

**Table of Contents**

[**Files Provided 3**](#_30j0zll)

[**File Format 4**](#_1fob9te)

[**File Transmission Details 5**](#_3znysh7)

[**File Naming Convention 6**](#_1t3h5sf)

[**File Tolerances 6**](#_3rdcrjn)

[**File Layouts 7**](#_26in1rg)

[Implementation and Ongoing Demographic and Employment Data Census 7](#_lnxbz9)

[Dependent Data (Conversion) 13](#_35nkun2)

[Election Data (Conversion) 16](#_1ksv4uv)

[Election Mapping (Conversion) 19](#_44sinio)

[**ACA Filing 20**](#_4d34og8)

[Actual Hours Worked and Actual Earnings Data Import File (ACA) 20](#_2s8eyo1)

[Historical Indicative Data Required (ACA) 22](#_2jxsxqh)

[**Appendix A – Internal Use Only 23**](#_z337ya)

[Processing Steps 23](#_3j2qqm3)

[Stored Procedures or Views 23](#_1y810tw)

# Files Provided

Census import contains all active employees regardless of eligibility status. Identify which files are being provided.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Implementation/ Ongoing** | **File Type** | **Frequency** | **Format** | **Selection** |
| Implementation | Census Import | Twice (initial and refresh) | Full File | All active employees regardless of eligibility status |
| Dependent Indicative Data | Twice (initial and refresh) | Full File | All enrolled/ covered dependents |
| Current Elections | Twice (initial and refresh) | Full File | All current elections for the most current plan year (for employees and any covered dependents) |
| Historical Indicative Data (ACA) | Twice (initial and refresh) | Full File | All historical coverage information |
| Ongoing | Census Import | Twice Weekly | Full File | All active employees and terms looking back 60 days. |
| ACA Actual Hours and Earnings | Per Pay Period | Full File | All active employees |

# File Format

The file format defined below is for both the conversion census import and the ongoing census import.

☒ **[Best Practice:]** The file will be sent in CSV format. Double quotes should be used to separate values.

☐ **[Alternate 1:]** The file will be sent in flat fixed-length text format.

☐ **[Alternate 2:]** The file will be sent in Excel format; additional fees may apply.

Note: benefitexpress does not accept pipe delimited files

After the initial full file, files will be:

☒ **[Best Practice:]** Full files; benefitexpress will determine any changes between the full file and what is currently on the system and apply changes.

☐ **[Alternate:]** Changes files; the client will determine changes in data and send only those changes to be applied to benefitexpress’ system.

# File Transmission Details

|  |  |  |
| --- | --- | --- |
| **Item** | **Requirement** | **Best Practice (if applicable)** |
| Census Vendor |  |  |
| File Delivery Day (specify files, if the day varies) | ☐ Monday  ☐ Tuesday  ☐ Wednesday  ☐ Thursday  ☒ Friday | 6 am EST set up automation for 6:30 – 7 am EST |
| Delivery Method  (specify files, if the method varies) | ☒ SFTP to benefitexpress (port 22)  ☐ PGP Encrypted to benefitexpress SFTP (port 22)  ☐ SFTP to client site  URL:  Username:  ☐ PGP Encrypted to client SFTP  URL:  Username:  ☐ Password Protected .zip to secure email  Email(s): | SFTP to benefitexpress (port 22)  Directory Location:  **TEST:**  /usr/Refresco/Census/TEST  **PROD:**  /usr/Refresco/Census/PROD |
| Email Notifications | All files sent to the same recipient(s):  benefitrequests.na@refresco.com  CC Email sent to:  VendorFeedNotifications.NA@Refresco.com | Not applicable |

# File Naming Convention

☒ **[Best Practice]** The file name includes the following components separated by a period.

|  |  |
| --- | --- |
| **Requirement** | **Example** |
| Run date of file generation | YYYYMMDD format |
| Client Identifier | REFRESCO |
| File Type | OG – Ongoing |
| Data Type | ACT – ACA Actual Hours and Earnings |
| File extension | csv – comma delimited |
| Sample | 20190115.REFRESCO.OG.CEN.csv |

# ACA Filing

**Actual Hours Worked and Actual Earnings Data Import File (ACA)**

**The ACA- Actual Hours Worked and Actual Earnings Data Import File is required if benefitexpress is calculating eligibility or the W-2 Federal Tax Return Safe Harbor is being used.**

Please note the standard import file formation information applicable to any/all data import layouts:

1. LEAVE status employees should be included in this import and their **scheduled hours** should be sent in the “Per Pay Actual Hours Worked” field. Disability earnings should be included in the per pay W-2 earnings field below.
2. The following layout information applies to either comma separated (.csv) OR Flat Fixed-Length Text format.
   1. If CSV, the (#) column represents the location (column identifier) of the field.
   2. If Flat Fixed-Length Text format, the Max Length field notes the expected length for each field.
3. Fields not needed to be filled as blank (or “filler”).
4. Populations to include on file:
   1. **~~Historical Data File:~~** ~~If a one-time historical file is needed it must include all employees, current and former, that received a paycheck within 1 year prior to the look back period. The file must include~~ **~~one row per person per pay period~~** ~~and the values on the file for each person should encompass the entire historical period. This provides the data needed to support evaluation of the look back period.~~
   2. **Ongoing FIle:** The ongoing file must include all employees, current and former, that were paid since the last ongoing file. Typically, this file is produced each pay period. The file must include **one row per person per pay period**.

Run weekly for all pay frequencies

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **#** | **Field Name** | **Max** | **Req** | **Data Type** | **Notes** | **Mapping Notes** |
|  | Social Security Number | 9 | Y | Char | Employee Social Security Number | eepssn |
|  | Payroll Key | 25 | Y | VarChar | Employee Payroll Key or Employee ID must be provided | Eecempno – include leading zeros |
|  | Employee ID | 10 | N | VarChar | Employee ID or Payroll Key must be provided | Eecempno – include leading zeros |
|  | Last Name | 40 | Y | NVarChar | Employee Last Name | Eepnamelast – ok to send special characters |
|  | First Name | 100 | Y | NVarChar | Employee First Name | eepnamefirst |
|  | Pay Date | 8 | Y | DateTime | Employee Pay Date  MMDDYYYY | prgpaydate |
|  | Per Pay  Actual Hours Worked | 9 | Y | Number | Actual work hours for the pay period represented by this file.  999999.99  Field cannot be null. Use 0.00 if not providing.  No bonus time | Sum (PehCurHrs) where ErnIsRegularPayCode = Y where ErnEarnCode = PehEarnCode for per controls within date range of file |
|  | Year-To-Date  Actual Hours Worked – Optional data field | 9 | Y | Number | YTD actual hours worked as of the pay period represented by this file.  999999.99  Field cannot be null. Use 0.00 if not providing.  Rolling 12 months | Sum (PehCurHrs) where ErnIsRegularPayCode = Y where ErnEarnCode = PehEarnCode for per controls for last 12 months |
|  | Per Pay  W-2 Earnings | 11 | Y | Money | W-2 earnings per pay period represented by this file.  99999999.99  Field cannot be null. Use 0.00 if not providing. | Sum (PehCurAmt) where ErnIsRegularPayCode = Y where ErnEarnCode = PehEarnCode for per controls within date range of file |
|  | Year-To-Date W-2 Earnings | 11 | Y | Money | YTD W-2 earnings as of pay period represented by this file.  99999999.99  Field cannot be null. Use 0.00 if not providing.  Gross amount - Rolling 12 months | Sum (PehCurAmt) where ErnIsRegularPayCode = Y where ErnEarnCode = PehEarnCode for per controls for last 12 months |

**About this layout:**

1. **One File Received Per Pay Date:** benefitexpress to receive one file per pay date in a separate file. My Benefit Express™ will match on payroll key and pay date. Additional records received on the file for the same individual will not be applied.
2. **Audit Process:** benefitexpress will compare the information from the reports against raw data file as validation that all data processed correctly.
3. **Data Audit Reports:** My Benefit Express™ will generate the following reports:

* data loaded and total of hours worked
* data not loaded because already exists and total of hours worked
* add/drop and changes audit reports

**Assumptions**

1. **Records Included:** To effectively utilize the ACAManager Reporting, all variable hour active employees regardless of eligibility status must be sent on the ongoing client census and ACA files to benefitexpress – including those employees who are not currently benefit eligible (part time, temporary, seasonal, etc.).
2. **Data Receipt:** If benefitexpress needs to receive Actual Hours Worked and Actual Earnings data in the regularly sent census file, additional set-up time will be needed in order to update the census import process.
3. **Benefit Eligibility Indicator – ACA Reporting Only (Option 1):** If the client is using ACA Reporting Only (Option 1) they need to provide benefitexpress with the ACA Indicator (indicating benefit eligibility) noting that an employee has been categorized as benefit eligible, or noting that an employee is no longer benefit eligible.
4. **Benefit Eligibility Indicator – ACA Eligibility Management & Reporting (Option 2):** If benefitexpress is calculating eligibility based on parameter(s) identified by the client, client specific information driving eligibility is identified when the Census Import specifications are discussed during implementation. A separate file with Actual Hours and W-2 Earnings will also be needed. The Standard ACA process outlined above will automatically reflect eligibility resulting from the calculations performed.

### Sample: ACA – Actual Hours Worked and Actual Earnings Data Import File

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **SSN/FEIN** | **Employee ID** | **Last Name** | **First Name** | **Pay Date** | **Total Hours PPP** | **Total Hours YTD** | **Gross Amount PPP** | **Gross Amount YTD** |
| xxxxxxx1 | 6547 | SMITH | JUAN | 5/1/2014 | 34.50 | 548.38 | 388.13 | 6216.91 |
| xxxxxxx2 | 3217 | PUBLIC | SAM | 5/1/2014 | 74.25 | 797.75 | 835.31 | 9584.18 |
| xxxxxxx3 | 9877 | JONES | MARK | 5/1/2014 | 76.75 | 789.75 | 1399.50 | 17058.74 |
| xxxxxxx4 | 6457 | SIMPSON | HUGO | 5/1/2014 | 85.75 | 853.50 | 1131.19 | 10474.85 |
| xxxxxxx5 | 3127 | TRACEY | DEREK | 5/1/2014 | 12.00 | 167.37 | 128.10 | 1729.19 |
| xxxxxxx6 | 5555 | ARROYO | LORA | 5/1/2014 | 48.75 | 369.75 | 426.56 | 3099.07 |
| xxxxxxx7 | 66667 | RODRIGUEZ | SARA | 5/1/2014 | 22.75 | 144.25 | 460.43 | 2722.83 |
| xxxxxxx8 | 7777 | PATEL | JESSICA | 5/1/2014 | 48.75 | 477.25 | 938.31 | 8642.45 |
| xxxxxxx9 | 8888 | SORRENTO | MARIA | 5/1/2014 | 45.25 | 455.00 | 407.25 | 4072.50 |
| xxxxxx10 | 9999 | D'AVILA | MELINDA | 5/1/2014 | 49.00 | 405.75 | 1021.53 | 8158.81 |
| xxxxxx11 | 1111 | HENDERSON | EDGAR | 5/1/2014 | 78.25 | 827.50 | 782.50 | 8687.65 |
| xxxxxx12 | 2222 | JACKSON | CHELSEA | 5/1/2014 | 50.25 | 302.25 | 773.21 | 4365.16 |
| xxxxxx13 | 3333 | GREEN | JUSTIN | 5/1/2014 | 80.00 | 800.00 | 2405.77 | 26928.70 |
| xxxxxx14 | 4444 | HENRICKSON | HAROLD | 5/1/2014 | 56.25 | 612.50 | 742.25 | 8163.21 |
| xxxxxx15 | 4545 | CLARK | DANIEL | 5/1/2014 | 50.75 | 588.68 | 1010.24 | 11522.20 |
| xxxxxx16 | 1212 | COLBY | ASHLEE | 5/1/2014 | 80.00 | 800.00 | 2163.46 | 24959.60 |
| xxxxxx17 | 9898 | PARKER | ADAN | 5/1/2014 | 102.25 | 232.00 | 2014.00 | 4568.00 |