Termination File

Interface Requirements Specification

# Columbia Forest Products

# Contact Information

## Customer Contact

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| --- | --- | --- |
| **Name** | **Tel** | **Email** |
| Kathy Gray | (336) 291-5908 ext. 0 | kgray@cfpwood.com |

## Integration Contact

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

# Customer Confirmation

General

1. **Vendor Name:**TRI-AD
2. **Confirm Group or Plan Number:**

Group / Plan Number

1. **Will you have employees that are active 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)*:

Groups to exclude – eecemptype = TES

**Which Employees would you like to include on this export?**This file will include all employee terminations (during the date range of the file) regardless if they have FSA or Dep Care FSA

# Mapping/Notes to Developer

Notes for Developer

This is a .csv file

It is a full file

Column/Field Names are required and must match the value in field mapping document in the clients folder

ALL fields should be enclosed in quotation (“) marks to prevent field values containing commas from causing column count issues during processing.

Standard carriage return and line feed characters to terminate each record should be used

This format requires one row for each participant

We will need Scheduled, On Demand, OE Active, OE Passive, Test sessions

This file will include all employee terminations (during the date range of the file) regardless if they have FSA or Dep Care FSA

Terminations should be sent one time then they can drop