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# HSA Contribution File Layout

The HSA Contribution file is composed of the following elements in a pipe or comma delimited ASCII file:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Item# | Column | Max Length | Description of Data Item or Column Heading | Format/Comments | Mapping notes |
| 1 | 1 | 9 | Social Security Number | 9 digits, no dashes | eepssn |
| 2 | 2 | 25 | Last Name |  | Eepnamelast |
| 3 | 3 | 15 | First Name |  | Eepnamefirst |
| 4 | 4 | 10 | Contribution Date | YYYY-MM-DD Format | Prgpaydate |
| 5 | 5 | 1 | Pay Frequency |  | pgrpayfrequency |
| 6 | 6 | 10 | Employer Standard Contribution |  | If eeddedcode = HSAER send PdhERCurAmt |
| 7 | 7 | 10 | Employer Special Contribution |  | Leave blank |
| 8 | 8 | 10 | Employee Standard Contribution |  | If eeddedcode = HSACF, HSACI, HSAF, HSAI, HSPFC, HSPIC, HSAPF or HSAPI send PdhEECurAmt |
| 9 | 9 | 10 | Employee Special Contribution |  | Leave blank |
| 10 | 10 | 50 | E-Mail Address | Not required | Leave blank |
| 11 | 11 | 10 | Location | Not required | Leave blank |

# File Naming Conventions

The filename should be the group's prefix, followed by HSAContribution.mmddyyyy where mmddyyyy is the deduction date.

Examples, file prefix of 10000000:

10000000.HSAContribution.09252017

# Sending Files

## Test Files

Please note that all test files should be sent using our website <https://www.flores-associates.com/sflex/uploadfile.htm> and listing the group’s Plan ID# and selecting a file type of “Test File” or sent directly your testing contact at Flores.

## Production Files

Production files can be sent via FTP with PGP protection (Ask Flores to send credentials if needed) or via our website <https://www.flores-associates.com/sflex/uploadfile.htm> and listing the group’s Plan ID# and selecting a file type

# Flores Contact Information

Account Manager:

Testing Contact:

Testing Contact Phone/Email:

# File Notes

1. Since this file is loading pay cycle data, it must be sent only once per pay date
2. Can we send negative dollar amounts on the contribution file to correct a prior error?
   1. No, negative contributions cannot be loaded. Speak to your Account Manager for options to correct a contribution sent in error.
3. Should the file be fixed length or CSV? What is the difference?
   1. It can be either. CSV is comma separated fields and fixed length is where each field is required to have a certain character length. Headers are easier to program in CSV.
4. What day of the week and time should we send the files to Flores.
   1. There is no set time/day that we need to receive files. Contribution files should be sent to Flores when payroll closes for that pay cycle. Keep in mind it takes a few days for contributions to post to employee accounts.