

**Created on: April 28, 2009**  
**Last modified on: May 14, 2009**

**SR82579 Requirements**  
**Add "Division" field to CONEXIS' Semi-monthly files**

**Objective:**

The objective of this service request is to add the "Division" field to the action code 61 records in the semi-monthly file.

**Project Type:**

This is a modification to existing semi-monthly files from Payroll for CONEXIS (FSA Vendor).

**Requested by:**

Kris Lange, Vendor Management

**Analyst:**

Maggie Leung

**Due Date:**

Not Urgent

**Current Process:**

Files are produced semi-monthly from Payroll for CONEXIS (FSA Vendor). The "Division" field is populated for action code 60 records only.

**Proposed Process:**

Vendor Management has requested that the "Division" field be populated for action code 60 and 61 records.

## **1.0 Semi-Monthly Flexible Spending Account Files**

The new FSA vendor CONEXIS has requested the University to modify the semi-monthly file to include the "Division" field in the Action Code 61 records. The University has requested that CONEXIS provide an error report to each location after processing the semi-monthly files. The adding of the "Division" field information is to facilitate the error reporting process.

### **1.1 Action Code 61 – FSA Payroll Deduction Processing**

Action Code 61 record is created to report employee deductions. If for any reason the record is rejected by CONEXIS, the location should be notified of the rejection and follow established processes to resolve the issue. In order to facilitate the error reporting process, CONEXIS has requested the "Division" field information to be added to all Action Code 61 records.

Files should be modified to include "Division" field information in position 106-155 when the record type is 61. The same processes used to determine the value of the "Division" field for record type 60 should be used for record type 61.

## **2.0 Vendor Testing**

A test file will be required by the vendor prior to implementation.

**Attachment A: CONEXIS Semi-monthly File Record Layout**

CONEXIS Semi-monthly File Record Layout Service Request 82579				
FSA Data Record				
Position	Length/ Format	Field Description	Data Element #	Comments
1 – 20	20	EMPLOYER_EIN		Value: 94-3067788 Required for all action codes
21-22	2	ACTION_CODE		Value: 60 for enrollment transactions; 61 for FSA Payroll Deduction Processing; 67 for FSA Coverage Termination; 69 for Participant Level Copay
23-42	20	LAST_NAME	EDB0252	Required if action code = 60, otherwise filler
43-62	20	FIRST_NAME	EDB0250	Required if action code = 60, otherwise filler
63	1	MIDDLE_INITIAL	EDB0251	Optional if action code = 60, otherwise filler
64-74	11 999999999	EMPLOYEE_SSN	EDB0111	EDB item is only 9 characters. Required for all action codes.
75-85	11	Filler		Leave blank
86-105	20	EMPLOYEE_NUMBER		Employee number for action code 60, otherwise filler
106-155	50	DIVISION		Required if action code = 60 or 61, otherwise filler. If location indicator = A then value = DANR. If location indicator = P then value = UCOP. Otherwise, use 2-character location code concatenated with 1-character department location indicator. If the Department location indicator is "M" this value should be appended to the location code. Otherwise, the value of "C" should be used for the Department location indicator. See table Attachment C for values and definitions.
156-180	25	EMPLOYEE_CLASS		Required if action code = 60, otherwise filler  Populate with 2-character Employee Benefit Eligibility Unit Code (EDB 0445) concatenated with 1-character Employee Benefit Representation Code (EDB 0446), for example "TXC".
181	1	RELATIONSHIP		Required if action code = 60, otherwise filler.  Value: E