**EMS File Format (csv)**

First line is treated as the header and is not uploaded into NTIS.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item Description** | **Attribute** | **Field Size** | **Required/**  **Optional** | **Notes** |
| TIN | NUM | 10 | Required | With leading zeros if shorter than 10 |
| Date of Birth | DATE | 10 | Required | Must be in format DD/MM/YYYY |
| Tax Code | RANGE | 1 | Required | Must be “P” or “S” (P for primary employment and S for secondary employment) |
| Residence | RANGE | 1 | Required | Must be “R” or “N” (R for resident and N for non-resident) |
| Employment Start | DATE | 10 | Required | Must be in format DD/MM/YYYY |
| Employment Finish | DATE | 10 | Required | Must be in format DD/MM/YYYY |
| Normal Pay | DEC | Max 15 | Required |  |
| Directors’ Remuneration | DEC | Max 15 | Required |  |
| Bonus/Overtime | DEC | Max 15 | Required |  |
| Redundancy Payment Approval No. | NUM | 12 | Optional | With leading zeros if shorter than 12 |
| Redundancy Payment | DEC | Max 15 | Optional |  |
| Lump Sum Payment Approval No. | NUM | 12 | Optional | With leading zeros if shorter than 12 |
| Lump Sum Payment | DEC | Max 15 | Optional |  |
| Other One-off Payment Approval No. | NUM | 12 | Optional | With leading zeros if shorter than 12 |
| Other One-off Payment | DEC | Max 15 | Optional |  |
| FNPF Deduction | DEC | Max 15 | Required |  |
| Gross-up Employee | RANGE | 1 | Required | Must be “x” or “-“ (x for yes and - for no) |
| Income Tax | DEC | Max 15 | Required |  |
| SRT | DEC | Max 15 | Required |  |
| ECAL | DEC | Max 15 | Required |  |

**Attribute Definitions**

|  |  |
| --- | --- |
| **Attribute** | **Definition** |
| NUM | A positive integer of a given length. No ‘+’ sign. |
| DATE | Any valid date in the format DD/MM/YYYY. |
| RANGE | May only contain the values within the given range. |
| DEC | Money in cents. Must be a non-negative number rounded off to 2 decimal places.  For example, if the amount is $4,123.56, the output format should be ‘4123.56’. |