

Welcome to Empower Retirement



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We serve our customers

- Our culture
- - Growth mindset **D** We lead
- Constantly improving **S** We simplify
 - Inclusive 🕗

Our values

- Customer obsessed **(2)** We do the right thing
 - Accountable 🔊 We own it

 - We collaborate

Payroll Process: Phases

Phase 2 Upload CSV File

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

| nNn |

Phase 1 Log in with PSC Credentials

Phase 3

Approve Payroll Files and Initiate ACH Auto-Debit





<u>Creating a Payroll File:</u> 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 ullet
- Each participant data field is separated using a comma (,) delimiter once in \bullet 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 lowercase.
- 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 <u>retirementplan@uua.org</u> 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

<u>Two separate custom file specifications:</u>

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



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

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

Payroll Cash Contribution File



**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.





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

File Home Insert Page Layor Get From From Table/ From Data V Text/CSV Web Range Picture V	ut Formula Recent Ex Sour S Con	s Data Data	Review	v View Queries & C Properties Edit Links	Autom Connections	ate He Organi	lp Or	
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1 Import data from a text, comma-separated value or formatted text (space delimited) file.	5	6	7	8	9	10	11	
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	Excel Macro-Er	abled Work	book (*.xlsn	n)				
	Excel Binary W	orkbook (*.x	(lsb)					
	Excel 97-2003 V	Vorkbook (*	.xls)					
	CSV UTF-8 (Co	mma delimi	ted) (*.csv)					
	XML Data (*.xn	nl)						
	Single File Web	Page (*.mh	it, *.mhtml)					
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	Excel lemplate	(*.xlbx)	(* - Ir					
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	CSV (Comma o	lelimited) (*	.csv)	, 				

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



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 <u>retirementplan@uua.org</u> if you do not have access to a spreadsheet application..



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.

<u>Using the FINAL_UUA_Empdata_Upload_PDI_template:</u>

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
- ✓ <u>ONLY</u> 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.



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.



<u>Required Naming Convention</u>

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
- <u>ONLY</u> use lower case letters including the .csv extension. \checkmark
- Cannot contain special characters other than a (dash) or _ (underscore) \checkmark
- Spaces are NOT allowed anywhere within the naming convention. \checkmark

SAMPLE csv Naming Convention: **140066-01_cash_div**123456_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.



Plan Service Center: Empower Payroll Processing overview







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 easyto-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. ٠



	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 <u>retirementplan@uua.org</u>

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



<u>Plan Service Center (PSC)</u>

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**.

File Upload	File Upload Q	Choose File to Upload					
		Organize 👻 New folder	≣: - □ 0				
		Favorites	140066-01_empdata_div123456 Microsoft Excel Comma Separated Values File (.csv)				
File Name 140066-01_empdata_div123456*.csv 140066-01_cash_div123456*.csv	File Name payroll.csv	Downloads	140066-01_cash_div123456 Microsoft Excel Comma Separated Values File (.csv)				
	Please click the browse butte File to upload:	•					
Please click "Choose File" to select a		File name:	All Files (*.*) Open Cancel				
File to upload: Choose File No file chosen							

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 Cer

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, yo

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

UUA has two separate

- Enrollment and Participant Data File mus 140066-01_empdata_div######_mmddyy
- Payroll Cash Contribution File must 140066-01 cash div###### mmddy

File Upload

Following are the list of files which

File Name 140066-01 empdata div123456*.csv

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

File to upload: Choose File No file chosen

- \checkmark
- asterisk must be exactly as specified and can not be adjusted.

- - 140066-01_empdata_div100003172023.csv
 - 140066-01_cash_div1000_03172023.csv

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.

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

<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**





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 :

<u>UUA has two separate customized files</u>

- 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

File Upload							
	Following are the list of files which you have been authorized to upload :						
File Name	• • • •						
140066-01 empdata div123456*.csv							
140066-01_cash_div123456*.csv							
•							
:							
•	• • • • •						
Please click "Choose File" to select a	Please click "Choose File" to select a file from your PC:						
File to upload:							
Choose File No file chosen							
	Upload file						

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.



<u>Plan Service Center (PSC)</u>

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

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	Dashboard									
	PartnerLink	>								
	Plan Summary-NEW			List of files wit	h potential d	ata concerns				
	Plan Summary				-					
	🗍 Plan	>		Your file(s) have be	en reviewed and	d potential data concerns	s have been i	dentified. Please cli	ck on the file name below to see	a message summary.
	🕰 Participants	>		File Name			User Id	Validation Date	File Mapping Id	Reference
	🖭 Payroll	~		<u>P9999</u>	DEFAULT_01201	4146771.out		01/20/2023	KCMD SPLT OUT	9739877
	Payroll Overview				<u>_01202023.csv</u> 013014153362.ou	<u>ut</u>	3gc4z	01/30/2023	S1 N1 TMC WCMD OUT	9741359 9758808
	Enter payroll									
	Upload payroll file			The following contr	ibutions have	not been completed. C	lick on a Re	ference Number t	o complete an unprocessed c	ontribution.
	Process payroll file			Reference Number	Delete	Division		Payroll Date	Data Processing Date	Expecte Total ¹
	Pending contributions			1694901530	1	1 BW Biweekly		02/03/2023	02/03/2023	\$0.00
	کی View file mapping			<u>1694901489</u>	1	2 W Weekly		02/03/2023	02/03/2023	\$0.00
	Payroll history			¹ Expected Total is us	sed for reconcilia	ation purposes only. It m	ay or may no	ot equal the actual t	otal for the contribution.	
	View banking information									
	Reports	>								
	Fiduciary Center	>								
	① Administration	>								

ne	User Id	Validation Date	File Mapping Id	Reference I
P9999_DEFAULT_012014146071.out		01/20/2023	KCMD SPLT OUT	9739877
01202023.csv		01/23/2023	TEMP KCMD	9741359
wcmd013014153362.out	3gc4z	01/30/2023	S1 N1 TMC WCMD OUT	9758808

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)	Delete	Division	Payroll Date	Data Processing Date	Expecte Total ¹
30		1 BW Biweekly	02/03/2023	02/03/2023	\$0.00
<u>89</u>		2 W Weekly	02/03/2023	02/03/2023	\$0.00



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 <u>effective date</u> is the date that participants will see the contribution amount showing as pending trading investment pricing. We will discuss the <u>effective date</u> 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.

•••	So New Tab X	+						
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	Payroll history						-	
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	Reports	>						
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<u>Plan Service Center (PSC)</u>

Processing Files

<u>Remit Details</u>	New Tab	× +		Reference Number 1234567839
On the previous screen you Confirm the Payroll Date, Division and enter the expected total of all contributions and including employer monies, click "Continue"	← → C G III Apps ♥ Projects - Work	Dashboard PartnerLink Plan Summary-NEW	e 📀 Empc	1234567839 ¹ Expected Total is used for records ² If processed BEFORE 2 a.m. Choose Money Sources ? Sort By: Input Order Add Records ? Delete S
 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 		 Plan Summary Plan Participants Payroll Payroll Overview Enter payroll Upload payroll file 	> ~	S SN XXX-XX-XXXXX XXX-XX-XXXXX XXX-XX-XXXX XXX-XX-XXXXX XXX-XX-XXXX XXX-XX-XXXX XXX-XX-XXXX XXX-XX-XXXX XXX-XX-XXXX XXX-XX-XXXX XXX-XX-XXXX XXX-XX-XXXX XXX-XXX-
 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. 		Process payroll file Pending contributions View file mapping Payroll history View banking information Reports Reports		Totals for this Remittance:
Click on "Continue to Final Confirmation		Fiduciary CenterAdministration	> >	Add Records ? Delete S

Payroll Ex Date 202/03/2023 \$ 1	rotal ¹ Divi 5,000.00 XYZ	sion P 1 WKL Weekly	Cash Effect 02/08/2023	ive Date ²
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Update Participant		LLORBES, J	2,300.00	1,150.00
Update Participant		LLOYD, C	3,250.00	1,625.00
Update Participant		LLING, C	1,250.00	625.00
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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 <u>Get help on how to resolve</u> them link for a step-by-step guide to make corrections.

Reference Number	Payroll Date	Expected Total ¹	Division	Cash Effective Date ²
818571561	01/24/2018	\$0.00	P 2 MNT Monthly	02/26/2018
² If processed BEFORE	2 a.m. Eastern Time.	ioses only. It may t	or may not equal the actual t	otal for the contribution.
2 If processed BEFORE	2 a.m. Eastern Time.	ass Clear	or may not equal the actual t	
Choose Money Sources	2 a.m. Eastern Time.	ass Clear	e been generated. <u>Get held o</u>	tal for the contribution.



<u>Plan Service Center (PSC)</u>

🗿 New Tab

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📄 Plan

Payroll

Reports

Compliance

Resources

File Sharing

Contacts

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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

× + 👖 Apps 🛿 Projects - Workfro... 🞧 Home - Workday 🏮 Seismic WorkSpace 🕤 Empower 🔘 Employee Dashbo... 🎯 Cit PLAN SERVICE CENTER **EMPOWER** Home / SAMPLE SAVINGS PLAN / Payroll / Payroll overview Plan Summary Remit Info
 Remit Details
 Confirmation Reference Payroll Number Date Implementation Page 02/03/2023 1234567892 ¹Expected Total is used for reconciliation purposes only > ²If processed BEFORE 2 a.m. Eastern Time. D Participants > Money Source Description BTK 1 EMPLOYEE BEFOR > ERM1 EMPLOYER MATCH > Total Amount to be Remitted by Employer: If you would like to schedule Fiduciary Center > Confirmation Messages: ① Administration > Warning: If you have scheduled contributions with an ef change the date you have selected, please do so before

I have read and accept all warnings and notices on

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Expected Total ¹ Division	Cash Effective	e Date ²	-
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	Ð	xpected Total: \$15,000.00 Actual Total: \$15,000.00	0
		\$15,000.00)
this contribution for a later date, please enter that date her	e otherwise contributions wi	II be effective on the date show	wn
	Ľ	02/03/2023	
ffective date in the future, your contribution will not be con e completing this transaction.	pleted until the date you ha	ve chosen. If you need to	
n this page.			
Use Forfeitures Complete Transaction Cancel	1		



Plan Service Center (PSC)

Processing Files



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5 v entries	Search:				
	Bank account number XXXXX6162		Amount \$123.57		
		Total:	\$123.57	-	
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Expected Total ¹	Division				
\$15,000.00	XYZ P 1 WKL Weekly				
the actual total for	or the contribution.				



<u>Plan Service Center (PSC)</u>

Processing Files



The following contributions have not been completed. Click on a Reference Number to complete an unprocessed contribution.

Reference Number	Delete	Division	Payroll Date	Data Processing Date	Expected Total ¹
5094834461	1	P 2 MNT Monthly	02/03/2023	02/06/2023	\$0.00

¹Expected Total is used for reconciliation purposes only. It may or may not equal the actual total for the contribution

The following contributions have been completed. To view the contribution details, click on the reference number. If any of the following contributions were submitted in error, click on the 'X' to cancel the contribution. You have until 11:00pm MST on the day before the Cash Effective Date to cancel the contribution

Reference Number	Cancel	Division	Payroll Date	Data Processing Date	Cash Effective Date	Actual Total ¹
1234567891	X	XYZ P 1 WKL Weekly	02/03/2023	02/06/2023	02/08/2023	\$15,000.00

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Need help?

To speak with a representative, please contact us between 8:30 a.m. and 8 p.m. ET.



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 <u>effective</u> 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.



Market Closes 4pm Eastern

Missing Banking Information

STEP 1: Enter Your Payroll Information

- The following errors occurred in the data:
 - for funding contributions. Please click on the View/Change Banking Information menu option provided above to correct your ACH banking set up.

Output the second se

Payroll Date: *	01/13/2023	
Expected Contribution Total: * \$	9535.99	0

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

• Contributions cannot be submitted at this time. We have identified a missing or incomplete setup with your banking information

*Required

mm/dd/yyyy





<u>Plan Service Center (PSC)</u>

Empower Assist Line

FOR ILLUSTRATIVE PURPOSES ONLY

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Carefully consider the investment objectives, risks, fees and expenses of the annuity and/or the investment options. Contact us for a prospectus, a summary prospectus and disclosure document, as available, containing this information. Read them carefully before investing.

Home / SAMPLE SAVINGS PL	AN / /	Contact us		Q Search Plan (minimum 5 characters) (?) Go	L
Plan Summary		Contact us			ate of Empower, LLC;
Implementation Page		Plan-specific contacts	Former Putna	m Investments (now Empower)	ummendations or
Plan	>	Contact information specific to your plan is located on the Plan\Contacts page	Please contact	your client service team directly.	
ΩΩ Participants	>	Former Great-West Retirement (now Empower)	Former J.P. M	organ Retirement Plan Services (now Empower)	
	ĺ.	Corporate 401(k) plans	Please contact	your client service team directly.	
Payroll	>	(877) 694-4015	F erry and the set		
Reports		Government, healthcare, education, or faith plans	Frequently as	ked questions	
	<i>´</i>	(800) 695-4952	See the FAQ pa	age for answers to common questions.	Trading Deligion
Fiduciary Center	>	Ask for "Website support" for assistance regarding the Plan Service Center. Our representatives are available Monday through Friday 8:30am to 8:00pm			Hading Policies
① Administration	>	telephone number, and a detailed description of your request.			
O Compliance	>				-
Contacts	>	Contact us			
Resources	>				
File Sharing		PARTICIPANTS:			
		For questions about their plan, participants may call 888-816-4015, Monday-Frid	lay from 8.00am-1	10:00pm eastern time	
		DI ANI CRONICORCI			
		PLAN SPONSORS:			
		For assistance during regular business hours, please contact Website Support at	800.211.8757, Mc	nday-Friday from 8.30am-7.00pm eastern time.	
		PROSPECTIVE CLIENTS:			
		Please call 866.786.4015 to see how SunTrust can help you!.			
		FOR ILLUSTRATIVE PURPOSES ONL	Y		

Need help?

To speak with a representative, please contact us between 8:30 a.m. and 8 p.m. ET.

f y in 0 D

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 <u>"Payroll Processing Using a File"</u>

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

	Empov	wer Retirement A New Report is available for download
~	P	Website Support <techsupport@retirementpartner.com></techsupport@retirementpartner.com>
\triangleright	To O ar	nyone@uua.org
Send	<u>C</u> c	
	Bcc Subject RE: E	mpower Retirement Pending Contribution Notification
om: Webs ent: Wedn o: UUA <ar ubject: Em</ar 	ite Support < <u>techsup</u> esday, September 21, yone@uua.org > power Retirement Pe tribution Notificatior	port@retirementpartner.com> , 2022 3:36 PM ending Contribution Notification
om: Webs ent: Wedne b: UUA <ar ibject: Em ending Cor an Numbe sername: (equest ID: eport: VAL</ar 	ite Support < <u>techsup</u> soday, September 21, yone@uua.org > power Retirement Pe tribution Notificatior r: 140066-01 a123 1046357 DATION REJECTIONS ame: 140066-01 KW	port@retirementpartner.com> , 2022 3:36 PM ending Contribution Notification REPORT VL_09212022133517957466.htm
com: Webs ent: Wedne o: UUA <ar ibject: Em ending Cor an Numbe sername: (equest ID: eport: VAL eport Filen ending con</ar 	ite Support < <u>techsup</u> sday, September 21, yone@uua.org > oower Retirement Pe tribution Notificatior r: 140066-01 a123 I046357 DATION REJECTIONS ame: 140066-01_KW tributions have been	port@retirementpartner.com> , 2022 3:36 PM ending Contribution Notification REPORT VL_09212022133517957466.htm uploaded to the website. The report listed above was created to document results of the data validation.
om: Webs ent: Wedne : UUA <ar ibject: Em ending Cor an Numbe sername: (equest ID: eport: VAL eport Filen ending con</ar 	ite Support < <u>techsup</u> esday, September 21, yone@uua.org > power Retirement Pe tribution Notification r: 140066-01 ea123 1046357 DATION REJECTIONS ame: 140066-01_KW tributions have been G*** utions have not been	port@retirementpartner.com> , 2022 3:36 PM ending Contribution Notification REPORT VL_09212022133517957466.htm uploaded to the website. The report listed above was created to document results of the data validation. completed at this time. Please complete the transaction at your first opportunity.
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eom: Webs ent: Wedne b: UUA <ar ibject: Em ending Cor an Numbe sername: (equest ID: eport: VAL eport Filen ending con **WARNIN bur contrib ease follow</ar 	ite Support < <u>techsup</u> esday, September 21, yone@uua.org > power Retirement Pe tribution Notification r: 140066-01 la123 1046357 DATION REJECTIONS ame: 140066-01_KW tributions have been G*** utions have not been	port@retirementpartner.com> , 2022 3:36 PM anding Contribution Notification n REPORT VL_09212022133517957466.htm uploaded to the website. The report listed above was created to document results of the data validation. n completed at this time. Please complete the transaction at your first opportunity. bw to complete the pending contributions:

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.

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.

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Empower Retirement A New Rep Website Support <techsupport@ <u>anyone@uua.org</u> Send 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:

The automated email will come from Website Support Administrators.

Sample Pending Contribution Notification Communication

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

Pending Contribution Notification

Plan Number: XXXXX-XX Username: XXXXX Request ID: XXXXXXXX Report: VALIDATION REJECTIONS REPORT

to document results of the data validation.

 Login to the website at <u>http://www.empower-retirement.com/sponsor</u>. Click on the 'Process Center' tab on the top navigation bar. Click on the 'Pending' option under the 'Process Center' tab. Pending contributions will be listed by reference number, payroll date, and subset (if applicable). Click on the reference number to enter the transaction. Enter your estimated contribution total and click continue. Resolve any rejects that exist and click on 'Continue to Final Confirmation'. 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.

- download.

your first opportunity.

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

Your contributions have not been completed at this time. Please complete the transaction at

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

You should now be on the Plan tab, click on the Reports tab. 4. Expand the menus to locate the report on the list of available files and click view to display or

Your contributions have not been completed at this time. Please complete the transaction at

fications

g Contribution

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

fter the file has cleared file validation.

oll file will receive an automated notification to the

mated email is displayed in screenshot.

livision's payroll contact reach out to UUA

Payroll Generated Reporting



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



- □ 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.







Sample Cash Turnaround Communication

From: Website Support <<u>techsupport@retirementpartner.com</u>> Sent: Tuesday, April 19, 2022 8:00 AM 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 <u>http://www.empower-</u>

retirement.com/sponsor.

- 2. You should now be on the Plan tab, click on the Reports tab. Click on the way Reports option under the Reports tab.
 Expand the menus to locate the report on the list of available files and click view to display or the description.

download.

Generated Reporting

Name of Plan: Plan 1

\$137.63 ERO03 = \$137.63

\$78.84 Alcantara, L ERO03 = \$78.84

\$185.42 Asbrand, D ERO03 = \$185.42

\$133·28 ^{Avila,} c ERO03 = \$133.28

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



sch Turnaround



\$24,791.39



that the CSHTD is available for as been completed.

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

receive the automated reports in their

Payroll Generated Reporting



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.

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 <u>My Reports</u>.
- 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.



Sample PDI Report Communication

From: Website Support <<u>techsupport@retirementpartner.com</u>> Sent: Tuesday, April 26, 2022 6:24 PM To: <u>Client@company.com</u> Subject: Empower Retirement PDI File Summary Report for file name XXXXX-XX_p1_XXXX_XXXXXXXX.out.26-APR-2022_XX_XX_XXXXXX

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

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

participant data. It is important that the n	nissing or invalid information be updated	because vour							Tho	DDI amail con	nmun	ication		nt to pla	n cr	oncore	to notify them that their
PDI file is instrumental in providing critic	1	2 3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
compliance testing, distributions, and ve	1 PDI File Summary Report of file name:140066-01_cash_di	iv123456.csv															
Yeu een meler en recentration eksenne te	2 PGM NAME	MSG CODE SEVERIT	Y GAID	SUBSET	EVENT	STEP	EFFDATE	SSN	SSN EXT	NAME	MSG ID	FIRST RECORDED	RECORDE	LAST RECORDED	REPORTED	LAST REPORTED	MSG DESCR
make changes to your PDI file format co																	Unable to calculate vesting and related information needed
These reports will continue to be genera	3 GQ19VSCM	276 E	140066-0	1 D123	1.3E+09	9	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	compliance testing due to the missing hire date.
corrected. If you have any questions or (Unable to update employment date(s) due to invalid emplo
The file can be downloaded from the we retirement.com/sponsor.																	date(s) - Missing employment termination date. PDI date(s) AUG-2005. Rehire - 01-JAN-2012. No employment dates fou
1. Go to the website and login	4 GQ19MADD	1735 W	140066-0	1 D123	1.3E+09	9	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	database.
 You should now be on the Plan tab, cl Click on the My Reports option under Expand the menus to locate the report download. 	5 GQ19MADD	1735 W	140066-0	01 D123	1.3E+09	9	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 employ date(s) - Invalid sequence in employment dates. PDI date(s JUL-2010. Term - 03-FEB-2012. Rehire - 17-FEB-2020. Employ date(s) on database: Original hire - 12-JUL-2010. Current hire 2020.
																	State code/Zip code mismatch. Address did not add/update
	6 GQ19MADD	3670 E	140066-0	1 D123	1.3E+09	9	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	employee 46544
	7 GQ19VSCM	276 E	140066-0)1 D123	1.3E+09	9	1 17-Mar-23	999-99-1003		STEPHANIE NICHOLS-FUTRELL	. 2855876928	3 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 compliance testing due to the missing hire date.
	8 GQ19MADD	1735 W	140066-0	01 D123	1.3E+09	9	1 17-Mar-21	999-99-1004		STEPHANIE NICHOLS-FUTRELL	. 2855876926	5 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 emplo date(s) - Missing employment termination date. PDI date(s) JUN-2019. Rehire - 19-JAN-2021. No employment dates four database.
The automated generated re																	Unable to update employment date(s) due to invalid employ date(s) - Invalid sequence in employment dates. PDI date(s JUN-2006. Term - 13-NOV-2017. Rehire - 09-DEC-2019. Employ date(s) on database: Original hire - 05-OCT-2009. Current hir
	9 GQ19MADD	1735 W	140066-0	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	2019.
	10 MESSAGE COUNT	7															

Benerated Reporting

PDI Warnings Report

19 d for byment): Hire - 01ind on oyment s): Hire - 12ment e - 17-FEBe for this d for yment): Hire - 10ind on oyment s): Hire - 12oyment re - 09-DEC-

Deferral Changes: Feedback File To-Do-List









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**.

⊃ayroll	Changes	
Action	required	
Item: 450	s Salary contribution changes	Please review and update your payro
10	Loan changes	Please review and update your payro



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

Il records to reflect salary contribution changes Il records to reflect loan changes.

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

Salary Contribution (Changes					
The following participants have made changes, check the box in the Updated	changes to their salary I column to remove ea	contributions. After up ch participant from th	odating your pay e list below.	roll records to reflect	the salary cont	ribution
Deferral changes of 0% need to be up frequency.	dated with each payroll	. All other changes sh	ould be updated	according to your Pla	an's deferral chi	ange
						Download
Updated Unchecked V	Date range://	2//	Filter		•	
Updated (select all) First name	Last name	Middle name	SSN	Employee ID	Division number	Division
0						
			1	to 20 of 450	< Page 1 of	23 > >1
						Submit

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



<u>Plan Resources Guide Site</u>

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







Plan Contacts/Help Admin Info?



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



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.





Thank you