INFINIUM ADP ACA INTERFACE SCHEDULING GUIDE
UPDATED 04-21-2017

Client Integration Services
ADP ACA Infinium Interface Scheduling Guide

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Overview

This document is used to assist Infinium ERP Health Compliance clients with running and scheduling their ACA Interfaces.

Initialization

Parameters may be blanked out depending on your installation. Consult with your Infinium Team on the appropriate values for your parameters.

ADP ACA Interface Scheduling

File	Frequency	Ongoing Files	Day Processed	Transmission Time (On the Day Prior to the Processing Day)
HR	Daily	Full (Current Records + All Changes Since Last Interface Run for all Active, Leave, or Recently Terminated Employees)	Monday-Sunday	Before 8 pm ET
LOA	Weekly	Full	Wednesday	Before 8 pm ET
Payroll (AutoPay)	Weekly	Total hours recorded for all employees since last payroll transmission	Friday	Before 8 pm ET
Payroll (ERP/3rd Party/GlobalView /ProBusiness)	Weekly	Total hours recorded for all employees since last payroll transmission	Thursday	Before 8 pm ET
Benefit Import	Monthly	Full	2nd Monday of each month	Before 8 pm ET
Non-Employee (Cobra)	Monthly	Full	2nd Monday of each month	Before 8pm ET
Multi-Employer (Unions)	Monthly	Full	2nd Monday of each month	Before 8pm ET

ADP ACA Site Parameters Set Up

For the Infinium Interface Extract files concurrent requests, you must first set up the Site Parameters in the Maintain Site Parameters screen. There are specific Site Parameters that are required to be set up for the Benefits Extract file. These are the Plan Year Start and the Plan Year End on the 3rd Site Parameters set up screen.

Enter the required information on the first screen of the Maintain Site Parameters screens. Enter the Site ID, Site Name, COID, Use AM Print Ctls, Job Description Name, Historical Date, First ACA Period Date, etc. These fields are further defined in the ACA Health Compliance User Guide. This will set your Site Parameters that are required as a foundation for other screens in the Interface.

Press enter to update the file and to go to the next screen.

Screen 1 of Maintain Site Parameters

```
10/17/16 01:14:37      ADP Health Compliance Interface     ADHCM10D   HCM10DS1
                         Maintain Site Parameters          Library: ADPTAX


   Site ID..............: ABC             Site Name: _____
   Use AM Print Ctls....: _ (Y/N)         Job Description Name.: _____
   COID.................: ABC_____
   NetSecure ID.........: _____
   Historical Date..............: 10/01/2014 (MM DD YYYY)
   First ACA Period.............: _____ (MM DD YYYY)
   Payroll Extract..............: _ (Y/N)
   HR Extract...................: _ (Y/N)
   Leave Extract................: _ (Y/N)
   Benefit Extract..............: _ (Y/N)
   Non-Employee Extract.........: _ (Y/N)
   Payroll File - Home Dept.....: _____ (Blank or LVL1 - LVL4)
                  Branch........: _____ (Blank or LVL1 - LVL4)
                  Cost Number...: _____ (Blank or LVL1 - LVL4)
   HR File - Organization Code 1..: _____ (Blank or LVL1 - LVL4)
             Organization Code 2..: _____ (Blank or LVL1 - LVL4)
             Organization Code 3..: _____ (Blank or LVL1 - LVL4)
             Organization Code 4..: _____ (Blank or LVL1 - LVL4)

   F3=Exit without update                        ENTER=Update file
```

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Press enter to go to the second screen of Maintain Site Parameters. This section is where you specify the Directory Path where the Extract files will be stored and the file naming conventions. Only fill in the file names for the extract types that you will be running. Clear out the file names of the extracts that are not required. For example, if you will be running the Payroll, HR, and LOA extracts only, leave the file names for Payroll, HR and LOA on the screen, and blank out the 2 lines containing the Benefit file name and the Non-Employee file name. Press enter to update the file and to go to the next screen.

Screen 2 of Maintain Site Parameters

```
TCI
File  Edit  View  Tools  Help
      Clear  Erase  Attn  Sysreq  Help

11/12/15  15:23:41                                  ADHCM10D    HCM10DS2
                                                    Library: ADPTAX



Path.....................:
 /testpath

Payroll File Name.........:                         Delimiter..: |
 <COID>_<NETSECUREID>_PayrollData_YYYYMMDD_HHMMSS.csv
HR File Name..............:
 <COID>_<NETSECUREID>_HRData_YYYYMMDD_HHMMSS.xml
Leave File Name...........:                          Delimiter..: ,
 <COID>_<NETSECUREID>_LOA_YYYYMMDD_HHMMSS.csv
Benefit File Name.........:
 <COID>_<NETSECUREID>_BenefitsImport_YYYYMMDD_HHMMSS.xml
Non-Employee File Name....:                          Delimiter..: |
 <COID>_<NETSECUREID>_NonEE_YYYYMMDD_HHMMSS.txt




F3=Exit without update                               ENTER=Update file
            Online                    15,71
```

INFINIUM HEALTH COMPLIANCE INTERFACE SCHEDULING GUIDE

The third screen of Maintain Site Parameters will appear. This section provides the application with the date range of your Benefit Plans Process year. Fill in the Benefit Plans Process year using Plan Year Start date and Plan Year End date. This will ensure that the extract will pull from the proper Benefits Plan Year when the extract is run or scheduled to run automatically. The other parameters on this page are explained in the User Guide.

Screen 3 of Maintain Site Parameters

```
10/17/16 01:15:20        ADP Health Compliance Interface      ADHCM10D    HCM10DS3
                          Maintain Site Parameters           Library: ADPTAX

   Plan Year Start ...............:              (MM DD YYYY)
   Plan Year End .................:              (MM DD YYYY)
   Use Home Tax Company for FEIN .: _   (Y/N)
   Use Adjusted Date of Hire .....: _   (Y/N)
   Benefit Cost from Deductions ..: _   (Y/N)
   Get JBRate for Payroll ........: _   (Y/N)













   F3=Exit without update                                ENTER=Update file
```

ADP ACA Extract Manual Run Process

ADP ACA Benefits Interface Extract File

Once the Site Parameters have been set, the Benefits extract file can be run. Go to the Extract Date Selection Screen and fill in the required parameters. The Directory Path and File Name should already be filled in based on the Site Parameters that were previously set up. The same screen is used to run all of the Extract files. Please leave the file names for the extracts that you wish to run and blank out the file names of the extracts that you are not running. Enter the Employer or leave the Employer field 'blank' to process all Employers. Enter the Date Begin and Date End according to your schedule. Enter 'T' for Test or 'P' for Production. If the Benefits year crosses years, you must enter the Plan Year on the screen after the Benefits file name. Press Enter to submit your job to process.

** Before sending the files you will need to contact your Account Manager to notify them of the file names. If you are running Test files, enter the word 'TEST_' in front of each of the file names.

```
   7/07/16 10:32:15      ADP Health Compliance Interface      ADHCP10D   HCP10DS1
                              Extract Date Selection

  Employer....................: ZU9    - OR - Emp. Group...:  _____
  Date begin..................: _____ (MMDDCCYY)
  Date end....................: _____ (MMDDCCYY)
  Mode........................: I (P=Production-Track History)
                                  (T=Test-Consider Hist; I=Test-Ignore History)


  Batch Run ID ...............: _____
  Path:
   /testpath
  Payroll File Name:                          Reporting Group:   ADP
   3838383 1234567890123 PayrollData 20160707 103215.csv
  HR File Name:
   3838383 1234567890123 HRData 20160707 103215.xml
  Leave File Name:
   3838383 1234567890123 LOA 20160707 103215.csv
  Benefit File Name:                          Plan Year......:   2015
   3838383 1234567890123 BenefitsImport 20160707 103215.xml
  Non-Employee File Name:
   3838383 1234567890123 NonEE 20160707 103215.txt
  F3=Exit without update                              ENTER=Submit job

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```

ADP ACA HR Interface Extract File

ADP recommends that HR be processed on a Daily Basis to capture daily changes. The Extract will capture all current plus any new records between Date Begin and Date End that have not been processed in previous extracts.

Go to the Extract Date Selection Screen and fill in the required parameters. The Directory Path and File Name should already be filled in based on the Site Parameters that were previously set up. The same screen is used to run all of the Extract files. Please leave the file names for the extracts that you wish to run and blank out the file names of the extracts that you are not running. Enter the Employer or leave the Employer field 'blank' to process all Employers. Enter the Date Begin and Date End according to your schedule. Enter 'T' for Test or 'P' for Production. Press Enter to submit your job to process.

** Before sending the files you will need to contact your Account Manager to notify them of the file names. If you are running Test files, enter the word 'TEST_' in front of each of the file names.

```
 7/07/16 10:32:15      ADP Health Compliance Interface     ADHCP10D   HCP10DS1
                           Extract Date Selection

Employer...................: ZU9    - OR - Emp. Group...:  _____
Date begin.................: _____ (MMDDCCYY)
Date end...................: _____ (MMDDCCYY)
Mode.......................: I (P=Production-Track History)
                              (T=Test-Consider Hist; I=Test-Ignore History)

Batch Run ID ..............: _____
Path:
 /testpath_____
Payroll File Name:                          Reporting Group:  ADP__
 3838383 1234567890123 PayrollData 20160707 103215.csv_____
HR File Name:
 3838383 1234567890123 HRData 20160707 103215.xml_____
Leave File Name:
 3838383 1234567890123 LOA 20160707 103215.csv_____
Benefit File Name:                          Plan Year......:  2015
 3838383 1234567890123 BenefitsImport 20160707 103215.xml_____
Non-Employee File Name:
 3838383 1234567890123 NonEE 20160707 103215.txt_____
F3=Exit without update                            ENTER=Submit job

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```

ADP ACA LOA Interface Extract File

When running the LOA Interface, we want to capture any new leave of absence records. The Extract will capture all current plus any new records between Date Begin and Date End that have not been processed in previous extracts.

Go to the Extract Date Selection Screen and fill in the required parameters. The Directory Path and File Name should already be filled in based on the Site Parameters that were previously set up.   The same screen is used to run all of the Extract files. Please leave the file names for the extracts that you wish to run and blank out the file names of the extracts that you are not running. Enter the Employer or leave the Employer field 'blank' to process all Employers. Enter the Date Begin and Date End according to your schedule. Enter 'T' for Test or 'P' for Production. Press Enter to submit your job to process.

** Before sending the files you will need to contact your Account Manager to notify them of the file names. If you are running Test files, enter the word 'TEST_' in front of each of the file names.


```
 7/07/16 10:32:15      ADP Health Compliance Interface    ADHCP10D   HCP10DS1
                               Extract Date Selection

 Employer...................: ZU9    - OR - Emp. Group...:  _____
 Date begin.................: _____  (MMDDCCYY)
 Date end...................: _____  (MMDDCCYY)
 Mode.......................: I (P=Production-Track History)
                               (T=Test-Consider Hist; I=Test-Ignore History)


 Batch Run ID ..............: _____
 Path:
  /testpath
 Payroll File Name:                      Reporting Group:   ADP
  3838383_1234567890123_PayrollData_20160707_103215.csv
 HR File Name:
  3838383_1234567890123_HRData_20160707_103215.xml
 Leave File Name:
  3838383_1234567890123_LOA_20160707_103215.csv
 Benefit File Name:                      Plan Year......:   2015
  3838383_1234567890123_BenefitsImport_20160707_103215.xml
 Non-Employee File Name:
  3838383_1234567890123_NonEE_20160707_103215.txt
 F3=Exit without update                            ENTER=Submit job

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```

ADP ACA Payroll Interface Extract File

The ACA Interface will pick up only checks that exist between the Date Begin and Date End. The Payroll Interface is built to generate a pipe-delimited file to process in validation.

Example:
- Payroll File is run on the check date for the week. Functional user will decide which Date Begin and Date End to use to run the extract. Manual checks or off cycle checks must have a check date between the Date Begin and Date End to be included.
- Available pay checks that were processed on a check date that exists between the Date Begin and Date End are picked up on the Extract file.

Go to the Extract Date Selection Screen and fill in the required parameters. The Directory Path and File Name should already be filled in based on the Site Parameters that were previously set up. The same screen is used to run all of the Extract files. Please leave the file names for the extracts that you wish to run and blank out the file names of the extracts that you are not running. For the Payroll Extract file, you will need to enter the Infinium Reporting Group Code that was created during Implementation if it is not already filled in the screen. Enter the Employer or leave the Employer field 'blank' to process all Employers. Enter the Date Begin and Date End according to your schedule. Enter 'T' for Test or 'P' for Production. Press Enter to submit your job to process.

** Before sending the files you will need to contact your Account Manager to notify them of the file names. If you are running Test files, enter the word 'TEST_' in front of each of the file names.

```
 7/07/16 10:32:15      ADP Health Compliance Interface     ADHCP10D   HCP10DS1
                           Extract Date Selection

 Employer...................: ZU9     - OR - Emp. Group...:  _____
 Date begin.................: _____  (MMDDCCYY)
 Date end...................: _____  (MMDDCCYY)
 Mode.......................: I (P=Production-Track History)
                               (T=Test-Consider Hist; I=Test-Ignore History)

 Batch Run ID ..............: _
 Path:
  /testpath
 Payroll File Name:                        Reporting Group:  ADP__
  3838383_1234567890123_PayrollData_20160707_103215.csv
 HR File Name:
  3838383_1234567890123_HRData_20160707_103215.xml
 Leave File Name:
  3838383_1234567890123_LOA_20160707_103215.csv
 Benefit File Name:                        Plan Year......:  2015
  3838383_1234567890123_BenefitsImport_20160707_103215.xml
 Non-Employee File Name:
  3838383_1234567890123_NonEE_20160707_103215.txt
 F3=Exit without update                          ENTER=Submit job

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```

ADP ACA Non-Employee Interface Extract File

On the Non-Employee Interface, we want to capture any COBRA records. Any new records between Date Begin and Date End that have not been processed in previous extracts will be included. The set-up for Cobra is done in the Mapping tables, and the dates here are for the Begin and End Transaction dates. Please refer to the User Guide for the Mapping Set Up. ADP recommends that this extract be run once a month.

Go to the Extract Date Selection Screen and fill in the required parameters. The Directory Path and File Name should already be filled in based on the Site Parameters that were previously set up. The same screen is used to run all of the Extract files. Please leave the file names for the extracts that you wish to run and blank out the file names of the extracts that you are not running. Enter the Employer or leave the Employer field 'blank' to process all Employers. Enter the Date Begin and Date End according to your schedule. Enter 'T' for Test or 'P' for Production. Press Enter to submit your job to process.

** Before sending the files you will need to contact your Account Manager to notify them of the file names. If you are running Test files, enter the word 'TEST_' in front of each of the file names.

```
 7/07/16 10:32:15      ADP Health Compliance Interface     ADHCP10D   HCP10DS1
                            Extract Date Selection

 Employer...................: ZU9    - OR - Emp. Group...:  _____
 Date begin.................: _____ (MMDDCCYY)
 Date end...................: _____ (MMDDCCYY)
 Mode.......................: I (P=Production-Track History)
                               (T=Test-Consider Hist; I=Test-Ignore History)

 Batch Run ID ..............: _____
 Path:
  /testpath_____
 Payroll File Name:                      Reporting Group:  ADP__
  3838383 1234567890123 PayrollData 20160707 103215.csv
 HR File Name:
  3838383 1234567890123 HRData 20160707 103215.xml
 Leave File Name:
  3838383 1234567890123 LOA 20160707 103215.csv
 Benefit File Name:                      Plan Year......:  2015
  3838383 1234567890123 BenefitsImport 20160707 103215.xml
 Non-Employee File Name:
  3838383 1234567890123 NonEE 20160707 103215.txt
 F3=Exit without update                           ENTER=Submit job

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```

ADP ACA Multi Employer Interface Extract File

Infinium does not provide a Multi-Employer Interface Extract File.

ADP ACA Scheduling the Interfaces

To set-up a scheduled job (IBM Job Scheduler, ROBOT, etc.), you can define the parameters through this new option. The job provides an automated way to generate the Extract files. You will still have the ability to run the extracts manually. The file ADHCSCCP needs 5 records–BENEF, HR, LEAVE, PAYRL and NONEE.

The programs to call in the Scheduler (IBM, ROBOT, etc.) are:

1. ADHCP30CS   Benefits Scheduled Extract   BENEF
2. ADHC080CS   Non-EE Scheduled Extract   NONEE
3. ADHC100CS   Leaves Scheduled Extract   LEAVE
4. ADHC200CS   Payroll Scheduled Extract   PAYRL
5. ADHC400CS   HR Scheduled Extract   HR

When you enter the Extract Code, Mode, Date Begin, Date End, Plan Year, and Reporting Grp, the following screen will appear showing the extracts that were chosen to be scheduled to run automatically. You may choose to schedule only one, several, or all of the extract files. Enter an 'X' on the selection line next to each Extract name and then press Enter in order to maintain the parameters for the scheduler. Your IT group needs to set up the scheduled jobs in the IBM Job Scheduler, ROBOT, etc. This screen only sets up the parameters for those jobs.

```
  7/11/16 07:36:55      ADP Health Compliance Interface    ADHCM45D   HCM45DS1
                         Maintain Scheduled Extracts
ADP Job Desc ... ADPJOBD
Employer........ ZU9   - OR - Emp. Group.....

Extract Code.: _____ +        Mode.........: _
Date Begin...: _____        Date End.....: _____
Plan Year....: ____             Reporting Grp: _____
2=Change, 4=Delete
            Date          Date                    Plan      Reporting
Sel  Code Begin          End              Mode    Year      Group
_    BENEF 01012015      12312015         T       2015
_    HR    12312015      07112016         T
_    LEAVE 01012015      12312015         T
_    PAYRL 01012015      12312015         T                 ADP




                                                                          +

 F3=Exit  F4=Prompt Code  F12=Cancel

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```