

## Facilitating Illinois Secure Choice – 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. Remember: your employees cannot start saving until you have added employee information and submitted payroll contributions.

Registration	Account setup			Account management	
Web register	<b>Submit employee information</b>	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	<b>Within 30 days of completing your registration</b>	After you add employee information		Submit with the first payroll 30 days after you add employee information	Each pay period

### Submitting Employee Information

In this step, you will first create an “Employee (Payroll) List” and then add your employee information to that list. After you complete the activity, your employees will be notified about the program and enrolled automatically if they do not opt out during a 30-day opt out window.

#### 1. Create an Employee (Payroll) List

The Employee (Payroll) List includes all the employees who are eligible to participate in the program. Most employers create one list for all employees. However, you can create multiple lists to organize your employees based on where they are located or how they are paid.

- You must add at least one employee list to your account before you can add employee information.
- You will be prompted to set a starting employee contribution pay date that is at least 30 days from the date you create the employee list to give your employees the required time to opt out before they can begin payroll contributions.
- Provide the required information - employee list name, compensation type, pay cycle, and start date.
- Choose when you wish to be notified of changes.



**Tip:** If you wish to create multiple Employee (Payroll) Lists before adding employees, click on the **Home** button and then return to **My Payroll**. Create another list and either assign it to the same group or create a new group. It is recommended that you create and organize all of your employee lists first before adding (and assigning) employees to them.

**Employee Information Completion**

Enter the date you registered your company:

Enter the date 30 days from today:

This is the deadline for submitting employee information.

#### Need Assistance?



(855) 650-6913



clientservices@ilsecurechoice.com



Monday – Friday 8 a.m. – 8 p.m. CT

### Frequently asked questions

<b>Why do I have to wait 30 days for the “start date”?</b>	Once we contact your employees, they have 30 days to decide to opt out of participating or customize their account. After the 30-day opt out period has passed, you will start payroll contributions for those who remain in the program.
<b>What should I name my employee (payroll) list?</b>	Many businesses will only have one list so you can name your list however you would like. If you have more than one list, we recommend naming your employee lists based on company/branch location or pay cycle. The Formatting Tips document includes an example of how you could name your list.

#### What happens next?

You will now move to **Adding Employee Information** for each Employee (Payroll) List you created. Employees eligible for automatic enrollment must be 18 years of age or older.

## 2. Adding Employee Information to Your List(s)

You will add all eligible employees so that they can be contacted to either customize their account (make savings elections) or choose to opt out of the program. You can choose to add employee information one-by-one by web entry or upload an MS EXCEL file with the required information. (Save your MS EXCEL file as a .csv file format before uploading it.)

How will you enter your employee information?

#### Add one-by-one manually

Enter the information for each employee you are adding and continue through the pages until you submit and receive your tracking ID. You will need to provide: SSN/ITIN, First name, Last name, Birthdate, Physical address, Phone, and Email.

#### Upload a file

Use these resource files:

- **Employee Information Template**: enter your employee information, save your document and upload it.
- **Employee Information Template Formatting Tips** for the correct formatting used to complete the Employee Information Template.



**Tip:** The session will timeout after a few minutes of inactivity. If you step away from your computer while manually adding employees, your work will not be saved until your click **Submit**. When you log back into the portal, you can continue to add more names to the same list.

#### What happens next?

After your employee information is added, your employees will be sent an invitation via email or U.S. mail (if no email address is provided) to set up their account. Each employee will then have 30 days to customize their account or opt out of the Program. If they do not take action after 30 days, they will be automatically enrolled in the Program with the standard contribution rate and investment funds. 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.

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### Frequently asked questions


<b>Why can't I add my employee information to the portal?</b>	Some reasons why you may not be able to add an employee include: you have entered the same email address for one or more employees; duplicate entries; the employee is under 18 years of age; the employee is using a P.O box for physical address; missing information.
<b>What is an External Payroll ID that is included on the employee list?</b>	An External Payroll ID is a possible substitute for the Social Security Number when submitting the contribution file in the future. It can also be used as a unique identifier that some payroll providers assign to an employee.
<b>Can an employee be added to more than one list?</b>	No. However, if you have an employee that is included on multiple payrolls in the same period, call Client Services for assistance.

### Notes/Questions

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