**Matrix Absence Management**

**HR Data**

**File Specification**

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**<Review Date>**

* Please review the entire document prior to the initial data file review meeting.
* The data file review meeting requires at least one 90 minute review session with the party

responsible for the building and development of the file.

* The specifications in this document will be reviewed and finalized specification

document provided within 3 business days.

**Take Away List From Initial File Review:**

* **STD, LTD and FMLA/PLOA**
* **Full File Replacement – not a changes only file**
* **Test file due 01/06/2020 Production file due 01/27/2020**
* **All 80 fields in specification need to be passed on the file, if N/A data pass as blank**
* **Red are required data fields, Green review required data field and White passing as blank no data**

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| --- | --- | --- | --- |
| **Account Specific Note Type** | **Account Specific Detail** | | **Additional Comments:** |
| **Client Effective Date:** | 03/01/2020 | |  |
| **Eligibility Types Passing:**  STD / LTD / FMLA | STD/LTD/FMLA | |  |
| **File Submission Name:** Cannot contain spaces. | TEST\_BAMSI.txt  BAMSI.txt | | BAMSI\_mmddyyyy.pgp  Test file naming is the production file submission name with the word Test\_ in front of the name.  Test\_Bamsi\_mmddyyyy.pgp |
| **Approximate number of records in the file** | 1800 | |  |
| **Frequency of Data File** | Weekly | | Weekly or Bi-weekly |
| **File Submission –** Internal or Vendor, if vendor name | Vendor- Ulipro | |  |
| **File Submission Method:**  SFTP / eServices | SFTP | |  |
| **PGP Encryption:** (Yes or No) | No | |  |
| **File Format Type:**  Pipe / Tab / CSV / Excel | Pipe Preferred | | Date the file transmission details provided: |
| **Required Test File #1 Due Date:** | Due Date:01/06/2020 | | Date Submitted: |
| **Required Production File Due Date:** | Due Date:01/27/2020 | | Date Submitted: |
| **Confirmation of Salary Process:** All files with any component of Matrix administered Check Cutting or Advice-to-Pay with Calculations requires confirmation of salary. |  | | Salary confirmation completed by:  Date Confirmed: |
| **Post Effective Date Salary Claims Confirmation Process:**  All files with any component of Matrix administered Check Cutting or Advice-to-Pay with Calculations requires confirmation of salary on Initial 5-10 claims and semiannual review. |  | | Salary confirmation completed by:  Date confirmed: |
| **Eligibility File Confirmation Process:**  email address required |  | | File notifications emailed at time of file receipt and once file upload has been confirmed. |
| **Contact Details** | | | |
| **RSL/Matrix Account Manager** | | **Account Manager Email: Mike.Boissonneau@rsli.com** | |
| **Implementation Manager Email: bill.drolet@rsli.com** | |
| **Matrix IT Contact Email:patti.parri@matrixcos.com** | |
| **Person responsible for production Data file:**  **External/Vendor or Internal** | | **Lead IT Email Address:Patti.parra@matrixcos.com** | |

# Document Aim

This document provides a definition of the Matrix process, file layout specification and transmission protocol for HR (demographic) data. The document will provide an insight into what information is required and why certain elements are mandatory. This document contains the technical specification and layout of the standard Matrix Absence Management, Inc. HR data file. The goal of this document is be self explanatory to both business and technical consumers.

# **Intended Audience**

This document is intended for business users and those performing HR data extracts.

# Process Overview

This document describes the standard matrix format in terms of the data that is required but Matrix clients do not have to provide data in this format. Matrix has the capability to accept a wide range of file types and in any format, as long as the necessary data is in the file, Matrix will map the data to our standard layout. Essentially the process consists of obtaining a file layout or specification and test file from our clients which Matrix will map and test, this will then be followed by the supply of a production file which will be loaded into the Production database.

# File Transmission Detail

There are 2 methods that a client can use to transmit data to Matrix. Only one method of transmission can be used, if the client wants to change the transport mechanism then matrix must be informed or this will result in data not be loaded. Option election will be noted under Account Specific details and on the preference pages of this document.

**Option #1** SFTP encrypted with or without PGP encryption

* + - The Matrix server is configured for SFTP
    - **SFTP file:** File can be transferred using the “SFTP” mechanism. Matrix will provide a PGP key that should be used to encrypt the file before it is transferred. In order to complete the setup Matrix will need the IP address of the server that will connect to our server to transfer the file
    - You will be provide with an account ID and password, the site is [ftp.matrixcos.com](ftp://ftp.matrixcos.com)
    - File to be passed in **binary mode** using **Port 22**

**Option #2** Secure Upload through [www.matrixeservices.com](http://www.matrixeservices.com) - Upload via our (Secure Website) https web site with or without PGP

* + - The client must have an eServices login before this method can be used

# File Formats

1. **Most Preferred file format:** Pipe delimited text
2. **Next recommended file format**: Tab delimited text
3. **Matrix can accept also these formats with these conditions**:
   * Comma Separated (CSV) – File cannot contain comma within the data elements (files containing additional commas in the layout will fail to load). Most common issues are found when passing in salary fields on the file.
   * Excel File – Cannot be password protected (’97 – 2007 software versions) Most common issues are in the layout fields when setting up the file, leading zeros being dropped for fields as a result of incorrect format on the file. If file type passed as Excel than notifications are not available.

# File Rules

* Test Files **must** be representative of the actual production data in terms of its diversity and in particular the maximum length of the data elements. **Test files should not contain manufactured “Dummy” data**.
* When submitting data files a **full** file is **required** each time and **not** a change file.
* The data feed cannot contain any special control characters like or carriage returns. We also cannot accept Unicode characters.
* File can be submitted once a day only

## Matrix Responsibilities

* Establish an SFTP or eServices account for file transmission and provide the Matrix Public PGP Key if needed
* Perform decryption of data from encrypted files
* Perform mapping from client format to Matrix Standard format
* Perform test loads and notify success or failure status to the clients
* Perform on-going data loading of the client’s data file.

## Client Responsibilities

* Provide a layout document for the data file being sent to Matrix a header row is not included, which clearly identifies the data elements in the file and the order number in which they will be received on the file. This document should also include a description of what the data elements represent.
  + The client must supply any reference data that is required for conversion of data elements within the file
  + Client must supply the number of data elements being supplied.
* Should it be necessary to change the data file specification in terms of its layout then Matrix must be notified prior to the amended file being transmitted.
* Supply the name of the file to be sent to Matrix, for both test and production files. Naming convention must remain constant. If the file names are changed without notification to Matrix this will prevent the file from being loaded.
* Provide all information in the Client Preferences section of this document and return to Account Manager.
* If anything changes within the Client Preferences then Matrix must be notified, as technical changes will prevent HR data from loading.
* Data must always be sent PGP or encrypted or Zip (password protected). Note: Please use binary mode when transferring files via SFTP.

## Testing Specific Process Reminders:

* Initial test file is required **eight weeks** prior to a client’s effective date.
* All files require header fields, if no headers fields are include Matrix requires a field ordering key prior to testing.
* Test date must be representative of production type data, this data can be generated from a clients test environment.
* File must be submitted through the agreed upon submission method and in the format agreed.
* Matrix will map and test data once received and takes **seven to ten** business days.
* Matrix requires a second test file be submitted with **true production data**, if that file tests correctly it will be loaded to production.
* FMLA/Leave administered clients are required to have a production file in place not less than **five weeks** prior to the effective date.
* Disability only clients are required to have a production file in place no later than **three weeks** prior to the effective date.

# Timing of Key Components

|  |  |  |
| --- | --- | --- |
| **Implementation Activity** | **Client Responsibility** | **Matrix Responsibility** |
| HR data feed – test file #1 submission | At least 8 weeks prior to go-live | Turnaround time 7 -10 business days |
| HR data feed – test file #2 and #3 (if applicable) | 5 to 6 weeks prior to go-live date | Turnaround time 3-5 business days |
| HR data questions or clarification | Response from client within 2 business days from notification by Matrix | Matrix updates dates within 2-3 days for processing of second client test file |
| HR data production file requirements: (Failure to meet these requirements delay a client effective date) | Disability only administration 3 weeks before go-live  Disability administration with takeover or historical data transfer requirements 5 weeks before go-live (Eligibility must be loaded prior to loading takeover or historical data)  FMLA/Leave administration only 5 weeks before go-live  Disability/FMLA/Leave administration 5 weeks before go-live with or without historical data transfer (Eligibility must be loaded prior to loading takeover or historical data) | Turnaround time 3-5 business days |

# Data File Specification

**File Requirements**:

* **A header row is required, if not included a separate field ordering key is required.**
* **File cannot contain footer row**
* **Single line per employee record**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Order** | **Field Names and Labels (Client specific notes)** | **Required/Not Required** | **Intake Form**  **Format** | **Max Length** | | **Description** | **Mapping Notes** |
|  | **Employee Demographic Section** | | | | | |  |
| 1 | Date of Birth | Required Field | MM/DD/YYYY | 10 | Employee birth date. | | eepdateofbirth |
| 2 | Date of Hire Most Recent | Required Field | MM/DD/YYYY | 10 | Most recent date of hire (Must populate for all records with Rehire date or original date of hire) | | eecdateoflasthire |
| 3 | Date of Hire Original | Required Field | MM/DD/YYYY | 10 | Required for LOA eligibility determination | | eecdateoforiginalhire |
| 4 | Date of Hire Adjusted | Optional  Otherwise Blank | MM/DD/YYYY | 10 | Required if adjusted service date is benefit drive (A calculated date based on client specific factors) | | Leave blank |
| 5 | SSN | Required Field | Character | 11 | The SSN may contain dashes (not slashes) or just 9 digits  (Note: full SSN is encrypted in the system and is not displayed anywhere-only last 4 digits are displayed). This is a mandatory element. | | eepssn |
| 6 | Employee ID | Required Field  Will contain leading 0’s | Character | 20 | Required to identify employees for reporting. | | eecempno |
| 7 | First Name | Required Field | Character | 40 | Employee first name | | Eepnamefirst |
| 8 | Middle Initial | Required Field | Character | 1 | Employee middle initial | | 1st digit of eepnamemiddle |
| 9 | Last Name | Required Field | Character | 40 | Employee last name | | eepnamelast |
| 10 | Home Address 1 | Required Field | Character | 50 | Employee address line 1– need user define field from client | | Eepaddressline1 |
| 11 | Home Address 2 | Required Field | Character | 50 | Employee address line 2 – need user define field from client | | Eepaddressline2 |
| 12 | Home Address 3 | Optional  Otherwise Blank | Character | 50 | Employee address line 3 | | Leave blank |
| 13 | Home City | Required Field | Character | 35 | Employee city– need user define field from client | | Eepaddresscity |
| 14 | Home State | Required Field | Character | 2 | Employee state code. – need user define field from client | | Eepaddressstate |
| 15 | Home Zip | Required Field | Character | 10 | Employee zip code. – need user define field from client | | Eepaddresszip |
| 16 | Home Country | Required  Passing USA for US based employees and CAN for Canadian based employees | Character | 3 | Home country - pass as USA and/or CAN for Canadian employees. Both USA and CAN be passed if client will have Matrix manage Canadian employees. | | US |
| 17 | Home Phone | Optional  Otherwise Blank | Character | 25 | Employee home phone number  - Cannot accept +1 or 1 prefix | | eepphonehomenumber |
| 18 | Home Email Address | Optional  Otherwise Blank | Character | 255 | Employee subgronal email address | | Leave blank |
| 19 | Marital Status | Required Field or blank | Character | 10 | Employee marital status  - Can pass as single character or full word | | eepmaritalstatus |
| 20 | Gender | Required Field | Character | 8 | Employee gender  - Can pass as single character or full word | | eepgender |
| 21 | Work State | Required Field | Character | 2 | Employee work state abbreviation. This will trigger the inclusion of state specific statutory applications in the Intake packet (NY DBL, NJ TDB, Hawaii TDI and/or CA EED. Required for LOA eligibility determination. | | LocAddressState in eeclocation |
| 22 | Work Phone  (Confirm whether number is unique to EE or not) | Optional  Otherwise Blank | Character | 25 | Employee work phone number  - Cannot accept +1 or 1 prefix | | Leave blank |
| 23 | Work Email Address | Required Field | Character | 255 | Employee work email address. Must be passed for the clients supervisors and above. **Note:** Cannot be a personal email address or mix of work and personal email addresses. Unless it is all work email then must pass blank. | | eepaddressemail |
| 24 | Department Number  Cost Center | Required Field  Cost Center Code? | Character | 20 | Department number | | eecorglvl4 |
| 25 | Department / Location Cost Center Text | Required Field  **Cost Center Name?** | Character | 40 | Department name - This will appear on the HR Notification as Department / Location. | | Send Orgdesc from eecorglvl4 |

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| --- | --- | --- | --- | --- | --- | --- |
| 26 | Location Code(Location ID)  Personnel Number 1 H00 | Required Field | Character | 20 | Location Code | eecorglvl4 |
| 27 | Location Name  Personnel Location | Required Field | Character | 50 | Description of Location | Send Orgdesc from eecorglvl4 |
| 28 | Position | Required Field | Character | 50 | Employee job title - This needs to the primary Job title for the employee. | JbcDesc where JbcCode = EecJobCode |
| 29 | Shift Worked | Optional  Otherwise Blank  Work Schedule? | Character | 25 | Shift worked - required if shift affects wages or benefits**.** Please provide a legend as to what the values represent For example 1,2,3. | Leave blank |
| 30 | Is Active  Y = Is active  N = all the others | Required Field | Character | 1 | Employee status – Values will be "Y" or "N. Y should pass for anyone that is not terminated and in active status. If employee is out on LOA should pass as active. | If eecemplstatus = T send N else send Y |
| 31 | Termination Date | Required Field | MM/DD/YYYY | 10 | Termination date – Terms can be dropped after 30 days. If termination date is passed the is Active field should be “N”  **\*Required for all FMLA/Leave of absence clients.** | If eecemplstatus = T send eecdateoftermination |
| 32 | Is Fulltime  Y = Is Full time  N = all others | Required Field | Character | 1 | Fulltime - Values will be "Y" or "N". Fulltime status based on the client’s definition for FT employee status. | If EecFullTimeOrPartTime = F send Y else send N |
| 33 | Is Exempt  Y = Is exempt  N= Non exempt | Required Field | Character | 1 | Exempt or non-exempt - Values will be "Y" or "N" | If EjhFLSACategory = E send Y else send N |
| 34 | Annual Salary | Required Field  Required For ATP Calcs. or Check Cutting  **Annual Salary** | Number 16,2 | 16 | Gross pay amount - inlcude decimal point even if decimal value is 00. Salary must support plan definition for salary.  - This field should not include dollar sign ($) or commas (,)  - Not applicable for FMLA/LOA only clients | eecannsalary |
| 35 | Hourly Rate | Required Field  Required For ATP Calcs. or Check Cutting  **If Hourly** | Number 16,2 | 16 | Hourly salary - should contain decimal point even if decimal value is 00.  - This field should not include dollar sign ($) or commas (,)  - Not applicable for FMLA/LOA only clients | EecHourlyPayRate |
| 36 | FICA Year To Date | Optional  Otherwise Blank | Number  11,2 | 16 | FICA YTD withheld - required for taxable plans Not required field for Advice to Pay clients.  - Include decimal point even if decimal value is 00.  - This field should not include dollar sign ($) or commas (,) | Leave blank |
| 37 | HR Rep Name | Passing if applicable otherwise blank | Character | 50 | HR Representatives Name (Primary HR contact) | Leave blank |
| 38 | HR Rep Email Address | Passing if applicable otherwise blank | Character | 255 | HR Representatives email address - must be added if client wants to send communications to HR Rep (Primary HR Contact). If an alias is provided client will not have direct access to Absence Radar Calendar and access will need to be hard coded to contacts. | Leave blank |
| 39 | HR Rep Phone | Passing if applicable otherwise blank | Character | 25 | HR Representatives phone number  - Cannot accept +1 prefix | Leave blank |
| 40 | Supervisor Name | Passing if applicable otherwise blank | Character | 50 | Supervisor name (Primary Supervisor /Manager contact) This field filters to Intake and Absence Radar. | Eepnamefirst space eepnamelast from EecSupervisorID |
| 41 | Supervisor Email Address | Required Field | Character | 255 | Supervisor email address-  **must be present to send communications to supervisor** (Direct Supervisor /Manager contact) | Eecaddressemail from EecSupervisorID |
| 42 | Supervisor Phone | Passing if applicable otherwise blank | Character | 25 | Supervisors phone number(Primary Supervisor /Manager contact). Helpful to confirm RTW of claimant.  - Cannot accept +1 prefix | EecPhoneBusinessNumber from EecSupervisorID |
| 43 | HR Manager Name | Passing if applicable otherwise blank | Character | 50 | HR manager name (Additional HR contact). | Leave blank |
| 44 | HR Manager Email | Passing if applicable otherwise blank | Character | 255 | HR manager email (Additional HR contact). If an alias is provided client will not have direct access to Absence Radar Calendar and access will need to be hard coded to contacts. | Leave blank |
| 45 | HR Manager Phone | Passing if applicable otherwise blank | Character | 25 | HR manager phone (Additional HR contact)  - Cannot accept +1 prefix | Leave blank |
| 46 | Manager Name | Passing if applicable otherwise blank | Character | 50 | Manager name (Additional Supervisor/Manager contact). | Leave blank |
| 47 | Manager Email | Passing if applicable otherwise blank | Character | 255 | Manager email address (Additional Supervisor/Manager contact). If an alias is provided client will not have direct access to Absence Radar Calendar and access will need to be hard coded to contacts. | Leave blank |
| 48 | Manager Phone | Passing if applicable otherwise blank | Character | 25 | Manager phone (Additional Supervisor/Manager contact)  - Cannot accept +1 prefix | Leave blank |
| 49 | Sub Group A - Work State | Required  Standard  Passing  **Work state** **Abbreviation** | Character | 2 | Client group data A; Client specific groupings- used for reporting; **This is reserved for Work state** **abbreviation**. NO SPACES WITHIN CODE PLEASE. (This is a required field for all accounts). | LocAddressState in eeclocation |
| 50 | Sub Group B – Same Location Code above | Required  Standard  Passing | Character | 20 | Client group data B; Client specific groupings- used for reporting; **This is reserved for Location Code** (if applicable to the client)  - NO SPACES WITHIN THE CODE. | eecOrglvl4 |
| 51 | Sub Group C -  Same as Department Code above | Required  Standard  Passing | Character | 20 | Client group data C; Client specific groupings- used for reporting;  - NO SPACES WITHIN THE CODE. | eecOrglvl4 |
| 52 | Sub Group D -  Exempt / Non Exempt | Required  Standard  Passing | Character | 20 | Client group data D; Client specific groupings- used for reporting;  - NO SPACES WITHIN THE CODE. | If EjhFLSACategory = E send Exempt else send NonExempt |
| 53 | Sub Group E -  (Update Label)  Client Option | Standard  Passing  (Confirm Detail) | Character | 20 | Client group data E; Client specific groupings- used for reporting;  - NO SPACES WITHIN THE CODE. | Leave blank |
| 54 | Sub Group F -  (Update Label)  Client Option | Standard  Passing  (Confirm Detail) | Character | 20 | Client group data F; Client specific groupings- used for reporting;  - NO SPACES WITHIN THE CODE. | Leave blank |
| 55 | Is STD Eligible | Required Field | Character | 1 | Plan participant - Y or N / Required for all STD clients | If eeddedcode = STD send Y else send N |
| 56 | STD Plan Effective | Required Field | MM/DD/YYYY | 10 | STD employee plan participation date - required for STD plans / Required for all STD clients.  - If above is Y a date must be provided. | If eeddedcode = STD send eedbenstartdate |
| 57 | Is STD Supplemental Eligible (Buy Up / Supp Plan) | Passing blank | Character | 1 | Plan participant - Y or N / Required for all Supp/ Buy STD clients | Leave blank |
| 58 | Std Supp Effective | Passing blank | MM/DD/YYYY | 10 | STD-supp employee plan participation date - required for STD-supp plans / Required for all Supp/ Buy STD clients  - If above is Y a date must be provided. | Leave blank |
| 59 | Is California Voluntary Plan Eligible | Passing blank | Character | 1 | Plan participant - Y or N  If Matrix administering California Voluntary Plan (Required) | Leave blank |
| 60 | California Voluntary Plan Effective | Passing blank | MM/DD/YYYY | 10 | VP employee plan participation date - required for VP plans. If Matrix administering California Voluntary Plan (Required),  - if above is Y a date must be included | Leave blank |
| 61 | Is LTD Eligible | Required Field | Character | 1 | Plan participant - Y or N / Required for all LTD clients | If eeddedcode = LTD send Y else send N |
| 62 | LTD Effective Date | Required Field otherwise blank | MM/DD/YYYY | 10 | LTD employee plan participation date - required for LTD plans. Required for all LTD clients.  - if above is Y a date must be included | If eeddedcode = LTD send eedbenstartdate |
| 63 | Is Other Eligible (Buy Up / Supp LTD Plan) | Passing blank | Character | 1 | Plan participant - Y or N / Required for all Buy Up / Supp LTD clients | Leave blank |
| 64 | Is Other Eligible (Buy Up / Supp LTD Plan) Effective Date | Passing blank | MM/DD/YYYY | 10 | Employee plan participation date - Other plans  Required for all Buy Up / Supp LTD clients.  - if above is Y a date must be included | Leave blank |
| 65 | Hours Worked | Required  Passing if applicable otherwise blank  Opt. 1 hours worked past 12 or scheduled hours | Character | 25 | **Hours worked -** **total # of hours worked in the past 12 months (preferred)** or alternatively regular scheduled work hours per week. Required for FMLA. This is a field on the intake labeled "Hours Worked Per Week". **For LOA eligibility there is no calculation performed on the data in this field. i.e. # of hours per week x 52** (This is a required field for all FMLA administered account)  - Required for all FMLA/Leave of absence clients,  - If employees in WI requires second "hours paid" field in  Add Data field below. | Sum (PehCurHrs) where (PehEarnCode is REG or OT for past 12 months |
| 66 | At Worksite | Optional if available  blank | Character | 50\* | Telecommuter Question - is employee working at a company worksite? Pass only if remote worker or telecommuter and flag as N. | Leave blank |
| 67 | Domestic Partner  Indicator for Affidavits on-file | Passing blank | Character | 50 | Domestic Partner – Is there and Affidavits on file (Y/N) | Leave blank |
| 68 | Spouse Working at the Same Company | Passing blank | Character | 50 | Spouse working at the same company (Spouse Last/First Name or Y/N) | Leave blank |
| 69 | Key Employee Indicator  Waived | Passing blank | Character | 50 | Key employee rule - Required if administering key employee top 10% tier rule (Y/N) - Required if Key Employee Rule Applies | Leave blank |
| 70 | Employees 50 in 75 Mile Indicator  Waived | Passing blank | Character | 50 | **Eligibility Notification** – Required if following 50 employees in a 75 mile radius (Y/N or define with a key) Required if 50 in 75 rule indicator applies. | Leave blank |
| 71 | Add Data 01  Confirm LTD class needs? | Passing blank | Character | 50\* | Extra information /Additional information – Info that client would like Matrix to have regarding an employee | Leave blank |
| 72 | Add Data 02  (Update Label) | Passing blank | Character | 50\* | Extra information /Additional information – Info that client would like Matrix to have regarding an employee | Leave blank |
| 73 | Add Data 03  (Update Label) | Passing blank | Character | 50\* | Extra information /Additional information – Info that client would like Matrix to have regarding an employee | Leave blank |
| 74 | Add Data 04  (Update Label) | Passing blank | Character | 50\* | Extra information /Additional information – Info that client would like Matrix to have regarding an employee | Leave blank |
| 75 | Add Data 05  (Update Label) | Passing blank | Character | 50\* | Extra information /Additional information – Info that client would like Matrix to have regarding an employee | Leave blank |
| 76 | Add Data 06  (If NY DBL/PFL client add indicator EE opt in of PFL = Y) | Review required Passing if applicable otherwise blank  provide detail | Character | 50\* | Extra information /Additional information – Info that client would like Matrix to have regarding an employee | Leave blank |
| 77 | Add Data 07  (If NY DBL/PFL client add last 8 weeks of W2 earnings) | Review Required Passing if applicable otherwise blank  provide detail | Character | 50\* | Extra information /Additional information – Info that client would like Matrix to have regarding an employee | Leave blank |
| 78 | Add Data 08  (work state is WI - Paid Hours Worked Last 12 months) If WI EE passing paid hours, otherwise pass as blank | Passing Blank | Character | 50\* | Extra information /Additional information – Info that client would like Matrix to have regarding an employee | Leave blank |
| 79 | Add Data 09  (Update Label) | Passing blank | Character | 50\* | Extra information /Additional information – Info that client would like Matrix to have regarding an employee | Leave blank |
| 80 | Add Data 10  (Update Label) | Passing Blank | Character | 50\* | Extra information /Additional information – Info that client would like Matrix to have regarding an employee | Leave blank |

|  |  |
| --- | --- |
| **Contacts Provided** | **Available Functionality** |
| **No HR or Supervisor Contacts passed on HR Data File** | * **NOTIFICATIONS: Specified HR Users can receive HR Notification for ALL employees on leave** * **CALENDAR: Specified HR Users can have view ALL access for Absence Calendar** * **No notifications to supervisors** * **No calendar to supervisors** |
| **HR Email Alias passed on HR Data File** | * **NOTIFICATIONS: HR Notification for ALL employees (where alias is on the EE record in HR data) on leave distributed to alias** * **CALENDAR: Specified HR Members can have view ALL access for Absence Calendar- This must be configured by Matrix** |
| **HR Rep Email and or HR Manager Email Address passed on HR Data File** | * **NOTIFICATIONS: HR Notification for employees on EE record linked to HR contact are distributed to HR contact** * **CALENDAR: HR Contact receives Absence Calendar access for employees that are out that are linked to them** |
| **Manager Email Address** | * **NOTIFICATIONS: Supervisor Notification emails for employees on leave linked to Manager contact are distributed to Manager contact** * **CALENDAR: Manager receives Absence Calendar access for employees that are out that are linked to them** |
| **Supervisor Email Address (if supervisor work email is blank)** | * **NOTIFICATIONS: Supervisor Notification emails for employees on leave linked to Supervisor contact are distributed to Supervisor contact** * **CALENDAR: Supervisor receives Absence Calendar access for employees that are out that are linked to them – No My Hierarchy view** |
| **Supervisor Email Address (if supervisor work email is passed)** | * **NOTIFICATIONS: Supervisor Notification emails for employees on leave linked to Supervisor contact are distributed to Supervisor contact** * **CALENDAR: Supervisor in this scenario receives 2 Calendar Views:**  1. **Supervisor receives Absence Calendar access for employees that are out that are linked to them (MY DIRECT REPORTS)** 2. **Supervisor receives Absence Calendar access for any employees that are out that are linked to the Supervisors’ hierarchical chain (MY HIERARCHY)** |