Payroll File Submission via File Upload

Comparing the file upload process before and after your plan move.

As you transition to the new recordkeeping platform, submitting payroll may feel a bit different. So, it's important to understand changes in the new payroll process.

This document offers a side-by-side comparison of the old (before your plan moved recordkeepers) and new (after your plan moved recordkeepers) payroll file upload procedures. It highlights key differences, providing you with a clear understanding of what has changed and what remains consistent.

For your convenience, we've paired this comprehensive "how-to" guide, which steps you through the process of submitting payroll via file upload on the new platform, ensuring you have all the information needed to complete the task efficiently and accurately.

GETTING STARTED

Everything you need to manage payroll, both submission and reporting of data, is located on your plan website. Once you have a payroll file ready for submission, continue to the next section of the guide to begin the upload.

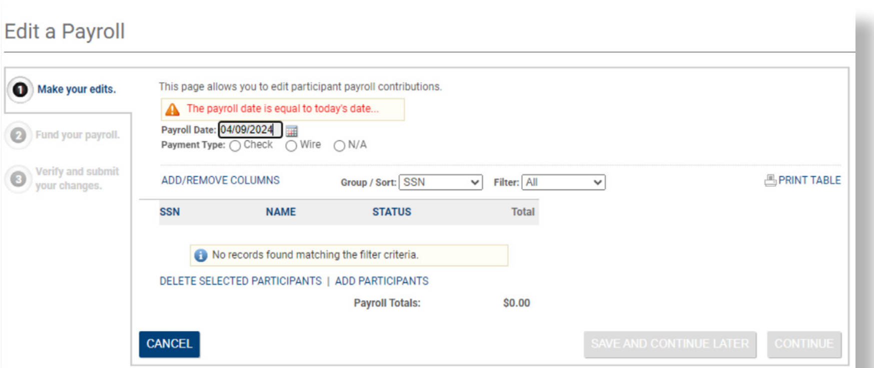
CHOOSING PAYROLL DATES

Importing files under the old experience required you to enter a payroll date before you submitted the file for processing or include a payroll date on the file itself. Your new experience will build "sites" within your plan for each payroll frequency or bank account* you utilize. Each site will populate a calendar of expected payroll dates, which will allow file uploads.

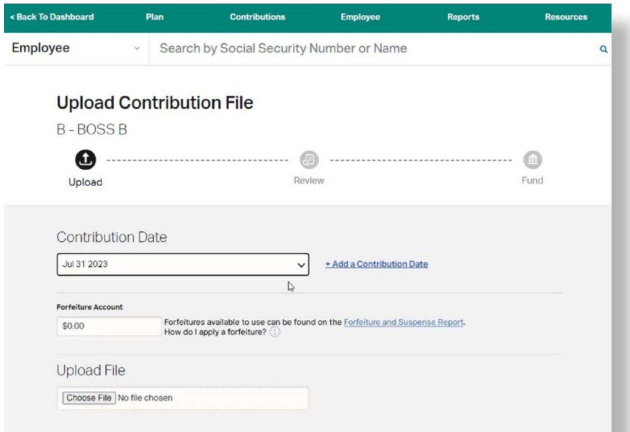
When submitting a file, you will choose the site related to that file and then choose the payroll date within that site. This gives you the flexibility to upload files when it works for you. You can still manually add dates for compensation bonuses, adjustments, or one-off scenarios as needed.

***Plans with bank accounts by affiliate can submit a single file, but it must have the affiliate code for each participant on the file.**

Before Move



After Move



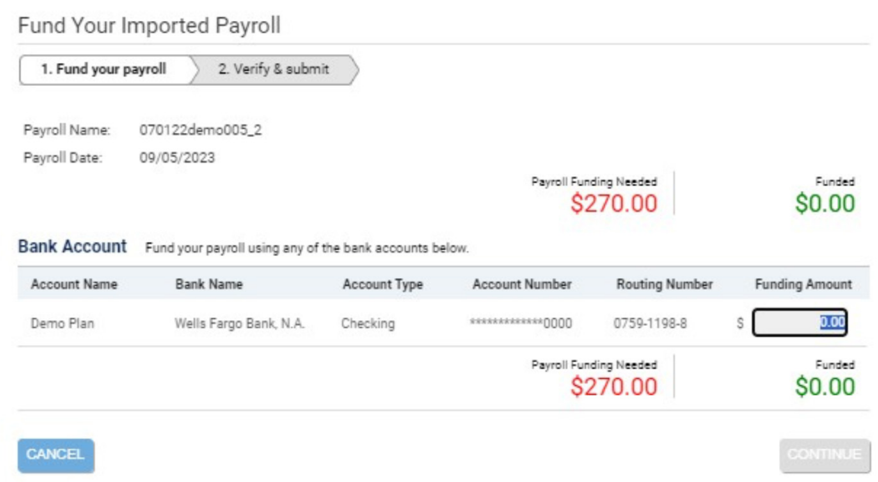
REVIEW AND FUNDING

The old experience may have required that you take steps to complete funding after you uploaded the file. The new experience has a built-in funding review screen so you can view payroll totals before submission.

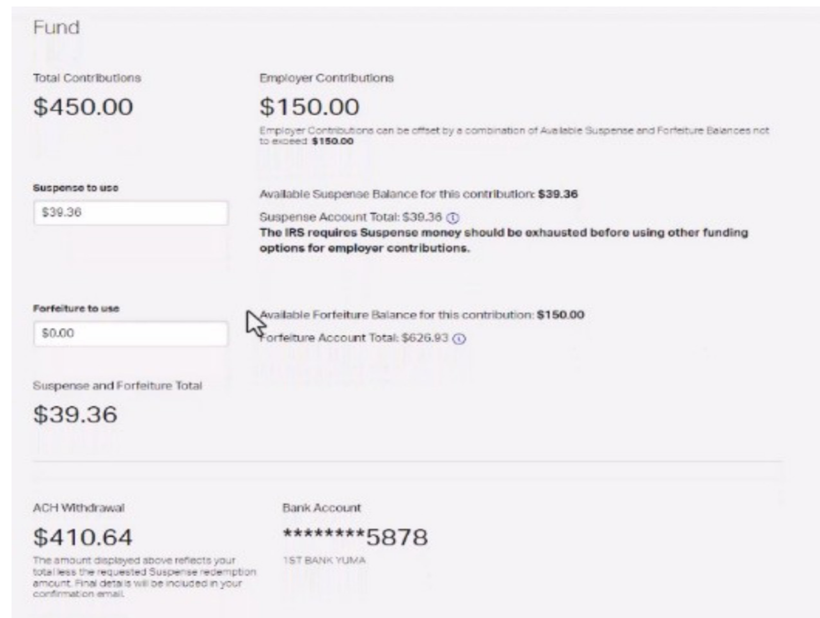
SUSPENSE AND FORFEITURE

In the old experience, separate action had to be taken during the funding step to utilize suspense and forfeiture accounts. Our new experience integrates this into the submission step at the funding confirmation. The site will present the submitter with existing suspense and forfeiture balances and allow use of 100 percent of suspense or 90 percent of forfeitures at the time of submission. The file will then either begin processing immediately or wait for the future payroll date.

Before Move



After Move



TRACKING AND CONFIRMATION

The old system allowed you to choose to receive email notifications when your payroll was received—before any edits or reviews. Now, after each payroll file has been processed, designated site contacts will receive email confirmations with final financial details, such as any adjustments made for suspense accounts or forfeiture dollars.