



MSI Human Resources ACA IMPORT & FILE SETUP

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Importing ACA Dependent Data

Dependent and coverage information will often be supplied from a third party such as an insurance company or plan administrator and will need to be imported into the MSI Human Resources system so that 1094/1095 B & C forms may be printed at the end of the year.

The format in which the file is received may be unique to each insurance company and it may be possible that many insurance companies are being used. In order to handle multiple files and formats, a file template setup must be used to define the format of the file being used to import the data.

Once a file format has been defined in the “ACA Import File Templates” program, the file may then be used in the “ACA Employee & Dependent Data Import” program to import any data received from third parties.

Setting up the Import File format:

Following a few simple rules will allow you to create a template that may be used year after year until the format changes:

1. File MUST have an MSI employee number or the employee’s Social Security Number listed for themselves and each of their dependent records and list which identifier is being used in the file template. This helps determine which employee the dependent belongs to.

Note: If the Social Security Number is being used, beware of having multiple Employee Numbers for the same Social Security Number. If there are employees with duplicate SSN’s in MSI – this information will not import because it cannot tell which employee record to apply it to.

2. A total “Record Length” must be given when using the “Fixed” file type. If using the “Delimited” file type, a total “Number of Columns” must be supplied.
3. Full Name is required and should match their name as it appears on the dependents Social Security Card.
4. “Coverage Begin” and “Coverage End” dates are required or individual months of coverage will need to be included in the file.

5. "Coverage Declined" may be defined as: 1 for Yes and 0 for No. It also may be defined as "Y" or "Yes" and "N" or "No".
6. Date formatting should be in MM/DD/YYYY format.
7. File must include both the Dependent Social Security Number and Dependent Date of Birth.
8. If the import file has headings, there can ONLY be one heading line – More than one heading line will result in an invalid import.

Setup ACA Import Templates

1. From the Human Resources Maintenance Menu – HR Codes, Select **Setup ACA Import Templates**. This will open the screen shown below:

2. On this screen:
 - a. Enter in the desired template name to define the import file layout.
 - b. Choose the File type of the data – Valid Options are:
 - i. **Delimited** – a file that has fields separated by a specific character (Example is a CSV file)
 - ii. **Fixed** – Each Record in the file is the exact same length, and the columns in the record appear in the same positions
 - c. If the file you will be importing with this template has a heading line, check the **My Data Has Headers** check box.

- d. If the File Type is **delimited** - Enter in the character that will be used to separate the fields in the file (i.e. a comma, a pipe, etc.) Otherwise leave the field blank.
- e. If the File Type is **delimited** – Enter in the number of columns that are in each record in the **Number of Columns** field. If the File Type is **fixed** – enter in the length of the record in the **Record Length** field.
- f. Choose the **Employee Identifier** – This will tell the import program weather to find employees from the import file by the **MSI Employee Number** or the **Employee’s SSN in MSI**.
- g. Columns/Positions:

If the file being imported is a **delimited** file, enter in the column number that corresponds with the field in the record. Leave any fields not being imported blank.

	Column No		Column No		Column No
MSI Employee ID	<input type="text"/>	Coverage Declined	<input type="text"/>	June Coverage	<input type="text"/>
Employee SSN	<input type="text"/>	Coverage Start Date	<input type="text"/>	July Coverage	<input type="text"/>
Dependent Last Name	<input type="text"/>	Coverage End Date	<input type="text"/>	August Coverage	<input type="text"/>
Dependent First Name	<input type="text"/>	All 12 Months Coverage	<input type="text"/>	September Coverage	<input type="text"/>
Dependent Middle Name	<input type="text"/>	January Coverage	<input type="text"/>	October Coverage	<input type="text"/>
Dependent Suffix	<input type="text"/>	February Coverage	<input type="text"/>	November Coverage	<input type="text"/>
Dependent SSN	<input type="text"/>	March Coverage	<input type="text"/>	December Coverage	<input type="text"/>
Dependent Birth Date	<input type="text"/>	April Coverage	<input type="text"/>		
Dependent Relation	<input type="text"/>	May Coverage	<input type="text"/>		

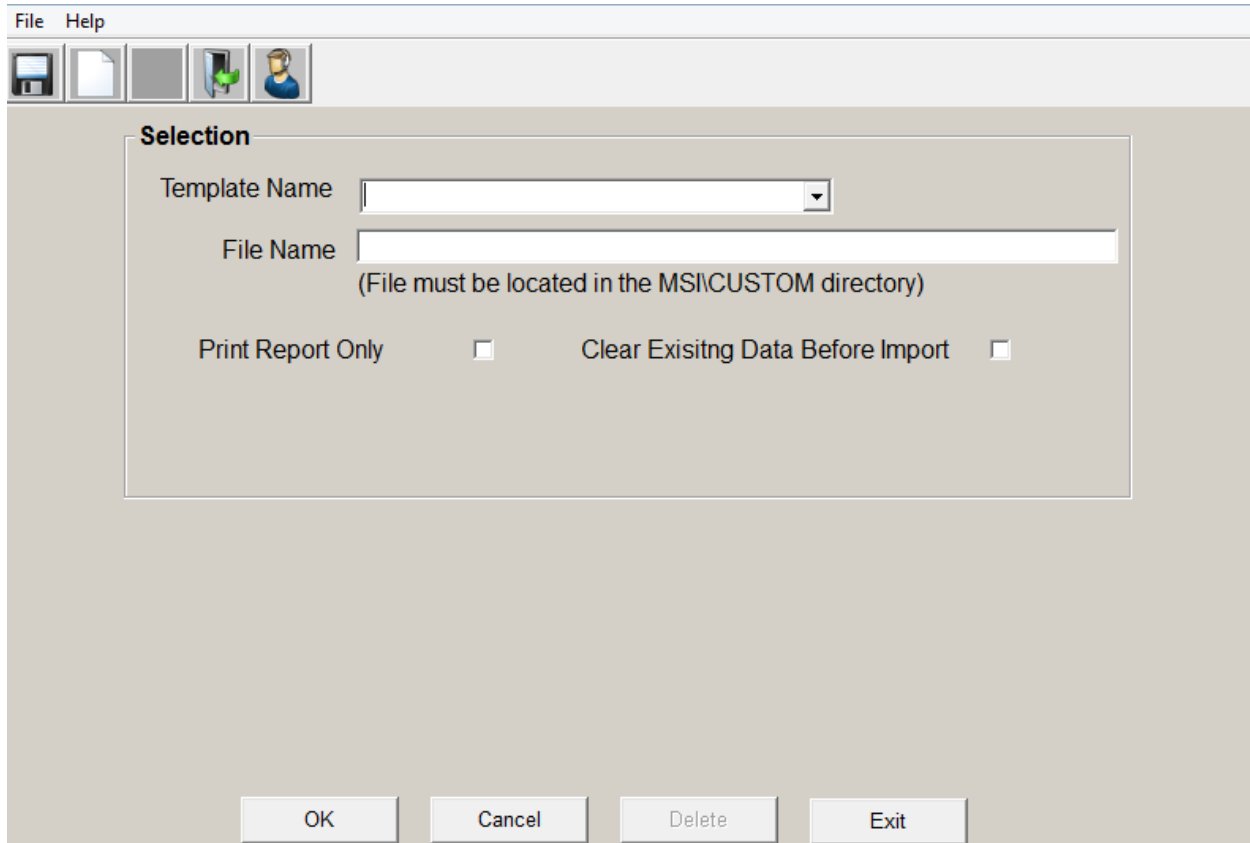
If the file being imported is a **fixed** length file, enter in the starting and ending position numbers of each field in the record. Leave any fields not being imported blank.

	Start Pos	End Pos		Start Pos	End Pos		Start Pos	End Pos
MSI Employee ID	<input type="text"/>	<input type="text"/>	Coverage Declined	<input type="text"/>	<input type="text"/>	June Coverage	<input type="text"/>	<input type="text"/>
Employee SSN	<input type="text"/>	<input type="text"/>	Coverage Start Date	<input type="text"/>	<input type="text"/>	July Coverage	<input type="text"/>	<input type="text"/>
Dependent Last Name	<input type="text"/>	<input type="text"/>	Coverage End Date	<input type="text"/>	<input type="text"/>	August Coverage	<input type="text"/>	<input type="text"/>
Dependent First Name	<input type="text"/>	<input type="text"/>	All 12 Months Coverage	<input type="text"/>	<input type="text"/>	September Coverage	<input type="text"/>	<input type="text"/>
Dependent Middle Name	<input type="text"/>	<input type="text"/>	January Coverage	<input type="text"/>	<input type="text"/>	October Coverage	<input type="text"/>	<input type="text"/>
Dependent Suffix	<input type="text"/>	<input type="text"/>	February Coverage	<input type="text"/>	<input type="text"/>	November Coverage	<input type="text"/>	<input type="text"/>
Dependent SSN	<input type="text"/>	<input type="text"/>	March Coverage	<input type="text"/>	<input type="text"/>	December Coverage	<input type="text"/>	<input type="text"/>
Dependent Birth Date	<input type="text"/>	<input type="text"/>	April Coverage	<input type="text"/>	<input type="text"/>			
Dependent Relation	<input type="text"/>	<input type="text"/>	May Coverage	<input type="text"/>	<input type="text"/>			

- h. Assuming all of the information has been entered on this screen, click **OK** to save the record. Follow these steps for any other applicable import files.

ACA Employee and Dependent Data Import

1. From the Human Resources Support Menu – HR Codes, Select **ACA Employee and Dependent Data Import**. This will open the screen shown below:

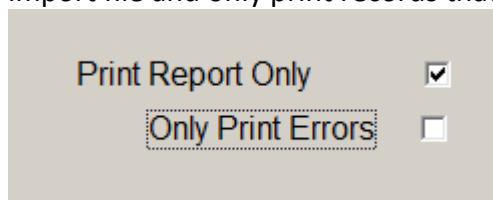


The screenshot shows a software dialog box titled "ACA Employee and Dependent Data Import". At the top, there is a menu bar with "File" and "Help". Below the menu bar is a toolbar with icons for file operations. The main area of the dialog is titled "Selection" and contains the following fields and options:

- Template Name:** A dropdown menu.
- File Name:** A text input field with a note below it: "(File must be located in the MSI\CUSTOM directory)".
- Print Report Only:** A checkbox, currently unchecked.
- Clear Existing Data Before Import:** A checkbox, currently unchecked.

At the bottom of the dialog, there are four buttons: "OK", "Cancel", "Delete", and "Exit".

2. On this screen:
 - a. Select the **Template Name** from the drop down box that will be used for the import. This is a list box that will be populated with all of the template names created in the "Setup ACA Import Templates" program.
 - b. Enter in the name of the actual file that will be used for the import. The file **MUST** be in the MSI\CUSTOM folder.
 - c. If the **Print Report Only** check box is selected, the program will read through the import file and print the records that will successfully import and any records that will not be imported because of errors.
 - d. If the **Print Report Only** check box is selected, the **Only Print Errors** check box will appear. If this check box is selected, then the program will read through the import file and only print records that will not be imported because of errors.



This close-up shows two checkboxes. The "Print Report Only" checkbox is checked, and the "Only Print Errors" checkbox is unchecked. The "Only Print Errors" text is enclosed in a dashed rectangular box.

- e. If the ***Print Report Only*** check box is NOT selected, The ***Clear Existing Data before Import*** check box will be available. If this check box is selected, the program will clear out the dependent information that is currently out on the system for the employees and their dependents before importing.
- f. If the ***Template Name*** selected on the screen includes the ***Coverage Start Date*** field, you must enter in the Ending Month of Coverage field. The month your enter in this field will let the program know when coverage ends for all the dependents if the ***Coverage End Date*** wasn't selected in the import template, OR it will let the program know when coverage ends for the dependents if the ***Coverage End Date*** was selected in the import template, but the field is empty or zeroes.
- g. Once all selections are selected, click the ***OK*** button to process the file, and generate reports.

Sample of Successfully Imported Report:

DATE: 11/05/15
 TIME: 16:23:11
 ID: HR6ACAI0.WOW

HARRIS COMPUTER SYSTEMS
 ACA EMPLOYEE AND DEPENDENT DATA IMPORT
 SUCCESSFULLY IMPORTED RECORDS
 REPORT ONLY

PAGE: 1

DEPENDENT NAME	DEPENDENT SOCIAL SEC. #	DEPENDENT DATE OF BIRTH	DEPENDENT RELATION	DECLINED COVERAGE	HEALTH CARE TERM. DATE
GARY S SMITH	***-**-5351	08/14/1972	EMPLOYEE	N	12/31/2015
	ALL: JAN:	FEB: MAR: X	APR: X	MAY: X	JUN: X
	JUL: X	AUG: X SEP: X	OCT: X	NOV: X	DEC: X
ANN C SMITH	***-**-3333	11/09/1959	DEPENDENT	N	
	ALL: JAN:	FEB: MAR: X	APR: X	MAY: X	JUN: X
	JUL: X	AUG: X SEP: X	OCT: X	NOV: X	DEC: X
LISA A SMITH	***-**-1111	01/09/1989	DEPENDENT	N	12/31/2015
	ALL: JAN:	FEB: MAR: X	APR: X	MAY: X	JUN: X
	JUL: X	AUG: X SEP: X	OCT: X	NOV: X	DEC: X
NANCY ARNOLD	***-**-1747	07/09/1949	EMPLOYEE	N	
	ALL: JAN:	FEB: X MAR: X	APR: X	MAY: X	JUN: X
	JUL: X	AUG: X SEP: X	OCT: X	NOV: X	DEC: X
JOHN R ARNOLD	***-**-1111	09/21/1943	DEPENDENT	N	
	ALL: JAN:	FEB: X MAR: X	APR: X	MAY: X	JUN: X
	JUL: X	AUG: X SEP: X	OCT: X	NOV: X	DEC: X
MICHAEL GREGORY	***-**-1112	03/11/1990	DEPENDENT	N	12/31/2015
	ALL: JAN:	FEB: X MAR: X	APR: X	MAY: X	JUN: X
	JUL: X	AUG: X SEP: X	OCT: X	NOV: X	DEC: X
JULIE CUMMINGS	***-**-5311	01/27/1955	EMPLOYEE	N	
	ALL: X JAN:	FEB: MAR:	APR:	MAY:	JUN:
	JUL:	AUG: SEP: OCT:	NOV:	DEC:	

TOTAL NUMBER OF SUCCESSFULLY IMPORTED RECORDS: 7

TOTAL NUMBER OF RECORDS THAT WERE NOT IMPORTED: 2

Sample of Import Error Report:

DATE: 11/05/15

HARRIS COMPUTER SYSTEMS

PAGE: 1

TIME: 16:23:17

ACA EMPLOYEE AND DEPENDENT DATA IMPORT

ID: HR6ACAI0.WOW

IMPORT ERRORS

LAST NAME	FIRST NAME	IMPORT ERROR
MCDONOUGH	AMY	INVALID MSI EMPLOYEE NUMBER: AMYTEST
	DAVID	LAST NAME MISSING ON DEP. REC. FOR SSN: *****4433
DEWEY	SARA	INVALID DEPENDENT SOCIAL SECURITY NUMBER: *****1212

TOTAL NUMBER OF RECORDS THAT WERE NOT IMPORTED: 3

ACA Update Employee Tracking

1. From the Human Resources Support Menu – HR Codes, Select **ACA Update Employee Tracking**. This will open the screen shown below:

File Help

Selection

Employees within a specified Range

Employees within a specified Department

Employees within a specified Department Range

Include only Active Employees Full-Time Employees Only Clear Existing Data

All 12 Months Jan Feb Mar Apr May Jun Jul Aug Sept Oct Nov Dec

Box 14

Offer of Coverage (Enter Required Code)

Box 15

Employee Share of Lowest Monthly Premium, for Self-Only Minimum Value Coverage

Box 16

Applicable Section 4980H Safe Harbor (Enter code, if applicable)

Plan Policy Origin Update Coverage Declined?

OK Cancel Delete Exit

2. On the screen:
 - a. If the **Employees within a specified Range** is selected, you will be able to select the range of employee numbers the program will process. If this check box is NOT selected, the program will process through ALL of the employees in the Human Resources module.
 - b. If the **Employees within a specified Department** check box is selected, you will be able to select a single department to process.
 - c. If the **Employees within a specified Department Range** check box is selected, you will be able to select the range of departments the program will process. If both the specified department and department range check boxes are not checked, the program will process through all departments.
 - d. If the **Include only Active Employees** check box is selected, the program will only process employees with an active status code.
 - e. If the **Full-Time Employees Only** check box is selected, the program will only process employees with a Full Time status code (code FT).
 - h. If the **Clear Existing Data** check box is selected, the program will clear out the employee information that is currently being updated.

- f. Choose the appropriate coverage codes in the **Box 14** section of the screen. If the same coverage code is applicable for all 12 months of the reporting year, select that code in the **All 12 Months** field and leave the other fields blank. If different coverage codes are needed for different months, select those codes under each month and leave the **All 12 Months** box empty. To see a listing of available codes and their descriptions, click the question mark icon to the left of the **All 12 Month** field. **If these fields are blank, the program will NOT update them to the customer records.**
- g. If codes 1B, 1C, 1D or 1E are used in any of the fields in the **Box 14** section, it will be necessary to enter an amount in the corresponding **Box 15** field. **If these fields are blank, the program will NOT update them to the customer records.**
- h. If it is necessary to enter Safe Harbor codes for this employee, do so in the **Box 16** section of the screen. Like the fields in the **Box 14** section, if the same code applies to the entire year, enter it into the **All 12 Months** fields and leave the other fields empty. If different codes are needed in some months, enter the code for each month and leave the **All 12 Months** field empty. **If these fields are blank, the program will NOT update them to the customer records.**
- i. Select the **Plan** to be applied to the employees (if applicable). **If these fields are blank, the program will NOT update them to the customer records.**
- j. If the employees will be receiving a 1095-B, enter in the valid **Policy Origin** code, otherwise, leave blank. **If these fields are blank, the program will NOT update them to the customer records.**
- k. If the **Update Coverage Declined** box is selected, this will let the program know to update the employee's Coverage Declined flag to the value chosen on the screen.

Update Coverage Declined?

Set Coverage Declined to NO
 Set Coverage Declined to YES

- l. Once all selections are selected, click the **OK** button to process the file, and generate reports.

Sample of Report Generated:

DATE: 11/06/15 HARRIS COMPUTER SYSTEMS PAGE: 1
 TIME: 15:46:31 ACA EMPLOYEE UPDATE PROGRAM
 ID: HR6ACAUP.WOW

EMPLOYEE:	015433	FLORENCE DEFOREST	PLAN:	ONE TEST PROVIDER ONE	ORIGIN:	NO POLICY ORIGIN SETUP	COVERAGE DECLINED:	N				
ALL 12 MO.	JAN.	FEB.	MAR.	APR.	MAY	JUNE	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.
BOX 14:	1B	1A	1A									
BOX 15:	10.00											
BOX 16:				2B	2B	2B	2B	2B	2B	2B	2B	2B

EMPLOYEE: 016411 JERRY COOKE PLAN: ONE TEST PROVIDER ONE
 ORIGIN: NO POLICY ORIGIN SETUP
 COVERAGE DECLINED: N



	ALL												
	12 MO.	JAN.	FEB.	MAR.	APR.	MAY	JUNE	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.
BOX 14:	1B	1A	1A	1A									
BOX 15:	10.00												
BOX 16:					2B	2B	2B	2B	2B	2B	2B	2B	2B

EMPLOYEE: 020144	ANDIE GRANDVILLE			PLAN: ONE TEST PROVIDER ONE									
	ORIGIN: NO POLICY ORIGIN SETUP												
	COVERAGE DECLINED: N												
	ALL												
	12 MO.	JAN.	FEB.	MAR.	APR.	MAY	JUNE	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.

BOX 14:	1B	1A	1A	1A									
BOX 15:	10.00												
BOX 16:					2B	2B	2B	2B	2B	2B	2B	2B	2B

EMPLOYEE: 057688	STEVIE BOER			PLAN: ONE TEST PROVIDER ONE									
	ORIGIN: NO POLICY ORIGIN SETUP												
	COVERAGE DECLINED: N												
	ALL												
	12 MO.	JAN.	FEB.	MAR.	APR.	MAY	JUNE	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.

BOX 14:	1B	1A	1A	1A									
BOX 15:	10.00												
BOX 16:					2B	2B	2B	2B	2B	2B	2B	2B	2B

TOTAL NUMBER OF EMPLOYEES UPDATED: 4