

Import Changes File Record Layout

The Import Changes file record layout is used to import benefit changes on a weekly or period for active employees.

Sequence	Field Name Description	Length	Description
1	Employee Social Security Number	9	123456789
2	Extract Deduction Code	6	123456; can be up to six characters; must match deduction code table
3	Employee Amount	7.2	22.00; decimal point must be included; per payroll (not annual)
4	Employer Amount	7.2	178.00; decimal point must be included
5	Cafeteria Plan Election	1	Y; must be Y or N
6	Change Status	1	C for change/add or D for delete; required
7	Payroll Frequency	1	4, 5, or 6 (current year pay frequency only); required

NOTE: The file type is tab-delimited text (.txt).