



# UnifyHR Reporting Only File Specifications v2.0

Client name

7/17/2019

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# Revision History

	Date	Author	Version	Description
1	4/7/2016	Dani Aboujaoude Michele Morrison	2.0	New reporting only specs
2				
3				
4				
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# Contact Information

<b>Client Contacts</b>	<b>Name</b>	<b>Email</b>	<b>Phone</b>
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<b>UnifyHR Contacts</b>	<b>Name</b>	<b>Email</b>	<b>Phone</b>
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<b>Vendor Contacts</b>	<b>Name</b>	<b>Email</b>	<b>Phone</b>
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## General Information

<b>File Name</b>	<p>For each file submitted include the client's name, vendor name (if applicable), the type of file, a sequence number if multiple files of the same type from the same source are being submitted, and date. EX: UNIFYHR_EEDEMO_1_20160415.txt, UNIFYHR_EEDEMO_2_20160411.txt, UNIFYHR_VENDOR_DEPENROLLMENT_20160413.txt</p> <p>Test files must include TEST at the beginning of the file name. EX: TEST_UNIFYHR_EEDEMO_1_20160401.txt</p>
<b>File Content</b>	<p>The various transaction types should be sent as individual files. Though not preferred we can support transaction types sent on the same file. For either approach, the transaction type indicator is required for all records.</p>
<b>Scheduling</b>	<p>Monthly</p>
<b>File Transmission</b>	<p>All files should be transmitted securely via</p> <ul style="list-style-type: none"> <li>&gt; SFTP (with PGP encryption is supported)</li> <li>&gt; FTPS (with PGP encryption is supported)</li> <li>&gt; FTP with PGP encryption</li> </ul> <p>! <b>NOT Supported:</b> Email, Secure Email, HTTP, HTTPS, manual file retrieval by UnifyHR.</p>
<b>File Path</b>	<p>Files should be posted to the root directory of assigned folder.</p>
<b>File Formats</b>	<ul style="list-style-type: none"> <li>&gt; Tab delimited text files</li> <li>&gt; Pipe delimited text files</li> <li>&gt; CSV files with properly generated text qualifiers on all values</li> <li>&gt; Fixed-width (all rows should have the same length; a single fixed-width file cannot include more than one transaction type)</li> </ul> <p>! <b>NOT Supported:</b> CSV files without text qualifiers or incorrectly applied double quotes (i.e. manually applied double quotes on some but not all values), Excel, PDF/DOC, 834</p>

**Special  
Instructions**

- › Unique identifiers must be present for all data rows. Acceptable unique identifiers for subscribers are: SSN and Employee ID. Acceptable unique identifiers for dependents are: SSN and system generated ID.
- › The same employee identifier should be provided for all transaction files.
- › The same dependent identifier should be provided for all transaction files with dependents.
- › All required fields must be present in the data file.
- › Required fields cannot be empty.
- › Empty/blank fields must not have placeholder values such as NULL, -, ?, ", \*, etc.
- › Do not use generic values; i.e., SSN = 999999999, DOB = 1/1/1900, etc.
- › Leading zeros should be included where applicable; i.e., SSN, EIN, zip code, etc.
- › First names, last names and middle names should each have a dedicated field.
- › Data elements that do not reach the maximum field size should only be padded if a fixed-width format is being used.
- › There is a 100 field limit on all files.

## Employee Demographics

Content Description	
<ul style="list-style-type: none"> <li>The employee demographic file serves as the baseline for all other ACA related data files.</li> <li>Include active employees and terminated employees that were employed at any time during the reporting year.</li> <li>No duplicates; one row per employee. Use most recent employee information.</li> <li>Full files for ongoing process (include terminated employees for 6 months past termination date).</li> <li>Date range for initial data: <b>01/01/xxxx - Present</b></li> </ul>	

Field	Name	Required	Length	Format	Example	Special Instructions	Notes
1	Transaction Type	Y	1	Text	D	Must be a 'D' for demographic record	
2	Client ID	Y	8	Text		Is the client ID	
3	FEIN/Tax ID	Y	9	Text	011111111	Include leading zeros when applicable Reference value list if applicable	
4	First Name	Y	50	Text			
5	Middle Name	N	50	Text			
6	Last Name	Y	50	Text			
7	Date of Birth	Y	8	YYYYMMDD	19500413		
8	Employee SSN	Y	9	Text	XXXXXXXXX	Do not use dummy values such as 999999999 in place of blanks	
9	Employee ID	Y	50	Text	09857	Include leading zeros when applicable Must be unique	
10	Employee Type	Y	50	Text	F,V,S, or P	This represents the current employee classification: Full-time, Variable, Seasonal or Part-time. Reference value list if applicable	

Field	Name	Required	Length	Format	Example	Special Instructions	Notes
12	Home Address 1	Y	50	Text			
13	Home Address 2	N	50	Text			
14	Home City	Y	50	Text			
15	Home State	Y	2	Text	NJ	Two letter postal abbreviation	
16	Home Zip	Y	9	Text	08816 or 088160145	Include leading zeros when applicable	
17	Home Country	N	50	Text	GBR	Three letter ISO country code	
18	Email Address	N	50	Text			
19	Union Identifier	N	100	Text			
20	Reporting 1	N	100	Text			
21	Reporting 2	N	100	Text			
22	Reporting 3	N	100	Text			
23	Reporting 4	N	100	Text			
24	Reporting 5	N	100	Text			
25	Reporting 6	N	100	Text			
26	Reporting 7	N	100	Text			
27	Reporting 8	N	100	Text			



## Employee History (Multiple Files)

Content Description	
<ul style="list-style-type: none"> <li>▪ The Employee History (Multiple Files) option requires four distinct files.</li> <li>▪ The employee history file provides ACA relevant employment data including hire, termination, rehire. Each duration of employment for each employee should result in a distinct row.</li> <li>▪ The FEIN identifier file provides FEIN history. Each unique FEIN and employee combination should result in a distinct row.</li> <li>▪ The ACA employment status history file provides employment status history. For each employee a status change should result in a distinct row.</li> <li>▪ Collectively these files should include the hire, termination, rehire, FEIN and employment status history of each employee listed in the corresponding demographics file.</li> <li>▪ Full files for ongoing process (include terminated employees for 6 months past termination date). Applies to all three files.</li> <li>▪ Date range for initial data: <b>01/01/xxxx - Present (applies to all files)</b></li> </ul>	

### Employee History (1 of 4)

Field	Name	Required	Length	Format	Example	Special Instructions	Notes
1	Transaction Type	Y	1	Text	H	Must be 'H' for employee history record	
2	Client ID	Y	8	Text	98	Provided by UnifyHR during implementation	
3	Employee SSN	Y	9	Text	XXXXXXXXX	Do not use dummy values such as 999999999 in place of blanks	
4	Employee ID	Y	50	Text	09857	Include leading zeros when applicable Must be unique	
5	Hire Date	Y	8	YYYYMMDD	20160218		
6	Termination Date	Y	8	YYYYMMDD	20180204	If applicable or can be blank	

### FEIN Identifier (2 of 4)

Field	Name	Required	Length	Format	Example	Special Instructions	Notes
1	Transaction Type	Y	1	Text	1	Must be '1' for FEIN identifier	
2	Client ID	Y	8	Text		Is the client ID	
3	FEIN/Tax ID	Y	9	Text	011111111	Include leading zeros when applicable Reference value list if applicable	
4	Employee SSN	Y	9	Text	XXXXXXXXX	Do not use dummy values such as 999999999 in place of blanks	
5	Employee ID	Y	50	Text	09857	Include leading zeros when applicable Must be unique	
6	Begin Date	Y	8	YYYYMMDD	19890203		
7	End Date	Y	8	YYYYMMDD	20170204	If applicable or can be blank	

### ACA Employment Status History (3 of 4)

Field	Name	Required	Length	Format	Example	Special Instructions	Notes
1	Transaction Type	Y	1	Text	2	Must be '2' for employee type record	
2	Client ID	Y	8	Text		Is the client ID	
3	Employee SSN	Y	9	Text	XXXXXXXXX	Do not use dummy values such as 999999999 in place of blanks	
4	Employee ID	Y	50	Text	09857	Include leading zeros when applicable Must be unique	
5	Employee Type	Y	50	Text	F,V,S, or P	This represents the current employee classification: Full-time, Variable, Seasonal or Part-time. Reference value list if applicable	
6	Begin Date	Y	8	YYYYMMDD	19890203		
7	End Date	Y	8	YYYYMMDD	20170204	If applicable or can be blank	

## Union History (4 of 4)

Field	Name	Required	Length	Format	Example	Special Instructions	Notes
1	Transaction Type	Y	1	Text	L	Must be 'L' for union history record	
2	Client ID	Y	8	Text	98	Provided by UnifyHR during implementation	
3	Union Identifier	Y	9	Text	222, LOCAL 910	Include leading zeros when applicable Reference value list if applicable	
4	Employee SSN	Y	9	Text	XXXXXXXXX	Do not use dummy values such as 999999999 in place of blanks	
5	Employee ID	Y	50	Text	09857	Include leading zeros when applicable Must be unique	
6	Begin Date	Y	8	YYYYMMDD	20160218		
7	End Date	Y	8	YYYYMMDD	20180204	If applicable or can be blank	

## Employee Enrollment

### Content Description

- Employee enrollment data is used to fulfill 6055 reporting requirements.
- The file should include a row with enrollment begin and end dates per employee per enrollment range per plan year.
- DO NOT** include employees with waived coverage.
- Full files for ongoing process with date range of 6 months.
- Term by omission is not supported.
- Date range for initial data: **01/01/xxxx - Present**

Field	Name	Required	Length	Format	Example	Special Instructions	Notes
1	Transaction Type	Y	1	Text	T	Must be a 'T' for employee enrollment	
2	Client ID	Y	8	Text		Is the client ID	
3	Employee SSN	Y	9	Text	XXXXXXXXXX	Do not use dummy values such as 999999999 in place of blanks	
4	Employee ID	Y	50	Text	07864	Include leading zeros when applicable Must be unique	
5	Plan Year	Y	4	YYYY	2018		
6	Enrollment Begin Date	Y	8	YYYYMMDD	20180101		
7	Enrollment End Date	Y	8	YYYYMMDD	20180531	End date should be last day of coverage, not the first day of no coverage.	If active use the plan year end date
8	Enrollment Type	Y	1	Text	A	A = Active, C = Cobra, R = Retiree Reference value list if applicable	
9	Plan Name	Y	50	Text		Reference value list if applicable	

## Dependent Demographics and Enrollment

Content Description	
<ul style="list-style-type: none"> <li>▪ Dependent demographics data is used to fulfill 6055 reporting requirements.</li> <li>▪ Only required for dependents enrolled in self-funded plans.</li> <li>▪ Include enrolled dependents only.</li> <li>▪ Full files for ongoing process with date range of 6 months.</li> <li>▪ Date range for initial data: <b>01/01/xxxx - Present</b></li> </ul>	

Field	Name	Required	Length	Format	Example	Special Instructions	Notes
1	Transaction Type	Y	1	Text	N	Must be an 'N' for a dependent record	
2	Client ID	Y	8	Text		Is the client ID	
3	Employee SSN	Y	9	Text	XXXXXXXXXX	Do not use dummy values such as 999999999 in place of blanks	
4	Employee ID	Y	50	Text	09857	Include leading zeros when applicable Must be unique	
5	First Name	Y	50	Text			
6	Middle Name	N	50	Text			
7	Last Name	Y	50	Text			
8	Date of Birth	Y	8	YYYYMMDD	20031201		
9	Dependent SSN	Y	9	Text	XXXXXXXXXX	Do not use dummy values such as 999999999 in place of blanks	
10	Dependent ID	Y	20	Text	06475111	Unique identifier, can be dep's system ID	
11	Relation Seq. No.	N	10	Text	0004	Must not be reused by others in family	
12	Relationship	Y	1	Text	S	S = Spouse, C = Child, O = Other Reference value list if applicable	

Field	Name	Required	Length	Format	Example	Special Instructions	Notes
13	Plan Year	N	4	YYYY	2018	Not required if sending dependent separate enrollment file	
14	Enrollment Begin Date	N	8	YYYYMMDD	20180101	Not required if sending dependent separate enrollment file	
15	Enrollment End Date	N	8	YYYYMMDD	20180531	<ul style="list-style-type: none"> <li>Not required if sending dependent separate enrollment file</li> <li>End date should be last day of coverage, not the first day of no coverage.</li> </ul>	If active use plan year end date
16	Plan Name	N	50	Text		Not required if sending separate dependent enrollment file	

## Employee Eligibility

<ul style="list-style-type: none"> <li>The employee eligibility file is used to define the low cost plan offered to an employee.</li> <li>Full files for ongoing process with date range of 6 months.</li> <li>Date range for initial data: <b>01/01/xxxx - Present</b></li> </ul>	
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Field	Name	Required	Length	Format	Example	Special Instructions	Notes
1	Transaction Type	Y	1	Text	F	Must be an 'F' for employee eligibility	
2	Client ID	Y	8	Text		Is the client ID	
3	Employee SSN	Y	9	Text	XXXXXXXXXX	Do not use dummy values such as 999999999 in place of blanks	
4	Employee ID	Y	50	Text	07864	Include leading zeros when applicable Must be unique	
5	Plan Year	Y	4	YYYY	2018		
6	Eligibility Begin Date	Y	8	YYYYMMDD	20180101		
7	Eligibility End Date	Y	8	YYYYMMDD	20180531	Leave blank if no end date	
8	Waiting Period Begin Date	Y	8	YYYYMMDD	20171201		
9	Waiting Period End Date	Y	8	YYYYMMDD	20171231		
10	Plan Name	Y	50	Text		Low cost plan offered to employee Reference value list if applicable	

## Employee Rate of Pay

### Content Description

- The employee rate of pay file is used to calculate affordability throughout the reporting year.
- Often used for clients with a large variable population or those using the lookback method.
- Full files for ongoing process with date range of 6 months.
- Date range for initial data: **01/01/xxxx - Present**

Field	Name	Required	Length	Format	Example	Special Instructions	Notes
1	Transaction Type	Y	1	Text	R	Must be an 'R' for a rate of pay record	
2	Client ID	Y	8	Text		Is the client ID	
3	Employee SSN	Y	9	Text	XXXXXXXXX	Do not use dummy values such as 999999999 in place of blanks	
4	Employee ID	Y	50	Text	07864	Include leading zeros when applicable Must be unique	
5	Rate of Pay Begin Date	Y	8	YYYYMMDD	20170101		
6	Rate of Pay End Date	Y	8	YYYYMMDD	20170401		
7	Rate of Pay	Y	10	Decimal	1294.00	#####.## No leading or padded zeros	
8	Rate of Pay Type	Y	1	Text	1	1 = Annual Salary, 2 = Hourly Reference value list if applicable	



## Employee W-2

### Content Description

- The employee W-2 file is used to calculate affordability after year end.
- Full file for preceding calendar year.

Field	Name	Required	Length	Format	Example	Special Instructions	Notes
1	Transaction Type	Y	1	Text	W	Must be a 'W' for W-2 file record	
2	Client ID	Y	8	Text		Is the client ID	
3	Employee SSN	Y	9	Text	XXXXXXXXXX	Do not use dummy values such as 999999999 in place of blanks	
4	Employee ID	Y	50	Text	07864	Include leading zeros when applicable Must be unique	
5	W-2 Box 1 Amount	Y	10	Decimal	1294.00	#####.## No leading or padded zeros Aggregate of all W-2s in the ALE for a given employee	
6	Tax Year	Y	4	Text	2018		

## Affordability

### Content Description

- The affordability file is used to report on whether or not employees were offered affordable coverage for each month of eligibility.
- To be used if UnifyHR is NOT calculating affordability
- Full files for ongoing process with date range of 6 months.
- Date range for initial data: **01/01/xxxx – Present**

Field	Name	Required	Length	Format	Example	Special Instructions	Notes
1	Transaction Type	Y	1	Text	B	Must be a 'B' for an Affordability record	
2	Client ID	Y	8	Text	98	Provided by unifyHR during implementation	
3	Employee SSN	Y	9	Text	XXXXXXXXXX	Do not use dummy values such as 999999999 in place of blanks	
4	Employee ID	Y	50	Text	07864	Include leading zeros when applicable Must be unique	
5	Month Number	Y	2	Text	3	1 = January, 2 = February, 3 = March, etc. Reference value list if applicable	
6	Affordable Monthly Outcome	Y	1	Text	1	1 = Yes, 2 = No Reference value list if applicable	
9	Plan Year	Y	4	YYYY	2017		