

540 Notice of Employment Status

Dictionary: 4010

**Header**

<u>Usage</u>	<u>Pos. No.</u>	<u>Seq. ID</u>	<u>Name</u>	<u>Max. Use</u>
Mandatory	10	BGN	Beginning Segment	1

**Detail**

<u>Usage</u>	<u>Pos. No.</u>	<u>Seq. ID</u>	<u>Name</u>	<u>Max. Use</u>
<b>LOOP ID - NM1</b>				
Mandatory	20	NM1	Individual or Organizational Name	
Optional	30	N4	Geographic Location	1
Optional	40	REF	Reference Identification	>1
<b>LOOP ID - ENT</b>				
Mandatory	50	ENT	Entity	
Optional	60	EMS	Employment Position	1

**SEGMENT: BGN - Beginning Segment**

**Loop:** 540.BGN  
**Usage:** Mandatory

<u>Usage</u>	<u>Ref. Des.</u>	<u>Name</u>	<u>Attributes</u>
Mandatory	BGN01	353 - Transaction Set Purpose Code <b>02</b> Add <b>03</b> Delete <b>04</b> Change	ID 2/2
Mandatory	BGN02	127 - Reference Identification	AN 1/30
Mandatory	BGN03	373 - Date	DT 8/8

**SEGMENT: NM1 - Individual or Organizational Name**

**Loop:** 540.NM1  
**Usage:** Mandatory

<u>Usage</u>	<u>Ref. Des.</u>	<u>Name</u>	<u>Attributes</u>
Mandatory	NM101	98 - Entity Identifier Code <b>EY</b> Employee Name	ID 2/3
Mandatory	NM102	1065 - Entity Type Qualifier <b>1</b> Person	ID 1/1
Optional	NM103	1035 - Name Last or Organization Name	AN 1/35
Optional	NM104	1036 - Name First	AN 1/25
Optional	NM105	1037 - Name Middle	AN 1/25

**SEGMENT: N4 - Geographic Location**

**Loop:** 540.NM1.N4  
**Usage:** Optional

**Data Element Summary**

<u>Usage</u>	<u>Ref. Des.</u>	<u>Name</u>	<u>Attributes</u>
Optional	N401	19 - City Name	AN 2/30

**SEGMENT: REF - Reference Identification**

**Loop:** 540.NM1.REF  
**Usage:** Optional

**Data Element Summary**

<u>Usage</u>	<u>Ref. Des.</u>	<u>Name</u>	<u>Attributes</u>
Mandatory	REF01	128 - Reference Identification Qualifier	ID 2/3
		<b>28</b> Employee Identification Number	
		<b>DP</b> Department Number	
		<b>G9</b> Secondary Employee Identification Number	
		<b>HJ</b> Identity Card Number	
		<i>Note:</i>	
		28 - Employee Clock Number	
		DP - Employee's Home Department Number	
		G9 - Timecard Barcode number	
		HJ - Timecard Magstripe (Not currently transmitted)	
Optional	REF02	127 - Reference Identification	AN 1/30

**SEGMENT: ENT - Entity**

**Loop:** 540.NM1.ENT  
**Usage:** Mandatory

**SEGMENT: EMS - Employment Position**

**Loop:** 540.NM1.ENT.EMS  
**Usage:** Optional

**Data Element Summary**

<u>Usage</u>	<u>Ref. Des.</u>	<u>Name</u>	<u>Attributes</u>
Optional	EMS01	352 - Description	AN 1/80
Optional	EMS02	1176 - Employment Class Code	ID 2/3
		<b>07</b> Hourly	
		<b>11</b> Exempt	
		<b>12</b> Non-Exempt	
		<b>49</b> Temporary	
Optional	EMS04	584 - Employment Status Code	ID 2/2
		<b>FT</b> Full-time	
		<b>IA</b> Inactive	
		<b>L1</b> Leave of Absence	
		<b>PT</b> Part-time	
		<b>TM</b> Temporary	

*A missing element or out-of-place character can cause an entire EDI transaction to be rejected. [Liaison EDI Notepad](#) is a free application your trading partners can use to validate their EDI transactions. The offending error is immediately identified with a visual highlight and, if desired, a detailed*

*error report. Once the error is found, it's easily corrected using EDI Notepad's edit tools. All trading partners are encouraged to use [Liaison EDI Notepad](#) to validate their EDI files.*