Processing Payroll for OregonSaves

November 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.

OregonSaves’ Portfolios offer investment options selected by the Oregon Retirement Savings Board. For more information on OregonSaves’ Portfolios go to 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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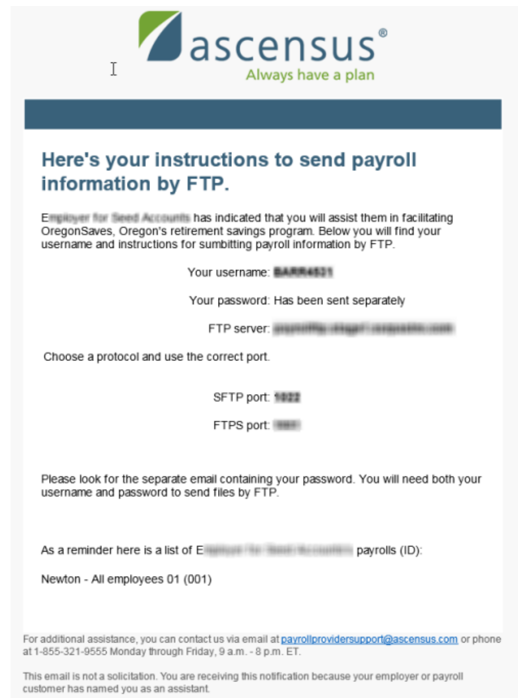
Employers who have registered with OregonSaves and who plan to add you as their payroll provider can do so in one of two ways, depending on how you plan to submit files to the program. As a first step, it is important to discuss with the employer how you will process their files before they add you to their OregonSaves payroll provider portal.

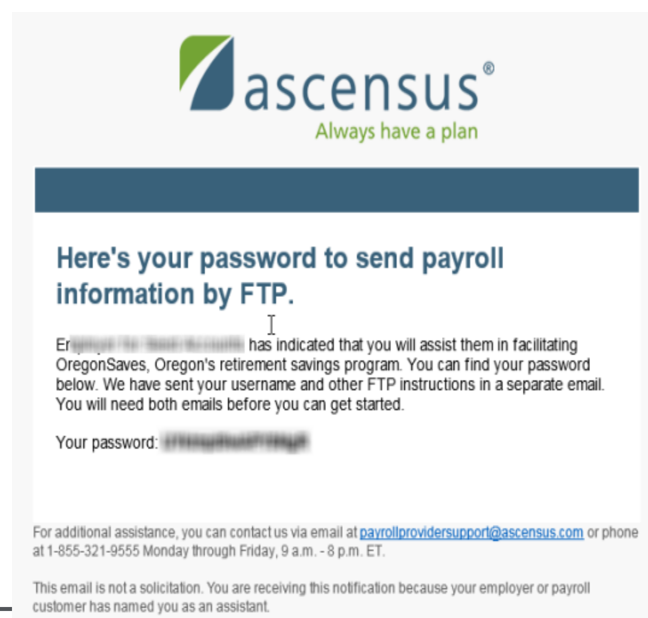
Submit files via FTP

Once your employer adds you as an FTP payroll provider, you will receive your FTP login and connection instructions via email. You will be asked to create and send payroll files to the OregonSaves program on behalf of that employer. You can view file templates and notes at employer.oregonsaves.com/home/resources/payrollprovider s.html



Submit files online at employer.oregonsaves.com

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



Contact Info

employer.oregonsaves.com

Use your payroll provider portal to

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

844-661-1256

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

ClientServices@oregonsaves.com

Payroll Representative Registration

You will receive the following notification to register.

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

Please register at employer.oregonsaves.com with this one-time access code:

23fd56

Register

When this is complete, you can log on anytime.

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

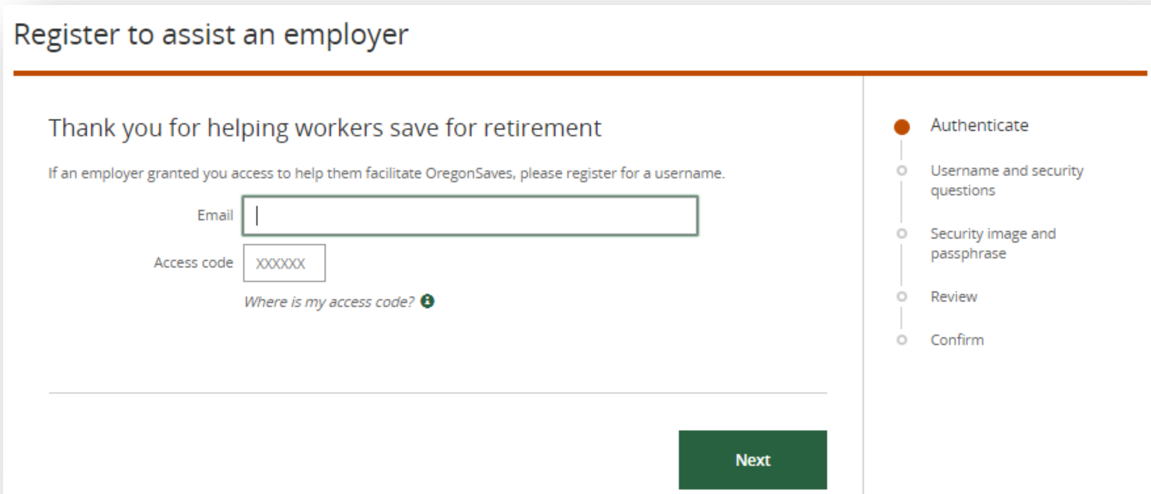
Mailing address: OregonSaves, P.O. Box 55086, Boston, MA 02205

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

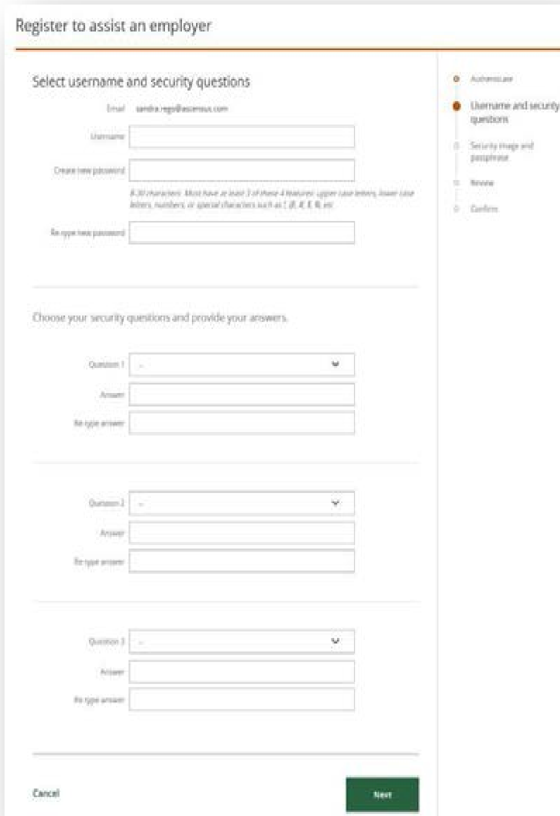
Clicking the **Register** link will direct you to the registration page where you will be prompted for the following information to establish online access for their account:

- Email
- Access code (provided in the email)

Click **Next** to continue.



Then, you will set your username and security questions.

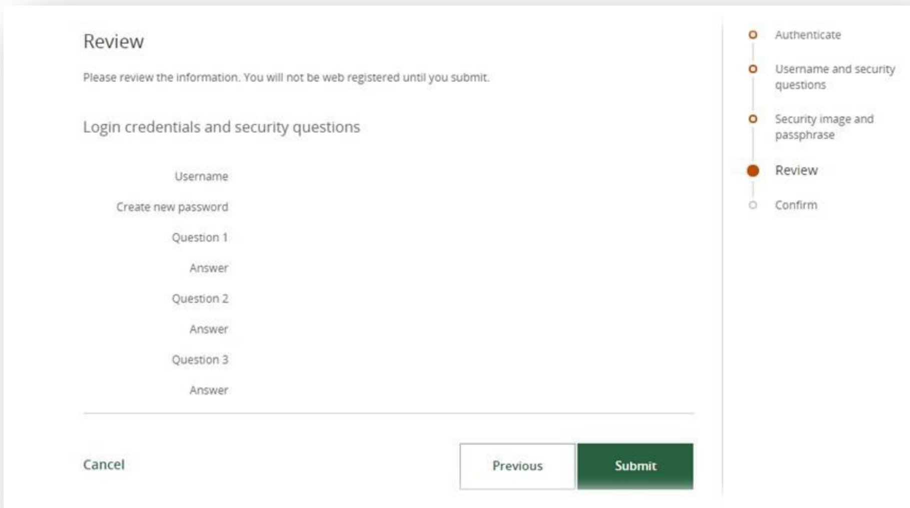


***Note**:*

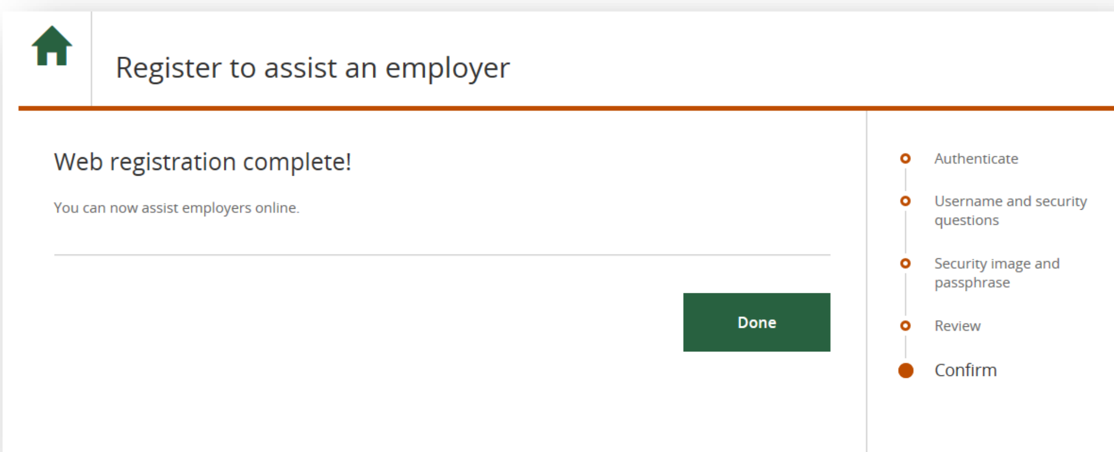
- *Your usernames and passwords should be different from the credentials used for the employer's account.*
- *The password must be at least eight (8) characters long and must contain at least three (3) of the four (4) following criteria: Upper case, lower case, numeric, or special characters such as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

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

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



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



How to Create Payroll

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

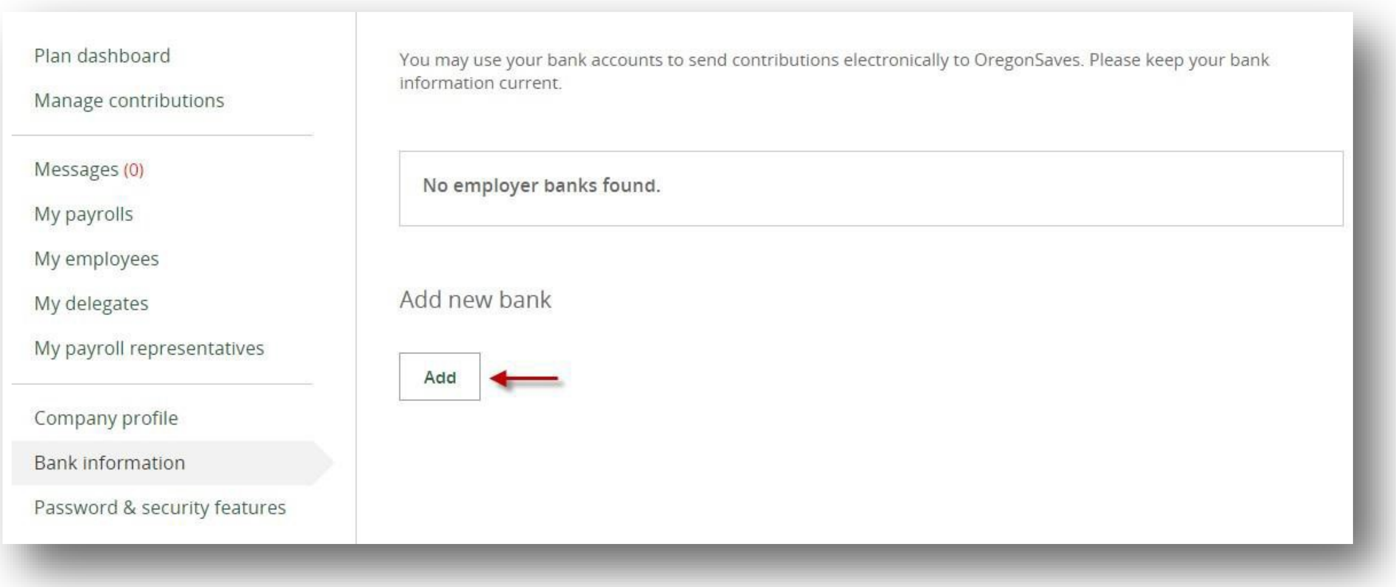
Once you complete your registration, you can create payroll lists and add employees. Payroll information is needed so OregonSaves knows when to expect employers to remit payroll deductions for employees.

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**

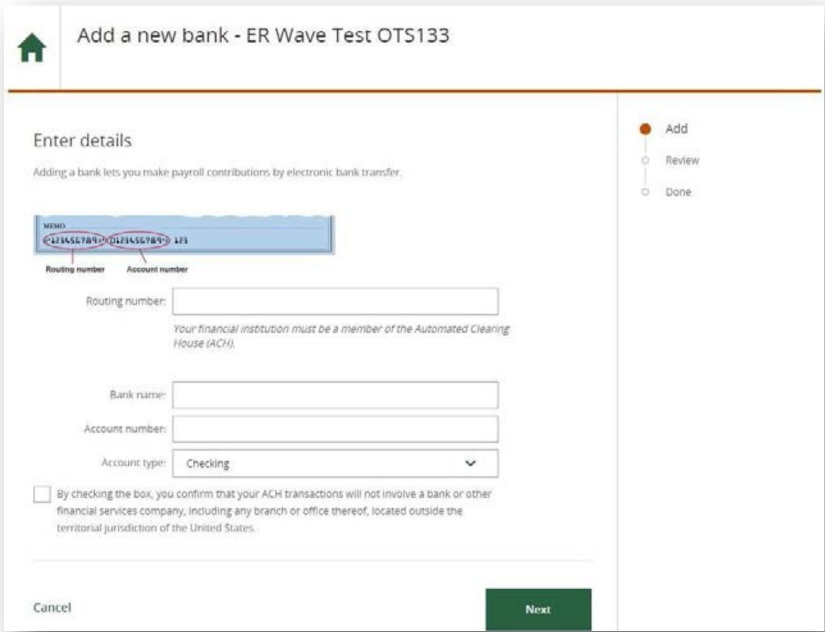
Bank Information



oregonsaves

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.*

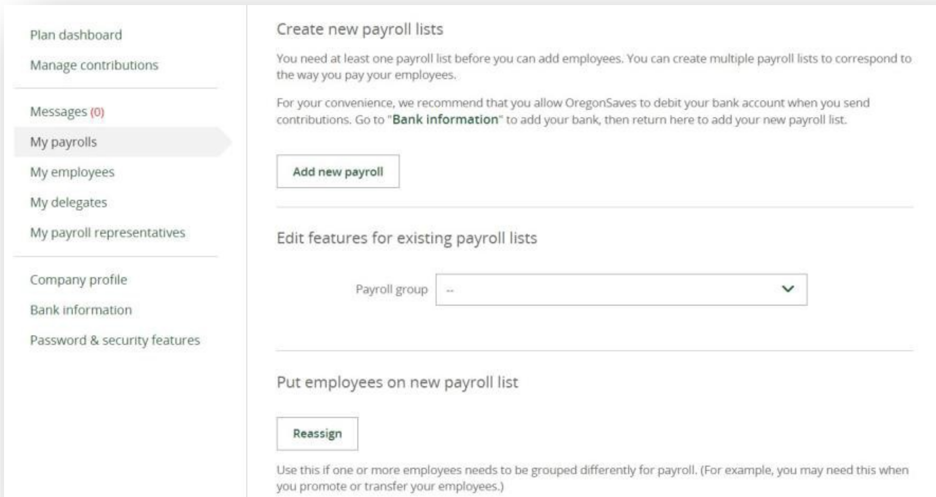
You'll be given the opportunity to review the information and will receive a confirmation number once submitted.

***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.*

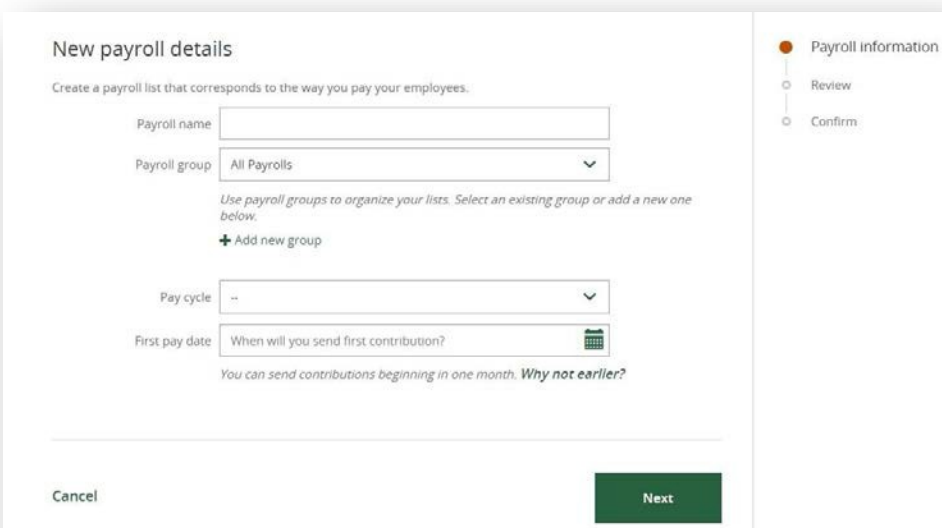
***Note:** New bank information must be updated on the payroll list before the old bank information can be deleted.*

Payroll Lists

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

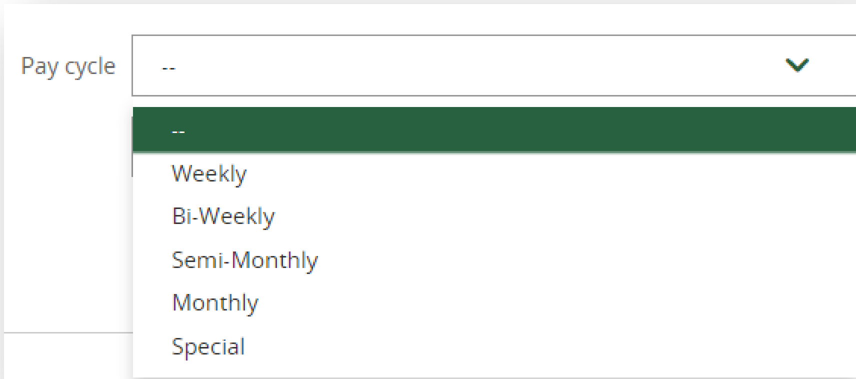


You will need to create a **Payroll Name** (up to 100 characters and special characters are allowed) and a **Payroll Group** (default payroll group has been created after an employer has successfully registered called **All Payrolls** or you may create a new group by clicking on, **Add new group**.

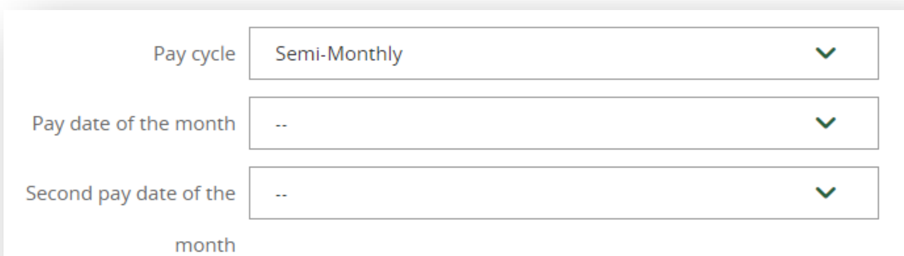


Note: *This process does not need to be done again for each contribution.*

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.*

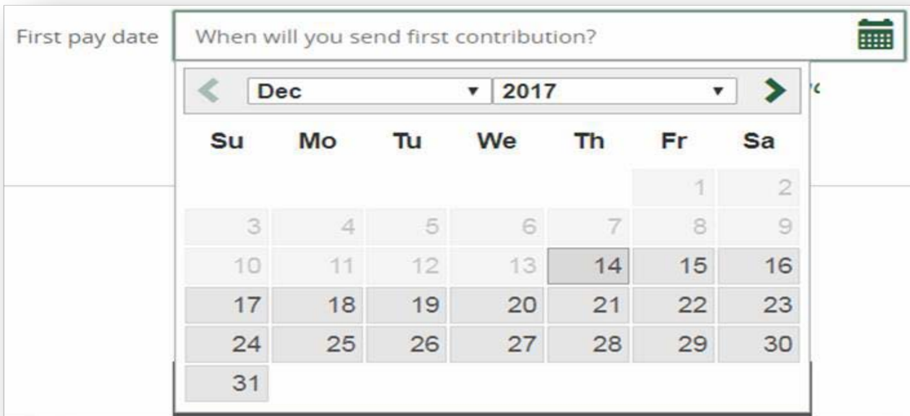


If you select **Semi-monthly** from the **Pay Cycle** field, you will also need to select the **Pay Date of the month** and the **Second Pay Date of the month**. You will be able to select from 1-31 from both drop-down fields.

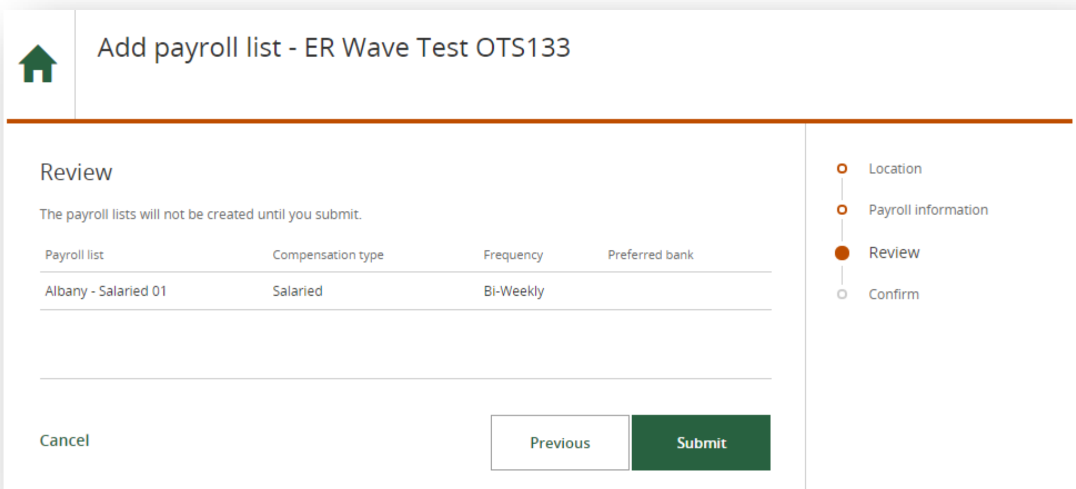


If you select **Monthly** from the Pay Cycle field, you will also need to select the **Pay Date of the Month**. You will be able to select from 1-31 from both drop down fields.

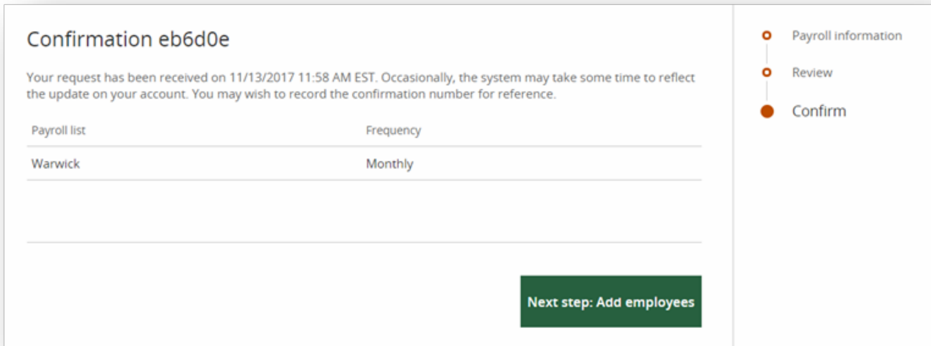
You will need to select a **First pay date** or start date in which the payroll group will make its first contribution to OregonSaves. You will not be able to select a start date prior to 30 days from enrollment to ensure employees have an opportunity to opt out of the Program.



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



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



How to Enroll Employees

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

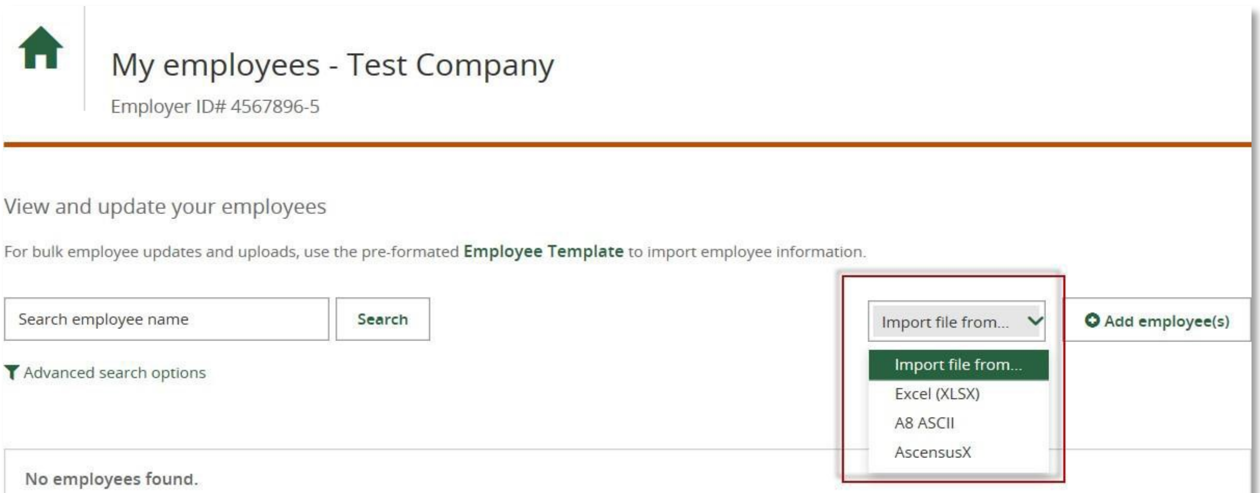
- Employee Identity
  - First name
  - Middle initial
  - Last name
  - Suffix
  - Social Security Number (SSN)/Individual Tax Identification Number (ITIN)
  - Date of birth – employees must be 18 years of age or older to participate in the program
  - Physical address

- Contact Information – after you add employees, they will be responsible for managing their own contact information.
  - Phone * employer can use the company telephone number for an employee if need be
  - Email

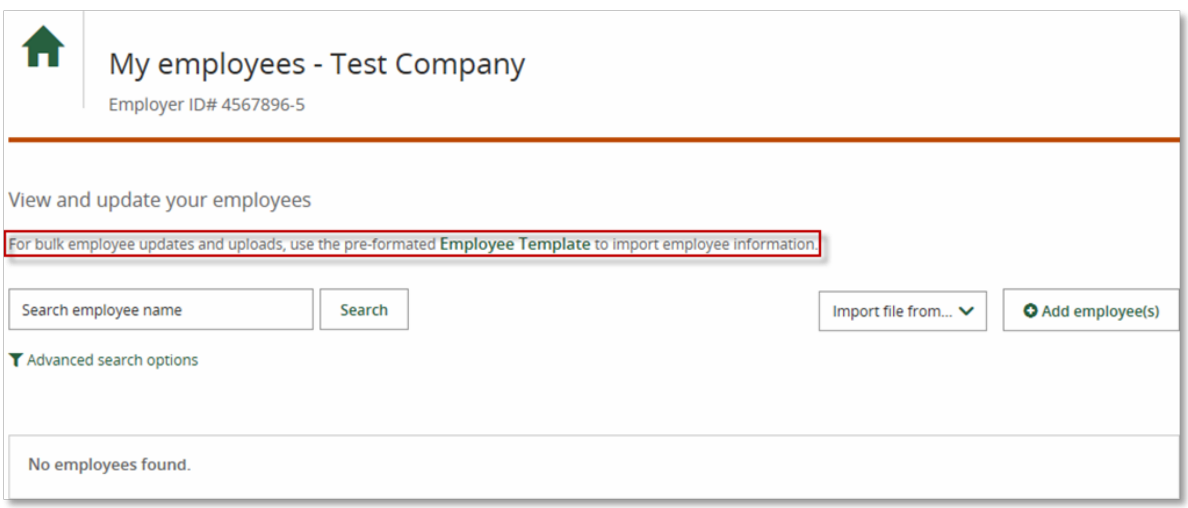
- Payroll Information
  - Payroll Group – If the Payroll Group is not available, you can add Payroll Groups from the **My payrolls** link at the top of the page
  - Payroll – this will populate based on the Payroll Group you select
  - Plan status - unless an employee opts out, their status should remain set to **Active**
  - Contribution rate – The percentage taken out of each employee's paycheck will default to 5% of their gross pay unless the employee changes their rate.
  - Auto-increase – Employees will be enrolled with auto increase functionality enabled unless they opt out of auto-increase. Contributions for accounts open at least 180 days will increase by 1% on January 1 of each year, with the first increase scheduled for **January 1, 2019**. These increases will continue until an employee's contribution rates reaches 10%.

Uploading Employee Information: Excel

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

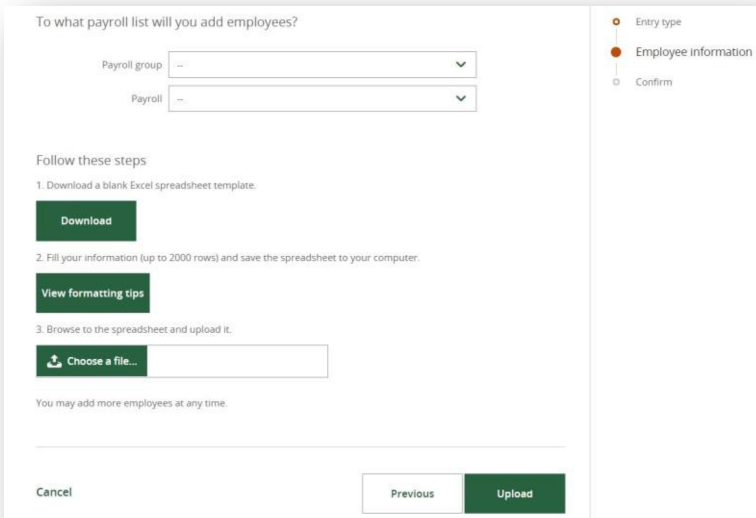


There is also an **Excel template** available for download to help prepare the file for successful uploading.

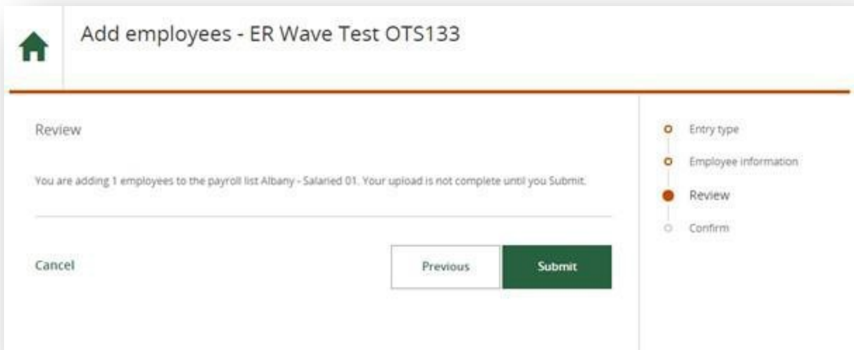


You'll be directed to the page below where you can

- 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



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.



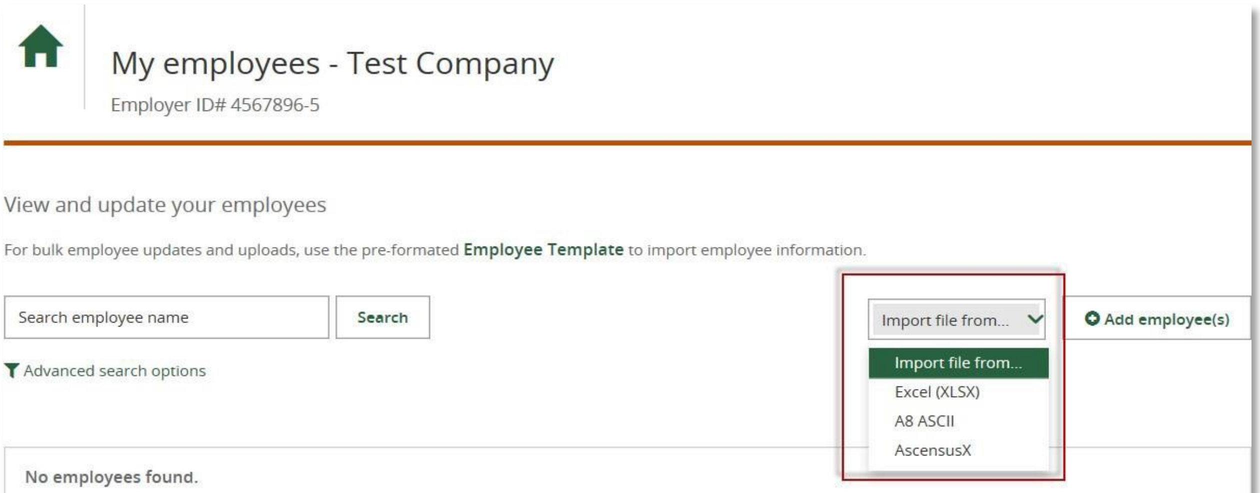
Note: *The Review page will only display if you upload your file successfully the first time. If there are any errors in your file, after making the corrections and uploading the file again you will be taken directly to the Confirmation page.*

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.

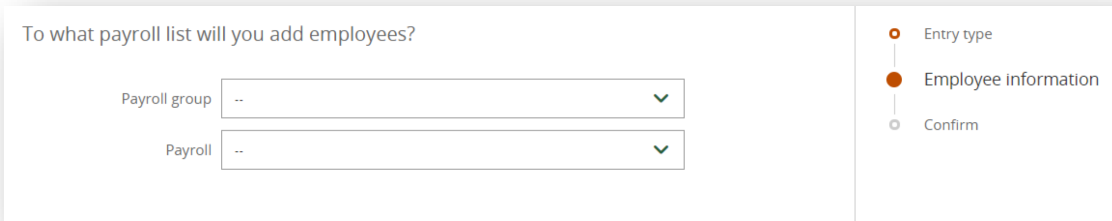
![oregonsaves logo]

Uploading Employee Information: A8, ASCII, and AscensusX

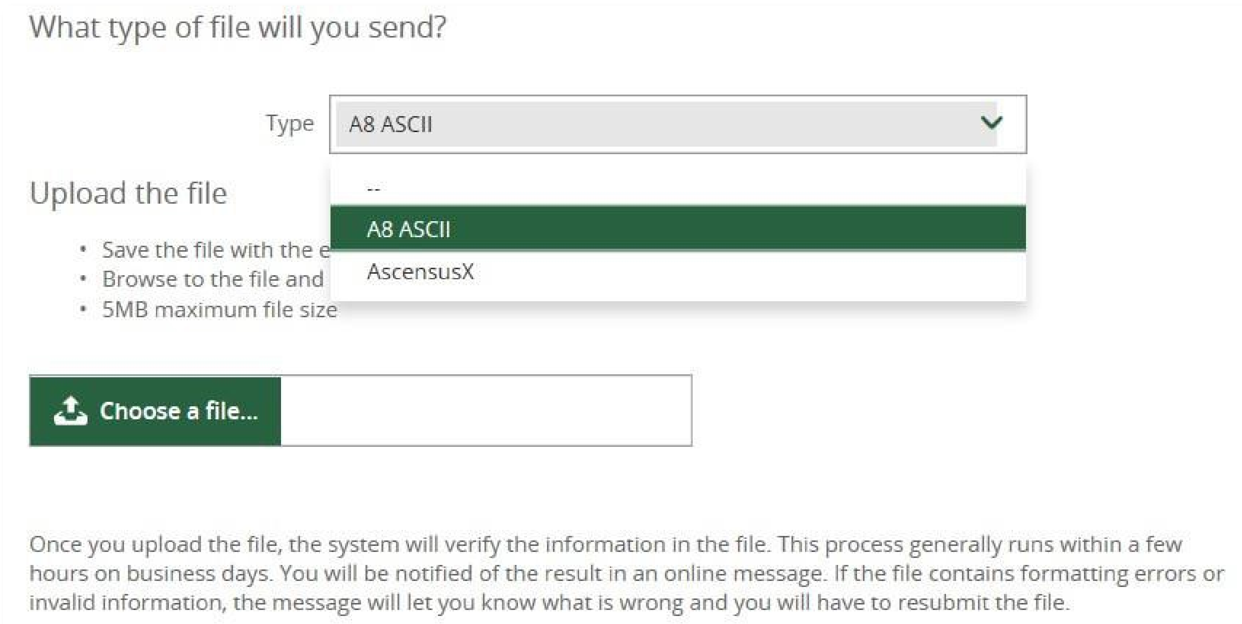
To upload employee information with **A8 ASCII or AscensusX**, select the '**Import file from…'** dropdown menu, then select the corresponding file type from the dropdown menu. You will then be taken to the upload screen without needing to click on another link.



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

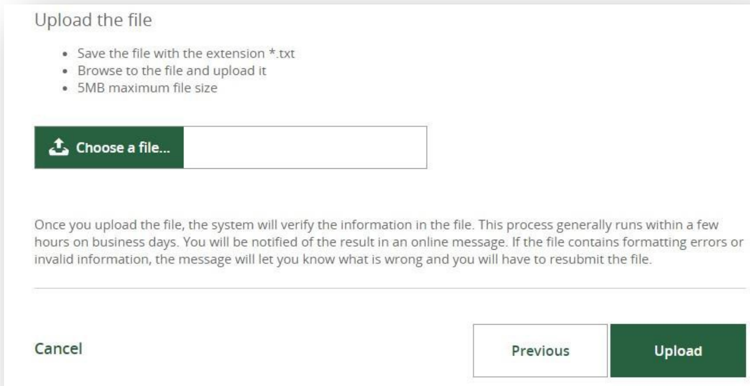


The Employer will have the option to send an **A8 ASCII** file or **AscensusX**.

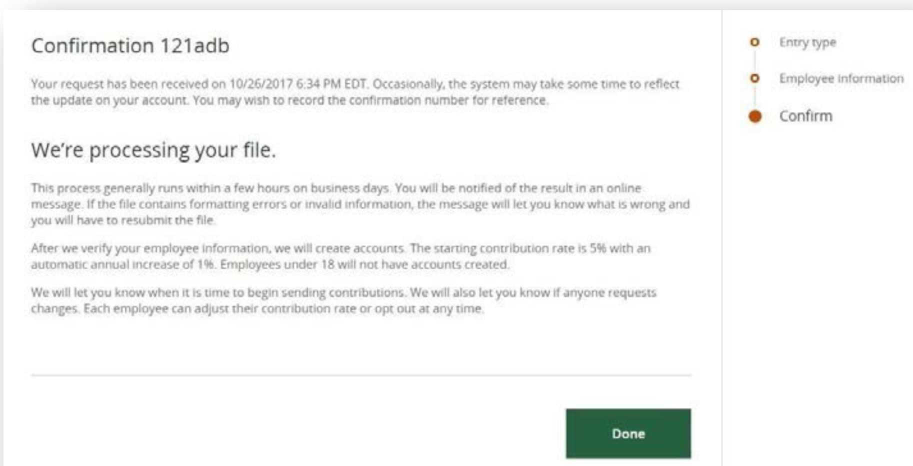


Hint: The file must be saved with the extension of *.txt and cannot be more than 5MB

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

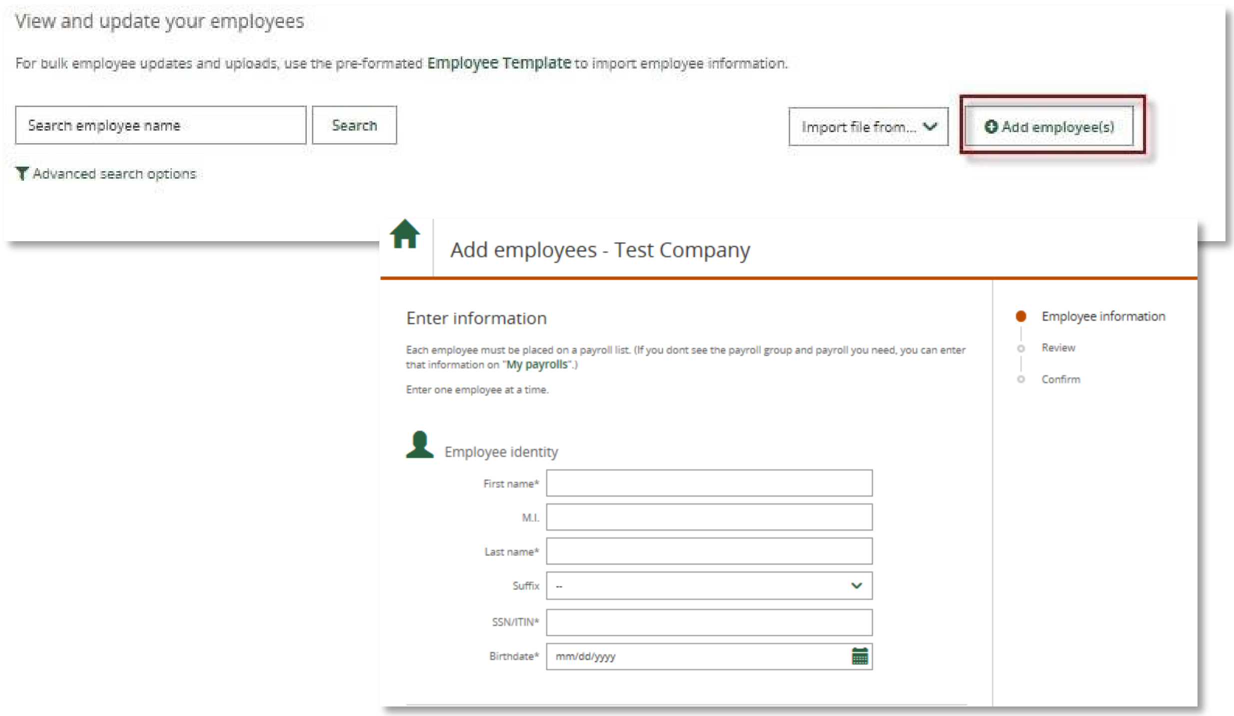


A confirmation is generated. Processing the file typically takes a few hours. You will be notified of the result in an online message. If the file contains formatting errors or invalid information, the message will let you know what is wrong and then you will need to resubmit the file. Click on **Done**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

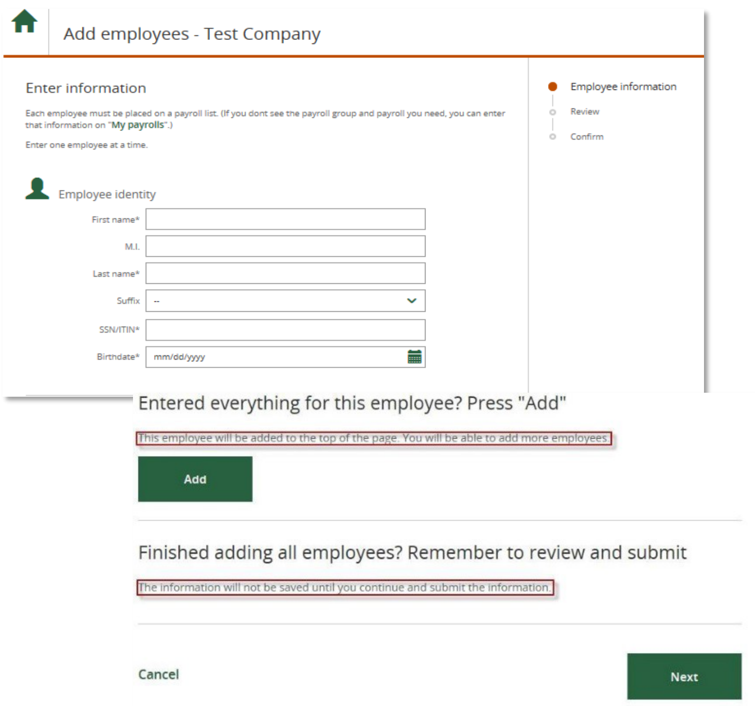


Manually Entering Employee Information

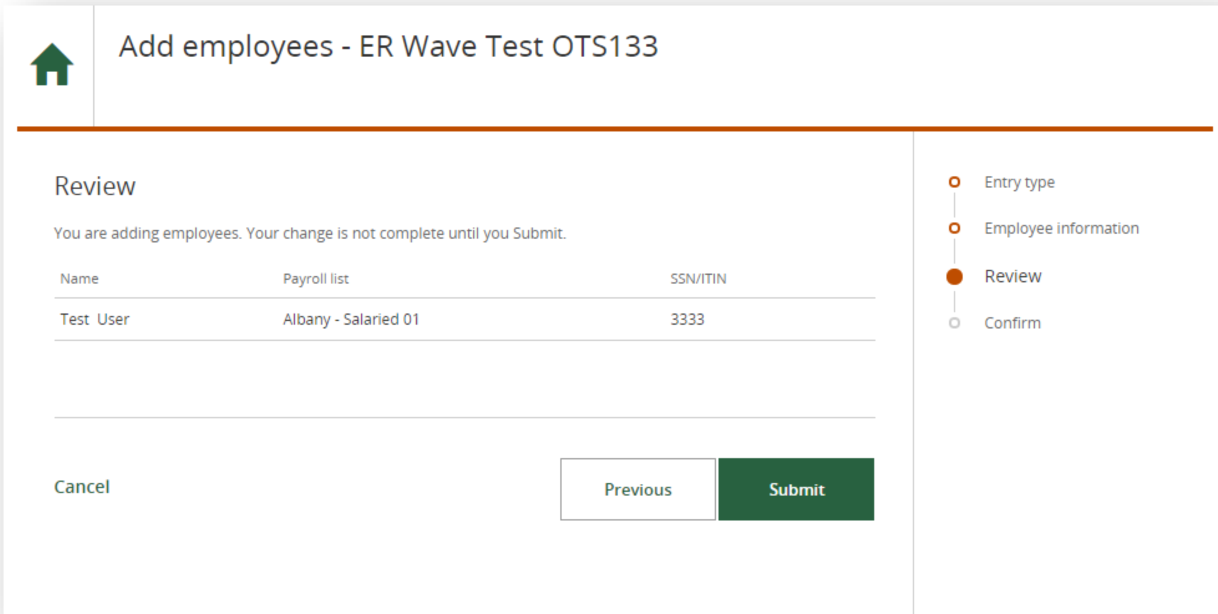
To manually enter employee information, select **+Add employee(s)**. You will then be taken directly to the page to input employee information. Enter the information outlined above for the employee you are adding.



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.



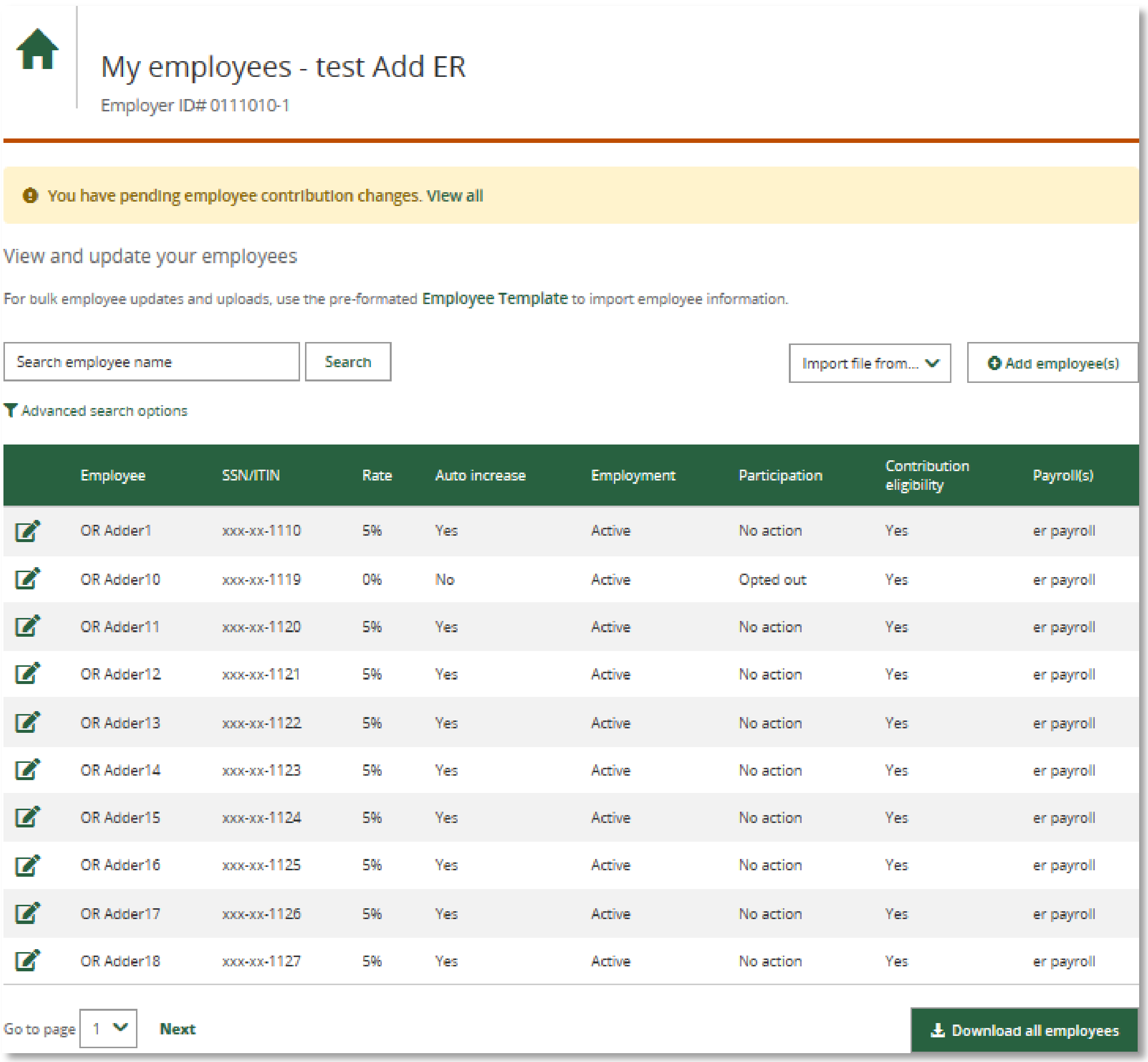
On the Review page, you'll be given the opportunity to confirm your information. Select **Previous** to make edits or **Submit** to receive your confirmation number.



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.

How to Download a List of Employees

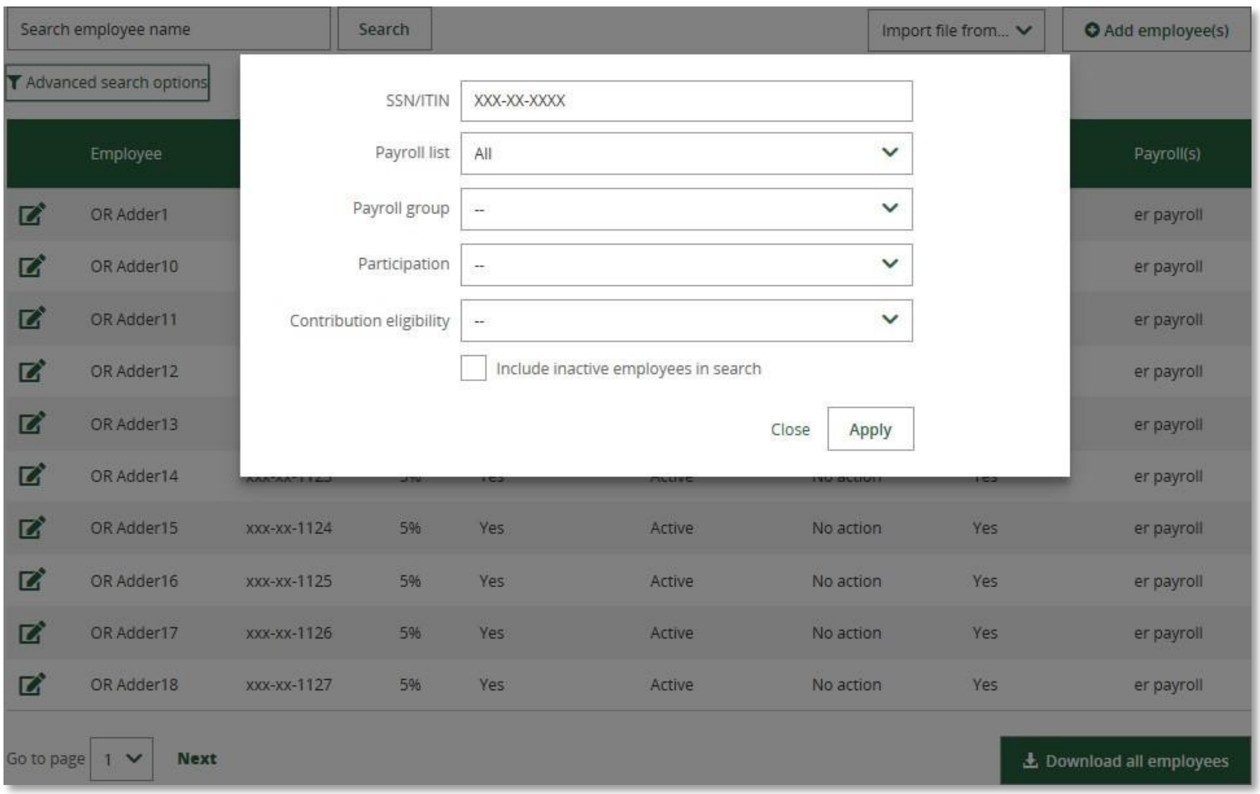
To download a list of employees, you will need to go to the **My employees** page in the Employer Portal. Click on the **Download all employees** link.



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.*

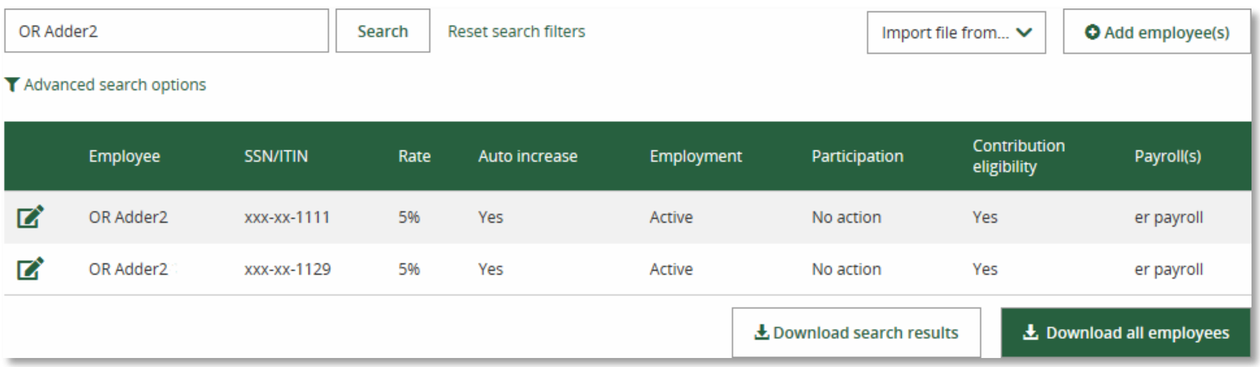
You may also refine your search by clicking on the **Advanced search options** link. This will allow you to search by **Payroll Group**, **Participation** (no action, opted out, claimed account), **Contribution Eligibility**, and **Inactive** Employees. Click on **Apply** after entering the information.



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.

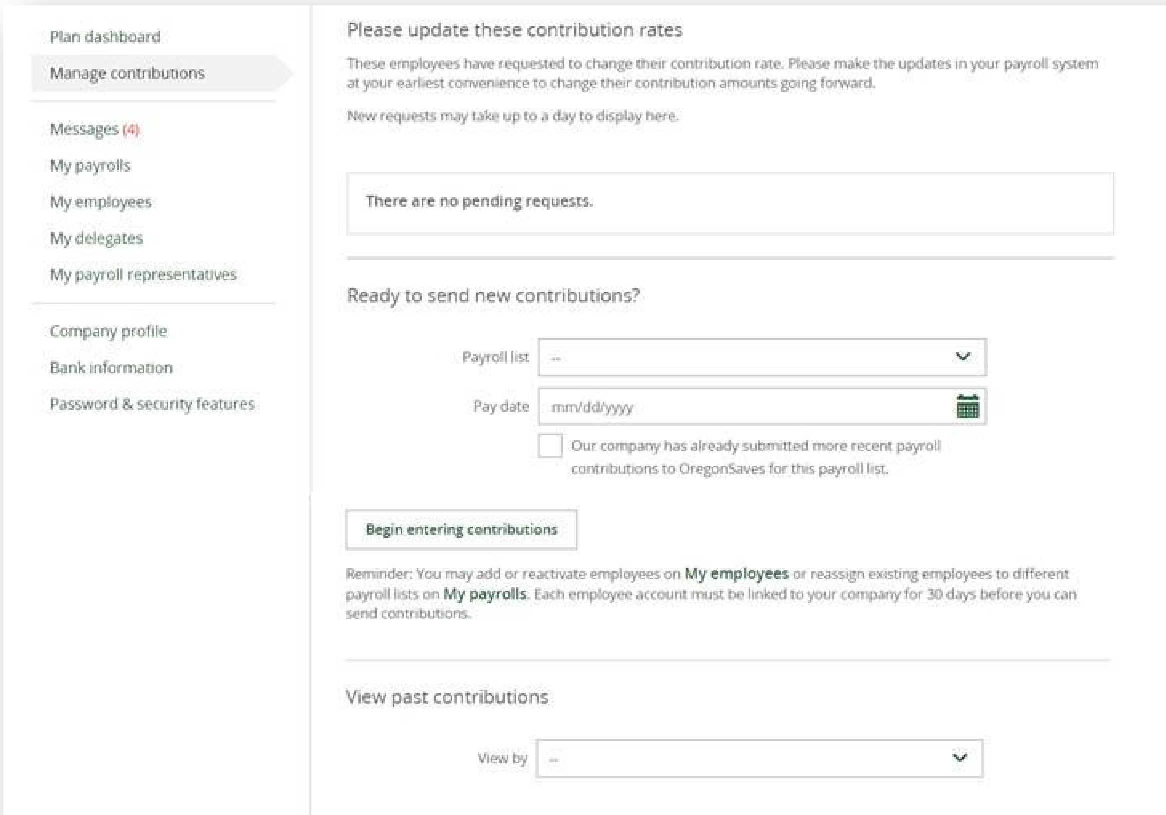
Note: *To make changes to the employee information, you will need to make them through the Employer Portal. The changes cannot be made by updating the spreadsheet.*



How to Make Contributions

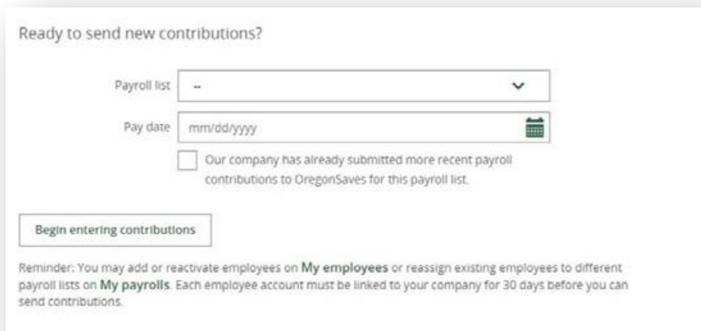
On the **Manage Contributions** page, you can:

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



Sending Contributions

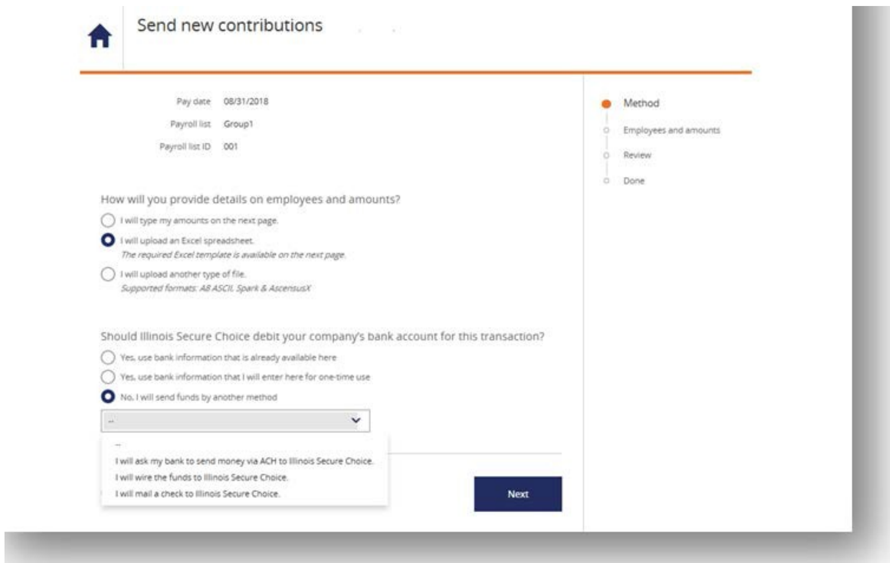
When you're ready to send contributions, select the **Payroll list** and enter the **Pay date**. The checkbox that indicates you've submitted a more recent payroll should be checked if you missed sending contributions for a specific payroll and are doing so now. By checking this box, we will not recalculate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



***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 sends 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 OregonSaves receives the check, the manual process of matching it to your organization will be triggered and it will be deposited into the saver's accounts.

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

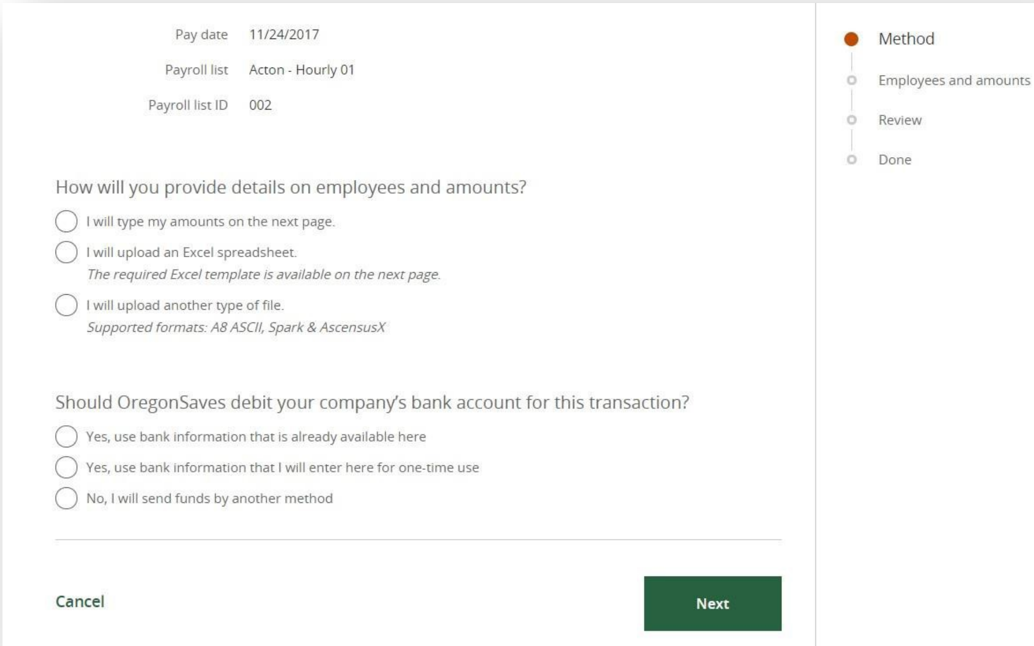
If sending contributions via a bank account (**ACH Pull**) already in the system or via a new account you are using for one time only, please follow steps below:

ACH Pull (Bank Account)

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

Note:

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


Pay date 11/24/2017
Payroll list Acton - Hourly 01
Payroll list ID 002
How will you provide details on employees and amounts?
I will type my amounts on the next page.
I will upload an Excel spreadsheet.
The required Excel template is available on the next page.
I will upload another type of file.
Supported formats: A8 ASCII, Spark & AscensusX
Should OregonSaves debit your company's bank account for this transaction?
Yes, use bank information that is already available here
Yes, use bank information that I will enter here for one-time use
No, I will send funds by another method
Cancel
Next
Method
Employees and amounts
Review
Done

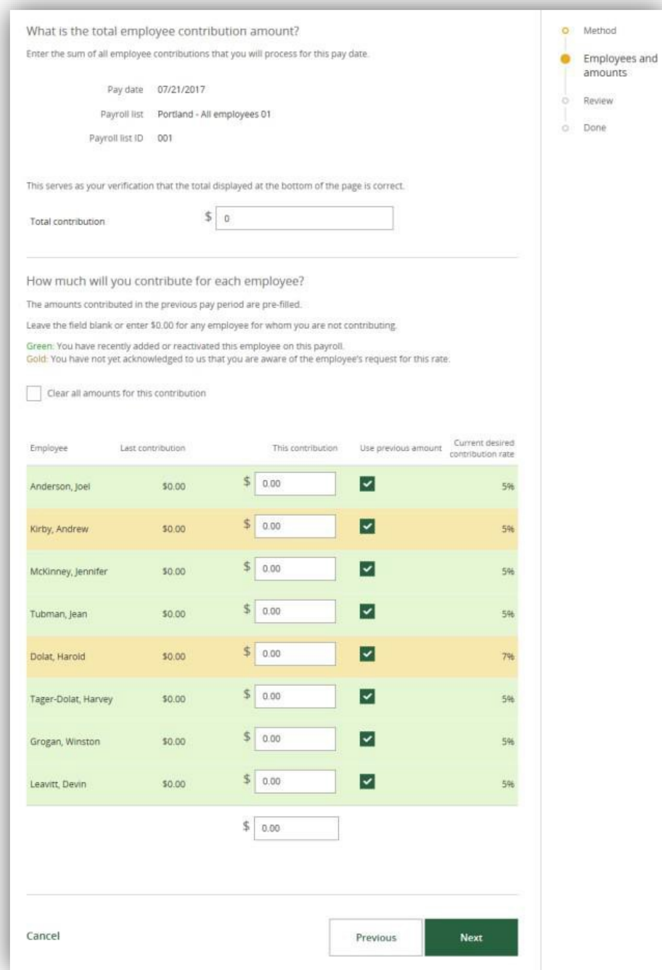
Manual Contribution Entry

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

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

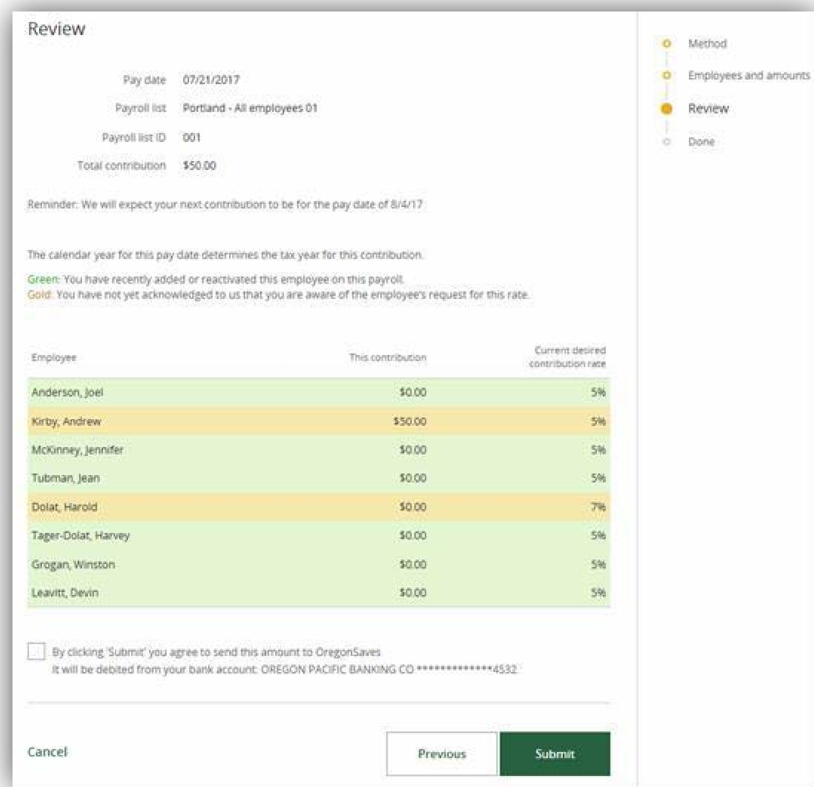
- Employees highlighted in green have been recently added or reactivated to the payroll.
- Employees highlighted in gold indicate that the employer has not acknowledged the employee's contribution rate change.

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

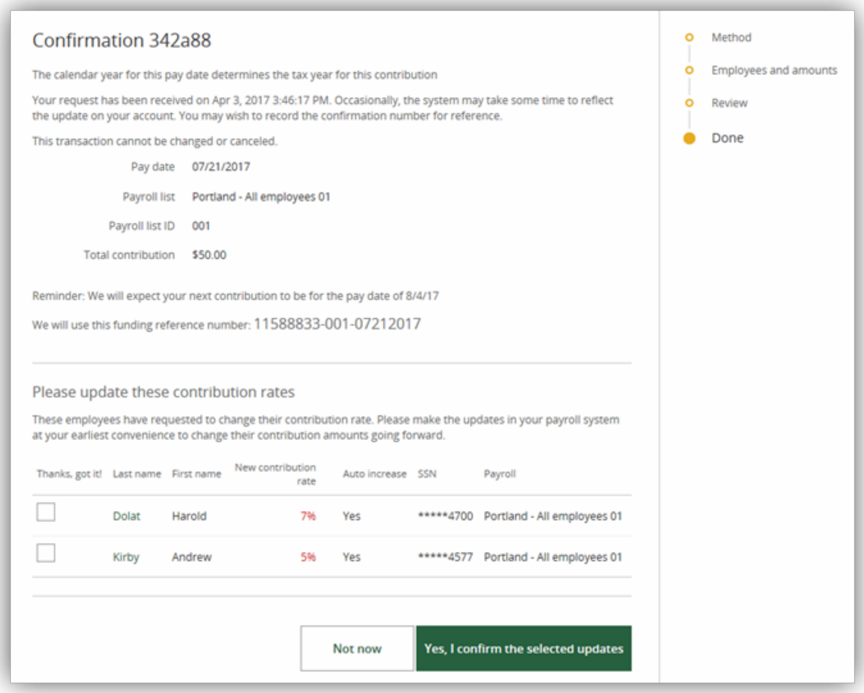


On the Review page, you'll be given the opportunity to confirm your information.

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.



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.



***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

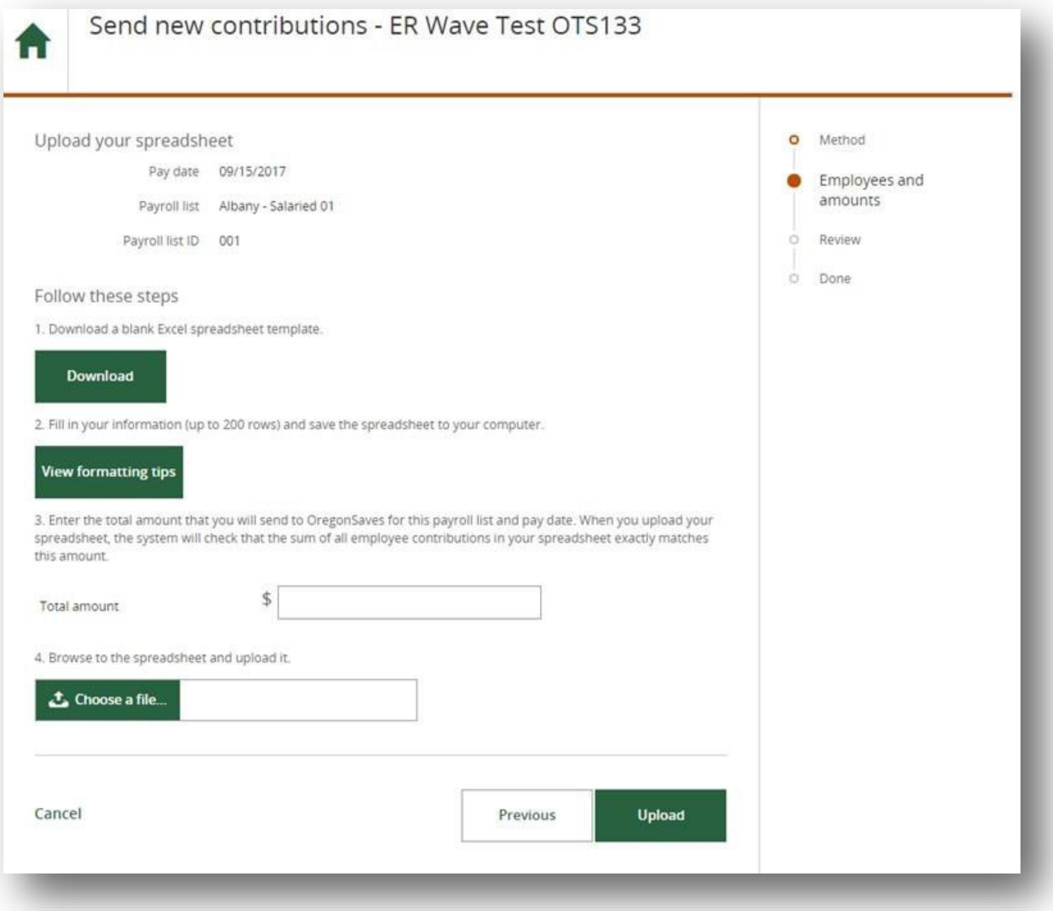
If you choose to upload an Excel spreadsheet with contribution information, you'll be directed to the page below where you can

- **Download** the Excel spreadsheet template
- **View formatting tips –** also available in the Appendix of this guide

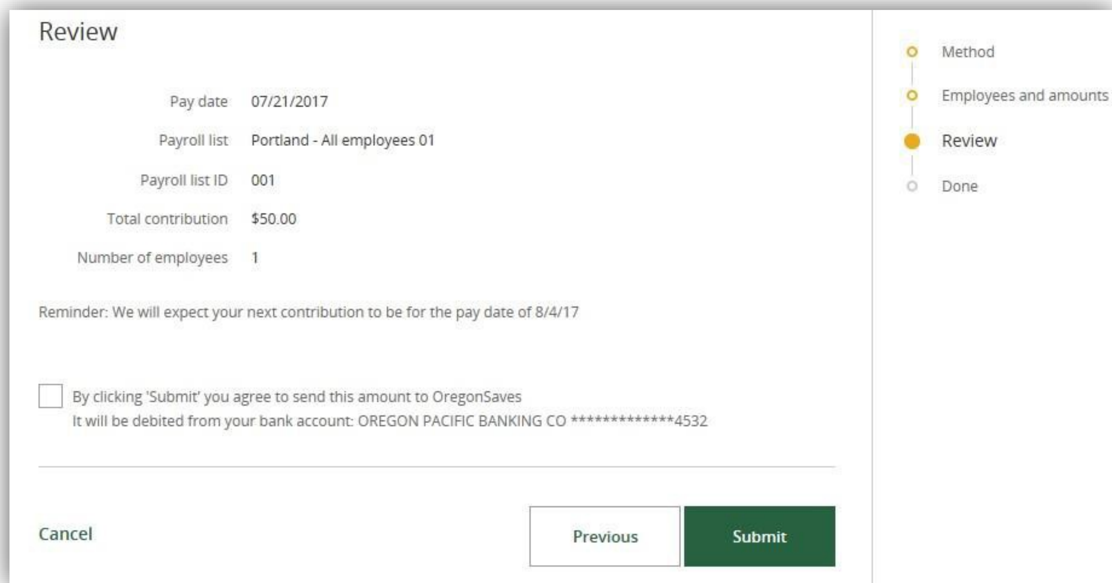
Once you've added the employee names, Social Security Numbers (SSN)/Individual Taxpayer Identification Numbers (ITIN), and contribution amounts, save the file. Then, enter the total for all employee contributions in the box in step three. Finally, click the **Choose a file** button to select your file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

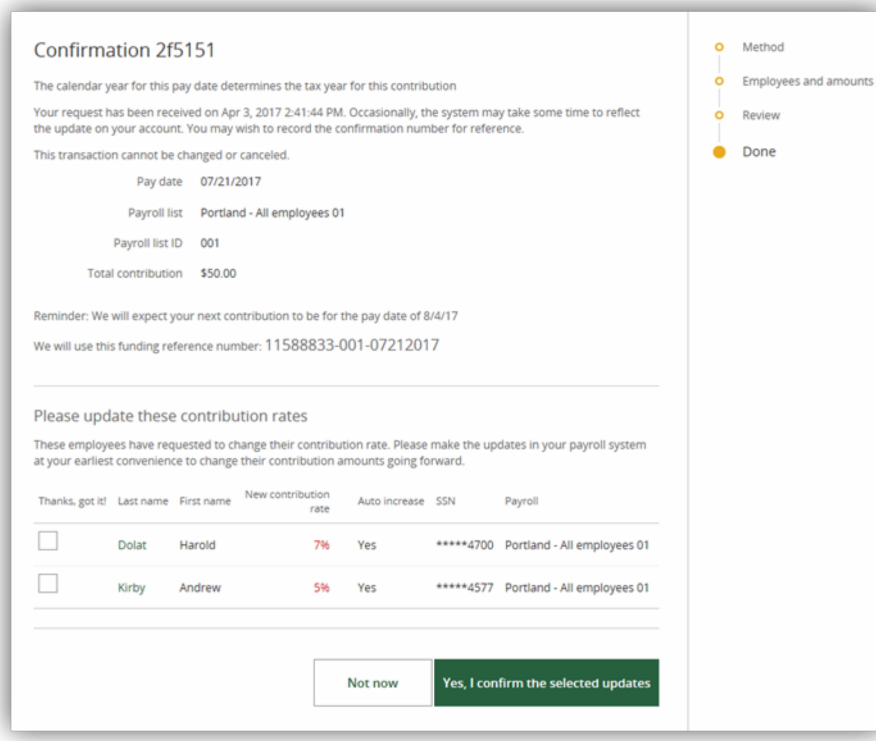


On the Review page, you'll be given the opportunity to confirm your information. Select **Previous** to make edits to the information or click the checkbox to **agree for the funds to be debited from the bank account on file** and select **Submit** to receive your confirmation number and funding reference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



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.*

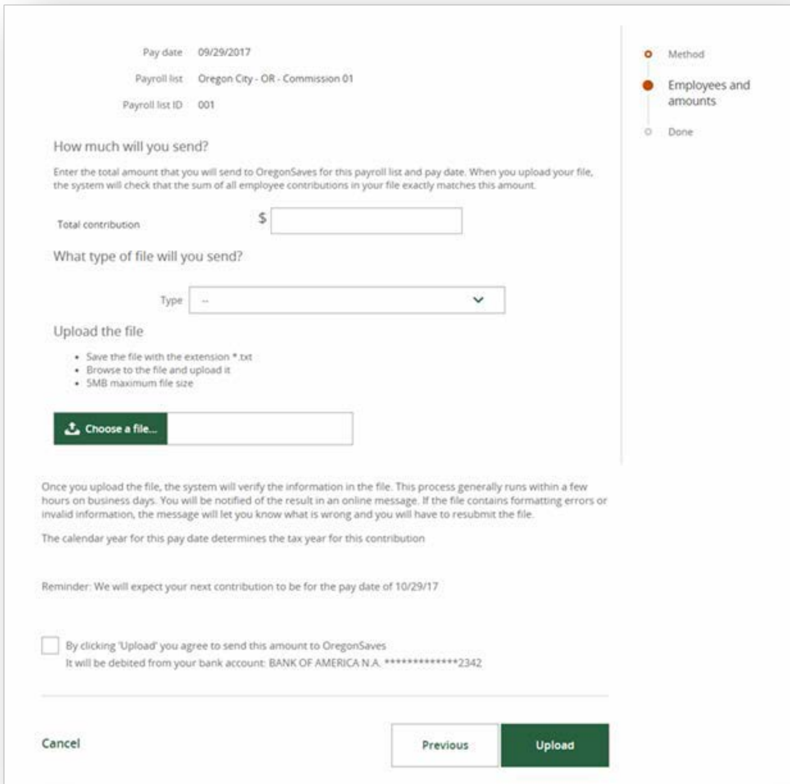
If you have not acknowledged the contribution rate changes of some employees, they will display on the bottom of this confirmation page. You can confirm the selected updates or choose to confirm later.

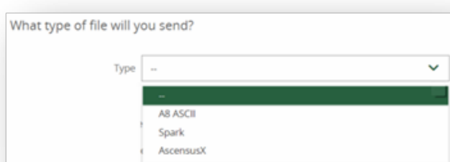


Note: *The confirmation will provide detailed instructions on how to submit or mail your contributions. Please follow these instructions to ensure your contributions are received and processed timely.*

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.





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

Appendix

Tips for Completing Your Payroll Census File (Employee File)

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

SSN/ITIN must be 9 digits

Example:
123456789
123-45-6789

Birthdate can be in any of the following formats:

01/01/1970
01011970
1/1/1970
01/1/1970
1/01/1970

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

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

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

Example:
555-555-5555
5555555555
(555)-555-5555
(555) 555 5555

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

Tips for Completing Your Payroll Contribution File

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

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

SSN/ITIN must be 9 digits

Example:
123456789
123-45-6789

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

Example:
104.82
2.53
31.