EMPLOYEE REQUIREMENTS FOR eDAS

Format/Edits

Section/Attribute	Description/Edit
EMPLOYEE	"EMPLOYEE" is the title of this section. It identifies the opening and closing of the xml transaction for an employee. This document provides additional reporting requirements of data under this section. **Employee precedes Conflict of Interest.**
CHANGE_FLAG (ATTRIBUTE)	If Process Flag = 2 or 5 certain data will be allowed to change after initial acceptance. Tags have been identified by flags below. Flag of '1' will only be allowed to change data identified by '1'. Flag of '2' will be allowed to change data identified by '1 or 2'. Flag of '3' will be allowed to change any data. Valid flags: 1 = general 2 = company approval 3 = RMA approval Change flag will default to 2 unless otherwise indicated.
PROCESS_FLAG (ATTRIBUTE)	Valid flags: 1 = original 2 = modify 3 = delete 4 = validate (original) 5 = validate (modify) 6 = quote (only applicable for premium) 7 = retrieve 8 = cancel (only applicable for Livestock crop policy) 9 = re-instate (only applicable for Livestock crop policy) Process flag will default to 1 unless otherwise indicated.

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No.	Tag	Key	Level of Change	IN/ OUT	REQ/ OPT/ CON	Max Size	Picture	Description/Edit
1	<INSURANCE_ PROVIDER>	Y	3	Y/Y	REQ	2	X(02)	Edit with Approved Insurance Provider/Company table.
2	<REINSURANCE _ YEAR>	Y	NA	Y/Y	REQ	4	9(04)	Must = Reinsurance Year.
3	<EMPLOYEE_ SSN>	Y	1	Y/Y	REQ	9	9(09)	A valid SSN for the Company/Agency Employee. Validate to SSA file. Must be 9 digits.
4	<EMPLOYEE_ FLAG>		1	Y/Y	REQ	1	X(01)	Company/Agency Employee Flag. Other than agents or adjusters. Must be: A = Agency C = Company O = Other affiliate
5	<LAST_NAME>		1	Y/Y	REQ	20	X(20)	Last name of employee. Requires a minimum of 2 characters. Alpha including (-), (.), ( ), (‘), (,).
6	<FIRST_NAME>		1	Y/Y	REQ	10	X(10)	First name of employee. Must not be blank, Alpha including (-), (.), ( ), (‘), (,).
7	<MIDDLE_NAME>		1	Y/Y	OPT	10	X(10)	Middle name of employee. Alpha including (-), (.), ( ), (‘), (,).
8	<SUFFIX>		1	Y/Y	OPT	5	X(05)	Suffix (e.g. SR, JR, II, etc.) of employee. Alpha including (-), (.), ( ), (‘), (,).
9	<TITLE>		1	Y/Y	OPT	4	X(04)	Title (e.g. DR, etc.) of employee. Alpha including (-), (.), ( ), (‘), (,).
10	<EMPLOYEE_ ADDRESS>		1	Y/Y	REQ	35	X(35)	Employee address. Enter location or street address. Do not enter post office address. Alphanumeric including (-), (,), (.), ( ), (&), (%), (#).
11	<CITY>		1	Y/Y	REQ	35	X(35)	Employee city.
12	<ADDRESS_ COUNTY>		1	Y/Y	REQ	3	9(03)	Edit with county table unless State code = ‘ZZ’. Must be valid for zip code submitted.
13	<ADDRESS_ STATE>		1	Y/Y	REQ	2	X(02)	Enter Alpha state abbreviation. Edit with FIPS State Table.
14	<ZIP_CODE>		1	Y/Y	REQ	5	X(05)	Edit with lookup table for current address state and county.
15	<ZIP_EXTENSION>		1	Y/Y	OPT	4	X(04)	Optional; if reported must be valid for zip code, state, county, and city.

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No.	Tag	Key	Level of Change	IN/ OUT	REQ/ OPT/ CON	Max Size	Picture	Description/Edit
16	<COI_COMP_DT>		1	Y/Y	REQ	10	X(10)	Conflict of Interest Questionnaire Completion Date. Must be ≥ start of Reinsurance Year and ≤ to last day of Reinsurance Year. Cannot be greater than submission date. Format MM/DD/YYYY.
17	<COI_AMENDED_ DT>		1	Y/Y	CON	10	X(10)	Conflict of Interest Amended Date. Latest date COI was amended. Cannot be greater than submission date. Format MM/DD/YYYY.
18	<COI_CARRY_ OVER>		1	Y/Y	REQ	1	X(01)	Conflict of Interest responses carried over from previous year. Must be 'Y or N'.
19	<COI_Q1_ RESPONSE>		1	Y/Y	REQ	1	X(01)	Response to Conflict of Interest Question 1. Must be 'Y or N'.
20	<COI_Q2_ RESPONSE>		1	Y/Y	REQ	1	X(01)	Response to Conflict of Interest Question 2. Must be 'Y or N'.
21	<COI_Q3_ RESPONSE>		1	Y/Y	REQ	1	X(01)	Response to Conflict of Interest Question 3. Must be 'Y or N'.
22	<COI_Q4_ RESPONSE>		1	Y/Y	REQ	1	X(01)	Response to Conflict of Interest Question 4. Must be 'Y or N'.
23	<COI_Q5_ RESPONSE>		1	Y/Y	REQ	1	X(01)	Response to Conflict of Interest Question 5. Must be 'Y or N'.
24	<COI_Q6_ RESPONSE>		1	Y/Y	REQ	1	X(01)	Response to Conflict of Interest Question 6. Must be 'Y or N'.
25	<COI_Q7_ RESPONSE>		1	Y/Y	REQ	1	X(01)	Response to Conflict of Interest Question 7. Must be 'Y or N'.
26	<COI_Q8_ RESPONSE>		1	Y/Y	REQ	1	X(01)	Response to Conflict of Interest Question 8. Must be 'Y or N'.
27	<COI_Q9_ RESPONSE>		1	Y/Y	REQ	1	X(01)	Response to Conflict of Interest Question 9. Must be 'Y or N'.
28	<COI_Q10_ RESPONSE>		1	Y/Y	REQ	1	X(01)	Response to Conflict of Interest Question 10. Must be 'Y or N'.
29	<COI_Q11_ RESPONSE>		1	Y/Y	REQ	1	X(01)	Response to Conflict of Interest Question 11. Must be 'Y or N'.
30	<AUTHORIZATION_ NUM>		2	Y/Y	CON	5	9(05)	Authorization Number provided by Reinsurance Services Division (RSD) approving the original, change or deletion. Change Flag must = 3 and Process Flag must = 1, 2, 3, 4 or 5. If changing a "Key" field with Level of Change = 2, Authorization Number assigned by administrative screen and Change Flag must = 2.

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No.	Tag	Key	Level of Change	IN/ OUT	REQ/ OPT/ CON	Max Size	Picture	Description/Edit
31	<FCIC_DT_TM>		NA	N/Y	REQ	19	X(19)	FCIC Control Date and Time of process, format MM/DD/YYYY HH:MM:SS. There is a space between the YY and HH.
32	<TRANS_ SEQUENCE_NUM>		NA	N/Y	REQ	8	9(08)	Transaction Sequential Number assigned to each transaction number processed by eDAS.
33	<TRANS_RECORD_ NUM>		NA	N/Y	REQ	6	9(06)	Transaction Record Number
34	<TRANSACTION_ FLAG>		NA	N/Y	REQ	1	X(01)	If transaction accepted, flag = Y. If rejected, flag = N. If deleted, flag = D. If cancel, flag = C.

Notes: Key fields are: Approved Insurance Provider (field 1), Reinsurance Year (field 2), and Employee ID (field 3).

Key fields with Level of Change = 3 will be allowed with RMA approval. When a company submits this information, eDAS will change all other associated data to the new information.

Key fields with Level of Change = 2 requiring a change to that field, company will use an administrative screen to identify this change. eDAS will use this information to verify the data when submitted.

An Employee Section must be reported if employee (other than agent or adjuster) was required to complete a COI Questionnaire under MGR-08-001 when their response to COI question# 1 or # 2 was 'Yes'.

When field 18 (COI Carry Over) is 'Y' then fields 19 - 29 must match last year's response for this employee.

Information regarding column headers:

1) 'Tag' identifies the naming convention used in creation of XML.
2) 'Key' identifies the tags that are key to the validation/storage of data.
3) 'Level of Change' identifies the data that is allowed to change and at what level according to Change Flag.
4) 'IN/OUT' identifies the direction of data, IN for input and OUT for output with flags 'N' (NO) and 'Y' (YES).
5) 'REQ/OPT/CON' identifies if the data is required (REQ), optional (OPT), or conditional (CON). If optional or conditional and there is no data to report the tag is not used.
6) 'Max Size' is the maximum size of data allowed for that tag.
7) 'Picture' identifies the type of data expected.
8) 'Description/Edit' gives additional information.

On an update, only the key fields that define the sections are required plus any changed fields or new section(s).