Mass Mutual 401k

Interface Requirements Specification

# Associated Foreign Exchange (AFEX)

# Contact Information

## Customer Contact

|  |  |  |
| --- | --- | --- |
| **Name** | **Tel** | **Email** |
| Jasmine Morantz | 818 728 3805 | jmorantz@afex.com |

## Vendor Contact

|  |  |  |
| --- | --- | --- |
| **Name** | **Tel** | **Email** |
| Nadine Buckley | (860) 562-1437 | nbuckley@massmutual.com |

## Vendor SFTP Contact

|  |  |  |
| --- | --- | --- |
| **Name** | **Tel** | **Email** |
|  | Click here to enter text. | Click here to enter text. |

## Integration Contact

|  |  |  |
| --- | --- | --- |
| **Name** | **Tel** | **Email** |
| Lea King | 515-480-4262 | lking@tekpartners.com |

# Revision History

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Date** | **Version** | **Revision Description** | **Comments** | **Environment** | **Author** |
| **1** | 11/14/19 | 1.01 | Initial Draft |  | ☒ Prod ☐ Test | Lea King |
| **2** |  |  |  |  | ☐ Prod ☐ Test |  |
| **3** |  |  |  |  | ☐ Prod ☐ Test |  |
| **4** |  |  |  |  | ☐ Prod ☐ Test |  |

# 

# File Information

|  |  |  |  |
| --- | --- | --- | --- |
| **File Type** | Full File Only | **Output Type** | XLS file type |
| **Interface Decommissioning** | Are there current / otherinterfaces that this interface is replacing?):  ☒ No  ☐ Yes : *Customer must open a Support Ticket to request that current interface is turned off* | **File Name** | FTP\_\_G77021\_\_G77021PAYROLL\_\_YYYY-MM-DD.xlsx |
| **Frequency** | ☒ Payroll Automation: File will send based on Payroll .  ☒ Per Pay Group (By Payroll): A separate file will generate for each Pay Group and transmit once each payroll posts and closes. Number of Pay Groups: 3 – USBWK = biweekly, SWIMTH and JRMTH = monthly  ☐ Per Pay Date (By Pay Period): A single file will generate for all Pay Groups by Per Control setup under the Payroll Automation rule and transmit once payroll has posted/closed for all included Pay Groups. Sequence 2-9 payrolls produce their own files. Pay Groups with different frequencies also produce their own files, even if there is a shared Pay Date. Pay Frequencies: | | |
| **Is automated Transmission required?** | ☐ No, file will be sent manually  ☒ Yes | **Email address for Summary/ Transmission Emails** |  |
| **Export Selection Criteria Functionality** | **Select all that apply:** |  | |
| ☒ Pay Period Range |  | |

# Business Rules - Customer Confirmation

401k

1. Vendor Name:  
   Mass Mutual
2. What Type of 401K File would you like Ultimate Software to create?

|  |  |  |  |
| --- | --- | --- | --- |
| Type | Employees to Include | |  |
| ☒ **Demographic** | All employees except EecDedGroupCode NONE and PT | |  |
|  | | | |
| ☒ **Compensation** | | All employees except EecDedGroupCode NONE and PT | |  |  |
|  | |  | |  |  |
| ☒ **Contribution** | Employees with Contributions in the Date Range of the File | | Click here to enter text. |
|  | | | |

1. Will you have employees that have active Deductions in multiple component companies?

☒ No ☐ Yes

1. Are there any Employee Types, Pay Groups, Org Levels, etc. that need to be excluded?

☐ No ☒ Yes

If Yes, please list field and values to exclude or include *(whichever is a shorter list)*:

Groups to exclude – EecDedGroupCode = NONE and PT

1. Please include the applicable UltiPro Deduction Codes for each that apply:

|  |  |
| --- | --- |
| **401k Deduction Codes** |  |
| 401CF | 401K Flat Amount |
| 401CP | 401kK Percentage |
| ROTHF | Roth 401k Flat Amount |
| ROTHP | Roth 401k Percentage |
| 401L1 | 401K Loan 1 |
| 401L2 | 401k Loan 2 |

1. Confirm how you would like to send termination of coverage on this file:

**☒ Leave terms on for a rolling 365 days.**

☐ Terminations sent one time only - based on the actual (audit) date entered into UltiPro, with no future dated terminations.

☐ Effective Date of Termination within last \_\_ days (Ex. 30 days).

Click or tap here to enter text.

1. Are negative values (contributions less than $0) allowed?:

**☐Yes**

☒ No - exclude any negative amounts

# Notes to Developer