capella
DIVISION OF HAGAN BENEFITS

Employee Retirement Solutions

Preparing for Your First Contribution Submission

Step One - System Requirements

Please verify that your computer system meets the following requirements:

Windows 98 2000, NT 4.0, XP or ME (Macintosh OS not supported)

Pentium 90 MHZ processor ◆ At least 32 MB of RAM ◆ At least 20 MB of hard drive space

Internet access - Microsoft Internet Explorer 6.0 or above (We do not support Netscape, Mozilla or Firefox)

JAVA - version 7.0 or higher

Step Two - Java Apple Installed

To build our records, we need your participant census data. Please include the following information in your report:

Eligible participants ◆ Terminated and retired participants with account values

Terminated and retired participants with no account values (for current plan year)

Below is a Sample Census Data Submission:

Participant SSN	First Name	Last Name	Date of Birth	Date of Employment	Address Line 1	Address line 2
111111111	Laura	Adkins	01/01/1970	01/01/1977	122 Dakota Ave.	Apartment #4
222222222	James	Aldridge	06/07/1954	08/12/2006	224 Main St.	

City	State	Zip	Date of Termination	Date of Rehire	LOA Mlty Rem Rgts	Division	Work Phone
Kansas City	KS	64130			Y	205	913-336-1234
Chicago	IL	60616				300	773-258-9456

The client implementation Team will provide instructions for returning this data electronically.

Formatting Specifications:

- Last name, First Name, and/or Middle Initial should be in separate columns.
- Dates must be in mm/dd/yyyy format
- The following characters should not be used within the address fields: colon (:); semicolon (;); at (@); plus (+)
- Maximum length for address and employee name is 24 characters.
- Division is required only for clients who would like participant statements sorted by location.
- Required elements Social Security Number, Date of Birth and Date of Employment.

Step Three - Preparing Contribution and Loan Data

You probably receive a paper or electronic report from our payroll vendor each day period. Please ask your payroll vendor to provide you the same report in an Excel spreadsheet (email or have the file saved to a disk).

The following is an example of an Excel spreadsheet with contribution and loan repayment information. If you currently have a file in Excel, set up the spreadsheet to resemble the example below to allow for import into Data Validation Center. Headings are not required on your spreadsheet.

Example 1: Contributions and Multiple Loans

Particpant SSN	Hours (per payroll)	Compensation (per payroll)	Effective Def	ROTH	Employer Match	Loan Payment
222333555	40	$1150	88.02		23.66	23.55
111222333	40	$850		63.25		
333666999	40	$1100	99.10	99.10	33.54	
999555888	40	$1200	110.23		63.58	
222333888	42	$1000	79.25		25.41	80.00
111333555	40	$950		80.00		25.36

Example 2: Contributions and Single Loans

Participant SSN	Hours (per payroll)	Compensation (per payroll)	Elective Def	Employer Match	ROTH Def	Loan Payment
222333555	40	$1260	102.31	42.15		96.00
222111666	42	$1100	95.33	65.19	65.33	
224231222	40	$750	100.22	50.30		

Formatting Specifications:

- Headers can be in any order
- Participant SSN must be numeric (maximum 9 characters)
- Participants may not be listed more than once on the spreadsheet (all contributions must be listed on one row per participant)
- Dollar amounts must be numeric and must include decimal points, when applicable
- If the loan amount fields do not include an amount (e.g. participant is not making a loan payment), these fields should be left blank.
- If adjustments need to be made, contact your Client Implementation Manager or Client Transition Consultant
- Accepted delimiter types: Comma separated value (.csv)

To Save a File Created in Microsoft, Excel, Follow the Steps below:

Step	Action
1	Click-File
2	Select Save As
3	Click drop down menu in Save as type
4	Select desired delimiter type (comma delimited (.csv)
5	Type desired file name
6	Make sure file is “save in” to desired location
7	Click Save