Fidelity 403B and DC plan

Interface Requirements Specification

# Oxford University Press

# Contact Information

## Customer Contact

|  |  |  |
| --- | --- | --- |
| **Name** | **Tel** | **Email** |
| Sissy Parrott | ###-###-#### | Sissy.Parrott@oup.com |

## Vendor Contact

|  |  |  |
| --- | --- | --- |
| **Name** | **Tel** | **Email** |
| Jeff Innamorati | ###-###-#### | jeff.innamorati@fmr.com |

## Vendor SFTP Contact

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

## Integration Contact

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

# Revision History

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Date** | **Version** | **Revision Description** | **Comments** | **Author** |
| **1** | 03/12/2020 | 1.01 | Initial Draft |  | Lea King |
| **2** |  |  |  |  |  |
| **3** |  |  |  |  |  |
| **4** |  |  |  |  |  |

# 

# File Information

|  |  |  |  |
| --- | --- | --- | --- |
| **File Type** | Changes File Only | **Output Type** | Fixed Fields and Fixed Length |
| **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: bi-weekly, pay groups BWNC and BWNY only | | |
| **Is automated Transmission required?** | ☐ No, file will be sent manually  ☒ Yes |  |  |

# Business Rules - Customer Confirmation

457, 403B and DC

1. Vendor Name:  
   Fidelity
2. Confirm Group or Plan Number: 76661, 76662 and 76664
3. Type of 401K File

|  |  |  |
| --- | --- | --- |
| Type | Employees to Include | Notes |
| ☒ **Eligibility** | Other (Describe in Notes) | All employees including terms that have been added in Ulti during the date range of the file. |
| *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. 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)*:

Only for US companies

1. **Please specify your plan year:**  
   **04/01/2020**
2. What contribution types should be included on the file?  
   Please include the applicable UltiPro Deduction Codes for each that apply:

|  |  |  |
| --- | --- | --- |
| **deddedcode** | **dedlongdesc** | **Fidelity plan #** |
| 457CF | 457 PLAN CF $ | 76664 |
| 457CP | 457 PLAN CP % | 76664 |
| 457F | 457 PLAN $ | 76664 |
| 457P | 457 PLAN % | 76664 |
| DC | DEFINED CONTRIBUTION | 76662 |
| TDA | TDA $ | 76661 |
| TDAP | TDA % | 76661 |
| TDAC | TDA CATCH-UP $ | 76661 |
| TDACP | TDA CATCH-UP % | 76661 |
| TDALN | LOAN TDA | 76661 |
| TDANE | TDA Non Elective 7% Match | 76661 |
| TDAPT | TDA Pretax % New | 76661 |
| TDARO | TDA Roth % | 76661 |
| THRLN | LOAN THRIFT | 76663 |

# Business Rules - Vendor Confirmation

457, 403B and DC

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. **– Changes file only**

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?**

**N/A**

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

**☒Yes**

☐ No

# Notes to Developer

|  |
| --- |
| **Changes Only File:** ☒ Yes ☐ N/A  \*All future dated transactions will be included on Changes only interfaces SeeEmployee Events and Various Indicative Data Changes section for which lines needs sent for which situations. |