401K

Interface Requirements Specification

# WestEd

# Contact Information

## Customer Contact

|  |  |  |
| --- | --- | --- |
| **Name** | **Tel** | **Email** |
| Mike Brent | ###-###-#### | mbrent@wested.org |

## Integration Contact

|  |  |  |
| --- | --- | --- |
| **Name** | **Tel** | **Email** |
| Lea King | 515-480-4262 | Lea\_king@ultimatesoftware.com |

# Customer Confirmation

401k

1. Vendor Name:   
   TIAA
2. Confirm Group or Plan Number:

104149

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

1. **File type**

|  |  |  |
| --- | --- | --- |
| **Type** | **Employees to Include** | **Notes** |
| **Demographic** | Employees Active on Applicable Deduction Code | Click here to enter text. |
| *This file will only include the Demographic information for Eligible Employees.* | | |

1. **What contribution types should be included on the file?  
   Please include the applicable UltiPro Deduction Codes for each that apply:**

|  |  |
| --- | --- |
| **Type** | **UltiPro Deduction Code** |
| 403(b) Salary Deferral-Flat Amt Option | TIA3F |
| 403(b) Salary Deferral-Percentage Option | TIA3P |
| 403(b) TDA Salary Deferral | TIAAS |
| 403(b) Employer Contribution | TIA3M |
| 457(b) Salary Deferral-Percentage Option | TIA7P |
| 457(b) Salary Deferral-Flat Amt Option | TIAA7 |
| 415(m) Employer Contribution | TIAA5 |

1. **Post Live Only: Interface Decommissioning (are there current/other interfaces that this interface is replacing?)**

No  Yes*, Customer must open a Support Ticket to request that current interface is turned off.*

# Mapping

# 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.

# Notes to Developer

Background info –

This file is running in Ulti after each payroll. The client contacted Ulti regarding an issue with the terms not sending, but Ulti indicated the file would need to be rebuilt to accommodate.

The client worked with the vendor to agree to have a separate file built to only send the demographic info with the employment terms.

Any fields noted on the layout as “leave blank” are being sent on the current file and do not need to be on this file.