SunLife

Absence File

Interface Requirements Specification

# Southwest Power Pool, Inc.

# Contact Information

## Customer Contact

|  |  |  |
| --- | --- | --- |
| **Name** | **Tel** | **Email** |
| Linda Helms | 501- 614-3307 | lhelms@spp.org |

## Vendor Contact

|  |  |  |
| --- | --- | --- |
| **Name** | **Tel** | **Email** |
| Holly Thornton | 816-556-7936 | Holly.Thornton@sunlife.com |

## Vendor SFTP Contact

|  |  |  |
| --- | --- | --- |
| **Name** | **Tel** | **Email** |
| Holly Thornton | 816-556-7936 | Holly.Thornton@sunlife.com |

## Integration Contact

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

# Revision History

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Date** | **Version** | **Revision Description** | **Comments** | **Environment** | **Author** |
| **1** | 12/15/21 | 1.0 | Initial Draft |  | Prod  Test | Cheryl Petitti |
| **2** |  |  |  |  | Prod  Test |  |
| **3** |  |  |  |  | Prod  Test |  |
| **4** |  |  |  |  | Prod  Test |  |

# 

# 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: Weekly on Tuesday’s  \*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** | lhelms@spp.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:**  
   SunLife
2. Which Employees would you like to include on this export?

Other: this file will include all employees EXCEPT those that have an Emp Type = TES

# Business Rules - Vendor Confirmation

General

1. **Confirm how you would like to send terminations on this file:**

Terminations need to be kept on the file for 30 days (based on their Termination Date)

# Notes to Developer

|  |
| --- |
| **Additional Criteria:** |
| **Special Instructions:** |
| **This is a .csv file - it is a Full File**  **weekly, Tuesday at 5 am**  **Field header names required - send the names in column B**  **This file will include all employees except employees with Emp Type = TES**  **How long are terms kept on the file?**  **Keep on the file for 30 days**  **We need Test, Full File, On Demand, Scheduled and OE sessions**  **Please note that the vendor said we have built a similar file for client Chalk Mountain** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Sample File** |  | **Vendor Layout** | Attach vendor layout with mapping in client google drive. |