

# Health & Welfare Administration Implementation Workbook

Interfaces – HRIS  
WVPEIA

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# Revision History

Version	Updated By	Date	Changes Made
1.0	Ibrahim Sheikh	2025-01-14	Initial version
1.1	Ibrahim Sheikh	2025-03-03	Updated based on client feedback
1.2	Ibrahim Sheikh	2025-03-06	Updated HRIS unique identifier to SSN and added Employee ID derivation to the Additional fields section
1.2	Ibrahim Sheikh	2025-06-24	Updated address type from P to M
1.2	Ibrahim Sheikh	2025-07-03	Updated Job Position validation from mandatory to optional (ADO 5770994)
1.3	Ibrahim Sheikh	2025-10-10	Add Term Reason Code to file layout
1.3	Ibrahim Sheikh	2025-11-05	Add term reason codes to Appendix N Add Part Time ACA Benefit Eligible status to Appendix D Clarified Term Reason Code Effective Date in the Transaction Record section, position start 651
1.3	Ibrahim Sheikh	2026-03-17	Added 'other' and 'TIAA-CREF' to Appendix B – Report Type

## Introduction

The purpose of the HRIS interface is to provide master data required for benefit administration to the TELUS Health systems. This file format is used both for converting initial demographic data to TELUS Health in preparation for the site's initial implementation, and to report ongoing changes. Using a common format facilitates economies of scale for all parties and provides for a smoother transition.

The interface is designed to contain the type of information required to handle administration of benefits properly, and to include the type of information required by downstream providers such as insurers. Minimum information requirements include:

- Specific member demographics used to identify the member, such as member number and name;
- Information defining organizational hierarchy in relation to plan eligibility, cost and credit calculations, policy numbers, pay schedules, and other considerations that affect plan entitlement;
- Factors affecting coverage and costs, such as gender, birth date, and salary;
- Information used to contact the member or send communications, such as e-mail address, phone number, and home/work address.

## General Information

Following are key elements of the HRIS interface:

- The interface is a fixed length text file.
- All members are sent on the file, regardless of plan eligibility. This ensures that TELUS Health service center representatives can properly identify members who call the service center but are not eligible for coverage. It also simplifies the transition process where eligibility rules change over time after TELUS Health begins administration of the plan(s)
- The interface is defined based on a standard format. Where fields are not available in the current HRIS, these will be indicated as such in the configuration requirements. This allows for additions and changes in the HR system (version and provider) over time.
- The file includes a standard header and footer that are used to validate the integrity of the transmission and to ensure that files are loaded in the right order. **The file must contain only one set (Header – Detail – Footer)**
- TELUS Health has defined a standard set of validation rules for the HR file. These protect the integrity of member data. Errors are trapped in the on-line interface module and are reported for action to designated client-team members. Where errors exceed the defined threshold, the system rejects the entire file and notifies the client and TELUS Health teams.
- The interface is recommended in Windows/DOS format with the encoding ANSI, to support with special character such as Accent letters.

# Selection Logic

## Ongoing Interface

The ongoing file can be sent either as a full file or as a changes-only interface. In the latter case, any change made within the period between the last feed and the current feed should be included, and a full line is reported for the applicable member. TELUS Health will assign effective dates where changes are detected based on a comparison with the information on file – using the effective date field for key information which requires an effective date or the date of the feed for information which does not require an effective date.

**For WVPEIA, the file will be sent as a full file.**

All members, regardless of employment status, employment type and scheduled hours will be sent on the conversion and ongoing files. The following are exceptions:

- The ongoing HRIS file will include members whose status has changed to terminated since the last HRIS file (to advise TELUS Health of the termination) and will be excluded from subsequent files.
- In the event of a transfer, if a member is not formally terminated from the previous employer record, the HRIS will automatically close (terminate) the old record.
- The conversion and ongoing HRIS files will send across only one record per member.

The ongoing file may include retroactive, current, or future dated changes. Changes that have been reported previously but which are effective after the retroactive change date must be reported again in the subsequent feed to confirm that the new change does not over-ride the prior information.

## HRIS Reports

For each HRIS interface load, TELUS Health produces several reports which are available for distribution to WVPEIA. These reports serve different purposes such as change report, error report, and events report. For more information, refer to the [HRIS Processing Reports spec.](#)

## File Name

The name of the files should be composed as follows: Nature of File\_NAMHRIS\_Date.txt

- Where Nature of File is 4 characters with values = TEST or PROD
- Where NAM is the 3 character client abbreviation assigned by TELUS Health
- Where Date = date the file was generated; format= yyymmdd

Example: TEST\_WVPEIAHRIS\_EMPLOYER\_20250914.txt

PROD\_WVPEIAHRIS\_800010005\_20250914.txt

**The client abbreviations will be: WVPEIA**

**An example of a production file generated on March 20, 2023 would be:**

PROD\_WVPEIAHRIS\_20230320.txt

**Internal Note: the file name will be HRIS.txt in the config to support M-CTRL**

**Indicate the frequency with which the file will be sent: TBD**

## Record Format

The record types/formats are as follows (fixed length files only):

Type	Characteristics
Character	left justified
Number	right justified, 10 digits (2 decimals) with decimal included. 67500.50
Alphanumeric	left justified
Date	8 characters, right justified, YYYYMMDD format

## File Transmission

Files are to be sent to TELUS Health using SFTP. You have the option of encrypting SFTP files using PGP software before sending them. Please note that we must exchange public keys before sharing GPG-protected data to maintain the highest level of security.

**Indicate whether files will be sent using FTP or through the website (HTTPS):** Secured FTP

**Indicate the name of a technical contact for exchanging GPG keys (or indicate “N/A” if not using GPG):**

## File Validation Rules

There are two validations on the record level:

- Warnings – indicates a non-critical error but allows the record to be processed.
- Rejects – indicates a critical error that does not permit the record to be processed.

Specific business error messages can be created that can have a severity associated.

- Warning – data items that should be addressed, but processing the record will not cause internal system issues (e.g., salary changes across thresholds that now require EOI, invalid values in a name field). This message is tied to the Warning level validation.
- Error – data items that will cause a system or a business problem and therefore should not be loaded to the database. This message is tied to the Rejects level validation.

## Exceptions

At times, it may be necessary to modify or enhance the standard interface due to:

- missing or incomplete information for mandatory fields;
- insufficient detail in the HR / payroll system to properly interpret plan rules;
- preference to re-use an existing interface format;
- desire to maintain additional data fields; and,
- requirements to map or manipulate data on the TELUS Health end.

In these cases, it is possible to depart from the standard, but this does imply a change in project costs.

Any additional logic required to handle any new exceptions might necessitates change in the data extract code and/or

# File Layout

## Header Record

Field Name	Description	Position	Length	Type/Format	Example	Validation Rule	Error Severity
Header Tag	String identifying the header record	1	3	Character	'HDR'	Mandatory	Critical
						Must be 'HDR'	Critical
Interface ID	Unique ID that identifies the interface file. - As provided by TELUS Health	4	4	Character	'HRIS'	Mandatory	Critical
						Must match Interface ID in Trailer	Critical
Employer Code	A unique number that identifies the employer.	8	9	Character	'892600707' See Appendix A for valid values	Mandatory	Critical
						Must be a valid value	Critical
Interface creation date validation	Run date	17	8	Date	'20140825' (yyyymmdd)	Mandatory	Critical
						Must be a valid date	Critical
						Must be 8 digits, no spaces	Critical
						Must be later than 19000101	Critical

## Transaction Record

Field Name	Description (Ariel Benefits Field)	Position	Length	Type/Format	Example/Values	Validation Rule	Error Severity
Record Type	Record Type	1	1	Alphanumeric	D	Mandatory	Error
						Must be 'D'	Error
SSN	Member's Social Insurance Number HRIS unique identifier (employee.ssn)	2	9	Number	'123456789', '000123234' Employers will map the VSSN to this field for members who do not have a valid SSN.	Mandatory	Error
						Must be 9 digits	Error
VSSN	Member's VSSN (employee_additional.text_56)	11	9	Alphanumeric	'123456789', '000123234'		
VSSN expiration date	Members' VSSN expiration date (employee_additional.date_1)	20	8	Date	'19601028' for October 28, 1960 (YYYYMMDD)	Mandatory, if VSSN is sent	Error
						Must be valid date	Error
						Must be later than 19000101	Error
						Must be 8 digits, no spaces	Error
Member Benefit ID	Member Benefit ID (org_employment.text_30)	28	10	Alphanumeric			
Prefix	Member's Prefix (employee.salutation)	38	3	Alphanumeric	Valid values: MR = Mister, MS = Miss, MRS = Misses, DR = Doctor	Must be a valid value.	Error
First Name	Member's First Name (employee.first_name)	41	50	Alphanumeric	'John'	Mandatory	Error

Field Name	Description (Ariel Benefits Field)	Position	Length	Type/Format	Example/Values	Validation Rule	Error Severity
Middle Name	Member's Middle Name or Middle Initial (employee.middle_name)	91	50	Alphanumeric	'Joseph' Optional		
Last Name	Member's Last Name (employee.last_name)	141	50	Alphanumeric	'Smith'	Mandatory	Error
Suffix	Member's Suffix (employee.suffix)	191	10	Alphanumeric	Valid values: II = Second, III = Third, IV = Fourth, V = Fifth, VI = Sixth, JR = Junior, SR = Senior	Must be a valid value.	Error
Gender	Member's Sex (employee.sex)	201	1	Character	Valid values: 'M' for Male, 'F' for Female, 'U' for Unknown (U will be translated to N internally)	Mandatory	Error
						Must be 'M' or 'F' or 'U'	Error
Birth Date	Member's Date of Birth (employee.birthdate)	202	8	Date	'19601028' for October 28, 1960 (YYYYMMDD)	Mandatory	Error
						Must be valid date	Error
						Must be later than 19000101	Error
						Must be 8 digits, no spaces	Error
Job Position	Member's Job Position (org_employment.text_22)	210	4	Alphanumeric	See Appendix C for valid values	Mandatory	Error
						If sent, must be a valid value.	Error

Field Name	Description (Ariel Benefits Field)	Position	Length	Type/Format	Example/Values	Validation Rule	Error Severity
Job Position Effective date	Member's Job Position Effective Date (org_employment.text_22_eff_date)	214	8	Date	'19601028' for October 28, 1960 (YYYYMMDD)	Mandatory if Job Position is sent	Error
						If sent, must be valid date	Error
						If sent, must be later than 19000101	Error
						If sent, must be 8 digits, no spaces	Error
Position Status	Member's Employee Position Status (org_employment.text_5)	222	2	Alphanumeric	See Appendix D for valid values	Mandatory	Error
						Must be a valid value.	Error
Position Status Effective Date	Member's Employee Position Status Effective date (org_employment.text_5_eff_date)	224	8	Date	'19601028' for October 28, 1960 (YYYYMMDD)	Mandatory	Error
						Must be valid date	Error
						Must be later than 19000101	Error
						Must be 8 digits, no spaces	Error
Contract Days 	Member's Contract Days (org_employment.number_10)	232	3	Number	000 to 366	Decimal values are not allowed.	Error
						Must be between 0 and 360	Error
Number Of Pays	The number of times the employee is paid per year (org_employment.number_11)	235	3	Number		Mandatory	Error
						Decimal values are not allowed.	Error
Original Hire Date	Member's Original Hire Date (org_employment.date_2)	238	8	Date	19601028' for October 28, 1960	Mandatory	Error
						Must be valid date	Error

Field Name	Description (Ariel Benefits Field)	Position	Length	Type/Format	Example/Values	Validation Rule	Error Severity
					(YYYYMMDD)	Must be later than 19000101	Error
						Must be 8 digits, no spaces	Error
Hire Date	Member's most recent Hire Date (org_employment.date_1)	246	8	Date	19601028' for October 28, 1960 (YYYYMMDD)	Mandatory	Error
						Must be valid date	Error
						Must be later than 19000101	Error
						Must be 8 digits, no spaces	Error
Retirement Date	Member's Retirement Date (org_employment.date_5)	254	8	Date	19601028' for October 28, 1960 (YYYYMMDD)	Mandatory  if Employment Status = R	Error
						Must be valid date	Error
						Must be later than 19000101	Error
						Must be 8 digits, no spaces	Error
Years Of Service	Member's year of service (employee_additional.number_2)	262	4	Number	10 for 10 years	Mandatory 	Error
Employment Status	Member's Employment Status (org_employment.text_1)	266	1	Alphanumeric	See Appendix E for valid values.	Mandatory	Error
						Must be a valid value.	Error
Employment Status Effective Date	Member's Employment Status Effective Date (org_employment.text_1_eff_date)	267	8	Date	19601028' for October 28, 1960 (YYYYMMDD)	Mandatory	Error
						Must be valid date	Error
						Must be later than 19000101	Error
						Must be 8 digits, no spaces	Error
	Member's Payroll Frequency	275	2	Alphanumeric		Mandatory 	Error

Field Name	Description (Ariel Benefits Field)	Position	Length	Type/Format	Example/Values	Validation Rule	Error Severity
Payroll Frequency	(org_employment.text_25)				See Appendix F for valid values.	Must be a valid value.	Error
Payroll Frequency Effective Date	Member's Payroll Frequency Effective Date (org_employment.text_25_eff_date)	277	8	Date	19601028' for October 28, 1960 (YYYYMMDD)	Mandatory, if Pay Frequency is sent	Error
						If sent, must be valid date	Error
						If sent, must be later than 19000101	Error
						If sent, must be 8 digits, no spaces	Error
Scheduled Hours Per Day	Member's Scheduled Hours <b>Per Day</b> (org_employment.number_1)	285	5	Number	00.00 to 24.00	Mandatory 	Error
Scheduled Hours Per Day Effective Date	Member's Scheduled Hours Effective Date (org_employment.number_1_eff_date)	290	8	Date	'20141130' for November 30, 2014 (YYYYMMDD)	Mandatory, if Scheduled Hours Per Day is sent	Error
						If sent, must be valid date	Error
						If sent, must be later than 19000101	Error
						If sent, must be 8 digits, no spaces	Error

Field Name	Description (Ariel Benefits Field)	Position	Length	Type/Format	Example/Values	Validation Rule	Error Severity
Rate Of Pay	Member's Rate of Pay (org_sched_salary.amount_4)	298	10	Number	Report 3650.00 in this field if the member's monthly Rate of Pay is \$3,650.000. Report 000015.937 if the member's hourly rate of pay is \$15.937. Hourly or monthly must be indicated in the Type of Rate of Pay field (next field in the layout).  000000.000 to 999999.999	Mandatory 	Error
Rate Of Pay Effective Date	Member's Rate of Pay Effective Date (org_sched_salary.amount_4_eff_date)	308	8	Date	'20141130' for November 30, 2014 (YYYYMMDD)	Mandatory  If Rate of Pay is sent	Error
						If sent, must be valid date	Error
						Must be later than 19000101	Error
						Must be 8 digits, no spaces	Error
Type Of Rate of Pay	Member's Type of Rate of Pay (org_employment.text_26)	316	2	Alphanumeric	See Appendix G for valid values.	Mandatory 	Error
						If sent, must be a valid value.	Error
Type Of Rate of Pay Effective Date	Member's Type of Rate of Pay Effective Date	318	10	Date	'20141130' for November 30, 2014	Mandatory  If Type Of Rate of Pay is sent	Error
						If sent, must be valid date	Error

Field Name	Description (Ariel Benefits Field)	Position	Length	Type/Format	Example/Values	Validation Rule	Error Severity
	(org_employment.text_26_eff_date)				(YYYYMMDD)	If sent, must be later than 19000101	Error
						If sent, must be 8 digits, no spaces	Error
Annual Salary	Member's Current Annual Salary Annual Salary (org_sched_salary.amount_1)	328	10	Number	'67500.50' for \$67,500.50	Mandatory	Error
Annual Salary Effective Date	Member's Current Annual Salary Effective Date Annual Salary (org_sched_salary.amount_1_effective_date)	338	8	Date	'20141130' for November 30, 2014 (YYYYMMDD)	Mandatory	Error
						Must be valid date	Error
						Must be later than 19000101	Error
						Must be 8 digits, no spaces	Error
Mailing Address Line 1	Member's Address Line 1 (address.address_1 + address.address_type = M)	346	50	Alphanumeric	'123 First Street'	Mandatory	Error
Mailing Address Line 2	Member's Address Line 2 (address.address_2)	396	50	Alphanumeric	'Station A'	No validation	
City	Member's City (address.city)	446	25	Alphanumeric	'Vancouver'	Mandatory	Error
State	Member's State (address.state + employee_additional.text_15)	471	2	Alphanumeric	'AL' See Appendix I for valid values	Mandatory, if 'International Address Flag' is 'N'.	Error
						Must be a valid state.	Error

Field Name	Description (Ariel Benefits Field)	Position	Length	Type/Format	Example/Values	Validation Rule	Error Severity
Country	Member's Country (address.country)	473	2	Alphanumeric	Default to US , if 'International Address Flag' is 'N'	Mandatory, if 'International Address Flag' is 'Y'.	Error
Zip Code 	Member's Zip Code (address.zip)	475	9	Alphanumeric	12345	Mandatory, if 'International Address Flag' is 'N'.	Error
						Valid format XXXXX or XXXXXXXXXX	Error
County	Member's County (address.county)	484	25	Alphanumeric			
International Address Flag	Flag that represents if the employee has an international address. (employee_additional.text_60)	509	1	Alphanumeric	Values: Y = International N = USA address	Mandatory	Error
						Must be a valid value.	Error
Phone	Member's Phone Number (employee_telephone.telephone + employee_telephone.telephone_t ype_ID =H)	510	10	Alphanumeric	'5148789090x123 45'	No Validation	
Personal Email	Member's Home Email address (employee_email.email_address + employee_email.email_type_id = 'P')	520	50	Alphanumeric	A.B@company.co m	If sent, must include the '@' character	Error
Work Email	Member's Office Email address (employee_email.email_address + employee_email.email_type_id = 'W')	570	50	Alphanumeric	A.B@company.co m	If sent, must include the '@' character	Error

Field Name	Description (Ariel Benefits Field)	Position	Length	Type/Format	Example/Values	Validation Rule	Error Severity
Employee Spouse	Flag to represents Employee Spouse (employee_additional.text_55)	620	1	Alphanumeric	Y, N	Must be a valid value	Error
Report Type (Retirement Plan)	Represents the retirement system for which the employer is reporting. (org_employment.text_27)	621	5	Alphanumeric	PERS See Appendix B for valid values	Must be a valid value	Error
Term Reason Code	Member's Term Reason Code	626	25	Character	See Appendix N for valid values.	Mandatory, if status = T	Error
						Must be a valid value.	Error
Term Reason Code Effective Date	Member's Term Reason Code Effective Date (This date will include the three-month extension period, or less, depending on the member's chosen extension duration)	651	8	Date	19601028' for October 28, 1960 (YYYYMMDD)	Mandatory	Error
						Must be valid date	Error
						Must be later than 19000101	Error
						Must be 8 digits, no spaces	Error

## Trailer Record

Field Name	Description	Position	Length	Type/Format	Example	Validation Rule	Error Severity
Trailer Tag	This field should contain the string identifying the trailer record. The trailer tag should be in the first column of the record.	1	3	Character	'TRL'	Mandatory	Critical
						Must be 'TRL'	Critical
Trailer Interface ID	Unique ID that identifies the interface file. -As per the interface ID outlined in the Header Record.	4	4	Character	'HRIS '	Mandatory	Critical
						Must match Interface ID in Header	Critical
Trailer Records Counts Validation	The records count in the trailer does not include header and trailer records.	8	8	Number	'00001345' for 1345 records	Mandatory	Critical
						Must be numeric	Critical
						Must equal total record count in the file	Critical

## Additional Fields

The following table details additional fields that will be used by TELUS Health but will not be passed on the HRIS file.

Field Name	Description	Ariel Benefits Field	Example / Values	Initiated by
Email Address Primary Indicator	Field to indicated preferred email address – work or personal	primary_ind	'Y', 'N'	By default, the HRIS will set the primary indicator value to “Yes” for the office email address if available
Phone Primary Indicator	Field to indicated preferred Phone	primary_ind	'Y', 'N'	By default, the HRIS will set the primary indicator value to “Yes”
Salary Index	Member’s Salary Index Derived based on the Annual Salary - Refer to Appendix M	Employee_additional.text_2		HRIS derivation
HRIS Member Flag	A flag to identify members on the HRIS	Employee_additional.text_61	Y	HRIS will default this flag to Y for any member on the file
Retiree Assistance program				
Benefit Assistance Program				
Employee ID	Member’s Employee ID (unique identifier) Existing members (conversions) will retain their current Employee ID. For new hires, the Employee ID will be assigned sequentially, starting from the latest ID in the database.	Employee.employee_id		HRIS derivation: sequential from latest # in database
Branch	Member’s Branch Derived based on organization and organization_additional	org_employment.text_6		HRIS derivation

## Appendices

### Appendix A – Employer Code

Refer to the [Employers list](#) for full list

Code	Description	Notes / Mapping
800000507	PEIA - RETIREES STATE	
800000508	PEIA - RETIREES NON-STATE	
800000509	COVENTRY DIRECT PAY	
800000524	PEIA - SURVIVORS	
800010005	BARBOUR CO BOARD OF EDUCATION	
800010106	BARBOUR CO BOARD OF EDUCATION	
800030005	BERKELEY CO BOARD OF EDUCATION	
800030106	BERKELEY CO BOARD OF EDUCATION	
800030206	BERKELEY CO BOARD OF EDUCATION	

### Appendix B – Report Type (Retirement Plans)

Code	Description	Notes / Mapping
PERS	Public Employees Retirement System	
TRS	Teachers' Retirement System	
SPTA	West Virginia State Police Death, Disability and Retirement Fund	
SPTB	West Virginia State Police Retirement System	
JRS	Judges' Retirement System	

Code	Description	Notes / Mapping
DSRS	Deputy Sheriffs' Retirement System	
EMSRS	Emergency Medical Services Retirement System	
MPFRS	Municipal Police & Firefighters Retirement System	
TDC	Teachers' Defined Contributions System	
TIAA-CREF	TIAA-CREF	
other	Other	

## Appendix C – Job Position

Code	Description	Notes / Mapping
0000	County Commissioner	
0001	City Council Member	
0002	Elected Member of a Board of Education	
0003	Mayor	
0004	Municipal Police Officer	
0005	Municipal Fire Professional	
0006	EMSO	
0007	Deputy Sheriff	
0008	Sheriff	
0009	Chief Deputy	
0010	Judge	
0011	Justice	

Code	Description	Notes / Mapping
0012	State Police	
0013	Teacher	
0014	Administrator	
0015	Service Personnel	
0016	Concurrent	
0017	Appointed Board Member	
0018	Other	
0019	Governor	
0020	Secretary of State	
0021	State Auditor	
0022	State Treasurer	
0023	Commissioner of Agriculture	
0024	Attorney General	
0025	Judge of Court of Claims	
0026	Elected Clerk	
0027	Sergeant at Arms	
0028	Doorkeeper	
0029	Senator	
0030	Delegate	
0031	21st Century Learner Fellow	

## Appendix D – Position Status

Code	Description	Notes / Mapping
00	Permanent Full Time	
01	Permanent Part Time	
02	Temporary/Provisional	
03	Posted 21 Day	
04	Substitute	
05	Elected	
06	Part Time ACA Benefit Eligible	

## Appendix E – Employment Status Codes

Code	Description	Notes / Mapping
A	Active	
C	C	
D	Deceased	
R	Retired	
S	Survivor	
L	Leave	
T	Terminated	

## Appendix F – Payroll Frequency

Code	Description	Notes / Mapping
00	Monthly	

Code	Description	Notes / Mapping
01	Semi-Monthly	
02	Bi-Weekly	
03	Weekly	

### Appendix G – Type of Rate of Pay

Code	Description	Notes / Mapping
00	Hourly	
01	Monthly	
02	Yearly	
03	Daily	

### Appendix I – State Codes

Province / State Code	Province / State Description	Notes
AK	Alaska	
AL	Alabama	
AR	Arkansas	
AZ	Arizona	
CA	California	
CO	Colorado	
CT	Connecticut	

Province / State Code	Province / State Description	Notes
DC	District of Columbia	
DE	Delaware	
FL	Florida	
GA	Georgia	
HI	Hawaiian Islands	
IA	Iowa	
ID	Idaho	
IL	Illinois	
IN	Indiana	
KS	Kansas	
KY	Kentucky	
LA	Louisiana	
MA	Massachusetts	
MD	Maryland	
ME	Maine	
MI	Michigan	
MN	Minnesota	
MO	Missouri	
MS	Mississippi	
MT	Montana	
NC	North Carolina	
ND	North Dakota	
NE	Nebraska	

Province / State Code	Province / State Description	Notes
NH	New Hampshire	
NJ	New Jersey	
NM	New Mexico	
NV	Nevada	
NY	New York	
OH	Ohio	
OK	Oklahoma	
OR	Oregon	
PA	Pennsylvania	
PR	Puerto Rico	
RI	Rhode Island	
SC	South Carolina	
SD	South Dakota	
TN	Tennessee	
TX	Texas	
UT	Utah	
VA	Virginia	
VT	Vermont	
WA	Washington	
WI	Wisconsin	
WV	West Virginia	
WY	Wyoming	

## Appendix J – Effective Date Mapping

### Original Hire Date (238)

Note: Use the Hire Date for new hires and the file run date for any changes in contact information.

Field	ABL Mapping	ABL Effective Date
Address Start Date	address	address.begin_date
Home Phone	employee_telephone.telephone + employee_telephone.telephone_type_id = H	employee_telephone.beging_date
Home Email	employee_email.email_address + employee_email.email_type_id = 'H'	employee_email.begin_date
Office Email	employee_email.email_address + employee_email.email_type_id = 'O'	employee_email.begin_date
State of Residence	employee_additional.text_15	employee_additional.text_15_eff_date

### Hire Date (246)

Field	ABL Mapping	ABL Effective Date
Contract Days	org_employment.number_10	org_employment.number_10_eff_date
Number Of Pays	org_employment.number_11	org_employment.number_11_eff_date
Years Of Service	employee_additional.number_2	employee_additional.number_2_eff_date

Field	ABL Mapping	ABL Effective Date
VSSN	employee_additional.text_56	employee_additional.text_56_eff_date
Employee Spouse	employee_additional.text_55	employee_additional.text_55_eff_date
Report Type	org_employment.text_27	org_employment.text_27_eff_date
Member Benefit ID	org_employment.text_30	org_employment.text_30_eff_date
International Address Flag	org_employment.text_61	org_employment.text_61_eff_date
Branch	org_employment.text_6	org_employment.text_6_eff_date

## Appendix K – Validation Error Mapping

Refer to the HRIS Errors Library spec for the full list

Validation Rule	Error Message
Last Name is Mandatory	The field (Last Name) is mandatory.
Must be 'HDR'	HRIS Critical Error: Header Tag is incorrect. Processing cannot continue.

## Appendix L – Fields Impacting Eligibility

This section defines all fields that impact eligibility to ensure appropriate validations are applied.

Field	Field used as an effective date	TH internal mapping
Employment Status Code	Employment Status Code Effective Date	org_employment.text_1



Salary Index	Annual Salary Range	Notes
06	\$60,401 TO \$72,900	
07	\$72,901 TO \$85,400	
08	\$85,401 TO \$110,400	
09	\$110,401 TO \$135,400	
10	\$135,401 OR MORE	

## Appendix N – Term Reason Code

Code	Description	Notes / Mapping
VOL	Voluntary	TBC if qualify for 3-month extensions
INV	Involuntary	TBC if qualify for 3-month extensions
TRA	Transfer	TBC if qualify for 3-month extensions
REF	Reduction in Force	TBC if qualify for 3-month extensions
GMC	Gross Misconduct	TBC if qualify for 3-month extensions
NA	Not Applicable	TBC if qualify for 3-month extensions