PayStart/Transamerica 401k

Interface Requirements Specification

# West Air Gases

# Contact Information

## Customer Contact

|  |  |  |
| --- | --- | --- |
| **Name** | **Tel** | **Email** |
| Jennifer Perry | 619-239-9685 | jperry@westairgases.com |

## Vendor Contact

|  |  |  |
| --- | --- | --- |
| **Name** | **Tel** | **Email** |
| PayStart/Transamerica Team | ###-###-#### | paystartsupport@transamerica.com |

## Vendor SFTP Contact

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

## Integration Contact

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

# Revision History

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Date** | **Version** | **Revision Description** | **Comments** | **Author** |
| **1** | 05/15/2020 | 1.01 | Initial Draft |  | Cheryl Petitti |
| **2** |  |  |  |  |  |
| **3** |  |  |  |  |  |
| **4** |  |  |  |  |  |

# 

# File Information

|  |  |  |  |
| --- | --- | --- | --- |
| **File Type** | [ Choose File Type ] | **Output Type** | [ Choose Output Type ]  **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** | **810558\_00000\_paystart\_ultimate.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:  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:  
   PayStart/Transamerica
2. Confirm Group or Plan Number:

|  |  |  |
| --- | --- | --- |
| **UltiPro Field** | **Value** | **Group/Plan Number** |
|  |  | 810558 |
|  |  |  |
|  |  |  |
|  |  |  |

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)*:

Exclude employees with Emp Type = TES, INT, CON

1. **Please specify your plan year:**  
   **1.1.2020 – 12.31.2020**
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 % 401F, 401P

Roth $ or % RTHCF, RTHCP, ROTHF, ROTHP

Catchup $ or % 401CF, 401CP

Match MATCH

Bonus CODE, CODE2, ETC

Loans 401L, 401L2

# 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).

Keep termination records on the file for one year after date of termination

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?

Click or tap here to enter text.

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

Yes

No

# Notes to Developer

|  |
| --- |
| **Additional Criteria:** |
| **Special Instructions:** |
| **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:** |

EIN:                                      95-2673204

Contract:                            810558

Sub Id:                                 00000

Is MEP:                               No

Eligibility:                           18 years old, 2 months, First of Month for 401k, Match and Profit Sharing

Eligibility exclusions:       Employees following Stock Acquisition or Merger (during-transition period); Other: Exclude Union; Exclude employees who are residents of Puerto Rico.

Match:                                  Yes

Profit Sharing:                   Yes

**Please ensure year to date hours are included in the file for this contract.**