



FILE UPLOAD

Your guide to processing payroll with Empower

SUBMIT PAYROLL MORE SECURELY AND EFFICIENTLY

Submitting payroll files via email is not as secure or efficient as uploading them to the Plan Service Center (PSC), Empower's digital platform designed to connect you with the NJ DCP (Defined Contribution Plan - 524054-01) and DCRP (Defined Contribution Retirement Plan - 524956-01) Plans' administrative tools and functionality.

That is why there is a transition underway for your payroll files to be submitted via File Upload through the PSC in lieu of sending them in an email.

Submitting payroll by File Upload:

- Provides a higher degree of visibility into the payroll process.
- Allows you to access all payroll information you submitted from a centralized location.
- Is more efficient and secure than using email.

If you work with a payroll vendor, it is your responsibility to provide this information to them.

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Required steps roadmap

- 1 Ensure** that each individual submitting payroll via File Upload has personal access to the PSC. (If someone needs access to the Plan Service Center (PSC), email NJPlansPyrlUpd@empower.com.)
- 2 No changes** need to be made to your file name or file format.
- 3** Email your sample file to our payroll subject matter experts to check your file's layout suitability within two weeks of receiving the email about this transition.
 - Email** your sample file to NJPlansPyrlUpd@empower.com.
 - Include** your PSC User ID within your email.
 - If you typically submit payroll for both the NJ DCP (Defined Contribution Plan - 524954-01) and DCRP (Defined Contribution Retirement Plan - 524956-01) Plans, then both Plans' files need to be emailed for file-layout review.
- 4** Empower will send an email noting next steps once the file has been received and reviewed. The Empower team will respond to your email within 7-10 business days of receiving your file and will confirm if the layout is in good order or if changes are required.
- 5** If your file format is **not** in good order, adjust the formatting as instructed and email it again to NJPlansPyrlUpd@empower.com (if applicable).
- 6** Once your file format is in good order, upload an actual payroll file via the PSC and stop emailing the file to Empower. [Click here](#) for instructions to upload your file.
- 7 Very important:** Email NJPlansPyrlUpd@empower.com once your initial payroll file has been uploaded to the PSC. (If you don't complete this step, there is a chance your file could remain in validation and not processed, which could require corrections.)

Need assistance?

Please call Client Services at **800-695-4952** (enter your applicable plan number 524956-01- DCRP and 524954-01 DCP) or email **NJPlansPyrlUpd@empower.com**.

PROCESSING YOUR PAYROLL USING A FILE UPLOAD

Follow these steps to process your payroll.

File upload

- Log in to the Plan Service Center (PSC).
- Select *Payroll*, then click *Upload payroll file* on the Plan Summary page.
- File name convention displays under File Name.
- File name should not have any spaces or special characters.
 - The asterisk (*) is a wild card. You may use anything in place of the asterisk.
- Click *Browse* to select the file to upload, then click the *Upload File* button.

Steps to load your file (remit information)

We will process your file and alert you of any concerns.

The screenshot displays the Empower Plan Service Center interface. The top navigation bar includes the Empower logo, 'PLAN SERVICE CENTER', and user information for Taylor Smith. The main content area is titled 'Plan Summary' and features a 'TASKS/ACTION CENTER' with a red notification icon. Key metrics are shown in blue boxes: 'Plan 76% MEDIAN LIFETIME INCOME SCORE', 'Investments (11 funds) \$2,360,000.00', and 'Participants with a balance 28'. A table below lists plan details for 'SAMPLE Company Plan' as of 03/17/2023, including Plan ID (1XXXXX-XX), Average participant balance (\$45,384.62), and Plan-level balances (\$3,737.39). A circular gauge shows '76% of my goal' compared to a 'BENCHMARK 69%' and 'TOP 10% 83%'. The 'File Upload' section below lists authorized files: '932777*payroll.csv', 'gpp_932777-01_p1.csv', '932777-01_testfile.txt', and '932777-02R.Jtestfile.txt'. It includes a 'Browse...' button and an 'Upload File' button.

FOR ILLUSTRATIVE PURPOSES ONLY.

REPORTING

Reporting

- Payroll confirmation, if set up, will go here, under *File Sharing > Payroll confirmations*.

Currently viewing the **Payroll confirmations** folder [Manage folder notifications](#)

Filter [More filter options](#) [Refresh view](#)

Document name	Version	Category	Modified by	Modified	Action	Division
CASH RECEIPT TUR NAROUND DOCUME NT_2023-07-03 11:42:25	1	Remittance confirmations	System	07/03/2023	Download	Plan Level
CASH RECEIPT TUR NAROUND DOCUME NT_2023-07-03 11:34:06	1	Remittance confirmations	System	07/03/2023	Download	Plan Level
CASH RECEIPT TUR NAROUND DOCUME NT_2023-07-03 11:33:34	1	Remittance confirmations	System	07/03/2023	Download	Plan Level
CASH RECEIPT TUR NAROUND DOCUME NT_2023-07-03 10:35:34	1	Remittance confirmations	System	07/03/2023	Download	Plan Level

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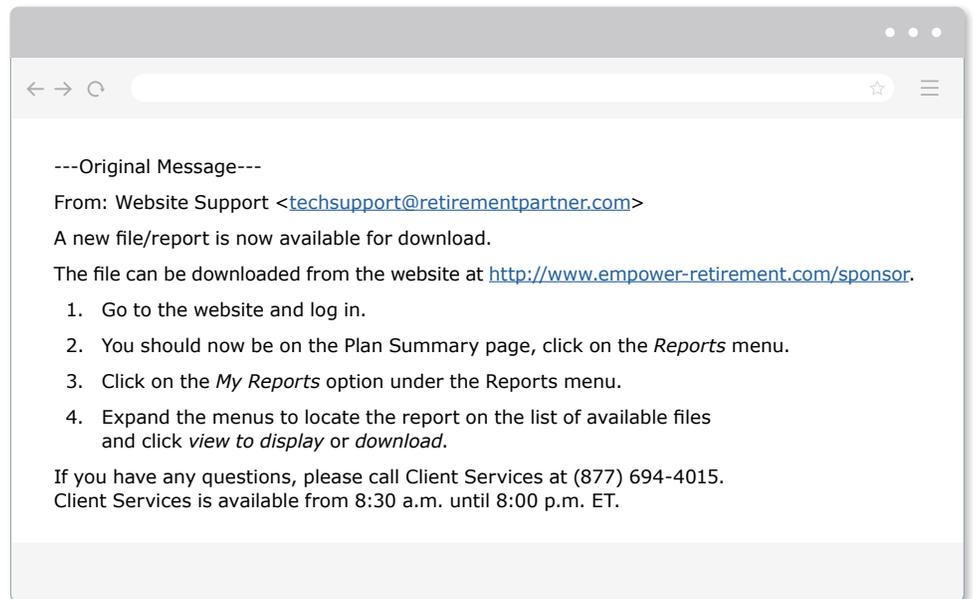
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REMINDER

Participant contribution and loan change files (feedback)

Participant change files will be delivered based on the way you previously received your files.

- Previously sent by secure email:
 - You will receive an email reminder when the file is ready.
 - The files will be posted on the Plan Service Center (PSC) under My Reports.



Standard reports **My reports** My recurring reports

Refresh view

One-time standard reports

i Reports will be automatically deleted after 30 days.

Filter Delete

<input type="checkbox"/> Select	Date	Plan #	Category	Report name	Request #	Status	File Sharing
<input type="checkbox"/>	12/23/2022		Data Files	XXXXXXXX-01 loans.a20221223.a020142.csv New		View	Unavailable <i>i</i>
<input type="checkbox"/>	12/23/2022		Data Files	XXXXXXXX-01 deferral.a20221223.a020139.csv New		View	Unavailable <i>i</i>

The charts, graphs, and screen prints shown are for ILLUSTRATIVE PURPOSES ONLY.

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