UPLOADING A PAYROLL FILE

USING SCHARP

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

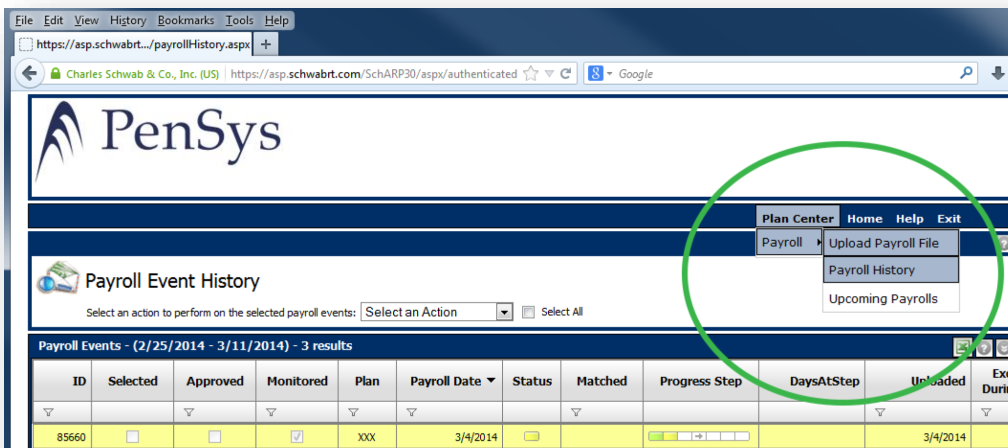
How to upload your Payroll File using SchARP

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.

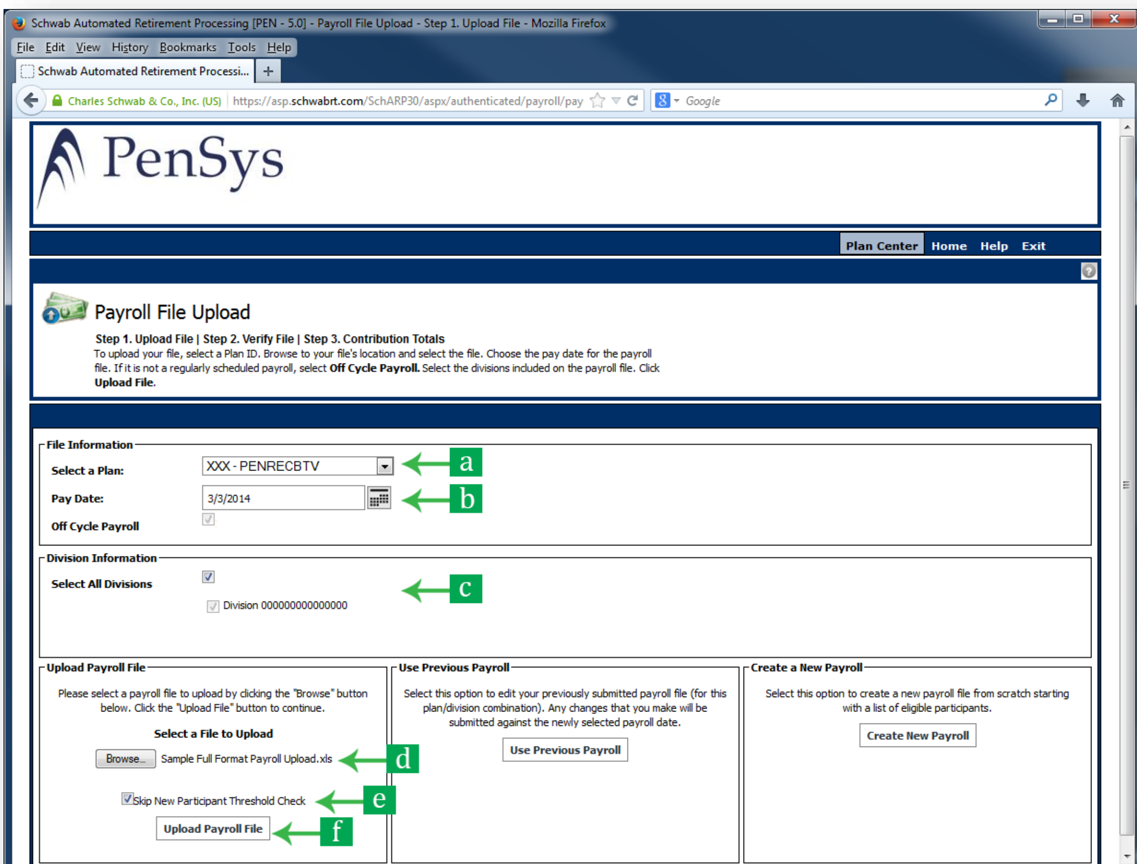
   Note: If no date is available in the drop down menu, an Off Cycle Payroll date may be used.

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**



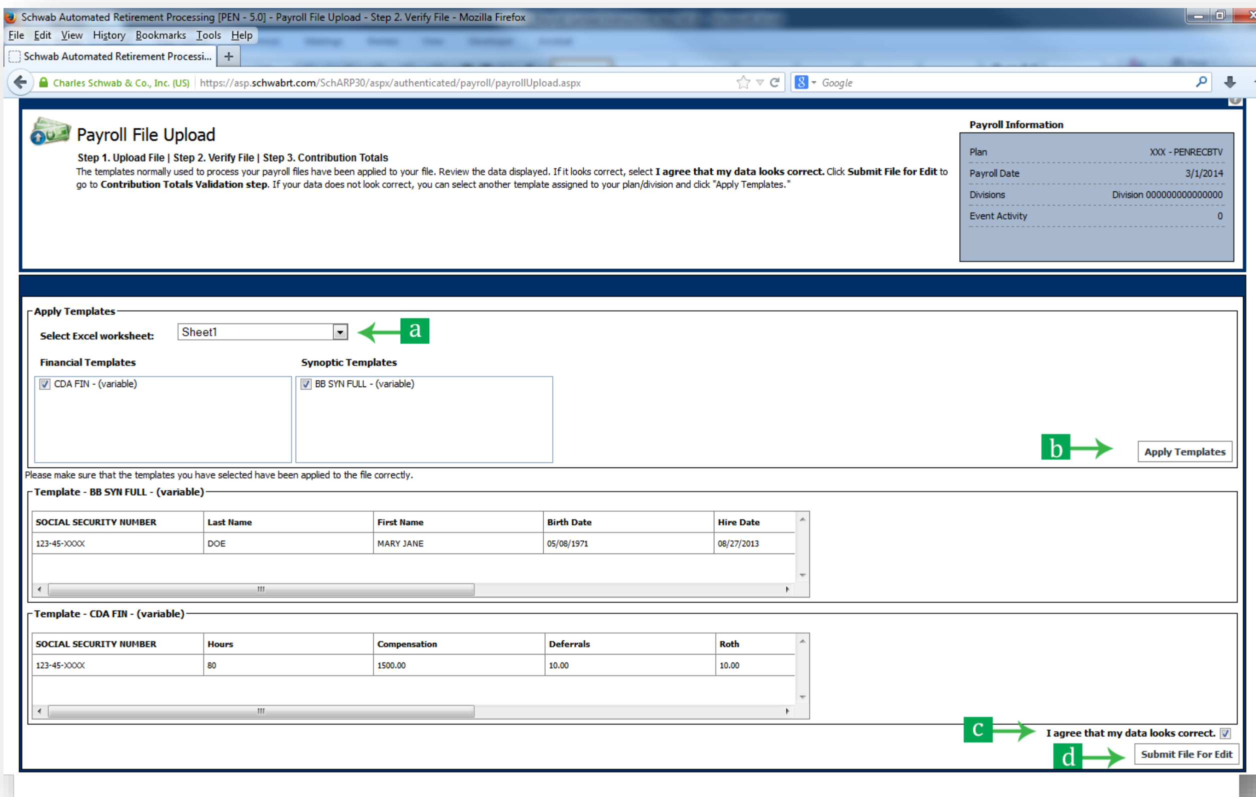
Step 2: Verify File

a. On the Verify File page, select the appropriate Excel worksheet, typically "Sheet1".

b. 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**.

c. Review the data and, if it looks correct, check the box **I agree that my data looks correct**.

d. Click **Submit File For Edit**.



Step 3: Review/Adjust Contribution Totals

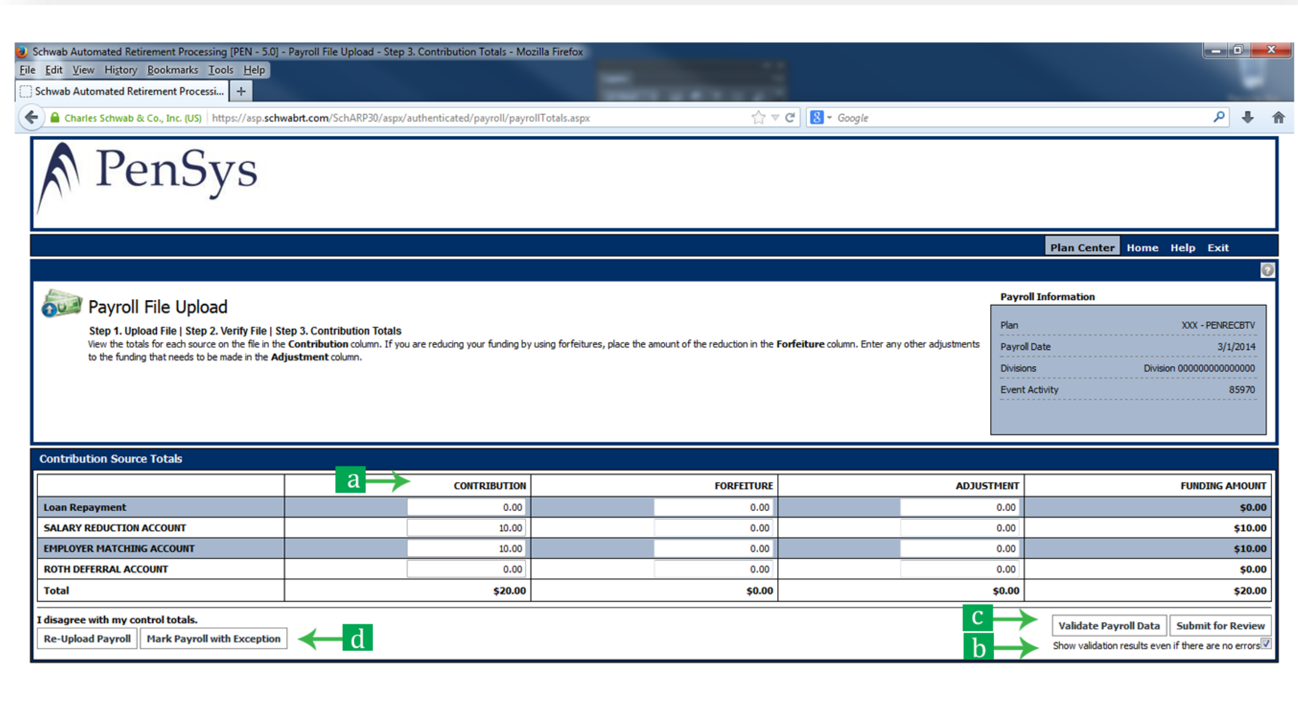
a. View the totals for each source on the payroll file in the Contribution column.

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.



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

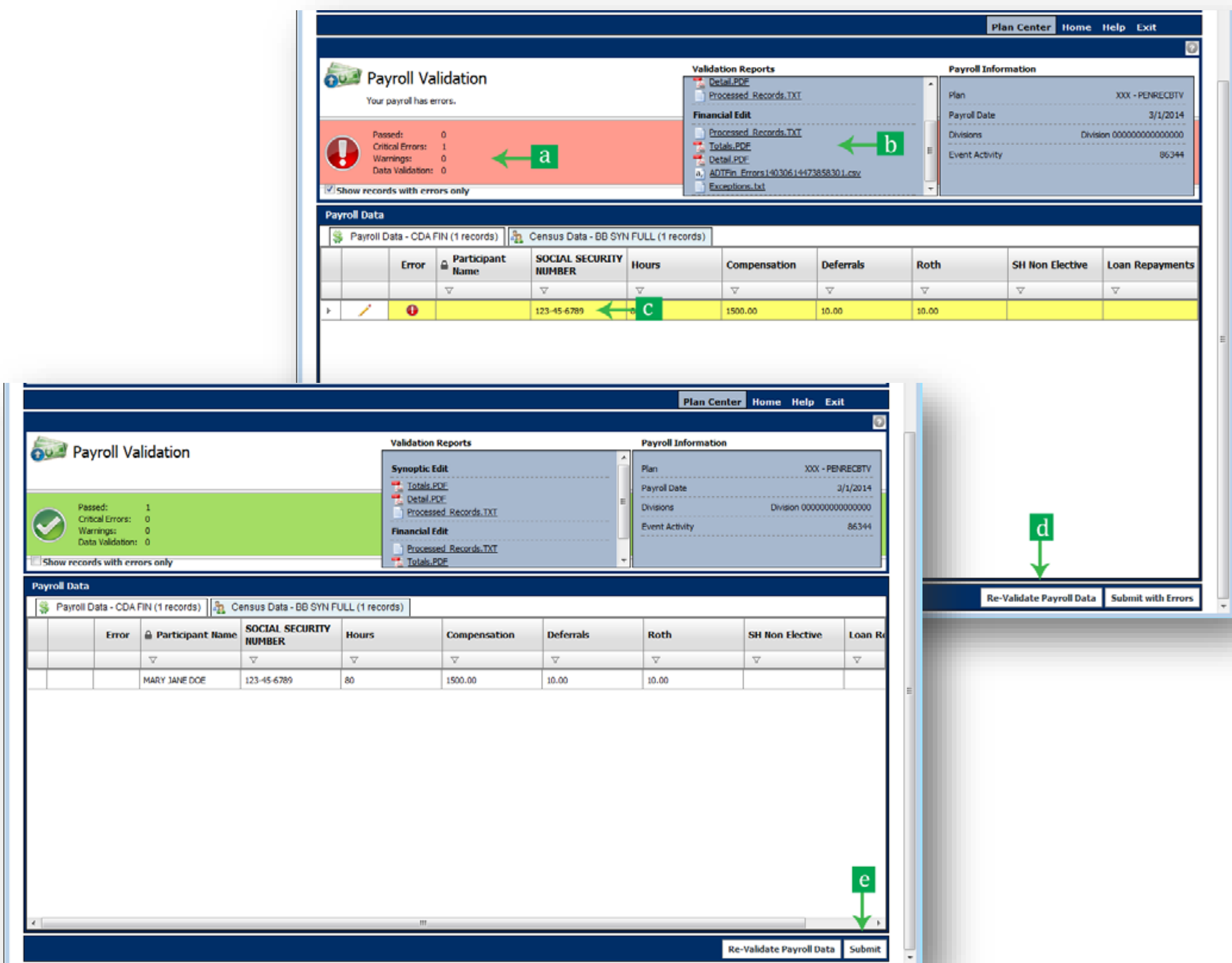
a. View the color-coded status summary that appears at the upper left of the page, itemizing the number of participant records that passed validation as well as the number of critical errors, warnings, and data validation errors that were encountered. (See “Status Color Codes and Icons”)

b. View Financial and Synoptic Validation Reports for reference, as needed.

c. 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 .

d. After making corrections, click Re-Validate Payroll Data to repeat the system validation of payroll data.

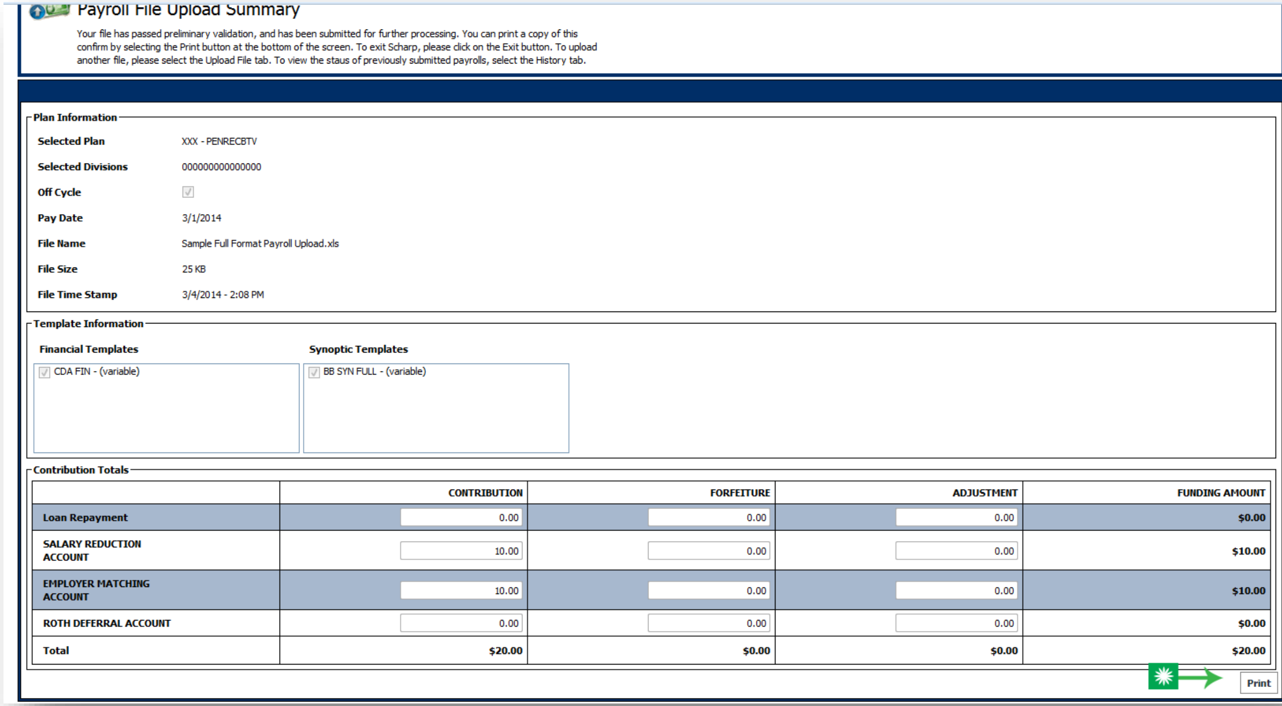
e. If the results look correct, click Submit (if status is green). If the status is yellow or red and the error is not correctable, you may select Submit with Warnings or Submit with Errors. If you have questions about any warnings or errors that appear, call (916) 918-0330, email us at customerservice@pensysinc.com, or *select submit with warnings or errors, and a member of our staff will contact you if problems arise*.



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.



	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

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.

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