



# UnifyHR Full Service File Specifications v3.0

Client Name

8/15/2019

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## Revision History

	Date	Author	Version	Description
1	4/7/2016	Dani Aboujaoude Michele Morrison	2.0	New full service specs
2	5/1/2016	Dani Aboujaoude	2.0	General information page 5, ZIP/RAR files are not supported.
3	4/30/2018	Dani Aboujaoude Adam Dolan	3.0	General technical updates and rebranding
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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: CLIENTNAME_EEDEM0_1_20160415.txt, CLIENTNAME_EEDEM0_2_20160411.txt, CLIENTNAME_VENDOR_DEPENROLLMENT_20160413.txt</p> <p>Test files must include TEST at the beginning of the file name. EX: TEST_CLIENTNAME_EEDEM0_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>To ensure accurate reporting the file schedule should be on the same frequency as your payroll schedule.</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, ZIP/RAR files, 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

- The Employee Demographics file serves as the baseline for all other ACA related data files.
- Include active employees and terminated employees that were employed at any time during the reporting year.
- Full files for ongoing process (include terminated employees for 6 months past termination date).
- No duplicates; one row per employee. Use most recent employee information.
- Date range for initial data: MM/DD/YYYY – Present

Field	Name	Required	Length for Fixed files	Format	Example	Special Instructions	Notes
1	Transaction Type	Y	1	Text	D	Must be a 'D' for employee demographic record	
2	Client ID	Y	8	Text	98	Provided by UnifyHR during implementation	
3	FEIN/Tax ID	Y	9	Text	ZZ-ZZZZZZZZ	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	XXXXXXXX	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	
11	Pay Schedule Indicator	Y	20	Text	WKLY_1, WKLY_2, WKLY_3, WKLY_4SMNTHLY, MNTHLY_1, MNTHLY_2	Provide specific pay schedule assigned to each employee. Reference value list if applicable	
12	Home Address 1	Y	50	Text			

Field	Name	Required	Length for Fixed files	Format	Example	Special Instructions	Notes
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>▪ Employment history consists of four distinct contents/files; employment history, ACA employment status history, FEIN history, and union history.</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 History 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>▪ The Union History file provides union history. Each unique union and employee combination should result in a distinct row.</li> <li>▪ Full files for ongoing process (include terminated employees for 6 months past termination date). Applies to all four files.</li> <li>▪ Date range for initial data: <i>MM/DD/YYYY</i> – Present (applies to all files)</li> </ul>	

### Employee History (1 of 4)

Field	Name	Required	Length for Fixed files	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	XXXXXXXX	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 History (2 of 4)

Field	Name	Required	Length for Fixed files	Format	Example	Special Instructions	Notes
1	Transaction Type	Y	1	Text	1	Must be '1' for FEIN history record	
2	Client ID	Y	8	Text	98	Provided by UnifyHR during implementation	
3	FEIN/Tax ID	Y	9	Text	ZZ-ZZZZZZZZ	Include leading zeros when applicable Reference value list if applicable	
4	Employee SSN	Y	9	Text	XXXXXXXX	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	

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

Field	Name	Required	Length for Fixed files	Format	Example	Special Instructions	Notes
1	Transaction Type	Y	1	Text	2	Must be '2' for employee status history record	
2	Client ID	Y	8	Text	98	Provided by UnifyHR during implementation	
3	Employee SSN	Y	9	Text	XXXXXXXX	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	20160218		
7	End Date	Y	8	YYYYMMDD	20180204	If applicable or can be blank	

## Union History (4 of 4)

Field	Name	Required	Length for Fixed files	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	XXXXXXXX	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 Accrual – Service Hours

### Content Description

- Employee accrual data is used to determine the stability outcome (FT/PT) of a defined measurement period for an employee according to ACA guidelines.
- Hours are tracked from pay date to pay date. They do not have to be submitted daily.
- There should be a row per pay period for each employee.
- The total hours field should incorporate all service hours, including but not limited to regular pay, on-call pay, overtime, sick time, vacation time, jury duty and STD, etc. The combination of these hours should be aggregated in a single field and row.
- A historical accrual file will be required with data from the beginning of the first measurement period. This file should include a row per pay period per employee instead of an aggregate of hours accrued over that period of time.
- Date range for initial data: *MM/DD/YYYY* – Present

Field	Name	Required	Length for Fixed files	Format	Example	Special Instructions	Notes
1	Transaction Type	Y	1	Text	A	Must be an 'A' for an accrual record	
2	Client ID	Y	8	Text	98	Provided by UnifyHR during implementation	
3	Employee SSN	Y	9	Text	XXXXXXXX	Do not use dummy values such as 999999999 in place of blanks	
4	Employee ID	Y	50	Text	064532	Include leading zeros when applicable Must be unique	
5	Pay Period Begin Date	Y	8	YYYYMMDD	20180106		
6	Pay Period End Date	Y	8	YYYYMMDD	20180119		
7	Hours	Y	6	Decimal	80.00	###.##	

## Employee Accrual – Unpaid Leave

### Content Description

- Employee unpaid leave hours are used to determine the employee’s average hours of service by excluding any periods of special unpaid leave during the measurement period.
- This file is not required when using the monthly measurement method.
- Full files for ongoing process with date range of 6 months.
- Date range for initial data: *MM/DD/YYYY* – Present

Field	Name	Required	Length for Fixed files	Format	Example	Special Instructions	Notes
1	Transaction Type	Y	1	Text	U	Must be a 'U' for an unpaid leave 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	064532	Include leading zeros when applicable Must be unique	
5	Leave Begin Date	Y	8	YYYYMMDD	20180102		
6	Leave End Date	Y	8	YYYYMMDD	20180410	Should remain blank until an end date is available	

## Employee Enrollment

### Content Description

- Employee enrollment data is used to fulfill 6055/6056 reporting requirements.
- Full files for ongoing process to include covered employees for current plan year.
- Include employees enrolled for at least one day during the current plan year. **DO NOT** include employees who waived coverage for the year.
- Termed employees should be included through the end of the plan year with a coverage termination date.
- Term by omission is not supported.**
- Date range for initial data: *MM/DD/YYYY* – Present

Field	Name	Required	Length for Fixed files	Format	Example	Special Instructions	Notes
1	Transaction Type	Y	1	Text	T	Must be 'T' for employee enrollment 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	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	No placeholder dates End date should be last day of coverage, not the first day of no coverage.	
8	Enrollment Type	Y	1	Text	A	A = Active, C = Cobra, R = Retiree Reference value list if applicable	
9	Plan Name	N	50	Text	MED PPO, HMO PLUS, GOLD HLTH	Reference value list if applicable	Only require if client offeres both self-funded and fully-insured plans

## Dependent Demographics and Enrollment

Content Description	
<ul style="list-style-type: none"> <li>▪ Dependent demographics and enrollment data are used to fulfill 6055 reporting requirements.</li> <li>▪ Only required for dependents enrolled in self-funded plans.</li> <li>▪ Full files for ongoing process to include covered dependents for current plan year.</li> <li>▪ Include dependents enrolled for at least one day during the current plan year. <b>DO NOT</b> include dependents who waived coverage for the year.</li> <li>▪ Termed dependents should be included through the end of the plan year with a coverage termination date.</li> <li>▪ Term by omission is not supported.</li> <li>▪ Date range for initial data: <i>MM/DD/YYYY</i> – Present</li> </ul>	

Field	Name	Required	Length for Fixed files	Format	Example	Special Instructions	Notes
1	Transaction Type	Y	1	Text	N	Must be 'N' for dependent record	
2	Client ID	Y	8	Text	98	Provided by UnifyHR during implementation	
3	Employee SSN	Y	9	Text	XXXXXXXX	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	007654566	Do not use dummy values such as 999999999 in place of blanks Required if available	
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	

Field	Name	Required	Length for Fixed files	Format	Example	Special Instructions	Notes
12	Relationship	Y	1	Text	S	S = Spouse, C = Child, O = Other Reference value list if applicable	
13	Plan Year	N	4	YYYY	2018		
14	Enrollment Begin Date	N	8	YYYYMMDD	20180101		
15	Enrollment End Date	N	8	YYYYMMDD	20180531	No age out end dates (send as blank instead)	
16	Plan Name	N	50	Text	MED PPO, HMO PLUS, GOLD HLTH	Reference value list if applicable	



## Employee Eligibility

### Content Description

- The employee eligibility file is used to determine offeres of coverage for the current tax year.
- Full files for ongoing process to include enrollment eligible employees for current plan year.
- Date range for initial data: *MM/DD/YYYY* – Present

Field	Name	Required	Length for Fixed files	Format	Example	Special Instructions	Notes
1	Transaction Type	Y	1	Text	F	Must be 'F' for employee eligibility record	
2	Client ID	Y	8	Text	98	Provided by unifyHR during implementation	
3	Employee SSN	Y	9	Text	XXXXXXXX	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	2016		
6	Eligibility Begin Date	Y	8	YYYYMMDD	20180101		
7	Eligibility End Date	Y	8	YYYYMMDD	20181231	Leave blank if no end date	
8	Waiting Period Begin Date	Y	8	YYYYMMDD	20171201		Generally the employee date of hire
9	Waiting Period End Date	Y	8	YYYYMMDD	20171231		Should be -1 less than eligibility start date

## 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: *MM/DD/YYYY* – Present

Field	Name	Required	Length for Fixed files	Format	Example	Special Instructions	Notes
1	Transaction Type	Y	1	Text	R	Must be 'R' for rate of pay record	
2	Client ID	Y	8	Text	98	Provided by unifyHR during implementation	
3	Employee SSN	Y	9	Text	XXXXXXXX	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	20180101		
6	Rate of Pay End Date	Y	8	YYYYMMDD	20180131		
7	Rate of Pay	Y	10	Decimal	51294.00	#####.## 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 for Fixed files	Format	Example	Special Instructions	Notes
1	Transaction Type	Y	1	Text	W	Must be 'W' for employee W-2 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	07864	Include leading zeros when applicable Must be unique	
5	W-2 Box 1 Amount	Y	10	Decimal	51294.00	#####.## 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: *MM/DD/YYYY* – Present

Field	Name	Required	Length for Fixed files	Format	Example	Special Instructions	Notes
1	Transaction Type	Y	1	Text	B	Must be 'B' for Affordability 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	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	2018		