

Tab Delimited File for HR/B – Financial Services of the
DC Plan, 403(b), 457(b), Non-Tax Deferred, and Loan Totals
of Direct Deposits Transmitted to FITSCo

Service Request #81358

University of California
HR/B IS&S
Payroll Coordination
October 10, 2005
Revised May 15, 2006

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I. Background

With the introduction of FITSCo as the University's Master Record Keeper of DC Plan, 403(b), 457(b), Non-Tax-Deferred, and Loan balances, all University locations transmit the aforementioned amounts to FITSCo's financial institution through the Automated Clearing House (ACH), or by check. Although the University is no longer the record keeper for these plans, the University has a fiduciary responsibility to ensure that the dollar amounts transmitted from locations equal the amounts received and posted by FITSCo. In response to this responsibility, Human Resources/Benefits (HR/B) – Financial Services has requested that a reporting process be developed out of the Payroll/Personnel System (PPS) and an equivalent at the Laboratories that can be used by to verify the amounts transmitted for each payroll.

II. Overview

A file that provides the retirement plans and loan amounts sent through the ACH, or by check, to FITSCo for each check write should be created and made available to HR/B – Financial Services through a secured FTP site.

III. Current Process

Locations send fax copies of the PPP4207, Direct Deposit Gross-to-Net (GTN), or Excel spreadsheets that include the plans and loan totals to HR/B – Financial Services. These methods increase the occurrence of data transpositions, missing copies, and late submission of data.

IV. Proposed Process – Tab Delimited File

It is proposed that locations create an electronic file of the data sent to FITSCo for each payroll. This new electronic file should contain the following data in the detail record:

Detail Record layout

Field Description	Length	Comments
Check Date	10	E.g., 03/31/2006
Location Number	2	E.g., 03
Pay Period End Date	10	E.g., 03/31/2006
Pay Cycle Indicator	2	E.g., MO
Organization Name	13	Example: Fidelity 403(b), SSDCP-Fidelity-Deduction
GTN #	3	
GTN Amount	13	“-“ indicates that the amount is negative

This new electronic file should be tab-delimited and easily retrieved via FTP by HR/B.

When the GTN Amount is negative, the minus/dash sign should precede the GTN amount. The negative amount should be presented as “-00000240.00” on the file.

The GTN numbers¹ listed below should be included in the electronic file. Although PPS program PPP420, Bank Disbursement Request, also displays amounts transmitted through the ACH for other organizations, such as Scholarshare and local credit union deductions, the new electronic file should bypass these amounts. The selection for the new electronic file for HR/B should include only the GTNs below.

¹ The GTN numbers in the table are the same as those listed on the base NACHA GTN Organization Table.

Description of GTN	GTN #
Fidelity – GENL – LN	243
Fidelity – PRIM - LN	253
Fidelity – 457(b) [Flat]	396
Fidelity - 457(b) [%]	397
DCP Fidelity Casual	718
DCP Fidelity Career	719
DCP Fidelity Non-tax Deferred	720
Fidelity 403(b)	721
Fidelity - 403(b) [Flat]	730
Fidelity - 403(b) [%]	731
Fidelity - NTD	732
Fidelity – DCP - REG	733
Fidelity – DCP - SH	734
Fidelity - SSDCP- D	735
Fidelity – SSDCP - C	736
SMS – CNT DC %	742
SMS – CNT 403(b) %	743
SMS – CNT 457(b) %	744
SMS – CNT DC SUP	745
SMS - CNT 403(b) SUP	746
SMS – CNT 457(b) SUP	747

The following GTN numbers should have little or no activity and should be included in the reporting process.

Tax Deferred Saving	001
Tax Deferred Bond	002
Tax Deferred Equity	003
Saving Non Tax Deferred	023
Bond Non Tax Deferred	030
Equity Non Tax Deferred	031
Saving Casual	036
Equity Casual	037
Bond Casual	038
Insurance Company Contract Casual	039
Money Market Casual	155
Multi-Asset Casual	156
Insurance Company Contract Non Tax Deferred	202
Money Market Non Tax Deferred	203
Saving Career	211
Equity Career	212
Bond Career	213
Insurance Company Contract Career	214
Money Market Career	215
Multi-Asset Career	216

Fidelity Career	217
Tax Deferred Multi Asset	228
Tax Deferred Multi Asset %	229
Tax Deferred Saving %	232
Tax Deferred Bond %	233
Tax Deferred Equity %	234
Tax Deferred ICC %	235
Tax Deferred Money Market %	236
Tax Deferred Calvert %	237
Tax Deferred Fidelity	246
Tax Deferred Fidelity %	247
Multi Asset Non Tax Deferred	252
Fidelity Casual	278
Fidelity Non Tax Deferred	279
Tax Deferred ICC	292
Tax Deferred Money Market	293
Tax Deferred Calvert	294
Tax Deferred Balance Growth	339
Tax Deferred Tips %	342
Balanced Growth Non Tax Deferred	343
TIPS Non Tax Deferred	344
Balanced Growth Career	345
TIPS Career	346
Balanced Growth Casual	347
TIPS Casual	348
Balanced Growth SSDCP – Employee Deduction	349
TIPS – Employee Deduction	350
Tax Deferred Tips	356
Tax Deferred Balance Growth %	357
Fidelity SSDCP – Employer Contribution	380
Saving SSDCP – Employer Contribution	381
Equity – Employer Contribution	382
Bond SSDCP – Employer Contribution	383
Insurance Company Contract – Employer Contribution	384
Money Market SSDCP – Employer Contribution	385
Multi-Asset SSDCP – Employer Contribution	386
Fidelity SSDCP – Employee Deduction	387
Saving SSDCP – Employee Deduction	388
Equity – Employee Deduction	389
Bond SSDCP – Employee Deduction	390
Insurance Company Contract SSDCP – Employee Deduction	391
Money Market SSDCP – Employee Deduction	392
Multi-Asset SSDCP – Employee Deduction	393
TIPS – Employer Contribution	394
Balanced Growth SSDCP – Employer Contribution	395

V. New Data Elements/Edits/Screens/Interfaces/Paper Reports

None