# Payroll Submission Instruction Guide

# Summary of the Payroll Submission Process

## Log into Your Account

Visit the Sponsor website. 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
- 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 Data Validation 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**

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

- Pre-tax Deferral Contributions (if applicable)
- Roth Deferral Contributions (If applicable)
- Employer Contributions (if applicable)
- Loan repayments (if applicable)

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



# **Preparing the Payroll File**

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 layout using one of the following valid file types: .xls, .xlsx, or .csv.

	Data Specification Rules Regarding Each Fie	ld
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 the Sponsor website
- Enter Username and Password
- Click Sign In
- Under the Payroll menu, click Data Validation Center

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👩 Dashboard EE Search Manage Plan	Forms & Reports Per a Disclosures, Financial Wellne	sa Plan Selection 🧹	
Summary	Data Validation Center	Pere	
Plan year	Upload File	01/01/2022 - 12/31/2022	
Plan contact/File attachment		Emily Ball «emily.ball@unifiedtrust.com»	
Top heavy this year		This plan is not top heavy for the current plan year.	
Payroll is processed		Annually	
Plan Summary Plan balance		Employees Balances	
<sup>S</sup> 820,629 <sup>.48</sup>			
Show balance by source			
Balance by Investment Show Graph View	Conservative 20 80 Model Portf	\$424,167.00	
	Balanced 60 40 Model Portfolio	\$396,462.48	
ing.worksaveretire.com/psdvc.aspx?RANDOMNUM=&LINK=34			

# Navigating the Data Validation Center

Step-by-step instructions are located throughout the Data Validation 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.

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	<ul> <li>Select Process</li> </ul>	ft Home	
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	one)	Process selection	
	Click Next	Payroll	
		Process Method:	
		Opload 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
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# Step One: Select Pay Period

- Highlight the Not started status: Select the Payroll Period requiring a new file 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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Default	Not started	BI-weekly	09-16-2022-09-29-2022	0	0		
Default	Not started	Bi-weekly	09-30-2022-10-13-2022	0	0		
Default	Not started	Bi-weekly	10-14-2022-10-27-2022	0	0		
Default	Not started	Bi-weekly	10-28-2022-11-10-2022	0	0		
Default	Not started	Bi-weekly	11-11-2022-11-24-2022	0	0		
Default	Not started	Bi-weekly	11-25-2022-12-08-2022	0	0		~
START OVER					BACK	NEXT	

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



# 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.

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A Home	
Data Validation Center	Play Play All Plus
Overall Progress: 25% Complete	
FILE UPLOAD	N S S
Process format	
DAC- MEDICILIO MILL	
Select File	
9892 - Payroll upload File xisx SELECT FILE	2
Skip first record (Header Record)	•
Skip last record (Trailer Record)	
Preview file	
Special instructions	



#### 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.

FILE UPLOAD	
Process format DVC - Webdemo Plan *	
Select File	File Upload File name: 9892 - Payroll upload File.xlsx
9892 - Payroll upload File xtox	Importing File. Please wait CANCEL
Stop last record (Trailer Record)	
Preview file	



### 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.

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Process format							
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Special instructions	Record 1	*** Last First	Date of Birth	Invalid	•		
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2			🔒 Home						
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	<ul> <li>Click Complete</li> </ul>		Deteut	4	0	848.76	582.94	205.02 A	
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### 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!

Retire.	Good Afternoon, Sally Test Sponsor
f Home	
Data Validation Center	Pley Play All Print
Overall Progress: 100% Complete	
Confirm / Import	
Your request has been submitted for processing. Your request ID is 14850579, Date/Time is Sep 28, 2022 at 05:09:13 pm	
Funding Summary Plan: Sample Transitions White Label Models Division: All Payroll pariod: Bitweekly 09/02/2022 - 09/15/2022	
Payroll Summary	
START OVER	EXIT

# **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.
- 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.

### **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 your Relationship Manager or Retirement Services with the payroll specifics, and we can add another payroll schedule to your plan.

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 Data Validation Center compatible with Microsoft Excel 2007?

Yes. Data Validation 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 your Relationship Manager or Retirement Services. We are happy to assist you.