Ascensus 401k

Interface Requirements Specification

# Salem County Hospital Corp

# Contact Information

## Customer Contact

|  |  |  |
| --- | --- | --- |
| **Name** | **Tel** | **Email** |
| Phal Shah | ###-###-#### | PShah@cha.partners |

## Vendor Contact

|  |  |  |
| --- | --- | --- |
| **Name** | **Tel** | **Email** |
| Lesley Colladay | ###-###-#### | Lesley.Colladay@ascensus.com |

## Vendor SFTP Contact

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

## Integration Contact

|  |  |  |
| --- | --- | --- |
| **Name** | **Tel** | **Email** |
| Richard Vars | 352.213.0066 | rvars@tekpartners.com |

# Revision History

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Date** | **Version** | **Revision Description** | **Comments** | **Author** |
| **1** | 7/13/20 | 1.01 | Initial Draft | Draft | R. Vars |
| **2** |  |  |  |  |  |
| **3** |  |  |  |  |  |
| **4** |  |  |  |  |  |

# 

# File Information

|  |  |  |  |
| --- | --- | --- | --- |
| **File Type** | Full File Only | **Output Type** | [ Choose Output Type ]  **Delimiter Handling (if applicable)**  Enclose output values in double-quotes  Remove delimiters from output values  Other .xls |
| **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** | **Prod File***:* **258952***\_A\_CCYYMMDD.HHMMSS where CCYYMMDD = check date*  **Test File:** **258952***\_A\_CCYYMMDD.HHMMSS where CCYYMMDD = check date*  **OE File:**  VENDOR\_Customer\_OE\_CCYYMMDD.HHMMSS |
| **Frequency** | Nightly maintenance window: 12p-5am EST  Run On-Demand  Scheduled to run:  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: | | |
| **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:  
   Vendor Name
2. Confirm Group or Plan Number:

|  |  |  |
| --- | --- | --- |
| **UltiPro Field** | **Value** | **Group/Plan Number** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

1. Type of 401K File

|  |  |  |
| --- | --- | --- |
| Type | Employees to Include | Notes |
| **Eligibility** | [Choose Employee Status] | Click here to enter text. |
| *This file typically will include All Employees Eligible for the plan whether they enroll or not* | | |
| **Enrollment** [Choose Employee Status] Click here to enter text.  *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)*:

Groups to exclude

1. **Please specify your plan year:**  
   Click or tap here to enter text.
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

401K $ or % 401K, CODE, CODE2, ETC

Roth $ or % CODE, CODE2, ETC

Catchup $ or % 401CU, CODE2, ETC

Match CODE, CODE2, ETC

Bonus CODE, CODE2, ETC

Loans 401LN, CODE2, ETC

# 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 \_\_ days (Ex. 30 days).

Click or tap here to enter text.

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?

Check date

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

Yes

No

# Notes to Developer

|  |
| --- |
| **Additional Criteria:** |
| **Special Instructions:**   * The Client Number is 258952. * Please do not move, remove, add, or rename any of the columns. You may adjust the width. * The plan allows for the following money types: Pre-tax 401(K) Deferrals, Roth 401(K) Deferrals, Employer Match, Profit Sharing * Do not delete columns. If a column is not used, please leave it blank. * Do not enter formulas in the body of the spreadsheet. They will cause the file to reject or stall during processing. * Do not use multiple sheets in one file. * Please include pay period compensation and pay period hours of service. * When entering hours, please round to the nearest full hour. * The file must be saved in Excel format with a .xls extension. * Please include all paid employees. |
| **Changes Only File:**  Yes  N/A  \*All future dated transactions will be included on Changes only interfaces  One of the following fields changes in Audit in the date range of the file:   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  |   **Initial Full File Criteria:** |