



ACA Tracking and Reporting Data Specification - Employee Information

Version 2.1 - 5/13/2015

Please note that file specifications can change due to modifications in Affordable Care Act legislation and/or enhancements or other changes to the ACA Tracking and Reporting Service. If you begin the process of creating these data files prior to the beginning of the service activation project, it is possible that some of the information will have to be modified, removed or added.

File Name	AcctNumber_Employee_YYYYMMDD.csv
Transfer Method	Upload to my.setseg.org or automatic upload available - ask for details
Transfer Frequency	Daily OR Per Pay Period Frequency
Import Type	Overwrite All (Send full roster of employees that have been active since 3 months prior to first measurement period for every delivery)
Misc Notes	All fields marked with an N in the "Allow Blank?" column cannot contain empty strings

Column Header	Allow Blank?	Key Fields	Format	Allowable Values	Description
SSN	N	Y	ALPHANUM(9) String with leading zeros and no other formatting such as hyphens	Only federally provided SSN values with leading zeros intact	Social Security Number
FEIN	N	Y	ALPHANUM(9) String with leading zeros and no other formatting such as hyphens	Only federally provided FEIN values with leading zeros intact	Employer Federal Employment Identification Number Required for IRS reports and optionally for creation of controlled groups or employee groups Only send records with valid FEINs. Invalid FEIN values can cause improper calculations.
EmployeeID	N	Y	ALPHANUM(1-255)	Up to 255 character string - used only for your own purposes to identify an employee	Identifier for the employee used within your HR Management System

Column Header	Allow Blank?	Key Fields	Format	Allowable Values	Description
CurrentStatus	N		ALPHANUM(1)	At a minimum, include either of the two following valid values (send only the code value): A = Active, I = Inactive Record For further detailing of status for client reporting purposes, can also use (send only the code value): 2 = Part of Divested Population (Active), B = On International Assignment (Active), D = On Long Term Disability (Active), E = On Short Term Disability (Active), G = Terminated (Inactive), K = On Sabbatical (Active), L = On Leave (Active), M = Active in Multiple Positions (Active), N = New Employee (Active), O = Lay Off (Inactive), Q = Deceased (Inactive), R = Retired (Inactive)	Indicates if the employee is active, on leave, terminated, retired, etc.
MostRecentHireDate	N		DATE(MM/DD/YYYY)		Most recent date of hire. Except for rehires, this value will be the same value as original hire date.
TerminationDate	Y (If employee is active) N (If employee is inactive)		DATE(MM/DD/YYYY)	This value may relate to an earlier tenure in the case of rehires, but should remain populated even if the employee is rehired.	It is suggested to always send the latest Termination Date for an employee even after a rehire to accurately determine the break in service duration. If a termination date is not supplied, then the beginning of a break in service will be determined using the pay period end dates on the supplied payroll and/or LOA data.
FirstName	N		ALPHANUM(1-255)		
LastName	N		ALPHANUM(1-255)		
MiddleName	Y		ALPHANUM(1-255)		Recommended for completeness for possible IRS reporting requirements
PayRate	N		DECIMAL	No currency symbols or commas, e.g. 10.50, 65000	Current rate of pay for the employee per unit specified by Pay Type. This is not used in affordability calculations.
PayType	N		ALPHA(2)	YY = per year MY = per month HM= per half month TW = per two weeks WY = per week DY = per day HY = per hour SH = per shift	Unit of time related to Pay Rate. This is not used in affordability calculations.

Column Header	Allow Blank?	Key Fields	Format	Allowable Values	Description
PayCycleFrequency	N		ALPHA(2)	WY = Weekly BW = Bi-weekly SM = Semi-monthly MY = Monthly	How often the employee is currently paid. See Values noted to the left. This is not used in affordability calculations.
HomeAddressLine1	N		ALPHANUM(1-255)		
HomeAddressLine2	Y		ALPHANUM(1-255)		Field is required, but may be blank when not applicable to the address. Pass an empty string when there is no home address.
HomeAddressCity	N		ALPHANUM(1-255)		
HomeAddressState	N		ALPHANUM(2)		
HomeAddressZIP	N		ALPHANUM(5-9)		
HomeAddressCountry	Y		ALPHANUM(2-3)		
NotificationEmail	Y		ALPHANUM(1-255)	Only well-formatted email addresses	For possible later use regarding compliance or other notifications
DateOfBirth	Y		DATE(MM/DD/YYYY)	Leave blank when not known - do not use a default value	Date of Birth is strongly recommended since this value is required by nearly all benefit enrollment systems. Providing this value will allow you to extract more complete sets of information to provide to your benefit enrollment system.
Gender	Y		ALPHA(1)	M, Male, F, Female; leave blank if not known, do not use an alternate "unknown" value.	Gender is strongly recommended since this value is required by nearly all benefit enrollment systems. Providing this value will allow you to extract more complete sets of information to provide to your benefit enrollment system.
EmployeeClassCode	Y		ALPHANUM(1-255)	Any client specified values	Full time, part time, salaried, variable hour, etc.
EmployeeClassLabel	Y		ALPHANUM(1-255)		If helpful and different than code
ACAEmployeeDesignationCode	N		ALPHA(1-2)	Only the following values are valid: FT, PT, S, V	This is the legislative definition of the type of position the employee is assigned to.
ACAEmployeeCategoryCode	N		ALPHANUM(1-255)	Must match the same values as defined in the ACA Employee Category Code configuration.	This field will be used to link employees to their respective configured categories.
ACAPayTypeClassificationCode	N		ALPHA(1)	Only the following values are valid: H, S	Used for affordability, this distinguishes between hourly and salaried employees
JobTitle	N		ALPHANUM(1-255)	e.g. Teacher, Custodian, etc.	The specific title of the employee. This is often referred to as "business card title" in HRMS systems.



ACA Tracking and Reporting Data Specification - Payroll Details File

Version 2.1 - 5/13/2015

Paycheck details are to be sent upon each payroll run. The Hours are the total hours for which the employee was compensated regardless of reason. For instance, if John works Monday 12:00-6:00, Wednesday 12:00-6:00, and uses 3 hours of vacation on Friday, the total hours should be 15.0 for that pay record. The Data may be spread across multiple lines is preferable, but it will be aggregated within the ACA calculations. For instance, the above employee could have been delivered as one row with 12 hours, and one row with 3 hours. This is sometimes desirable for employers to maintain the pay rate accordingly, especially for overtime or holiday pay. When multiple pay rates are applied, but only one row is contained, please provide the base pay rate and do not adjust or average based on overtime or bonus.

Regardless of the pay date, or when the data is sent, it is critical to properly set the pay period start and end dates to associate the hours with the correct dates. For example, if a payroll adjustment is made in December for the Pay Period of Nov 15-Nov 22, The Pay Date may well be December 25, but the Pay Period Start Date and Pay Period End Date should be Nov 15 and Nov 22 respectively.

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File Name	AcctNumber_Payroll_YYYYMMDD.csv
Transfer Method	Upload to my.setseg.org or automatic upload available - ask for details
Transfer Frequency	Each pay period
Import Type	All payroll file line items add to or subtract values from your data. Replacements are not allowed.
Misc Notes	All fields marked with an N in the "Allow Blank?" column cannot contain empty strings.

Column Header	Allow Blank?	Key Fields	Format	Allowable Values	Description
SSN	N	Y	ALPHANUM(9) String with leading zeros and no other formatting such as hyphens	Only federally provided SSN values with leading zeros intact	Social Security Number
FEIN	N	Y	ALPHANUM(9) String with leading zeros and no other formatting such as hyphens	Only federally provided FEIN values with leading zeros intact	Employer Federal Employment Identification Number Required for IRS reports and optionally for creation of controlled groups or employee groups Only send records with valid FEINs. Invalid FEIN values can cause improper calculations.

Column Header	Allow Blank?	Key Fields	Format	Allowable Values	Description
TransactionID	Y		ALPHANUM(1-255)		Database ID from payroll system used to uniquely identify every payroll record, including adjustments
PayDate	N	Y	DATE(MM/DD/YYYY)		Check Date
PayPeriodStartDate	N	Y	DATE(MM/DD/YYYY)	Any pay period that is over 31 days is considered invalid.	First date within Pay Period (inclusive of the date provided)
PayPeriodEndDate	N	Y	DATE(MM/DD/YYYY)	Any pay period that is over 31 days is considered invalid.	Last date within Pay Period (inclusive of the date provided)
PayRate	N		DECIMAL	No currency symbols or commas. E.g. 10.50, 65000	Current rate of pay for the employee per unit specified by Pay Type. Used to calculate affordability.
PayType	N		ALPHA(2)	YY = per Year MY = per month HM= per half month TW = per two weeks WY = per week DY = per Day HY = per Hour SH = per shift	Unit of time related to Pay Rate
PayCycleFrequency	N		ALPHA(2)	WY = Weekly BW = Bi-weekly SM = Semi-monthly MY = Monthly	How often the employee is paid. See Values noted to the left.
CompensationType	Y	Y	ALPHANUM(1-255)		Identifies whether the payroll record is a regular payment, bonus, overtime, etc. Only used when you either need or want to include the additional level of detail. The detail is not required for core ACA eligibility calculations or IRS reporting.
AdjustmentKey	Y	Y	ALPHANUM(1-255)		Can be used to indicate that the record is an adjustment (Y/N), or if there is a sequence key for adjustments to adjustments, it can be populated here
HoursWorked	N		DECIMAL	Fill as 80.0 (for biweekly pay) for full-time salaried employees. Hours must be reported for all employees. Zero (0) is allowed.	Number of hours the employee earned within the Pay Period. Refer to the legislation for an explanation of what hours should be included.
GrossPay	N		DECIMAL	No currency symbols or commas. E.g. 100.25, 2300.00. Zero (0) is allowed.	Employee Gross Pay for Pay Period including base, overtime, commission, etc. Used for Affordability W2Box1Wage Safe Harbor calculations. Not required for eligibility or IRS reporting.

Column Header	Allow Blank?	Key Fields	Format	Allowable Values	Description
W2Box1Deductions	Y		DECIMAL	Any positive or negative decimal value from your source system	Sum total of all W-2 Box 1 deductions to be applied. For instance, if an employee contributes \$100.00 to her 401K, and has \$50 applied to a dependent care flexible health spending account, enter 150.00 as the amount. Only used for Affordability W2Box1Wage Safe Harbor calculations. Not required for eligibility or IRS reporting.
EmployeeId	Y	Y	ALPHANUM(1-255)	Up to 255 character string - used only for your own purposes to identify an employee	Identifier for the employee used within your HR Management System
GLAccountCode	Y		ALPHANUM(1-255)		General Ledger Account Code associated with the pay record.
ORSWageCode	Y		ALPHANUM(1-255)		Office of Retirement Services Wage Code associated with the pay record.



ACA Tracking and Reporting Data Specification - Unpaid Leave of Absence File

Version 2.1 - 5/13/2015

Unpaid leave of absence information is necessary for the ACA hours calculation as well as determination of employment status. Each "unpaid leave" is to be provided on a separate line. For instance, if John Doe is away for military service from July 1 to July 28, 2013, returning to work on July 29, 2013, a single row of data will contain John's SSN, the FEIN for which John is primarily employed, a reason code and label (for readability purposes only), an LOAstart Date of '07/01/2013', and an LOAEndDate of '07/28/2013'.

Include all unpaid, protected leaves that are not represented with compensation or hours worked in the payroll data. If an employee had one day of jury service, but the payroll reflected that she was paid full rate that day, do NOT include the employee here. If the employee had two months of Family Medical leave, and was compensated only by a third-party provider, or not compensated, include the information here.

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File Name	AcctNumber_LOA_YYYYMMDD.csv
Transfer Method	Upload to my.setseg.org or automatic upload available - ask for details
Transfer Frequency	Upon change or each pay period
Import Type	Overwrites/Replaces all data - file needs to be cumulative
Misc Notes	All fields marked with an N in the "Allow Blank?" column cannot contain empty strings

Column Header	Allow Blank?	Key Fields	Format	Allowable Values	Description
SSN	N		ALPHANUM(9) String with leading zeros and no other formatting such as hyphens	Only federally provided SSN values with leading zeros intact	Social Security Number
FEIN	N		ALPHANUM(9) String with leading zeros and no other formatting such as hyphens	Only federally provided FEIN values with leading zeros intact	Employer Federal Employment Identification Number Required for IRS reports and optionally for creation of controlled groups or employee groups Only send records with valid FEINs. Invalid FEIN values can cause improper calculations.

Column Header	Allow Blank?	Key Fields	Format	Allowable Values	Description
LOAReasonCode	N		ALPHANUM(1-255)		<p>Variable strings e.g. "JRY", "FMLA"</p> <p>Indicates the reason for the leave. These values are informational for the client and there are no pre-set or prescribed values.</p> <p>All leave provided within the file to be considered protected. For example, if "Unpaid Sabbatical" is included in the leave file, it will be honored as a protected leave. This is done for the ease of extracts from customer systems, but the recommendation is to provide only the protected leaves.</p>
LOAReasonLabel	Y		ALPHANUM(1-255)	<p>Variable strings e.g. "Jury Duty", "Family Med. Leave"</p> <p>These values are informational for the client and there are no pre-set or prescribed values.</p>	Readable version of the reason for leave
LOAStartDate	N		DATE(MM/DD/YYYY)	Inclusive date for the start of leave	The first date that is considered to be on leave - NOT the last day worked.
LOAEndDate	Y		DATE(MM/DD/YYYY)	Inclusive end date for the leave. This field is required if the leave is complete.	<p>This value may be provided for future dates if the end of leave is known in advance.</p> <p>For one-day leaves, this date will be the same as the LOAStartDate. If the return date from leave is not known (leave is open-ended) this may be left blank and the default value noted will be used.</p>
LOAHours	Y		DECIMAL	Blank or any positive decimal value from your source system that is greater than 0 and less than or equal to 24.	<p>This field is used for partial / intra day leave ONLY. The LOA Start Date and LOA End Date must be the same for partial day leaves.</p> <p>The field represents the amount of hours used for partial-day leave (e.g. Jury selection process for 4 hours). The hours of partial day leave will be credited to the employee on the date as if the employee had worked those hours.</p> <p>For continuous leave, this field should be left blank (do not put "0" for the hours). All hours entered for this field must be greater than 0 and less than or equal to 24.</p>
EmployeeId	Y		ALPHANUM(1-255)	Up to 255 character string - used only for your own purposes to identify an employee	Identifier for the employee used within your HR Management System



ACA Tracking and Reporting Data Specification - Employee Offer of Coverage

Version 3.1 - 9/1/2015

This file provides information on the benefits offered and provided to employees and will be used to populate forms 1094-C and 1095-C.

Please note that file specifications can change due to modifications in Affordable Care Act legislation and/or enhancements or other changes to the ACA Tracking and Reporting Service. If you begin the process of creating these data files prior to the beginning of the service activation project, it is possible that some of the information will have to be modified, removed or added.

File Name	AcctNumber_Offers_YYYYMMDD.csv
Transfer Method	Upload to my.setseg.org or automatic upload available - ask for details
Transfer Frequency	As needed
Import Type	Cumulative - Update existing records based on key fields, otherwise adds as new record
Misc Notes	All fields marked with an N in the "Allow Blank?" column cannot contain empty strings

Column Header	Allow Blank?	Key Fields	Format	Allowable Values	Description
EmployerFEIN	N	Y	ALPHANUM(9) String with leading zeros and no other formatting such as hyphens	Only federally provided FEIN values with leading zeros intact	Federal Employment Identification Number Required for IRS reports. This is the employer of the employee offered benefits.
EmployeeFirstName	N		ALPHANUM(1-255)		
EmployeeLastName	N		ALPHANUM(1-255)		
EmployeeSSN	N	Y	ALPHANUM(9) String with leading zeros and no other formatting such as hyphens	Only federally provided SSN values with leading zeros intact	
EmployeeID	Y		ALPHANUM(1-255)	Any available value from your source system.	The Employee ID
JobTitle	N		ALPHANUM(1-255)	e.g. Teacher, Custodian, etc.	The specific title of the employee. This is often referred to as "business card title" in HRMS systems.

Column Header	Allow Blank?	Key Fields	Format	Allowable Values	Description
BenefitsEffectiveDate	N	Y	DATE(MM/DD/YYYY[HH:mm:ss])	Date value in format MM/DD/YYYY with an optional time component in the format HH:mm:ss	<p>The date on which the plan change becomes effective. Typically the first date of the plan year, first date of the stability period, or first date of month following when the change was elected. There can also be cases where this is retroactive to the hire date of the employee, in which case it could possibly not fall on the first of the month.</p> <p>If the benefit effective date is not the first of the month, then per the regulations, coverage is not considered effective during that month since they were not covered for EVERY day of the month.</p>
MonthlyCostEmployeeOnly	N		DECIMAL	Positive monetary amount	Monthly premium that the employee would pay to the lowest cost, self-only plan.
BenefitsTypeOffered	N		ALPHA(1-3)	Send only the code value: NO = No benefits offered E = Employee Only ED = Employee and Dependent(s) (not spouse) ES = Employee and Spouse (no dependent(s)) EDS = Employee and Family	<p>"Employee" also refers to individuals who are not currently employees.</p> <p>Sending "NO" reflects that the employer is not, or no longer, offering coverage to this employee at the time of the Effective Date.</p>
BenefitsTypeAccepted	N		ALPHA(1-3)	Send only the code value: NO = No benefits accepted E = Employee Only ED = Employee and Dependent(s) (not spouse) ES = Employee and Spouse (no dependent(s)) EDS = Employee and Family	"Employee" also refers to individuals who are not currently employees.
AcceptedPlansSelfInsured	N		NUMERIC(1)		To specify that the plan is self-insured, use a 1, for fully funded use 0.



ACA Tracking and Reporting Data Specification - Dependent Offer of Coverage (Only needed for self-funded medical plans)

Version 3.0 - 8/14/2015

This file provides information on the benefits offered under self-funded medical plans and will be used to populate form 1095-C or 1095-B.

Please note that file specifications can change due to modifications in Affordable Care Act legislation and/or enhancements or other changes to the ACA Tracking and Reporting Service. If you begin the process of creating these data files prior to the beginning of the service activation project, it is possible that some of the information will have to be modified, removed or added.

File Name	AcctNumber_Dependents_YYYYMMDD.csv
Transfer Method	Upload to my.setseg.org or automatic upload available - ask for details
Transfer Frequency	Monthly or as needed
Import Type	Cumulative - Update existing records based on key fields, otherwise adds as new record
Misc Notes	All fields marked with an N in the "Allow Blank?" column cannot contain empty strings

Column Header	Allow Blank?	Key Fields	Format	Allowable Values	Description
EmployerFEIN	N	Y	ALPHANUM(9) String with leading zeros and no other formatting such as hyphens	Only federally provided FEIN values with leading zeros intact	Federal Employment Identification Number Required for IRS reports and optionally for creation of controlled groups or employee groups
EmployeeFirstName	N		ALPHANUM(1-255)		
EmployeeLastName	N		ALPHANUM(1-255)		
EmployeeSSN	N	Y	ALPHANUM(9) String with leading zeros and no other formatting such as hyphens	Only federally provided SSN values with leading zeros intact	
EmployeeID	Y		ALPHANUM(1-255)	Any available value from your source system.	The Employee ID
JobTitle	N		ALPHANUM(1-255)	e.g. Teacher, Custodian, etc.	The specific title of the employee. This is often referred to as "business card title" in HRMS systems.

Column Header	Allow Blank?	Key Fields	Format	Allowable Values	Description
DependentFirstName	N	Y	ALPHANUM(1-255)	Any available value from your source system.	The first name for this dependent
DependentMiddleName	Y		ALPHANUM(1-255)	Any available value from your source system.	The middle name for this dependent
DependentLastName	N	Y	ALPHANUM(1-255)	Any available value from your source system.	The last name for this dependent
DependentSuffix	Y	Y	ALPHANUM(1-255)	Any available value from your source system.	The suffix for this dependent
DependentType	Y		ALPHA(1)	Send only the code value: S = Spouse O = Other	Whether the dependent is a spouse or a child. Coding for spouse is entirely up to your organization.
DependentSSN	N*	Y	ALPHANUM(9) String with leading zeros and no other formatting such as hyphens	Only federally provided SSN values with leading zeros intact	* The SSN can only be missing for dependents if the Date of Birth is provided. This is mainly for the scenario where a newborn does not have an SSN, yet they are provided for enrollment.
DependentDOB	N*	Y	DATE(MM/DD/YYYY)	Date value in format MM/DD/YYYY	The date of birth for this dependent. * If the SSN for the dependent is not provided, then the Date of Birth is required.
BenefitsEffectiveDate	N	Y	DATE(MM/DD/YYYY[HH:mm:ss])	Date value in format MM/DD/YYYY with an optional time component in the format HH:mm:ss	This is used to denote when the dependent benefit change became effective.