Ascensus Payroll Processing Guide

This guide will take you through payroll submission step-by-step. Everything you need to manage payroll along with your plan participant data is easily located on the plan website.

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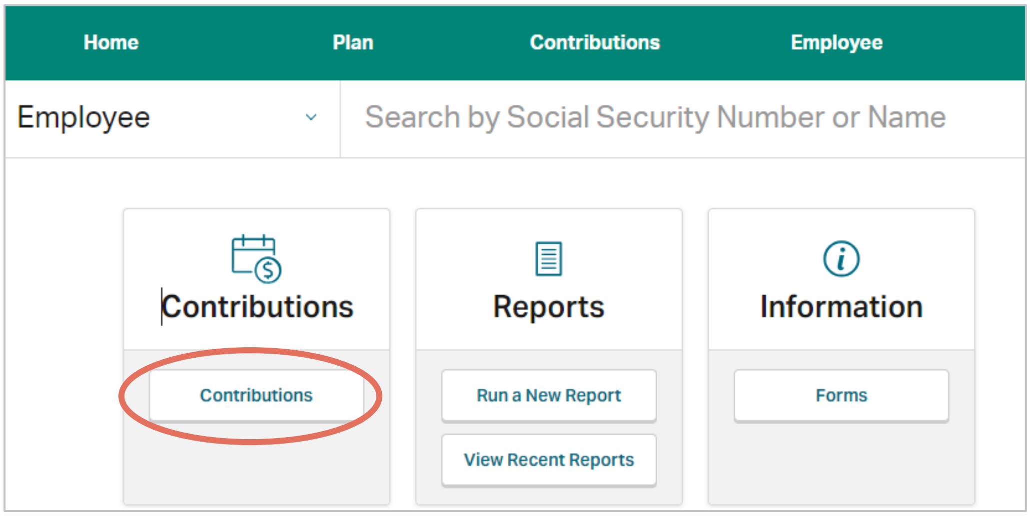
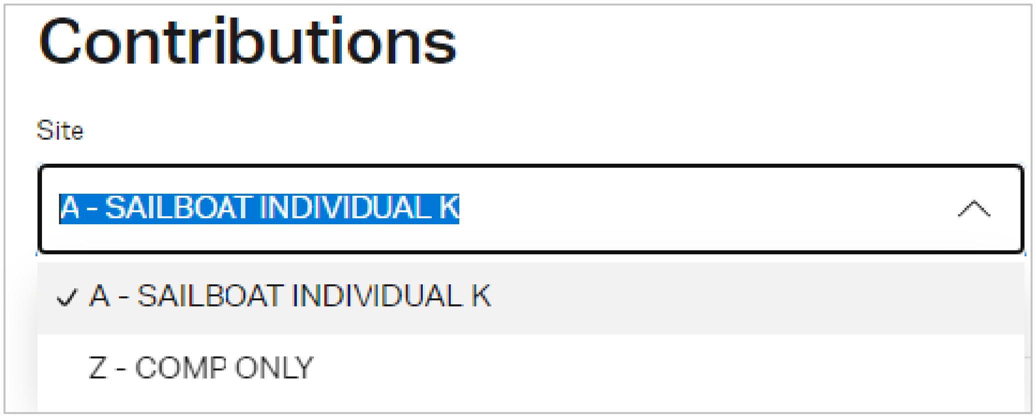
Manually Enter Contributions

When you log into your plan website, select your payroll submission method from the dashboard. The dashboard displays a quick overview of activity in your plan, along with plan administration tasks.

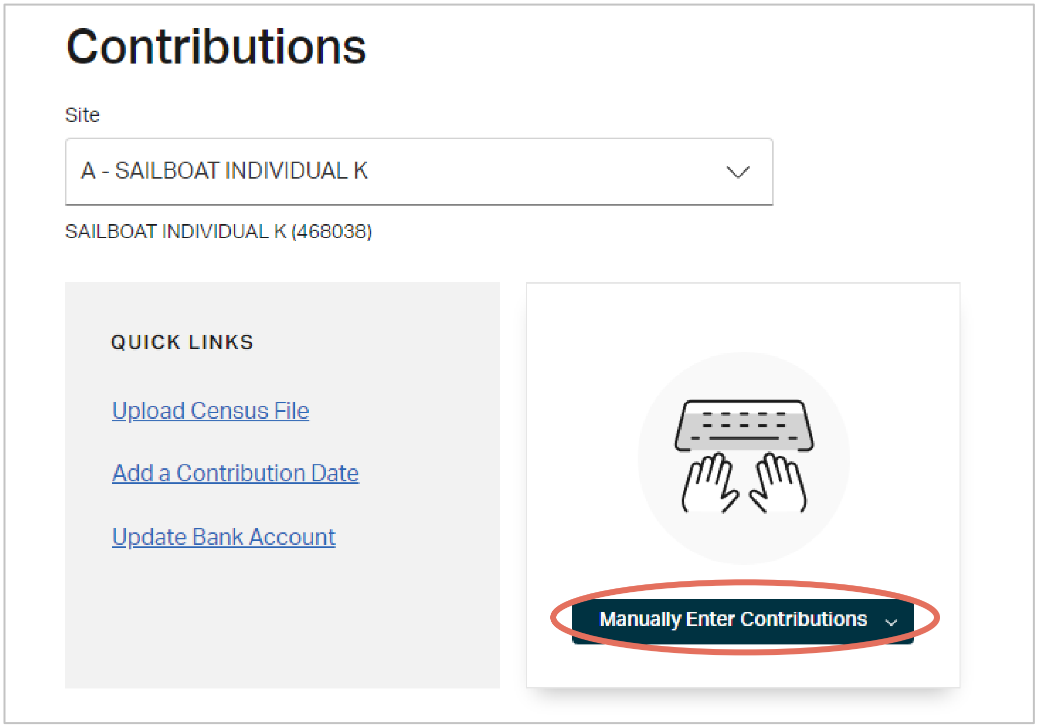
1. Select **Contributions.**



2. Select site **A.**



3. Select **Manually Enter Contributions**.

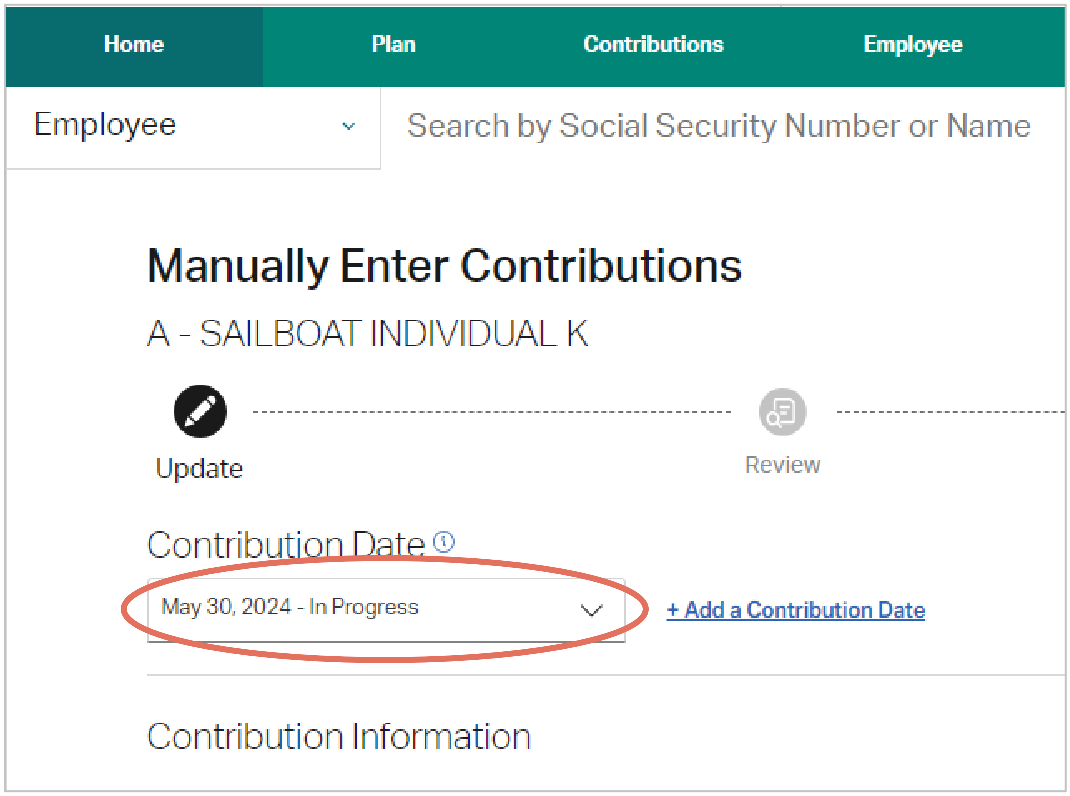


TIP: If you have already submitted a contribution that has posted to accounts, you'll have two options: **Start blank** or **Load previous contributions.** Clicking **Load previous contributions** will bring up the most recent contributions and transfer your previous employee(s) to your current contribution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

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**.

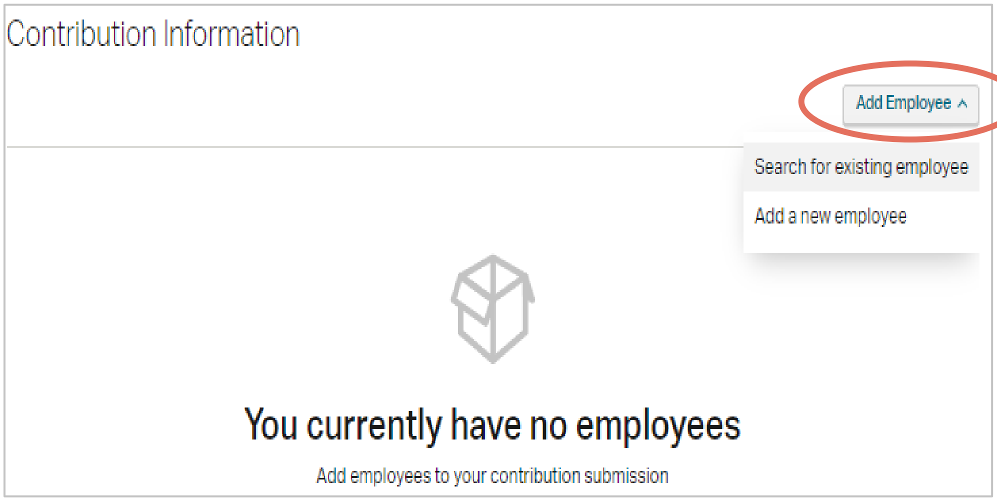
   If there is a contribution in progress, you will not be able to submit a different contribution date until you either submit the **In Progress** contribution or reset (delete) the contribution in progress.



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.

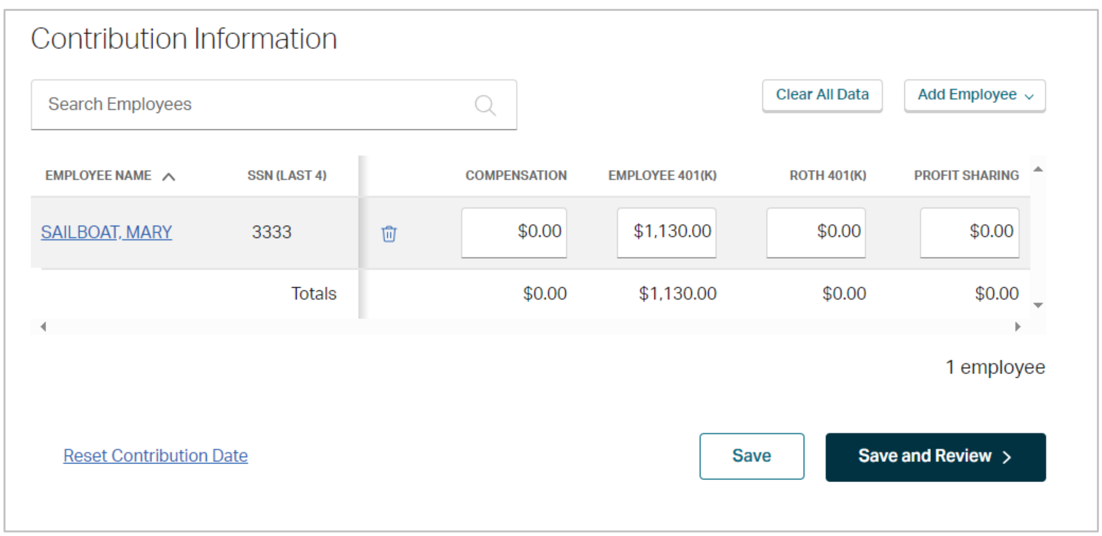
A December 31, 2023 date has been already added for you to use if you need to make a 2023 contribution. If you do not need to make a 2023 contribution, please proceed by clicking **Add Date** and creating a new payroll date in the future.

As an Individual(k) client you do not have a payroll calendar. Continue by clicking **Add Date**.



6. After employee(s) have been added or populated via **Load previous contribution**, you can add to or update the contribution fields for the appropriate money type. Compensation is not required. Detailed information about each field can be found in the glossary at the end of this document.

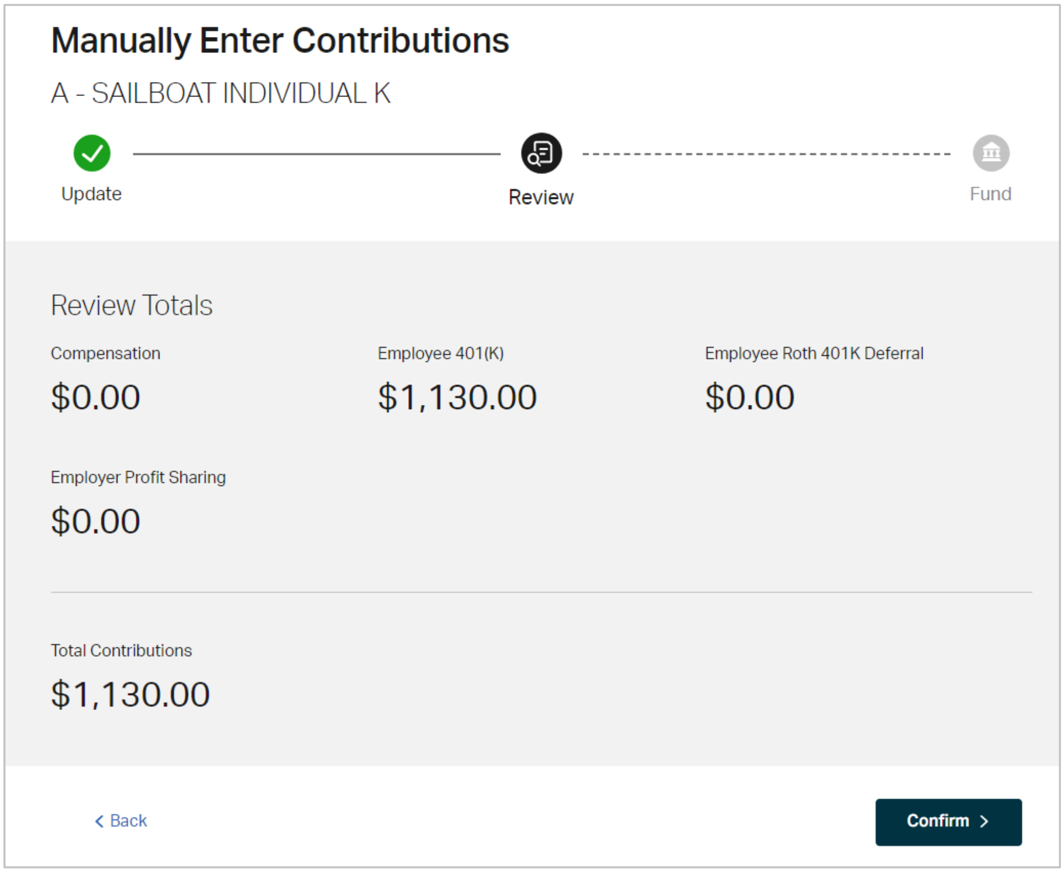
   Select **Save and Review** to continue towards completing your payroll. This will show you the totals again and allow you to verify and update employee data as needed. **Save** is also available to select while entering data to ensure data is saved before you finish entering or updating employee data.



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

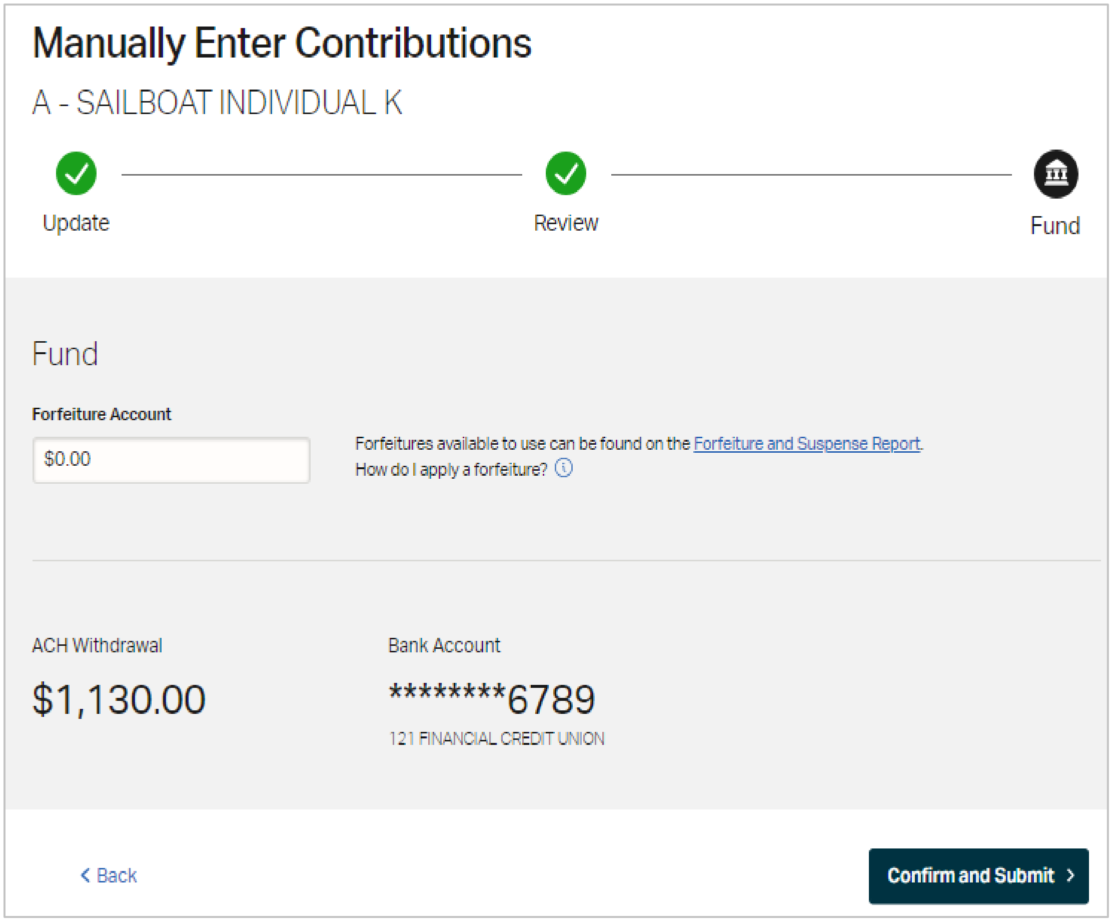
When searching for an employee type the name of the person you are searching for and they will be inserted if they are in the system. If they do not exist or are not found, please select **Add a new employee**.

7. 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.



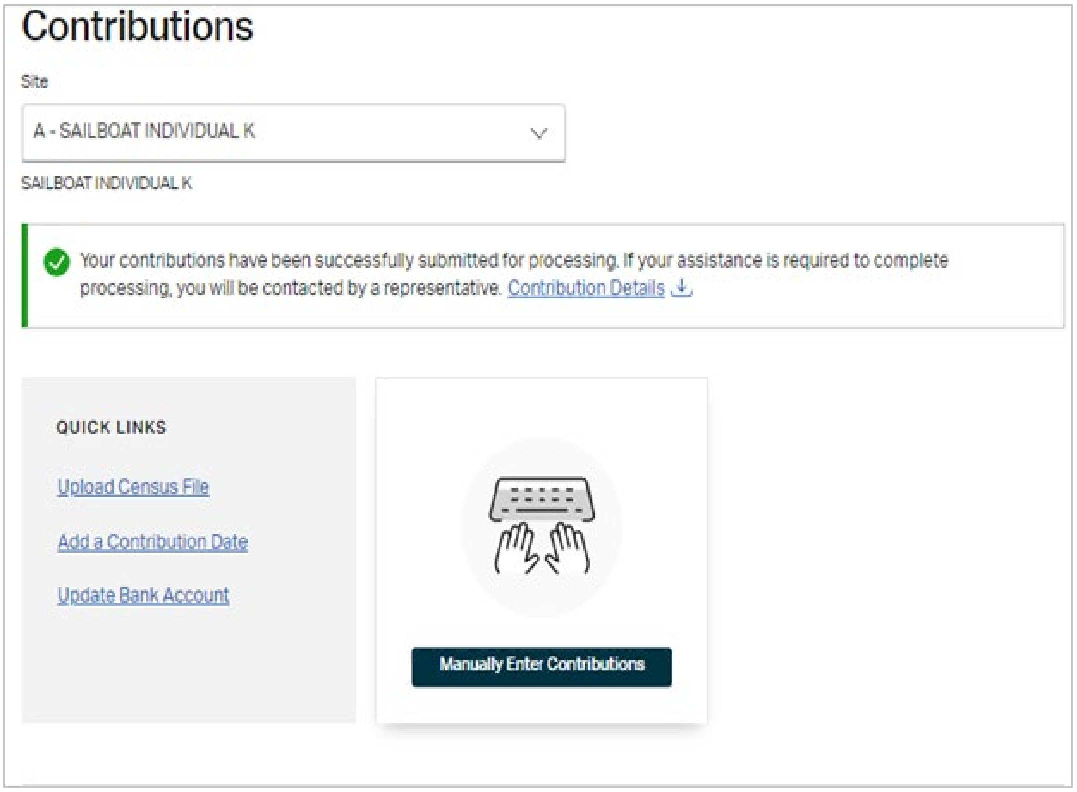
8. Next, you will see a Forfeiture Account Box on the Funding Page. If applicable a suspense amount can be entered to be used towards funding the current contribution. To view available funds in the suspense account, click on the **Forfeiture and Suspense Report** link.

   You will also see a read-only view of the total ACH withdrawal and the bank account to be used. Select **Confirm and Submit.**

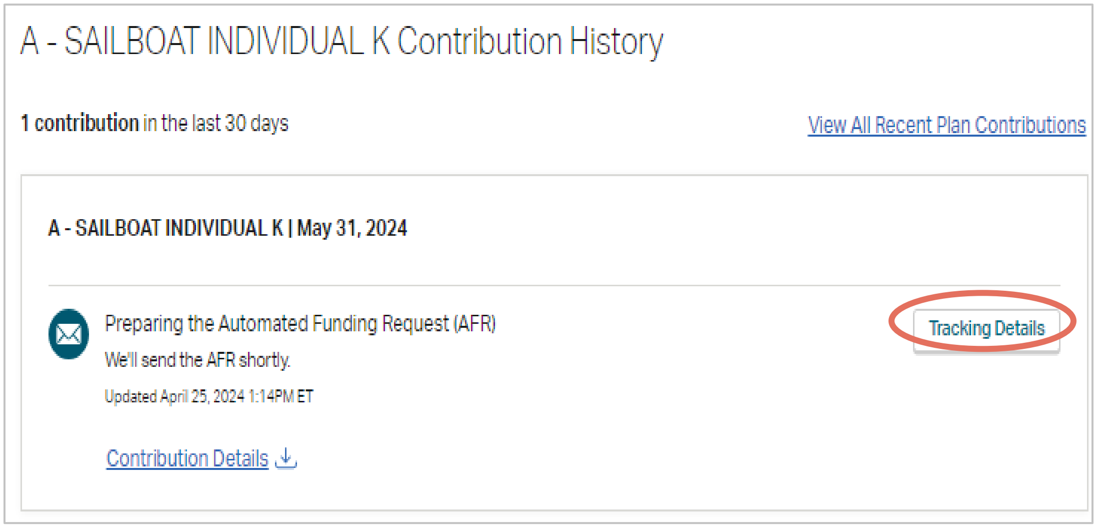


TIP: After submission, you will receive an Automated Funding Request (AFR) email that confirms the contribution date, site, money source totals, funding instructions, if applicable, and whether contributions are funded via Automated Clearing House (ACH), check, or wire transfer.

9. 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.



10. 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.

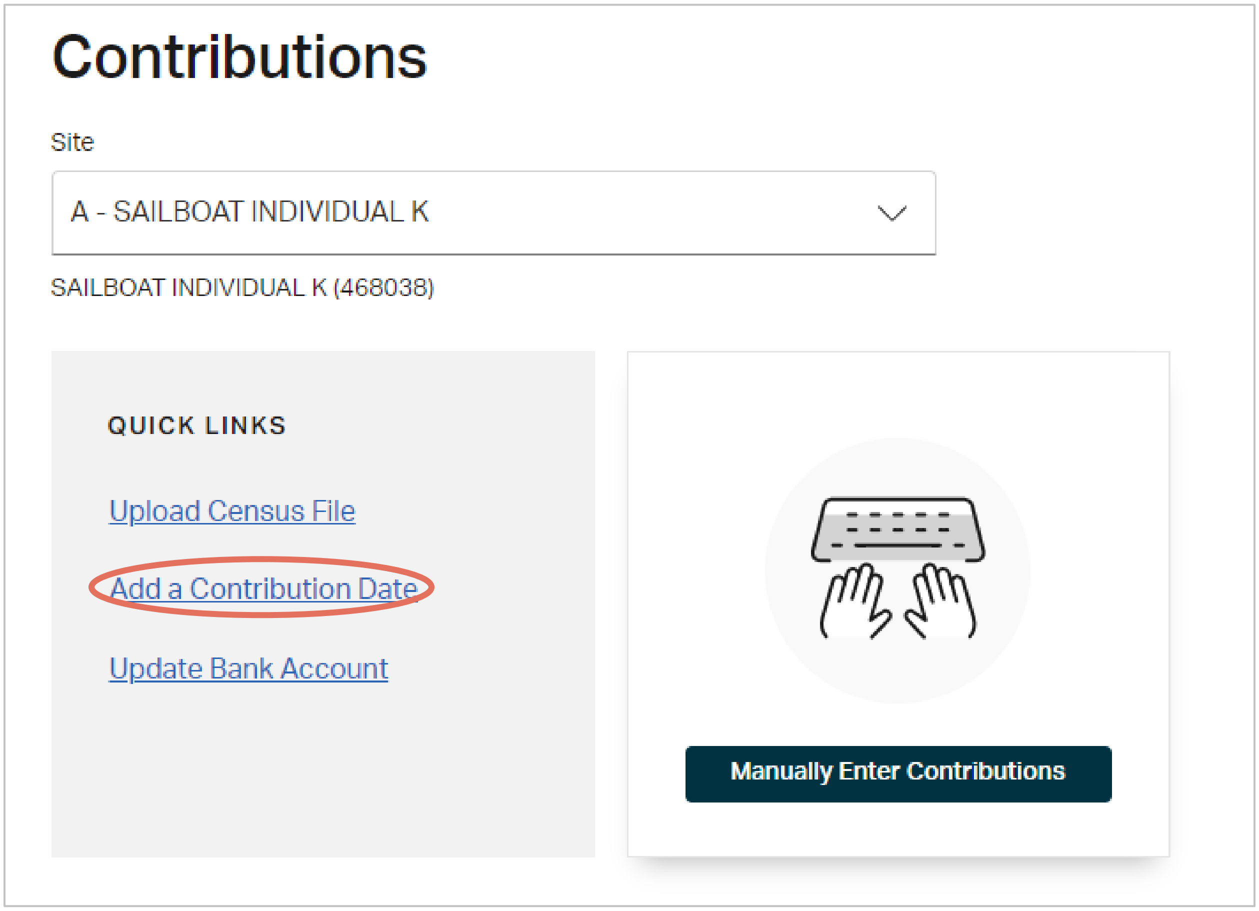


Congratulations! You have now successfully submitted your payroll.

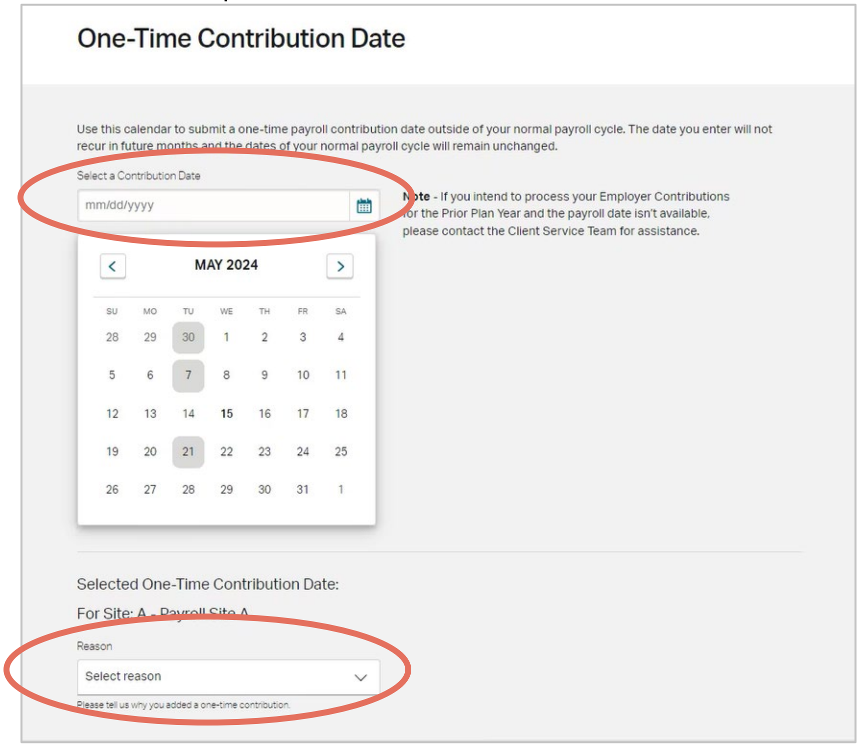
Add One-Time Contribution Date

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.**

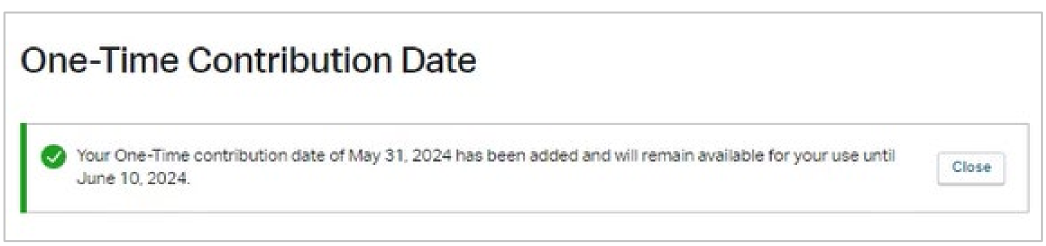


2. Select a **contribution date** from the calendar and select a reason for the one-time contribution from the “**Reason**” dropdown.



Payroll dates cannot be added if they are more than 30 days in the past. To submit a contribution older than 30 days, please contact your client service team.

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



Glossary

Employee 401(k)

Pre-tax employee contributions that reduce your taxable income.

Manually Enter Contributions

This method requires manually keying in participant data fields such as Deferral Amounts (pretax & Roth), and Employer Contributions (Discretionary Once the data is entered for the first time, the system will remember and store the original inputs so that you will only need to review and make changes where applicable for future submissions.

Profit Sharing

Discretionary employer contributions based on profits of the company. If your plan allows for profit sharing contributions, you are not required to fund this contribution but have the flexibility to do so based on compensation.

Roth 401(K)

Employee contributions made after income tax but are tax-free when a qualified distribution occurs.

Sites

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