

Directors Guild of America - Producer Pension and Health Plans Specifications for Web-Based Contributions Reporting

Please use the following layout for Comma Delimited and Tab Delimited files.
See the sample files *mcon-comma.csv*, *mcon-tab.txt*

	Field Name	Required Field	Description / Comments
1	Payroll Company	No	If report is being submitted by a payroll company, this ID will be provided by the fund office
2	Producer Number	Yes	Number will be provided by plan office
3	Participants SSN	Yes	Social Security Number (no dashes)
4	Participants Last Name	Yes	
5	Participants First Name	Yes	
6	Participants Middle Name / Initial	No	
7	Category Code	Yes	See field notes below
8	Project Name	Yes	Picture, TV Series or Commercial
9	Project ID Number	Yes	Use ID Number established by company
10	Name of TV Series Episode or Commercial Sponsor	Yes	
11	ID Number of TV Series Episode or Commercial Sponsor	Yes	
12	Length of Picture or TV Series Episode Code	Yes	See field notes below
13	Earnings Code	Yes	See field notes below
14	Residual Type Code	Yes	See field notes below
15	Residual Run Code	Yes	See field notes below
16	Worked From Date	Yes	MM/DD/YYYY or M/D/YYYY -- Use Work From Date when reporting Original Compensation --OR-- Residual Air Date or Pay Date when reporting Residual Compensation.
17	Worked Through Date	Yes	MM/DD/YYYY or M/D/YYYY -- Use Work Thru Date when reporting Original Compensation --OR-- Residual Air Date or Pay Date when reporting Residual Compensation.
18	Days Worked	Yes	If Commercial, Shoot Days
19	Gross Wages	Yes	Positive or Negative decimal (No commas)
20	Employee Pension Contribution (2.5% of Gross Wages)	Yes	Positive or Negative decimal (No commas)
21	Employer Pension Contribution	Yes	Positive or Negative decimal (No commas)

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	Field Name	Required Field	Description / Comments
22	Training Plan Contribution	Yes	Positive or Negative decimal (No commas)
23	Training City/Region Code	Yes	See field notes below
24	Qualification List Contribution	Yes	Positive or Negative decimal (No commas)
25	Qualification City/Region Code	Yes	See field notes below
26	Employer Health Contribution	Yes	Positive or Negative decimal (No commas)
27	Agreement Code	Yes	See field notes below
28	Loan Out Company Name	No	
29	Loan Out Company Tax ID	No	
30	Health Rate	Yes	Positive or negative decimal (no commas) 99V999
31	Original Work Start Date	Yes	Required for Residual Runs – MM/DD/YYYY or M/D/YYYY
32	Employer Pension Rate	Yes	Positive or negative decimal (no commas) 99V999
33	CIAF Contribution	No	Positive or Negative decimal (No commas)

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Use the following layout for Fixed Width formatted files.
See the sample file *mcon-fixed.txt*

	Field Name	Starting Position	Ending Position	Field Length	**	Required Field	Description / Comments
1	Payroll Company	1	10	10	N	No	If report is being submitted by a payroll company, this ID will be provided by the fund office
2	Producer Number	11	20	10	N	Yes	Number will be provided by plan office
3	Participants SSN	21	29	9	N	Yes	Social Security Number (no dashes)
4	Participants Last Name	30	47	18	A/N	Yes	
5	Participants First Name	48	57	10	A/N	Yes	
6	Participants Middle Name / Initial	58	67	10	A/N	No	
7	Category Code	68	69	2	A/N	Yes	See field notes below
8	Project Name	70	119	50	A/N	Yes	Picture, TV Series or Commercial
9	Project ID Number	120	131	12	A/N	Yes	Use ID Number established by company
10	Name of TV Series Episode or Commercial Sponsor	132	157	26	A/N	Yes	
11	ID Number of TV Series Episode or Commercial Sponsor	158	169	12	A/N	Yes	Use ID Number established by company
12	Length of Picture or TV Series Episode Code	170	173	4	N	Yes	See field notes below
13	Earnings Code	174	174	1	A/N	Yes	See field notes below
14	Residual Type Code	175	176	2	A/N	Yes	See field notes below
15	Residual Run Code	177	178	2	A/N	Yes	See field notes below
16	Worked From Date	179	186	8	D	Yes	MM/DD/YYYY or M/D/YYYY -- Use Work From Date when reporting Original Compensation --OR-- Residual Air Date or Pay Date when reporting Residual Compensation.

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	Field Name	Starting Position	Ending Position	Field Length	**	Required Field	Description / Comments
17	Worked Through Date	187	194	8	D	Yes	MM/DD/YYYY or M/D/YYYY -- Use Work Thru Date when reporting Original Compensation --OR-- Residual Air Date or Pay Date when reporting Residual Compensation.
18	Days Worked	195	198	4	N	Yes	If Commercial, Shoot Days
19	Gross Wages	199	207	9	N	Yes	S9(7)V99
20	Employee Pension Contribution (2.5% of Gross Wages)	208	216	9	N	Yes	S9(7)V99
21	Employer Pension Contribution	217	225	9	N	Yes	S9(7)V99
22	Training Plan Contribution	226	234	9	N	Yes	S9(7)V99
23	Training City/Region Code	235	235	1	A/N	Yes	See field notes below
24	Qualification List Contribution	236	244	9	N	Yes	S9(7)V99
25	Qualification City/Region Code	245	245	1	A/N	Yes	See field notes below
26	Employer Health Contribution	246	254	9	N	Yes	S9(7)V99
27	Agreement Code	255	255	1	A/N	Yes	See field notes below
28	Loan Out Company Name	256	269	14	A/N	No	
29	Loan Out Company Tax ID	270	278	9	N	No	
30	Health Rate	279	283	5	N	Yes	99V999
31	Original Work Start Date	284	291	8	D	Yes	Required for Residual Runs – CCYYMMDD
32	Employer Pension Rate	292	296	5	N	Yes	99V999
33	CIAF Contribution	297	305	9	N	No	S9(7)V99

**A/N = FIELD CONTAINS ALPHA/NUMERIC VALUES LEFT JUSTIFIED.

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No. 7 Category Code

Basic and Freelance Live Tape Television Agreements:

DR	Director
UP	Unit Production Manager
UM	Multicam Director
U1	UPM/1st AD Combination
AU	Assistant Unit Production Manager
1A	1st Assistant Director
2A	2nd Assistant Director
3A	Second 2nd Assistant Director
4A	Additional Second 2nd Assistant Director
12	1st AD/2nd AD
1M	Assistant Director Multicam
A2	2UAD – 2nd Unit Assistant Director
D2	2UDR – 2nd Unit Director
K2	Key 2nd Assistant Director
AD	Associate Director
AS	Associate Director/Stage Manager
AT	Associate Director/Technical Coordinator
LM	Location Manager
NF	Not Reported (Film)
NT	Not Reported (Tape)
PA	Production Associate
PP	Program Production Assistant
PR	UPM/Producer
TC	Technical Coordinator
SM	Stage Manager
SU	UPM Staff Executive
SW	Audience Switcher

Commercial Codes:

DC	Contract Director
DP	Director Principal
DR	Director
FD	Freelance Director
NR	Not Reported
PR	UPM/Producer
PU	UPM Principal
U1	UPM/1st Assistant Director
UP	Unit Production Manager
12	1st AD/2nd AD
1P	1st AD Principal
1S	1st AD Staff
1A	1st Assistant Director
2L	2nd 2nd AD/Location Manager
2P	2nd AD Principal
2S	2nd AD Staff
2A	2nd Assistant Director
3A	2nd 2nd Assistant Director
4A	Additional 2nd Assistant Director

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Network Agreement Codes:

12	1 st AD/2 nd AD
1A	1 st Assistant Director
2A	2 nd Assistant Director
2L	2 nd 2 nd AD/Location Manager
AD	Associate Director
AS	Associate Director/Stage Manager
AT	Associate Director/Technical Coordinator
DR	Director
ND	NW Freelance Director
NL	NW Local director
NN	NW National Director
NR	Not Reported
NS	NW Staff Director
PA	Production Associate
PP	Program Production Assistant
SM	Stage Manager
UP	Unit Production Manager

No. 12 Length of Picture or Episode

30	1/2 Hour
60	1 Hour
90	1 1/2 Hours
120	2 Hours
180	Over 2 Hours
000	Other

No. 13 Earnings Code

B	Profit, Bonus
C	Completion of Assignment
H	Clips
L	Deferred Compensation
O	Original Compensation
R	Residuals
V	Vacation

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No. 14 Residual Type Codes

BB	Made for Basic (Film) on BC
BD	Made for Basic (Film) on Domestic TV
BF	Made for Basic (Film) on Foreign TV
BP	Made for Basic (Film) on Pay TV
BT	Made for Basic (Film) Released Theatrically
BV	Made for Basic (Film) on Video
CB	Made for Basic (Tape) on BC
CD	Made for Basic (Tape) on Domestic TV
CF	Made for Basic (Tape) on Foreign TV
CP	Made for Basic (Tape) on Pay TV
CT	Made for Basic (Tape) Released Theatrically
CV	Made for Basic (Tape) on Video
FD	Film Domestic
FF	Film Foreign
MT	Motion Picture to Free TV
O	Other
PB	Made for Pay/Video (Film) on Basic Cable
PC	Made for Pay/Video (Film) on Videocassette
PD	Made for Pay/Video (Film) on Free TV
PF	Made for Pay/Video (Film) on Foreign Free TV
PO	Made for Pay/Video (Film) - Other
PR	Made for Pay/Video (Film) Released Theatrically
PS	Made for Pay/Video (Film) in Supplemental Mkts.
PT	Made for Pay/Video (Film) on Pay TV
PV	Made for Pay/Video (Film) on Pay-per-view
SM	Supplemental Markets
ST	Ad-supported Streaming
TD	Tape Domestic
TF	Tape Foreign
TM	Home video
TR	Theatrical Release
XB	Made for Pay/Video (Tape) on Basic Cable
XC	Made for Pay/Video (Tape) on Videocassette
XD	Made for Pay/Video (Tape) on Free TV
XF	Made for Pay/Video (Tape) on Foreign Free TV
XO	Made for Pay/Video (Tape) - Other
XR	Made for Pay/Video (Tape) Released Theatrically
XS	Made for Pay/Video (Tape) in Supplemental Mkts.
XT	Made for Pay/Video (Tape) on Pay TV
XV	Made for Pay/Video (Tape) on Pay-per-view

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No. 15 Residual Run Code

01 First Repeat
02... Second Repeat
...99 Ninety-Ninth Repeat

No. 23 Training City/Region Code

L Los Angeles/West
N New York/East

No. 25 Qualification City/Region Code

L Los Angeles/West
N New York/East
O Third Area – (Commercial Only)

No. 27 Agreement Code

B Basic Agreement
T Freelance Live & Tape Agreement
C Commercial
M Midwest
N Network
S Special or Other Agreement
K Network Cable Agreement
A Station Agreement
R Residuals Only