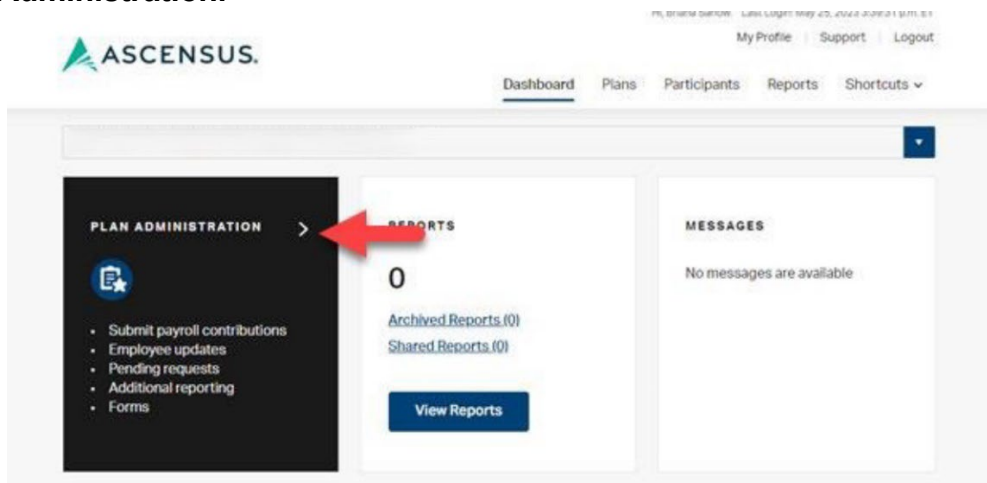


Instructions for Payroll File Submission

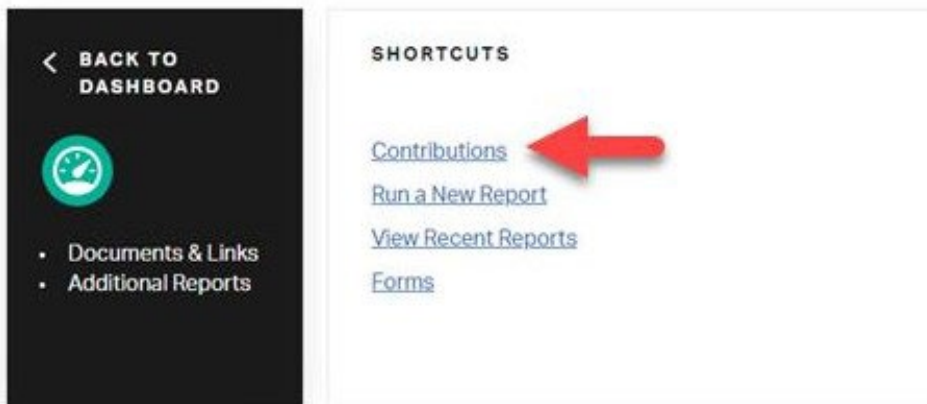
Payroll File Submission via Manual Entry

You will find everything you need to manage payroll and census data directly on the plan website. This document focuses on the process for submitting contributions manually, however you also have the option of uploading with a file—whatever your preference, we have you covered.

- 1) When you first log in, you'll see your plan homepage. To get started, select **Plan Administration**.



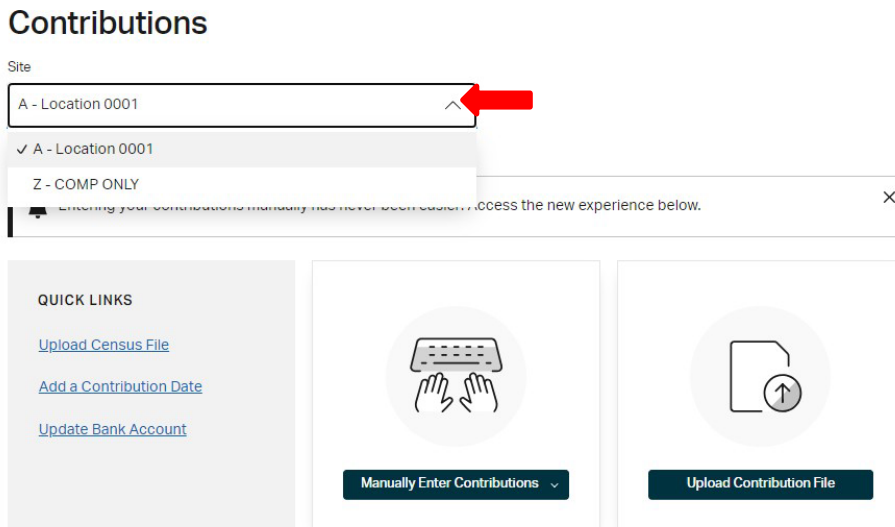
- 2) Next, select **Contributions** from the list of shortcuts.



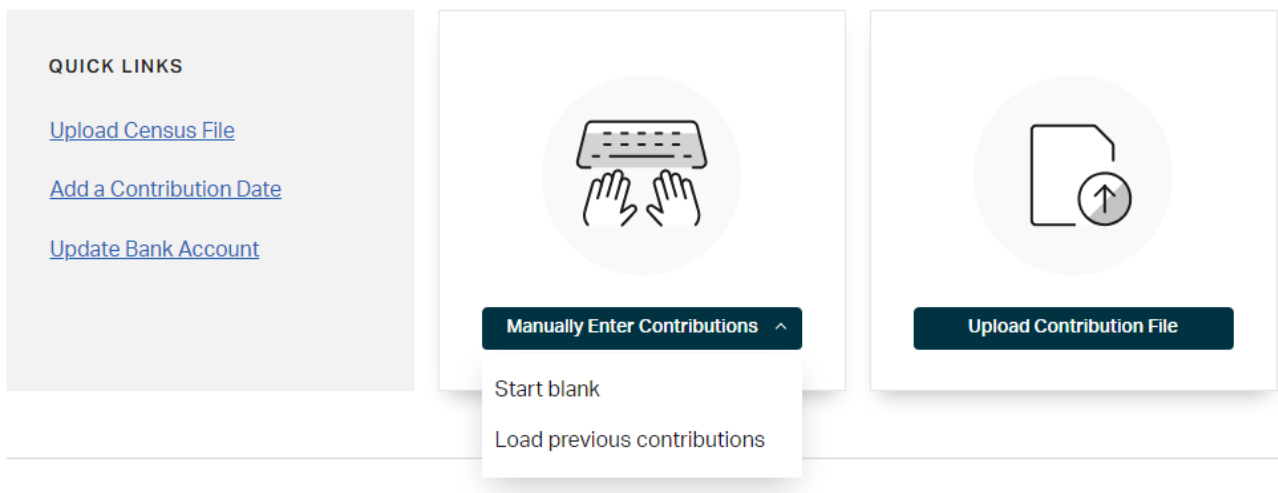
Instructions for Payroll File Submission

Payroll File Submission via Manual Entry

- 3) Select the applicable site from the dropdown. The term “site” refers to different groups of employees and pay frequency that may often correlate to a different location or division.



- 4) Select **Manually Enter Contributions**. You will see two options, **Start blank** and **Load previous contributions**. Select start blank to start a new upload and add participants as needed. If you would like to use a previously loaded payroll, choose that option.



Instructions for Payroll File Submission

Payroll File Submission via Manual Entry

- 5) Select a contribution date, these dates are pre-populated with payroll dates and frequency information gathered from past payroll submissions.
- If you need to schedule a one-time contribution date outside your normal payroll frequency, you can also do that here.
 - Payroll dates cannot be added if more than 30 days in the past. To submit a contribution older than 30 days, please contact our Client Services team.

Manually Enter Contributions

A - Weekly Contributions



Update



Review



Fund

Contribution Date

March 8, 2024 - Not Started ▼

[+ Add a Contribution Date](#)

Schedule contribution funding

Contribution Information

[Add Employee ▼](#)



You currently have no employees

Add employees to your contribution submission

[Reset Contribution Date](#)

Instructions for Payroll File Submission

Payroll File Submission via Manual Entry

- 6) The contributions grid will need to be created by clicking on the **Add Employee** button. If the Load Previous Contributions option was selected at the start, the grid will be populated by the participants and amounts from the previous payroll processed.

Manually Enter Contributions

A - Weekly Contributions



Update



Review



Fund

Contribution Date

March 8, 2024 - Not Started



[+ Add a Contribution Date](#)

Schedule contribution funding

Contribution Information

Add Employee ^

Search for existing employee

Add a new employee



You currently have no employees

Add employees to your contribution submission

[Reset Contribution Date](#)

Instructions for Payroll File Submission

Payroll File Submission via Manual Entry

- Once all your participants are listed, you can enter all information in the available fields or over-write data pulled in from a previous payroll. Once you are ready to proceed, click **Save and Review**.

Contribution Information

Search Employees Clear All Data Add Employee

Search for existing employee
Add a new employee

EMPLOYEE NAME	SSN	COMPENSATION	EMPLOYEE 401(K)	BOTH 401(K)	PROFIT SHARE		
Badnr_TEST	XXX-XX-1468	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Barsec_TEST	XXX-XX-4593	\$0.00	\$95.83	\$0.00	\$0.00	\$0.00	\$0.00
Bcnofglb_TEST	XXX-XX-4031	\$0.00	\$1,250.00	\$0.00	\$0.00	\$0.00	\$0.00
Belwops_TEST	XXX-XX-5026	\$0.00	\$190.00	\$0.00	\$0.00	\$0.00	\$0.00
Bemuxasy_TEST	XXX-XX-3905	\$0.00	\$125.00	\$0.00	\$0.00	\$0.00	\$0.00
Daems_TEST	XXX-XX-4990	\$0.00	\$412.50	\$0.00	\$0.00	\$0.00	\$0.00
Dardco_TEST	XXX-XX-8783	\$0.00	\$232.50	\$0.00	\$0.00	\$0.00	\$0.00
Totals		\$0.00	\$26,057.67	\$0.00	\$0.00	\$0.00	\$0.00

106 employees

[Reset Contribution Date](#) Save Save and Review

- The system completes an initial review of your submission in real-time to help you identify and correct data errors that could delay processing.

Manually Enter Contributions

A - Location 0001



Update



Review



Fund



Reviewing submission...

Reviewing contribution totals...

Checking for new employees...




Instructions for Payroll File Submission

Payroll File Submission via Manual Entry

- 9) The 'Review Totals' step displays the amounts being funded to each contribution source. If the totals match the intended contribution amounts, click **Confirm** to continue processing.

Manually Enter Contributions

A - Location 0001

 Update  Review  Fund

Review Totals

Compensation	Hours	Employee Deferral
\$300.00	0	\$150.00
Employee Roth 401(K) Deferral	Profit Sharing 2	Matching Two
\$0.00	\$0.00	\$0.00
Loan Payment		
\$0.00		

Total Contributions and Loan Payments

\$150.00

[< Back](#) [Confirm >](#)

Instructions for Payroll File Submission

Payroll File Submission via Manual Entry

- 1) Next, you will be presented with the funding step. On this page, you can specify whether you would like to utilize Suspense and Forfeiture account balances towards the funding of your payroll. If also funding via an ACH pull, the last 4 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**.

Fund

Total Contributions	Employer Contributions
\$450.00	\$150.00
	<small>Employer Contributions can be offset by a combination of Available Suspense and Forfeiture Balances not to exceed: \$150.00</small>
Suspense to use	Available Suspense Balance for this contribution: \$39.36
<input type="text" value="\$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
<input type="text" value="\$0.00"/>	Forfeiture Account Total: \$626.93 ⓘ
Suspense and Forfeiture Total	
\$39.36	

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

Instructions for Payroll File Submission

Payroll File Submission via Manual Entry


- 10) After submission, you will receive an Automated Funding Request (AFR) email that confirms the contribution date, site, and source totals, and whether contributions are funded via Automated Clearing House (ACH), check, or wire transfer. The AFR email will also include funding instructions, if necessary.
- 11) You can verify the status of your submitted file under **Tracking Details**, which also keeps you informed of the steps that remain before contributions are posted to participant accounts.

A - Location 0001 Contribution History

1 contribution in the last 30 days

[View All Recent Plan Contributions](#)

A - Location 0001 | August 25, 2023

 Preparing the Automated Funding Request (AFR)
We'll send the AFR shortly.
Updated August 21, 2023 3:40PM ET

[Tracking Details](#)

[Contribution Details](#) ↓

Updated: April 2024

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