Empower 401k

Interface Requirements Specification

# People Inc.

# Contact Information

## Customer Contact

|  |  |  |
| --- | --- | --- |
| **Name** | **Tel** | **Email** |
| Kate Rollwagen | Click here to enter text. | [Kate.Rollwagen@peopleincorporated.org](mailto:Kate.Rollwagen@peopleincorporated.org) |

## Vendor Contact

|  |  |  |
| --- | --- | --- |
| **Name** | **Tel** | **Email** |
| **Jeremiah D. Rivera** | Click here to enter text. | jeremiah.rivera@empower-retirement.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** | 03/02/2020 | 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  **Delimiter Handling (if applicable)**  ☐ Enclose output values in double-quotes  ☐ Remove delimiters from output values  ☐ Other |
| **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** | ULTISFTP\_BESTCO\_yyyymmddhhmmss.txt |
| **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: 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: BIWEEK | | |
| **Is automated Transmission required?** | ☐ No, file will be sent manually  ☒ Yes | **Email address for Summary/ Transmission Emails** |  |
| **Global Formats** | |  |  | | --- | --- | | Dates: |  | | Phone Numbers: |  | | Zip Code: |  | | Amount Fields: |  | | Any Others: |  | | **Special Formatting** | Are Special characters required (UTF-8 formatting)? ☐ Yes ☒ No |
| **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:  
   Empower
2. Confirm Group or Plan Number: 509565-01
3. What Type of 401K File would you like Ultimate Software to create?

|  |  |  |
| --- | --- | --- |
| Type | Employees to Include | Notes |
| ☒ **Enrollment** Other (Describe in Notes) All employees with EECUDFIELD22 = Y  *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 | Click here to enter text. |
| *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. **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:

|  |  |
| --- | --- |
| **deddedcode** | **dedlongdesc** |
| 403ER | 403b ER Match |
| 403D | 403B Pretax Dollar |
| 403P | 403B Pretax Percent |
| RTHD | 403B Roth Dollar |
| RTHP | 403B Roth Percent |

# 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

|  |
| --- |
| include header |
| ok to send negatives |
| Csv format |