

Import Covered Individuals Data File Layout

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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 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: 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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