Plan Service Center-PSC

On Line Plan Administration

Payroll Data Interchange

Payroll Data Interchange or PDI is a critical ingredient for accurate administration and reliable servicing of your retirement savings plan. The employee data from your payroll system is the data needed for PDI. With PDI we are able to:

- Process participant contributions to the Plan.
- Automatically update employee demographic information.
- Track vesting information.
- Provide Plan Compliance services.

Why use PDI?

- Eliminates any entry of data for update.
- New participants can be added automatically without entry.
- Keeps our information consistent with your payroll system.
- Eliminates additional requests for compliance and vesting data.
- Allows us to provide accurate information on the Internet and Voice Response to plan participants for loans, vesting, etc.
- Streamlines the administration of your Plan.

How can I create the PDI file?

This primarily depends on how payroll is handled within your company. If there is a payroll vendor such as, ADP, Ceridian, Paychex, they can create the file in the format we require. All that is required then is to download the file to your PC and utilize our Plan Service Center to transmit the PDI file to us.

If you have your own payroll system you similarly would have your payroll system programmer create the PDI file.

Another option is to create the PDI using a spreadsheet, although there may be some length restrictions in spreadsheet products, which may require a separation of the data into multiple files.

The only limitations for PDI files is that they be fixed length and in an ASCII format with a carriage return at the end of each record.

How does the PDI file get processed?

Once you have the PDI file created, the record layout mapping must be defined by FASCORP. This can be accomplished by completing the worksheet provided and forwarding the information to PSC Implementation, along with a sample of the file itself.

Once that mapping has been defined you can utilize the Plan Service Center-PSC to transmit and process the PDI file.

This file mapping definition will be used on an ongoing basis to interpret your PDI, so if there is any change to the record layout, it is very important to notify GWRS – PTS Plan Technical Support. Failure to notify FASCORP of any change could result in processing to fail and potentially affect the integrity of your plan data on our system.

When does the PDI file get processed?

The PDI file should be sent on every payroll cycle, or whenever a contribution to the retirement plan needs to be made.

If the client needs to “split” the files as discussed earlier, the files can be sent at different times. The contribution file should be processed on the payroll cycles.
The indicative file could be sent anywhere from a week to a couple of days before the contribution file. This will allow any participant updates or new participants to be added prior to contribution processing.

What information needs to be included on the PDI file?

A complete listing of all possible data fields is included. The administrative process associated with each data filed is reflected on the document. It may not be possible to include all of the data fields listed and as long as the missing information does not affect the administration of your plan this may not be an issue.

The worksheet included in the enrollment kit can be completed and sent to Plan Service Center Implementation. It is important to note that position and length of data fields is not critical, and that it is not necessary to leave blank space for fields of data that are not to be included in the PDI file.

The next page contains some of the fields that are generally included in a PDI file. Since the PDI file is extremely flexible it is designed to accept very rudimentary information, or a complete PDI with all possible fields of data.

- Participant Information
  - Social Security Number
  - Name
  - Gender
  - Plan/Division

    - Address
    - Phone Number (work/home)
    - Hire Date
    - Termination Date
    - Salary Amount
    - Re – Hire Date

- Contribution Information
    - Payroll Date
    - Contribution Amounts split by money source (Employee, Employer, Loans, etc).

- Compliance / Vesting Information
    - Year to Date Hours Worked
    - Plan Compensation
    - Total Plan Compensation
    - Marital Status

See PDI data and format requirements and worksheet included in the enrollment kit.