

Specification for the Exchange of Wage Summary Information

Version: 2.3

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Specification for the Exchange of Wage Summary Information

1. Introduction

1.1. Purpose

This document defines the technical specification for a custom file format to be used for the electronic exchange of wage information. This file would typically be used by contractors to report, to a state or federal agency, the wages that it paid to its employees. It supports all the information on the US Department of Labor's Form WH-347 and the Federal Highway Administration's Form FHWA-1391.

1.2. Intended Audience

Three groups make up the audience for this document:

- Employers who must report wage information to satisfy Davis-Bacon reporting requirements,
- Government agencies which must collect wage data for reporting to the US Department of Labor, and
- Developers implementing this exchange format in software.

2. Summary of revisions

- This is an update to the v2.2 specification. The references to Social Security Number were replaced with Employee ID Number.

3. Specification

This section defines the format and structure of version 2.3 of the Specification for the Exchange of Wage Summary Information. The specification is divided into three parts:

- Definitions and overall information on the structure of the exchange format specification,
- Format and detailed information about the various fields in the exchange file, and
- Rules concerning the use of the exchange file.

3.1. Definitions

3.1.1. Exchange file

An exchange file consists entirely of characters from the ASCII character set, and is organized into one or more variable length lines (records). A record is either a comment, project data value record, or a payee data value record.

3.1.2. Comment records

A comment record begins with a “#” character as the first character in the line and is terminated by the end of the line. See **Error! Reference source not found. Error! Reference source not found.** for examples of comment records.

```
# Generated by PAY-O-MATIC v6.7a on Fri, Nov 21, 2003 at 4:08 PM CST
# Active Payroll Systems
# 901 Cedar Creek Parkway
# Austin, TX 78732-3892
# (800) 888 - 5050
# http://www.activepayroll.com/
```

Figure 1 Examples of Comment records

Comment records are optional, may appear anywhere in the exchange file, and are ignored by the exchange file processor.

3.1.3. Project data value record

A project data value record consists of one line with 16 comma separated data values and is terminated by the end of the line. The number of data values on a record is fixed, but each line may vary in length. All exchange files must have exactly one project data value record and it must precede any/all payee data value records. This data must be on one line.

3.1.4. Payee value records

A data value record consists of one line with 47 comma separated data values and is terminated by the end of the line. The number of data values on a record is fixed, but each line may vary in length. An exchange file can have zero or more payee value records. If there are any payee value records, they must follow the project data value record. Each payee record must be on its own line.

3.1.5. Data values

The list of data values in a record are separated by commas and terminated by the end of the line. There is no comma or other punctuation following the last data value. Each data value may be preceded or followed by zero (0) or more space or tab characters. Data values will be one of the types listed in **Error! Reference source not found. Error! Reference source not found.**

Data Type	Example
Integer	4
Floating point	9.75
Text	“Super Size Construction”
Decimal Digit	8

Table 1 Data Types

3.1.6. Integer data values

Integer values are one (1) or more decimal digits. Leading zeros are permitted. The ranges of valid values for an integer are dependant on the meaning of the data value and are specified for each record

type. If omitting a particular integer data value field is permitted, and the value is omitted, the default value will be zero (0).

3.1.7. Floating point data values

Floating point values are one (1) or more decimal digits, optionally followed by a decimal point (.) and one (1) or more decimal digits. A floating point number must have at least one digit before the decimal point. If omitting a particular floating point data value field is permitted, and the value is omitted, the default value will be zero (0.0).

3.1.8. Text data values

A text data value is a simple string of characters. Optionally, text data values may be enclosed in quotation marks by preceding and following the string by the double quotation mark character ("). However, text data values **must** be enclosed in quotation marks when the text data value contains one (1) or more commas, leading or trailing spaces or tabs, or one (1) or more embedded double quotation mark characters. It is completely legal to enclose all text data values in quotation marks.

If a text data value contains an embedded quotation mark; the character sequence \" (backslash – double quotation mark) is used to indicate a single embedded double quotation mark in a quoted text data value. Also, the character sequence \\ (backslash – backslash) indicates an embedded backslash (\) in a quoted text data value.

See **Error! Reference source not found. Error! Reference source not found.** for examples of text data values.

<p>Super Size Construction</p> <p>"Dewy, Cheatum, and Howe Inc."</p> <p>"John \"Scratchy\" Jones"</p> <p>"Mailstop 3W\\12-5"</p>
--

Figure 2 Examples of Text Data Values

If omitting a particular text data value field is permitted, and the value is omitted, the default value will be the empty string ("").

3.1.9. Decimal digits

Decimal digits are one of the following characters: 0, 1, 2, 3, 4, 5, 6, 7, 8, or 9.

3.2. Payroll Version Number

The payroll version number will be read from the first commented line in the following format:

```
#Version: 2.0
```

If the version number cannot be read on the first line in this format, the parser will assume that the payroll uses version 1 (deprecated.) Previous versions will still be accepted at this time.

3.3. Project data value fields

There is exactly one project data value record in each exchange file. The 16 fields on a project data value record give contractor and project specific information.

Position	Type	Size	Required	Description
1	Text	5	YES	Contractor ID
2	Text			Contractor Name
3	Text			Contractor Mailing address
4	Text			Contractor City
5	Text			Contractor State
6	Text			Contractor Zip Code
7	Integer	4	YES	Payroll Period Year
8	Integer	2	YES	Payroll Period Month
9	Integer	2	YES	Payroll Period Day
10	Text			Payroll Number *
11	Text	9	YES	Project ID
12	Text			Project Name
13	Text			Project Address
14	Text			Project City
15	Text			Project State
16	Text			Project Zip Code

Table 2 Data values for contractor and project specific fields

3.3.1. Contractor ID

This is a required text value containing the vendor identification number.

3.3.2. Contractor Name

This is an optional text value containing the name of the contractor.

3.3.3. Contractor Mailing Address

This is an optional text value containing the address line portion of the address of the contractor.

3.3.4. Contractor City

This is an optional text value containing the city portion of the address of the contractor.

3.3.5. Contractor State

This is an optional text value containing the state portion of the address of the contractor. This should be an official two-letter state code.

3.3.6. Contractor Zip Code

This is an optional text value containing the zip code portion of the address of the contractor.

3.3.7. Payroll Period Year

This is the year portion of the date for the last day of the time reporting period, and is a required field. The full four digit year is specified.

3.3.8. Payroll Period Month

This is the month portion of the date for the last day of the time reporting period, and is a required field. It is represented by an integer greater than or equal to 1 and less than or equal to 12, indicating the month of the year. January is indicated by 1, February by 2, etc.

3.3.9. Payroll Period Day

This is the day portion of the date for the last day of the time reporting period, and is a required field. It is represented by an integer greater than or equal to 1 and less than or equal to the days in the month. It is invalid to specify a day that does exist for a given month and year.

3.3.10. Payroll Number

This is an optional text string supplied by the payroll submitter to identify the source payroll in the submitter's accounting system. This string is used if there are any problems with this payroll to help the contractor locate the payroll in their system.

* In addition, this field can be used to indicate that no work was performed on this week. To do so, place "NWP" in this column instead of your normal payroll numbers.

3.3.11. Project ID

This is a required text string that uniquely identifies the project, also called Controlling CSJ. Some organizations may have specific requirements for the format of this identifier (for example: The Project ID must be numeric and exactly 9 digits long, etc.).

3.3.12. Project Name

This is an optional text string containing the name of the project.

3.3.13. Project Address

This is an optional text string containing the address line portion of the address of the project.

3.3.14. Project City

This is an optional text string containing the city portion of the address of the project.

3.3.15. Project State

This is an optional text string containing the state portion of the address of the project. . This should be an official two-letter state code.

3.3.16. Project Zip Code

This is an optional text string containing the zip code portion of the address of the project.

3.4. Payee specific fields

These 47 fields provide payee specific information

Position	Type	Size	Required	Description
1	Text	30	YES	Last Name
2	Text	30	YES	First Name
3	Text	30		Middle Name(s)
4	Text	1	YES	Sex
5	Text	2	YES	Ethnicity
6	Text	40	YES	Address – Line 1
7	Text	40		Address – Line 2
8	Text	40	YES	City
9	Text	2	YES	State
10	Text	10	YES	Zip Code
11	Integer	3		Number of exemptions
12	Integer	4	YES	Job classification
13	Integer	6	YES	Apprentice Experience
14	Float	5,2	YES	Day 1 – Regular hours
15	Float	5,2	YES	Day 1 – Overtime hours
16	Float	5,2	YES	Day 2 – Regular hours
17	Float	5,2	YES	Day 2 – Overtime hours
18	Float	5,2	YES	Day 3 – Regular hours
19	Float	5,2	YES	Day 3 – Overtime hours
20	Float	5,2	YES	Day 4 – Regular hours
21	Float	5,2	YES	Day 4 – Overtime hours
22	Float	5,2	YES	Day 5 – Regular hours
23	Float	5,2	YES	Day 5 – Overtime hours
24	Float	5,2	YES	Day 6 – Regular hours

25	Float	5,2	YES	Day 6 – Overtime hours
26	Float	5,2	YES	Day 7 – Regular hours
27	Float	5,2	YES	Day 7 – Overtime hours
28	Float	5,2	YES	Rate of pay (Standard rate)
29	Float	5,2	YES	Rate of <i>cash in lieu of fringe benefits</i> per hour
30	Float	5,2		Total hours worked (Standard rate)
31	Float	7,2		Gross pay earned (Standard rate)
32	Float	6,3	YES	Rate of pay (Overtime rate)
33	Float	5,2		Total hours worked (Overtime rate)
34	Float	7,2		Gross pay earned (Overtime rate)
35	Float	7,2		Non-calculated gross wage amount
36	Float	7,2	YES	FICA deduction
37	Float	7,2	YES	Withholding tax deduction
38	Float	7,2		Deduction-1
39	Text		YES*	Deduction-1 Description
40	Float	7,2		Deduction-2
41	Text		YES*	Deduction-2 Description
42	Float	7,2		Deduction-3
43	Text		YES*	Deduction-3 Description
44	Float	7,2		Deduction-4
45	Text		YES*	Deduction-4 Description
46	Float	7,2		Deduction-5
47	Text		YES*	Deduction-5 Description
48	Float	7,2		Deduction-6
49	Text		YES*	Deduction-6 Description
50	Float	7,2		Deduction-7
51	Text		YES*	Deduction-7 Description
52	Float	7,2		Deduction-8
53	Text		YES*	Deduction-8 Description

54	Float	7,2		Deduction-9
55	Text		YES*	Deduction-9 Description
56	Float	7,2		Deduction-10
57	Text		YES*	Deduction-10 Description
58	Float	7,2	YES	Total Deductions
59	Float	7,2	YES	Net wages for week
60	Text	24		Check Information
61	Text	5	YES	Employee ID number

Table 3 Data values for payee specific fields

3.4.1. Last Name

This is a required text string containing the last name or family name of the payee.

3.4.2. First Name

This is a required text string containing the first of the payee’s given names.

3.4.3. Middle Name(s)

This is an optional text string containing the second name, initial, or the list of given names or initials other than the first name in the payee’s list of given names.

3.4.4. Sex

This is a required text string representing the sex of the payee. The string must be either an “F” for female or “M” for male.

3.4.5. Ethnicity

This is a required text string representing the ethnicity of the payee. There are seven possible categories for ethnicity. There are two or more valid values that can be used to specify a particular category. The categories and the possible values to indicate each category are given below:

1. "Caucasian", "White", "WH"
2. "Black", "BL"
3. "Hispanic", "HS"
4. "Native American", "NA"
5. "Asian", "Asian American", "Asian-Pacific", "AP"
6. "Other", "OT"
7. "TM", "Two or More"

The string values are case insensitive. For example: “HISPANIC” is counted the same as “Hispanic”.

3.4.6. Address – Line 1

This is a required text string containing the address line portion of the address of the payee.

3.4.7. Address – Line 2

This is an optional text string containing the additional address information for the payee.

3.4.8. City

This is a required text string containing the city portion of the address of the contractor payee.

3.4.9. State

This is a required text string containing the state portion of the address of the contractor payee. This should be an official two-letter state code.

3.4.10. Zip Code

This is a required text string containing the zip code portion of the address of the contractor payee.

3.4.11. Number of exemptions

This is an optional number representing the number of exemptions that the payee is claiming

3.4.12. Job classification

This is a required number representing the job classification of the payee.

3.4.13. Apprentice Experience

This is a required number representing the level of experience the payee has as an apprentice/trainee. If the payee is not an apprentice / trainee, this field is zero (0).

3.4.14. Day 1 - Regular hours

This is a required number representing the number of standard rate hours worked on the first day of the pay period.

3.4.15. Day 1 - Overtime hours

This is a required number representing the number of overtime rate hours worked on the first day of the pay period.

3.4.16. Day 2 - Regular hours

This is a required number representing the number of standard rate hours worked on the second day of the pay period.

3.4.17. Day 2 - Overtime hours

This is a required number representing the number of overtime rate hours worked on the second day of the pay period.

3.4.18. Day 3 - Regular hours

This is a required number representing the number of standard rate hours worked on the third day of the pay period.

3.4.19. Day 3 - Overtime hours

This is a required number representing the number of overtime rate hours worked on the third day of the pay period.

3.4.20. Day 4 - Regular hours

This is a required number representing the number of standard rate hours worked on the fourth day of the pay period.

3.4.21. Day 4 - Overtime hours

This is a required number representing the number of overtime rate hours worked on the fourth day of the pay period.

3.4.22. Day 5 - Regular hours

This is a required number representing the number of standard rate hours worked on the fifth day of the pay period.

3.4.23. Day 5 - Overtime hours

This is a required number representing the number of overtime rate hours worked on the fifth day of the pay period.

3.4.24. Day 6 - Regular hours

This is a required number representing the number of standard rate hours worked on the sixth day of the pay period.

3.4.25. Day 6 - Overtime hours

This is a required number representing the number of overtime rate hours worked on the sixth day of the pay period.

3.4.26. Day 7 - Regular hours

This is a required number representing the number of standard rate hours worked on the seventh day of the pay period.

3.4.27. Day 7 - Overtime hours

This is a required number representing the number of overtime rate hours worked on the seventh day of the pay period.

3.4.28. Rate of pay (Standard rate)

This is a required floating point number indicating the standard rate (in US dollars per hour) paid to the employee. This rate applies only for standard hours of work, and not to overtime hours.

3.4.29. Rate of *cash in lieu of fringe benefits* per hour

This is a required floating point number indicating the rate (in US dollars per hour) paid to the employee in lieu of being paid fringe benefits.

3.4.30. Total hours worked (Standard rate)

This is an optional floating point number indicating the total number of hours worked at the standard rate of pay. This does not include any overtime hours worked.

3.4.31. Gross pay earned (Standard rate)

This is an optional floating point number indicating the gross total pay earned (before deductions) for time worked at the standard rate of pay. This is the simple product of "Rate of pay (Standard rate)" [column

29] and the “Total hours worked (Standard rate)” [column 31]. This does not include any overtime hours worked. If the employee earned cash in lieu of being paid fringe benefits, that amount [column 30] is added to “Rate of pay (Standard rate)” before being multiplied by “Total hours worked (Standard rate)”.

3.4.32. Rate of pay (Overtime rate)

This is a required floating point number indicating the overtime rate (in US dollars per hour) paid to the employee. This rate applies only for overtime hours of work, and not to standard rate hours.

3.4.33. Total hours worked (Overtime rate)

This is an optional floating point number indicating the total number of hours worked at the overtime rate of pay. This does not include any standard rate hours worked.

3.4.34. Gross pay earned (Overtime rate)

This is an optional floating point number indicating the gross total pay earned (before deductions) for time worked at the overtime rate of pay. This is the simple product of “Rate of pay (Overtime rate)” and the “Total hours worked (Overtime rate)”. This does not include any standard rate hours worked.

3.4.35. Non-calculated gross wage amount

This is an optional floating point number indicating the total gross pay that was paid to the employee. This column must be zero, or equal to/greater than the sum of “Gross pay earned (Standard rate)” [column 32] and “Gross pay earned (Overtime rate)” [column 35]. If the column is zero, then the total gross paid the employee is assumed to be the sum of “Gross pay earned (Standard rate)” [column 32] and “Gross pay earned (Overtime rate)” [column 35]. If it is not zero then it must be equal to or greater than the sum of “Gross pay earned (Standard rate)” [column 32] and “Gross pay earned (Overtime rate)” [column 35].

This field provides a way for an employer to pay an employee more than the product of the hourly rate of pay and number of hours worked.

3.4.36. FICA deduction

This is a required floating point number indicating the total amount deducted from a payee’s gross pay for FICA deduction.

3.4.37. Withholding Tax deduction

This is a required floating point number indicating the total amount deducted from a payee’s gross pay for Withholding Tax deduction.

3.4.38. Deduction-1

This is an optional floating point number indicating the additional amount deducted from the payee’s gross pay.

3.4.39. Deduction-1 Description

This is a text string containing the description for the amount deducted in Deduction-1 above. This can be empty if Deduction-1 is zero. If Deduction-1 is non-zero, this field must be supplied.

3.4.40. Deduction-2

This is an optional floating point number indicating the additional amount deducted from the payee’s gross pay.

3.4.41. Deduction-2 Description

This is a text string containing the description for the amount deducted in Deduction-2 above. This can be empty if Deduction-2 is zero. If Deduction-2 is non-zero, this field must be supplied.

3.4.42. Deduction-3

This is an optional floating point number indicating the additional amount deducted from the payee's gross pay.

3.4.43. Deduction-3 Description

This is a text string containing the description for the amount deducted in Deduction-3 above. This can be empty if Deduction-3 is zero. If Deduction-3 is non-zero, this field must be supplied.

3.4.44. Deduction-4

This is an optional floating point number indicating the additional amount deducted from the payee's gross pay.

3.4.45. Deduction-4 Description

This is a text string containing the description for the amount deducted in Deduction-3 above. This can be empty if Deduction-3 is zero. If Deduction-3 is non-zero, this field must be supplied.

3.4.46. Deduction-5

This is an optional floating point number indicating the additional amount deducted from the payee's gross pay.

3.4.47. Deduction-5 Description

This is a text string containing the description for the amount deducted in Deduction-3 above. This can be empty if Deduction-3 is zero. If Deduction-3 is non-zero, this field must be supplied.

3.4.48. Deduction-6

This is an optional floating point number indicating the additional amount deducted from the payee's gross pay.

3.4.49. Deduction-6 Description

This is a text string containing the description for the amount deducted in Deduction-3 above. This can be empty if Deduction-3 is zero. If Deduction-3 is non-zero, this field must be supplied.

3.4.50. Deduction-7

This is an optional floating point number indicating the additional amount deducted from the payee's gross pay.

3.4.51. Deduction-7 Description

This is a text string containing the description for the amount deducted in Deduction-3 above. This can be empty if Deduction-3 is zero. If Deduction-3 is non-zero, this field must be supplied.

3.4.52. Deduction-8

This is an optional floating point number indicating the additional amount deducted from the payee's gross pay.

3.4.53. Deduction-8 Description

This is a text string containing the description for the amount deducted in Deduction-3 above. This can be empty if Deduction-3 is zero. If Deduction-3 is non-zero, this field must be supplied.

3.4.54. Deduction-9

This is an optional floating point number indicating the additional amount deducted from the payee's gross pay.

3.4.55. Deduction-9 Description

This is a text string containing the description for the amount deducted in Deduction-3 above. This can be empty if Deduction-3 is zero. If Deduction-3 is non-zero, this field must be supplied.

3.4.56. Deduction-10

This is an optional floating point number indicating the additional amount deducted from the payee's gross pay.

3.4.57. Deduction-10 Description

This is a text string containing the description for the amount deducted in Deduction-3 above. This can be empty if Deduction-3 is zero. If Deduction-3 is non-zero, this field must be supplied.

3.4.58. Total deductions

This is a required floating point number indicating the total amount deducted from a payee's gross pay.

3.4.59. Net wages for the week

This is a required floating point number indicating the net (total after deductions) pay earned for time worked (at both standard and overtime rates of pay). This is either calculated by taking the sum of "Gross pay earned (Standard rate)" [column 32] and the "Gross pay earned (Overtime rate)" [column 35] and then subtracting "Total deductions" [column 45], or is equal to the "Non-calculated gross wage amount" if that field is non-zero.

3.4.60. Check Information

This is an optional text string supplied by the payroll submitter identifying the payment to the payee in the submitter's accounting system. If there are any problems with this payroll, this is string used to help the contractor locate the payee payment in their system.

3.4.61. Employee ID number

This is a required text string containing the Employee ID number of the payee. This string must be:

- A string of up to 5 decimal digits

4. Miscellaneous

If needed, the specification may be expanded to allow a Unicode encoding.

Appendix A

Example 1

#Version:2.0

13524, "Super Size Construction Inc.", "401 West Alamo Drive", Houston, TX, 77096, 2003, 12, 6, "2003-49", 02045, "SH 941 Improvement", "SH 941 from FM 711 to Knox Rd", Ash Hill, TX, 72211

Briar, Hilary, F., F, WHITE,, "3401 Westlake Blvd", Austin, TX, "78746-1611", 2, 214, 0, 0.0, 0.0, 8.0, 0.0, 8.0, 0.0, 8.0, 0.0, 8.0, 0.0, 8.0, 0.0, 0.0, 8.0, 56.00, 9.00, 40.0, 2600.00, 84.00, 8.0, 672.00, 178.63, 93.37, 0.00, "", 0.00, "", 0.00, "", 272.00, 3000.00, "23108", 45555

"Ruez", "Tony", "", M, HISPANIC,, 424 Cooper Dr, Austin, TX, 78753-5030, 3, 306, 0, 0.0, 0.0, 8.0, 0.0, 8.0, 0.0, 8.0, 0.0, 8.0, 0.0, 0.0, 0.0, 7.50, 0.50, 40.0, 320.00, 11.25, 0.0, 0.00, 76.19, 33.86, 10.00, "Charity/Gift", 0.00, "", 0.00, "", 120.05, 199.95, "23109", 78888

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