Sort Order	Field Name	Data Type	Heading on Return File	Required Field	Field Description	Comments
						Include all leaves with END DATES (projected and actual) within the reporting period.
1	Controlled Group Code	bigint char(9)	CGID	Required	Unique client code provided by the Vendor	
2	Social Security Number (SSN)	Numeric (no dashes)	SSN	Required	Unmasked, full SSN is required. No substitutions. No dashes or special characters. Leading zeros required.	If SSN is not found in COMPASS, will be a hard exception. Employer should not double report employee dates that overlap LOA and DIS.
3	Period Type	varchar(4)	LVTYPE	Required	Use the appropriate code to describe the period: Continuous LOA "LOA", paid Disability "DIS"	Provide dates for continuous special unpaid leave and, if applicable, paid disability. For paid disability, the Vendor will credit 40 hours per full or partial week (Sunday through Saturday) included in the disability period.
4	Period Start Date	Date (MM/DD/YYYY)	LVSTART	Not Required	First day an employee is absent on leave (or receiving disability pay, if applicable). If removing a previously reported leave/disability, then null.	If report an LVEND, must also include an LVSTART.
5	Period End Date	Date (MM/DD/YYYY)	LVEND	Not Required	Last day an employee is absent on leave (or receiving disability pay, if applicable). If removing a previously reported leave/disability, then null.	If report a LVSTART, must also include a LVEND.
6	Reporting Period Start Date	Date (MM/DD/YYYY)	LVRPTSTART	Required	When the file includes a Reporting Period, any previously reported LOA or DIS with a LVEND date within this reporting range will be deleted and replaced with the periods contained within this file import. Can have a different Reporting Period for LOA and for DIS, but all LOA records must have the same Reporting Period and all DIS records must have the same Reporting Period. If a record with null LVSTART and LVEND dates is submitted for an employee, all DIS/LOA records, as applicable, with a LVEND date within the Reporting Period will be removed from the employee's record.	The Reporting Period Start Date for must be the same for all records of the same Leave Type on the file (i.e., all DIS leave type must have same date, all LOA leave types must have same date, but DIS and LOA date can be different). If null, records will be inserted without any updates to previously reported records.
7	Reporting Period End Date	Date (MM/DD/YYYY)	LVRPTEND	Required	When the file includes a Reporting Period, any previously reported LOA or DIS with a LVEND date within this reporting range will be deleted and replaced with the periods contained within this file import. Can have a different Reporting Period for LOA and for DIS, but all LOA records must have the same Reporting Period and all DIS records must have the same Reporting Period. If a record with null LVSTART and LVEND dates is submitted for an employee, all DIS/LOA records, as applicable, with a LVEND date within the Reporting Period will be removed from the employee's record.	The Reporting Period End Date for must be the same for all records of the same Leave Type on the file (i.e., all DIS leave type must have same date, all LOA leave types must have same date, but DIS and LOA date can be different). If null, records will be inserted without any updates to previously reported records.