Fidelity 401K Eligibility

Interface Requirements Specification

# Glen-Gery Corp

# Contact Information

## Customer Contact

| **Name** | **Tel** | **Email** |
| --- | --- | --- |
| Crystal Bifolchi | Click here to enter text. | Crystal.Bifolchi@glengery.com |

## Vendor Contact

| **Name** | **Tel** | **Email** |
| --- | --- | --- |
| Fidelity Payroll Feed Integration Team | ###-###-#### | FdltyPyrllFdntgrtnTm@fmr.com |

## Vendor SFTP Contact

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

## Integration Contact

| **Name** | **Tel** | **Email** |
| --- | --- | --- |
| Lea King | ###-###-#### | lking@tekpartners.com |

# Revision History

|  | **Date** | **Version** | **Revision Description** | **Comments** | **Environment** | **Author** |
| --- | --- | --- | --- | --- | --- | --- |
| **1** | 10/29/2021 | 1.0 | Initial Draft |  | ☒ Prod ☐ Test | Lea King |
| **2** |  |  |  |  | ☐ Prod ☐ Test |  |
| **3** |  |  |  |  | ☐ Prod ☐ Test |  |
| **4** |  |  |  |  | ☐ Prod ☐ Test |  |

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# File Information

| **File Type** | Changes File Only | **Output Type** | Fixed Fields and Fixed Length |
| --- | --- | --- | --- |
| **Header Row** | ☐ No  ☒ Yes for testing only | **Trailer Row** | ☒ No  ☐ Yes |
| **Interface Decommissioning** | Are there current / otherinterfaces that this interface is replacing?):  ☒ No  ☐ Yes | **File Name** | Test - FPRST.PAS.ULT0TXNS(+1)  Prod - FPRS.PAS.ULT0TXNS(+1) |
| **Frequency** | Nightly maintenance window: 12p-5am EST  ☒ Scheduled to run: Weekly | | |
| **Is automated Transmission required?** | ☐ No, file will be sent manually  ☒ Yes | **Email address for Summary/ Transmission Emails** | Crystal.Bifolchi@glengery.com |
| **Global Formats** | | Dates: | See layout | | --- | --- | | Phone Numbers: |  | | Zip Code: |  | | Amount Fields: |  | | **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 | Include eecpaygroups GGH, GGS, GGSE or GGSOE and  include eecpaygroup GGSON when EecUnionNational = NONE, 916 or 26 | |

# Business Rules - Customer Confirmation

401k

1. Vendor Name:  
   Fidelity
2. What Type of 401k File would you like us to create?

| Type | Employees to Include | Notes |
| --- | --- | --- |
| ☒ **Eligibility** | All Employees except as noted in #4 | Click here to enter text. |
| *This file typically will include all employees eligible for the plan whether they enroll or not.* | | |

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 where eecpaygroup <> GGH, GGS, GGSE or GGSOE and where (eecpaygroup <> GGSON and EecUnionNational <> NONE, 916 or 26)

1. **Please specify your plan year:**  
   **01/01/2021 – 12/31/2021**
2. Confirm the applicable UltiPro Deduction Codes that apply:

| **Ded Code** |
| --- |
| 401K4 |
| 401KF |
| 401M4 |
| 401NM |
| 401U2 |
| 40KM4 |
| 4LN1F |
| 4LN2F |
| LOAN1 |

# 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. Include all terms if there is a contribution to report.

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?**

**N/A**

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

☒ No

# Notes to Developer

| **Changes Only File:** ☒ Yes  \*All future dated transactions will be included on Changes only interfaces  Include all of the file field changes in Audit in the date range of the file. |
| --- |