

Ascensus Payroll Processing Guide

This guide will take you through payroll submission step-by-step.
Everything you need to manage payroll is located on the plan website.

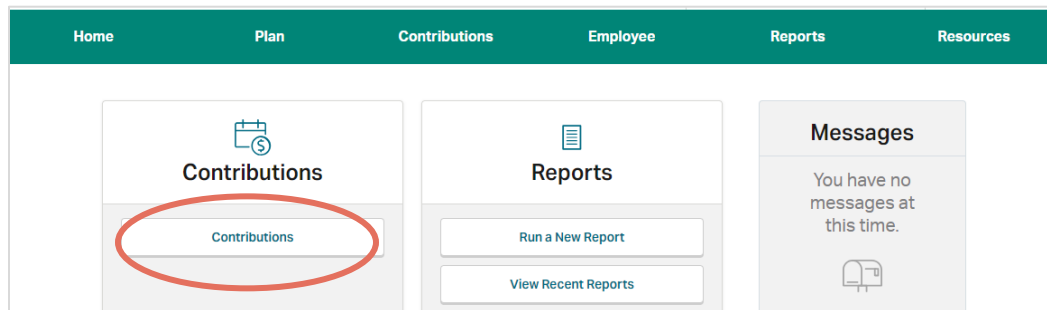


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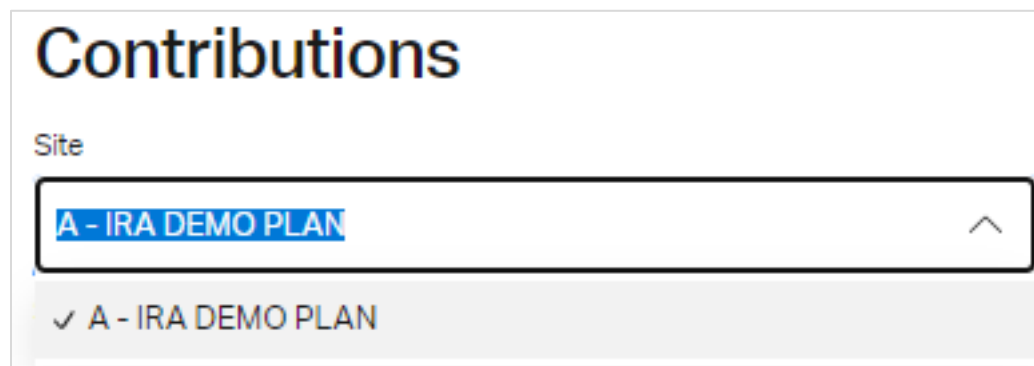
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Manually Enter Contributions

1. Select **Contributions**.

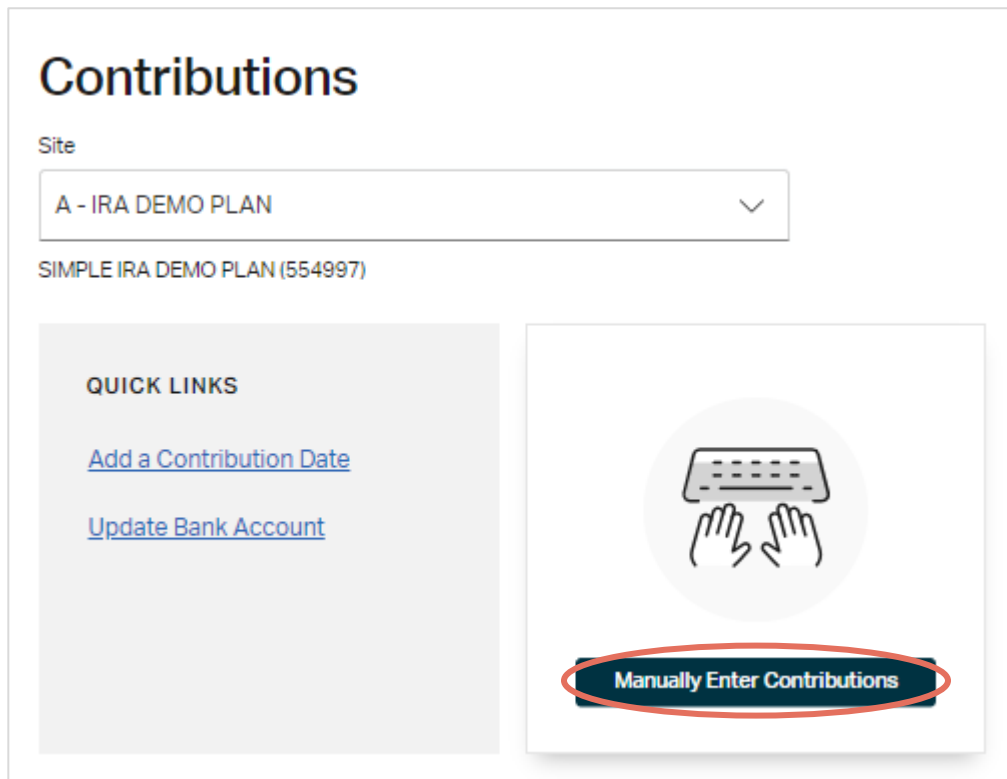


2. Select site **A**.



PAYROLL PROCESSING GUIDE

3. Select **Manually Enter Contributions**.



TIP: If you have already submitted a contribution that has posted to accounts, you'll have two options: **Start blank** or **Load previous contributions**. Clicking **Load previous contributions** will bring up the most recent contributions and transfer your previous employee(s) to your current contribution date. This will allow you to edit the dollar amounts listed to match your current contribution.

If you had previously started a payroll entry that has not been submitted, you will see two options: **Continue in progress** or **Reset in progress**. To continue working on the entry, select **Continue in progress**.



If there is a contribution in progress, you will not be able to submit a different contribution date until you either submit the In Progress contribution or reset (delete) the contribution in progress.

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4. Select a **Contribution Date**. These dates are pre-populated with payroll dates and pay frequency information previously determined during the onboarding process. The payroll status is also displayed next to the date as **Not Started** or **In Progress**.

Manually Enter Contributions

A - IRA DEMO PLAN


 Update  Review

Contribution Date ⓘ

July 5, 2024 - In Progress  [+ Add a Contribution Date](#)

Schedule contribution funding

Contribution Information

 **TIP:** To schedule a one-time contribution date outside of your normal payroll frequency, go to the one-time contribution date section at the end of the document.

PAYROLL PROCESSING GUIDE

5. To enter contributions for an existing employee already in our system, click **Add Employee**.


Contribution Date ⓘ

July 5, 2024 - In Progress [+ Add a Contribution Date](#)

Schedule contribution funding


Contribution Information

[Add Employee](#)



You currently have no employees

Add employees to your contribution submission

 **TIP:** If your employee isn't listed, confirm your employee has completed the Ascensus Trust IRA new account application. If they have, you will need to wait until you receive an email confirmation from Ascensus Trust indicating your employee's account is active before you can complete this contribution.

If they haven't, you can find a link to your plan's online IRA enrollment site in the messages section of this website. Forward the link to your employee and ask them to complete the IRA new account application. Once your employee completes the application and you've received notification their account is active you can complete this contribution.

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- After employee(s) have been added or populated via **Load previous contribution**, you can add to or update the contribution fields for the appropriate contribution source. Detailed information about each field can be found in the glossary at the end of this document.
- Select **Save and Review** to continue towards completing your payroll. This will show you the totals again and allow you to verify and update employee data as needed. **Save** is also available to select while entering data to ensure data is saved before you finish entering or updating employee data.

Contribution Information

🔍


Clear All Data
Add Employee

| EMPLOYEE NAME ^ | SSN (LAST 4) | EMPLOYEE AMOUNT | EMPLOYER AMOUNT |
|-----------------|--------------|-----------------|-----------------|
| Deux, Jane | 7612 | \$50.00 | \$50.00 |
| Deux, John A | 7524 | \$50.00 | \$50.00 |
| Totals | | \$100.00 | \$100.00 |

2 employees

[Reset Contribution Date](#)

Save
Save and Review >

 **TIP:** When you are done entering or editing the data fields, you can verify the bottom **totals** match your expected contribution totals.

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- The Review Totals step displays the amounts being funded to each contribution source. If the totals match the intended contribution amounts, select **Confirm** to continue or select **Back** in the lower left to make updates.

Review Totals

| | |
|----------------------------|--------------------------------|
| Simple - Elective Deferral | Simple - Employer Contribution |
| \$100.00 | \$100.00 |

Total Contributions

\$200.00

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

— PAYROLL PROCESSING GUIDE

9. Next, you will see a read-only view of the total ACH withdrawal and the bank account to be used. Select **Confirm and Submit**.

Manually Enter Contributions


A - IRA DEMO PLAN

Update — Review — Fund

Fund

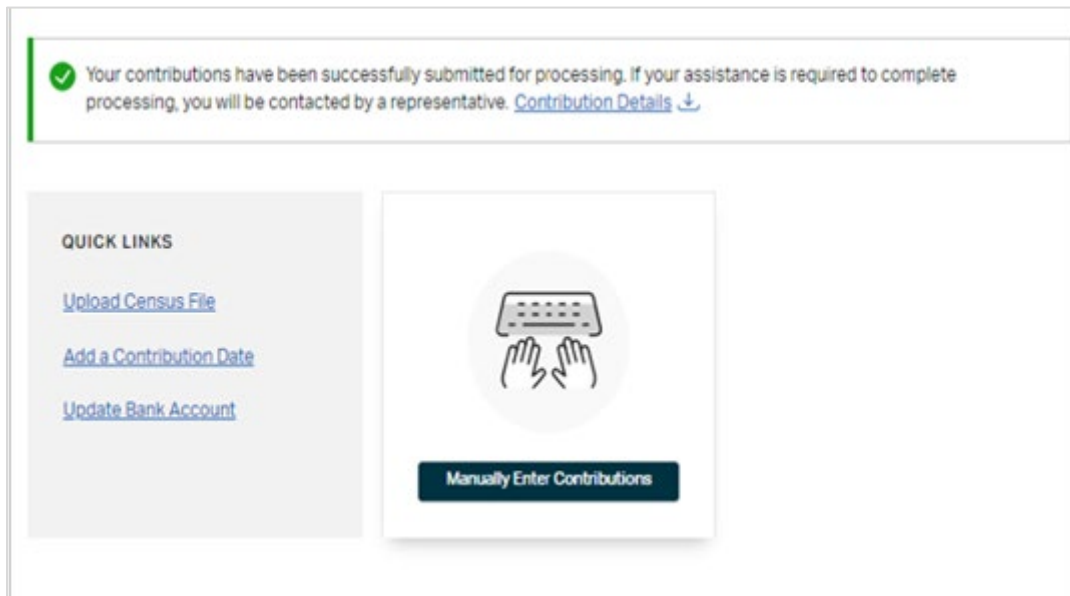
| | |
|----------------|--------------|
| ACH Withdrawal | Bank Account |
| \$200.00 | *****6789 |

< Back Confirm and Submit >

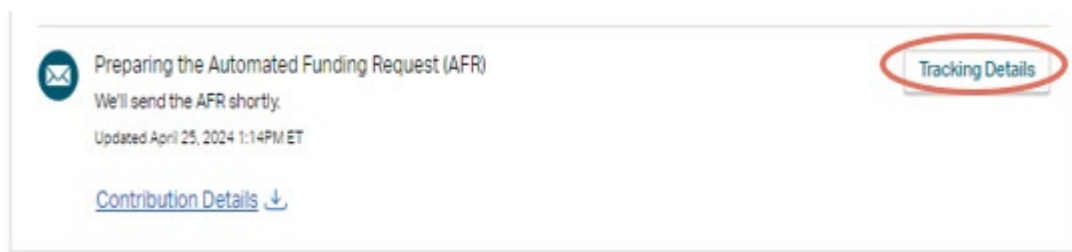
 **TIP:** After submission, you will receive an Automated Funding Request (AFR) email that confirms the contribution date, site, contribution source totals, funding instructions, if applicable, and whether contributions are funded via Automated Clearing House (ACH), check, or wire transfer.

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10. After submission, you'll be directed to the Contributions home page where you can review the **Contribution Details** by downloading an excel spreadsheet in the banner or below in the **Tracking Details** section of the page.



11. 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.



Congratulations! You have now successfully submitted your payroll.

Add One-Time Contribution Date

To schedule a one-time contribution date outside your normal payroll frequency, proceed with the following steps.

1. From the Contributions home page, select **Add a Contribution Date**.

Contributions

Site

A - IRA DEMO PLAN



SIMPLE IRA DEMO PLAN (554997)

QUICK LINKS

[Add a Contribution Date](#)

[Update Bank Account](#)



Manually Enter Contributions 

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2. Select a **contribution date** from the calendar.

Review your available payroll contribution dates. You can add additional contribution dates as needed.

Add contribution date

7/31/2024

<
JULY 2024
>

| SU | MO | TU | WE | TH | FR | SA |
|----|----|----|----|----|----|----|
| 30 | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | 1 | 2 | 3 |

Related Help

- [How are contribution dates established? ▾](#)
- [Can I submit multiple contributions for the same date? ▾](#)
- [Do unscheduled contribution dates carry forward each month? ▾](#)
- [How is a scheduled contribution date removed? ▾](#)

[Cancel](#)

Add Date

Contribution dates cannot be added if they are more than 18 months in the past. To submit a contribution older than 18 months, please contact your client service team.

Once a date has been chosen, you will receive the confirmation below and can start a new payroll.

✓
Your contribution date of July 31, 2024 has been added and will remain available for your use until August 10, 2024.
✕

Glossary

Employee Amount

Pre-tax employee contributions that reduce your employee's taxable income.

Employer Amount

Contributions made by the employer to a SEP or SIMPLE IRA

Site

The term "site" refers to distinct groups of employees and pay frequencies that may correlate to a different location or division of the company. For example, you may have hourly employees who are paid on a different pay frequency than your salaried employees. Or you may have an east location that funds payroll from a different bank account than the west location. In these instances, different "sites" would need to be set up in the plan.