

Use these instructions to format your payroll spreadsheet file. The payroll spreadsheet is also used to report employee census data (compensation/hours).

# Copy your payroll data into the payroll spreadsheet template



* Copy/paste or import your payroll data into the [Payroll Spreadsheet template.](https://crws.cunamutual.com/~/media/150E383E8D414F3A9649DAA0826473BD.ashx)
* **IMPORTANT:**

o Only the first worksheet in your spreadsheet is imported into the payroll system. Any additional worksheets included in the file are ignored. o Keep the Top “column header” row verbatim. While you may rearrange or delete any nonrequired fields that don't apply to your plan, you should NOT rename a column header.



# Check data is in the proper format



Once your data is in the payroll spreadsheet, check to ensure the data is in the proper format for both required and optional fields. Do not exceed the maximum characters allowed for each field.

* Check that all data in **required fields** are in the proper format (see requirements in appendix)
* Check that all data in **optional fields** are in the proper format (see requirements in appendix)
* Double-check your data for these common format errors:
  + No commas or periods in addresses
  + No misspelled headers or caps on headers
  + No extra spaces in headers (centering the headers may help)
  + No duplicate headers
  + Zip codes or SSN are in number format (not text format)
  + No hidden columns
  + No hidden formulas. If necessary, use @Round(number, num\_digits) to calculate numbers. ▪ No color coding
  + First row in payroll spreadsheet should always be the header row
  + Second row in payroll spreadsheet (after header row) should be the start of your payroll data
  + Remove the “John Smith” example from the payroll spreadsheet template

# Check your spreadsheet against Loans by Participant Report



• (If applicable) The data you enter in the **Loan No** and **Loan Pmt** columns must match what is in BenefitsForYou. You can verify this information in the Loans by Participant Report. Refer to the **Loans by Participant Report** guidefor information on how to access this report.

# Check your spreadsheet against Payroll Change Report



• The Payroll Change Report allows you to review deferral changes, new loan issuances, final payment reminders, loan paid off updates and other information that affects upcoming payrolls. Refer to the **Payroll Change Report** guidefor how to access this report and make changes to your payroll spreadsheet as needed.

# Save your payroll spreadsheet



• Finally, save your payroll spreadsheet file in any of these formats:

* .xls
* .xlsx
* .csv

**Once you have set-up your payroll spreadsheet file and updated it using the Payroll Change Report, you can upload your payroll file.**

# Appendix



**Spreadsheet Format Requirements:**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Column | | Required | Example | | Formatting Requirement | | Max Characters | |  |
| **First Name** | | Y (when adding a new employee) | John | | First and Last Name together cannot exceed 30 characters. Hyphens and periods are accepted in names, but no other special characters (including commas) are permitted. | | 30 | | Eepnamefirst |
| **Last Name** | | Y (when adding a new employee) | Smith Jr | | Eepnamelast |
| **SSN** | | Y | XXX-XX-XXXX | | Full SSN required. With or without dashes. | | 11 | | Eepssn |
| **Address Line 1** | | N | 12345 First Street | | No dashes, periods, or symbols allowed. If no address, leave blank. | | 40 | | Eepaddressline1 |
| **City** | | N | Los Angeles | | If foreign address, enter country name. | | 28 | | eepaddresscity |
| **State** | | N | CA | | Leave blank for foreign address | | 2 | | eepaddressstate |
| **Zip Code** | | N | 12345‐6789 or 12345 | | 9-digit zip code preferred. Must be numeric. Blank if foreign address. | | 10 | | eepaddresszipcode |
| **Address Line 2** | | N | Apt 1 | |  | | 40 | | Eepaddressline2 |
| **Address Line 3** | | N |  | | Reserved for foreign addresses only. Field = foreign city name. | | 40 | | Leave blank |
| **Foreign Address** | | N | X | | If address is foreign, mark with ‘X’, otherwise leave blank. | | 1 | | Leave blank |
| **Email Address** | | N | johnsmith@anywhere.com | | **Must be employee’s work email.** If no work email, leave blank. | | 50 | | send |
| **Birth Date** | | Y (when adding a new employee) | 1/1/1900 | | Must be numeric with slashes. Year must be 4 digits. | | 10 | | eepdateofbirth |
| **Hire Date** | | Y (when adding a new employee) | 1/1/1900 | | Must be numeric with slashes. Year must be 4 digits. | | 10 | | eecdateoforiginalhire |
| **Rehire Date** | | N | 1/1/1900 | | Must be numeric with slashes. Year must be 4 digits. | | 10 | | If EecDateOfOriginalHire does not = EecDateOfLastHire, send EecDateOfLastHire  Else leave blank |
| **Status Change Date** | | N | 1/1/1900 | | Must be numeric with slashes. Year must be 4 digits. This is either the termination date, or start/end date of a leave of absence (dependent on the selected status change reason)**.** | | 10 | | If eecemplstatus = T send eecdateoftermination  If eecemplstatus = L send EecStatusStartDate  if EecEmplStatus = A and most recent EshEmplStatus = L send most recent EshStatusStopDate  else leave blank |
| **Status Change Reason** | | N | 5 | | Enter 1 - if Service Separated;  Enter 2 - if Military LOA;  Enter 3 - if Parental LOA;  Enter 4 - if Other LOA;  Enter 5 - if Service Separated-Deceased;  Enter 6 - if Service Separated-Disability; Enter 7 - if Service Separated-Retirement;  Enter 8 - if Return From Leave. | | 1 | | If eecemplstatus = T and eectermreason = 202 send 7  If eecemplstatus = T and eectermreason = 203 send 5  if EecEmplStatus = A and most recent EshEmplStatus = L send 8  If eecemplstatus = L send and EshEmplStatusReason = 300 send 2  If eecemplstatus = L send and EshEmplStatusReason = 102, 103 or 104 send 3  If eecemplstatus = L send and EshEmplStatusReason <> 300, 102, 103 or 104 send 4  If eecemplstatus = T and eectermreason <> 202 or 203 send 1  else leave blank |
| **Period Hours** | | N | 80 | | Salaried employees require hours to be submitted. Hours are for the payroll period only, not year-to-date. | | 13 | | SUM(PehCurHrs) where PehEarnCode <> (TUIT, MOVE, AWARD, GFCA, BONUS, TABON, ADJBO) for per control in date range |
| **Period Gross Comp** | | N | 2000.00 | |  | | 13 | | SUM (PthCurTaxableWages) where PthTaxCode Like ‘USFIT' and where PehEarnCode <> (TUIT, MOVE, AWARD, GFCA, BONUS, TABON, ADJBO for per control in date range |
| **Union or NRA** | | N | Union | | Either enter Union or NRA (for non‐resident alien) or leave blank if not applicable. | | 5 | | Leave blank |
| **EE Deferral** | | N | 50.00 | | Note: The specific columns you use for contributions will depend on the sources set up for your plan. Your plan consultant should provide details on which columns you should be using. | | 13 | | SUM(PdhCurAmt) where PdhDedCode IN (401KB, 401P) for per control in date range |
| **EE Roth** | | N | 50.00 | |  | | 13 | | SUM(PdhCurAmt) where PdhDedCode IN (ROTH) for per control in date range |
| **EE After Tax** | N | | | 50.00 | |  | | 13 | Leave blank |
| **ER Nonelective** | N | | | 50.00 | | Used for reporting Profit Sharing contributions; For ER funds on Money  Purchase Plan    Note: The specific columns you use for contributions will depend on the sources set up for your plan. Your plan consultant should provide details on which columns you should be using. | | 13 | Leave blank |
| **Match** | N | | | 50.00 | |  | | 13 | SUM(PdhCurAmt) where PdhDedCode IN (BMTCH, MATCH, RMTCH) for per control in date range |
| **SH Match** | N | | | 50.00 | |  | | 13 | Leave blank |
| **QACA Match** | N | | | 50.00 | |  | | 13 | Leave blank |
| **SH Nonelective** | N | | | 50.00 | |  | | 13 | Leave blank |
| **QNEC** | N | | | 50.00 | |  | | 13 | Leave blank |
| **Prevailing Wage** | N | | | 50.00 | |  | | 13 | c |
| **1st Loan No** | N | | | 5 | | Loan Repayments ‐ If your plan allows for more than one loan at a time for a participant, then all loan numbers and loan payments should be entered in separate columns. For example, 1st Loan No, 1st Loan Payment, 2nd Loan No, 2nd Loan  Payment, 3rd Loan No, 3rd Loan Payment. Up to 10 loans can be displayed. **Loan numbers must match with what is on Benefits for You.** Access the Loans by Participant Report to verify loan numbers match. | | 3 | 1 |
| **1st Loan Pmt** | N | | | 50.00 | | 13 | SUM(PdhCurAmt) where PdhDedCode IN (401L) for per control in date range |
| **Prior ER ID** | N | | | xxxxxx | | **ONLY USED FOR MEP PLANS** | | 6 | Leave blank |
| **Entry Date** | N | | | 1/1/1900 | | Only used for plans self-reporting date of entry. Needs to be numeric; year must be 4 digits. | | 10 | Leave blank |
| **Location** | N | | | Phil | | Only applicable for plans that are set up in our system with multiple locations. This is a four-position alpha‐numeric field that must match one of the valid locations set up at the plan level. | | 4 | Leave blank |
| **Period Excluded**  **Comp** | N | | | 600.00 | | Based on individual plan document definition of compensation for elective deferrals. If the plan does exclude any types of compensation, then the total excluded amount for the pay period must be reported in this field. For plans that do not adjust compensation, this field is not applicable. | | 13 | SUM (PehCurAmt) where PehEarnCode IS (TUIT, MOVE, AWARD, GFCA, BONUS, TABON, ADJBO) for per control in date range |
| **YTD** **Hours** | Y/N (see  Formatting  Requirement) | | | 80.00 | | YTD Hours and Comp must be provided in the initial payroll spreadsheet for any plans new to CUNA Mutual Retirement Solutions. They may continue to be provided along with the required Period Hours and Comp.    Note: These values are for your reference only and will not compared to and will not update YTD totals in your recordkeeping system. These adjustments can be made from employee Maintenance Files. | | 13 | SUM(PehCurHrs) where PehEarnCode <> (TUIT, MOVE, AWARD, GFCA, BONUS, TABON, ADJBO) for 1st per control of year to last closed per control |
| **YTD Gross Comp** | Y/N (See  Formatting  Requirement) | | | 2000.00 | | 13 | SUM (PthCurTaxableWages) where PthTaxCode Like ‘USFIT' and where PehEarnCode <> (TUIT, MOVE, AWARD, GFCA, BONUS, TABON, ADJBO) for 1st per control of year to last closed per control |
| **YTD Excluded Comp** | Y/N (see  Formatting  Requirement) | | | 600.00 | | YTD Excluded Comp must be provided in the initial payroll spreadsheet for any plans new to CUNA Mutual Retirement Solutions.  Based on individual plan document definition of compensation for elective deferrals. If the plan does exclude any types of compensation, then the total excluded amount for the pay period must be reported in this field. For plans that do not adjust compensation, this field is not applicable.  Note: These values are for your reference only and will not compared to and will not update YTD totals in your recordkeeping system. | | 13 | SUM (PehCurAmt) where PehEarnCode IS (TUIT, MOVE, AWARD, GFCA, BONUS, TABON, ADJBO for 1st per control of year to last closed per control |
| **Business Group** | N | | | 000001 | | Only applicable for plans that are set up in our system with multiple business groups for compliance testing purposes. This is a six-position alpha‐numeric field that must match one of the valid business groups set up at the plan level. | | 6 | Leave blank |
| **PT Seasonal Temp** | N | | | P | | **P= Part time, blank = Full time**. Only applicable for plans that impose a special year of service (1000 hours) requirement specifically for part time/ seasonal/ temporary employees. For plans that do not have a special service requirement for these employee types, the field is not applicable. | | 1 | Leave blank |
| **Excluded All Sources** | N | | | Y | | **Y or N.** Based on individual plan document definition of excluded employee classes. If the plan does exclude any employees from participation based on the employee classification, these fields are used to indicate which contribution source types from which an individual employee is excluded. For plans that do not exclude any employee classes, these fields are not applicable. | | 1 | Leave blank |
| **Excluded EE**  **Deferral** | N | | | Y | | 1 | Leave blank |
| **Excluded Match** | N | | | Y | | 1 | Leave blank |
| **Excluded NonMatch** | N | | | Y | | 1 | Leave blank |

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