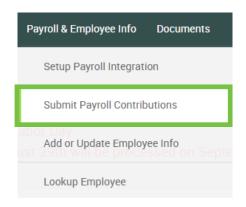


Copying Previous Payroll to Submit Contributions

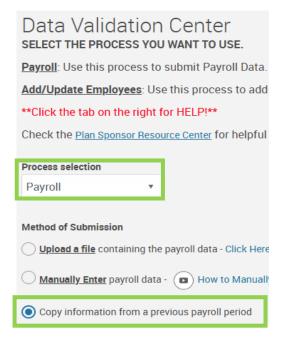


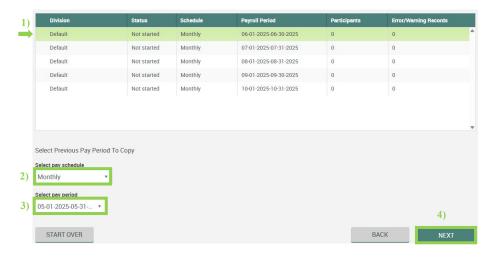
Choose **Payroll & Employee Info** and select **Submit Payroll Contributions** from the dropdown.

Select **Payroll** from the **Process selection** dropdown.

Choose Copy information from a previous pay period for your Method of Submission.

Click NEXT.





- Select the Pay Period from the list you will be submitting.
- Choose the appropriate Pay Schedule off the dropdown list to copy.
- Select the appropriate Pay Period off the dropdown list to copy.
- 4) Click the **Next** button at the bottom of the screen.



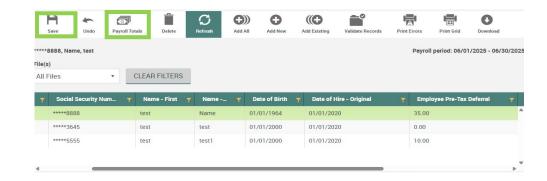
Copying Previous Payroll to Submit Contributions

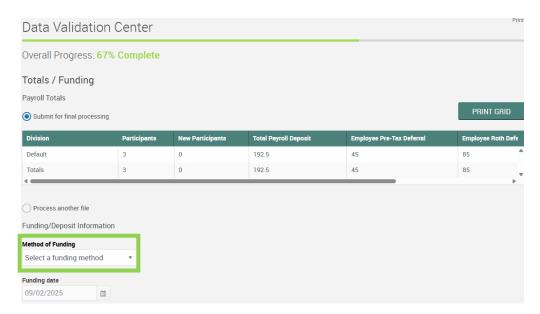
Review and update the contribution amounts.

Select Save.

Select **Payroll Totals** to confirm amounts.

Click NEXT.

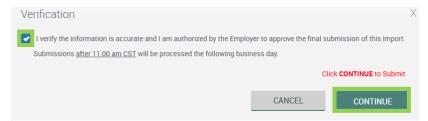




Make your selection from the **Method of Funding** dropdown.

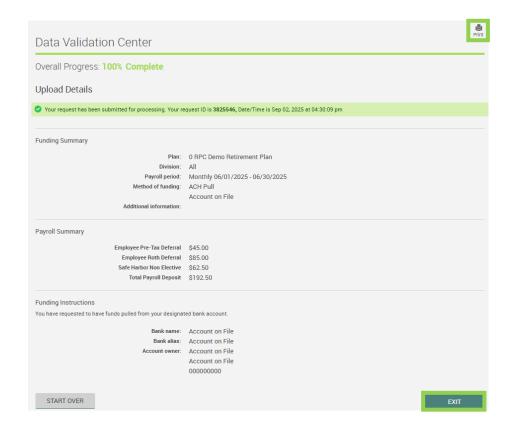
Click **COMPLETE**.

Check the box for verification and select **CONTINUE.**





Copying Previous Payroll to Submit Contributions



A payroll confirmation email will be sent to Primary Plan Contact.

If you would like to print your confirmation page, select the **Print** icon.

Click **EXIT** to return to the **Plan Dashboard**.