

## Exports for Third Party Affordable Care Reporting

*LGC is not responsible for fines or fees associated to improper, missed, or late ACA filings. The submission deadline for electronic filing is 4/01/2025.*

### Export Process

There are seven types of export processes available:

- Employee Information Extract
- EE Information Extract
- EE Info Consolidated Extract
- HRS Information Extract
- HRS info Consolidated Extract
- HRS & EE Consolidated Extract
- Check History Extract

Each export has its own unique layout. Any insurance company or vendor that is requesting information from your office will need to go by one of the existing layouts.

### Employee Information Extract

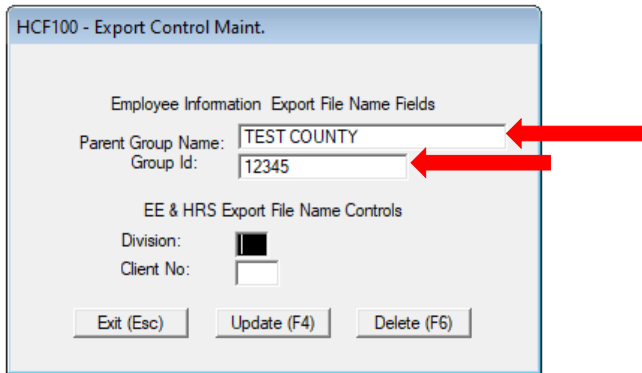
**Employee Information Extract** will allow you to create a file for your insurance company that will include each individual employee(s) record based on the criteria entered. This file is created in a CSV format.

Example from File:

Parent SSN	SSN	AccountType	HCRDesignation	DOB	LastName	FirstName	Gender	HireDate	Address1	City	State	Zip
987-65-4321	987-65-4321	E	FT	1/1/1970	DOE	JANE	F	1/1/2019	123 ANYWHERE STREET	COLUMBIA	TN	38402

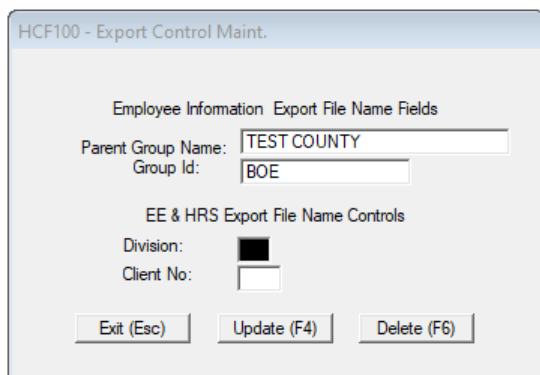
The name of the CSV file for the **Employee Information Extract** is controlled by the “*Export*” control file. Under **Payroll>ACA>Affordable Care Act Menu>Control** select the **Export Control Maint.** option. There are two required fields under Employee Information Export File Name Fields: Parent Group Name and Group ID. These two fields will be included with the file name including the date the file was created.

Example: TESTCOUNTY\_12345\_2023\_11\_14.CSV



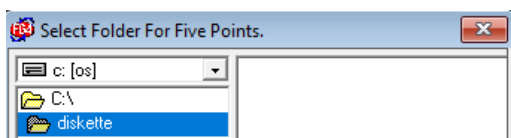
If you do not have a Parent Group Name and/or Group Id assigned to your office, then you can key in the name of your county under Parent Group Name and your office type under Group Id.

Example: TESTCOUNTY\_BOE\_2023\_11\_14.CSV



The option to create the **Employee Information Extract** file is located under **Payroll>ACA> Affordable Care Act Menu>Export**. Once you choose the **Employee Information Extract**, a browse option will open to allow you to select a location to place the file. Once you have selected the location click the OK button.

Example: C:\diskette



The next step is to enter the criteria of the employee(s) you want to include in the file.

After the criteria has been entered choose the Select button, and then answer “yes” if the screen is correct. The process will complete, and it will take you back to the main menu.

### **EE Information Extract**

**EE Information Extract** will allow you to create a file for your insurance company that will include each individual employee(s) record based on the criteria entered. This file is created in a CSV format.

Example:

CoFEIN	EIN	LastName	FirstName	Address1	City	State	Country	Postal Code	HireDt	Emp Type	Salary	Pay Rate	PayrollNo	Employee	Position	S DOB	Status Date
626000783	987654321	DOE	JANE	123 ANYWHERE STREET	COLUMBIA	TN	US	38402	1/1/2019	FTE	52000	2000	1	ACTIVE	FULL-TIME	1/1/1970	11/14/2019

The name of the CSV file for the **EE Information Extract** is controlled by the “*Export*” control file. **Under Payroll>ACA>Affordable Care Act Menu> Control select the Export Control Maint. Option.** There are two required fields under EE & HRS Export File Name Controls: Division and Client No.

The file name will be EE\_UPLOAD\_(division)\_(client no)\_(pay period end date)\_(date file created)\_(time created in military time).CSV.

HCF100 - Export Control Maint.

Employee Information    Export File Name Fields

Parent Group Name:

Group Id:

EE & HRS Export File Name Controls

Division:  ←

Client No:  ←

Exit (Esc)    Update (F4)    Delete (F6)

The option to create the **EE Information Extract** file is located under **Payroll>ACA>Affordable Care Act Menu> Export**. Once you choose the **EE Information Extract**, a browse option will open to allow you to select a location to place the file. Once you have selected the location click the OK button.

Example: C:\diskette

Select Folder For Five Points.

c: [os]

C:\

diskette

The next step is to enter the criteria of the employee(s) you want to include in the file.

PC-Extract Employee Info

Payroll(s):

Location(s):

Employee Status:

Position Status:

Terminated After:

Beginning Hire Date:

Ending Hire Date:

Exit    Select    Lookup

After the criteria has been entered, choose the Select button, and then answer “yes” if the screen is correct. The process will complete, and it will take you back to the main menu.

## EE Info Consolidated Extract

**EE Info Consolidated Extract** will allow you to create a file for your insurance company that will include each individual employee(s) record based on the Payroll(s), Employee Status and Position Status entered as a combined one record per employees. This file is created in CSV format.

The file name will be EE\_UPLOAD\_(division)\_(client no)\_(pay period end date)\_(date file created)\_(time created in military time).CSV.

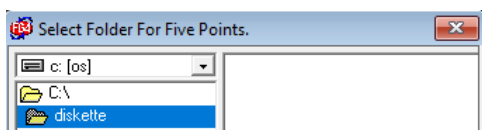
Example:

CoFEIN	EIN	LastName	FirstName	Address1	City	State	Country	Postal Code	HireDt	Emp Type	Salary	Pay Rate	PayrollNo	Employee Status	Position Status
626000783	9.88E+08	DOE	JANE	123 ANYWHERE STREET	COLUMBIA	TN	US	38402	1/1/2019	FTE	52000	2000	1	ACTIVE	FULL-TIME

The option to create the **EE Info Consolidated Extract** file is located under **Payroll>ACA> Affordable Care Act Menu>Export**. Once you choose the **EE Info Consolidated Extract**, enter the criteria of the employee(s) you want to include in the file then click the Select button and answer “yes” if the screen is correct.

Then a browse option will open to allow you to select a location to place the file. Once you have selected the location click the OK button.

Example: C:\diskette



## HRS Information Extract

**HRS Information Extract** will allow you to create a file for your insurance company that will include employees based on payroll check history. It will report the employees who were paid, and their earnings based on the check dates entered. This file is created in a CSV format.

The file name will be HRS\_UPLOAD\_(division)\_(client no)\_(pay period end date)\_(date file created)\_(time created in military time).CSV.

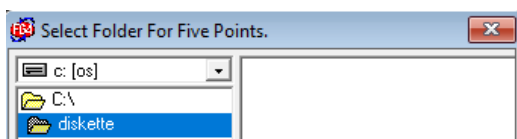
Example:

CoFEIN	EIN	LastName	FirstName	PayPeriodEndD	HoursWorked	Location	PayCode	PP_Earnings	Hourly_Rate	Annual_Salary
626000783	987654321	DOE	JANE	1/1/2020	0		SALARY	2000	0	52000

The name of the CSV file for the **HRS Information Extract** is controlled by the “*Export*” control file. Under **Payroll>ACA>Affordable Care Act Menu>Control** select the **Export Control Maint.** option. There are two required fields under EE & HRS Export File Name Controls: Division and Client No.

The option to create the **HRS Information Extract** file is located under **Payroll>ACA>Affordable Care Act Menu>Export**. Once you choose the **HRS Information Extract**, a browse option will open to allow you to select a location to place the file. Once you have selected the location click the OK button.

Example: C:\diskette



The next step is to enter the Payroll(s) and enter the Beginning Date and Ending Date for the timeframe you want to include within this file.

After the information has been entered click the Select button, and then answer “yes” if the screen is correct. The process will complete, and then click exit to go back to the main menu.

### **HRS Info Consolidated Extract**

**HRS Info Consolidated Extract** will allow you to create a file for your insurance company that will include employees based on payroll check history that has one record per employee with the wages/hours combined. It will report the employees who were paid, and their earnings based on the check dates entered. This file is created in a CSV format.

The file name will be HRS\_UPLOAD\_(division)\_(client no)\_(pay period end date)\_(date file created)\_(time created in military time).CSV.

Example:

CoFEIN	EIN	LastName	FirstName	PayPeriodEnc	HoursWorked	PayCode	PP_Earnings	Hourly_Rate	Annual_Salary
626000783	987654321	DOE	JANE	1/1/2020		0 SALARY	2000	0	52000

The name of the CSV file for the **HRS Info Consolidated Extract** is controlled by the “*Export*” control file. Under **Payroll>ACA>Affordable Care Act Menu>Control** select the **Export Control Maint.** option. There are two required fields under EE & HRS Export File Name Controls: Division and Client No.

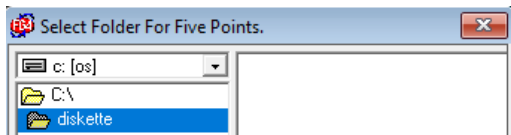
The screenshot shows a dialog box titled "HCF100 - Export Control Maint." with two sections: "Employee Information" and "Export File Name Fields". Under "Employee Information", there are fields for "Parent Group Name:" and "Group Id:". Under "Export File Name Fields", there are fields for "Division:" (containing "01") and "Client No:" (containing "321"). At the bottom, there are three buttons: "Exit (Esc)", "Update (F4)", and "Delete (F6)".

The option to create the **HRS Info Consolidated Extract** file is located under **Payroll>ACA> Affordable Care Act Menu>Export**. Once you choose the **HRS Info Consolidated Extract**, you will enter the "Payroll(s)" and enter the "Beginning Date" and "Ending Date" range for the timeframe you want to include in this file. After the information has been entered, click the select button, and then answer "yes" if the screen is correct.

The screenshot shows a dialog box titled "Create Hrs Temp File". It contains the following fields: "Payroll(s):" with a dropdown menu showing "0"; "Beginning Date:" with a text box and "MMDDCCYY" below it; "Ending Date:" with a text box and "MMDDCCYY" below it; "Contract Months:" with a dropdown menu showing "0"; and "Zero Months Only Y/N:" with a dropdown menu showing "N". At the bottom, there are three buttons: "Exit", "Select", and "Lookup".

Then a browse option will open to allow you to select a location to place the file. Once you have selected the location click the OK button.

Example: C:\diskette





## HRS & EE Consolidated Extracts

**HRS & EE Consolidated Extracts** will allow you to create 2 files for your insurance company that will include each individual employee(s) record based on the Payroll(s), Employee Status, and Position Status entered based on the employees in the date range given. This file is created in a CSV format.

One file name will be HRS\_UPLOAD\_(division)\_(client no)\_(pay period end date)\_(date file created)\_(time created in military time).CSV.

Example:

CoFEIN	EIN	LastName	FirstName	PayPeriodEndD	HoursWorked	Location	PayCode	PP_Earnings	Hourly_Rate	Annual_Salary
626000783	987654321	DOE	JANE	1/1/2020	0		SALARY	2000	0	52000

The other file name will be EE\_UPLOAD\_(division)\_(client no)\_pay period end date)\_(date file created)\_(time created in military time).CSV.

Example:

CoFEIN	Client_EEId	EIN	LastName	FirstName	MiddleNi	Suffix	Address1	Address2	City	State	Country	Postal Code	HireDt	TermDt	Emp Type	Measurem	Salary	Pay Rate	PayPeriodNa	Employee Gr	PayrollNi	Location	Employee Sts	Re-hireDt	Position Statu
626000392		165600003	DOE	JANE	E		123 ANYWHERE		COLUMBIA	TN	US	38402	7/1/2007		FTE		48860	1879.23			6	CENTRAL OFF	ACTIVE		FULL-TIME

The names of the CSV files for the **HRS & EE Consolidated Extract** are controlled by the “*Export*” control file. Under **Payroll>ACA>Affordable Care Act Menu>Control** select the **Export Control Maint.** option. There are two required fields under EE & HRS Export File Name Controls: Division and Client No.

The option to create the **HRS and EE Consolidated Extracts** files is located under **Payroll>ACA> Affordable Care Act Menu> Export**. Once you choose the **HRS & EE Consolidated Extracts**, you will select the Payroll(s) and enter the Beginning Date and

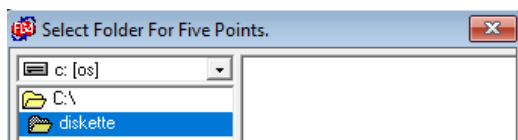
Ending Date for the timeframe you want to include within these files. After the information has been selected, choose the Select button, and then answer “yes” if the screen is correct.

The screenshot shows a dialog box titled "Create Hrs Temp File". It has the following fields and controls:

- Payroll(s):** A text box containing the number "0".
- Beginning Date:** A text box with the format "MMDDCCYY" below it.
- Ending Date:** A text box with the format "MMDDCCYY" below it.
- Contract Months:** A text box containing the number "0".
- Zero Months Only Y/N:** A text box containing the letter "N".
- At the bottom, there are three buttons: "Exit", "Select", and "Lookup".

Then a browse option will open to allow you to select a location to place the file. Once you have selected the location select the OK button.

Example: C:\diskette



### Check History Extract

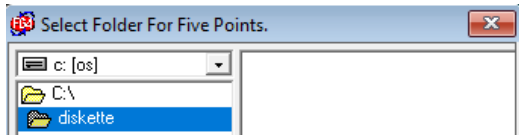
**Check History Extract** will allow you to create a file for your insurance company that will include employees based on payroll check history. It will report the employees which were paid, and the hours worked IF entered on their main distribution and/or adjustment pay at the time of payroll process. The default hours within the payroll master **will not** be referenced within this file. Only the hours entered during the process of the payroll will be included. This file is created in a CSV format. The file name will be CHKHST.CSV.

Example:

Emp Id	SSN	Employee Name	Payroll No	Check Date	Pay Code	Pay Code	Pay Freq Code	Pay Freq Des	Hours	Loc Cod	Reg Adjust Pay	Gross Amount	Net Amount
987654321	987654321	DOE, JANE	1	20200101	2	SALARY			0	0	0	2000	1669.52

The option to create the **Check History Extract** file is located under **Payroll>ACA>Affordable Care Act Menu>Export**. Once you choose the **Check History Extract**, a browse option will open to allow you to select a location to place the file. Once you have selected the location click the OK button.

Example: C:\diskette



The next step is to enter the Beginning Date and Ending Date and the choice of yes or no to Select Only Hourly Employees (Y/N) to be included within this file. The Beginning and Ending Date(s) you enter will select only employees that were paid during this timeframe. If you answer “Yes” on Select Only Hourly Employees (Y/N), the file will include only hourly employees. If you answer “No” it will include hourly and salary employees. After the information has been entered, choose the Select button and then answer “yes” if the screen is correct.

# Contacting LGC Support



You may contact LGCsupport by phone or by submitting a support request on our website:

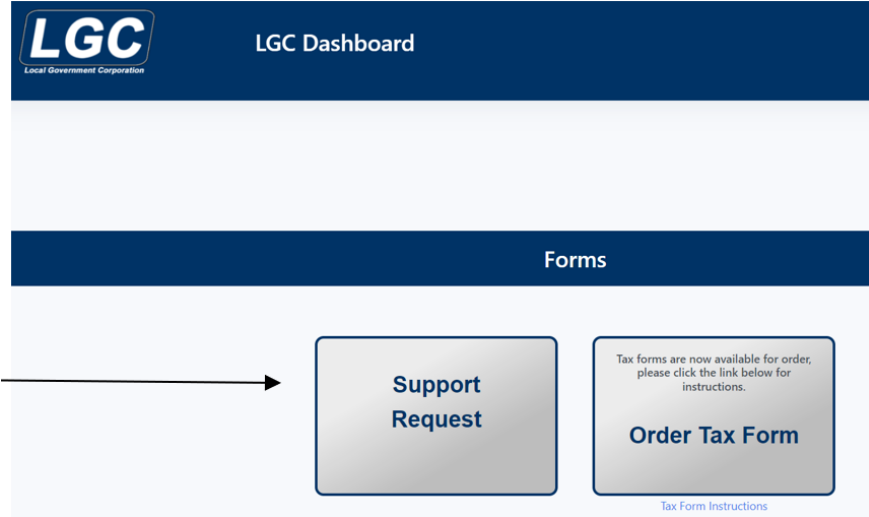
**800-737-1826**

7:00 a.m. - 5:00 p.m.  
Central Standard Time

**Online request from our LGC website for assistance:**

<https://www.lgc-tn.com>

Login to our website and under the LGC Dashboard on the left side of the screen, select the “Support Request”.



The [LGC](https://www.lgc-tn.com) website contains additional information about our products, training, and support services. You may also submit online support requests from our website.