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1. Entering Ownership Information

You will need to provide all owners (those owning more than ½%), their ownership percentage and their employed family members (spouse, child, parent, grandparent, and legally adopted children/stepchildren).

- From the 'Compliance Services' page, click on "Pending" under "Ownership".
- If you provided ownership via the Compliance tab for the prior plan year end, you may select "Copy Ownership From Last Period." You will then be able to change the information, add relatives and delete existing owners and add new owners from this screen. If you did not provide ownership information on the Compliance tab last year, this option will not be available.
- If you have no owners, please select "No Owners".
- To add employee owners, click on "Add New Owner". This will take you to the 'Enter Ownership Page'. Input the employee name, Social Security Number, and ownership percentage. Once complete, click on "Save". You may continue to add owners until all employee owners have been entered.
- You may add relatives by selecting the "Add Relative" button. You will need to input the name, Social Security Number, and relationship to owner.
- When all owners and relative information has been entered, select the "Done Entering Ownership" button. Note: Once you have indicated that you are done entering ownership, you will not be able to make corrections to the Ownership information. You will need to contact your Compliance Analyst to make any ownership changes.
- Once you have completed the ownership information, you will be taken back to the 'Compliance Services' page and a completion date will appear under the status for ownership.
- If you select the "Complete Date", you will be able to view the ownership information that you have entered.

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2. Completing and Uploading Census Information

If you have a question regarding the specific information that we are requesting, or if you are questioning how a particular column needs to be formatted, please view the Sample Census and Explanation of Census Data.

If you have not completed your census and would like to download a current census, created from the payroll files you have remitted throughout the year, you may do so through the "Reports" feature on the main tool bar.

> If you have not submitted your final payroll, then please see the attachment How to Obtain the Compliance Data Summary Report for complete instructions on obtaining this file.
>
> If your final payroll has been submitted, then please see the attachment How to Obtain a Census File for complete instructions on obtaining this file.

It is important that **ALL** employees who received compensation during the plan year are included on the year-end census.

To **Upload your Census**, please follow the instructions below:

- From the 'Compliance Services' page, choose "Pending" under "Census" for the current plan year end.
- You may either click on the "Browse" button to select the census file you have created or type in the file path in the space provided (i.e., c:\census.txt). Once the path is entered, select "Upload File".
- The web site will check your data for reasonableness.
- If you receive a page titled "Errors and/or Warnings", corrections must be made to the file or assumptions must be accepted before the census will be successfully uploaded. You may refer to the Errors and Warnings section for additional information. The Helpful Hints for Setting up Your File page details what is required and what assumptions will be made. Once you make the necessary corrections to your census file, click on "Upload File" to re-submit your census.
- Once your census file is cleared of all errors and/or warnings it is ready to be submitted to Compliance Services for testing. You will have three options:
  - "Compliance Services Only". This will allow you to submit data that will only be used for Compliance and will not update any records on our recordkeeping system.
  - "For Compliance and Recordkeeping Services". If you select this option you will update our recordkeeping system with your census data for employees who are currently on our system. Only indicative data, such as hours and dates, will be updated as applicable to your plan. **It is important to know that if you do not make these changes to your payroll submissions, the information may be overwritten with your next payroll upload.**
  - "No, Continue Working". This option will allow you to return to your census file to make additional corrections before selecting one of the other two options.

After you have selected either "For Compliance Services Only" or "For Compliance and Recordkeeping Services", you will return to the 'Compliance Services' page and a completion date will appear under the status for the Census. Once the "complete" date is showing you will need to contact your Compliance Analyst if changes need to be made.

If you are having difficulties using Excel you may visit Excel Tips for helpful information. If you are having difficulties uploading your census you may visit Census Troubleshooting for more information.

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3. Errors and Warnings

There are two types of data issues reported:

1. Census File Errors describe data issues that must be corrected before the census will be accepted.
2. Census File Warnings describe questionable data that should be checked for accuracy and corrected if necessary. You may prompt the system to accept the warnings. If you accept the warnings we will use the assumptions indicated or as outlined in the Explanation of Census Data.

If you encounter an Error and / or Warning that you do not understand or are unable to correct, please click the PSC "contact us" tab for information on how to contact us for help.

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4. Completing the Year End Questionnaire

- From the 'Compliance Services' page, click on "Pending" under "Questionnaire" for your applicable plan year end.
- Answer each question and advance to the next question by selecting "Save & Go to Next Page".
- If you would like to skip a question and answer it at a later time, select "Skip and Go to Next Page". You can return to skipped question(s) by clicking on the "Skip and Go to Index" button and clicking on the appropriate question title.
- The final question asks you if you would like to submit your answers to Compliance Services now; you will need to answer "Yes" and select "Save & Exit Questionnaire" in order to transmit this information to us.
- Once you have responded to the final question, you will be taken back to the 'Compliance Services' page and completion date will appear under status for the "Questionnaire".
- If you select the completion date for the "Questionnaire", you will be able to review a report with the questions and your answers.

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HOW TO OBTAIN THE COMPLIANCE DATA SUMMARY REPORT

In an effort to streamline the year-end process, you have the opportunity to request a report that reviews the data that has been uploaded for your current plan year end.

This report will identify any issues that may need to be corrected either in future payroll uploads or in the final year-end census you submit to Compliance Services.

Your review of this report is not mandatory; it is merely a tool that you may find helpful in preparing the required year-end Compliance data for your plan. If you have any questions about this process, please contact Plan Services Website Support.

REQUESTING A PRELIMINARY ERROR REPORT (PRIOR TO SUBMITING YOUR FINAL PAYROLL)

- From the main toolbar, click on the "Reports" tab.
- Click the "+" sign in front of the Plan Reports section.
- Click the"+" sign in front of 'Compliance Data Summary'.
- Select the "Compliance Data Summary Report", by clicking the icon to the far right under the Order Report column.
- Follow the system prompts and make certain that you select the current plan year-end.
- Under Report Settings, select "Yes" to receive an email notifying you that your report is ready to view and/or download. This e-mail will also include a reference number that you will need in order to retrieve your file.
- Verify the e-mail address, select "Text" for the Report Type and click "Continue".
- You will receive an e-mail when the report is ready.
- To retrieve your report, log back onto the Plan Service Center (PSC).
- Go to the Start Page on the main menu, middle of the page, right under Plan Notices – click "Manage my Report Requests"
  - Locate the report you just ordered and click "View" off to the right. The file will be displayed on the screen.
  - To save the file, please click "Edit" then choose "Select All". The final step is to choose "File" and "Save As", type in the file path to save to your computer, then click "Save".
- Once you have received your report, please review it for any outstanding issues. You can make any necessary changes to your payroll file prior to uploading your final payroll.
- If you do not make any changes to your payroll file, you will have to correct this information prior to uploading your year-end census file into the PSC.

Reminder: If you are unable to correct the discrepancies on your payroll file you will still be able to make changes to your census information via the PSC.

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HOW TO OBTAIN A CENSUS FILE

In an effort to streamline the year-end process, you can obtain a census file that is pre-formatted in lieu of creating a census file from your payroll records.

You will need to wait until after you have remitted your final payroll file for the year before requesting a census file**.**

Please note, if your company has multiple divisions, the individual making the request must be set up with a user ID that has access to ALL divisions on our system. If you have any questions about this process, please contact Plan Services Website Support.

REQUESTING A CENSUS FILE (AFTER SUBMITTING YOUR FINAL PAYROLL UPLOAD)

- From the main toolbar, click the "Reports" tab.
- Click the "+" sign in front of the Plan Reports section.
- Select "Census File" from the Plan Reports section, by clicking the icon to the far right under the Order Report Column.
- Click "Continue".
- Select the correct Plan Year Begin date and Plan Year End date for the current plan year.
- Under Report Settings, select "Yes" to receive an email notifying you that your report is ready to view and/or download. This e-mail will also include a reference number that you will need in order to retrieve your file.
- Verify the e-mail address, select "Text" for the Report Type and click "Continue".
- You will receive an e-mail when the report is ready.
- To retrieve your report, log back onto the Plan Service Center (PSC).
- Go to the Start page on the main menu, middle of the page, right under Plan Notices – click "Manage my Report Requests"
  - Locate the report you just ordered and click "View" off to the right. The file will display on the screen.
  - To save the file, please click "Edit" then choose "Select All". The final step is to choose "File" and "Save As", type in the file path to save to your computer, then click "Save". This will save the file in a .txt file.
  - Once you have saved your census file, you need to review it for completeness and accuracy. The Explanation of Census Data provides the headings for each column and explains in detail the required information.
- The file can be opened and manipulated using Microsoft Excel. Prior to uploading the file, ensure the file is re-saved in .txt format.
  - It is important to note that ALL employees are to be included on the year-end census. If you are not providing ALL employees on your payroll files you will need to add the additional employees prior to uploading your census files.
- Once you have made all necessary corrections to the file, you will need to upload this information on to the Compliance tab of the PSC. Please refer to the "Video Demonstrations" link and/or the "Compliance User Guide" link located in the left margin on the 'Compliance Services' page for instructions on uploading your file.

Note: It is imperative that all data uploaded via the Compliance tab on PSC is accurate as this information will be used for your year-end services. If we are required to revise any non-discrimination testing or your IRS Form 5500 filing due to submission of incorrect data, additional Compliance fees may apply.

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EXPLANATION OF

CENSUS DATA

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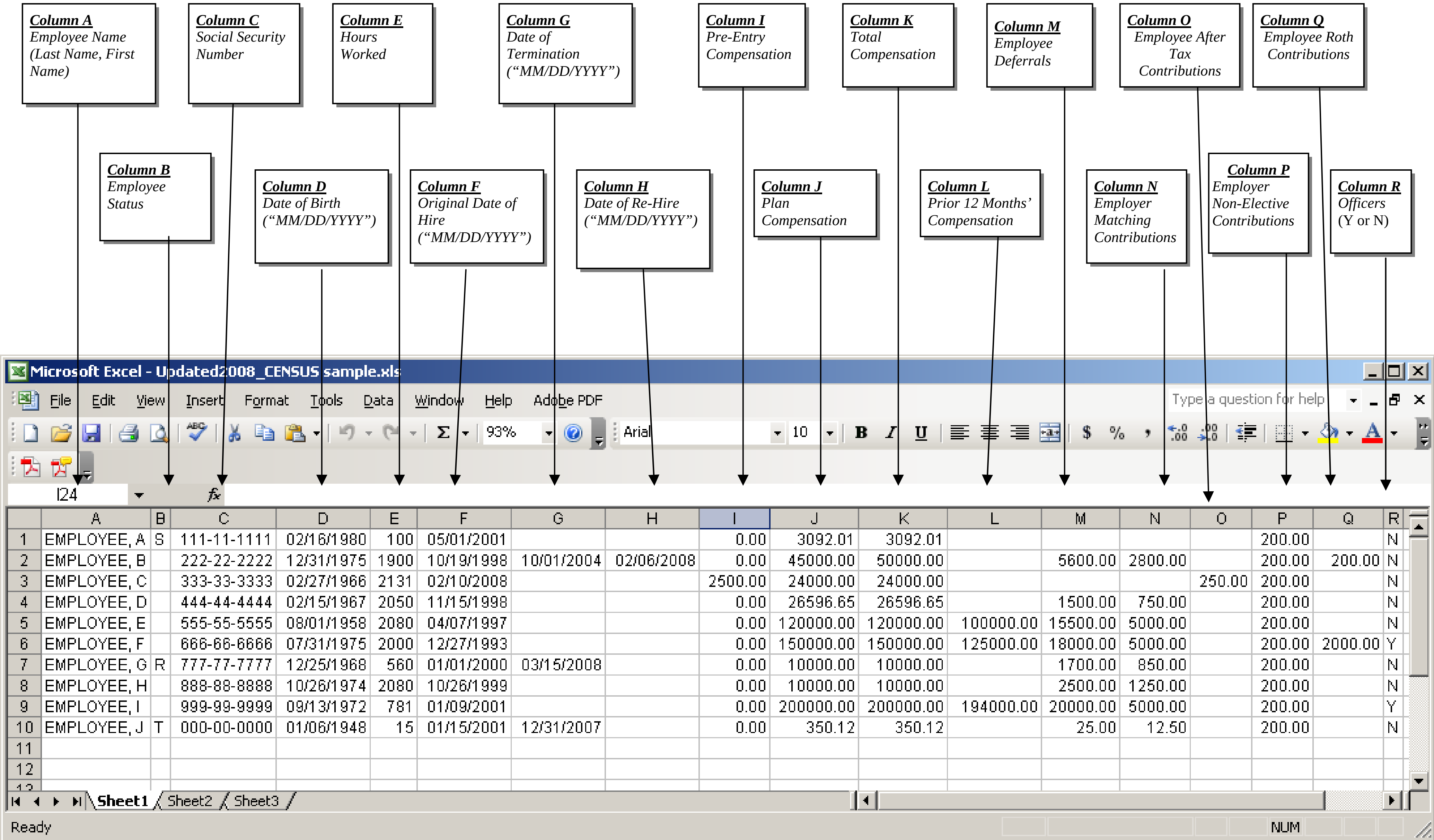
SAMPLE CENSUS

All columns are required to be on your file, even if they do not apply to your plan.



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	EMPLOYEE, A	S	111-11-1111	02/16/1980	100	05/01/2001			0.00	3092.01	3092.01					200.00		N
2	EMPLOYEE, B		222-22-2222	12/31/1975	1900	10/19/1998	10/01/2004	02/06/2008	0.00	45000.00	50000.00		5600.00	2800.00		200.00	200.00	N
3	EMPLOYEE, C		333-33-3333	02/27/1966	2131	02/10/2008			2500.00	24000.00	24000.00				250.00	200.00		N
4	EMPLOYEE, D		444-44-4444	02/15/1967	2050	11/15/1998			0.00	26596.65	26596.65		1500.00	750.00		200.00		N
5	EMPLOYEE, E		555-55-5555	08/01/1958	2080	04/07/1997			0.00	120000.00	120000.00	100000.00	15500.00	5000.00		200.00		N
6	EMPLOYEE, F		666-66-6666	07/31/1975	2000	12/27/1993			0.00	150000.00	150000.00	125000.00	18000.00	5000.00		200.00	2000.00	Y
7	EMPLOYEE, G	R	777-77-7777	12/25/1968	560	01/01/2000	03/15/2008		0.00	10000.00	10000.00		1700.00	850.00		200.00		N
8	EMPLOYEE, H		888-88-8888	10/26/1974	2080	10/26/1999			0.00	10000.00	10000.00		2500.00	1250.00		200.00		N
9	EMPLOYEE, I		999-99-9999	09/13/1972	781	01/09/2001			0.00	200000.00	200000.00	194000.00	20000.00	5000.00		200.00		Y
10	EMPLOYEE, J	T	000-00-0000	01/06/1948	15	01/15/2001	12/31/2007		0.00	350.12	350.12		25.00	12.50		200.00		N
11																		
12																		

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DEFINITION OF CENSUS DATA

1. <u>Employee Name</u> Column A

Please provide the name of anyone employed at any time during the plan year in the following format: LAST, FIRST.

Assumptions:
We will assume that the census you provide contains **ALL** employees who were employed during the plan year.

2. <u>Employee Status</u> Column B

If applicable, indicate one of the following employee status codes: D, E, I, L, M, N, R, S, T, U, or X. If none of these codes apply then leave Column B blank.

D = death
E = excluded due to non-participating employer of a Controlled Group or Affiliated Service Group. For 403b plans use "E" for employees who normally work less than 20 hours per week.
I = disabled
L = leased employees
M = military leave*
N = non-resident alien with no U.S. income
R = retired within the current plan year
S = age/service requirement never met for initial eligibility purposes
T = terminated in a prior year, with severance pay in the current plan year that is to be included in compensation for testing (See note concerning the treatment of severance pay for 415 purposes under item #11, *Total Compensation*)
U = union/collectively bargained employees
X = member of an excludable class of employees as defined in the plan document
Please note that you cannot exclude part-time employees as a class.

Why we need this information:
To accurately determine eligibility for the plan and to allocate any applicable employer contributions.
*Please be sure to indicate any employee who has been on military leave. If any employee is in the process of making up missed contributions due to military leave, please be sure that you are only providing us the contributions for the current plan year and do not include make up contributions. We may need to contact you for additional information regarding these employees.

Assumptions:
If this information is not provided with the appropriate categories listed above**,** or is invalid based on historical information provided, we will make the most conservative assumption which is that an employee is NOT excludable under any of the above categories.

Please Note:
If there are any employees who fall into multiple status codes during the plan year, or who are members of a particular group for only a portion of the plan year, it is essential that you notify your Compliance Analyst of this situation. For example, if an employee was a member of a union for only six months of your plan year, you would need to provide this information to your analyst to ensure testing is completed correctly.

3. <u>Social Security Number</u> Column C

Please provide in the following format with the hyphenation: 999-99-9999

Assumptions:
Assumptions will not be made.

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4. Date of Birth — Column D

Please provide in the following format: "MM/DD/YYYY"

Why we need this information:
These dates are used to determine if an employee has met the age requirement and is eligible to participate in the plan.

Assumptions:
If we do not receive this information or if we receive conflicting information, we will use the most conservative approach, which is to assume a date of birth that would make the individual meet the age requirement of the plan. If the date of birth for any employee is not provided, we will assume a 01/01/1960 date of birth. Under this assumption, an employee would not be eligible for any applicable age 50 catch-up contributions.

5. Hours Worked — Column E

This is the actual number of hours an employee was credited with during the plan year. If your plan uses the equivalency method, please provide the calculated equivalent number of hours. Please cap hours at 3,000.

Why we need this information:
This will be used to calculate a year of service for the current plan year's eligibility and/or vesting requirements. If your plan has an hours requirement to receive an employer allocation this information is required. We will use this information to determine who is eligible to receive this contribution.

Assumptions:
If hours are not provided, we will prorate employee hours based on their hire date.

6. Original Date of Hire — Column F

Please provide in the following format: "MM/DD/YYYY". The date of hire should be the employee's ORIGINAL hire date. See the section below entitled "Date of Re-hire" for additional information on subsequent hire dates.

Why we need this information:
These dates are used to determine if an employee has met the service requirement and is eligible to participate in the plan.

Assumptions:
Assumptions will not be made.

Please Note:
If your plan was involved in a merger or acquisition and in your plan document you are recognizing service credited with a predecessor employer, please be sure to provide the original hire date with the previous employer.

7. Date of Termination — Column G

Please provide in the following format: "MM/DD/YYYY". Transferring from one division to another is not considered a termination. If an employee has multiple dates of termination and re-hire, (1) provide original hire date, and original termination date and first rehire date on census, (2) please e-mail additional termination/rehire dates in an electronic spreadsheet to your compliance analyst. **This information must be provided within 48 hours of your census being successfully uploaded.**

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Why we need this information:
Termination dates are used to determine eligibility for non-discrimination testing, allocation purposes, and for IRS Form 5500 preparation.

Assumptions:
If an employee on the census does not have a date of termination and does not have compensation or contributions for the plan year being tested, we will assume that the employee terminated during a prior plan year. However, if our records indicate that an employee made contributions for the plan year, we will include the employee in your tests.

---

8. Date of Re-hire — Column H

Please provide in the following format: "MM/DD/YYYY". Please be sure to include the original hire date and original termination date. Indicate an "S" in the status Column B if the initial eligibility requirements have never been met. If an employee has multiple dates of termination and re-hire (1) provide original hire date, and original termination date and first rehire date on census, (2) please e-mail additional termination/rehire dates in an electronic spreadsheet to your compliance analyst. **This information must be provided within 48 hours of your census being successfully uploaded.**

Why we need this information:
These dates are used to determine if an employee has met the service requirement and is eligible to participate in the plan.

Assumptions:
Assumptions will not be made.

---

9. Pre-entry Compensation — Column I

Pre-entry Compensation is compensation for any employee who becomes eligible to participate in your plan during the current plan year. The compensation earned from the date of hire or beginning of the plan year, whichever is later, to his or her entry date is considered Pre-entry Compensation. For example, based on a plan year that is a calendar year, if an employee is eligible to enter your plan on July 1, 2008, pre-entry compensation would be the amount earned from January 1, 2008, through June 30, 2008. This compensation should be net of any amounts that are defined in your document as excluded, such as bonuses, commissions or overtime. Please review the following examples for further clarification:

A plan has a December 31, 2008, plan year end with entry dates of January 1 and July 1. A participant is eligible to enter the plan on July 1. From the period of January 1, 2008, through June 30, 2008, the participant made $45,000. From the period of July 1, 2008, through December 31, 2008, the participant earned $55,000 for a total of $100,000 for the plan year. The census should be completed as listed below:

Column I = 45,000
Column J = 100,000
Column K = 100,000

Using the same criteria from above, presume this employee had Excluded Compensation during the year of $10,000. Of this amount, $5,000 was earned before July 1, 2008, and $5,000 was earned after the entry date. You would complete the census as follows:

Column I = 40,000
Column J = 90,000
Column K = 100,000

Column I, Pre-entry Compensation, must have a numeric value in it even if it is 0.00.

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Why we need this information:
As applicable to your plan, Pre-entry Compensation is used to allocate employer contributions and could result in more favorable testing results.

Assumptions:
If Pre-entry Compensation is required under your Plan Document, no assumptions will be made.

If your plan has a short plan year (less than 12 months) please contact your Compliance Analyst prior to completing the Pre-entry Compensation column.

---

10. Plan Compensation — Column J

Plan Compensation is Total Compensation (as defined in item #11) less any amounts that are defined in your Plan Document as excluded, such as bonuses, commissions, or overtime.

If your Plan Document does NOT define any exclusion from compensation, your Plan Compensation will equal your Total Compensation as illustrated in the Sample Census.

Why we need this information:
If your document allows for Excluded Compensation, there are additional tests that must be completed.

Assumptions:
If your Plan Compensation equals Total Compensation, we will assume you did not have any Excluded Compensation for the year.

If your plan has a short plan year (less than 12 months) please contact your Compliance Analyst prior to completing the Plan Compensation column.

---

11. Total Compensation — Column K

Your plan document provides for one of the following definitions of Total Compensation:

W-2 Wages: This amount generally encompasses all amounts included in income which are received for the provision of services to the employer and includes taxable group term life insurance.

§3401(a) (Withholding Wages): If the employer has to withhold income taxes then it applies; generally includes all amounts included in income which are received for the provision of services to the employer. Taxable group term life insurance is excluded.

§415 Compensation: All amounts paid for personal services which are includible in gross income regardless of form of payment, including tips, taxable fringe benefits, and taxable group term life insurance.

Please note: a number of statutory changes to section 415(c)(3) took place in 2007 that effect the definition of severance pay, and take into consideration when severance is paid to the terminated participant as to whether or not it is included in reportable compensation for the plan year. If you have participants who received any form of severance pay in 2007, and are unsure if the amount should be included as reportable income, please contact your compliance analyst to determine if those payments need to be included in Total Compensation on the census.

It is important to refer back to your Plan Document for further clarification on the compensation you have selected for your plan. You will also need to ensure that the amount includes or excludes employee deferrals as defined by your plan.

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Why we need this information:
We need Total Compensation for each employee to properly calculate the testing results and to determine the Key Employees for the plan year.

Assumptions:
If we are not provided compensation for an employee that we show has made contributions for the plan year, we will include the employee in your tests. If an employee does not have compensation, contributions or hours listed for the plan year being tested, we will assume that the employee terminated during the prior plan year.

If your plan has a short plan year (less than 12 months) please contact your Compliance Analyst prior to completing the Total Compensation column.

---

12. <u>Prior 12 Months' Compensation</u> Column L

This is the TOTAL compensation received during the 12 months immediately preceding your plan year beginning date. You only need to provide this data for those employees who made over $100,000.

Why we need this information:
This information is necessary to determine the Highly Compensated Employees. We will need this information if the previous plan year was a short plan year or if this is the first year we are providing compliance services for your plan.

Assumptions we will make if we do not receive this information:
If this information is not provided for employees who had over $100,000 of compensation on your prior year census, we will use the prior year's census for this information.

---

13. <u>Employee Deferrals</u> (if applicable) Column M

This is the total amount of employee **pre-tax** contributions made to the plan through payroll deduction for the current plan year. If any employee is in the process of making up missed contributions due to military leave, please be sure that you are only providing us the contributions for the current plan year and do not include make up contributions.

Why we need this information:
This information is used to complete your testing.

Assumptions:
If your plan assets transferred to us, we cannot make assumptions. For all other plans, if we do not receive this information, we will use the employee deferral amounts that were submitted during the plan year.

---

14. <u>Employer Matching Contributions</u> (if applicable) Column N

This is the total amount that your company matches based on employee contributions for the current plan year. If any employee is in the process of making up missed contributions, please be sure that you are only providing us the contributions for the current plan year and do not include make up contributions.

Why we need this information:
This information is used to complete your testing.

Assumptions:
If your plan assets transferred to us, we cannot make assumptions. For all other plans, if we do not receive this information, we will use the employer match amounts that were submitted during the plan year unless you have requested that we calculate the employer matching amount for you.

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15. <u>Employee After-tax Contributions</u> (if applicable) **Column O**

This is the total amount of employee after-tax contributions made to the plan through payroll deduction for the current plan year.

Why we need this information:
This information is used to complete your testing.

Assumptions:
If your plan assets transferred to us, we cannot make assumptions. For all other plans, if we do not receive this information, we will use the employee after-tax amounts that were submitted during the plan year.

16. <u>Employer Non-elective Contributions</u> (if applicable) **Column P**

Employer contributions, other than matching, made to the plan for the current plan year.

Why we need this information:
This information is used to complete your testing.

Assumptions:
If your plan assets transferred to us, we cannot make assumptions. For all other plans, if we do not receive this information, we will use the non-elective contributions that were submitted during the plan year unless you have requested that we calculate the employer non-elective contribution for you.

17. <u>Employee Roth Contributions</u> (if applicable) **Column Q**

This is the total amount of employee Roth contributions made to the plan through payroll deduction for the current plan year.

Why we need this information:
This information is used to complete your testing.

Assumptions:
If your plan assets transferred to us, we cannot make assumptions. For all other plans, if we do not receive this information, we will reflect the amounts that were submitted during the plan year as employee Roth contributions.

18. <u>Officers</u> **Column R**

Please indicate which employees were Corporate Officers at any time during the current plan year by putting a “Y” in this column. All other employees must have an “N”.

Why we need this information:
This is needed to determine the Key Employees.

Assumptions we will make if we do not receive this information:
Assumptions will not be made.

WARNING:
If any assumptions detailed in this summary are used and result in the need for a re-test, additional fees may apply.

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HELPFUL HINTS FOR SETTING UP YOUR FILE

Please review the following points prior to setting up your file:

- Census data should be provided for everyone employed during the plan year regardless of their length of employment or participation in the plan.
- If your plan document provides for the exclusion of certain employees, please check for the appropriate employee status codes. See "Item 2-Employee Status" under the Explanation of Census Data for more details. Please use only the status codes listed in the booklet.
- Any columns not applicable to your plan should be included to maintain the appropriate file layout.
- Name format should be "LAST, FIRST" in all CAPS and in one cell.
- Verify date fields are in "MM/DD/YYYY" format.
- Check for duplicate Social Security Numbers (i.e., that there is one row for each individual even if they are employed at multiple divisions; that the Social Security Numbers are correct and not duplicated for different employees).
- Check for missing or unreasonable dates and hours. In addition, please cap hours at 3,000.
- Column I, Pre-Entry Compensation, must have a numeric value or 0.00.
- Check Plan Compensation against Total Compensation (e.g., if your Plan Document excludes certain types of compensation, then Total Compensation should exceed Plan Compensation by the amount of the excluded compensation. In addition, if your Plan Document does NOT exclude certain type of compensation than Total Compensation and Plan Compensation will be the same.)
- Provide prior 12 months' compensation amounts for everyone who made over $100,000 in the prior plan year.
- Indicate officer information with a "Y" or "N" for all employees. No field in Column R should be left blank.
- Do not include column headings, subtotals, totals, formulas, or additional data items not requested.
- Save census as a Text Tab Delimited File. (*.txt)

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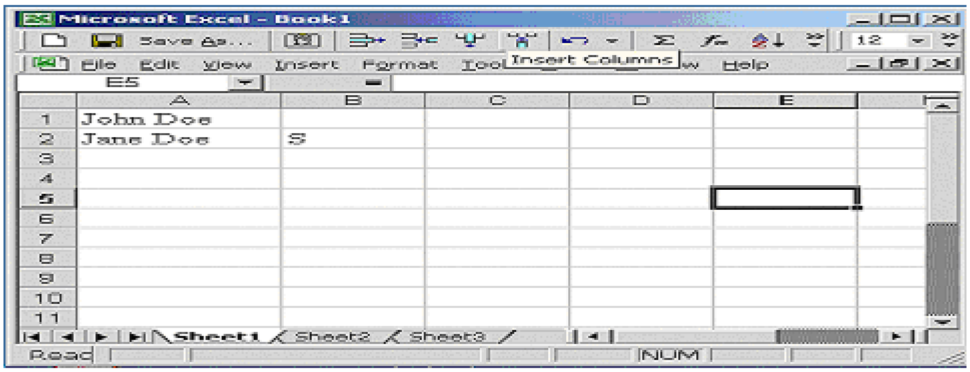
EXCEL TIPS

Problem: The name field is not in the correct format (e.g., the correct format is 'Doe, John' and your census reads 'John Doe').

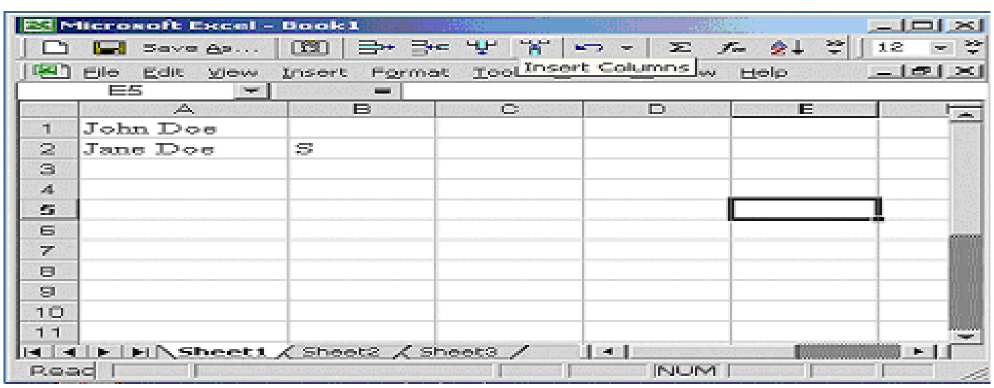
Correction: The following provides an example of the correction to this problem. Depending on the current format of your census, some or all of the following tools may be required to correct the format of the name field.

If the first two columns of your census look like this:



1. Your first step will be to separate the text:
    A. Insert blank column after column A by right clicking on the B column header and choosing "Insert".
    B. Highlight column A by clicking on the A column header.
    C. Choose "Data" on the toolbar, then "Text to Columns".
    D. Select "Delimited".
    E. Click "Next".
    F. Be sure the "Space" box is checked and be sure the line is separating the text correctly.
    G. Select "Finish".

The worksheet should now look like this:



2. Now, you need to combine the text in the correct order:
    A. Insert a blank column after column B.
    B. Click on cell C1.
    C. Type =B1&", "&A1 (be sure there is a space after the comma).
    D. Enter (The result should be DOE, JOHN in the C1 cell).
    E. Copy formula down through all affected rows.

3. Next, convert the formulas in column C to text:

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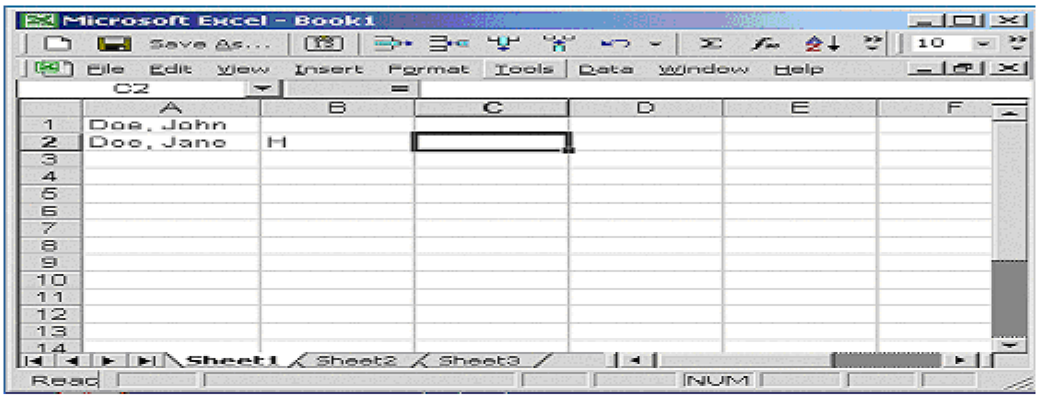
A. Right click on the C column header.
B. Choose "Copy".
C. Right click on D column header.
D. Select "Paste Special".
E. Under Paste options, choose on "Values".
F. Click OK .
G. If you click on a cell in the D column, it should contain a name rather than a formula, e.g., "DOE, JOHN" rather than "=B1&", "A1&".

4. Lastly, delete unnecessary columns: (A-B):
A. Right click on the A column header.
B. Choose "Delete".
C. Repeat for remaining column.

You should be left with one column containing names in the requested format as follows:



Problem: The Social Security Number field is not in the correct format (e.g., the correct format is "099-99-9999" and your census reads "99999999", dropping the leading zero).

Correction:
1. Right click on the column header that contains the Social Security Numbers.
2.Choose "Format Cells".
3. Under the "Category" options, choose "Special".
4. Under the "Type" options, choose "Social Security Number".
5. Click "OK".
Problem: The date field is not in the correct format (e.g., the correct format is "01/01/2005" and your census reads "1/1/99").

Correction:

1. Right click on the column header that contains the dates with the incorrect format.
2. Choose "Format Cells".
3. Under the "Category" options, choose "Custom".
4. In the box provided under the "Type" input: mm/dd/yyyy, as illustrated below.
5. Select "OK".

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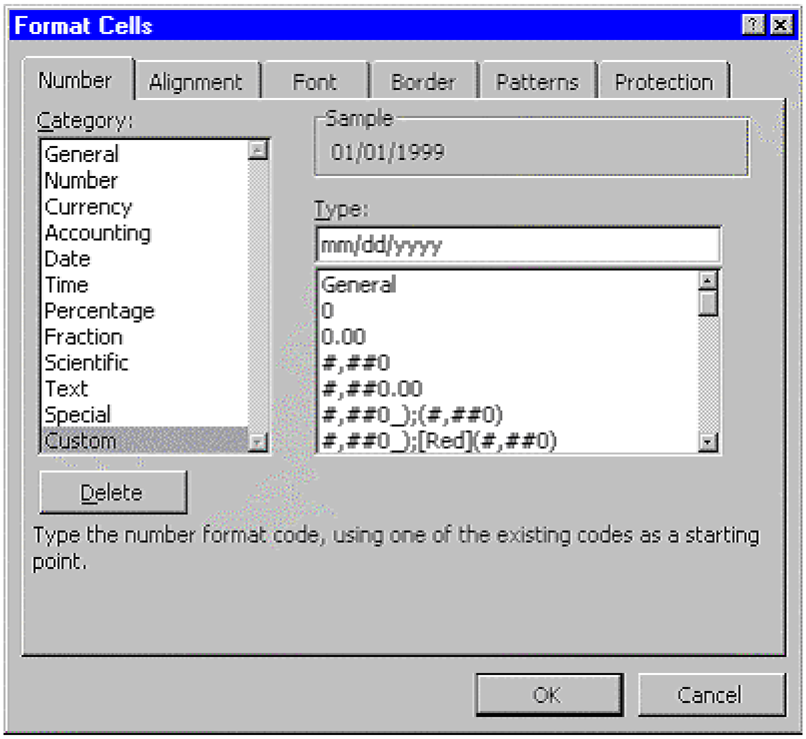

If the above correction does not work, it is possible that your dates are in text, rather than numerical, format. To correct this:

1. Save your file as a text delimited file (.txt extension).
2. Close the file.
3. Open the file as an Excel spreadsheet (for instructions on how to open a text file into Excel, see the following Excel tip).
This should convert the dates to numerical format and the steps above can then be followed to correct your date format.

Problem: How do I open a text file in Excel?

Correction:
1. Open Excel.
2. Choose "File" from the toolbar, then "Open".
3. In the "Look In" box click on the drop down menu and choose the directory / subdirectories that contains the file.
4. In the "Files of type" box, click on the drop down menu and choose "Text" file (*.prn, *.txt, *.csv).
5. Double click on the file name. A Text Import Wizard will appear.
6. Click on Finish. The file should open in Excel with each field in a separate column.
You may have to adjust the column widths to view all data.
7. If the file does not correctly separate the fields into columns, be sure the file has a .txt extension.
If the extension is correct, please contact us for assistance.

Problem: The census is not sorted in alphabetical order. (this is for informational purposes only - not a required step).

Correction:
1. Be sure the name field is in the first column of the spreadsheet.
2. Highlight the entire spreadsheet by clicking on the box in the upper left hand corner of the spreadsheet (box above the 1 row header and to the left of the A column header).
3. Choose "Data" on the toolbar, then "Sort".
4. As shown in the following:
A. Under "My list has", choose "No" header row.

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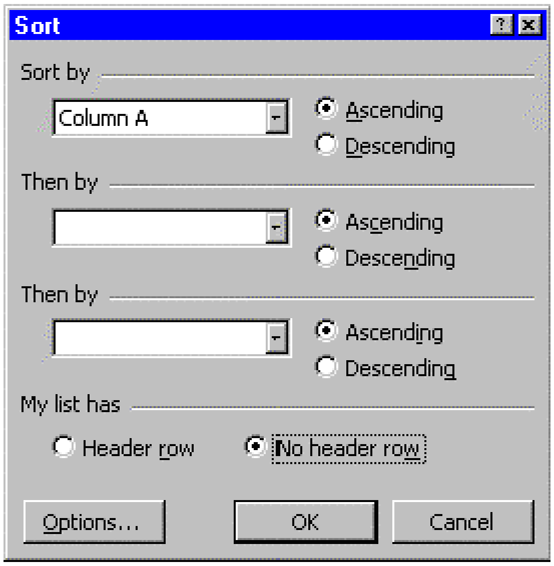
B. Under "Sort by", choose "Column A" and choose Ascending.

5. Click "OK".



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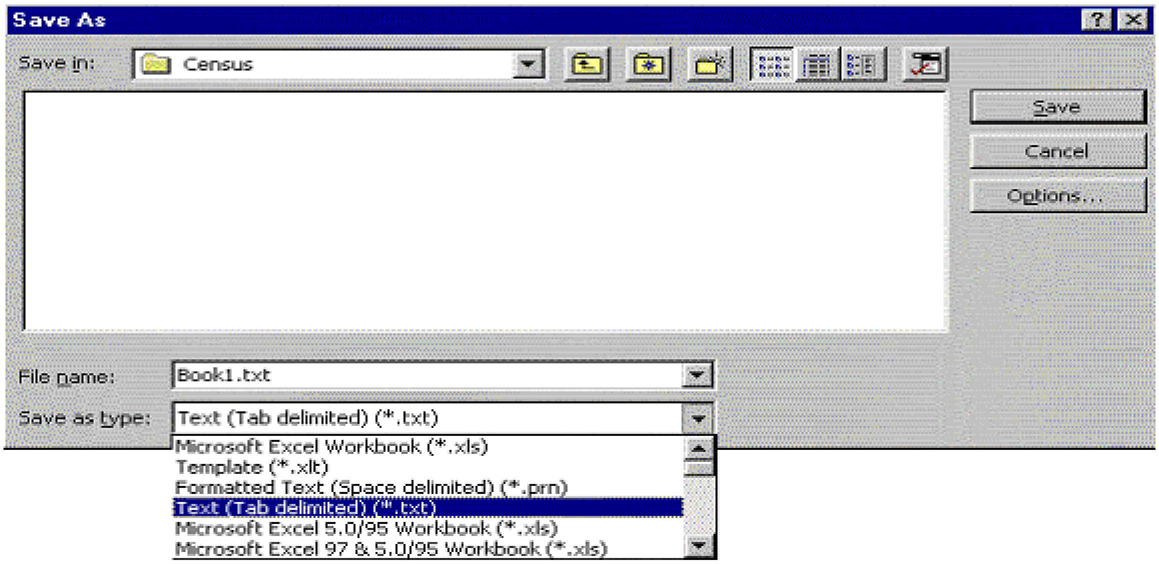
Census Troubleshooting

1. Save the file as a tab delimited text file with the extension "txt".

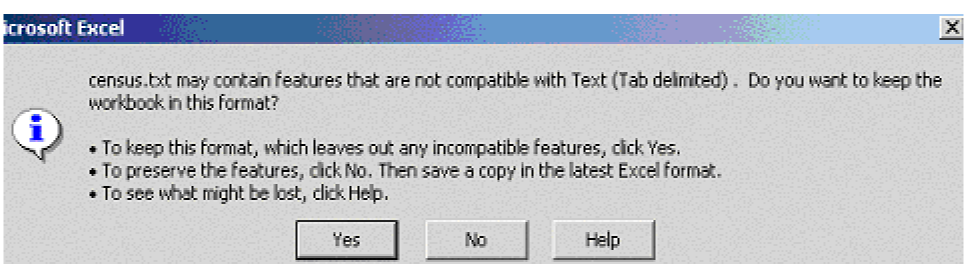
Your census file must be saved as a tab delimited text file without any column headings or titles. All major spreadsheet programs are capable of saving into a text format. If you are using Excel, Lotus or Works to create your census file, select “File” then “Save As”.

Once the "Save As" dialog box appears, enter the name you wish to save the file as in the ‘File name’ box and select "Text (Tab delimited)(*.txt)" from the drop-down menu in the "Save as type" box.



When the following box appears, choose "Yes".

Next, close your file. At this point choose "No". Your text file will be generated and saved.



2. Verify that you do not have two employees with the same Social Security Number.

A. Sort the SS# in ascending order

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B. Insert a new column after the SS# column

C. Place the following formula in the first cell in the column you created in the previous step (Formula =if(b1=b2,1,0).

This formula means, if the value in cell b1 equals the value in cell b2, then indicate the number 1 if they don't equal, indicate 0.

D. Then total that column and if your value is not 0, you have at least two SS#'s that are the same. If there are multiple SS#'s that are the same, verify that all other information is the same (ex. Hire date, Birth date, Compensation).

3. Once information is accurate, delete the additional column.

4. Sort data alphabetically. To do this, highlight the entire census data and select the A/Z icon. Scan the census for duplicate names. If any are found, view the data to determine if it is the same individual or two separate individuals with the same name.

5. Make sure you have 18 columns. Do not delete any extra columns of data not needed. (i.e. Rehire dates, Plan Compensation if it is the same as Total Compensation). With the exception of the last column, simply include a blank column if no data is necessary. The last column must have a 'Y' or a 'N' for every employee.

6. Delete all headings and totals.

7. Clear extra rows and columns at the end of your spreadsheet. This will verify that there is no additional information on the census. To do this, go to the first empty row at bottom of census, highlight all columns in several rows (50+). From the main toolbar, select “Edit” then “Delete”. Next, go to the first empty column to the right of your census, highlight several columns and delete them.