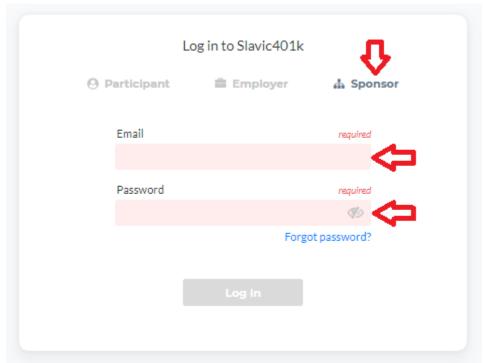
INSTRUCTIONS ON IMPORTING POOLED EMPLOYER PLANS - PEP CONTRIBUTION FILES

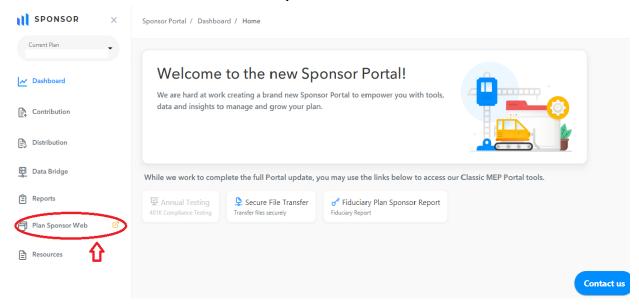


Importing Your Contribution File

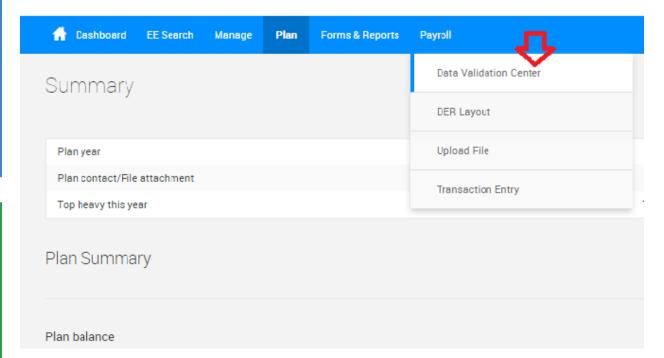
Log into your account: Go to www.slavic401k.com, click on "Log In" in upper right corner. Then choose "Sponsor", enter your user name and password, and click Log In.



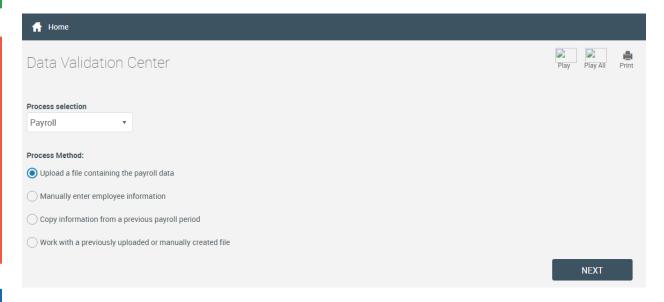
• In the lower left corner select "Plan Sponsor Web"



• Click "Payroll" and then "Data Validation" from the drop down.



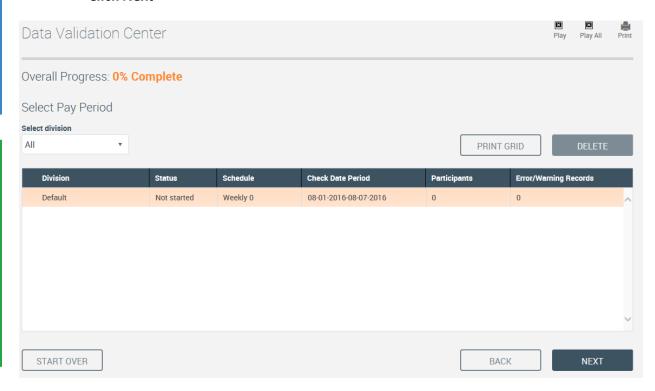
• Under "Process Method", select "Upload a file containing payroll data". Click Next.



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

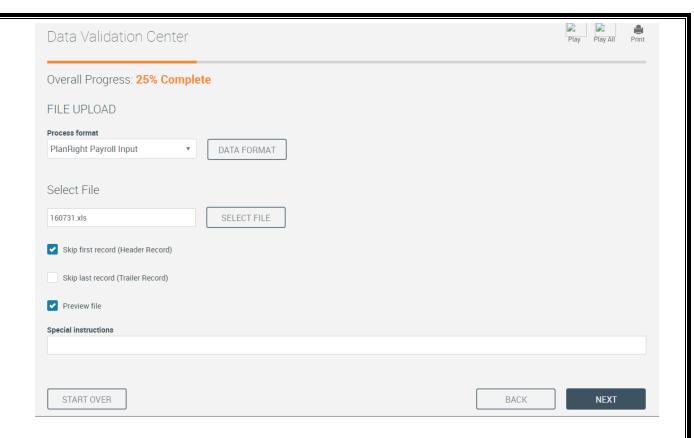
IMPORTANT- Please contact us if your pay check date does not appear – planright@slavic401k.com

• Click Next



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".
 - o Check "Preview File".
 - "Special Instructions" if you have any comments to send us with your file, they can be entered here.
 - Click Next.



• 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.

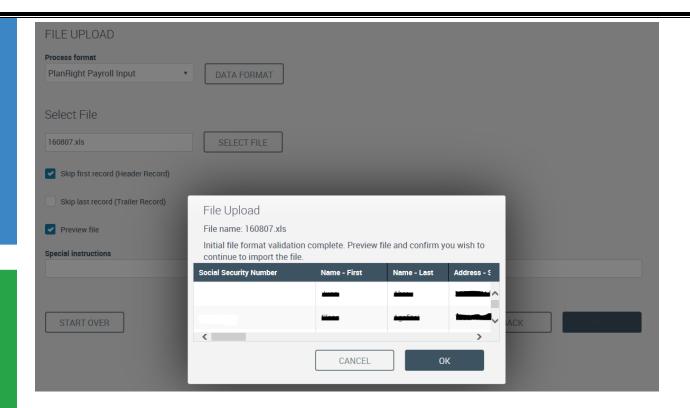
Please do not include any negative amounts.

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

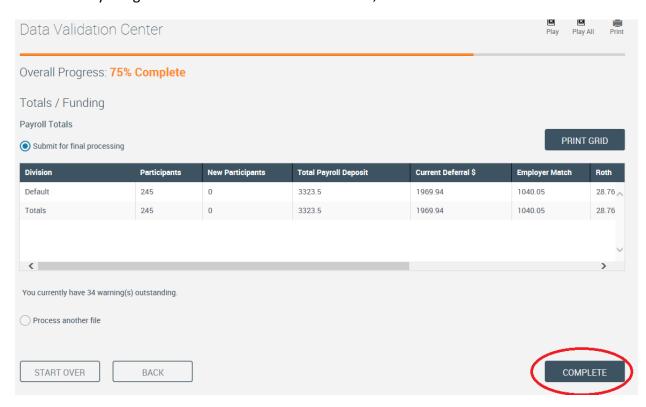
Your files should not have any formatting for gridlines, shading etc.

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

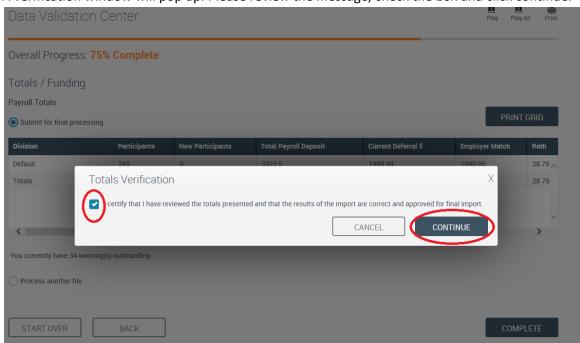
- If your file is in good order, a window will pop up for a quick preview of the data and sources.
 - Please scroll to make sure the data in your columns coordinates with the header above.
 - O Click OK.
 - Your file is now imported.



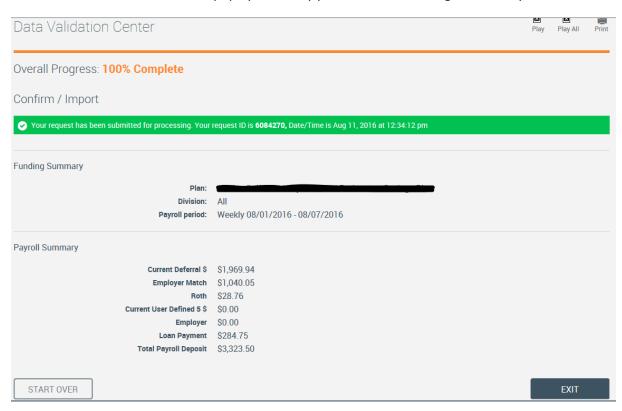
- Payroll Totals screen provides your totals for each source. Please scroll to the right to verify all source totals are accurate.
 - o If you agree that all source totals are correct, click "COMPLETE".



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



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



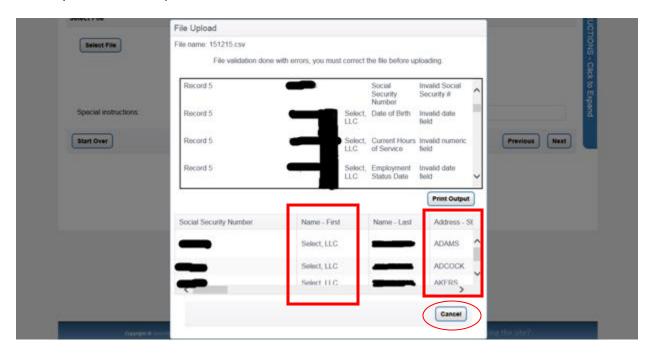
Your contribution file has now been submitted, is awaiting funding and then trading.

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

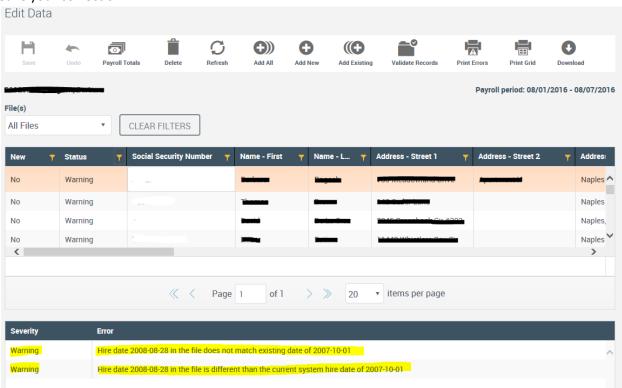
File header and data in column do not coordinate.

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.



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.

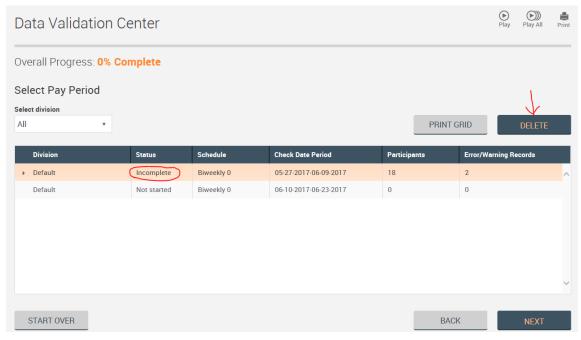


Your Totals are doubled or are not correct/ If you would like to re-upload the file.

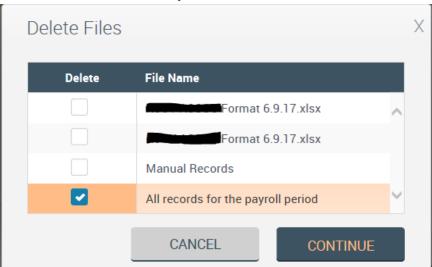
Use the Start Over or the Back button to get you to the screen that lists out the Pay Periods.

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

Click the **DELETE** button.



Choose All Records for the Payroll Period and 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.**

