



Health Compliance

LOA Import File Specification

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LOA Data Interface

Overview

The Affordable Care Act (ACA) includes rules for the handling of employees on special unpaid Leaves of Absence. This document details the data requirements for gathering Leave information to be used by ADP Health Compliance.

Leaves Handling Conventions in ADP Health Compliance

The ADP Health Compliance LOA interface will accept data to accommodate two different approaches to handling hours for employees on leave.

- 1) Calculations will **exclude full weeks** of the measurement period whenever a special unpaid leave is reported on the LOA interface without intermittent leave hours specified.
 - a. Leave status must be reported as “U”
 - b. Leave type must be reported as one of the following: FMLA, USERRA, JURYDUTY
 - c. Hours field must be left unvalued

Note: If you send hours on the payroll file for the same qualified leave period, the hours in payroll will not be included in the eligibility calculation.

- 2) Calculations will **include the hours in the average hours calculation** (up to 8 hours per day) reported for a special unpaid leave. This is intended to handle intermittent leave periods where an employee is only taking off parts of a day or a single day leave. It is not intended to handle a continuous, multiple day leave period.
 - a. Leave status must be reported as “U”
 - b. Leave type must be reported as one of the following: FMLA, USERRA, JURYDUTY
 - c. The Leave Hours field can contain values up to and including 8.0 hours. Records with hours > 8.0 will be rejected.

Initial File

Transactional history for qualified leaves must be provided with a start date of 18 months prior to the first ongoing stability/reporting period configured for your population through an end date of the current year. The “18 months prior” convention facilitates the requirement to determine appropriate measurement periods for employees returning from leave within 90 days. This equates to 3 months prior to the first ongoing measurement period administered by ADP (assuming a 12 month ongoing measurement period is implemented).

This file must contain LOA information for employees who were on leave at any point during the historical date range regardless of whether the LOA period has ended or is still open.

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Ongoing Files (Full File, with changes)

Scheduled LOA files (recommended as weekly files) can be changes only files. For a given employee, if any data element on the LOA file is different than the last time a record was sent (or it is a new record), it is considered a change. When a change is identified, all data elements for that person should be included on the file, not just the changed elements.

To update records already processed in ADP Health Compliance, the unique Employee Leave Period Identifier must be the same on the new record as it was on prior records.

It is important that leave end dates are passed when leave actually ends so the system does not consider employees on leave indefinitely.

Frequency of Data

The first file transmitted should contain historical data. Subsequent files should be provided, at a minimum, once a month, and prior to running calculations for each measurement period (new hires). It is recommended that this data be provided weekly to allow time for error reconciliation.

Making Corrections to LOA records

To update or delete an LOA record, both the employee identifier and the unique leave identifier must match. When a record is included on an import file with those two values matching, the existing system record is updated with that information. This can be used to change data or delete records.

File Naming Convention

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

Fields Included on the Interface

Below are the fields that must be provided on the interface from the leaves system. The format of the file is comma delimited.

Commas should not be part of the data value, as they are used as the file delimiter. They can be stripped from the value itself or the fields can be sent with double quotes as a text qualifier.

Records should include a column header. Refer to the column on the right labelled “Column Heading” in the table below for the required values. Sending the header record is optional, but the required values must be used if a header record is sent.

Detail Record

Field Number	Element	Description	Req?	Length*	Example
1.	OrganizationOID	Unique 16 character COID assigned by ADP (included in the transmission summary document)	Y	16	2FA6CFC739A34284
2.	Future Use	Do not value, leave empty			
3.	Employee_ID	<p>The employee ID assigned to the employee by the client system of record. It is expected that this value be consistent across all file types (same format and value)</p> <p>Client defined value.</p> <p>Required if used for employee match across files.</p>	CR	16	Platform ABC Spec Ver: 4.0
4.	SocialSecurityNumber	<p>Employee Social Security Number</p> <p>Required if used for employee match across files.</p>	CR	11	Format: XXXXXXXXXX (preferred) or XXX-XX-XXXX

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5.	Leave_ID	<p>Employee Leave Period Identifier</p> <p>Value must be unique to the employee and the reported leave period. Used to match records for updates such as indicating the end of a leave period or deleting a record that should not have been transmitted to ADP Health Compliance.</p> <p>Client defined value.</p>	Y	30	02/14/2018FMLA_1
6.	EmployeeFirstName	Employee First Name	Y	50	
7.	EmployeeMiddleName	Employee Middle Name	N	50	
8.	EmployeeLastName	Employee Last Name	Y	50	
9.	Future Use				
10.	Future Use				
11.	LeaveStatus	<p>Valid Values: P – Paid U – Unpaid</p> <p>Note: Leave Status values other than “U” will not impact the average hours determination.</p> <p>If you have identified an employee leave that should impact calculations, you need to send a “U” in this field.</p>	Y	1	U

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12.	<p>LeaveType</p> <p>Note: If system cannot map to the above Special Unpaid Leave codes (e.g., client defined values are allowed by the Leave system), the ADP Health Compliance system will allow an administrator to pick client/company code specific leave codes and tag them as “special unpaid leave” for the purposes of determining Full Time Status.</p>	<p>The following Leave Type values will impact average hours calculations</p> <p>FMLA JURYDUTY USERRA</p> <p>All other values have no impact.</p> <p>Note: Leave Status must be “U” for these values to impact calculations.</p> <p>If you have identified an employee leave that should impact calculations, you need to send one of the values listed above in this field, along with a leave status of “U”.</p> <p>If a leave is unpaid, but not a qualified leave, a value of OTHER should be provided.</p>	CR if Leave Status is Unpaid Leave.	10	FMLA
13.	LeaveStartDt	<p>Leave Start Date: This is the first day that the Leave associated with this record is in effect.</p> <p>Leave period (start and end date pairing) should only reflect actual leave time used, not planned.</p> <p>For example, if the employee is on leave from 2/1/18 through 2/14/18 and returns from leave on 2/15/18, this field would contain 2/1/18.</p>	Y	10	<p>Format: MM/DD/CCYY</p> <p>Example: 02/01/2018</p>
14.	LeaveEndDt	<p>Leave End Date: This is the last day that the Leave associated with this record is in effect.</p> <p>Leave period (start and end date pairing) should only reflect actual leave time used, not planned.</p> <p>For example, if the employee is on leave from 2/1/18 through 2/14/18 and returns from leave on 2/15/18, this field would contain 2/14/18.</p> <p>Required if employee leave has ended.</p> <p>If employee is currently on leave, this field is to be blank.</p>	CR	10	<p>Format: MM/DD/CCYY</p> <p>Example: 02/14/2018</p>

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15.	DeleteInd	<p>Delete Record Indicator</p> <p>This is to remove records sent in error.</p> <p>Y - Yes. Delete the record that corresponds to the Employee Leave Period Identifier</p> <p>N - No. Do not delete the record that corresponds to the Employee Leave Period Identifier</p> <p>Unvalued = No</p>	N	1	
16.	LeaveHours	<p>This is used to report Hours of leave when the duration of the leave is less than a day, up to 8 hours maximum. (Intermittent leave)</p> <p>It is expected that the leave start and end dates be valued with the same date when passing hours so that the hours are added once (one day's worth).</p> <p>If a date range is passed, the number of hours will be added in for every single day of the date range provided and may include hours for which the employee is scheduled to work. This is why it is strongly suggested for intermittent leave to have a start and end day of the same day. For example, if an employee was on leave for 4 hours a day for 7 consecutive days, the value would be 4.00 and the Leave Start date would be the first day of the leave and the Leave End date would be the last day of the 7 day period. Hours would be added as 4 hours for each day of the 7 day leave, which is a total of 28 hours.</p>	N	4	4.00

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Footer Record

Field Number	Element	Description	Req?	Length*	Example
1.	Footer	Constant "FOOT"	N	10	FOOT
2.	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	Platform ABC Spec Ver: 4.0
3.	File Type	Suggestions for use: <ul style="list-style-type: none">• F – Full• C – Changes• H – Historical	N	1	

Sample Data

G3TRKNJY6RQ18ZXG,,0017117,023456789,11/07/2017FMLA,Mary,Jo,Trim,,,U,JURYDUTY,11/07/2017,11/07/2017,N,6.0

G3TRKNJY6RQ18ZXG,,0017118,123456789,08/27/2017FMLA,Michael,,Smith,,,U,FMLA,08/27/2017,01/29/2018,N,

G3TRKNJY6RQ18ZXG,,0017119,223456789,09/01/2017FMLA,F,Scott,Fitzgerald,,,U,FMLA,09/01/2017,12/03/2017,N,

G3TRKNJY6RQ18ZXG,,0023123,657456123,09/01/2014FMLA,F,Scott,Fitzgerald,,,P,FMLA,12/04/2017,01/15/2018,N,

G3TRKNJY6RQ18ZXG,,0017133,323456789,12/27/2017USERRA,Ayn,,Rand,F,,U,FMLA,12/27/2017,,N,

File Spec Companion Information

This section is to be used as a supplement to, and in conjunction with the technical file specification details above. **The purpose is to provide additional information related to the requirements of this file, elements within the file and best practices related to the varying scenarios that one might encounter within their employee population.**

Assigning an Employee Leave Period Identifier – considerations:

1. This id needs to be unique for the LOA record. It cannot change once assigned.
2. Ids that are stored to the source system are ideal because they do not change once assigned and can be extracted when updates and/or corrections are needed
3. If the id is assigned as part of the extract process, using the LOA start date as part of the leave Id is not a good idea. When the correction is to update the LOA start date, it will use the new LOA start date, which is different from the prior record and multiple LOA records will be the result in ADP Health Compliance.
4. Action date (system date/transaction date) may be viable as part of the identifier. The original transaction date for an LOA entry should never change even if the LOA data is modified
5. Some suggestions if not storing the Employee Leave Period Identifier to the source system:
 - Use the LOA type as part of the unique Id. This way, if multiple LOA records are sent for the employee for the same time period, it makes each LOA type have its own unique id so that one record won't overwrite the other.
 - Use the transaction date for the original entry of the LOA record to the source system. Unlike an LOA start date, the original transaction date won't change, but you may need to correct an LOA start date.
 - Examples: FMLA_20150604, JURYDUTY_20150604, USERRA_20150907

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Intermittent Leaves Greater than 8 Hours

This is intended for including hours for intermittent leaves only. There is a system limitation of 8 hours for this purpose. Records with values in excess of 8 hours will be rejected. If there is a need to pass more than 8 hours (longer shifts, for example), contact the implementation consultant for assistance.

Options:

1. Using the LOA file feed
 - a. Hours can be sent on 2 records. The first record would contain up to 8 hours. The second record would contain the balance of hours over 8 hours. Each record needs to have its own Employee Leave Period Identifier so the records retain their uniqueness. Since these records are for an intermittent leave, the expectation is that the leave period start date and leave period end date are the same date. It is advisable to send the hours with the same start and end dates.
 - b. If adjustments are made to the number of hours, care must be taken to ensure that both records are addressed so the updates result in the appropriate number of hours for the employee.
2. Using the Payroll file feed
 - a. Hours can be sent on a file using the payroll import format and requirements. They can also be included on the same payroll files used to send standard hours (Regular, Overtime, Vacation, etc.) if that is more convenient or can be sent on a separate payroll file containing just the leave hours.
 - b. Hours will be included just as they are for other payroll records.
 - c. Files need to be processed as payroll files and therefore need to be named appropriately for that to happen.

Document Revisions

Version	Date	Author	Description
4.0	06/01/2018	K. Waege	Added file spec companion information Changed section headers to match other ADP file specifications
3.2	02/12/2018	J. Johnson	AOID (Internal ADP ID) removed
3.2	04/10/2017	J. Johnson	Client Identifier (COID): Description updated Leave Type: "OTHER" added back to description
3.0	06/13/2016		Added section on leave handling conventions Updated ongoing and historical file information Preferred format of SSN changed to remove dashes A header record (column headings) is now permissible (optional) Footer record added (optional)
2.2	02/04/2015		Initial Document