

# Formatting Tips for Adding Contributions Using the Contribution Template

## MS EXCEL (.CSV) File Format

### Naming Standards

The file name you use will depend on how you plan to submit your file to the Program.

#### Uploading a file in the Employer Portal

If you plan to upload your file to the Employer Portal, you can name your file however you would like. Here is a suggested approach:

<Program Name>\_<Employee List Name>\_<Date Created>.csv

Fields	Notes
<b>Program Name</b>	The name of the retirement savings program
<b>Employee List Name</b>	The name of your employee (payroll) list
<b>Date Created</b>	The date you upload the file to the Employer Portal
<b>.csv</b>	Save your EXCEL file as a .csv (comma delimited) file.

**Example:** OregonSaves\_SouthwestBranch\_10222019.csv

#### Sending a file via File Transfer Protocol (FTP)


If you plan to submit your file by FTP, you must use this naming standard.

<Program>\_<EIN>\_<EmployeeDeduction/9X>\_ASTRO\_ExcelFmt\_YYYYMMDD\_HHMMSS\_<sequence>\_<Client specified>.csv

Fields	Notes
<b>Program</b>	The two digit state code.
<b>EIN/BIN</b>	Employer's federal identification number.
<b>Employee Deduction</b>	A string that identifies it as a contribution file. Valid values <ul style="list-style-type: none"> <li>• EmployeeDeduction</li> <li>• 9X</li> </ul>
<b>ASTRO</b>	A string that is a reference to the internal name we use to reference our system.
<b>ExcelFmt</b>	The type of file you are sending. This indicates this file is of type CSV. Can be created by using "Save As" in an MS Excel file
<b>Sequence</b>	A number used to make the file unique. This must be a minimum of 4 digits in length and a maximum of 13 digits in length.
<b>Client Specified</b>	This field can contain anything that is useful to the sender of the file. This must be at least 1 digit in length.

**Example:** OR\_97654321\_EmployeeDeduction\_ASTRO\_ExcelFmt\_20180205\_100205\_1002\_B8766.csv

#### Need Assistance?

 (844) 661-1256

 [clientservices@oregonsaves.com](mailto:clientservices@oregonsaves.com)  Monday – Friday 8 a.m. – 8 p.m. PT


## Formatting your Contribution Template File


**Do not change the format of any cell in the spreadsheet. It is important that you enter the information as shown or your file will not be loaded correctly.**

\* = Required field

<p><b>Last Name &amp; First Name</b></p> <p>Enter the first and last names separately in their designated columns.</p>	<table border="1"> <thead> <tr> <th>A</th> <th>B</th> </tr> </thead> <tbody> <tr> <td>Last name</td> <td>First name</td> </tr> <tr> <td>Public</td> <td>John</td> </tr> </tbody> </table>	A	B	Last name	First name	Public	John
A	B						
Last name	First name						
Public	John						
<p><b>SSN/ITIN*</b></p> <ul style="list-style-type: none"> <li>SSN/ITN is a required field and must be 9 digits</li> <li>Format must be ##### or ###-##-####</li> <li>Each SSN in the upload file must match an SSN in the payroll list.</li> </ul> <p>Example: 123456789 123-45-6789</p>	<table border="1"> <thead> <tr> <th>C</th> </tr> </thead> <tbody> <tr> <td>SSN</td> </tr> <tr> <td>111633632</td> </tr> <tr> <td>444-84-6366</td> </tr> <tr> <td>888-44-111</td> </tr> </tbody> </table>	C	SSN	111633632	444-84-6366	888-44-111	
C							
SSN							
111633632							
444-84-6366							
888-44-111							
<p><b>Contribution Amount*</b></p> <ul style="list-style-type: none"> <li>Contribution amount is required.</li> <li>Dollar amount must be in nn.nn format. Do not include the dollar sign (\$).</li> <li>0.00 is a valid amount</li> <li>Contribution amount must be a valid decimal greater than or equal to 0.</li> </ul> <p>Example: 104.82 2.53 31.00</p>	<table border="1"> <thead> <tr> <th>D</th> </tr> </thead> <tbody> <tr> <td>Contribution amount*</td> </tr> <tr> <td>52.30</td> </tr> <tr> <td>17.98</td> </tr> <tr> <td>0.00</td> </tr> </tbody> </table>	D	Contribution amount*	52.30	17.98	0.00	
D							
Contribution amount*							
52.30							
17.98							
0.00							
<p><b>External Payroll ID</b></p> <p>Entries must be no more than 25 alphanumeric characters and contain no spaces.</p> <p>Example: 1ZG553YT 1sypy7044d 1DRe35uq668L5</p>	<table border="1"> <thead> <tr> <th>E</th> </tr> </thead> <tbody> <tr> <td>External Payroll ID</td> </tr> <tr> <td>4GT557YMN</td> </tr> <tr> <td>4drpp67m332</td> </tr> <tr> <td>4DgLn45r3e78s399</td> </tr> </tbody> </table>	E	External Payroll ID	4GT557YMN	4drpp67m332	4DgLn45r3e78s399	
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