



## 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.