

Multi-Purpose Payroll Interface

Field Name	Position	Size	AUF - Add and Update File from Billing Location	PUF - Payroll Update File from Billing Location	VUF - V3 Update File from V3 to Billing Location	Comments (all fields should be left justified)	Header Record: (Optional - if provided should be first record on file and file must have Trailer Record)	Trailer Record: (Optional - if provided should be last record on file)
Payroll location	001	5	Y	Y	Y	SHBP Payroll Location Number	Type of file: AUF or PUF	Zero Filled
Record Type	006	4	Y	Y	Y	See record type valid values	HEDR	TRLR
Employee SSN	010	9	Y	Y	Y		Blank	Total # of records (excluding HEDR and TRLR records)
Employee ID	019	12				Optional employee ID from payroll system	Blank	Blank
Last name	031	35	Y	Y	Y		Blank	Blank
First name	066	25	Y	Y	Y		Blank	Blank
Middle name	091	25	O		Y		Blank	Blank
Prefix	116	10	O		Y		Blank	Blank
Suffix	126	10	O		Y		Blank	Blank
Street Address 1	136	55	O				Blank	Blank
Street Address 2	191	55	O				Blank	Blank
City	246	30	O				Blank	Blank
State	276	2	O				Blank	Blank
Postal Code	278	15	O				Blank	Blank
County of residence	293	15	O			001 - 159 and 160 (out of state) or county name (see attached list)	Blank	Blank
Country	308	3	O			default to USA	Blank	Blank
Phone number	311	20	O				Blank	Blank
Date of birth	331	8	Y		Y	CCYYMMDD	Blank	Blank
Sex	339	1	Y			F or M	Blank	Blank
Unit/School code	340	15	O	O			Blank	Blank
County of employment	355	15	O			001 - 159 and 160 (out of state) or county name	Blank	Blank
SHBP eligible	370	1	Y			Y or N	Blank	Blank
Retirement system	371	5				14990 - ERS, 89929 or 89990 - TRS, 89409 - PSERS, 14960 - LRS, 14930 - SCRS, other	Blank	Blank
Employment Record Start Date	376	8	Y			CCYYMMDD The 1st date for which the employee is compensated.	Blank	Blank
Deduction date	384	8		Date deduction taken		CCYYMMDD Deduction Date Example: 20060225	Blank	Blank
Coverage effective date	392	8			Y	CCYYMMDD Coverage Month Example: 20060301	Blank	Blank
Coverage termination date	400	8			Y	CCYYMMDD	Blank	Blank

Option	408	2		O	Y	See Option Valid Values	Blank	Blank
Type/Tier	410	2		O	Y	See Tier Valid Values	Blank	Blank
Premium (Employee portion)	412	S9(5)V 99			Y	Amount SHBP bills for Employee deduction	Blank	Blank
Deduction amount	419	S9(5)V 99				Amount deducted from Employee salary	Blank	Blank
Subsidized amount	426	S9(5)V 99				Amount Employer pays of the Employee premium	County subsidy	Blank
Date of death	433	8	Y (if applicable)			CCYYMMDD, must be provided with record type DCSD.	Blank	Blank
Employment Record Stop Date	441	8	Y (if applicable)			CCYYMMDD	Blank	Blank
Insufficient earnings for deduction	449	1		Y		Y or N	Blank	Blank
Continuing benefit indicator	450	1				For use by Retirement Systems only	Blank	Blank
SSN of retiree (if ENSD or ENSS)	451	9				For use by Retirement Systems only	Blank	Blank
Monthly State based salary/GHI gross	460	S9(5)V 99	O	Y			Blank	Blank
To location/Payroll Frequency	467	5	O	O		Value is for To Location ONLY when there is a transfer (record type = MASS); otherwise the value is for Payroll Frequency which can be provided with the PUF. See Payroll Frequency Valid Values	Blank	Blank

Total Record Length - 471

Y = Required

O = Optional

AUF - Add and Update File

PURPOSE:	This file is to set up new employees and to provide updates on current employees.
DESCRIPTION:	This file should include all employees (benefits eligible or not) to set up an initial record, or "short add", for any new hires. The initial record will populate V3 with minimal employee demographic data and provide the ability for the employee or payroll location to go in the V3 system to select benefits if in a benefits eligible position. This file should also include any updates on current employees (termination, leave without pay, family leave, etc.)
TIMING:	This file can be sent at any time to V3. But please note that time is of the essence in providing new employee information to V3 as new employees have 31 days to make a benefit election through the V3 website after the date of hire.
OPTIONAL ELEMENTS:	Header and Trailer records can be provided with this layout for data verification. Address and demographic information is not required but if provided on a new employee it will be used to populate V3.
FILE NAME CONVENTIONS	XXXX is the first 4 characters of the Payroll Location Number. CCYYMMDD is the date the file was created. XXXXAUFCCYYMMDD.txt Example: 8991AUFCCYYMMDD.txt

PUF - Payroll Update File

PURPOSE:	This file provides employee premium amounts deducted from their paychecks.
DESCRIPTION:	This file will provide V3 with the health deduction amount from payroll data in order for V3 to perform a reconciliation to determine if the correct premium amount is received for the employee. Incorrect or missing deduction amounts will result in health coverage being suspended for the employee.
TIMING:	This file should be sent at least monthly to V3 but can be sent more frequently (i.e. whenever payroll is run).
OPTIONAL ELEMENTS:	Header and Trailer records can be provided with this layout for data verification. Payroll Frequency should be provided if health premium is deducted on any frequency other than
FILE NAME CONVENTIONS	XXXX is the first 4 characters of the Payroll Location Number. CCYYMMDD is the date the file was created. XXXXPUFCCYYMMDD.txt Example: 8991PUFCCYYMMDD.txt

VUF - V3 Update File

PURPOSE:	The purpose of this file is to provide updated premium information to the Billing Locations from V3.
DESCRIPTION:	This file will provide an update of changes made in V3 through the V3 employer and employee web sites and the updated deduction amount. Payroll locations will have the ability to retrieve this online information in MPPI format from V3 at anytime to reconcile their health payroll deductions.
TIMING:	This file can be pulled at any time from V3.
OPTIONAL ELEMENTS:	Header and Trailer records can be provided with this layout for data verification.
FILE NAME CONVENTIONS	XXXX is the first 4 characters of the Payroll Location Number. CCYYMMDD is the date the file was created. XXXXVUFCCYYMMDD.txt Example: 8991VUFCCYYMMDD.txt

Record Types

Code	Description	Used in Which File
DISA	Employment Record Start - Disability Leave	AUF
EDUL	Employment Record Start - Educational Leave	AUF
ECON	Employment Record Start - Employee's Convenience Leave	AUF
FMLA	Employment Record Start - Family Leave	AUF
MLVO	Employment Record Start - Military Leave	AUF
NEMP	Employment Record Start - New employee/ hire	AUF
OLOA	Employment Record Start - Other Leave of Absence/Suspension	AUF
ENRE	Employment Record Start - Return from Leave without Pay	AUF
DCSD	Employment Record Stop - Deceased	AUF
LOFF	Employment Record Stop - Laid off	AUF
REHR	Employment Record Stop - Reduced hours	AUF
RETR	Employment Record Stop - Retired	AUF
TERM	Employment Record Stop - Terminated employment	AUF
PLEE	Full file from Location of all Employees (used for initial startup & to update sort code)	AUF
DEDI	PUF - Deduction Data Interface	PUF
CHGI	VUF - Change File Interface	VUF
SHBP	VUF - Full file from SHBP	VUF

County of Residence

Code	Description
001	APPLING
002	ATKINSON
003	BACON
004	BAKER
005	BALDWIN
006	BANKS
007	BARROW
008	BARTOW
009	BEN HILL
010	BERRIEN
011	BIBB
012	BLECKLEY
013	BRANTLEY
014	BROOKS
015	BRYAN
016	BULLOCH
017	BURKE
018	BUTTS
019	CALHOUN
020	CAMDEN
021	CANDLER
022	CARROLL
023	CATOOSA
024	CHARLTON
025	CHATHAM
026	CHATTAHOOCHEE
027	CHATTOOGA
028	CHEROKEE
029	CLARKE
030	CLAY
031	CLAYTON
032	CLINCH
033	COBB
034	COFFEE
035	COLQUITT
036	COLUMBIA
037	COOK
038	COWETA
039	CRAWFORD
040	CRISP
041	DADE
042	DAWSON
043	DECATUR
044	DEKALB
045	DODGE
046	DOOLY
047	DOUGHERTY
048	DOUGLAS
049	EARLY
050	ECHOLS
051	EFFINGHAM
052	ELBERT
053	EMANUEL

054	EVANS
055	FANNIN
056	FAYETTE
057	FLOYD
058	FORSYTH
059	FRANKLIN
060	FULTON
061	GILMER
062	GLASCOCK
063	GLYNN
064	GORDON
065	GRADY
066	GREENE
067	GWINNETT
068	HABERSHAM
069	HALL
070	HANCOCK
071	HARALSON
072	HARRIS
073	HART
074	HEARD
075	HENRY
076	HOUSTON
077	IRWIN
078	JACKSON
079	JASPER
080	JEFF DAVIS
081	JEFFERSON
082	JENKINS
083	JOHNSON
084	JONES
085	LAMAR
086	LANIER
087	LAURENS
088	LEE
089	LIBERTY
090	LINCOLN
091	LONG
092	LOWNDES
093	LUMPKIN
094	MACON
095	MADISON
096	MARION
097	MCDUFFIE
098	MCINTOSH
099	MERIWETHER
100	MILLER
101	MITCHELL
102	MONROE
103	MONTGOMERY
104	MORGAN
105	MURRAY
106	MUSCOGEE
107	NEWTON
108	OCONEE

109	OGLETHORPE
110	PAULDING
111	PEACH
112	PICKENS
113	PIERCE
114	PIKE
115	POLK
116	PULASKI
117	PUTNAM
118	QUITMAN
119	RABUN
120	RANDOLPH
121	RICHMOND
122	ROCKDALE
123	SCHLEY
124	SCREVEN
125	SEMINOLE
126	SPALDING
127	STEPHENS
128	STEWART
129	SUMTER
130	TALBOT
131	TALIAFERRO
132	TATNALL
133	TAYLOR
134	TELFAIR
135	TERRELL
136	THOMAS
137	TIFT
138	TOOMBS
139	TOWNS
140	TREUTLEN
141	TROUP
142	TURNER
143	TWIGGS
144	UNION
145	UPSON
146	WALKER
147	WALTON
148	WARE
149	WARREN
150	WASHINGTON
151	WAYNE
152	WEBSTER
153	WHEELER
154	WHITE
155	WHITFIELD
156	WILCOX
157	WILKES
158	WILKINSON
159	WORTH
160	Out of State

Option

Code	Description	Notes
NC	No Coverage	
02	TRICARE SUPPLEMENT	
03	UNITED HEALTHCARE HMO	
05	CIGNA HMO	
06	BLUECHOICE	
07	KAISER PERMANENTE	
08	HIGH DEDUCTIBLE HEALTH PLAN	
13	UNITED HEALTHCARE CCO	
15	CIGNA CCO	
16	BLUECHOICE CCO	
17	KAISER CCO	
18	HIGH DEDUCTIBLE HEALTH PLAN CCO	
31	DEFINITY CDHP	Pilot project only
32	LUMENOS CDHP	Pilot project only
41	DEFINITY CDHP CCO	Pilot project only
42	LUMENOS CDHP CCO	Pilot project only
58	PPO	
68	PPO CCO	
89	INDEMNITY	

Tier

Code	Description
10	Single
20	Family
30	Family (Spouse Surcharge)
40	Single (Tobacco Surcharge)
50	Family (Tobacco Surcharge)
60	Family (Spouse Surcharge & Tobacco Surcharge)

Payroll Frequency

Code	Description
MT	Monthly
TM	Twice a Month
WK	Weekly
BW	Every Other Week
OT	Other