Sort Order Field Name	Data Type	Heading on Return File	Required Field	Field Description	Additional Information	Comments
2 FEIN	char(9)	FEIN	Required	Member firm FEIN. No special characters. Leading zero(s) required. If employee works under two or more FEINs in pay period, send a row for each FEIN.	FEINs with active employees should be provided by the client and documented in the KDD. It is necessary for the client to identify which FEINs must be included. Hours worked in multiple FEINs are aggregated for ACA full-time determination purposes.	
3 SSN	char(9)	SSN	Required	Unmasked, full SSN is required. No substitutions. No dashes or special characters. Leading zero(s) required.	This is the unique person identifier for calculations in COMPASS. If an employee does not have a SSN, provide the employee's TIN.	
4 Employee ID	varchar(30)	EMPID	Not Required	Unique company identifier for employee. If Employee IDs are not utilized or cannot be provided, please discuss further with your Vendor implementation team.	Alternative to SSN for employer activity reporting: Are Employee IDs recycled? If an employee is rehired, do they receive a new Employee ID?	
5 First Name	nvarchar(50)	FNAME	Required	Employee's first name	Updated with each payroll file.	
6 Middle Name	nvarchar(50)	MNAME	Optional	Employee's middle name or middle initial.	Can help with matching marketplace notices. Strongly suggested if engaged for Marketplace Support. Updated with each payroll file.	
7 Last Name	nvarchar(50)	LNAME	Required	Employee's last name	Updated with each payroll file.	
8 Original Hire Date	date	OHIRE	Required	Employee's original start date	This is the first date the employee commenced employment with the employer. If an acquired employee, this would be the original date of hire with the predecessor company, if available. Although not critical for any calculations in Compass, this date is utilized for QA purposes and is included in reports back to the employer.	
9 Most Recent Hire Date	date	RHIRE	Not Required	Employee's most recent rehire date. Can be blank if no rehire date.	This is the most recent hire date (also called the rehire date), e.g., the date hired after previously terminating employment. This should not be the date an employee transfers to another member firm.	
10 Most Recent Term Date	date	TDATE	Not Required	Employee's most recent termination date from Controlled Group.	If term employee from one location/member firm and rehire in another, then don't send term date.	
11 Home Address 1	nvarchar(100)	HOME1	Required	Employee's home address line 1	Updated with each payroll file. Home or Mailing Address. Note: The IRS AIR system only accepts address fields of 35 characters or less. Taxport will truncate addresses longer than 35 characters.	
12 Home Address 2	nvarchar(100)	HOME2	Optional	Employee's home address line 2	Updated with each payroll file. Home or Mailing Address. Note: The IRS AIR system only accepts address fields of 35 characters or less. Taxport will truncate addresses longer than 35 characters.	
13 Home City	nvarchar(100)	CITY	Required	Employee's home city	Updated with each payroll file. Home or Mailing Address.	
14 Home State	char(2)	STATE	Required	Employee's state; 2-letter postal abbreviation	Updated with each payroll file. Home or Mailing Address.	
15 Home Zip Code	varchar(10)	ZCODE	Required	Employee's current 5-digit numeric home ZIP Code with any leading zero(s).	Updated with each payroll file. Home or Mailing Address. If employee's mailing address is in the US, supply the employee's home (or mailing) zip code with any leading zeros. For international addresses, supply the international postal code, which could be alphanumeric.	
16 Home Country Code	char(2)	COUNTRY	Required	Employee's home 2-character Country Code	Requires a 2-character code for 6055/6056 reporting. Home or Mailing Address.	
17 Date of Birth	date	DOB	Not Required	Employee's date of birth	Additional data point to match notices from the Marketplace. Updated with each file, no history maintained.	
19 Employer Defined Employee Status	char(1)	ERSTATUS	Required	Enter the employee's current status as defined by ACA regulations on each record using the following codes: Full-time = 'F', Variable-hour = 'V', Temporary = 'T', Seasonal = 'S', Part-time = 'P'. All Other Employees = 'V'.	Report as F if the employee is in a position expected to reasonably work 30 or more hours per week. V, T, S, and P are all treated as variable hour. This code is used for identifying which employees are hired full time as well as step ups and step downs.	
20 Variable/Part-Time Medical Plan Eligibility	bit	FTDET	Required	Enter a 1 if the position is eligible for medical coverage under the employer's plan, regardless of ACA testing. Enter a 0 for everyone else If the employer will not use this field, enter a 0.	Identifies whether the employee should be extended a coverage offer prior to completing their first standard measurement period and associated stability period. An entry of 1 will be reported to the employer on the Activity Reporting. The employer can then use this information to decide whether or not to extend an offer of coverage.	
21 Employee Group Code: Work State	char(2)	EGCODEWS	Required	Enter 'US' when the employer is not using work state to apply different measurement methods (or periods for LBM) to employees working in different states. If employee group by work state is utilized, enter the 2 character work state code.	Only required if using different measurement periods/other employee group decisions based on state.	
22 Employee Group Code: Hourly Salary	varchar(2)	EGCODEHS	Required	Enter 'NA' when the employer is not using salaried and hourly classification to apply different measurement methods (or periods for LBM). If employee grouping by salaried or hourly, enter 'S' for Salary and 'H' for Hourly.	(H or S only) This field would be populated if using different measurement methods or periods or if other employee group decisions are based on Hourly/Salaried classification.	

#	Field	Type	Code	Required	Description 1	Description 2	Description 3
23	Employee Group Code: Union Non-Union	varchar(2)	EGCODECB	Required	Enter 'NA' when the employer is not using union and nonunion classification to apply different measurement methods (or periods for LBM). If employee grouping by union and nonunion, enter 'U' for Union and 'N' for Nonunion. Enter 'NA' when the employer is not grouping employees for purposes of applying different measurement methods (or periods for LBM).	(U or N only) This field would be populated if using different measurement periods or if other employee group elections based on collective bargaining. If different collective bargaining agreements require different measurement periods, identify the agreement here. If MMM and using weekly rule, can use to identify different week start dates.	
24	Employee Group Code: Special Employee Category or Collective Bargaining Agreement	varchar(30)	EGCODECBA	Required	If employee grouping by a special employee category as defined in the regulations, use the appropriate vendor code. If indicating a collective bargaining agreement, enter a unique code to identify each collective bargaining agreement. If an employee is salaried, enter a 1. Otherwise, enter 0.	This enables application of 26 week break in service to adjunct faculty when rest of employee population has a shorter break in service. Used to identify salaried employees for the Rate of Pay affordability safe harbor.	
25	Salaried Flag	bit	SALARIED	Required			
26	Compensation Type	bit	COMPTYPE	Required	This field has been retired. Enter a "0".		
27	Job Status Change Date	date	JOBCHANGE	Not Required	Populate when employee moves between Employee Groups, between LBM and MMM, or ERSTATUS changes, provided date is within current pay period/work week dates.	If cannot provide or prior to current pay period/work week, the Vendor will use the first day of the pay period/work week for step ups and the last day of the pay period/work week for step downs. For affordability and statutory reporting.	
28	Health Plan Eligibility Group Code	varchar(30)	HPELIGGRP	Required	Enter a code to identify which MEC health plans are available to an employee group. Send a code for all employees for whom coverage would be extended if/when the employee is considered full time. Provide a legend to the Vendor in advance of each enrollment period. Include in the Key Decisions Document. Code can be alphanumeric, but all letters must be capitalized.	Each group represents the group of medical plan(s) offered to a single employee depending on their role/location/etc. If different pricing applies within each medical plan group, pricing options will be captured in INSPTCAT and/or INSPTRNG. See Key Decisions Document for examples. the Vendor will work with Client to define HPELIGGRP, INSPTRNG, and INSPTCAT. If the employee is part of the Multi-Employer Plan, start the code with 'Multi' (e.g., MultiTeam20). For affordability and statutory reporting. See Additional Information for HPELIGGRP.	This field, in combination with the Coverage Offer Effective Date, is required in order for an employee to be reported as under an offer of coverage for the month on the 1095-C. Record will be rejected by Compass if this code is missing and the employee is under an offer of coverage.
29	Insurance Pricing Tier Range Code	varchar (10)	INSPTRNG	Required when Employee is under offer of coverage	If using Range pricing, enter the value that falls within one of the numeric or date ranges (min and max per range) outlined in the KDD. If using a date range, format date MM/DD/YYYY. Field can either use numeric or date ranges, but not both. If not using Range pricing, send '-99'.	Use Range pricing when an employee's contribution is based on where an employee attribute (e.g., salary, years of service, hire date) falls within a range. For example, use this data field if the salary banded employee contributions change during the benefit plan year when the employee's salary changes. If the employee's contribution is fixed for the benefit year (i.e., will not change even if salary moves to another band), then use sort order 30. Note: This field is not related to dependent enrollment/coverage tiers.	This field must be populated if the HPELIGGRP Code field is populated.
30	Insurance Pricing Tier Categorical Code	varchar(30)	INSPTCAT	Required when Employee is under offer of coverage	Enter a code to identify which health plan pricing options are available to the employee when applied to a category (e.g. employees working in division A pay X; employees in Division B pay Y). Provide a legend to the Vendor in advance of each enrollment period. Include in the Key Decisions Document for each plan year. If not using Categorical Code, send 'NA'.	For affordability and statutory reporting. See Additional Information for HPELIGGRP. Note: This field is not related to dependent enrollment/coverage tiers.	This field must be populated if the HPELIGGRP Code field is populated.
31	Most Recent Coverage Offer Date	date	CODATE	Not Required	Enter the most recent date the employee was notified of the opportunity to elect MEC coverage.	For example, open enrollment start date or the date an enrollment notice was sent to the employee upon meeting plan eligibility. This date is being requested on Marketplace appeal submissions. The date coverage will become effective is captured in COEFFDATE (sort order 32).	
32	Most Recent Coverage Offer Effective Date	date	COEFFDATE	Required	Enter the start date of the coverage period that would apply (irrespective of the employee's enrollment or waiver decision) that the Most Recent Coverage Offer Date refers to. This field may be null when there is no effective date to report.	If this date cannot be provided, then provide same date as Most Recent Coverage Offer Effective Date (sort order 32). Used for statutory reporting. Typically the first day of the stability period for LBM clients. If Client coverage is effective sooner than the first day of the stability period (for example, date of hire or first of month following hire), enter that date.	
33	Most Recent Coverage Offer End Date	date	COENDDATE	Required	Enter the date on which the most recent coverage offer will end. This field may be null when there is no end date to report.	Typically the stability period end date, the date the employee is no longer eligible for medical benefits (if remains active), or employment termination date, or last day of the month in which employment termination occurred if coverage is extended through the end of the month in which coverage terminates.	

#	Field	Type	Code	Requirement	Description	Notes
34	Pay Frequency Code	varchar(2)	PAYFREQ	Required	Enter a code corresponding to the current pay period. Weekly = 'wk', Biweekly = 'bw', Semi-Monthly = 'sm', Monthly = 'mo'. For interim transitional pay periods resulting from adjusting pay cycles, enter 'o'.	This field is used by COMPASS to perform the calculations for full time status. See note below in Pay Period Start Date and End Date for MMM with biweekly payroll. "o" Value must not be used for any pay period longer than 1 biweekly pay cycle. If reporting a biweekly pay period, and an employee enters into a monthly measurement period for any reason, the employee will default to a full time determination status.
35	Pay Period Start Date	date	PPSD	Required	The date of the first day in the payroll period.	
36	Pay Period End Date	date	PPED	Required	The date of the last day in the payroll period.	
37	Pay Date	date	PDATE	Required	The pay check date for the current payroll period	
38	Period Date with First HOS	date	DFHOS	Not Required	When an employer can identify and report the first date with hours of service within each pay period, and the employer wants to start an employee's initial measurement period on their first date with hours, then enter the date within the current payroll period that hours were recorded. If this date cannot be identified or cannot be reported, this field can be null.	Only use if Client can capture true first day with hours of service. For example, pay period is January 1-14. Employee reports to work and works their first hour of service on January 5. Report January 5. If DFHOS cannot be provided, the alternative date to the start of the initial measurement period is the PPSD of the next pay period following the first instance of hours. Used in conjunction with Sort Order 39.
39	Period Date with Last HOS	date	DLHOS	Not Required	Enter the date within the current payroll period or work week that hours of service were last recorded. If not available, this field can be null.	Only use if Client can capture true last day of service (e.g., last day worked). Used in conjunction with Sort Order 38.
40	US YTD Hours	numeric(8,2)	USYTDHRS	Optional	Calendar year to date Hours of Service (hours defined in US Period Hours). Otherwise, this field can be null.	US YTD Hours is used as a quality check and can help identify when a potential SSN has changed for an employee. US YTD Hours should match US Period Hours for the first employee record that is received by the Vendor.
41	US Period Hours	numeric(6,2)	USPPHRS	Required	Hours of Service performed by the employee in the US. This includes all service pay, vacation and sick pay, Short-term Disability, Long-term Disability, and paid leaves for the pay period/work week. If the employee is paid hourly or is salaried non-exempt, this must include actual hours of service. If the employee is salaried exempt, this may include either the actual hours of service or one of the other two equivalency methods described by ACA regulations (8 hours/day or 40 hours/week). Exclude hours of service for "bona fide volunteer employees". This field cannot be null. Must provide a numeric value.	For pay period/work weeks for which the employee does not have hours of service, send a record with zero hours. This enables tracking of changes in health plan eligibility group codes and other changes that can occur even when an employee has no hours. Disability hours paid by a third party may need to be captured by a separate file (Credited Leave). If the employer uses the Credited Leave file, the employee will be credited with 40 hours for each full and partial week of paid disability. Will also facilitate a determination calculation upon completion of the measurement period unless the employee has incurred a break in service, in which case the determination will not be triggered.
42	US Period Wages	numeric(9,2)	USPPWAGE	Not Required	Required ONLY if employer wants the Vendor to perform W-2 Affordability Safe Harbor testing. Report pay period taxable wages for hours worked in the 50 US states and DC. These wages would be reported on the IRS Form W-2 in Box 1, excluding any wages earned outside of the 50 US states and DC. This field can be null if employer does not intend to use the W-2 safe harbor.	For Affordability safe harbor: W2 wages. The reported wages will be summed over the calendar year.
43	Lowest Current Rate of Pay	numeric(8,2)	LROP	Not Required	Required ONLY if employer wants the Vendor to perform Rate of Pay Affordability Safe Harbor testing. For hourly employees, enter the lowest hourly rate with active hours of service during the current pay period. This field can be null if employer does not intend to use the Rate of Pay safe harbor. Value cannot be 0. Must be null or greater of 0.	For Affordability Rate of Pay safe harbor testing. If Client can't provide this, then Rate of Pay Safe Harbor cannot be used.
44	Current Annualized Salary	numeric(8,2)	ANNSAL	Not Required	Required ONLY if employer wants the Vendor to perform Rate of Pay Affordability Safe Harbor testing. For salaried employees, enter the employees annualized salary rate at which the employee is currently being paid. If there is a salary change in the pay period, report the lowest salary. This field can be null if employer does not intend to use the Rate of Pay safe harbor. Value cannot be 0. Must be null or greater of 0.	If the salary decreases below the salary in effect at the beginning of the coverage period, the ROP safe harbor will not be available for the entire calendar year. If client can't provide then can't use Rate of Pay safe harbor.
45	Cancelation of Coverage Date	date	CNCLCVGDT	Not Required	If an employee enrolls in coverage and then that coverage is cancelled mid-year due to failure to pay, enter the date coverage ceased. If unable to provide, this field can be null.	Need this to know when not to offer coverage upon resumption of service in a stability period in which the employee was cancelled for non-pay. Also applies to Marketplace Support services (employee not eligible for PTC).
46	Cancelation of Coverage Code	varchar(3)	CNCLCVGCODE	Not Required	Regarding the date entered under Cancelation of Coverage Date, enter failure to Pay: 'FTP'	If FTP does not apply, this field can be null.

47	Previous SSN		char(9)	PSSN	Not Required	Unmasked, full SSN is entered if the original SSN provided needs to be updated. No dashes or special characters. Leading zero(s) required.	If Employer is not able to populate on this file, then the SSN Correction File will be required. If this data will be sent on the SSN Correction File or an SSN Correction is not currently needed, this field can be null.
48	Custom Reporting Field 1		Varchar(250)	CUST01	Optional	Field can be used to flag unique situations among employees.	Example: Field can be used to track employees on LOA where the client is also sending zero hour records. Send "LOA". If needed, each field could also be used to send numerical or string values (e.g., Reason1, Reason2, Reason3, etc.). Note: Headers must be sent on the data file as indicated in Column E and cannot be customized.

NY supplies Agency Code, which will be used for custom reporting