**SelectQuote Retirement Plan**

**SRPS Plan ID: SQI**

**Payroll File Specifications**

* The file must include all employees
* Do not exclude non participating employees
* Any Current Year terminated employees must remain on file until Plan Year-End
* Any Prior Year terminated employees without current year earnings should be removed from the payroll file
* The file must contain one data record per employee
* Schwab requires that a Control Total and a Wire accompany every payroll file received
* Files can be transmitted securely via the website or SFTP
* Files should be Fixed Length (text files), Delimited (tab, comma, etc), or Excel

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Field #** | **Description** | **Length** | **Range** | | | **Type** | Comments | Ulti Notes | What this field does |
| 1 | Record ID | 3 | 1 | - | 3 | X | Hardcode “100” | 100 | 100 reads as a record that needs processed and a 101 is a footer or header record |
| 2 | Plan ID | 3 | 4 | - | 6 | X | Schwab Assigned Value = **SQI**  Left Justified | **SQI** | Schwab’s identifier |
| 3 | Social Security Number | 11 | 7 | - | 17 | N | With Dashes (123-45-6789) | EepSsn | Employee’s account number on Schwab’s system. Very important that bogus and inaccurate SS#s be omitted. |
| 4 | Name | 32 | 18 | - | 49 | X | All Capitals  Last Name, First Name Middle Initial | Eepnamelast comma eepnamefirst space eepnamemiddle | Used for Identification purposes |
| 5 | Contribution Source 1 | 12 | 50 | - | 61 | N | **401K**  No decimal point; Two decimal places; Leading minus sign for negatives; No non-numeric characters; Right justified  Leading zeros | sum (PdhEEAmt) where PdhDedCode = 700 for percontrol within the date range of the file | The amount to be processed into participant’s account. |
| 6 | Contribution Source 2 | 12 | 62 | - | 73 | N | **Roth**  See above definition  If N/A – Zero Filled | sum (PdhEEAmt) where PdhDedCode = 704 for percontrol within the date range of the file | The amount to be processed into participant’s account. |
| 7 | Contribution Source 3 | 12 | 74 | - | 85 | N | **Employer Match**  See above definition  If N/A – Zero Filled | sum (PdhERAmt) where PdhDedCode = MATCH for percontrol within the date range of the file | The amount to be processed into participant’s account. |
| 8 | Contribution Source 4 | 12 | 86 | - | 97 | N | **Schwab Assigned Source #4**  See above definition  If N/A – Zero Filled | Zero fill | The amount to be processed into participant’s account. |
| 9 | Contribution Source 5 | 12 | 98 | - | 109 | N | **Schwab Assigned Source #5**  See above definition  If N/A – Zero Filled | Zero fill | The amount to be processed into participant’s account. |
| 10 | Contribution Source 6 | 12 | 110 | - | 121 | N | **Schwab Assigned Source #6**  See above definition  If N/A – Zero Filled | Zero fill | The amount to be processed into participant’s account. |
| 11 | Contribution Source 7 | 12 | 122 | - | 133 | N | **Schwab Assigned Source #7**  See above definition  If N/A – Zero Filled | Zero fill | The amount to be processed into participant’s account. |
| 12 | Contribution Source 8 | 12 | 134 | - | 145 | N | **Schwab Assigned Source #8**  See above definition  If N/A – Zero Filled | Zero fill | The amount to be processed into participant’s account. |
| 13 | Contribution Source 9 | 12 | 146 | - | 157 | N | **Schwab Assigned Source #9**  See above definition  If N/A – Zero Filled | Zero fill | The amount to be processed into participant’s account. |
| 14 | Contribution Source 10 | 12 | 158 | - | 169 | N | **Schwab Assigned Source #10**  See above definition  If N/A – Zero Filled | Zero fill | The amount to be processed into participant’s account. |
| 15 | Loan Payment #1 | 12 | 170 | - | 181 | N | No decimal point; Two decimal places; Leading minus sign for negatives (negative  sign should be included in the 11 spaces)  No non-numeric characters; Right  justified; Leading zeros. | sum (PdhEEAmt) where PdhDedCode = 765 for percontrol within the date range of the file | The amount to be processed into participant’s account. |
| 16 | Loan Payment #2 | 12 | 182 | - | 193 | N | No decimal point; Two decimal places; Leading minus sign for negatives (negative  sign should be included in the 11 spaces)  No non-numeric characters; Right  justified; Leading zeros. | Leave blank | The amount to be processed into participant’s account. |
| 17 | Loan Payment #3 | 12 | 194 | - | 205 | N | N/A | Leave blank | The amount to be processed into participant’s account. |
| 18 | Loan Payment #4 | 12 | 206 | - | 217 | N | N/A | Leave blank | The amount to be processed into participant’s account. |
| 19 | Loan Payment #5 | 12 | 218 | - | 229 | N | N/A | Leave blank | The amount to be processed into participant’s account. |
| 20 | Pay Period Deferral/Allocation Compensation | 12 | 230 | - | 241 | N | Compensation eligible for Employee Deferrals, Matching and Profit Sharing Contributions  *(as defined in the Plan Document)* | PdhDedCalcBasisAmt where PdhDedCode is like (700, 704, MATCH) for percontrol within the date range of the file  else if PdhDedCalcBasisAmt <= 0 then sum (PehCurAmt) where ErnInclInPensionAccum = Y from EarnCode table for percontrol within the date range of the file |  |
| 21 | Pay Period Plan Testing Compensation | 12 | 242 | - | 253 | N | Compensation used for Non-Discrimination Testing  *(as defined in the Plan Document)* | PdhDedCalcBasisAmt where PdhDedCode is like (700, 704, MATCH) for percontrol within the date range of the file  else if PdhDedCalcBasisAmt <= 0 then sum (PehCurAmt) where ErnInclInPensionAccum = Y from EarnCode table for percontrol within the date range of the file |  |
| 22 | Pay Period Total Compensation | 12 | 254 | - | 265 | N | Compensation used to determine HCEs, Key Employees, Top-Heavy Minimums, etc.  *(as defined in the Plan Document)* | PdhDedCalcBasisAmt where PdhDedCode is like (700, 704, MATCH) for percontrol within the date range of the file  else if PdhDedCalcBasisAmt <= 0 then sum (PehCurAmt) where ErnInclInPensionAccum = Y from EarnCode table for percontrol within the date range of the file |  |
| 23 | Pay Period Additional Compensation | 12 | 266 | - | 277 | N | To be defined | Leave blank | N/A |
| 24 | Pay Period Hours Paid | 4 | 278 | - | 281 | N | Hours **Are** Required for this Plan.  Whole hours only, no decimals  Right Justified, Zero Fill when N/A | sum (PehCurHrs) for all PehEarnCode for percontrol within the date range of the file | 95 Hours per payroll file  Equivalency method |
| 25 | Plan YTD Contribution Source 1 | 12 | 282 | - | 293 | N | **YTD 401K**  No decimal point; Two decimal places; Leading minus sign for negatives; No non-numeric characters; Right justified  Leading zeros  If N/A – Zero Filled | sum (PdhEEAmt) where PdhDedCode = 700 for percontrols June 1st of current year through the last closed  plan year runs June - July | YTD totals per source that Schwab will use when performing year-end testing. |
| 26 | Plan YTD Contribution Source 2 | 12 | 294 | - | 305 | N | **YTD Roth**  See above definition  If N/A – Zero Filled | sum (PdhEEAmt) where PdhDedCode = 704 for percontrols June 1st of current year through the last closed  plan year runs June - July | YTD totals per source that Schwab will use when performing year-end testing. |
| 27 | Plan YTD Contribution Source 3 | 12 | 306 | - | 317 | N | **YTD Match**  See above definition  If N/A – Zero Filled | sum (PdhERAmt) where PdhDedCode = MATCH for percontrols June 1st of current year through the last closed  plan year runs June - July | YTD totals per source that Schwab will use when performing year-end testing. |
| 28 | Plan YTD Contribution Source 4 | 12 | 318 | - | 329 | N | **YTD Schwab Assigned Source #4**  See above definition  If N/A – Zero Filled | zero fill | YTD totals per source that Schwab will use when performing year-end testing. |
| 29 | Plan YTD Contribution Source 5 | 12 | 330 | - | 341 | N | **YTD Schwab Assigned Source #5**  See above definition  If N/A – Zero Filled | zero fill | YTD totals per source that Schwab will use when performing year-end testing. |
| 30 | Plan YTD Contribution Source 6 | 12 | 342 | - | 353 | N | **YTD Schwab Assigned Source #6**  See above definition  If N/A – Zero Filled | zero fill | YTD totals per source that Schwab will use when performing year-end testing. |
| 31 | Plan YTD Contribution Source 7 | 12 | 354 | - | 365 | N | **YTD Schwab Assigned Source #7**  See above definition  If N/A – Zero Filled | zero fill |  |
| 32 | Plan YTD Contribution Source 8 | 12 | 366 | - | 377 | N | **YTD Schwab Assigned Source #8**  See above definition  If N/A – Zero Filled | zero fill |  |
| 33 | Plan YTD Contribution Source 9 | 12 | 378 | - | 389 | N | **YTD Schwab Assigned Source #9**  See above definition  If N/A – Zero Filled | zero fill |  |
| 34 | Plan YTD Contribution Source 10 | 12 | 390 | - | 401 | N | **YTD Schwab Assigned Source #10**  See above definition  If N/A – Zero Filled | zero fill |  |
| 35 | Plan YTD Deferral/Allocation Compensation | 12 | 402 | - | 413 | N | YTD Compensation eligible for Employee Deferrals, Matching and Profit Sharing Contributions  *(as defined in the Plan Document)* | PdhDedCalcBasisAmt where PdhDedCode is like (700, 704, MATCH) for percontrols June 1st of current year through the last closed  else if PdhDedCalcBasisAmt <= 0 then sum (PehCurAmt) where ErnInclInPensionAccum = Y from EarnCode table for percontrols June 1st of current year through the last closed  plan year runs June - July |  |
| 36 | YTD Plan Testing Compensation | 12 | 414 | - | 425 | N | YTD Compensation used for Non-Discrimination Testing  *(as defined in the Plan Document)* | PdhDedCalcBasisAmt where PdhDedCode is like (700, 704, MATCH) for percontrols June 1st of current year through the last closed  else if PdhDedCalcBasisAmt <= 0 then sum (PehCurAmt) where ErnInclInPensionAccum = Y from EarnCode table for percontrols June 1st of current year through the last closed  plan year runs June - July |  |
| 37 | Plan YTD Total Compensation | 12 | 426 | - | 437 | N | YTD Compensation used to determine HCEs, Key Employees, Top-Heavy Minimums, etc.  *(as defined in the Plan Document)* | PdhDedCalcBasisAmt where PdhDedCode is like (700, 704, MATCH) for percontrols June 1st of current year through the last closed  else if PdhDedCalcBasisAmt <= 0 then sum (PehCurAmt) where ErnInclInPensionAccum = Y from EarnCode table for percontrols June 1st of current year through the last closed  plan year runs June - July |  |
| 38 | YTD Additional Compensation | 12 | 438 | - | 449 | N | To be defined | LEAVE BLANK | N/A |
| 39 | Salary | 12 | 450 | - | 461 | N | Annual Base Salary | EecAnnSalary | If utilizing Morningstar Advice or My Retirement Progress features, this field is a required field. |
| 40 | Plan YTD Hours Paid | 4 | 462 | - | 465 | N | Hours **Are** Required for this Plan.  Whole hours only, no decimals, Right  Justified, Zero Fill when N/A | sum (PehCurHrs) for all PehEarnCode for percontrols June 1st of current year through the last closed  plan year runs June - July | YTD hours are needed for updating Vesting percents on Schwab's system (if any source is based on hours). |
| 41 | Pay Frequency | 1 | 466 | - | 466 | X | Monthly (12) = “M”  Semimonthly (24) = “S”  Biweekly (26) = “B”  Weekly (52) = “W”  Quarterly (4) = “Q” | S | This field is used to model loans. |
| 42 | Primary Address Line #1 | 40 | 467 | - | 506 | X | No Commas, All Capitals | Eepaddressline1 |  |
| 43 | Primary Address Line #2 | 40 | 507 | - | 546 | X | No Commas, All Capitals  Spaces if not applicable | Eepaddressline2 |  |
| 44 | Primary City | 80 | 547 | - | 626 | X | No Commas, All Capitals | Eepaddresscity |  |
| 45 | Primary State | 2 | 627 | - | 628 | X | Postal abbreviation, All Capitals | eepaddressstate |  |
| 46 | Primary Zip Code | 10 | 629 | - | 638 | X | Format: 12345-6789 or 12345;  Left Justified | eepaddresszipcode |  |
| 47 | Primary Country | 30 | 639 | - | 668 | X | This field is required to be populated.  If outside USA, do not abbreviate | USA |  |
| 48 | Foreign Address Indicator | 1 | 669 | - | 669 | X | Y = foreign Address,  N or blank = local address | LEAVE BLANK |  |
| 49 | Birth Date | 8 | 670 | - | 677 | N | MMDDYYYY | eepdateofbirth | Required field - used for fund selection if using funds based on age or needed in determining eligibility. |
| 50 | Hire Date (original) | 8 | 678 | - | 685 | N | MMDDYYYY  True Hire date – do not include  Transfer or Rehire Dates. | EecDateOfOriginalHire | Schwab's system derives many dates and status from the hire date. Any change in this field could cause a change in an employee's eligibility or vesting.  DO NOT PROVIDE A REHIRE  DATE IN THIS FIELD. |
| 51 | Plan Entry Date | 8 | 686 | - | 693 | N | MMDDYYYY | EecDateOfOriginalHire + 1st of month following 30 days | N/A ~ Required if Schwab is not  to calculate eligibility in any of the applicable sources. |
| 52 | Plan Entry Date (for another source with different eligibility) | 8 | 694 | - | 701 | N | MMDDYYYY | LEAVE BLANK | N/A ~ Required if Schwab is not  to calculate eligibility in any of the applicable sources. |
| 53 | Plan Entry Date (for another source with different eligibility) | 8 | 702 | - | 709 | N | MMDDYYYY | LEAVE BLANK | N/A ~ Required if Schwab is not  to calculate eligibility in any of the applicable sources. |
| 54 | Plan Entry Date (for another source with different eligibility) | 8 | 710 | - | 717 | N | MMDDYYYY | LEAVE BLANK | N/A ~ Required if Schwab is not  to calculate eligibility in any of the applicable sources. |
| 55 | Termination Date (if applicable) | 8 | 718 | - | 725 | N | MMDDYYYY  Blank if Not Applicable  True Termination Date – do not include Transfer Dates or Leave of Absence Dates.  Current year comp or leave on for 365 days | EecDateOfTermination | All termination dates provided in this field will load into our system causing a terminated status to load and deferral elections to drop to 0. Termination dates should never exceed the payroll file date. |
| 56 | Rehire Date (date of most recent rehire) | 8 | 726 | - | 733 | N | MMDDYYYY  Blank if Not Applicable; | If EecDateOfOriginalHire <> EecDateOfLastHire then EecDateOfLastHire else leave blank | Only provide a Rehire date when an employee has been terminated and rehired, hence the most current date of employment.  DO NOT PROVIDE REHIRE DATE IN THE HIRE DATE FIELD. |
| 57 | Alternate Vesting Date | 8 | 734 | - | 741 | N | MMDDYYYY  Blank if Not Applicable | LEAVE BLANK | This field is required if vesting should be calculated from a date other than hire date. |
| 58 | Restricted Status (officer status field) | 1 | 742 | - | 742 | X | Officer = "O"  Non-officer = "R"  Blank as default  Define other codes | LEAVE BLANK |  |
| 59 | Loan Restriction | 5 | 743 | - | 747 | X | Blank as default  Define other codes | LEAVE BLANK | Schwab will use this field if any employees should be restricted from applying for a loan, ex. Employee on leave of absence. |
| 60 | Collective Bargaining Indicator | 1 | 748 | - | 748 | X | Union = “U”  Non-Union = “N”  Blank as default | LEAVE BLANK |  |
| 61 | Payroll Status | 1 | 749 | - | 749 | X | Active or Leave = “A”  Terminated = “T”  Deceased = “D”  Retirement = “R” | If eecemplstatus = L send A else send eecemplstatus | True payroll status – not retirement  plan status |
| 62 | Highly Compensated Status (HCE) | 1 | 750 | - | 750 | X | Highly Compensated = "H"  Non-highly compensated = "N" | LEAVE BLANK | Provide if Schwab is to monitor HCE’s deferral maximums that are different  from all NHCEs. |
| 63 | Ineligible Status | 1 | 751 | - | 751 | X | N = Ineligible to participate  Blank as default  Define other codes | LEAVE BLANK | If an “N” is populated, Schwab will load the employee as an ineligible class which means they are not eligible for the plan. If an employee moves from an ineligible classification to an eligible employee then this change will need to be brought to your Relationship Manager’s attention.  \*\*Should be excluded through UKG but want to keep the field on the file\*\*  Per Document Only Exclude:  Interns |
| 64 | Pay Location | 15 | 752 | - | 766 | X | Optional - Assigned by Plan Sponsor and Approved by Schwab; Spaces if N/A | If Pgrpaygroup = LIFE send Life  If Pgrpaygroup = SQAH send Auto-Home  If Pgrpaygroup = CORP send Corp  If Pgrpaygroup = IR send Inside Response  If Pgrpaygroup = SENIR send Senior | Pay Groups:  Life  Auto-Home  Corp  Inside Response  Senior |
| 65 | Reporting Division | 5 | 767 | - | 771 | N | Reporting Division **Is** Required for this Plan.  This field can be NUMERIC ONLY.  Spaces if N/A | If Pgrpaygroup = LIFE send 01  If Pgrpaygroup = SQAH send 02  If Pgrpaygroup = CORP send 03  If Pgrpaygroup = IR send 04  If Pgrpaygroup = SENIR send 05 | Life: 01  Auto-Home: 02  Corp: 03  Inside Response: 04  Senior: 05 |
| 66 | Alternate Key #1 | 15 | 772 | - | 786 | X | **Ultimate** = Company Code  Spaces if N/A | cmpcompanycode |  |
| 67 | Alternate Key #2 | 15 | 787 | - | 801 | X | **Ultimate** = File Number  Spaces if N/A | eecempno |  |
| 68 | Transfer Indicator | 5 | 802 | - | 806 | X | “X” = indicates employee transferred to another division | LEAVE BLANK |  |
| 69 | Work/Home Telephone Number | 15 | 807 | - | 821 | X | 123-456-7890 – Option: hardcode main company telephone number. | Send EecPhoneBusinessNumber if is blank send eepphonehomenumber | Hardcode Main Company Number |
| 70 | E-mail Address | 50 | 822 | - | 871 | X | Full Internet Address  Space Fill if No Address | eepAddressEMail | Workplace email addresses (preferred) or such other email addresses as may be provided by the Employer for purposes of notifying Participants of the availability of Participant Electronic Communications |
| 71 | Language Preference Code | 1 | 872 | - | 872 | X | English = “E”  Spanish = “S”  Other = “O” | LEAVE BLANK |  |
| 72 | Gender Code | 1 | 873 | - | 873 | X | Male = “M”  Female = “F” | eepgender | Required for Schwab Retirement Planner advice product. |
| 73 | Marital Status – Taxable | 1 | 874 | - | 874 | X | Single = “S”  Married= “M”  Used for tax purposes | If eepmaritalstatus = M send M else send S |  |
| 74 | Federal Exemptions | 2 | 875 | - | 876 | N | Number of Federal exemptions  Used for tax purposes | LEAVE BLANK |  |
| 75 | Job Code Indicator | 1 | 877 | - | 877 | X | Full Time = “F”  Part-Time = “P”  Seasonal = “S”  Temporary = “T”  Intern = ”I” | EecFullTimeOrPartTime | Please provide if any employees are subject to a different eligibility requirement, ex. Part-timer must work 1000 hours in 1 year to be eligible but everyone else is eligible after 3 months of service. |
| 76 | Leave of Absence – Start Date | 8 | 878 | - | 885 | N | MMDDYYYY  Blank if Not Applicable | If EecEmplStatus = L send EecEmplStatusStartDate else leave blank |  |
| 77 | Leave of Absence – End Date | 8 | 886 | - | 893 | N | MMDDYYYY  Blank if Not Applicable | if EecEmplStatus = A and most recent EshEmplStatus = L send most recent EshStatusStopDate else leave blank |  |
| 78 | Leave of Absence Indicator | 1 | 894 | - | 894 | X | L = Leave of Absence | If EecEmplStatus = L send L else send blank |  |
| 79 | Retirement Date | 8 | 895 | - | 902 | N | MMDDYYYY  Blank if Not Applicable | LEAVE BLANK |  |
| 80 | Death Date | 8 | 903 | - | 910 | N | MMDDYYYY  Blank if Not Applicable | LEAVE BLANK |  |
| 81 | Filler | 40 | 911 | - | 950 | X | Filler | LEAVE BLANK |  |

Type N => Numeric

Type X => Alphanumeric

**Total (Footer) Record: The following defines the CONTROL TOTALS**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Field #** | **Description** | **Length** | **Range** | | | | **Type** | **Mapping Notes** | **Comments** |
| 1 | Record ID | 3 | | 1 | - | 3 | X | 101 | Hardcode “101” |
| 2 | Plan ID | 3 | | 4 | - | 6 | X | **SQI** | Schwab Assigned Value = **SQI**; Left Justified |
| 3 | Pay Period Ending Date | 11 | | 7 | - | 17 | N | PrgPeriodEndDate | Payroll Date; MMDDYYYY |
| 7 | Contribution Source 1 Total | 12 | | 50 | - | 61 | N | sum (PdhEEAmt) where PdhDedCode = 700 for percontrol within the date range of the file | Total of **401K**  No decimal point; Two decimal places; Leading minus sign for negatives; No non-numeric characters; Right justified; Leading zeros.  If N/A – Zero Filled |
| 8 | Contribution Source 2 Total | 12 | | 62 | - | 73 | N | sum (PdhEEAmt) where PdhDedCode = 704 for percontrol within the date range of the file | Total of **Roth**  See Above Definition  If N/A – Zero Filled |
| 9 | Contribution Source 3 Total | 12 | | 74 | - | 85 | N | sum (PdhERAmt) where PdhDedCode = MATCH for percontrol within the date range of the file | Total of **Match**  See Above Definition  If N/A – Zero Filled |
| 10 | Contribution Source 4 Total | 12 | | 86 | - | 97 | N | LEAVE BLANK | Total of **Schwab Assigned Source #4**  See Above Definition  If N/A – Zero Filled |
| 11 | Contribution Source 5 Total | 12 | | 98 | - | 109 | N | LEAVE BLANK | Total of **Schwab Assigned Source #5**  See Above Definition  If N/A – Zero Filled |
| 12 | Contribution Source 6 Total | 12 | | 110 | - | 121 | N | LEAVE BLANK | Total of **Schwab Assigned Source #6**  See Above Definition  If N/A – Zero Filled |
| 13 | Contribution Source 7 Total | 12 | | 122 | - | 133 | N | LEAVE BLANK | Total of **Schwab Assigned Source #7**  See Above Definition  If N/A – Zero Filled |
| 14 | Contribution Source 8 Total | 12 | | 134 | - | 145 | N |  | Total of **Schwab Assigned Source #8**  See Above Definition  If N/A – Zero Filled |
| 15 | Contribution Source 9 Total | 12 | | 146 | - | 157 | N | LEAVE BLANK | Total of **Schwab Assigned Source #9**  See Above Definition  If N/A – Zero Filled |
| 16 | Contribution Source 10 Total | 12 | | 158 | - | 169 | N | LEAVE BLANK | Total of **Schwab Assigned Source #10**  See Above Definition  If N/A – Zero Filled |
| 17 | Loan Payment #1 Total | 12 | | 170 | - | 181 | N | sum (PdhEEAmt) where PdhDedCode = 765 for percontrol within the date range of the file | **Total of Loan Payment #1**  If N/A – Zero Filled |
| 18 | Loan Payment #2 Total | 12 | | 182 | - | 193 | N |  | **Total of Loan Payment #2**  If N/A – Zero Filled |
| 19 | Loan Payment #3 Total | 12 | | 194 | - | 205 | N |  | **Total of Loan Payment #3**  If N/A – Zero Filled |
| 20 | Loan Payment #4 Total | 12 | | 206 | - | 217 | N |  | **Total of Loan Payment #4**  If N/A – Zero Filled |
| 21 | Loan Payment #5 Total | 12 | | 218 | - | 229 | N |  | **Total of Loan Payment #5**  If N/A – Zero Filled |