

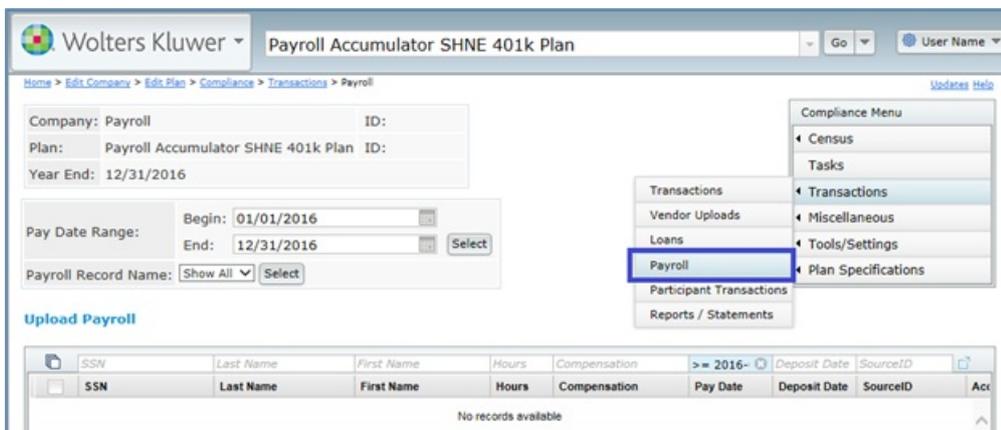
7.5. Payroll

10/29/2024 4:27 pm CDT

The payroll feature gives users the ability to upload payrolls, compare hours and compensations from payroll totals to the census, push payroll hours and compensations to the census, and create contribution batches in transactions from the payrolls.

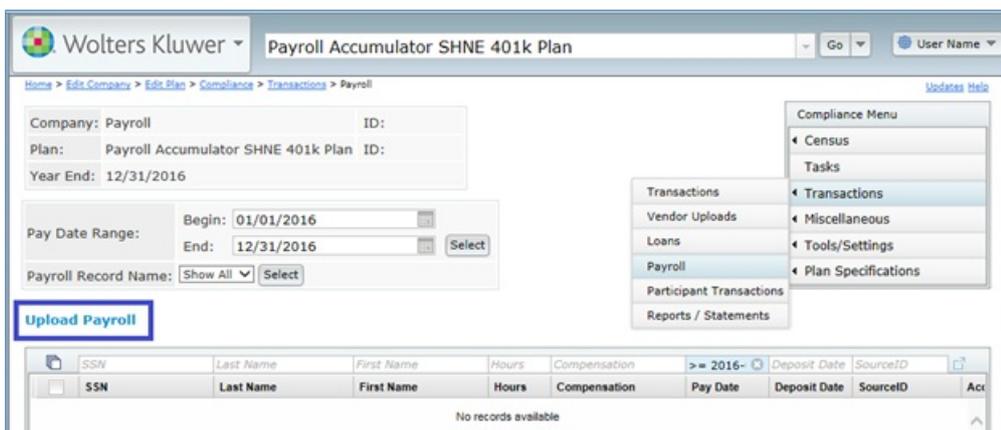
Payroll Navigation

From the home page, select a plan and navigate to the Compliance module. From the Compliance Menu, hover over Transactions and select Payroll.



Uploading Payrolls

Click the "Upload Payroll" link to begin the file upload process.



A sample file showing the format of the upload can be downloaded, along with an explanation of codes, which shows the sourceIDs that must be used and a description of each. Note that the source ID's outlined here match those in our system in the Work with Sources / Inv Accounts screen.

Once the file is in the proper format, users will browse their computer for the payroll file. The payroll name automatically populates with the file name. It is required that each payroll name be unique. Press Upload to upload the selected file.

Payroll Correction/Overwrite

If users determine that the payroll that they uploaded had errors, they can upload a corrected file and overwrite the incorrect payroll, by checking the box to overwrite existing payroll, and selecting the applicable payroll name. The overwritten payroll retains the original payroll name. The original payrolls will be deleted and the new payrolls in the corrected file will replace them.

Filtering Payrolls

Payrolls can be filtered by using the filter boxes at the top of each column. The columns have advanced filtering capabilities, which are described in the help that appears when you click on one of the filters.

Users can also filter by selecting a pay date range or payroll record name. The pay date range defaults to the plan year, but can be edited by the user to display any date range.

Sorting the Payroll Grid

Payrolls are sorted by default by last name, first name, then pay date. To change the sort order, click the header

name of the column you wish to sort by. An arrow will appear next to the header name, indicating if it is sorting in increasing or decreasing order. A down arrow will indicate a sort for that column in a decreasing order. An up arrow indicates that the column is sorted in ascending order.

Compare to Census / Push to Census

Hours and Compensations from uploaded payrolls can be totaled, compared to and pushed to the census. Select the payrolls that you want to include in the push. Once you have checked all of the payrolls you wish to select, press the “Do with selected” button at the bottom left of the page and press the “Compare Census Data” option.

The screenshot shows the 'Upload Payroll' interface. At the top, there are fields for Company (Payroll), Plan (Payroll Accumulator SHNE 401k Plan), and Year End (12/31/2016). Below these are fields for Pay Date Range (Begin: 01/01/2016, End: 12/31/2016) and Payroll Record Name (Show All). A Compliance Menu is visible on the right. The main area contains a table with columns: SSN, Last Name, First Name, Hours, Compensation, Pay Date, Deposit Date, SourceID, and Act. The table lists 11 records (EE01-EE11) with their respective hours and compensation values. At the bottom left, a 'Do with selected' dropdown menu is open, showing options: Compare Census Data, Create Batches, Delete From Payroll, and Do with selected: (selected). The status bar at the bottom indicates 'Current View Total: 11 / Number Selected: 11' and 'Results are filtered'.

The “Compare – Differences Only” window will popup, showing the list of participants with differences in either hours or compensation. To view the full list of participants compared, press the “Download CSV of complete comparison” link. Select the participant hours and/or compensation that you wish to push to the census, then press the “Push to Census” button.

The screenshot shows the 'Compare - Differences Only' window. It displays summary statistics: Total Payroll Compensation: 1,760.00, Total Payroll Hours: 660.00, Total Census Compensation: 1,206,422.39, and Total Census Hours: 14,750.00. Below this is a table titled '11 Difference(s)' with columns: Name, Payroll Compensation, Census Compensation, Payroll Hours, and Census Hours. The table lists 11 participants (EE01-EE11) with their respective payroll and census values. At the bottom, there is a 'Download CSV of complete comparison' link and a 'Push to Census' button with a 'Close' button next to it.

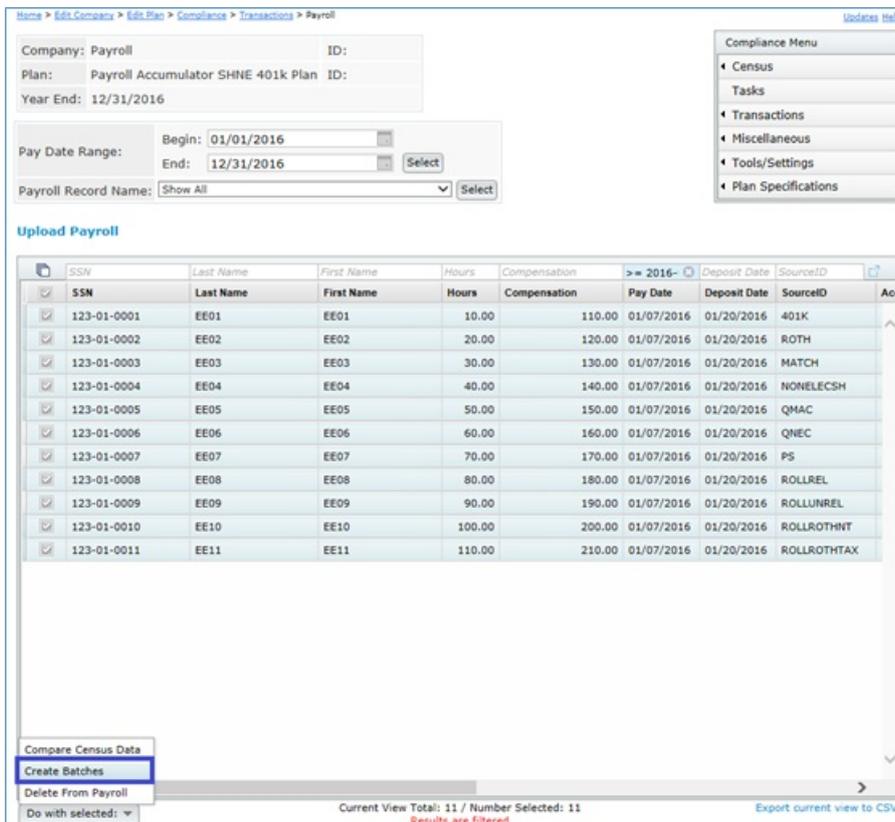
If you elect to push compensation to the census for any participant, you will have the option to either push the payroll compensation to all compensation fields or only to statutory compensation. Pressing the “Close” button will

cancel the push to the census.



Contribution Batches

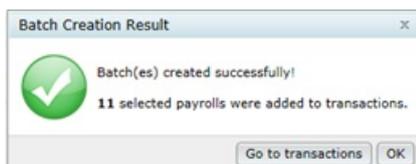
Contributions from uploaded payrolls can be pushed to transactions in the form of contribution batches for each payroll date, by each contribution source. To push contributions from Payroll to Transactions, check the box on the left side of the Payroll grid for each payroll you wish to add to Transactions. Once you have checked all of the payrolls you wish to select, press the "Do with selected" button at the bottom left of the page and press the "Create Batches" option.



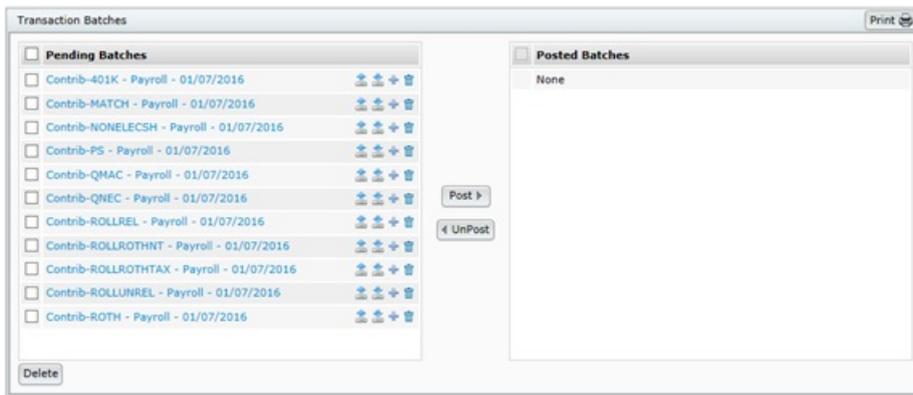
The screenshot shows a web application interface for managing payrolls. At the top, there are navigation links: Home > Edit Company > Edit Plan > Compliance > Transactions > Payroll. Below this, there are fields for Company (Payroll), Plan (Payroll Accumulator SHNE 401k Plan), and Year End (12/31/2016). There are also input fields for Pay Date Range (Begin: 01/01/2016, End: 12/31/2016) and Payroll Record Name (Show All). A Compliance Menu is visible on the right, listing options like Census, Tasks, Transactions, Miscellaneous, Tools/Settings, and Plan Specifications. The main area is a table titled "Upload Payroll" with columns: SSV, Last Name, First Name, Hours, Compensation, Pay Date, Deposit Date, SourceID, and Acc. The table contains 11 rows of payroll data, all of which have their checkboxes selected. At the bottom left, there is a "Do with selected:" dropdown menu with "Create Batches" highlighted. At the bottom right, it says "Current View Total: 11 / Number Selected: 11" and "Results are filtered".

SSV	Last Name	First Name	Hours	Compensation	Pay Date	Deposit Date	SourceID	Acc
<input checked="" type="checkbox"/>	123-01-0001	EE01	EE01	10.00	110.00	01/07/2016	01/20/2016	401K
<input checked="" type="checkbox"/>	123-01-0002	EE02	EE02	20.00	120.00	01/07/2016	01/20/2016	ROTH
<input checked="" type="checkbox"/>	123-01-0003	EE03	EE03	30.00	130.00	01/07/2016	01/20/2016	MATCH
<input checked="" type="checkbox"/>	123-01-0004	EE04	EE04	40.00	140.00	01/07/2016	01/20/2016	NONELECSH
<input checked="" type="checkbox"/>	123-01-0005	EE05	EE05	50.00	150.00	01/07/2016	01/20/2016	QMAC
<input checked="" type="checkbox"/>	123-01-0006	EE06	EE06	60.00	160.00	01/07/2016	01/20/2016	QNEC
<input checked="" type="checkbox"/>	123-01-0007	EE07	EE07	70.00	170.00	01/07/2016	01/20/2016	PS
<input checked="" type="checkbox"/>	123-01-0008	EE08	EE08	80.00	180.00	01/07/2016	01/20/2016	ROLLREL
<input checked="" type="checkbox"/>	123-01-0009	EE09	EE09	90.00	190.00	01/07/2016	01/20/2016	ROLLUNREL
<input checked="" type="checkbox"/>	123-01-0010	EE10	EE10	100.00	200.00	01/07/2016	01/20/2016	ROLLROTHNT
<input checked="" type="checkbox"/>	123-01-0011	EE11	EE11	110.00	210.00	01/07/2016	01/20/2016	ROLLROTHTAX

A confirmation screen will appear, requesting that you confirm that you wish to create batches. You can cancel or confirm batch creation. If you confirm batch creation, batches for each payroll will be created and a confirmation box will display the results. Here you have the option to either navigate to Transactions or remain in Payroll.



In Transactions, payrolls with the same source type and pay date will be included in a single batch.



Once batches are posted, links to create allocations from batches will become available above the posted batches. Click each applicable allocation link to push the total amount per source from Transactions to Census.

Home > Edit Company > Edit Plan > Compliance > Transactions Updates Help

Company: Payroll ID:
 Plan: Payroll Accumulator SHNE 401k Plan ID:
 Year End: 12/31/2016

Begin Date: 01/01/2016
 End Date: 12/31/2016
 Suppress zero accts: Yes / No

Transaction Batch Actions

[Create Beginning Balance](#)
Compare Beginning & Prior Year Ending

[Create New Batch](#)
Allocate Bal Frwd Earnings

[Create Ending Balance](#)
Calculate Earnings

Source	Batch from Alloc.	Compare Trans. to Alloc.	Alloc. from Batch
401K	N/A	Differences Only All <input type="checkbox"/>	Create \$100.00 Allocations
ROTH	N/A	Differences Only All <input type="checkbox"/>	Create \$200.00 Allocations
MATCH	N/A	N/A	Create \$300.00 Allocations
NONELECSH	N/A	N/A	Create \$400.00 Allocations
QMAC	N/A	N/A	Create \$500.00 Allocations
QNEC	N/A	N/A	Create \$600.00 Allocations
PS	N/A	N/A	Create \$700.00 Allocations

Compliance Menu

- ◀ Census
- Tasks
- ◀ Transactions
- ◀ Miscellaneous
- ◀ Tools/Settings
- ◀ Plan Specifications