

Contribution Management—Instructions for Creating Payroll File

This document will explain how to upload files via Contribution Management. You must upload files in a comma separated values (CSV) format.

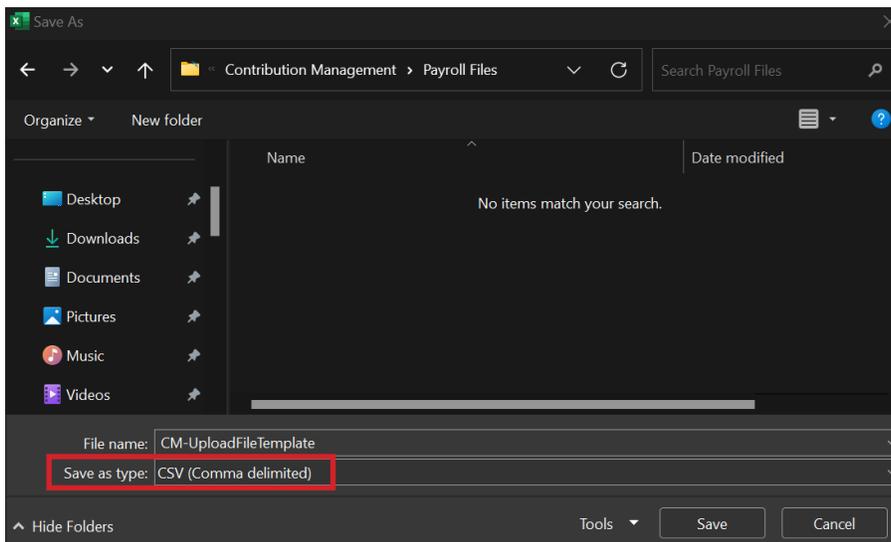
Instructions:

1. Once you have navigated to Contribution Management from the Wespath Portal, download the **Payroll File Template** located under “**Resources**” on the **Manage Contributions** tab.
2. Open the template using Microsoft Excel.
3. Enter each employee’s data into the appropriate columns.

| Column Name | Required or Optional | Example |
|---------------------|-------------------------|------------|
| Employer ID | Required 6-digit UMC ID | 123456 |
| SSN | Required 9-digit SSN | 123456789 |
| Payroll Date | Required | MM/DD/YYYY |
| UMPIP Plan | Optional | U12345 |
| UMPIP BeforeTax | Optional | 234.56 |
| UMPIP Roth | Optional | 234.56 |
| UMPIP AfterTax | Optional | 234.56 |
| UMPIP Matching | Optional | 20.5 |
| UMPIP NonMatching | Optional | 20.5 |
| UMPIP Conditional | Optional | 15.78 |
| UMPIP Discretionary | Optional | 15.78 |
| CRSP Plan | Optional | CRS112 |
| CRSP NonMatching | Optional | 34.56 |
| CRSP Matching | Optional | 50.25 |
| CPP Plan | Optional | CPPABL |
| CPP Premium | Optional | 200.2 |
| Horizon Plan | Optional | HRZ123 |
| Horizon NonMatching | Optional | 34.52 |
| Horizon Matching | Optional | 12.6 |
| Horizon BeforeTax | Optional | 150.25 |
| Horizon Roth | Optional | 150.25 |
| Loan Number | Optional | 1 |
| Loan Payment | Optional | 200.35 |

- The column name descriptions must remain exactly as they are in the template.
- You may change the order of the columns; however, **the first three columns should not be moved.**
- You may delete any unused columns.
- Each row should contain information for one participant only.
- Do not skip rows.
- Contribution amounts cannot be negative numbers.
- The file must include at least one participant with a remittance amount that is greater than \$0.
- Your **Employer ID** (UMC ID) is located in the upper right corner in Contribution Management.
- Your **Plan ID** is not required.
- **“Add”** and **“Edit”** functionality is only available for contribution types that are included in the original upload file.

4. After entering your employee data, save the file as a ***.csv file**. Go to **“File,”** select **“Save As”** and select **“CSV (Comma delimited) (*.csv)”** in the **“Save as type”** drop-down.



5. Click on **“Upload Payroll File”** under the **“Manage Contributions”** tab and select the saved file to upload.