

ACA Monthly File Transmission

The purpose of this JobAid is to provide guidance on the flow of producing, validating and transmitting a monthly file to Maestro. Errors must be corrected in the source system (BenefitFocus or Banner) to produce accurate 1095 reporting.

Step 1: Business Analyst retrieves files from BenefitFocus on the 4th Tuesday of the month. Original files are placed in **BenefitFocus_Original Files** Folder.

Step 2: Business Analyst renames files (Coverage and Offer) to correspond to the naming convention required by ACA2 interface and places in appropriate Sub Folder within the **BenefitFocus_Original Files** Folder

Step 3: Payroll Director or Manager copies files from **BenefitFocus_Original Files** Sub Folder and places them in **1ACTIVE Inbound BenefitFocus_xx_xx_xx** Folder

-  1ACTIVE_Inbound BenefitFocus_xx_xx_xx
-  1COBRA_Inbound SHP_xx_xx_xx
-  BenefitFocus_Original Files
-  Pilot Testing FSU WCU
-  zACA Reporting_202x_CAMPUS_TEMPLATE
-  zArchive_BenefitFocus Files

Step 4: Payroll Analyst copies Inbound csv files from **1Active Inbound BenefitFocus_xx_xx_xx** Folder and pastes Coverage and Offer files in InterfacesIn/PWRACA2 folder to generate Output file.

Step 5: Payroll Analyst runs PWRACA2 interface **with appropriate parms** beginning with January Full File and **reviews LIS file to confirm there are no address errors**. If there are address errors, notify **Campus Benefits Manager** errors need to be corrected in Banner. After Banner updates are complete, run the interface again and confirm there are no address errors. Note: Interface enhancement allows output file with errors. Address errors need to be cleared, but all other errors will be handled by campus during or after reviewing file. Running file in debug mode is not necessary to produce Outbound file.

Step 6: Payroll Analyst: After all address errors are resolved, Copy from **Interface Out** Folder the Output csv file: (**CAMPUS_JAN_FULL_ACTIVE**) and paste in the **“File to Transmit to Maestro”** Folder (*referred to as “safe folder”*) located within Jan Full Folder. This file should **NOT** be opened to avoid file corruption. This is the file the campus will transmit to Maestro when review has been completed.

 ECSU_JAN_FULL_ACTIVE

9/10/2019 6:13 PM

Microsoft Excel Comma Separated Values File

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- Step 7: Payroll Analyst:** Without opening the csv file, right click to create copy of the Output csv **CAMPUS_JAN_FULL_ACTIVE-COPY** and place in the Jan Full Folder.

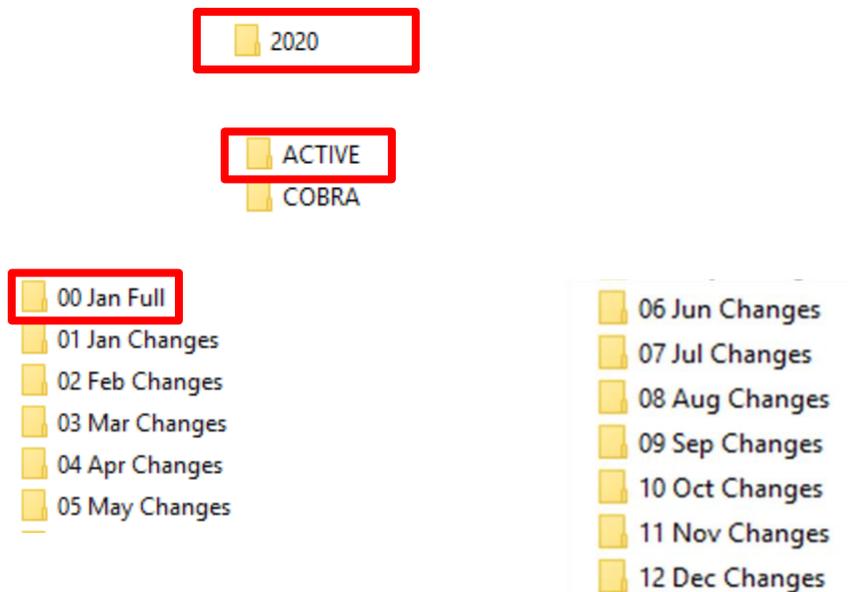
- Step 8: Payroll Analyst:** Copy from **Interface Out** Folder the LIS and LOG files and paste in Jan Full Folder.

- Step 9: Payroll Analyst:** Copy from **1Active Inbound BenefitFocus_xx_xx_xx** Folder and paste 2nd copy of Coverage and Offer files in Jan Full Folder so campus has files used to generate the Outbound file.

Contents of each Monthly Folder

Name	Date modified	Type	Size
File to Transmit to Maestro	4/1/2020 4:28 PM	File folder	
FSU_2020_Active_Cov_03	3/24/2020 3:38 PM	Microsoft Excel C...	192 KB
FSU_2020_Active_Offer_03	3/24/2020 3:38 PM	Microsoft Excel C...	244 KB
FSU_JAN_FULL_ACTIVE - Copy	4/1/2020 11:47 AM	Microsoft Excel C...	225 KB
pwraca2_2696196	4/1/2020 11:47 AM	LIS File	581 KB
pwraca2_2696196	4/1/2020 11:47 AM	Text Document	18 KB

Overview of Campus Folder Structure



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Monthly folders include: Coverage and Offer files retrieved from BenefitFocus used to generate the ACA Outbound file that will be transmitted to Maestro. The original Outbound csv file is placed in the *safe subfolder* to avoid file corruption by opening the file. A second copy is placed in the folder with COPY added to file name. The LIS file is provided to review warnings and errors. The LOG file is provided to show parms used to generate Output.

Step 10: Payroll Analyst sends email to Campus Contact to advise files are ready for their review.

When **Business Analyst** retrieves new files from BenefitFocus Steps 1 & 2 are repeated.

Step 11: Payroll Director or Manager moves files from **1Active Inbound BenefitFocus_xx_xx_xx** Folder to the **zArchive_BenefitFocus Files Folder** and renames **1Active_Inbound BenefitFocus_xx_xx_xx** with the current date BenefitFocus files are received.

Payroll Director or Manager: Step 3 is repeated with new files.

Payroll Analysts: Step 4 is repeated with new files. This cycle continues in monthly sequential order until all monthly files for the year are generated and placed in appropriate folders.

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Campus Benefits Manager is responsible for ensuring the ACA file is worked each month and transmitted to Maestro. AVP of University Benefits will follow up with Benefit Managers to ensure campus remains on track transmitting files monthly.

Error & Warning Legend with Reasons and Action Required produced by Interface when producing ACA file from Banner (to be transmitted to Maestro)

Warning Message:	Reason or Action Required:
Warning 1 -- Undefined record line 999. Record ignored.	Blank record on Benefit Focus File, record ignored.
Warning 2 -- Employee SSN 999-99-9999 is on the covered file, but has no deduction in Banner	Determine proper coverage and correct in appropriate system if necessary.
Warning 3 -- Banner ID John Doe has no PEREHS record or no pay as of MM/YYYY	Current Banner information was used for processing.
*Warning 4 -- for Banner ID, Doe, John, hire date = DD-MON-YYYY term date = DD-MON-YYYY should be Eligible. Check Benefit focus file.	Determine eligibility and correct in appropriate system if necessary.
Error Messages (Should be corrected prior to transmitting file):	Reason or Action Required:
**Error 1 -- for Banner ID, Doe, John, hire date = DD-MON-YYYY term date = DD-MON-YYYY should not be covered. Check Benefit focus file.	Determine proper coverage and correct in appropriate system.
**Error 2 -- for Banner ID, Doe, John, SSN Missing Banner: 010101010 substituted.	Update Banner with SSN.
Error 5 -- Missing Event Date for Banner ID John Doe	Processing did not indicate an event date. Record with blank field written to output file.
Error 6 -- Missing EIN for Banner ID John Doe	Processing did not indicate an EIN. Record with blank field written to output file.
Error 7 -- Missing Reporting SSN for Banner ID John Doe	Processing did not indicate an SSN. Record with blank field written to output file.
Error -- Missing Relation for Banner ID John Doe	Processing did not indicate a Relation. Record with blank field written to output file.
Error 8 -- Missing First Name for Banner ID John Doe	Processing did not indicate a First Name. Record with blank field written to output file.
Error 9 -- Missing Last Name for Banner ID John Doe	Processing did not indicate a Last Name. Record with blank field written to output file.
**Error 10 -- Missing Address W2 Address - line 1 for Banner ID John Doe	Add missing Address Line 1 in Banner.
**Error 11 -- Missing Address W2 Address - City for Banner ID John Doe	Add missing City in Banner.
**Error 12 -- Missing Address W2 Address - State for Banner ID John Doe	Add missing State in Banner.
**Error 13 -- Missing Address W2 Address - Zip for Banner ID John Doe	Add missing Zip Code in Banner.
**Error 14 -- Invalid- Zip Code (incorrect length) 9999 for Banner ID John Doe	Correct Zip Code in Banner.
**Error 15 -- Invalid- Zip Code ABCD (non digits) for Banner ID John Doe	Correct Zip Code in Banner.
**Error 16 -- Missing Address W2 Address - Country for Banner ID John Doe	Add missing Country in Banner.
Informational Only Messages:	Reason or Action Required:
Info -- Change in Dependent Benefit Focus ID with no Change in Employee -- ". 9999	Employee with no change included on file with dependent change.

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Step 1: Benefits Manager (and staff) On 4th Tuesday of the month, BF files will be retrieved and SSC will begin process to provide output files for monthly review. Campus should run WebFOCUS report HGAWBAAD_v1 to identify and correct all address errors using the Internal Code: W2ADDR. Send SSC Payroll Analyst email notification addresses have been corrected. Note: It is possible a “new bad address” will pop up when the output file is generated which will need to be corrected and new output file generated.

Parameters			
Select report display format	Select internal code	Enter Year	Select Payroll Type
Excel ▼	W2ADDR ▼	2020	BOTH ▼
<input type="button" value="Run"/>	<input type="button" value="Reset"/>	<input type="button" value="Clear Output"/>	<input checked="" type="checkbox"/> Run in a new window

The following is a workflow of the contents of each monthly folder and their purpose

Name	Date modified	Type	Size
File to Transmit to Maestro	4/1/2020 4:28 PM	File folder	
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Files retrieved from BenefitFocus for Coverage and Offer Data used to generate monthly ACA file provided as additional resource for research

Original file to be uploaded to Maestro SFTP server located inside this folder

CAMPUS_JAN_FULL_ACTIVE-Copy is the working copy to be reviewed for accuracy. This file can be sorted, filtered, edited in any way you wish to review data.

This LIS file is produced when the interface generates ACA file. Review errors that occurred when file was produced. These should be corrected in the source system.

The LOG file is produced when the interface generates ACA file. This provides the Parameters used to generate Output file.

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- Step 2: Benefits Manager (and staff)** will review the LIS file and correct any Errors or Warnings shown on this report. Most of these errors need to be corrected in Banner, but some may require correcting in BenefitFocus. **If errors are not corrected in the source systems (BenefitFocus or Banner) the errors will continue on the next month's ACA Changes File and could override any changes made in Maestro.**

- Step 3: Benefits Manager (and staff)** might want to record all Errors on an Excel tracker or tickler system to validate the errors have been corrected on the subsequent months file. **There may be the occasional, unique error that can only be corrected in Maestro.** Generally, the only time manual changes should be made to the data directly in Maestro is due to a terminated employee (no longer going to be transmitting data on that individual) and/or year-end (not sending any additional changes files for the year).

- Step 4: Benefits Manager (and staff)** validates the previous month's errors cleared on the current file. To assist with your review, the BenefitFocus Offer and Coverage files used to produce the ACA file are placed in the Monthly folder by your Payroll Analyst.

- Step 5: Benefits Manager (and staff)** If previous month's errors still exists, go back to the source data (BenefitFocus or Banner) and update the information again. Contact the AVP of University Benefits (Ashley) if assistance is needed.

- Step 6: Benefits Manager (and staff)** will review **CAMPUS_JAN_FULL_ACTIVE- Copy** file to validate data, look at new hires, terms, FTE changes, agency transfers, temp to perm hires and vice versa, etc. **The objective is to validate the information included on the Maestro Interface, employee's HR data, benefits offer and coverage, are transmitting, correctly to the 1095. By reviewing the data file, errors/issues should be identified on the campus 'transmit file' prior to transmitting to Maestro.**

- Step 7: Benefits Manager (and staff):** Once all errors are identified and recorded for correction in the source systems the monthly data file is ready to transmit to Maestro as soon as reasonably possible **but no later than 10th of the next month.**

- Step 8: Benefits Manager (and staff):** Your Payroll Analyst placed the **original ACA file** generated in the subfolder **File to Transmit to Maestro**. This is a clean unopened file since **CAMPUS_JAN_FULL_ACTIVE-Copy** was used for your review and validation. The file to be transmitted is located inside the subfolder **File to Transmit to Maestro**. Do not open this file during any part of the review and transmission to avoid corrupting the data.

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- Step 9: Benefits Manager (and staff):** Below is the link to the SFTP Maestro Server <https://transfers.maestrohealth.com/WebInterface/login.html>. Use the **to_maestro** folder



Find **Add files** which allows you to browse for the file you want to upload. Open the **folder File to Transmit to Maestro** and select the **CAMPUS_JAN_FULL_ACTIVE** to upload.



IMPORTANT: Files must be loaded in sequential order (i.e. Feb Changes file should not be transitted before the Jan Changes file has posted by Maestro).

- Step 10: Maestro** will load campus data file. You will receive notification when the file is loaded. If errors occur, Maestro will produce an error file from their system.

- Step 11: Maestro** will email the error file directly to the Benefits Manager. The error file will include Severity 1 and 2 errors.

Severity 1 errors **MUST** be corrected. These records are not loaded in Maestro's system – meaning it does not create a 1095.

- Step 12: Benefits Manager (and staff)** may not be able to correct the data in Banner for records that did not load in Maestro due to the current date vs. the effective date of the change. If it is too far in the past, it may not be possible to correct in Banner in order to re-create that month's file. Rather, you would correct these directly in Maestro and place them on your Excel tracker to make sure the 1095 is accurate.

Severity 2 errors will not prevent a record from loading but may cause a TIN Error on the back end if not corrected.

Severity 2 errors must be reviewed, validated and/or corrected by **Benefits Manager (and staff)**.

- a. Validate – maybe you have two dependents with the same birthdate with different SSNs. This will be listed as a Severity 2 error and is likely indicative of twins; however, that is not always the case. You can validate that this record is ok (because they are twins). Would suggest you keep these in a year-end file so they can be stored until you receive a TIN error report. Ultimately, an example as described here will result in a TIN error that really is not an error. You will simply need to have proof that you reviewed and validated this error in the event you are ever audited.

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- b. Otherwise, if an error truly exists, you can follow the steps above (correct in the appropriate system and allow the file to update it) and review the next month's Maestro error file to confirm that it has been corrected.

- c. Additionally, some of the Severity 2 errors could be indicative of a gap in our business process or a breakdown in our programming – gaps and/or breakdowns in programming must be reported to the Shared Service HRIS group and/or the AVP of University Benefits for further review.