

# Sending Payroll Information



*What is the best way to send information for payroll processing?*

When we are processing your payroll, accuracy and timeliness are our top concerns. Receiving the information in our format allows us to be as accurate and timely as possible. See the back for our preferred format.

There are several ways to send payroll information to us.

- 1) E-mail a secured (password) file
- 2) Inform your payroll company that we are partnering with you so that they can provide us with information to be able to download or receive your payroll
- 3) Partner with one of our payroll associates and we will automatically receive your payroll from them
- 4) Upload your payroll information to our secure web portal
- 5) Process your payroll through our secure web portal and receive your reports almost instantly

Payrolls can be processed every pay (there is an extra charge for weekly payrolls) or once a month. Deposits must be made after every pay date (within 2-3 days for large companies, within 7 days for large plans).

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**PLAN SPONSOR SERIES  
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# Format for sending payroll information

An Excel format is the ideal way to transmit information to us.

Column	Field item	Description
A	Social Security Number	Include hyphens (for example 123-45-6789)
B	Division or Department Code	Optional code if you want reporting by division
C	Last Name	Use upper and lower case
D	First Name	Use upper and lower case
E	Street Address	Use upper and lower case
F	City	Use upper and lower case
G	State	Use upper and lower case
H	Zip Code	5 digit zip code is preferred
I	Date of Birth	Format mm/dd/yyyy
J	Date of Hire	Format mm/dd/yyyy
K	Date of Rehire	If applicable, format mm/dd/yyyy
L	Date of Termination	If applicable, format mm/dd/yyyy
M	Reason for Termination	For example: retired, disabled, terminated
N	Compensation	Format without commas or dollar signs
O	Bonus	If applicable, no commas or dollar signs
P	Overtime	If applicable, no commas or dollar signs
Q	Commission	If applicable, no commas or dollar signs
R	401(k) Deferral	No commas or dollar signs
S	Roth Deferral	If applicable, no commas or dollar signs
T	Match	We will compute this—only enter a number here if you want us to use your computation
U	Safe Harbor Contribution	We will compute this—only enter a number here if you want us to use your computation
V	Employer Contribution	We will compute this—only enter a number here if you want us to use your computation
W	Loan Repayments	If applicable, no commas or dollar signs
X	Hours	Total hours worked, no commas