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| **Reimbursement Accounts** | File Specifications | |
| File Import Layout Specifications | |  |



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### Version Control Log

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date | New Version # | Resp for Update | Changes Made | LFID |
| 4/28/2017 | 1.1 | Lisa Thatcher | Updated field 17 demo layout and field 6 election layout from 1,3,5 to A, L, T | 4559721 |
| 5/19/2017 | 1.2 | Jason Waite | Added Dependent spec and updated TOC | 4559721 |
| 9/14/2017 | 1.3 | Lisa Thatcher | Updated fields 20, 21, Demo  Title of layout page 7  Fields 15,16,17,18 Reimbursement Election File | 4559721 |
| 9/10/2018 | 1.4 | Lisa Thatcher | Updated “Notes” and “Naming Convention” section. Combined Demographic and Election files into one | 4559721 |
| 11/5/2018 | 1.5 | Lisa Thatcher | Added Commuter and Wellness to field 35 | 4559721 |
| 10/8/2019 | 2.0 | Jason Waite | Several general updates, merged takeover/conversion specifications into this document | 4559721 |
| 12/16/2019 | 2.0 | Lisa Thatcher | Added Commuter Pre/Post tax | 4559721 |
| 12/23/2019 | 2.1 | Jason Waite | Made primary enrollment spec “Preferred” and added a “Variation 1” spec for EE/Elections in a single row per EE | 4559721 |
| 12/3/2020 | 2.2 | Jason Waite | Correct maximum field lengths for Org Code fields | 4559721 |
| 1/5/2021 | 2.3 | Jason Waite | Added Employee Termination File Layout | 4559721 |

### Notes

TRI-AD accepts data in the following formats:

* csv (comma or pipe separated file) TRI-AD preferred format – quote qualified if comma separated
* xls/xlsx (Excel file) \* Excel files NOT preferred due to formatting issues caused by manual intervention
* txt (Fixed column width text file)
* The Position and the Length columns in each specification apply to fixed column width text files only.
* Standard carriage return and line feed characters to terminate each record should be used for .txt and .csv files.
* Dollar amounts should be expressed as either floating or fixed decimal. There should be no dollar signs ($) or commas (,) in these fields. Negative amounts should be preceded by a minus sign. We cannot accept parentheses in dollar amounts.
* Numeric fields do not require zero fill.
* For .csv files (comma separated values), ALL fields should be enclosed in quotation (“) marks to prevent field values containing commas from causing column count issues during processing.
* TRI-AD can support format variations although there may be an implementation cost depending upon the variance from this format.

### File Naming Convention

* The file name should provide information about who the client is, plan type, file type, and date.
* [ClientCode]\_[PlanType]\_[FileType]\_[Date].xxx (extension should be associated with the file type (eg. .csv)

Client code is an internal client identifier that will be provided by TRI-AD

* Client Code - provided by TRI-AD
* Plan Type - FSA, HSA, HRA, Commuter, etc. If multiple plan data is provided on same file, then Plan Type should be service-specific, such as Reimbursement.
* File Type would be as follows.
* “Enrollment”
* “Payroll”
* Date (Preferred format: YYYYMMDD) is the date the file is generated for enrollment files. For Payroll Files the date should be the Payroll Date
* Examples of filenames are:
* Clientcode\_FSA\_Enrollment\_20170329.csv or Clientcode\_HSA\_Payroll\_20170329.csv

### Explanation of Managing LOA using Account Status and Account Effective Date Fields in the Election File

Some participants who go on leave continue to pay their deductions, which does not affect their FSA account (often the case for paid leave). Some participants go on leave and stop contributing, at which time TRI-AD can suspend the account during the leave period.

A leave should be communicated in the enrollment file by populating the Account Status field with “L” and populating the Account Termination date with the date that indicates the start of the leave period. However, this is not a change in election. If a person goes on leave and it will not affect their FSA account, a status change need not be sent to TRI-AD. However, in the event the client cannot override this field coming out of their system in the export file, TRI-AD should be notified so configuration can be set to ignore the update when the Account Status field is populated with “L”.

For clients who do wish to have the accounts suspended during the leave period, the applicable account will be suspended during the leave period. The debit card will be disabled and manual claims submitted for expenses incurred during the leave period will not be approved. Manual claims submitted for expenses prior to the leave will still be processed. When the leave period is over, the Account Status field should be changed to “A” (Active) and the Account Effective Date populated with the date that indicates the end of the leave period. After processing, the account will be set back to active status.

### Employee Termination File Layout

This format requires one row for each participant. This file should be required for clients with perpetual plan year plans, like HSA, where we might not receive a termination row in an ongoing enrollment file that is primarily for annual plans, such as FSA. This file should also be required for clients with carry-over plans, where an employee could have an account that carries over to the next plan year, even though they’re not participating in that plan year.

Notes for Developer

This is a .csv file

It is a full file

Column/Field Names are required and must match the value in Field Name column below

ALL fields should be enclosed in quotation (“) marks to prevent field values containing commas from causing column count issues during processing.

Standard carriage return and line feed characters to terminate each record should be used

This format requires one row for each participant

We will need Scheduled, On Demand, OE Active, OE Passive, Test sessions

This file will include all employee terminations (during the date range of the file) regardless if they have FSA or Dep Care FSA

Terminations should be sent one time then they can drop

| Field | Length | Contents | Req | Field Name | Description | UKGPro Field Mapping Notes |
| --- | --- | --- | --- | --- | --- | --- |
| 1 | 12 | Alphanumeric | a | Employer ID | Value (up to 12 characters) will be provided by TRI-AD | 930672034 |
| 2 | 30 | Alphanumeric | a | Employee ID | Unique Identifier up to 30 characters. If using SSN, Format=999999999; Omit dashes. For employers with employee identifiers that are padded to the left with zeros, the number of digits needs to be specified for configuration to enforce this format, as this field is involved in employee lookups more than any other field in our system. | eecempno |
| 3 | 9 | Alphanumeric | a | Employee SSN | Format=999999999; Omit dashes | eepssn |
| 4 | 8 | Date | a | Termination Date | Format = YYYYMMDD, Date of employment termination. | EecDateOfTermination  Format YYYYMMDD |

***Notes:***

***a. Always required***