



Upload Spreadsheet to Submit Contributions

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.

Choose your method of submission
The recommended methods are:

- Upload a File
- Manually Enter

Use the **In Progress** option if you started entering data, but signed out before completing the submission. **For Payroll**, this is also where you can view recently *completed* files.

CLICK HERE FOR HELP

NEXT

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

Choose **Upload a file** for your **Method of Submission**.

Click **NEXT**.

Data Validation Center
SELECT THE PROCESS YOU WANT TO USE.

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Process selection
Payroll

Method of Submission

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



Upload Spreadsheet to Submit Contributions

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

Data Validation Center

Overall Progress: **25% Complete**

FILE UPLOAD

File Layout

Payroll - RPC Demo

DATA FORMAT

Select File

SELECT FILE

☐ Skip first record (Header Record)

☐ Skip last record (Trailer Record)

☐ Preview file

The columns on the spreadsheet **must** match the elements specified in the **DATA FORMAT** button.

SELECT FILE and browse for your import file.

Make selections to skip any records or preview the file and click **NEXT**.



Upload Spreadsheet to Submit Contributions

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...
Yes	Critical	*****6789	First Name	Last Name	01/01/2001	01/01/2011	300.00

300.00

<< < Page 1 of 1 > >> 20 items per page

Severity	Error
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.

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 informaiton.

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**.



Upload Spreadsheet 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 **Sponsor Dashboard**.

Data Validation Center

Print

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

Account on File

Additional information:

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

00000000

START OVER

EXIT