

DATE: November 29, 2017

TO: Agency Addressed (No. 15, 2017-18)

FROM: Paul Whitfield, Director
Division of Accounting and Auditing
Department of Financial Services

SUBJECT: EMPLOYEE ID CONVERSION PROJECT VENDOR EMPLOYEE FILE
LAYOUT

The Department of Financial Services (DFS) has approved the VE file layout for the Employee ID Conversion project.

The new VE File layout is now available on the CFO website:

<http://www.myfloridacfo.com/division/AA/EmployeeIDConversionProj.htm>

Please email AcctAgencyProjects@myfloridacfo.com if you have any additional questions.

Employee ID Vendor File

Position	Format	Data	Comments
1-6	A6	OLO	
7-15	A9	Employee ID	
16	A1	Record Status	Values: 1 = Active 4 = Deleted
17-32	A16	Employee Last Name	
33-48	A16	Employee First Name	
49	A1	Employee Middle Initial	
50-65	A16	Short Name	
66-76	N11	Organization Code	
77-85	N9	Other ID Number	Unused Field
86-101	A16	Description	Unused Field
102-132	A31	Address Line 1	
133-163	A31	Address Line 2	
164-194	A31	Address Line 3	Unused Field
195-210	A16	Address City	
211-212	A2	Address State	
213-221	N9	Address Zip Code	
222-252	A31	Address Country	Unused Field
253	N1	Purge Code	Unused Field
254-259	A6	Update User ID	Unused Field
260-263	A4	Update Terminal ID	Unused Field
264-271	A8	Date Added	Format YYYYMMDD
272-279	A8	Last Date Employee Data Updated	Format YYYYMMDD
280	A1	Address Type	Values: H = Home M = Mailing Blank
281-350	A70	Employee Work Email Address	
351-360	N10	Employee Work Phone Number	
361	A1	Employee Employment Status	Values: A = Active I = Inactive
362-369	A8	Employment Status Change Date	Format YYYYMMDD
370-377	A8	Date Last Used in a Transaction	Format YYYYMMDD
378	A1	Restricted Employee Privacy Indicator	Values: Y = Yes N = No
379	A1	Restricted Relative Privacy Indicator	Values: Y = Yes N = No
380	A1	Protected Confidential Privacy Indicator	Values: Y = Yes N = No
381	A1	Sworn Confidential Privacy Indicator	Values: Y = Yes N = No