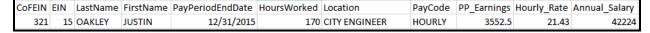# LGC Zortec Payroll ACA Extract

LGC is not responsible for fines or fees associated with improper, missed or late ACA filings. The submission deadline for electronic filing is 03/31/25.

We have implemented changes to LGC's Zortec Payroll software to accommodate employee data extracts that can be useful with Affordable Care Act reporting. The program (PP6635) will produce a file in .csv format of employee information and/or employee hour information based on the criteria entered on the screen below. The extract files will be created in the PPFILES directory.

- ➢ Division – enter your division
- ➢ Client ID – supplied by your 3rd party vendor
- ➢ Payrolls – enter payroll number(s) as needed
- ➢ Status – enter status needed
- ➢ Full/Part – enter full/part time as needed
- ➢ Pay Types – Salaried, Hourly or Both
- ➢ Extract Type – Employee, Hour or Both
- ➢ Combine employee records on HR file – N lists each check for the date range entered. Y lists one record for the date range entered.

- • E creates a file named EE_Upload_(Division)_(Client ID)_(Payperiod end date)_(Date file created)_(time file created in military time).csv EX: EE_Upload_01_123_20151231_0800.csv

CoFEIN	Client_EEId	EIN	LastName	FirstName	MiddleName	Suffix	Address1	Address2	City	State	Country	PostalCode	HireDt	TermDt	EmpType	MeasurementGroup	Salary	Pay Rate	PayPeriodName
321	456	15	OAKLEY	JUSTIN			1313 XYZ LN		COLUMBIA		US	38401-1234	12/25/2000	12/31/2015	FTE		42224	20.3	1/01/2015
321	90479	263	FULMER	JUSTIN			1313 XYZ LN		COLUMBIA		US	38401-1234	12/25/2000		VHE		9880	4.75	1/01/2015

- • H creates a file named HRS_Upload_(Division)_(Client ID)_(Payperiod end date)_(Date file created)_(time file created in military time).csv EX: HRS_Upload_01_123_20151231_0820.csv

CoFEIN	EIN	LastName	FirstName	PayPeriodEndDate	HoursWorked	Location	PayCode	PP_Earnings	Hourly_Rate	Annual_Salary
321	15	OAKLEY	JUSTIN	12/31/2015	170	CITY ENGINEER	HOURLY	3552.5	21.43	42224

- ➢ From/Thru Check date – enter the check date range needed for the extract.
- ➢ Include employees terminated on or after this date – will include terminated employees.

  NOTE: You must select T status if you enter a termination date.

Division:	Extract Type: Employee, Hour, or Both: **B** [E/H/B]
Client ID:	
	From Check Date: 10/01/2024
Payrolls:	Thru Check Date: 10/31/2024
Status: A	Combine employee records on HR file? N
Full/Part: F P	Include employees terminated on or after this date:
Pay Types: B [S/H/B]	