ADP 401k Elig and Payroll

Interface Requirements Specification

# Surety Title Company

# Contact Information

## Customer Contact

|  |  |  |
| --- | --- | --- |
| **Name** | **Tel** | **Email** |
| Debbie Barret |  | dbarrett@mysurety.com |

## Vendor Contact

|  |  |  |
| --- | --- | --- |
| **Name** | **Tel** | **Email** |
| Christie Storniolo |  | christie.storniolo@adp.com, |

## Integration Contact

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

# Revision History

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Date** | **Version** | **Revision Description** | **Comments** | **Author** |
| **1** | 06/04/2021 | 1.0 | Initial Draft |  | Lea King |
| **2** |  |  |  |  |  |
| **3** |  |  |  |  |  |
| **4** |  |  |  |  |  |

# 

# File Information

|  |  |  |  |
| --- | --- | --- | --- |
| **File Type** | Comma delimited text | | |
| **File Name** |  | | |
| **Frequency** | ☐ Payroll Automation: File will send based on Payroll  ☐ 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, exclude HR Only pay group | | |
| **Is automated Transmission required?** | Yes |  |  |
| **Export Selection Criteria Functionality** | **Select all that apply:** | **Qualifier Notes:** | |
| ☐ Pay Period Range |  | |

# Business Rules - Customer Confirmation

401k

1. Vendor Name:  
   ADP
2. Type of 401K File

|  |  |  |
| --- | --- | --- |
| Type | Employees to Include | Notes |
| ☐ **Eligibility** | All employees except noted in #4 | Click here to enter text. |
| *This file typically will include All Employees Eligible for the plan whether they enroll or not* | | |
|  | | |
| ☐ **Contribution** | All employees with Contributions in the Date Range of the File |  |
| *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

1. Are there any Employee Types, Pay Groups, Org Levels, etc. that need to be excluded?

☐ Yes - Groups to exclude – cmpcompanycode = REAL

1. **Please specify your plan year:**  
   01/01/2021 – 12/31/2021
2. UKG Deduction Codes

|  |  |
| --- | --- |
| **Deduction Code** | **Benefit Plan Name** |
| 401F | 401K Flat Amount |
| 401M | 401k Match |
| 401P | 401K Percentage |
| ROTD | ROTH 401K FLAT |
| ROTP | ROTH 401K PERCENT |

# Business Rules - Vendor Confirmation

401k

1. **Confirm how you would like to send termination of coverage on this file:**

**☐**Leave terms on for full calendar year and then drop off

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

**☐Yes**

☐ No

# Notes to Developer

Full file

Include header

Comma delimited text