ADP 401K

Interface Requirements Specification

# Great Canadian Railtour Company Ltd. dba Rocky Mountaineer

# Contact Information

## Customer Contact

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| --- | --- | --- |
| **Name** | **Tel** | **Email** |
| Kaitlyn McInnis | Click here to enter text. | kmcinnis@rockymountaineer.com |
| Allyssa Lee | Click here to enter text. | alee@rockymountaineer.com |

## Vendor Contact

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| **Name** | **Tel** | **Email** |
| George Mananedakis | ###-###-#### | George.Mananedakis@ADP.com |

## Vendor SFTP Contact

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| **Name** | **Tel** | **Email** |
| George Mananedakis | ###-###-#### | George.Mananedakis@ADP.com |

## Integration Contact

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

# Revision History

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Date** | **Version** | **Revision Description** | **Comments** | **Environment** | **Author** |
| **1** | 10/25/21 | 1.0 | Initial Draft |  | Prod  Test | Cheryl Petitti |
| **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.  Examples:  Emp no  Ssn  Date fields  Address  Job title  Remove special characters from output values  Other |
| **Header Row** | No  Yes | **Trailer Row** | No  Yes |
| **Interface Decommissioning** | Are there current / otherinterfaces that this interface is replacing?):  No  Yes | **File Name** | **Prod File***:*  **Test File:**  **OE File:** |
| **Frequency** | Nightly maintenance window: 12p-5am EST  Run On-Demand  Scheduled to run:  \*Open Enrollment files are always run On-Demand, even if other files are Scheduled  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: **ARMFT, ARMSE**  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** | alee@rockymountaineer.com |
| **Global Formats** | |  |  | | --- | --- | | Dates: |  | | Phone Numbers: |  | | Zip Code: |  | | Amount Fields: |  | | Any Others: |  | | **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:  
   **ADP**
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.* | | |
| **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 all terms if there is a contribution to report |
| *This file will typically only include employees who contribute to the plan.* | | |
| **Eligibility and** **Contribution** | [Choose Employee Status] | Include all terms if there is a contribution to report |
| *This file will typically include all employees eligible for the plan and the contribution amounts of those enrolled.* | | |
| **Enrollment and** **Contribution** | [Choose Employee Status] | Include all terms if there is a contribution to report |
| *This file will typically include all Employees enrolled in the plan and their contribution amounts.* | | |

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)*:

Include employees in Company ARMUS (American Rocky Mountaineer LLC) that have Pay Groups ARMFT, ARMSE

1. **Please specify your plan year:**  
   Click or tap here to enter text.

Confirm the applicable UltiPro Deduction Codes that apply:

This file will include all employees regardless if they have the 401K benefits. However there are a few fields that do require the contribution amounts be reported and the deduction codes that will be used are ARPN1, ARPN2, ARPER, ULOAN, ULN2

# Business Rules - Vendor Confirmation

401k

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

Terminated employees should be included in the file through the end of the plan year during which they terminate employment (can drop on 12/31/21)

# Notes to Developer

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| --- |
| **Additional Criteria:** |
| **Special Instructions:**  **This is a .csv file**  **This is a payroll file**  **Field names are required and must match the values in the first column.**  **We need Test, Scheduled, OnDemand sessions**  **All active employees and employees, leave of absence, terminations, regardless of eligibility, should be included in the file.**  **This file will include one company code/two pay group**  **Co Code = ARMUS**  **Pay Groups = ARMFT, ARMSE**  **Terminated employees should be included in the file through the end of the plan year during which they terminate employment (can drop on 12/31/21)**  **Employee data must be provided on one line per each employee’s record per check date**  **Deduction codes needed to report 401 PreTax, Roth, loans and employer match are below**  **ARPN1, ARPN2, ARPER, ULOAN, ULN2** |
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| **Sample File** |  | **Vendor Layout** | Attach vendor spec in client’s google drive. |