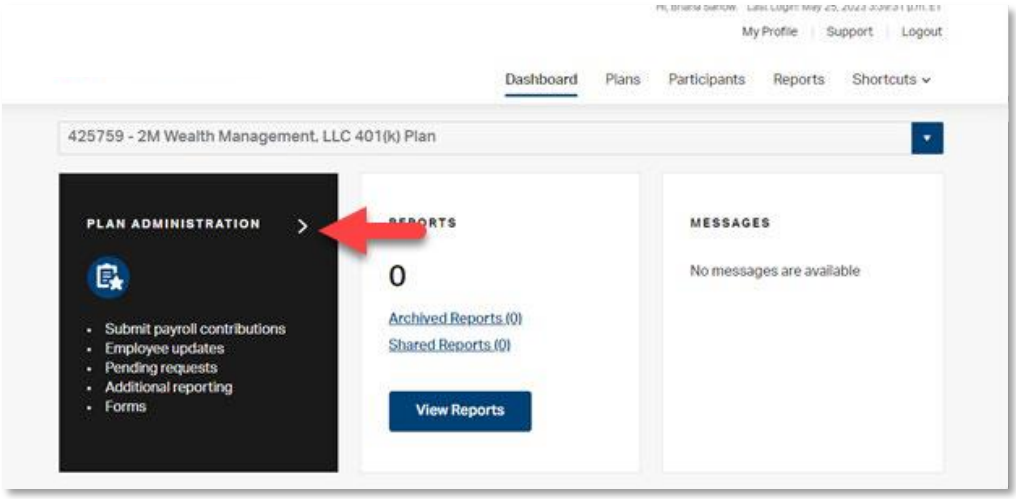
Instructions for Payroll File Submission

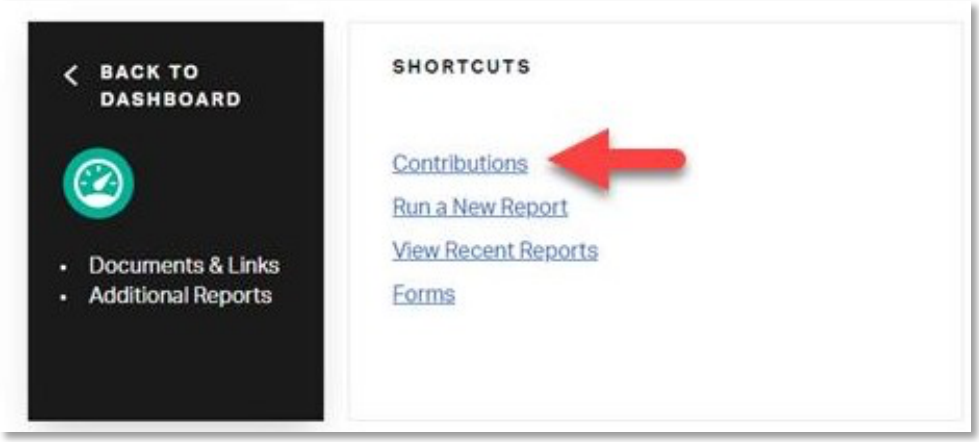
Payroll File Submission via Manual Entry

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

1) When you first log in, from the **Dashboard**, select **Plan Administration** to get started**.**



2) Under Shortcuts, select **Contributions**.



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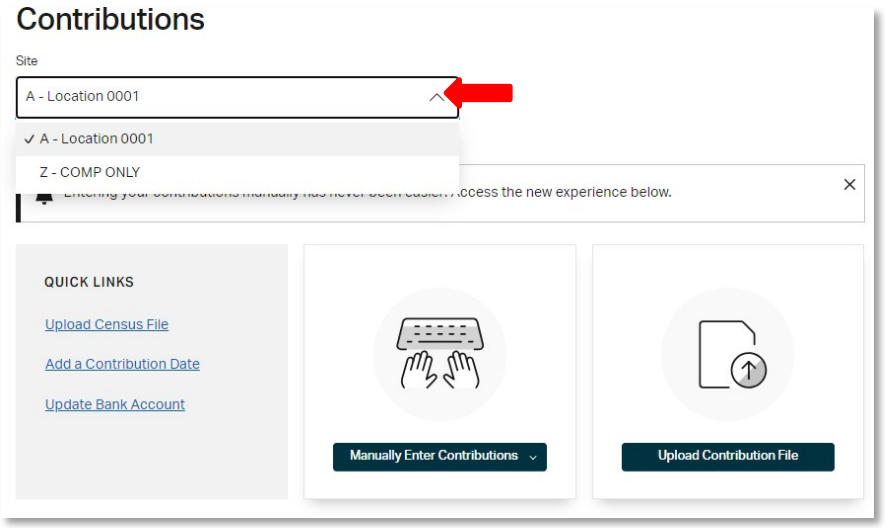
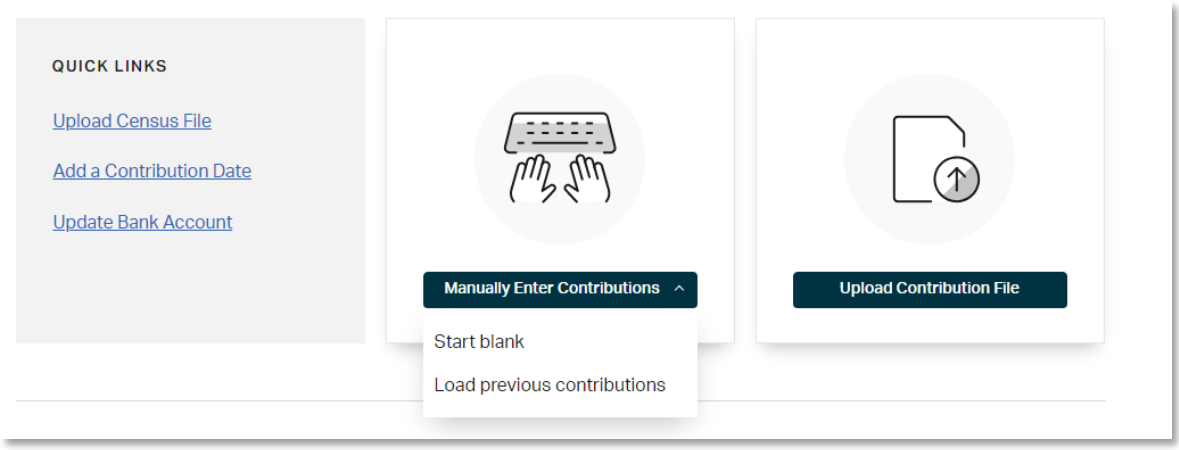
3) From the **Contributions** page, choose a ‘Site’ from the drop-down list.

   The term ‘site’ refers to a unique set of rules used to process a payroll file. You may have different sites due to different banking accounts, payroll frequencies, and/or employee groups (e.g., affiliates).



4) Click **Manually Enter Contributions** and select either **Start blank** or **Load previous contributions**.

   Select **Start blank** to start a new submission and manually add participants and contribution amounts. Select **Load previous contributions** if you want to expedite the manual entry process by pulling in the contributions submitted with your last payroll file.



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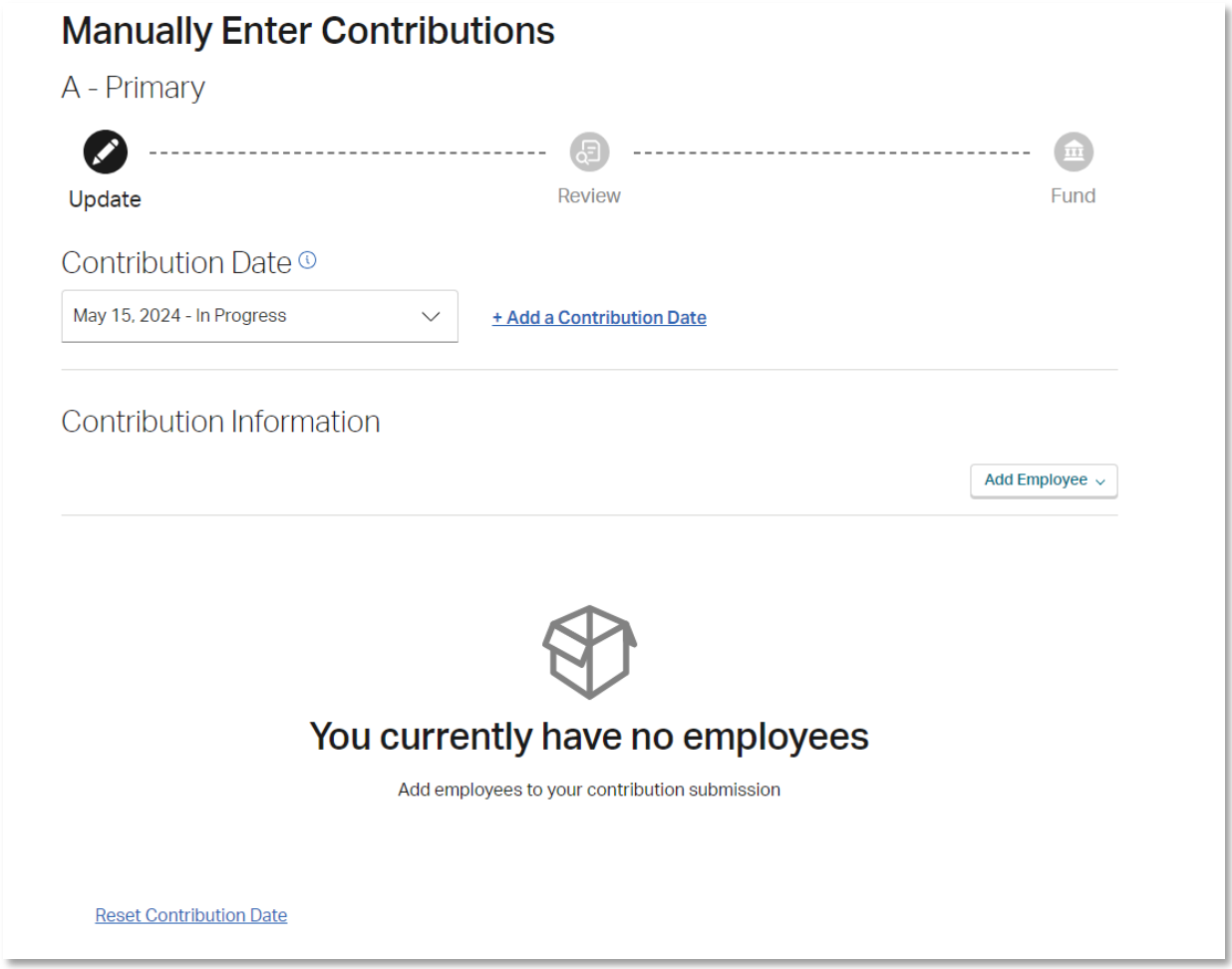
5) From the **Manually Enter Contributions** page, select a contribution date from the drop-down list. If you have a contribution date that is not listed, click **Add Contribution Date**. Future dated contributions will not be processed until the payroll date.

   The drop-down list is populated with expected payroll dates. If you need to submit a payroll date that is more than 30 days in the past, or you have changed your payroll frequency, please contact your client services team to adjust the payroll calendar before you proceed.



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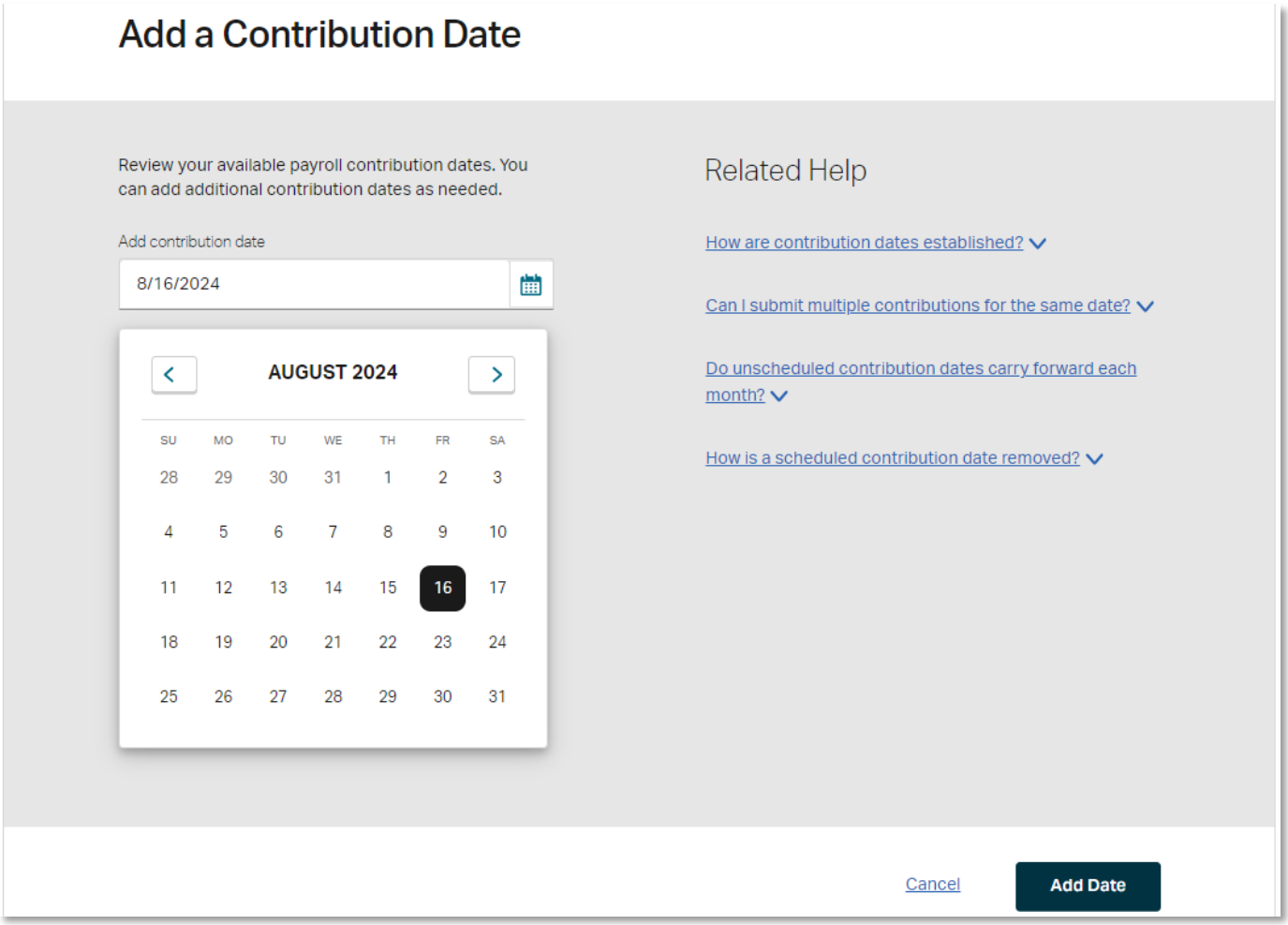

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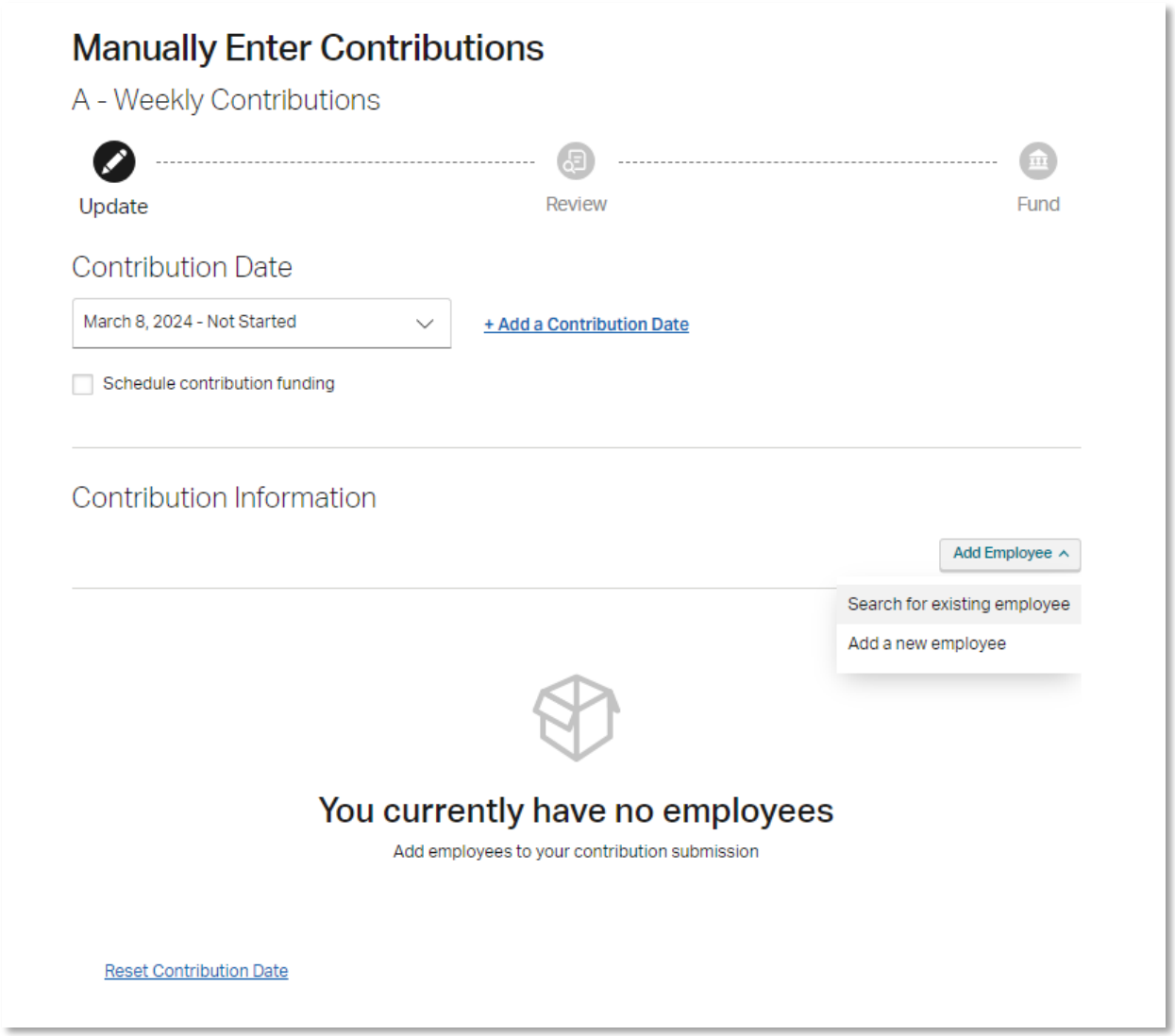
6) If you selected **Start blank** in the previous step**,** click **Add Employee** to search for an existing employee or add a new one. Continue in this fashion until you have added all the participants for this payroll.



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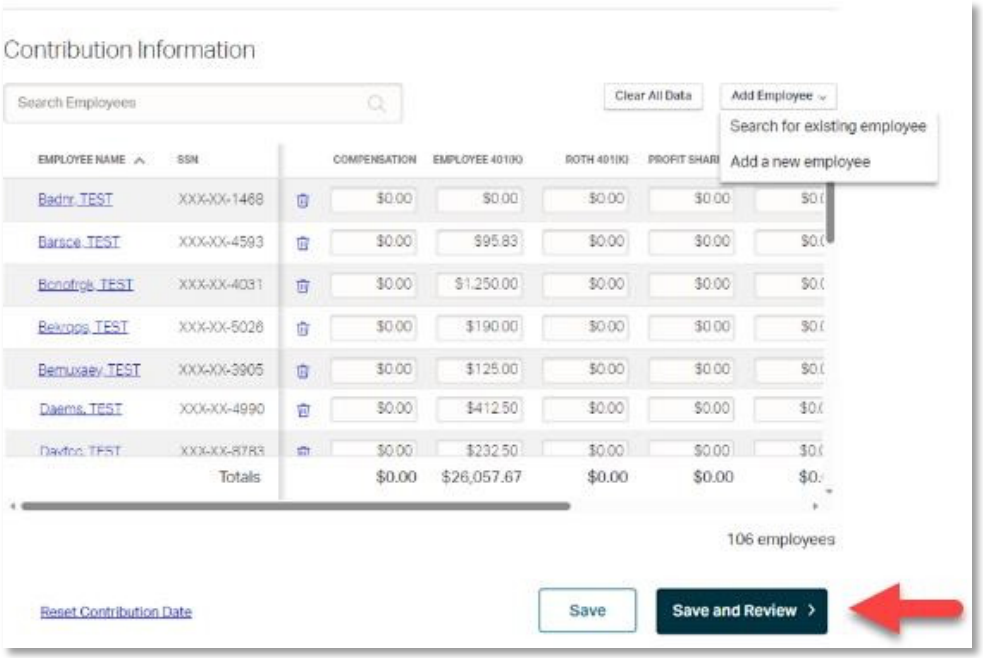
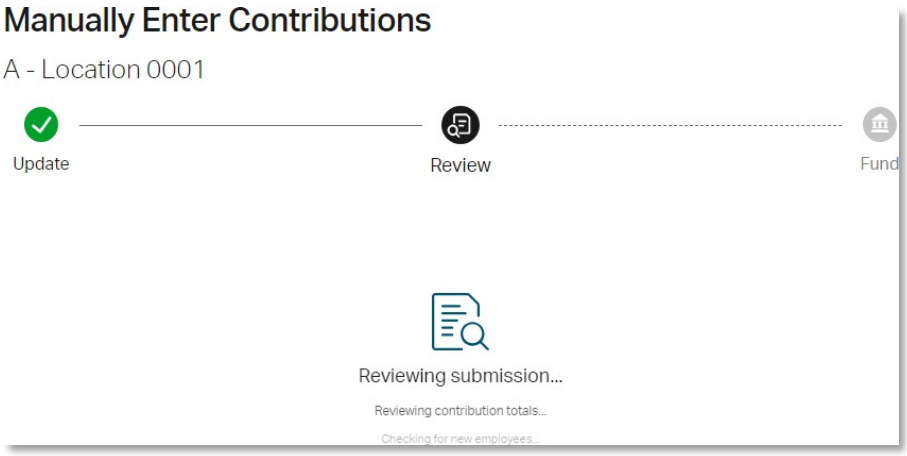
7) Under **Contribution Information**, enter all information in the available fields or overwrite data pulled in from a previous payroll. Once you are ready to proceed, click **Save and Review.**



8) After you save and review, the system will perform an initial review of your submission in real time to help you identify and correct data errors that could delay processing.



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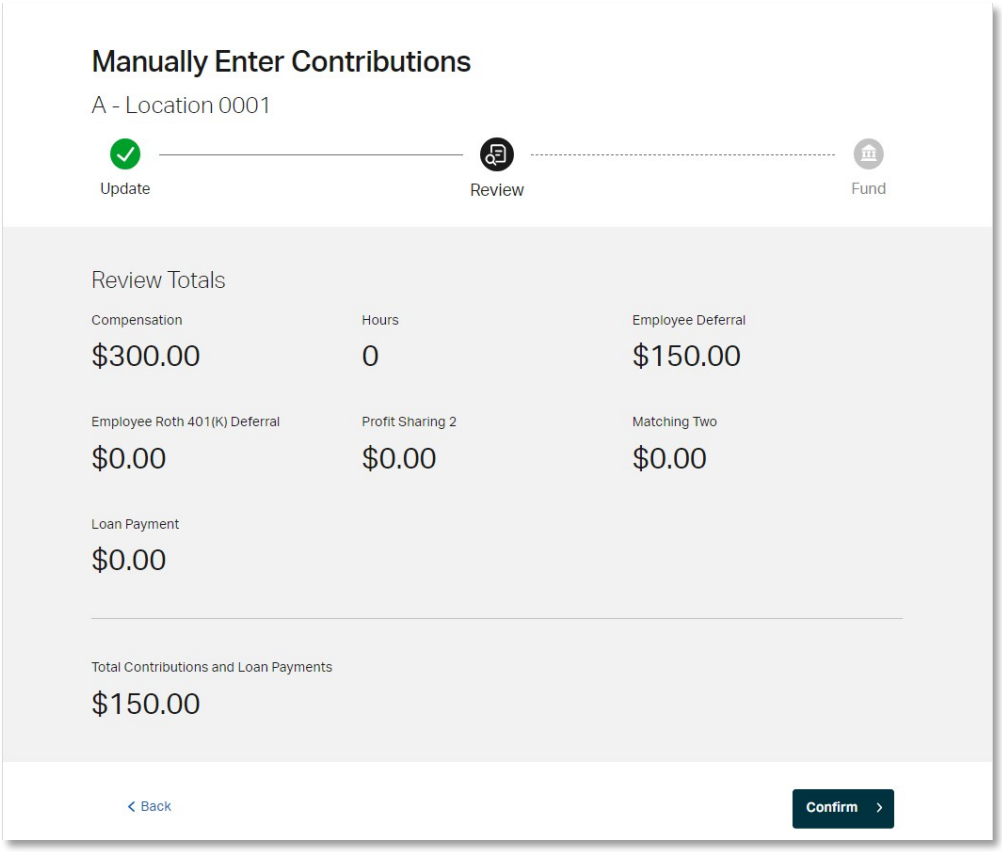
9) Once the initial review is in good order, the **Review Totals** page will appear. If the information matches the intended totals from your payroll, click **Confirm** to continue processing.



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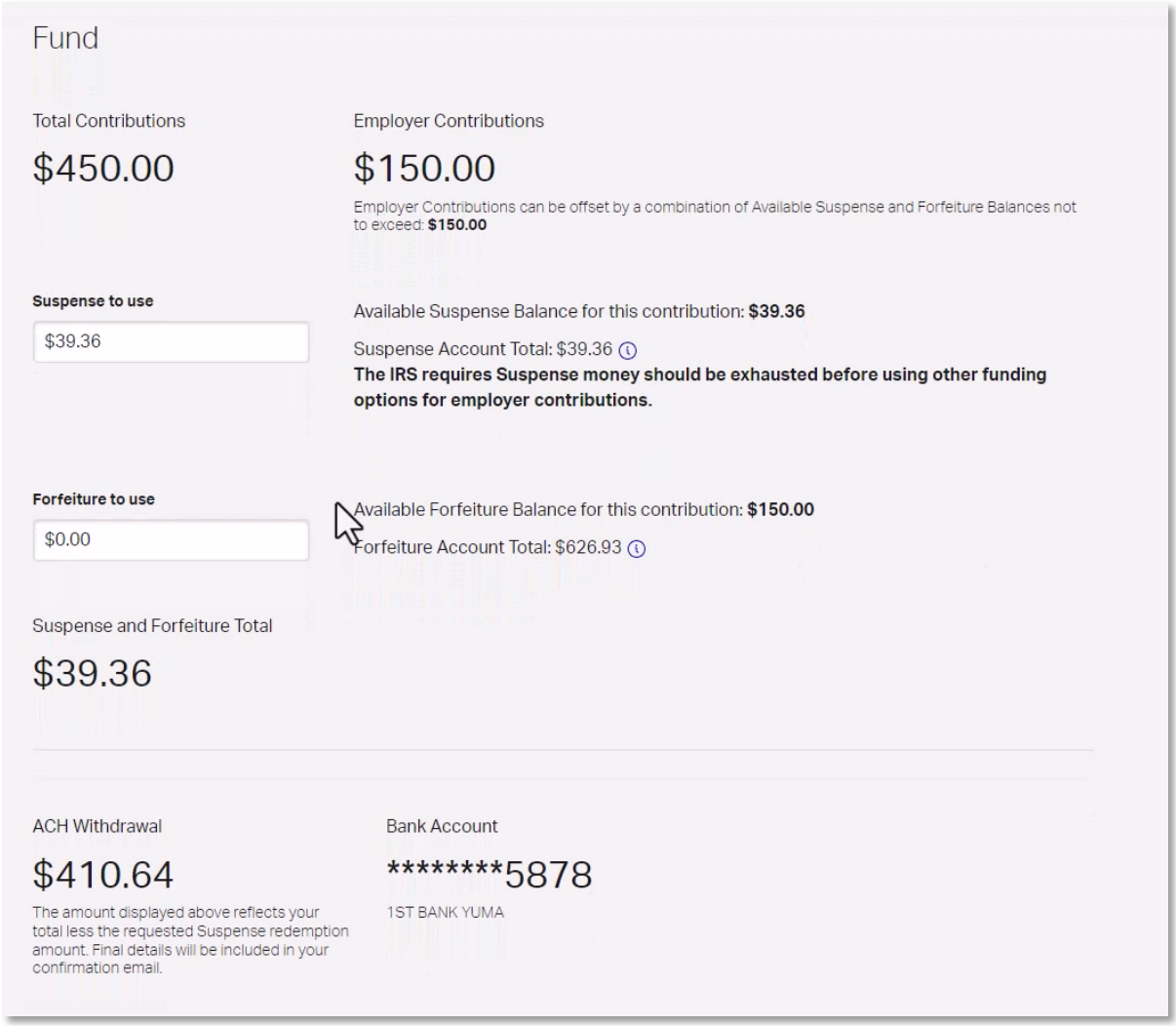
10) From the **Fund** page, you may be presented with the option to use suspense or forfeiture dollars to fund the payroll. If also funding via an ACH (automated clearing house) pull, the last four digits of the account number will be listed for your review. Once all funding is completed and in good order, the payroll file will be submitted for processing by clicking on **Confirm and Submit**.

    A suspense balance generally includes previously overfunded dollars. A forfeiture balance generally includes non-vested employer contributions that were forfeited at the time of a participant distribution.

    If you have changes to the bank account that should be used for ACH funding, please exit out of the payroll process and use the **Update Bank Account** link on the **Contributions** page to update your bank account information.



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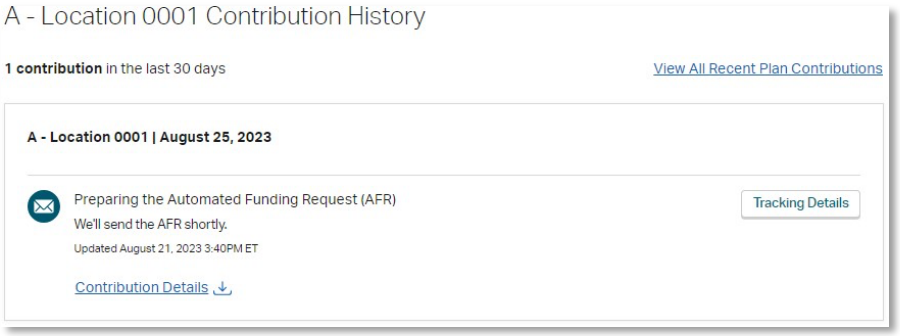
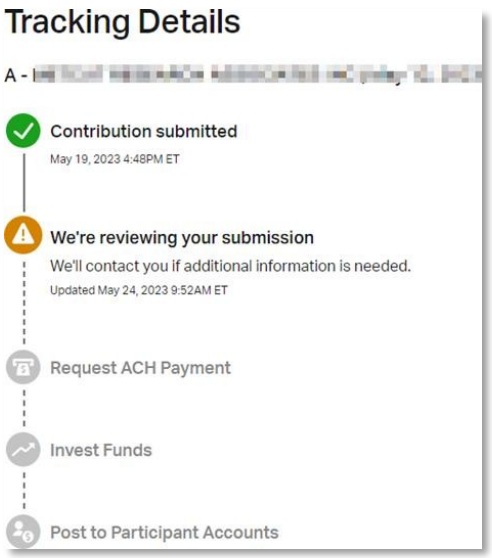
11) Once the payroll has been submitted, we will review and resolve additional errors. Direct outreach may be needed. The payroll will not be processed until all data is in good order. You can view the status of the payroll by clicking **Tracking Details** from the **Contributions History** page.





12) An automated funding request (AFR) will be sent to each contact associated with the 'site' once the payroll is in good order. The AFR will include the contribution date, site, source totals, method of funding (i.e., ACH, check, or wire), and funding instructions, if necessary.

13) Contributions will be invested once all funding has been received. Additional processing time will be needed if you elected to use suspense or forfeiture dollars to fund your payroll.

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