

**Union Deduction File Record Layout**  
Revised for Release 1568 - 4/20/04

Position	Length/ Format	Field Description	N/A	Comments
1 – 2	2	Title Unit Code		
3				
4 – 12	9	Employee ID		
13				
14 – 22	9	Prior Employee ID		Only if prior employee ID exists, otherwise blanks
23				
24 – 32	9	Social Security Number		
33				
34 – 63	30	Employee Name		
64				
65 – 74	10 xx/xx/xxxx	Pay Period End Date		
75				
76 – 77	2	Employee Record Type		85 – Current Payroll Activity 82 – Rush Hand-Drawn Check 80 – Hand Drawn Check 75 – Overpayment 70 – Cancellation
78				
79 – 89	11 -zzzzzz9.99	Unit Earnings		
90				
91 – 99	9 -zzzz9.99	Unit Earnings - Hours		
100				
101 – 111	11 -zzzzzz9.99	Non-Unit Earnings		
112				
113 – 121	9 -zzzz9.99	Non-Unit Earnings - Hours		
122				
123 – 125	3	GTN Number		
126				
127 – 136	10 -zzzzz9.99	GTN Amount		
137				
138	1	Deduction Special Transaction		
139				
140	1	Office of the President Flag		
141				
142 – 143	2	Employee Unit Code		
144				
145	1	Employee Representation Code		
146				
147 – 148	2	Campus Location		
149				
150 – 160	11 -zzzz9.9999	Unit Rate		