



# Wespath

BENEFITS | INVESTMENTS



CONTRIBUTION MANAGEMENT

## Quick Tips

This resource is designed to help you use Contribution Management to remit contributions online for your employees.

## Manage Contributions

### Add an Enrolled Participant to the Contribution File

- Click the “**Manage Contributions**” tab
- Select the payroll date for the file to which you want to add a participant
- Click the “**Add Record**” button
- Enter the participant’s information, then click “**Submit**”

The screenshot shows the 'Manage Contributions' interface. At the top, there are tabs for 'Manage Contributions' and 'Manage Account'. Below the tabs, there are buttons for 'Add Record' and 'Schedule Payment'. A table titled 'Contribution Details' is displayed with the following data:

| Name          | SSN           | Payroll Date | UMPIP Before-Tax | UMPIP Roth | UMPIP After-Tax | UMPIP Conditional | UMPIP Discretionary |
|---------------|---------------|--------------|------------------|------------|-----------------|-------------------|---------------------|
| Jerry J Jones | T xxx-xx-9999 | 7/13/2017    | 400.00           |            |                 | 134.31            |                     |

**Note:** Organizations that have recurring payment setup may add/or edit records from the 6th business day of the month up to two business days prior to the end of the month.

### Change a Participant’s Contribution Amount

- Click the “**Manage Contributions**” tab
- Select the payroll date for the file you need to update
- Find the participant’s name, then click “**Edit**” at the end of the row
- Enter the contribution changes, then click “**Submit**”

### Schedule a Payment

- Click the “**Manage Contributions**” tab
- Select the payroll date for the file for which you want to schedule a payment
- Click the “**Schedule Payment**” button
- Verify the contribution summary and verify bank ACH information
- If you have multiple funding accounts, select “**Payment Account**” to choose an account
- Verify the date on which you will send the payment
- Check the box to confirm that the above details are correct
- Click “**Submit**”

You will receive a message indicating that you have successfully scheduled your payment. To check the status of the payment, click the “**Manage Contributions**” tab. Your selected file should have a “**Pending**” status.

The screenshot shows the 'Schedule Payment of Contributions' interface. It displays a 'Contribution Summary for 01/08/2018' with the following details:

| Contribution Type           | Amount          |
|-----------------------------|-----------------|
| UMPIP Before Tax            | \$322.22        |
| UMPIP Roth                  | \$0.00          |
| UMPIP After Tax             | \$0.00          |
| <b>Total Contributions</b>  | <b>\$322.22</b> |
| Local Fundament             | \$50.00         |
| <b>Final Funding Amount</b> | <b>\$322.22</b> |

Below the summary, there is a 'Payment Account' dropdown menu with the text 'SELECT AN ACCOUNT'. A note states: 'Select a payment date to begin the funding process for this payroll period's contributions. The deliver by date is the date your employer accounts will be credited.' The 'Select Payment On' date is 01/04/2020, and the 'Delivered By' date is 01/05/2020. There is a checkbox for 'The details above are correct, and I would like to begin the payroll process.' and buttons for 'Cancel' and 'Submit'.

### Cancel a Pending Payment\*

- Click the “**Manage Contributions**” tab
- Select the payroll date for the file for which you want to cancel a pending payment (*Note: the file status should be “**pending**”*)
- Click the “**Cancel Payment**” button
- Check the box to confirm you would like to cancel the payment
- Click “**Submit**”

## Contribution Management—Quick Tips

You will receive a message indicating that you have successfully cancelled your payment. To check the status of the payment, click the **“Manage Contributions”** tab—your selected file should have a **“Schedule Payment”** status.

The screenshot shows the 'Contribution Management' interface. At the top, there are two tabs: 'Manage Contributions' (active) and 'Manage Account'. Below the tabs is a 'Contribution Details' section with a 'Cancel Payment' button and a notification icon. A pagination bar indicates 'Viewing 1 of 33 pages. View 50 rows per page.' Below this is a table header with columns: Name, SSN, Payroll Date, UMPIP Before-Tax, UMPIP Roth, UMPIP After-Tax, UMPIP Conditional, and UMPIP Discretionary.

*\*Not available for organizations who elect the automatic funding option*

### Upload a Payroll File

- Click the **“Manage Contributions”** tab
- Click the **“Upload Payroll File”** button
- Choose **“Select a file to upload”**
- Click **“Choose File”** and select the file to upload
- Enter the payroll date
- Click **“Upload”**

The 'Upload Payroll File' dialog box has a title bar. Below it, the text 'Select a file to upload:' is followed by a 'Choose File' button and the text 'No file chosen'. Below that is an input field for 'Enter Payroll Date (MM/DD/YYYY):'. At the bottom are two buttons: 'Cancel' and 'Upload'.

Your file will be uploaded to **Contribution History**.

### Cancel a File

- Click the **“Manage Contributions”** tab
- Find the file you would like to cancel, and click **“Cancel File”** at the end of the row
- Click **“OK”** on the pop-up message to confirm that you intend to delete the file

Your file will no longer be in **Contribution History**.

## Manage Account

### Update Payment Information

- Click the **“Manage Account”** tab
- Click **“Add New Account”** or **“Edit”**
- Enter the requested information in the fields (e.g., bank name and account number)
- Click **“Continue”**
- Verify the entered information is correct
- Check the box to confirm that the bank information is correct
- Click **“Submit”**

You will receive a message indicating that you have successfully updated your organization’s payment information.

You may also delete bank accounts from this page if you have more than one account on file and the account you are deleting is not being used for a pending or automatic payment.

## Manage Account

### Update Contribution Options

The screenshot shows a web interface with two tabs: 'Manage Contributions' and 'Manage Account'. The 'Manage Account' tab is active. Below the tabs is a section titled 'Update Contribution Options'. Under 'File Generation', there is a checkbox for 'Our organization chooses to create our own future contribution files. Funding will be scheduled each pay period.' A note below states: 'Note: By checking this box, you acknowledge that you will forfeit pre-loading or pre-determination of monthly contribution files, monthly reminder e-mails and the ability to automatically schedule recurring payments.' Under 'Funding Options', there are two radio buttons. The first is 'Automatic funding - Recurring payments will begin with your next contribution file. ACH funding will be initiated on the business day following the payroll date if your contribution file is sent by your payroll provider. If your contribution file is generated by Wespath, ACH funding will be initiated no earlier than three business days before the end of the month. Unpaid bills on your account will not be paid automatically; those payments must be scheduled manually.' This option is selected. Below it is a dropdown menu labeled 'Select an account'. The second radio button is 'Manually scheduled funding - You must manually schedule payment for any unpaid files and all subsequent payments unless you change your election to automatic funding.' At the bottom right of the form are 'Cancel' and 'Submit' buttons.

### Create Your Own Contribution Files\*

- Click the “**Manage Account**” tab
- Click “**Update Contribution Options**”
- Under **File Generation**, check the box that says “**Our organization chooses to create our own future contribution files. Funding will be scheduled each pay period.**”
- Click “**Submit**”

You will receive a message indicating that you have successfully updated your organization’s contribution options.

**Note:** Once you choose to create your own file, you will be unable to alter this option in Contribution Management. To alter this option please contact Wespath.

*\* Not available for organizations whose contribution files are automatically generated by a payroll provider*

### Funding Options

- Click the “**Manage Account**” tab
- Click “**Update Contribution Options**”
- Under **Funding Options**, select the radial button next to “**Automatic Funding**” or “**Manually scheduled funding**”
  - For “**Automatic Funding**” verify or select account
- Click “**Submit**”

You will receive a message indicating that you successfully updated your organization’s contribution options.

## Contribution Management—Quick Tips

### View the Account Used for a Pending or Paid Payment

- Click the “**Manage Contributions**” tab
- Select the payroll date for the file you want to view
- View “**Payment Account**” in the Contribution Summary section under contribution details

| Contribution Summary         |                 |
|------------------------------|-----------------|
| UMPIP Before-Tax:            | \$222.22        |
| UMPIP Roth:                  | \$0.00          |
| UMPIP After-Tax:             | \$0.00          |
| <b>Total Contributions:</b>  | <b>\$222.22</b> |
| Less Forfeiture:             | (\$0.00)        |
| <b>Final Funding Amount:</b> | <b>\$222.22</b> |
| <b>Payment Account:</b>      |                 |
| Funding Account              |                 |

### View the Records that Have Been Manually Changed in a Payroll File

- Click the “**Manage Contributions**” tab
- Select the payroll date for the file you want to view
- Select the “**Change Log (Excel)**” link in the Contribution Summary section under contribution details

Manage Contributions Manage Account

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**Contribution Details** Add Record Schedule Payment Print (.PDF) | Change Log (.Excel)