Census Data Comparison Report

11/06/2026 10:19 pm CST

The Census Data Comparison Report provides a detailed view of changes made during a census upload. This report helps you quickly identify updates, additions, and differences between your most recently uploaded census data and the prior dataset.

Overview

When a census file is uploaded, the system captures a snapshot of existing participant data and compares it to the new upload. A **Census Data Comparison Report** is then generated to highlight:

- Changes to existing participant data
- Newly added participants
- Differences at the field level (before vs. after)

This report improves transparency and helps ensure accuracy by clearly showing what changed during the upload process.

How It Works

1. Upload your census file as usual.
2. After the upload completes, the system automatically:
    - Compares the new data to the most recent prior census data
    - Identifies any differences
3. A comparison report is generated and made available for download.

The report is generated after the upload completes. It is not available during the upload process.

Where to Find the Report

After completing a census upload:

- Navigate to **Census → Downloads**
- Locate the **Census Data Comparison Report**
- Download the file (CSV format)

The report always reflects the most recent upload. If additional changes or uploads occur, the report is updated accordingly.

Understanding the Report

1. Changed Participants

Only participants with changes are included in the main section of the report.

For each participant with updates, you will see **two rows**:

- **New** – Displays updated values
- **Old** – Displays previous values

Key behavior:

- Only fields that changed are populated
- Unchanged fields remain blank
- Participants are listed alphabetically by last name
- Each "New" and "Old" pair is separated by a blank line for readability

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2. Field-Level Comparison

The report compares each data field individually. Fields reviewed include:

- Birth Date
- Date of Hire (1)
- Date of Term (1)
- Term Reason (1)
- Date of Hire (2)
- Date of Term (2)
- Term Reason (2)
- Officer
- Ownership
- Family Group
- Family Group Relation
- Employee Class
- Employee Type (HCE)
- Division
- EE Class Other

- Census Status
    - **Active** indicates the participant is included in the census
    - **Inactive** indicates the participant has been removed or excluded

Last Name, First Name and SSN preface the checked fields

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3. New Participants Section

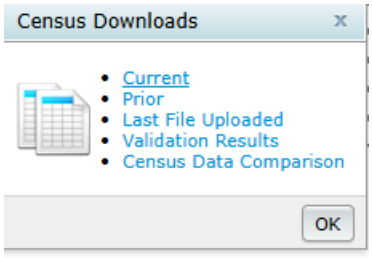
If new participants are added during the upload:

- A **"New Participants"** section appears at the bottom of the report
- Each new participant is listed once with:
    - A **New** indicator
    - All current data fields populated

Participants are sorted alphabetically by last name.

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4. Example



Plan Name	Compliance Demo Plan																		
Year End	12/31/2025																		
Census Data Comparison																			
Last Name	First Name	SSN		Birth Date	Date of Hire (1)	Date of Term (1)	Term Reason (1)	Date of Hire (2)	Date of Term (2)	Term Reason (2)	Officer	Ownership	Family Group	Family Group Relation	Employee Class	Employee Type (HCE)	Division	EE Class Other	Census Status
Albert	CA	123-45-68	New									1							Active
Albert	CA	123-45-68	Old									0							Inactive
Apollo	BA	123-45-68	New								Yes								
Apollo	BA	123-45-68	Old								No								
Beaver	AB	123-45-68	New									0.05	A	Parent					
Beaver	AB	123-45-68	Old									0	None	N/A					
Benito	BB	123-45-68	New									1	A	Child					
Benito	BB	123-45-68	Old									0	None	N/A					
Dolph	BD	123-45-68	New								Yes	1							
Dolph	BD	123-45-68	Old								No	0							
New Participants																			
Last Name	First Name	SSN		Birth Date	Date of Hire (1)	Date of Term (1)	Term Reason (1)	Date of Hire (2)	Date of Term (2)	Term Reason (2)	Officer	Ownership	Family Group	Family Group Relation	Employee Class	Employee Type (HCE)	Division	EE Class Other	Census Status
Ziper	JM	123-85-78	New	5/8/1996	5/1/2025						No	0	None	N/A	Normal	Full time			Active

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