OneAmerica 403b

Interface Requirements Specification

# Family Health West

# Contact Information

## Customer Contact

|  |  |  |
| --- | --- | --- |
| **Name** | **Tel** | **Email** |
| Richard Seiferd | Click here to enter text. | rseiferd@fhw.org |

## Vendor Contact

|  |  |  |
| --- | --- | --- |
| **Name** | **Tel** | **Email** |
| Michael Upshur | (317) 285-1181 | Michael.Upshur@oneamerica.com |

## Vendor SFTP Contact

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| --- | --- | --- |
| **Name** | **Tel** | **Email** |
| Michael Upshur | (317) 285-1181 | Michael.Upshur@oneamerica.com |

## Integration Contact

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

# Revision History

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Date** | **Version** | **Revision Description** | **Comments** | **Environment** | **Author** |
| **1** | 11/8/19 | 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: 2 - BIWEEK and SEMI  ☐ 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:  
   One America
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 EecDedGroupCode RETIR |
| *This file typically will include All Employees Eligible for the plan whether they enroll 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 – EecDedGroupCode = RETIR

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

Type UltiPro Deduction Code e

|  |  |
| --- | --- |
| Employee Deferral | ded codes 403P, 403F, 403CP, 403CF |
| Employee Roth | ded codes ROTHP, ROTHF, RTHCP, RTHCF |
| 457 Pre-tax Deferral | ded code 457F, 457P |
| Safe Harbor Match | ded code 403ER |
| 457 Employer Contribution | ded code 457ER |
| Loans | 403L, 403L2, 403L3 |

# Business Rules - Vendor Confirmation

401k

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

**☒Terminations – continue to send as long as there is a deduction to report, else exclude from file**

☐ 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