



Enter Contributions via the Website

Payroll & Employee Info Documents

Setup Payroll Integration

Submit Payroll Contributions

Add or Update Employee Info

Lookup Employee

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

Each page of the Data Validation Center has a **CLICK HERE FOR HELP** tab on right-hand side of the screen, reference this for more detailed information on each screen.

Data Validation Center
SELECT THE PROCESS YOU WANT TO USE.

Payroll: Use this process to submit Payroll Data.

Add/Update Employees: Use this process to add or update Employee Information.

****Click the tab on the right for HELP!****

Check the [Plan Sponsor Resource Center](#) for helpful guides.

Process selection
Payroll

Method of Submission

☒ **Upload a file** containing the payroll data - [Click Here to Review the File Layout](#)

☐ **Manually Enter** payroll data - [How to Manually Enter Payroll](#)

☐ Copy information from a previous payroll period

☐ **In Progress** and/or **Completed Files** - Use this option if you previously started a payroll but signed out before submitting or want to view a recent completed file.

CLICK HERE FOR HELP

NEXT

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

Choose **Manually Enter** for your **Method of Submission**.

Click **NEXT**.

Data Validation Center
SELECT THE PROCESS YOU WANT TO USE.

Payroll: Use this process to submit Payroll Data.

Add/Update Employees: Use this process to add or update Employee Information.

****Click the tab on the right for HELP!****

Check the [Plan Sponsor Resource Center](#) for helpful guides.

Process selection
Payroll

Method of Submission

☐ **Upload a file** containing the payroll data - [Click Here to Review the File Layout](#)

☒ **Manually Enter** payroll data - [How to Manually Enter Payroll](#)



Enter Contributions via the Website

Select the appropriate **Pay Period** from the list.

Click **Next**.

Data Validation Center

Overall Progress: 0% Complete

Select Pay Period

Select division

All

PRINT GRID

DELETE

Division	Status	Schedule	Payroll Period	Participants	Error/Warning Records
Default	Not started	Monthly	04-01-2024-04-30-2024	0	0
Default	Not started	Additional	12-28-2023-12-31-2024	0	0
Default	Not started	Monthly	06-01-2025-06-30-2025	0	0
Default	Not started	Monthly	07-01-2025-07-31-2025	0	0
Default	Not started	Monthly	08-01-2025-08-31-2025	0	0
Default	Not started	Monthly	09-01-2025-09-30-2025	0	0

START OVER

BACK

NEXT

Choose **Add All**, **Add New**, and/or **Add Existing** and enter the participant information and contributions amounts accordingly.

Save

Undo

Payroll Totals

Delete

Refresh

Add All

Add New

Add Existing

Validate Records

Print Errors

Print Grid

Download

After entering all the data, click **Save**, then **Validate Records**, **Refresh**, and check the Status column for Errors. Select **Payroll Totals** to confirm the totals.

Save

Undo

Payroll Totals

Delete

Refresh

Add All

Add New

Add Existing

Validate Records

Print Errors

Print Grid

Download

Records with a **Critical status must be corrected** or the information will not be imported for that participant. To view and correct errors for an employee, select the row with the error and review the details displayed in the lower section of the page.

New	Status	Social Security Num...	Name - First	Name - ...	Date of Birth	Date of Hire - Original	Empl...
No	Valid	*****8888	test	Name	01/01/1964	01/01/2020	50.00
No	Valid	*****5555	test	test1	01/01/2000	01/01/2020	100.00
Yes	Critical	*****6789	New	Person			0.00
No	Valid	*****9521	Test	Participant	07/01/1980	01/20/2019	75.00
							725.00

<<

<

Page 1 of 1

>

>>

100 items per page

Severity	Error
Error Description	The employee's Date of Birth is required as the SSN is not currently stored in our system. If this is not a new employee, please double check the SSN is entered correctly.
Error Description	This employee's last name does not match our records and may not be changed via Payroll. Please submit payroll using the name we have on file. Then go to Manage Your Plan>Update Employee Information.



Enter Contributions via the Website

Once any errors have been addressed and saved, click **NEXT**.

Again, reference the **CLICK HERE FOR HELP** tab on the right-hand side for more detailed information.

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

Click **COMPLETE**.

Data Validation Center

Overall Progress: 75% Complete

Totals / Funding

Payroll Totals

☒ Submit for final processing

PRINT GRID

Division	Participants	New Participants	Total Payroll Deposit	Employee Pre-Tax Deferral	Employee Roth Defe
Default	1	0	850	300	400
Totals	1	0	850	300	400

☐ Process another file

Funding/Deposit Information

Method of Funding

Select a funding method

Funding date

08/27/2025

Verification

☒ I verify the information is accurate and I am authorized by the Employer to approve the final submission of this import.

Submissions after 11:00 am CST will be processed the following business day.

Click CONTINUE to Submit

CANCEL

CONTINUE

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

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**

Data Validation Center

Overall Progress: 100% Complete

Upload Details

Your request has been submitted for processing. Your request ID is 3820715, Date/Time is Aug 27, 2025 at 12:58:44 pm

Funding Summary

Plan: 0 RPC Demo Retirement Plan

Division: All

Payroll period: Monthly 04/01/2024 - 04/30/2024

Method of funding: ACH Pull

Additional information: Account on File

Payroll Summary

Employee Pre-Tax Deferral \$300.00

Employee Roth Deferral \$400.00

Safe Harbor Non Elective \$150.00

Total Payroll Deposit \$850.00

Funding Instructions

You have requested to have funds pulled from your designated bank account.

Bank name: Account on File

Bank alias: Account on File

Account owner: Account on File

000000000

START OVER

EXIT