Building Services 32BJ Benefit Funds

Employer Self Service (ESS)

Employer File Import Specifications

Version 1.1
October 2016

Table of Contents

File Layout:

Page 2

File Layout: Benefit Contribution Invoice (BCI)

Column Name	Data Type	Format	Comments
Participant ID	Numeric	#########	Participant ID. Participant ID is required if SSN = Null.
SSN	Numeric	#########	Participant SSN, Please include any leading zeros (formatted to 9 digits). SSN is required if Participant ID = Null. *If the SSN format is not 9 digits, assume leading 0's to equal 9 digits*.
Start Date	Date	YYYYMMDD	Reporting Period Start Date: Always the 1st of the Month
Events	Numeric	####	Events: only required for event based contributions
Wages	Dollar Amount	######.##	Wages
All Hours	Numeric	####.##	All Hours Paid
Contributable Hours	Numeric	####.##	Contributable Hours: Must equal All Hours unless participant satisfied a waiting period mid-billing cycle, or there is a contribution cap on hours
Participant Name	String	Text	Participant Name: Optional
Work Location	String	Text	Work Location Name: Optional

File Format: CSV (comma delimited) File, "*.csv"

File Layout: 401(k) Invoice

Column Name	Data Type	Format	Comments
Participant ID	Numeric	#########	Participant ID. Participant ID is required if SSN = Null.
SSN	Numeric	#########	Participant SSN, Please include any leading zeros (formatted to 9 digits). SSN is required if Participant ID = Null. *If the SSN format is not 9 digits, assume leading 0's to equal 9 digits*.
Payroll Pay Date	Date	YYYYMMDD	User entered date the participants physically paid their wages.
Start Date	Date	YYYYMMDD	Reporting Period Start Date
401(k) Amount	Dollar Amount	#####.##	401(k) Participant Wage Deferral
Participant Name	String	Text	Participant Name: Optional
Work Location	String		Work Location Name: Optional

File Format: CSV (comma delimited) File, "*.csv"

Notes:

The Funds recommends that employers populate the optional fields for Participant Name and Work Location. This information will be helpful to you if you ever need to review the import file.

The Funds recommends that at some point employers input Participant ID into their payroll system so they can rely on the Participant ID rather than SSN to report information.