Kickoff Meeting

## Employer AUREUS File Development

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Introductions

- URS Business Process Team
  - Dan Fonnesbeck, Business Process Manager
  - Kelvin Collier, Business Process Analyst
  - Valerie Sutton, Business Process Analyst
  - Jane Zidon, Business Process Analyst
  - Alayna Putscher, Employer Information Coordinator

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Overview

- Advanced Utah Retirement End User System (AUREUS)
  - Employers
  - Members
  - URS Team

- Automated and manual processes

- Payroll and Employment File edits up front

- Easily access information

https://www.urs.org/employers/aureus

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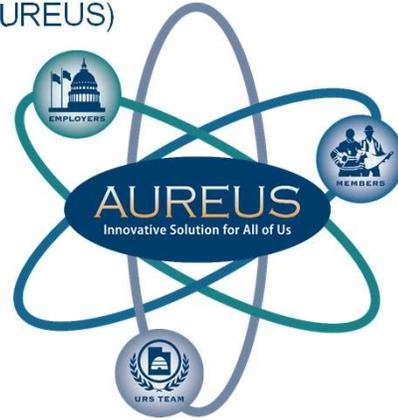
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Common Terms

- Benefit Program
  - A Retirement System (DB) or Savings Plan (DC) sponsored by URS.
  - Such systems could include Public Employees, Firefighters, Public Safety, etc.
  - Savings Plans could include 401(k), Roth 457(b), Roth IRA, etc.

- Tier
  - Tier 1 or Tier 2 in a Retirement System.
  - There is no Tier in a Savings Plan

- Sub-Tier
  - Previously known as the Retirement System's Fund Number (e.g., funds 15, 16, 111, 211, etc.).
  - There is no Sub-Tier in a Savings Plan.

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Overall Format

- Summary Record

- Header Records

- Detail Records

Example:

- Summary Record
  - Header Record
    - Detail Record
    - Detail Record
  - Header Record
    - Detail Record
  - Header Record
    - Detail Record
    - Detail Record
    - Detail Record
    - Detail Record

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Summary Records

- Primarily denoted as "00" on the file

- First record on the file
  - Only one record

- Identify Reporting Organization
  - Could be the same or different as the Employer Organization

- Identifies the number of Header Records to follow

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Header Records

- Primarily denoted as "01" on the file

- Identifies Employer Organization
  - Could be the same or different as the Reporting Organization
  - If you have multiple employers for which you report, consider creating different reports

- May identify distinct Benefit Program, Tier, Sub-Tier combination
  - Employees may participate in one or many Benefit Programs

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Header Records

- Identifies the number of Detail Records under the Header Record
  - Each Header Record on the file must have at least 1 Detail Record

- Likely will have multiple Header Records on the file

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Detail Records

- Primarily denoted as "02" on the file
  - Payroll Changes File will have multiple Detail Record Types (e.g. 02, 03, 04, and 05)

- Identifies employees, transactions, and information categorized under the Header Record

- Can be followed by another Detail Record or Header Record (new section)

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Notes About Employment File

- Include **all** personnel included on the payroll

- Include:
  - New Hires
  - Position Changes
  - Leave Notifications (when starting and ending a leave)
  - Terminations

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Notes About Employment File

- Include eligibility status, Social Security exemption, and Qualified Benefit status

- Can include comments on the file for your reference

- Can send multiple files a day, if desired

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Notes About Employment File

- Broad categorization of positions
  - Non-School Districts: Public Employee (most commonly used)
  - School Districts:
    - Teacher
    - Administrator
    - Classified

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Notes About Employment File

- Broad categorization of positions
  - Public Safety will have 4 position categories:
    - Correctional Officer
    - Dispatcher (if permitted by employer)
    - Law Enforcement Officer
    - Special Functions Officer
  - Others (see Employment File for full list)

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Notes About Payroll Reporting

- Include **all** personnel included on the payroll

- Regular and adjustment reporting done via file
  - Include Service Purchases, Installments, and Special Pay

- Include pay rate/type and days/hours worked on each payroll report

- Ineligible employees (Sub-Tier 009)

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Notes About Payroll Reporting

- Send multiple payroll reports – matching your payroll cycle(s)

- Can include comments on the file for your reference

- URS will tell you when an employee changes Savings Plan deferrals
  - Via Payroll Changes Report
  - Make timely updates

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Notes About Payroll Reporting

- Contribution Categories

Category	DB?	DC?
Employee Pre-Tax		X
Employee Post-Tax	X	X
Employer Pre-Tax	X	X
Employer Additional		X
Employer Pickup	X	

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File Formats and Transmission

- You choose the naming convention

- File must be saved as comma delimited (different than CSV)
  - Send as a text file, not a spreadsheet

- Test Transmission Options:
  - Encrypted emails (AUREUS@URS.org)
  - SFTP developed later

- Production Transmission Options:
  - Load files into Employer Portal
  - Send files via SFTP
  - Manually enter information in Employer Portal

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Timelines

- Within 6 - 9 months, develop the following files and send to URS for testing:
  - Employment File
  - Payroll Reporting File

- Within 9 - 12 months, develop the ability to consume the following files (listed in order of operational priority):
  - Payroll Changes Report
  - Tier 2 Change Report

- Within 12 - 15 months, develop the ability to consume the following files (these are "nice to have"):
  - DC Participant and Loan Report
  - Employee Roster Lookup Report
  - Employer Transaction Report
  - Payroll Detail Lookup Report
  - Tier 2 Election Status Report

- Testing:
  - URS will initiate encrypted emails at your request: AUREUS@URS.ORG

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Timelines
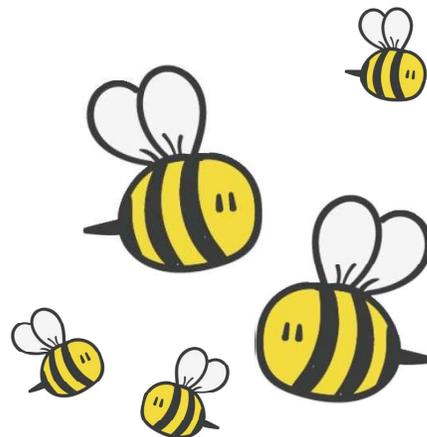
- Winter 2022
  - Vendors: Send a list of participating employers to AUREUS@URS.org
  - Kick-off meetings; start developing files

- Fall 2023:
  - Validate file reporting via Employer Portal
  - Resolve issues
  - Data conditioning
    - Ensure employment records match URS
  - Website Beta Testing

- Spring 2024:
  - Validate File Submission Process (end-to-end)
  - Data conditioning
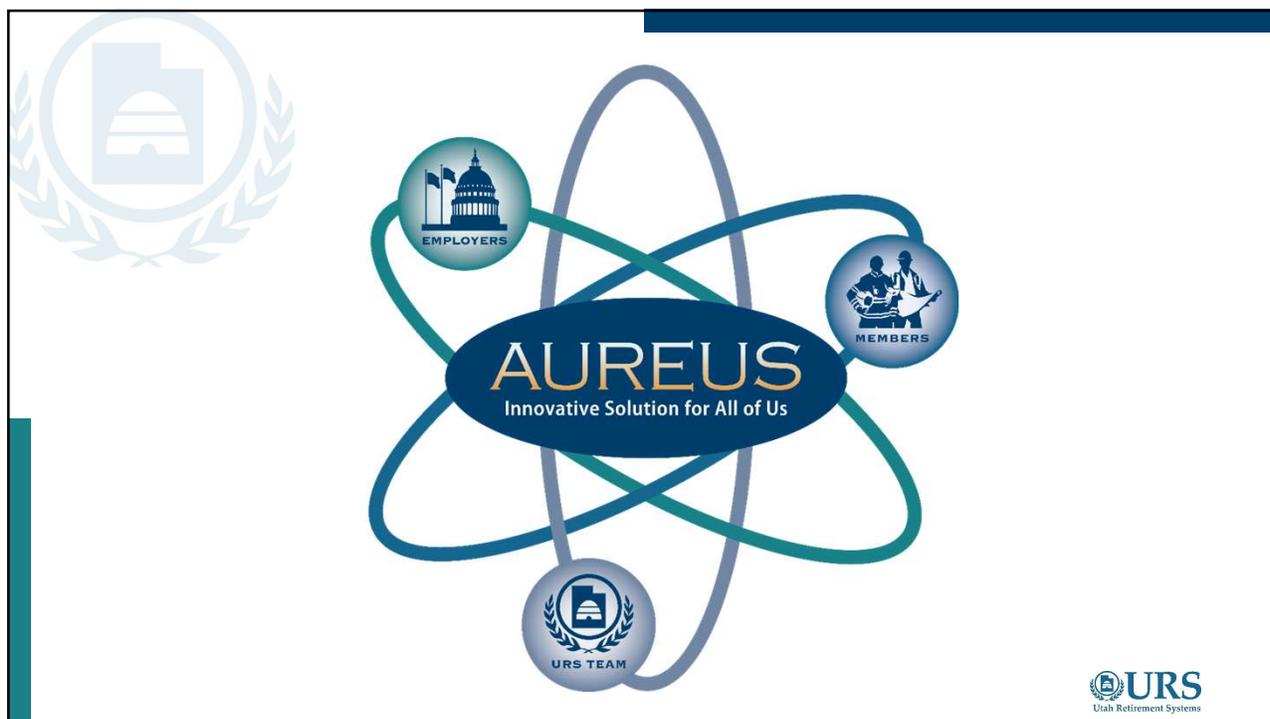 - URS certifies files

- Winter 2024:
  - Anticipated Go-Live Date

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File Examples

- Employment File

- Payroll File

- Meet the Bee family
  - Honey   (Tier 1: Eligible)
  - Bumble   (Tier 2: Eligible)
  - Carpenter   (Tier 1: Ineligible)
  - Longhorned   (Tier 2: Ineligible)
  - Leafcutter   (Post-retired)

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