XML Contribution Reporting Technical Specifications

Version 2.4

Revised date 06/11/2019

This XML file version replaces the flat electronic file format that the Plans previously accepted.

General rules of file submission:

- Reports should be sent on a weekly basis to prevent possible liquidated damages and/or interest due to late reported earnings.
- A contribution check (or notice of wire transfer) should be sent for each file submitted
- A one page file summary should be sent with the contribution check. The summary is a breakdown of how much money is being paid per contract year and type, performer type, and rate. An example for a $500 check may be:
  - $100 – 2005 Theatrical – Actors – 14.5%
  - $150 – 2013 Commercials – Extras – 16.8%
  - $250 – 2014 New Media – Actors – 17%

If your company is new to electronic reporting, please contact the Contribution Management Department at (818) 973-4472 or employercontributions@sagaftraplans.org to receive detailed information on check submission and to set up file transmission.

In the XML file requirements that follow, there are Valid Values listed. We may be able to accommodate some alternate values if necessary; please contact us if you believe that to be the case.

Elements that have NULL values and are not required may have their tags omitted from the file. All XML files sent to the Plans must be UTF-8 encoded.

Revisions:

1.6 First published version

1.7 Added MSC element to Performer Information.

1.8 Added statement for UTF-8 compliance and companies already on sFTP.

1.9 RC-added AFTRAHR comments and questions.

2.0 RC-modified as per conference call discussions.

2.1 RC-modified as per SAG request.

2.2 XSD and Sample moved to separate document.

2.3 Updated logo.

2.4 Added Modify Rate Date element to Performer Information.

Level	Element	Format	Required	Max Length	Description	Valid Values
1	Contribution_Report		Y		Header	
2	Union	String	Y	20		AFTRAHR, SAGPH
2	File_Date	Date	Y	Date	Date the file was actually created.	YYYY-MM-DD (standard XML date formatting)
2	Payor_Name	String	Y	100	The name of the paying company that is creating the contribution checks.	
2	Payor_ID	String	Y	9	The Plan ID number of the paying company that is creating the contribution checks.	
2	Payor_State	String	N	2	Two letter state code where paying company is located.	Standard 2 position state abbreviations + "OT" for "Other".
2	Contract_Information		Y		At least 1 contract is **required** for each Contribution Report.	
3	Signatory_Name	String	Y	100	Name of company on whose behalf the payment is being made, signatory company. This is used by payroll houses to specify the client company name.	
3	Signatory_ID	String	Y	9	Plan ID for signatory company.	
3	Signatory_Employer_Type	String	N	100	This indicates major studios who are authorizers to the bargaining parties versus independent studios.	AMPTP, JPC, Independent
3	Contract	String	Y	100	This is the collectively bargained contract that the project was produced under.	Television, Theatrical, New Media, Commercials, Corporate-Educational, Interactive, Music Video, TV Commercial, TV Program, Radio Commercial, Radio Program, Non-broadcast/Ind., Phonograph, AFTRA Employee, TV Comm. & Prog., Radio Comm. & Prog., TV & Radio Comm., TV & Radio Prog., TV & Rad. Comm & Prog, Interactive Media, Interest Payments, TV Staff, Radio Staff, TV & Radio Staff, Electronic Media
3	Subcontract	String	N*	100	*Required if produced under a subcontract. This is to indicate any special agreements that the underlying projects may have been produced under.	Basic Cable Animation, Basic Cable Live Action, Television Animation, Experimental, Limited Exhibition, Low Budget, Modified Low Budget, Short Films, Student Films, Infomercial, Network Dramatic, Network Non-Dramatic, Basic Cable Dramatic, Basic Cable Non-Dramatic, Network Sports, Infomercial, Public TV, Global Rule One, Exhibit A, Exhibit B, Exhibit A & B, Station ID Jingles, Music Video, Public Programming, Cable Programming, Talking Book, Syndicated Program, One Production Only, Promotional Announcement, Exhibit D, Exhibit E, Recorded Book, Internet, Cable-Exhibit A, Cable-FOB, Animation, Front of the Book

Level	Element	Format	Required	Max Length	Description	Valid Values
3	Contract_Year	Integer	N	4	Four-digit year of contract start	YYYY
3	Contract_Range	String	N	9	Date range of four-digit years	YYYY-YYYY
3	Product_Information		Y*		*Either Product or Commercial is **required**. Product should be used for all contracts except Commercials and Co/Ed	
4	Product_Number	String	N	100	The product number assigned by the production/payroll company	
4	ISAN	String	N	38	International Standard Audiovisual Number	Canonical form with hyphens: ISAN XXXX-XXXX-XXXX-XXXX-X-XXXX-XXXX-X
4	EIDR	String	N	34		Canonical form with hyphens: 10.5240/XXXX-XXXX-XXXX-XXXX-XXXX-X
4	SAG_ID	String	N	10	The production number assigned to this product by SAG-AFTRA	
4	Title	String	Y	255	This is the title of the production; for episodic projects, please use the series name here	
4	Episode_Number	String	N	20	For episodic projects only, please include the episode number	
4	Episode_Title	String	N	255	For Episodic projects only	
4	Episode_Season	String	N	20	The Season number to which the episode belongs	
4	Pilot/Presentation Status	YN	N	1	TV only; is this a Pilot or Presentation?	Y, N
4	TV_Type	String	N	100	TV only; what type of program is this?	Episodic, Serial, Mini Series, TV Movie, Direct to Video
4	Principal_Photo_Date	Date	Y	Date	The date that filming began. For episodic, the date for that episode	YYYY-MM-DD
4	Made_For	String	N*	100	*Required for Television Products. The market that this product was initially made for	Pay TV, Network, Video, Theatrical, Basic Cable, New Media/Internet, Syndication, SVOD
4	Length	Integer	N	4	Run time in minutes	
4	PPE (Payroll Date)	Date	Y	Date	Payment date; date the performer was paid	YYYY-MM-DD
4	Session_Date_TV	Date	N	Date	Date worked. If single day, actual date, if multiple days, week ending date	YYYY-MM-DD
4	Reuse_Date_TV	Date	N*	Date	Air date of reuse. If use is in a foreign/supplemental market, final day of period that triggered reuse payment. *Required for Residuals.	YYYY-MM-DD
4	Market_Paid	String	N*	100	Payment released to Market. *Required for Residuals.	Pay TV, Basic Cable, Syndication, Network, Theatrical, Video, Internet, Other

Level	Element	Format	Required	Max Length	Description	Valid Values
4	PayTV_Initial_Exhibition	Date	N	Date		YYYY-MM-DD
4	PayTV_Payment_Trigger_Date	Date	N	Date	10th run or one year after first exhibition	YYYY-MM-DD
4	Side_Letter	String	N	10	If this product was produced under a Side Letter Agreement, please put the letter or letter name here.	G, K, Various
3	Commercials_Information		Y*		* Either Product or Commercial is **required** for each Contract. Commercials should be used for all Commercials and Co/Ed projects	
4	ADID	String	N*	12	*Required if applicable	Standard form X = Company Prefix, A-Z, Y = A-Z or 0-9, Z = H or D or Blank (H = High Definition, D = 3D). XXXXYYYYYYY(Z) http://www.ad-id.org/how-it-works/ad-id-structure
4	ISCI	String	N	8		Standard form: X = A-Z, Y = 0-9 XXXXYYYY
4	Sponsor	String	Y	100	Advertiser/Sponsor name	
4	Sponsor_Code	String	N	15	Code assigned to Sponsor by Payor	
4	Product	String	Y	255	Name of Product being advertised	
4	Product_Code	String	N	15	Code assigned to Product by Payor	
4	Commercial_Title	String	Y	100		
4	MSC	YN	N*	1	Was this project part of a Multiple Service Agreement? *Required by business either here or on performer level (5). Second choice MSC. 1st choice resides on the performer.	Y, N
4	PPE (Payroll Date)	Date	Y	Date	Payment date; date the performer was paid	YYYY-MM-DD
4	Session_Date	Date	Y	Date	Filming date	YYYY-MM-DD
4	Renegotiated_Date	Date	N*	Date	*Required if applicable	YYYY-MM-DD
4	Cycle_Period	Integer	N	3	Numeric duration of cycle	
4	Cycle_Period_Unit	String	N	5	Unit of Measurement	day, week, month, year
4	Cycle_Begin	Date	N*	Date	*Required for Reuse	YYYY-MM-DD
4	Cycle_End	Date	N*	Date	*Required for Reuse	YYYY-MM-DD
4	First_Fixed	Date	N	Date	First date of service by any on-camera or off-camera performer for this commercial	YYYY-MM-DD
4	First_Air	Date	N*	Date	Date the commercial first was used in any media *Required if Reuse	YYYY-MM-DD

Level	Element	Format	Required	Max Length	Description	Valid Values
4	Media_Code	String	N	100	Code of media for which commercial was originally made	C=Cable, R=Radio, T=TV, I=Internet
4	Media_Type	String	N	100	Type of media in which commercial was used	A=Addendum, B=PSA/PBS, D=Demo, F=Foreign, G=Guarantee, I=Internet/Interactive/Industrial/Infomercial, R=Promo, U=Audition
4	Com_Length	Integer	N	5	Length in seconds	
4	Lift_ID	String	N	12	ISCI or AD-ID of lifted version	Standard ADID or ISCI format (see above)
4	Lift_Length	String	N	5	Length in seconds of lifted version	
4	Dub_Date	Date	N*	Date	Date commercial is dubbed. *Required if this is a session payment for a dubbed commercial	YYYY-MM-DD
4	Major_Cities	String	N*	2	Code for use in wild spot including any combination of the three major cities – New York (NY), Los Angeles (LA), and Chicago (CH), a **required** field if commercial is used in any of the major cities in wild spot use	0=No Major City, 1=NY, 2=CH, 3=NY+CH, 4=LA, 5=NY+LA, 6=CH+LA, 7=NY+CH+LA
4	Units	Integer	N*	3	Initial total units for wild spot use or cable use. *Required field if commercial is used in wild spot or cable use	
4	Units_Upgrade	Integer	N	5	Total units as a result of an upgrade in wild spot or cable use	
4	Upgrade_Code	String	N	2	Code of upgrade in wild spot or cable use	Same values as for Major_Cities; 0=No Major City, 1=NY, 2=CH, 3=NY+CH, 4=LA, 5=NY+LA, 6=CH+LA, 7=NY+CH+LA
4	Film_Date	Date	N	Date	Filming date of this commercial. If more than one filming date, use first date	YYYY-MM-DD
4	Film_City	String	N	100	Filming city of this commercial. If more than one filming city, use first city	
4	Film_State	String	N	2	The two character state code of filming city of this commercial. If more than one filming city, use first city	Standard 2 position state abbreviations + "OT" for "Other".
4	Film_Studio	String	N	100	Name of production studio where filming takes place	
4	Record_Date	Date	N	Date	Recording date of this commercial. If more than one recording date, use first date	YYYY-MM-DD
4	Record_City	String	N	100	Recording city of this commercial. If more than one recording city, use first city	

Level	Element	Format	Required	Max Length	Description	Valid Values
4	Record_State	String	N	2	The two character state code of recording city of this commercial. If more than one recording city, use first city	Standard 2 position state abbreviations + "OT" for "Other".
4	Record_Studio	String	N	100	Name of production studio where filming takes	
4	Addendum_State	String	N*	100	The 2-digit code of addendum regional contract. *Required field for regional contract use.	CO=Colorado, FL=Florida, GA=Georgia, HI=Hawaii, KS=Kansas City, MI=Michigan, NO=New Orleans, NV=Nevada, NW=Northwest, OP=Ohio-Pittsburgh, SA=San Diego, SL= St. Louis, TN=Tennessee, TX=Texas, WI=Wisconsin
4	Location_UK	Num01	N*	1	Use of commercial in the United Kingdom, not including Europe. *Required field if foreign use in UK is used	1=use in UK
4	Location_Europe	Num01	N*	1	Use of commercial in Europe, not including the United Kingdom. *Required field if foreign use in Europe is used	1=use in Europe
4	Location_Japan	Num01	N*	1	Use of commercial in Japan. *Required field if foreign use in Japan is used	1=use in Japan
4	Location_Asia	Num01	N*	1	Use of commercial in Asia not including the Japan. *Required field if foreign use in Asia is used	1= use in Asia
4	Location_World	Num01	N*	1	Use of commercial in the rest of the world, not including Ireland, the United Kingdom, Europe, Japan, and Asia. *Required field if foreign use in rest of the world is used	1=use in rest of the world
4	Spanish	YN	N	1	Please indicate if this was a Spanish Language Commercial	Y, N
4	Use_Type	String	N	3	The 3-digit value to indicate the usage type within a payment description	Free Form
4	Use_Detail	String	N	255	Details of description that is linked to payment code-CLA=Class A Network Use	
4	Track_ID	String	N	15	AFM Track ID	
4	Track_Length	Integer	N	5	AFM track length in whole seconds	
4	ClassA_From	Integer	N	5	The start numeric count of Class A use in this invoice	
4	ClassA_To	Integer	N	5	The end numeric count of Class A use in this invoice	
4	From_Use	Integer	N	5	The start count of sequential numeral of lifted version is used in this invoice	
4	To_Use	Integer	N	5	The end count of sequential numeral of lifted version is used in this invoice	

Level	Element	Format	Required	Max Length	Description	Valid Values
4	ClassA_Number	Integer	N	5	Numeric count of sequential numeral of Class A use in a 13-week cycle for this invoice	
4	ClassA_Date	Date	N	Date	Date of Class A use for corresponding Class A use	YYYY-MM-DD
4	Program_Name	String	N	100	Name of program on which Class A use of corresponding numeric count occurred	
4	Network_Code	String	N	100	Code of network program provider on which Class A program use occurred	Free form
4	DMA_City	String	N	255	Name description of DMA	
4	Cable_Name	String	N	100	Name description of cable network	
4	AFM1	String	N	50	American Federation of Musician contract	
4	AFM2	String	N	50	AFM contract 2	
4	Cast_Version	Num012	N	1	Performer cast of this commercial version	0=both primary and lift, 1=primary, 2=lift
4	MultiTracking	YN	N	1	Use Y to indicate multiple tracking by way of rerecording over original track manually, mechanical, or electronically, the same material as recorded on original soundtrack	
4	Sweetening	Integer	N	2	2-digit numeral to indicate the number of new or variant track over the original tract	
4	Spots	Integer	N	5	Number of spots performed in a session	
4	Performer_Information		Y		At least 1 performer per product/commercial is required	
5	Employee_Number	String	N	15	The number assigned to the Artist at the production company, if the same as SSN, fill with SSN number.	
5	SSN	SSN	Y	9	Artist social security number	000000000 (no dashes)
5	First_name	String	Y	100		
5	Middle_Name	String	N	100		
5	Last_Name	String	Y	100		
5	Loan_Out_Number	String	N	9	Federal Tax identification number for performers with a loan out company	000000000 (no dashes)
5	Loan_Out_Name	String	N	100	Artist company name	
5	Performer_Type	String	Y	100		Principal, Background
5	Performer_Category	String	N	100	Specific type of performer	Actor, Dance Choreographer, Dancer, Driver, Extra, Hand Model, Narrator, Pilot, Puppeteer, Singer, Stunt Performer, Stunt Coordinator, Voice Over.

Level	Element	Format	Required	Max Length	Description	Valid Values
5	Camera_Code	YN	N	1	Y = On Camera N = Off Camera	Y, N
5	Use_From	Integer	N	5	Class A Commercial Use Only - The start use count for this performer	
5	Use_To	Integer	N	5	Class A Commercial Use Only - The end use count for this performer	
5	Minor	Num012	N	1	Single digit indicator for the child performer under 21 years of age	0 = age 4 years and under 1 = 5 to 7 years of age 2 = 8 years of age to adult
5	State_Code	String	N	2	The 2-digit state code of union office that overlooks the jurisdiction of this performer	Standard 2 position state abbreviations + "OT" for "Other".
5	Local_Code	String	N	5	Code of local union overlooking the jurisdiction of employment for performer	Free form
5	Agent_Code	String	N	15	Code of talent agent representing the performer, to whom residuals are sent	Free form
5	Beneficiary_Name	String	N	200	Beneficiary name, if artist deceased or incapacitated	First Last (e.g. John Smith)
5	Beneficiary_ID	SSN	N	9	Beneficiary SSN, if artist deceased or incapacitated	000000000 (no dashes)
5	Beneficiary_Entity_Name	String	N	255	If other than artist, corporation or beneficiary. E.g. Trust, loan out, charity	
5	Beneficiary_Entity_Number	SSN	N	9	Federal Tax identification number, if available	000000000 (no dashes)
5	MSC	YN	N*	1	Was this project part of a Multiple Service Agreement? *Required by business either here or on commercials level (4) for all commercials. **This is the 1st choice for MSC.** The element at the commercial level is the 2nd choice.	Y, N
5	Modify_Rate_Date	Date	N*	Date	This date is **required** when new contract terms should be applied to a specific performer	YYYY-MM-DD
5	Payment_Information		Y		At least 1 payment per performer is required	
6	Invoice_Number	String	N	20	For Payroll Companies only	
6	Invoice_Date	Date	N	Date	Date of invoice	YYYY-MM-DD
6	Credit_Invoice	YN	N	1	Does this invoice involve the crediting payments of another invoice? Invoice number is required in comments with explanation if so.	Y,N
6	Invoice_Comments	String	N	255	Comments about this invoice	

Level	Element	Format	Required	Max Length	Description	Valid Values
6	Apply	String	N	20	Apply legend for payments already made which may include but is not limited to session fees, holding fees, wild spot upgrade, Guarantee, other etc.	
6	Include	String	N	20	Include legend for misc. payment which may include but not limit to wardrobe fee, meal penalty, late penalty, cartage, supplies, other etc.	
6	Hours_Worked	Decimal	N	9,2		
6	Days_Worked	Integer	N	3	For Initial Comp Only	
6	Payment_Code	String	N	10	Code of payment category pursuant to all applicable sections of the Commercials Contract as well as ITN Agreement, Asian Language agreement and all 10 Regional Contracts	Free form
6	Payment_Description	String	N	100	Name description of Payment Category pursuant to all applicable sections of the Commercials Contract as well as ITN Agreement, Asian Language Agreement and all 10 Regional Contracts	Free form
6	Number_Tags	Integer	N	5	Number of commercial tags reported in this invoice	
6	Payment_Type	String	Y	100		Initial Comp, Residual, Deferred Comp
6	Activity_Code	String	Y	100		1 = Pension Only; 2 = Health Only; 3 = Both
6	Wages	Money	N	14,2	Full amount of wages paid to the performer	
6	Misc_Amount	Money	N	14,2	Total wages paid to performer under incorporated identity, also include wardrobe fee, meal penalty, late penalty, supplies, cartage or others etc.	
6	Percentage_Over_Scale	Decimal Percent	N		Commercials Only: Percentage over scale for this performer	Values between 0.0000 and 1.0000 inclusive. For example; 0.0000 = 0% 0.0525 = 5.25% 0.5000 = 50% 1.0000 = 100%
6	Subject_to_PH	Money	Y	14,2	This is the amount being reported to the Plans that is subject to contributions	
6	PH_Contrib	Money	Y	14,2	The full amount of contributions being paid for this earning	
6	Contrib_Percent	Decimal Percent	Y		The full contribution percentage used to calculate contributions	Values between 0.0000 and 1.0000 inclusive. For example; 0.0000 = 0% 0.0525 = 5.25% 0.5000 = 50% 1.0000 = 100%

Level	Element	Format	Required	Max Length	Description	Valid Values
6	Pension_Contrib	Money	N	14,2	The amount of contributions being paid to the Pension Plan for this earning	
6	Pension_Percent	Decimal Percent	N		The contribution percentage used to calculate contributions to the Pension Plan	Values between 0.0000 and 1.0000 inclusive. For example; 0.0000 = 0% 0.0525 = 5.25% 0.5000 = 50% 1.0000 = 100%
6	Health_Contrib	Money	N	14,2	The amount of contributions being paid to the Health Plan for this earning	
6	Health_Percent	Decimal Percent	N		The contribution percentage used to calculate contributions to the Health Plan	Values between 0.0000 and 1.0000 inclusive. For example; 0.0000 = 0% 0.0525 = 5.25% 0.5000 = 50% 1.0000 = 100%
6	IAC_Contrib	Money	N	14,2	The amount of contributions being paid to the IAC Fund for this earning	
6	IAC_Percent	Decimal Percent	N		The contribution percentage used to calculate contributions to the IAC Fund	Values between 0.0000 and 1.0000 inclusive. For example; 0.0000 = 0% 0.0525 = 5.25% 0.5000 = 50% 1.0000 = 100%
6	AMF_Contrib	Money	N	14,2	The amount of contributions being paid to the AMF Fund for this earning	
6	AMF_Percent	Decimal Percent	N		The contribution percentage used to calculate contributions to the AMF Fund	Values between 0.0000 and 1.0000 inclusive. For example; 0.0000 = 0% 0.0525 = 5.25% 0.5000 = 50% 1.0000 = 100%

Level	Element	Format	Required	Max Length	Description	Valid Values
6	LD_Percent	Decimal Percent	N		10% of PH_Contrib for 30-60 days late; 20% after 60 days	Values between 0.0000 and 1.0000 inclusive. For example; 0.0000 = 0% 0.0525 = 5.25% 0.5000 = 50% 1.0000 = 100%
6	LD_ Amount	Money	N	14,2		
1	Hash_Totals		Y			
2	Total_Signatories	Integer	Y	9	Number of unique signatory companies on this report	
2	Total_Projects	Integer	Y	9	Number of unique projects on this report. Includes both Products and Commercials.	
2	Total_Performers	Integer	Y	9	Number of unique SSNs on this report	
2	Total_Number_Payments	Integer	Y	9	Number of payments on this report	
2	Total_Checks	Integer	Y	9	Number of contribution checks that will be sent for this report	
2	Gross_Subject	Money	Y	14,2	Total earnings subject to P&H in this report	
2	Gross_Amount_Paid	Money	Y	14,2	Total contributions paid in this report. This number should match the contribution check amount.	