Mass Mutual 401k

Interface Requirements Specification

# Outbox Systems/Simplus

# Contact Information

## Customer Contact

|  |  |  |
| --- | --- | --- |
| **Name** | **Tel** | **Email** |
| Leigh Warby | ###-###-#### | leigh.warby@simplus.com |

## Vendor Contact

|  |  |  |
| --- | --- | --- |
| **Name** | **Tel** | **Email** |
| Mansfield, Shaundi | ###-###-#### | SMansfield@MassMutual.com |

## Vendor SFTP Contact

|  |  |  |
| --- | --- | --- |
| **Name** | **Tel** | **Email** |
| First Last | ###-###-#### | name@domain.com |

## Integration Contact

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

# Revision History

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Date** | **Version** | **Revision Description** | **Comments** | **Author** |
| **1** | 05/18/2020 | 1.01 | Initial Draft |  | Lea King |
| **2** |  |  |  |  |  |
| **3** |  |  |  |  |  |
| **4** |  |  |  |  |  |

# 

# File Information

|  |  |  |  |
| --- | --- | --- | --- |
| **File Type** | Full File Only | **Output Type** | Fixed Fields and Fixed Length |
| **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** |  |
| **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:  ☒ 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: Semi-monthly | | |
| **Is automated Transmission required?** | ☐ No, file will be sent manually  ☒ Yes |  |  |
| **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:  
   Mass Mutual
2. Confirm Group or Plan Number: 063285
3. Type of 401K File

|  |  |  |
| --- | --- | --- |
| Type | Employees to Include | Notes |
| ☒ **Eligibility** | Other (Describe in Notes) | All employees in cmpcompanycode = SUSA (Outbox Systems, Inc.) |
| *This file typically will include All Employees Eligible for the plan whether they enroll or not* | | |
| ☒ **Compensation** [Choose Employee Status] All employees in cmpcompanycode = SUSA (Outbox Systems, Inc.)  *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 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. 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)*:

1. Please specify your plan year:  
   01/01/2020
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

|  |  |
| --- | --- |
| 401F | 401K Flat Amount |
| 401L | 401k Loan |
| 401L2 | 401k Loan 2 |
| 401M | 401K Match |
| 401P | 401K Percentage |
| ROTHF | Roth Flat |
| ROTHP | Roth Percentage |

# Business Rules - Vendor Confirmation

401k

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

☒ Leave terms on for full current year.

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

**☐Yes**

☒ No

# Notes to Developer

Same combined format used for AFEX