SUBMITTING CONTRIBUTIONS MANUALLY

Manually Keying in Payroll Contributions on InvestLink

Plan Information > Contributions

For smaller plans, contributions can be submitted manually, by keying in the contribution amounts, loan payments, hours of service and wages directly into a grid.

Step One: Payroll Date

Using the calendar icon to the right of the **Payroll Date** field, select your payroll date. This date can be in the past, present, or future and does not affect when the payroll will be processed.

Effective Date: 2/17/2017

Payroll Date: 2/17/2017

Step Two: The Contribution Grid

- To enter contributions in the grid, click in the **Hours** box to the right of the participant's name.

Note: If your plan uses hours of service to determine eligibility and/or vesting, enter the participants' hours of service for the payroll period.

- To move to the next field, press <**Tab**>. Using the <**Enter**> or **Arrow** (▲, ▼, ◄, ►) keys may result in incorrect entries
- Type the contribution amount into the column that corresponds with the contribution source. Ex: A participant's pre-tax contribution will be entered in the "Employee Deferral" column.
- If you are making a payment on a loan, check the box in the "Pay Loan" column to the right of the Loan Payment column. If the participant wishes to make a higher payment amount, you can click in the box, and adjust the number.

SSN	Name	Hours	Wages	Employee Deferral	Employee Roth	Employer Match	Loan Pmt #1	Pay Loan
000000495	Armstrong, Louis							
000000537	Baker, Chet H							
000000486	Baker, Josephine							
000000477	Basie, William							
601855	Beeks, Clarence							
600787	Belafonte, Harry							
000000421	Benson, George							
000000448	Blake, Eubie			100.00	50.00		53.61	☑

- Click **SAVE** to generate the preview. Scroll to the bottom of the screen to review the contribution data that you have entered.

LOAD | SAVE | CANCEL

Note: if you have stored a previous file, you can click **LOAD** to pre-fill the payroll data (see **Step Four**, below).

Step Three: Preview the Contributions

SSN	Name	Hours	Wages	Employee Deferral	Employee Roth	Employer Match	Loan Payment #1
000000448	Blake, Eubie	80.00	$1,200.00	$100.00	$50.00		$53.61
Totals:	1	80.00	$1,200.00	$100.00	$50.00		$53.61

Total Contributions: $150.00

Total Loan Repayments: $53.61

Grand Total: $203.61

☑ Contribution will be funded by ACH

ACH Request Date 2/17/2017

STORE PROCESS

- The **ACH Request Date** is when the system will pull your funds electronically (if set up in the plan). If the payroll is entered before 1:00 ET, it will pull same day. You may select a future date by clicking the calendar icon to the right of the date field.

Step Four: Store the Contribution File (Optional)

- If you generally enter the same contributions for the same participants regularly, click **STORE** to make these entries available in the future. These can be adjusted once loaded.

Step Five: Process the Contribution

- If you reviewed the file, and everything looks correct, click **PROCESS**.
- Once processed, you will receive a message letting you know the contribution has been submitted, and will give you a **Job Number**. Click on the number to go to the **Job Queue**.

Contributions have been submitted for approval. The Job number is: 3706634

Email notification has been sent to the Plan Administrator.

Step Six: Review the Reports

- In the Job Queue, you should see the job related to your contribution. If Pending, click **REFRESH LIST**. Your job should be named "**Direct Contribution Entry – Submitted (and Waiting for Approval)**". Approval is done by Aspire, once the funds have been received.
- Click on the arrow (►) to the left of the **Status** (ex. 2 Reports).
- There will be two reports; **Direct Contribution Entry Transact** contains the contribution data, and **Direct Contribution Entry Salary** contains the hours and wages data.
- Once the transaction is approved, the Description of the job will change to "**Direct Contribution Entry - Approved and Processed.**

Plan Information > Contribution Home

This page will allow you to review and copy any previous contribution transaction. From this page you can cancel a **Pending** (not **Processed**) transaction by checking the box and clicking **Cancel**.