



Department of Civil Service

Employment Status File
RFP entitled: "Patient Protection and Affordable Care Act Compliance Services"

Sort Order	Field Name	Data Type	Heading on Return File	Required	Field Description	Comments
1	Controlled Group Code	bigint	CGID	Required	Unique client code provided by the Vendor at onset of Implementation	
2	Social Security Number	char(9)	SSN	Required	Unmasked, full SSN is required. No substitutions. No dashes or special characters. Leading zeros required.	Hard exception if SSN is not already in the system. - applies to all exception files.
3	Term Year Reporting	int	YEAR	Required	4-digit year	
					Enter a 1 if in the reporting month the employee was in a terminated employment status for the entire month. Otherwise, enter 0.	
					For months in the calendar year prior to the hire date, report 0.	Employer must provide a code for every month of the calendar year.
4	January	bit	AFJAN	Required	For months in the calendar year the employer is not yet reporting on (e.g., July when reporting January – June), then null.	Each month report all prior months in the calendar year. For example, in February will report January. In March employer will report January and February.
					Enter a 1 if in the reporting month the employee was in a terminated employment status for the entire month. Otherwise, enter 0.	
					For months in the calendar year prior to the hire date, report 0.	Employer must provide a code for every month of the calendar year.
5	February	bit	AFEB	Required	For months in the calendar year the employer is not yet reporting on (e.g., July when reporting January – June), then null.	Each month report all prior months in the calendar year. For example, in February will report January. In March employer will report January and February.
					Enter a 1 if in the reporting month the employee was in a terminated employment status for the entire month. Otherwise, enter 0.	
					For months in the calendar year prior to the hire date, report 0.	Employer must provide a code for every month of the calendar year.
6	March	bit	AFMAR	Required	For months in the calendar year the employer is not yet reporting on (e.g., July when reporting January – June), then null.	Each month report all prior months in the calendar year. For example, in February will report January. In March employer will report January and February.
					Enter a 1 if in the reporting month the employee was in a terminated employment status for the entire month. Otherwise, enter 0.	
					For months in the calendar year prior to the hire date, report 0.	Employer must provide a code for every month of the calendar year.
7	April	bit	AFAPR	Required	For months in the calendar year the employer is not yet reporting on (e.g., July when reporting January – June), then null.	Each month report all prior months in the calendar year. For example, in February will report January. In March employer will report January and February.
					Enter a 1 if in the reporting month the employee was in a terminated employment status for the entire month. Otherwise, enter 0.	
					For months in the calendar year prior to the hire date, report 0.	Employer must provide a code for every month of the calendar year.
8	May	bit	AFMAY	Required	For months in the calendar year the employer is not yet reporting on (e.g., July when reporting January – June), then null.	Each month report all prior months in the calendar year. For example, in February will report January. In March employer will report January and February.
					Enter a 1 if in the reporting month the employee was in a terminated employment status for the entire month. Otherwise, enter 0.	
					For months in the calendar year prior to the hire date, report 0.	Employer must provide a code for every month of the calendar year.
9	June	bit	AFJUN	Required	For months in the calendar year the employer is not yet reporting on (e.g., July when reporting January – June), then null.	Each month report all prior months in the calendar year. For example, in February will report January. In March employer will report January and February.
					Enter a 1 if in the reporting month the employee was in a terminated employment status for the entire month. Otherwise, enter 0.	
					For months in the calendar year prior to the hire date, report 0.	Employer must provide a code for every month of the calendar year.
10	July	bit	AFJUL	Required	For months in the calendar year the employer is not yet reporting on (e.g., July when reporting January – June), then null.	Each month report all prior months in the calendar year. For example, in February will report January. In March employer will report January and February.
					Enter a 1 if in the reporting month the employee was in a terminated employment status for the entire month. Otherwise, enter 0.	
					For months in the calendar year prior to the hire date, report 0.	Employer must provide a code for every month of the calendar year.
11	August	bit	AFAUG	Required	For months in the calendar year the employer is not yet reporting on (e.g., July when reporting January – June), then null.	Each month report all prior months in the calendar year. For example, in February will report January. In March employer will report January and February.

12 September	bit	AFSEP	Required	Enter a 1 if in the reporting month the employee was in a terminated employment status for the entire month. Otherwise, enter 0.	Employer must provide a code for every month of the calendar year.
				For months in the calendar year prior to the hire date, report 0.	
				For months in the calendar year the employer is not yet reporting on (e.g., July when reporting January – June), then null.	
13 October	bit	AFOCT	Required	Enter a 1 if in the reporting month the employee was in a terminated employment status for the entire month. Otherwise, enter 0.	Employer must provide a code for every month of the calendar year.
				For months in the calendar year prior to the hire date, report 0.	
				For months in the calendar year the employer is not yet reporting on (e.g., July when reporting January – June), then null.	
14 November	bit	AFNOV	Required	Enter a 1 if in the reporting month the employee was in a terminated employment status for the entire month. Otherwise, enter 0.	Employer must provide a code for every month of the calendar year.
				For months in the calendar year prior to the hire date, report 0.	
				For months in the calendar year the employer is not yet reporting on (e.g., July when reporting January – June), then null.	
15 December	bit	AFDEC	Required	Enter a 1 if in the reporting month the employee was in a terminated employment status for the entire month. Otherwise, enter 0.	Employer must provide a code for every month of the calendar year.
				For months in the calendar year prior to the hire date, report 0.	
				For months in the calendar year the employer is not yet reporting on (e.g., July when reporting January – June), then null.	