OneUSG Connect

Retirement@Work Status Update

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Agenda

- Status Update
- Discuss Outbound Files to TIAA
- Institution Validation/Signoff Request

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Status Update

- Seed file has been sent to TIAA and is currently being validated
- Single Sign On Back Channel file has been sent to TIAA
- Census and Remittance data will be sent next week

Outbound Files to TIAA

- Seed File – sends all current Retirement (ORP) and savings (403, 457) data to TIAA along with the vendor information, contribution amounts and percentages. This is a one time push of our retirement and savings data to TIAA.

- Census File – Daily file to TIAA that sends retirement and savings eligibility. Does not include vendor information as the Vendor selection will be completed in TIAA moving forward.

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Outbound Files to TIAA

- SSO Back Channel File – Includes all employees except students. This has credentials used by TIAA to authenticate users at each Institution when they click the Retirement@Work Tiles in OneUSG Connect.

- Remittance File – Similar to the Census file but also includes payroll information. Processed by SSC Payroll/Common Remitter team as part of payroll processing. Sends pay deduction data for Retirement and Savings to TIAA.

We need your help!

- Institution Validation of data sent to TIAA
- Signoff requested by **7/5/2019** – second tab on Seed and Census file
- E-mail Jason.Beitzel@usg.edu.
- Defects – Create ticket (Helpdesk@usg.edu)
  - Please put TIAA in the subject ask it to be assigned to OneUSG Connect Common Remitter - Tier 2
- Institution signoff will be saved to SmartSheet & ServiceNow for Auditors

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We need your help!

– Signoff

We have performed procedures to compared the above census data summary to the employee/retiree system of record for our institution.

(Place a "X" by the appropriate response)

_____ Potential issues were noted and discussed with University System Office Accounting and Reporting.

_____ The census data appears substantially accurate.

Chief Business Officer Print Name:_____

Chief Business Officer Print Title:_____

Chief Business Officer Signature:_____

Chief Human Resources Officer Print Name:_____

Chief Human Resources Officer Print Title:_____

Chief Human Resources Officer Signature:_____

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We need your help!

- How to access your data – Seed, Census, and Remittance data saved to https://ftp.ssc.usg.edu
- Each Institution has a folder with three files to review
  - Seed and Census loaded on 6/28
  - Remittance (CR) file loaded on 7/2
- Our goal is for each Institution to have complete confidence that all retirement and savings data is sent to TIAA

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How to Validate Seed File

– Plan ID – Column A
- 407708 – 403B/ROTH 403
- 407709 – 457B/ROTH 457
- 407710 – ORP/ORPLMT

– Plan Status - Column AB
- P – Participating
- E – Eligible but not participating
- N – Not Eligible

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How to Validate Census File

– Plan ID – Column D
  - 407708 – 403B/ROTH 403
  - 407709 – 457B/ROTH 457
  - 407710 – ORP/ORPLMT

– Plan Status - Column CH (87)
  - E – Eligible
  - N – Not Eligible

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How to Validate Remittance File

– Will send out communication with all of the details once the remittance file is loaded to the SSC FTP on Tuesday, 7/2

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QUESTIONS?

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