

Payroll/Census Spreadsheet Instructions:

- The payroll spreadsheet will now be used to also report employee census data (compensation/hours). If you provide census data on a "per pay period" basis, you'll need to include year-to-date compensation and hours for all employees on your initial payroll.
- The file can be in any one of these formats: .xls, .xlsx, .or .csv. You should include all employee detail for your census/deposit contributions, even for those who are not actively contributing to the plan. This enables our systems to have accurate information for testing, eligibility calculations and vesting if the participant begins to contribute in the future. It is important that all information in the file is correct to help ensure timely processing of your deposit and overall accuracy of your information in our systems.
- The top "column header" row is required, verbatim, for our system to automatically map fields correctly. While you may rearrange or delete any non-required fields that don't apply to your plan, you should NOT rename a column header.**
- The Source Types listed are examples only and may not apply to your plan. Please retain only the sources that are valid for your plan's provisions and delete any columns that do not apply to your plan.
- Loan Repayments - If your plan allows more than one loan at a time for a participant, all payments should be presented with a loan number and loan payment in separate columns. Be sure to present the column headers to identify the 1st Loan Number and 1st Loan Payment as a group. If your plan allows for more than one loan, the additional loan number and header columns should be adjusted to identify each. For example: 2nd Loan No, 2nd Loan Payment, 3rd Loan No, 3rd Loan Payment, and so on.
- If formulas are used, please use the **@Round(number, num_digits)** function for calculated numbers. This will help eliminate rounding errors when adding column totals.

Required Field?	Header Naming Details	Data Type	Length	Sample	Description
Y	First Name	String	30	John	Combined First and Last Name cannot exceed 30 characters, including any suffix after last name. Do not include non-alpha characters.
Y	Last Name	String		Smith Jr	
Y	SSN	String	11	xxx-xx-xxxx	Requires full SSN. Can be presented with or without dashes.
N	EE Deferral	Decimal (10,2)	13	50.00	
N	EE Roth	Decimal (10,2)	13	50.00	
N	EE After Tax	Decimal (10,2)	13	50.00	
N	ER Nonelective	Decimal (10,2)	13	50.00	Used in place of Profit Sharing; For ER funds on Money Purchase Plan
N	Match	Decimal (10,2)	13	50.00	
N	SH Match	Decimal (10,2)	13	50.00	
N	QACA Match	Decimal (10,2)	13	50.00	
N	SH Nonelective	Decimal (10,2)	13	50.00	
N	QNEC	Decimal (10,2)	13	50.00	
N	QACA Nonelective	Decimal (10,2)	13	50.00	
N	QMAC	Decimal (10,2)	13	50.00	
N	Prevailing Wage	Decimal (10,2)	13	50.00	
N	1st Loan No	Numeric	7	1010101	Up to 10 loans displayed allowed (change First (2nd, 3rd, etc.) if additional loans are presented) Use the full loan ID number.
N	1st Loan Pmt	Decimal (10,2)	13	50.00	Up to 10 loans displayed allowed (change First (2nd, 3rd, etc.) if additional loans are presented)
N	Prior ER ID	Numeric	6	xxxxxx	Only used for MEP Plans
Y	Address Line 1	Alpha Numeric	40	12345 First Street	
N	Address Line 2	Alpha Numeric	40	Apt 1	
N	Address Line 3	Alpha Numeric	40		Reserved for foreign addresses only. Field = foreign city name
Y	City	String	28	Los Angeles	For foreign addresses, field = country name
Y	State	String	2	CA	Blank if Foreign Address
Y	Zip Code	Numeric	10	12345-6789 or 12345	9 digit ZIP code preferred. Blank if Foreign Address
N	Foreign Address	Alpha Numeric	1	X	If address is Foreign, mark with 'X'; otherwise leave blank
Y	Email Address	Alpha Numeric	50	johnsmith@anywhere.com	This must be the employee's work email address
Y	Birth Date	Date	10	1/1/1900	Needs to be numeric; Year must be 4 digits
Y	Hire Date	Date	10	1/1/1900	Needs to be numeric; Year must be 4 digits
N	Entry Date	Date	10	1/1/1900	Only used for plans self reporting date of entry. Needs to be numeric; Year must be 4 digits
Yes, if applicable	Rehire Date	Date	10	1/1/1900	Needs to be numeric; Year must be 4 digits
Yes, if applicable	Status Change Date	Date	10	1/1/1900	Needs to be numeric; Year must be 4 digits
Yes, if applicable	Status Change Reason	Numeric	1	5	1=terminated; 2=military LoA; 3=parental LoA; 4=other LoA; 5=deceased; 6=disability 7=retirement, 8=Return from leave
N	Location	Alpha Numeric	4	Phil	Only applicable for plans that are set up in our system with multiple locations. This is a four position alpha-numeric field that must match one of the valid locations set up at the plan level.

Y	Period Hours	Decimal (10,2)	13	80.00	Applies to almost all plans. However, for exceptions that used Elapsed Time or Hours Equivalency methods for crediting service, this field is not applicable. Salaried employee's require hours to be
Y	Period Gross Comp	Decimal (10,2)	13	2000.00	
N	Period Excluded Comp	Decimal (10,2)	13	600.00	Based on individual plan document definition of compensation for elective deferrals. If the plan does exclude any types of compensation, then the total excluded amount for the pay period must be reported in this field. For plans that do not adjust compensation, this field is not applicable.
N	YTD Hours	Decimal (10,2)	13	80.00	YTD Hours and Comp must be provided with your initial post-conversion spreadsheet and may continue to be provided along with the required Period Hours and Comp.
N	YTD Gross Comp	Decimal (10,2)	13	2000.00	YTD Hours and Comp must be provided with your initial post-conversion spreadsheet and may continue to be provided along with the required Period Hours and Comp.
N	YTD Excluded Comp	Decimal (10,2)	13	600.00	Based on individual plan document definition of compensation for elective deferrals. If the plan does exclude any types of compensation, then the total excluded amount for the pay period must be reported in this field. For plans that do not adjust compensation, this field is not applicable.
					Only applicable for plans that are set up in our system with multiple business groups for compliance testing purposes. This is a six position alpha-numeric field that must match one of the valid business groups set up at the plan level.
N	PT Seasonal Temp	Alpha Numeric	1	P	P= Part time, blank = Full time. Only applicable for plans that impose a special year of service (1000 hours) requirement specifically for part-time/seasonal/temporary employees. For plans that do not have a special service requirement for these employee types, the field is not applicable.
Y	Union or NRA	String	5	Union	Either enter Union, NRA(non-resident alien) or leave blank if N/A
N	Excluded All Sources	String	1	Y	Y or N. – Based on individual plan document definition of excluded employee classes. If the plan does exclude any employees from participation based on the employee classification, these fields are used to indicate which contribution source types from which an individual employee is excluded. For plans that do not exclude any employee classes, these fields are not applicable.
N	Excluded EE Deferral	String	1	Y	Y or N. – Based on individual plan document definition of excluded employee classes. If the plan does exclude any employees from participation based on the employee classification, these fields are used to indicate which contribution source types from which an individual employee is excluded. For plans that do not exclude any employee classes, these fields are not applicable.
N	Excluded Match	String	1	Y	Y or N. – Based on individual plan document definition of excluded employee classes. If the plan does exclude any employees from participation based on the employee classification, these fields are used to indicate which contribution source types from which an individual employee is excluded. For plans that do not exclude any employee classes, these fields are not applicable.
N	Excluded NonMatch	String	1	Y	Y or N. – Based on individual plan document definition of excluded employee classes. If the plan does exclude any employees from participation based on the employee classification, these fields are used to indicate which contribution source types from which an individual employee is excluded. For plans that do not exclude any employee classes, these fields are not applicable.

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