PCS Retirement®

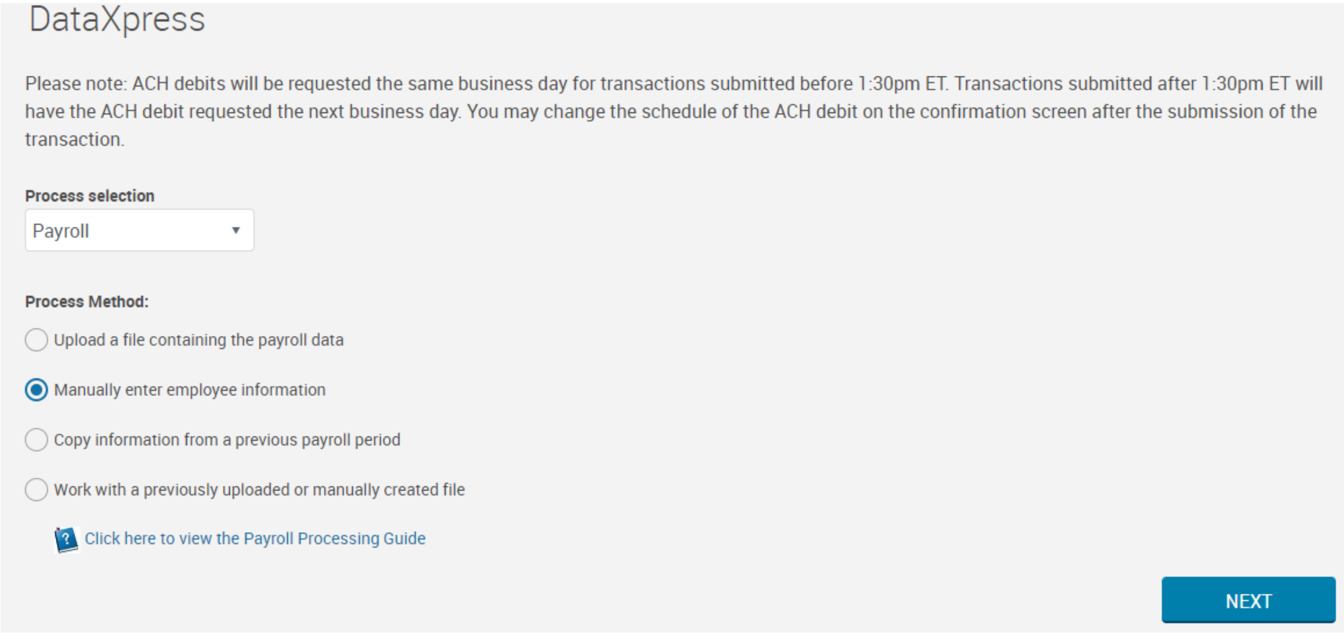
GUIDE TO MANUALLY PROCESSING PAYROLL

For Plan Sponsors

Quick guide to enter and submit payroll data

1. On your plan home page, click **DataXpress** in the right column. All data will be encrypted in the DataXpress system to ensure that your submission is safe and secure.

2. Select the radio button **Manually enter employee information** from the **Process Method** options, then click **Next**.



3. Select the data format (if applicable), division (if applicable), and pay period for the payroll.
   a. Process format: you will only have multiple options if you have different data formats setup for the plan. Otherwise, this will be blank and the generic format will be used.
   b. Select Division: If you have multiple divisions or pay centers, select the division you want to work on.
   c. Select the payroll date from the list. Make sure to select the payroll period that corresponds to the payroll data you will enter.

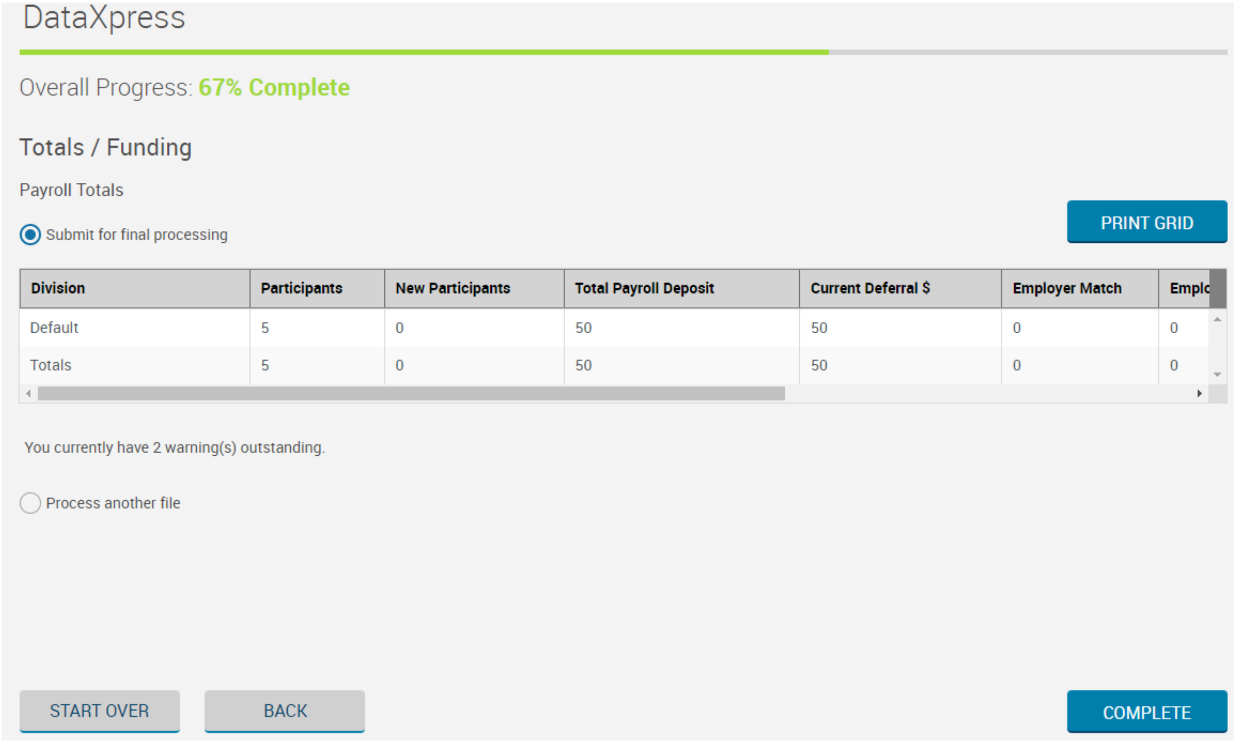
NOTE: If the payroll date is missing, click **Start Over** and select **Work with a previously uploaded or manually created file**, then click **Next**. This will alert you if the payroll date has already been processed or if you have not completed a previous payroll submission.

- If you see the payroll date listed as 'Incomplete', then you may select this payroll date and proceed in completing the submission.
- If the payroll date is listed as 'Completed', then you have already processed this payroll date. If you are needing another payroll to be processed under the same payroll date but with different records, please reach out to your Relationship Manager or the Payroll team to have this schedule added.

Division	Status	Schedule	Payroll Date	Participants	Error/Warning Records
Default	Incomplete	SemiMonthly 2	03-01-2022	0	0
Default	Completed	Demo-Payroll	02-18-2022	1	0

4. To make contributions for:
    a. An already existing participant, click **Add Existing** and you will be able to select the participants from the list.
    b. All participants in the plan, click **Add All**.
    c. A new participant, click **Add New**.
5. Once the records have been added, click on each of the fields to edit or add information/payroll data.
    a. For existing participants, the demographic information will automatically populate with existing system data.
6. After the payroll data and demographic information/changes have been entered, click **Save**.
7. Click **Validate** to check for errors.
    a. If there are any critical errors, these will need to be revised and you will not be able to submit without correcting.
    b. Warnings do not prevent the file from processing, but should be reviewed.
    c. Click on each row marked as **Critical** or **Warning** to review the error and what needs to be fixed.
    d. For any records that need to be removed from the transaction entirely, highlight the row and click **Delete**.
8. After all errors have been corrected, click **Save** to update your record.

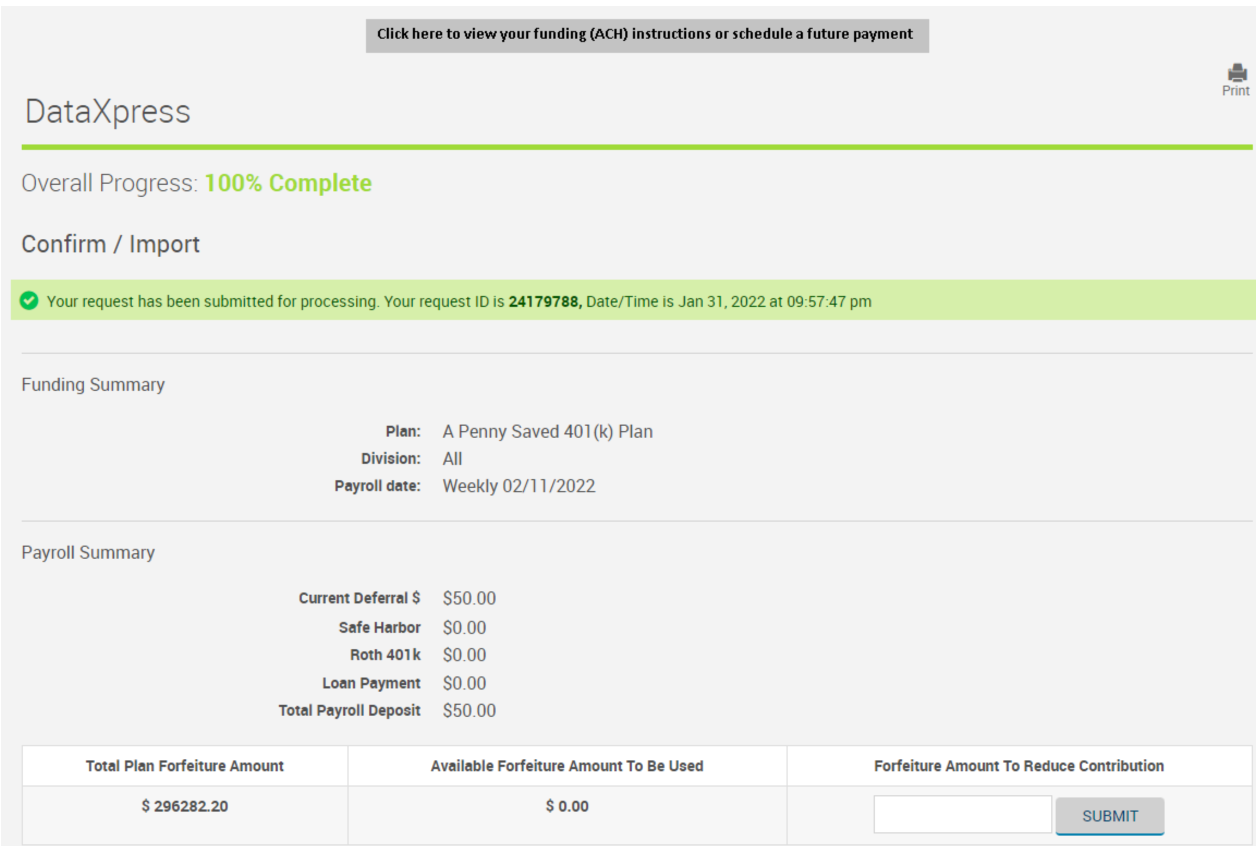
9. Click **Next** to run the validation again and to continue on to submitting the transaction.
    a. If there are still critical errors that haven't been corrected, you will not be able to proceed to the next screen and will be prompted to correct the errors.
10. You will be presented with the Totals/Funding screen to review that the total amounts for the payroll date are correct.
11. Once confirmed, click **Complete**. If the totals are incorrect, click **Back** to return to the **Edit Data** screen
12. The final page will display a confirmation number, the date and time the payroll was submitted, and a summary of the payroll. You will receive an Automated Funding Request (AFR) email showing the amount to be pulled from your bank account to fund your contributions if your plan is setup to have automatic ACHs pulled. You may click the **Print** icon to save this for records as confirmation of submission.



13. This page will also display the forfeiture account balance and the opportunity to use the funds to offset the contribution. The forfeiture account can only be used to fund employer sources and the available amount will be reflective of the total balance in the forfeiture account and the amount of employer contributions in the transaction.

    a. If you would like to utilize the forfeiture account to offset the contribution, enter in the amount you would like to use and click **Submit.**

14. You may also review the banking information for funding and adjust the ACH date by clicking **Click here to view your funding (ACH) instructions or schedule a future payment** at the top of the screen.



NOTE: Transactions submitted prior to 1:30 pm ET will automatically have the ACH pulled the same business day. If the transaction is submitted after 1:30 pm ET, the ACH request will be submitted the next business day. You may change the ACH date on this screen. After you have entered this screen, you will not be able to go back to Confirm/Import screen, so please ensure you have submitted your forfeiture amount (if necessary) prior to reaching this screen.