Empower 401K

Interface Requirements Specification

# Henriksen Butler

# SR #: 2019-00242797

# Contact Information

## Customer Contact

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| --- | --- | --- |
| **Name** | **Tel** | **Email** |
| Russ Rowberry | 801-994-6354 | rrowberry@henriksenbutler.com |

## Vendor Contact

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| **Name** | **Tel** | **Email** |
| Leslie Ritter‎ | 303-737-5182 | leslie.ritter@retirementpartner.com |

## Vendor SFTP Contact

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| **Name** | **Tel** | **Email** |
| Leslie Ritter‎ | 303-737-5182 | leslie.ritter@retirementpartner.com |

## Integration Contact

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

# Revision History

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Date** | **Version** | **Revision Description** | **Comments** | **Environment** | **Author** |
| **1** | 08/21/2019 | 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 |
| **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: | | |
| **Is automated Transmission required?** | No, file will be sent manually  Yes | **Email address for Summary/ Transmission Emails** |  |
| **Global Formats** | |  |  | | --- | --- | | Dates: | MM/DD/YYYY | | Phone Numbers: | With dash | | Zip Code: | 99999-9999 or 99999 | | Amount Fields: | 10 digits with decimal | | Any Others: | See notes in layout | | **Special Formatting** | A carriage return (crlf) is required at the end of a record. Only include one participant per record. |
| **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:  
   Empower
2. Confirm Group or Plan Number: 506847-01
3. What Type of 401K File would you like TekPartners to create?

|  |  |  |
| --- | --- | --- |
| Type | Employees to Include | Notes |
| **Eligibility and Contribution** | Other (Describe in Notes) | All except as noted in #5 |
| *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)*:

if jobcode is INTERN or if emptype is INT or CON, TES, SUM, STU or TMP, exclude from file

1. **Please specify your plan year:**  
   **01/01/2019 – 12/31/2019**
2. 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 % 401F, 401P

Roth $ or % 401RF, 401RP

401k Catchup 401CF, 401CP

Roth Catchup 401RC, ROTHCP

Loans 401L, 401L2

# Business Rules - Vendor Confirmation

401k

1. **File layout information (list all types and layout names if more than 1):**

|  |  |
| --- | --- |
| **Type** | **Layout Name** |
| Eligibility and Contribution | HB Payroll Bridge Layout\_with\_Ulti\_notes |

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.

Stay on file for 30 days from date entered in Ulti.

Click or tap here to enter text.

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

Yes

No

# Notes to Developer

# Assumptions

1. Interface programming is scheduled upon approval of this specification document.
2. UltiPro setup tables are accurately configured to support this interface.
3. All necessary data (benefits, dependents, beneficiary, etc.) are loaded in UltiPro.
4. Company Transfer Option = Exclude terminations due to company transfer and will ignore Transfer Option Codes (TRO/TRI)
5. Multiple Deduction Row Option = Display only the most recent (any other options would require custom coding).
6. The TekPartners Integration Team cannot add/modify/delete any data in UltiPro.

**Specification Approval**

I have read this specification identifying the requirements for the interface/custom program and agree with the content and the functional business requirements. By signing below, I understand and agree to the requirements as stated in this document, as well as the terms of the warranty for this custom program as stated below:

* Launch Customers: Transition to Support OR Interface promotion to Production + 30 days, whichever is later
* Post-Live Customers: 30 days from Interface promotion to Production

Additional updates or changes to the requirements detailed in this specification document will be considered a new request and will require an Interface Maintenance Service Request.

This specification must be signed and returned to the Business Analyst in order for work to begin on the interface/custom program.

**Specification** Agreed to and Authorized by:

**Specification Version:** 1.01

**Henriksen Butler**

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| --- | --- | --- |
|  |  | Date |