



Form Approved  
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## Employee Eligibility File Format Requirements

Public reporting of this collection of information is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to CDC/ATSDR Reports Clearance Officer, 1600 Clifton Road NE, MS D-74, Atlanta, Georgia 30333; ATTN: PRA (0920-XXXX).

### **Instructions**

**Purpose:** This document describes the required file format to upload eligibility data into the Viridian Health Management database to identify employees eligible to voluntarily participate in the CDC National Healthy Worksite Program (NHWP) and link employees to their respective survey.

The file must be a Microsoft Excel spreadsheet with the data provided on the first worksheet in the workbook. Other worksheets may exist in the file, but they will be ignored.

The data worksheet must conform to the format described in the table below. The column headings must appear in Row 1 of the worksheet, starting with column A, and must match exactly the column header names listed below. Note that there are no spaces in the column header names. Also, there should be no blank rows in the worksheet. Optional columns may be omitted, but otherwise, the columns should appear in the order that they are listed here. In optional columns, a value need not be supplied for all employees. Columns marked with an asterisk in the "Required?" column are required only if the data is to be sent to [INSERT NHWP EMPLOYER] using the file format already established between [INSERT NHWP EMPLOYER] and Viridian Health Management.

The "Data Type" and "Max Length/Value" columns specify what type of data may be supplied for this field. A "Number" field may contain only the digits 0-9. In this case, the Max Length/Value field shows the highest number which may be provided. A field specified as a "String" type may contain any alphanumeric or other characters unless otherwise noted. The maximum number of characters is shown in the Max Length field. The BirthDate field must be a value which Microsoft Excel interprets as a date. This makes the visual format of the cell containing the date unimportant in Excel. To ensure that Excel handles the dates properly, use the format mm/dd/yyyy when entering dates manually or if converting the data from another type of file, such as a CSV file.

All employees listed in the file are assumed to be active. If an employee's eligibility is terminated, that employee should not be included in the next eligibility file. The system will interpret this as a termination of eligibility.

Required	Column Name	Max Field Size	Format	Description
NO	ParticipantID	10	N/A	To remain blank
YES	EmplCode	6	String	6-digit assigned employer code CDC001 - CDC115
YES	SSN	9	999999999	
YES	SSN4	4	9999	Last 4 of SSN
YES	FirstName	30	String	
YES	LastName	30	String	
NO	SecondName	30	String	Other/Nickname
YES	DateOfBirth	10	mm/dd/yyyy	Includes leading zeros
YES	Gender	1	M or F	Male or Female
YES	MailAddress1	50	String	
NO	MailAddress2	50	String	
YES	City	30	String	
YES	State	2	AZ	State abbreviation code
YES	County	30	String	
YES	Zip Code	5	12345	
YES	Country			
YES	PrimaryPhone	10	8887771234	
NO	CellNum	10	8887771234	
NO	Email	30	String	
YES	HireDate	10	mm/dd/yyyy	Includes leading zeros
YES	TermDate	10	mm/dd/yyyy	Includes leading zeros
YES	Shift	8	String	First, Second, Third, Rotating, Other
YES	Department	30	String	Administration, Corporate, Manufacturing, Etc.
YES	FullTimePartTime	2	PT or FT	Part-Time, Full-Time
YES	TrackPTO	1	Y or N	Yes or No
YES	PaidSTD	1	Y or N	Yes or No
YES	PaidLTD	1	Y or N	Yes or No
YES	HasMedIns	1	Y or N	Medical Insurance - Yes or No
YES	Language	30	String	Primary language spoken
YES	Manager	1	Y or N	Yes or No
NO	Custom1	30	String	Other Pertinent Info
NO	Custom2	30	String	2 <sup>nd</sup> Other Pertinent Info