

# **INSTRUCTIONS ON IMPORTING POOLED EMPLOYER PLANS - PEP CONTRIBUTION FILES**

1075 Broken Sound Parkway NW, Suite 100  
Boca Raton, FL 33487-3540  
800-356-3009 ■ 561-241-9244 ■ Fax: 561-241-1070



**SLAVIC**  
**401K**

The logo for Slavic 401K features a stylized icon of three vertical bars of increasing height to the left of the word "SLAVIC" in a bold, blue, sans-serif font. Below "SLAVIC" is the text "401K" in a bold, dark blue, sans-serif font.

## Importing Your Contribution File

- Log into your account: Go to [www.slavic401k.com](http://www.slavic401k.com), click on “Log In” in upper right corner. Then choose “**Sponsor**”, enter your user name and password, and **click Log In**.

Log in to Slavic401k

Participant Employer **Sponsor**

Email *required*

Password *required*

[Forgot password?](#)

Log in

- In the lower left corner select “**Plan Sponsor Web**”

SPONSOR

Current Plan

Dashboard

Contribution

Distribution

Data Bridge

Reports

**Plan Sponsor Web**

Resources

Sponsor Portal / Dashboard / Home

Welcome to the new Sponsor Portal!

We are hard at work creating a brand new Sponsor Portal to empower you with tools, data and insights to manage and grow your plan.

While we work to complete the full Portal update, you may use the links below to access our Classic MEP Portal tools.

Annual Testing  
401K Compliance Testing

Secure File Transfer  
Transfer files securely

Fiduciary Plan Sponsor Report  
Fiduciary Report

Contact us

- Click **“Payroll”** and then **“Data Validation”** from the drop down.

Dashboard EE Search Manage Plan Forms & Reports Payroll

Summary

Plan year

Plan contact/File attachment

Top heavy this year

Plan Summary

Plan balance

Data Validation Center

DER Layout

Upload File

Transaction Entry

- Under **“Process Method”**, select **“Upload a file containing payroll data”**. **Click Next.**

Home

Data Validation Center

Play Play All Print

Process selection

Payroll

Process Method:

Upload a file containing the payroll data

Manually enter employee information

Copy information from a previous payroll period

Work with a previously uploaded or manually created file

NEXT

- Choose the appropriate schedule with the correct frequency and payroll date range.

IMPORTANT- Please contact us if your pay check date does not appear –  
planright@slavic401k.com

- **Click Next**

Data Validation Center Play Play All Print

Overall Progress: **0% Complete**

Select Pay Period

Select division  
All PRINT GRID DELETE

Division	Status	Schedule	Check Date Period	Participants	Error/Warning Records
Default	Not started	Weekly 0	08-01-2016-08-07-2016	0	0

START OVER BACK NEXT

On your next screen

- Click “Select File” and browse your computer for the file (that has met all the requirements of a file in good order) to upload.
  - Browse your computer for the file to upload.
  - If you have a header record (headings) on your Excel file, please check “Skip first record”.
  - If you have a trailer record (totals on the bottom line of your file), please check “Skip last record”.
  - Check “Preview File”.
  - “Special Instructions” - if you have any comments to send us with your file, they can be entered here.
  - **Click Next.**

Data Validation Center Play Play All Print

---

Overall Progress: **25% Complete**

FILE UPLOAD

**Process format**  
 PlanRight Payroll Input

Select File  
 160731.xls

Skip first record (Header Record)  
 Skip last record (Trailer Record)  
 Preview file

**Special instructions**

- Your file gets validated in the next step. During file validation, if there are critical errors or warnings, you will be asked to correct them.

**IMPORTANT INFORMATION:**      [Formatting Your File](#)

To ensure you have a good file your columns HAVE to be in this order. If the columns contain no data, please continue to maintain the position of the column.

- A. Social Security Number
- B. Name - First
- C. Name - Last
- D. Address - Street 1
- E. Address - Street 2
- F. City
- G. State
- H. Zip Code
- I. Phone
- J. Email Address
- K. Date of Birth
- L. Date of Hire - Original
- M. Hours of Service for the payroll period
- N. Salary for payroll period(Gross Wages)
- O. Café Benefits
- P. Deferral (pre-tax)

- Q. ROTH Deferral (post-tax)
- R. Employer Match
- S. Loan Payment
- T. Profit Sharing
- U. IRA
- V. Employment Status Code-T or R only
- W. Employment Status Date- Date of Termination or Rehire
- X. Payroll Date

All employees have to be listed whether or not they are participating in the 401(k) plan. Please include the current hours and wages for all employees.

Your Dates have to follow the mm/dd/yyyy format

Your amounts have to be in the Number format, without the comma separator and rounded to two decimal places. It should not be coded with \$ sign.

Please do not include any negative amounts.

Please do not include any totals at the bottom of your data.

Your files should not have any formatting for gridlines, shading etc.

For active employees, leave the "Status Code" and "Status Date" columns blank. For terminated employees, put a T in the status column, and the termination date in the "Status Date" column. If a person later rehires, use status code R, and the rehire date should be in the status date column. Leave the original hire date in the hire date column

- If your file is in good order, a window will pop up for a quick preview of the data and sources.
  - Please scroll to make sure the data in your columns coordinates with the header above.
  - **Click OK.**
  - Your file is now imported.

**FILE UPLOAD**

Process format  
PlanRight Payroll Input DATA FORMAT

Select File  
160807.xls SELECT FILE

Skip first record (Header Record)  
 Skip last record (Trailer Record)  
 Preview file

Special instructions

START OVER BACK

**File Upload**

File name: 160807.xls

Initial file format validation complete. Preview file and confirm you wish to continue to import the file.

Social Security Number	Name - First	Name - Last	Address - €
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

CANCEL OK

- Payroll Totals screen provides your totals for each source. Please scroll to the right to verify all source totals are accurate.
  - If you agree that all source totals are correct, **click "COMPLETE"**.

Data Validation Center Play Play All Print

Overall Progress: **75% Complete**

Totals / Funding

Payroll Totals PRINT GRID

Submit for final processing

Division	Participants	New Participants	Total Payroll Deposit	Current Deferral \$	Employer Match	Roth
Default	245	0	3323.5	1969.94	1040.05	28.76
Totals	245	0	3323.5	1969.94	1040.05	28.76

You currently have 34 warning(s) outstanding.

Process another file

START OVER BACK **COMPLETE**

- A verification window will pop up. Please review the message, check the box and click continue.

Data Validation Center

Overall Progress: **75% Complete**

Totals / Funding

Payroll Totals

Submit for final processing PRINT GRID

Division	Participants	New Participants	Total Payroll Deposit	Current Deferral \$	Employer Match	Roth
Default	245	0	3323.5	1969.94	1040.05	28.76
Totals						28.76

**Totals Verification**

certify that I have reviewed the totals presented and that the results of the import are correct and approved for final import.

You currently have 34 warning(s) outstanding.

Process another file

- A Confirmation window will pop up. You may print out the following screen for your records.

Data Validation Center

Overall Progress: **100% Complete**

Confirm / Import

Your request has been submitted for processing. Your request ID is **6084270**, Date/Time is Aug 11, 2016 at 12:34:12 pm

Funding Summary

Plan: [REDACTED]

Division: All

Payroll period: Weekly 08/01/2016 - 08/07/2016

Payroll Summary

Current Deferral \$	\$1,969.94
Employer Match	\$1,040.05
Roth	\$28.76
Current User Defined 5 \$	\$0.00
Employer	\$0.00
Loan Payment	\$284.75
<b>Total Payroll Deposit</b>	<b>\$3,323.50</b>

Your contribution file has now been submitted, is awaiting funding and then trading.

Thank you for uploading your file. Should you have any questions please contact the Systems or Contributions Departments at Slavic: 561-241-9244.



## Troubleshooting -Sample of Errors

### File header and data in column do not coordinate.

Columns not in the right order and incorrect cell formats will yield errors. Click **cancel** and **Start Over**. Correct your file and re-upload it.

The screenshot shows a 'File Upload' window for a file named '151215.csv'. A message states: 'File validation done with errors, you must correct the file before uploading.' Below this, a table lists four records, each with a 'Record 5' identifier and a specific error message. The errors are: 'Invalid Social Security #', 'Invalid date field', 'Invalid numeric field', and 'Invalid date field'. Below the table, there are columns for 'Social Security Number', 'Name - First', 'Name - Last', and 'Address - St'. The 'Name - First' and 'Address - St' columns are highlighted with red boxes. A 'Cancel' button is also highlighted with a red circle.

Warnings stating "Hire date or Date of Birth do not match"- please verify and change the information on the screen, if it is incorrect.

Save your correction.

The screenshot shows the 'Edit Data' interface. At the top, there is a toolbar with icons for Save, Undo, Payroll Totals, Delete, Refresh, Add All, Add New, Add Existing, Validate Records, Print Errors, Print Grid, and Download. Below the toolbar, the 'Payroll period' is set to '08/01/2016 - 08/07/2016'. A 'File(s)' dropdown is set to 'All Files' with a 'CLEAR FILTERS' button. The main table has the following columns: 'New', 'Status', 'Social Security Number', 'Name - First', 'Name - L...', 'Address - Street 1', 'Address - Street 2', and 'Address'. The table contains four rows, each with a 'Warning' status. The first row's warning is: 'Hire date 2008-08-28 in the file does not match existing date of 2007-10-01'. The second row's warning is: 'Hire date 2008-08-28 in the file is different than the current system hire date of 2007-10-01'. Below the table, there is a pagination control showing 'Page 1 of 1' and '20 items per page'. At the bottom, there is a 'Severity' and 'Error' section with two rows of warnings.

**Your Totals are doubled or are not correct/ If you would like to re-upload the file.**

Use the Start Over or the Back button to get you to the screen that lists out the Pay Periods.

Your Status should state the Pay Period as **Incomplete**. This means that the file has been uploaded and saved.

Click the **DELETE** button.

Data Validation Center Play Play All Print

Overall Progress: **0% Complete**

Select Pay Period

Select division  
All

PRINT GRID **DELETE**

Division	Status	Schedule	Check Date Period	Participants	Error/Warning Records
Default	Incomplete	Biweekly 0	05-27-2017-06-09-2017	18	2
Default	Not started	Biweekly 0	06-10-2017-06-23-2017	0	0

START OVER BACK NEXT

Choose **All Records for the Payroll Period** and **Continue**

Delete Files

Delete	File Name
<input type="checkbox"/>	[Redacted] Format 6.9.17.xlsx
<input type="checkbox"/>	[Redacted] Format 6.9.17.xlsx
<input type="checkbox"/>	Manual Records
<input checked="" type="checkbox"/>	All records for the payroll period

CANCEL CONTINUE

Your Pay Period's status will go back to **Not Started**. You are now ready to upload your file again. Please click on the Pay Period and click **Next**.

Division	Status	Schedule	Check Date Period	Participants	Error/Warning Records
Default	Not started	Biweekly 0	05-27-2017-06-09-2017	0	0
Default	Not started	Biweekly 0	06-10-2017-06-23-2017	0	0