

Import Covered Individuals Data File Record Layout

The Import ACA 1095-B/1095-C Data utility uses this file record layout when importing a file to insert covered individual data records to the Human Resources > Maintenance > ACA 1095 YTD Data > 1095-B and 1095-C pages.

Sequence	Field Name Description	Length	Type	Description/Example
1	Employee Number	6	Numeric	001511
2	Covered Individual First Name	17	Alphanumeric	William
3	Covered Individual Middle Name	14	Alphanumeric	Michael
4	Covered Individual Last Name	25	Alphanumeric	Anderson
5	Covered Individual Generation	1	Alphanumeric	See notes section for code descriptions.
6	Covered Individual Social Security Number	9	Numeric	123456789
7	Covered Individual Date of Birth	8	Numeric	YYYYMMDD; Ex: 19691016
8	Covered All Months (January - December)	1	Alpha	Y, N
9	January Coverage	1	Alpha	Y, N
10	February Coverage	1	Alpha	Y, N
11	March Coverage	1	Alpha	Y, N
12	April Coverage	1	Alpha	Y, N
13	May Coverage	1	Alpha	Y, N
14	June Coverage	1	Alpha	Y, N
15	July Coverage	1	Alpha	Y, N
16	August Coverage	1	Alpha	Y, N
17	September Coverage	1	Alpha	Y, N
18	October Coverage	1	Alpha	Y, N
19	November Coverage	1	Alpha	Y, N
20	December Coverage	1	Alpha	Y, N

NOTES:

- The uploaded file type must be in the comma-delimited text (.txt) or comma-separated values (.csv) format.
- The covered individual's first and last name are required, and either the date of birth or social security number.
- The **Length** field provides the maximum number of allowed characters.
- If the **Covered All Months** field is populated, the individual month (**January - December**) coverage fields should not be populated, and vice versa.
- Generation codes:
 - 1 - JR
 - 2 - SR
 - 3 - II
 - 4 - III
 - 5 - IV
 - 6 - V
 - 7 - VI
 - 8 - VII
 - 9 - VIII
 - A - I
 - B - IX
 - C - X