FOR ILLUSTRATIVE PURPOSES ONLY.

Your guide to processing payroll with Empower

Payroll Bridge™ and Automated BS&A

Contents

Best practices while processing your payroll

At Empower, we understand that processing payroll is one of the most important plan responsibilities. We're dedicated to your success and want to share best practices to help make processing your payroll contributions easy and efficient on the Empower platform.

- ❯ Make sure your plan contacts have access to our Plan Service Center (PSC). An authorized signer can review who has access and **make necessary changes or additions** online under the *Contacts* menu.

- ❯ Ensure any changes from the deferral change report have been implemented in your payroll system.

- ❯ Confirm money types, payroll date, and loan withholdings/payments when processing payroll, entering payroll on the PSC, and before confirming your submission.

- ❯ Validate your bank account/funding to ensure accuracy. Using ACH debit allows Empower to pull and process your payroll and apply funds to participant accounts quickly, making it the preferred funding method.

- ❯ If you discover an error while processing your payroll, you can address it in real time. If you discover an error after processing your payroll, use **Empower Case Management** to initiate, monitor, and manage payroll corrections on demand.
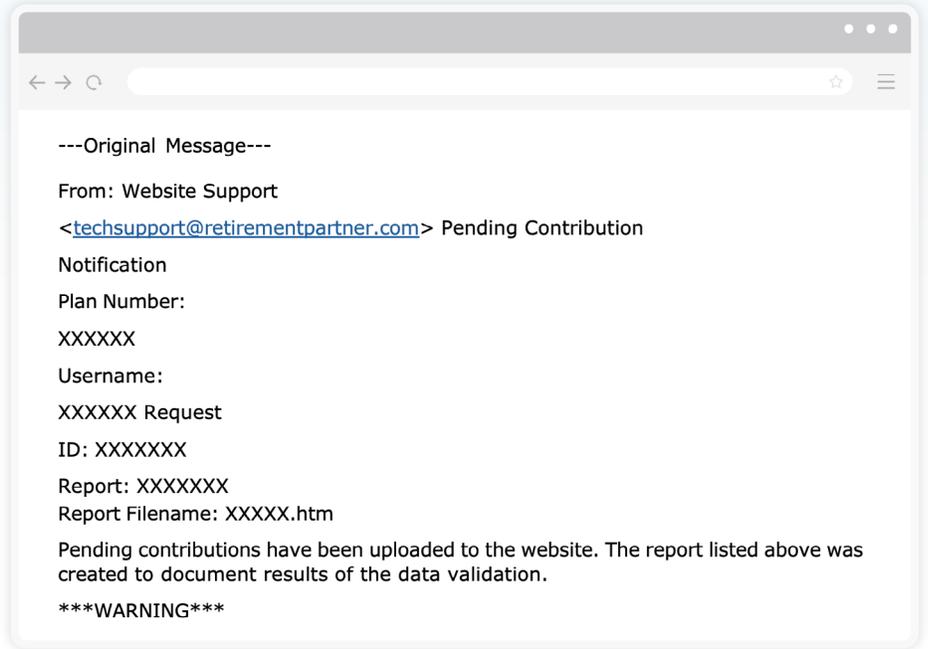
How it works

Step 1

Receive and validate the data file

❯ Once the payroll vendor loads your file, the system will validate it, and an email will be sent to your plan's designated contact letting them know a file is pending.

❯ A validation report is generated for plan records and loaded to the My Reports section of the PSC. Any rejections included in this report must be reviewed and resolved during payroll file processing.

---Original Message---

From: Website Support

<techsupport@retirementpartner.com> Pending Contribution

Notification

Plan Number:

XXXXXX

Username:

XXXXXX Request

ID: XXXXXXX

Report: XXXXXXX
Report Filename: XXXXX.htm

Pending contributions have been uploaded to the website. The report listed above was created to document results of the data validation.

WARNING

Pending file emails will be sent from techsupport@retirementpartner.com

Step 2

Process the vendor file

1 Once you've logged in to the PSC, use the left navigation menu to access *Payroll > Create and process payroll contributions.*

2 To get started, select the reference number of the payroll file you want to process.
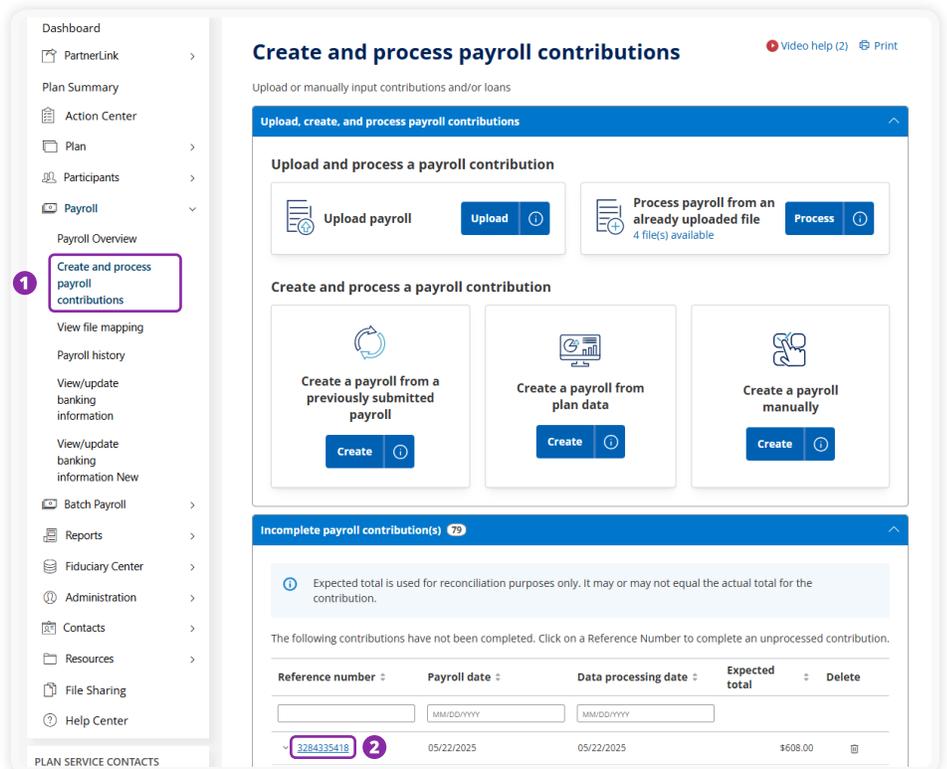
The charts, graphs, and screen prints shown are for ILLUSTRATIVE PURPOSES ONLY.

- Review required information for accuracy before clicking the *Continue* button. The system will save information in real time, allowing you to pick up where you left off, if needed.

Process employee updates and submit contributions online

Step 1: Enter payroll information

Payroll date MM/DD/YYYY *
07/16/2025 ⊘

Division *
P 3 Weekly ▾

Expected contribution total: $0.00 *
$ ⊘

Money source(s) *
Select the money source(s) you want to process

☐	Money source	Description	Last contribution date
☐	ATK1	EMPLOYEE AFTER TAX	
☑	BTK1	EMPLOYEE BEFORE TAX	

Recent Payrolls

ⓘ Review additional details on recent payroll submission here.

Payroll date ⓘ ⇕	Division ⇕	Amount ⇕	Event Id ⇕	Submission date ⓘ ⇕	Cash effective ⓘ ⇕ date	Status ⇕
MM/DD/YYYY				MM/DD/YYYY	MM/DD/YYYY	
07/16/2025	P2-MNT-Monthly	$0.00	2537315486	07/16/2025	07/16/2025	Pending Contributions
07/16/2025	P2-MNT-Monthly	$0.00	2537301598	07/16/2025	07/16/2025	Pending Contributions

1 to 5 of **783**   Rows per page: 5 ▾ |◁ ◁ Page **1** of **157** ▷ ▷|

[Back]   [**Continue with previous contributions**]   [**Continue without previous contributions**]

---

1 Real-time error detection checks the data for cash rejections.

2 These errors appear in red and must be cleared before moving to the next step. On-screen guidance will provide direction on how to resolve the rejection based on the type of error.

Step 2: Update your employee and contribution information

⊘ There are **3 Reject(s)** generated that are mass clearable.   Get help on how to resolve rejects   [**View mass clear rejects**]   **1**

ⓘ Use the form below to update contribution amounts and employee information, including adding newly hired employees, before clicking on the Submit button to proceed to Step 3: Process and confirm your contributions.

Payroll detail
Reference number: 3290019442
Expected contribution total: $1.00 ✎

Payroll date: 06/25/2025 ✎
Division: P 5 TEK TekLinks

[**Click to view instructions**]

[Add employee ⓘ] [Add rows ⓘ] [Delete record(s) ⓘ] [Export ⓘ] [Add/change money source(s) ⓘ]

Delete	Edit	Alert ⇕	SSN ⇕	Last name ⇕	First name ⇕	EMPLOYEE BEFORE TAX ⇕	EMPLOYER MATCH ⇕	QUALIFIED NON-...
☐	✎	⊘	███████	███████	██████	$10.00	$10.00	$

Change Allocations ▾ [Go]   Reject R1100: INDIVIDUAL EXISTS UNDER THE GA BUT NO ALLOCATIONS SET UP FOR THE DEPOSIT TYPE/MONEY TYPE ENTERED   **2**

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

Step 3

Process and confirm your contributions

1. Check boxes to accept all warnings and notices.

2. Review the expected contribution total and actual contribution total to make sure they match. If they don't, the system will notify you. The actual contribution total will be the amount debited.

3. Payroll date refers to the plan sponsor payroll date.

4. Cash effective date is the date participant accounts will be funded.

5. Forfeitures can be used with plans utilizing ACH debit and will be visible as a funding source.

6. Click *Complete transaction* to submit the payroll contribution.

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

❯ When you click the *Complete transaction* button, the *Payroll submitted* confirmation will pop up.

❯ Once the payroll submission has been processed, you will receive an email confirmation from techsupport@retirementpartner.com.

❯ A confirmation summary will also be available in My Reports. We suggest saving this for your records. Please reach out to client services if you don't receive a confirmation summary.

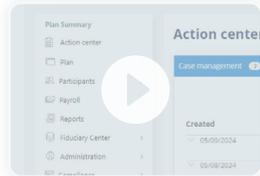Click *Continue* to return to the *Create and process payroll contributions* page.
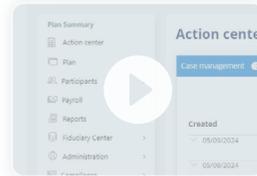
Plan Management On-Demand resources
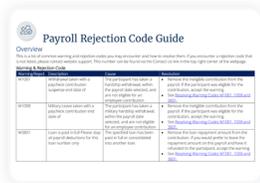
Payroll rejection resolution guide »
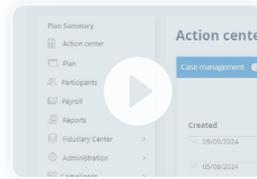
Entering payroll »

Banking changes »

Completing payroll »