

# Magnetic Media Reporting of Employees Hired or Rehired

## 1. General Information

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.

### Change to the definition of *hiring date*

Under the new hire reporting requirements, as of July 1, 2005, employers must use the first day compensated services are performed by an employee as the *hiring date*. This would be the first day any services are performed for which the employee will be paid wages or other compensation, or the first day an employee working for commissions is eligible to earn commissions. For more information, see TSB-M-05(3)I, *Change to the Definition of Hiring Date Under the New Hire Reporting Requirements*, or NYS-50, *Employer's Guide to Unemployment Insurance, Wage Reporting, and Withholding Tax*.

Under Chapter 398 of the Laws of 1997, all employers must report certain identifying information about employees hired or rehired. Employers have 20 days after the hiring date to report newly hired or rehired employees who will be employed in New York State. Employers reporting by magnetic media must report using two monthly submissions (if needed) not less than 12 nor more than 16 calendar days apart. However, employers who hire or rehire only during the first half or last half of the month need to submit only one report for that month (within 20 days after the last hiring date). Those who do not hire or rehire any employees 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
- hire date

New York State employers may now report new hire information electronically by accessing the Tax Department's New Hire Web site at [www.nynewhire.com](http://www.nynewhire.com) or by fax at (518) 320-1080.

For technical information about these specifications, call Employer Outreach at (518) 320-1079.

### Multistate employers

Employers who have employees in more than one state and report using magnetic media may designate one state (in which he or 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 that 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 may continue to be submitted without change, even though the hire date in the employee record is now an optional field.

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.

## 2. Submission requirements

If you are submitting new hire or rehire information on magnetic media, you must include a properly completed Form NYS-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**

Media must be sent in safe packaging to avoid possible damage in transit.

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

Diskettes and CD-ROMs will not be returned.

Tape cartridges will be returned after processing if you include:

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

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

## 3. 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.

#### 4. Technical requirements for diskettes and CD-ROMs

The department can accept most CD-ROMs and 3½" diskettes formatted in conventional operating systems. Diskettes and CD-ROMs must be formatted at their specified density. The external labels on each diskette or CD-ROM must specify:

- transmitter identification number and name
- last day of period being reported
- operating system used to create the file
- formatted density

Each CD-ROM and 3½" diskette must contain the 11-character entry NEWHIRE.RPT as the file name. Only one such file per diskette or CD-ROM is acceptable.

#### 5. Technical requirements for magnetic tape

Acceptable media include 3480 and 3490 cartridges.

For magnetic tape cartridge submissions, write data in unpacked mode on single cartridge files.

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

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-file.

Never begin a magnetic tape with a tapemark, which would signal end-of-file and cause processing to terminate.

Separate data from internal labels with **one** tapemark.

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

- If using trailer labels, write end-of-file tapemarks directly after the trailer labels.
- If using non-labeled tape, write end-of-file 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. A 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.

#### 6. Report format

File format for diskette, CD-ROM, and tape media submissions are detailed below.

## New hire magnetic media specifications

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

<b>Record 1E Employer record Length = 128 bytes</b>			
<b>Location</b>	<b>Field</b>	<b>Length</b>	<b>Description and remarks</b>
1-2	<i>Record identifier</i>	2	Constant <b>1E</b>
3-6	Blank	4	Enter blanks
7-17	<i>Employer's identification number</i>	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	<i>Employer name</i>	40	Left-justify and fill with blanks
59	Blank	1	Enter blank
60-89	<i>Street address</i>	30	Left-justify and fill with blanks
90-107	<i>City</i>	18	Left-justify and fill with blanks
108-109	<i>State</i>	2	Use standard FIPS postal abbreviation
110-118	<i>ZIP code</i>	9	Left-justify and fill with blanks
119-128	Blank	10	Enter blanks

<b>Record 1H Employee record Length = 128 bytes</b>			
<b>Location</b>	<b>Field</b>	<b>Length</b>	<b>Description and remarks</b>
1-2	<i>Record identifier</i>	2	Constant <b>1H</b>
3-11	<i>Social security number</i>	9	Enter employee social security number without dashes or hyphens
12-39	<i>Employee name</i>	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	<i>Street address</i>	30	Left-justify and fill with blanks
70-87	<i>City</i>	18	Left-justify and fill with blanks
88-89	<i>State</i>	2	Use standard FIPS postal abbreviation
90-95	<i>ZIP code</i>	6	Left-justify and fill with blanks
96-101	<i>Hire date</i>	6	MMDDYY (optional)
102-128	Blank	27	Enter blanks

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

<b>Record 1F Final record Length = 128 bytes</b>			
<b>Location</b>	<b>Field</b>	<b>Length</b>	<b>Description and remarks</b>
1-2	<i>Record identifier</i>	2	Constant <b>1F</b>
3-9	<i>Number of 1E records</i>	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/CD-ROM containing all required information, and
- a print dump of the first 10 records of the file being submitted.

<b>Transmitter information</b>									
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. _____									
<b>Tape/diskette/CD-ROM data</b>									
5 Enter the total number of employer records reported (from record 1F) <input style="width: 80px;" type="text"/>	9 If the media contains more than one employer record, enter each EIN and name. Attach additional sheets if necessary.  <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; text-align: center; border: none;">EIN</td> <td style="width: 50%; text-align: center; border: none;">Employer's name</td> </tr> <tr> <td style="border: none;">_____</td> <td style="border: none;">_____</td> </tr> <tr> <td style="border: none;">_____</td> <td style="border: none;">_____</td> </tr> <tr> <td style="border: none;">_____</td> <td style="border: none;">_____</td> </tr> </table>	EIN	Employer's name	_____	_____	_____	_____	_____	_____
EIN		Employer's name							
_____		_____							
_____		_____							
_____	_____								
6 Enter the total number of employee records reported <input style="width: 80px;" type="text"/>									
7 Enter the last day of the period being reported <input style="width: 80px;" type="text"/>									
8 Check box for return of media (you must enclose mailing label and reusable container or media will not be returned). Diskettes and CD-ROMs will <b>not</b> be returned. <input style="width: 20px; height: 20px;" type="checkbox"/>									
<b>Equipment</b>									
10 Manufacturer/model _____	11 Operating system/version _____								
<b>12 For diskette/CD-ROM submission</b> Formatted capacity  3½" diskette* <input type="checkbox"/>  CD-ROM* <input type="checkbox"/>  * Must be recorded using ASCII format  filename = NEWHIRE.RPT	<b>13 For tape submission</b>  Recording mode: EBCDIC <input type="checkbox"/> ASCII <input type="checkbox"/>  Physical block size: _____  Label information (you must provide the six-digit tape number for all labeled tapes):  Nonlabel <input type="checkbox"/>  IBM OS/VS standard internal tape no. (vol. ser.) _____ <input type="checkbox"/>  Nonstandard internal tape no. (vol. ser.) _____ <input type="checkbox"/>								
<b>Stick-on labels</b>									
Each tape, diskette, and CD-ROM <b>must be externally identified with a stick-on label</b> . Each label must contain the following information:									
<div style="border: 1px solid black; padding: 10px; width: fit-content; margin: auto;">             Transmitter ID _____              Transmitter name _____              Last day of period being reported _____              Tape number _____              Computer type and operating system _____              Formatted density _____           </div>									