SEIU LOCAL 32BJ

Employer Self Service (ESS)

Employer File Import Specifications

Table of Contents

File Layout:

File Layout: Union Dues and ADF File

Column Name	Data Type	Format	If Known, Table & Field Name this record would be loaded into	If Known, GUI Screen Path and Field Name this record will be loaded into	Comments
Participant ID	Numeric	#########			Participant ID
SSN	Numeric	#########			Participant SSN
Start Date	Date	YYYYMMDD			Reporting Period (Invoice Period) Start Date
Dues Amount	Dollar Amount	#####.##		Dues Deducted	Dues Deducted should populate the Dues Deducted for the specified participant
IFEEs Amount	Dollar Amount	#####.##		Work Report Payroll Deductions	IFEEs Amount should populate the "Withholding Amount' on the Payroll Deductions screen for the specified participant
ADF Deducted	Dollar Amount	#####.##			ADF Deducted
Events	Numeric	#####			# of Events worked
Wages	Numeric	#####.##			Monthly Gross Wage Amount
All Hours	Numeric	#####			All hour should populate the "All Hours" column on the Invoice details grid for the specified participant
Participant Name	Text	Varchar2			Participant Name - Informational only
Work Location Name	Alphanumeric	VarChar2			Work Location Name – Informational only
Dues Payroll Deduction Amount	Numeric	#####		Work Report Payroll Deductions	Dues Payroll Deduction amount should populate the Withholding amount on the Payroll Deductions screen. This field is optional. If not provided, the import should still process the file.

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