

**PAYROLL CONNECTION SPECIFICATIONS**

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***CONFIDENTIAL & PROPRIETARY***

# Overview

An important feature of Benefitfirst™ is its ability to exchange data with virtually any payroll system that can export and import data in a standard file format. Generally, if you can create a spreadsheet or text file with data from your payroll system, Benefitfirst can read that file and eliminate the need for you to re-enter the same data in Benefitfirst. Likewise, if your payroll system has the ability to import data from a spreadsheet or text file, then you can import the payroll deductions from Benefitfirst. Most popular payroll systems on the market can export/import data to/from a standard file format.

The Benefitfirst Payroll Connection requires ***exports from*** your payroll system and ***imports to*** your payroll system:

* **Payroll Export** – Most payroll vendors typically provide a report writer or export utility that will enable you to create spreadsheets or text files with selected employee data. Using the payroll software, you will create one file with demographic and payroll information on each employee, such as name, address, date of birth, date of hire, salary, job title, location, employment classification, etc. You will also create a second file with employee deduction information. You will then upload the exported files to Benefitfirst. Most clients typically create and upload export files weekly. *The* first *files must be uploaded to Benefitfirst as soon as possible in order to expedite the onboarding process.*
* **~~Payroll Import~~** ~~– Benefitfirst will create files for you that you can use to update your payroll system with new deductions calculated by Benefitfirst~~*~~.~~* ~~Many payroll vendors provide an import utility that will read data from an external file and update employee payroll data. You will download these files from the Benefitfirst website and import them to your payroll system on a regular, scheduled basis, usually once per payroll cycle.~~

The Benefitfirst Payroll Connection is designed with flexibility in mind to accommodate a variety of payroll systems and client requirements. Even if your payroll system has rigid export or import capabilities, we can usually adapt.

## Payroll Export – File Specifications

The Payroll Export file format is a commonly used, industry standard “comma separated values” (CSV) format. A CSV formatted file can be created by the export feature of many payroll systems and other common office software, such as Microsoft Excel.

When you export data from your payroll system, you will normally create two spreadsheet files and save them in a “comma separated values” (CSV) format.

* ~~The~~ **~~Employee Demographic~~** ~~file contains basic employee data and must contain one row for each active employee, as well as one row for each employee who has terminated within the past 30 days. Each employee row must contain a unique Social Security number (SSN) to match against the Benefitfirst database. Some payroll systems have a separate, unique employee number, which must also be provided if it is available.~~

~~File Naming convention:~~ **~~739-Data\_YYYYMMDD.csv~~**

* The **Deduction Audit** file contains benefit data and must contain one row for each employee benefit. That is, one row is required for each benefit for each employee. For example, if an employee has 3 benefits, then each benefit is listed separately in 3 rows. Each row must contain the employee SSN and a benefit code to identify the employee benefit.

File Naming convention: **739-Ben\_YYYYMMDD.csv**

**Multiple Files:** If multiple files are required for your Employee Demographic or Deduction Audit file, add the CompanyCD or another indicator to ensure consistent unique file names.

* ClientID-Data-**CompanyCD**\_YYYYMMDD

Both files have a specific set of columns for each employee or benefit. See the “Column

Specifications” section. Some columns are required; others are conditional. Our Payroll Connection specialist will work with you to determine which conditional columns are required. The first row of each file must contain the column names.

# Secure File Transfer

***PLEASE DO NOT EMAIL YOUR EXPORT FILE!***The public Internet is not secure, and it is possible that the confidential information contained within your file could be compromised.

Benefitfirst has a Secure File Transfer (SFT) feature to enable you to upload your confidential payroll data to our server using Secure Socket Layer (SSL) encryption and to download data from Benefitfirst to your computer. Our Payroll Connection specialist will provide you with instructions for accessing and using SFT.

**Employee Benefits (Deduction Audit) - Header Record required, CR/LF per line required Naming Convention: 739-Ben\_yyyymmdd.csv**

**Header Record required**

**1 line for each ded code**

| **FIELD NAME** | **REQUIRED** | **COMMENTS** | **Mapping Notes** |
| --- | --- | --- | --- |
| ClientID | No | Client ID number assigned by Benefitfirst | 739 |
| **EmpSSN** | **Yes** | Employee's Social Security number | eepssn |
| **DeductionCd** | **Yes** | Deduction code for the benefit, code such as Medical, Dental, Vision, STD, LTD, HSA | eeddedcode |
| **DeductionAmount** | **Yes** | PER-PAY-PERIOD amount deducted from paycheck | Pdheecuramt else 0.00 |
| StartDate | No | Date the deduction started | Leave blank |
| EndDate | No | Date the deduction ended | Leave blank |

# Notes

* The “REQUIRED” column indicates which columns are required by Benefitfirst. You must include required columns and provide valid data for each employee or benefit. You may omit columns that are not required, but if you are able to provide the data, it is always best if you do.
* Since all values are separated by commas, embedded commas are not allowed within any field. For example, “Rt 1, Box 123” should be “Rt 1 Box 123”; and “1,000” should be “1000.”
* It is not necessary to convert your data or make the columns a certain size. Benefitfirst will make all necessary conversions.

Call notes – client has weekly and biweekly pay groups and processes payrolls on Mondays.