



180 Integration Instructions for State Payroll Providers

Adding Employees

File Type - Employee Roster

File Format - CSV

File Name - PROGRAM_COMPANYEIN_'newemployee'_TIMESTAMP.csv

PROGRAM	The two digit state code. (OR, CT, MD)
COMPANYEIN	The federal employer identification number of the company in XXXXXXXXX format (no dash). Vestwell uses the EIN to link the pay run file to the OregonSaves / MyCTSAvings / MarylandSaves employer
newemployee	The employee roster will always be the string “newemployee” in lower case format. Vestwell uses this to know that this inbound file is the employee roster file containing new employees.
TIMESTAMP	The timestamp that the file was created in YYYYMMDDHHMMSS format. Vestwell does not use this field, but it should only contain digits. Its main purpose is to make the file name distinct.

Examples:

OR_121234567_newemployee_20210228125622.csv

This employee roster file contains employees in a company in the OregonSaves program with EIN 12-1234567 The file was created on Feb 28th, 2021 at 12:56:22.

MD_122334567_newemployee_20220307125622.csv

This employee roster file contains employees in a company in the MarylandSaves program with EIN 12-2334567 The file was created on March 7th, 2022 at 12:56:22.

CT_223344556_newemployee_202212125622.csv

This employee roster file contains employees in a company in the MyCTSAvings program with EIN 22-3344556 The file was created on November 12th, 2022 at 12:56:22.

Add Employee File Fields

Priority

Critical (C): The file cannot be processed if it is missing critical data. No NULL values are allowed.

Required (R): The data should be provided if available and/or applicable. NULL values can be accepted. The data is used to service plan providers, calculate eligibility, and/or reconcile plan data.

Optional (O): The data is not required. NULL values can be accepted.

Field Name	Priority	Field Description	Format
Social Security Number / Individual Tax Identification Number	C	Employee's Social Security number Employee's Individual Tax identification Number	123456789 or 123-45-6789 format alphanumeric (9 digits)
First Name	C	Employee's first name	alphanumeric
Middle Initials	O	Employee's middle initials	alphanumeric (only one letter)
Last Name	C	Employee's last name	alphanumeric
Date of Birth	C	Employee's birth date	mm/dd/yyyy (with slashes)
Physical Address Line 1	R	Employee's street address of residence	64 alphanumeric
Physical Address Line 2	O	2nd line of Employee's street address, usually an apartment or unit	64 alphanumeric
Physical City	R	Employee's city address	64 alphanumeric
Physical State	R	Employee's state address	2-letter abbreviation or full spelling of US State
Physical ZIP Code	R	Employee's 5 or 9 digit zip code	123456789 or 12345 (no dashes)
Primary Phone	O	Employee's phone number	any string format such as: xxx-xxx-xxxx (xxx) xxx-xxxx xxxxxxxxxx
Email Address	O	Employee's email address	email address in this format: email@domain.com
Mailing Address Line 1	O	Employee's mailing address (if different from physical address)	64 alphanumeric

Mailing Address Line 2	O	2nd line of Employee's mailing address, usually an apartment or unit (if different from physical address)	64 alphanumeric
Mailing City	O	Employee's mailing city (if different from physical address)	64 alphanumeric
Mailing State	O	Employee's mailing state (if different from physical address)	2-letter abbreviation or full spelling of US State
Mailing ZIP Code	O	Employee's mailing 5 or 9 digit zip code ((if different from physical address)	123456789 or 12345 (no dashes)
UID	R	External Payroll ID	alphanumeric numeric

Sending Contributions

File Type - Payroll contributions

File Format - CSV

File Name - PROGRAM_COMPANYEIN_PAYDATE_TIMESTAMP.csv

PROGRAM	The two digit state code. (OR, CT, MD)
COMPANYEIN	The federal employer identification number of the company in XXXXXXXXXX format (no dash). Vestwell uses the EIN to link the pay run file to the OregonSaves / MyCT Savings / MarylandSaves employer
PAYDATE	The pay date of the pay run in YYYY-MM-DD format or YYYYMMDD. Vestwell uses this as the actual date that contributions were made into the Roth IRA plan.
TIMESTAMP	The timestamp that the file was created in YYYYMMDDHHMMSS format. Vestwell does not use this field, but it should only contain digits. Its main purpose is to make the file name distinct.

Example:

OR_121234567_2021-03-01_20210228125622.csv

OR_121234567_20210301_20210228125622.csv

This payroll contributions file is for employees in a company in the OregonSaves program with EIN 12-1234567, and a pay date of 2021-03-01. The file was created on Feb 28th, 2021 at 12:56:22.

MD_121234567_2021-03-01_20210228125622.csv

MD_121234567_20210301_20210228125622.csv

This payroll contributions file is for employees in a company in the MarylandSaves program with EIN 12-1234567, and a pay date of 2021-03-01. The file was created on Feb 28th, 2021 at 12:56:22.

CT_121234567_2021-03-01_20210228125622.csv

CT_121234567_20210301_20210228125622.csv

This payroll contributions file is for employees in a company in the MyCT Savings program with EIN 12-1234567, and a pay date of 2021-03-01. The file was created on Feb 28th, 2021 at 12:56:22.

Send Contributions File Fields

Priority

Critical (C): The file cannot be processed if it is missing critical data. No NULL values are allowed.

Required (R): The data should be provided if available and/or applicable. NULL values can be accepted. The data is used to service plan providers, calculate eligibility, and/or reconcile plan data.

Optional (O): The data is not required. NULL values can be accepted.

Field Name	Priority	Field Description	Format
Last Name	C	Employee's last name	alphanumeric
First Name	C	Employee's first name	alphanumeric
Social Security Number	C	Employee's Social Security number	123456789 or 123-45-6789 format
Contribution amount	C	Employee's Roth IRA contribution for the pay period, if applicable	10 numeric 123456.89 (no dollars signs \$, no commas)
UID	R	External Payroll ID	alphanumeric
Division	C	A group of employees paid on the same schedule and/or from the same bank account. AKA Pay Group	alphanumeric