

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Record Type	Subcode	Subcode	First Day of Pay Period	Last Day of Pay Period	Employer Name	Last Day of Period Submitted								
2	H or D			20090601	20090630		20090630								
3															
4	Record Type	First Day of Pay Period	Last Day of Pay Period	SIN	Last Name	First Name	Hours Worked	Hours Earned	Gross Hourly Wage Rate	Total Gross Wages	Working Dues	Employer H&W Contribution	Employee H&W Contribution	Employer PP Contribution	Employee PP Contribution
5	R or A	20090601	20090630				0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00
6	R or A	20090601	20090630				0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00
7	R or A	20090601	20090630				0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00
8	R or A	20090601	20090630				0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00
9	R or A	20090601	20090630				0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00
10	R or A	20090601	20090630				0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00
11	R or A	20090601	20090630				0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00
12	R or A	20090601	20090630				0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00
13															
14	Record Type	Total Training Hours	Total Training Contributions												
15	T	0.00	0.00												
16															
17															
18															
19	H = Regular Header														
20	D = Adjustment Head														
21	R = Regular Record														
22	A = Adjustment Record														
23	T = Trailer														
24															
25	<b>- No spaces in the SIN number</b>														
26	<b>- Alpha fields must be in CAPITAL LETTERS</b>														
27	<b>- Prior month adjustments must be submitted as a separate file</b>														