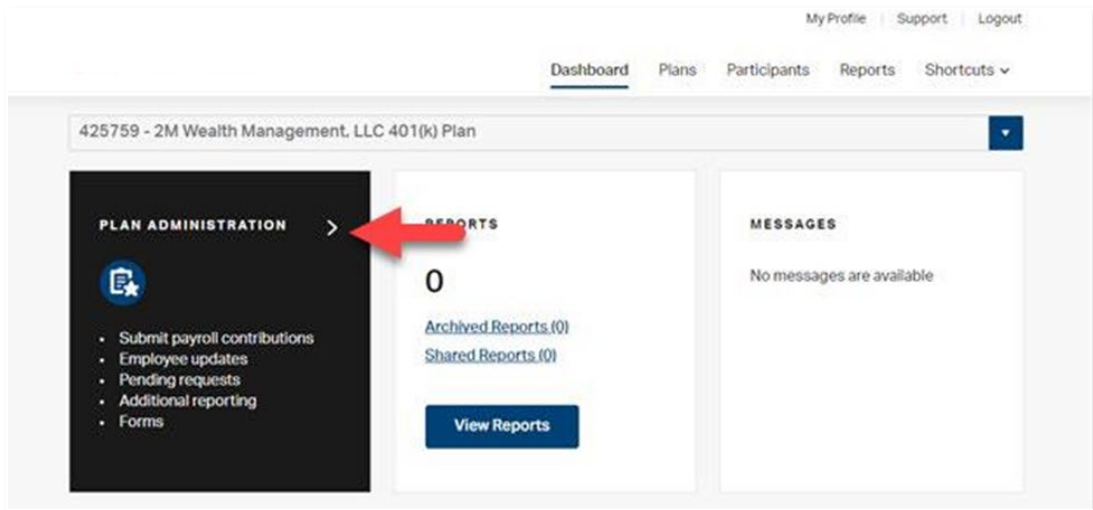


Instructions for Payroll File Submission

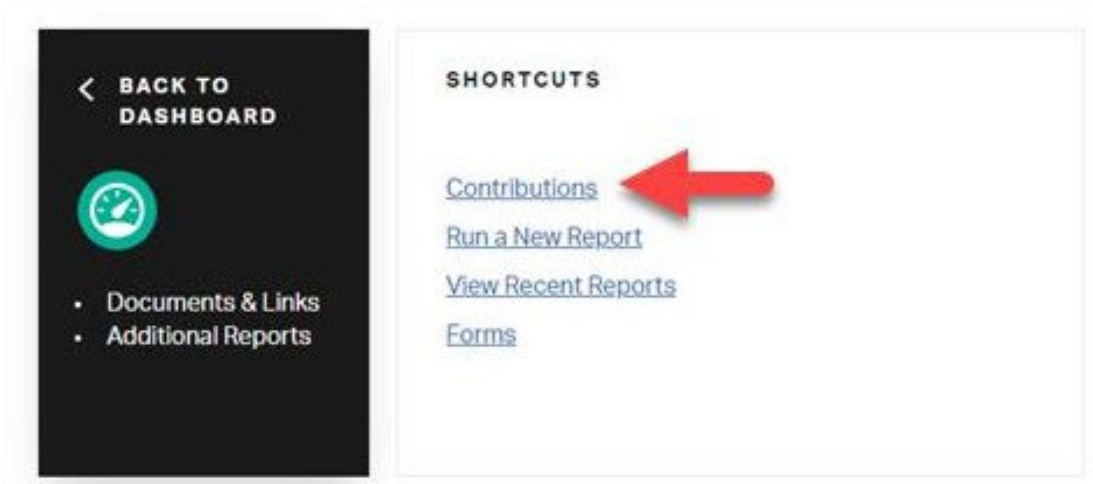
Payroll File Submission via Manual Entry

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.

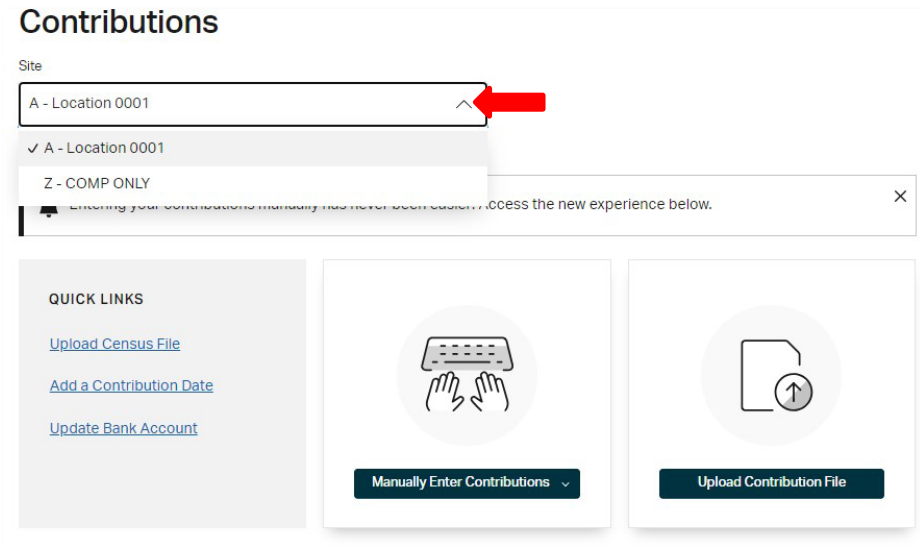
1. When you first log in, you'll see your plan homepage. To get started, select **PLAN ADMINISTRATION**.



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



3. Select the site for which you are submitting contributions (if you have multiple locations). The term “site” refers to each location or division's payroll frequency.



4. Select **Manually Enter Contributions**. If you had previously initiated a payroll submission but didn't complete the process, you will see two options: continue in progress or reset in progress. If you would like to continue working on the payroll, click **continue in progress**. If you would like to cancel that payroll, click **reset in progress**.

Note: If there is a contribution in progress for this site, you will not be able to submit payroll for a different date until you either submit the in-progress payroll or reset (delete) the contributions in progress.

5. Select a contribution date from the dropdown menu, which is pre-populated with payroll dates and payroll 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 they are more than 30 days in the past. To submit a contribution older than 30 days, please contact your client services team.

Manually Enter Contributions
A - Location 0001

Update Review Fund

Contribution Date
September 1, 2023 - Not Started [+ Add a Contribution Date](#)

Contribution Information

Search Employees [Clear All Data](#) [Add Employee](#)

EMPLOYEE NAME	SSN	COMPENSATION	EE DEFERRAL	PROFIT SHARING	ER MATCH	LOAN PLAN
Nemicedms_TEST	XXX-XX-5078	\$0.00	\$0.00	\$0.00	\$0.00	
Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

1 employee

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

6. The contributions grid will be blank. If you need to add a new employee or an existing employee, you can do so by clicking on the **Add Employee** button. If your plan participants have individual custodial agreements with Vanguard, you will not have the option to add a new employee.

Contribution Information

Search Employees Search for existing employee
Add a new employee

EMPLOYEE NAME	SSN	COMPENSATION	EMPLOYEE 401(K)	ROTH 401(K)	PROFIT SHAR
Radnr_TEST	XXX-XX-1468	\$0.00	\$0.00	\$0.00	\$0.00
Barsce_TEST	XXX-XX-4593	\$0.00	\$95.83	\$0.00	\$0.00
Bonofrle_TEST	XXX-XX-4031	\$0.00	\$1,250.00	\$0.00	\$0.00
Belrops_TEST	XXX-XX-5026	\$0.00	\$190.00	\$0.00	\$0.00
Bemuxaev_TEST	XXX-XX-3905	\$0.00	\$125.00	\$0.00	\$0.00
Daems_TEST	XXX-XX-4990	\$0.00	\$412.50	\$0.00	\$0.00
Davton_TEST	XXX-XX-8783	\$0.00	\$232.50	\$0.00	\$0.00
Totals		\$0.00	\$26,057.67	\$0.00	\$0.00

106 employees

[Reset Contribution Data](#)

- Once all your participants are listed, you can enter all information in the available fields. When 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)	ROTH 401(K)	PROFIT SHARE	
Radny_TEST	XXX-XX-1468	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Barace_TEST	XXX-XX-4593	\$0.00	\$95.83	\$0.00	\$0.00	\$0.00
Bennofgk_TEST	XXX-XX-4031	\$0.00	\$1,250.00	\$0.00	\$0.00	\$0.00
Betrpps_TEST	XXX-XX-5026	\$0.00	\$190.00	\$0.00	\$0.00	\$0.00
Bemuxaev_TEST	XXX-XX-3905	\$0.00	\$125.00	\$0.00	\$0.00	\$0.00
Daams_TEST	XXX-XX-4990	\$0.00	\$412.50	\$0.00	\$0.00	\$0.00
Davfrc_TEST	XXX-XX-8783	\$0.00	\$232.50	\$0.00	\$0.00	\$0.00
Totals		\$0.00	\$26,057.67	\$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. This helps ensure that your file is submitted in good order.

Manually Enter Contributions

A - Location 0001

Update Review Fund

Reviewing submission...




Reviewing contribution totals...

Checking for new employees...

9. The 'Review Totals' section 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 >](#)

10. Next, you will see a read-only view of the total ACH withdrawal and the bank account to be used.
- If a forfeiture balance is to be applied to offset your payroll funding, enter the total forfeiture amount (all employer sources) to be applied in the **Forfeiture Account** field. To view your available forfeiture dollars, click on the link on this screen to run the “Forfeiture and Suspense Report.”

Click **Confirm and Submit**.

Note: If selecting a future payroll date, contributions will not be deducted from the applicable bank account until the payroll date.

To update bank information, please see instructions at the end of this document.

Manually Enter Contributions

A - Hourly

Update — Review — Fund

Fund

Forfeiture Account
\$0.00
Forfeitures available to use can be found on the [Forfeiture and Suspense Report](#).
How do I apply a forfeiture? ⓘ

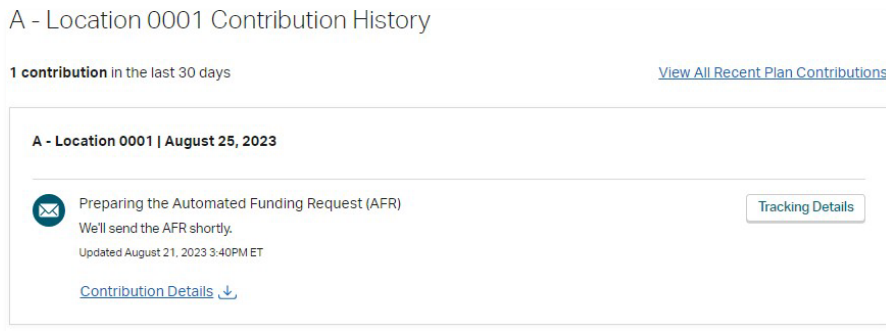
ACH Withdrawal
\$1,255.32

Bank Account
*****5401
JPMORGAN CHASE BANK, NA

< Back Confirm and Submit >

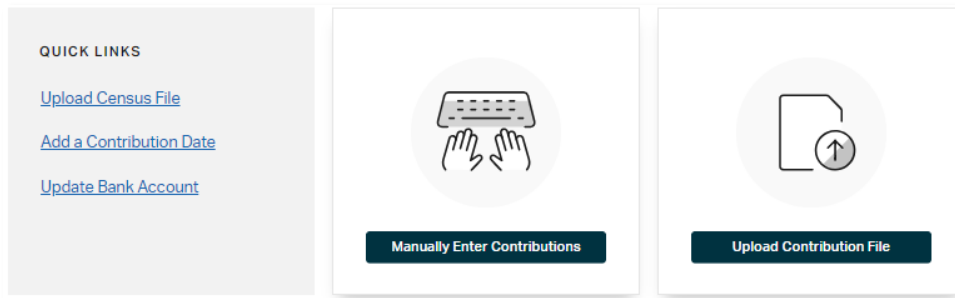
11. After submission, you will receive an Automated Funding Request (AFR) email that confirms the contribution date, site, and source totals, and whether contributions are funded via Automated Clearing House (ACH), check, or wire transfer. The AFR email will also include funding instructions, if necessary.

12. 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.



To Update Banking Information:

1. Navigate back to the Contributions screen. Under Quick Links you will select the option to **Update Bank Account**.



2. On the **Contribution Bank Account** window, select Edit to update the existing bank account for a specific site or if adding a bank account to a site, select Add Bank Account.

Contribution Bank Account

[Edit All Sites](#)

Client Number 035134	Company Name DATA STANDARDS TEST PLAN
--------------------------------	---

A - TR Site		
Bank Name --	Routing Number 123456789	Account Holder Name TEST
Bank Account Number *****0000	Account Type Checking	Edit

B - A8
There is no bank account setup for this site. Bank account information is displayed for sites that are setup to remit contributions through Automated Clearing House (ACH).
Add Bank Account

3. Update/add all pertinent information on the **Edit Contribution Bank Account** window.

Edit Contribution Bank Account

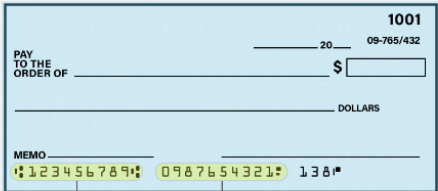
! Changes to your bank account will not apply to the contribution(s) currently in progress. Future contributions for this site will be pulled from the updated contribution bank account. X

Client Number 035134	Company Name DATA STANDARDS TEST PLAN
--------------------------------	---

Site
A - TR Site

Enter your contribution bank account details below to authorize plan contributions via the Automated Clearing House (ACH) directly into the retirement plan trust. You must agree to authorize the withdrawal of funds before you can save any changes.

Successful submissions are effective immediately, and you will receive a confirmation notification once submitted. To avoid a delay in ACH debits, notify your financial institution of any changes to your contribution bank account, and provide them with the Ascensus Trust's ACH Company ID: 4450404698.

Routing Number <input type="text" value="123456789"/>	 <p style="text-align: center;">Routing Number Account Number</p>
---	---

Bank Name --	
Account Holder Name <input type="text" value="TEST"/>	
Account Number <input type="text" value="*****0000"/>	
Confirm Account Number <input type="text" value="*****0000"/>	

Account Type
 Checking Savings

I authorize Ascensus Trust to debit the appropriate funds from the above referenced account. I agree that all information is accurate and sufficient funds exist to cover contribution amounts submitted. This Authorization will remain in full force and effect unless notification of its termination is delivered to the trust. The trust reserves the right to suspend or terminate this Agreement if there is a pattern of ACH rejections. I have read the [E-SIGN Disclosure](#) and understand that I am signing this document by applying an electronic signature and agree to the terms set forth within this Agreement.