

Incumbent Worker Employee Upload Instructions

#	Column	Field Description	Data type	Max Length	Status	Details
1	A	Employee First Name	Alpha	25	Required	Enter the Employee's First Name can consist of upper and lowercase letters and/or spaces.
2	B	Employee Last Name	Alphanumeric	25	Required	Enter the Employee's Last Name can consist of upper and lowercase letters and/or spaces. Allows spacing and hyphens in last names
3	C	Employee Date of Birth	Date	10	Required	Enter the Employee's Date of Birth must be in the past. It must be alphanumeric characters in the following format MM/DD/YYYY
4	D	Employee Social Security Number	Numeric	9	Required	Enter the Employee's SSN must be a valid 9-digit SSN. No dashes, spaces or parenthesis.
5	E	Employee Attendance Start Date	Date	10	Optional	Enter the Employee's Attendance Start Date must less than or equal to current date. It must be alphanumeric characters in the following format MM/DD/YYYY.
6	F	Gender	Alpha	1	Required	Enter the Employee's Gender – F=Female, M=Male
7	G	Employee Address Line 1	Alphanumeric	40	Optional	Enter the Employee's physical street address.
8	H	Employee Address Line 2	Alphanumeric	40	Optional	If none, leave blank.
9	I	Employee City	Alpha	40	Optional	Enter the Employee City of residence
10	J	Employee State	Alpha	3	Optional	Enter the Employee's State - Use 2-character abbreviation. Example: PA
11	K	Employee Zip Code	Numeric	5	Optional	Enter the Employee Zip Code. U.S. 5-digit Zip Code. No dashes.
12	L	Employee Zip Code Ext	Numeric	4	Optional	Enter the four-digit zip code Extension, if available

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#	Column	Field Description	Data type	Max Length	Status	Details
13	M	Employee County	Alpha	40	Optional	Enter the Employee's County
14	N	Employee Race	Numeric	2	Required	Enter the number reflecting the Employee's Race. Enter 1 = American Indian or Alaskan Native, 2 = Asian, 3 = Black or African American, 4 = Hawaiian Native or Other Pacific Islander, 5 = White, 6 = Do Not Wish to Disclose
15	O	Employee Ethnicity	Numeric	2	Required	Enter the number reflecting the Employee's Ethnicity. Enter 1 = Hispanic/Latino, 2 = Non Hispanic/Latino, 3 = Do Not Wish to Disclose
16	P	Employee Worker Status	Numeric	2	Required	Enter the number reflecting the Employee's Worker Status. Enter 1 = New Hire, Enter 2 - Incumbent Worker

Column L = County Codes

Code	County Name	Code	County Name	Code	County Name	Code	County Name	Code	County Name
1	Adams	29	Chester	57	Fulton	85	Mercer	111	Somerset
3	Allegheny	31	Clarion	59	Greene	87	Mifflin	113	Sullivan
5	Armstrong	33	Clearfield	61	Huntingdon	89	Monroe	115	Susquehanna
7	Beaver	35	Clinton	63	Indiana	91	Montgomery	117	Tioga
9	Bedford	37	Columbia	65	Jefferson	93	Montour	119	Union
11	Berks	39	Crawford	67	Juniata	95	Northampton	121	Venango
13	Blair	41	Cumberland	69	Lackawanna	97	Northumberland	123	Warren
15	Bradford	43	Dauphin	71	Lancaster	999	Out of County	125	Washington
17	Bucks	45	Delaware	73	Lawrence	99	Perry	127	Wayne
19	Butler	47	Elk	75	Lebanon	101	Philadelphia	129	Westmoreland
21	Cambria	49	Erie	77	Lehigh	103	Pike	131	Wyoming
23	Cameron	51	Fayette	79	Luzerne	105	Potter	133	York
25	Carbon	53	Forest	81	Lycoming	107	Schuylkill		
27	Centre	55	Franklin	83	Mckean	109	Snyder		