Empower 401k

Interface Requirements Specification

# Mendocino Community Health Clinic

# Contact Information

## Customer Contact

|  |  |  |
| --- | --- | --- |
| **Name** | **Tel** | **Email** |
| **Heidi Theule** | 707-472-0501 | [htheule@mchcinc.org](mailto:htheule@mchcinc.org) |

## Vendor Contact

|  |  |  |
| --- | --- | --- |
| **Name** | **Tel** | **Email** |
| **Javi Mitchell** | 414-906-2946 | javi.mitchell@retirementpartner.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 | 515-480-4262 | lking@tekpartners.com |

# Revision History

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Date** | **Version** | **Revision Description** | **Comments** | **Environment** | **Author** |
| **1** | 04/06/2020 | 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** | Fixed Fields and Fixed Length |
|  |  | **File Name** | ULTISFTP\_Mendocino\_yyyymmddhhmmss.txt |
| **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: 1  ☒ 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: biweekly – pay group BIWEEK | | |
| **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:** | **Qualifier Notes:** | |
| ☒ Pay Period Range |  | |

# Business Rules - Customer Confirmation

401k

1. Vendor Name:  
   Empower
2. Confirm Group or Plan Number: 509365-01 and 509366-01
3. What Type of 401K File would you like Ultimate Software to create?

|  |  |  |
| --- | --- | --- |
| Type | Employees to Include | Notes |
| ☒ **Enrollment** Other (Describe in Notes) only include eecemptype REG | | |
| ☒ **Contribution** | Employees with Contributions in the Date Range of the File | Include terms if there is a contribution to report in the date range of the file |

1. Will you have employees that have active Deductions in multiple component companies?

☒ No ☐ Yes

1. Please specify your plan year:  
   01/01/2020
2. Deduction codes:

* 509365-01, 403b deduction codes being used for each of these categories:

1. Pretax Deductions:  403BF, 403CF, 403CP, 403P
2. Match: No employer match
3. Loans: 403L, 403L2
4. Roth: 4RBCF, 4RBCP, 4RBF, 4RBP

* 509366-01, 401k deduction codes being used for each of these categories:

1. Pretax Deductions:  401CP, 401P, 401CF, 401F
2. Match: No employer match
3. Loans:  401L, 401L2
4. Roth: 4RKCF, 4RKP, 4RKF, 4RKCP

# 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.**

☐ 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 30 days (Ex. 30 days).

Click or tap here to enter text.

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

**☐Yes**

☒ No

# Notes to Developer

All employees under eecemptype REG should be on the file with 2 lines. Once for each plan #.