Payroll Processing Tutorial

We've made some changes to the payroll contribution process on the Plan Service Center (PSC) and Partner*Link* websites.

If you use Payroll Data Interchange (PDI) or Payroll Bridge, log in and select the "Process Center" tab, then access Upload Payroll File or Process Payroll File. This is the only change — the rest of the processing steps remain the same.

If you enter payroll contributions manually, you'll notice an enhanced payroll process — called Guided Payroll — featuring better plan service support and more convenient data entry. Step-by-step instructions follow below.

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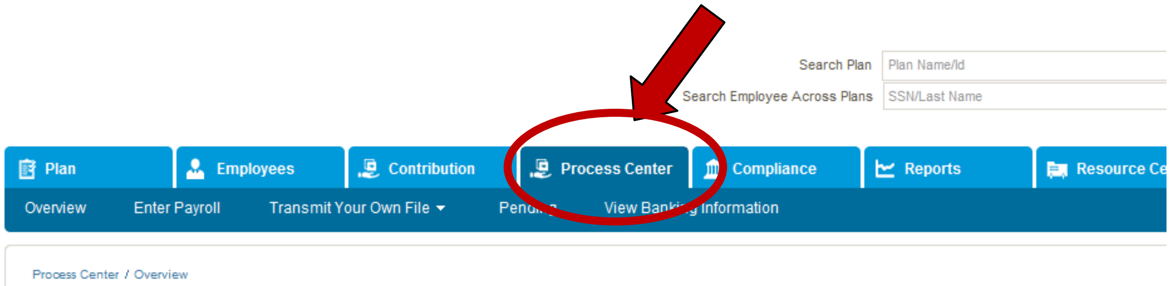
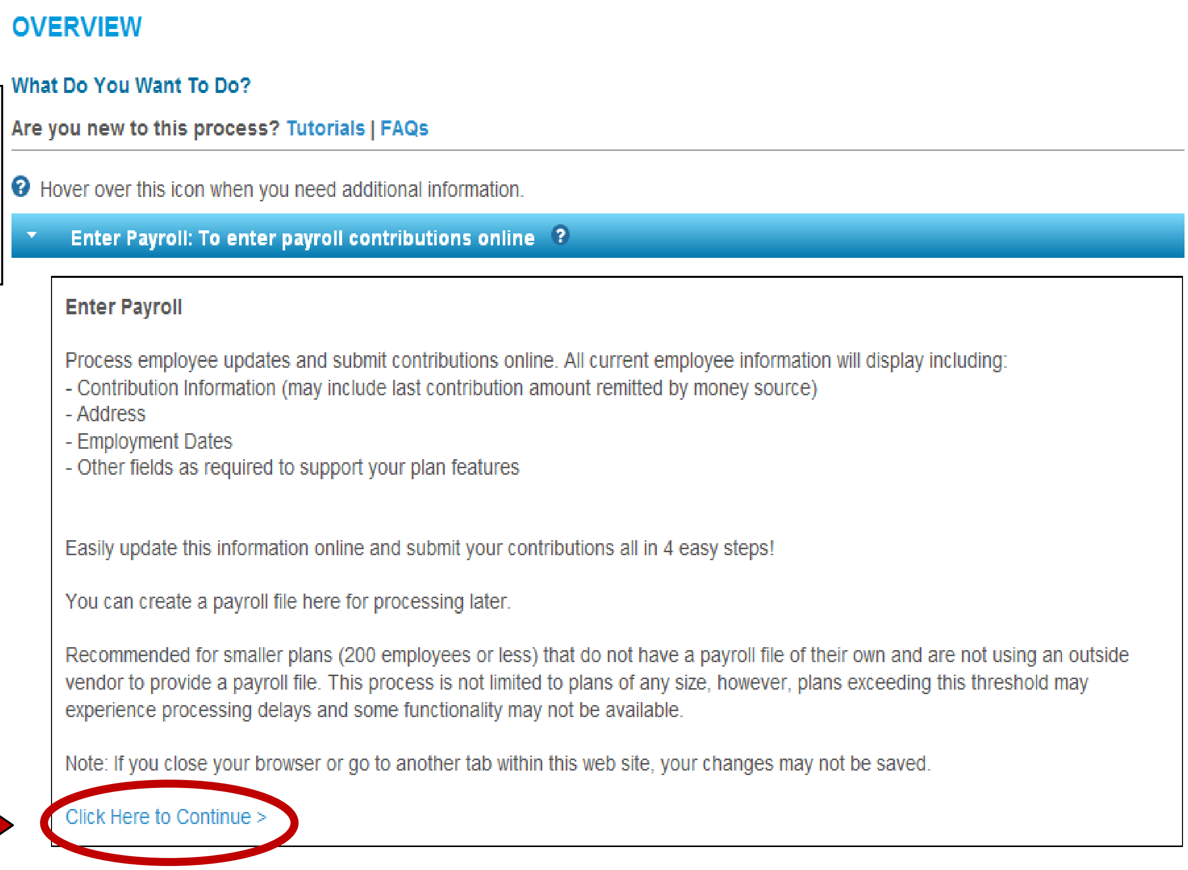
Guided Payroll Tutorial (Manual Entry)

Step 1: Enter Your Payroll Information

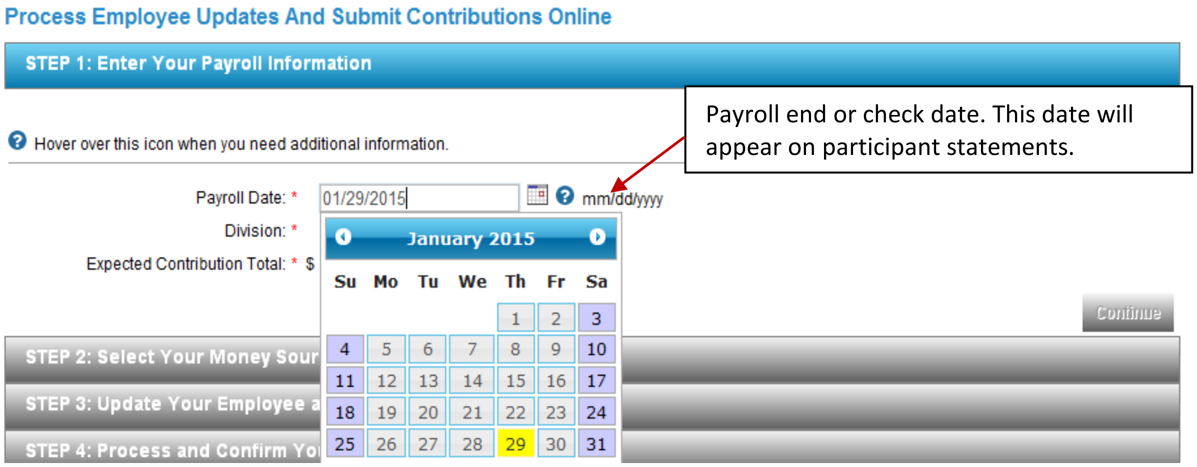
a. Log in to the Plan Service Center and select “Process Center.” Under the “Enter Payroll” information, select “Click Here to Continue.”



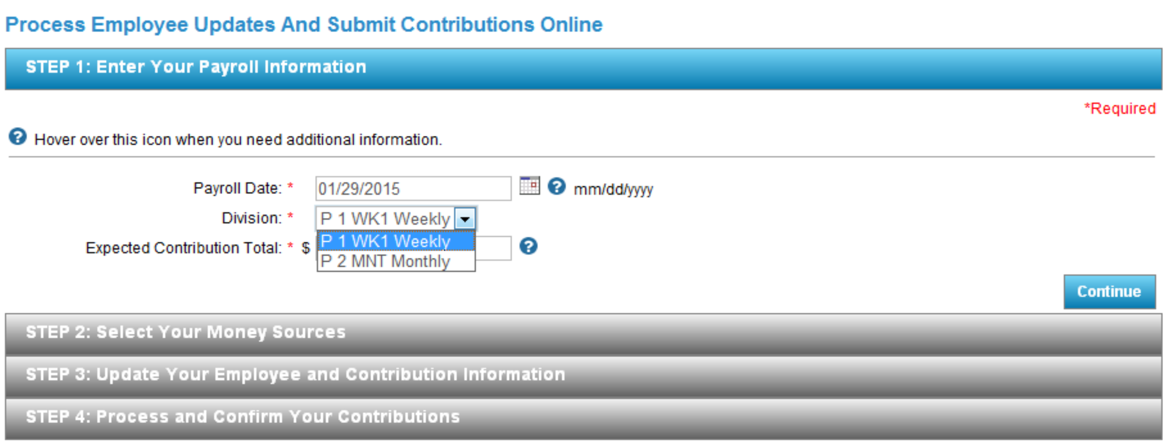
Hover over for additional information throughout the process.



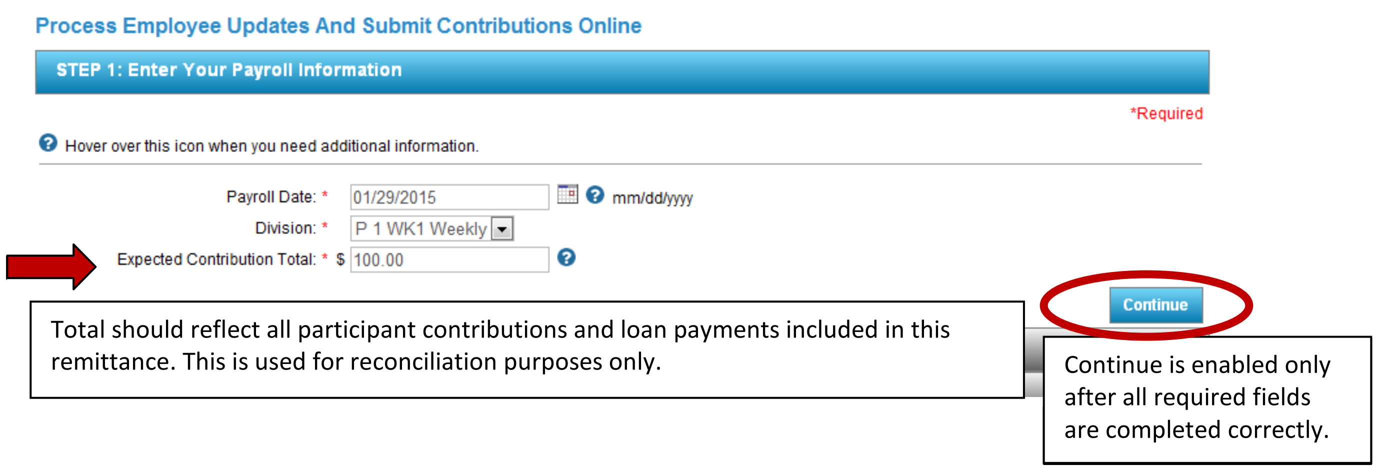
b. Enter the payroll end or check date or click on the calendar to select the date.



c. Check the division and change if necessary.

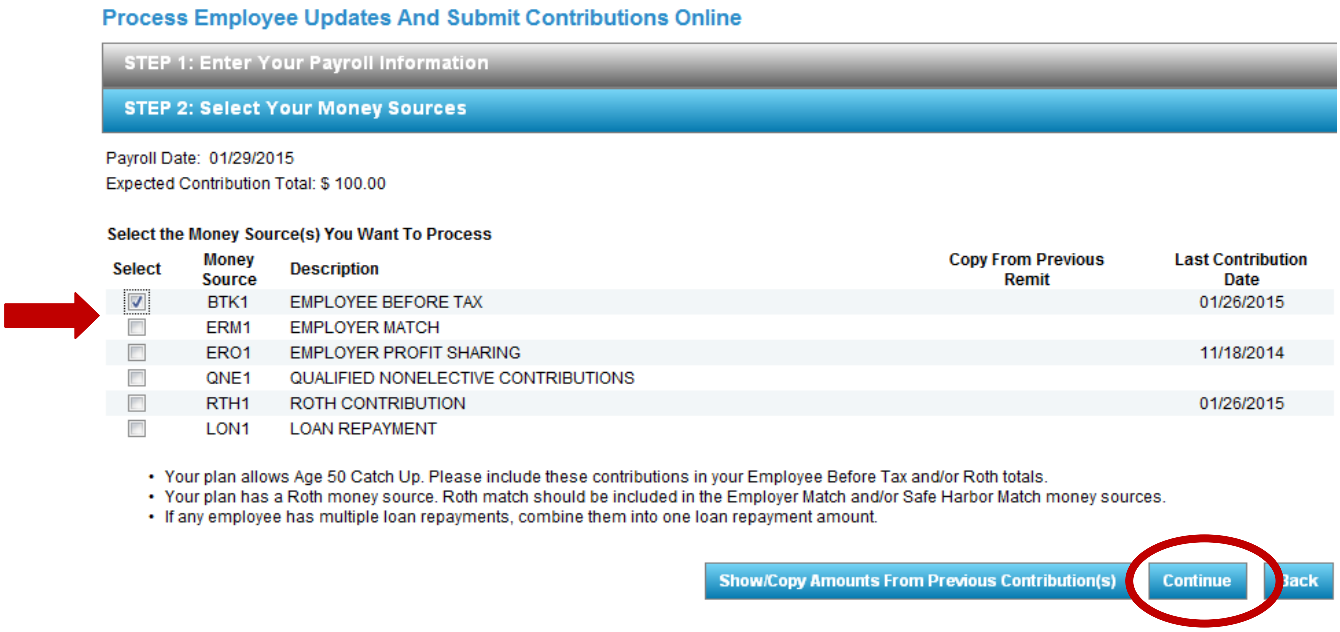


d. Enter the expected contribution amount and then click "Continue."



Step 2: Select Your Money Sources

Select the money source(s) by clicking the box to the left of the money source, or use money sources and amounts from a previous contribution by clicking “Show/Copy Amounts From Previous Contribution(s)” and then selecting specific contributions. You can add money sources if needed. Click “Continue.”



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
	BTK1	EMPLOYEE BEFORE TAX	01/26/2015: $582.30	01/26/2015
	ERM1	EMPLOYER MATCH		
	ERO1	EMPLOYER PROFIT SHARING		11/18/2014
	QNE1	QUALIFIED NONELECTIVE CONTRIBUTIONS		
	RTH1	ROTH CONTRIBUTION	01/26/2015: $94.18	01/26/2015
	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)

Payroll Date: 01/26/2015 **Reference: 480356897** **Total: $676.48**

Select	Money Source	Description	Last Contribution
☑	BTK1	EMPLOYEE BEFORE TAX	$582.30
☑	RTH1	ROTH CONTRIBUTION	$94.18

Payroll Date: 01/12/2015 **Reference: 477094324** **Total: $665.04**

Select	Money Source	Description	Last Contribution
☐	BTK1	EMPLOYEE BEFORE TAX	$583.64
☐	RTH1	ROTH CONTRIBUTION	$81.40

Payroll Date: 12/29/2014 **Reference: 473635695** **Total: $532.06**

Select	Money Source	Description	Last Contribution
☐	BTK1	EMPLOYEE BEFORE TAX	$532.06

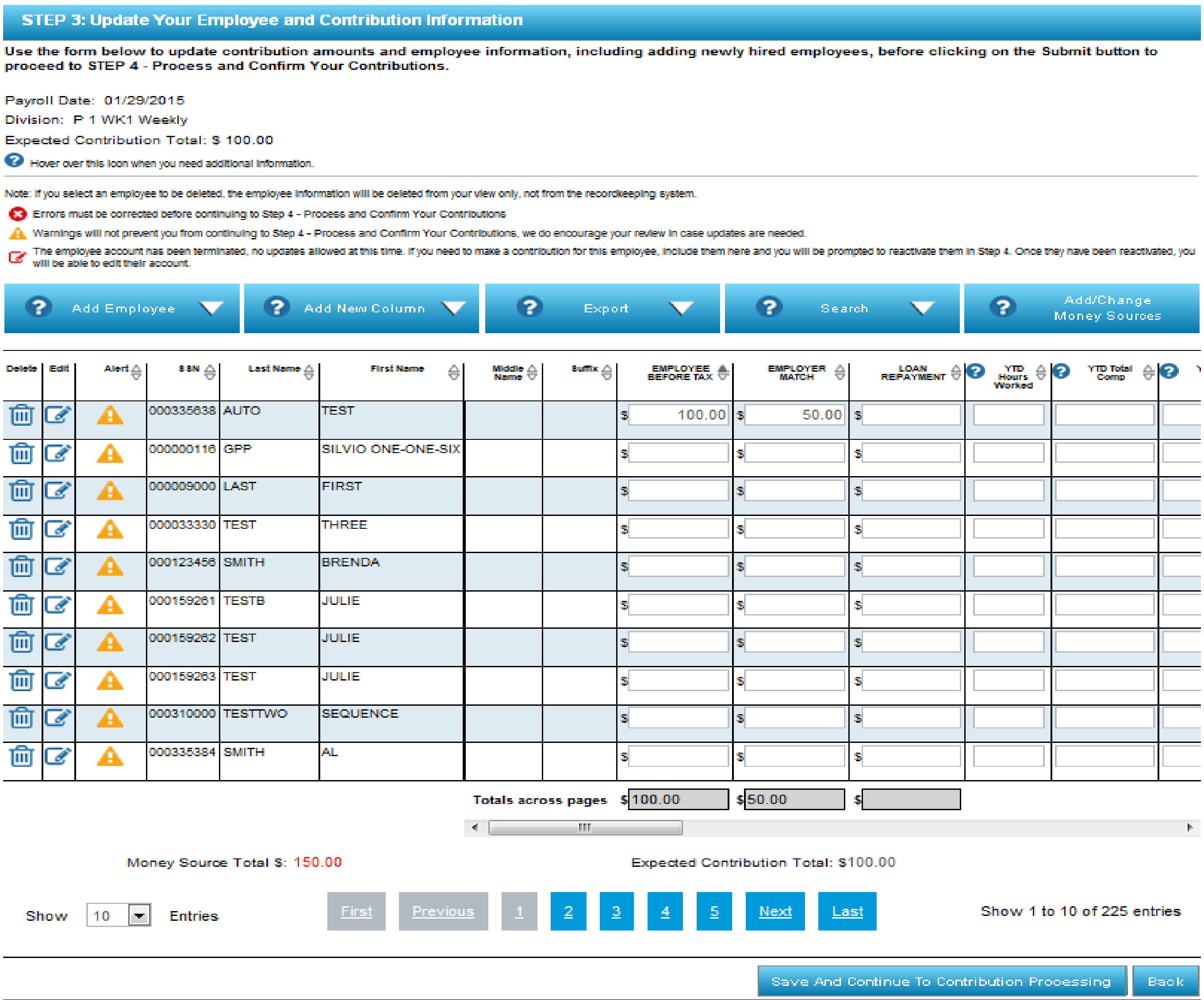
View 3 Entries.

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

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

Step 3: Update Your Employee and Contribution Information

Update your employee indicative information and contribution amounts for each money source. All active employees and employees terminated 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 still active, they will be shown here. There may be employees included here that do not have contribution amounts, but they do not need to be removed before continuing on to the next step. You can edit employee information regardless of whether the 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	SSN	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	$		

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.

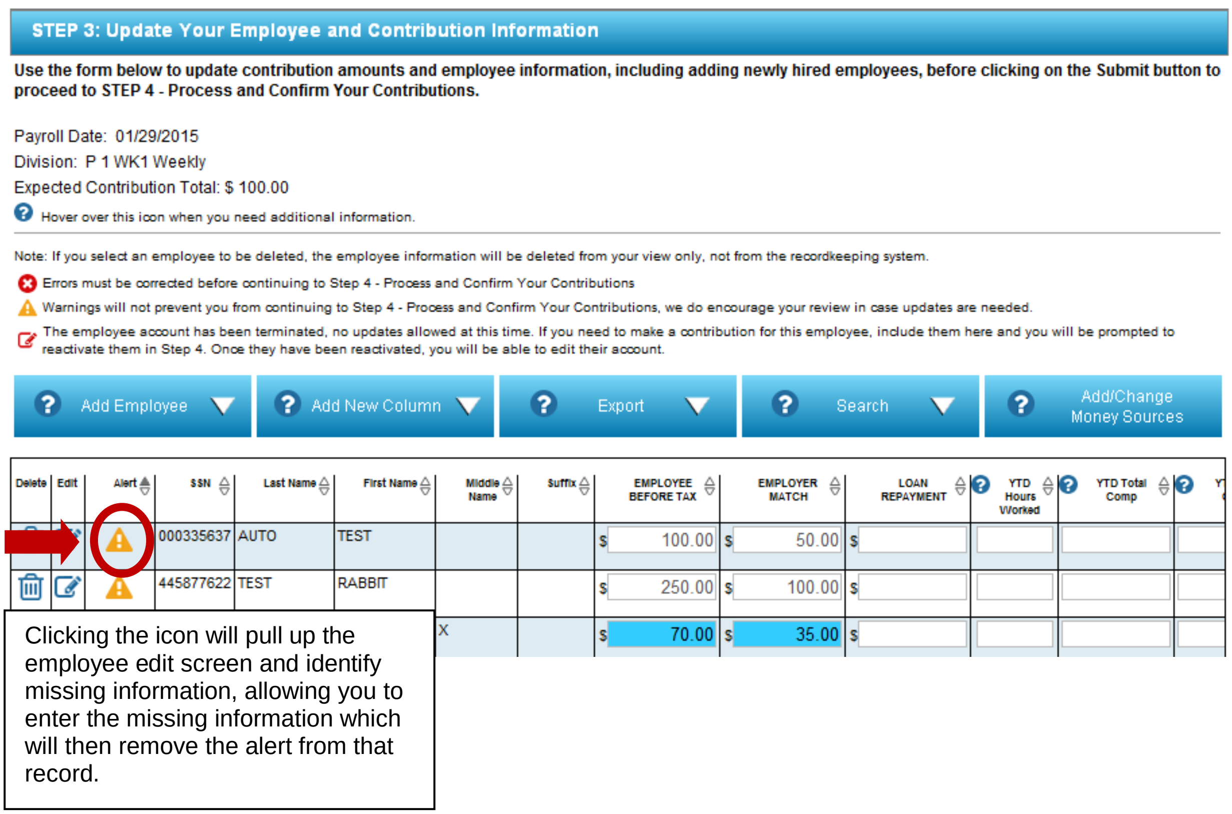
appears for errors and the information must be entered to continue processing.

indicates a warning and will not prevent the contribution from being processed.

denotes that the employee account has been terminated.

allows you to open the employee's record to change their information.

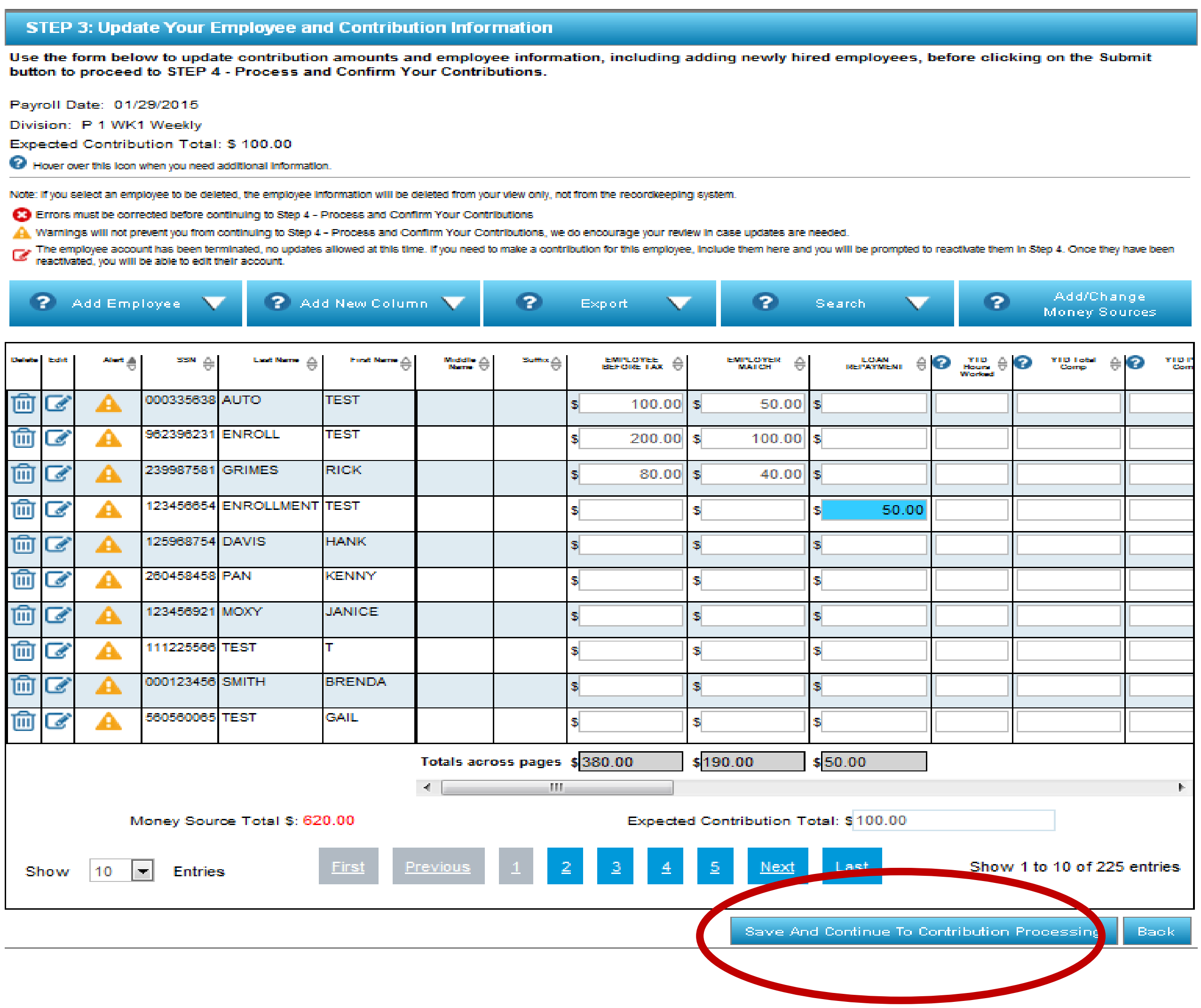
For more information about error and warning messages, see page 14-15 in the appendix.



This section offers convenient and helpful functionality. To learn more about these functions, see the Appendix:

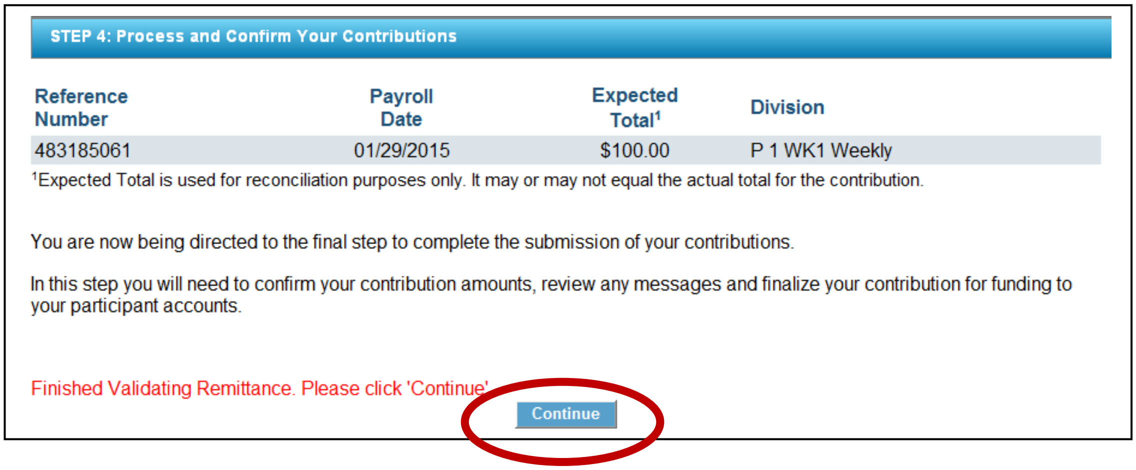
[Add Employee]	16
[Add New Column]	17
[Export]	18
[Search]	18
[Add/Change Money Source]	19

Once you have all of your employee and contribution information completed, click the "Save And Continue To Contribution Processing" button. Note: This button will not be active until contribution amounts are entered and all errors are resolved.



Step 4: Process and Confirm Your Contributions

The system will validate the remittance. Click "Continue" when the validation is complete.



STEP 4: Process and Confirm Your Contributions

Reference Number	Payroll Date	Expected Total[1]	Division
483185061	01/29/2015	$100.00	P 1 WK1 Weekly

[1]Expected Total is used for reconciliation purposes only. It may or may not equal the actual total for the contribution.

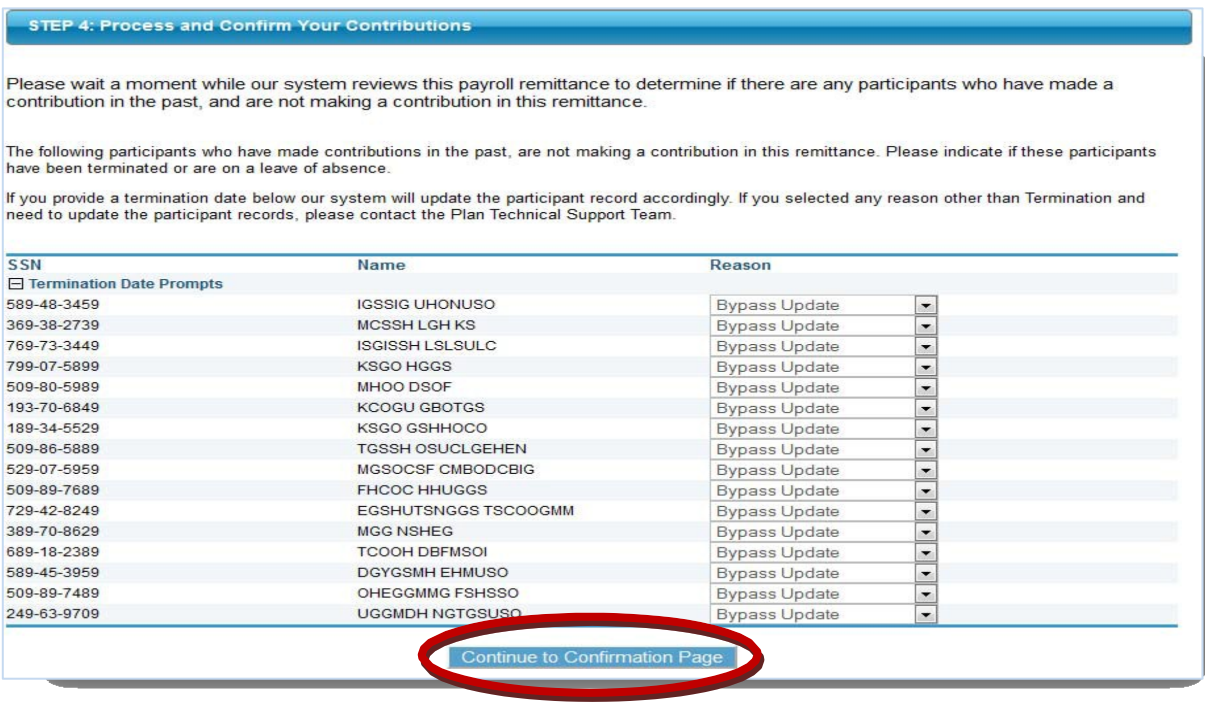
You are now being directed to the final step to complete the submission of your contributions.

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

The following screen will appear if a participant made a contribution in the past but not in this remittance. Review participant termination dates and update if needed. 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.

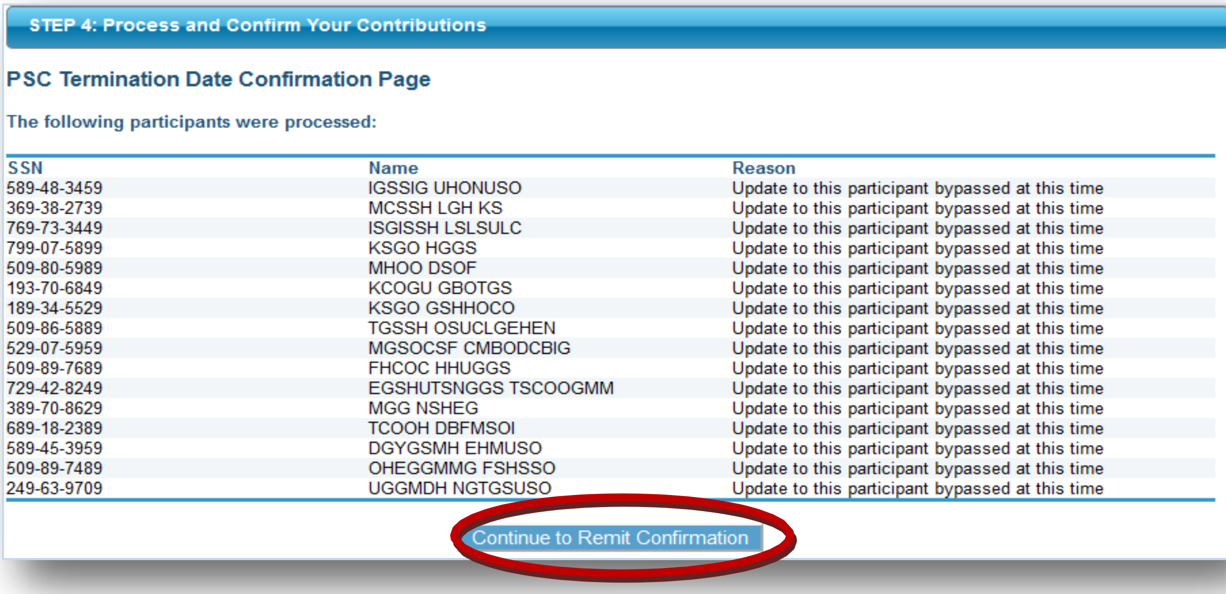
The following participants who have made contributions in the past, are not making a contribution in this remittance. Please indicate if these participants have been terminated or are on a leave of absence.

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
Termination Date Prompts		
589-48-3459	IGSSIG UHONUSO	Bypass Update
369-38-2739	MCSSH LGH KS	Bypass Update
769-73-3449	ISGISSH LSLSULC	Bypass Update
799-07-5899	KSGO HGGS	Bypass Update
509-80-5989	MHOO DSOF	Bypass Update
193-70-6849	KCOGU GBOTGS	Bypass Update
189-34-5529	KSGO GSHHOCO	Bypass Update
509-86-5889	TGSSH OSUCLGEHEN	Bypass Update
529-07-5959	MGSOCSF CMBODCBIG	Bypass Update
509-89-7689	FHCOC HHUGGS	Bypass Update
729-42-8249	EGSHUTSNGGS TSCOOGMM	Bypass Update
389-70-8629	MGG NSHEG	Bypass Update
689-18-2389	TCOOH DBFMSOI	Bypass Update
589-45-3959	DGYGSMH EHMUSO	Bypass Update
509-89-7489	OHEGGMMG FSHSSO	Bypass Update
249-63-9709	UGGMDH NGTGSUSO	Bypass Update

Continue to Confirmation Page

Click “Continue to Remit Confirmation.”



STEP 4: Process and Confirm Your Contributions

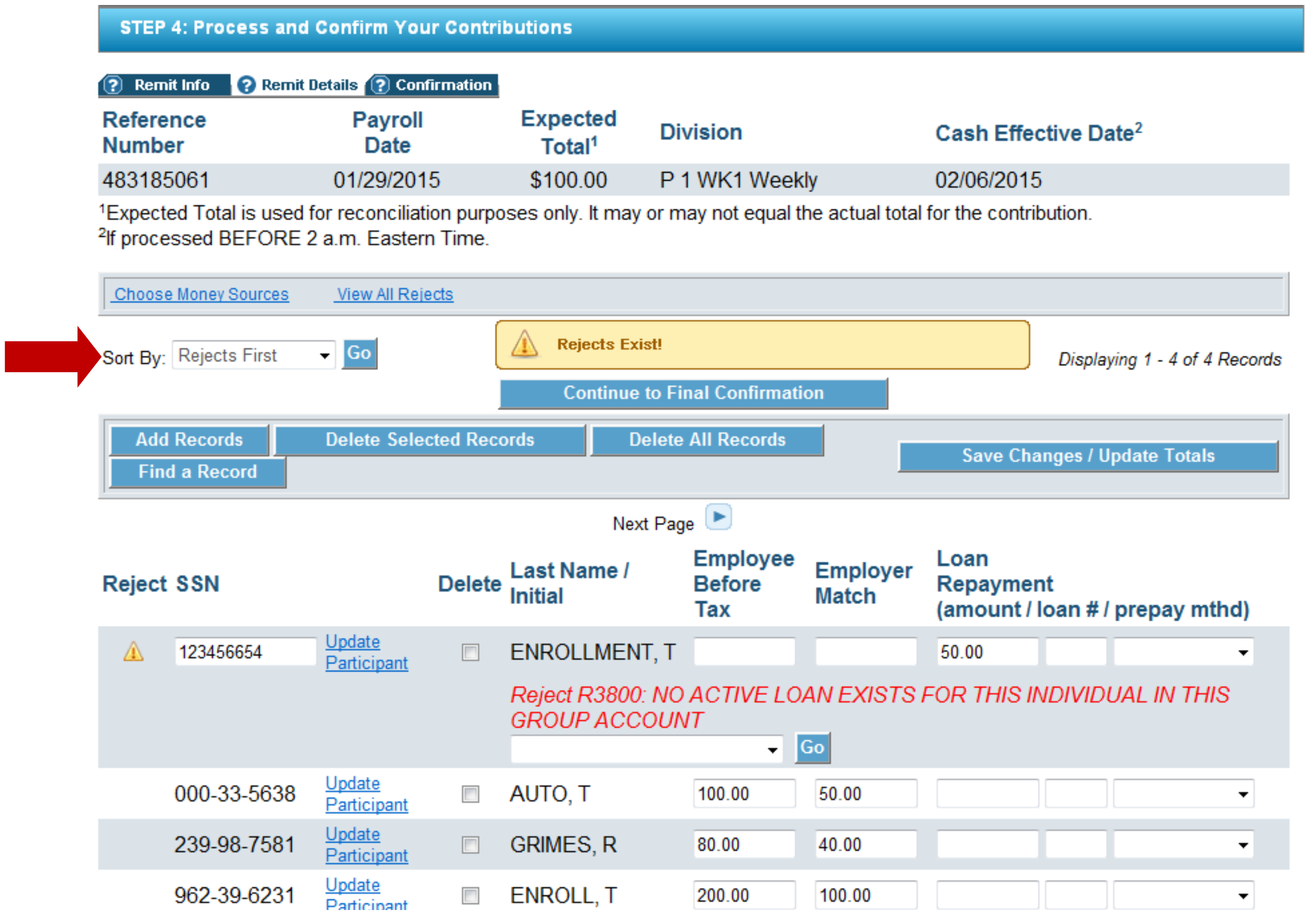
PSC Termination Date Confirmation Page

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 LSLSULC	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	MGSOCSF 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 DBFMSOI	Update to this participant bypassed at this time
589-45-3959	DGYGSMH EHMUSO	Update to this participant bypassed at this time
509-89-7489	OHEGGMMG 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

The following reject screen will appear if the system requires additional data to process the contributions. Use the drop-down menu and “Go” button to sort; “Rejects First” will bring rejects to the top. Follow the instructions for each reject. If you have questions about rejects, contact Website Support. When all of the rejects have been cleared, click on “Continue to Final Confirmation.”



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

STEP 4: Process and Confirm Your Contributions

Remit Info | Remit Details | Confirmation

Reference Number	Payroll Date	Expected Total[1]	Division	Cash Effective Date[2]
483185061	01/29/2015	$100.00	P 1 WK1 Weekly	02/06/2015

[1]Expected Total is used for reconciliation purposes only. It may or may not equal the actual total for the contribution.
[2]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

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

The system will process the payroll. Click “Continue.”

STEP 4: Process and Confirm Your Contributions

Reference Number	Payroll Date	Expected Total[1]	Division
483185061	01/29/2015	$100.00	P 1 WK1 Weekly

[1]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

You can click “Print” to keep a copy of your verification page. Click “Continue.”

STEP 4: Process and Confirm Your Contributions

Reference Number	Payroll Date	Expected Total[1]	Division	Cash Effective Date[2]
483185061	01/29/2015	$100.00	P 1 WK1 Weekly	02/06/2015

[1]Expected Total is used for reconciliation purposes only. It may or may not equal the actual total for the contribution.
[2]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.

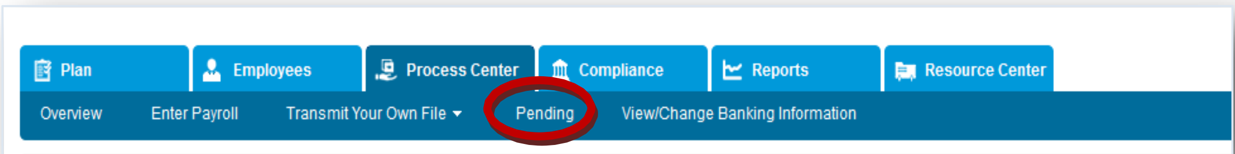
Verification Code:
73,-81,-85,-111,8,-18,55,46,-58,22,55,120,-46,-59,-97,-94,-90,-56,27,11,44,-91,-73,58,-34,-59,-102,-102,-63,-14,-93,-73,-72,-78,117,-15,-23,-97,97,24,-40,-125,-4
5,40,0,-65,-18,46,-8,33,119,-80,-31,-60,-1,-108,-91,46,-47,-12,98,79,-80,32

Contributions have now been processed. The transaction will be displayed in the "Pending" section of the Process Center until 11:00 p.m. MST on the day you process. If you find an error in your contribution, you can click the **X** to cancel the transaction.

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[1]
483185061	X	P 1 WK1 Weekly	01/29/2015	02/05/2015	02/06/2015	$570.00



Common Error Messages

You may find you have errors for certain employees that need to be cleared before you can submit your contribution. These errors fall into three categories: missing required participant indicative data, incorrect data formatting, and missing data that allows us to provide certain services.

You can see if any participant indicative data is missing or formatted incorrectly by running a "Participant Data Extract" Report on the **Reports** Tab of the Plan Service Center.

Field	Error Condition	Message
Missing Required Indicative Fields		
First Name	NULL	First Name is required
Last Name	NULL	Last Name is required
SSN	NULL	SSN is required
Address Line 1	NULL	Address is required
City	NULL	City is required
State	NULL	State is required
Zip Code	NULL	Zip Code is required
Birth Date	NULL	Birth Date is required
Hire Date	NULL	Hire Date is required
Term Date	Rehire Date is NOT NULL and Term Date is NULL	Term Date is required when there is a Rehire Date
Data Formatting Issues		
Birth Date	Invalid Format	Format is mm/dd/yyyy
Email Address	Invalid Format	Format is x@x.x
Hire Date	Invalid Format	Format is mm/dd/yyyy
Hours Worked	Invalid Format	Format is 0.00
Participation Date	Invalid Format	Format is mm/dd/yyyy
Plan Compensation	Invalid Format	Format is 0.00
Pre-Entry Compensation	Invalid Format	Format is 0.00
Rehire Date	Invalid Format	Format is mm/dd/yyyy
Term Date	Invalid Format	Format is mm/dd/yyyy
Total Compensation	Invalid Format	Format is 0.00
Ownership Percent	Invalid Format	Format is 0.00
Missing Required Data for Additional Services		
Eligibility Ind	If your plan is using Online Enrollment but not using Eligibility Tracking	Eligibility Ind is required
Participation Date	If your plan is using Online Enrollment but not using Eligibility Tracking	Participation Date is required

Common Warning Messages

You may find you have warnings for some of your employees. Warnings will not prevent you from processing your contribution but should be reviewed to ensure you are receiving accurate recordkeeping and selected plan services.

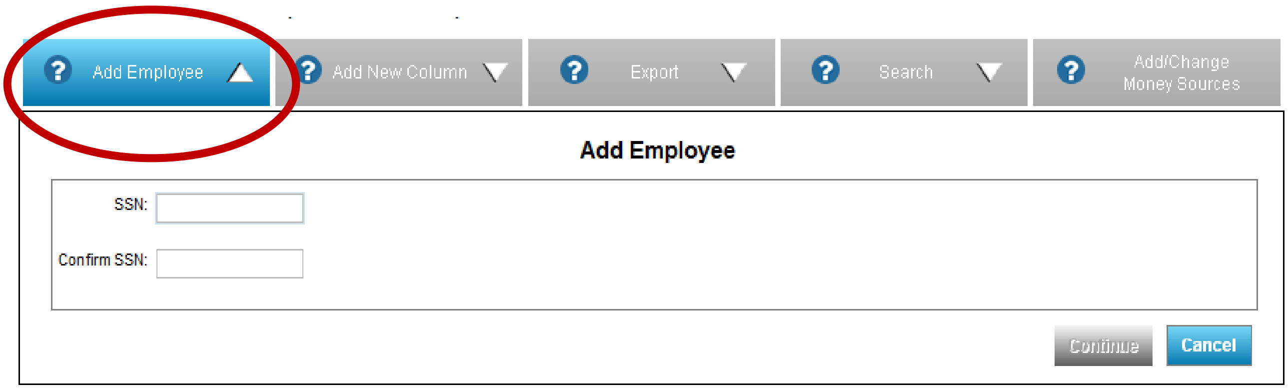
You can review your participant's information by running a "Participant Data Extract" Report on the **Reports** Tab of the Plan Service Center.

Field	Error Condition	Message
Birth Date	Invalid Birth Date	Employee's age must be between 14 and 100
Hire Date	Invalid Hire Date	Hire Date cannot be in the future.
Hire Date	Invalid Hire Date	Hire Date must be later than Birth Date
Rehire Date	Invalid Rehire Date	Rehire Date must be later than Term Date
Term Date	Invalid Term Date	Term Date must be later than Hire Date
Hours Worked	Required if your plan uses Vesting Tracking or Eligibility Tracking services	Hours required for vesting or eligibility
Hours Worked	if Hours entered > 3000	Hours entered are greater than 3,000
Plan Compensation	If American Funds is providing testing services.	Plan Comp required for testing
Pre-Entry Compensation	If American Funds is providing testing services.	Pre-Entry Compensation required for testing
Total Compensation	If American Funds is providing testing services.	Total Comp required for testing
Employer ID	Invalid Format	Numeric

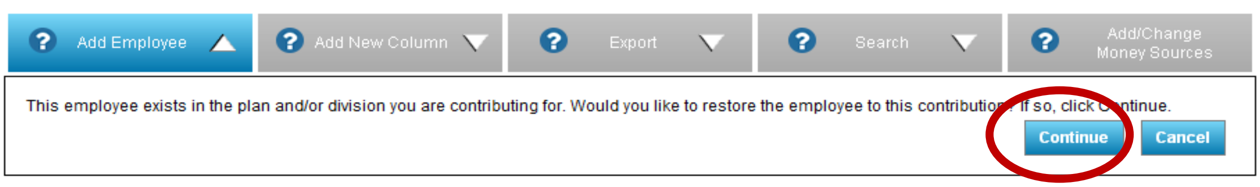
Step 3 Functions

Add Employee

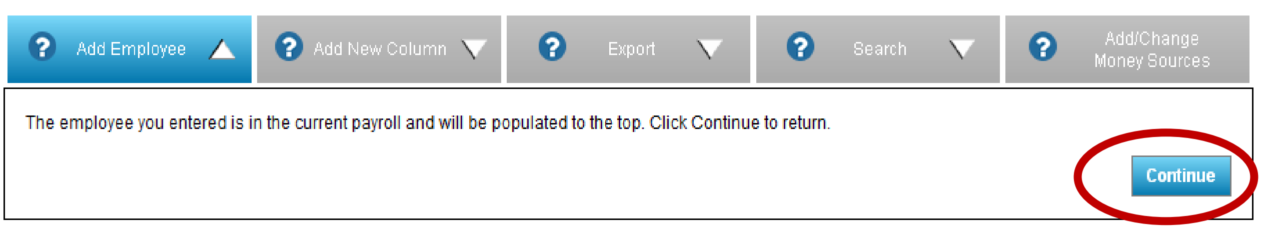
You may add an employee to your plan by clicking “Add Employee” and entering the employee’s Social Security number.



If the employee already exists in the plan, you will receive a message asking if you want to include them in the remittance. Click “Continue” to add the employee or “Cancel” to go back to the previous screen.



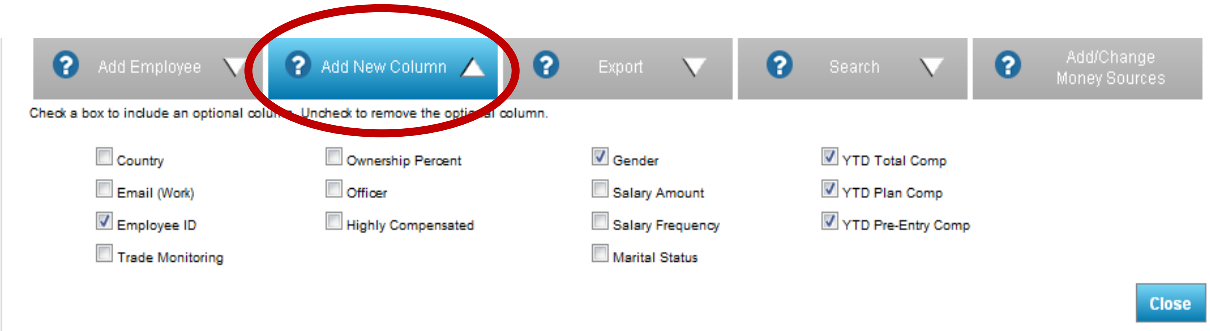
If the employee already exists in the remittance, you will be notified and can click “Continue” to go back to the remittance, where the employee will appear at the top of the list.



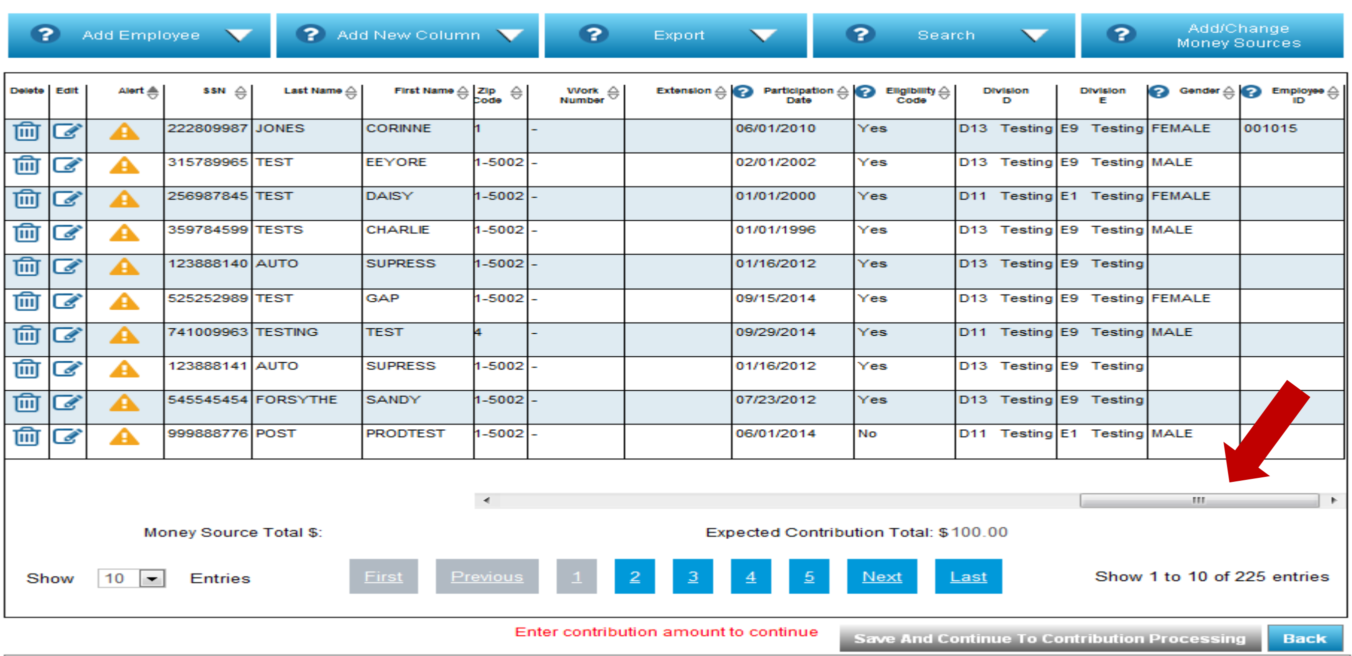
[Return to Step 3]: Update Your Employee and Contribution Information

Add New Column

You can add new data elements to your remittance to maintain more comprehensive employee information. These data fields will be pulled in to the remittance and populated with any information we have for your employees for those fields. You cannot remove required data columns. Click "Close" to continue editing the contributions.



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	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	EEYORE	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	

Return to Step 3: Update Your Employee and Contribution Information

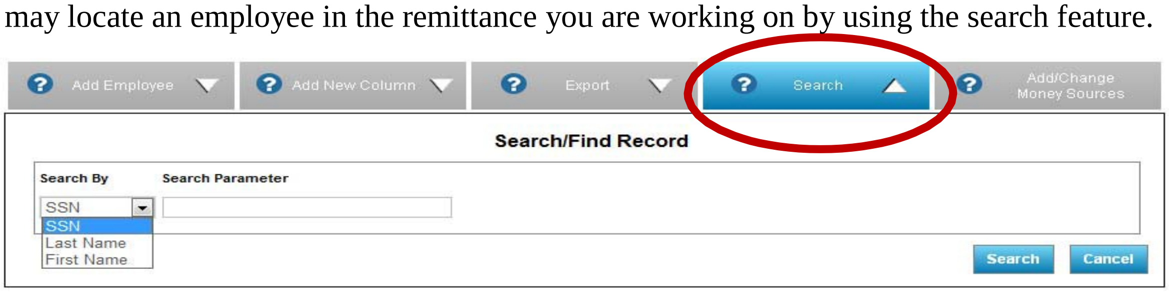
Export

The export option creates a report with employee data from the remittance that can be saved for your records or used as a template to create files for importing ongoing remittances and employee indicative data. For more information on how to use the file for Payroll Data Interchange (PDI), contact Website Support. Click on “Continue” 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.

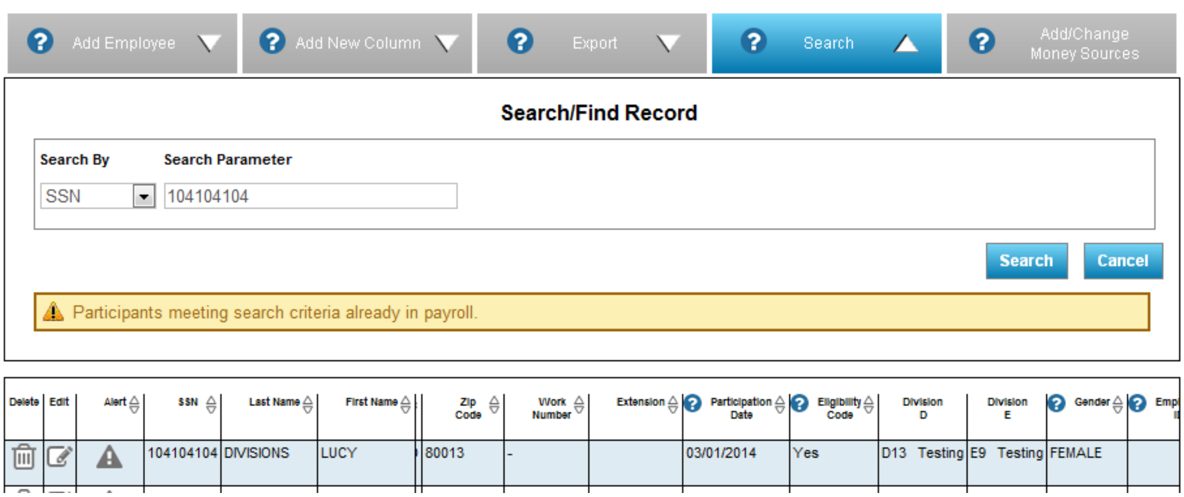
Return to Step 3: Update Your Employee and Contribution Information

Search

You may locate an employee in the remittance you are working on by using the search feature.



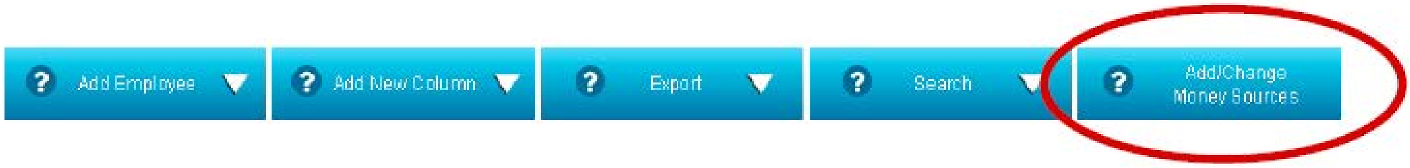
The “Cancel” button will take you back to the remittance screen.

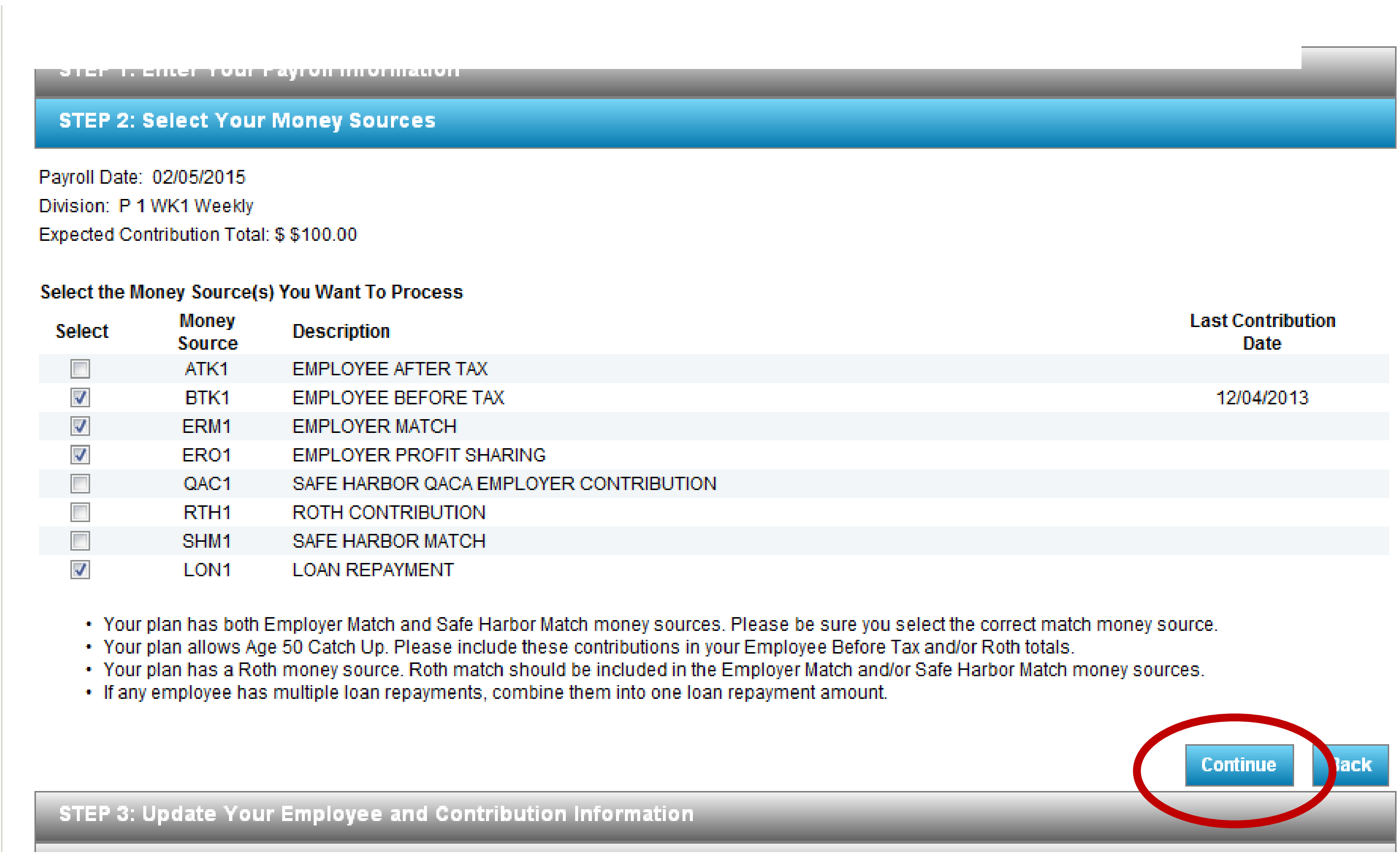


Return to Step 3: Update Your Employee and Contribution Information

Add/Change Money Sources

This section allows you to go back to Step 2 and add or remove money sources from the remittance you are currently working on. Note: If you hit the back button it will take you back to Step 1. Once you have made your changes, click “Continue” to get back to Step 3, updating your employee and contribution information





Return to Step 3: Update Your Employee and Contribution Information