PURCHASING POWER

Onboarding
File Types & File Transfers

File Types & File Transfer Flow

CLIENT OR TPA PROGRAM

1

SECURE FILE TRANSFER

Purchasing Power sets up access for Client to send and receive all files via SFTP or HTTPS

2

EMPLOYEE ELIGIBILITY (CENSUS DATA)

Client creates and sends this file to Purchasing Power. This file contains the employee data needed to enroll and maintain employees (new and inactive) in the Purchasing Power program.

This file is usually sent at the same time as the remittance file.

3

EMPLOYEE DEDUCTION FILE

Purchasing Power will create an employee deduction file and forward it to the client each pay period (usually 1 -2 days before the payroll is to be processed).

This file contains the employees and their deduction amounts for the current pay period. The client can import this file into their payroll system.

4

REMITTANCE FILE (CURRENT PAY PERIOD DEDUCTION DATA)

Client will create and send this current pay period data to Purchasing Power after each pay period run.

This data Is typically the same data that is in a pay period deduction report. Purchasing Power will reconcile employee accounts after each pay period with this data.

5

DEDUCTED FUNDS

Client forards (remits) the employee deduction funds each pay pertod to Purchasing Power via ACH or Wire.

What Data is in an Eligibility File?

Client Produces and Sends File to Purchasing Power

This file will be needed weekly (usually when the Remittance file is sent) in order to update employee data (new and inactive) in the Purchasing Power system.

RECORD TYPE	WHY PURCHASING POWER NEEDS THIS DATA	REQUIRED
Unique Identifier	Used to accurately identify the employee	Yes
First Name	This information is important for future program communications – certain information (address, etc.) is necessary if a direct mail campaign or other direct effort is part of the communication plan.	Yes
Middle Initial		No
Last Name	Used as a point in matching leading to a more accurate match	Yes
Address 1	Used as a point in matching in cases where other matching fails	Preferred
Address 2		Preferred
City, State & ZIP Code		Preferred
Email Address		Preferred
Pay Frequency *	Ensures that payment amounts are correct based on employee's true pay frequency	Yes
Salary (or salary band)	Used to determine employees' spending limits	Yes
Date of Hire	Used in determining employee eligibility	Yes
Location/Division *(If applicable)*	Only required if necessary on deduction file for deductions to be setup correctly	No
Employment Status **	To advise us if employee's status has changed	Yes
Employment Type ***	Full-Time or Part-Time	Yes

ELIGIBILITY FILE FORMAT KEY

PAY FREQUENCY*	EMPLOYMENT STATUS**	EXAMPLES OF LOA	EMPLOYMENT TYPE***
WK = Weekly	ACT = Active	FMLA = Family Leave	FT = Full Time
BW = Bi-Weekly	LOA = Leave of Absence	MAT = Maternity Leave	PT = Part Time
SM = Semi-Monthly	TERM = Termination	MED = Medical Leave	
MT = Monthly		MIL = Military Leave	

What Data is in a Deduction File?

Purchasing Power Produces and Sends to Client

Purchasing Power will create an employee deduction file and forward it to the client each pay period (usually 1-2 days before the payroll is to be processed).

RECORD TYPE	WHY PURCHASING POWER NEEDS THIS DATA	REQUIRED
Unique Identifier	Used to accurately identify the employee	Yes
First Name	Used as a point in matching leading to a more accurate match	Yes
Last Name	Used as a point in matching leading to a more accurate match	Yes
Location/Division *(If applicable)*	Only required if necessary on deduction file for deductions to be setup correctly	No
Next Deduction Date	To advise Client of when we expect payments to begin	No
Pay Frequency*	Ensuring that payment amounts are correct based on employee's true pay frequency	No
Payment Amount	Ensuring that correct amounts are deducted from employees	Yes

DEDUCTION FILE FORMAT KEY

PAY FREQUENCY*

WK = Weekly

BW = Bi-Weekly

SM = Semi-Monthly

MT = Monthly

What Data is in a Client's Remittance (Deduction) File?

Client Produces and Sends file to Purchasing Power

Client will create and send this current pay period (deduction) data to Purchasing Power after each pay period run.

RECORD TYPE	WHY PURCHASING POWER NEEDS THIS DATA	REQUIRED
Unique Identifier	Used to accurately identify the employee	Yes
First Name	Used as a point in matching leading to a more accurate match	No
Last Name	Used as a point in matching leading to a more accurate match	Yes
Location/Division *(If applicable)*	Only required if necessary on deduction file for deductions to be setup correctly	No
Payment Amount	To ensure that correct amounts have been deducted from employees	Yes
Employee Pay Date	To ensure that deductions have been attributed to the correct pay schedule	Yes
Employment Status*	To advise Purchasing Power if employee's status has changed	Preferred

REMITTANCE FILE FORMAT KEY

PAY FREQUENCY*
WK = Weekly
BW = Bi-Weekly
SM = Semi-Monthly
MT = Monthly

EXAMPLES OF LOA
FMLA = Family Leave
MAT = Maternity Leave
MED = Medical Leave
MIL = Military Leave