

FILE REPORTING FORMAT
FOR ALABAMA NEW HIRE DATA

PUNCTUATION MARKS SHOULD NOT BE USED IN ANY FIELDS, EXCEPT AS NOTED BELOW.

LOCATION	FIELD	LENGTH	DESCRIPTION & REMARKS
1-9	Social Security Number	9	Employee's Social Security Number (DO NOT INSERT HYPHENS)
10-19	Account Number**	10	10-digit UC Tax Account Number (DO NOT INSERT HYPHENS)
20-25	Activity Date	6	First day of work or date of job refusal (MMDDYY) NOTE: This date should be the first day the employee did or would have physically reported to worked and not more than 365 days prior to this date
26	Indicator	1	Enter "N" - New Hire Enter "R" - Recall Enter "W" - Work Refusal
27-53	Employee's Name	27	Last/First/Middle Initial (Insert slashes as shown)
54-83	Employee's Street Address	30	Employee's Mailing Address
84-103	Employee's City Name	20	City Name of Employee's Address
104-105	Employee's State Name	2	State Name of Employee's Address
106-114	Employee's ZIP + 4 ZIP Code	9	9-digit ZIP Code of Employee's Address (If Last 4 Digits Are Unknown, Enter 0's) (DO NOT INSERT HYPHEN)
115-123	Employer's FEIN	9	9-digit Federal Identification Number (DO NOT INSERT HYPHEN)
124-143	Employer Name	20	Employer's Name (Abbreviate when possible)
144-157	Employer Address	14	Employer's Address (Abbreviate when possible)
158-168	Employer City	11	Employer's City
169-170	Employer State	2	Employer's State
171-175	Employer ZIP	5	Employer's 5-digit Zip Code
176-200	Blanks	25	In-House Use

** Alabama Department of Labor Unemployment Compensation Tax Account Number recorded in the upper right corner of the UCCR4 and UC10R forms. If not applicable, enter 0's.