



# Import Covered Individuals Data File Layout



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# Import Covered Individuals Data File Layout

The Import ACA 1095-B/1095-C Data utility uses this file record layout when importing a file to insert covered individual data records to the Human Resources > Maintenance > ACA 1095 YTD Data > 1095-B and 1095-C pages.

| Sequence | Field                                     | Length               | Type         | Description                              |
|----------|---|----------------------|--------------|--|
| 1        | Employee Number or Social Security Number | Emp # - 6<br>SSN - 9 | Numeric      | 001511 or 123456789                      |
| 2        | Covered Individual First Name             | 17                   | Alphanumeric | William                                  |
| 3        | Covered Individual Middle Name            | 14                   | Alphanumeric | Michael                                  |
| 4        | Covered Individual Last Name              | 25                   | Alphanumeric | Anderson                                 |
| 5        | Covered Individual Generation             | 1                    | Alphanumeric | See notes section for code descriptions. |
| 6        | Covered Individual Social Security Number | 9                    | Numeric      | 123456789                                |
| 7        | Covered Individual Date of Birth          | 8                    | Numeric      | YYYYMMDD; Ex:<br>19691016                |
| 8        | Covered All Months (January - December)   | 1                    | Alpha        | Y, N                                     |
| 9        | January Coverage                          | 1                    | Alpha        | Y, N                                     |
| 10       | February Coverage                         | 1                    | Alpha        | Y, N                                     |
| 11       | March Coverage                            | 1                    | Alpha        | Y, N                                     |
| 12       | April Coverage                            | 1                    | Alpha        | Y, N                                     |
| 13       | May Coverage                              | 1                    | Alpha        | Y, N                                     |
| 14       | June Coverage                             | 1                    | Alpha        | Y, N                                     |
| 15       | July Coverage                             | 1                    | Alpha        | Y, N                                     |
| 16       | August Coverage                           | 1                    | Alpha        | Y, N                                     |
| 17       | September Coverage                        | 1                    | Alpha        | Y, N                                     |
| 18       | October Coverage                          | 1                    | Alpha        | Y, N                                     |
| 19       | November Coverage                         | 1                    | Alpha        | Y, N                                     |
| 20       | December Coverage                         | 1                    | Alpha        | Y, N                                     |

## Notes:

The uploaded file type must be in the comma-delimited text (.txt) or comma-separated values (.csv) format.

The covered individual's first and last name are required, and either the date of birth or social security number.

The **Length** field provides the maximum number of allowed characters.

If the **Covered All Months** field is populated, the individual month (**January - December**) coverage fields should not be populated, and vice versa.

Generation codes:

- 1 - JR
- 2 - SR
- 3 - II
- 4 - III
- 5 - IV
- 6 - V
- 7 - VI
- 8 - VII
- 9 - VIII
- A - I
- B - IX
- C - X



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