

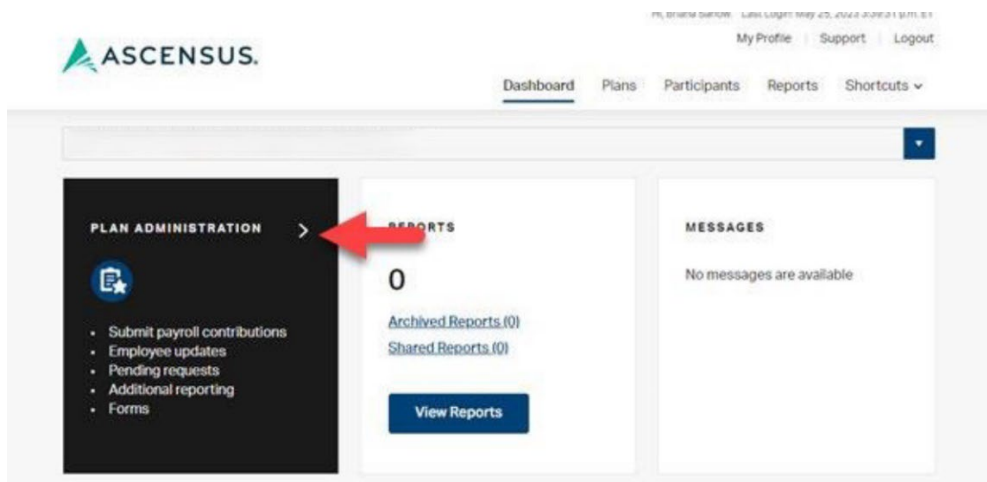
# Instructions for Payroll File Submission

## Payroll File Submission via Manual Entry

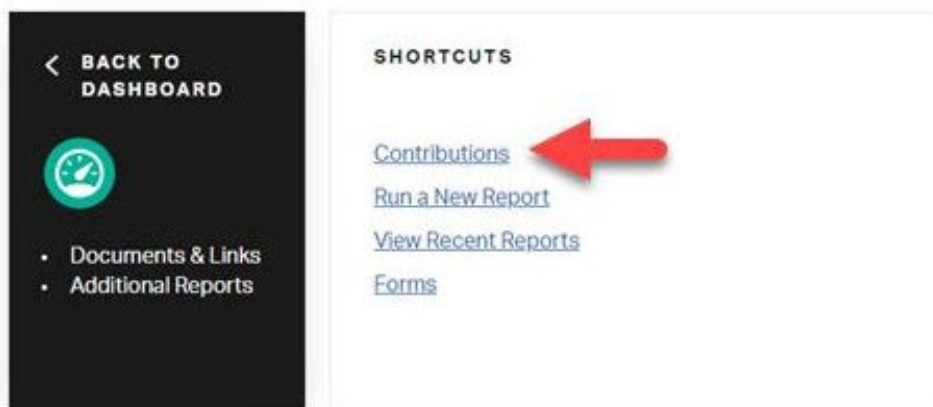
You will find everything you need to manage payroll and census data directly on the plan website. This document focuses on the process for submitting contributions manually; however, you also have the option of uploading with a file—whatever your preference, we have you covered.

We are always reviewing and enhancing our contribution process, and will provide updated instructions as needed.

1. Log into your plan website and select **Plan Administration**



2. 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.

**Contributions**

Site  
A - Semi-Monthly Payroll 50%  
ABC COMPANY DEMO 401(K) PLANS (999999)

**Quick Links**

- [Upload census file >](#)
- [Add a contribution date >](#)
- [Update bank account >](#)

**Manually enter contributions** ▾

**Upload contribution file**

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.

**Manually enter contributions** ▾

- Load previous contributions
- Start blank

**Upload contribution file**

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- 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.

### A - Semi-Monthly Payroll 50%



#### Contributions

Contribution date ⓘ

August 15, 2025 - In Progress

+ Add a contribution date

Add employee ▼



**You currently have no employees**

Add employees to your contribution submission

[Reset Contribution Date](#)


[Close](#)


# 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.

### A - Semi-Monthly Payroll 50%

  
Update

  
Review

  
Fund

#### Contributions


Contribution date ⓘ  
August 15, 2025 - In Progress

+ Add a contribution date

Add employee ▾

Search for existing employee

Add a new employee



### You currently have no employees

Add employees to your contribution submission

Reset Contribution Date

Close

# Instructions for Payroll File Submission

## Payroll File Submission via Manual Entry

- 7) 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 Continue**.

A - Semi-Monthly Payroll 50%

Update

Review

Fund

Contributions

Contribution date ⓘ

August 15, 2025 - In Progress

+ Add a contribution date

Search

Clear all

Add employee ▾

EMPLOYEE NAME	SSN (LAST 4)		COMPENSATION	HOURS	EMPLOYEE 401(K)	ROTH 401(K)	PROFIT SHARING	ER MATCH	SH MATCH
<a href="#">PARTICIPANT TEST</a>	8811		\$1,000.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<a href="#">PARTICIPANT TEST D</a>	3540		\$2,000.00	0	\$200.00	\$0.00	\$0.00	\$100.00	\$0.00
<a href="#">PARTICIPANT TEST M</a>	1845		\$2,500.00	0	\$175.00	\$0.00	\$0.00	\$0.00	\$0.00
<a href="#">PARTICIPANT TEST N</a>	9447		\$1,500.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<a href="#">PARTICIPANT TEST R</a>	4444		\$3,000.00	0	\$300.00	\$0.00	\$0.00	\$150.00	\$0.00
Totals			\$10,000.00	0	\$675.00	\$0.00	\$0.00	\$250.00	\$0.00

5 employees

Reset Contribution Date

Close

Save

Save and Continue >

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

A - Semi-Monthly Payroll 50%

Update

Review

Fund

Reviewing submission...

Calculating 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 **Continue** to continue processing.

A - Semi-Monthly Payroll 50%

Update

Review

Fund

Review

Compensation	Hours	Employee 401(K)
\$10,000.00	0	\$675.00
Employee Roth 401(K) Deferral	Employer Profit Sharing	Employer Match
\$0.00	\$0.00	\$250.00
ER Match - Safe Harbor	Safe Harbor Non-Elective	Qualified Non-Elective Contrib
\$0.00	\$0.00	\$0.00
Loan Payment		
\$0.00		
Total Contributions and Loan Payments		
\$925.00		

< Back

Cancel

Continue >

# Instructions for Payroll File Submission

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- 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 **Submit**.

Fund

Total Contributions

\$450.00

Employer Contributions

\$150.00

Employer Contributions can be offset by a combination of Available Suspense and Forfeiture Balances not to exceed: **\$150.00**

Suspense to use

Available Suspense Balance for this contribution: **\$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**

Forfeiture Account Total: \$626.93 ⓘ

Suspense and Forfeiture Total

\$39.36

ACH Withdrawal

\$410.64

The amount displayed above reflects your total less the requested Suspense redemption amount. Final details will be included in your confirmation email.

Bank Account

\*\*\*\*\*5878

1ST BANK YUMA

# Instructions for Payroll File Submission

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- 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

[Contribution Details](#) 

[Tracking Details](#)

Updated: September 2025

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