

This page is intended to provide a quick overview of the payroll process. The following pages will explain in more detail if necessary. If at any time you would like to discuss these instructions, please call us at (916) 918-0330 or email us at customerservice@pensysinc.com.

To upload a payroll file in SchARP, navigate to **WWW.PENSYSINC.COM**, click **LOGIN**, then **SchARP Contribution Upload, Plan Sponsor Account Access and Resources**, and finally **SchARP Contribution Upload**. Enter your Username and Password to login.

Click on Plan Center, Payroll, and then Upload Payroll File

Upload File - On the Upload File page, select the Plan, Pay Date, and the Division(s). Typically, "Select All Divisions" should be checked. Then, click on "Browse" and locate the correct payroll file to upload from your computer or server and click "Open". Please check "Skip New Participant Threshold Check" and click "Upload Payroll File"

Verify File - On this page, select the appropriate Excel worksheet (usually Sheet1), click "Apply Templates", verify that the data is correct, click the box "I agree that my data looks correct" and "Submit File for Edit."

Review and Adjust Contribution Totals - Here, Review the pre-populated contribution totals. Check the box next to "Show validation results even if there are no errors" and select Validate Payroll Data.

Note - If the control totals are wrong, click **Re-Upload Payroll** to restart the upload process now or click **Mark Payroll with Exception** to re-upload the file later from Payroll History. (Applies to Payroll Upload option only.)

Payroll Validation - If the results look correct, click Submit (if status is green), Submit with Warnings (if status is yellow), or Submit with errors (if status is red). If you have questions about any warnings or errors that appear, call (916) 918-0330 and ask to speak with a Daily Valuation specialist, *or select submit with warnings or errors, and a member of our staff will contact you if problems arise.*

Review and Print Upload Summary - the upload summary provides a record of the upload process which you can print for future reference.

Click Exit or Home

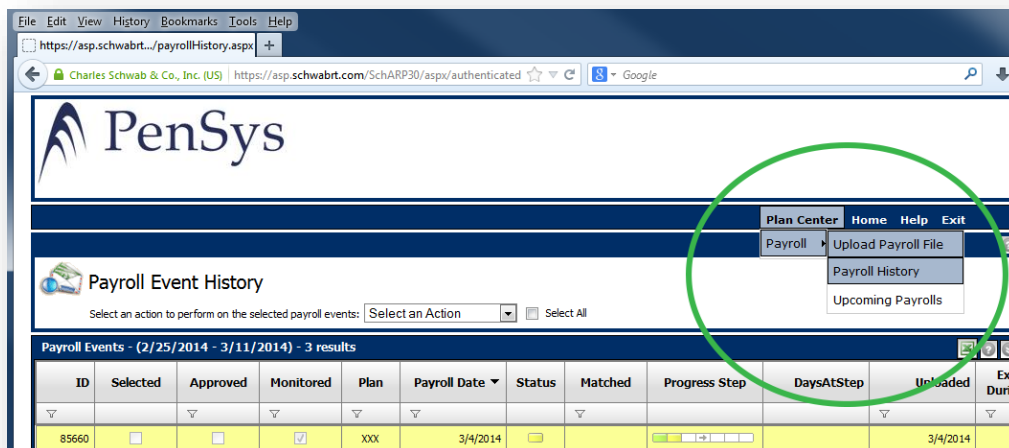
How to upload your Payroll File using SchARP

In the guided tour that follows, you'll see how a user with the appropriate security roles can upload, validate, and approve payroll data.

To upload a payroll file in SchARP, navigate to **WWW.PENSYSINC.COM**, click **LOGIN**, then **SchARP Contribution Upload, Plan Sponsor Account Access and Resources**, and finally **SchARP Contribution Upload**. Enter your Username and Password to login.

Here you will see a Payroll Event History Summary.

Select **Plan Center> Payroll> Upload Payroll File** on the top right of your screen:



Step 1: Upload File

- a. On the Upload File page, select a Plan from the list.
- b. In the Pay Date field, from drop down menu, select the next available payroll date or the date that is closest to your actual payroll date.

Note: If no date is available in the drop down menu, an Off Cycle Payroll date may be used.
- c. Select any or all Plan Divisions. Typically, “**Select All Divisions**” should be checked.
- d. Select browse and choose your payroll file.
- e. Select the **Skip New Participant Threshold Check** option to bypass the automatic system check on the percentage of new participants added to the plan.
- f. Select **Upload Payroll File**

The screenshot shows the 'Payroll File Upload' page in the PenSys application. The page is titled 'Payroll File Upload' and includes instructions for the three steps: Upload File, Verify File, and Contribution Totals. The 'File Information' section has a 'Select a Plan' dropdown (annotated with 'a') showing 'XXX - PENRECBTV' and a 'Pay Date' dropdown (annotated with 'b') showing '3/3/2014'. The 'Off Cycle Payroll' checkbox is checked. The 'Division Information' section has a 'Select All Divisions' checkbox (annotated with 'c') which is checked, and a list of divisions including 'Division 0000000000000000'. The 'Upload Payroll File' section has a 'Browse...' button (annotated with 'd') and a 'Skip New Participant Threshold Check' checkbox (annotated with 'e') which is checked. The 'Upload Payroll File' button is annotated with 'f'. The 'Use Previous Payroll' and 'Create a New Payroll' sections are also visible.

Step 2: Verify File

- On the Verify File page, select the appropriate Excel worksheet, typically "Sheet1".
- Typically you will see one Financial Template and one Synoptic Template, which will be automatically checked. Select the appropriate Financial and Synoptic templates if different from the default templates. Click **Apply Templates**.
- Review the data and, if it looks correct, check the box **I agree that my data looks correct**.
- Click **Submit File For Edit**.

Payroll File Upload
Step 1. Upload File | Step 2. Verify File | Step 3. Contribution Totals
The templates normally used to process your payroll files have been applied to your file. Review the data displayed. If it looks correct, select **I agree that my data looks correct**. Click **Submit File for Edit** to go to **Contribution Totals Validation step**. If your data does not look correct, you can select another template assigned to your plan/division and click "Apply Templates."

Payroll Information

Plan	XXX - PENRECBTV
Payroll Date	3/1/2014
Divisions	Division 0000000000000000
Event Activity	0

Apply Templates

Select Excel worksheet: Sheet1 a

Financial Templates
☒ CDA FIN - (variable)

Synoptic Templates
☒ BB SYN FULL - (variable)

b Apply Templates

Please make sure that the templates you have selected have been applied to the file correctly.

Template - BB SYN FULL - (variable)

SOCIAL SECURITY NUMBER	Last Name	First Name	Birth Date	Hire Date
123-45-XXXX	DOE	MARY JANE	05/06/1971	08/27/2013

Template - CDA FIN - (variable)

SOCIAL SECURITY NUMBER	Hours	Compensation	Deferrals	Roth
123-45-XXXX	80	1500.00	10.00	10.00

c I agree that my data looks correct. ☒

d Submit File For Edit

Step 3: Review/Adjust Contribution Totals

- a. View the totals for each source on the payroll file in the Contribution column.
- b. Check show validation results even if there are no errors to receive validation reports on the next screen.
- c. Click **Validate Payroll Data**, which shows the results of the payroll data validation.
- d. If the displayed Contribution Totals are not correct, select the following option:

Re-Upload Payroll— If you selected the wrong payroll file, this option allows you to return to the first upload window and choose a different file to upload.

PenSys

Plan Center Home Help Exit

Payroll File Upload

Step 1. Upload File | Step 2. Verify File | Step 3. Contribution Totals

View the totals for each source on the file in the **Contribution** column. If you are reducing your funding by using forfeitures, place the amount of the reduction in the **Forfeiture** column. Enter any other adjustments to the funding that needs to be made in the **Adjustment** column.

Payroll Information

Plan: XXX - PENRECSTV
Payroll Date: 3/1/2014
Divisions: Division 0000000000000000
Event Activity: 85970

	CONTRIBUTION	FORFEITURE	ADJUSTMENT	FUNDING AMOUNT
Loan Repayment	0.00	0.00	0.00	\$0.00
SALARY REDUCTION ACCOUNT	10.00	0.00	0.00	\$10.00
EMPLOYER MATCHING ACCOUNT	10.00	0.00	0.00	\$10.00
ROTH DEFERRAL ACCOUNT	0.00	0.00	0.00	\$0.00
Total	\$20.00	\$0.00	\$0.00	\$20.00


I disagree with my control totals.

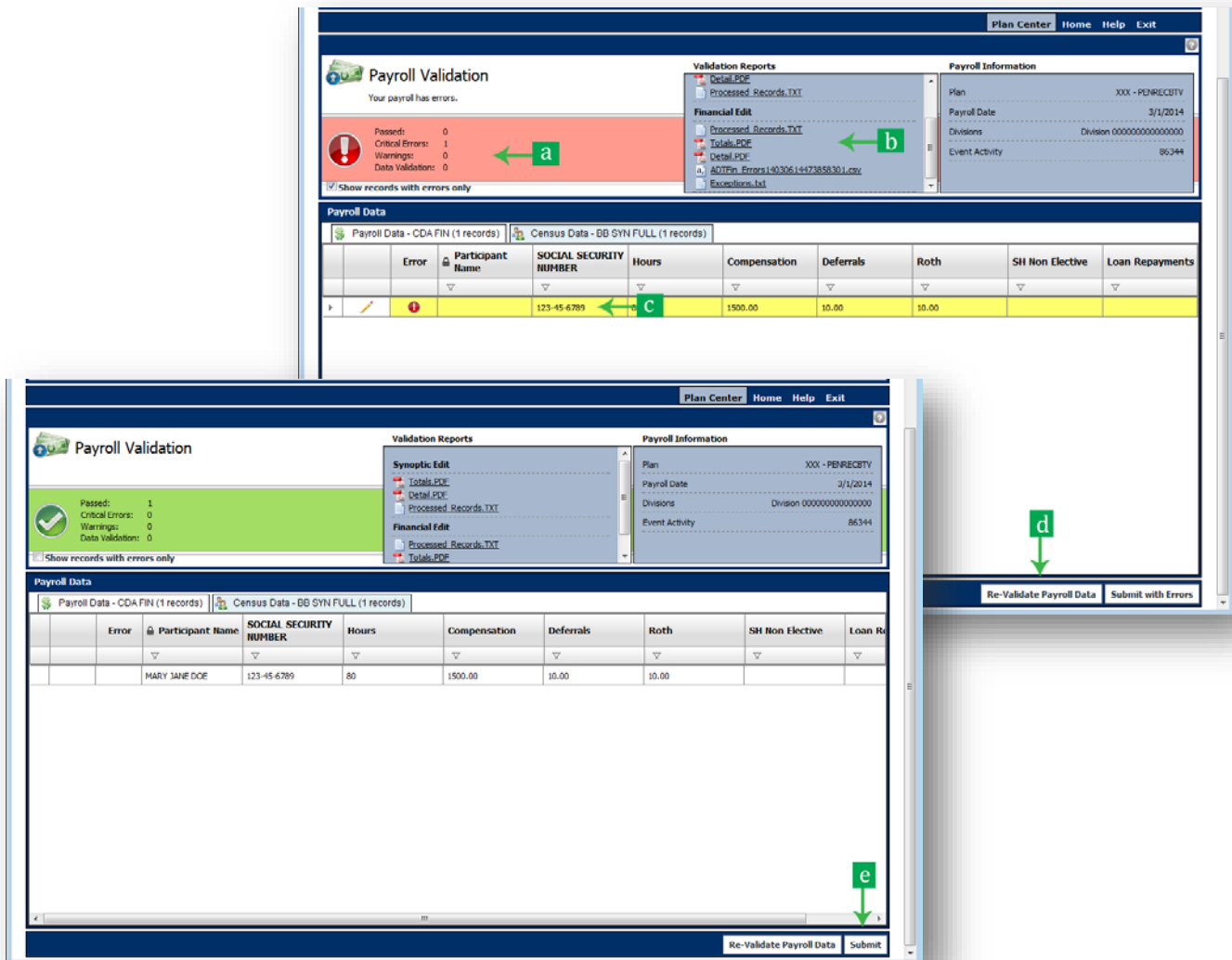
Re-Upload Payroll Mark Payroll with Exception

Validate Payroll Data Submit for Review

Show validation results even if there are no errors: ☒

Step 4: Review/Correct Validated Payroll Data (optional)

- View the color-coded status summary that appears at the upper left of the page, itemizing the number of participant records that passed validation as well as the number of critical errors, warnings, and data validation errors that were encountered. (See “Status Color Codes and Icons”)
- View Financial and Synoptic Validation Reports for reference, as needed.
- View the validation results on the Financial Template and Synoptic Template tabs and make any necessary corrections to the data by clicking on the appropriate column of the grid. Modified data is marked with a pencil icon .
- After making corrections, click Re-Validate Payroll Data to repeat the system validation of payroll data.
- If the results look correct, click Submit (if status is green). If the status is yellow or red and the error is not correctable, you may select Submit with Warnings or Submit with Errors. If you have questions about any warnings or errors that appear, call (916) 918-0330, email us at customerservice@pensysinc.com, or select submit with warnings or errors, and a member of our staff will contact you if problems arise.



The screenshots illustrate the Payroll Validation process. The top screenshot shows the initial validation status with a red bar indicating errors. The bottom screenshot shows the status after corrections, with a green bar indicating success. The interface includes a status summary, validation reports, payroll information, and a payroll data table.

Payroll Validation Summary (Top Screenshot):

- Passed: 0
- Critical Errors: 1
- Warnings: 0
- Data Validation: 0

Payroll Data Table (Bottom Screenshot):

Error	Participant Name	SOCIAL SECURITY NUMBER	Hours	Compensation	Deferrals	Roth	SH Non Elective	Loan Repayments
	MARY JANE DOE	123-45-6789	80	1500.00	10.00	10.00		

Step 5: Payroll Upload Summary

After you submit the payroll file, the Payroll File Upload Summary appears, providing a record of the upload process. To print a copy of the summary, click the **Print** button in the lower right corner of the page.

Payroll File Upload Summary

Your file has passed preliminary validation, and has been submitted for further processing. You can print a copy of this confirm by selecting the Print button at the bottom of the screen. To exit Sharp, please click on the Exit button. To upload another file, please select the Upload File tab. To view the status of previously submitted payrolls, select the History tab.

Plan Information

Selected Plan XXX - PENRECBTV

Selected Divisions 0000000000000000

Off Cycle ☒

Pay Date 3/1/2014

File Name Sample Full Format Payroll Upload.xls

File Size 25 KB

File Time Stamp 3/4/2014 - 2:08 PM

Template Information

Financial Templates


☒ CDA FBN - (variable)

Synoptic Templates

☒ BB SYN FULL - (variable)

Contribution Totals

	CONTRIBUTION	FORFEITURE	ADJUSTMENT	FUNDING AMOUNT
Loan Repayment	0.00	0.00	0.00	\$0.00
SALARY REDUCTION ACCOUNT	10.00	0.00	0.00	\$10.00
EMPLOYER MATCHING ACCOUNT	10.00	0.00	0.00	\$10.00
ROTH DEFERRAL ACCOUNT	0.00	0.00	0.00	\$0.00
Total	\$20.00	\$0.00	\$0.00	\$20.00

 **Print**

Select **Exit**.

Congratulations, you have successfully uploaded your Payroll using SchARP!

Questions? Please call us at (916) 918-0330 or email us at customerservice@pensysinc.com.

