**Eligibility File**

**Requirements**



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# Document Purpose

The purpose of the Eligibility File requirements document is to outline the necessary employee demographic information to ensure accurate capture of employee’s eligibility for administration of leaves by York. An accurate file in the required template is key to appropriate plan and policy provision administration from an employee eligibility perspective.

# Revision History

The following section will be used to capture the various changes made to the original requirement document and client specific details.

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Version | Summary of Changes | Revisions Made By |
| 9/9/19 | V1 | Initial Draft | Jackie Colom |
|  |  |  |  |
|  |  |  |  |

# Client Sign Off

This section will document clientsignoff. Please complete all applicable information.

|  |  |  |  |
| --- | --- | --- | --- |
| Approval Date | Version | Name of Person Responsible for Approval | Contact Number / Email |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# File Specifications

The file specifications section addresses requirements for the eligibility export file. The eligibility file is created as an export from the client’s existing HR and/or Payroll system(s) and will be used to import employee demographic information into York.

Fixed length text format eligibility files are not accepted.

# File Content

The eligibility file must contain all employee populations. Any leave request which York is required to build manually, whether due to out-of-date eligibility file feeds or due to history and takeover claims not provided in an appropriate format, will result in a $100 fee per each incident.

# File Format

The Eligibility file can be provided in a CSV, PIPE or Excel formats. Header rows can be accepted for Eligibility files that are sent in CSV or Excel formats.

**Delimited Format** (text) – Fields must be supplied following the order in the table below. The type and length of the data elements should follow the “Size” details listed in the table. The American Standard Code For Information Interchange (ASCII) format files should be PIPE “|” delimited, or Comma (,) delimited with a linefeed {LF} row delimiter. Microsoft Excel is acceptable. Do not send header record for this format type.

\*\* **Note that there are multiple required data fields in the eligibility export file**. \*\*

All the remaining data fields that are not denoted as required are optional. If a data element is not supplied, please leave the field blank (null).

There are multiple required data elements in the eligibility export file:

* York **strongly recommends that the client supplies as many data points as possible.**
* Fields marked as optional are not considered mandatory for the administration of leaves.
* If an optional data element is not supplied, the field must be left blank (null).
* Fields denoted as required are mandatory and must be provided for accurate leave administration.

The “Value/Example” column of the table for details on formatting the individual data elements.

For example, dates should be submitted in the format mm/dd/ccyy (01/31/2008) or mmddccyy (01312008). This column also gives values for fields that utilize codes to represent larger values. For example, in the Marital Status field M = married, E = separated, S = single, etc.

# Important File Data Requirements

This section outlines some of the most common file errors that can occur during the development and testing of the eligibility file.

* Columns cannot be deleted from the file. All the columns have to be submitted, even if they are blank and the client is sending a null value.
* SSN and Employee IDs are characters and not numbers. Leading zeros make a difference.

o SSN field will cause the file to fail if only 8 digits are sent but Employee ID of 001438 and 1438 will end up creating two employees and will cause problems for the Client and the Employee because if the Case is added to the wrong Employee ID, then none of the Employee information will be updated.

# File Transfer Requirements

Transfer of the eligibility export file requires coordination with York and can be accomplished via a variety of secure methods:

* HTTPS
* SFTP (TCP Port – *SFTP is 22)*
* FTPS
* FTP if encrypted

**Target Host Address (IP or Hostname):** [files.careworksusa.com](http://files.careworksusa.com/)

**Test File Destination Path:** files.careworksusa.com/Other/FilesforTesting

**Production File Destination Path:** files.careworksusa.com/Eligibility

Username and Password will be provided after the completion of the File Distribution Agreement. Password Expiration Policy does not apply.

**The client should not place any other types of files in the Eligibility directory of York File Distribution web site.**

Clients must not send any eligibility export file via unsecured methods such as standard e-mail or traditional HTTP. The eligibility export file contains sensitive employee’s Personally

Identifiable Information (PII) and should only be transferred via secure transfer methods.

# File Naming Convention

The eligibility file should be named in a descriptive manner to identify and link the file to the correct client in the York Absence system. For example, descriptive names would be **ABC Inc 20150304.txt**, **Big Company February 2015.txt.**

Employer name within the file must match the client name configured in York’s proprietary system The file name cannot contain any commas (,).

# File Frequency Requirements

The eligibility file will be provided to York according to the agreed upon file frequency. York’s recommended process is to send the file after the close of the Client’s payroll.

The client will be responsible for sending a **full** **file** at the following frequency:

❏ Per Payroll Cycle -> Client to provide schedule.

The file will be sent on **[client to define the day of the week the file will be sent to York]**.

The York system relies on the most recent employee eligibility information, which drives auto eligibility and auto entitlement functionality for client policies. It is imperative that the client provide frequent files to ensure that the most up to date information is used in such determinations.

# Termination Records

Terminated employees will be sent on the full file at least one time before they drop off on the subsequent file. Employees whose records are marked as Inactive and terminated will not be eligible to initiate a new leave request with York.

If you have an employee who has access to the secure site and subsequently leaves your organization, you are required to notify us to terminate their access.

# File Errors

During the implementation period, file testing results will be shared within 5 business days from the date a test file has been received.

Post client go live, the client will receive a confirmation email if an eligibility file successfully loaded without any errors. Should file errors be identified at a later date, the client will receive an error notice email. The email will direct the recipient to the Employer Portal to retrieve the file errors for resolution.

# Ongoing File Requirements

Post completion of the implementation activities, the client will follow the same eligibility file specifications for providing and updating employee data as noted above. Eligibility files should not be provided at a frequency less than once per month to ensure timely and accurate eligibility data.

York should be notified if any of the following events occur:

* Client is unable to produce an eligibility file in accordance with the above defined schedule and frequency
* Client changes the type of data that is being sent from what was previously agreed to in the requirements document, which may impact the leave administration
* Client changes the name of the file – this will cause the file load to fail
* Client adds additional locations or employee populations to the existing administration

# Test File Requirements

In order for an implementation to be successful, the client must provide a clean and production ready eligibility file to York. The eligibility file must be provided in accordance with the following requirements and schedule:

1. First Sample Eligibility File
   1. The first eligibility file is due on: **10/10/2019**
   2. The client will notify York when the file has been uploaded.
   3. File errors will be reported back to the client for resolution within **5** **business days** from receipt of file.

1. Production Ready Eligibility File
   1. The production ready eligibility file is on: **11/8/2019**
   2. The client will notify York when the file has been uploaded

# Eligibility File Layout Sample

The below section outlines the file layout sample and designates required, conditional and optional/recommended fields. **Required fields are mandatory for successful administration of leaves.**

**R** = Required Values

C= Conditional Value

O = Optional Value

Character fields should be sent as blank if no value applies. Numeric fields should have a value or a 0 if no value is being passed. If skipping multiple fields, send as commas only.

# File Layout

This section focuses on the file layout details. Required fields are mandatory for a successful data transition.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Column | Row # | Field Name | Data  Type &  Size | Example | Explanation | Required/  Conditional/  Optional | Mapping Notes |
| A | 1 | SSN | char (11) | 123-45-6789 or  123456789 | Employee’s Social Security  Number | C  (required if  Employee ID is missing) | eepSSN |
| B | 2 | Employee ID | char (20) | 3133993 | Unique number assigned to the employee by the employer | C  (required if SSN is  missing) | EecEmpNo |
| C | 3 | Last Name | char (30) | Smith | Employee’s last name | R | EepNameLast |
| D | 4 | First Name | char (30) | Martha | Employee’s first name | R | EepNameFirst |
| E | 5 | Middle Initial | char (1) | S | Employee’s middle initial | O | 1st digit of EepNameMiddle |
| F | 6 | Suffix | char (4) | Jr., Sr., II, III | Suffix (Jr., Sr., II, III) | O | EepNameSuffix |
| G | 7 | \*Street Address  1 | char (60) | 123 Main St. | Employee’s home address | R | EepAddressLine1 |
| H | 8 | \*Street Address  2 | char (60) | Apt. 220 | Employee’s home address 2 for apartment number | O | EepAddressLine2 |
| I | 9 | \*Zip Code | char (5) | 12345 | Employee’s home zip code. US zip codes **must be** 5 digits. | R | EepAddressZipCode |
| J | 10 | \*City | char (30) | Chicago | Employee’s home city | R | EepAddressCity |
| K | 11 | \*State/Province | char (30) | IL | Employee’s home state | R | EepAddressState |
| L | 12 | \*County | char (30) | Cook | Employee’s home county | O | EepAddressCounty |
| M | 13 | \*Country | char (30) | U.S. | Employee’s home country | R | EepAddressCountry |
| N | 14 | Zip4 | char (4) | 1234 | Employee’s additional 4 digit zip code | O | EepAddressZipCode |
| O | 15 | Company ID | char (20) | ABC1234 | Employer’s unique identifying code | O | Leave blank |
| P | 16 | Company Name | char (60) | Acme, Inc. | Company Name | R | Ogletree Deacon |
| Q | 17 | Department | char (30) | Administration | Employee’s Department | O | Leave blank |
| R | 18 | Area | char (30) | Accounting | Employee’s Work Area | O | Leave blank |
| S | 19 | Occupation | char (30) | Clerk | Employee’s Occupation / Job  Title | R | EecJobtitle |
| T | 20 | EE Location ID | char (20) | 10 | Employee’s unique number  identifying their location for companies with multiple locations | O | EecLocation |
| U | 21 | Location Name | char (60) | Cleveland Plan | The location the employee reports to. If employees are remote - indicate ‘Remote’.  This field allows the client to have location specific breakdown for reporting purposes and Employer Portal Access. | R | EecLocation - description |
| V | 22 | Work Shift | char (30) | First, Second, Third, Rotating | Employee’s Work Shift | O | Leave blank |
| W | 23 | Date Hired | char (10) | mm/dd/ccyy or mmddccyy | Date employee was hired (original hire date) | R | EecDateOfOriginalHire |
| X | 24 | Position Start Date | char (10) | mm/dd/ccyy or mmddccyy | Start date for the employee’s current position | O | Leave blank |
| Y | 25 | \*Supervisor 1 | char (60) | Simpson, George | Employee’s immediate supervisor, manager, or HR business partner. | O | EjhSupervisorNameLast comma space EjhSupervisorNameFirst |
| Z | 26 | Supervisor 1 phone | char (13) | (555) 123-4567 or  5551234567 | Phone number for Supervisor 1 | O | Pull EecPhoneBusinessNumber from EecSupervisorID record |
| AA | 27 | Supervisor 1 Ext | char (5) | 12345 | Phone extension for Supervisor 1 | O | Leave blank |
| AB | 28 | \*Is Management | char (1) | N = No  Y = Yes  Empty = Null | Is the employee a manager or executive? | O | Leave blank |
| AC | 29 | Work Status | char (30) | Full Time Part Time | Employee’s Work Status.    **NOTE:** If a client does not send a full description as indicated, York will convert the data as follows:   * Full-Time, FT or F statuses will be converted to Full Time * Part-Time, PT or P statuses will be converted to Part Time | R | If EecFullTimeOrPartTime = F, send Full Time, else send Part Time |
| AD | 30 | \*Union | char (30) | United Auto  Workers (UAW) | Client to provide actual Union name. The word ‘union’ is not acceptable and neither are Yes/No values. | C  (required if policy exclusions or eligibility is made based on Union) | Leave blank |
| AE | 31 | Employee Work Phone | char (13) | (555)555-4545 or  555-555-4545 | Employee’s work phone number | O | EecPhoneBusinessNumber |
| AF | 32 | Employee Work Phone Ext. | char (5) | 12345 | Employee’s work phone extension | O | EecPhoneBusinessExt |
| AG | 33 | \*Employee  Personal Phone | char (13) | (555)555-4545 or  555-555-4545 | Employee’s personal phone number.    If client does not have a valid value, then a default field containing all 0’s or 9’s must be sent. | R | EepPhoneHomeNumber or default to 999-999-9999 |
| AH | 34 | \*Marital Status | char (1) | M = Married  E = Separated  S = Single  D = Divorced  W = Widowed  P = Domestic  Partner  C = Civil Union  N = Non married  U = Unknown | Employee’s marital status | O | eepMaritalStatus |
| AI | 35 | Date of Birth | char (10) | mm/dd/ccyy or mmddccyy | Employee’s date of birth | R | EepDateOfBirth |
| AJ | 36 | Gender | char (1) | M = Male  F = Female   1. = Transgender 2. = Unknown   B = Non Binary /  Third Gender P = Prefer not to say  O = Prefer to self describe/other | Employee’s gender | R | EepGender, if blank send U |
| AK | 37 | Number of Dependents | integer (3) | 2 | Number of dependents | O | Leave blank |
| AL | 38 | Citizenship | char (30) | USA, Canada | Citizenship of the employee | O | Leave blank |
| AM | 39 | Work Permit Filed | char (1) | N = No  Y = Yes  Empty = Null | If under 18 was a work permit filed? | O | Leave blank |
| AN | 40 | Language | char (30) | English, Spanish | Language of the employee | O | EecLanguageCode |
| AO | 41 | Blank Field | char (30) | Blank Field | Must remain a blank field | Blank Field | Leave blank |
| AP | 42 | Blank Field | char (30) | Blank Field | Must remain a blank field | Blank Field | Leave blank |
| AQ | 43 | Employee Work  State | char (30) | OH | The state to which the employee is reporting to, or the state in which the employee is currently working.    For remote employees, list their work location. | R | LocAddressState from EecLocation |
| AR | 44 | Blank Filed | char (1) | Blank Field | Must remain a blank field | Blank Field | Leave blank |
| AS | 45 | Employment  Status | char (30) | Active or Inactive | Identifies whether the employee is Active (currently employed or on a leave of absence) or Inactive (terminated). | R | If EecEmplStatus = T, send Inactive, else send Active |
| AT | 46 | Status Date | char (10) | mm/dd/ccyy or mmddccyy | Date the employee was terminated.    This is a required field if  Employment Status (column AS)  is sent as Inactive | C | EecDateOfTermination or leave blank |
| AU | 47 | NCCI | char (10) | 1234 | Employee’s National Council on Compensation Insurance (NCCI) job code | O | Leave blank |
| AV | 48 | SOC | char (10) | 456 | Employee’s Standard  Occupational Classification (SOC) job code | O | Leave blank |
| AW | 49 | \*Standard Hours  Worked | numeric (7,2) | 20  40  80 | Employee’s normal hours worked (Should not be used to report hours worked or scheduled hours worked).    The information in this field is used to set entitlement banks. For employees who do not work a standard work schedule each week, client should send the average weekly hours. For FMLA, employees who do not have a set schedule or has a variable schedule, this should be a 12 month average. |  | 80 |
| AX | 50 | \*Standard Hours  Worked  Frequency | char (2) | Y= Yearly  M = Monthly  B = Bi-weekly  W = Weekly S = Semimonthly | Time period for Hours Worked, if Hours Worked is not null, then the Hours Worked Frequency must also be provided.    Valid FMLA entries are:  Y= Yearly  M = Monthly  B = Bi-weekly  W = Weekly  S = Semi-monthly    Valid STD file entries are:  Y = Yearly  W = Weekly | R | PgrPayFrequency |
| AY | 51 | Hours Worked Date | char (10) | mm/dd/ccyy or mmddccyy | Beginning date used to calculate the Hours Worked.    Note: End date of payroll is a recommended option because a client may want to use the hours from that pay period. | R | EecLastRegPayDate |
| AZ | 52 | Percent Full Time | numeric (2,4) | 1.0 = 40 hrs/wk .80 = 32 hrs/wk  .60 = 24 hrs/wk  .40 = 16 hrs/wk  .20 = 8 hrs/wk | The percentage of a 40 hour week worked by the employee. | O    (If Hours Worked and Hours Worked Frequency are provided, this field is ignored) | Leave blank |
| BA | 53 | Participates in Group Health | char (1) | N = No  Y = Yes  Empty = null | Does the employee participate in the employer’s group health program? | O | Leave blank |
| BB | 54 | \*Spouse Name with Same Employer | char (60) | John Smith | Name of spouse, if employed by the same employer | O | Leave blank |
| BC | 55 | \*Spouse SSN | char (11) | 123-45-6789 or  123456789 | Spouse’s Social Security Number, if employed by the same employer | O | Leave blank |
| BD | 56 | \*Spouse  Employee ID | char (20) | 313-3993 | Unique number assigned to the employee by the employer | O | Leave blank |
| BE | 57 | Key Employee | char (1) | N = No  Y = Yes  Empty = null | Is the employee a manager or executive? | O | Leave blank |
| BF | 58 | Effective Date of  File | char (10) | mm/dd/ccyy or mmddccyy | This is the date the eligibility file was produced | O | Today’s date |
| BG | 59 | \*Work Schedule  Name | char (10) | Holiday,  Seasonal, etc. | Employee’s work schedule name | O | Leave blank |
| BH | 60 | Wage | numeric (13,2) | 30000 | Wages paid to the employee in a given time period | C    (If Average  Weekly Wage is empty this field is required) or if York is administering paid leaves for client. | Leave blank |
| BI | 61 | Wage Frequency | char (1) | A = Annual  5 = other / hourly | Acceptable FMLA Entries are:  A = Year / Annual  2 = Bi-weekly   1. = Monthly 2. = Other/Hourly   Q = Quarterly  8 = TWoCalendarMonths  1 = Weekly  S = Semi-monthly    Valid options for STD/paid leaves:  A = Year / Annual  5 = Other/Hourly | C    (If Average  Weekly Wage is empty, this field is required) or if York is administering paid leaves for client. | Leave blank |
| BJ | 62 | Average Weekly Wage | numeric (13,2) | 576.92 | Employee’s average weekly  wage    This should be used for employees who have a variable compensation plan (i.e. salary + bonus) or pay made in the past quarter/year, etc. | C    (If Wage is null, this is required) or if York is administering paid leaves for client. | Leave blank |
| BK | 63 | Wage Effective Date | char (10) | mm/dd/ccyy or mmddccyy | Effective date of the average weekly wage. If average weekly wage is not null, wage effective date must also be provided. | C    (If Average Wage is provided) or if York is administering paid leaves for client. | Leave blank |
| BL | 64 | Payroll Class | char (30) | Hourly  Salary | Employee’s payroll class. Must be one of the values provided.    **NOTE**: if you do not send a full description for the times in the Example column York will convert your data to the following:    'H' -> 'Hourly'  'S' -> 'Salary' | R | EecSalaryOrHourly |
| BM | 65 | Blank Field | char (1) | Blank Field | Must remain a blank field | Blank Field | Leave blank |
| BN | 66 | Sick Time Off Accrued | numeric (7.2) | 40.5 | Sick time earned by the employee at the time the file was created. | C = if Voluntary STD (Column CK) indicates Y | Leave blank |
| BO | 67 | Personal Time Off Accrued | numeric (7.2) | 40.5 | Personal time earned by the employee at the time the file  was created | C = if Voluntary STD (Column CK) indicates Y | Leave blank |
| BP | 68 | Vacation Time Off Accrued | numeric (7.2) | 40.5 | Vacation time earned by the employee at the time the file  was created | C = if Voluntary STD (Column CK) indicates Y | Leave blank |
| BQ | 69 | Other Time Off Accrued | numeric (7.2) | 40.5 | Other time off earned by the employee at the time the file  was created | C = if Voluntary STD (Column CK) indicates Y | Leave blank |
| BR | 70 | Total Time Off Accrued | numeric (7.2) | 126.5 | Total time off earned by the employee at the time the file  was created | C = if Voluntary STD (Column CK) indicates Y | Leave blank |
| BS | 71 | Time Off Accrued Date | char (10) | mm/dd/ccyy or  mmddccyy | Effective date used to calculate the Time Off Accrued. | C = if Voluntary (CK) STD ind = Y | Leave blank |
| BT | 72 | \*Supervisor 1  Email | char (256) | Martha.Smith@Ac meInc.com | Often used by clients to provide the email address of the employee’s immediate manager or supervisor.    This field is required if client requires email notifications/correspondence to be sent to the designated individual. | O | Supervisor email from EecSupervisorID |
| BU | 73 | \*Supervisor 1  SSN | char (11) | 123-45-6789 or  123456789 | Supervisor 1 Social Security Number.    This field is required if supervisors require access to the Employer Portal. | O | Leave blank |
| BV | 74 | Supervisor 1 ID | char (20) | 313-3994 | Supervisor 1 ID field can house the employee’s immediate supervisor ID number.    This field is required if supervisors require access to the Employer Portal. | O | Leave blank |
| BW | 75 | Hours Worked in the Last 12 Months | numeric (7,2) | 2080  1040 | Hours Worked by the employee in the last 12 months measured back from the date the file was created. This information is used to determine FMLA eligibility.    This value should **exclude** PTO, vacation, sick and leave of absence time or any time the employee did not physically worked in that 12m month period. | R | Hours worked in last 12 months, exclude below earnings codes:  BRV  HOL  JUR  MEALP  MILPT  OFC  PFL  PFLS6  PFLS7  PFLS8  PFLS9  PRKNT  PT  STD  STD70  STD80  STD90  STDA  UNPD  VAC |
| BX | 76 | Hours Worked in the Last 12 Months Date | char (10) | mm/dd/ccyy or mmddccyy | Date used to calculate Hours Worked in the Last 12 Months. | R | Today’s date |
| BY | 77 | Hours Paid in the Last 12 Months | numeric (7,2) | 2080  1040 | Hours paid to the employee in the last 12 months at the time the file was created. This is used as the divisor for Salary fields to determine the hourly rate. | O | Leave blank |
| BZ | 78 | Hours Paid in the | char (10) | mm/dd/ccyy or | Date used to calculate Hours | O | Leave blank |
| Last 12 Months date |  | mmddccyy | Paid in the last 12 months at the time the file was created. |  |
| CA | 79 | Employee Cell Phone | char (13) | (330)544-1234 or  3305441234 | Employee’s Cell Phone Number | O | Leave blank |
| CB | 80 | \*Employee Email | char (256) | Martha.Smith@Ac meinc.com | Employee’s Email address | O | eepAddressEMail |
| CC | 81 | \*Supervisor 2 | char (60) | Simpson, George | Often used by clients to house the name of an HR Business Partner, Generalist or other management resources. | O | Leave blank |
| CD | 82 | Supervisor 2 Phone | char (13) | (330)544-1234 or  3305441234 | Employee’s Supervisor 2 phone number.    Could apply to the employee’s manager, HR Business Partner or Generalist. | O | Leave blank |
| CE | 83 | \*Supervisor 2  Ext | char (5) | 12345 | Could apply to the employee’s manager, HR Business Partner or Generalist. | O | Leave blank |
| CF | 84 | Supervisor 2 email | char (256) | Martha.Smith@Ac meinc.com | Often used by clients to provide the email address of the employee’s manager, HR  Business Partner or Generalist.    This field is required if client requires email notifications/correspondence to be sent to the designated individual. | O | Leave blank |
| CG | 85 | \*Supervisor 2  SSN | char (11) | 123-45-6789 or  123456789 | Supervisor 2 Social Security Number.    This field is required if supervisors, managers, or HR require access to the Employer Portal. | O | Leave blank |
| CH | 86 | Supervisor 2 ID | char (20) | 313-3994 | Supervisor 2 ID field can house the employee’s supervisor, manager, or HRID number. This field is required if access to the Employer Portal is required. | O | Leave blank |
| CI | 87 | Rehire | char (1) | N = No Y = Yes | Has employee left the employer and then been rehired? | C | If EecDateOfOriginalHire does not = EecDateOfLastHire send Y else send N |
|  |  |  |  | Empty = null | This field is linked to Column DC. If client provides Y in column DC, the client must also provide Yes in this field or no value in column CI. | (If rehire date is not null). |  |
| CJ | 88 | Pay Period Start Day | char (10) | Monday  Tuesday  Wednesday, etc. | Day of the week that begins the pay period for the employee | O    (this is covered as part of the payroll calendar set up and not required here) | Leave blank |
| CK | 89 | \*Voluntary STD  Indicator | char (3) | N = No  Y = Yes  Empty = null | Does the employee participate in Voluntary STD plan or pays into an STD Plan? | O | Leave blank |
| CL | 90 | International Address Line 1 | char (100) | First line of address | Employee’s home address. For international use only. | O | Leave blank |
| CM | 91 | International Address Line 2 | char (100) | Second line of address | Employee’s home address. For international use only. | O | Leave blank |
| CN | 92 | International Address Line 3 | char (100) | Third line of address | Employee’s home address. For international use only. | O | Leave blank |
| CO | 93 | International Address Line 4 | char (100) | Fourth line of address | Employee’s home address. For international use only. | O | Leave blank |
| CP | 94 | International Address Line 5 | char (100) | Fourth line of address | Employee’s home address. For international use only. | O | Leave blank |
| CQ | 95 | International City | char (30) | Chicago, Edmonton | Employee’s home city. For international use only. | O | Leave blank |
| CR | 96 | International Locale | char (30) | CA, AB, QC, ON, etc. | Employee’s home locale. For international use only. | O | Leave blank |
| CS | 97 | International Postal Code | char (10) | K1A0B1, BB4 9AE | Employee’s home postal code. For international use only. | O | Leave blank |
| CT | 98 | Plan Code | char (10) | ABCD123 | Company Specific Plan Code  Identifier | O | Leave blank |
| CU | 99 | STD bank | currency (12.2) | $45.70 | Dollar Amount | O | Leave blank |
| CV | 100 | \*Employment  End Date | date (10) | mm/dd/ccyy or mmddccyy | Most recent date of termination, retirement or layoff | O | Leave blank |
| CW | 101 | STD payment | char (1) | N = No | Indicates when we should stop | O | Leave blank |
|  |  | cease indicator |  | Y = Yes  Empty = null | paying income replacement |  | Leave blank |
| CX | 102 | STD Payment cease date | date | mm/dd/ccyy or mmddccyy | Date on which payment will stop | O | Leave blank |
| CY | 103 | Meets 50 in 75 miles | char (1) | N = No  Y = Yes  Empty = null | An employer has 50 employees but non at the location within a 75 radius of the company location.    A value of No will fail eligibility determination for FMLA. | O |  |
| CZ | 104 | Service Date | date (10) | mm/dd/ccyy or mmddccyy | Original Hire Date + Service Time = this date. Used for calculating tenure under FMLA or company policies, if an employee had any breaks in service. | O | Leave blank |
| DA | 105 | LTD Indicator | char (1) | N = No  Y = Yes  Empty = null | Indicates if an employee is eligible for LTD | O | Leave blank |
| DB | 106 | Reinstatement Date | date (10) | mm/dd/ccyy or mmddccyy | Date employee was reinstated back to full time status, typically  after military service or leave of absence | O | Leave blank |
| DC | 107 | Last Rehire Date | date (10) | mm/dd/ccyy or mmddccyy | The date that the employee was rehired into the company. This field must be filled in if there is a Y in column CI. | C    (Conditional field when column CI has a Y indicator) | If EecDateOfOriginalHire does not = EecDateOfLastHire, send EecDateOfLastHire else leave blank |
| DD | 108 | \*Military Status | char (30) | Active, Inactive, Retired, Deployed | Military status of employee | O | Leave blank |
| DE | 109 | Employee Pay Code | char (13) | 1PD, 1PC | Employee Pay Code | O | Leave blank |

\*Fields with an asterix will conditionally allow blank values on the Eligibility File to clear previously sent employee data.