AIG 403b

Interface Requirements Specification

# ChildNet

# Contact Information

## Customer Contact

|  |  |  |
| --- | --- | --- |
| **Name** | **Tel** | **Email** |
| Stacy-Ann King | 954-414-6000 ext 3888 | sking@childnet.us |

## Vendor Contact

|  |  |  |
| --- | --- | --- |
| **Name** | **Tel** | **Email** |
| Chelsea Wolridge | Click here to enter text. | chelsea.wolridge@aig.com |

## Vendor SFTP Contact

|  |  |  |
| --- | --- | --- |
| **Name** | **Tel** | **Email** |
| Click here to enter text. | 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** | 11/19/2019 | 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** | 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** | ☒ 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: biweekly | | |
| **Is automated Transmission required?** | ☐ No, file will be sent manually  ☒ Yes | **Email address for Summary/ Transmission Emails** |  |
| **Global Formats** | |  |  | | --- | --- | | Dates: | YYYYMMDD | | Amount Fields: | 9 digits, no dollar signs,  commas or decimals | | **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:  
   AIG
2. What Type of 401K File would you like Ultimate Software to create?

|  |  |  |
| --- | --- | --- |
| Type | Employees to Include | Notes |
| ☒ **Eligibility** | Other (Describe in Notes) | All employees except eecdedgroup NONE |
| *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 | 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 - eecdedgroup NONE

1. 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 % 403BP, 403BF, 403CU

Roth $ or % ROTH, ROTHP

Match – ER amount is tied to all deduction codes - 403FX, ROTH, ROTHP, 403BP, 403BF, 403CU

# 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.

Click or tap here to enter text.

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

**☐Yes**

☒ No

# Notes to Developer