PCS Retirement

GUIDE TO PAYROLL PROCESSING

For Plan Sponsors

Welcome to the Guide to Payroll Processing - Your instructional path to easily process payroll data online.
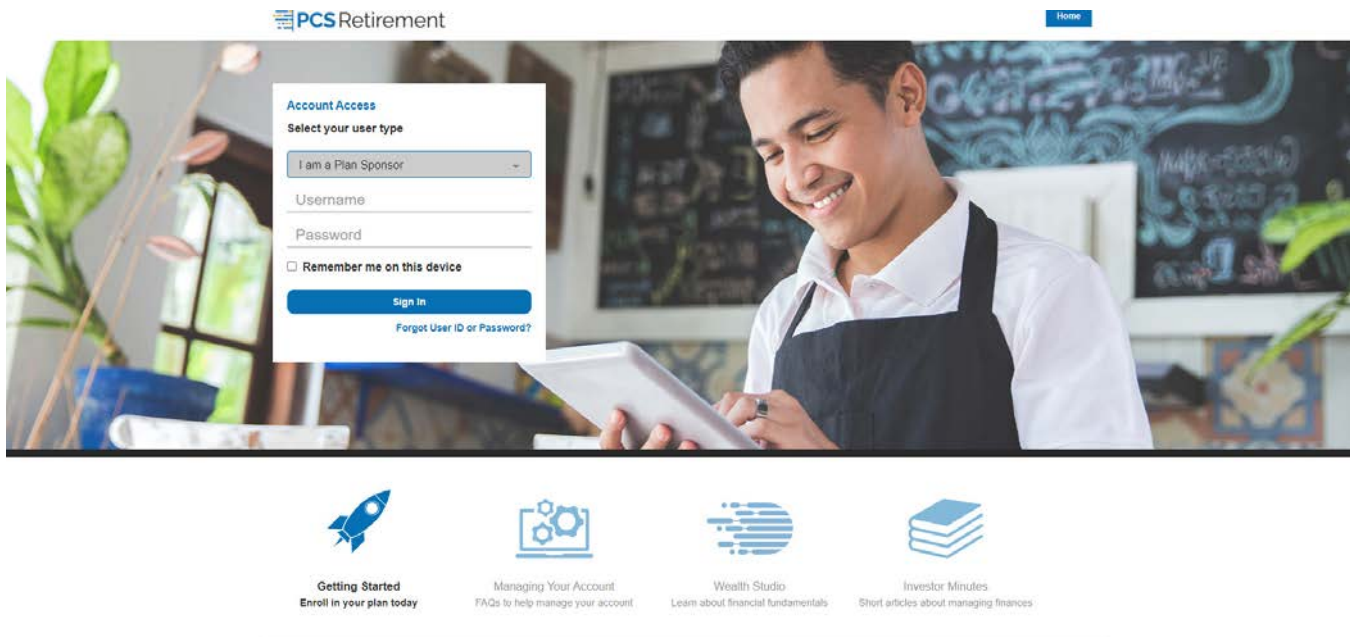
Here's what you'll find in this guide:

Logging In

Access the website by typing **PCSretirement.com** into your web browser.

Select the **Plan Sponsor** user type from the dropdown, enter your **Username** and **Password** and click **Sign In**. If you forgot your user ID or password, just follow the options provided.

Select Plan

If you are associated with more than one plan, the **Select Plan** menu option is enabled and can be found by clicking the **Home** tab. Here, you can search for your plans by employer, plan name, or plan ID. By clicking the plan name or plan ID, you will be taken to that **Plan Summary** page.

Process Overview

Our payroll submission process is designed to assist you in funding contribution and loan payments to your retirement plan in three easy, safe, and secure stages.

Stage 1: Identify Payroll Changes

Payroll Change Reports are automatically run three days prior to the end of each pay period . If there are payroll changes for the period, the report is posted to the sponsor web and an email is triggered to notify the sponsor to retrieve it. If there are NO payroll changes, an email is triggered to let the sponsor know that a report was run but reflected no changes for the period.

To ensure that all changes are captured, the length of the reporting period is the same as the pay period (i.e., biweekly = 14 days) and covers the timeframe since the last report for the pay cycle was run. For example, the Payroll Change Report for a biweekly payroll with a payroll end date of 9/18/2021 will be run on 9/15/2021 and cover the period 9/1/2021 through 9/14/2021. The report for the next pay period, ending on 10/2/2021, will be run on 9/29/2021 and cover the period 9/15/2021 through 9/28/2021.These reports are generated 7am every day to post onto the sponsor site.

You can also run your Payroll Change Report On demand to see all your plan's payroll changes in one place.

Use the report to enter changes online or to update your payroll data file for uploading.

Stage 2: Submit Your Contribution Information

Our encrypted DataXpress system walks you through easy steps to submit your payroll data. The system performs a series of validation checks to confirm the data is in good order, then automatically sends instructions to your custodian to transfer funds from your bank account.

Stage 3: Review Your Automated Funding Request (AFR)

An AFR confirming the amount of your contribution is generated, emailed to you and posted to the Sponsor website. The AFR also explains any discrepancies between the contribution and what you had anticipated.

Stage 4: Submit Your ACH

You can either elect to manually submit your ACH or PCS Retirement can automatically submit the ACH on your behalf.

Stage 5: Payroll Monitoring Reports

PCS Retirement has a variety of notifications around payroll to ensure the process is seamless.

Questions?

If you have questions, concerns, or would like more information, your Client Relationship Manager is more than happy to assist. Client Relationship Managers are available Monday through Friday from 8:00am to 6:00pm EST at (888) 565-4772.

Stage 1: Identify Payroll Changes

Tired of tracking all of the potential changes from one payroll to the next? If your plan allows members to make online contribution changes, the Payroll Change Report tracks all of your plan's payroll changes in one place.

It's easy to set-up and free! Before each payroll period, simply run the Payroll Change Report. You will receive all of the information necessary to update your payroll for that period, including:

- New loans, final loan payments, fully paid loans (show a zero total)
- Automatic contribution acceleration Contribution increase, decrease, or suspension
- Automatic Enrollment

Running the Payroll Change Report

1. Log into **www.PCSretirement.com** and select the applicable plan
2. Select **Statements and Reports** > Reports
3. In the **Report Selection** box, scroll down the list of available reports and click **Payroll Change**

   PCS Integrates Payroll Report with Popular Payroll Systems!

   PCS now offers Payroll Reports that are compatible with the most popular payroll systems, including Paylocity, Ceridian, and ADP's Workforce Now, Pay Expert, or PCPW. Simply run the ADP Payroll Change Report and the data can be completely integrated into your system of choice! This eliminates the need for manual data entry for 401(k) payroll changes.

4. In the **Options** box, customize the report to suit your needs

   To include payroll changes only from a specific pay period, enter the pay period **From Date** and **To date**. Make sure that the **To date** is yesterday or earlier. If you use today's date, you could miss any payroll changes that might be made today after you run the report.

   You can choose to save the report in PDF, Word, Text ASCII, or Excel formats to facilitate importing the changes into your payroll system or uploading them to your payroll vendor.

5. Click **Submit**

   Once your report has been generated, you can download a copy by clicking **Open Report** in the report pop-up window. It will also be saved on the **View Reports** tab shown above.

Stage 2: Enter and Submit Payroll Data

On your plan Home page, click **DataXpress** in the right column. All data entry methods use our encrypted DataXpress system to ensure that your submission is safe and secure.

Select an Entry Method

When you launch DataXpress, you are asked to choose how you want to enter your data.

Entry Methods

Method	Description	Recommended for plans with
Upload a file containing the payroll data	Upload an Excel or comma delimited (.csv) file containing the payroll data.	A large number of participants
Manually enter employee information	Manually enter payroll data.	Fewer than five participants
Copy information from a previous payroll period	Copy records that were submitted for a previous pay period and then edit them to reflect any changes.	Employees with fixed contributions
Work with a previously uploaded or manually created file	Continue working with records you previously uploaded or entered.	Any plan

1. Select a method

2. Click **Next** to begin the submission process for that method. All methods involve a series of similar

steps:

a. Select a pay period for the payroll you will be submitting

b. Enter the payroll data

c. Review the contribution totals and submit your payroll

d. Confirm and schedule payment

Select a Pay Period

After selecting an entry method, select the division (if applicable) and pay period for the payroll.

1. **Select Division**: If you have multiple divisions or pay centers, select the division you want to work on.
2. Select the payroll period from the list.

Make sure to select the payroll period that corresponds to the payroll data you will enter

Is the Pay Period Missing? If you don't see the pay period in the list, you may need go back and

select a different entry method. For example, if you entered manual records for a pay period, but didn't submit them, the **Status** for that pay period changes to **Incomplete** and it will no longer be listed as an available pay period for the edit or copy methods. To continue working with records in that pay period, you will need to select the **work with previous** method.

3. If you chose the copy method, select the previous pay period record you want to copy

4. Click **Next** to continue to proceed to **Enter Payroll Data** below

Enter Payroll Data

After selecting a pay period, the process for entering your payroll data varies slightly depending on the entry method you select.

- Upload a file containing the payroll data
- Enter records manually or copy them from a previous pay period, and then edit them
- Work with existing records

Option A: Upload a File Containing the Payroll Data

Using this option, will allow you to create a data file containing your payroll data, including contributions and loan payments for upload into DataXpress.

TIP: Make sure that your file format matches your plan's pre-established layout. To view this layout, click **View Data Format**.

1. Click **Select File**
2. In the file selection window, select the payroll data file containing the payroll data for the pay period

you selected. Click **Open**. When the file is loaded, its name is displayed next to **Select File**.

> **TIP:** After your first upload, DataXpress will remember where the file is stored on your computer. You may want to set up a special folder for all of your contribution files.

3. If there is a header row in your file, select **Skip first record**. If there is a trailer row in your file, such as totals, select **Skip last record**. If there is more than one header or trailer row in your file, you will need to delete the extra rows and upload the updated file.
4. If you want to preview the first few records in your file after upload, select **Preview File**.
5. Click **Next** to upload your payroll file.

Various status messages are displayed while the file is being validated and imported. If the data is valid, you will automatically be taken to the next step, "Review and Submit Data" on page 13.

If the data contains errors, a pop-up window is displayed that lists each error. You will need to correct the errors in your file (see "Errors and Warnings" on page 11) and then upload the new file.

Avoiding Upload Errors
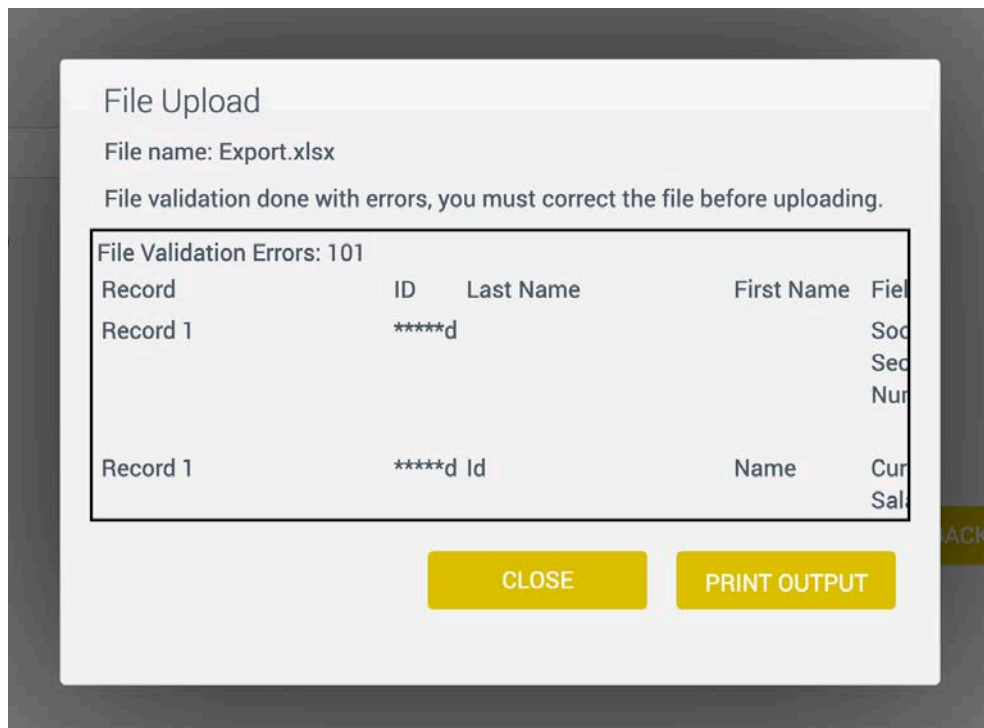
Your file cannot contain:

- Formulas
- Borders
- Dollar signs ($) or commas in the amounts (enter 1000 rather than $1,000)
- Dates in any format other than MM/DD/YYYY dashes to indicate no data (leave the cell blank or enter 0)
- 9-digit ZIP codes (only 5-digit ZIP codes are permitted)
- Negatives expressed using parentheses (use the minus sign instead)

Your file can contain only one header row and one trailer row. If there are multiple header or trailer rows, delete the extra rows before selecting the file for upload. After selecting the file, make sure to select the **skip** checkboxes in step 1 referenced above.

Use two decimal places in all hours and monies (such as Gross Compensation, EE Deferral, Match, Loan Payments, etc.).

The State column only needs to be as wide as the two-letter state abbreviation.

Option B: Enter/Edit Records Manually

Using this option will allow you to manually add and edit your participant records inside DataXpress. All payroll data within the pay period is shown. These may contain records copied from a previous pay period.

1. Add records and/or edit the existing records
2. Click a field to edit the existing information

3. If you are uncertain of each icon, hover your mouse pointer over the icon to display a description.
4. Click **Save** to validate and save your changes.
5. Fields that need to be corrected are listed at the bottom of the page. See "Errors and Warnings" on the next page for information on how to fix them.
6. When your data contains no errors, click **Next** to proceed, "Review and Submit Data" on page 13.

Commonly Used Icons

Icon	Description
Add All	Add records for all plan participants
Payroll Totals	View the contribution totals for the current records
Refresh	Refresh current records
Save	Save the current records
Validate Records	Validate the current records

Option C: Work with Existing Files

Using this option will allow you to see a list of all of the existing records related to the selected pay period. These may be records that were uploaded in a data file, entered manually, or a combination of both. Enter more records or edit the existing ones in the same manner as described for "Option B: Enter/Edit Records Manually" on page 10.

Errors and Warnings

An error means the record cannot be imported and must be corrected

Error Messages

Error	Description
Birth date is blank	The birth date was blank or in the wrong date format. Use MM/DD/YYYY format.
Hire date is blank	The hire date was blank or in the wrong date format. Use MM/DD/YYYY format.
Hire date < birth date	A participant's hire date cannot be before his/her birth date.
Rehire with no term date	A participant can only be rehired if he/she was previously terminated. Therefore, when a rehire date exists, a termination date is required.

A warning means the record can be imported, but might need your attention before further processing.

Warning Messages

Warning	Description
Hours blank	The number of hours was blank or in the wrong format.
Birth date differences	The uploaded file contains a birth date that differs from the date in the database.
Merge duplicate SSNs	The uploaded file contains a Social Security number that differs from the SSN in the database.
Missing compensation	The participant's compensation was blank or in the wrong format.
Missing participants	The number of participants uploaded is less than the number of participants you upload during your previous payroll.
Last name difference	The uploaded file contains a last name that differs from the last name in the database.

Deleting a File or Records

If you partially complete the data entry process for a pay period and then decide that you want to start over, you can delete a file that you previously uploaded or delete records that you manually entered.

1. Start at the first DataXpress page where you select your entry method
2. Select **Work option** and click **Next**
3. Select the pay period
4. Click **Delete Selected Rows**. A pop-up window is displayed that shows where the existing records for the pay period came from (i.e. data file, manual entry, or both).
5. Select the records you want to delete
6. Click **Continue**. The selected records are deleted.
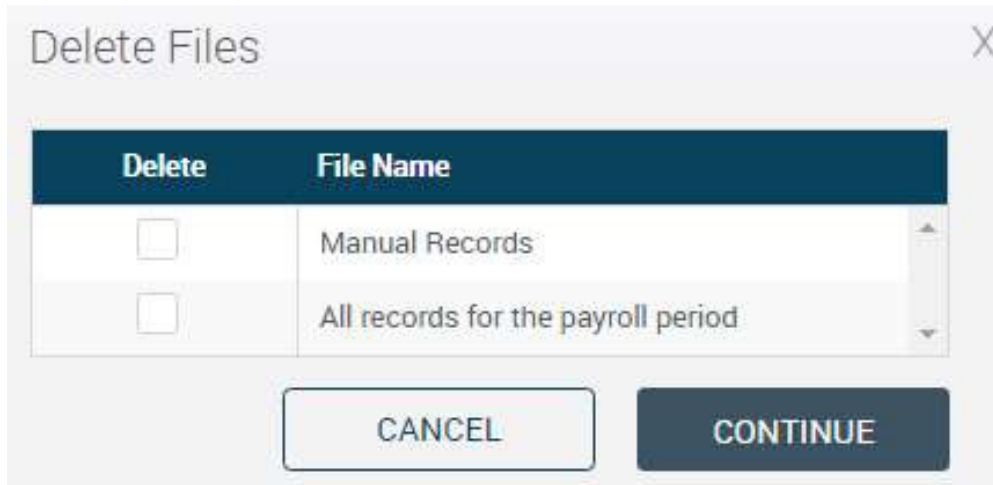
If you deleted all of the records, the **Status** for the pay period reverts to **Not started**. You can now **restart the data entry process**.

If you kept any manual records, the **Status** remains **Incomplete**. Use the **Work with previous** option to **continue working on these records**.

If you kept an uploaded file, the **Status** remains **Incomplete**. **Upload the file** for processing, or use the **edit option** or **Work with previous** option to edit the records from the file or add new records.

Review and Submit Data

At this point, your payroll data has been validated, but has not been applied to your account.

1. Examine the results carefully and confirm your totals.

2. If the totals are correct, click **Submit for Final Processing** to proceed to "Confirm and Schedule Payment" on the next page.

   If the totals are incorrect, click **Previous** to return to the **Edit Data** page to correct the records.

Confirm and Schedule Payment

The final page displays a confirmation number and the date and time the payroll was submitted. The data you submitted is validated against your plan's specifications and existing data in our database. You will receive an Automated Funding Request (AFR) email showing the amount to be pulled from your account to fund your contributions.

We will automatically send instructions to your custodian to transfer the amount to be funded in connection with the payroll file. Information submitted before 2:30 p.m. ET results in a request to your bank on the same business day. Information submitted after 2:30 p.m. ET results in a request on the next business day.

If you want to select a specific transfer date, click the button at the bottom of the page. Select the transfer date and click Submit.

DataXpress

Your Bank Information

Bank Name
Bank Routing Number
Account Number(last 4 digits)

Click here to view the
Contribution Processing Guide

Your Previous Contribution Information

Amount
Date   8/13/2020

To Fund Your Contribution As Soon As Possible: No further action is needed. PCS will automatically send instructions to your custodian to transfer (ACH) the amount processed. Contribution information submitted by 1:30pm ET will result in a request of your bank (as indicated above) on the same business day and contribution information submitted after 1:30pm ET will be requested the next business day.

To Schedule the Contribution in the Future: Please click on a date and click submit to schedule a future ACH from your bank.

‹	November 2020					›
Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	27	28	29	30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

Submit

Please note that the Department of Labor regulations require that participant contributions be funded as soon as is practical following the applicable payroll date.

You will receive an email confirming the amount to be funded via ACH and the date it will be transferred. Once funding is received for the payroll file, our system processes the payroll file without manual intervention on the same day.

Stage 3: Review the Automated Funding Request (AFR)

An AFR prevents contribution and loan payment funding issues before they occur. The AFR confirms that your payroll data has been received and is ready for processing.

The AFR is generated seconds after you submit your payroll data. You will receive a confirmation via email that your data was submitted for processing. If you don't receive your AFR via email within five minutes of your submission, please contact your Client Relationship Manager. Your AFR will contain a source-by-source breakdown of what is going to be processed. If any employees are deemed as ineligible you will receive a list of participants and their amount submitted on payroll. If you see an ineligible status for an employee who should be eligible, please contact your client relationship manager so we can update our system.

Contributions For Ineligible Employees

According to our records, the following employee(s) are receiving contributions this pay period but they are not currently eligible for the Plan:

First Name	Last Name	Plan Status	Amount
Travis	Dennis	Ineligible	$213.78
Gerald	Newcomb	Ineligible	$217.30
Brendan	Delestowicz	Ineligible	$203.86
Alex	Krause	Ineligible	$117.68
DeAndre	Price	Ineligible	$205.65
Christopher	Hammond Jr.	Ineligible	$218.37
Ryan	Mclear	Ineligible	$130.26
Brandon	Rhines	Ineligible	$209.40
Parker	McFarland	Ineligible	$70.14
Neil	Harrington	Ineligible	$220.20

A copy of the AFR is posted to the Reports section of the Plan Sponsor website for future access. The AFR reflects the contribution and loan payment amounts that will be funded via ACH.

Below the contribution section is important information to assist you in understanding why the amount shown may differ from what you anticipated funding. For example, if you included a contribution amount for a participant who is not yet eligible, that amount will not be transferred from your account and this discrepancy will be noted on the report. Discrepancies include:

- Participants receiving excess loan payments for the current pay period,
- Participants receiving loan payments without an outstanding loan balance,
- Employees with contributions who are not eligible for the current pay period.

After discrepancies, the AFR provides information to assist you with future contributions, such as:

- Participants who will be making their final loan payment in the next 30 days
- Employees who will become eligible in the next 30 days

Final Loan Payment

According to our records, the following participant(s) are making final loan payments in the next 90 days:

First Name	Last Name	Loan #	Payment Amount	Loan Balance	Final Payment
RODERICK	PROBY	1	$4.51	$4.39	$4.63
Total					$4.63

Please make the indicated adjustments to avoid over payments.

Eligible in the Next 30 Days

According to our records, the following employee(s) are eligible to participate in the Plan in the next 30 days:

First Name	Last Name	Projected Eligibility Date
Gary	Batista Luis	10/07/2021

If any of the information on your AFR appears to be incorrect, please contact your Client Relationship Manager.
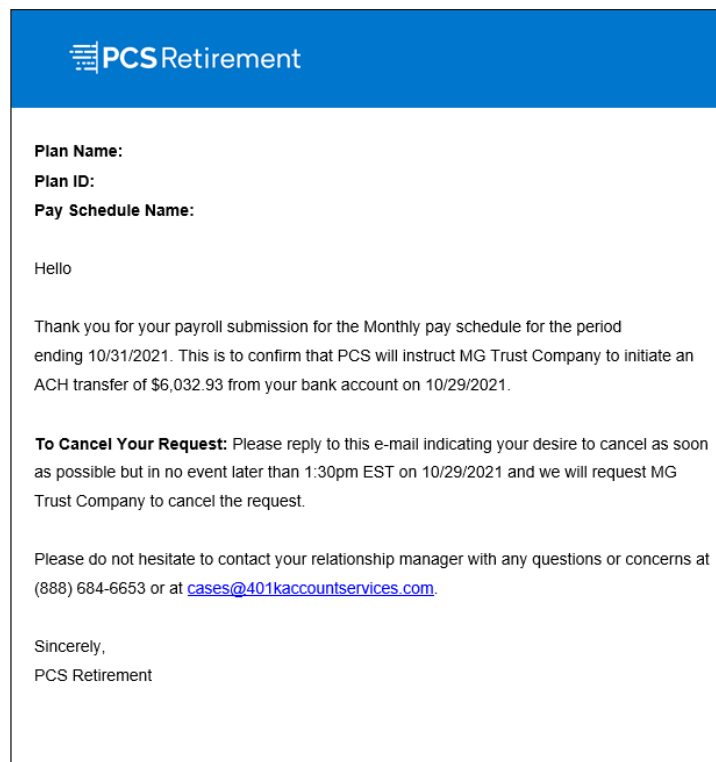
Stage 4: Submit Your Payment

Manual Election

After receiving your Automated Funding Request, (if PCS does not automatically submit your ACH) please submit payment via ACH, Wire, or Check to the trust.

Automatic Election

If you have authorized PCS Retirement to withdrawal the funding from your account, you will receive an ACH confirmation informing you of the amount and date of when PCS will pull the ACH. See below for example:

PCS Retirement

Plan Name:
Plan ID:
Pay Schedule Name:

Hello

Thank you for your payroll submission for the Monthly pay schedule for the period ending 10/31/2021. This is to confirm that PCS will instruct MG Trust Company to initiate an ACH transfer of $6,032.93 from your bank account on 10/29/2021.

To Cancel Your Request: Please reply to this e-mail indicating your desire to cancel as soon as possible but in no event later than 1:30pm EST on 10/29/2021 and we will request MG Trust Company to cancel the request.

Please do not hesitate to contact your relationship manager with any questions or concerns at (888) 684-6653 or at cases@401kaccountservices.com.

Sincerely,
PCS Retirement

Stage 5: Payroll Monitoring Reports

PCS Retirement has a variety of notifications around payroll to ensure the process is seamless.

Payroll Change Report

- Report automatically generated and sent to payroll contact three days prior to the end of each pay period.

- If there are changes, the report is posted to the sponsor web and an email is triggered to notify the sponsor.

- If there are NO changes, an email lets the sponsor know that a report was run but reflected no changes for the period.

- Can be run on demand to see all of plan's payroll changes.

- Use the report to enter changes online or to update your payroll data file for uploading.

Automated Funding Report

- Sent as a confirmation of the data received and indicates the total funding for ACH.

- Validates data.

- Helps manage future contributions/loans.

Late Payroll Notification

- Monitor that you are submitting payroll when you are supposed to.

- If you choose to allow this notification, PCS will send a reminder email 5 days after your scheduled Payroll end date if payroll file has not been received.