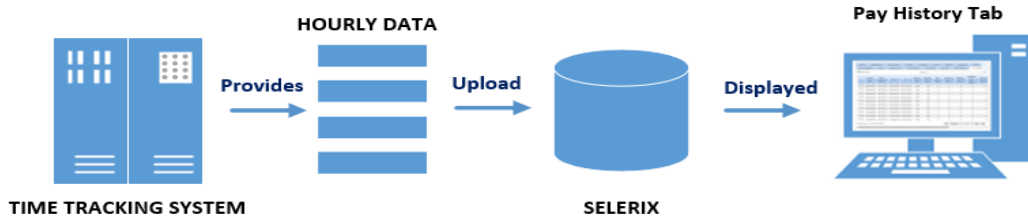


**PURPOSE:** Allow employers to capture accurate “hours of service” records by pay period. Employers are required to measure the hours worked of part-time variable hour employees to determine if they meet the hours threshold (30hrs per week on average) and an offer of medical coverage would be required under the ACA employer mandate. To accomplish this an ongoing Pay History Hours File is required for employers who are looking to use the Selerix measurement functionality with the ACA Lookback Report.

**PAY HISTORY DATA REQUIREMENTS**

Employers will need to obtain a specific set of required pay period data from their time-tracking/payroll system. These required data fields are uploaded into the Selerix system and displayed under each employee’s Pay History Tab.



These required data fields are listed below and can be located on the Selerix Standard Census Template available under *Data Management>Census Upload* of the BenSelect system.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
Employee SSN	EID	Location	Pay Period Start Date	Pay Period End Date	Payroll Date	Check Number	Payroll Code	Pay Type	Regular Hours	PTO Hours	Overtime Hours	Holiday Hours	Qualified Leave Hours	Non-Qualified Leave Hours	Period Regular Earnings	Period Non-Regular Earnings	Net Earnings
<ul style="list-style-type: none"> <li>○ ALL EMPLOYEES ON PAY HISTORY FILE MUST BE LOADED IN SYSTEM, PRIOR TO ADDING PAY HISTORY.</li> <li>○ The items in yellow are required.</li> <li>○ The items in green are used if needed. Many clients only provide “regular hours” and “regular earnings” however if their payroll system will carve out the hours into various categories the file is setup to accommodate, if necessary.</li> <li>○ The items in white: <ul style="list-style-type: none"> <li>▪ EID – not needed if you include SSN</li> <li>▪ Location – not needed if you include SSN</li> <li>▪ Check Number – only needed if an employee receives multiple paychecks in one pay period</li> <li>▪ Payroll Code – is optional</li> </ul> </li> </ul>																	

\*For ACA purposes why is Employee tab excluded: We have found that employers will include ALL employees and include changes not communicated to the BenAdmin team. As a result, the system will process unintended or unexpected changes to employee’s records.

\*\*Period Regular Earnings are not a “required element” for the functionality of the Lookback Measurement Report unless the employer plans to use the Pay History as one of the “Affordability Methods”.

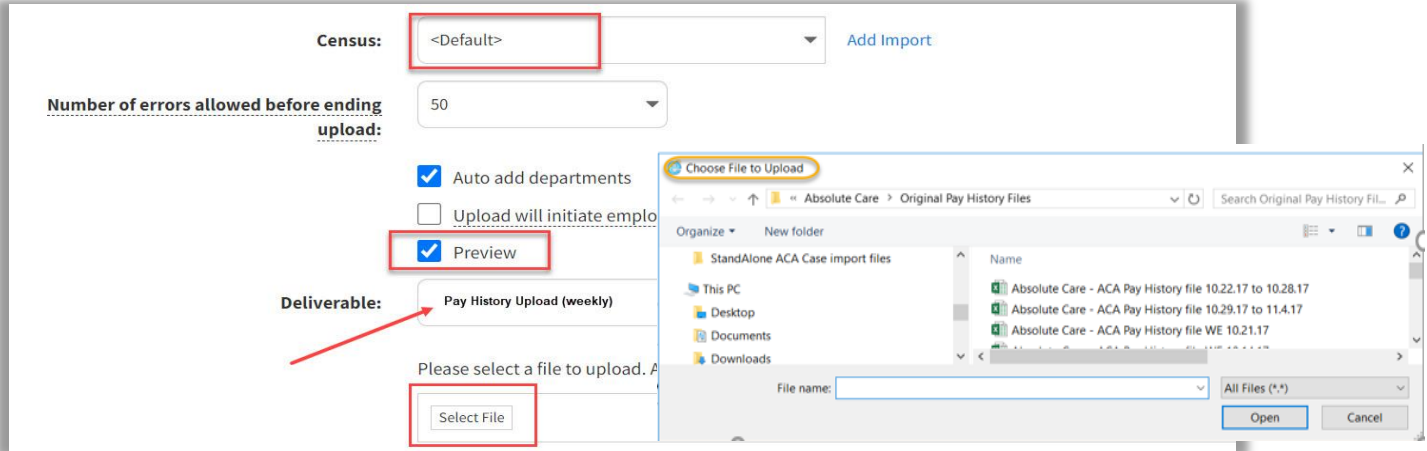
It is important to note that each employee will have multiple pay period records based on their pay frequency in the system. The data provided from the employer’s time-tracking/payroll system, must match the employee’s pay frequency. See example pay history upload below:

Employee SSN	EID	Location	Pay Period Start Date	Pay Period End Date	Payroll Date	Check Number	Payroll Code	Pay Type	Regular Hours	PTO Hours	Overtime Hours	Holiday Hours	Qualified Leave Hours	Non-Qualified Leave Hours	Period Regular Earnings	Regular Earnings	Net Earnings
998781186	81187	ALASKA	12/07/13	12/20/13	12/27/13	00770447	N/A	Salary	80.0000	0.0000	0.0000	0.0000	0.0000	0.0000	641.5000	0.0000	641.5000
998781186	81187	ALASKA	12/21/13	1/3/14	1/10/14	00770448	N/A	Salary	80.0000	0.0000	0.0000	0.0000	0.0000	0.0000	641.5000	0.0000	641.5000

**PAY HISTORY UPLOAD TEST FILE**

Note: If Employee Tab is used: To successfully import Pay History data into the system, you must populate the Employees Tab with the list of employee SSNs who will have Pay information loaded. You must ensure there are no duplicate SSN (rows) on the Employees Tab

On the **Home** screen toolbar, click “Data Management” and select “Census Upload” or select newly created “Custom Upload” from drop-down option.



**NOTE:** Always perform your initial testing process in “Preview” mode. Preview mode will allow you to identify any Mapping Errors or Warnings to ensure a successful upload can be performed. Example errors are provided below:

Mapping Errors

Employee	Mapping Error	Count
,SSN: [redacted]	Date of hire is missing. Can not create new employee.	1
,SSN: [redacted]	Date of hire is missing. Can not create new employee.	1
,SSN: [redacted]	Date of hire is missing. Can not create new employee.	1

Once your Pay History file has been uploaded, the pay hours are now stored for each employee record under the Pay History Tab as shown below. It is important to test a few employees to ensure they loaded successfully.

	Payroll Date	Check Number	From	To	Payroll Code	Regular Hours	PTO Hours	Overtime Hours	Holiday Hours	Qualified Leave Hours	NonQual Leave H
	03/20/2015	00770615	02/28/2015	03/13/2015	N/A	80	0	0	0	0	0
	03/06/2015	00770614	02/14/2015	02/27/2015	N/A	80	0	0	0	0	0
	02/20/2015	00770613	01/31/2015	02/13/2015	N/A	80	0	0	0	0	0
	02/06/2015	00770612	01/17/2015	01/30/2015	N/A	80	0	0	0	0	0
	01/23/2015	00770611	01/03/2015	01/16/2015	N/A	80	0	0	0	0	0
	01/09/2015	00770610	12/20/2014	01/02/2015	N/A	80	0	0	0	0	0
	12/26/2014	00770609	12/06/2014	12/19/2014	N/A	80	0	0	0	0	0
	12/12/2014	00770608	11/22/2014	12/05/2014	N/A	80	0	0	0	0	0
	11/28/2014	00770607	11/08/2014	11/21/2014	N/A	80	0	0	0	0	0
	11/14/2014	00770606	10/25/2014	11/07/2014	N/A	80	0	0	0	0	0

The per-pay period data feed will be an ongoing process throughout the entire year and should be scheduled to occur frequently. A home page Deliverable is recommended for the Pay History file(s)