Empower 401k

Interface Requirements Specification

# BestCo

# Contact Information

## Customer Contact

|  |  |  |
| --- | --- | --- |
| **Name** | **Tel** | **Email** |
| Elizabeth Bach | 704.799.8830 | EBach@bestco.com |

## Vendor Contact

|  |  |  |
| --- | --- | --- |
| **Name** | **Tel** | **Email** |
| Javi Mitchell | 414-906-2946 | javi.mitchell@retirementpartner.com |

## Vendor SFTP Contact

|  |  |  |
| --- | --- | --- |
| **Name** | **Tel** | **Email** |
| First Last | ###-###-#### | name@domain.com |

## Integration Contact

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

# Revision History

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Date** | **Version** | **Revision Description** | **Comments** | **Environment** | **Author** |
| **1** | 12/05/2019 | 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** | Fixed Fields and Fixed Length  **Delimiter Handling (if applicable)**  ☐ Enclose output values in double-quotes  ☐ Remove delimiters from output values  ☐ Other |
| **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** | ULTISFTP\_BESTCO\_yyyymmddhhmmss.txt |
| **Frequency** | Nightly maintenance window: 12p-5am EST  ☐ Run On-Demand  ☐ Scheduled to run:  \*Open Enrollment files are always run On-Demand, even if other files are Scheduled  ☒ Payroll Automation: File will send based on Payroll . Blank files can be received? ☒ Yes  ☐ 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:  ☒ 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: BW  **FYI –** client moving monthly to biweekly starting with the 12/19/2019 pay date | | |
| **Is automated Transmission required?** | ☐ No, file will be sent manually  ☒ Yes | **Email address for Summary/ Transmission Emails** |  |
| **Global Formats** | |  |  | | --- | --- | | Dates: |  | | Phone Numbers: |  | | Zip Code: |  | | Amount Fields: |  | | Any Others: |  | | **Special Formatting** | Are Special characters required (UTF-8 formatting)? ☐ Yes ☒ No |
| **Export Selection Criteria Functionality** | **Select all that apply:** | **Qualifier Notes:** | |
| ☒ Pay Period Range |  | |
| ☐ Company Selector |  | |
| ☐ Data Selector |  | |

# Business Rules - Customer Confirmation

401k

1. Vendor Name:  
   Empower
2. Confirm Group or Plan Number: 1260715-01
3. What Type of 401K File would you like Ultimate Software to create?

|  |  |  |
| --- | --- | --- |
| Type | Employees to Include | Notes |
| ☒ **Enrollment** All Employees with YTD Earnings Except pay groups HROW and HRONLY  *This file typically will include All Employees Enrolled in the plan whether they contribute or not.* | | |
| ☒ **Contribution** | Employees with Contributions in the Date Range of the File | Click here to enter text. |
| *This file will typically only include employees who contribute to the plan via a deduction via Payroll.* | | |

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 – pay groups HROW and HRONLY

1. **Please specify your plan year:**  
   **01/01/2020**
2. What contribution types should be included on the file?  
   Please include the applicable UltiPro Deduction Codes for each that apply:

Type UltiPro Deduction Code

401K $ or % 401C, 401F, 401CF, 401CP

Match 401ER

Loans 401L, 401L2, 401L3, 401L4 or 401L5

# Business Rules - Vendor Confirmation

401k

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

**☐Terminations sent one time only - based on the actual (audit) date entered into UltiPro.**

☐ 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 30 days (Ex. 30 days).

Click or tap here to enter text.

1. **Do you require a minimum coverage start date on the file (Ex. We cannot send any effective dates older than 1/1/2018 on the file)? If so, what is that date?**

Click or tap here to enter text.

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

**☒Yes**

☐ No

# Notes to Developer

|  |
| --- |
| no header |
| exclude pay group HROW and HRONLY |
| ok to send negatives |
| fixed width, space delimited |