



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.

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_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