

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

Edit a Payroll

1 Make your edits.

2 Fund your payroll.

3 Verify and submit your changes.

This page allows you to edit participant payroll contributions.

The payroll date is equal to today's date...

Payroll Date:

Payment Type: ☐ Check ☐ Wire ☐ N/A

ADD/REMOVE COLUMNS Group / Sort: SSN Filter: All PRINT TABLE

SSN	NAME	STATUS	Total
No records found matching the filter criteria.			

DELETE SELECTED PARTICIPANTS | ADD PARTICIPANTS

Payroll Totals: \$0.00

CANCEL SAVE AND CONTINUE LATER CONTINUE

After Move

Back To Dashboard Plan Contributions Employees Reports Resources

Employee Search by Social Security Number or Name

Upload Contribution File

B - BOSS B

Upload Review Fund

Contribution Date

Jul 31 2023 + Add a Contribution Date

Forfeiture Account

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

Upload File

Choose File No file chosen

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

Fund Your Imported Payroll

1. Fund your payroll

2. Verify & submit

Payroll Name: 070122demo005_2

Payroll Date: 09/05/2023

Payroll Funding Needed

\$270.00

Funded

\$0.00

Bank Account

Fund your payroll using any of the bank accounts below.

Account Name	Bank Name	Account Type	Account Number	Routing Number	Funding Amount
Demo Plan	Wells Fargo Bank, N.A.	Checking	*****0000	0759-1198-8	\$ 0.00

Payroll Funding Needed

\$270.00

Funded

\$0.00

CANCEL

CONTINUE

After Move

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

\$39.36

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

\$0.00

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

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.