



New Hire Record Layout

You must use the following layout to transmit new hire notifications via secure file upload on our website or FTPS transmission.

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 Date on Payroll	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
9	Address	Delivery address. No punctuation except dash [-].	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 (optional field).	146	1	Alphanumeric	Y=Eligible for ARP, N=Ineligible/Not applicable
14	Reserved	Space reserved for future use.	147	110	Alphanumeric	

Total record length = 256