

Plan > Contributions Home

Direct Entry

Contributions can be submitted manually, generally for smaller plans, by keying in the contribution amounts, loan payments, hours of service and wages directly into a grid. To get to the grid, click on the **Contributions Home** link under **Plan**, and select **DIRECT ENTRY**.

Contribution Processing

Please review the following warning(s):
No transactions to display

UPLOAD FILE
DIRECT ENTRY

Filter Dates

Date From

Date To

Cancelled Requests
 Show

APPLY FILTER

➔ Total number of Transactions
0

SUBMIT AS NEW PAYROLL
CANCEL TRANSACTION

Select Direct Entry

Step 1 of 4: Select Participants, Sources, and Other Settings

Select those participants you would like to be included on the contribution grid. Participants can be filtered individually by name, ID, or SSN, or in groups by account Status or Location. For example, this will allow you to filter and deselect terminated Participants.

Indicators turn from gray to red if any data is unselected

Filter by status, location or enter participant name

Select one or multiple participants

Need Help?

Contributions

Step 1 of 4:

If you would like to manually input your employees' pretax contributions, please select the participant(s), source(s) and other settings. To retrieve previously stored data, click the Load button. Click the next button to continue.

Reset
Load
Next

Participants 6
Sources 5
Other Settings 3

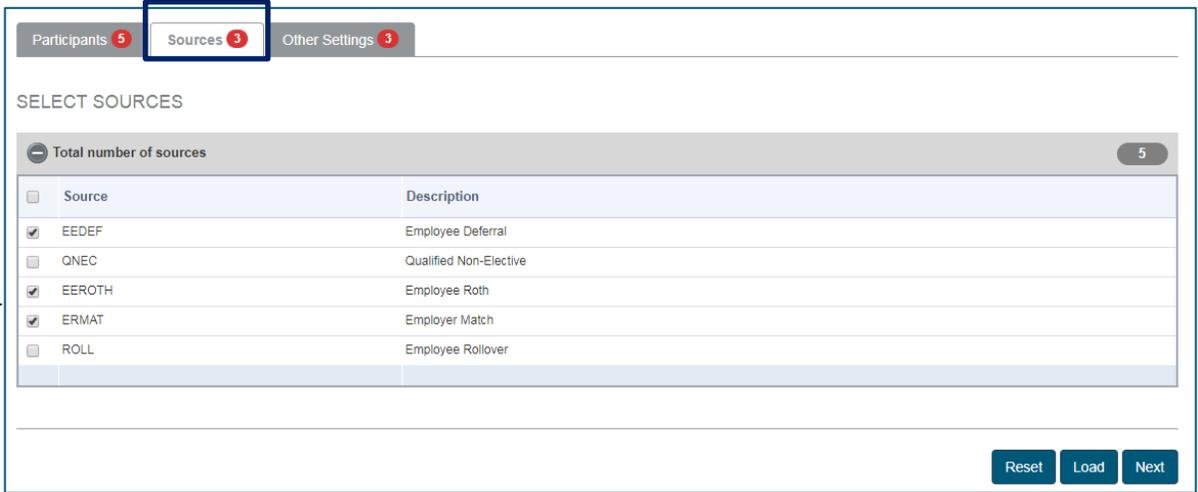
Show all Selected Unselected
Filter participants...

➔ Select Participant(s) 126

<input type="checkbox"/>	Participant ID	SSN	Name	Location	Status	Info
<input type="checkbox"/>	000000495	XXXXX0001	Armstrong, Louis	Location 1	Active	i
<input type="checkbox"/>	000000486	XXXXX0002	Baker, Josephine	Location 3	Active	i
<input checked="" type="checkbox"/>	000000421	XXXXX0009	Benson, George	Location 4	Active	i
<input checked="" type="checkbox"/>	000000448	XXXXX0010	Blake, Eubie	Location 4	Active	i
<input checked="" type="checkbox"/>	000000520	XXXXX0011	Blakey, Art	Location 2	Active	i
<input checked="" type="checkbox"/>	000000483	XXXXX0012	Brubeck, David	Location 4	Active	i
<input checked="" type="checkbox"/>	000000343	XXXXX0013	Byrd, Charlie	Location 4	Active	i
<input checked="" type="checkbox"/>	000000525	XXXXX0015	Calloway, Cab	Location 4	Active	i

You can select just the sources you need (based on what is allowed by the Plan), rather than having all sources appear

Select one or multiple sources



Participants 5 Sources 3 Other Settings 3

SELECT SOURCES

Total number of sources 5

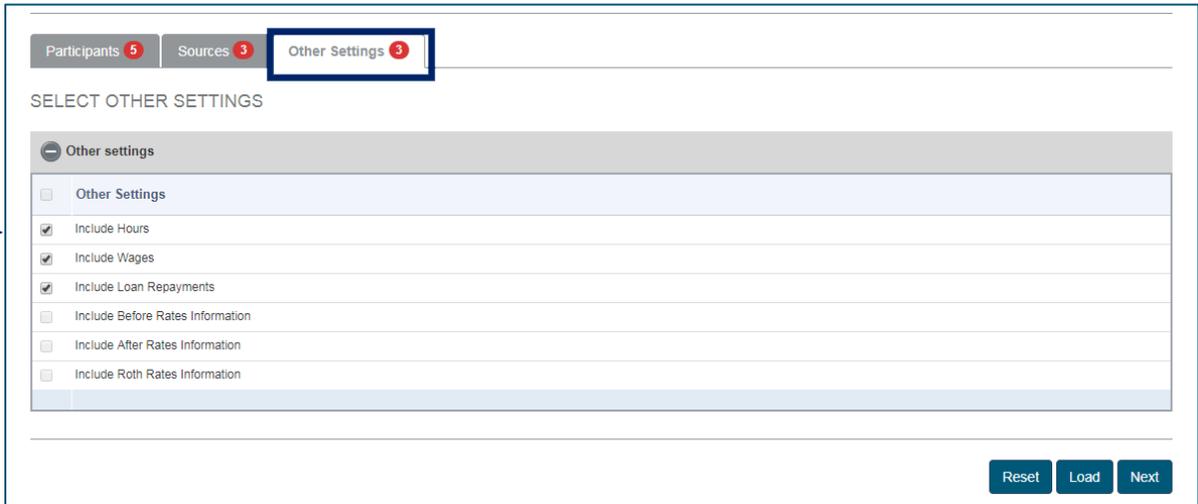
Source	Description
<input checked="" type="checkbox"/> EEDEF	Employee Deferral
<input type="checkbox"/> QNEC	Qualified Non-Elective
<input checked="" type="checkbox"/> EEROTH	Employee Roth
<input checked="" type="checkbox"/> ERMAT	Employer Match
<input type="checkbox"/> ROLL	Employee Rollover

Reset Load Next

You can include additional information, including:

- Hours of Service
- Wages
- Loan Payments
- Participant contribution rates

Select any other settings



Participants 5 Sources 3 Other Settings 3

SELECT OTHER SETTINGS

Other settings

<input type="checkbox"/> Other Settings
<input checked="" type="checkbox"/> Include Hours
<input checked="" type="checkbox"/> Include Wages
<input checked="" type="checkbox"/> Include Loan Repayments
<input type="checkbox"/> Include Before Rates Information
<input type="checkbox"/> Include After Rates Information
<input type="checkbox"/> Include Roth Rates Information

Reset Load Next

Important Note: If your plan uses hours of service to determine eligibility and/or vesting, you must enter the participants' hours of service for the payroll period to keep your accounts current.

Step 2 of 4: Enter Contributions, Loan Payments, Hours, and Wages

- Using the calendar icon to the right of the **Payroll Date** field, select your Payroll Date. This date can be in the past, present, or future and does not affect when the payroll will be processed.
- You can tab through the entry fields for the selected participants, and can review sub-totals for each column. Click or Press <Space> to check the Loans box.
- If there is a previously Stored transaction, that can be Loaded from this screen.
- The ACH will be the same day, if entered before 1:00 PM ET. You can select a future ACH date, if desired, using the calendar function and the system will not pull the funds until the selected date.

Select future ACH Request date, if desired

Need Help?

Step 2 of 4:

If you would like to manually input your employees' pretax contributions, please enter the contribution data. To retrieve previously stored data, click the Load button. Click the next button to continue.

PLEASE NOTE: If you do not choose an ACH date, the date will default to the next ACH processing cycle. The ACH cutoff for same day processing is 1pm ET.

Effective Date:

Payroll Date:

Contribution will be funded by ACH

ACH Request Date:

Cancel Back Load Clear Next

– Total number of participants 6

Account Number Name	Info	Hours	Wages	EEDEF	EEROTH	SHMA	ERMAT	ERPS	ROLL	Loans
602776 Demo-LN10, Demo-FN10	i i	0	0	0	0	0	0	0	0	41.91
602777 Demo-LN11, Demo-FN11	i i	0	0	0	0	0	0	0	0	0
602779 Demo-LN13, Demo-FN13	i i	0	0	0	0	0	0	0	0	69.85
602780 Demo-LN14, Demo-FN14	i i	0	0	0	0	0	0	0	0	0
602782 Demo-LN16, Demo-FN16	i i	0	0	0	0	0	0	0	0	0
602783 Demo-LN17, Demo-FN17	i i	0	0	0	0	0	0	0	0	0
		0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

● Eligible
 ● Hardship
 ● Suspension
 ● Tax Rate Info

Eligibility

SSN : 000000343
Name: Byrd, Charlie
Is Eligible: True
From: 07/08/2009

Ok

Participant Information

SSN : 602783
Name: Demo-LN17, Demo-FN17
Before Tax Rate:
Roth Rate:

Ok

Loan Info

SSN: 000000343
Name: Byrd, Charlie
Loan Id: 2
Principal Remaining: \$1,000.00
Payment Amount: \$39.52
Loan Date: 12/31/2015

Ok

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Important Note: If you enter a loan payment that is less than the minimum amount, the payment amount will automatically revert to the minimum payment.

Step 3 of 4: Review The Transaction

Using the <Tab> key, you can move through the entry fields to type in the hours of service, wages, and contribution amounts, by source. To make a loan payment, check the box to the left of the loan payment amount.

Message alerts you if there are no values for a selected participant

Once entered, a contribution file can be **Stored**, to be loaded in the future

To Submit your contribution, click **Process**

Contributions Review

Step 3 of 4:

Please review the values entered then click process

Effective Date: Contribution will be funded by ACH

Payroll Date: ACH Request Date:

Participant Calloway, Cab with id 000000525 has invalid value(s) entered.

Total number of participants 5

Participant ID	Info	Hours	Wages	EEDEF	ROTH	ERMAT	Loans
000000421 Benson, George	i	80	\$1,500.00	\$100.00	\$0.00	\$50.00	
000000448 Blake, Eubie	i	80	\$1,500.00	\$150.00	\$0.00	\$75.00	<input type="checkbox"/> <input checked="" type="checkbox"/> \$53.61
000000520 Blakey, Art	i	80	\$1,500.00	\$0.00	\$200.00	\$100.00	<input type="checkbox"/> <input checked="" type="checkbox"/> \$17.51
000000483 Brubeck, David	i	80	\$1,500.00	\$50.00	\$50.00	\$50.00	
000000343 Byrd, Charlie	i	80	\$1,500.00	\$200.00	\$0.00	\$100.00	<input type="checkbox"/> <input checked="" type="checkbox"/> \$39.52 <input type="checkbox"/> <input checked="" type="checkbox"/> \$39.52
		400	\$7,500.00	\$500.00	\$250.00	\$375.00	\$110.64 \$39.52

● Eligible ● Hardship ● Suspension ● Tax Rate Info

Total Contributions: \$1,125.00

Total Loan Repayments: \$150.16

Grand Total: \$1,275.16

Step Four: Processed

From here, you can **Print** a copy of your transaction. You can also **Store** the data to Load in a future contribution, if desired.

Important Note: After submitting your file, you need to review your Error report in the Job Queue to ensure there are no Warnings or Errors that need to be addressed or could prevent the accurate processing of the file.

Contributions Confirmation

Step 4 of 4:

Contributions have been submitted for approval.
The job number is: 4103045.
 Email notification has been sent to the Plan Administrator.
 Information successfully changed on **Monday, October 30, 2017 11:39:21 AM**

Please print and save a copy for your records.

Effective Date: Contribution will be funded by ACH
 Payroll Date: ACH Request Date:

[Print](#) [Store](#) [Close](#)

Total number of participants 5

Participant ID Name	Hours	Wages	EEDEF	ROTH	ERMAT	Loans
000000421 Benson, George	80	\$1,500.00	\$100.00	\$0.00	\$50.00	
000000448 Blake, Eubie	80	\$1,500.00	\$150.00	\$0.00	\$75.00	<input checked="" type="checkbox"/> \$53.61
000000520 Blakey, Art	80	\$1,500.00	\$0.00	\$200.00	\$100.00	<input checked="" type="checkbox"/> \$17.51
000000483 Brubeck, David	80	\$1,500.00	\$50.00	\$50.00	\$50.00	
000000343 Byrd, Charlie	80	\$1,500.00	\$200.00	\$0.00	\$100.00	<input checked="" type="checkbox"/> \$39.52 <input checked="" type="checkbox"/> \$39.52
	400	\$7,500.00	\$500.00	\$250.00	\$375.00	\$110.64 \$39.52

Total Contributions: \$1,125.00
Total Loan Repayments: \$150.16
Grand Total: \$1,275.16

[Print](#) [Store](#) [Close](#)

Click the job number to go to the **Job Queue**

Once submitted, a screen capture can be printed

Note: Payroll reports will remain in the Job Queue for 180 days. All other reports will remain 45 days. Be sure to save or print payroll reports for future reference.