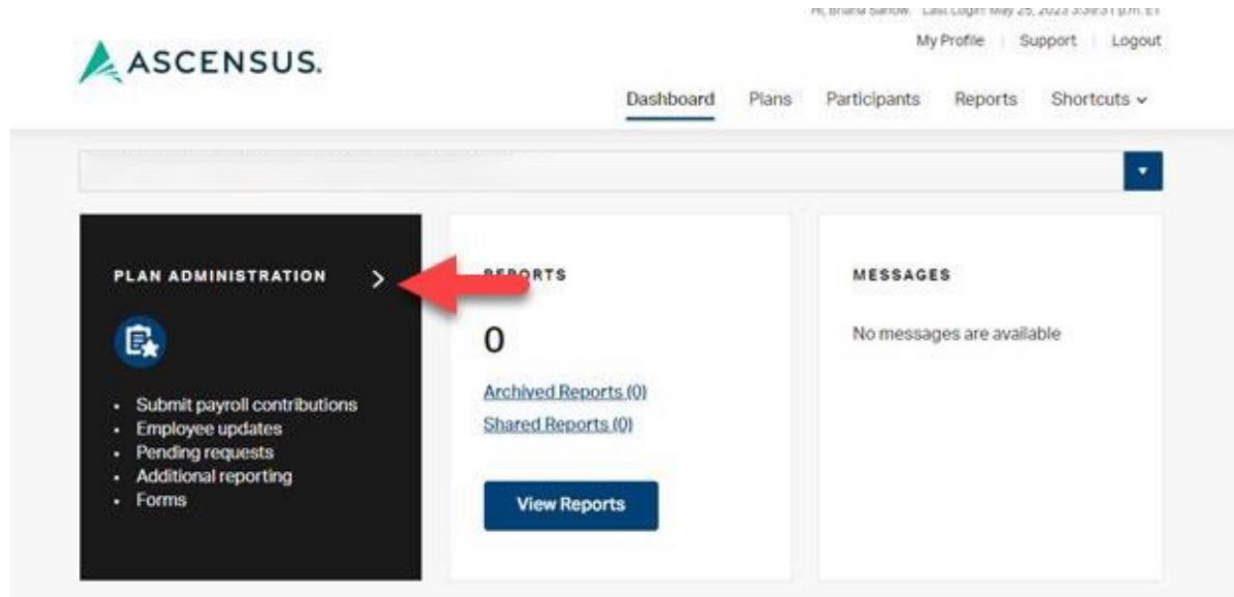


Instructions for Payroll File Submission

Payroll File Submission via File Upload

You will find everything you need to manage payroll and census data via file upload on the plan website.

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



- 1) If you elect to submit contribution and census data via the plan website, uploading your file is quick and seamless.

From here, click **Contributions**.



Instructions for Payroll File Submission

- 2) 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.

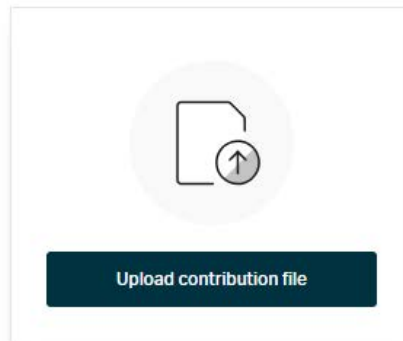
You can save time by selecting **Upload Contribution File**, which enables you to upload contribution and census data together.

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 >](#)

Instructions for Payroll File Submission


- 3) Select a contribution date from the drop down, which is pre-populated with pay date and payroll frequency information gathered from past payroll submissions.

If you need to schedule a one-time contribution date outside of your normal payroll frequency, you can do so by selecting the Add a Contribution Date link.

Add a Contribution Date

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

Add contribution date

mm/dd/yyyy 

<

APRIL 2024

>

SU	MO	TU	WE	TH	FR	SA
31	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	1	2	3	4

Related Help

[How are contribution dates established? ^](#)

They are designed to match the frequency of your payroll dates. If your payroll frequency changes, contact your client service team to make updates.

[Can I submit multiple contributions for the same date? v](#)


[Do unscheduled contribution dates carry forward each month? v](#)


[How is a scheduled contribution date removed? v](#)


Instructions for Payroll File Submission

- 4) Now you are ready to attach your contribution file and select the corresponding file format from the drop-down list. Once attached, select **Continue**.
- 5) The system completes an initial review of your submission in real-time to help you identify and correct file errors that could delay processing. This helps ensure that your file is submitted in good order.

A - Semi-Monthly Payroll 50%


Upload


Review


Fund

Upload

Contribution date ⓘ


Aug 01 2025

+ Add a contribution date

File upload

Choose File

No file chosen

Template file 

Cancel

Continue

Instructions for Payroll File Submission

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Validating file format...

Calculating contribution totals...

Checking for new employees...

The 'Review Totals' step displays the amounts being funded to each contribution source.

A - Semi-Monthly Payroll 50%



Review

Compensation	Hours	Employee 401(K)
\$3,000.00	0	\$300.00

Employee Roth 401(K) Deferral	Employer Profit Sharing	Employer Match
\$0.00	\$0.00	\$150.00

Loan Payment
\$0.00

Total Contributions and Loan Payments
\$450.00

[< Back](#)

[Cancel](#)

[Continue >](#)

Instructions for Payroll File Submission

- 6) 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 applicable. If also funding via an ACH pull, the last 4 digits of the account number will be listed for your review.

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

- 7) Once all funding is completed and in good order, the payroll file is submitted for processing by clicking on **Submit**.

Instructions for Payroll File Submission

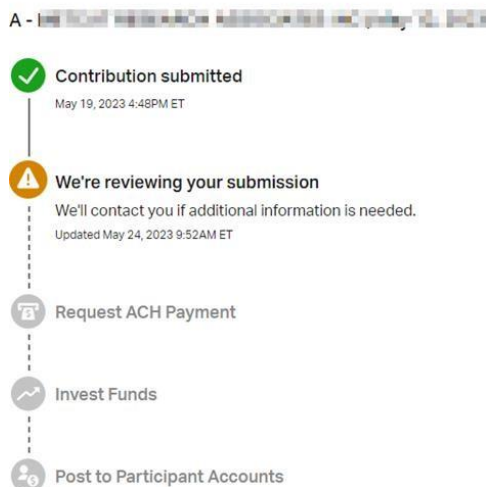
Upload Contribution File



Submitting your contribution to be processed...

- 8) 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.
- 9) 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.

Tracking Details



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