

# OregonSaves Employer Handbook

## A Guide to Your Role and Responsibilities

September 2018



OregonSaves is overseen by the Oregon Retirement Savings 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 OregonSaves beneficially own and have control over their Roth IRAs, as provided in the program offering set out at [saver.oregonsaves.com](http://saver.oregonsaves.com).

OregonSaves’ Portfolios offer investment options selected by the Oregon Retirement Savings Board. For more information on OregonSaves’ Portfolios go to [saver.oregonsaves.com](http://saver.oregonsaves.com). Account balances in OregonSaves will vary with market conditions and are not guaranteed or insured by the Oregon Retirement Savings Board, the State of Oregon, the Federal Deposit Insurance Corporation (FDIC) or any other organization.

**OregonSaves is a completely voluntary retirement program. Saving through a Roth IRA will not be appropriate for all individuals. Employer facilitation of OregonSaves should not be considered an endorsement or recommendation by your employer of OregonSaves, Roth IRAs, or these investments. Roth IRAs are not exclusive to OregonSaves and can be obtained outside of the program and contributed to outside of payroll deduction. Contributing to an OregonSaves 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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## General Benefits of Retirement Saving

The State of Oregon is rolling out its new retirement savings program – OregonSaves – to employers state-wide to provide an easier way for your employees to save for retirement.

While it pays to start saving early for retirement, it's never too late to start or save more. Employees who plan on using Social Security as a retirement plan may be surprised to learn it may only cover a small percentage of their retirement expenses<sup>1</sup>. To help your employees reach their savings goals, OregonSaves offers tools and resources so they can make informed retirement saving decisions. In addition to the long-term benefit of retirement savings, employees may also be eligible for tax savings with the IRS' Saver's Credit.

OregonSaves can help your employees save and take responsibility for their own financial futures. Employees are automatically enrolled and don't need to do anything to start saving. It allows them to save a part of each paycheck in their own, professionally-managed retirement account through payroll deductions at work. The account is also portable, allowing them to take it with them from job to job.

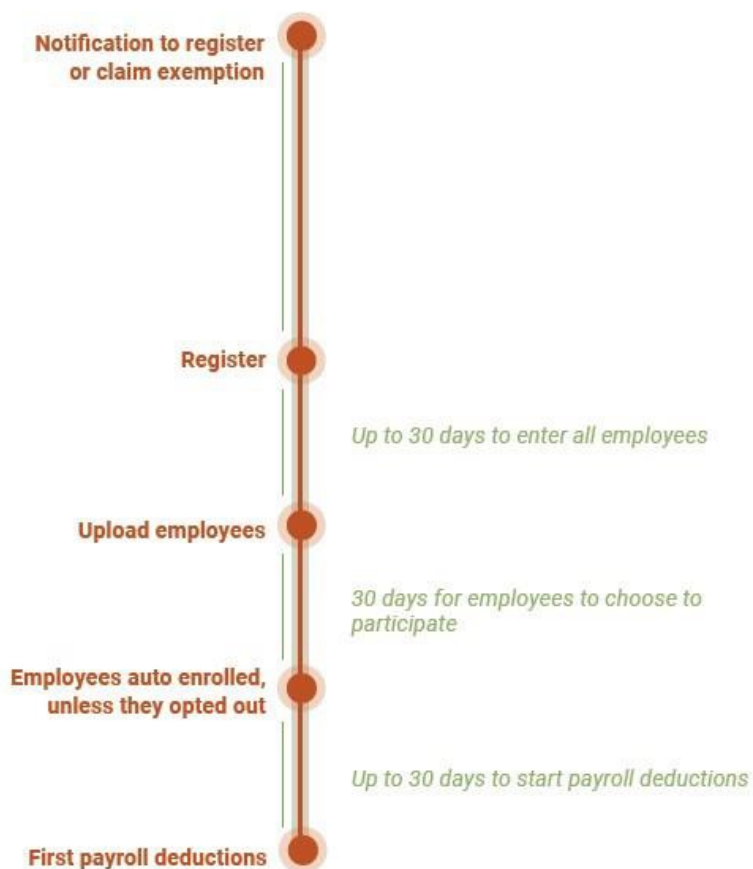
At this time, the State requires you to either register your company with OregonSaves or certify that your company is exempt from the program. OregonSaves is a retirement savings program for employers that do not already offer an employer-sponsored retirement plan.



*Participating in OregonSaves will help you employees be prepared for retirement expenses.*

<sup>1</sup>Social Security Administration, *Fast Facts & Figures about Social Security*, 2015.

## Timeline



### OregonSaves employer registration deadlines



Employers can register ahead of their deadline if they elect to do so.

## Contact Info



### **employer.oregonsaves.com**

Use your employer 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



### **844-661-1256**

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



### **ClientServices@oregonsaves.com**

## Your Roles and Responsibilities

With your help, your employees will have access to a retirement savings option at work. Your responsibilities include getting started and periodic maintenance. If you need help with any part of the process, please contact the OregonSaves call center at 844-661-1256 or email [ClientServices@oregonsaves.com](mailto:ClientServices@oregonsaves.com).

### Getting Started

- Register your company – When it's time to register your company or certify that you are exempt from facilitating the OregonSaves program, you'll receive a notification through email or U.S. mail. Once you receive this notification, go to [employer.oregonsaves.com](https://employer.oregonsaves.com) to enter the access code provided to register your business or certify your exemption.  
**Note:** You must go to the website to claim your Certificate of Exemption, even if you already offer a retirement plan.
- Add payroll information
- Add employees
- Honor opt-out requests

### Periodic Maintenance

- Process payroll contributions
- Update employee contribution rates
- Add new employees as they become eligible
- Mark terminated employees

You'll be able to add delegates to assist you with these responsibilities, such as a staff member who handles human resources or payroll, or a third party payroll provider or tax professional. A delegate is an individual who is able to view and manage payroll details, employee lists, and contributions through the Delegate Portal. Depending on their account permissions, they can also add other delegates. If needed, you can restrict a delegate's access to specific locations and payrolls.

### Activities That You Are Not Responsible For

OregonSaves does not include any employer fees or employer contributions. You are also not responsible for

- Managing investment options
  - The Oregon Retirement Savings Board is responsible for making decisions about the investments options available to participants of the program.

- Ascensus, the program administrator, is responsible for processing employee investment change requests.
- Processing distributions
  - Ascensus, the program administrator, is responsible for processing employee distribution requests.
- Fiduciary responsibilities
  - You are not responsible for answering questions about investment options and should not give investment advice.
- Maintaining employee information changes, which includes but is not limited to:
  - Contact information
  - Beneficiary information

Your employees will be responsible for maintaining their account information once it is established.

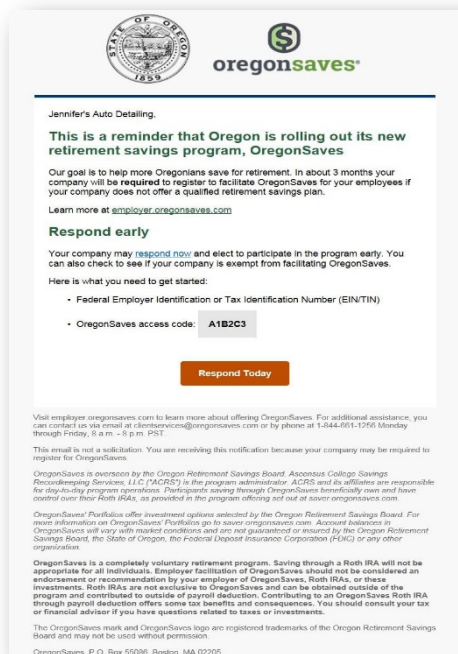


## Early Notification

By now, every employer has received an early notification. You should respond to this notification in one of these ways:



1. Register for the program by responding now
2. Certify that you are exempt from the program
3. Wait for your 30-day registration notification

**Note:** If you register now, you will then begin the 60 day enrollment process for employees.



## Registration

About 30 days before your registration deadline, you'll receive a notification by U.S. mail or email with your access code and URL/link to register for the program.



---

ABC Company INC,

**The State of Oregon is rolling out its new retirement savings program OregonSaves**

OregonSaves is a retirement savings program for employers that **do not already** offer an employer-sponsored retirement plan. **Every employer with workers in Oregon will be required to either [register or certify that they are exempt](#).**

**Respond before 04/23/2017**

Learn more at [employer.oregonsaves.com](http://employer.oregonsaves.com)

What you will need:

- Federal Employer Identification or Tax Identification Number (EIN/TIN)
- OregonSaves access code: **nnnnnAcbgfn**

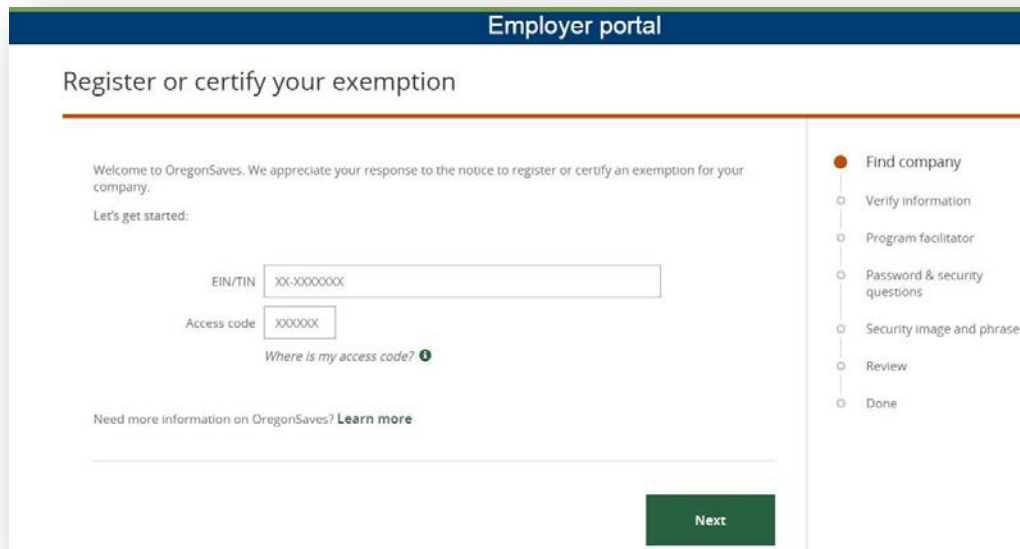
**Respond Today**

Visit [employer.oregonsaves.com](http://employer.oregonsaves.com) to learn more about offering OregonSaves. For additional assistance, you can contact us via email at [clientservices@oregonsaves.com](mailto:clientservices@oregonsaves.com) or by phone at 1-844-661-1256 Monday through Friday, 8 a.m. - 8 p.m. PST.

Once you've accessed the Employer portal, enter your

- Federal Employer Identification or Tax Identification Number (EIN/TIN)
- OregonSaves access code, provided in the notification you received.

Click **Next** to continue.



**Employer portal**

### Register or certify your exemption

Welcome to OregonSaves. We appreciate your response to the notice to register or certify an exemption for your company.

Let's get started:

EIN/TIN:

Access code:

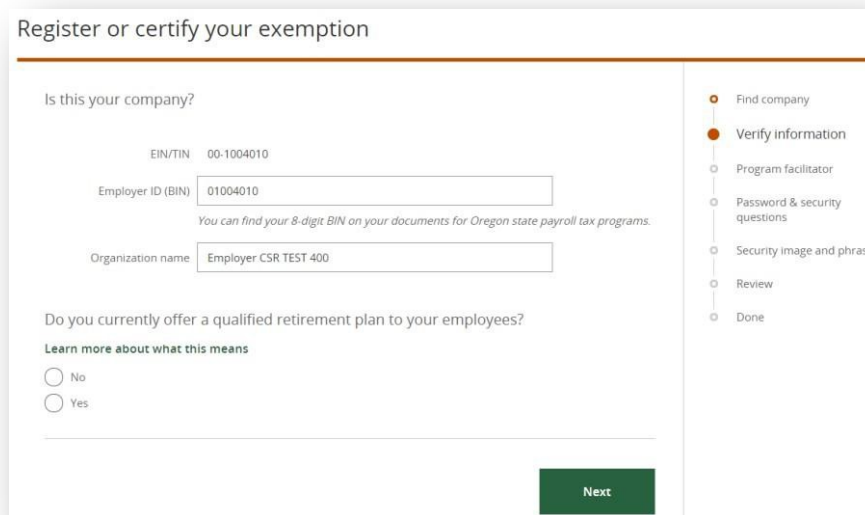
Where is my access code? ⓘ

Need more information on OregonSaves? [Learn more](#)

**Next**

- Find company
- Verify information
- Program facilitator
- Password & security questions
- Security image and phrase
- Review
- Done

Your Employer ID (BIN) and Organization name will prefill on the next screen. Confirm this information is correct or make any necessary changes. Then, confirm whether or not your company already offers an employer-sponsored retirement plan. Click **Next** to continue.



### Register or certify your exemption

Is this your company?

EIN/TIN: 00-1004010

Employer ID (BIN):

You can find your 8-digit BIN on your documents for Oregon state payroll tax programs.

Organization name:

Do you currently offer a qualified retirement plan to your employees?

[Learn more about what this means](#)

☐ No

☐ Yes

**Next**

- Find company
- Verify information
- Program facilitator
- Password & security questions
- Security image and phrase
- Review
- Done

If you do not offer an employer-sponsored retirement plan at this time, you'll continue through the registration process. First, you'll be asked to enter contact information for the program facilitator and confirm the company physical and mailing address. Click **Next** to continue.

### Registration for OregonSaves

Your company will play an important role in helping Oregonians save for retirement!

Please continue to register so that you can facilitate the program for your employees.

---

**Who will facilitate the program?**

Choose a contact at your company. This person will need to remember the username, password, and security features that will be set up in this registration process.

First name\*

Last name\*

Later, you may grant web access to "delegates" so they can share responsibility for facilitating the program.

---

**How can we reach you?**

Most communication will be electronic. We'll keep you informed about the program and about your next steps.

Email\*

*The program facilitator should have regular access to this email.*

Retype email\*

Phone\*

---

**Where is your company?**

We may occasionally need to reach you by U.S. mail.

Physical address 1\*

Physical address 2

City\*

State\*

ZIP\*  -

☒ Does your company receive mail at a different address?

Mailing address 1\*

Mailing address 2

City\*

State\*

ZIP\*  -

---

Cancel

- Find company
- Verify information
- Program facilitator**
- Password & security questions
- Security image and phrase
- Review
- Done



Then, set your username, password\*, and security questions. Click **Next** to continue.

A screenshot of a web form titled "Choose your security questions and provide your answers." The form contains three identical sections for security questions. Each section has a dropdown menu for the question, followed by two text input fields for the answer and its re-type. At the bottom of the form, there are three buttons: "Cancel", "Previous", and "Next". The "Next" button is highlighted in green.

Choose your security questions and provide your answers.

Question 1 -- ▾

Answer

Re-type Answer

---

Question 2 -- ▾

Answer

Re-type Answer

---

Question 3 -- ▾

Answer

Re-type Answer

---

Cancel Previous Next

**Note:** 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..”

Finally, choose an image and set a security phrase. Click **Next** to continue.

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

Registration for OregonSaves

Review and submit

Please review the information you provided. Make any needed changes before you submit.

Employer details
Edit

Employer TIN
22-1002087

Employer ID (BIN)
22100297

Organization name
ER Wave Test 075133

Program facilitator & contact information
Edit

Name

Email

Phone

Physical address

Mailing address

Your online access
Edit

Username

Password

Question 1

Answer

Question 2

Answer

Question 3

Answer

Cancel

Previous

Submit

Find company

Verify information

Program facilitator

Password & security questions

Security image and phrase

Review

Done

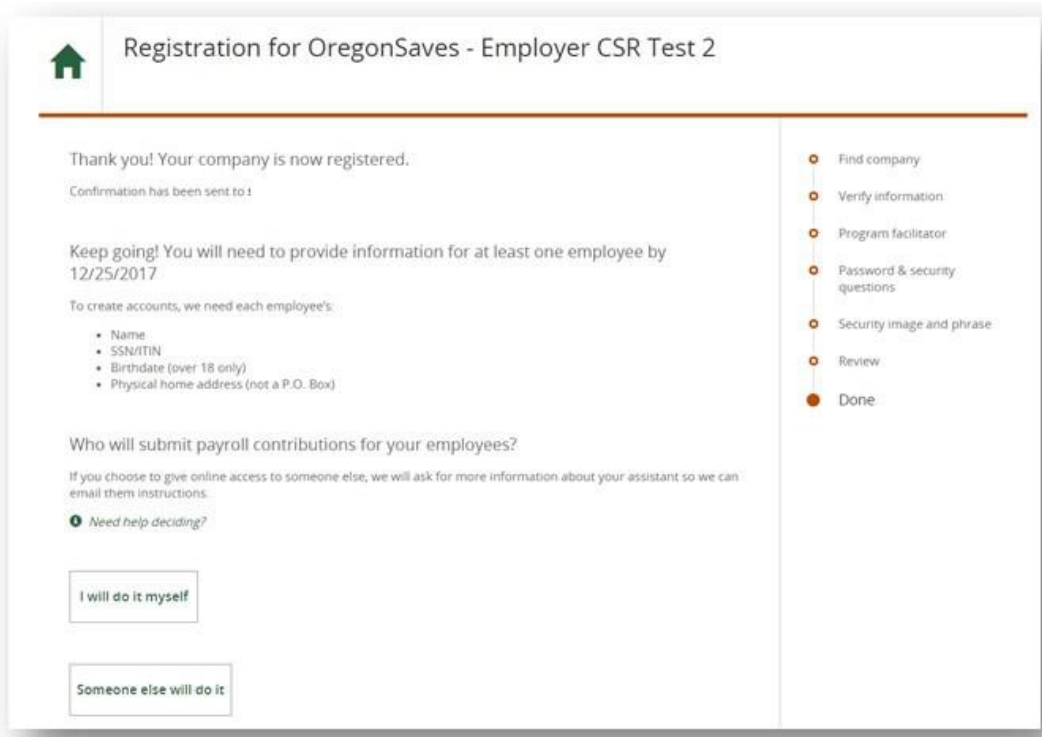
Once your registration is complete, your Program Facilitator will receive an email confirmation.



**Note:** After registration, you will have 30 days to complete the next steps: adding payroll and adding employees.

## Adding a Payroll Representative

After you've completed your registration, you'll be asked to provide information on who will submit payroll contributions for your employees. If you select **Someone else will do it**, you'll be given the opportunity to give a payroll representative access to submit payroll contributions.



**Registration for OregonSaves - Employer CSR Test 2**

Thank you! Your company is now registered.  
Confirmation has been sent to:

Keep going! You will need to provide information for at least one employee by 12/25/2017

To create accounts, we need each employee's:

- Name
- SSN/ITIN
- Birthdate (over 18 only)
- Physical home address (not a P.O. Box)

Who will submit payroll contributions for your employees?

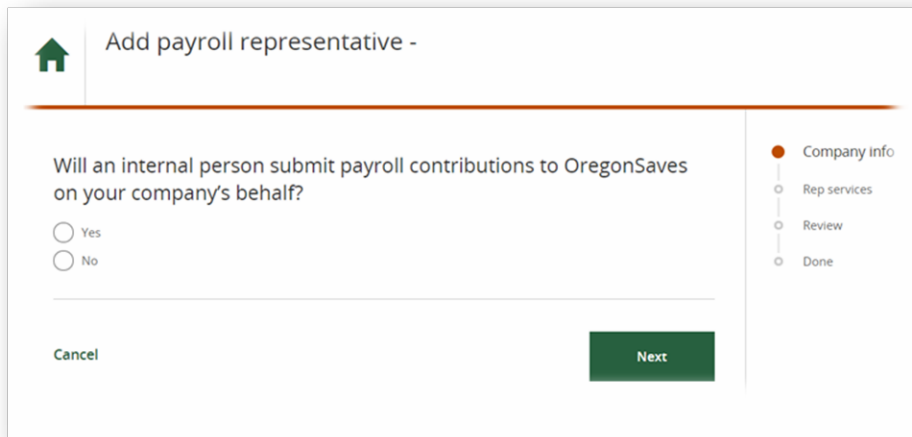
If you choose to give online access to someone else, we will ask for more information about your assistant so we can email them instructions.


**Need help deciding?**

- Find company
- Verify information
- Program facilitator
- Password & security questions
- Security image and phrase
- Review
- Done**



First, you'll be prompted to confirm if your payroll is processed internally. If you select **Yes**, the person will be set up as a delegate *internal* to your company. If you select **No**, you'll be giving a person *external* to your company access to submit contributions to OregonSaves on your behalf. This could be a CPA, bookkeeper, payroll provider etc.



 Add payroll representative -

Will an internal person submit payroll contributions to OregonSaves on your company's behalf?

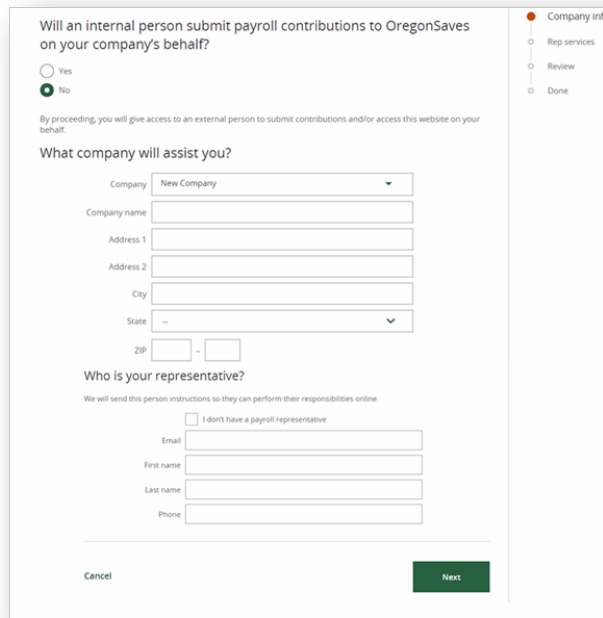
☐ Yes

☐ No

Cancel Next

Progress bar: Company info (selected), Rep services, Review, Done

When you select **No**, you'll be asked to select the company that will assist you and provide contact information for your representative. If the company is not in your drop-down field, select **New Company** from the Company field and enter the company name and address.



Will an internal person submit payroll contributions to OregonSaves on your company's behalf?

☐ Yes

☒ No

By proceeding, you will give access to an external person to submit contributions and/or access this website on your behalf.

What company will assist you?

Company: New Company

Company name:

Address 1:

Address 2:

City:

State:

ZIP:  -

Who is your representative?

We will send this person instructions so they can perform their responsibilities online.

☐ I don't have a payroll representative

Email:

First name:

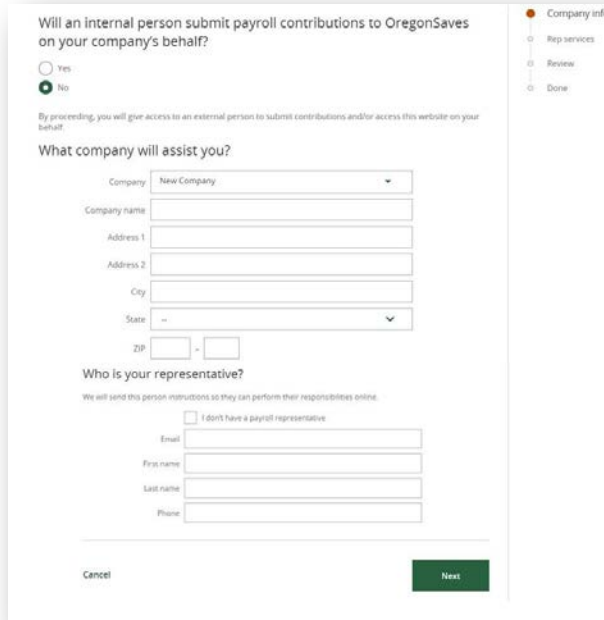
Last name:

Phone:

Cancel Next

Progress bar: Company info (selected), Rep services, Review, Done

Once the company is selected from the drop-down menu, the representative's company's information will prefill. Provide your representative's email, name and phone. If you do not have a payroll representative, check the, **I don't have a payroll representative** box. Enter the company's email address and phone number.



Will an internal person submit payroll contributions to OregonSaves on your company's behalf?

☐ Yes  
☒ No

By proceeding, you will give access to an external person to submit contributions and/or access this website on your behalf.

What company will assist you?

Company:

Company name:

Address 1:

Address 2:

City:

State:

ZIP:  -

Who is your representative?

We will send this person instructions so they can perform their responsibilities online.

☐ I don't have a payroll representative

Email:

First name:

Last name:

Phone:

Cancel

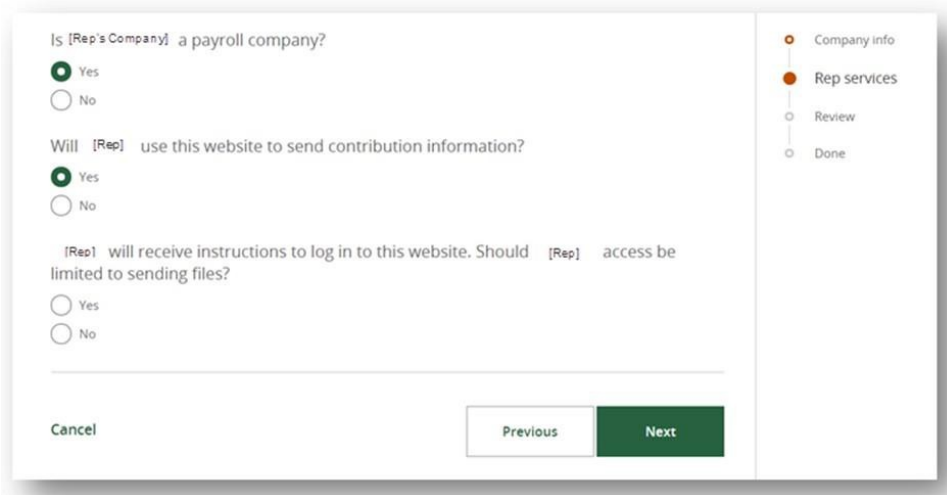
Company info  
Rep services  
Review  
Done

**Note:** The information that prefills will be the company's home office information that we have on file, which may differ from the individual office location information you have. You will not be able to edit the information and can move forward with entering your contact's information.

**Note:** If the email you enter matches another payroll representative in our system, we'll prefill the remaining information and you will not be able to edit the information.

Click **Next** to continue.

Then, you'll be asked a series of questions about the representative and click **Next** to continue.



Is [Rep's Company] a payroll company?

☒ Yes  
☐ No

Will [Rep] use this website to send contribution information?

☒ Yes  
☐ No

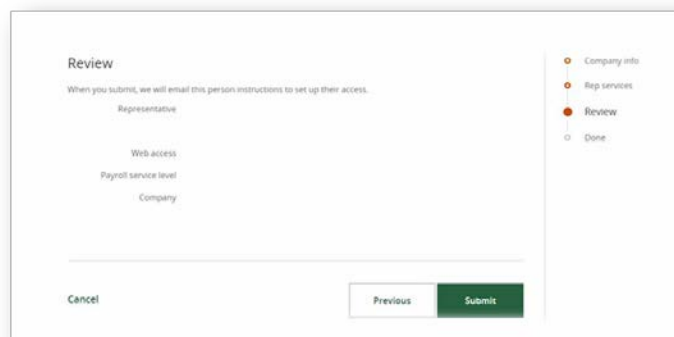
[Rep] will receive instructions to log in to this website. Should [Rep] access be limited to sending files?

☐ Yes  
☐ No

Cancel Previous Next

- If the representative's company is not a payroll company, their account set up will continue as a delegate instead of a payroll representative.
- If the representative will not use the website to send contributions, we'll provide instructions on how to send payroll information through File Transfer Protocol (FTP).
- If the representative's role is not limited to sending files, he/she will have the same full access that you have, including adding and updating employees and updating bank information.
- If you answer "Yes" to all three questions, your representative will be given limited web access, and will have a payroll service level of submit files by web.

Finally, review the information. Click **Submit** if everything is correct or **Previous** to edit the information.



Review

When you submit, we will email this person instructions to set up their access.

Representative

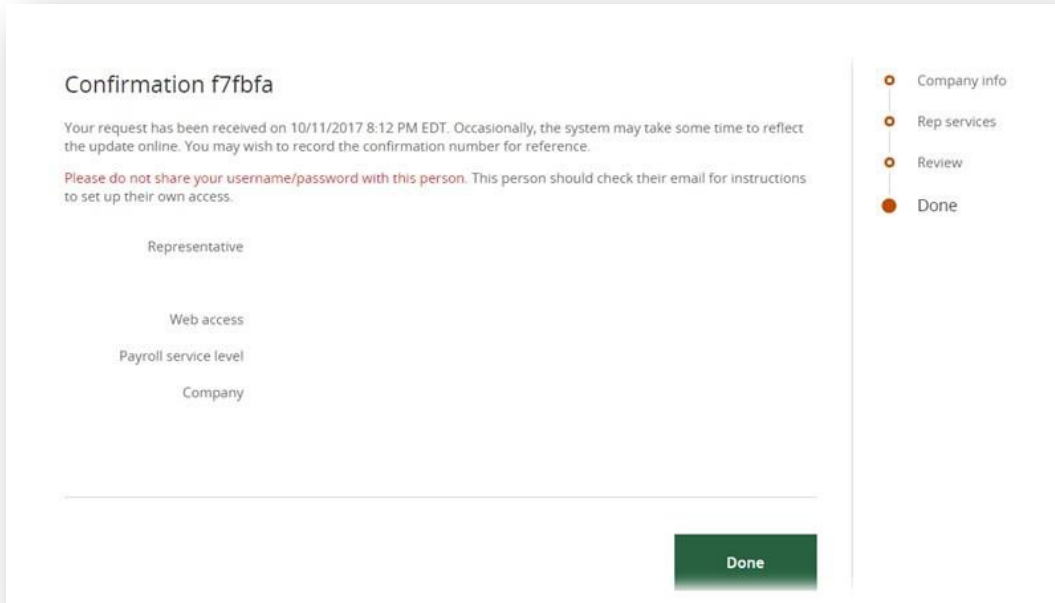
Web access

Payroll service level

Company

Cancel Previous Submit

After the payroll representative has been added, a confirmation will be generated and he/she will receive an email invitation to establish online access.



The image shows a confirmation screen titled "Confirmation f7fbfa". The main text states: "Your request has been received on 10/11/2017 8:12 PM EDT. Occasionally, the system may take some time to reflect the update online. You may wish to record the confirmation number for reference." Below this, a warning in red text says: "Please do not share your username/password with this person. This person should check their email for instructions to set up their own access." The screen lists four items: "Representative", "Web access", "Payroll service level", and "Company". On the right side, there is a vertical progress bar with four steps: "Company info", "Rep services", "Review", and "Done". The "Done" step is currently selected and highlighted with a green circle. At the bottom right, there is a green button labeled "Done".

**Note:** If you indicated that the representative was an internal employee or that their company was not a payroll company, he/she will have been added as a delegate and will appear on the **My delegates** page in the Employer portal.

**Note:** If you indicated that the representative works for an external payroll company, he/she will have been added as a payroll representative and will appear on **My Payroll Representative's** page.

If an internal person will be submitting payroll contributions, they will be added as a delegate. Select **Yes** and **Next** to proceed.

## Delegates



Will an internal person submit payroll contributions to OregonSaves on your company's behalf?

☒ Yes
 ☐ No

By proceeding, you will give access to an internal person to submit contributions and/or access this website on your behalf.

[Cancel](#)
[Next](#)

Progress indicator on the right:

- Company info (active)
- Rep services
- Review
- Done

As the Administrator of your OregonSaves employer account, you have the highest level of system access. Delegates can be added to assist you with account set up and periodic account maintenance. Delegates could be, for example, a staff member who handles human resources or an external non-payroll vendor. Payroll representatives can also be added to help you facilitate the program.

You can restrict access to specific locations and payroll lists for every role except the Administrator. Delegates and payroll representatives can be added and edited at any time, and there is no limit to how many you can assign.

## Adding a Delegate

Enter the following information:

- Email
- First name
- Last name
- Phone

### Address

- Physical address
- City
- State
- Zip
- Mailing address (if different from physical address)

Click **Next** to continue.

### Provide the delegate's information

You may grant access to a delegate to manage payroll details, edit employee lists, and submit contributions. Please note: If this person works for a payroll company, you should cancel this process and set up their access under **"My payroll representatives"** instead.

Email\*

We need this to send the instructions for web registration.

First name\*

Last name\*

Phone\*

Address

Physical address 1

Physical address 2

City

State

ZIP

☐ Does this person receive mail at a different address?

- Contact info
- Payroll access
- Role
- Review
- Done

Cancel

Next

**Note:** To add a delegate, you may also select **My Delegates** from the left navigation bar on your dashboard in the Employer Portal.

Then, select if the delegate should have access to all company payrolls or only specific payrolls. Click **Next** to continue.

To what payrolls should Delegate Name have access?

☐ The entire company  
This includes all payrolls that exist today and any that may be created in the future.

☐ Specific payrolls

You may leave a note to be seen by anyone who edits this delegate in the future.

Note

- Contact info
- Payroll access**
- Role
- Review
- Done

Cancel

Previous

Next

**Note:** If you have not created a payroll, you will need to create one in order to select specific payrolls. This may be done through the Employer Portal by clicking the **My Payrolls** link on the left navigation tool bar. Please see Payroll Lists on page 33 of the Employer Handbook.

Finally, set the level of access the delegate should have. Each role is outlined below and through the **Role definition** link. Click **Next** to continue.

What authorization do you want to give to Delegate Name?

Please specify this person's access to create and approve other delegates.

☐ Administrator  
☐ Supervisor  
☐ Payroll processor

[Role definitions](#)

Cancel

Previous Next

- Contact info
- Payroll access
- Role**
- Review
- Done

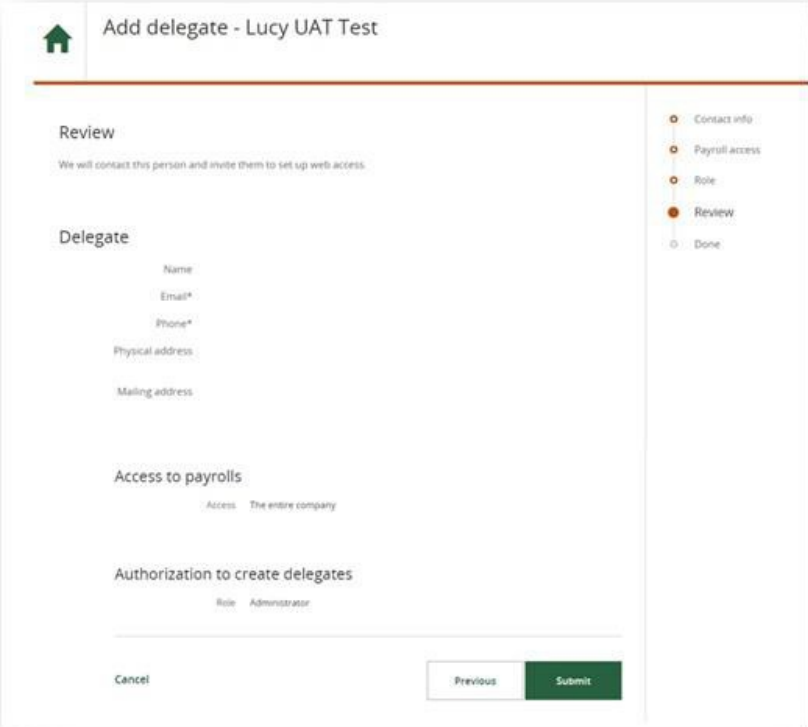
	Payroll processor	Supervisor	Administrator
Add and edit employees	P	P	P
Edit payroll lists	P	P	P
Submit contributions	P	P	P
Add delegates*		P	P
Edit company and bank information			P
Change delegate access			P


\*Can only add a new delegate at the same or lower permission level.

**Note:** The Administrator role will only be available if you select the entire company. It is not available if you select specific payrolls.



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



 Add delegate - Lucy UAT Test

**Review**  
We will contact this person and invite them to set up web access.

**Delegate**

Name  
Email\*  
Phone\*  
Physical address  
Mailing address

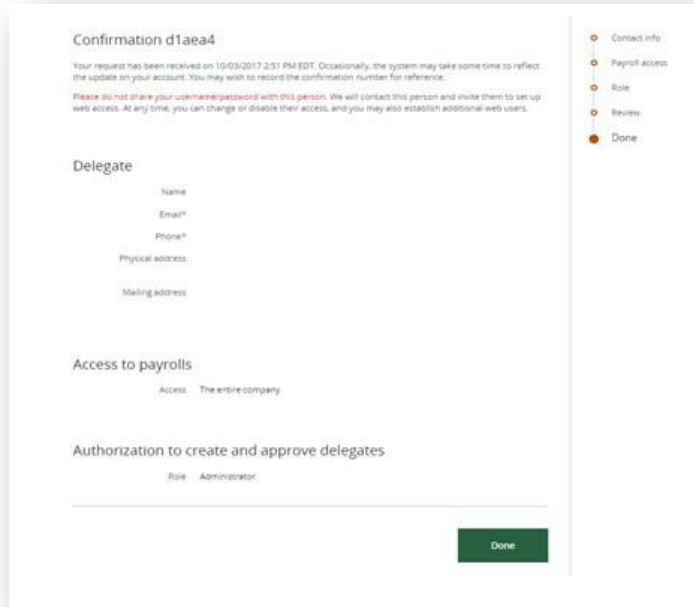
**Access to payrolls**  
Access: The entire company

**Authorization to create delegates**  
Role: Administrator

Cancel Previous **Submit**

**Progress:**  
Contact info  
Payroll access  
Role  
**Review**  
Done

After the delegate has been added, he/she will receive an email invitation to establish online access and the name of the delegate will appear on the **My Delegates** page in the Employer Portal.



Confirmation d1aea4

Your request has been received on 10/03/2017 2:51 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.

Please do not share your username/password with this person. We will contact this person and invite them to set up web access. At any time, you can change or disable their access, and you may also establish additional web users.

**Delegate**

Name

Email\*

Phone\*

Physical address

Mailing address

**Access to payrolls**

Access: The entire company

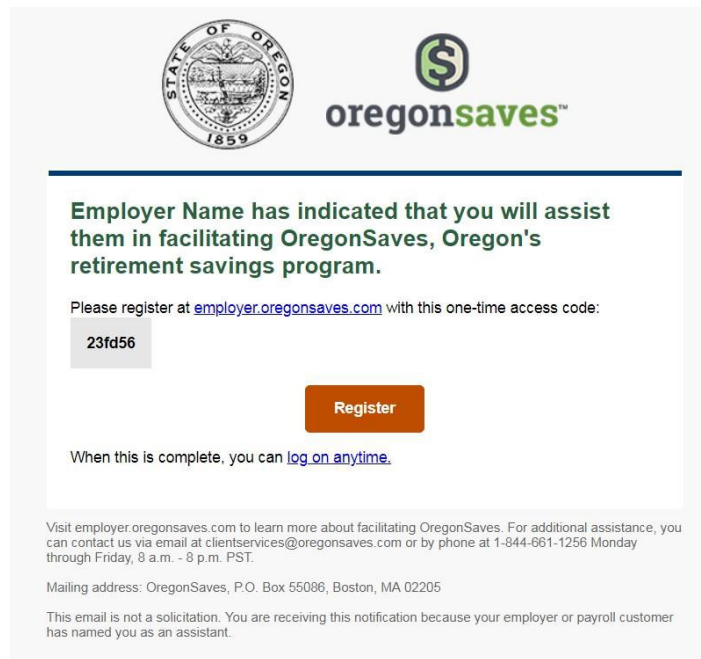
**Authorization to create and approve delegates**

Role: Administrator

Done

## Delegate & Payroll Representative Registration

Your delegates and payroll representatives will receive the following notification to register.



STATE OF OREGON 1859

oregonsaves™

**Employer Name has indicated that you will assist them in facilitating OregonSaves, Oregon's retirement savings program.**

Please register at [employer.oregonsaves.com](http://employer.oregonsaves.com) with this one-time access code:

23fd56

**Register**

When this is complete, you can [log on anytime](#).

Visit [employer.oregonsaves.com](http://employer.oregonsaves.com) to learn more about facilitating OregonSaves. For additional assistance, you can contact us via email at [clientservices@oregonsaves.com](mailto:clientservices@oregonsaves.com) or by phone at 1-844-661-1256 Monday through Friday, 8 a.m. - 8 p.m. PST.

Mailing address: OregonSaves, P.O. Box 55086, Boston, MA 02205

This email is not a solicitation. You are receiving this notification because your employer or payroll customer has named you as an assistant.



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

- Email
- Access code (provided in the email)

Click **Next** to continue.

### Register to assist an employer

#### Thank you for helping workers save for retirement

If an employer granted you access to help them facilitate OregonSaves, please register for a username.

Email

Access code

Where is my access code?

Next

Authenticate

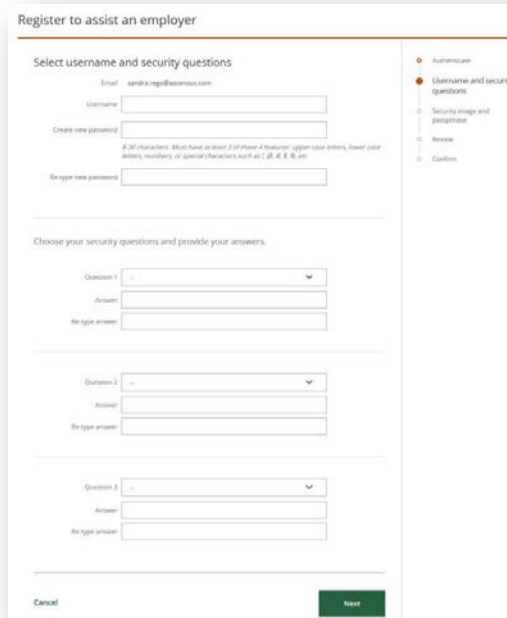
Username and security questions

Security image and passphrase

Review

Confirm

Then, they will set their username and security questions.

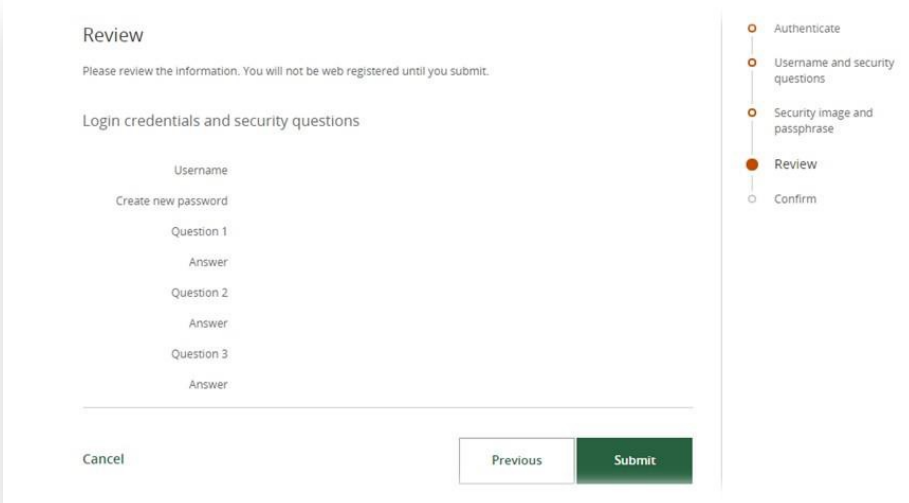


**Note:**

- The delegates' 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, they will set a security image and phrase. Click **Next** to continue.

Finally, they 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 the delegate or payroll representative registration is complete, they will have access to add and edit employees, edit payroll lists, submit contributions, or more based on the delegate's 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

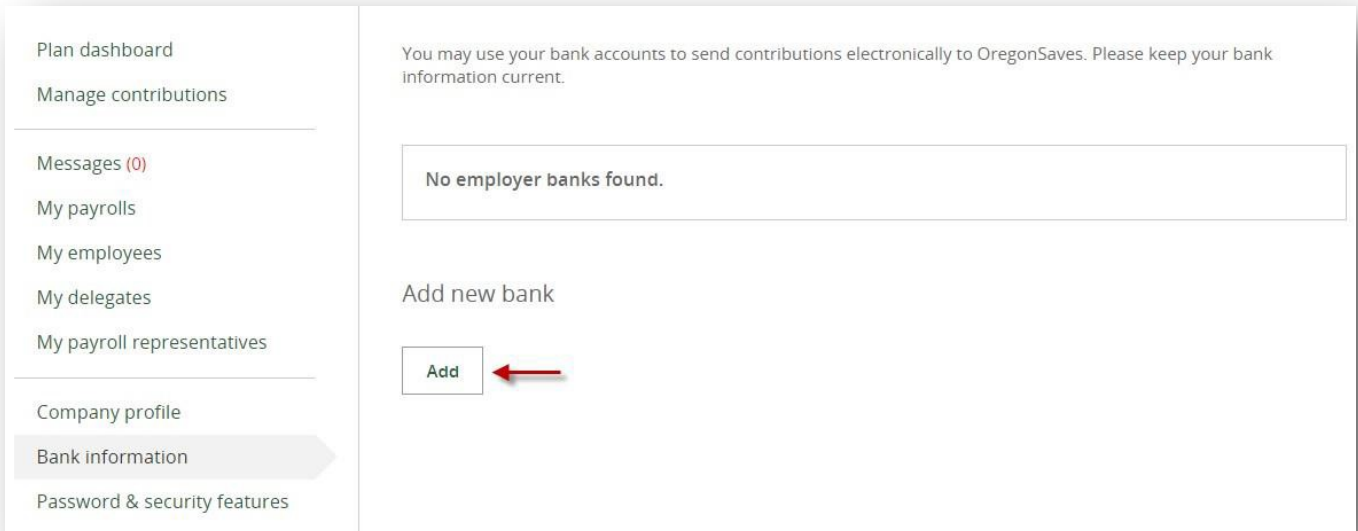
Once you complete your registration, you can create payroll lists and add employees. Payroll information is needed so OregonSaves knows when to expect employers to remit payroll deductions for employees.

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.

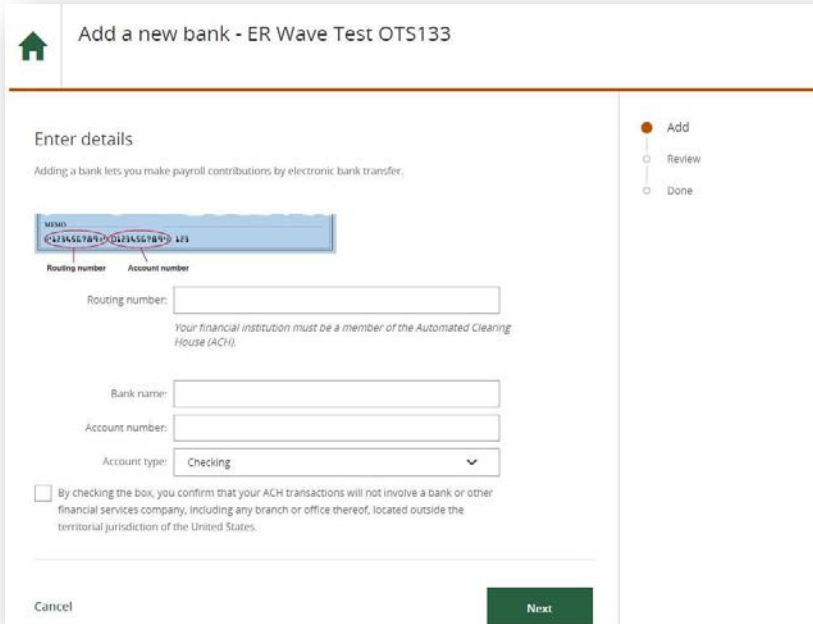
To begin, select bank information from the left navigation bar on your dashboard then click, **Add**

## Bank Information



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.

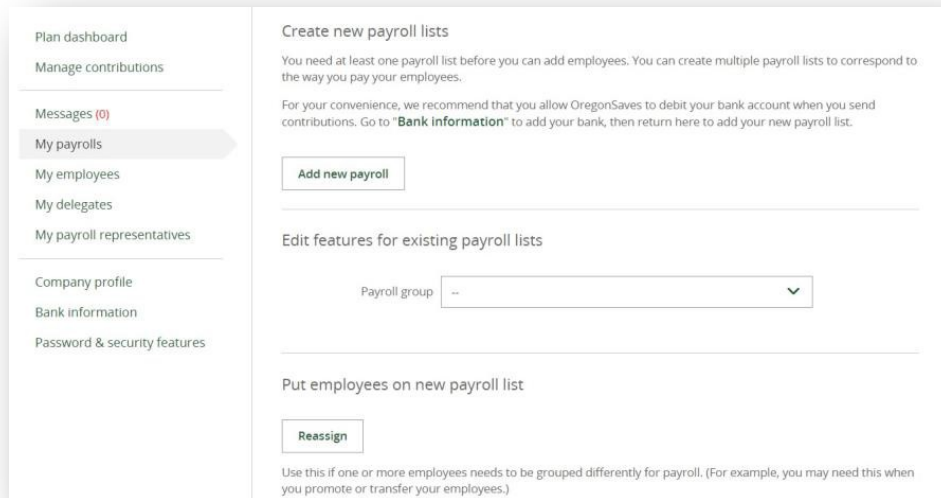
**Note:** For your security, if you need to make changes to your bank information, you must delete the existing bank account and add a new one.

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



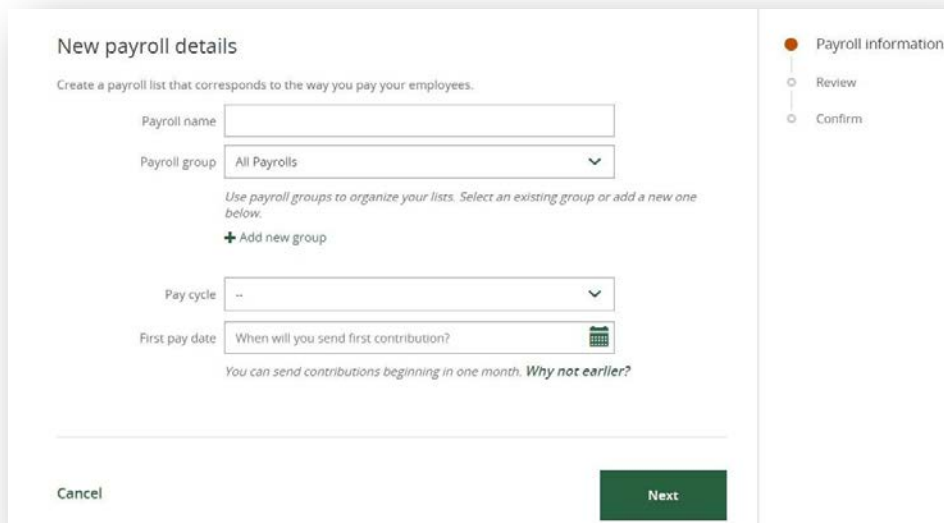
## Payroll Lists

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'. A button 'Add new payroll' is present. 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.)'

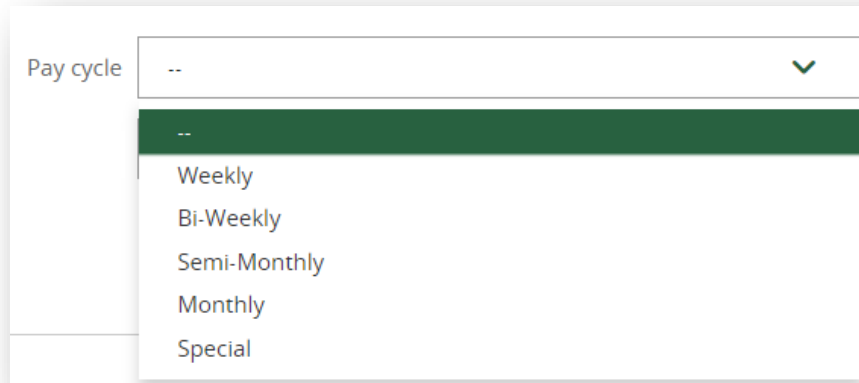
You will need to create a **Payroll Name** (up to 100 characters and special characters are allowed) and a **Payroll Group** (default payroll group has been created after an employer has successfully registered called **All Payrolls** or you may create a new group by clicking on, **Add new group**).



The screenshot shows the 'New payroll details' form. It includes a heading 'New payroll details' and a sub-heading 'Create a payroll list that corresponds to the way you pay your employees.' The form has several fields: 'Payroll name' (text input), 'Payroll group' (dropdown menu with 'All Payrolls' selected), a note 'Use payroll groups to organize your lists. Select an existing group or add a new one below.' with a '+ Add new group' link, 'Pay cycle' (dropdown menu with '--' selected), and 'First pay date' (calendar icon with text 'When will you send first contribution?'). Below the date field is a note: '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 indicator with three steps: 'Payroll information' (selected), 'Review', and 'Confirm'.

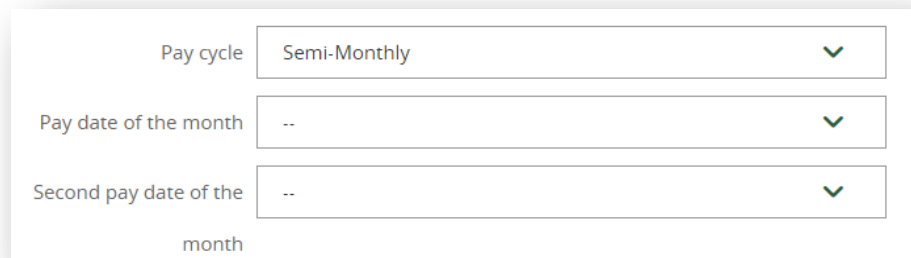
**Note:** This process does not need to be done again for each contribution.

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: "--" (selected), Weekly, Bi-Weekly, Semi-Monthly, Monthly, and Special. The dropdown is styled with a dark green header bar and a light gray body.

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 menu, labeled "Pay cycle", has "Semi-Monthly" selected. The second menu, labeled "Pay date of the month", has "--" selected. The third menu, labeled "Second pay date of the month", has "--" selected. All three menus have a dark green header bar and a light gray body.

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 menu, labeled "Pay cycle", has "Monthly" selected. The second menu, labeled "Pay date of the month", has "--" selected. Both menus have a dark green header bar and a light gray body.

You will need to select a **First pay date** or start date in which the payroll group will make its first contribution to OregonSaves. 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%.

## 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-formed **Employee Template** to import employee information.

Advanced search options

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/TIN\*
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

### Review

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

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

Cancel

Previous
Submit

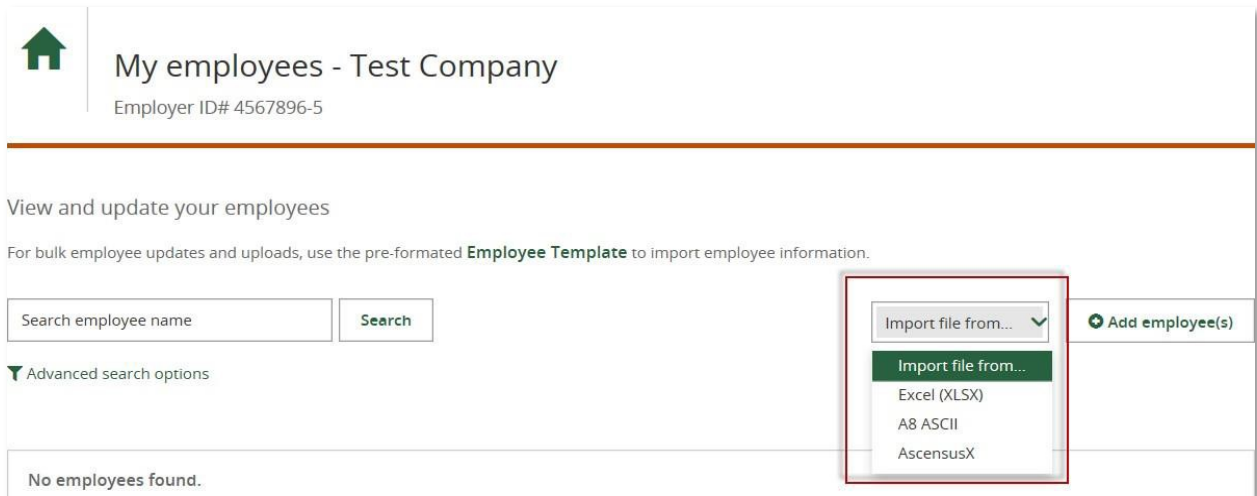
- Entry type
- Employee information
- Review**
- Confirm

Once you have added your employee information, OregonSaves 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.



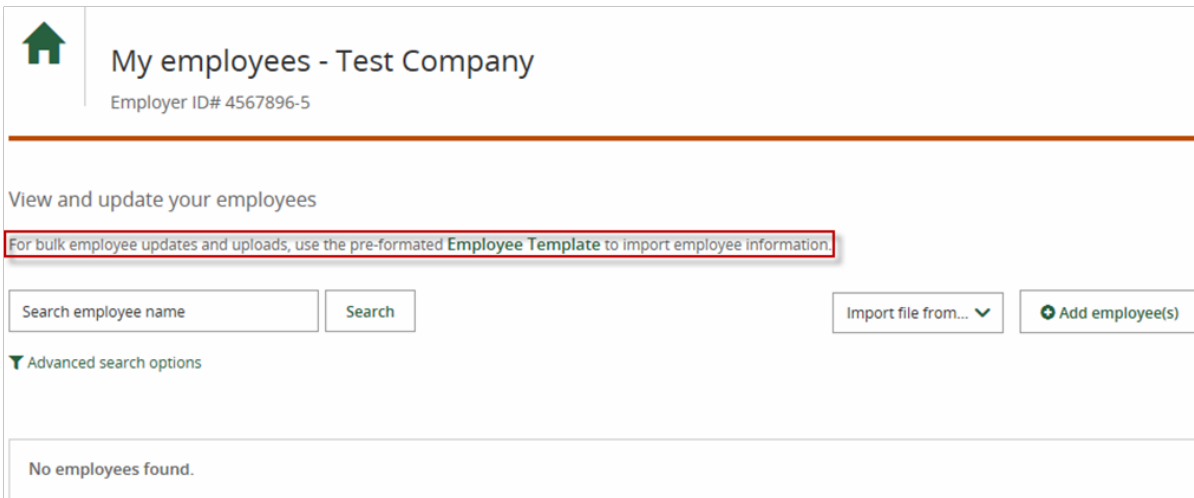
## Uploading Employee Information: Excel, ASCII, and AscensusX

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' interface. At the top, there's a home icon and the company name 'My employees - Test Company' with 'Employer ID# 4567896-5' below it. A red horizontal line separates the header from the main content. The main content area has the heading 'View and update your employees' and 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 'Search employee name' and a 'Search' button. To the right of the search bar is a dropdown menu labeled 'Import file from...' which is open, showing three options: 'Excel (XLSX)', 'A8 ASCII', and 'AscensusX'. To the right of the dropdown is a button labeled 'Add employee(s)'. 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 similar to the one above, showing the 'My employees - Test Company' interface. The search bar and 'Add employee(s)' button are visible. The 'Import file from...' dropdown menu is also present, but it is not open in this view. The subtext about the 'Employee Template' is highlighted with a red box. The bottom of the page still says 'No employees found.'

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

Entry type

Employee information

Confirm

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...**

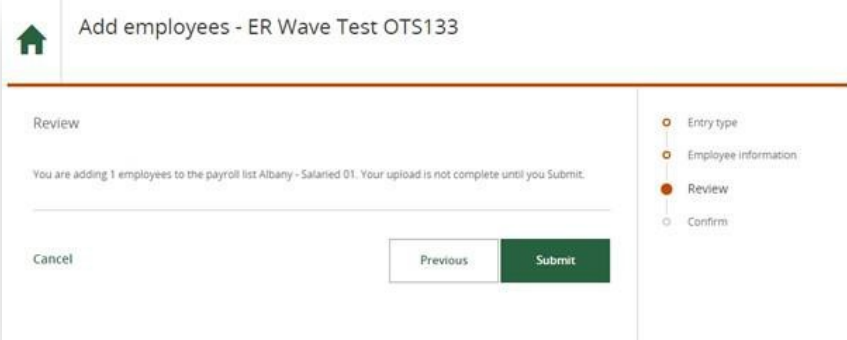
You may add more employees at any time.

Cancel

Previous

**Upload**

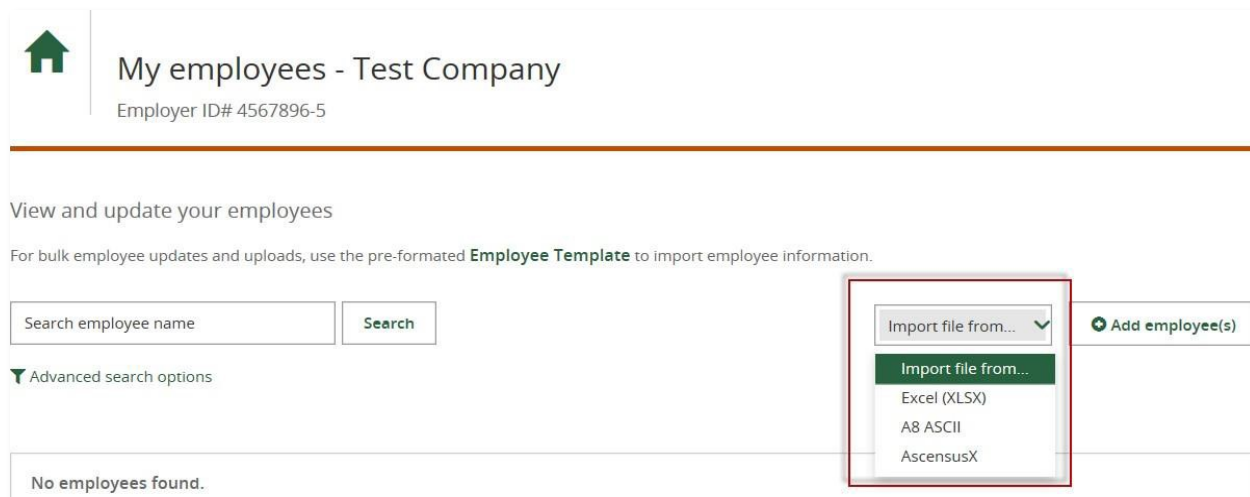
If we are unable to upload the file, you will receive an error message at the top of the page with details related to the errors. Update the information and then upload the file again. If the file loads successfully on your first attempt, you will receive a **Review** page confirming the payroll list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

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' dashboard. At the top, there is a home icon and the company name 'My employees - Test Company' with the Employer ID# 4567896-5. Below this, a section titled 'View and update your employees' contains 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...' (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 green plus icon. Below the search bar, there is a link for 'Advanced search options'. At the bottom of the dashboard, 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...

--

A8 ASCII

AscensusX


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

 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.

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.

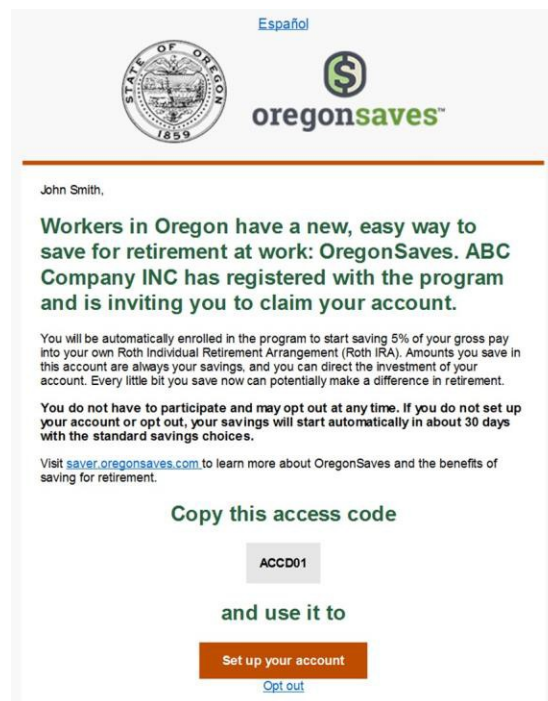
Done

- Entry type
- Employee information
- Confirm**

## Employee Opt Out Information

### How Are Employees Notified About the Program?

OregonSaves will notify your employees of their opportunity to participate in the program and auto-enrollment once you have added the employee information.



### How Do Employees Opt Out?

Once they are notified, employees will then have 30 days to claim their accounts or to opt out of the program. They can opt out by:

- Completing and returning an Employee Opt-Out Form
- Visit [saver.oregonsaves.com](https://saver.oregonsaves.com)
- Calling Client Service at 844-661-6777

If employees opt out within the notification period, no payroll deductions will be made on their behalf, and their retirement savings account will not be activated.

If employees choose not to participate in the program after payroll deductions begin, you will need to stop payroll deductions for them as soon as administratively possible.

## What Happens if Employees Don't Claim Their Account or Opt Out?

Employees will be automatically enrolled in the program. After the 30 days pass, you will begin payroll deductions for those who have not opted out.

The first \$1,000 of each employee's savings will be invested in the OregonSaves Capital Preservation Fund.

- This fund is designed with the goal of producing a consistent rate of return while exposing the investor to a lower level of risk.




Savings over \$1,000 will be invested in an OregonSaves Target Retirement Fund based on the employee's age.

- These funds are designed for someone looking for exposure to the stock and bond markets in accordance with their age. The funds seek growth for younger investors and become more conservative over time in order to help its investors preserve savings as the funds near their target dates.

## Opting Back In

Employees can opt back in at any time by calling Client Services, going to [saver.oregonsaves.com](http://saver.oregonsaves.com), or notifying you that they want to start making payroll contributions. Simply mark the employee as active, and update their contribution rate when submitting your next payroll contribution.

To opt an Employee back into the Program, go to the **My employees** page in the Employer Portal and locate the employee you wish to opt in.

Edit employee	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	5%	Yes	Active	No action	Yes	er payroll
	OR Adder11	xxx-xx-1120	5%	Yes	Active	No action	Yes	er payroll

Update the **Contribution rate** to the percentage the Employee wants to contribute and if applicable, update the Auto Increase to Yes. Click on **Next** to go to the Review and Confirmation pages.



## \$ Payroll

If you want to move/copy this employee to a different payroll list, cancel this process and go to "My payrolls".

Payroll list    Main Office - All employees 01

If the employee has asked you to adjust their contribution rate or opt them out of OregonSaves, you can make those changes here. The employee will be able to see new information on their account within one day. Please remember to make the same changes in your own payroll system.

Employment status

Active



Contribution rate (%)

7

*If you are changing the contribution rate, keep signed documentation of the employee's request for your records. Use whole numbers.*

Auto Increase

Yes



Cancel

Next

## What happens when an employee leaves or is terminated?

When an employee leaves or is terminated, you can mark them as inactive by editing them via the **My employees** page of the website.


First, locate the employee by searching for them or by navigating the employee pages. Then, click the pencil icon to get to their individual **Edit employee** page.

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

In the **Payroll** section of the page, change the **Employment Status** to **Inactive** and enter **Terminated** as the reason. Click on **Next** to go to the Review and Confirmation pages.


**Payroll**

If you want to move/copy this employee to a different payroll list, cancel this process and go to "**My payrolls**".

Payroll list: Main Office - All employees 01

If the employee has asked you to adjust their contribution rate or opt them out of OregonSaves, you can make those changes here. The employee will be able to see new information on their account within one day. Please remember to make the same changes in your own payroll system.

Employment status

Inactive

Reason


--

--
Terminated
Seasonal Layoff
Medical/Maternity Leave
Underage
Contractor
Deceased
Disabled
Unpaid Leave


**Note:** There are reasons other than “terminated” that you may select if an employee is inactive (seasonal layoff, medical/maternity leave, underage, contractor, deceased, disabled, or unpaid leave).

## 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  [Next](#)

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	Payroll(s)
OR Adder1	er payroll
OR Adder10	er payroll
OR Adder11	er payroll
OR Adder12	er payroll
OR Adder13	er payroll
OR Adder14	er payroll
OR Adder15	er payroll
OR Adder16	er payroll
OR Adder17	er payroll
OR Adder18	er payroll

SSN/ITIN

Payroll list

Payroll group

Participation

Contribution eligibility

☐ Include inactive employees in search

Close

Apply

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 and Transmit Contributions, Including Changes

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

☐ 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

## Pending Contribution Rate Updates

When employees update their **Contribution Rate** or their **Auto Increase** on the **Saver Portal** or by contacting OregonSaves, you will receive a message in the **Message Center** and on the **Manage Contributions** page. You must make updates to your portal and your payroll system in order to ensure that the correct contribution amount is being deducted out of your employee's paycheck.

To remove the update notification from your screen, select the check box next to **Thanks, got it!** and then select **Remove the selected updates from display**.

You can also click on the employee's last name to update the employee's contribution rate.

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

Remove the selected updates from display

## 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

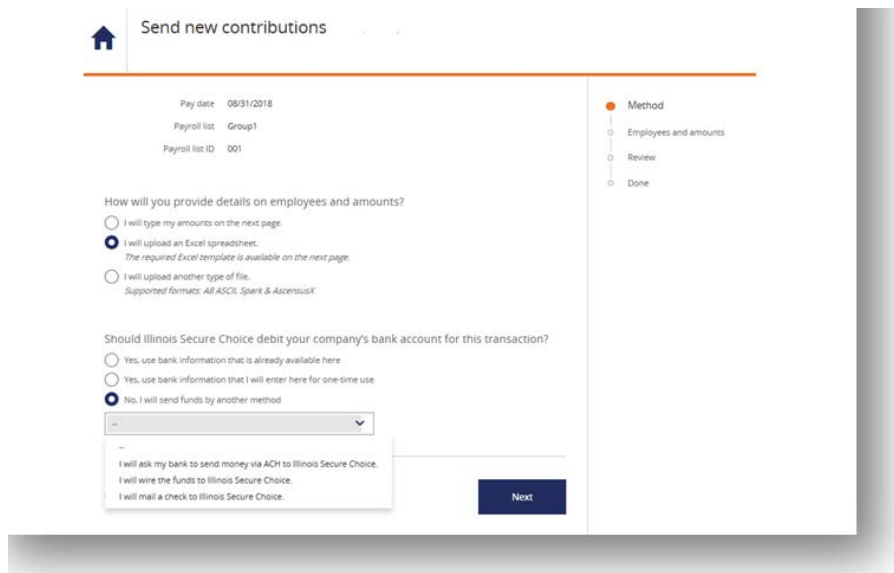
Reminder: You may add or reactivate employees on **My employees** or reassign existing employees to different payroll lists on **My payrolls**. Each employee account must be linked to your company for 30 days before you can send contributions.

**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 OregonSaves 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 OregonSaves 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 OregonSaves 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 OregonSaves 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 OregonSaves**) to this address:

**OregonSaves**  
**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 date11/24/2017

Payroll listActon - Hourly 01

Payroll list ID002

Method

Employees and amounts

Review

Done

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

## 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

Cancel Previous Next

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 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 \*\*\*\*\*6532

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: 11588833-001-07212017

- Method
- Employees and amounts
- Review
- Done

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

**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

- Download a blank Excel spreadsheet template.
 

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

View formatting tips
- 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: \$
- 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

Cancel

Previous

Submit

Method

Employees and amounts

Review

Done

*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

Method

Employees and amounts

Done

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 spreadsheet.

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 spreadsheet. 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

31.00

## Frequently Asked Questions

### Eligibility

**Q. Are H-2A visa holders eligible for the program?**

A. Yes, however, they will only be enrolled and an account created for them if they work for more than 60 days and if enough verifiable information is available to create an account in their name. If the program is unable to verify their information, an account will not be established for them.

**Q. Are my employees who live in other states eligible for Oregon's program?**

A. Yes, if their employment is based in Oregon.

**Q. Are seasonal employees eligible?**

A. Yes, if they work for an employer for more than 60 days, which is the window for employers to enroll new hires in the program. If they work for less than 60 days, the employer will not need to enroll them.

**Q. Are workers of only certain immigration statuses eligible for the program? What about undocumented workers?**

A. Workers must have a verifiable individual tax identification number (ITIN) or Social Security number (SSN) to participate in the program. If a worker's information cannot be verified, the worker will not be enrolled and an account will not be established for them.

**Q. Can employees who participate in my employer-sponsored retirement plan also participate in the State's program?**

A. Not at this time. However, the State is considering how to provide this option for employees while keeping facilitation of the program simple for employers.

**Q. Can I offer the State's program to employees who are in the waiting period for my employer-sponsored retirement plan?**

A. Not at this time. At a future date, the State would like to allow employees to join the State's program if they aren't eligible for their employer-sponsored retirement plan; however the State is still in the process of determining how that will work. The State wants to make sure that process is as easy as possible for both employers and workers.

**Q. Do family members who work for my business count as employees?**

A. Yes, if they are considered employees for tax purposes.

**Q. Do I need to facilitate the program if I only have one or a couple of employees?**

A. Yes, all employers, no matter how many employees they have, must facilitate the State's program for their employees if they don't offer an employer-sponsored retirement plan. Please note that very small employers will not be required to facilitate until the year 2020, and that

OregonSaves is working with employers to consider how facilitation can be made as simple as possible.

**Q. Do I need to facilitate the State's program for employees who are in the waiting period for my employer-sponsored retirement plan?**

A. No, if you offer an employer-sponsored retirement plan as defined in the OregonSaves statutes, you will file a certificate of exemption and you will not need to facilitate the State's program at this time.

**Q. Do I need to offer the program to work-study students?**

A. No, you do not need to facilitate the program for full-time students in work-study programs.

**Q. Do payroll deduction IRAs count as an employer-sponsored retirement plans?**

A. No. Payroll deduction IRAs are not employer-sponsored retirement plans as defined by Oregon state statutes.

**Q. If a business owner or shareholder is also an employee of the business, are they eligible to participate?**

A. Yes, they can participate if they are considered employees for tax purposes.

**Q. If I have a minimum age requirement for employees to join my employer-sponsored retirement plan, do I need to facilitate the State's program for employees who are younger than that age limit?**

A. No, if you offer an employer-sponsored retirement plan as defined in the OregonSaves statutes to any of your employees, you will file a certificate of exemption and you will not need to facilitate the State's program.

**Q. If I have employees based in multiple states, including Oregon, do I just facilitate the State's program for those employees based in Oregon?**

A. Yes, you would only need to facilitate the program for employees with income earned in Oregon.

**Q. If I only offer my employer-sponsored retirement plan to some employees but not all, do I have to offer the State's program as well?**

A. No, if you offer an employer-sponsored retirement plan as defined in the OregonSaves statutes to any of your employees, you will need to file a certificate of exemption and you will not need to facilitate the State's program.

**Q. Is it mandatory that employers facilitate the State's program if they don't offer an employer-sponsored retirement plan?**

A. Yes, any business with employees in Oregon that doesn't offer an employer-sponsored retirement plan will need to facilitate the State's program for its employees. Oregon is in the

process of considering appropriate enforcement actions should such actions be needed to enforce the mandate.

**Q. What is the definition of an employee and employer for the program?**

A. “Employee” means any person 18 years of age and older working in an Employment, as defined below.

“Employer” means any employing unit which employs one or more individuals in an Employment in each of 18 separate weeks during any calendar year, or in which the employing unit’s total payroll during any calendar quarter amounts to \$1,000 or more.

“Employment” means any employment subject to ORS Chapter 657 provided that, notwithstanding the exemptions from the definition of Employment contained in Chapter 657, for the purposes of the program, Employment includes: 1) Agricultural labor, as defined in ORS 657.045, and 2) Commissioned positions, as defined in ORS 657.085, 657.087(1) and (2), and 657.090.

**Q. Who will be responsible for determining if employees meet income limits?**

A. Employees are responsible for determining if they meet income limits and are not eligible to contribute to Roth IRA accounts. Program materials will include information on income limits to help employees give consideration to whether and how they can participate in the program.

## **Employer Registration**

**Q. Are there any exemptions from registration for certain industries?**

A. No. Exemptions from program facilitation are based on whether an employer offers an employer-sponsored retirement plan and not on any other criteria.

**Q. Can I have a designee complete the registration and enrollment process for me, like my payroll services provider?**

A. Employers can then add employees or representatives from an external non-payroll vendor as delegates to help facilitate the program. Representatives from your external payroll provider can be added as payroll representatives to assist as well.

**Q. Can my company join the program before its required registration date?**

A. Yes. Required registration dates are ‘comply by’ dates. Beginning in March 2018, employers may initiate contact with OregonSaves to begin facilitating the program or to certify their exemption. Some restrictions may apply for employers who do not wish to use the OregonSaves website or other forms of electronic submission.

**Q. How will I know when I have to register for the program and enroll my employees?**

A. The OregonSaves program deadlines are set forth in the OregonSaves rules (OAR 170-200) and will be communicated broadly throughout the State using a variety of means. OregonSaves is taking a phased approach to rolling out the program, starting with larger employers. The State

will work to contact employers by phase to advise them that they must register for the program and by what date they must enroll participating employees. Regardless of these efforts, employers are responsible for taking action within the program deadlines associated with OregonSaves for businesses of their size.

**Q. Is there a penalty for businesses for failing to comply with the mandate?**

A. Any business with employees in Oregon that doesn't offer an employer-sponsored retirement plan will be required to facilitate the State's program for its employees. The goal is to make the process simple, clear, and easy. During each employer registration phase, the State will monitor compliance, reach out to employers, and provide technical assistance to help them meet deadlines and requirements. Oregon is also in the process of considering additional enforcement methods should they be needed.

**Q. What counts as an employer-sponsored retirement plan?**

A. An employer-sponsored retirement plan includes a plan qualified under Internal Revenue Code sections 401(a) (including a 401(k) plan), qualified annuity plan under section 403(a), tax-sheltered annuity plan under section 403(b), Simplified Employee Pension plan under section 408(k), a SIMPLE IRA plan under section 408(p) or governmental deferred compensation plan under section 457(b). It does not include payroll deduction IRAs.

**Q. What is the difference between registration and enrollment?**

A. During the registration process, you provide basic information about your business to determine if you must facilitate the State's program. If you are required to facilitate, you will complete an enrollment process where you will verify or provide a limited amount of additional information and complete the enrollment process for your participating employees.

**Q. What is the timeline for implementation?**

A. The registration deadlines for employers are scheduled as follows:

- An employer employing 100 or more employees: November 15, 2017
- An employer employing 50 to 99 employees: May 15, 2018
- An employer employing 20 to 49 employees: December 15, 2018
- An employer employing 10 to 19 employees: May 15, 2019
- An employer employing 5 to 9 employees: November 15, 2019
- An employer employing 4 or fewer employees: May 15, 2020

The State will notify employers directly when they will be required to register or certify that they are exempt from the program. Notice will include instructions and due dates.

For more information on definitions of employer, employee, and employment, and number of employees, please see the rules associated with the program at [Oregon.gov/Retire](http://Oregon.gov/Retire).



**Q. What's the benefit of facilitating the State's program?**

A. It can be challenging for small businesses to offer an employer-sponsored retirement plan, and many don't. Employers tell us this program lets them provide retirement savings to their employees in a manageable way. OregonSaves helps small businesses attract and retain good employees—with zero employer fees. Employers simply pass information along to employees and handle payroll deductions. Through OregonSaves, employers can help their employees take responsibility for their own financial futures.

## **Enrollment Process**

**Q. Are accounts tracked based on tax ID number or name?**

A. Accounts will be tracked based on tax ID number or Social Security number.

**Q. Are employee signatures needed to enroll employees, open their accounts, and start making payroll deductions?**

A. No. Employee signatures are not required to open employee accounts and start making payroll deductions. A signature/election is necessary to make certain changes to accounts such as naming beneficiaries, changing contribution rates, changing investments, or taking withdrawals.

**Q. How does the enrollment process work?**

A. You need to provide certain information about your business and employees to the program. That information can be provided online, with a manual option available for employers who are not internet-enabled. OregonSaves will only ask for the basic information necessary to set you up as an employer and to set up your employees' accounts. The program will then provide you with information to pass along to your employees. Your employees will have 30 days to opt-out or make adjustments to their savings rates or investment choices. At the end of the 30 day period, you will record their choices in your employer account through the employer portal. You will then begin payroll deductions for participating employees.

**Q. Who is responsible for updating employee addresses?**

A. Employees are responsible for keeping their information current with OregonSaves, including their addresses, email addresses, and phone numbers. OregonSaves may contact employees to update contact information when necessary.

**Q. How long will the enrollment process take to complete online?**

A. The amount of time to complete the employee enrollment process will vary, depending on how many employees you have and whether you enter them in one at a time or by bulk upload using an electronic format provided by the program. Initial enrollment may take as little as a few minutes but can take longer if you are entering large numbers of employees one at a time.

**Q. How will the State provide me with materials about the program for my employees?**

A. OregonSaves will make materials available online. Employers can provide materials electronically to their employees or print them out. If employers provide email addresses for their employees, the program can provide the materials directly to the employees on behalf of the employer. Some printed materials may be made available to employees as well.

**Q. If an employee already has an account with the program through another employer do I need to find the employee's account in the system?**

A. No, you do not need to worry about identifying an existing account for an employee who tells you they already have one. You will simply provide basic information about the employee, and OregonSaves will use an employee's information to ensure new contributions go into the employee's existing account.

**Q. If I make an error, how do I correct it and is there a penalty?**

A. Contact the OregonSaves to correct any errors as soon as they are identified.

**Q. In situations where workers have primary and secondary employers, what organization is responsible for the enrollment process?**

A. The Board of OregonSaves is currently considering how the program will work in these circumstances and is working with affected employers to draft guidelines that will work well in a variety of circumstances.

**Q. What does it mean that employees are automatically enrolled?**

A. Automatic enrollment means that following notification, employers will enroll eligible employees in OregonSaves except where employees have elected to opt out of the program.

**Q. What happens if an employee asks to opt out after the first payroll deduction?**

A. The employer will need to stop payroll deductions as soon as administratively possible. Employees can withdraw their contributions without penalty under the OregonSaves program; however federal tax penalties may apply under certain circumstances. Employees should consult with a tax expert or financial advisor before taking distributions from their accounts.

**Q. What should I do if an employee asks me for advice about the program or investment options?**

A. You should refer the employee to the program website or call center for questions about the program or their OregonSaves account. Employees should contact their financial advisors for investment advice.

**Q. What sort of paperwork do employees need to fill out?**

A. OregonSaves will provide a simple form for employees to use to change their contribution elections or opt out of the program. Forms can be completed on paper, online, or by phone. Employees do not need to fill out any paperwork to be automatically enrolled. Employees are

encouraged to claim their accounts online, so that they can have access to retirement-related tools and information, and more. Employees will also work directly with OregonSaves to change their investment and account-related elections.

**Q. What sort of paperwork will be provided to my employees about the program?**

A. The materials provided by OregonSaves will be simple and explain what the program is, what choices employees have, and where they can go to get more information and answers to any questions they have. Employees will be able to opt-out or make elections online, by phone, or by mail using a simple paper form.

**Q. What's the timeline for enrolling new employees?**

A. Employers have 60 days from the date of hire to enroll a new employee in OregonSaves or accept their election to opt out of the program.

**Q. Will materials be available in multiple languages?**

A. OregonSaves will provide materials in a number of commonly used languages in Oregon in addition to English. Translation services will be available for a broader range of languages by phone.

## **Fees and Cost**

**Q. How much time and effort is needed for employers to facilitate the State's program?**

A. The initial registration and enrollment process is expected to take a few hours at most. The time needed to complete payroll deductions for the program should be similar to the time needed to make other types of payroll deductions employers already do. There is no fee for employers to facilitate the program.

**Q. Is there a fee for employers?**

A. No. There are no employer fees, and employers are not required to contribute to the program.

**Q. Does this program have a large State employee staff?**

A. The program has minimal staff. It is overseen by the Oregon Retirement Savings Board, and it is managed by a private, professional plan administrator with extensive experience in IRAs and record keeping.

**Q. How is the program funded?**

A. The program is funded through a 1 percent fee on participant assets under management, in line with the costs of similar retirement plans. This breaks down to Ascensus, the program administrator, receiving 85 basis points and the state receiving 5 basis points.

**Q. How often is the fee assessed?**

A. The fee is computed and netted from the program's investment portfolios daily. Investment returns are credited to saver accounts 'net of' this cost.

**Q. Is this program dependent on taxpayer funds?**

A. No, the program is expected to be self-sustaining over time and is not a burden on taxpayers. It is funded through a 1 percent fee on participant assets under management.

## Records

**Q. Do I need to put any information about contributions on employees' W-2s?**

A. No, Roth IRA contributions are made after-tax.

**Q. How long do I need to keep records?**

A. You should keep records associated with OregonSaves for three years.

**Q. What sort of records do I need to keep in my files?**

A. You will need to keep a copy of the form employees use to opt out or change their elections in your files, unless the employee makes these changes online. The system includes an option for you to retain your records online as well.

## Investments

**Q. Does the program have an investment consultant?**

A. Yes, the program has a private investment consultant that provides input and feedback about investments to the Board.

**Q. What is an age-based fund?**

A. An age-based fund refers to a fund that targets a certain level of risk based on two factors: an investor's current age and approximate estimated retirement date. An age-based fund evolves its mix of investments—stock, bond, and cash equivalents—over time to seek growth for younger investors and to help preserve savings as investors near retirement age. OregonSaves Target Retirement Funds are a type of age-based funds.

**Q. Who is responsible for deciding what investment options to offer to participants?**

A. The Oregon Retirement Savings Board is responsible for making decisions about the investments options available to participants of the program.

**Q. Will the program include socially responsible investment options?**

A. The Oregon Retirement Savings Board, which is responsible for making decisions about investments, is currently looking at various options. In the beginning, the program will include

three types of investments: (1) target retirement funds, (2) a capital preservation option, and (3) an investment growth option. The program may include a socially responsible investment option, but that's still to be determined.

## Contributions

### **Q. Are employers responsible for telling employees when their contributions will auto escalate?**

A. No, employers will not be responsible for notifying employees of auto escalation. OregonSaves will notify participating employees about auto-escalation prior to any increase.

### **Q. Can employers match employee contributions?**

A. No, OregonSaves does not allow employer contributions. The employer's role is limited to simply facilitating the program for employees.

### **Q. How do I keep track of which employees contribute at which rates?**

A. When you enroll your employees, you will record their contribution rates in the online OregonSaves employer portal. If notified that an employee would like to change their contribution rate, you can change it in the system. Employees can also change it online, and the system will notify you of that change.

### **Q. How do I report contribution amounts to the program and how do I remit funds?**

A. You report contributions using the online OregonSaves employer portal. Information can be entered using an online form or through file upload. You can remit funds via ACH push, ACH pull, wire, or, if necessary, by check.

### **Q. How long do I have to process a request from an employee to change their contribution rate?**

A. Employers should process employee contribution changes as soon as administratively possible, but no more than 30 days following receipt of the request.

### **Q. How long do I have to remit payroll deductions to the program?**

A. Employers must remit payroll deductions within 7 business days of deduction from an employee's compensation.

### **Q. How will workers know that their contributions will increase by 1 percent per year until they reach the cap of 10 percent (automatic escalation of contributions)?**

A. The materials provided by the State will include information about automatic escalation of contributions and how employees can opt out or make other changes if they desire.

### **Q. Is there a mandatory employer contribution?**

A. No, OregonSaves does not allow employer contributions.

**Q. Is there a penalty for remitting payroll deductions late or not at all?**

A. Yes, failure to timely remit deductions violates Oregon law, including wage and hour requirements. The State may impose penalties for deduction violations.

**Q. What information needs to be submitted when reporting employee contributions?**

A. The program provides a standard form and format for reporting this information. Information will be limited to what's necessary to ensure funds are deposited to the correct accounts.

**Q. Where do I remit employee contributions?**

A. Contributions are remitted to the program via ACH, wire transfer, or, if needed, by check. OregonSaves will provide specific information in the materials provided to employers.

## **Distributions**

**Q. What's to keep people from treating this like a bank account and making constant withdrawals?**

A. Participants will be discouraged from making repeated withdrawals and reminded of the impact on their retirement savings to help limit withdrawals. If needed, the program may institute some form of restriction on withdrawals to further discourage that kind of activity, such as a fee or limitation on the number of withdrawals or how often they are made. At the same time, a common barrier to saving for retirement is the concern that people won't be able to access their money in an emergency. The program hopes to lower that barrier by allowing participants to withdraw their savings if they need to without penalizing them, just as they could with any other Roth IRA. Distributions from your OregonSaves Roth IRA account will be subject to taxation in accordance with applicable federal tax rules.

## **General**

**Q. Are the states with programs like this coordinating closely to align their rules and programs?**

A. Yes, Oregon and the other states with similar programs are working closely together to share information and best practices and to align programs wherever possible to make it easier for multi-state employers.

**Q. Can employers cancel their employer-sponsored retirement plans and offer this instead?**

A. Oregon's program isn't intended to replace employer-sponsored retirement plans, which have many important benefits. For example, 401(k) plans have higher employee contribution limits and allow for employer matching contributions, unlike OregonSaves.

**Q. I currently offer OregonSaves to my employees but now intend to introduce a qualified retirement plan. How can I disconnect from the OregonSaves program, what notifications am I required to give my employees who participate, and how do I notify the OregonSaves program providers?**

A. Employers who choose to introduce a qualified retirement plan after enrolling OregonSaves program should contact our client services team at 844-661-1256 and request to “unregister”. Once an employer notifies us of their plans, we will begin the manual process of exempting them out of the program and adjusting the employees’ accounts as needed. Employers will be kept informed as the process is completed. Although formal notification to employees is not required, it is suggested that you communicate what is happening to your employees and inform employees that they can still access their OregonSaves account after their employer is exempted out of the program.”

**Q. Do any other states have programs like this?**

A. Four other states have passed legislation to create similar programs, including California, Connecticut, Illinois, and Maryland. Many other states are also considering similar legislation.

**Q. Have programs like this been successfully implemented in the past?**

A. Yes, a range of similar state-sponsored programs have been developed and used in a number of countries over the last two decades. These workplace-based programs are very popular with savers and are changing retirement outcomes in these countries. One program, called the National Employees Savings Trust (NEST), has been successfully implemented in the United Kingdom over the course of the last five years. New Zealand also has a similar program. Oregon's program is modeled after these plans in other countries as well as successful large employer plans in the U.S.

**Q. Is Oregon the first state to implement a program like this?**

A. Yes, Oregon will be the first state to implement this type of program. However, several other states are planning to implement similar programs soon after.

**Q. Why is Oregon the first to implement this type of program?**

A. The retirement savings crisis is a serious problem here in Oregon and throughout the nation. There have been proposals to create a program like this at the national level to help address the crisis and make it easier for people to save. For now, a nationwide program seems unlikely, even though the crisis continues to grow. In response, most states have begun considering programs like Oregon's. In fact, several other states passed legislation before Oregon to create similar programs, but Oregon is slightly further along in the development and implementation process than those states.

**Q. Is the State's program considered an employer-sponsored retirement plan?**

A. No. Employers are only responsible for facilitating the program for employees.



**Q. Is there a vesting period for the program?**

A. No. Contributions and earnings are always 100 percent vested for the participating saver. This program is not a pension plan or employer contributory plan, and it does not have any sort of vesting requirements.

**Q. Is this a pension or defined benefit plan?**

A. No, this is not a defined benefit or pension plan. Workers save their own money in their own individual retirement accounts.

**Q. Is this program meant to replace 401(k)s?**

A. No, this program is not meant to replace or compete with 401(k) or other employer-sponsored retirement plans. It is meant to help employers who don't have the time, money, or resources to offer an employer-sponsored retirement plan.

**Q. Is this related to the Oregon Public Employees Retirement System (PERS)?**

A. No. This program is not related in any way to PERS. It is not a pension plan. It is for private sector employees to save their own money in their own individual accounts.

**Q. Will the State use people's money from this program to pay for other programs, like PERS?**

A. No. Assets are remitted directly to OregonSaves on behalf of workers, and credited directly to IRA accounts in those workers' names. Accounts are not accessible to the State for other purposes and are not tied to any other retirement plans offered by the State, including PERS. Under Oregon law, neither the State nor the employers that facilitate the program have a proprietary interest in the contributions to or earnings on amounts contributed to accounts in the program.

**Q. What does the State gain by providing this program?**

A. More people saving for retirement will mean more self-reliance when people reach retirement age and less strain on our already stretched social services.

**Q. What is the makeup of the Oregon Retirement Savings Board?**

A. ORS 178.200 requires that the Board have seven members: the State Treasurer; four members appointed by the Governor including a representative of employers, a representative with experience in investments, a representative of an association representing employees, and a member of the public who is retired; a member of the House of Representatives, and a member of the Senate.

**Q. What was the legislation that created the OregonSaves?**

A. House Bill 2960 of 2015, now codified at ORS 178.200 to 178.245.



**Q. Where can I find a copy of the rules for the program?**

A. The rules are posted online at [Oregon.gov/retire](http://Oregon.gov/retire) and can be found in Oregon Administrative Rules at OAR 178.200.

**Q. How knowledgeable are customer service representatives about the program?**

A. Customer service representatives are fully trained in all aspects of the program. They are dedicated to the Oregon program, and staff includes representatives with considerable training and expertise related to retirement plans.

**Q. Will services be available in other languages?**

A. Yes, the call center will offer assistance in English and Spanish and will have access to translation services for other languages.

**Q. Will this program make information available to savers and include consumer protections?**

A. Yes, this program will help ensure that Oregonians have more choices, more information, and easier access to retirement savings accounts. Consumer protections are part of the program and may be enforced through state agency actions.