The Standard 401k

Interface Requirements Specification

# The Home for Little Wanderers

# Contact Information

## Customer Contact

|  |  |  |
| --- | --- | --- |
| **Name** | **Tel** | **Email** |
| Christine Jillson | ###-###-#### | cjillson@thehome.org |

## Vendor Contact

|  |  |  |
| --- | --- | --- |
| **Name** | **Tel** | **Email** |
| Mandee Duren | 800-378-8356 | payrollintegration@standard.com |

## Vendor SFTP Contact

|  |  |  |
| --- | --- | --- |
| **Name** | **Tel** | **Email** |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |

## Integration Contact

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

# Revision History

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Date** | **Version** | **Revision Description** | **Comments** | **Author** |
| **1** | 04/06/2020 | 1.01 | Initial Draft |  | Lea King |
| **2** |  |  |  |  |  |
| **3** |  |  |  |  |  |

# 

# File Information

|  |  |  |  |
| --- | --- | --- | --- |
| **File Type** | Full File Only | **Output Type** | Comma Delimited |
| **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** | <StandardPlanID>\_<PayrollVendorID>\_<PayrollFile>\_<YYYYMMDDHHMM>.csv |
| **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:  ☒ 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: Bi-weekly – pay group BIWKLY | | |
| **Is automated Transmission required?** | ☐ No, file will be sent manually  ☒ Yes |  |  |
| **Export Selection Criteria Functionality** | **Select all that apply:** | **Qualifier Notes:** | |
| ☒ Pay Period Range |  | |

# Business Rules - Customer Confirmation

401k

1. Vendor Name:  
   The Standard
2. Confirm Group or Plan Number:
3. Type of 401K File

|  |  |  |
| --- | --- | --- |
| Type | Employees to Include | Notes |
| ☒ **Eligibility** | Other (Describe in Notes) | All employees |
| *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 | Include terms if there is a contribution amount to report |
| *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. What contribution types should be included on the file?  
   Please include the applicable UltiPro Deduction Codes for each that apply:

UltiPro Deduction Code

* 403BM - 403b ER Match Percent
* 403BP -   403b Percent
* 403L – 403b Loan
* 403PC – 403b % - Base + Catchup
* 403RC – 403b Roth % Base + Catchup
* 403RP – 403b Roth Percentage

# Business Rules - Vendor Confirmation

401k

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

☒ Effective Date of Termination within last 30 days.

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

**☐Yes**

☒ No

# Notes to Developer