

File Format Instructions for File Upload Application

Transfer File Format (Revised September 2007)

Field Number	Field Name	Type	Required Field?	Description
1	Local Number	Text	Yes	Should be a valid local Number
2	Employee ID	Text	Yes	Unique number assigned to each person by the employer. If unavailable, a random number will be assigned.
3	Last Name	Text	Yes	
4	First Name	Text	Yes	
5	Middle Initial	Text	Yes	
6	Street Address1	Text	Yes	
7	Street Address2	Text	No	
8	City	Text	Yes	
9	State	Text	Yes	
10	Zip Code	Text	Yes	
11	Status	Text	Yes	Code A shall be used if value is unknown. All Active Members.
12	Dues Category	Text	Yes	Dues category member pays.
13	Job Classification	Text	Yes	AFT standard job classification.
13	Initiation Date	Text	No	Format: MM/DD/YYYY – Date indicating when the Union was joined.
14	Birth Date	Text	No	Format: MM/DD/YYYY
15	Delete Reason	Text	Yes	
16	Dues Category Effective Date	Text	No	Format: MM/DD/YYYY
17	Phone	Text	No	
18	Email Address	Text	No	

Provide additional fields as appropriate.

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Standard / Required Values:

STATUS Code - for member status (applicable to all locals):

Status Code	Description
A	Active – member
D	Delete – drop membership
F	Agency Fee Payers
P	Prospect – non member

DUES CATEGORY Name - to designate dues level (applicable to all locals)

Full Dues
 Full Agency Fee Non Member
 Half Dues
 Half Agency Fee Non Member
 Quarter Dues
 Quarter Agency Fee Non Member
 Retired
 Student Member
 Unpaid Leave/Laid Off

JOB CLASSIFICATION Code - to designate AFT standard job classification. This code is also used to determine the AFT newspaper for a member.

Division Name	Job Class Name	Job Class Code
AFT Healthcare	Registered Nurse	HA
AFT Healthcare	Licensed Practical Nurse	HB
AFT Healthcare	Other Health Care Professional	HC
AFT Healthcare	Health Care Non-Professional	HD
AFT Healthcare	Physician	HE
AFT Public Employees	Financial/Accounting Professional	PA
AFT Public Employees	Legal Professional/Law Enforcement/Corrections	PB
AFT Public Employees	Medical Professional	PC
AFT Public Employees	Other Professional	PD
AFT Public Employees	Administrator/Supervisor	PE
AFT Public Employees	Educational, Higher Ed., Cultural	PF
AFT Public Employees	Building/Grounds/Maintenance/Trades	PG
AFT Public Employees	Clerical/Secretarial	PH
AFT Public Employees	Science, Technology, Computer Services	PI
AFT Public Employees	Social, Rehabilitative and Employment Services	PJ

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Division Name	Job Class Name	Job Class Code
AFT Higher Education	Full-time tenure-track faculty	CA
AFT Higher Education	Full-time none tenure-track faculty	CB
AFT Higher Education	Part-time/adjunct faculty	CC
AFT Higher Education	Professional Staff	CD
AFT Higher Education	Graduate Employee	CE
AFT Teachers	Elementary Teacher	TA
AFT Teachers	Elementary Librarian	TB
AFT Teachers	Elementary Guidance Counselor	TC
AFT Teachers	Elementary Specialist	TD
AFT Teachers	Elementary School Nurse	TE
AFT Teachers	Secondary Teacher	TF
AFT Teachers	Secondary Librarian	TG
AFT Teachers	Secondary Guidance Counselor	TH
AFT Teachers	Secondary Specialist	TI
AFT Teachers	Secondary School Nurse	TJ
AFT Teachers	Early Childhood Education Teacher	TK
AFT PSRP	Education Assistant/Paraprofessional	RA
AFT PSRP	Food Service	RB
AFT PSRP	Custodian	RC
AFT PSRP	Licensed Practical Nurse	RD
AFT PSRP	Secretary/Clerk	RE
AFT PSRP	Librarian	RF
AFT PSRP	Bus Driver	RG
AFT PSRP	Security	RH
AFT PSRP	Mechanics	RI
AFT PSRP	Building/Grounds/Maintenance	RJ
AFT PSRP	Technical/Administrative	RK
AFT PSRP	Early Childhood Education Teacher Assistant/Aide/Paraprofessional	RL