

Plan Name: State of South Carolina Salary
 Deferral 401(k) Plan and Trust and State of
 South Carolina 457 Deferred Compensation
 Plan and Trust

Plan Account Number: 98955-01 / 98955-02

Payroll Data Interchange (PDI) Data Requirements

Fixed Length Record Format-
 Maximum Length Not applicable for
 comma delimited files

Field Description	Start/Stop Positions	Maximum Length*	Data Type	Required (R) Optional (O)	Format / Value	Comments
1) Plan Number	1-8	8	Char	R		98955-01 (401k) 98955-02 (457)
2) Employee SSN	9-17	9	Char	R	999999999	
3) Division number	18-21	4	Char	R		Required if the plan chooses to use Deferral Recordkeeping services it initial enrollment.
4) Last Name	22-56	35	Char	R		
5) First Name	57-76	20	Char	R		
6) Middle Initial	77-77	1	Char	O		
7) Name Suffix	78-92	15	Char	O		
8) Birth Date	93-102	10	Date	R	mm/dd/yyyy	Must be four digit year.
9) Gender	103-103	1	Char	R	M=Male, F=Female	
10) Marital Status	104-104	1	Char	R	M=Married, S=Single, D=Divorced, W=Widowe	Used for spousal consent determination.
11) Address Line 1	105-139	35	Char	R		
12) Address Line 2	140-174	35	Char	R		
13) City	175-194	20	Char	R		
14) State	195-196	2	Char	R	Upper Case	
15) Zip Code	197-206	10	Char	R	99999-9999 or 99999	
16) Home Phone Number	207-216	10	Char	O		
17) Work Phone Number	217-226	10	Char	R		
18) Work Phone Ext.	227-230	4	Char	O		
19) Country Code	231-232	2	Char	O		Remove if all employees live in the USA.
20) Hire Date	233-242	10	Date	R	mm/dd/yyyy	Original Hire date; must be four digit year.
21) Termination Date	243-252	10	Date	R	mm/dd/yyyy	
22) Re-Hire Date	253-262	10	Date	R	mm/dd/yyyy	Use when an employee was previously terminated and rehired.
23) Check Date (payday)	263-272	10	Date	R	mm/dd/yyyy	Must be current ending payroll date. Identifies the plan year that contrit are applied.
24) Before Tax Contribution	273-282	10	Numb	R	9999999.99	EMPLOYEE BEFORE TAX (BEF1)
25) Employer Contribution	283-292	10	Numb	R	9999999.99	Positive number implied. EMPLOYER MATCH (ERB1)
26) Roth Contribution	293-302	10	Numb	R	9999999.99	Positive number implied. EMPLOYEE ROTH AFTER TAX (RTH 1)
27) Loan Payment	303-312	10	Numb	R	9999999.99	Positive number implied. EMPLOYEE REPAYMENT OF LOAN (LON1)
28) Participation Date	313-322	10	Date	R	mm/dd/yyyy	Required for online enrollment and deferral processing. If not optional if employee doesn't have an email please provide employer email address
29) Email Address	323-362	40	Char	R		Salary for the employee for a given pay period. If providing Salary Amc is required to provide Salary Amount Qualifier
30) Salary Amount	363-379	17	Numb	R		Salary period A=Annual, M= Monthly, S= Semi-Monthly, B= Bi-Weekly, hourly, W= Weekly
31) Salary Amount Qualifier	380-381	1	Char	R		
Record length		381				

Technical Instructions:

- File can be created in a standard Space Delimited ASCII format (.prn) or comma delimited format (.csv). A carriage return (cr) is required at the end of a record. Only include one participant per record.
- THE FILE FORMAT MUST REMAIN STATIC, CHANGES TO THE FILE MUST BE COORDINATED WITH RECORD KEEPER.
- For participants that are not contributing to the plan but appear on the file please Zero Fill the contribution field(s).
- Numeric fields should be right justified, with the exception of Zip Code (left justified)
- Contribution/Compensation fields should not include commas, and field must extend two digits after the decimal and must be right justified.
- Unused spaces in character or date fields should contain blanks
- A negative sign in the contribution fields can be added in the first space of the contribution field, ie: "-000012.34" or directly next to the contribution amount " -12.34"
- All date fields must be a two-digit month(MM), two-digit day(DD), and a four digit year (YYYY)