OneDigital

Employee File

Interface Requirements Specification

# Quorum Federal Credit Union

# Contact Information

## Customer Contact

|  |  |  |
| --- | --- | --- |
| **Name** | **Tel** | **Email** |
| Erin Lee | (914) 641-3847 | erin.lee@quorumfcu.org |

## Vendor Contact

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| --- | --- | --- |
| **Name** | **Tel** | **Email** |
| Diana Koumiss | ###-###-#### | diana.koumiss@onedigital.com |

## Vendor SFTP Contact

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| --- | --- | --- |
| **Name** | **Tel** | **Email** |
| Diana Koumiss | ###-###-#### | diana.koumiss@onedigital.com |

## Integration Contact

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| --- | --- | --- |
| **Name** | **Tel** | **Email** |
| Cheryl Petitti | 720 217 6598 | cpetitti@tekpartners.com |

# Revision History

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Date** | **Version** | **Revision Description** | **Comments** | **Environment** | **Author** |
| **1** | 11/2/21 | 1.0 | Initial Draft |  | Prod  Test | Cheryl Petitti |
| **2** |  |  |  |  | Prod  Test |  |
| **3** |  |  |  |  | Prod  Test |  |
| **4** |  |  |  |  | Prod  Test |  |

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# File Information

|  |  |  |  |
| --- | --- | --- | --- |
| **File Type** | Full File Only | **Output Type** | Comma Delimited  **Delimiter Handling (if applicable)**  Enclose output values in double-quotes  Examples:  Emp no  Ssn  Date fields  Address  Job title  Remove delimiters from output values  Other |
| **Header Row** | No  Yes | **Trailer Row** | No  Yes |
| **Interface Decommissioning** | Are there current / otherinterfaces that this interface is replacing?):  No  Yes | **File Name** | **Prod File***:*  **Test File:**  **OE File:** |
| **Frequency** | Nightly maintenance window: 12-5 AM EST  Run On-Demand  Scheduled to run:  \*Open Enrollment files are always run On-Demand, even if other files are Scheduled | | |
| **Is automated Transmission required?** | No, file will be sent manually  Yes | **Email address for Summary/ Transmission Emails** | erin.lee@quorumfcu.org |
| **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

General

1. **Vendor Name:**  
   One Digital
2. Which Employees would you like to include on this export?

Active Only Employees

All Employees regardless of eecemplstatus

Other: all Active employees with EecEEType = REG

1. 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)*:

Groups to exclude

# Business Rules - Vendor Confirmation

General

1. **Confirm how you would like to send terminations 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 \_\_ days (Ex. 30 days).

Click or tap here to enter text.

# Notes to Developer

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| --- |
| **Additional Criteria:** |
| **Special Instructions:**  **This is a .csv file format**  **Full file required**  **The file will run on a weekly basis**  **All fields will need to be include even if the values are blank**  **Field/Column headers are not required - do not include them on the file**  **This file will include all Active employees with EMP Type = REG**  **This file may include companies QFCU and VOFCO**  **We need a Test, Scheduled, OnDemand sessions**  **The field mapping requirements start in row 18 of the field mapping document in the clients folder** |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Sample File** | Rows 1- 8 in the field mapping document show sample data | **Vendor Layout** | Attach vendor layout with mapping in client google drive. |