Wespath
BENEFITS | INVESTMENTS

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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:

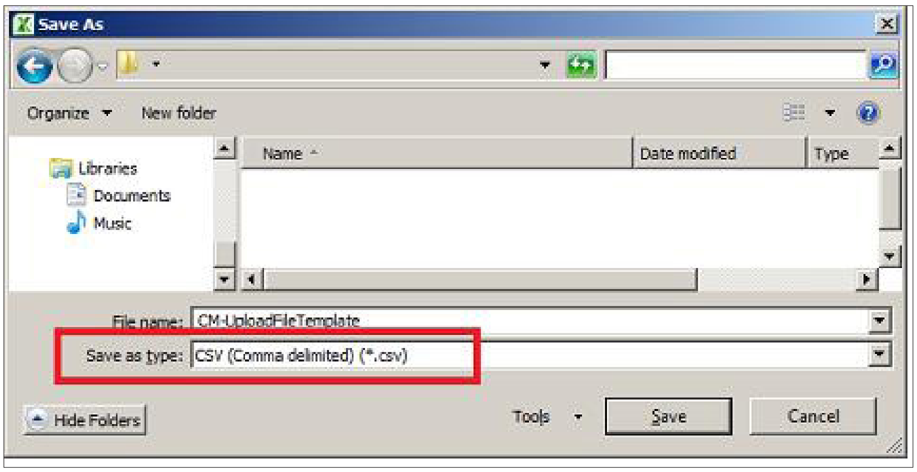
1. Once you have navigated to Contribution Management from the Wespath Portal, download the **Payroll File Template** located under "**Resources**" on the **Manage Contributions** tab.
2. Open the template using Microsoft Excel.
3. Enter each employee's data into the appropriate columns.

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/RPGA Plan	Optional	SRS123 or CRS112
CRSP/RPGA NonMatching	Optional	34.56
CRSP/RPGA 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

(over)

- 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.