

Plan Service Center-PSC Installation Checklist

October 1, 2004


Plan Name _____ **Plan Number** _____

Remittal Method _____ **Plan Contact** _____


Regional Office _____ **Target 1st Cash Date** _____

 PSC Orientation and Training. Detail _____

 Forms Delivered (Login, ACH, PDI Format/Worksheet). Detail _____

 Complete Login/Client Agreement FAX to PSC Installation. _____

 A/R Ticket to PTS request Login ID /Login Request sent. Detail _____

 Login ID and instructions to Client. Detail _____


 Client requests PDI assistance. _____

 Fax copy of ACH Authorization and voided check to PTS. _____

 Select level of Employee Data for file transmission. Detail _____

 PDI file in proper format, email file, FAX Worksheet to PTS. _____

 Verify Default Fund. Detail _____

 A/R Ticket to PTSAR request file mapping,
set Default Fund Indicator. Detail _____

 Email PDI file, FAX Worksheet to PTSAR. Detail _____

 To Do List Documentation and Setup Workflows. Detail _____

 On Line Forms setup and approved. Detail _____

First Cash Date _____