

Instructions for Payroll File Submission

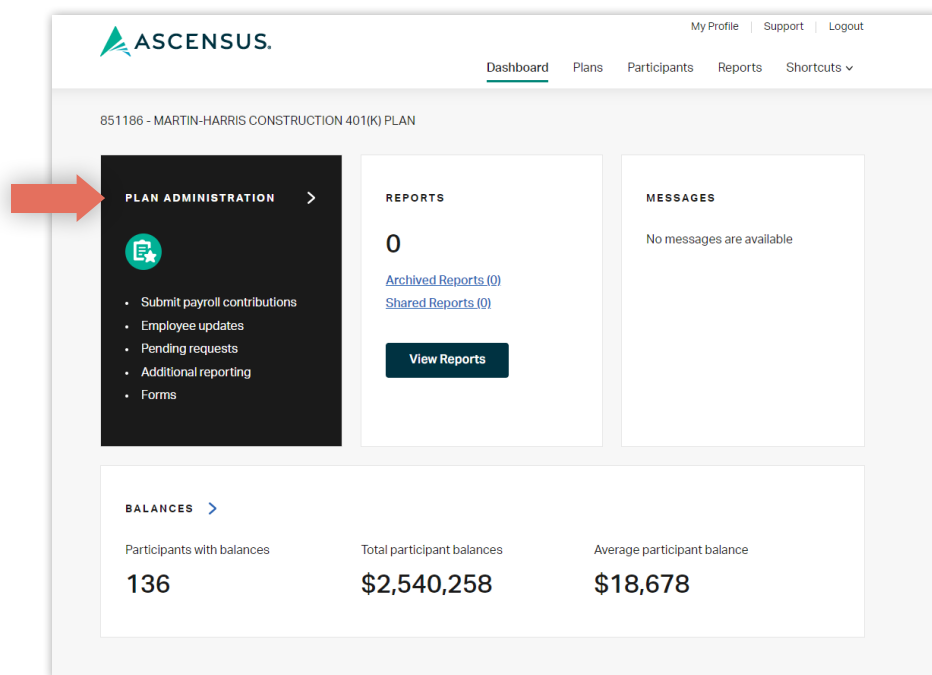
Comparing Newport and Ascensus Steps via File Upload

Your payroll process may feel a bit different on the new platform. Please see how the Newport and Ascensus steps compare below.

GETTING STARTED

Find everything you need to manage payroll and census data via file upload on the Ascensus plan website.

- Log in to the plan website homepage
- Click **PLAN ADMINISTRATION**
- Click **Contributions**



ASCENSUS. My Profile | Support | Logout

Dashboard Plans Participants Reports Shortcuts

851186 - MARTIN-HARRIS CONSTRUCTION 401(K) PLAN

PLAN ADMINISTRATION

- Submit payroll contributions
- Employee updates
- Pending requests
- Additional reporting
- Forms

REPORTS

0

[Archived Reports \(0\)](#)
[Shared Reports \(0\)](#)

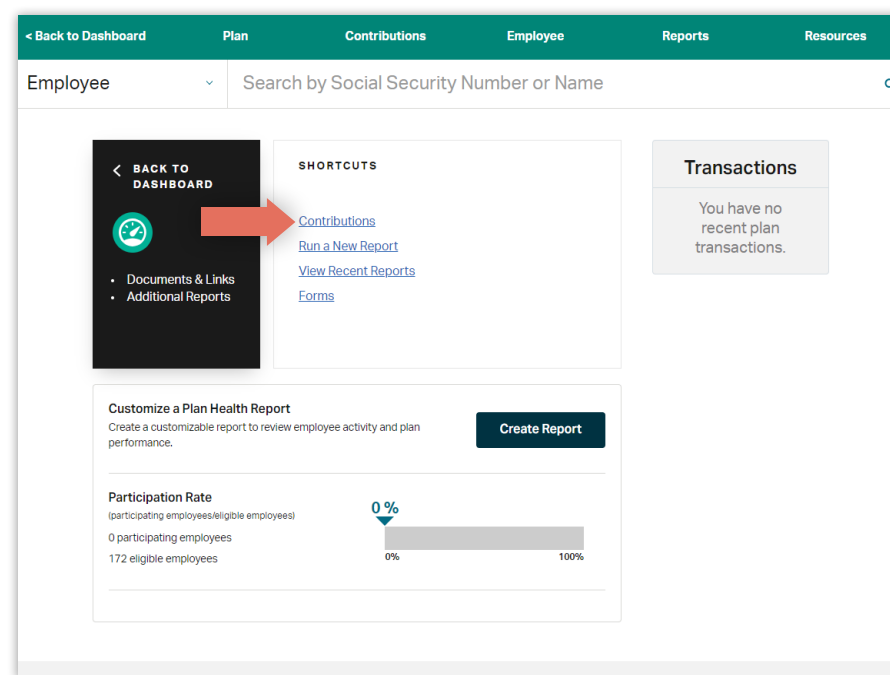
[View Reports](#)

MESSAGES

No messages are available

BALANCES

Participants with balances	Total participant balances	Average participant balance
136	\$2,540,258	\$18,678



< Back to Dashboard Plan Contributions Employee Reports Resources

Employee Search by Social Security Number or Name

BACK TO DASHBOARD

- Documents & Links
- Additional Reports

SHORTCUTS

- [Contributions](#)
- [Run a New Report](#)
- [View Recent Reports](#)
- [Forms](#)

Transactions

You have no recent plan transactions.

Customize a Plan Health Report

Create a customizable report to review employee activity and plan performance. [Create Report](#)

Participation Rate
(participating employees/eligible employees)

0 participating employees
172 eligible employees

0% 100%

SUBMISSION OPTIONS

Newport

To start - You clicked **IMPORT PAYROLL**.

The screenshot shows the Newport retirement services dashboard. The 'Online Payroll' section is active, displaying a search bar with 'DEMO004 - Sponsor View, Inc. 401(K) Plan'. Below the search bar, there are tabs for 'Imported Payrolls' and 'Manual Payrolls'. The 'Imported Payrolls' tab is selected, and a red arrow points to the 'IMPORT PAYROLL' button. Below the tabs is a table with columns: Payroll Name, Payroll Date, Import Date, Import Time, File Status, and Actions. The table contains several rows of payroll data.

Payroll Name	Payroll Date	Import Date	Import Time	File Status	Actions
070122demo005_2	09/05/2023	03/15/2024	07:29 PM	In Review	Actions
Demo004_payroll Template Bad Dates	11/30/2023	11/21/2023	04:30 PM	In Review	Actions
Demo004_payroll Template Control Totals Not Complete	11/30/2023	11/21/2023	04:25 PM	In Review	Actions
Demo004_payroll Template	11/30/2023	11/20/2023	02:49 PM	In Review	Actions
Demo004_payroll Template	11/30/2023	11/20/2023	02:45 PM	In Review	Actions
Demo004_payroll Template	11/30/2023	11/20/2023	02:16 PM	In Review	Actions
Demo004_payroll Template Bad Dates	11/30/2023	11/20/2023	02:51 PM	In Review	Actions

The screenshot shows the 'Import Payroll' dialog box. It has a 'Select a File to Import' section with a text input field and a 'BROWSE' button. Below that is a 'Select an Import Format' section with a dropdown menu labeled 'Existing Formats' and three buttons: 'DELETE FORMAT', 'EDIT EXISTING FORMAT', and 'CREATE NEW FORMAT'. At the bottom left is a 'CANCEL' button, and at the bottom right is an 'UPLOAD & REVIEW' button with the text 'Validate and review payroll details before uploading' below it.

Ascensus

To start - Click **Upload Contribution File**.

From the **Contributions** dropdown menu, choose the 'site' the file is for and select the gray date from the calendar. This is the first step, before clicking Upload Contributions File.

The screenshot shows the Ascensus Contributions page. At the top, there are navigation tabs: '< Back To Dashboard', 'Plan', 'Contributions', 'Employee', 'Reports', and 'Resources'. Below the tabs is a search bar for 'Employee' with the text 'Search by Social Security Number or Name'. The main section is titled 'Contributions' and has a 'Site' dropdown menu set to 'A - SITE A'. Below the site selection is the text 'MI-T-M CORPORATION 401(K) SAVINGS PLAN (851194)'. There are three 'QUICK LINKS': 'Upload Census File', 'Add a Contribution Date', and 'Update Bank Account'. Below these links are two main buttons: 'Manually Enter Contributions' and 'Upload Contribution File', with a red arrow pointing to the latter.



Site – The Ascensus term 'site' can refer to a unique funding source, frequency, or population (e.g., this can be due to a merger).

Multiple pay frequencies – You will submit a separate file for each frequency, even if they fall on the same date.

Multiple affiliates with the same frequency – You can submit one file, but every participant must have the correct affiliate ID.

PAYROLL DATE OPTIONS

Newport

Your regular payroll dates were within the file or you were prompted to set a payroll date.

1 Make your edits. This page allows you to edit participant payroll contributions.

2 Fund your payroll.

3 Verify and submit your changes.

The payroll date is equal to today's date...

Payroll Date: 04/09/2024

Payment Type: Check Wire N/A

ADD/REMOVE COLUMNS Group / Sort: SSN Filter: All PRINT TABLE

SSN	NAME	STATUS	Total
No records found matching the filter criteria.			

DELETE SELECTED PARTICIPANTS | ADD PARTICIPANTS

Payroll Totals: \$0.00

CANCEL SAVE AND CONTINUE LATER CONTINUE

Ascensus

Select a contribution date from the dropdown, which is pre-populated with pay date and payroll frequency information gathered from previous payroll submissions.

Once you've selected your date, you will be taken to **Upload Contribution File** where you will select the file to upload then click **Review**.

The review page displays control totals.

< Back To Dashboard Plan Contributions Employee Reports Resources

Employee Search by Social Security Number or Name

Upload Contribution File

B - BOSS B

Upload Review Fund

Contribution Date

Jul 31 2023 + Add a Contribution Date

Forfeiture Account \$0.00 Forfeitures available to use How do I apply a forfeiture?

Upload File Choose File No file chosen

< Back To Dashboard Plan Contributions Employee Reports Resources

Employee Search by Social Security Number or Name

Upload Contribution File

A - CII Contributions

Upload Review Fund

Review Totals

Employee 401(K)	E.r Match - Safe Harbor	Loan Payment
\$500.00	\$50.00	\$0.00

Total Contributions and Loan Payments \$550.00

FUNDING

Newport

When a payroll file was submitted, you were brought back to the **Online Payroll** page to take an Action and Fund.

The screenshot displays the 'Online Payroll' interface for Newport retirement services. At the top, there is a navigation bar with 'NEWPORT retirement services' logo and user options like 'Switch Tenant', 'My Profile', 'Support', and 'Logout'. Below this is a main navigation menu with 'Dashboard', 'Plan Information', 'Participants', 'Reports', and 'Shortcuts'. A secondary menu includes 'Balances', 'Management Accounts', 'Online Payroll', 'File Exchange', 'Investment Performance', 'Model Portfolios', and 'Library'. The 'Online Payroll' section features a search bar containing 'DEMO004 - Sponsor View, Inc. 401(k) Plan'. Below the search bar, there are tabs for 'Imported Payrolls' and 'Manual Payrolls'. The 'Imported Payrolls' tab is active, showing a table of payroll records. The table has columns for 'Not Complete', 'ID', 'Start Date', 'End Date', 'Time', 'Status', and 'Actions'. The 'Demo004' record is highlighted, showing it is 'Waiting for Funds' and has 'VIEW ONLY' and 'FUND' actions available.

Not Complete	ID	Start Date	End Date	Time	Status	Actions
	070122demo005m	07/01/2022	04/03/2023	08:30 PM	In Review	Actions -
	070122demo005_2	09/05/2023	03/15/2024	07:31 PM	Waiting for Funds	Actions - VIEW ONLY
	Demo004	02/29/2024	02/29/2024	10:45 AM	Waiting for Funds	VIEW ONLY FUND
	New Demo	07/01/2022	07/13/2023	11:12 AM	Waiting for Funds	Actions -
	Payroll_template_ept_10	04/01/2023	04/13/2023	06:49 PM	Waiting for Funds	VIEW ONLY
	070122demo005_3	07/01/2022	03/26/2023	10:23 AM	Waiting for Funds	Actions -
	Copy Of Demo004_payroll Template Ghost Data	01/05/2024	01/05/2024	12:07 PM	Completed-Waiting for Funds	VIEW ONLY

Ascensus

Each payroll file is already mapped to a single funding source, so funding does not need to be selected.

FUNDING WITH FORFEITURE AND SUSPENSE

Newport

You selected your funding method and entered forfeiture amounts, if applicable, to fund the employer portion of the contribution.

Fund Your Imported Payroll

1. Fund your payroll 2. Verify & submit

Payroll Name: 070122demo005_2
Payroll Date: 09/05/2023

Payroll Funding Needed **\$270.00** | Funded **\$0.00**

Bank Account Fund your payroll using any of the bank accounts below.

Account Name	Bank Name	Account Type	Account Number	Routing Number	Funding Amount
Demo Plan	Wells Fargo Bank, N.A.	Checking	*****0000	0759-1198-8	\$ <input type="text" value="0.00"/>

Payroll Funding Needed **\$270.00** | Funded **\$0.00**

Ascensus

You can select 100% of the suspense balance. Forfeiture usage is limited to 90% of available funds to accommodate possible fluctuations in market value.

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 | 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 | Available Forfeiture Balance for this contribution: **\$150.00**
Forfeiture Account Total: \$626.93 ⓘ

Suspense and Forfeiture Total **\$39.36**

ACH Withdrawal **\$410.64** | Bank Account *****5878
The amount displayed above reflects your total less the requested Suspense redemption amount. Final data is will be included in your confirmation email. 1ST BANK YUMA

SUBMIT AND TRACK

Newport

- Before final submission, optional email notification recipients could be entered.
- Funding notifications were sent immediately upon submission of file.

Fund Your Imported Payroll

1. Fund your payroll → 2. Verify & submit

Verify Contributions and Funding for your Imported Payroll

Verify your imported payroll is accurately funded. If any changes are needed, click Back to edit your imported payroll funding.

Payroll Name: 070122demo005_2
Payroll Date: 09/05/2023

Contributions

Employee Contribution and Employer Contribution	Totals
Demo Plan Tdi, Inc. 401(k) - EE Deferrals	\$180.00
Demo Plan Tdi, Inc. 401(k) - Match	\$90.00
Contribution Total	\$270.00

Funding Method(s)

Bank Accounts

Account Name	Bank Name	Account Type	Account Number	Routing Number	Funding Amount
Demo Plan	Wells Fargo Bank, N.A.	Checking	*****0000	0759-1198-8	\$270.00
Bank Account Total					\$270.00
Funding Grand Total					\$270.00

Email Notifications (optional)

Send email notifications to third parties by entering addresses below.

Note: Separate multiple addresses with a comma. This is a one-time notification and addresses will not be retained.

Additional Comments:

Ascensus

- Upon submission, Ascensus reviews and resolves any additional errors, including direct outreach, if needed.
- Payroll notifications and Automated Funding Requests (AFRs) are sent to payroll contacts (which have been mapped over in migration) when all the file data for all participants is in good order.
- Contributions will be invested when all funding is received, including the sell of forfeiture funds, when applicable.

