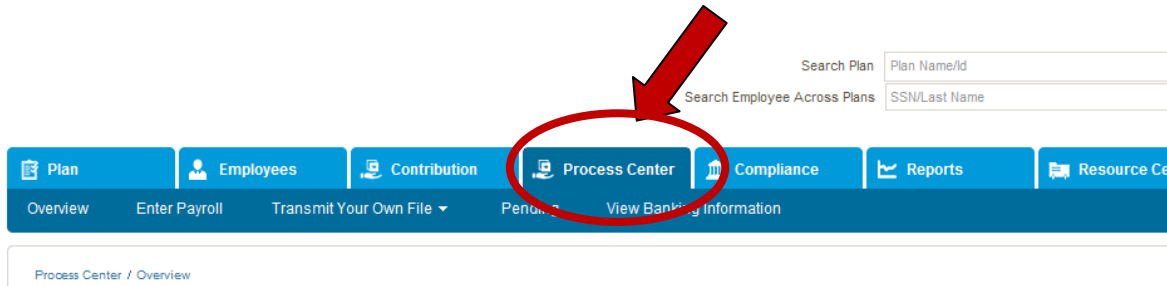


# Guided Payroll Process

Log into the Plan Service Center and select “Process Center”.



Under the “Enter Payroll” information, select “Click Here to Continue”.

## OVERVIEW

### What Do You Want To Do?

Are you new to this process? [Tutorials](#) | [FAQs](#)

Hover over this icon when you need additional information.

**Enter Payroll: To enter payroll contributions online**

#### Enter Payroll

Process employee updates and submit contributions online. All current employee information will display including:

- Contribution Information (may include last contribution amount remitted by money source)
- Address
- Employment Dates
- Other fields as required to support your plan features

Easily update this information online and submit your contributions all in 4 easy steps!

You can create a payroll file here for processing later.

Recommended for smaller plans (200 employees or less) that do not have a payroll file of their own and are not using an outside vendor to provide a payroll file. This process is not limited to plans of any size, however, plans exceeding this threshold may experience processing delays and some functionality may not be available.

Note: If you close your browser or go to another tab within this web site, your changes may not be saved.

[Click Here to Continue >](#)

Hover over for additional information throughout the process.



FOR PLAN SERVICE CENTER (PSC) USERS ONLY.

## Step 1

Enter payroll date mm/dd/yyyy or by clicking on the calendar and choosing the date.

### Process Employee Updates And Submit Contributions Online

**STEP 1: Enter Your Payroll Information**

Hover over this icon when you need additional information.

Payroll Date: \* 01/29/2015   ? mm/dd/yyyy

Division: \*

Expected Contribution Total: \* \$

Payroll end or check date. This date will appear on participant statements.

January 2015						
Su	Mo	Tu	We	Th	Fr	Sa
				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	31

Continue

STEP 2: Select Your Money Sources

STEP 3: Update Your Employee and Contribution Information

STEP 4: Process and Confirm Your Contributions

Select division, if applicable.

### Process Employee Updates And Submit Contributions Online

**STEP 1: Enter Your Payroll Information**

Hover over this icon when you need additional information.

Payroll Date: \* 01/29/2015   ? mm/dd/yyyy

Division: \* P 1 WK1 Weekly

Expected Contribution Total: \* \$

P 1 WK1 Weekly

P 2 MNT Monthly

Continue

STEP 2: Select Your Money Sources

STEP 3: Update Your Employee and Contribution Information

STEP 4: Process and Confirm Your Contributions

Enter expected contribution amount and then “Continue.”

### Process Employee Updates And Submit Contributions Online

**STEP 1: Enter Your Payroll Information**

Hover over this icon when you need additional information.

Payroll Date: \* 01/29/2015   ? mm/dd/yyyy

Division: \* P 1 WK1 Weekly

Expected Contribution Total: \* \$ 100.00

Continue

Total should reflect all participant contributions and loan payments included in this remittance. This is used for reconciliation purposes only.

Continue is enabled only after all required fields are entered in correctly.

FOR PLAN SERVICE CENTER (PSC) USERS ONLY.

## Step 2: Select Your Money Sources

Select the money sources by clicking the box to the left of the money source and then continue.

### Process Employee Updates And Submit Contributions Online

STEP 1: Enter Your Payroll Information

STEP 2: Select Your Money Sources

Payroll Date: 01/29/2015

Expected Contribution Total: \$ 100.00

#### Select the Money Source(s) You Want To Process

Select	Money Source	Description	Copy From Previous Remit	Last Contribution Date
<input checked="" type="checkbox"/>	BTK1	EMPLOYEE BEFORE TAX		01/26/2015
<input type="checkbox"/>	ERM1	EMPLOYER MATCH		
<input type="checkbox"/>	ERO1	EMPLOYER PROFIT SHARING		11/18/2014
<input type="checkbox"/>	QNE1	QUALIFIED NONELECTIVE CONTRIBUTIONS		
<input type="checkbox"/>	RTH1	ROTH CONTRIBUTION		01/26/2015
<input type="checkbox"/>	LON1	LOAN REPAYMENT		

- Your plan allows Age 50 Catch Up. Please include these contributions in your Employee Before Tax and/or Roth totals.
- Your plan has a Roth money source. Roth match should be included in the Employer Match and/or Safe Harbor Match money sources.
- If any employee has multiple loan repayments, combine them into one loan repayment amount.

Show/Copy Amounts From Previous Contribution(s)

Continue

Back

Or copy amounts and money sources from previous contributions by clicking “Show/Copy Amounts from Previous Contributions” and clicking the box to the left of the payroll date that you wish to copy. Click to add any additional money sources. Click continue.

FOR PLAN SERVICE CENTER (PSC) USERS ONLY.

**STEP 2: Select Your Money Sources**

Payroll Date: 01/29/2015  
 Expected Contribution Total: \$ 100.00

**Select the Money Source(s) You Want To Process**

Select	Money Source	Description	Copy From Previous Remit	Last Contribution Date
<input checked="" type="checkbox"/>	BTK1	EMPLOYEE BEFORE TAX	01/26/2015: \$582.30	01/26/2015
<input type="checkbox"/>	ERM1	EMPLOYER MATCH		
<input type="checkbox"/>	ERO1	EMPLOYER PROFIT SHARING		11/18/2014
<input type="checkbox"/>	QNE1	QUALIFIED NONELECTIVE CONTRIBUTIONS		
<input checked="" type="checkbox"/>	RTH1	ROTH CONTRIBUTION	01/26/2015: \$94.18	01/26/2015
<input type="checkbox"/>	LON1	LOAN REPAYMENT		

Click for help with using the Copy from Previous Contribution option.

- Your plan allows Age 50 Catch Up. Please include these contributions in your Employee Before Tax and/or Roth totals.
- Your plan has a Roth money source. Roth match should be included in the Employer Match and/or Safe Harbor Match money sources.
- If any employee has multiple loan repayments, combine them into one loan repayment amount.



**Copy from Previous Contribution(s)**

<input checked="" type="checkbox"/>	<b>Payroll Date: 01/26/2015</b>	<b>Reference: 480356897</b>	<b>Total: \$676.48</b>	
<input checked="" type="checkbox"/>	BTK1	EMPLOYEE BEFORE TAX		\$582.30
<input checked="" type="checkbox"/>	RTH1	ROTH CONTRIBUTION		\$94.18
<input type="checkbox"/>	<b>Payroll Date: 01/12/2015</b>	<b>Reference: 477094324</b>	<b>Total: \$665.04</b>	
<input type="checkbox"/>	BTK1	EMPLOYEE BEFORE TAX		\$583.64
<input type="checkbox"/>	RTH1	ROTH CONTRIBUTION		\$81.40
<input type="checkbox"/>	<b>Payroll Date: 12/29/2014</b>	<b>Reference: 473635695</b>	<b>Total: \$532.06</b>	
<input type="checkbox"/>	BTK1	EMPLOYEE BEFORE TAX		\$532.06



View 3 Entries.

Hide Amounts From Previous Contribution(s) **Continue** Back

Click to view entries up to 90 days in the past.

FOR PLAN SERVICE CENTER (PSC) USERS ONLY.

### Step 3: Update Your Employee and Contribution Information

Update your employee indicative information and contribution amounts for each money source. All active and terminated employees within the last 30 days will be populated in the remittance screen. If you have copied from a previous payroll and had employees that did not make a contribution in that payroll, and they are active, they will be shown here. There may be employees included here that do not have contribution amounts, this is ok, they do not need to be removed before continuing on to the 'contribution processing' step. (4) You can edit employee information in this step regardless if that employee is making a contribution for this payroll.

#### STEP 3: Update Your Employee and Contribution Information

Use the form below to update contribution amounts and employee information, including adding newly hired employees, before clicking on the Submit button to proceed to STEP 4 - Process and Confirm Your Contributions.

Payroll Date: 01/29/2015  
 Division: P 1 WK1 Weekly  
 Expected Contribution Total: \$ 100.00

Hover over this icon when you need additional information.

Note: If you select an employee to be deleted, the employee information will be deleted from your view only, not from the recordkeeping system.

- Errors must be corrected before continuing to Step 4 - Process and Confirm Your Contributions
- Warnings will not prevent you from continuing to Step 4 - Process and Confirm Your Contributions, we do encourage your review in case updates are needed.
- The employee account has been terminated, no updates allowed at this time. If you need to make a contribution for this employee, include them here and you will be prompted to reactivate them in Step 4. Once they have been reactivated, you will be able to edit their account.

Add Employee
 Add New Column
 Export
 Search
 Add/Change Money Sources

Delete	Edit	Alert	S&N	Last Name	First Name	Middle Name	Suffix	EMPLOYEE BEFORE TAX	EMPLOYER MATCH	LOAN REPAYMENT	YTD Hours Worked	YTD Total Comp
			000335638	AUTO	TEST			\$ 100.00	\$ 50.00	\$		
			000000116	GPP	SILVIO ONE-ONE-SIX			\$	\$	\$		
			000009000	LAST	FIRST			\$	\$	\$		
			000033330	TEST	THREE			\$	\$	\$		
			000123456	SMITH	BRENDA			\$	\$	\$		
			000159261	TESTB	JULIE			\$	\$	\$		
			000159262	TEST	JULIE			\$	\$	\$		
			000159263	TEST	JULIE			\$	\$	\$		
			000310000	TESTTWO	SEQUENCE			\$	\$	\$		
			000335384	SMITH	AL			\$	\$	\$		

Totals across pages \$100.00 \$50.00 \$

< 111 >

Money Source Total \$: 150.00





Expected Contribution Total: \$100.00

Show 10 Entries

First
Previous
1
2
3
4
5
Next
Last

Show 1 to 10 of 225 entries


Save And Continue To Contribution Processing
Back

If the system requires additional information before the contribution can be processed or if information is missing from the participant account, an alert will appear next to the participant name.  appears for errors and the information must be entered to continue processing.  indicates a warning and will not prevent the contribution from being processed.  denotes that the employee account has been terminated. You can make a change to an employee by clicking on . This will open that person's record above the remittance, allowing you to change their information and will update the record keeping system when you save the changes and exit their record.




**STEP 3: Update Your Employee and Contribution Information**

Use the form below to update contribution amounts and employee information, including adding newly hired employees, before clicking on the Submit button to proceed to STEP 4 - Process and Confirm Your Contributions.


















Payroll Date: 01/29/2015  
 Division: P 1 WK1 Weekly  
 Expected Contribution Total: \$ 100.00

 Hover over this icon when you need additional information.

Note: If you select an employee to be deleted, the employee information will be deleted from your view only, not from the recordkeeping system.

-  Errors must be corrected before continuing to Step 4 - Process and Confirm Your Contributions
-  Warnings will not prevent you from continuing to Step 4 - Process and Confirm Your Contributions, we do encourage your review in case updates are needed.
-  The employee account has been terminated, no updates allowed at this time. If you need to make a contribution for this employee, include them here and you will be prompted to reactivate them in Step 4. Once they have been reactivated, you will be able to edit their account.

 Add Employee  Add New Column  Export  Search  Add/Change Money Sources

Deletes	Edit	Alert 	SSN 	Last Name 	First Name 	Middle Name 	Suffix 	EMPLOYEE BEFORE TAX 	EMPLOYER MATCH 	LOAN REPAYMENT 	YTD Hours Worked 	YTD Total Comp 	YTD 
			000335637	AUTO	TEST			\$ 100.00	\$ 50.00	\$			
			445877622	TEST	RABBIT			\$ 250.00	\$ 100.00	\$			
				ADDPART B	X			\$ 70.00	\$ 35.00	\$			



Clicking the icon will pull up the employee edit screen and identify missing information, allowing you to enter the missing information which will then remove the alert from that record.



'Add Employee' – You may add an employee to your plan here. Click the add employee button and enter in the employee's social security number.

The screenshot shows a web interface with a top navigation bar containing five buttons: 'Add Employee' (circled in red), 'Add New Column', 'Export', 'Search', and 'Add/Change Money Sources'. Below the navigation bar is a form titled 'Add Employee'. The form has two input fields: 'SSN:' and 'Confirm SSN:'. At the bottom right of the form are two buttons: 'Continue' and 'Cancel'.

If the employee already exists in the plan, you will receive a message asking if you want to include them in this remittance. Click continue to include them or 'cancel' to go back to the previous screen.

The screenshot shows a message box with the following text: "This employee exists in the plan and/or division you are contributing for. Would you like to restore the employee to this contribution? If so, click Continue." At the bottom right of the message box are two buttons: 'Continue' (circled in red) and 'Cancel'.

If the employee already exists in the remittance, you will be notified and can click 'continue' to go back to the remittance and that employee will be populated to the top of the list.

The screenshot shows a message box with the following text: "The employee you entered is in the current payroll and will be populated to the top. Click Continue to return." At the bottom right of the message box is a single button: 'Continue' (circled in red).

FOR PLAN SERVICE CENTER (PSC) USERS ONLY.

‘Add a New Column’ – Allows you to add new data columns to your remittance. These data fields will be pulled in to the remittance and populated with any information we have for your employees for those fields. You will not be able to remove required data columns. Be sure to click the close button in order to get back to editing the contributions.

The new data columns will be included in the remittance with the employee information populated – if it exists in the record keeping system. You can scroll through the remittance to see the additional columns using the scroll bar under the list of employees.

Delete	Edit	Alert	SSN	Last Name	First Name	Zip Code	V/Work Number	Extension	Participation Date	Eligibility Code	Division D	Division E	Gender	Employee ID
			222809987	JONES	CORINNE	1	-		06/01/2010	Yes	D13 Testing	E9 Testing	FEMALE	001015
			315789965	TEST	EEVORE	1-5002	-		02/01/2002	Yes	D13 Testing	E9 Testing	MALE	
			256987845	TEST	DAISY	1-5002	-		01/01/2000	Yes	D11 Testing	E1 Testing	FEMALE	
			359784599	TESTS	CHARLIE	1-5002	-		01/01/1996	Yes	D13 Testing	E9 Testing	MALE	
			123888140	AUTO	SUPRESS	1-5002	-		01/16/2012	Yes	D13 Testing	E9 Testing		
			525252989	TEST	GAP	1-5002	-		09/15/2014	Yes	D13 Testing	E9 Testing	FEMALE	
			741009963	TESTING	TEST	4	-		09/29/2014	Yes	D11 Testing	E9 Testing	MALE	
			123888141	AUTO	SUPRESS	1-5002	-		01/16/2012	Yes	D13 Testing	E9 Testing		
			545545454	FORSYTHE	SANDY	1-5002	-		07/23/2012	Yes	D13 Testing	E9 Testing		
			999888776	POST	PRODTEST	1-5002	-		06/01/2014	No	D11 Testing	E1 Testing	MALE	

Money Source Total \$: Expected Contribution Total: \$100.00

Show 10 Entries First Previous 1 2 3 4 5 Next Last Show 1 to 10 of 225 entries

Enter contribution amount to continue Save And Continue To Contribution Processing Back

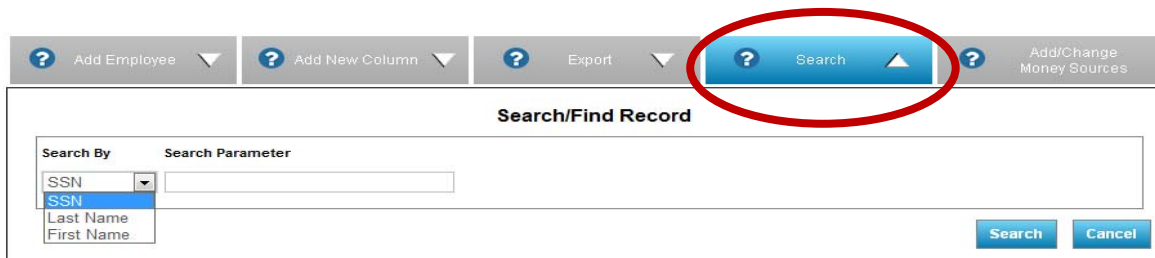
FOR PLAN SERVICE CENTER (PSC) USERS ONLY.



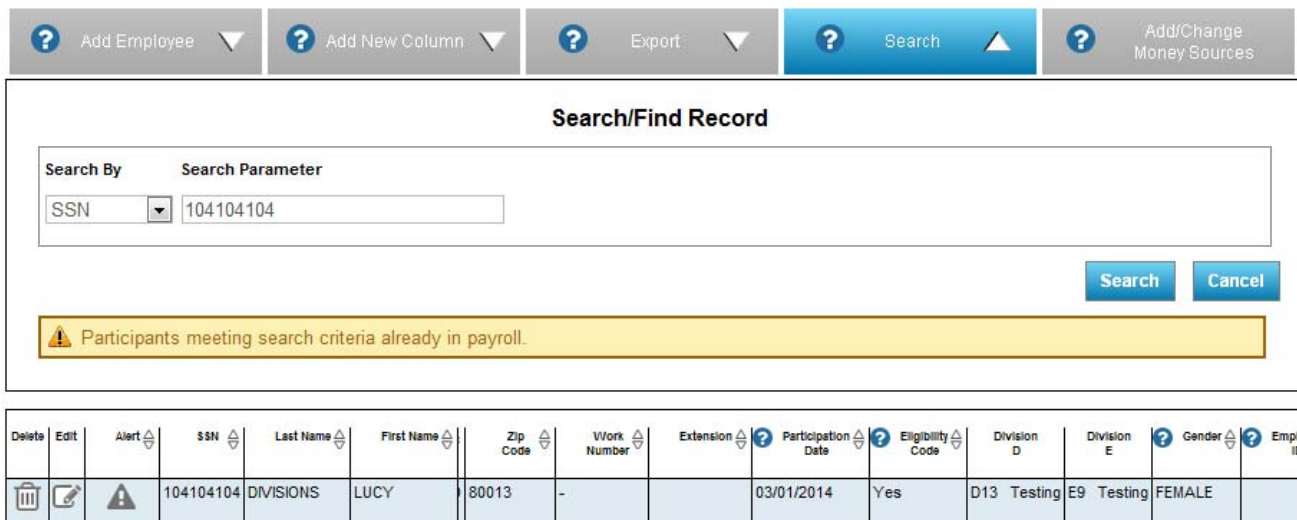
'Export' – Creates a copy of the remittance to include employee data that can be saved for your records or used as a template to create a file of your own. Click on the 'continue' button to generate the report and get back to the remittance screen. You will be notified with an e-mail when the report is available to download.



'Search' - Locate an employee in the remittance you are working on by using the search feature.

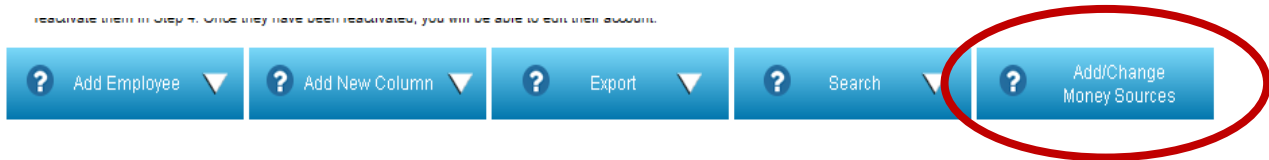


The cancel button will take you back to the remittance screen.



FOR PLAN SERVICE CENTER (PSC) USERS ONLY.

'Add/Change Money Sources' – Allows you to go back to step 2 and add or remove additional money sources from the remittance you are currently working on. \*Note - Be sure you do not hit the back button, otherwise it will then take you back to Step 1. Once you have made your changes, click continue in order to get back to Step 3, updating your employee and contribution information.



**Process Employee Updates And Submit Contributions Online**

STEP 1: Enter Your Payroll Information

**STEP 2: Select Your Money Sources**

Payroll Date: 02/05/2015  
 Division: P 1 WK1 Weekly  
 Expected Contribution Total: \$ \$100.00

Select the Money Source(s) You Want To Process

Select	Money Source	Description	Last Contribution Date
<input type="checkbox"/>	ATK1	EMPLOYEE AFTER TAX	
<input checked="" type="checkbox"/>	BTK1	EMPLOYEE BEFORE TAX	12/04/2013
<input checked="" type="checkbox"/>	ERM1	EMPLOYER MATCH	
<input checked="" type="checkbox"/>	ERO1	EMPLOYER PROFIT SHARING	
<input type="checkbox"/>	QAC1	SAFE HARBOR QACA EMPLOYER CONTRIBUTION	
<input type="checkbox"/>	RTH1	ROTH CONTRIBUTION	
<input type="checkbox"/>	SHM1	SAFE HARBOR MATCH	
<input checked="" type="checkbox"/>	LON1	LOAN REPAYMENT	

- Your plan has both Employer Match and Safe Harbor Match money sources. Please be sure you select the correct match money source.
- Your plan allows Age 50 Catch Up. Please include these contributions in your Employee Before Tax and/or Roth totals.
- Your plan has a Roth money source. Roth match should be included in the Employer Match and/or Safe Harbor Match money sources.
- If any employee has multiple loan repayments, combine them into one loan repayment amount.

**Continue** **Back**

STEP 3: Update Your Employee and Contribution Information

FOR PLAN SERVICE CENTER (PSC) USERS ONLY.

Once you have all of your employee and contribution information complete in Step 3, click the “Save And Continue To Contribution Processing” button. Note: This button will not be active until contribution amounts are entered.

**STEP 3: Update Your Employee and Contribution Information**

Use the form below to update contribution amounts and employee information, including adding newly hired employees, before clicking on the **Submit** button to proceed to STEP 4 - Process and Confirm Your Contributions.

Payroll Date: 01/29/2015  
 Division: P 1 WK1 Weekly  
 Expected Contribution Total: \$ 100.00

Hover over this icon when you need additional information.

---

Note: If you select an employee to be deleted, the employee information will be deleted from your view only, not from the recordkeeping system.

- ✖ Errors must be corrected before continuing to Step 4 - Process and Confirm Your Contributions
- ⚠ Warnings will not prevent you from continuing to Step 4 - Process and Confirm Your Contributions, we do encourage your review in case updates are needed.
- ☑ The employee account has been terminated, no updates allowed at this time. If you need to make a contribution for this employee, include them here and you will be prompted to reactivate them in Step 4. Once they have been reactivated, you will be able to edit their account.

Add Employee
 Add New Column
 Export
 Search
 Add/Change Money Sources

Details	Edit	Alert	SSN	Last Name	First Name	Middle Name	Suffix	EMPLOYEE BENEFIT TAX	EMPLOYEE MATCH	LOAN REPAYMENT	TID Hours Worked	TID Total Comp	TID Total Comp
			000335638	AUTO	TEST			\$ 100.00	\$ 50.00	\$			
			962396231	ENROLL	TEST			\$ 200.00	\$ 100.00	\$			
			239987581	GRIMES	RICK			\$ 80.00	\$ 40.00	\$			
			123456654	ENROLLMENT	TEST			\$	\$	\$ 50.00			
			125968754	DAVIS	HANK			\$	\$	\$			
			260458458	PAN	KENNY			\$	\$	\$			
			123456921	MOXY	JANICE			\$	\$	\$			
			111225568	TEST	T			\$	\$	\$			
			000123456	SMITH	BRENDA			\$	\$	\$			
			560560065	TEST	GAIL			\$	\$	\$			

Totals across pages: \$380.00 \$190.00 \$50.00

Money Source Total \$: 620.00      Expected Contribution Total: \$ 100.00

Show 10 Entries      First Previous 1 2 3 4 5 Next Last      Show 1 to 10 of 225 entries

Save And Continue To Contribution Processing
Back

FOR PLAN SERVICE CENTER (PSC) USERS ONLY.

## Step 4: Process and Confirm Your Contribution

The system will validate the remittance. Click “Continue” as soon as the button appears.

STEP 4: Process and Confirm Your Contributions

Reference Number	Payroll Date	Expected Total <sup>1</sup>	Division
483185061	01/29/2015	\$100.00	P 1 WK1 Weekly

<sup>1</sup>Expected Total is used for reconciliation purposes only. It may or may not equal the actual total for the contribution.

You are now being directed to the final step to complete the submission of your contributions.

In this step you will need to confirm your contribution amounts, review any messages and finalize your contribution for funding to your participant accounts.

Finished Validating Remittance. Please click 'Continue'

Continue

If the following screen appears for you to update participant termination dates, update the participants or click “Continue to Confirmation Page.”

STEP 4: Process and Confirm Your Contributions

Please wait a moment while our system reviews this payroll remittance to determine if there are any participants who have made a contribution in the past, and are not making a contribution in this remittance.

The following participants who have made contributions in the past, are not making a contribution in this remittance. Please indicate if these participants have been terminated or are on a leave of absence.

If you provide a termination date below our system will update the participant record accordingly. If you selected any reason other than Termination and need to update the participant records, please contact the Plan Technical Support Team.

SSN	Name	Reason
<input type="checkbox"/> Termination Date Prompts		
589-48-3459	IGSSIG UHONUSO	Bypass Update <span style="float: right;">▼</span>
369-38-2739	MCSSH LGH KS	Bypass Update <span style="float: right;">▼</span>
769-73-3449	ISGISSH LLSULC	Bypass Update <span style="float: right;">▼</span>
799-07-5899	KSGO HGGG	Bypass Update <span style="float: right;">▼</span>
509-80-5989	MHOO DSOF	Bypass Update <span style="float: right;">▼</span>
193-70-6849	KCOGU GBOTGS	Bypass Update <span style="float: right;">▼</span>
189-34-5529	KSGO GSHHOCO	Bypass Update <span style="float: right;">▼</span>
509-86-5889	TGSSH OSUCLGEHEN	Bypass Update <span style="float: right;">▼</span>
529-07-5959	MGSOCSE CMBODCBIG	Bypass Update <span style="float: right;">▼</span>
509-89-7689	FHCOC HHUGGS	Bypass Update <span style="float: right;">▼</span>
729-42-8249	EGSHUTSNGGS TSCOOGMM	Bypass Update <span style="float: right;">▼</span>
389-70-8629	MGG NSHEG	Bypass Update <span style="float: right;">▼</span>
689-18-2389	TCOOH DBFMSOI	Bypass Update <span style="float: right;">▼</span>
589-45-3959	DYGSMMH EHMUSO	Bypass Update <span style="float: right;">▼</span>
509-89-7489	OHEGMMG FSHSSO	Bypass Update <span style="float: right;">▼</span>
249-63-9709	UGGMDH NGTGSUSO	Bypass Update <span style="float: right;">▼</span>

Continue to Confirmation Page

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Click “Continue to Remit Confirmation”

**STEP 4: Process and Confirm Your Contributions**

**PSC Termination Date Confirmation Page**

The following participants were processed:

SSN	Name	Reason
589-48-3459	IGSSIG UHONUSO	Update to this participant bypassed at this time
369-38-2739	MCSSH LGH KS	Update to this participant bypassed at this time
769-73-3449	ISGISSH LLSULC	Update to this participant bypassed at this time
799-07-5899	KSGO HGGS	Update to this participant bypassed at this time
509-80-5989	MHOO DSOF	Update to this participant bypassed at this time
193-70-6849	KCOGU GBOTGS	Update to this participant bypassed at this time
189-34-5529	KSGO GSHHOCO	Update to this participant bypassed at this time
509-86-5889	TGSSH OSUCLGEHEN	Update to this participant bypassed at this time
529-07-5959	MGSOC SF CMBODCBIG	Update to this participant bypassed at this time
509-89-7689	FHCOC HHUGGS	Update to this participant bypassed at this time
729-42-8249	EGSHUTSNGGS TSCOOGMM	Update to this participant bypassed at this time
389-70-8629	MGG NSHEG	Update to this participant bypassed at this time
689-18-2389	TCOOH DBFM SOI	Update to this participant bypassed at this time
589-45-3959	DYGSMH EHMUSO	Update to this participant bypassed at this time
509-89-7489	OHEGMMG FSHSSO	Update to this participant bypassed at this time
249-63-9709	UGGMDH NGTGSUSO	Update to this participant bypassed at this time

[Continue to Remit Confirmation](#)

FOR PLAN SERVICE CENTER (PSC) USERS ONLY.



If the system requires additional data that will prevent cash contributions from being processed, another reject screen will appear. You can sort by rejects first to bring the message to the top. Check the drop-down menu for options. Select the option you need and hit “Go”. Follow the instructions given for each reject. If you’re unsure of the option you need, call Website Support.

**STEP 4: Process and Confirm Your Contributions**

Remit Info
Remit Details
Confirmation

Reference Number	Payroll Date	Expected Total <sup>1</sup>	Division	Cash Effective Date <sup>2</sup>
483185061	01/29/2015	\$100.00	P 1 WK1 Weekly	02/06/2015

<sup>1</sup>Expected Total is used for reconciliation purposes only. It may or may not equal the actual total for the contribution.  
<sup>2</sup>If processed BEFORE 2 a.m. Eastern Time.

[Choose Money Sources](#)    [View All Rejects](#)

➔
Sort By: Rejects First Go

⚠ Rejects Exist!
Displaying 1 - 4 of 4 Records

Continue to Final Confirmation

Add Records

Delete Selected Records

Delete All Records

Save Changes / Update Totals

Next Page ▶

Reject SSN	Delete	Last Name / Initial	Employee Before Tax	Employer Match	Loan Repayment (amount / loan # / prepay mthd)
⚠ 123456654 <a href="#">Update Participant</a>	<input type="checkbox"/>	ENROLLMENT, T	<input type="text"/>	<input type="text"/>	50.00 <input type="text"/> <input type="text"/> <input type="text"/>
Reject R3800: NO ACTIVE LOAN EXISTS FOR THIS INDIVIDUAL IN THIS GROUP ACCOUNT					
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
000-33-5638 <a href="#">Update Participant</a>	<input type="checkbox"/>	AUTO, T	100.00	50.00	<input type="text"/> <input type="text"/> <input type="text"/>
239-98-7581 <a href="#">Update Participant</a>	<input type="checkbox"/>	GRIMES, R	80.00	40.00	<input type="text"/> <input type="text"/> <input type="text"/>
962-39-6231 <a href="#">Update Participant</a>	<input type="checkbox"/>	ENROLL, T	200.00	100.00	<input type="text"/> <input type="text"/> <input type="text"/>

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Check the boxes under “Verify Money Source” once you have confirmed each money source total is correct. Check the box “I have read and accept all warnings” and then click “Complete Transaction.”

**STEP 4: Process and Confirm Your Contributions**

Remit Info Remit Details Confirmation

Reference Number	Payroll Date	Expected Total <sup>1</sup>	Division	Cash Effective Date <sup>2</sup>
483185061	01/29/2015	\$100.00	P 1 WK1 Weekly	02/06/2015

<sup>1</sup>Expected Total is used for reconciliation purposes only. It may or may not equal the actual total for the contribution.  
<sup>2</sup>If processed BEFORE 2 a.m. Eastern Time.

Money Source	Description	Verify Money Source	Total Amount
BTK 1	EMPLOYEE BEFORE TAX	<input checked="" type="checkbox"/>	\$380.00
ERM 1	EMPLOYER MATCH	<input checked="" type="checkbox"/>	\$190.00

Expected Total: \$100.00  
 Actual Total: \$570.00

Total Amount to be Remitted by Employer: \$570.00

If you would like to schedule this contribution for a later date, please enter that date here otherwise contributions will be effective on the date shown 02/06/2015

Confirmation Messages:  
 Warning: Actual Total is not equal to Expected Total.  
 Warning: If you have scheduled contributions with an effective date in the future, your contribution will not be completed until the date you have chosen. If you need to change the date you have selected, please do so before completing this transaction.

I have read and accept all warnings and notices on this page.

Use Forfeitures **Complete Transaction** Cancel

Click “Continue” when it appears.

**STEP 4: Process and Confirm Your Contributions**

Reference Number	Payroll Date	Expected Total <sup>1</sup>	Division
483185061	01/29/2015	\$100.00	P 1 WK1 Weekly

<sup>1</sup>Expected Total is used for reconciliation purposes only. It may or may not equal the actual total for the contribution.

Completing Transaction . . . Please Wait.

This may take some time. You will be notified on this page when complete.

Finished Completing Transaction. Please click 'Continue'

**Continue**

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You can click "Print" to print a copy of your verification page. Click "Continue."

**STEP 4: Process and Confirm Your Contributions**

Reference Number	Payroll Date	Expected Total <sup>1</sup>	Division	Cash Effective Date <sup>2</sup>
483185061	01/29/2015	\$100.00	P 1 WK1 Weekly	02/06/2015

<sup>1</sup>Expected Total is used for reconciliation purposes only. It may or may not equal the actual total for the contribution.

<sup>2</sup>If processed BEFORE 2 a.m. Eastern Time.

Money Source	Description	Verify Money Source	Total Amount
BTK 1	EMPLOYEE BEFORE TAX	✓	\$380.00
ERM 1	EMPLOYER MATCH	✓	\$190.00

Expected Total: \$100.00  
Actual Total: \$570.00

Total Amount to be Remitted by Employer: \$570.00

Confirmation Messages:

Warning: Actual Total is not equal to Expected Total.

Contribution effective 02/06/2015 if submitted now (click "Complete Transaction" below).

✓ I have read and accept all warnings and notices on this page.

[Continue](#)




Print Employee Contributions have been processed and submitted.  
You may print this page as confirmation for your records.

Verification Code:  
73,-81,-85,-111,8,-18,55,46,-58,22,55,120,-46,-59,-97,-94,-90,-56,27,11,44,-91,-73,58,-34,-59,-102,-102,-63,-14,-93,-73,-72,-78,117,-15,-23,-97,97,24,-40,-125,-4  
5,40,0,-65,-18,46,-8,33,119,-80,-31,-60,-1,-108,-91,46,-47,-12,98,79,-80,32

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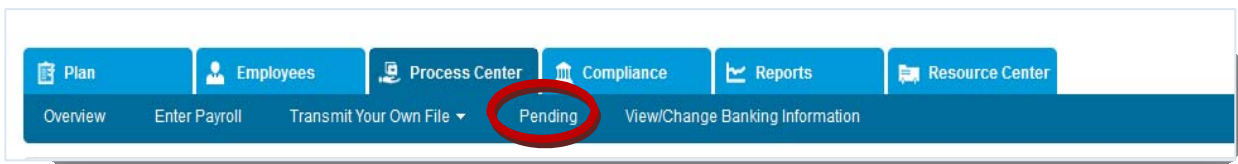
Contributions have now been processed. You may log out, or if an error has occurred, click the **X** to delete the transaction. These will be displayed in the “Pending” section of the process center until 11:00pm MST on the day you process.

Click the reference number to view or print participant contributions.



The following contributions have been completed. To view the contribution details, click on the reference number. If any of the following contributions were submitted in error, click on the 'X' to cancel the contribution. You have until 11:00pm MST on the day before the Cash Effective Date to cancel the contribution.

Reference Number	Cancel	Division	Payroll Date	Data Processing Date	Cash Effective Date	Actual Total <sup>1</sup>
<a href="#">483185061</a>	<b>X</b>	P 1 WK1 Weekly	01/29/2015	02/05/2015	02/06/2015	\$570.00



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