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## **Delimited Format**

### **Examples of "Delimited Format"**

01234567,0000,20014,1,1,1,111223333,Johnson,Charles,,7099.00,520,y
02345678,0006,20014,1,1,1,222334444,Brown-Smith,Lucy,,5011.46,81,
03456789,0134,20014,1,1,1,333445555,Adams,Michael,E,72312.10,500,y

### **Delimited Format**

**(Variable Length Format)**

Instead of each field being in a particular character position, the fields only have to be separated by a comma (.). The only acceptable delimiter "character" is a comma (.). Each detail record length is dependent upon the length of an individual's name and the amount of wages that are reported for that person.

Each individual's detail record begins with the employer account number assigned by the Minnesota Department of Employment and Economic Development. It is a 12-digit number, consisting of an 8-digit register and a 4-digit unit number with each field separated by a comma (.). Zero fill the left most character of each number.

No total record is used.

If the employee's SSN is not available, zero fill this field.

The employee's name is now broken into separate fields by commas. If an employee does not have a middle initial, enter two commas. See the first two examples below. The maximum length of each field is as follows: Last name, 20 characters; First name 15 characters; Middle initial 1 character. Hyphens are OK in the Last name only.

**DO NOT use a decimal in the Hours Worked field. (000 to 999 only)**

**DO NOT use a Y unless an officer meets the statutory requirements for officers.**

### **Examples of "Delimited Format"**

01234567,0000,20014,1,1,1,111223333,Johnson,Charles,,7099.00,520,y
02345678,0001,20014,1,1,1,222334444,Brown-Smith,Lucy,,5011.46,81,
03456789,0014,20014,1,1,1,333445555,Adams,Michael,E,72312.10,500,y