

United Benefits Payroll Retirement Plan Export

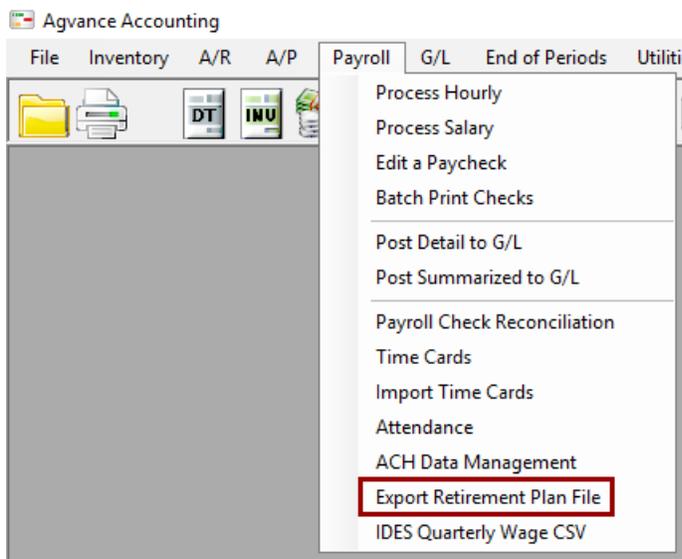
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Agvance can export a file of retirement information from payroll into a file format that can be submitted to some retirement plans and satisfies the United Benefits Coop Retirement plan. This is a database activated module. In this case, it may be appropriate to consider applying user security to restrict access to certain users.

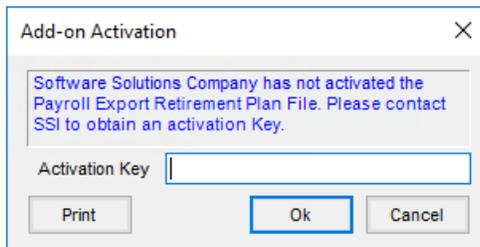
Setup

Activating the Module

The Payroll Retirement Plan Export is found at *Accounting / Payroll / Export Retirement Plan*.



The first time in, the following screen will display.



Contact SSI for the *Activation Key*. A support representative will call to give the one-time activation key to provide access into the module. The resulting activation key is case-sensitive (meaning that capital letters must be entered as such).

Once the activation code has been entered, the *Export* screen will appear.

Setup Notes

Note: The file created is a comma separated value file (.csv) and can be opened by various programs. Since this file contains sensitive payroll information, special care should be taken to write/store this file in a secure area.

3. Select *United Benefits* as the *Export Type*.
4. Select the *Retirement Plan Deduction* from the drop-down list. This is the deduction used on the employee paycheck for the amounts withheld from the paycheck for the retirement plan.
5. Select the *Retirement Pay Type Plan Attribute* that was created in the *Setup Notes* above by double-clicking in the *Retirement Plan Pay Type Attribute* text box.
6. Enter the *Start Date* and *End Date* for the paycheck date range that the export should include.
7. An employee classification can optionally be selected in the *Filter by Classification* by using the drop-down menu if necessary. This would be used to limit the employees included in the retirement plan file. If all the employees should be included in the export, use the *No Filter* option in this area.
8. Select the appropriate option from the drop-down for the *Employee PreTax 410(k)*, *Employer Matching 401(k)*, *Employee Roth 401(k)*, *Employee Loan Repayment 401(k)*, and, *Safe Harbor Employer Match - Other 401(k)* fields.
9. Choose **Export** to create a file in the specified location that can be sent to the retirement plan administrator.

Export Retirement Plan File

Export Path: c:\retirement\
 Export File Name: 02242023.csv
 Export Type: United Benefits
 401k Loan Payment Deduction Category: 401k Loan Payment Deduction Category
 Roth 401k Deduction Category:
 Co-op Retirement Plan Deduction Category: 401(k)
 <Retirement Plan Pay Type Attribute>: Employee Type
 Filter by Classification: No Filter
 Employee PreTax 401(k):
 Employer Matching 401(k):
 Employee Roth 401(k):
 Employee Loan Repayment 401(k):
 Safe Harbor Employer Match - Other 401(k):
 Health Ins
 Dental
 401(k)
 Garnishment
 Co. Paid Benefits
 Life Insurance
 401(k) Co. Match

The file name should be descriptive and have csv extension. A good example is "Nov-15-2022payroll.csv".

Uploading to United Benefits

1. Log into the Co-op Website, select **Upload**, and then browse to the CSV file. The proper dates and payroll name should be entered.
2. Choose **Validate**, which searches for errors or missing information. If there is anything missing or an error, a message will indicate what is needed before submitting.
3. Once validation is successful, select **Submit**. The *Online Payments* page appears for entering the bank information for the payment.

Operational Considerations

If a text file is created and exported to a local folder, it will overwrite the previous existing file unless the file names differ.

United Benefits Contact Information

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