



New Hire Record Layout

The following layout is required to transmit new hire notifications via secure file upload on our website. Files must be in electronic data file format and file names can only include one period followed by the "txt" file extension (e.g., .txt).

Field No.	Field Name	Description	Start Location	Field Length	Format	Valid Values
1	Record Type	Identifies record for STRS Ohio processing.	1	4	Alphanumeric	NM=New hire
2	Employer Number	Four-character employer number (the first digit for city school districts is the letter C).	5	4	Alphanumeric	STRS Ohio employer number
3	First Day Worked	Date employee starts work.	9	10	MM/DD/CCYY	Date
4	Social Security Number	Social Security number of employee.	19	9	999999999	Numeric
5	Last Name	Last name of employee. No punctuation except dash [-].	28	25	Alphanumeric	
6	First Name	First name of employee. No punctuation except dash [-].	53	15	Alphanumeric	
7	Birth Date	Birth date of employee.	68	10	MM/DD/CCYY	Date
8	Gender	Gender of employee.	78	1	Alphanumeric	F=Female, M=Male, U=Unknown
9	Address	Delivery address. No punctuation except comma [,], dash [-], period [.] or pound sign [#].	79	40	Alphanumeric	
10	City Name	City name.	119	20	Alphanumeric	
11	State Code	United States Postal Service (USPS) abbreviation for state.	139	2	Alphanumeric	USPS assigned state codes, **=Foreign address
12	ZIP Code	ZIP code (basic 5 digits).	141	5	99999	Numeric
13	ARP	Identifies higher education faculty eligible to elect an alternative retirement plan (ARP). Note: Only applicable to college and university employers.	146	1	Alphanumeric	Y=Eligible for ARP, N=Ineligible/Not applicable
14	Email Address	Employee's email address.	147	50	Alphanumeric	Letters, numbers, special characters @ . _ % + -
15	Phone Number	Employee's phone number.	197	10	9999999999	
16	Phone Number Type	Indicate cell phone or home phone.	207	1	Alphanumeric	C=cell phone, H=home phone
17	Reserved	Space reserved for future use (optional field).	208	49	Alphanumeric	

Total record length = 256