Accident, Basic Life and AD&D, Critical Illness, Dental, Hospital, LTD, STD, Vision, Vol Life & AD&D

Interface Requirements Specification

# [NECCO](https://tekpartnersap2pcompany-a4f866.pipedrive.com/organization/210)

# Contact Information

## Customer Contact

|  |  |  |
| --- | --- | --- |
| **Name** | **Phone** | **Email** |
| [Jessica](https://tekpartnersap2pcompany-a4f866.pipedrive.com/person/312) Tipton |  | jtipton@necco.org |

## Vendor Contact

|  |  |  |
| --- | --- | --- |
| **Name** | **Phone** | **Email** |
|  |  | [EDI\_Implementation@glic.com](mailto:EDI_Implementation@glic.com) |

## Integration Contact

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

## 

# Revision History

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Date | Version | Revision Description | Comments | Author |
| 1 | 09/11/2020 | 1.01 | Initial Draft |  | Lea King |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |

# Customer Confirmation

Health and Welfare Exports

1. **Vendor Name:** Guardian
2. **Group or Policy Number:** 00576916
3. **Will you have employees that are active 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)*:

Exclude emptype TES

1. **Which Employees would you like to include on this export?**☒ Employees Active on Applicable Deduction Code
2. **When did you start coverage with this provider:**01/01/2021
3. **Confirm the applicable UltiPro Deduction Codes for each that apply:**

|  |  |
| --- | --- |
| Plan | Ulti Ded code |
| Basic Accidental Death | ADD |
| Basic Life | GLIFE |
| Accident - Gold Plan | ACCDT and ACCVO |
| Child Voluntary Accidental Death | DCLIF |
| Child Voluntary Life | DCLIF |
| Critical Illness | CI10C, CI20C, CI10S, CI20S, CI10K, CI20K, CI10F, CI20F |
| Dental | DENTL and DENER |
| Hospital Indemnity | HSPLO |
| Long Term Disability | LTDTX |
| Member Voluntary Accident Death | L50K, L100K, L150K,L200K,L250K |
| Member Voluntary Life | L50K, L100K, L150K,L200K,L250K |
| Spouse Voluntary Accidental Death | SPLIF, SPL50 |
| Spouse Voluntary Life | SPLIF, SPL50 |
| Vision | VIS and VISER |
| Voluntary Short Term Disability | STDIS |

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.

1. **What is the Relationship Code(s) that define:**

“Spouse” SPS, DOP or DP

“Children” CHL, DIS, DPC or STC

1. **How do you currently administer COBRA?**

**☒** 3rd Party Cobra Administrator

1. **Open Enrollment Option = 2 files will be built based on the two Open Enrollment Sessions – one Active and one Passive.**

**What month is your OE effective?**

January 1st – OE will be open from 10/12/2020 – 10/30/2020

**What type of enrollment will you be offering?**

**☒** Active ☐ Passive

*An ACTIVE session requires all employees to go in and make an election. If an employee does not re-elect their benefit, they will be dropped from that benefit. .*

**If an employee stops their current benefits during an ACTIVE Open Enrollment, would you like to include them on the file with a stop date?**

X No ☐ Yes

# Vendor Confirmation

Health and Welfare Exports

1. **Do you allow for future-dated coverage START dates on the file?**

☐ No X Yes

If Yes, please include the number of days in the future that are accepted. We will default to 30 days.

1. **Do you allow for future-dated coverage STOP dates on the file?**

☐ No X Yes

If Yes, please include the number of days in the future that are accepted. We will default to 30 days.

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?**

01/01/2021

1. **Benefit Change Effective Date Option:**

☒ Actual Benefit Coverage Start Date as keyed on the EMP and DEP Record.

☐ Most Recent Benefit Option Effective Date from History on the EMP record and Actual Benefit Coverage Date as Keyed on the DEP Records.

☐ Most Recent Benefit Option Effective Date from History on the EMP AND DEP Records.

# Mapping/Notes to Developer

9/15 call notes:

This is new vendor for client, so there is no current data in Guardian’s system.

1st prod file is needed by vendor by 12/15, but client would like it sent before Thanksgiving (11/26).

Data will be in OE tables starting 10/12. Test file is due by 10/13 to at least start format testing.