

# Processing Payroll for Illinois SecureChoice

November 2018



The Illinois Secure Choice Savings Program ("IL Secure Choice") is an automatic enrollment payroll deduction Roth IRA overseen by the Illinois Secure Choice 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 IL Secure Choice beneficially own and have control over their Roth IRAs, as provided in the program offering set out at [saver.ilsecurechoice.com](http://saver.ilsecurechoice.com).

IL Secure Choice offers investment options selected by the Board. For more information on IL Secure Choice's investment options go to [saver.ilsecurechoice.com](http://saver.ilsecurechoice.com). Account balances in IL Secure Choice will vary with market conditions. Investments in Secure Choice are not guaranteed or insured by the Board, the State of Illinois, the Federal Deposit Insurance Corporation or any other organization.

IL Secure Choice is a completely voluntary retirement program. Saving through a Roth IRA will not be appropriate for all individuals. Employer facilitation of IL Secure Choice should not be considered an endorsement or recommendation by your employer of IL Secure Choice, Roth IRAs, or the investment options offered through IL Secure Choice. Roth IRAs are not exclusive to IL Secure Choice and can be obtained outside of the program and contributed to outside of payroll deduction. Contributing to an IL Secure Choice Roth IRA through payroll deduction offers some tax benefits and consequences. You should consult your tax or financial advisor if you have questions related to taxes or investments.

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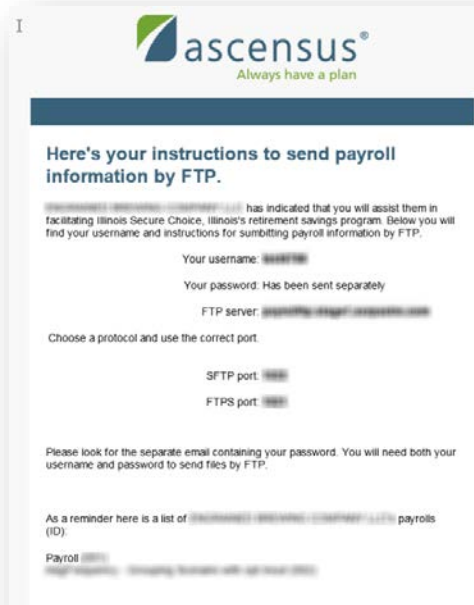
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## Processing Payroll for Illinois Secure Choice

Employers who have registered with Illinois Secure Choice and who plan to add you as their payroll provider can do so in one of two ways, depending on how you plan to submit files to the program. As a first step, it is important to discuss with the employer how you will process their files before they add you to their Illinois Secure Choice payroll provider portal.

### Submit files via FTP

Once your employer adds you as an FTP payroll provider, you will receive your FTP login and connection instructions via email. You will be asked to create and send payroll files to the Illinois Secure Choice program on behalf of that employer. You can view file templates and notes at [employer.ilsecurechoice.com/home/resources/payrollproviders.html](http://employer.ilsecurechoice.com/home/resources/payrollproviders.html)



### Submit files online at [employer.ilsecurechoice.com](http://employer.ilsecurechoice.com)

Once your employer adds you as a payroll provider, you will receive an access code to allow you to enter the payroll provider portal at [employer.ilsecurechoice.com](http://employer.ilsecurechoice.com). Once inside the portal, you will be prompted to upload payroll files through the portal. See page 13 to read about uploading employee lists.

## Contact Info



### **[employer.ilsecurechoice.com](http://employer.ilsecurechoice.com)**

Use your payroll provider portal to

- Add/edit employees
- Upload payroll
- Add/edit delegates
- Add bank information
- Manage company profile information
- Manage password and security features
- Access notifications that are sent based on your account activity



### **855-321-9555**

The Client Service Team is available from 8 a.m. – 8 p.m. PT. Monday through Friday.



### **[ClientServices@ilsecurechoice.com](mailto:ClientServices@ilsecurechoice.com)**

## Payroll Representative Registration

You will receive the following notification to register.





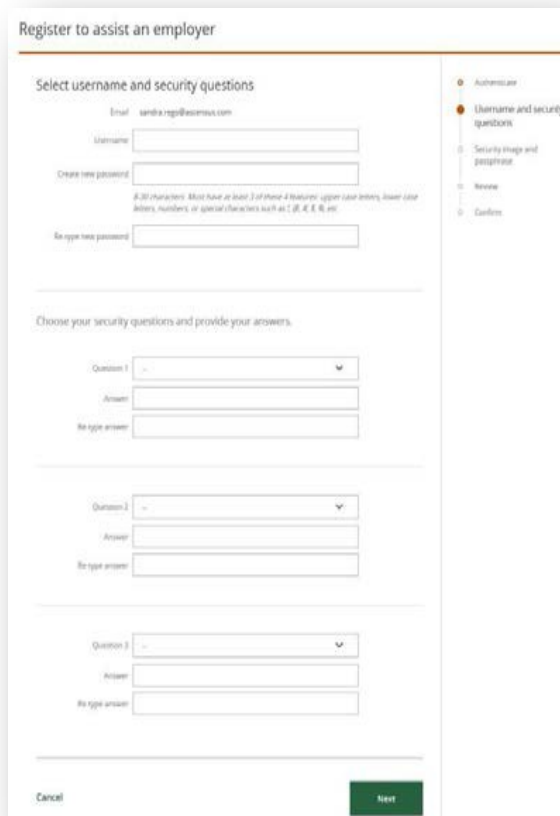
Clicking the **Register** link will direct you to the registration page where you will be prompted for the following information to establish online access for their account:

- Email
- Access code (provided in the email)

Click **Next** to continue.

A screenshot of the Illinois Secure Choice website's registration page for assisting an employer. The page has a light grey header with the program logo. Below the header, the title "Register to assist an employer" is centered. The main content area has a heading "Thank you for helping workers save for retirement" followed by a sub-heading "If an employer granted you access to help them facilitate Illinois Secure Choice, please register for a username:". There are two input fields: "Email" and "Access code". The "Access code" field contains the text "XXXXXX" and has a red error icon below it with the text "Where is my access code?". At the bottom right of the main content area is an orange "Next" button. On the right side of the page, there is a vertical progress bar with five steps: "Authenticate" (selected with a blue dot), "Username and security questions", "Security image and passphrase", "Review", and "Confirm".

Then, you will set your username and security questions.

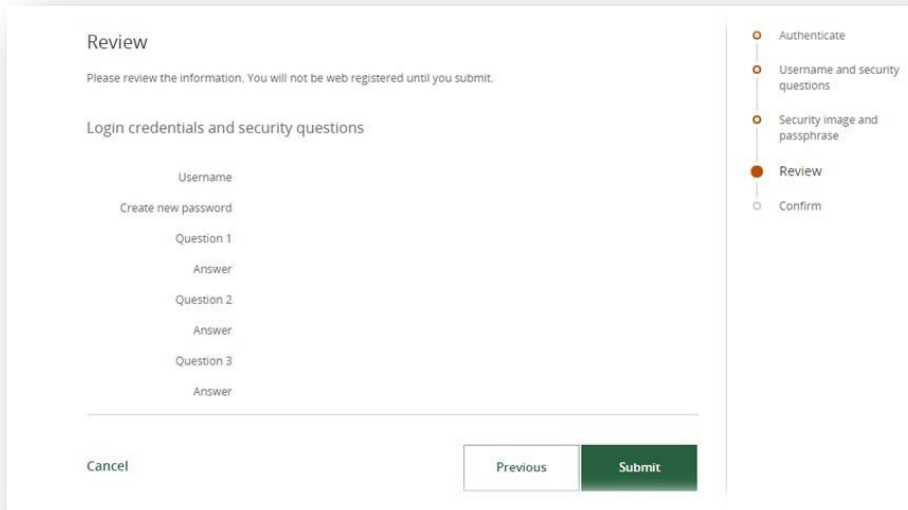


**Note:**

- Your usernames and passwords should be different from the credentials used for the employer's account.
- The password must be at least eight (8) characters long and must contain at least three (3) of the four (4) following criteria: Upper case, lower case, numeric, or special characters such as !, @, #, \$, %, etc..

Next, you will set a security image and phrase. Click **Next** to continue.

Finally, you will have the opportunity to review their information before selecting **Submit**.



**Review**

Please review the information. You will not be web registered until you submit.

Login credentials and security questions

Username

Create new password

Question 1

Answer

Question 2

Answer

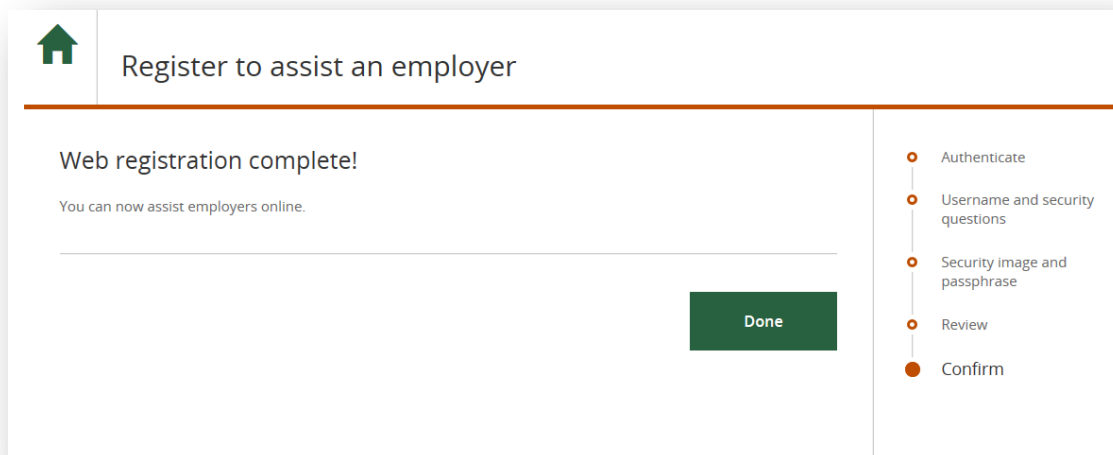
Question 3


Answer

Cancel Previous Submit

- Authenticate
- Username and security questions
- Security image and passphrase
- Review**
- Confirm

Once your registration is complete, you will have access to add and edit employees, edit payroll lists, submit contributions, or more based on your access level.



 **Register to assist an employer**

**Web registration complete!**

You can now assist employers online.

Done

- Authenticate
- Username and security questions
- Security image and passphrase
- Review
- Confirm**



## How to Create Payroll

***Note:** Not all payroll providers will need to follow all of the steps below. The extent of payroll provider assignments may vary between Employers. Please contact Illinois Secure Choice if you have any questions. **Contact details** are on **Page 3** of this guide.*

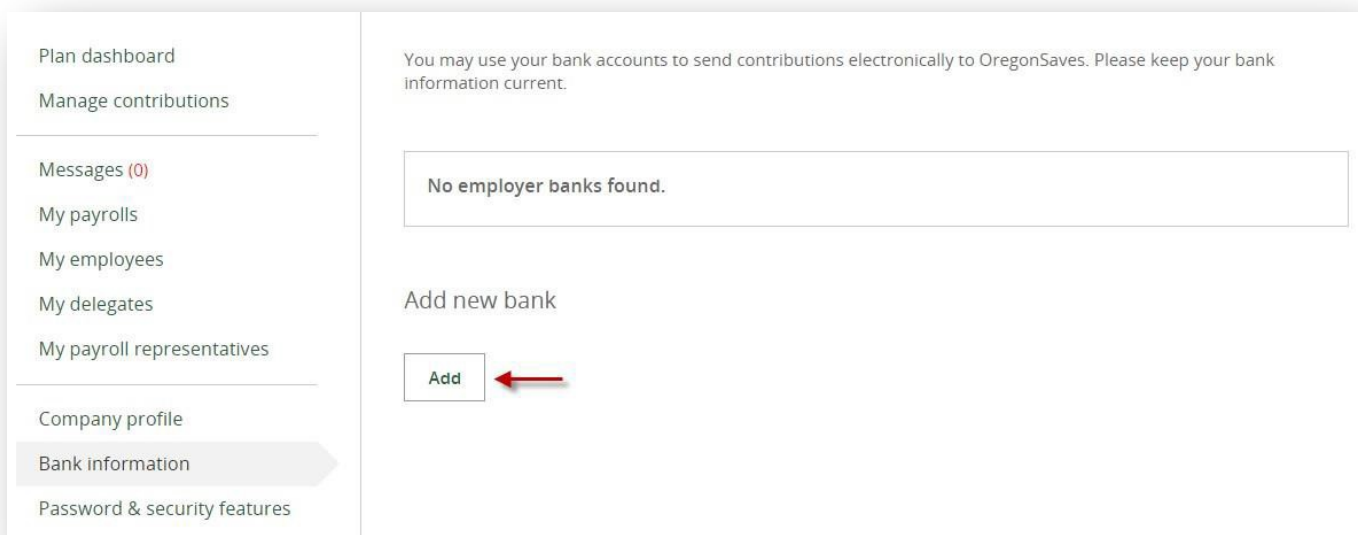
Once you complete your registration, you can create payroll lists and add employees. Payroll information is needed so Illinois Secure Choice knows when to expect employers to remit payroll deductions for employees.

**To create a payroll list, select **My payrolls** from the left navigation bar on your plan dashboard. You can set up a single payroll for all employees or set up several payrolls based on different locations or types of employees (e.g., hourly vs. salaried or part-time vs. full-time).**

If you want to have contributions debited directly from a bank account, you will need to add a bank account. Contributions from that account can be remitted through ACH push, ACH pull, or wire.

To begin, select bank information from the left navigation bar on your dashboard then click, **Add**

## Bank Information



Plan dashboard  
Manage contributions

Messages (0)  
My payrolls  
My employees  
My delegates  
My payroll representatives

Company profile  
**Bank information**  
Password & security features

You may use your bank accounts to send contributions electronically to OregonSaves. Please keep your bank information current.

No employer banks found.

Add new bank

Add

To complete the setup, you'll need the following information:

- **Routing Number (9 digits)**
- **Bank Name (should prefill after entering the routing number)**
- **Bank Account Number**
- **Account Type (checking or savings)**

**Note:** ACH transactions cannot involve any bank or other financial services company, including any branch or office thereof that is located outside the territorial jurisdiction of the U.S.

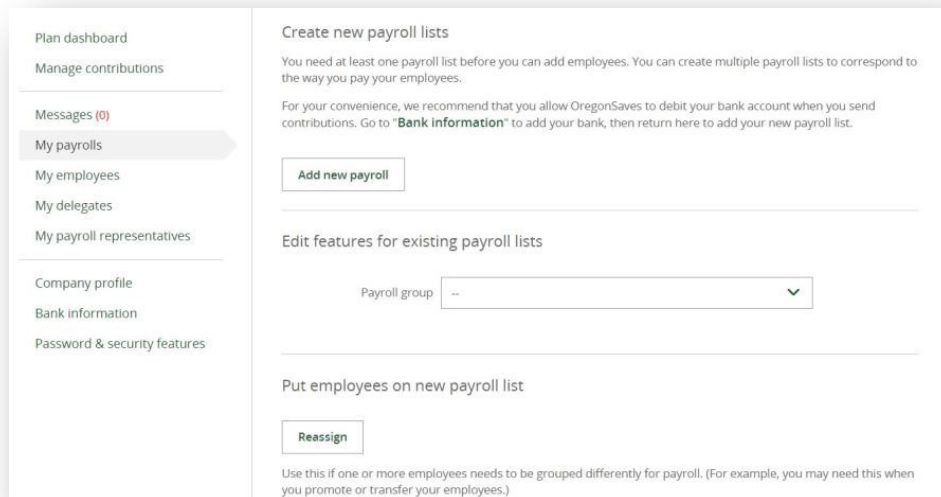
You'll be given the opportunity to review the information and will receive a confirmation number once submitted.

**Note:** For your security, if you need to make changes to your bank information, you must delete the existing bank account and add a new one.

**Note:** New bank information must be updated on the payroll list before the old bank information can be deleted.

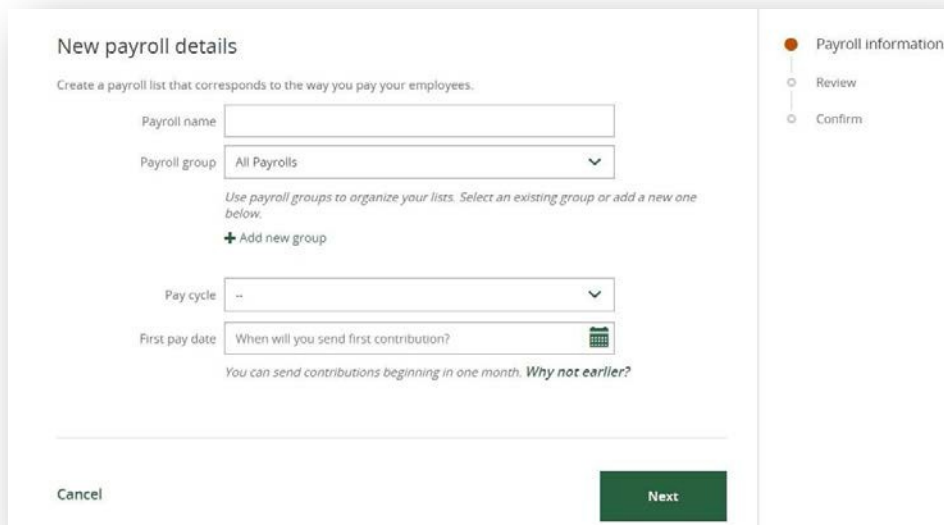
## Payroll Lists

- When you're ready to add a payroll list, select **My payrolls** from the left navigation bar on your plan dashboard.



The screenshot shows the 'Create new payroll lists' page. On the left is a navigation menu with options: Plan dashboard, Manage contributions, Messages (0), My payrolls (highlighted), My employees, My delegates, My payroll representatives, Company profile, Bank information, and Password & security features. The main content area has a heading 'Create new payroll lists' followed by instructions: 'You need at least one payroll list before you can add employees. You can create multiple payroll lists to correspond to the way you pay your employees.' Below this is a recommendation to allow OregonSaves to debit the bank account and a link to 'Bank information'. There is an 'Add new payroll' button. Further down, under 'Edit features for existing payroll lists', there is a 'Payroll group' dropdown menu. At the bottom, under 'Put employees on new payroll list', there is a 'Reassign' button and a note: 'Use this if one or more employees needs to be grouped differently for payroll. (For example, you may need this when you promote or transfer your employees.)'

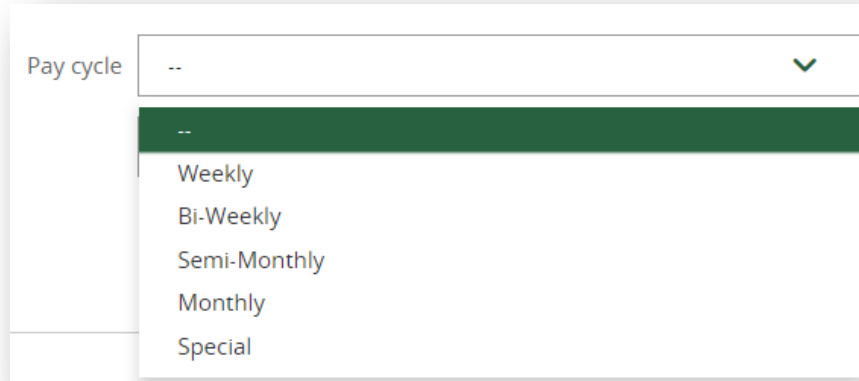
You will need to create a **Payroll Name** (up to 100 characters and special characters are allowed) and a **Payroll Group** (default payroll group has been created after an employer has successfully registered called **All Payrolls** or you may create a new group by clicking on, **Add new group**).



The screenshot shows the 'New payroll details' form. It has a heading 'New payroll details' and instructions: 'Create a payroll list that corresponds to the way you pay your employees.' The form includes fields for 'Payroll name', 'Payroll group' (a dropdown menu currently showing 'All Payrolls'), and 'Pay cycle' (a dropdown menu currently showing '--'). Below the 'Payroll group' field is a note: 'Use payroll groups to organize your lists. Select an existing group or add a new one below.' and a link '+ Add new group'. The 'First pay date' field has a calendar icon and a note: 'When will you send first contribution? You can send contributions beginning in one month. Why not earlier?'. At the bottom are 'Cancel' and 'Next' buttons. On the right side, there is a vertical progress bar with three steps: 'Payroll information' (selected), 'Review', and 'Confirm'.

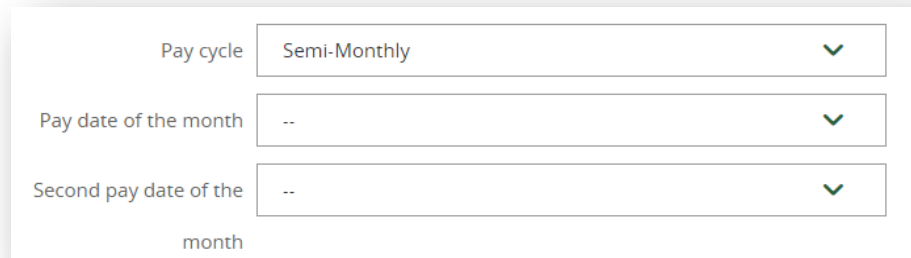
**Note:** This process does not need to be done again for each contribution.

You will also need to select a: **Payroll Cycle: (weekly, bi-weekly, semi-monthly, monthly, or special)**. **Note:** There can only be one pay cycle for each payroll list. “Special” will be used when any of the other Pay Cycles do not apply.



A screenshot of a web form showing a dropdown menu for "Pay cycle". The menu is open, displaying options: "--" (highlighted in green), Weekly, Bi-Weekly, Semi-Monthly, Monthly, and Special. The dropdown is located next to a label "Pay cycle".

If you select **Semi-monthly** from the **Pay Cycle** field, you will also need to select the **Pay Date of the month** and the **Second Pay Date of the month**. You will be able to select from 1-31 from both drop-down fields.



A screenshot of a web form showing three dropdown menus. The first dropdown, labeled "Pay cycle", has "Semi-Monthly" selected. The second dropdown, labeled "Pay date of the month", has "--" selected. The third dropdown, labeled "Second pay date of the month", has "--" selected. All three dropdowns have a green checkmark icon on the right.

If you select **Monthly** from the Pay Cycle field, you will also need to select the **Pay Date of the Month**. You will be able to select from 1-31 from both drop down fields.



A screenshot of a web form showing two dropdown menus. The first dropdown, labeled "Pay cycle", has "Monthly" selected. The second dropdown, labeled "Pay date of the month", has "--" selected. Both dropdowns have a green checkmark icon on the right.

You will need to select a **First pay date** or start date in which the payroll group will make its first contribution to Illinois Secure Choice. You will not be able to select a start date prior to 30 days from enrollment to ensure employees have an opportunity to opt out of the Program.


First pay date

When will you send first contribution?

< Dec 2017 >

Su	Mo	Tu	We	Th	Fr	Sa
					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
31						

- You'll have the opportunity to review your information before selecting **Next**.

 Add payroll list - ER Wave Test OTS133

---

**Review**

The payroll lists will not be created until you submit.

Payroll list	Compensation type	Frequency	Preferred bank
Albany - Salaried 01	Salaried	Bi-Weekly	

Cancel Previous **Submit**

☐ Location

☐ Payroll information

☒ Review

☐ Confirm

A confirmation is generated. Click on the **Next Step: Add Employees**

Confirmation eb6d0e

Your request has been received on 11/13/2017 11:58 AM EST. Occasionally, the system may take some time to reflect the update on your account. You may wish to record the confirmation number for reference.

Payroll list	Frequency
Warwick	Monthly

Next step: Add employees

Payroll information

Review

Confirm

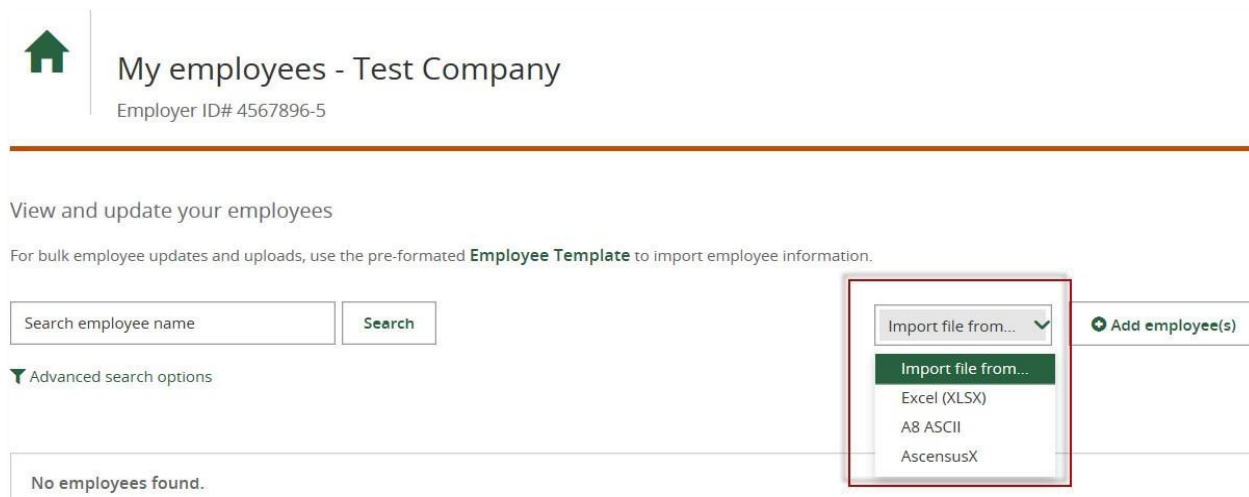
## How to Enroll Employees

To add employees, you may also select **My employees** from the left navigation bar on your dashboard. You can then choose to add employees manually, upload a provided Excel template, or upload another type of file (A8 ASCII or Ascensus X) with the required information. Regardless of the input method you choose, you'll need to provide the following information:

- Employee Identity
  - First name
  - Middle initial
  - Last name
  - Suffix
  - Social Security Number (SSN)/Individual Tax Identification Number (ITIN)
  - Date of birth – employees must be 18 years of age or older to participate in the program
  - Physical address
- Contact Information – after you add employees, they will be responsible for managing their own contact information.
  - Phone \* employer can use the company telephone number for an employee if need be
  - Email
- Payroll Information
  - Payroll Group – If the Payroll Group is not available, you can add Payroll Groups from the **My payrolls** link at the top of the page
  - Payroll – this will populate based on the Payroll Group you select
  - Plan status - unless an employee opts out, their status should remain set to **Active**
  - Contribution rate – The percentage taken out of each employee's paycheck will default to 5% of their gross pay unless the employee changes their rate.
  - Auto-increase – Employees will be enrolled with auto increase functionality enabled unless they opt out of auto-increase. Contributions for accounts open at least 180 days will increase by 1% on January 1 of each year, with the first increase scheduled for **January 1, 2019**. These increases will continue until an employee's contribution rates reaches 10%.

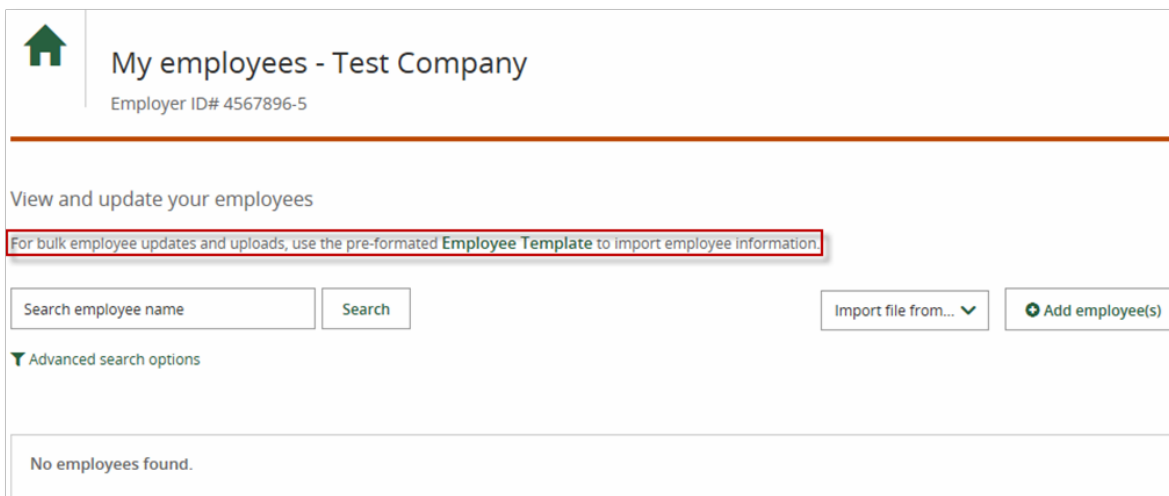
## Uploading Employee Information: Excel

To upload employee information with **Excel**, select the **'Import file from...'** dropdown menu, then select 'Excel (XLSX)' from the list. You will then be taken to the upload screen without needing to click on another link.



The screenshot shows the 'My employees - Test Company' page with Employer ID# 4567896-5. Below the header, there is a section titled 'View and update your employees' with a subtext: 'For bulk employee updates and uploads, use the pre-formed **Employee Template** to import employee information.' Below this is a search bar with the placeholder 'Search employee name' and a 'Search' button. To the right of the search bar is a dropdown menu labeled 'Import file from...' with a green arrow icon. The dropdown menu is open, showing options: 'Import file from...', 'Excel (XLSX)', 'A8 ASCII', and 'AscensusX'. To the right of the dropdown menu is a button labeled 'Add employee(s)' with a green plus icon. Below the search bar is a link for 'Advanced search options'. At the bottom of the page, it says 'No employees found.'

There is also an **Excel template** available for download to help prepare the file for successful uploading.

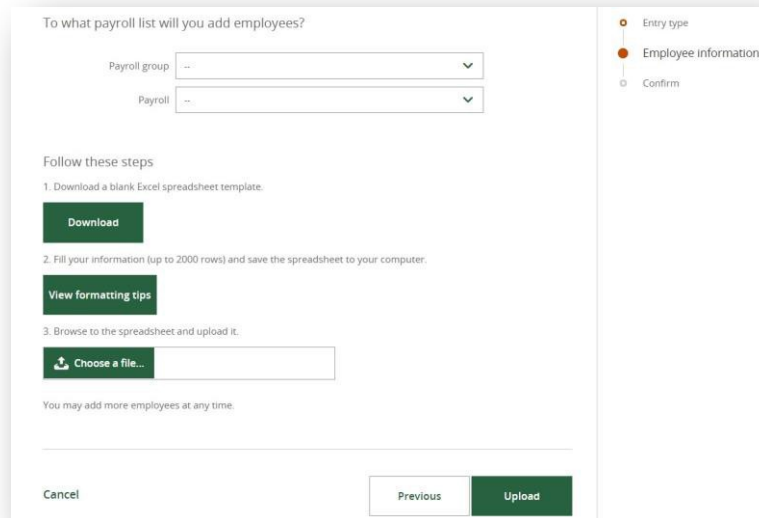


This screenshot is identical to the one above, showing the 'My employees - Test Company' page. However, the link 'Employee Template' in the subtext 'For bulk employee updates and uploads, use the pre-formed **Employee Template** to import employee information.' is highlighted with a red rectangular box.



You'll be directed to the page below where you can

- Select the **Payroll Group** to which you are adding employees
- **Download** the Excel spreadsheet template (if you have not already done so)
- **View formatting tips** – also available in the [Appendix](#) of this guide
- **Choose a file** – upload your completed Excel spreadsheet



To what payroll list will you add employees?

Payroll group:

Payroll:

Follow these steps

1. Download a blank Excel spreadsheet template.

**Download**

2. Fill your information (up to 2000 rows) and save the spreadsheet to your computer.

**View formatting tips**

3. Browse to the spreadsheet and upload it.

**Choose a file...**

You may add more employees at any time.

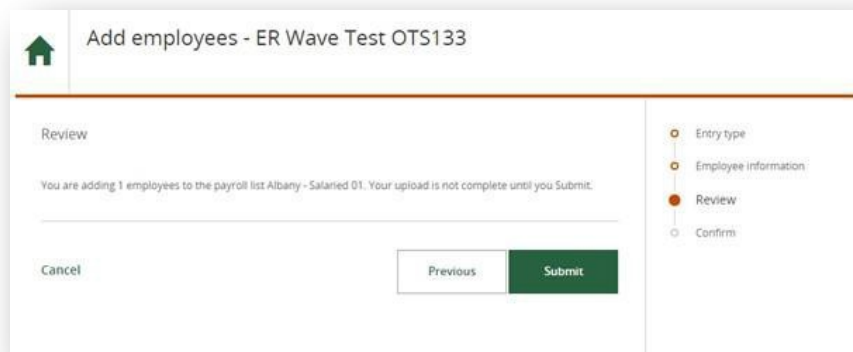
Cancel Previous **Upload**

Entry type

Employee information

Confirm

If we are unable to upload the file, you will receive an error message at the top of the page with details related to the errors. Update the information and then upload the file again. If the file loads successfully on your first attempt, you will receive a **Review** page confirming the payroll list you are updating. Select **Submit** to complete the upload and receive your confirmation number.

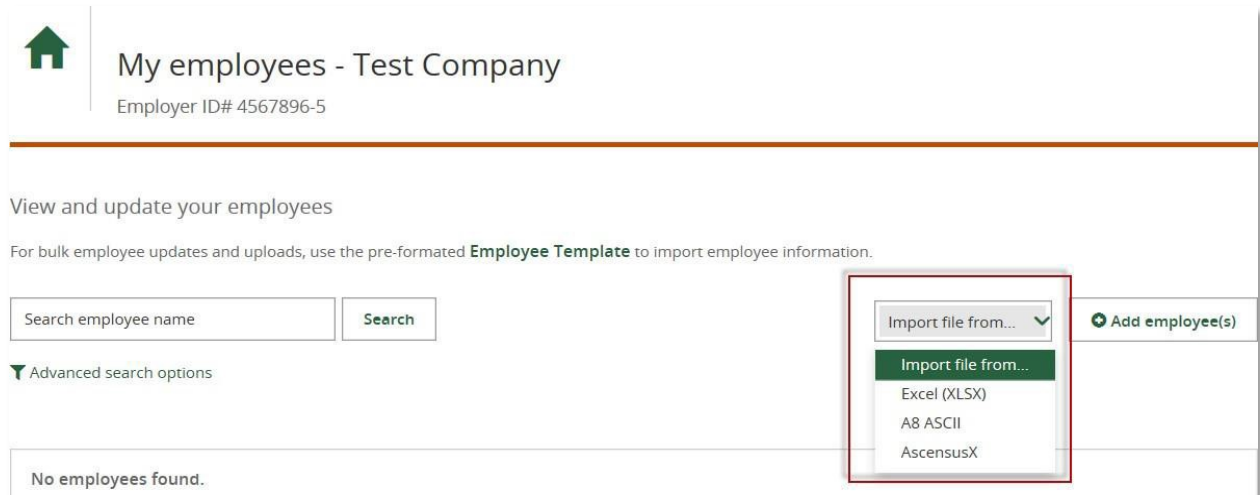


**Note:** *The Review page will only display if you upload your file successfully the first time. If there are any errors in your file, after making the corrections and uploading the file again you will be taken directly to the Confirmation page.*

Once you have uploaded your employee information, Illinois Secure Choice will notify your employees by email or U.S. mail of their opportunity to participate in the program, and about their auto-enrollment. Employees will then have 30 days to claim their accounts or to opt-out of the program. If they take no action during this time, they will be automatically enrolled in the program.

## Uploading Employee Information: A8, ASCII, and AscensusX

To upload employee information with **A8 ASCII or AscensusX**, select the '**Import file from...**' dropdown menu, then select the corresponding file type from the dropdown menu. You will then be taken to the upload screen without needing to click on another link.



The screenshot shows the 'My employees - Test Company' interface. At the top, there is a home icon and the text 'My employees - Test Company' with 'Employer ID# 4567896-5' below it. A horizontal line separates the header from the main content area. The main content area has the heading 'View and update your employees' and a subheading 'For bulk employee updates and uploads, use the pre-formed **Employee Template** to import employee information.' Below this, there is a search bar with the placeholder 'Search employee name' and a 'Search' button. To the right of the search bar is a dropdown menu labeled 'Import file from...' with a downward arrow. The dropdown menu is open, showing three options: 'Import file from...' (highlighted in green), 'Excel (XLSX)', 'A8 ASCII', and 'AscensusX'. To the right of the dropdown menu is a button labeled 'Add employee(s)' with a plus icon. Below the search bar, there is a link for 'Advanced search options'. At the bottom of the interface, it says 'No employees found.'

You will select the **Payroll Group** from the drop down and the **Payroll** name field will pre-fill.

To what payroll list will you add employees?

Payroll group

--

Payroll

--

☐ Entry type  
☒ Employee information  
☐ Confirm

The Employer will have the option to send an **A8 ASCII** file or **AscensusX**.

What type of file will you send?

Type

A8 ASCII

Upload the file

- Save the file with the e
- Browse to the file and
- 5MB maximum file size

Choose a file...

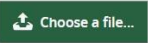
Once you upload the file, the system will verify the information in the file. This process generally runs within a few hours on business days. You will be notified of the result in an online message. If the file contains formatting errors or invalid information, the message will let you know what is wrong and you will have to resubmit the file.

**Hint:** The file must be saved with the extension of \*.txt and cannot be more than 5MB

You will click on **Choose a file...**, select the file and then click **Upload**.

Upload the file

- Save the file with the extension \*.txt
- Browse to the file and upload it
- 5MB maximum file size



Once you upload the file, the system will verify the information in the file. This process generally runs within a few hours on business days. You will be notified of the result in an online message. If the file contains formatting errors or invalid information, the message will let you know what is wrong and you will have to resubmit the file.

Cancel

Previous

Upload

A confirmation is generated. Processing the file typically takes a few hours. You will be notified of the result in an online message. If the file contains formatting errors or invalid information, the message will let you know what is wrong and then you will need to resubmit the file. Click on **Done** to be taken to the My Employees page.

**Confirmation 121adb**

Your request has been received on 10/26/2017 6:34 PM EDT. Occasionally, the system may take some time to reflect the update on your account. You may wish to record the confirmation number for reference.

**We're processing your file.**

This process generally runs within a few hours on business days. You will be notified of the result in an online message. If the file contains formatting errors or invalid information, the message will let you know what is wrong and you will have to resubmit the file.

After we verify your employee information, we will create accounts. The starting contribution rate is 5% with an automatic annual increase of 1%. Employees under 18 will not have accounts created.

We will let you know when it is time to begin sending contributions. We will also let you know if anyone requests changes. Each employee can adjust their contribution rate or opt out at any time.

Done

- Entry type
- Employee information
- Confirm**

## Manually Entering Employee Information

To manually enter employee information, select **+Add employee(s)**. You will then be taken directly to the page to input employee information. Enter the information outlined above for the employee you are adding.

View and update your employees

For bulk employee updates and uploads, use the pre-formatted **Employee Template** to import employee information.

Home icon

Add employees - Test Company

Enter information

Each employee must be placed on a payroll list. (If you don't see the payroll group and payroll you need, you can enter that information on "My payrolls".)

Enter one employee at a time.

Employee Identity

First name\*

M.I.

Last name\*

Suffix --

SSN/ITIN\*


Birthdate\* mm/dd/yyyy

Employee information

Review

Confirm


For each new employee you want to add, enter their information and then select **Add** at the bottom of the page. The system will register each employee as you add them in. When you are finished adding all employees, click **Next** to continue.


Add employees - Test Company

Enter information

Each employee must be placed on a payroll list. (If you don't see the payroll group and payroll you need, you can enter that information on "My payrolls".)

Enter one employee at a time.


Employee identity

First name\*
M.I.
Last name\*
Suffix
SSN/ITIN\*
Birthdate\* mm/dd/yyyy

Employee information
Review
Confirm

Entered everything for this employee? Press "Add"

This employee will be added to the top of the page. You will be able to add more employees.


Add

Finished adding all employees? Remember to review and submit

The information will not be saved until you continue and submit the information.

Cancel
Next

On the Review page, you'll be given the opportunity to confirm your information. Select **Previous** to make edits or **Submit** to receive your confirmation number.



## Add employees - ER Wave Test OTS133

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### Review

You are adding employees. Your change is not complete until you Submit.

Name	Payroll list	SSN/ITIN
Test User	Albany - Salaried 01	3333

- ☐ Entry type
- ☐ Employee information
- ☒ Review
- ☐ Confirm


[Cancel](#)
[Previous](#)
[Submit](#)


Once you have added your employee information, Illinois Secure Choice will notify your employees by email or U.S. mail of their opportunity to participate in the program, and about their auto- enrollment. Employees will then have 30 days to access their accounts or to opt-out of the program. If they take no action during this time, they will be automatically enrolled in the program.



## How to Download a List of Employees

To download a list of employees, you will need to go to the **My employees** page in the Employer Portal. Click on the **Download all employees** link.












**My employees - test Add ER**  
 Employer ID# 0111010-1

 You have pending employee contribution changes. [View all](#)

View and update your employees

For bulk employee updates and uploads, use the pre-formatted **Employee Template** to import employee information.

Advanced search options

	Employee	SSN/ITIN	Rate	Auto increase	Employment	Participation	Contribution eligibility	Payroll(s)
	OR Adder1	xxx-xx-1110	5%	Yes	Active	No action	Yes	er payroll
	OR Adder10	xxx-xx-1119	0%	No	Active	Opted out	Yes	er payroll
	OR Adder11	xxx-xx-1120	5%	Yes	Active	No action	Yes	er payroll
	OR Adder12	xxx-xx-1121	5%	Yes	Active	No action	Yes	er payroll
	OR Adder13	xxx-xx-1122	5%	Yes	Active	No action	Yes	er payroll
	OR Adder14	xxx-xx-1123	5%	Yes	Active	No action	Yes	er payroll
	OR Adder15	xxx-xx-1124	5%	Yes	Active	No action	Yes	er payroll
	OR Adder16	xxx-xx-1125	5%	Yes	Active	No action	Yes	er payroll
	OR Adder17	xxx-xx-1126	5%	Yes	Active	No action	Yes	er payroll
	OR Adder18	xxx-xx-1127	5%	Yes	Active	No action	Yes	er payroll

Go to page

The spreadsheet will contain the Names of Employees, their **contribution rate, auto increase (yes or no), Status of Employment (Active or Inactive)**, Participation in the program (no action, opted out, claimed account), date of eligibility and their payroll group.

**Note:** To make changes to employee information, you will need to make them through the Portal. The changes cannot be made by updating the spreadsheet.

You may also refine your search by clicking on the **Advanced search options** link. This will allow you to search by **Payroll Group**, **Participation** (no action, opted out, claimed account), **Contribution Eligibility**, and **Inactive** Employees. Click on **Apply** after entering the information.

Search employee name

Search

Import file from...

Add employee(s)

Advanced search options

Employee

OR Adder1

OR Adder10

OR Adder11

OR Adder12

OR Adder13

OR Adder14

OR Adder15

OR Adder16

OR Adder17

OR Adder18

Payroll list

All

Payroll group

--

Participation

--

Contribution eligibility

--

☐ Include inactive employees in search

Close

Apply

Payroll(s)

er payroll

er payroll

er payroll

er payroll

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er payroll

er payroll

Go to page

1

Next

Download all employees

The Employee information will display below the **Search** link. To download the refined search, click on the **Download results** link.

The spreadsheet will contain **Employees Names**, their **Contribution Rate**, **Auto Increase** (Yes or No), **Status of Employment** (Active or Inactive), **Participation** in the program (No action, Opted out, Claimed account), **Eligibility** date and **Payroll** group.

**Note:** To make changes to the employee information, you will need to make them through the Employer Portal. The changes cannot be made by updating the spreadsheet.

[Reset search filters](#)

Advanced search options

	Employee	SSN/ITIN	Rate	Auto increase	Employment	Participation	Contribution eligibility	Payroll(s)
	OR Adder2	xxx-xx-1111	5%	Yes	Active	No action	Yes	er payroll
	OR Adder2	xxx-xx-1129	5%	Yes	Active	No action	Yes	er payroll

## How to Make Contributions

On the **Manage Contributions** page, you can:

- View **pending contribution rate updates** made by employees
- Update employee contribution rates if you receive a request directly from an employee
- Send **new contributions**
- View **past contributions**

Plan dashboard  
**Manage contributions**  
Messages (4)  
My payrolls  
My employees  
My delegates  
My payroll representatives  
  
Company profile  
Bank information  
Password & security features

### Please update these contribution rates

These employees have requested to change their contribution rate. Please make the updates in your payroll system at your earliest convenience to change their contribution amounts going forward.

New requests may take up to a day to display here.

There are no pending requests.

### Ready to send new contributions?

Payroll list

--

Pay date
mm/dd/yyyy

☐ Our company has already submitted more recent payroll contributions to OregonSaves for this payroll list.

Begin entering contributions

Reminder: You may add or reactivate employees on **My employees** or reassign existing employees to different payroll lists on **My payrolls**. Each employee account must be linked to your company for 30 days before you can send contributions.

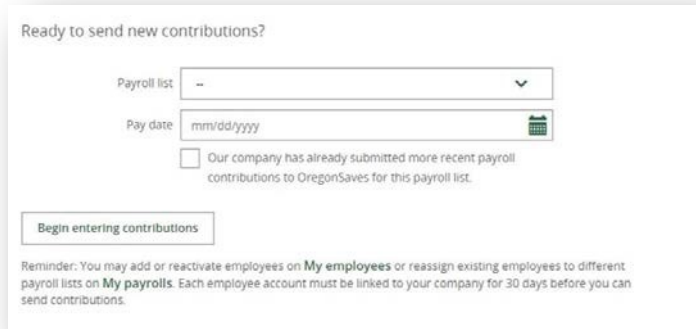
### View past contributions

View by

--


## Sending Contributions

When you're ready to send contributions, select the **Payroll list** and enter the **Pay date**. The checkbox that indicates you've submitted a more recent payroll should be checked if you missed sending contributions for a specific payroll and are doing so now. By checking this box, we will not recalculate the next expected pay date. Then, select **Begin entering contributions**.



Ready to send new contributions?

Payroll list:

Pay date:  

☐ Our company has already submitted more recent payroll contributions to OregonSaves for this payroll list.

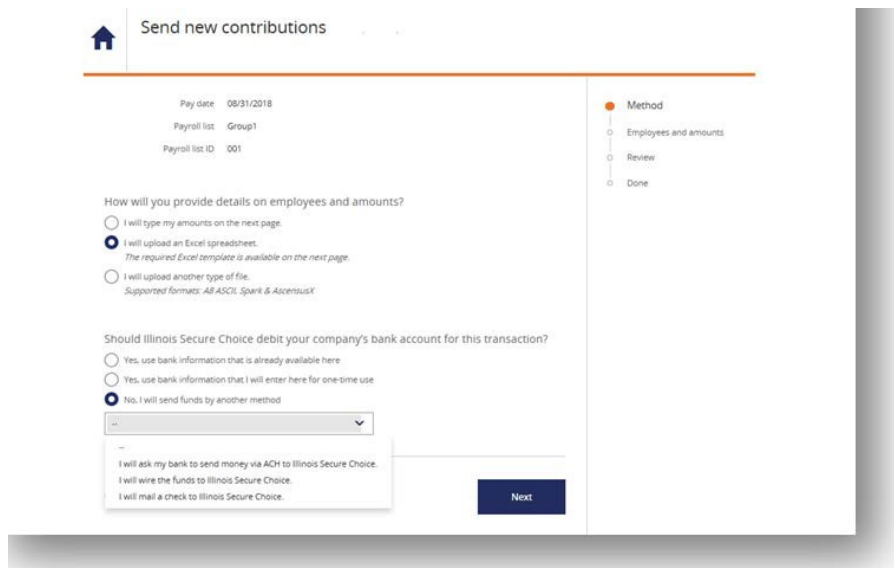
[Begin entering contributions](#)

Reminder: You may add or reactivate employees on **My employees** or reassign existing employees to different payroll lists on **My payrolls**. Each employee account must be linked to your company for 30 days before you can send contributions.

**Note:** The first contribution is calculated on compensation earned during the full pay period even if eligibility date occurs in the middle of a payroll period.

You will then be asked to:

- Provide details about the employees and payroll amounts
  - You can enter this information **manually**, **upload an Excel spreadsheet**, or **upload an A8 ASCII, Spark, or Ascensus X file**.
    - **Total Contribution Amount** for each payroll list and **pay date**
    - **Contribution Amount** for each employee
- If sending contributions by a method other than via your Employer bank account which is referenced later under ACH pull, indicate how the funds will be sent (e.g. ACH push, Wire, or Check)



## ACH Push

1. After uploading contributions for a payroll list into the portal select **ACH Push**. On the confirmation screen, the system will display the routing and account number you will need to send the funds to the program.
2. Print or save the information to reference when you send the funds over.
3. Communicate with your bank and send Illinois Secure Choice the funds at the routing/account number from step 1.

**Note:** the dollar amount will need to match exactly what was entered on the portal or Illinois Secure Choice Client Services will contact you about the discrepancy. The amount shown in the portal will also be on the confirmation screen in step 1. Once resolved, the funds will be matched and the process of sending money to saver accounts will start.

4. Your bank will send over the funds within their timeframe.

## Wire

1. After uploading contributions for a payroll list into the portal, select **Wire** when asked how they will fund the payroll.
2. On the confirmation page, there will be wire instructions with the routing and account numbers for your Illinois Secure Choice portal. You should save the instructions or print the page for your records and to have the routing/account numbers
3. You will then need to send a wire. You should include your employer ID, payroll ID (3 digits which can be found on the confirmation page) and the pay date.
4. Once Illinois Secure Choice receives the wire, it will be processed into the Saver's accounts.

## Check

1. You will enter the payroll information and select **Check** as the funding method.
2. On the confirmation page, there will be the mailing address and the funding reference number which you will need to write on the check. You can also print the confirmation page and send a copy with the check (**payable to Illinois Secure Choice**) to this address:

**Illinois Secure  
Choice P O  
Box 55086  
Boston, MA 02205**

3. Once Illinois Secure Choice receives the check, the manual process of matching it to your organization will be triggered and it will be deposited into the saver's accounts.

- **Once you have provided the information, click on Next.**

If sending contributions via a bank account (**ACH Pull**) already in the system or via a new account you are using for one time only, please follow steps below:

## ACH Pull (Bank Account)

After uploading contributions for a payroll list into the portal (either manually or with the payroll file) select **ACH Pull**. If the payroll is uploaded before 7PM EST, it starts the 3 business-day process outlined below. If payroll upload occurs after 7PM EST, the payroll file will hold and the process will begin the next day.

### **Note:**

- *By Day 3 (assuming an upload before 7PM EST), the employer and saver portals will show posted transactions.*
- *Once the payroll is submitted, you do not need to do anything else. The portal will take the funds and send them to the saver accounts.*
- *Savers should expect to see funds posted to their account within 4 business days of employer submission.*

Pay date	11/24/2017
Payroll list	Acton - Hourly 01
Payroll list ID	002

How will you provide details on employees and amounts?

☐ I will type my amounts on the next page.

☐ I will upload an Excel spreadsheet.  
*The required Excel template is available on the next page.*

☐ I will upload another type of file.  
*Supported formats: A8 ASCII, Spark & AscensusX.*

Should OregonSaves debit your company's bank account for this transaction?

☐ Yes, use bank information that is already available here

☐ Yes, use bank information that I will enter here for one-time use

☐ No, I will send funds by another method

---

**Cancel** **Next**

**Method**

☐ Employees and amounts

☐ Review

☐ Done



## Manual Contribution Entry

If you choose to enter contribution information manually, you'll receive a table that lists all employees. The contribution rates from the previous pay period will display in the last contribution column. You can select the checkbox to use that amount or enter a new dollar amount.

If you are not making a contribution for an employee, the contribution field should be filled with \$0.00.

- Employees highlighted in green have been recently added or reactivated to the payroll.
- Employees highlighted in gold indicate that the employer has not acknowledged the employee's contribution rate change.

Once you've entered information for all employees, click **Next**.

What is the total employee contribution amount?

Enter the sum of all employee contributions that you will process for this pay date.

Pay date: 07/21/2017

Payroll list: Portland - All employees 01

Payroll list ID: 001

This serves as your verification that the total displayed at the bottom of the page is correct.

Total contribution: \$ 0

How much will you contribute for each employee?

The amounts contributed in the previous pay period are pre-filled.

Leave the field blank or enter \$0.00 for any employee for whom you are not contributing.

Green: You have recently added or reactivated this employee on this payroll.

Gold: You have not yet acknowledged to us that you are aware of the employee's request for this rate.

☐ Clear all amounts for this contribution

Employee	Last contribution	This contribution	Use previous amount	Current desired contribution rate
Anderson, Joel	\$0.00	\$ 0.00	<input checked="" type="checkbox"/>	5%
Kirby, Andrew	\$0.00	\$ 0.00	<input checked="" type="checkbox"/>	5%
McKinney, Jennifer	\$0.00	\$ 0.00	<input checked="" type="checkbox"/>	5%
Tubman, Jean	\$0.00	\$ 0.00	<input checked="" type="checkbox"/>	5%
Dolat, Harold	\$0.00	\$ 0.00	<input checked="" type="checkbox"/>	7%
Tager-Dolat, Harvey	\$0.00	\$ 0.00	<input checked="" type="checkbox"/>	5%
Grogan, Winston	\$0.00	\$ 0.00	<input checked="" type="checkbox"/>	5%
Leavitt, Devin	\$0.00	\$ 0.00	<input checked="" type="checkbox"/>	5%

\$ 0.00

Method

Employees and amounts

Review

Done

Cancel

Previous

Next

On the Review page, you'll be given the opportunity to confirm your information.

Select **Previous** to make edits to the information or click the checkbox to agree to **use bank information on file** and select **Submit** to receive your confirmation number and funding reference number. The date of the next expected pay date will also be provided to you.

### Review

Pay date

07/21/2017

Payroll list

Portland - All employees 01

Payroll list ID

001

Total contribution

\$50.00

Reminder: We will expect your next contribution to be for the pay date of 8/4/17

The calendar year for this pay date determines the tax year for this contribution.

Green: You have recently added or reactivated this employee on this payroll.

Gold: You have not yet acknowledged to us that you are aware of the employee's request for this rate.

Employee	This contribution	Current desired contribution rate
Anderson, Joel	\$0.00	5%
Kirby, Andrew	\$50.00	5%
McKinney, Jennifer	\$0.00	5%
Tubman, Jean	\$0.00	5%
Dolat, Harold	\$0.00	7%
Tager-Dolat, Harvey	\$0.00	5%
Grogan, Winston	\$0.00	5%
Leavitt, Devin	\$0.00	5%

☐ By clicking 'Submit' you agree to send this amount to OregonSaves  
 It will be debited from your bank account: OREGON PACIFIC BANKING CO \*\*\*\*\*4532

Cancel

Previous

Submit

- Method
- Employees and amounts
- Review
- Done

If you have not acknowledged the contribution rate changes of some employees, they will display on the bottom of this confirmation page. You can confirm the selected updates or choose to confirm later.

### Confirmation 342a88

The calendar year for this pay date determines the tax year for this contribution

Your request has been received on Apr 3, 2017 3:46:17 PM. Occasionally, the system may take some time to reflect the update on your account. You may wish to record the confirmation number for reference.

This transaction cannot be changed or canceled.

Pay date 07/21/2017

Payroll list Portland - All employees 01

Payroll list ID 001

Total contribution \$50.00

Reminder: We will expect your next contribution to be for the pay date of 8/4/17

We will use this funding reference number: 1158833-001-07212017

Please update these contribution rates

These employees have requested to change their contribution rate. Please make the updates in your payroll system at your earliest convenience to change their contribution amounts going forward.

Thanks, got it!	Last name	First name	New contribution rate	Auto increase	SSN	Payroll
<input type="checkbox"/>	Dolat	Harold	7%	Yes	*****4700	Portland - All employees 01
<input type="checkbox"/>	Kirby	Andrew	5%	Yes	*****4577	Portland - All employees 01

Not now

Yes, I confirm the selected updates

- Method
- Employees and amounts
- Review
- Done

**Note:** The confirmation will provide detailed instructions on how to submit or mail your contributions. Please follow these instructions to ensure your contributions are received and processed timely.

## Upload an Excel Spreadsheet

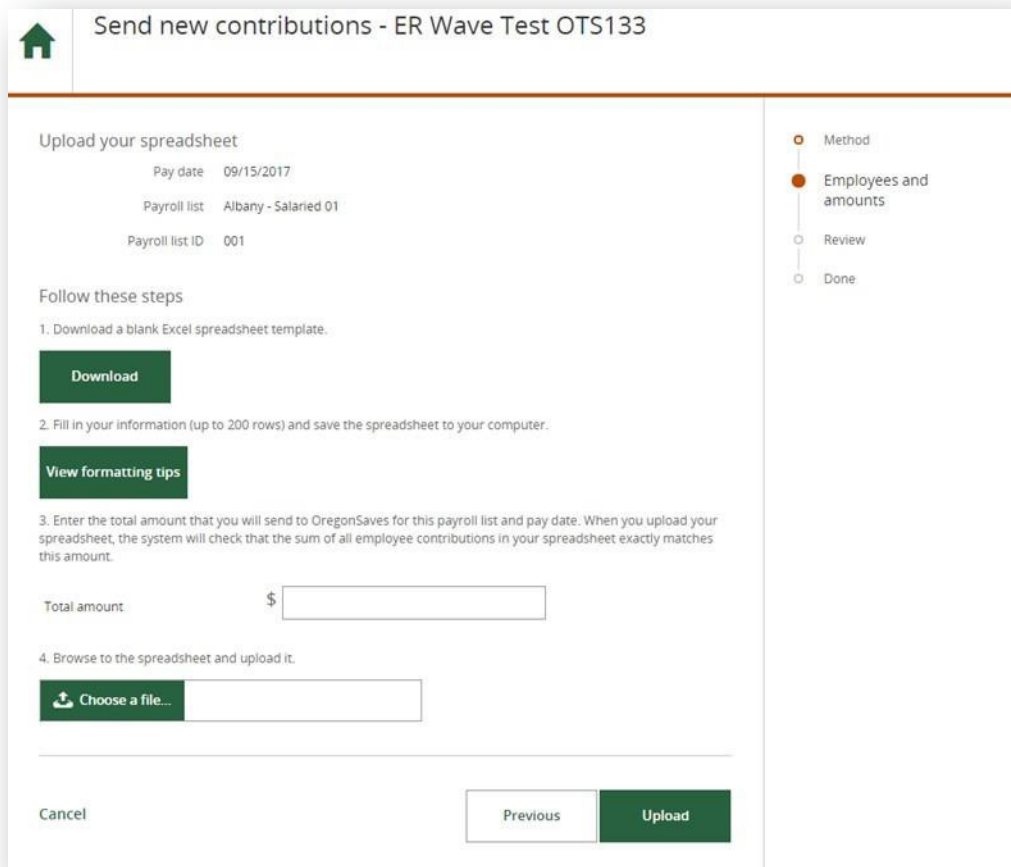
If you choose to upload an Excel spreadsheet with contribution information, you'll be directed to the page below where you can

- **Download** the Excel spreadsheet template
- **View formatting tips** – also available in the [Appendix](#) of this guide

Once you've added the employee names, Social Security Numbers (SSN)/Individual Taxpayer Identification Numbers (ITIN), and contribution amounts, save the file. Then, enter the total for all employee contributions in the box in step three. Finally, click the **Choose a file** button to select your file and click **Upload**.

**Note:** The contribution amounts provided in the template must include a decimal point and cents.

**Note:** An error message will display when uploading the spreadsheet if the **Total Contribution Amount** entered on the page does not equal the Total Contribution Amount entered on the spreadsheet.



Send new contributions - ER Wave Test OTS133

Upload your spreadsheet

Pay date 09/15/2017

Payroll list Albany - Salaried 01

Payroll list ID 001

Follow these steps

1. Download a blank Excel spreadsheet template.

Download

2. Fill in your information (up to 200 rows) and save the spreadsheet to your computer.

View formatting tips

3. Enter the total amount that you will send to OregonSaves for this payroll list and pay date. When you upload your spreadsheet, the system will check that the sum of all employee contributions in your spreadsheet exactly matches this amount.

Total amount \$

4. Browse to the spreadsheet and upload it.

Choose a file...

Cancel Previous Upload

Method

Employees and amounts

Review

Done

On the Review page, you'll be given the opportunity to confirm your information. Select **Previous** to make edits to the information or click the checkbox to **agree for the funds to be debited from the bank account on file** and select **Submit** to receive your confirmation number and funding reference number.

### Review

Pay date	07/21/2017
Payroll list	Portland - All employees 01
Payroll list ID	001
Total contribution	\$50.00
Number of employees	1

Reminder: We will expect your next contribution to be for the pay date of 8/4/17

☐ By clicking 'Submit' you agree to send this amount to OregonSaves  
It will be debited from your bank account: OREGON PACIFIC BANKING CO \*\*\*\*\*4532

- Method
- Employees and amounts
- Review**
- Done

Cancel

Previous

Submit

*Note: The Review page will only display if you upload your file successfully the first time. If there are any errors in your file, after making the corrections and uploading the file again you will be taken directly to the Confirmation page.*

If you have not acknowledged the contribution rate changes of some employees, they will display on the bottom of this confirmation page. You can confirm the selected updates or choose to confirm later.

### Confirmation 2f5151

The calendar year for this pay date determines the tax year for this contribution

Your request has been received on Apr 3, 2017 2:41:44 PM. Occasionally, the system may take some time to reflect the update on your account. You may wish to record the confirmation number for reference.

This transaction cannot be changed or canceled.

Pay date 07/21/2017

Payroll list Portland - All employees 01

Payroll list ID 001

Total contribution \$50.00

Reminder: We will expect your next contribution to be for the pay date of 8/4/17

We will use this funding reference number: 1158833-001-07212017

---

Please update these contribution rates

These employees have requested to change their contribution rate. Please make the updates in your payroll system at your earliest convenience to change their contribution amounts going forward.

Thanks, got it!	Last name	First name	New contribution rate	Auto increase	SSN	Payroll
<input type="checkbox"/>	Dolat	Harold	7%	Yes	*****4700	Portland - All employees 01
<input type="checkbox"/>	Kirby	Andrew	5%	Yes	*****4577	Portland - All employees 01

Not now

Yes, I confirm the selected updates

- Method
- Employees and amounts
- Review
- Done

**Note:** The confirmation will provide detailed instructions on how to submit or mail your contributions. Please follow these instructions to ensure your contributions are received and processed timely.

## Upload A8, ASCII, Spark, and Ascensus X Files:

You will need to provide the total contribution amount, the type of file you will send (A8 ASCII, Spark, or AscensusX), save the file with extension \*.txt, choose the file and upload it.

Pay date: 09/29/2017  
Payroll list: Oregon City - OR - Commission 01  
Payroll list ID: 001

How much will you send?  
Enter the total amount that you will send to OregonSaves for this payroll list and pay date. When you upload your file, the system will check that the sum of all employee contributions in your file exactly matches this amount.

Total contribution: \$

What type of file will you send?  
Type:

Upload the file

- Save the file with the extension \*.txt
- Browse to the file and upload it
- SMB maximum file size

Once you upload the file, the system will verify the information in the file. This process generally runs within a few hours on business days. You will be notified of the result in an online message. If the file contains formatting errors or invalid information, the message will let you know what is wrong and you will have to resubmit the file.

The calendar year for this pay date determines the tax year for this contribution

Reminder: We will expect your next contribution to be for the pay date of 10/29/17

☐ By clicking 'Upload' you agree to send this amount to OregonSaves  
It will be debited from your bank account: BANK OF AMERICA N.A. \*\*\*\*\*2342

What type of file will you send?

Type:

- A8 ASCII
- Spark
- AscensusX

**Note:** The file size cannot exceed 5MB. If the file contains formatting errors or invalid information you will be notified via the message center. The message will usually run within a few hours.

## Appendix

### Tips for Completing Your Payroll Census File (Employee File)

Do not change the format of any cell in the templated spreadsheet you downloaded from the portal..

SSN/ITIN must be 9 digits

Example:

123456789

123-45-6789

Birthdate can be in any of the following formats:

01/01/1970

01011970

1/1/1970

01/1/1970

1/01/1970

Address must be the employee's physical residence (not a P.O. Box). Use the state's two-letter postal code, not the full state name or any other abbreviation. Enter a 5-digit ZIP code with an optional 4-digit extension.

Example:

1 Main St | Apt 1 | Portland | OR | 97217-0001

Phone number is required and can be in any of the following formats. If you do not have an individual phone number, enter a business phone.

Example:

555-555-5555

5555555555

(555)-555-5555

(555) 555 5555

No more than **2000 employees** may be added to an Excel spreadsheet. If you have more than 2000 employees, you will need to upload multiple spreadsheets.



## Tips for Completing Your Payroll Contribution File

Do not change the format of any cell in the templated spreadsheet you downloaded from the portal. Enter the information as shown.

	A	B	C	D
1	Last name	First name	SSN/ITIN*	Contribution amount*
2	Public	John	111633632	52.30
3	Sample	Jane	444-84-6366	17.98
4	Smith	Robert	888-44-1111	0.00

SSN/ITIN must be 9 digits

Example:

123456789

123-45-6789

Dollar amount must be in nn.nn format. Do not include the \$ sign

Example:

104.82

2.53

31.