

**Who's Where Import Layout**

**PLEASE NOTE: This report must be run after the each payroll in the month, within 5 days.**

<b>File Type: CSV</b>		
<b>Selection Criteria: All employees paid within given payroll</b>		
<b>Sort: ALPHA (Last Name)</b>		
<b>Run Frequency: After each payroll</b>		
Field #	Field Name	Notes
1	Batch #	Needs to be assigned as an indicator to prevent duplicate files
2	Soc Sec #	With Dashes
3	Last Name	
4	First Name	First & Middle Name combined into single field
	Middle Name	
5	Suffix (Jr, Sr. etc.)	If not available, spaces required
6	Date of Birth	MM/DD/YYYY
7	Sex	Gender (M/F)
8	Marital Status (M/SW/D/U)	Used Federal Marital Tax Status
9	Address	Address Line 1
10	Address line 2	If not available, spaces required
11	City	
12	State	
13	Zip + 4	
14	Phone	No dashes. If not available, spaces required
15	Email	If not available, spaces required
16	YMCA Charter #	To be provided by each location
17	Job Type (F/P)	F = Full Time, P = Part Time. If not available, spaces required
18	Date of Enrollment	Spaces for now (Points North determining)
19	Date of Employment	MM/DD/YYYY
20	Salary Type (a, h, or o)	Rate Type - S = Salary, H = Hourly - converting S to A, Default as O; If not available, spaces required
21	Job Title	If not available, spaces required
22	Position (p or o)	If not available, spaces required
23	Branch Number	Optional - spaces
24	Gross Pay for the Pay Period	Required
25	Pretax Contribution	YERDI amount: TD = Tax Deferred
26	Post tax Contribution	YERDI amount: AP = Additional Personal
27	Loan Payment	YERDI amount: TL= Loan
28	Current Hours	All Hours for the Pay Period
29	Pay Date	MM/DD/YYYY