



## 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.

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.

<b>File Name</b>	AcctNumber_Payroll_YYYYMMDD.csv
<b>Transfer Method</b>	Upload to my.setseg.org or automatic upload available - ask for details
<b>Transfer Frequency</b>	Each pay period
<b>Import Type</b>	All payroll file line items add to or subtract values from your data. Replacements are not allowed.
<b>Misc Notes</b>	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.