EMPOWER®

Welcome to Empower Retirement

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We serve our customers

Our culture		Our values
Customer obsessed	›	We do the right thing
Accountable	›	We own it
Growth mindset	›	We lead
Constantly improving	›	We simplify
Inclusive	›	We collaborate

Payroll Process: Phases

Approving the Contribution file initiates the Auto-Debit from Banking info on file. Enrollment Participant Data csv will update immediately after data validation.

Creating a Payroll File:

csv Formatting

csv File Formatting

UUA divisions will use .csv (comma-separated values) for file formatting the enrollment data file.

A csv is a flat text file that has specific formatting and allows for data entry to be saved in a structured table.

- Each participant has an individual line (row) of data record
- Each participant data field is separated using a comma (,) delimiter once in the correct .csv format.

Empower does not accept Excel, PDF, Word as a valid file format.

Invalid formats will cause processing disruptions.

Additional Notes

- ❑ Invalid payroll file formats include but not limited to Excel; PDF; Word
- ❑ Prior to file upload to secured Plan Sponsor portal ALL files must be (csv) format. The .csv extension must be lower-case.
- ❑ UUA has a unique customized payroll requirement
- ❑ The programming built in can not be adjusted. Attempts to change columns/field headers will cause file upload failure.
- ❑ Reach out to the UUA Retirement Plan Team at retirementplan@uua.org for questions regarding File Formatting.

csv File Formatting

- ❑ Each congregation/organization is assigned a unique **division** with Empower that is synced up with your Plan Service Center (PSC) credentials and banking information.

- ❑ UUA Retirement Plan Teams will use the Empower's secure Plan Sponsor portal to **"File Upload"** a csv formatted file.

- ❑ UUA has two separate customized payroll.
  - ➢ Enrollment and Participant Data File
  - ➢ Payroll Cash Contribution File

Two separate custom file specifications:

Enrollment & Participant Data File

- Includes specific employee data to administer account for plan enrollment and participant account maintenance
- UUA Plan Location/Division Administrators must use the empdata specifications to upload to PSC

Payroll Cash Contribution File

- Includes cash contribution amounts calculated from employee pretax deferral elections and EPA defined employer monies
- UUA Plan Location/Division must use the cash file specifications template to upload to PSC

Empower does not accept Excel, PDF, Word as a valid file format. Invalid formats will cause processing disruptions. The .csv extension must be lower-case.

csv Help Guide Templates

Enrollment & Participant Data File

empdata.csv

**The enrollment & Participant csv must be uploaded prior to the cash file for new hires or participant data changes.

Payroll Cash Contribution File

cash.csv

**Schedule an appointment with Empower resource to assist with Plan Service Center cash file upload. The appointment window will be available March 20 – March 31.

If you have question on a specific data field, please contact your UUA Retirement Plan Team retirementplan@uua.org

csv File Formatting

UUA divisions will use .csv (comma-separated values) for file formatting the enrollment data file.

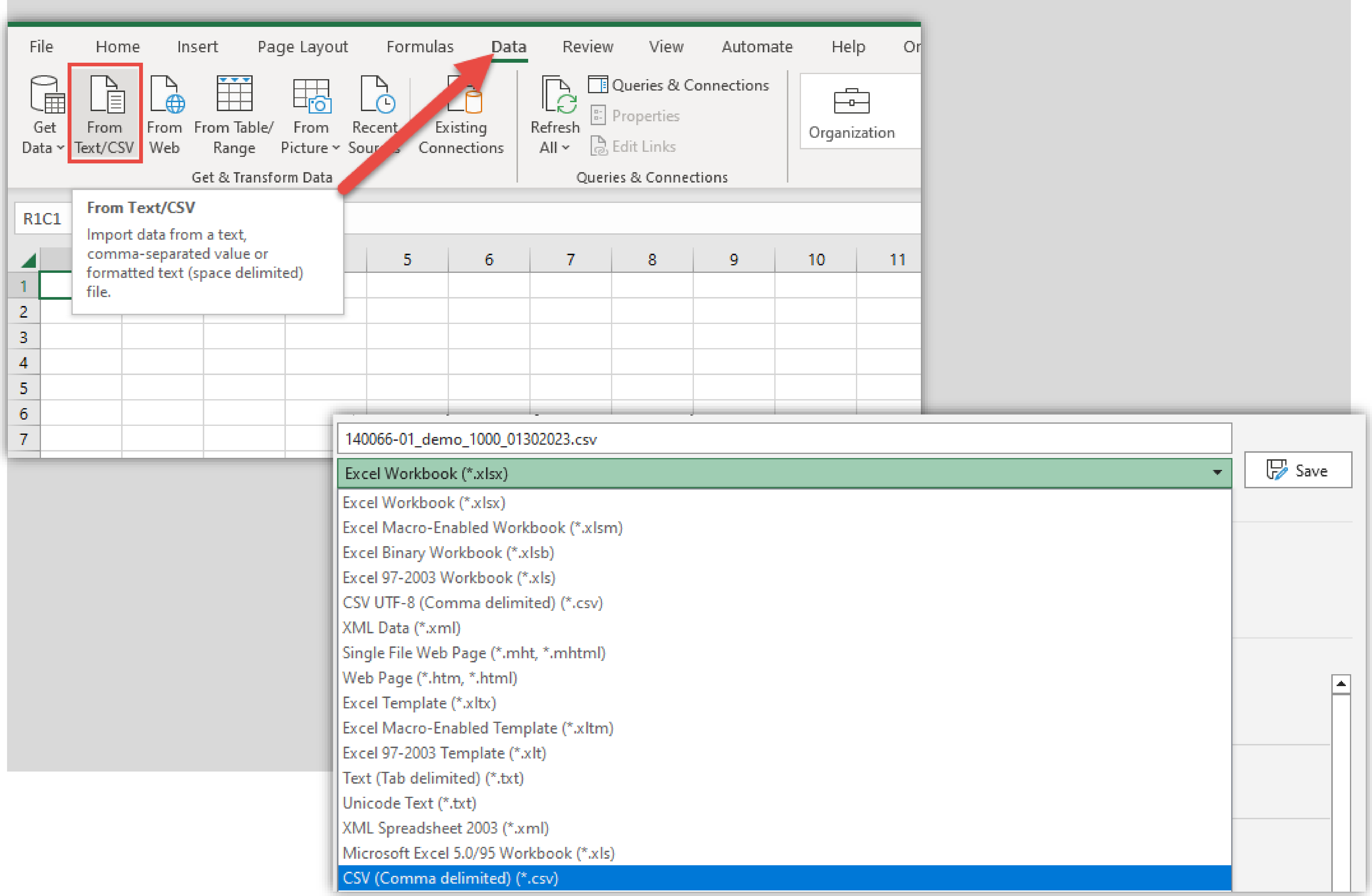
- ❑You must create the csv with the exact payroll specifications.
- ❑You can not add or delete columns headers.
- ❑You can not shift the column header data to a different spot
- ❑If you do not have data for a specific column, you must still send a place holder. Send NULL/BLANK with a (,) as a place holder. If you do not comply your file will fail to upload.

Empower does not accept Excel, PDF, Word as a valid file format.
Invalid formats will cause processing disruptions.

Additional Notes

- ❑If you have a question on the specific data field, please Contact your UUA Retirement Plan Team retirementplan@uua.org
- ❑Your UUA Retirement Plan Team has a Help Guide for users on each data field.

Convert Text/Excel to csv format



How to create a csv formatted file:

Using a spreadsheet application like Excel, Google Sheets, or OpenOffice Calc is the easiest way to make csv files. If you can't use any of those programs, you can use a text editor like Notepad or TextEdit.

In a spreadsheet program,

1. Open a blank spreadsheet
2. Navigate to the Data tab at the top of the excel spreadsheet.
3. Click on From Text/csv
4. Then choose your file and click open.
5. A new window should open with the data from your file, select load in the bottom right-hand corner of the window. This will import your data into the Excel spreadsheet.
6. Click on the File tab in the upper left-hand corner of the excel spreadsheet and then browse and choose your file.
7. It is important to use the **Save As** option.
8. The program defaults to Excel Workbook (*.xlsx)
9. Select the file type from Drop Down to csv (Comma delimited) (*.csv)

10. Please reach out to the UUA Retirement Plan Team at retirementplan@uua.org if you do not have access to a spreadsheet application..

*Users must pull in required participant data and cash fields in the exact format Empower has indicated in customized template.

Enrollment & Participant Data File

The participant data file must be created in csv formatting with the exact payroll specifications.

You cannot add ,delete, or shift field header position columns.

If you do not have data for a specific field column you must still send a place holder. Send NULL/BLANK with a (,) as a place holder. You cannot alter the File Headers.

If you do not comply with exact csv file specifications your file will fail to upload.

Using the FINAL_UUA_Empdata_Upload_PDI_template:

Pull participant data field into each column under the header

Each participant must have one row of data

If you have question on a specific data field, please contact your UUA Retirement Plan Team retirementplan@uua.org

Required Naming Convention

You must name your csv file starting with:

140066-01_empdata_div######_mmddyyyy and ending with **.csv**

- ✓ The naming convention is case-sensitive, special character sensitive, and spacing is not allowed
- ✓ ONLY use lower case letters including .csv extension.
- ✓ Cannot contain special characters other than a – (dash) or _ (underscore)
- ✓ Spaces are NOT allowed anywhere within the naming convention.
- ✓ Maximum naming convention length is 60 characters include .csv extension.

SAMPLE csv Naming Convention:
140066-01_empdata_div123456_02132023.csv

If you do not comply with exact file naming convention your file will fail to upload.

The ####### values after 'div' represent your 4- or 6-digit UUA constituent ID number. If you do not know your ID#, contact retirementplan@uua.org

Payroll Cash Contribution File

The participant cash contribution file must be created in csv formatting with the exact payroll specifications.

You cannot add ,delete, or shift field header position columns.

If you do not have data for a specific field column you must still send a place holder. Send NULL/BLANK with a (,) as a place holder. You cannot alter the File Headers.

If you do not comply with exact csv file specifications your file will fail to upload.

Using the **FINAL_UUA_Contributions_Upload_PDI** csv template:

Pull required participant data & contribution amounts (i.e,999.99) into each column header field

Each participant must have one row of applicable money type contributions.

*Please review the EPA for employer contribution and employer match formulas.

Required Naming Convention

You must name your csv file starting with:

140066-01_cash_div######_mmddyyyy and ending with **.csv**

- ✓ The naming convention is case-sensitive, special character sensitive, and spacing is not allowed
- ✓ ONLY use lower case letters including the .csv extension.
- ✓ Cannot contain special characters other than a – (dash) or _ (underscore)
- ✓ Spaces are NOT allowed anywhere within the naming convention.

SAMPLE csv Naming Convention:

140066-01_cash_div123456_02132023**.csv**

*Anything after '**div**' and before **.csv** can vary. If you do not comply with exact file naming convention your file will fail to upload.

The ###### values after 'div' represent your 4- or 6-digit UUA constituent ID number. If you do not know your ID#, contact retirementplan@uua.org

Plan Service Center:

Empower Payroll Processing overview

EMPOWER®

Plan Service Center (PSC)

The **Plan Service Center** serves as a secured home page to administer your plan.

The **Plan Service Center** is a great client-friendly web-based destination site with many easy-to-use features including but not limited to:

- Payroll File Submission & Processing
- Payroll Reporting & Custom Reporting Queries
- Make participant data changes directly through the **Plan Service Center** for specified fields. Some participant data fields will require a file upload in the csv format.
- Monitor Tasks and Alerts related to Payroll.

Each congregation/organization will be issued a unique alpha-numeric **Plan Service Center** User ID to access the client portal.

Empower will send your credentials to the email on file from the email alias noreply@retirementpartner.com

A separate email with a temporary password will come from noreply@retirementpartner.com

You will be prompted to create a new password once logged in.
Empower will not keep this password on record.

Users can "Reset Password" using an easy self-service process.

The user credential access is specific to each profile and email Empower has on record. You will only have access to your specific **Division** affiliated congregation/organization.

Users will need to log in to Empower's **Plan Service Center (PSC)** and update account profile , verify security authentication and enter banking information prior to the File Upload payroll processing.

- If you have not received your **Plan Service Center (PSC)** user Credentials by March 3rd, 2023, please notify your Plan Retirement Administrator retirementplan@uua.org

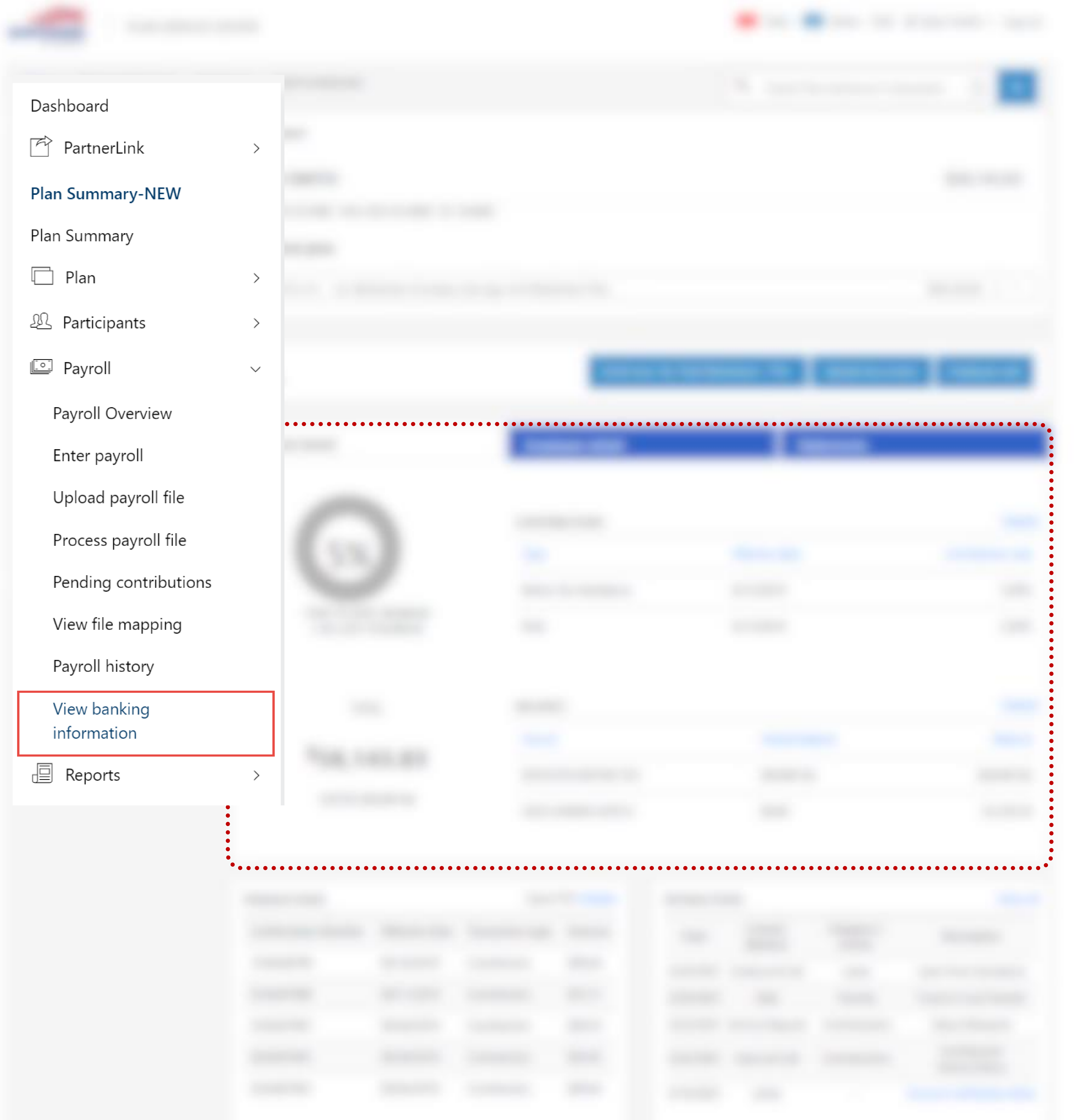
The Plan Administrators will receive separate user credentials to their own personal Participant Web Retirement Account.

View/Change Banking Information

Each division must update their own banking information prior to processing the first cash file. The banking information on file will be auto-debited once the payroll transaction is approved.

Each Plan Service Center user is synced with their own banking remittance information.

Only Plan Sponsor has access to change banking info. This info is ghosted for Empower for your privacy.



Empower has 2- DAY Payroll Processing

- Payroll Cash files approved by Market close will update to participants accounts on same-day effective date.
- The auto-debit will always occur the day after Cash Effective Date

ACH (Debit)

Note: Some banks require an additional step so transactions may occur uninterrupted.

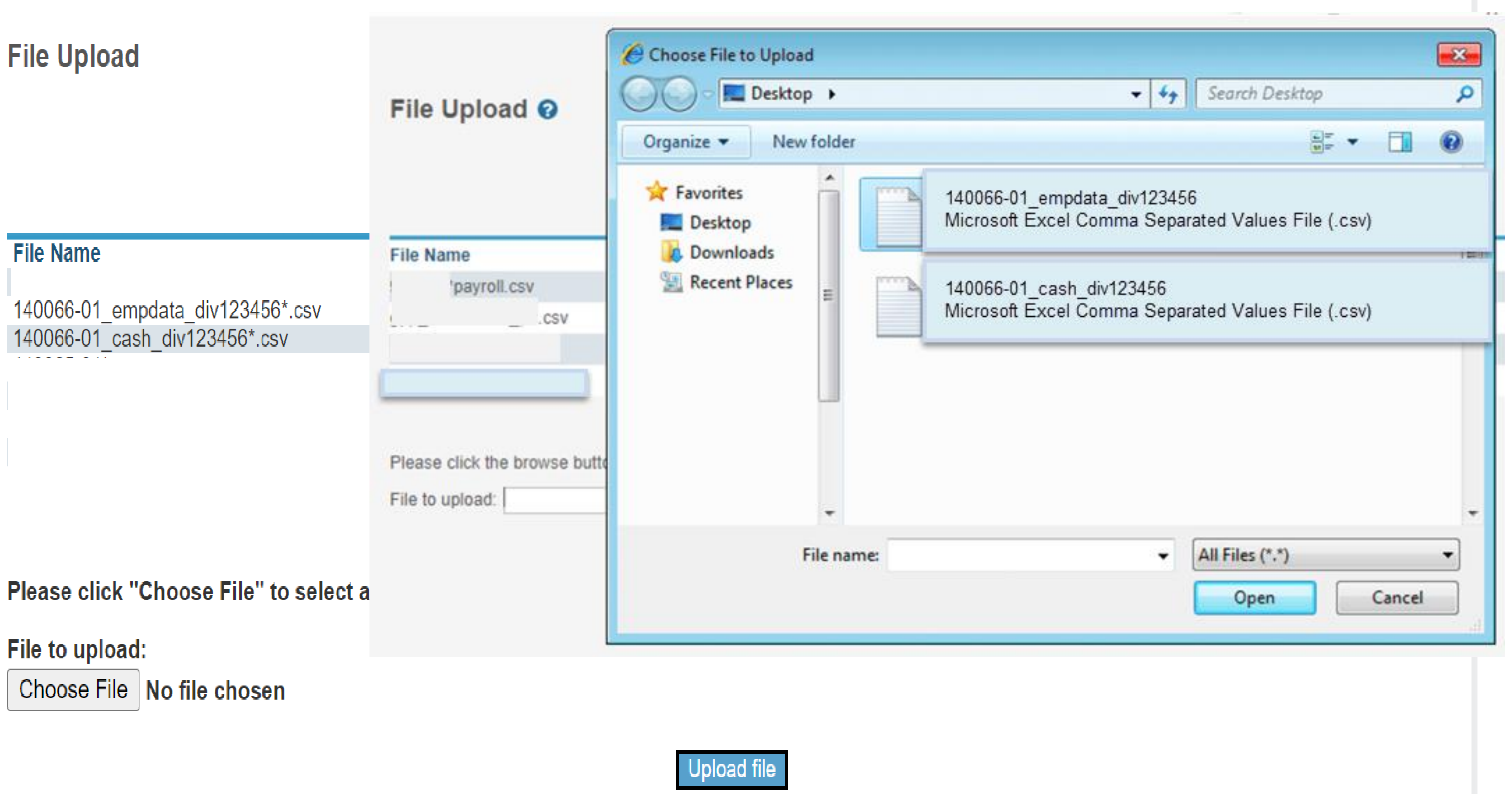
- If your bank has a debit filter that only allows ACH transactions from authorized parties, provide the 10-digit Company ID below.
- Confirm the update is active with your bank before processing your next remittance.
- Company ID: ETCUCP5663

Plan Service Center (PSC)

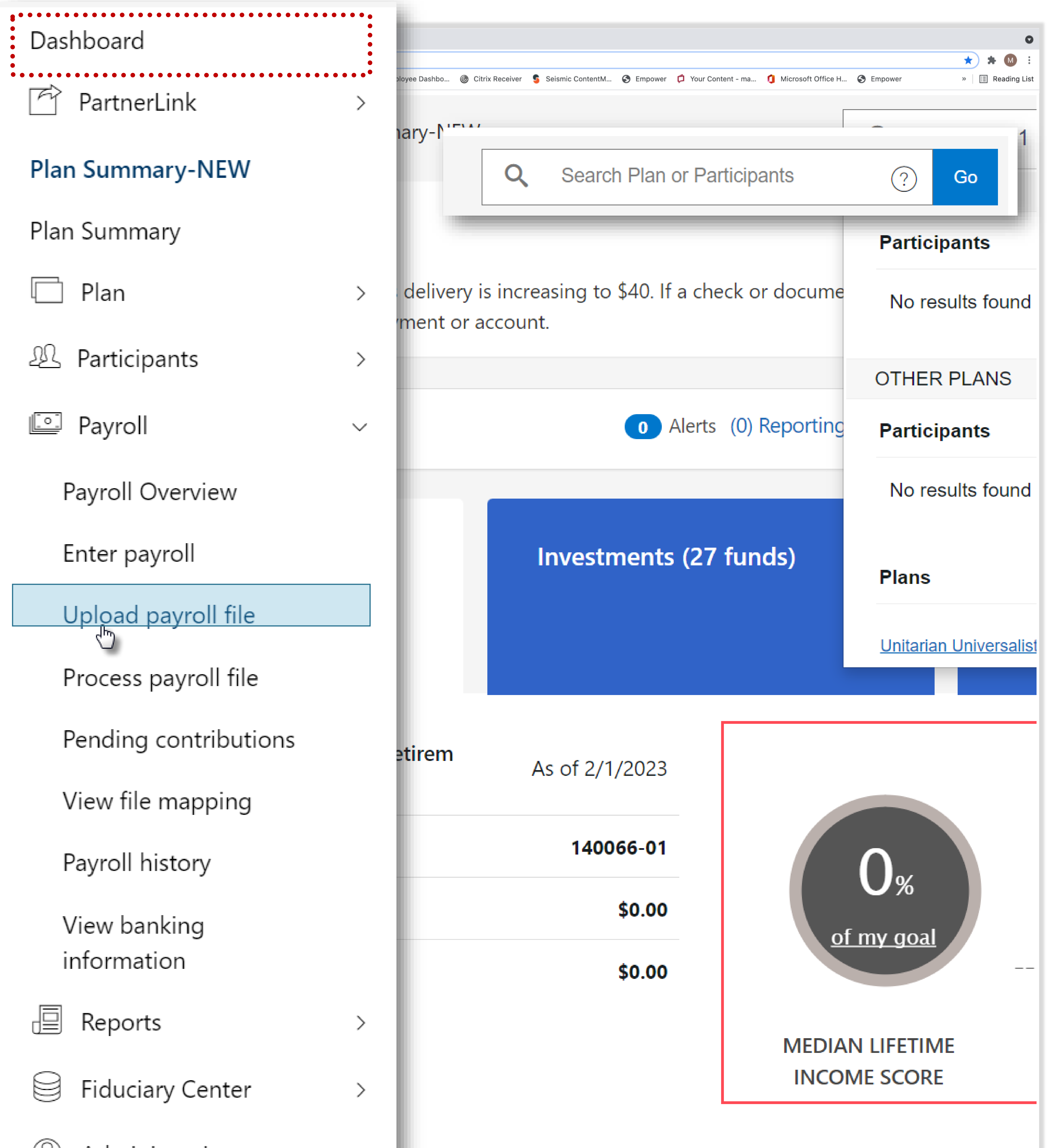
Uploading Payroll Files

The Plan Service Center serves as a secured home page used to administer your plan.

1. Using your issued Plan Service Center credentials log into the destination site and verify security authentication when prompted.
2. Locate the Dashboard menu on the left-hand side of site.
3. Click the carrot (^) next to Payroll link. This will reveal menu options available for payroll processing.
4. Select the **Upload payroll file** option. This will open a window to browse for csv formatted files synced to your specific **Division.**



Please note you will only be able to upload files with the specified naming convention. Please see UUA Retirement Plan Team for questions. The example in screenshot is a dummy example.



Plan Service Cen

Uploading Payroll Files

6.a Select the **Upload payroll.** This will open a
specific **Division.**

6.B **Please note that your file name must ma
If your naming convention does not match, you

6.C The naming convention for your payroll wi
your files as follows :

UUA has two separate c

❑ Enrollment and Participant Data File mus
140066-01_empdata_div######_mmddy

❑ Payroll Cash Contribution File must b
140066-01_cash_div######_mmdd

✓ *Please note that your file name must match the file naming convention shown under 'File Name'. If your naming convention does not match, your file will fail to load.*

✓ *The (*) symbol in the screenshot example will act as a wildcard. This means anything outside of the asterisk must be exactly as specified and can not be adjusted.*

✓ *<u>Additional exceptions to Naming Convention/Wild Card (*) rule:</u>*

- *Must use lower case letters rather than capitals as the file name is case sensitive***
- *Can not contain special characters other than a – (dash) or _ (underscore) and period (.) before .csv*
- *Spaces are <u>NOT</u> allowed anywhere within the naming convention.*
  - ***Example Naming convention for Main congregation/organization #1000***
  - *140066-01_empdata_div100003172023.csv*
  - *140066-01_cash_div1000_03172023.csv*

File Upload

Following are the list of files which y

File Name
140066-01_empdata_div123456*.csv
140066-01_cash_div123456*.csv

Please click "Choose File" to select a file from your PC:

File to upload:
Choose File No file chosen

Upload file

View banking information

Reports

Fiduciary Center

Administration

$0.00

$0.00

0%
of my goal

MEDIAN LIFETIME INCOME SCORE

Please note you will only be able to upload files with the specified naming convention. Please see UUA Retirement Plan Team for questions. The example in screenshot is a dummy example.

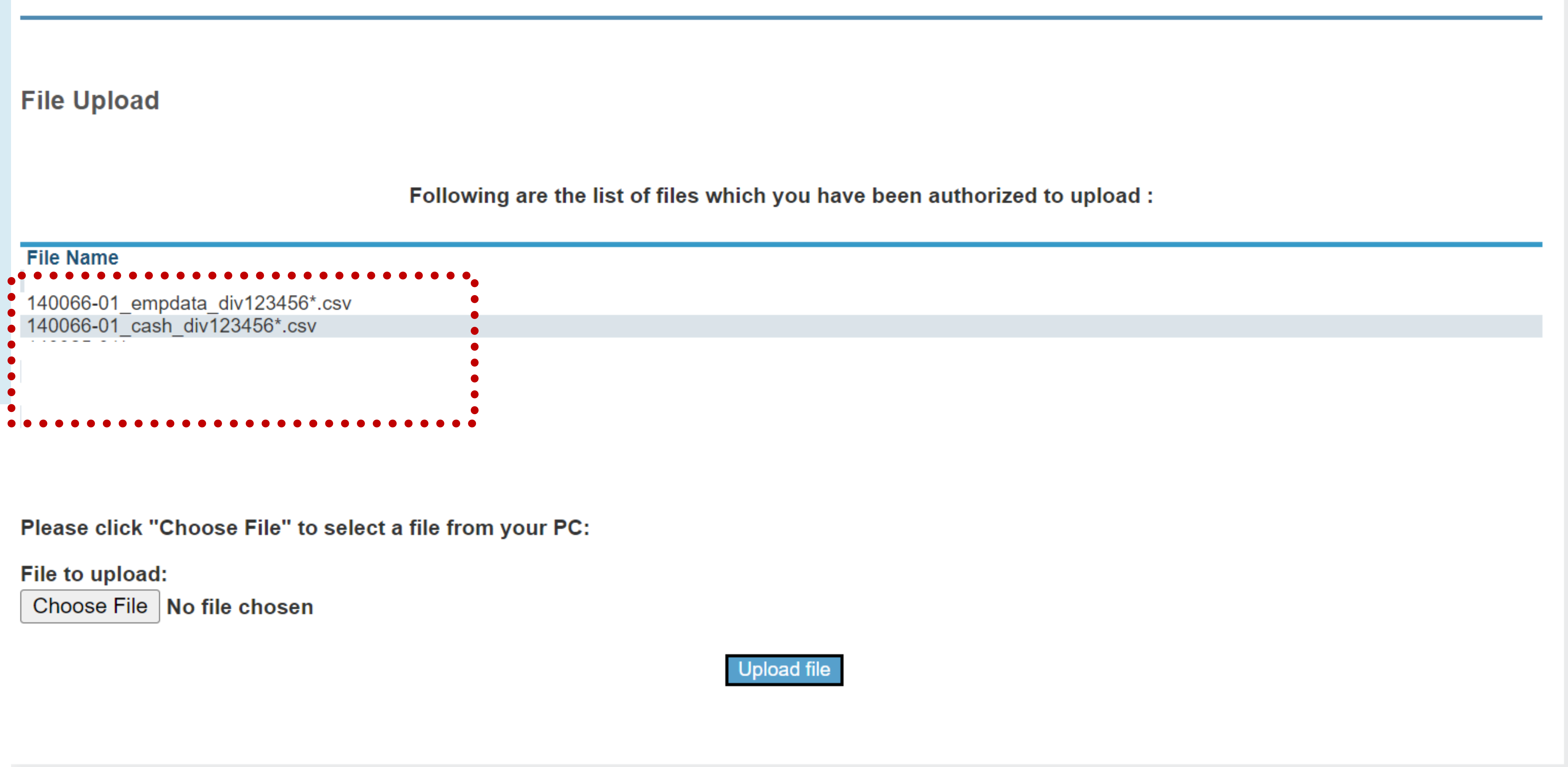
Plan Service Center (PSC)

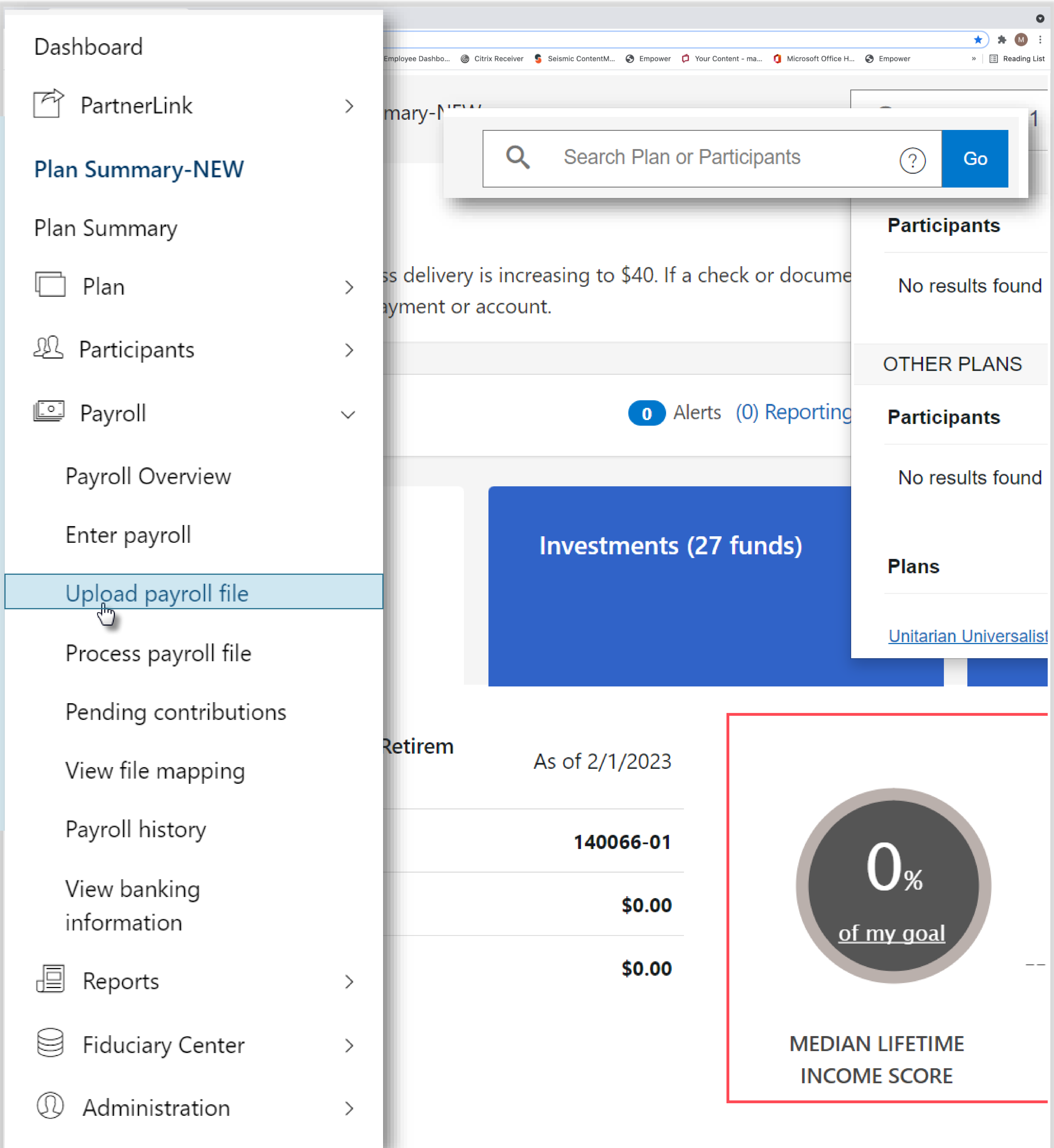
Uploading Payroll Files

4.a The naming convention for your payroll will be synced to your specific **Division.** You must name your files as follows :

UUA has two separate customized files

- Enrollment and Participant Data File must be named **140066-01_empdata_**div######_mmddyyyy.csv
- Payroll Cash Contribution File must be named **140066-01_cash_div**######_mmddyyyy.csv





Please note you will only be able to upload files with the specified naming convention. The .csv extension must be lowercase. Please see UUA Retirement Plan Team for questions. The example in screenshot is a dummy example. You will use the UUA naming convention and .csv formatting.

Plan Service Center (PSC)

Processing Files

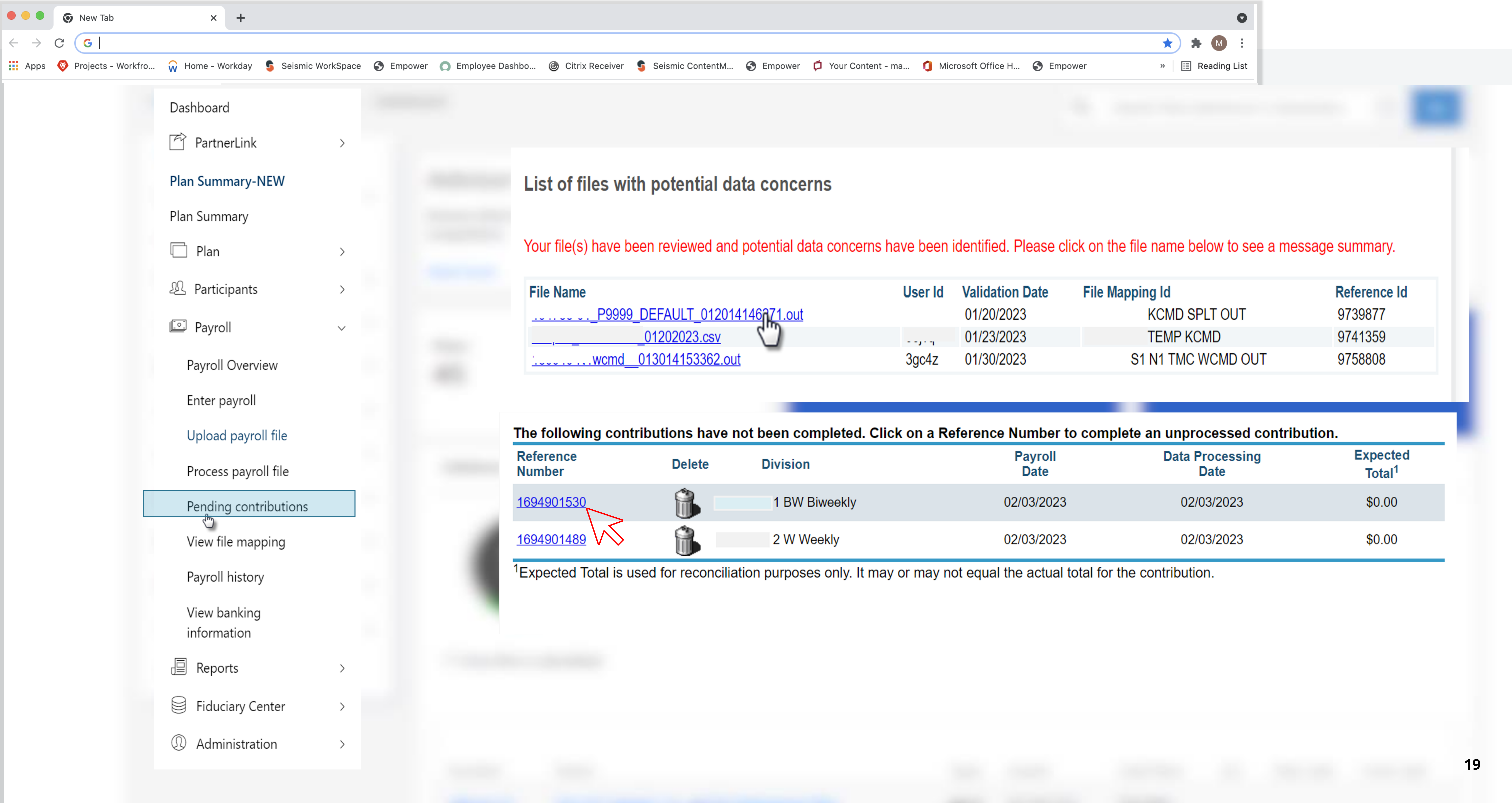
- Once you have uploaded your payroll file it will go through a data validation check and is listed with a Reference Number in the **Pending Contribution section.** **Please note the data validation can take several minutes.

- If there are data concerns the Empower platform will prompt, you to correct before you can proceed. These will show at the top of Pending Contribution **List of files with Potential Data Concerns.** Click the File Name Link to see the issues that need your attention.

- If you are uploading an enrollment/participant data file and there are no issues, updates to participant accounts are immediate.

- If you are uploading a cash file, this will generate a Reference Number after data validation. You will receive an automated email notification to let you know your file is ready for processing.

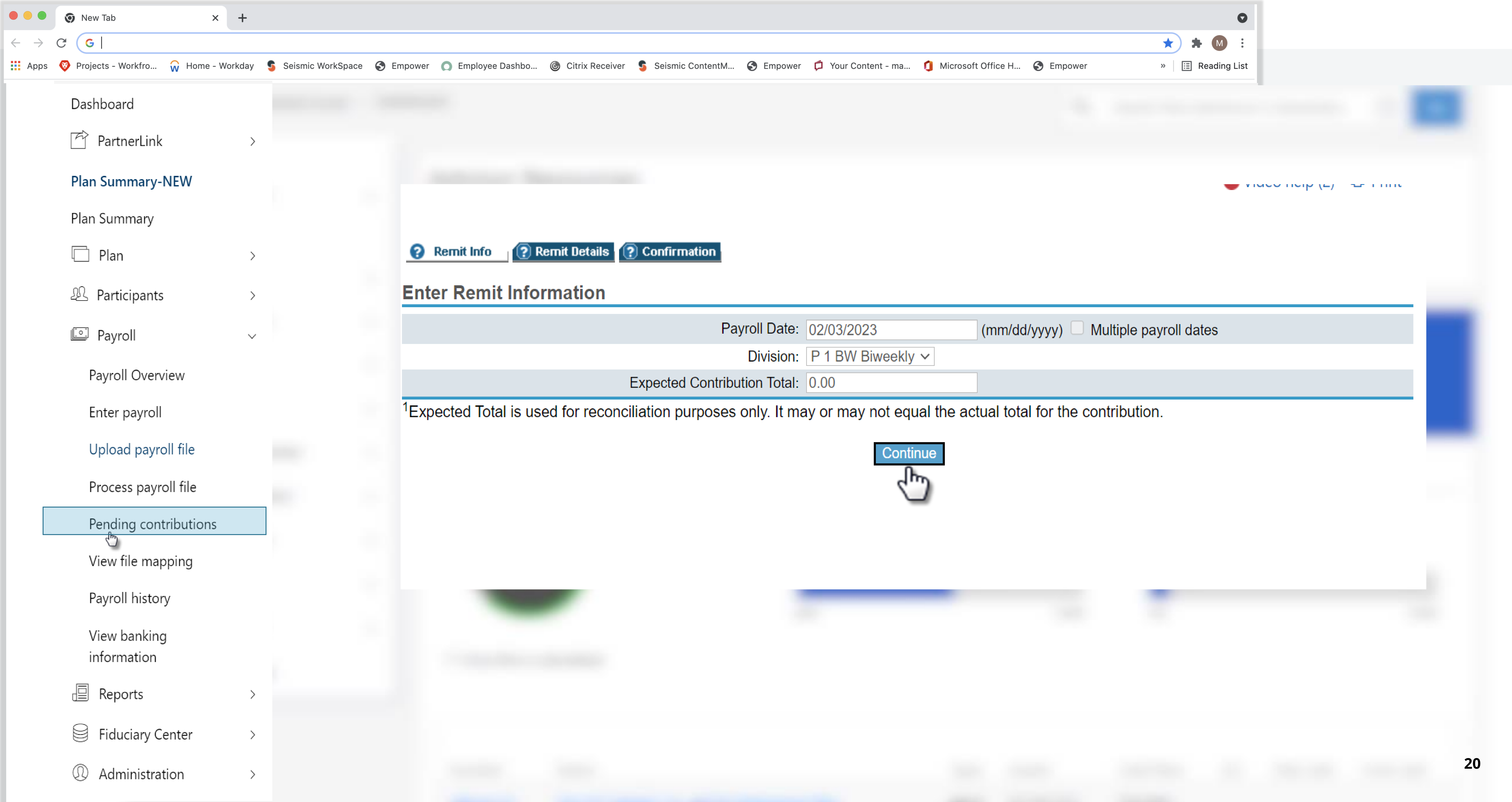
- Next Click into the Reference Number Link



Plan Service Center (PSC)

Processing Files

- Confirm the Payroll Date, Division and enter the expected total of all contributions including employer monies, click "**Continue**"
- The payroll date is pulled directly from the csv file Check Date Field. You may alter it to match your payroll date. However, the **effective date** is the date that participants will see the contribution amount showing as pending trading investment pricing. We will discuss the **effective date** on a later slide.
- The next business day participants will see the contribution amount settled/ traded based on allocations of their investments and your business bank account will be debited for the payroll liability.

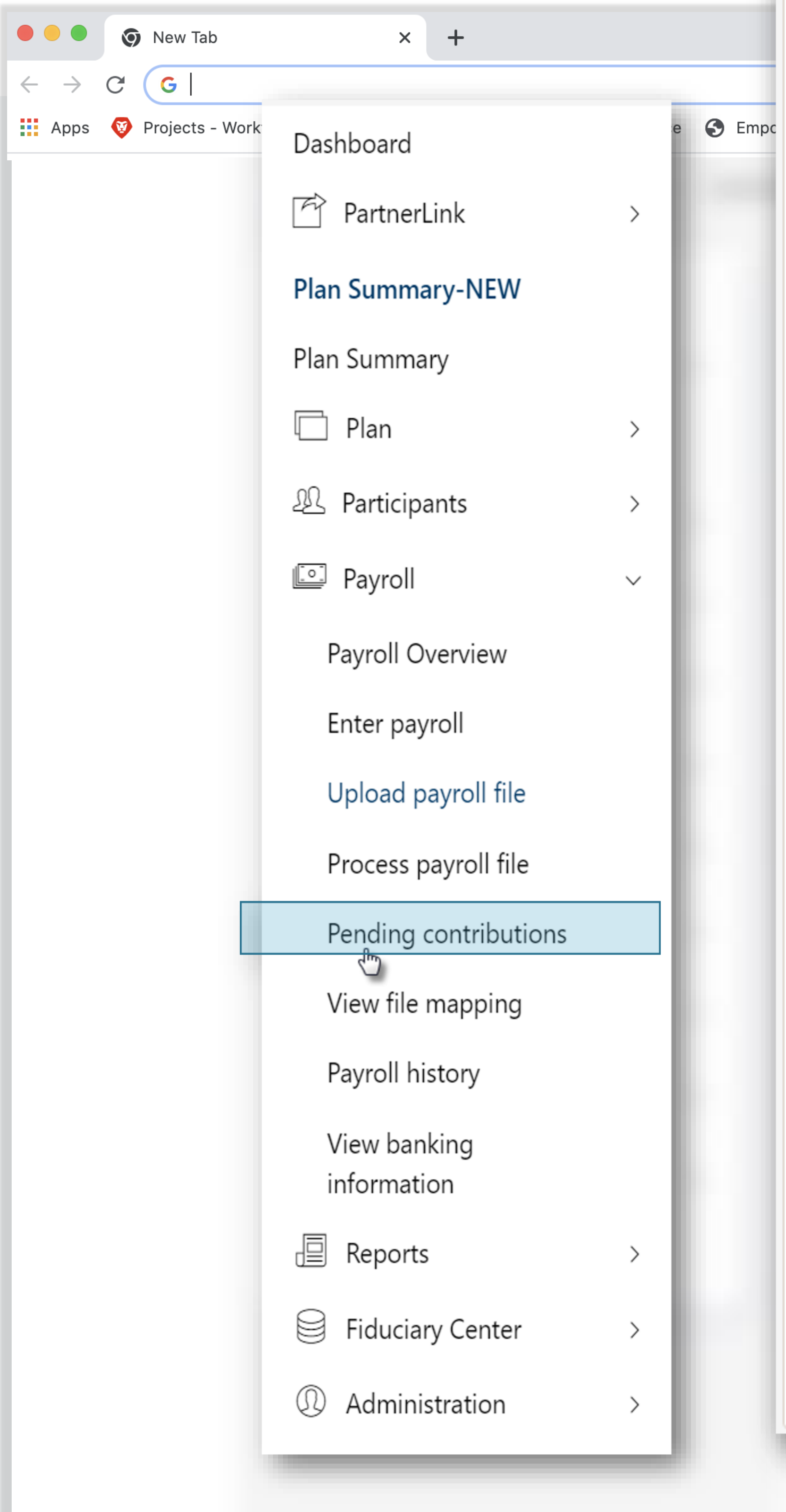


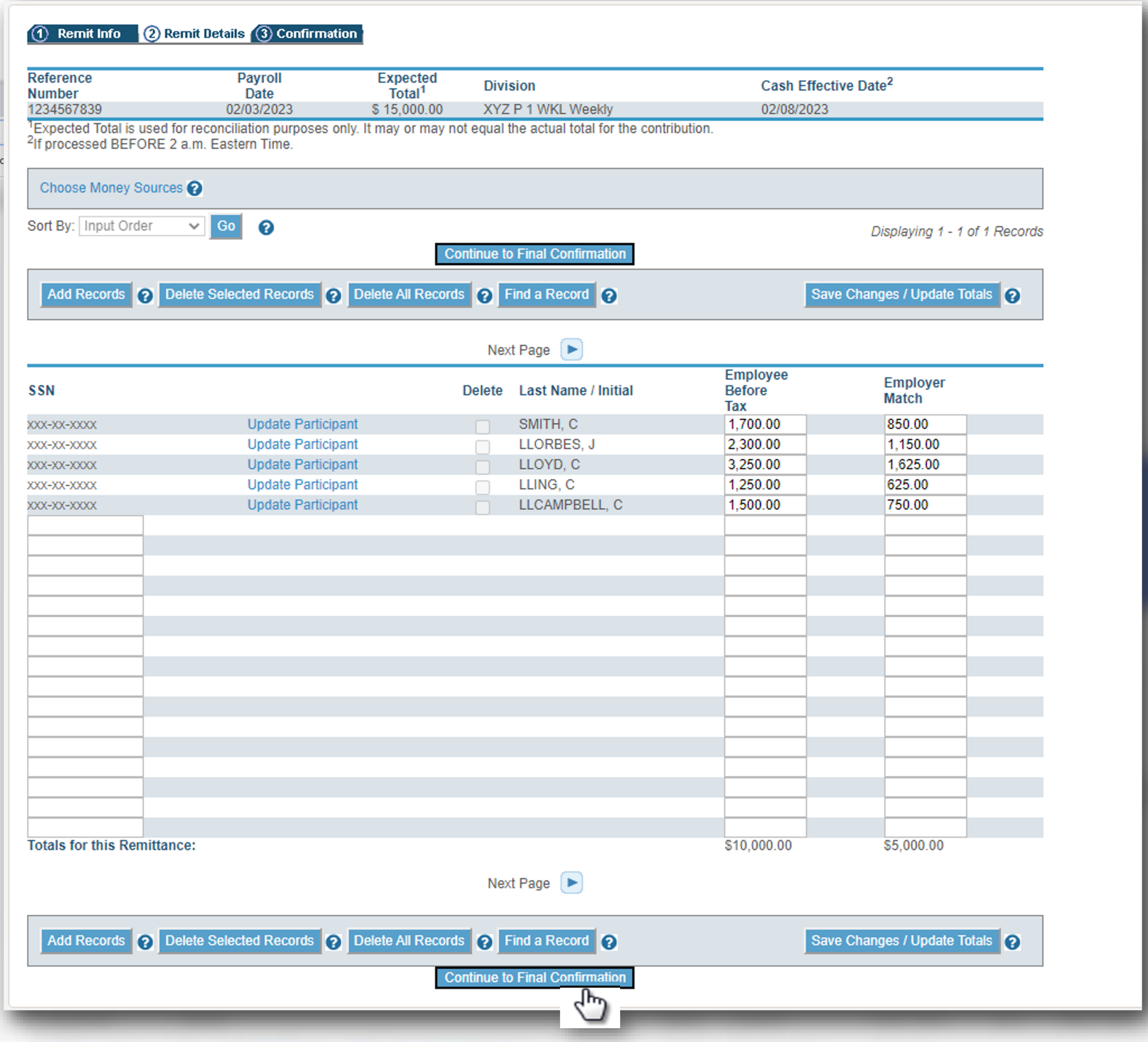
Plan Service Center (PSC)

Processing Files

Remit Details

- On the previous screen you Confirm the Payroll Date, Division and enter the expected total of all contributions and including employer monies, click "**Continue**"
- This will take you to the participant breakdown.
- If there are rejects, Empowers system will prompt the corrections before you can proceed. A user rejection guide will give you step by step instructions on how fix.
- If there are not any contribution rejects, it is recommended you spot check the participant contribution amounts by money source and Totals for this Remittance totals by money type.
- Contribution Amounts can be adjusted on this screen. You also can add/delete records.
- Click on "**Continue to Final Confirmation**"





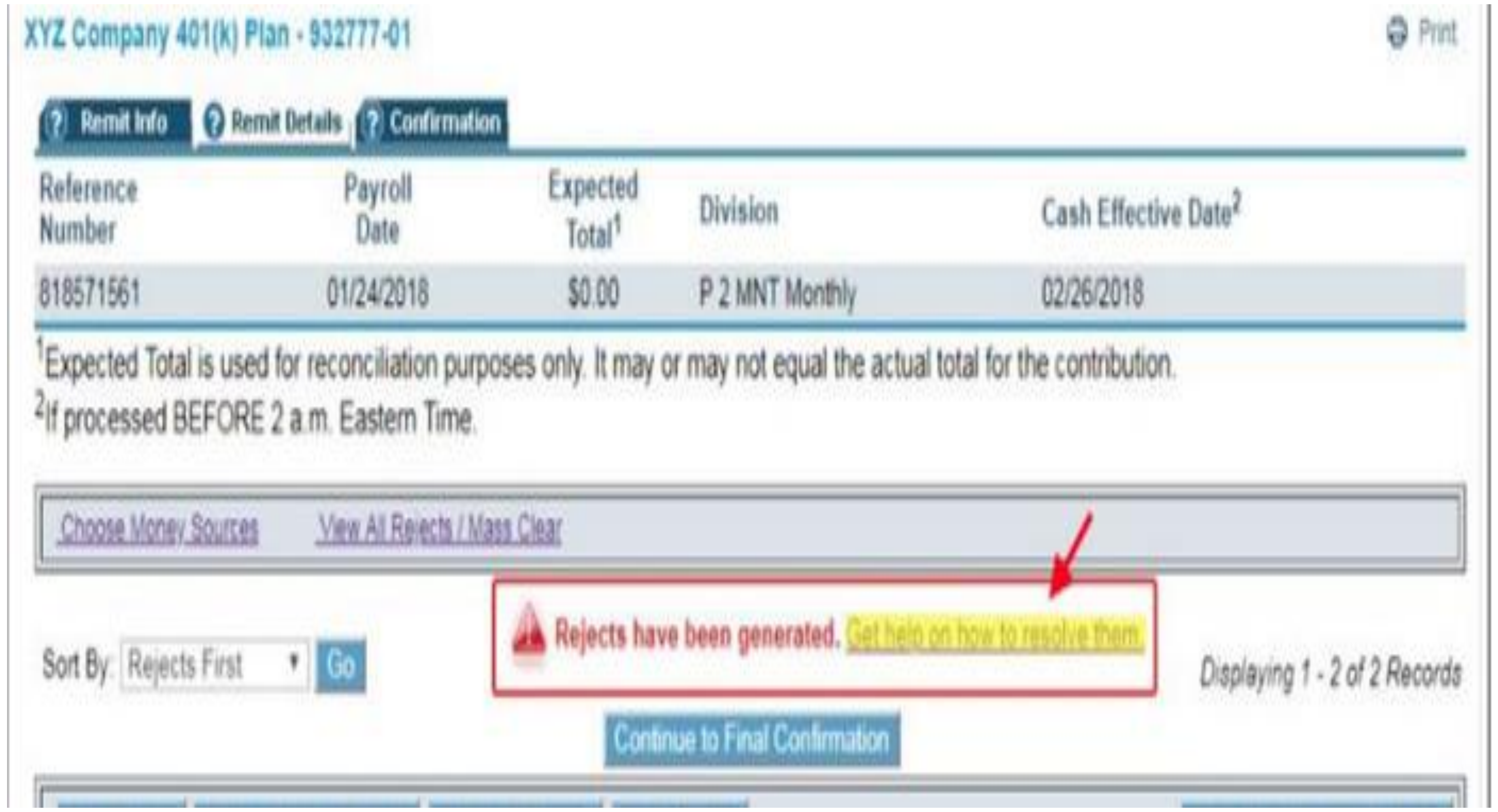
Plan Service Center (PSC)

Processing Files: Rejections

If you see a message '**Rejects have been generated**' in the center of the screen cash rejects exist and must be resolved prior to processing the file.

First, change the '**Sort By**' drop down menu to '**Rejects First**' and then click '**Go**'. This will bring all the errors that exist and need attention to the first records.

Use the Get help on how to resolve them link for a step-by-step guide to make corrections.

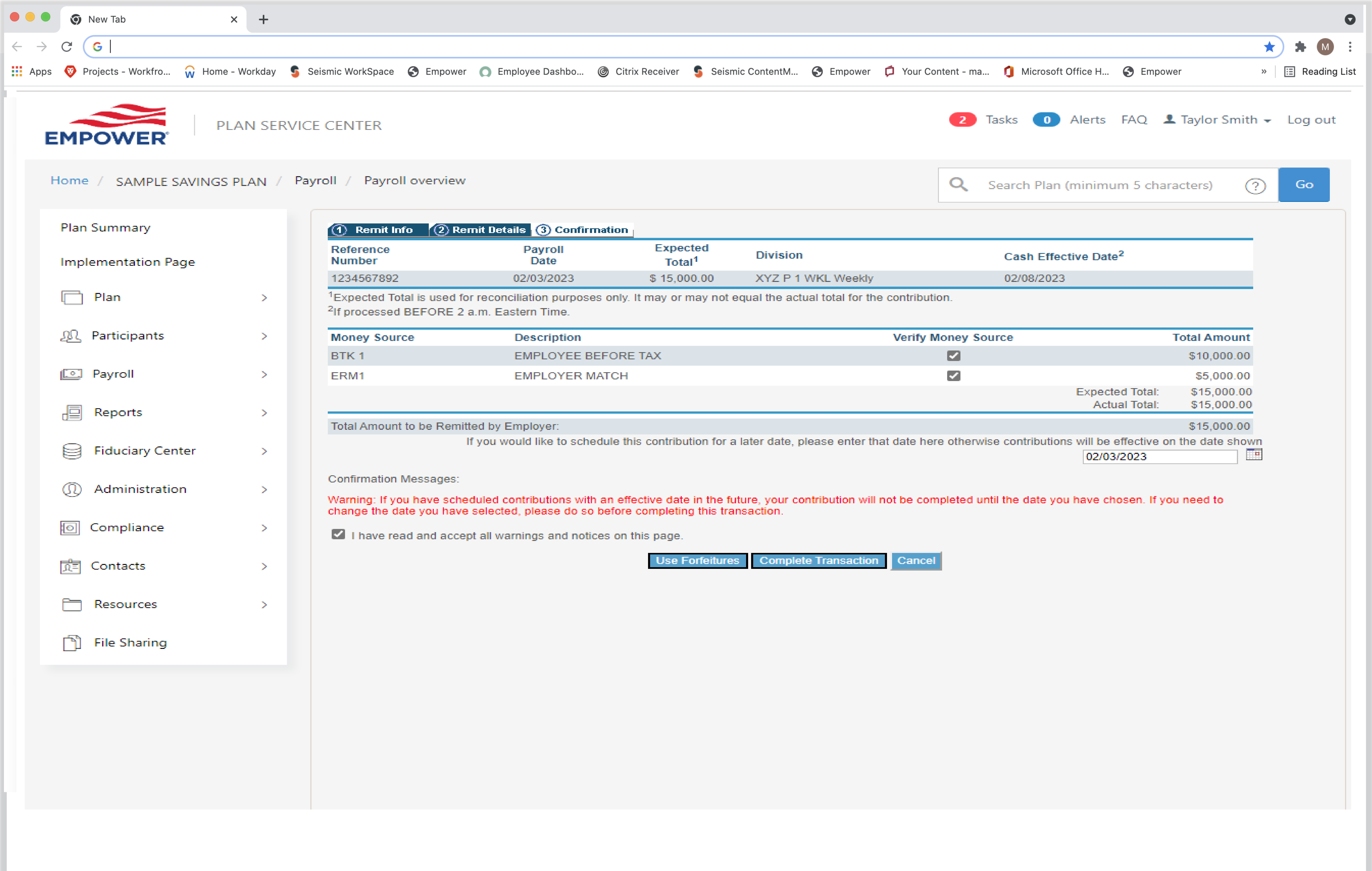


Plan Service Center (PSC)

Processing Files

Confirmation

- The next page prompt is an additional confirmation of the payroll processing event.
- Click the **Verify Money Source** check box radio buttons for each money source.
- Note the Expected Total matches the amount entered on Remit Info Tab. The Actual Total matches the actual participant totals (including adjustments made on Remit Details Tab). Empower will always go off the Actual Total Amount.
- Check the box to confirm that "**I have read and accept all warnings and notices on this page**".
- The Effective Date can be future Dated if needed. The contributions will use the effective dates trading price.
- Click **Complete Transaction**

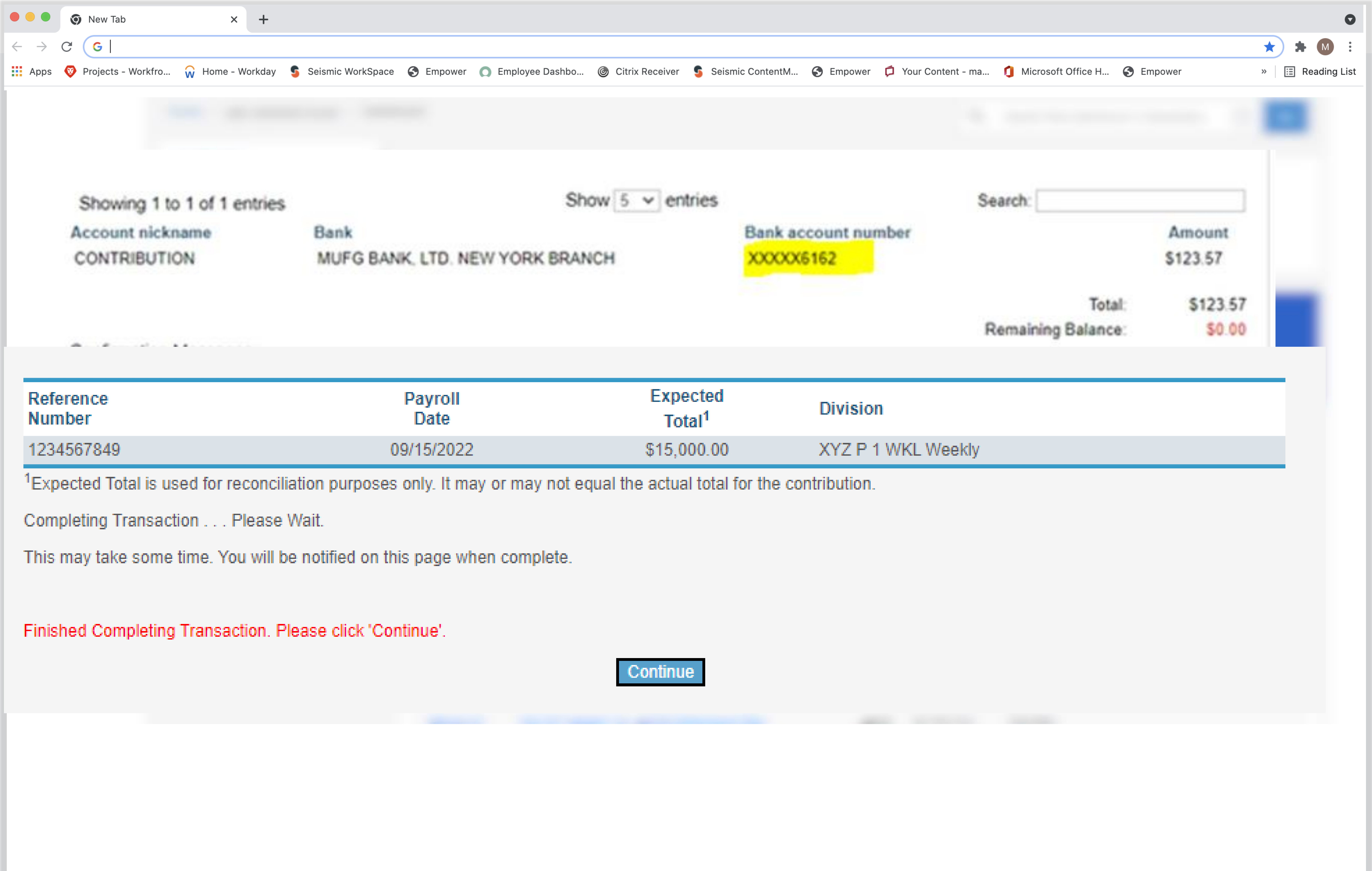


Plan Service Center (PSC)

Processing Files

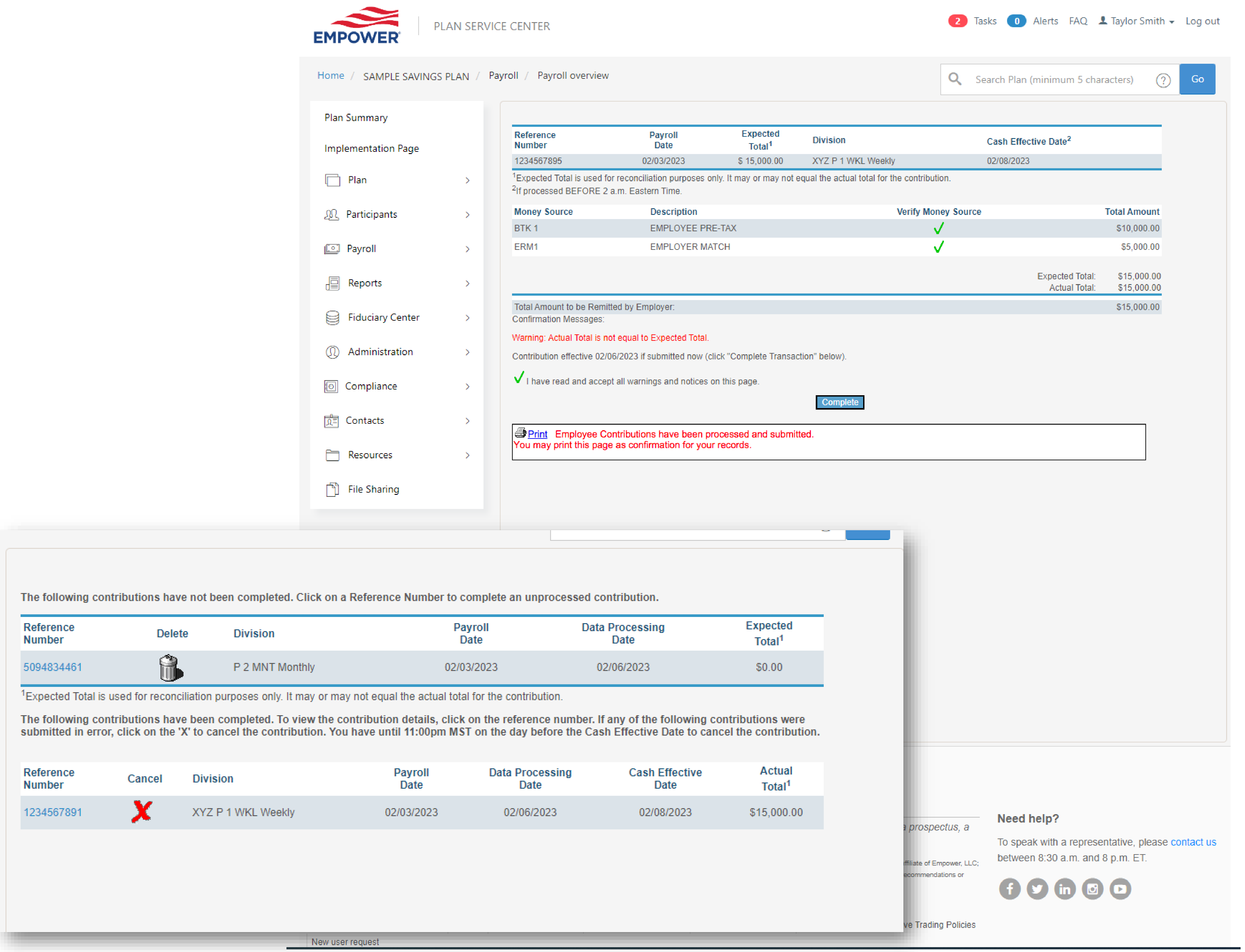
Confirmation

- ❑ Completing the Transaction will send you to a Final Confirmation to validate banking information .
- ❑ Confirm the bank account is accurate that will be used to pull funding for your payroll liability
- ❑ When the **Continue** button turns blue you can continue



Plan Service Center (PSC)

Processing Files



Completed Transaction

- ❑ Save the confirmation screen for your records into File Sharing payroll records section directly in Plan Service Center. This confirmation will provide you with the breakdown for total liability that will be debited from your bank account on file.
- ❑ Select Complete and this will take you back to Pending Contribution page.
- ❑ The Trash Can Icon there before is now a Red X. This means you have completed the Contribution Transaction Processing.
- ❑ You have until the Cash Effective Date Market Closing to make changes or completely cancel the ACH Auto-Debit. Only click the Red X if you wish to completely cancel the transaction.
- ❑ Cash Files approved before market close will have Same Day Processing effective date. Files approved after market close will have next business day effective date.

Funding Timeline

- ***Cash Effective Date*** – the date in which participants will see the deduction from payroll reflected within the participant's Empower profile. Also, that day, Empower initiates the ach pull from your business bank account and investments are made at that day's trading price.

- The ***Business Day After*** the cash effective date is when participants will see the allocations of their investments on the website. The business day after is also the day funds are officially pulled from the business bank account.

Day 1

Plan Sponsor Approves Contributions by Market Close

Participant Accounts Updated with Same Day Cash Effective Date

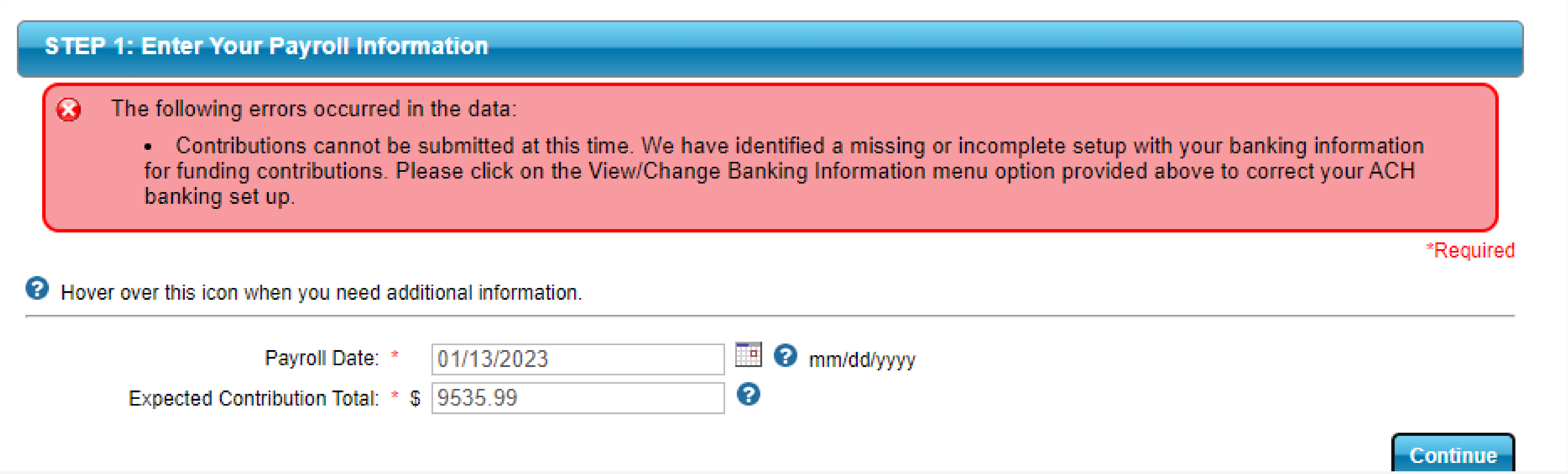
Day 2

Bank Account on File Auto-Debited

Participant Transactions Traded/Settled

Market Closes 4pm Eastern

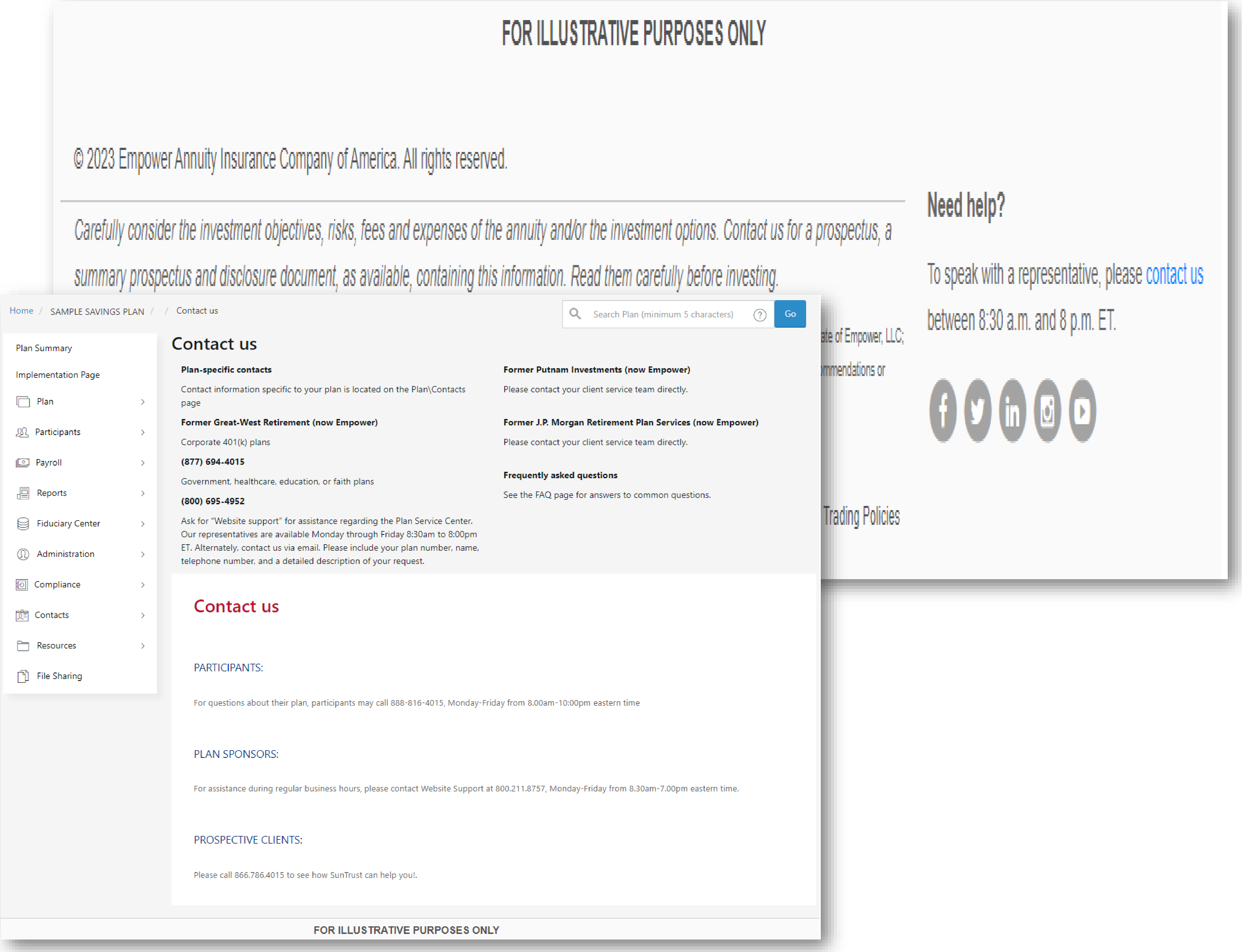
Missing Banking Information



Banking information not on file will cause interruptions in payroll processing.

Plan Service Center (PSC)

Empower Assist Line



So that we may better assist you…

- The Empower Teams are trained to assist you with the File Upload process and questions you may have about the Plan Service Center Site.
- Use the **Contact Us** link to reach out to an Empower representative.
- Prior to calling the help line a csv formatted payroll file must be ready for uploading to Plan Service Center
- Name the csv file with the criteria naming convention provided for either the Cash or Enrollment Participant Data

Empower Plan Resources

UUA Plan Location/Division Administrators will use the Empower's secure Plan Sponsor portal to **"File Upload"** a csv formatted file.

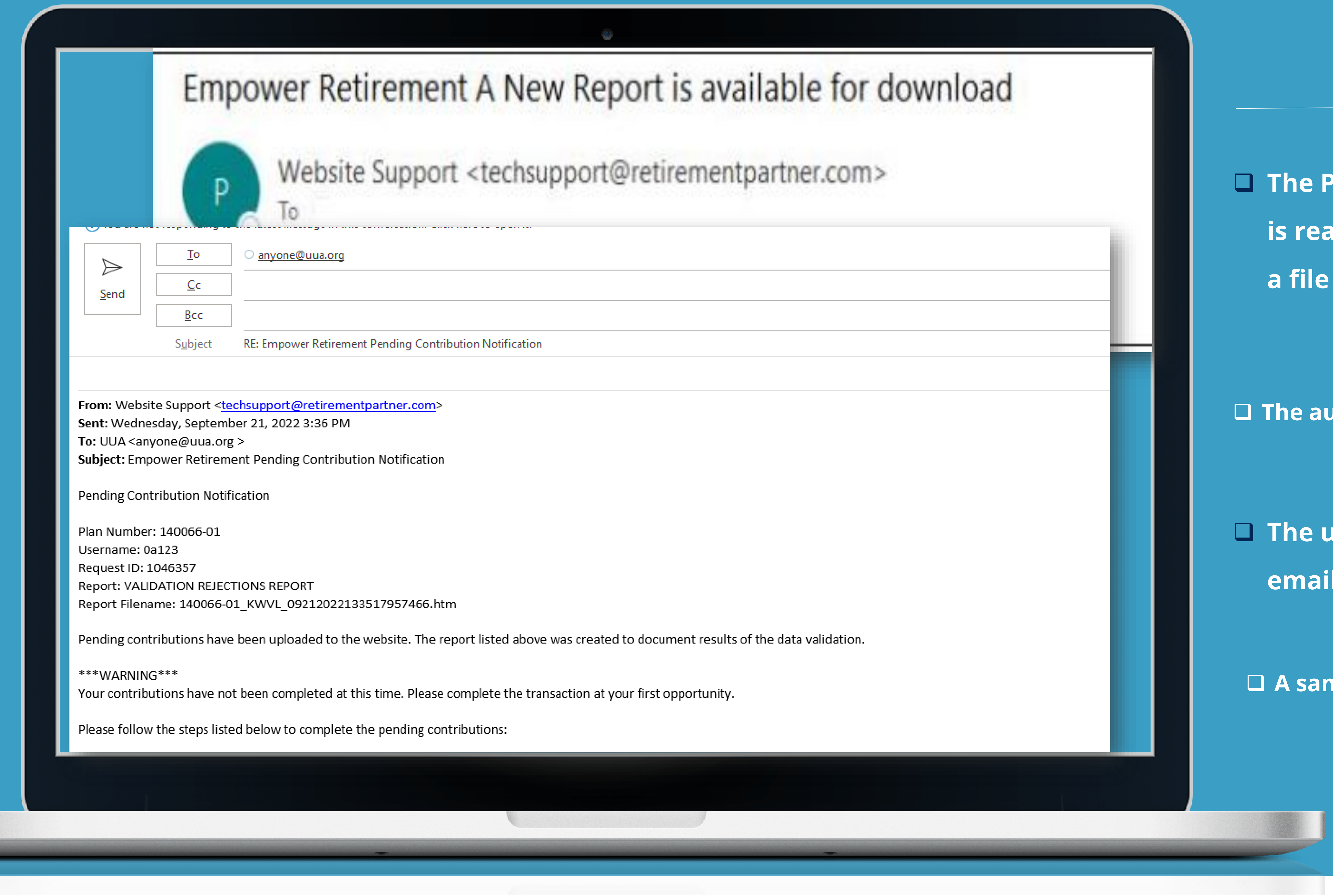
Watch Empower Plan Resources web demo **"Payroll Processing Using a File"**

Empower does not accept Excel, PDF, Word as a valid file format.
Invalid formats will cause processing disruptions.

- ❑ Invalid formats include but not limited to Excel; PDF; Word
- ❑ Prior to file upload to secured Plan Sponsor portal enrollment and financial contribution must convert Text and/or Excel to (csv)

Payroll Reporting and Notifications

Payroll Automated Email Notifications

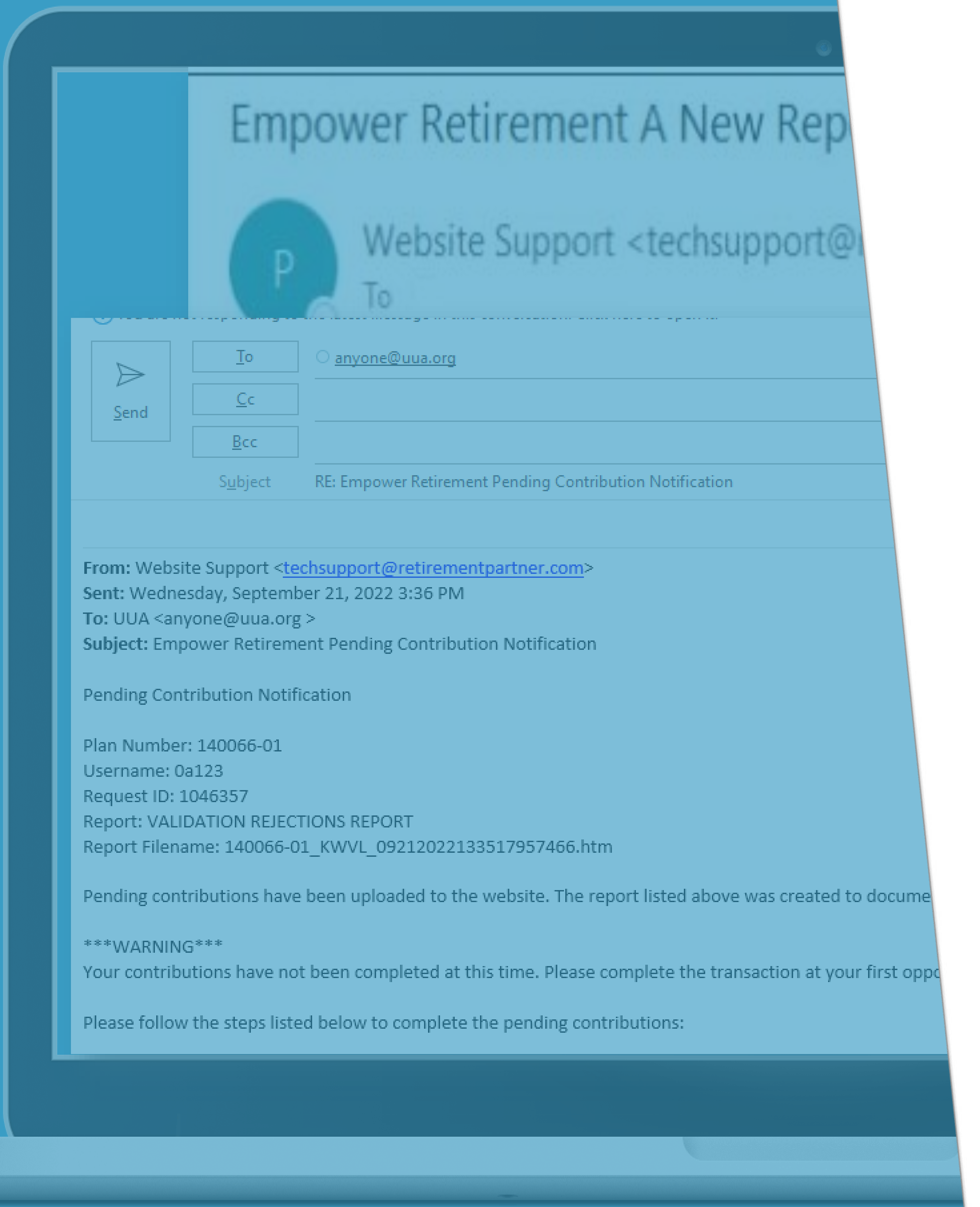


Pending Contribution

- The Pending Contribution Notification email is sent to sponsors to notify them that a file is ready to approve. Keep in mind that while the notification is sent to you to inform you a file is ready, that file may contain data irregularities that should be addressed
- The automated email is generated soon after the file has cleared file validation.
- The user that uploaded the cash payroll file will receive an automated notification to the email Empower has on file
- A sample of the Pending Contribution automated email is displayed in screenshot.

The automated email will come from Website Support techsupport@retirementpartner.com to the email Empower has on file. If there is a change in your division's payroll contact reach out to UUA Administrators.

Payr... fications



Empower Retirement A New Rep

Website Support <techsupport@

To

Send

To anyone@uua.org

Cc

Bcc

Subject RE: Empower Retirement Pending Contribution Notification

From: Website Support <techsupport@retirementpartner.com>
Sent: Wednesday, September 21, 2022 3:36 PM
To: UUA <anyone@uua.org >
Subject: Empower Retirement Pending Contribution Notification

Pending Contribution Notification

Plan Number: 140066-01
Username: 0a123
Request ID: 1046357
Report: VALIDATION REJECTIONS REPORT
Report Filename: 140066-01_KWVL_09212022133517957466.htm

Pending contributions have been uploaded to the website. The report listed above was created to docume

WARNING
Your contributions have not been completed at this time. Please complete the transaction at your first opp

Please follow the steps listed below to complete the pending contributions:

Sample Pending Contribution Notification Communication

From: Website Support <techsupport@retirementpartner.com>
Sent: Monday, April 18, 2022 1:41 PM
To: Client@company.com
Subject: Empower Retirement Pending Contribution Notification

Pending Contribution Notification

Plan Number: XXXXX-XX
Username: XXXXX
Request ID: XXXXXXXX
Report: VALIDATION REJECTIONS REPORT
Report Filename: XXXXX-XX_KWVL_XXXXXXXXXXXXXXXXXX.htm

Pending contributions have been uploaded to the website. The report listed above was created to document results of the data validation.

WARNING
Your contributions have not been completed at this time. Please complete the transaction at your first opportunity.

Please follow the steps listed below to complete the pending contributions:

1. Login to the website at http://www.empower-retirement.com/sponsor.
2. Click on the 'Process Center' tab on the top navigation bar.
3. Click on the 'Pending' option under the 'Process Center' tab.
4. Pending contributions will be listed by reference number, payroll date, and subset (if applicable). Click on the reference number to enter the transaction.
5. Enter your estimated contribution total and click continue.
6. Resolve any rejects that exist and click on 'Continue to Final Confirmation'.
7. Verify each money source is correct & review final warning messages (by checking the boxes), and click on 'Complete Transaction'. This will finalize your contributions and create the ACH request to your bank.

A detailed 'Validation Rejects Report' is also now available for download.

1. Go to the website and login.
2. You should now be on the Plan tab, click on the Reports tab.
3. Click on the My Reports option under the Reports tab.
4. Expand the menus to locate the report on the list of available files and click view to display or download.

WARNING
Your contributions have not been completed at this time. Please complete the transaction at your first opportunity.

...g Contribution

...ation email is sent to sponsors to notify them that a file ... that while the notification is sent to you to inform you ...n data irregularities that should be addressed

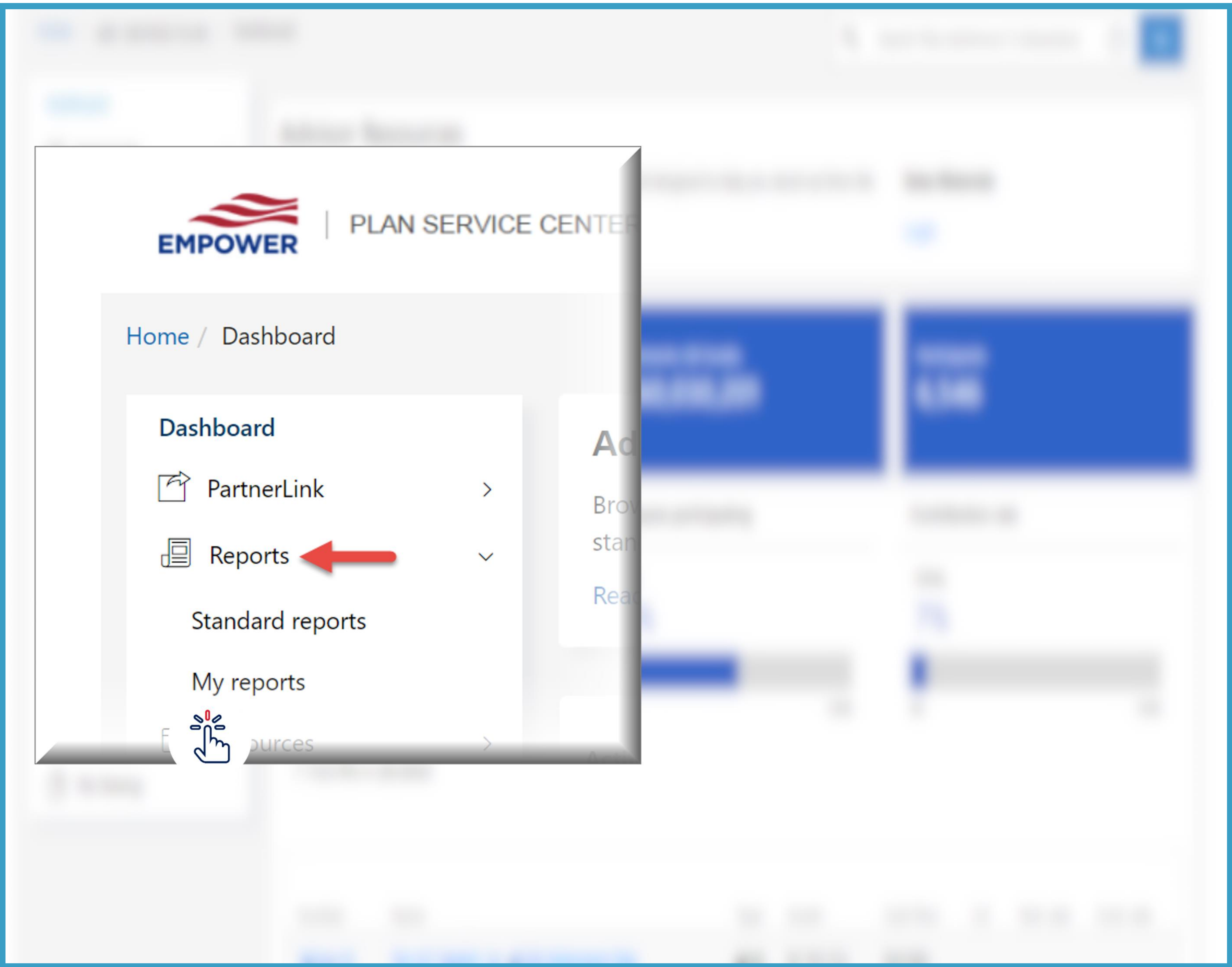
... after the file has cleared file validation.

...roll file will receive an automated notification to the

...omated email is displayed in screenshot. ...here

The automated email will come from Website Support ... division's payroll contact reach out to UUA Administrators.

Payroll Generated Reporting

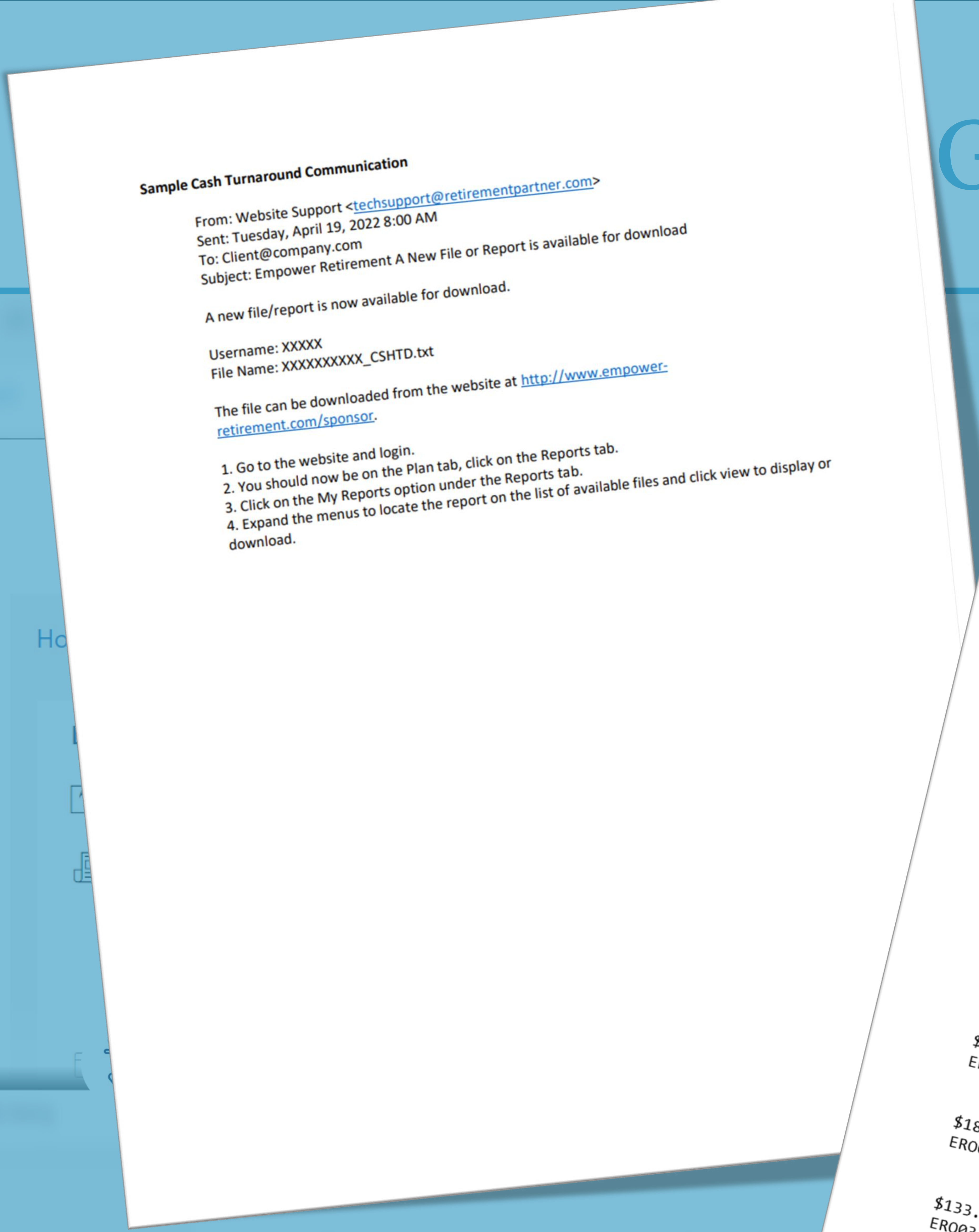


Cash Turnaround

- The Cash Turnaround Report email informs sponsors that the CSHTD is available for review. The document confirms that the ACH debit has been completed.
- This communication will be auto-generated the next business day after the effective date of the approval by the sponsor in the Plan Service Center (PSC).
- The user that uploaded the cash payroll file will receive the automated reports in their personal reporting queue in My Reports.
- A sample of this communication and report is included on next slide.

The automated generated report can be found in To view this report, log in to the PSC, select Reports and then select My Reports.

Generated Reporting



Sample Cash Turnaround Communication

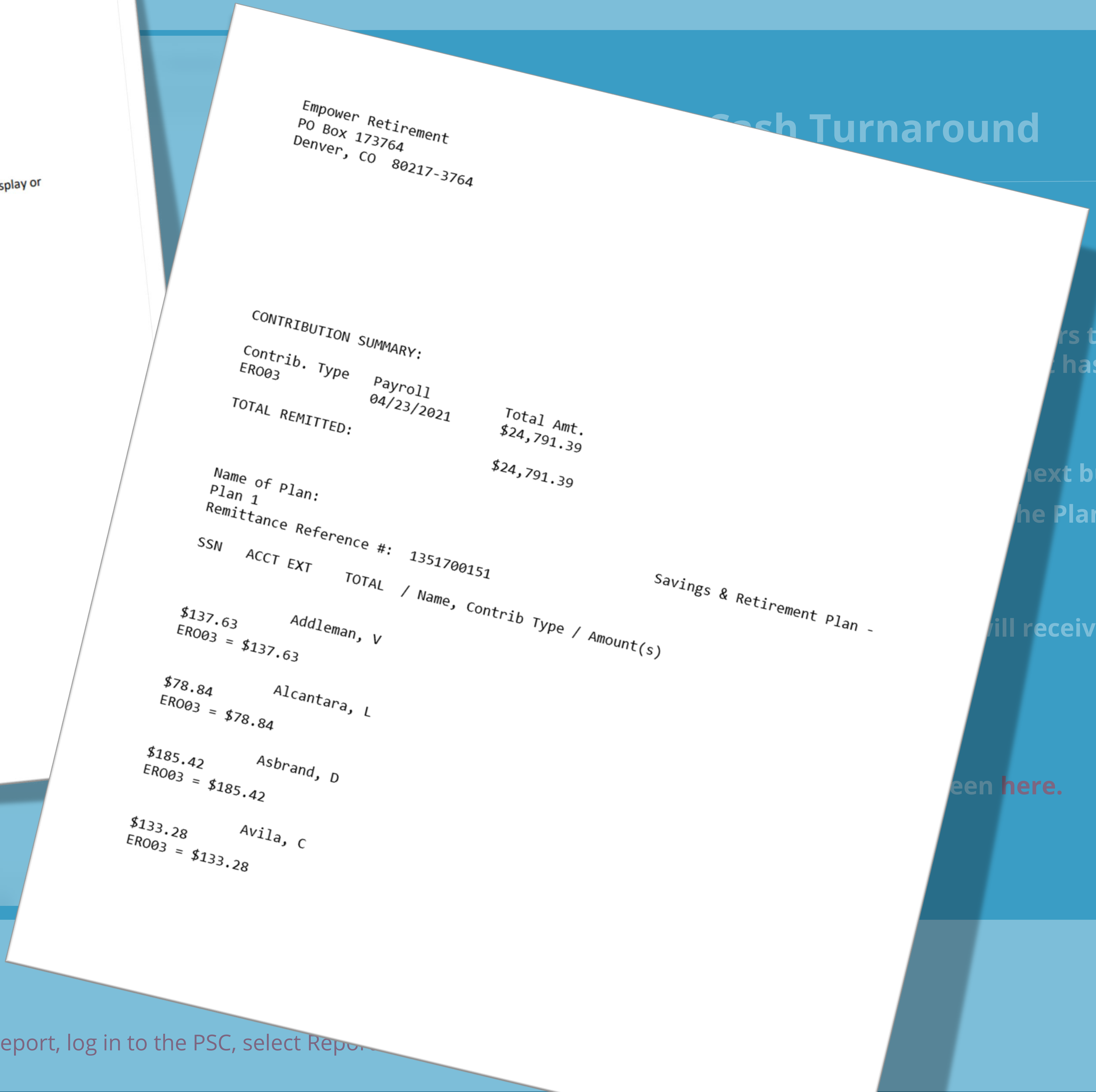
From: Website Support <techsupport@retirementpartner.com>
Sent: Tuesday, April 19, 2022 8:00 AM
To: Client@company.com
Subject: Empower Retirement A New File or Report is available for download

A new file/report is now available for download.

Username: XXXXX
File Name: XXXXXXXXXX_CSHTD.txt

The file can be downloaded from the website at http://www.empower-retirement.com/sponsor.

1. Go to the website and login.
2. You should now be on the Plan tab, click on the Reports tab.
3. Click on the My Reports option under the Reports tab.
4. Expand the menus to locate the report on the list of available files and click view to display or download.



```
Empower Retirement
PO Box 173764
Denver, CO  80217-3764

CONTRIBUTION SUMMARY:
Contrib. Type   Payroll         Total Amt.
ER003           04/23/2021      $24,791.39
TOTAL REMITTED:                 $24,791.39

Name of Plan:                              Savings & Retirement Plan -
Plan 1
Remittance Reference #:  1351700151
SSN   ACCT EXT    TOTAL   / Name, Contrib Type / Amount(s)

$137.63      Addleman, V
ER003 = $137.63

$78.84       Alcantara, L
ER003 = $78.84

$185.42      Asbrand, D
ER003 = $185.42

$133.28      Avila, C
ER003 = $133.28
```

...ash Turnaround

...rs that the CSHTD is available for ... has been completed.

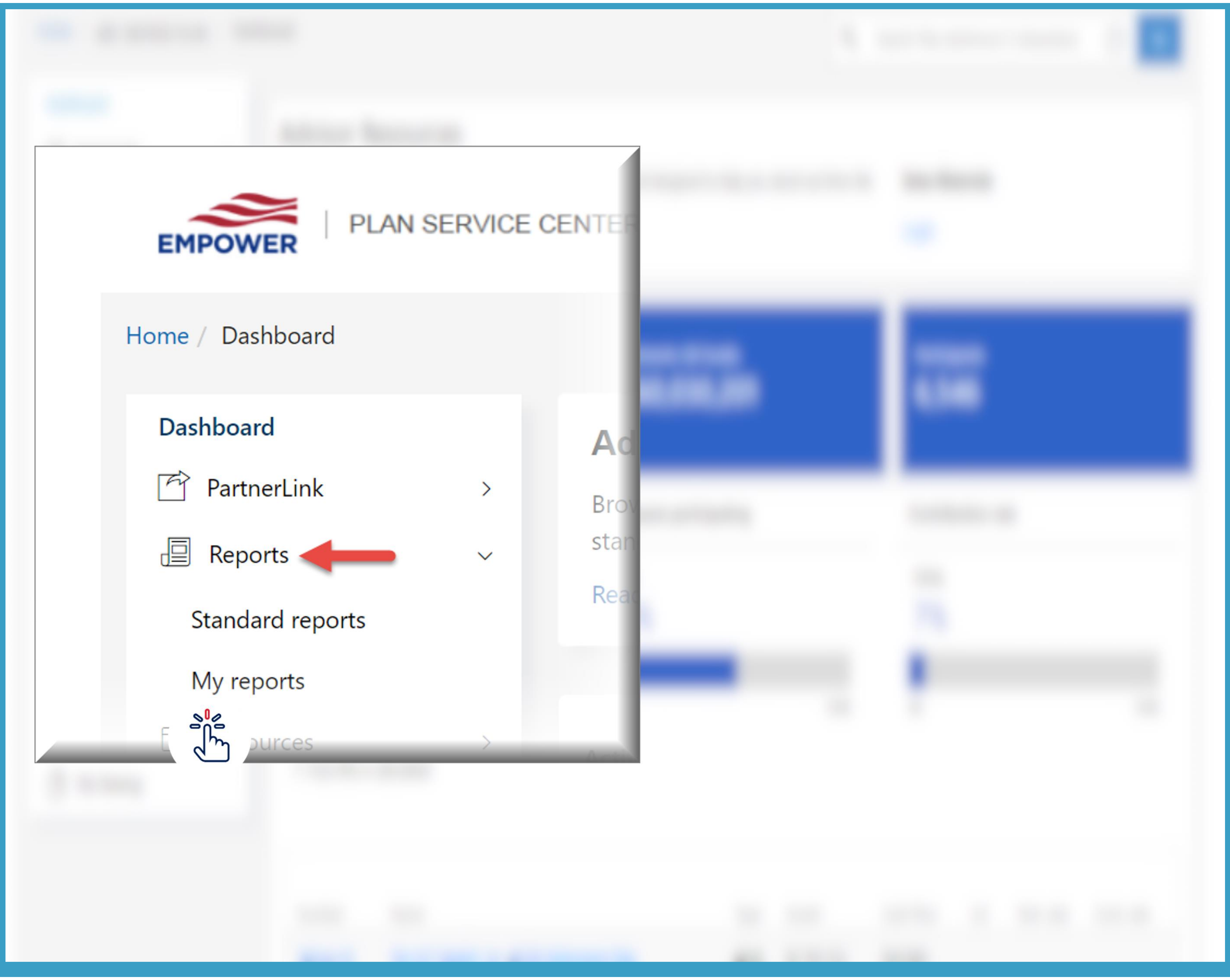
...ext business day after the effective ... he Plan Service Center (PSC).

...ill receive the automated reports in their

...een here.

The automated generated report can be found in To view this report, log in to the PSC, select Repor...

Payroll Generated Reporting



PDI Warnings Report

- The PDI email communication is sent to plan sponsors to notify them that their payroll data file may have included invalid, missing or inconsistent participant data when compared to the data that we have stored on our system.
- This communication will be auto-generated within a few hours from uploading the file in My Reports. If the file had no errors the PDI Warnings will not generate.
- The user that uploaded the enrollment participant data or cash payroll file will receive the automated reports in their personal reporting queue in My Reports.
- We suggest that you review and update your data in the Plan Service Center. Once logged in to the PSC, go to the Participants section and select Search Employee.
- A sample of the email notification and report can be seen on the next slide.

The automated generated report can be found in To view this report, log in to the PSC, select Reports and then select My Reports. Reports are archived in your queue for 30 days.

Generated Reporting

Sample PDI Report Communication

From: Website Support <techsupport@retirementpartner.com>
Sent: Tuesday, April 26, 2022 6:24 PM
To: Client@company.com
Subject: Empower Retirement PDI File Summary Report for file name XXXXX-XX_p1_XXXX_XXXXXXXXXXXX.out.26-APR-2022_XX_XX_XX.XXXXX

This message is being provided to you as a courtesy from Empower Retirement.

To help you maintain accurate plan information we have generated a summary report XXXXMESG.PDI_Report.XXXXX-XX.XXXXXXXXXXXXXXXXX.csv based on your most recent Payroll Data Interchange (PDI) file. Instructions for retrieving the report are included below.

Please review the report, which identifies what we believe to be missing, invalid, or inconsistent participant data. It is important that the missing or invalid information be updated because your PDI file is instrumental in providing criti
compliance testing, distributions, and ve

You can make any necessary changes to
make changes to your PDI file format co

These reports will continue to be genera
corrected. If you have any questions or

The file can be downloaded from the we
retirement.com/sponsor.

1. Go to the website and login.
2. You should now be on the Plan tab, cl
3. Click on the My Reports option under
4. Expand the menus to locate the repor
download.

PDI Warnings Report

- The PDI email communication is sent to plan sponsors to notify them that their

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
1	PDI File Summary Report of file name:140066-01_cash_div123456.csv																		
2	PGM NAME	MSG CODE	SEVERITY	GA ID	SUBSET	EVENT	STEP	EFFDATE	SSN	SSN EXTN	NAME	MSG ID	FIRST RECORDED	RECORDEI	LAST RECORDED	REPORTEI	LAST REPORTED	MSG DESCR	
3	GQ19VSCM	276	E	140066-01	D123	1.3E+09	1	17-Mar-23	999-99-9999		JESSE FORRESTER	2855875079	3/17/2023 7:32	1	3/17/2023 7:32	1	3/17/2021 10:20	Unable to calculate vesting and related information needed for compliance testing due to the missing hire date.	
4	GQ19MADD	1735	W	140066-01	D123	1.3E+09	1	17-Mar-23	999-99-1000		JESSE FORRESTER	2855875078	3/17/2023 7:32	1	3/17/2023 7:32	1	3/17/2021 10:20	Unable to update employment date(s) due to invalid employment date(s) - Missing employment termination date. PDI date(s): Hire - 01-AUG-2005. Rehire - 01-JAN-2012. No employment dates found on database.	
5	GQ19MADD	1735	W	140066-01	D123	1.3E+09	1	17-Mar-23	999-99-1001		STEPHANIE GESINO	2855875230	3/17/2023 7:32	1	3/17/2023 7:32	1	3/17/2021 10:20	Unable to update employment date(s) due to invalid employment date(s) - Invalid sequence in employment dates. PDI date(s): Hire - 12-JUL-2010. Term - 03-FEB-2012. Rehire - 17-FEB-2020. Employment date(s) on database: Original hire - 12-JUL-2010. Current hire - 17-FEB-2020.	
6	GQ19MADD	3670	E	140066-01	D123	1.3E+09	1	17-Mar-23	999-99-1002		CHRISTOPHER LINDERMAN	2855876228	3/17/2023 7:32	1	3/17/2023 7:32	1	3/17/2021 10:20	State code/Zip code mismatch. Address did not add/update for this employee. - 46544	
7	GQ19VSCM	276	E	140066-01	D123	1.3E+09	1	17-Mar-23	999-99-1003		STEPHANIE NICHOLS-FUTRELL	2855876928	3/17/2023 7:33	1	3/17/2023 7:33	1	3/17/2021 10:20	Unable to calculate vesting and related information needed for compliance testing due to the missing hire date.	
8	GQ19MADD	1735	W	140066-01	D123	1.3E+09	1	17-Mar-21	999-99-1004		STEPHANIE NICHOLS-FUTRELL	2855876926	3/17/2023 7:33	1	3/17/2023 7:33	1	3/17/2021 10:20	Unable to update employment date(s) due to invalid employment date(s) - Missing employment termination date. PDI date(s): Hire - 10-JUN-2019. Rehire - 19-JAN-2021. No employment dates found on database.	
9	GQ19MADD	1735	W	140066-01	D123	1.3E+09	1	17-Mar-23	999-99-1005		LINDSEY CORTES	2855874630	3/17/2023 7:32	1	3/17/2023 7:32	1	3/17/2021 10:20	Unable to update employment date(s) due to invalid employment date(s) - Invalid sequence in employment dates. PDI date(s): Hire - 12-JUN-2006. Term - 13-NOV-2017. Rehire - 09-DEC-2019. Employment date(s) on database: Original hire - 05-OCT-2009. Current hire - 09-DEC-2019.	
10	MESSAGE COUNT	7																	

The automated generated re

Deferral Changes:

Feedback File To-Do-List

EMPOWER

Payroll Changes via To Do List

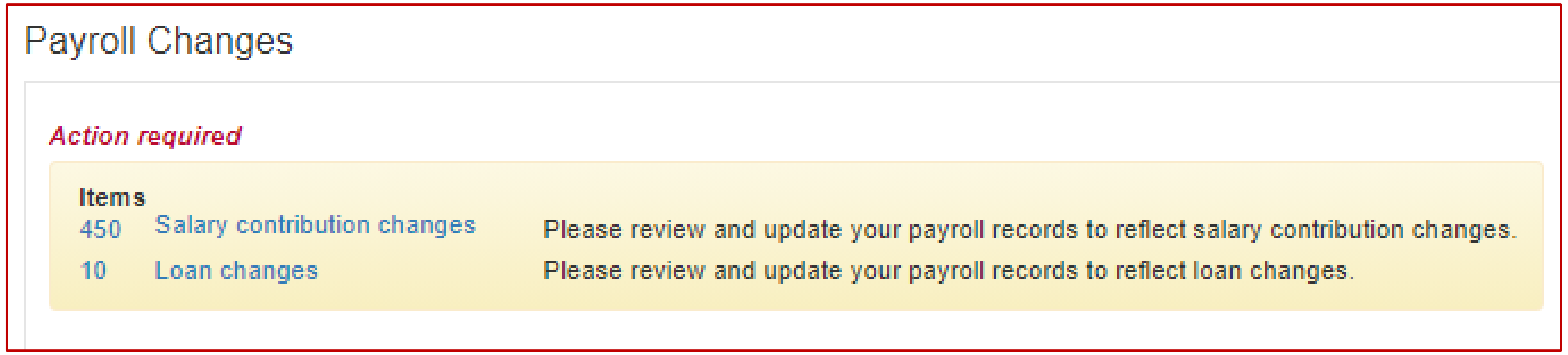
Participants will make deferral election changes on the participant web. After the interaction, Empower will report this back to you in the To-Do-List feedback file. You'll need to enter the change to deduction amounts.

Users will be notified when there are records that require action via the To Do List (TDL) email process.

Deferrals

The To Do List has a section identified as **Payroll Changes.**

- This section will identify how many items there are under Salary contribution changes that require action.



How to use the TDL

To Do List emails

- ➢ Users will continue to receive email notifications from the To Do List until all action items are cleared.

On screen To Do List

- ➢ Each record on the list will display a check box. The user will check the box to indicate that they have updated their payroll for that participant.
- ➢ The user also can “Select all” check boxes at once.
- ➢ Once they have completed their updates, they will select “Submit” to clear all selected participants from the list.
- ➢ Once a participant has been cleared, they will no longer appear on the To Do List for any user.

Download Report

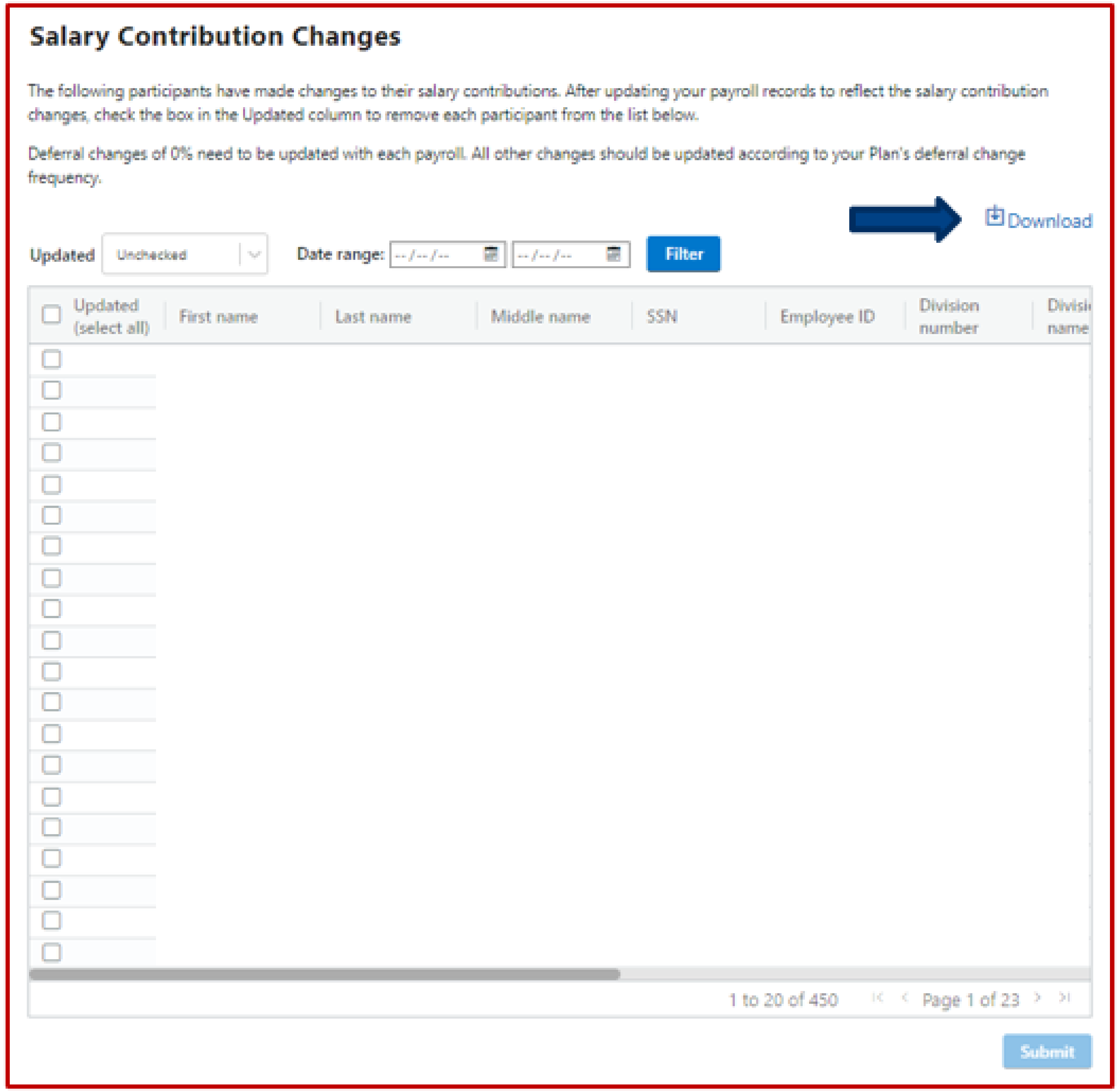
- ➢ There are 2 versions of reports that can be downloaded directly from the screen.
  - Excel
  - TXT
- ➢ The user can specify the date range to choose how much or how little data will appear on the report.
- ➢ For historical data, the report will display which user checked the box and the date that the box was checked.

Note: The report feature can only report deferrals that have previously reported via the To Do List.

Deferral historical data from prior deferral recordkeeper might reflect old deferral rates.

Salary Contribution Changes

To Do List Screen



Deferral Notifications

- When a participant's salary contribution election appears on the To Do List a notification will be placed on the participant deferral election record to indicate when it was reported to the plan.

Plan Resources & Scheduling

Plan Resources Guide Site

Use the **Empower Plan Resources** Guide Site for additional payroll and Plan Service Center related video tutorials.

Plan Contacts/Help Admin Info?

UUA Help Site

https://hrforuus.uua.org/help [hrforuus.uua.org]

Empower Plan Resources

UUA Contact phone#

Jackie Toone, Employer Liaison, (617) 948-4655

Empower Assist Line

(800) 695-4952

UUA Email Alias

retirementplan@uua.org

Empower email alias

techsupport@retirementpartner.com

Must include Plan # 140066-01 and congregation/organization ID in email correspondence

Schedule First Cash Payroll Processing

Book an appointment with Empower resource March 20 – March 31st, 2023

Link to Book Appointment
1

UUA Retirement Plan Team will send link to book cash file upload payroll processing.

Book Appointment
2

Schedule your appointment with Empower Resource up to 30 days in advance.

Cash File Processing – Payroll Go Live
3

The booking link will prompt you to verify your email account with an auto-generated code. Use the confirmation email to add the invite to your calendar.

Use Calendar link or Dial In Info to connect with your Empower Resource for Cash File Processing.

Payroll processed by market close will update to participant accounts same day. Transactions processed after market close will be handled with next business day prices. Auto-Debit occurs day after cash effective date

Empower will have resources available to assist you with your first cash processing after blackout lift from March 20th -31st. Reach out to retirementplan@uua.org or the Empower Assist Line for cash processing assistance after March 31st, 2023.

Look for communication from your UUA Retirement Plan Teams on booking an appointment.

EMPOWER®

Thank you