; no hyphens or spaces in number
18	Blank	1	Enter blank
19-58	Employer name	40	Left-justify and fill with blanks
59	Blank	1	Enter blank
60-89	Street address	30	Left-justify and fill with blanks
90-107	City	18	Left-justify and fill with blanks
108-109	State	2	Use standard FIPS postal abbreviation
110-118	ZIP code	9	Left-justify and fill with blanks
119-128	Blank	10	Enter blanks

Record 1H Employee Record Length = 128 Bytes			
Location	Field	Length	Description and remarks
1-2	Record identifier	2	Constant 1H
3-11	Social security number	9	Omit hyphens
12-39	Employee name	28	Enter employee name as last name (comma), first name (space) middle initial; use comma with no space to delimit last name from first name, and space to delimit first name from middle initial; left-justify and fill with blanks
40-69	Street address	30	Left-justify and fill with blanks
70-87	City	18	Left-justify and fill with blanks
88-89	State	2	Use standard FIPS postal abbreviation
90-94	ZIP code	5	Left-justify and fill with blanks
95	Blank	1	Enter blank
96-101	Hire date	6	MMDDYY (<i>optional</i>)
102-128	Blank	27	Enter blanks

Record 1T Total Record Length = 128 Bytes			
Location	Field	Length	Description and remarks
1-2	Record identifier	2	Constant 1T
3-9	Number of 1H records	7	Enter the total number of 1H records for this 1E record; right-justify and fill with blanks
10-128	Blank	118	Enter blanks

Record 1F Final Record Length = 128 Bytes			
Location	Field	Length	Description and remarks
1-2	Record identifier	2	Constant 1F
3-9	Number of 1E records	7	Enter the total number of 1E records; right-justify and fill with blanks
10-128	Blank	118	Enter blanks

Magnetic Media Transmittal for New Hire Reporting

This transmittal form **must** be accompanied by:
 — your tape/diskette containing all required information, and
 — a print dump of the first 10 records of the file being submitted.

Transmitter Information			
1 Name of transmitter _____	2 Transmitter's employer identification number (EIN) _____		
3 Street address of transmitter _____	City _____ State _____ ZIP code _____		
4 Name of technical person to contact about magnetic media _____ Telephone number () _____ ext. _____			
Tape/Diskette Data			
5 Total number of employer records reported <i>(from record 1F)</i> _____	9 If the media contains more than one employer record, enter each employer's federal identification number (EIN) and name. Attach additional sheets if necessary. Employer's identification number _____ Employer's name _____ _____ _____ _____		
6 Total number of employee records reported _____			
7 Last day of the period being reported _____			
8 Check box for return of media <i>(you must enclose mailing label and reusable container or media will not be returned)</i> <input type="checkbox"/>			
Equipment			
10 Manufacturer/model _____	11 Operating system/version _____		
12 For diskette submission Formatted Capacity <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border-right: 1px solid black; padding-right: 10px;"> 3½ inch <input type="checkbox"/> 720 KB <input type="checkbox"/> 1.44 MB <input type="checkbox"/> Other, specify: _____ </td> <td style="width: 50%; padding-left: 10px;"> 5¼ inch <input type="checkbox"/> 360 KB <input type="checkbox"/> 1.2 KB <input type="checkbox"/> Other, specify: _____ </td> </tr> </table> filename = NEWHIRE.RPT	3½ inch <input type="checkbox"/> 720 KB <input type="checkbox"/> 1.44 MB <input type="checkbox"/> Other, specify: _____	5¼ inch <input type="checkbox"/> 360 KB <input type="checkbox"/> 1.2 KB <input type="checkbox"/> Other, specify: _____	13 For tape submission Recording mode: <input type="checkbox"/> EBCDIC <input type="checkbox"/> ASCII Physical block size: _____ Label information (you must provide the 6-digit tape number for all labeled tapes): <input type="checkbox"/> Non-label <input type="checkbox"/> IBM OS/VS standard internal tape no. _____ <input type="checkbox"/> Nonstandard internal tape no. _____
3½ inch <input type="checkbox"/> 720 KB <input type="checkbox"/> 1.44 MB <input type="checkbox"/> Other, specify: _____	5¼ inch <input type="checkbox"/> 360 KB <input type="checkbox"/> 1.2 KB <input type="checkbox"/> Other, specify: _____		
Stick-on labels			
<p>Each tape or diskette must be externally identified with a stick-on label. Each label must contain the following information:</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;"> Transmitter ID _____ Transmitter name _____ Last day of period being reported _____ Tape number _____ Computer type and operating system _____ Formatted density _____ </div>			