



ADP Health Compliance

Payroll Import File Specification

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Table of Contents

Overview3

Payroll Interface3

Initial File3

Sort Order.....4

FEIN4

Frequency of Data.....4

Correcting Hours4

File Naming Convention5

Fields Included on the Interface6

Employee Identifiers.....6

Indicative Employment Data.....7

Employment Hours Data9

Employment Wage Data10

Employment W2 Data11

Employment Data Match12

Footer Record (optional)13

Appendix14

Sample Data.....14

Document Revisions15

Overview

The Employer Shared Responsibility regulations under Internal Revenue Code Section 4980H define a full-time employee as an employee who has at least 30 Hours of Service per week.

An Hour of Service is each hour for which an employee is paid, or entitled to payment, for the performance of duties for the employer, and each hour for which an employee is paid, or entitled to payment for a period of time during which no duties are performed due to vacation, holiday, illness, incapacity (including disability), layoff, jury duty, military leave or leave of absence.

ADP Health Compliance calculates Hours of Service and determines the ACA full-time or part-time status of employees based on the data your organization has determined should be included for the ACA average hours calculation and has been provided to ADP. **This document provides the specifications and information necessary for successfully loading hours data into ADP Health Compliance.**

Payroll Interface

Initial File

Historical hours data is required to support the ACA average hours calculation. The initial file is only required one-time.

ADP Health Compliance will require payroll/hours data for all employees back to the first ongoing Measurement Period the client is processing within ADP Health Compliance. Historical data requirements can vary based on client set up. Please discuss with your Implementation Specialist.

Ongoing Files

In addition to providing historical hours data during the implementation process, ADP requires that we receive hours data based on accrual periods, typically tied to payroll activity. These files are required so that ACA eligibility calculations can be performed on an ongoing basis.

Payroll Import File Specification

Sort Order

All employee records for the same pay period need to be grouped together in the file. If sending multiple files, all records for the same employee for the same pay period need to be in one file. Files should be sorted as follows: id used for employee match, company code, FEIN, payroll start date, payroll end date, payroll number, payroll batch id, payroll year, payroll week. Failure to group the records for an employee by pay period may result in hours not being included in the calculation.

FEIN

Hours are required to be reported under the FEIN in which they are accrued. If an employee accrues hours under multiple FEIN's that employee must have separate records for each FEIN.

Frequency of Data

In order to perform accurate ACA eligibility calculations, it is important that the ADP Health Compliance system have timely relevant data. It is preferred that hours data is provided on the same schedule as payroll processing.

Correcting Hours

Hours can be corrected by providing an updated file containing a new record or set of records with all hours worked for the employee during a pay period/date range. This update will overwrite the previously received data, as long as the elements below are identical to the original file:

- Id used for employee match during processing
- Company code
- FEIN
- Payroll start date
- Payroll end date
- Payroll number
- Payroll batch id
- Payroll year
- Payroll week

Payroll Import File Specification

Please Note:

Removing an employee and re-transmitting does not zero out the hours for that employee. To zero out hours, you must send the employee record with total hours equal to zero and matching the above criteria.

The correction process cannot be used to correct any of the matching criteria listed above. If one of the matching criteria fields needs to be updated, the client will need to contact their assigned Implementation Specialist or Account Manager.

File Naming Convention

Please reference the SDG transmission summary document provided by the ADP Implementation Specialist.

Fields Included on the Interface

Below are the fields that need to be provided on the interface for hours of service. The format of the file is pipe delimited (|). The delimiter is required for the field even if the value is null or not provided. The field values cannot contain the piping symbols because the (|) is the delimiter.

| Field Number | Element | Notes | Req? | Length* | Example |
|----------------------|------------------|---|------|---------|------------------|
| Employee Identifiers | | | | | |
| 1. | Organization OID | The 16 character company GUID assigned by ADP. | Y | 16 | 2FA6CFC739A34284 |
| 2. | Client Id | The NetSecure ID assigned by ADP. | N | 16 | COMPABC |
| 3. | Future Use | Do Not Value | | | |
| 4. | Employee ID | <p>The Employee ID assigned to the employee by the client system of record.</p> <p>If this field is going to be used to “match” records, the value on this file MUST match the Employee ID passed on the HR Import.</p> | Y | 16 | 114781 |
| 5. | File Number | For display purposes only in ADP Health Compliance. | N | 16 | |
| 6. | Company Code | <p>Use to distinguish groups within your employee population.</p> <p>It is not a required field and not used in calculations, but can be useful for reporting purposes. The field is typically valued with something that defines a grouping within a corporation that is meaningful to a client.</p> | N | 10 | |

Payroll Import File Specification

| Field Number | Element | Notes | Req? | Length* | Example |
|----------------------------|------------------------|--|------|---------|--|
| 7. | Social Security Number | The social security number of the employee. | Y | 11 | Format: XXXXXXXXXX (preferred) Or XXX-XX-XXXX |
| 8. | Employee First Name | | Y | 50 | Benedict |
| 9. | Employee Middle Name | | N | 50 | Timothy |
| 10. | Employee Last Name | | Y | 50 | Cumberbatch |
| 11. | Future Use | Do Not Value | | | |
| 12. | Future Use | Do Not Value | | | |
| 13. | Future Use | Do Not Value | | | |
| Indicative Employment Data | | | | | |
| 14. | Employment Status | Recommended Values: A = Active T = Terminated L = Leave D = Deceased R = Retired If unable to map to these ADP values in the interface, clients can pass their system values and map to these values within ADP Health Compliance. | N | 1 | |
| 15. | Future Use | Do Not Value | | | |
| 16. | Future Use | Do Not Value | | | |
| 17. | Service Center | Do Not Value Internal use only | N | | |
| 18. | Future Use | | | | |

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Payroll Import File Specification

| Field Number | Element | Notes | Req? | Length* | Example |
|--------------|---|---|------|---------|---|
| 19. | Pay Type | Recommended Values: S = Salaried H = Hourly Other values are accepted and will need to be mapped within ADP Health Compliance. | Y | 1 | |
| 20. | Location Code | | N | 10 | |
| 21. | Future Use | Do Not Value | | | |
| 22. | Future Use | Do Not Value | | | |
| 23. | Future Use | Do Not Value | | | |
| 24. | Future Use | Do Not Value | | | |
| 25. | Future Use | Do Not Value | | | |
| 26. | Federal Employer Identification Number (FEIN) | Field drives Form 1095-C generation. Report the FEIN that applies to the hours accumulated during the date range being reported. If an employee works in multiple FEIN's during the pay period/date range this would require separate records for an employee within each FEIN. | Y | 10 | Format: XXXXXXXXXX (preferred) Or XX-XXXXXXX |
| 27. | Future Use | Do Not Value | | | |
| 28. | Future Use | Do Not Value | | | |
| 29. | Future Use | Do Not Value | | | |

Payroll Import File Specification

| Field Number | Element | Notes | Req? | Length* | Example |
|------------------------------|------------------------|--|------|---------|--|
| Employment Hours Data | | | | | |
| 30. | Pay Period Begin Date* | <p>The pay period provided must be passed for the period of time the hours were accrued. Dates must be aligned to the accrual period.</p> <p>Historical pay periods cannot be sent in one segment which spans more than the standard pay period.</p> | Y | 10 | <p>Format: MM/DD/CCYY</p> <p>Example: 06/13/2018</p> |
| 31. | Pay Period End Date* | Please refer to notes in Field 30 – Pay Period Begin Date. | Y | 10 | <p>Format: MM/DD/CCYY</p> <p>Example: 06/19/2018</p> |
| 32. | Frequency | <p>Valid Values:</p> <p>W = Weekly</p> <p>B = Bi-weekly</p> <p>S = Semi-monthly</p> <p>M = Monthly</p> <p>D = Daily</p> <p>A = Annual</p> <p>Q = Quarterly</p> | Y | 1 | W |
| 33. | Hours Code | <p>This is used to identify the type of hours on this record.</p> <p>Recommended that this value be provided.</p> <p>Only send hours that should be included in the ACA Average Hours calculation.</p> | N | 10 | RG |

Payroll Import File Specification

| Field Number | Element | Notes | Req? | Length* | Example |
|--|----------------------------|---|------|---------|--|
| 34. | Total Hours | <p>May be negative value. If negative, precede value with minus sign.</p> <p>If no hours are being passed, it needs to be zero. This value cannot be blank.</p> <p>It cannot have preceding zeros, for example, 00001.00.</p> <p>ONLY include hours which should be part of the calculation of average hours.</p> | Y | 8 | <p>Format: XXXX.XX -XXXX.XX</p> <p>Examples: 40.00 0.00 -40.00</p> |
| <p>Employment Wage Data</p> <p>If wage information is being sent on the HR Import file, the information is not required on this file</p> <ul style="list-style-type: none"> For any clients who utilize ADP AutoPay for payroll, the wage information must be sent on the HR import. Recommended: Both Hourly Wage Rate and Annual Salary should be sent for each employee. | | | | | |
| 35. | Hourly Rate | <p>Required if wage information is setup to be imported from the HR interface AND if pay type is “H” (or is mapped to “H”).</p> <p>Values less than 1.00 should only have one leading zero to the left of the decimal.</p> <p>This is the hourly base wage rate. It should not include bonus, overtime, etc.</p> <p>If both hourly wage and salary are provided for an employee, system will use the Pay Type to determine which field will be used in the Rate of Pay Safe Harbor calculation.</p> | CR | 14 | <p>Format: XXXXXXXXXX.XX</p> <p>Examples: 0.00 12.50</p> |
| 36. | Hourly Rate Effective Date | <p>The effective date for the Hourly Wage Rate.</p> <p>Required if hourly Wage Rate is provided.</p> | CR | 10 | Format: MM/DD/CCYY |

Payroll Import File Specification

| Field Number | Element | Notes | Req? | Length* | Example |
|--------------------|---------------------------|--|----------------------|---------|---|
| 37. | Annual Salary | <p>Required if wage information is setup to be imported from the HR interface AND if pay type is “S” (or is mapped to “S”).</p> <p>This is the annual salary base rate.</p> <p>If both hourly wage and salary are provided for an employee, system will use the Pay Type to determine which field will be used in the Rate of Pay Safe Harbor calculation.</p> | CR | 12 | <p>Format: XXXXXXXXXX.XX</p> <p>Examples: 0.00 50000.00</p> |
| 38. | Salary Effective Date | <p>The effective date for the Annual Salary.</p> <p>Required if Annual Salary is provided.</p> | CR | 10 | Format: MM/DD/CCYY |
| Employment W2 Data | | | | | |
| 39. | Prior Year | <p>Calendar Year for Prior Year Box 1 W2 Wages</p> <p>This value is the year prior to the year reflected in the pay period end date.</p> <p>Calendar Year associated with the W2 wages provided in following field (Prior Year Box 1 W2 Wages).</p> | Y for W2 Safe Harbor | 4 | <p>Format: YYYY</p> <p>Example: 2017</p> |
| 40. | Prior Year Box 1 W2 Wages | <p>Values less than 1.0 should only have one leading zero to the left of the decimal.</p> <p>Finalized W2 wages from the prior year.</p> <p>Ensure that Prior Year W2 information is provided before the final date for 1095-C processing.</p> <p>Value is being utilized for the W2 Safe Harbor calculation.</p> | Y for W2 Safe Harbor | 12 | <p>Format: XXXXXXXXXX.XX</p> <p>Example: 0.00 50000.00</p> |

Payroll Import File Specification

| Field Number | Element | Notes | Req? | Length* | Example |
|---|----------------------------|--|----------------------|---------|--|
| 41. | Current YTD Box 1 W2 Wages | <p>Values less than 1.0 should only have one leading zero to the left of the decimal.</p> <p>For the historical file, this value should be the YTD value as of the date passed in the Pay Period End Date field.</p> <p>If Prior Year Box 1 W2 Wages Field is not valued, then this field will be utilized for the W2 Safe Harbor calculation.</p> | Y for W2 Safe Harbor | 12 | <p>Format: XXXXXXXXXX.XX</p> <p>Example: 0.00 50000.00</p> |
| <p>Employment Data Match</p> <p>* Value is used as matching criteria by the system to determine if “hours” will be added to or overwritten. For fields which are optional, a null value is considered a match.</p> | | | | | |
| 42. | Payroll Number* | May be used as Payroll Identifier. | N | 30 | 1 |
| 43. | Payroll Batch Number* | May be used as Payroll Identifier. | N | 30 | 4036 |
| 44. | Payroll Year* | May be used as Payroll Identifier. | N | 4 | 2018 |
| 45. | Payroll Week* | May be used as Payroll Identifier. | N | 2 | 24 |

Payroll Import File Specification

Footer Record (optional)

The Footer record appears at the end of the file and is indicated by FOOT in the first field position of the row.

| Field Position | Element | Notes | Req? | Length* | Example |
|----------------|--------------------|---|------|---------|-----------------|
| 1. | Footer | Constant "FOOT" | N | 10 | FOOT |
| 2. | Record Count | Total records in the file (excluding the footer) | N | 6 | F |
| 3. | Source Information | Suggestions for use: <ul style="list-style-type: none">• Source System• Source System Version• Version of Interface Program• Database (prod or test)• Operator (who ran the export)• Export Date | N | 250 | PeopleSoft v4.0 |
| 4. | File Type | Suggestions for use: <ul style="list-style-type: none">• O – Ongoing File• H – Historical | N | 1 | O |

Appendix

Sample Data

1234567890123456|||123456|||XXXXXXXXXX|NED||STARK|||A||||S|||||999999999|||06/13/2018|06/19/2018|W||40|||100000.00|01/01/2018|2017|90000.00|50000.00|||2018|24
1234567890123456|||123456|||XXXXXXXXXX|JON||SNOW|||A||||H|||||999999999|||06/13/2018|06/19/2018|W||40||75.00|01/01/2018|||2017|75000.00|72000.00|||2018|24
FOOT|2|WINTERFELL V5|F

Document Revisions

| Version | Date | Author | Description |
|---------|------------|------------|---|
| 4.0 | 6/15/2018 | J. Johnson | Updated document format. Incorporated the contents of the Companion Document into this specification Updated Example dates. |
| 3.2 | 2/12/2018 | J. Johnson | AOID (Internal ADP ID) removed |
| 3.2 | 04/10/2017 | J. Johnson | Employment Status: change from Required to Optional |
| 3.0 | 06/13/2016 | L. Wilgus | Added: Sort order requirements Added: Multiple FEIN information Added: Information on data correction Changed field information <ul style="list-style-type: none">- COID is now required- Client Id – not required, suggested to leave unvalued- AOID – leave unvalued- Company code – conditionally required- SSN preferred format update, change to Required instead of optional- Employment status – changed to optional- Pay Type – required- Fields changed to “future use” status. Value no longer required, should not be valued going forward. No changed needed at this point if valued.<ul style="list-style-type: none">o Fields 11,12, 13, 15, 16,17, 18, 21, 22, 23, 24, 25, 27, 28, 29- FEIN (field 26) – REQUIRED- Hours code (field 33) – update to requirement definition- Total hours (field 34) – format clarification- Field 35 – 41 (wage rate/W2 data) – requirements clarified- Payroll batch number (field 43) – requirements clarified (IMPORTANT... PLEASE READ)- Header records (field names as column headers now permissible)- Footer record added |

Payroll Import File Specification

| | | | |
|------|------------|------------|---|
| 2.52 | 10/31/2015 | J. Cobbett | <p>The maximum field length value for the following six fields was modified from 50 characters to 10.</p> <ul style="list-style-type: none">• Location Code (Field #20)• Union Code (Field #22)• Pay Group (Field #24)• Home Department (Field #25)• Branch (Field #27)• Hours Code (Field #33)• Added Test File Naming Convention. |
| 2.51 | 09/16/2015 | C. Murphy | <p>Updated COID to Organization OID (COID) and its note Added Client Identifier note Updated AOID to Associate OID (AOID) and its note Added Employee Identifier note Updated Company Code to a Required if field Updated SSN to a Required field Updated Date of Hire note Updated Status to Employment Status and its note, added valid value 'R' = Retired Added Status Effective Date note Updated Work State Code to Primary Work State Code and its note Updated FT/PT Indicator to HR Status (FT/PT Indicator) Updated Hours Code to a Required if field and its field length Updated Annual Salary note Updated Calendar Year for End of Year Box 1 W2 Wages, End of Year Box 1 W2 Wages, and Current YTD Box 1 W2 Wages to Required for W2 Safe Harbor fields Updated File Naming Conventions and added examples</p> |
| 2.3 | 05/06/2015 | C. Murphy | No Changes |
| 2.2 | 02/06/2015 | C. Murphy | Initial Document |