

Interface Design Specification

Demographic Import - AASIS



Overview

Some state agencies use the Arkansas Administrative Statewide Information System (AASIS) to process their human resources and benefits information. APERS receives a daily file from AASIS that contains employee demographic and employment information for these state agencies. APERS uses this file to load the demographic report to employer accounts as well as individual member accounts. This specification details the AASIS Demographics Import process.

Record Layout

Field Name	Start	End	Length	Data Type	Description
Pay Begin Date	1	8	8	Date	<p>This field is not used.</p> <p>Check the Savings Plan field: If Savings Plan field is null, then check the AASIS Non-Participating Agencies factor table. Check if the Business Area in the file matches the AASIS Business Area in the factor table where the Action Date is between the Effective Begin Date and Effective End Date in the factor table. If there is a matching record, then do not process this record (Detail Record Status should say Bypassed) and generate the following informational message:</p> <p>'Person does not have a Savings Plan and the Business Area is for an Agency that is non-participating or optional. Record will be bypassed'.</p> <p>Else if Savings Plan does not match a Savings Plan on the AASIS Savings Plan to Job Category/Plan Code factor table, then do not process this record (Detail Record Status should say Bypassed) and generate the following informational message:</p> <p>'Person has a Savings Plan of <pull Savings Plan from import file>. This is not a valid APERS Savings Plan. The record will not be processed.</p> <p>Else process the record.</p>

Pay End Date	9	16	8	Date	This field is not used
Personnel Number	17	24	8	Alphanumeric	AASIS Member ID. Check the existing AASIS Member ID. If this does not match the Personnel Number in the file, then update the system with the value in the file.
Action Type	25	26	2	Alphanumeric	<p>Pull all records from the AASIS Action Codes factor table where the Action Type in the file = Action Type in the factor table and the Reason Code in the file = Reason Code in the factor table OR value of Any for the Reason Code in the factor table.</p> <p>If Business Rule in the factor table = New Hire, then do the following:</p> <ol style="list-style-type: none"> 1) If Savings Plan is null, then check if member has one or more existing records on member contract table where Stop Date is null AND Reporting Unit Number (billing location) matches the APERS Agency No field on the AASIS Billing Locations factor table where the Business Area in the file = Agency Code in the factor table. If the member does not have any existing records, then if the Business Area in the file matches an Agency Code in the factor table, then create a new record on member contract table where Billing Location = APERS Agency Code in the factor table, Bargaining Unit = pull bargaining unit associated with the Billing Unit, Start Date = Action Start Date in the file, Status = Ineligible, Job Category = Regular, and Plan Code = N/A. If the member does have one or more existing records, for each record, if the Start Date on the member contract record = Action Start Date in the file, then set the Status = Ineligible, Job Category = Regular, and Plan Code = N/A of the existing record. If the Start Date on the member contract record < Action Start Date in the file, then set the Stop Date on the Member Contract record to the Action Start Date in the file minus 1 day and create a new member contract record where Start Date = Action Start Date, Stop Date = null, Billing Location = APERS Agency Code in the factor table, Bargaining Unit = pull bargaining unit associated with the Billing Unit, Status = Ineligible, Job Category = Regular, and Plan Code = N/A. 2) If Savings Plan is not null, pull all records from the AASIS Billing Locations factor table where Agency Code = Business Area in the import file and Savings Plan in the factor table = Savings Plan in the file. If no records are selected, then pull all records from the AASIS Billing Locations factor table where Agency Code = Business Area in the import file and Savings Plan in the factor table = null. If there is only one unique APERS Agency No for all the records from the factor table, then use this APERS Agency No as the billing location. If there are more than one unique APERS Agency No, then pull the factor table record where Savings Plan = Savings Plan field from the import record and use the APERS Agency No from the factor table as the billing location. 3) Pull all records from the AASIS Savings Plan to Job Category/Plan Code Mapping table where Savings Plan = Savings Plan field from the import record. Use the Job Category and Plan Code from the factor table. 4) Check if member has an existing record on member contract table where Reporting Unit Number (billing location), and Job Category match the Reporting Unit Number (billing location) and Job Category from Steps 1 and 2. If a record exists, pull the

				<p>record with the earliest Start Date. If the Start Date on the record does not match the Action Start Date in the file, then update the Start Date with the Action Start Date.</p> <p>5) Check if member has an existing record on member contract table where Stop Date is null AND Reporting Unit Number (billing location) and Job Category match the Reporting Unit Number (billing location) and Job Category from Steps 1 and 2. If the member does not have an existing record, then create a new record on member contract table where Billing Unit = Reporting Unit Number from Step 1, Bargaining Unit = pull bargaining unit associated with the Billing Unit, Start Date = Action Start Date in the file, Status = Active, Job Category = Job Category from Step 2, Plan Code = Plan from Step 2. If the member does have an existing record, check if the Plan Code for the member contract record matches the Plan Code from step 2. If it does not, then if the Start Date on the member contract record = Action Start Date in the file, then update the Plan Code for the record with the Plan Code in the file. If the Start Date on the member contract record < Action Start Date in the file, then set the Stop Date on the Member Contract record to the Action Start Date in the file minus 1 day and create a new member contract record where Start Date = Action Start Date, Stop Date = null, billing location = billing location from Step 1, Job Category = Job Category from Step 2, and Plan Code = Plan Code from Step 2.</p> <p>6) If the new record being inserted on the member contract table has billing location = 00270-1, then check if member has an existing member contract record where billing location = 00271-1, start date < Action Start Date in the file, and stop date is null. If a record exists, then set the Stop Date for the record to Action Start Date minus one day.</p> <p>7) If the new record being inserted on the member contract table has billing location = 00271-1, then check if member has an existing member contract record where billing location = 00270-1, start date < Action Start Date in the file, and stop date is null. If a record exists, then set the Stop Date for the record to Action Start Date minus one day.</p> <p>8) If the new record being inserted on the member contract table has billing location = 00150-1, then check if member has an existing member contract record where billing location = 00151-1, start date < Action Start Date in the file, and stop date is null. If a record exists, then set the Stop Date for the record to Action Start Date minus one day.</p> <p>9) If the new record being inserted on the member contract table has billing location = 00151-1, then check if member has an existing member contract record where billing location = 00150-1, start date < Action Start Date in the file, and stop date is null. If a record exists, then set the Stop Date for the record to Action Start Date minus one day.</p> <p>10) If the new record being inserted on the member contract table has billing location = 00295-1, then check if member has an existing member contract record where billing location = 00499-1 OR 00500-1, start date < Action Start Date in the file, and stop date is null. If a record exists, then set the Stop Date for the record to Action Start Date minus one day.</p> <p>11) If the new record being inserted on the member contract table has billing location = 00499-1, then check if member has an existing member contract record where billing location = 00295-1 OR 00500-1, start date < Action Start Date in the file, and stop date is null. If a record exists, then set the Stop Date for the record to Action Start Date minus one day.</p>
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				<p>12) If the new record being inserted on the member contract table has billing location = 00500-1, then check if member has an existing member contract record where billing location = 00499-1 OR 00295-1, start date < Action Start Date in the file, and stop date is null. If a record exists, then set the Stop Date for the record to Action Start Date minus one day.</p> <p>13) If the new record being inserted on the member contract table has billing location = 00230-1, then check if member has an existing member contract record where billing location = 00618-1, start date < Action Start Date in the file, and stop date is null. If a record exists, then set the Stop Date for the record to Action Start Date minus one day.</p> <p>14) If the new record being inserted on the member contract table has billing location = 00618-1, then check if member has an existing member contract record where billing location = 00230-1, start date < Action Start Date in the file, and stop date is null. If a record exists, then set the Stop Date for the record to Action Start Date minus one day.</p> <p>If Business Rule in the factor table = Rehire or Member Update, then do the following:</p> <p>1) If Savings Plan is null, then check if member has one or more existing records on member contract table where Stop Date is null AND Reporting Unit Number (billing location) matches the APERS Agency No field on the AASIS Billing Locations factor table where the Business Area in the file = Agency Code in the factor table. If the member does not have any existing records, then if the Business Area in the file matches an Agency Code in the factor table, then create a new record on member contract table where Billing Location = APERS Agency Code in the factor table, Bargaining Unit = pull bargaining unit associated with the Billing Unit, Start Date = Action Start Date in the file, Status = Ineligible, Job Category = Regular, and Plan Code = N/A. If the member does have one or more existing records, for each record, if the Start Date on the member contract record = Action Start Date in the file, then set the Status = Ineligible, Job Category = Regular, and Plan Code = N/A of the existing record. If the Start Date on the member contract record < Action Start Date in the file, then set the Stop Date on the Member Contract record to the Action Start Date in the file minus 1 day and create a new member contract record where Start Date = Action Start Date, Stop Date = null, Billing Location = APERS Agency Code in the factor table, Bargaining Unit = pull bargaining unit associated with the Billing Unit, Status = Ineligible, Job Category = Regular, and Plan Code = N/A.</p> <p>2) If Savings Plan is not null, pull all records from the AASIS Billing Locations factor table where Agency Code = Business Area in the import file and Savings Plan in the factor table = Savings Plan in the file. If no records are selected, then pull all records from the AASIS Billing Locations factor table where Agency Code = Business Area in the import file and Savings Plan in the factor table = null. If there is only one unique APERS Agency No for all the records from the factor table, then use this APERS Agency No as the billing location. If there are more than one unique APERS Agency No, then pull the factor table record where Savings Plan = Savings Plan field from the import record and use the APERS Agency No from the factor table as the billing location.</p>
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				<ol style="list-style-type: none"> 3) Pull all records from the AASIS Savings Plan to Job Category/Plan Code Mapping table where Savings Plan = Savings Plan field from the import record. Use the Job Category and Plan Code from the factor table. 4) Check if member has an existing record on member contract table where Stop Date is null AND Reporting Unit Number (billing location) and Job Category match the Reporting Unit Number (billing location) and Job Category from Steps 1 and 2. If the member does not have an existing record, then create a new record on member contract table where Billing Unit = Reporting Unit Number from Step 1, Bargaining Unit = pull bargaining unit associated with the Billing Unit, Start Date = Action Start Date in the file, Status = Active, Job Category = Job Category from Step 2, Plan Code = Plan from Step 2. If the member does have an existing record, check if the Plan Code for the member contract record matches the Plan Code from step 2. If it does not, then if the Start Date on the member contract record = Action Start Date in the file, then update the Plan Code for the record with the Plan Code in the file. If the Start Date on the member contract record < Action Start Date in the file, then set the Stop Date on the Member Contract record to the Action Start Date in the file minus 1 day and create a new member contract record where Start Date = Action Start Date, Stop Date = null, billing location = billing location from Step 1, Job Category = Job Category from Step 2, and Plan Code = Plan Code from Step 2. 5) If the new record being inserted on the member contract table has billing location = 00270-1, then check if member has an existing member contract record where billing location = 00271-1, start date < Action Start Date in the file, and stop date is null. If a record exists, then set the Stop Date for the record to Action Start Date minus one day. 6) If the new record being inserted on the member contract table has billing location = 00271-1, then check if member has an existing member contract record where billing location = 00270-1, start date < Action Start Date in the file, and stop date is null. If a record exists, then set the Stop Date for the record to Action Start Date minus one day. 7) If the new record being inserted on the member contract table has billing location = 00150-1, then check if member has an existing member contract record where billing location = 00151-1, start date < Action Start Date in the file, and stop date is null. If a record exists, then set the Stop Date for the record to Action Start Date minus one day. 8) If the new record being inserted on the member contract table has billing location = 00151-1, then check if member has an existing member contract record where billing location = 00150-1, start date < Action Start Date in the file, and stop date is null. If a record exists, then set the Stop Date for the record to Action Start Date minus one day. 9) If the new record being inserted on the member contract table has billing location = 00295-1, then check if member has an existing member contract record where billing location = 00499-1 OR 00500-1, start date < Action Start Date in the file, and stop date is null. If a record exists, then set the Stop Date for the record to Action Start Date minus one day. 10) If the new record being inserted on the member contract table has billing location = 00499-1, then check if member has an existing member contract record where billing location = 00295-1 OR 00500-1, start date < Action Start Date in the file, and stop date is null. If a record exists, then set the Stop Date for the record to Action Start Date minus one day.
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				<p>11) If the new record being inserted on the member contract table has billing location = 00500-1, then check if member has an existing member contract record where billing location = 00499-1 OR 00295-1, start date < Action Start Date in the file, and stop date is null. If a record exists, then set the Stop Date for the record to Action Start Date minus one day.</p> <p>12) If the new record being inserted on the member contract table has billing location = 00230-1, then check if member has an existing member contract record where billing location = 00618-1, start date < Action Start Date in the file, and stop date is null. If a record exists, then set the Stop Date for the record to Action Start Date minus one day.</p> <p>13) If the new record being inserted on the member contract table has billing location = 00618-1, then check if member has an existing member contract record where billing location = 00230-1, start date < Action Start Date in the file, and stop date is null. If a record exists, then set the Stop Date for the record to Action Start Date minus one day.</p> <p>If Business Rule in the factor table = Rehired Retiree, then do the following:</p> <ol style="list-style-type: none"> 1) Pull all records from the AASIS Billing Locations factor table where Agency Code = Business Area in the import file and Savings Plan in the factor table = Savings Plan in the file. If no records are selected, then pull all records from the AASIS Billing Locations factor table where Agency Code = Business Area in the import file and Savings Plan in the factor table = null. If there is only one unique APERS Agency No for all the records from the factor table, then use this APERS Agency No as the billing location. If there are more than one unique APERS Agency No, then pull the factor table record where Savings Plan = Savings Plan field from the import record and use the APERS Agency No from the factor table as the billing location. 2) Pull all records from the AASIS Savings Plan to Job Category/Plan Code Mapping table where Savings Plan = Savings Plan field from the import record. Use the Job Category from the factor table. 3) Check if member has an existing record on member contract table where Stop Date is null AND Reporting Unit Number (billing location) and Job Category match the Reporting Unit Number (billing location) and Job Category from Steps 1 and 2. If the member does not have an existing record, then create a new record on member contract table where Billing Unit = Reporting Unit Number from Step 1, Bargaining Unit = pull bargaining unit associated with the Billing Unit, Start Date = Action Start Date in the file, Status = Active, Job Category = Job Category from Step 2, Plan Code = R (Retiree). If the member does have an existing record, check if the Plan Code for the member contract record = R (Retiree). If it does not, then if the Start Date on the member contract record = Action Start Date in the file, then update the Plan Code for the record with R (Retiree). If the Start Date on the member contract record < Action Start Date in the file, then set the Stop Date on the Member Contract record to the Action Start Date in the file minus 1 day and create a new member contract record where Start Date = Action Start Date, Stop Date = null, billing location = billing location from Step 1, Job Category = Job Category from Step 2, and Plan Code = R (Retiree).
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				<p>4) If the new record being inserted on the member contract table has billing location = 00270-1, then check if member has an existing member contract record where billing location = 00271-1, start date < Action Start Date in the file, and stop date is null. If a record exists, then set the Stop Date for the record to Action Start Date minus one day.</p> <p>5) If the new record being inserted on the member contract table has billing location = 00271-1, then check if member has an existing member contract record where billing location = 00270-1, start date < Action Start Date in the file, and stop date is null. If a record exists, then set the Stop Date for the record to Action Start Date minus one day.</p> <p>6) If the new record being inserted on the member contract table has billing location = 00150-1, then check if member has an existing member contract record where billing location = 00151-1, start date < Action Start Date in the file, and stop date is null. If a record exists, then set the Stop Date for the record to Action Start Date minus one day.</p> <p>7) If the new record being inserted on the member contract table has billing location = 00151-1, then check if member has an existing member contract record where billing location = 00150-1, start date < Action Start Date in the file, and stop date is null. If a record exists, then set the Stop Date for the record to Action Start Date minus one day.</p> <p>8) If the new record being inserted on the member contract table has billing location = 00295-1, then check if member has an existing member contract record where billing location = 00499-1 OR 00500-1, start date < Action Start Date in the file, and stop date is null. If a record exists, then set the Stop Date for the record to Action Start Date minus one day.</p> <p>9) If the new record being inserted on the member contract table has billing location = 00499-1, then check if member has an existing member contract record where billing location = 00295-1 OR 00500-1, start date < Action Start Date in the file, and stop date is null. If a record exists, then set the Stop Date for the record to Action Start Date minus one day.</p> <p>10) If the new record being inserted on the member contract table has billing location = 00500-1, then check if member has an existing member contract record where billing location = 00499-1 OR 00295-1, start date < Action Start Date in the file, and stop date is null. If a record exists, then set the Stop Date for the record to Action Start Date minus one day.</p> <p>11) If the new record being inserted on the member contract table has billing location = 00230-1, then check if member has an existing member contract record where billing location = 00618-1, start date < Action Start Date in the file, and stop date is null. If a record exists, then set the Stop Date for the record to Action Start Date minus one day.</p> <p>12) If the new record being inserted on the member contract table has billing location = 00618-1, then check if member has an existing member contract record where billing location = 00230-1, start date < Action Start Date in the file, and stop date is null. If a record exists, then set the Stop Date for the record to Action Start Date minus one day.</p> <p>If Business Rule in the factor table = DROP, then use the same logic as Rehired Retiree logic except substitute DROP with Retiree for Plan Code.</p>
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				<p>If Business Rule in the factor table = Leave Without Pay, then do the following:</p> <ol style="list-style-type: none"> 1) Pull all records from the AASIS Billing Locations factor table where Agency Code = Business Area in the import file and Savings Plan in the factor table = Savings Plan in the file. If no records are selected, then pull all records from the AASIS Billing Locations factor table where Agency Code = Business Area in the import file and Savings Plan in the factor table = null. If there is only one unique APERS Agency No for all the records from the factor table, then use this APERS Agency No as the billing location. If there are more than one unique APERS Agency No, then pull the factor table record where Savings Plan = Savings Plan field from the import record and use the APERS Agency No from the factor table as the billing location. 2) Pull all records from the AASIS Savings Plan to Job Category/Plan Code Mapping table where Savings Plan = Savings Plan field from the import record. Use the Job Category from the factor table. 3) Check if member has an existing record on member contract table where the Reporting Unit Number (billing location) and Job Category match the Reporting Unit Number (billing location) and Job Category from Steps 1 and 2 AND the Action Start Date in the file is between the Start Date and Stop Date in the member contract record. If the member has an existing record, check if there is an existing member contract detail record where Status = Leave Without Pay and Action Start Date is between the Detail Start and Detail Stop Date. If there does not exist a detail record, then create a new detail record where Detail Start Date = Action Start Date, Stop Date is null, and Status = Leave Without Pay. If there is an existing detail record, then update the existing detail record if the detail record does not match the following: Start Date = Action Start Date and Stop Date = null. <p>If Business Rule in the factor table = Worker's Comp Leave, then use the same logic as Leave Without Pay logic except substitute Leave Without Pay with Worker's Comp Leave</p> <p>If Business Rule in the factor table = Military Leave, then use the same logic as Leave Without Pay logic except substitute Leave Without Pay with Military Leave</p> <p>If Business Rule in the factor table = Education Leave, then use the same logic as Leave Without Pay logic except substitute Leave Without Pay with Education Leave</p> <p>If Business Rule in the factor table = Return From Leave, then do the following:</p>
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				<ol style="list-style-type: none"> 1) Pull all records from the AASIS Billing Locations factor table where Agency Code = Business Area in the import file and Savings Plan in the factor table = Savings Plan in the file. If no records are selected, then pull all records from the AASIS Billing Locations factor table where Agency Code = Business Area in the import file and Savings Plan in the factor table = null. If there is only one unique APERS Agency No for all the records from the factor table, then use this APERS Agency No as the billing location. If there are more than one unique APERS Agency No, then pull the factor table record where Savings Plan = Savings Plan field from the import record and use the APERS Agency No from the factor table as the billing location. 2) Pull all records from the AASIS Savings Plan to Job Category/Plan Code Mapping table where Savings Plan = Savings Plan field from the import record. Use the Job Category from the factor table. 3) Check if member has an existing record on member contract table where the Reporting Unit Number (billing location) and Job Category match the Reporting Unit Number (billing location) and Job Category from Steps 1 and 2 AND the Action Start Date in the file is between the Start Date and Stop Date in the member contract record. If the member has an existing record, check if there is an existing member contract detail record where Action Start Date is between the Detail Start and Detail Stop Date. If there is one or more existing detail records, then set the Stop Date to Action Start Date for all of the existing records. <p>If Business Rule in the factor table = Termination, then do the following:</p> <ol style="list-style-type: none"> 1) If Savings Plan is null, then check if member has one or more existing records on member contract table where Stop Date is null AND Reporting Unit Number (billing location) matches the APERS Agency No field on the AASIS Billing Locations factor table where the Business Area in the file = Agency Code in the factor table. If the member has one or more existing records, then update the Stop Date with the Action Start Date minus one day and set the Status to Inactive. 2) If Savings Plan is not null, pull all records from the AASIS Billing Locations factor table where Agency Code = Business Area in the import file and Savings Plan in the factor table = Savings Plan in the file. If no records are selected, then pull all records from the AASIS Billing Locations factor table where Agency Code = Business Area in the import file and Savings Plan in the factor table = null. If there is only one unique APERS Agency No for all the records from the factor table, then use this APERS Agency No as the billing location. If there are more than one unique APERS Agency No, then pull the factor table record where Savings Plan = Savings Plan field from the import record and use the APERS Agency No from the factor table as the billing location. 3) Pull all records from the AASIS Savings Plan to Job Category/Plan Code Mapping table where Savings Plan = Savings Plan field from the import record. Use the Job Category from the factor table. 4) Check if member has an existing record on member contract table where the Reporting Unit Number (billing location) and Job Category match the Reporting Unit Number (billing location) and Job Category from Steps 1 and 2 AND the Action Start Date in
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					the file is between the Start Date and Stop Date in the member contract record. If the member has an existing record, update the Stop Date with the Action Start Date minus one day and set the Status to Inactive.
Action Reason	27	28	2	Alphanumeric	See Action Type field for how this field is used
Action Start Date	29	36	8	Date	See Action Type field for how this field is used
Last Name	37	76	40	Alphanumeric	Left Justified, space filled. Check the PERSON.LAST_NAME for the member. If this does not match the Last Name in the file, then update the system with the value in the file.
First Name	77	116	40	Alphanumeric	Left Justified, space filled Check the PERSON.FIRST_NAME for the member. If this does not match the First Name in the file, then update the system with the value in the file.
Middle Name	117	156	40	Alphanumeric	Left Justified, space filled Check the PERSON.MIDDLE_NAME for the member. If this does not match the Middle Name in the file, then update the system with the value in the file.
Name Suffix	157	171	15	Alphanumeric	Pull the record from the AASIS Suffix Mapping factor table where AASIS Value = Name Suffix in the import file. Check the PERSON.SUFFIX for the member. If this does not match the Suffix in COMPASS Value field for the record selected in the factor table, then update the system with the value in the factor table.
SSN	172	180	9	Numeric	Member's SSN with no dashes. If SSN in the record does not match any SSNs in the system, then create a new member record and populate the PERSON.SSN field.

					<p>If SSN matches the SSN of a non-member in the system, then convert the record into a member account and update the member account.</p> <p>If SSN matches the SSN of an existing member, then update the member account.</p> <p>Also, check if APERS ID for the member account is null. If it is null, then generate an APERS ID for the member using same logic for generating APERS ID as when a new member is created in the GUI.</p>
Date of Birth	181	188	8	Date	Check the PERSON.BIRTH_DATE for the member. If this does not match the birth date in the file, then update the system with the value in the file.
Marital Status	189	189	1	Alphanumeric	<p>Pull the record from the AASIS Marital Status Mapping factor table where AASIS Value = Marital Status in the import file.</p> <p>Check the PERSON.MARITAL_STATUS for the member. If this does not match the Marital Status in COMPASS Value field for the record selected in the factor table, then update the system with the value in the factor table.</p>
Gender	190	190	1	Alphanumeric	<p>Pull the record from the AASIS Gender Mapping factor table where AASIS Value = Gender in the import file.</p> <p>Check the PERSON.SEX for the member. If this does not match the Gender in COMPASS Value field for the record selected in the factor table, then update the system with the value in the factor table.</p>
Address 1	191	250	60	Alphanumeric	<p>Member's Address</p> <p>Check if there is an existing address for the member where Address Type = Mailing and Action Start Date is between the Start and Stop Date of the address. If there is no existing address, then create a new address where:</p> <p>Address Type = Mailing Start Date = Action Start Date Stop Date = null Address Line 1 = Address 1 from the file</p>

					<p>City = City from the file State = State from the file Zip = Zip Code from the file Country = US</p> <p>If there is an existing address, check the start date of the existing address. If the Start Date of the existing address = Action Start Date and either Address Line 1, City, State, or Zip Code fields on the address does not match in the file, then update the existing address with the field from the file.</p> <p>If the Start Date of the existing address < Action Start Date and either Address Line 1, City, State, or Zip Code fields on the address does not match in the file, then set the Stop Date of the existing address to Action Start Date minus one day and create a new address where:</p> <p>Address Type = Mailing Start Date = Action Start Date Stop Date = null Address Line 1 = Address 1 from the file City = City from the file State = State from the file Zip = Zip Code from the file Country = US</p>
City	251	290	40	Alphanumeric	<p>Member's City</p> <p>Load this into City field of Address section on Member Profile Page</p>
State	291	293	3	Alphanumeric	<p>Member's State</p> <p>Load this into State field of Address section on Member Profile Page</p>

Zip Code	294	303	10	Numeric	Member's Zip Code in the format Zip5+Zip4 Load this into Zip Code field of Address section on Member Profile Page
Phone Number	304	317	14	Numeric	Member's 10-digit Phone Number including area code Load this into Home Phone field of Contact Information section on Member Profile Page for Sub Type = Home Phone
Business Area	318	321	4	Alphanumeric	See Description section in the Pay Begin Date field to see how this field is used.
Employee Group	322	322	1	Alphanumeric	Not Used
Monthly Work Hrs	323	328	6	Numeric	Not Used
Hourly Rate	329	342	14	Alphanumeric	Not Used
Position	343	382	40	Alphanumeric	Not Used
Contract	383	384	2	Alphanumeric	Not Used
Save Start Date	385	392	8	Date	Filler
Save End Date	393	400	8	Date	Filler
Savings Plan	401	404	4	Alphanumeric	See Action Code for how this field is used
Change IT 0000	405	405	1	Alphanumeric	Filler

Change IT 0001	406	406	1	Alphanumeric	Filler
Change IT 0002	407	407	1	Alphanumeric	Filler
Change IT 0006	408	408	1	Alphanumeric	Filler
Change IT 0169	409	409	1	Alphanumeric	Filler