

Facilitating CalSavers – Adding Employee Information

Employee information should be submitted when you register your company. However, if you have a lot of employees, we suggest completing this when you perform other company administrative activities.

Registration	Account setup				Account management
Web register	Submit employee information	Set up bank information	Add support (internal or payroll provider)	Submit contributions	Continue submitting contributions and updating employee roster
When you receive your notification and before your deadline	Within 30 days of completing your registration	After you add employee information		Submit with the first payroll 30 days after you add employee information	Each pay period

The **Employee Information Toolkit** (.ZIP File) provides all the information you need to submit employee information to CalSavers using a MS EXCEL file.

In this Toolkit, you will find:

- Instructions for uploading employee information.
- Employee Information Template (Payroll_Census_Template.xlsx) – Add your information to this MS EXCEL file template and upload it to your Employee (Payroll) List.
- Formatting tips to ensure the data you enter into the Template is accepted.

While you have the option to add employee information one-by-one by web entry, we recommend using file upload for large employee populations for easy management of your data.

When should I complete this step?

California law requires that you complete this step 30 days after you register your company. In the email confirmation you received, we included a link to a reminder that you can add to your personal calendar. Remember: your employees can not start saving until you have completed this step and submitted payroll contributions.


What happens after I add my employee information?


Once you have submitted employee information, CalSavers will notify your employees about the program, initiating a 30-day window when each employee will either opt out or begin participating. If they do not take action within this period, they will be automatically enrolled in the Program with the standard contribution rate and investment funds. After this 30-day period, you will begin payroll contributions for enrolled employees.


During this 30 day period, you should familiarize yourself with the next steps for submitting payroll contributions:

- Add bank information so that funds can be transferred electronically into each employee's retirement savings account.
- Optional: Identifying assistance that may help you with managing your Program activities. This may be a person internal to your organization or a payroll company you use to assist with payroll.
- Review the **Contribution Toolkit**. This toolkit is used to upload employee contribution information.

Need Assistance?

 855-650-6916

 clientservices@calsavers.com

 Monday – Friday 8 a.m. – 8 p.m. PT

The CalSavers Retirement Savings Program (“CalSavers” or the “Program”) is an automatic enrollment payroll deduction IRA overseen by the CalSavers Retirement Savings Board (“Board”). Ascensus College Savings Recordkeeping Services, LLC (“ACSR”) is the program administrator. ACSR and its affiliates are responsible for day-to-day program operations. Participants saving through CalSavers beneficially own and have control over their IRAs, as provided in the Program Disclosure Booklet available at saver.calsavers.com. CalSavers is not sponsored by the employer, and therefore the employer is not responsible for the Program or liable as a Program sponsor. Employers are not permitted to endorse the Program or encourage or advise employees on whether to participate, how much (if any) to contribute or provide investment help.

CalSavers offers investment options selected by the Board. For more information on CalSavers’ investment options go to saver.calsavers.com. Account balances in CalSavers will vary with market conditions. Investments in CalSavers are not guaranteed or insured by the Board, the State of California, the Federal Deposit Insurance Corporation, or any other organization.

CalSavers is a completely voluntary retirement program. Savers may opt out at any time or reduce or increase the amount of payroll contributions. If a saver opts out they can later opt back into CalSavers.

Saving through an IRA may not be appropriate for all individuals. Employer facilitation of CalSavers should not be considered an endorsement or recommendation by a participating employer, IRAs, or the investment options offered through CalSavers. IRAs are not exclusive to CalSavers and can be obtained outside of the Program and contributed to outside of payroll deduction. Contributing to a CalSavers IRA through payroll deduction may offer some tax benefits and consequences. However, not everyone is eligible to contribute to a Roth IRA and savers should consult a tax or financial advisor if they have questions related to taxes or investments. Employers do not provide financial advice and employees should not contact an employer for financial advice. Employers should refer all questions about the Program to CalSavers. Employers are not liable for decisions employees make pursuant to Section 100034 of the California Government Code.

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