

Facilitating OregonSaves – Submitting Payroll Contributions

Your first contributions should be submitted on the first pay date that occurs 30 days after you upload your employee roster. If you need more time to set up for payroll contributions, they must be made no later than the first payroll period 30 days after your employees are enrolled. Your employees cannot begin saving for retirement until you have initiated payroll contributions.

Registration	Account setup				Account management
Web register	Submit employee information	Set up bank information	Add support (internal or payroll provider)	Submit contributions	Continue submitting contributions and updating employee roster
When you receive your notification and before your deadline	Within 30 days of completing your registration	After you add employee information		Submit with the first payroll 30 days after you add employee information	Each pay period

The **Contribution Toolkit** (.ZIP File) provides all the information you need to submit payroll contributions to the program via (MS EXCEL) file upload.

In this Toolkit, you will find:

- Instructions for submitting payroll contributions.
- Contribution Template (Payroll_Contribution_Template.XLSX) – Use this MS EXCEL file template to upload/update your contributions
- Formatting tips to ensure the data you enter into the Template is accepted.

You have the option to update payroll contributions one-by-one by web entry, or using file upload if you have many employees.

What happened before this step?

During the last 30 days (after you added employee information), your employees were choosing to opt out or customize their account by changing their contribution rate, investment fund(s) or both. Now that the 30-day period has expired, you will begin to remit contributions to the Program based on their decision(s). Any employee that did not make a selection will be automatically enrolled using the standard contributions rates and investment funds.

Prior to submitting payroll contributions, you should **add your bank information** so that funds can be transferred electronically into your employees' retirement accounts.


When should I complete this step?

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What happens after I submit contributions?

As employees make changes that impact their contribution amount – like changing their contribution rate or opting out – notifications will be posted in the Employer Portal and sent to you by e-mail prior to each pay period so that you can adjust the payroll deduction. Also, you should add or remove employees from the Program as they join or leave your company.

Need Assistance?

 (844) 661-1256

 clientservices@oregonsaves.com

 Monday – Friday 8 a.m. – 8 p.m. PT

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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