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

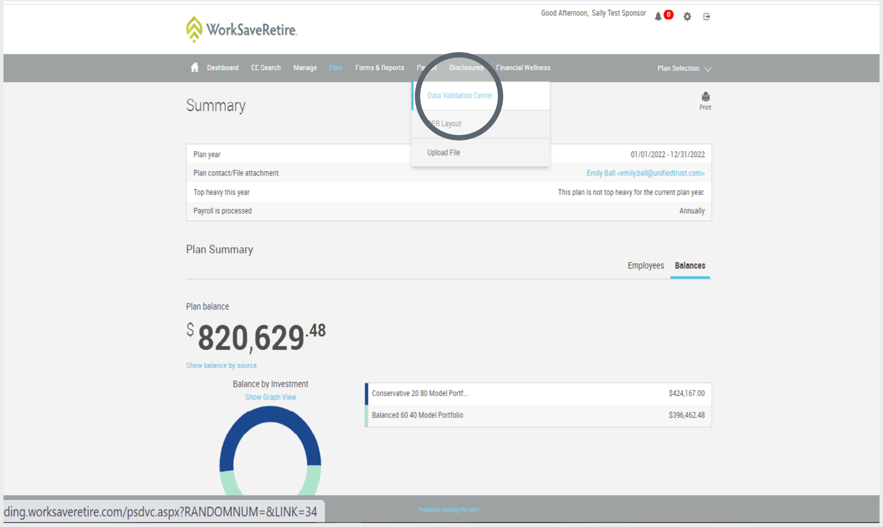
After you have entered all of the data, make the following changes:

- 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 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 the Sponsor website
- Enter **Username** and **Password**
- Click **Sign In**
- Under the Payroll menu, click **Data Validation Center**

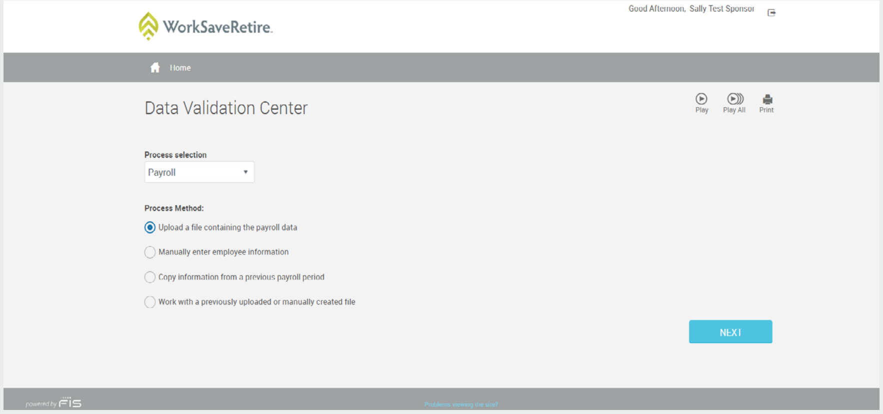


Navigating the Data Validation Center

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.

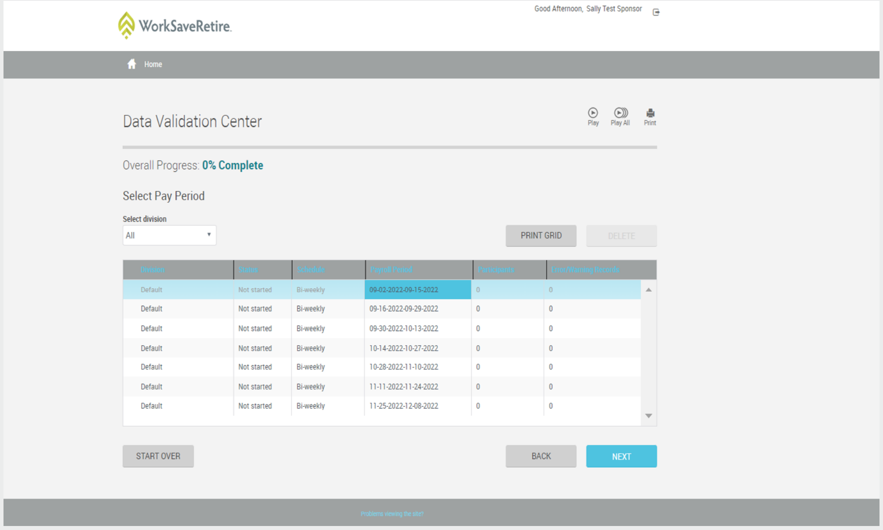
Getting Started

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



Step One: Select Pay Period

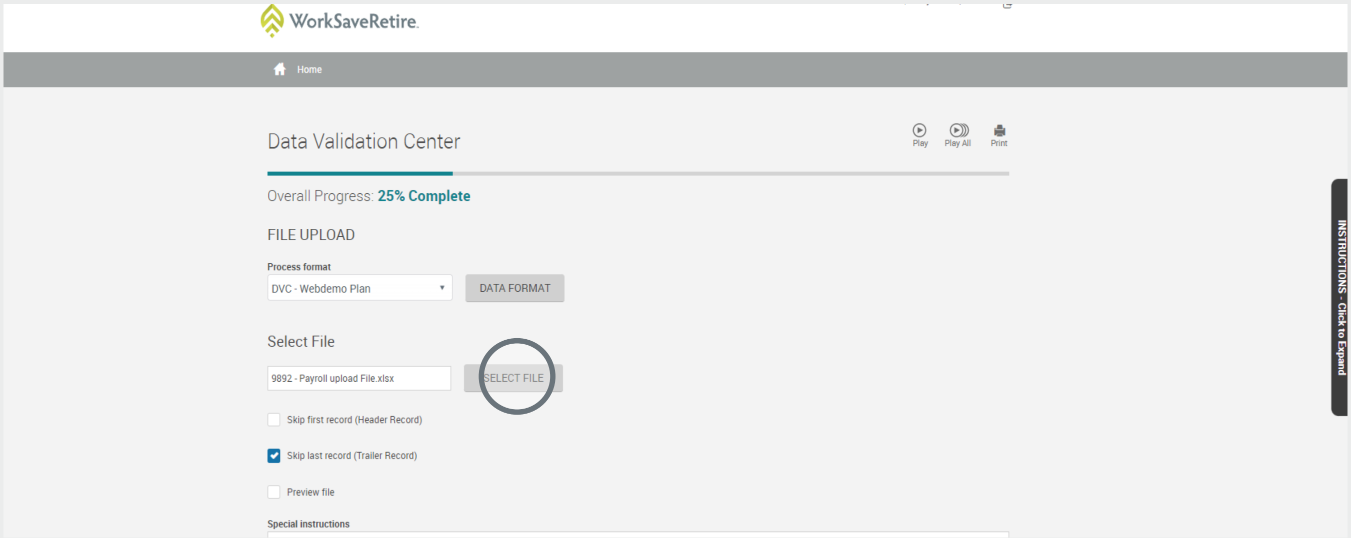
- **Highlight the Not started status:** Select the Payroll Period requiring a new file upload.
- **Incomplete status:** Highlight payroll entry and click **Delete** to remove the record.
- Select the payroll period for which you are uploading data, then click **Next.**



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

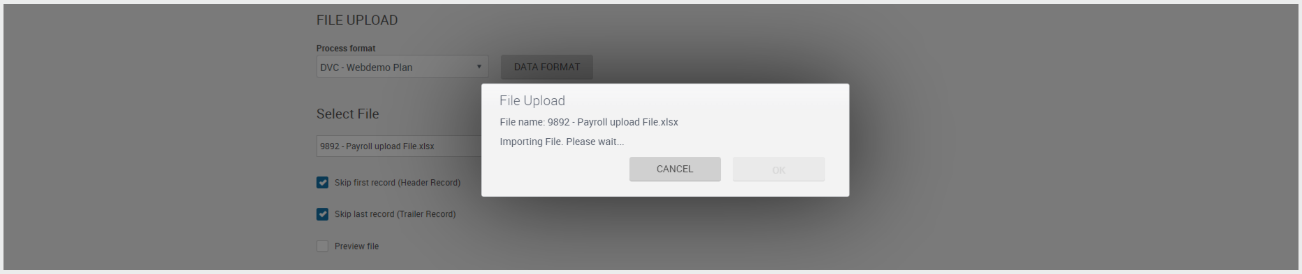
Step Two: File Upload

- **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.



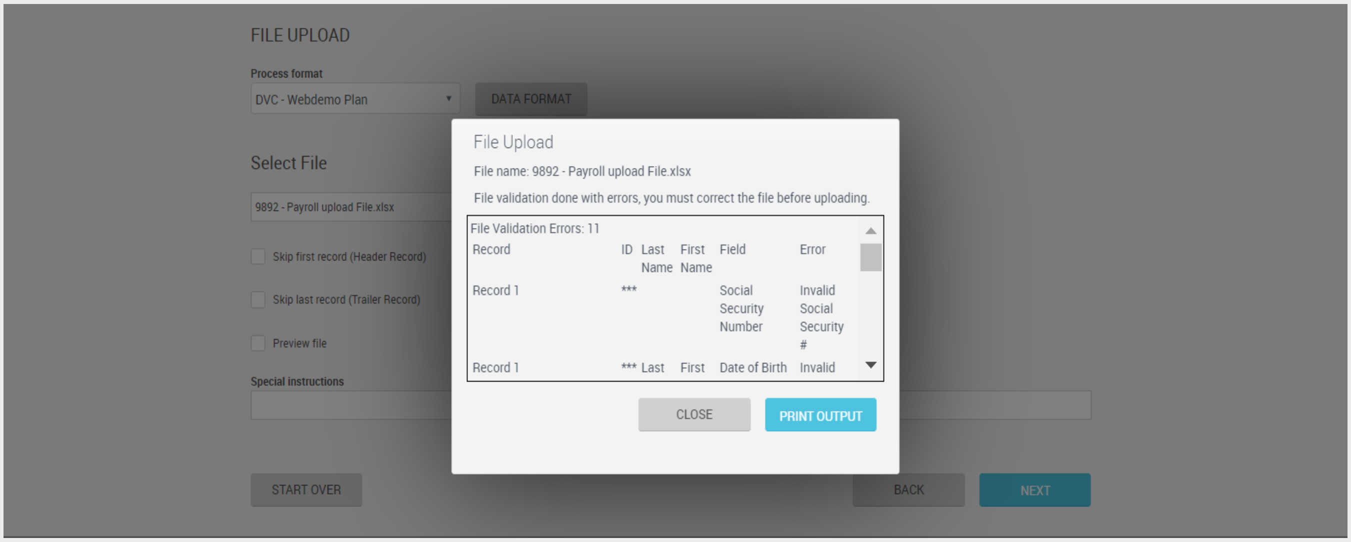
Validation of the File

- 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.



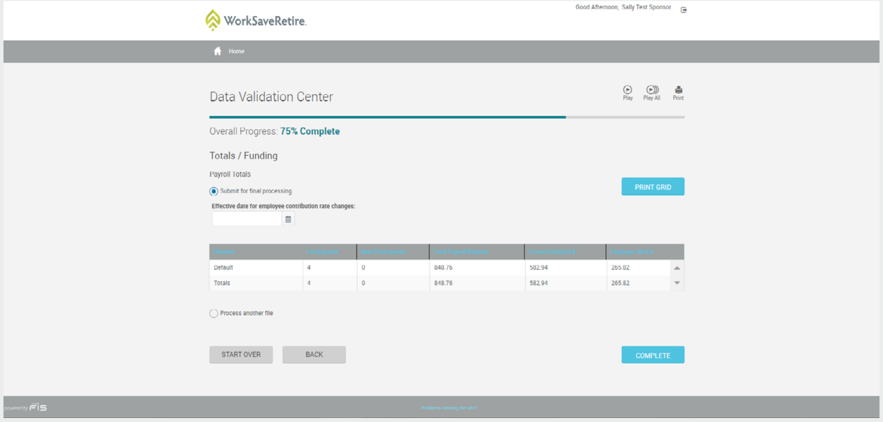
Step Three: Edit Data (If Needed)

- 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.



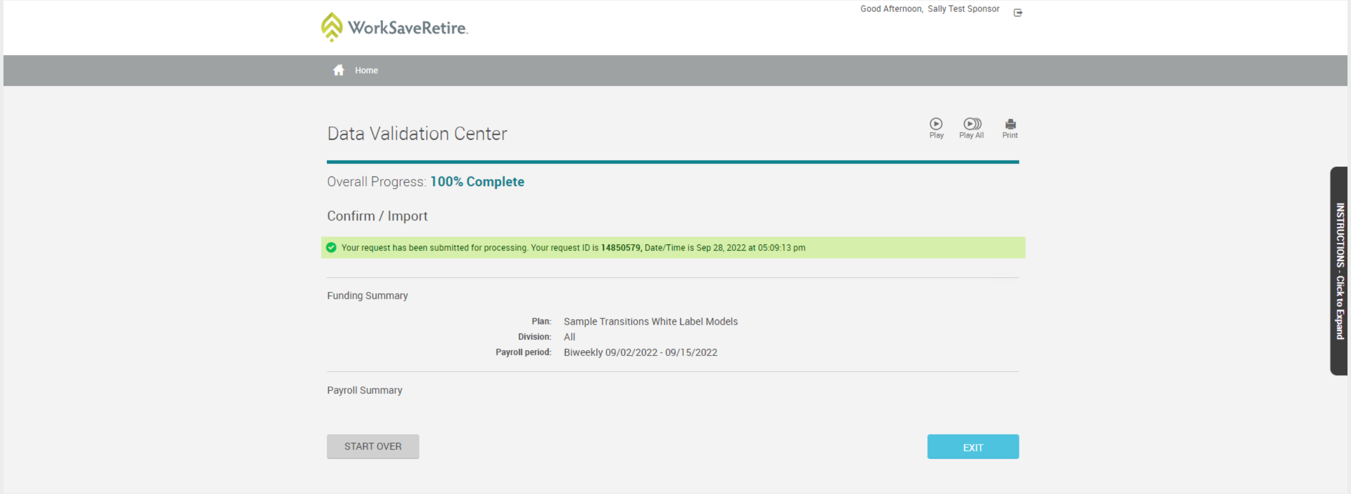
Step Four: Totals/ Funding

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



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!



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.