Health Compliance

Multi-Employer Import File Specification

Creation Date: **06/12/2015**
Modified Date: **06/01/2018**
Version: **v4.0**

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Overview

For the majority of employees, benefit offerings and election information will be provided on the benefit and non-employee imports. However, employees who are covered under a multi-employer arrangement may have their benefits information maintained in a different system outside the control of the employer. **This document provides the specifications and information necessary for successfully loading Multi-Employer data into the ADP Health Compliance system**.

For information regarding what constitutes a multiemployer arrangement and reporting requirements, refer to the Affordable Care Act regulations and instructions for Forms 1094-c/1095-c.

Multi-Employer Interface

Format

The ADP Health Compliance system will accept multi-employer data in a pipe delimited (|) format.

This employee information is required in order to support regulatory management. The system requires information on employees whose medical coverage is provided through a multi-employer plan (i.e., union medical benefits where the employer contributes to a multi-employer plan). In order to process this set of data, a record type is required on each record. The record type will identify the type of data included on that particular record.

The following record types are supported for the Multi-Employer interface:

HEAD = The header record for the file. This record is used to identify the client.

EEID = The identity record for the participant.

STAT = The multi-employer status for the employee.

FOOT = The footer record for the file.

Frequency of Data

In order to perform accurate eligibility and affordability calculations, as well as annual filings, it is very important that the ADP Health Compliance system is up to date with the multi-employer data. It is expected that the source system would provide data to the ADP Health Compliance system monthly.

Files can be sent less frequently, however this could have an impact on a clients' affordability calculations. Employees who are ACA full-time and on the Multi-Employer file will not be included in the affordability calculation. It is assumed affordable coverage if the employee belongs to a Multi-Employer plan.

Initial File

During implementation, the ADP Health Compliance system requires initial multi-employer status dating back to the beginning of the medical plan year, typically Annual Enrollment. Subsequent changes in status up to the date of go-live are also to be included on the initial load.

Ongoing File

It is expected that on an ongoing basis the source system will provide, at a minimum, employees that experienced a change to their multi-employer status. Records that were previously transmitted can be resent.

Termination of Multi-Employer Status

If an employer is no longer contributing to a multi-employer plan for the employee and the multi-employer status was previously reported to ADP Health Compliance, a record should be included to indicate the employee no longer belongs to a multi-employer plan and the effective date of the status change from "Y" to "N". This could occur as a result of employment termination or when transitioning from a union to a non-union position.

Sort Order

Header record must appear first. An EEID record for an individual must appear before their STAT record(s). It is allowable to provide all EEID records followed by all STAT records but it is preferred to group them by employee. Footer record must be the last record in the file.

File Naming Convention

Please reference the transmission summary document provided by the ADP implementation specialist.

Fields Included on the Interface

Header Record (always required)

Field Number	Element	Notes	Req?	Length*	Example
1.	Record Type	Constant "HEAD"	Y	4	HEAD
2.	Organization OID (COID)	Unique 16 character COID assigned by ADP (included in the transmission summary document)	Y	16	2FA6CFC739A34284
3.	Source Information	Suggestions for use: • Source System • Source System Version • Version of Interface Program • Database (prod or test) • Operator (who ran the export) • Export Date	N	250	PeopleSoft Version: 4.2 Interface version: 4.0 Production Michael Smith 2018-05-15

Participant Identifiers (always required)

Field Number	Element	Notes	Req?	Length*	Example
1.	Record Type	Constant "EEID"	Y	4	EEID
2.	Participant SSN	The SSN for the participant that will be maintained within the ADP Health Compliance system.	Y	11	Format: XXXXXXXXX (preferred) Or XXX-XX-XXXX
3.	Participant First Name		Y	50	
4.	Participant Middle Name		N	50	
5.	Participant Last Name		Y	50	

Multi-Employer Import File Specification

Status (always required)

Field Number	Element	Notes	Req?	Length*	Example
1.	Record Type	Constant "STAT"	Y	4	STAT
2.	Participant SSN	The SSN for the participant that will be maintained within the ADP Health Compliance system.	Y	11	Format: XXXXXXXXX (preferred) Or XXX-XX-XXXX
3.	Multi-Employer Status	Valid Values: Y = Yes (Employee belongs to a multi-employer plan) N = No (Employee does not belong to a multi-employer plan) For the employee to belong to a multi-employer plan, the employer must be contributing to the plan on behalf of the employee. The plan offering must meet the requirement for Minimum Essential Coverage, be offered to dependents, and meet the affordability criteria.	Y	1	Y
4.	Status Effective Date	Format: MM/DD/CCYY The date the Multi-Employer Status first became effective.	Y	10	05/15/2018

Trailer Information (always required)

Field Number	Element	Notes	Req?	Length*	Example
1.	Record Type	Constant "FOOT"	Y	4	FOOT
2.	Number of EEID Records	The total number of EEID records included on the file.	N	6	1

Sample Data

```
HEAD|0R8JLMSFMN04078L|Enterprise-v5.03-4.0-Prod-Joe Smith-2018-06-20
EEID|999999901|STEVE|K|DOE
STAT|999999901|Y|01/01/2016
STAT|999999901|N|06/15/2018
FOOT|1
```

The sample record above reflects someone who was in a multi-employer arrangement as of 01/01/2016 and then either terminated employment or switched to a non-union position effective 6/15/2018.

Document Revisions

Version	Date	Author	Description
4.0	05/15/2018	K. Waege	Changed section headers to match the rest of the ADP file specifications.
3.2	07/20/2017	J. Johnson	No Change
3.0	06/13/2016	J. Johnson	Historical file instructions loaded

Removed Client Name from header

Added Source Information & File Type to header

SSN – indicated a preferred format

Multi-Employer Status – enhanced notes

Sample Data – updated to include sample of "source information" |
| 2.51 | 09/28/2015 | Chris Murphy | Initial Document |