Nationwide 401k

Interface Requirements Specification

# Billtrust

# Contact Information

## Customer Contact

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| --- | --- | --- |
| **Name** | **Tel** | **Email** |
| Taylor Delaney | 303-867-7416 | tdelaney@billtrust.com |

## Vendor Contact

|  |  |  |
| --- | --- | --- |
| **Name** | **Tel** | **Email** |
| Stephanie Jepson | ###-###-#### | JEPSONS@nationwide.com |

## Vendor SFTP Contact

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

## Integration Contact

|  |  |  |
| --- | --- | --- |
| **Name** | **Tel** | **Email** |
| Cheryl Petitti | 720-217-6598 | cpetitti@tekpartners.com |

# Revision History

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Date** | **Version** | **Revision Description** | **Comments** | **Author** |
| **1** | 6/25/20 | 1.01 | Initial Draft |  | Cheryl Petitti |
| **2** |  |  |  |  |  |
| **3** |  |  |  |  |  |
| **4** |  |  |  |  |  |

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# File Information

|  |  |  |  |
| --- | --- | --- | --- |
| **File Type** | Full File Only | **Output Type** | Comma Delimited  **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** | **Prod File***: VENDOR\_Customer\_Type\_CCYYMMDD.HHMMSS where CCYYMMDD = date the file is created*  **Test File:** VENDOR\_Customer\_TEST\_CCYYMMDD.HHMMSS  **OE File:**  VENDOR\_Customer\_OE\_CCYYMMDD.HHMMSS |
| **Frequency** | Nightly maintenance window: 12p-5am EST  Run On-Demand  Scheduled to run:  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: 2 (SAL, HRBW)  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 |  |  |
| **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:  
   Nationwide
2. Confirm Group or Plan Number:

|  |  |  |
| --- | --- | --- |
| **UltiPro Field** | **Value** | **Group/Plan Number** |
|  |  | 063-86903 |
|  |  |  |
|  |  |  |
|  |  |  |

1. Type of 401K File

|  |  |  |
| --- | --- | --- |
| Type | Employees to Include | Notes |
| **Eligibility** | [Choose Employee Status] | Click here to enter text. |
| *This file typically will include All Employees Eligible for the plan whether they enroll or not* | | |
| **Enrollment** [Choose Employee Status] Click here to enter text.  *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 | Include terms if there is a contribution amount to report |
| *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?

Yes

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

Exclude employees with emp type = Z

1. **Please specify your plan year:**  
   Click or tap here to enter text.
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 % 401CD, 401CP, 401KD, 401K

Roth $ or % ROTHD, ROTHP, RTHCD, RTHCP

Catchup $ or % 401KC, 401KU, RTHUD, RTHUP

Match CODE, CODE2, ETC

Bonus CODE, CODE2, ETC

Loans 401KL, 401L2, 401L3

# 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 \_\_ 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

|  |
| --- |
| **Additional Criteria:** |
| **Special Instructions:**  This is a CSV file  **The file will need to include the 3 record types below**  **CENSUS Data - Record Type = CENSUS**  **Contribution Data - Record Type = CTRB**  **Salary Data - Record Type = SALARY**  **The vendor said that Ultimate Software has the files pre-built on their end as they send multiple plans currently.**  **Please work with someone at Ultimate Software if you need to see a sample of one of the files.** |
| **Changes Only File:**  Yes  N/A  \*All future dated transactions will be included on Changes only interfaces  One of the following fields changes in Audit in the date range of the file:   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  |   **Initial Full File Criteria:** |