

**Paid Family Leave RFP 2017
Transaction File**

Exhibit II.A

START POSITION	START POSITION	START POSITION	START POSITIO N	START POSITION	START POSITION	START POSITION	START POSITION
EMPLOYEE DETAIL RECORD							
1	Record Type	Y	1	E = Employee Record	alpha	Record type of 'E' = Employee Record	For disability, only employee records are accepted.
2	Customer Number	Y	7	N/A	numeric	Customer Number is a unique seven-digit number assigned to you by vendor. If your customer number is fewer than seven digits, add leading zeros. This number should be right justified. This entry will be the same for all records.	Customer Number is the highest level of reporting for a policyholder. Each group policyholder has only one customer number.
9	[Employee] Social Security Number	Y	11	N/A	numeric	This field must always contain the employee's Social Security Number. This number is right justified with two leading zeros. Example: 123-45-6789 appears as 00123456789.	The Employee Social Security Number is used to identify an individual in the Disability applications. It is always required. Also, used for tax reporting.
20	Personnel ID	N	9	N/A	alphanumeric	PID is a unique alphanumeric code assigned by the Employer to identify their Employee. This field is used if the Employer assigns each Employee a unique identification number. The field is left justified.	PID is an additional identifier for the Customer's tracking or reporting purposes only. In most cases the Employee is identified by their Social Security number.
43	[Employee] Last Name	Y	20	N/A	alpha	The Employee's Last Name. Any titles, such as JR or SR, are included in this field. These suffixes are separated from the last name by a space. This entire entry is left justified. No punctuation included.	Last Name is used for tracking, reporting and correspondence purposes.
63	[Employee] First Name	Y	12	N/A	alpha	The Employee's First Name. It is acceptable to have double names which are separated with a space. If the member uses his/her middle name, you may have the first initial followed by the middle name. The entire entry is left justified.	First Name is used for tracking, reporting and correspondence purposes.
75	[Employee] Middle Initial	N	1	N/A	alpha	The Employee's Middle Initial. This data is requested, but it is not required.	Middle Initial is used for tracking, reporting and correspondence purposes.
76	[Employee] Birth Date	Y	8	MMDDYYYY	numeric	The Employee's Date of Birth in month-month-day-day-year-year-year format.	Birth Date is used when determining eligibility for disability benefits.
84	[Employee] Marital Status	N	1	S = Single M = Married U = Unknown (default)	alpha	The employee's marital status.	Marital Status is used for tax reporting and other tracking purposes. This information is required for customers with mandatory tax withholding when Vendor issues or calculates the benefit payment or FMLA has spousal time limits for childcare bonding. If other status types are available, and cannot be mapped to a status included on this list, default to "U" for unknown.
85	[Employee] Sex	N	1	M = Male F = Female U = Unknown	alpha	The Employee's Gender.	Employee's Gender is used for tracking and reporting purposes. It is required for TAM if the leave being administered has gender specific rules.
86	[Employee's] Employment Date	Y	8	MMDDYYYY	numeric	This can be an original hire date, adjusted "start date" or net credited service date if credited service dates are applicable.	This date is used to calculate 12 months for FMLA eligibility. It is also used when the customer's plan benefit amounts and/or durations are based on length of service.

102	[Employee] Home Phone Number	N	10	N/A	numeric	Home Phone Number includes an area code and seven digit telephone number. No punctuation should be used.	Home Phone Number is used for contact purposes.
EMPLOYEE CONTACT INFORMATION							
112	Foreign Address Indicator	N	1	D or blank = Domestic F = Foreign	alpha	Foreign Address Indicator shows if the employee's address is domestic or foreign.	Foreign Address Indicator is used for correspondence purposes.
113	[Employee] Mailing Address 1	Y	32	N/A	alphanumeric	The mailing address where the employee receives correspondence. This is a required field for a domestic address. No punctuation should be used. The entry should be left justified.	Mailing Address is used for correspondence purposes.
145	[Employee] Mailing Address 2	N	32	N/A	alphanumeric	Optional address field which may be used for a "care of" name, foreign address, post office box or apartment number. No punctuation should be used and the entry should be left justified.	Mailing Address is used for correspondence purposes.
177	[Employee] Mailing Address -City	Y	21	N/A	alpha	The name of the city where the employee receives correspondence. This is a required field for a domestic address. No punctuation should be used. The entry should be left justified.	Mailing Address is used for correspondence purposes.
198	[Employee] Mailing Address -State	Y	2	Postal Abbreviations	alpha	Identifies the state where the employee receives correspondence. This is a required field for a domestic address. This field contains the standard postal abbreviations.	Mailing Address is used for correspondence purposes.
200	[Employee] Mailing Address -Zip Code	Y	9	N/A	numeric	The postal zip code where the employee receives correspondence. If for a domestic address, the field includes 5 digit zip code and 4 digit postal routing number. A 5 digit zip code is required for a domestic address. No punctuation should be used. This entry should be left justified.	Mailing Address is used for correspondence purposes.
209	[Employee] Work State	Y	2	provided upon request	alpha	The name of the state where the employee physically performs the functions of their job. If the employee does not work in an employer's location, then this value should be the state where the home base is located, from which they receive their work assignments, or to which they report. If this data is missing from a record, the applicable FMLA state programs will not be applied correctly. This field uses standard postal abbreviations. If the employee work state is foreign, please leave blank.	Work State is required to determine if the employee works in a state with a state disability plan (ie NY PFL) or if a FMLA state leave applies. For TAM, some policies are driven by work state.
EMPLOYEE INFORMATION							
211	Location Code	N	12	N/A	alphanumeric	A unique code assigned by the customer to track their physical business sites. Left justified.	The Location Code is used to determine eligibility based on lives thresholds. If the 50 employee within 75 miles rule is being enforced or if this data is needed for reporting purposes.
224	Federal Marital Tax Code	N	1	S = Single M = Married E = Exempt	alpha	Indicates the employee's marital status for tax withholding purposes	Marital Tax Status is used for tax reporting and other tracking purposes. This information is required for customers with mandatory tax withholding when Vendor issues or calculates the benefit payment.
225	Number of Federal Exemptions	N	2	N/A	numeric	The number of exemptions claimed. Example: 4 exemptions would be entered as 04.	Number of Exemptions is required for customers with mandatory tax withholding when Vendor issues or calculates the benefit payment.

227	[Work] Status Code	N	1	See Code Map	alpha	Indicates the employee's employment status. See Code Map tab for list of status codes.	Work Status Code determines if the employee is active or terminated. This field works hand in hand with the "AM Stop Date" in position 562. If the value in this field is T (terminated), L (leave of absence), or N (not employed) the AM Stop Date field should contain a corresponding stop date.
228	[Work] Status as of Date	N	8	MMDYYYY	numeric	The date the current status became effective.	Work Status as of Date is used to determine employee eligibility for benefits.
236	Salary Amount	Y	9	N/A	numeric, implied decimal 9(7)v99	This is the claimant's salary amount from which disability benefits should be calculated. For example, if the STD disability benefit is 60% of the employee's salary - this will show the amount that will be used to calculate the 60%. The amount passed in this field may be the base salary amount, the base salary amount plus an average of 12 month's commissions, the base salary amount plus an average of 12 month's overtime, etc. The amount should be based on disability policy documentation of 'salary'. This field contains an implied decimal. Example: \$29,344.29 would appear as 002934429.	Salary is only required when Vendor issues or calculates the benefit payment.
245	MD (Salary Mode)	Y	1	Y ' - Yearly (annual) 'B ' - Bi-Weekly 'H ' - Hourly 'M ' - Monthly 'W ' - Weekly	alpha	Indicates the frequency of the claimant's salary. This field should directly correlate with the Salary Amount field in position 236.	Salary Mode is used in the calculation of the base benefit. This information is only required when Vendor issues or calculates the benefit payment.
246	Salary Effective Date	Y	8	MMDYYYY	numeric	Indicates the date the employee's current salary went into effect.	Salary Effective Date is used to determine salary in effect on the employee's last date worked. This information is only required when Vendor issues or calculates the benefit payment.
254	Average Weekly Scheduled Work Hours	N	3	99v9	numeric	Work Schedule - 1 of 3 options for work schedule is mandatory. The number of hours the employee works in a single work week. Example: 40 hours would appear as 400 or 37 1/2 hours would appear as 375. The value in this field has to be "010" or greater ("000" will cause the record to fail). Option 1 - Average number of hours the employee works in a single work week is provided on the file. If position 257 Wrk Wk Schedule is unavailable, default of Monday through Friday will be used. (Options 2 and 3 can be found in psn 1024 - 1058)	A roster (combination of hours worked and days of the week worked) is needed to calculate the amount of time the employee will be out of work.
257	Wrk Wk Schedule	N	2	See Code Map	numeric	Work Schedule Option 1 (with psn 254) - This specifies the days of the week that the employee works. It is used in conjunction with Average Weekly Scheduled Work Hours. 1 of the 3 options for work schedule is mandatory. Enter leading zero when wrk wk schedule is one digit. Example: 2 is entered as 02	Work Week Schedule is used for benefit calculation. This information is required when the benefit calculation is based on work week schedule.

NEW YORK PFL COVERAGE							
403	NY PFL Coverage	Y	2	PF	alpha	NY Paid Family Leave = PF	Identifies if the employee has NY PFL coverage
405	NY PFL Coverage Start Date (Insurance Effective Date)	Y	8	MMDDYYYY	numeric	The date the PFL coverage with Vendor became effective or will become effective.	PFL Coverage Start Date is used to determine when an employee became eligible for NY PFL Benefits.
413	NY PFL Coverage Stop Date (Insurance Cancel Date)	Y	8	MMDDYYYY	numeric	The date the PFL coverage with Vendor was canceled or will be canceled.	PFL Coverage Stop Date is used to determine when an employee is no longer eligible for NY PFL Benefits.
421	NY PFL Report Number (Group Number)	Y	7	N/A	numeric	A policy contract number for reporting premium and claim data to a customer. If report number is less than 7 digits, then enter leading zeros.	
428	NY PFL SubCode (Subdivision)	Y	4	N/A	numeric	A number assigned by Vendor which further separates experience between premium and/or claims to identify categories (i.e., hourly, salaried) of employees or locations. Vendor Account Manager will provide numbers and descriptions. If subcode is less than 4 digits, then enter leading zeros.	
432	NY PFL SubPoint (Branch)	Y	4	N/A	alphanumeric	A number assigned by Vendor which along with a Report Number and SubCode provides further delineation within a group. Usually, it denotes a location. Vendor Account Manager will provide numbers and description. If branch is less than 7 digits, then enter leading zeros.	
438	Job Status Code (full time/part time indicator)	Y	1	Part-Time = P Full-Time = F	alpha	Indicates whether the employee works part-time or full-time.	Part-Time/Full-Time Code is required to determine eligibility for states that require the employee to be full-time, ie NY PFL. REQUESTED BUT NOT REQUIRED.
439	Job Status (full time/part time) As of Date	Y	8	MMDDYYYY	numeric	The date corresponding to the PT or FT indicator.	Part-Time/Full-Time As of Date determines when the employee starting working full-time or part-time. This assists with determining eligibility. REQUESTED BUT NOT REQUIRED.

Columns C Legend:

 Standard required fields