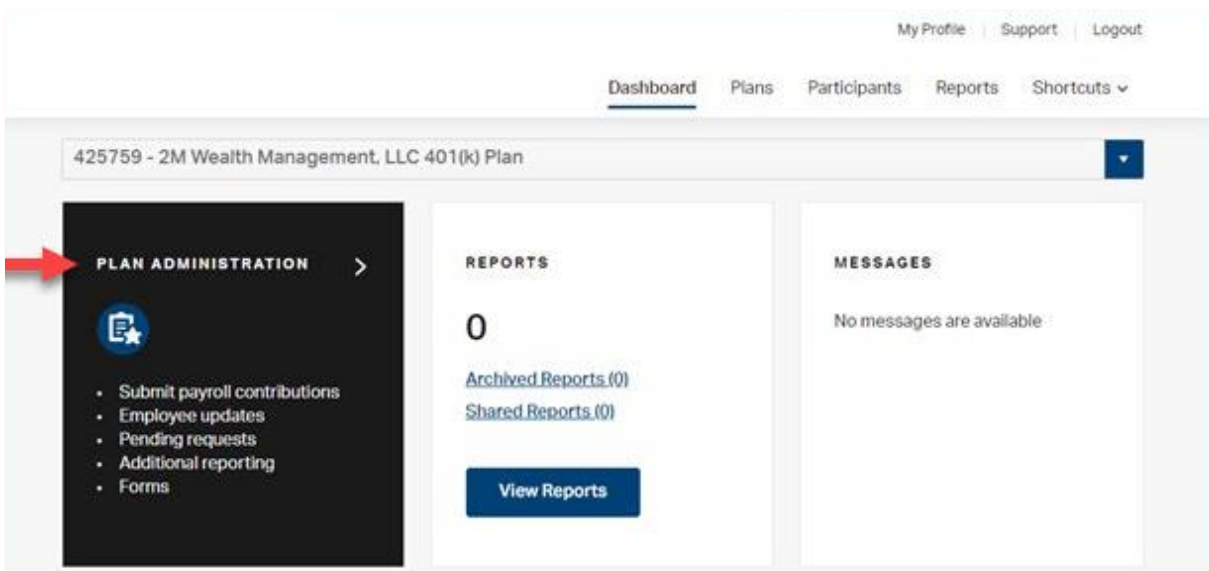# Instructions for Payroll File Submission

Payroll File Submission via File Upload

You will find everything you need to manage payroll and census data via file upload on the plan website. While this document focuses on the process for submitting contributions via a file upload, you also have the option of submitting contributions manually. Whatever your preference, we have you covered.

1) When you first log in, from the **Dashboard**, select **Plan Administration** to get started.
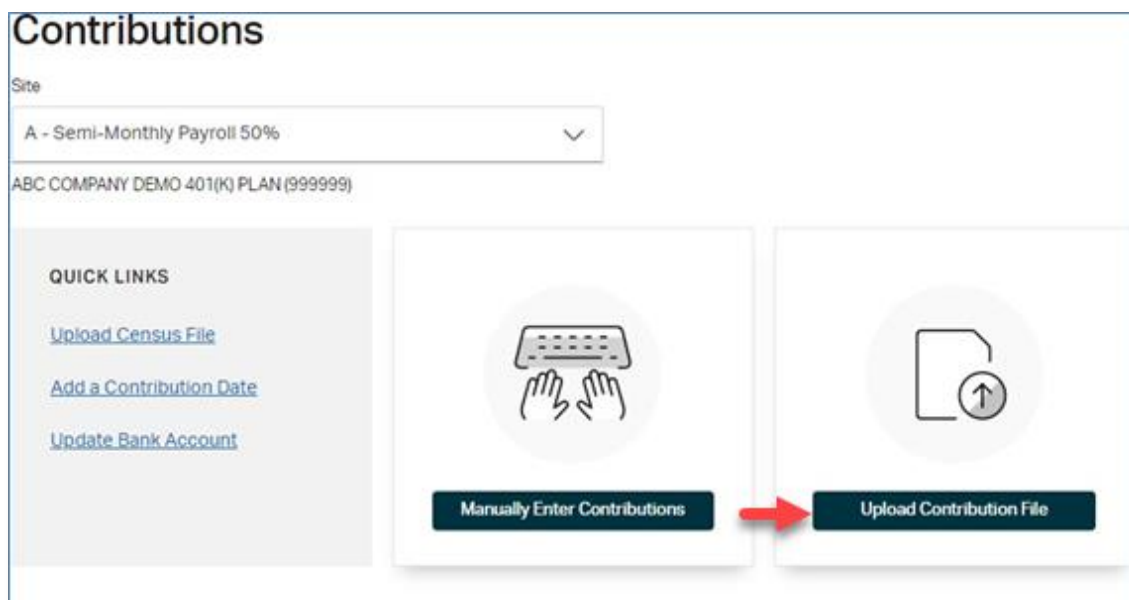

2) Under Shortcuts, select **Contributions**.

Instructions for Payroll File Submission
Payroll File Submission via File Upload

3) From the **Contributions** page, choose the 'Site' from the drop-down list and press the **Upload Contribution File** button.

The term 'site' refers to a unique set of rules used to process a payroll file. You may have different sites due to different banking accounts, payroll frequencies, and/or employee groups (e.g., affiliates).

Instructions for Payroll File Submission
Payroll File Submission via File Upload

4) From the **Upload Contribution File** page, select a contribution date from the drop-down list. If you have a contribution date that is not listed, click **Add Contribution Date**. Future dated contributions will not be processed until the payroll date.

The drop-down list is populated with expected payroll dates. If you need to submit a payroll date that is more than 30 days in the past, or you have changed your payroll frequency, please contact your client services team to adjust the payroll calendar before you proceed.

Under **Upload File**, press the **Choose File** button to browse for a file from your network or drag and drop a file into the 'No file chosen' space.

File Format will appear if you have multiple file formats available. Select the appropriate format from the drop-down.

Click **Review** to continue.

Upload Contribution File
A - Weekly Contributions

Upload   Review   Fund

Contribution Date

| Dec 28 2023 | ⌄ |

+ Add a Contribution Date

Upload File

Choose File | No file chosen

File Format

| 230819 BOSS MAP | ⌄ |

Cancel   Review ›

Instructions for Payroll File Submission
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5) After you press **Review**, the system will perform an initial audit of your submission in real time to help you identify and correct data errors that could delay processing.

Instructions for Payroll File Submission
Payroll File Submission via File Upload
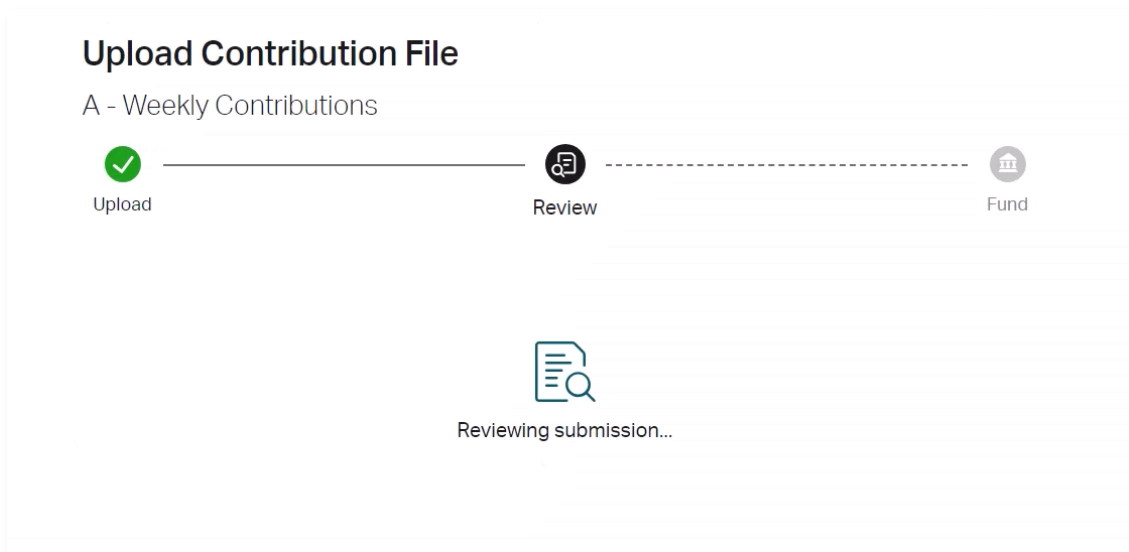
6) Once the initial review is in good order, the **Review Totals** page will appear. If the information matches the intended totals from your payroll file, click **Confirm** to continue processing.

Instructions for Payroll File Submission
Payroll File Submission via File Upload

7) From the **Fund** page, you may be presented with the option to use suspense or forfeiture dollars to fund the payroll. If also funding via an ACH (automated clearing house) pull, the last four digits of the account number will be listed for your review. Once all funding is completed and in good order, the payroll file will be submitted for processing by clicking on **Confirm and Submit**.

A suspense balance generally includes previously overfunded dollars. A forfeiture balance generally includes non-vested employer contributions that were forfeited at the time of a participant distribution.

If you have changes to the bank account that should be used for ACH funding, please exit out of the payroll process and use the **Update Bank Account** link on the **Contributions** page to update your bank account information. This update occurs in real time.

Fund

Total Contributions

$450.00

Employer Contributions

$150.00

Employer Contributions can be offset by a combination of Available Suspense and Forfeiture Balances not to exceed: **$150.00**

Suspense to use

$39.36

Available Suspense Balance for this contribution: **$39.36**

Suspense Account Total: $39.36 ⓘ

The IRS requires Suspense money should be exhausted before using other funding options for employer contributions.

Forfeiture to use

$0.00

Available Forfeiture Balance for this contribution: **$150.00**

Forfeiture Account Total: $626.93 ⓘ

Suspense and Forfeiture Total

$39.36

ACH Withdrawal

$410.64

The amount displayed above reflects your total less the requested Suspense redemption amount. Final details will be included in your confirmation email.

Bank Account

*******5878

1ST BANK YUMA

Instructions for Payroll File Submission

Payroll File Submission via File Upload

8) Once the payroll file has been submitted, we will review and resolve additional errors, which may require direct outreach to you. The payroll will not be processed until all data is in good order. You can view the status of the payroll by clicking **Tracking Details** from the **Contributions History** page.
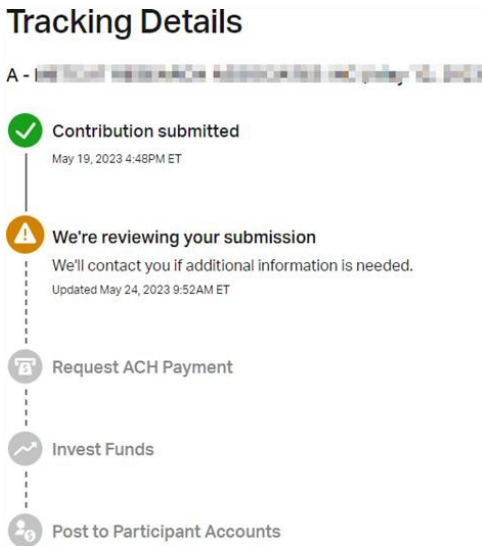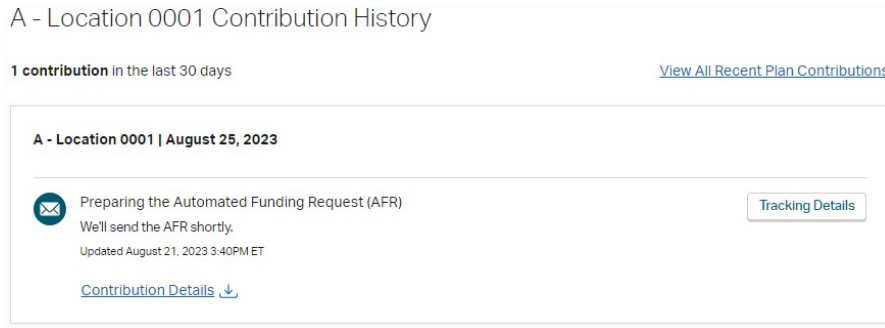
9) An automated funding request (AFR) will be sent to each contact associated with the site once the payroll is in good order. The AFR will include the contribution date, site, source totals, method of funding (i.e., ACH, check, or wire), and funding instructions, if anything other than ACH is selected.

10) Contributions will be invested once all funding has been received. Additional processing time will be needed if you elected to use suspense or forfeiture dollars to fund your payroll.

11) Under the **Plan Administration ➞ Contributions** screen, the bottom of the page will list the last 30 days of contribution history for each site with the current status of the file. You can click on **Tracking Details** to see the history and details as needed.

Instructions for Payroll File Submission
Payroll File Submission via File Upload

A - Semi Monthly Contribution History

2 contributions in the last 30 days   View All Recent Plan Contributions

A - Semi Monthly | July 19, 2024   Completed July 24, 2024 12:59AM ET

✅ Funds successfully posted to participant accounts. Your submission is now complete.   **Tracking Details**
Completed July 24, 2024 12:59AM ET

A - Semi Monthly | July 5, 2024   Completed July 12, 2024 1:02AM ET

✅ Funds successfully posted to participant accounts. Your submission is now complete.   **Tracking Details**
Completed July 12, 2024 1:02AM ET

Tracking Details

A -

✅ **Contribution submitted**
May 19, 2023 4:48PM ET

⚠️ **We're reviewing your submission**
We'll contact you if additional information is needed.
Updated May 24, 2023 9:52AM ET

🏦 Request ACH Payment

📈 Invest Funds

👥 Post to Participant Accounts