

# Payroll Submission Instruction Guide

## SUMMARY OF THE PAYROLL SUBMISSION PROCESS

### LOG INTO YOUR ACCOUNT

Visit [americantrustretirement.com](http://americantrustretirement.com). Click the red **Account Access** button in the top right corner, then select **Plan Sponsor**. Enter your **Username** and **Password** and click **Sign In**. Under the Payroll menu, click **Data Validation Center**. To complete the payroll submission process, follow these steps:

### GETTING STARTED

- Choose **Payroll** in Process Selection
- Click **Next**

### STEP ONE: SELECT PAY PERIOD

- Select division (if applicable)
- Highlight the payroll period by clicking on the corresponding payroll
- Click **Next**

### STEP TWO: FILE UPLOAD

- Choose process format (if applicable)
- Click **Select File** to attach the file
- Click **Next**
- Click **OK**

**Please note:** Skip Step Three if there are no errors or warnings in your payroll file and continue to Step Four.

### STEP THREE: TOTALS/FUNDING

- Verify that the data entered and/or uploaded is accurate. If the data does not match, please stop and fix prior to proceeding.
- Click **Submit** for final processing if all data is accurate

### STEP FOUR: CONFIRM/INPUT

- Complete upload process
- Print the confirmation page for your records

### EXIT PAYROLL CENTER



### TIPS TO AVOID DATA VALIDATION ERRORS

- Make sure the field is formatted correctly by removing dollar signs and commas from cells that represent dollar amounts (for additional information, refer to the data specifications on page four)
- When entering loan repayments, be sure the total loan repayment is entered (if applicable)

## CHOOSING A FILE LAYOUT

You have two options for the layout of the payroll file.

### OPTION ONE: CHOOSE FILE LAYOUT

The file must be an .xls, .xlsx, or .csv file type and include the following required fields:

- Social Security number
- Employee name

- Birth date
- Hire date
- Hours
- Deferral contributions
- Match contributions (if applicable)
- Loan repayments (if applicable)

A sample payroll file needs to be submitted to facilitate the setup of your payroll center application. This file can be sent to your transition consultant.

### OPTION TWO: CHOOSE THE SAVE FILE LAYOUT

- The file must be an .xls, .xlsx, .csv, or .txt file type as shown below and include the required fields.
- Once you have determined your file layout.

Employer Name										
SSN	Last Name	First Name	Birth Date	Hire Date	Pay Period End Date	Pay Period Check Date	Current Pay Period Hours	Employee Deferral Amount	Employer Amount (if applicable)	Loan Repayments (if applicable)
SAMPLE FILE LAYOUT										



## PREPARING THE PAYROLL FILE

Save the file layout using one of the following valid file types: .xls, .xlsx, or .csv You can then upload the file to the American Trust website. After you have entered all of the data, make the following changes:

- If you choose to leave the column headings on your file, select **Skip First Record (Header Record)**

- If you choose to leave the totals in your file, select **Skip Last Record (Trailer Record)**
- Remove dollar signs and commas from the dollar fields. These fields are not accepted during the data validation process
- Save the file

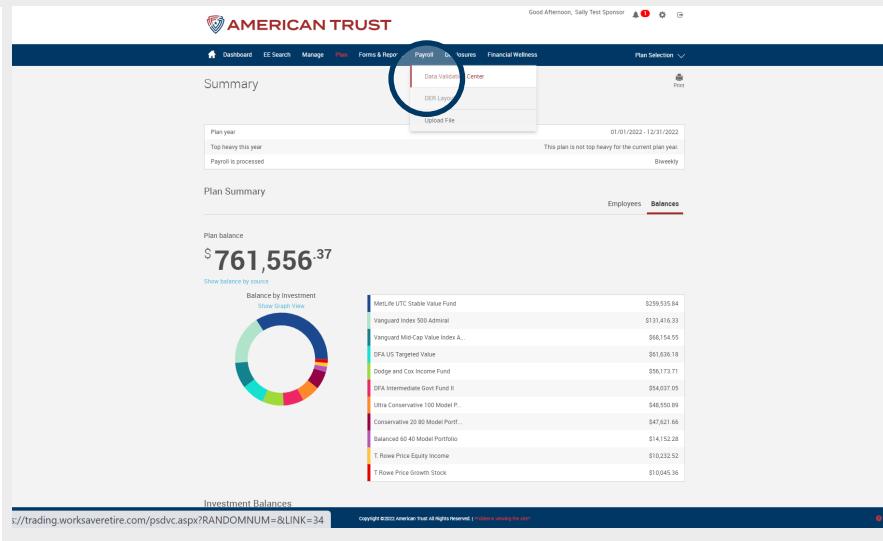
### Data Specification Rules Regarding Each Field

Field	Format	Example
Hours	Numeric (two decimals)	125.54
Dates	MM/DD/YYYY	12/01/2010
Deferral Contribution	Numeric (two decimals)	1234.56
Match Contribution (if applicable)	Numeric (two decimals)	1234.56
Loan Payment (if applicable)	Numeric (two decimals) This field contains the total loan payment for this period	1234.56



## ACCESS YOUR ACCOUNT

- Visit [americantrustretirement.com](http://americantrustretirement.com)
- Click the red **Account Access** button in the top right corner, then select **Plan Sponsor**
- Enter **Username** and **Password**
- Click **Sign In**
- Under the Payroll menu, click **Data Validation Center**



The screenshot shows the American Trust Plan Sponsor dashboard. At the top, there is a navigation bar with links for Dashboard, EE Search, Manage, Plan, Forms & Reps, Payroll, In, Issues, Financial Wellness, and Plan Selection. The Payroll link is highlighted. Below the navigation bar is a sub-menu for Payroll: Data Validation Center, DEIR Landing, and Upload File. The Data Validation Center option is circled in red. The main content area is titled 'Summary' and shows a plan balance of \$761,556.37. It includes a 'Plan balance' section with a large dollar amount and a 'Balance by Investment' donut chart. Below this is a 'Plan Summary' section with a table of investment balances:

Investment	Balance
MetricLife UTC Stable Value Fund	\$259,535.84
Vanguard Index 500 Admiral	\$171,416.33
Vanguard Mid-Cap Value Fund A	\$66,154.95
DFA US Targeted Value	\$61,936.19
Dodge and Cox Income Fund	\$56,173.71
DFA Intermediate Govt Fund II	\$54,037.05
Ultra Conservative 100 Model P	\$46,550.89
Conservative 20/80 Model P/Ret	\$47,671.66
Balanced 60/40 Model Portfolio	\$14,152.28
T Rowe Price Equity Income	\$10,232.52
T Rowe Price Growth Stock	\$16,045.36

## NAVIGATING THE DATA VALIDATION CENTER

Step-by-step instructions are located throughout the payroll center at the right of the screen. You can also click **Play** to hear audio instructions. Your progress is shown as each step is completed.



### GETTING STARTED

- Select Process Method (choose one)
- Click **Next**

Home

Data Validation Center

Process selection

Payroll

Process Method:

Upload a file containing the payroll data

Manually enter employee information

Copy information from a previous payroll period

Work with a previously uploaded or manually created file

NEXT



### STEP ONE: SELECT PAY PERIOD

- **Highlight the Not started status:**  
Select the Payroll Period requiring a new file to upload
- **Incomplete status:**  
Highlight payroll entry and click **Delete** to remove the record.
- Select the payroll period for which you are uploading data, then click **Next**.

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Home

Data Validation Center

Overall Progress: 0% Complete

Select Pay Period

Select division

All

PRINT GRID

DELETE

START OVER

BACK

NEXT

Division	Status	Schedule	Payroll Period	Participants	Error/Warning Records
Default	Not started	BiWeekly	04-18-2022-05-01-2022	0	0
Default	Not started	BiWeekly	05-02-2022-05-15-2022	0	0
Default	Not started	BiWeekly	05-30-2022-06-12-2022	0	0
Default	Not started	BiWeekly	06-13-2022-06-26-2022	0	0
Default	Not started	BiWeekly	06-27-2022-07-10-2022	0	0
Default	Not started	BiWeekly	07-11-2022-07-24-2022	0	0
Default	Not started	BiWeekly	07-25-2022-08-07-2022	0	0
Default	Not started	RotMtdhr	08-08-2022-08-21-2022	0	0

**Note:** A pop up box will appear. You must check all boxes then click **Continue**. The status will return to "Not started."

If you are uploading a payroll file for Period A and do not see Period A, please contact your Relationship Manager to fix the issue.





## STEP TWO: FILE UPLOAD

- **Process Format:** Choose the format you have been instructed to use for the file upload. Click **Data Format** to view an example layout to ensure a successful upload
- **Select File:** Upload the payroll data file
- Select to skip the first or last records, if there are header/total rows in the file

- **Preview File:** View your file before the upload is completed
- **Special Instructions:** Enter additional information here. For example, record the date the funding for the contribution was wired and the check was mailed
- Click **Next** after selecting the file.

Data Validation Center

Overall Progress: **25% Complete**

FILE UPLOAD

Process format: DVC - Webdemo Plan **DATA FORMAT**

Select File  
Payroll upload File.xlsx **SELECT FILE** (Circled)

Skip first record (Header Record)  
 Skip last record (Trailer Record)  
 Preview file

Special instructions

START OVER **NEXT**

INSTRUCTIONS - Click to expand



## VALIDATION OF THE FILE

- Validation happens automatically after you click **Next**. The length of time it takes to process the file validation varies due to the number of records being uploaded.

- Once your file has been uploaded, click **OK**.
- If the file upload is successful, click on **Next** and continue to Step Four.

Overall Progress: **25% Complete**

FILE UPLOAD

Process format: DVC - Webdemo Plan **DATA FORMAT**

Select File  
Payroll upload File.xlsx  
 Skip first record (Header Record)  
 Skip last record (Trailer Record)  
 Preview file  
Special instructions

File Upload  
File name: Payroll upload File.xlsx  
Initial file format validation complete. Preview file and confirm you wish to continue to import the file.

Social Security Number	Name - Last	Name - First	Address -
000001111	Thomlinson	Thom	1234 Main
000001116	Olson	Melissa	2353 Alex

**ACK** **OK** **NEXT**



### STEP THREE: EDIT DATA (IF NEEDED)

- If your file shows errors, it must be corrected before the file can be successfully uploaded. Errors found in the file are listed in the window. To print a copy, click **Print Output**.
- In this example, the entry routine selected requires four fields in each row in the file. The error listing indicates that rows two through six do not contain four fields or data elements; therefore, the data for these rows cannot be imported.

- You will need to open the file and correct these rows by adding or deleting data until the four expected fields are included before you can continue with uploading the file.
- This process also validates numeric fields to ensure they are in the correct format (no dollar signs or commas for payroll data, etc.).
- Once errors are corrected, return to Step One to upload the new file.

The screenshot shows the 'DVC - Webdemo Plan' interface. On the left, there's a 'Select File' section with a file named 'Payroll upload File.xlsx' selected. Below it are checkboxes for 'Skip first record (Header Record)' and 'Skip last record (Trailer Record)', and a checked 'Preview file' option. A 'Special instructions' field is empty. At the bottom are 'START OVER' and 'NEXT' buttons. A central modal dialog is titled 'File Upload' and displays the message 'File validation done with errors, you must correct the file before uploading.' It shows a table titled 'File Validation Errors: 11' with columns: Record, ID, Last, First, Field Name, and Error. The table contains two rows: 'Record 1' with an 'ID' of '\*\*\*' and 'Error' of 'Invalid Social Security Number', and 'Record 1' with an 'ID' of '\*\*\*' and 'Error' of 'Last, First, Date of Birth Invalid'. Below the table are 'CLOSE' and 'PRINT OUTPUT' buttons. At the bottom of the modal is a table with columns: Social Security Number, Name - Last, Name - First, and Address. It shows data for 'SSN' 000001111, 'Last Name' Thomlinsom, 'First Name' Thom, and 'Address' 1234 Main St. Navigation arrows are at the bottom of this table.

### STEP FOUR: TOTALS/FUNDING

- In this step, verify the information entered and/ or uploaded is accurate.
- Click **Submit** to complete the process.

The screenshot shows the 'Data Validation Center' screen. At the top, it says 'Overall Progress: 75% Complete'. Below that is a 'Totals / Funding' section with a 'Payroll Totals' table. The table has a single row for 'Default' with values: Participants 4, New Participants 1, Total Payroll Deposit 848.76, Current Deferral \$ 582.94, and Employee Match 265.82. There are 'PRINT GRID' and 'PRINT' buttons to the right. Below the table is a note: 'Effective date for employee contribution rate changes: [date]'. A 'Process another file' link is at the bottom left, and 'START OVER', 'BACK', and 'COMPLETE' buttons are at the bottom right. A vertical 'INSTRUCTIONS - Click to Expand' link is on the far right.



## STEP FIVE: CONFIRM/IMPORT

- You have successfully completed the upload process. Print this page for your records. If you have additional information to provide, click Start Over to begin again. You can return to Plan Sponsor Web by clicking **Exit**.

- You have successfully completed the file upload process!

Data Validation Center

Overall Progress: **100% Complete**

Confirm / Import

Your request has been submitted for processing. Your request ID is **14779761**, Date/Time is Aug 03, 2022 at 01:24:45 pm

Funding Summary

Plan:	Web Demonstration Plan
Division:	All
Payroll period:	Biweekly 05/16/2022 - 05/29/2022

Payroll Summary

Current Deferral \$	\$582.94
Employer Match	\$265.82
Total Payroll Deposit	\$848.76

INSTRUCTIONS - Click to Expand

## FUNDING THE PAYROLL FILE

### OPTION ONE: AUTHORIZED AGREEMENT FOR PRE-ARRANGED DEBIT (ACH)

- If you choose ACH for automatic withdrawal; otherwise, the timing will begin the following day.
- The ACH form is located in the back of this guide. Along with the ACH form, we also need a copy of a voided check. We automatically deduct your total contribution amount each time a payroll file is received. Payment is withdrawn from the business bank account one to two business days after the contribution due date. Complete the attached form with a voided check and mail to:

- American Trust  
Attn: Retirement Division/Transition  
2525 Harrodsburg Road  
Suite 210  
Lexington, KY 40504

### OPTION TWO: MANUAL CHECK PROCESSING

- Payroll files are processed after we receive the manual check. Make checks payable to Mid Atlantic Trust Company FBO # and Bin #. Send check for the amount of the file to the:
  - Mid Atlantic Trust Company  
P.O. Box 536707  
Pittsburgh, PA 15253-5909

## FREQUENTLY ASKED QUESTIONS

### HOW DO I SUBMIT A SPECIAL PAYROLL RUN OR A BONUS PAYROLL FOR PROCESSING?

To submit a special payroll run or bonus payroll, contact American Trust with the payroll specifics, and we can add another payroll schedule to your plan. You can also contact your Relationship Manager at 800.548.2995.

### THE PAYROLL STATUS IS INCOMPLETE AND THE APPLICATION WILL NOT ALLOW ME TO CLICK COMPLETE PAYROLL IN STEP FIVE.

Click Start Over to return to Step One. Highlight the payroll schedule that is Incomplete and click Delete. In the pop up box, check all boxes and then click on Continue (this deletes all records that were associated with that payroll period). The status should now show as Not Started. You may begin the submission process again. If there are multiple files, perform this step until payroll shows as Not Started.

### THERE ARE DUPLICATE RECORDS FOR THE PAYROLL I AM SUBMITTING. HOW DO I GET RID OF THE DUPLICATES?

Click Start Over to return to Step One. Highlight the payroll schedule that is Incomplete and click on Delete. In the pop up box, check all boxes and then click on Continue (this deletes all records that were associated with that payroll period). The status should now show as Not Started. You may begin the submission process again. If there are multiple files, perform this step until payroll shows as Not Started.

### IS PAYROLL CENTER COMPATIBLE WITH MICROSOFT EXCEL 2007?

Yes. Payroll Center supports Excel files with an .xlsx file extension.

### WHEN I CLICK PREVIEW FILE AFTER ATTACHING THE PAYROLL SPREADSHEET IN STEP TWO, I RECEIVE THE FOLLOWING MESSAGE, "DELIMITED RECORD CONTAINS WRONG NUMBER OF ELEMENTS." HOW DO I CORRECT THIS?

This message indicates that your file layout contains too many columns of data in your spreadsheet. Click the View Data Format and this displays what type of data should be listed in each column of your payroll file. Next, click Start Over to go back to Step One to check the status of the payroll. If the status is Incomplete, highlight the payroll and click the Delete button. Click the boxes in the pop-up window and click continue and the payroll will return to a Not Started status. Open your spreadsheet and verify the layout matches the information in your file and adjust the file as appropriate. Save and close the file and begin again at Step One.

If you need additional assistance, contact an American Trust Retirement representative at 800.548.2995. We are happy to assist you.

**WANT TO SAVE TIME?  
ASK US ABOUT PAYROLL INTEGRATION!**