# Import Changes File Layout

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This file record layout is used to import benefit changes on a weekly or period for active employees.

| Sequence | Field | Length | Description |
|---|---|---|---|
| 1 | Employee Social Security Number | 9 | 123456789 |
| 2 | Extract Deduction Code | 6 | 123456; can be up to six characters; must match deduction code table |
| 3 | Employee Amount | 7.2 | 22.00; decimal point must be included |
| 4 | Employer Amount | 7.2 | 178.00; decimal point must be included |
| 5 | Cafeteria Plan Election | 1 | Y; must be Y or N |
| 6 | Change Status | 1 | C for change/add or D for delete; required |
| 7 | Payroll Frequency | 1 | 4, 5, or 6 (current year pay frequency only); required |

**Note**: The file type is tab-delimited text (.txt).

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