

Payroll Data Interchange (PDI) Data Requirements

Plan Name: State of Montana Deferred Compensation Plan

Fixed Length Record Format

Plan Account Number: 98469-01

Field Description	Maximum Length	Data Type	Required (R) / Optional (O)	Format / Value	Comments
1 Employee SSN	9	Char	R	999999999, no hyphens	
2 Last Name	30	Char	R		
3 First Name	30	Char	R		
4 Middle Initial	1	Char	O		
5 Address Line 1	30	Char	R		
6 Address Line 2	30	Char	O		
7 City	22	Char	R		
8 State	2	Char	R	Upper Case	
9 Zip Code	5	Char	R		99999
10 Zip Code + 4	4	Char	O		9999
Home Phone	10	Char	O		
Work Phone	10	Char	O		
Email Address	50	Char	O		
11 Ending Payroll date	8	Date	R	YYYYMMDD	Must be current ending payroll date.
12 BEF Contribution	9	Numb	R	999999999 Positive number, divide by 100 for decimal am	Employee before tax contribution
13 ERB Contribution	9	Numb	O	999999999 Positive number, divide by 100 for decimal am	Employer contribution
14 AFT Contribution	9	Numb	O	999999999 Positive number, divide by 100 for decimal am	Employee after-tax contribution

Technical Instructions:

- 1 File must be a standard Space Delimited ASCII format. A carriage return (crlf) is required at the end of a record. Only include one participant per record.
- 2 **THE FILE FORMAT MUST REMAIN STATIC, CHANGES TO THE FILE MUST BE COORDINATED WITH FASCORP.**
- 3 For participants that are not contributing to the plan but appear on the file please Zero Fill the contribution field(s).
- 4 Numeric fields should be right justified.
- 5 Contribution Fields should not include commas, and field must extend two digits after the decimal and must be right justified. Decimal not included, divide by 100 for amount.
- 6 Unused spaces in character or date fields should contain blanks
- 7 All date fields must be four digit year (YYYY)