

**Detail Design
Release 1706**

**FITSCo Electronic Reconciliation File
Service Request 81358**

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Introduction

Background

Service Request 81358 states 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."

Current Process

Service Request 81358 describes the current process as "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."

Proposed Process

"The Service Request proposes "that locations create an electronic file of the data sent to FITSCo for each payroll."

Project Scope:

Programs

- PPP420

Copylib:

- CPWSXIC2

Program Processing Flow:

- The existing process flow of program PPP420 will not be changed.
- Logic will be added in the following paragraphs in the program to facilitate the new output file:
 - **INITIALIZATION-0040 SECTION**
 - The new output file is opened.
 - **WRITE-FITSCO-HDR-098.** (New Paragraph)
 - This paragraph formats several fields that are used as part of the detail record. Refer to Appendix A for the record layout.
 - **PRT-RECON-ENTRY-760.**
 - This paragraph formats and writes the detail record in tab delimited format. Refer to Appendix A for the record layout.
 - Decision logic has been added to determine if the GTN number is to be reported or needs to be skipped.
 - Currently, the campuses have the ability to add GTN numbers that transmits funds electronically. The service request clearly states that these GTN should not be reported.

Program Output:

Reporting

- All existing reports generated by this program are out of scope of this project.
- An Electronic Tab-delimited Report File is being added to the program
 - The file uses tab (x '05') delimiters between fields for the detail records.
 - Refer to Appendix A for the layout of the new Electronic Tab-delimited Report File.
 - Refer to Appendix B for the list of GTN numbers that will be reported.

Appendixes

Appendix A – New Electronic Report file.

Appendix B – Reportable GTN numbers.

Appendix A Electronic Report File Layout

Field Description	Length	Position	Comments
Check Date	10	1 - 10	E.g., 03/31/06
Delimiter	1	11	value = X'05'
Location Number	2	12-13	E.g., 03
Delimiter	1	14	value = X'05'
Pay Period End Date	10	15-24	E.g., 03/31/06
Delimiter	1	25	value = X'05'
Pay Cycle Indicator	2	26 - 27	E.g., MO
Delimiter	1	28	value = X'05'
Organization Name	13	29-41	Example: FIDELITY 403B, SSDCP-FIDEL-D
Delimiter	1	42	value = X'05'
GTN #	3	43-45	
Delimiter	1	46	value = X'05'
GTN Amount	13	47 - 59	
ELEC-END-REC-FLAG	1	60	value = X'05'

Appendix B

Reportable GTN Numbers:

(Note: The GTN Descriptions may vary at each location)

Description of GTN	GTN #
Fidelity – GENL – LN	243
Fidelity – PRIM - LN	253
Fidelity – 457(b) [Flat]	396
Fidelity - 457(b) [%]	397
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
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 – DCP - SH	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
Fidelity – DCP - SH -	718
DCP– Fidelity	719
Fidelity - NTD	720
Fidelity - 403(b)	721