

Payroll/Administration User Guide

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Document Information

This document is maintained by Retirement Services Division of Voya Financial™.

REVISION HISTORY

Section	Update	Page
System Security	Removal of the section	3,4
Home	Update Overview for verbiage related to top navigation bar & appearance of Home screen on cancellation of an operation	5
	Update Screen Options for inclusion of Contributions/Loan Repayment File Processing tile	6
Plan Selection	Update Overview for the plan list containing more than 25 plans	7
	Update Screen Options for inclusion of Refresh & Next buttons	7
Batch Files & Templates	Update 'Fields' under Contributions Import Formatting Rules for the inclusion of Termination Date & Reason	20
Add/Enroll	Update Fields - Inclusion of Default Enrollment	40
	Update Contribution Elections Screen for the inclusion of message for election of Morning Star Account program as part of the Default Enrollment	43
	Update Investment Election Screen for inclusion of the message regarding the Default Investment Option feature	46
	Update Verify Information Screen - Screen messages for inclusion of Default Investment Option feature	48
	Update Screen Options for Verify Information screen for the Inclusion of success message on Confirmation screen. Home screen removed	49
	Usability Screen Options for Confirmation screen	51
	Inclusion of the Default Enrollment & QDIA Default Enrollment fields under Optional Data – Fields for Enrollment Import Formatting Rules	
	Under Add/Enroll Verify Information screen - changed the Screen option “Make change” to “Edit” Button Add enrollment -- verification screen -- Click Cancel to go to the Home Screen Participant Information screen – QDIA Default Enrollment option -- Click Cancel to go to the Home Screen and Corrected "next to Continue Additional Information Screen -- Corrected Next to Continue	
Participant Update	Update Fields - Inclusion of Default Enrollment, QDIA Default Enrollment, Morningstar Managed Account Program	56
	Update Contribution Elections Screen for the inclusion of message for election of Morning Star Account program as part of the Default Enrollment	60
	Update Investment Election Screen for inclusion of the message regarding the Default Investment Option feature	61
	Update Screen Options for Verify Information screen for the Inclusion of success message on Confirmation screen Home screen removed	63
	Usability Screen Options for Confirmation screen Under Participant Update Verify Information Screen changes the Screen option “Make change” to “Edit” Button	65
Batch Participant Update	Update Fields - Inclusion of Hide Terminated Participants, Inclusion of Active & Ineligible participants, Inclusion of All Participants, Update – Display Active Participants	70, 71
	Update Screen Options for Verify Information screen for the Inclusion of success message on Confirmation screen Home screen removed Update Fields – Update Help text for Active & Ineligible participants	72,73 77



	Inclusion of File Import section	74-83
	Inclusion of Participants Screen Existing Template Screen--Click Cancel to go to the Home Screen Batch Participant Update screen -- Click Cancel to go to the Home Screen	85,86
Contributions	Update Contributions Set Up screen for the inclusion of Prefunded Account feature	75
	Update Fields under Contributions Set Up screen for the inclusion of Active & Ineligible participants, All participants, Prefunded Account Contribution, Participant Account Contribution for Prefunded Account feature, Updates to Sources [copy from previous batch], Display Participants with Contributions, Copy Payroll Data From	78,79,80
	Update Contributions Payroll Input screen overview & Fields for the inclusion Prefunded Account feature. Update Screen Options to navigate to Contributions Confirmation screen	80-82, 84
	Update Add/Delete Participant screen for search, add & removal of participants, Update Screen Options	85
	Inclusion of Contributions Confirmation screen Retention of Pending/Submitted Batches Screen with Confirmation Message	86
	Update Fields – Update Help text for Active & Ineligible participants	92
	Inclusion of File Import section	
	Update to Contributions Import Formatting Rules Removed statement “Loans can be included on the same spreadsheet, but will need to be imported separately using the Loan Repayment function. A stand-alone spreadsheet for loan repayments is required if a participant repays more than one loan number at a time. To see an example of this, click the Loan View Sample File PDF link on the Loan Repayment screen.	
	Inclusion of Participants Screen Removal of Participants & Add Additional Participants sections	103
	Inclusion of Add Additional Participants Screen	106
	Inclusion of text “The Termination Date and Termination Reason Code may be updated as part of the batch file. The updates will be sent to the recordkeeping system at the time the batch is submitted and the confirmation is received” under the Fields section for Contributions Payroll Input screen	
	Update Fields when ‘Upload a File’ option is selected on the Contributions Set Up screen	
	Update the Prefunded Account Contribution Field for ‘What’s this?’ link Contributions Payroll Input screen – Participant Account Contribution --Multiple Division Plans --Screen Option -- Save and Continue. Existing Template Screen -- Screen option -- • Click Save Template to save the template Combined file -- Create a Template screen -- Screen option -- Corrected Continue to Save and Continue.	
Pending/Submitted Batches	Update Fields to include Batch Type and Search By options	83,84
	Update Funding Details screen Fields to include Payroll Calendar. Update Screen Options to navigate to Confirmation screen, Home screen removed	87
	Update Fields for Forfeiture and Prefunded Account balance & Payroll Calendar	113
	Inclusion of Forfeiture and Prefunded Account Balance Fund Table section	113,114



	Under Submitted Batches , Update verbiage from From the Batch Type dropdown, select Submitted Batches to display the client's previously submitted batches. Note that the submitted batches have no options to edit, delete, or Run Batch. These options are only available for pending batches. To "From the Batch Type dropdown, select Submitted Batches to display your previously submitted batches. Note that the submitted batches have no options to edit, delete, or Run Batch. These options are only available for pending batches."	121
	Update Screen Options under Pending Batches Edit for relabeling Add/Delete Participants and including additional information	119
	Under Overview, updated verbiage from "Contribution/Loan" to "Combined". Under Pending/Submitted Batches Screen updated verbiage from "Contribution/Loan" to "Combined". Under Pending/Submitted Batches --> Fields --> Batch Type --> updated verbiage from "Contribution/Loan" to "Combined". Added verbiage "Click New Enrollment to go to the Add/Enroll Participant screen" to pending batch edit screen. Added Verbiage "Click Cancel to go to the Home Screen" to pending batch edit screen.	134,135,136
Loan Repayments	Update Screen Options under Loan Input screen to navigate to the Confirmation screen, Home screen removed Retention of Pending/Submitted Batches screen with success message Inclusion of File Import section	100
	Inclusion of Participants Screen Removal of Participants Screen	131
	Inclusion of Add Additional Participants Screen Removal of Add Additional Participants Screen	133,134
	Inclusion of "Note : While Loan Payoff is available to all users, it may not be activated. Contact Voya for assistance." Under Payment Amount	134
	Under Loan Import screen updated the screen option from Continue button to Save and Continue Button.	
Contributions/Loan Repayments File Processing	Inclusion of new section	102 onwards
	Inclusion of File Import section Update Fields – Update Help text for Active & Ineligible participants	128
	Update Contributions/Loan Repayments Import Formatting Rules to include the below: <ul style="list-style-type: none"> • "Multiple Loans per participant may be submitted on a single file" • "Contributions and Loan Repayments can be included on the same spreadsheet" Removed below: "File may contain multiple rows per Social Security Number and a maximum of three Loan Number and Loan Amount pairs per row" [based on business review for Contribution Import_Release 2.docx]	124
	Updates to Data Fields and Formatting <ul style="list-style-type: none"> • Updated statement from "Repeat Social Security number for employees repaying multiple outstanding loans" to "Repeat Social Security number for employees repaying multiple outstanding loans when loans are listed on a separate row." • Removed below points [based on business review for Contribution Import_Release 2.docx] <ul style="list-style-type: none"> ○ Maintain 'V – Voluntary' as the default termination reason if a termination reason is not provided ○ Issue error "SSN xxxxxxxx : Termination Reason was provided without a Termination Date" when Termination Date is not provided • Added "Loan Number and Loan Amount must be submitted for each Loan Repayment. 	125
	Added Participants Screen section	129
	Added Additional Participants Screen section	132
	Updates to Templates Screen & Screen Options section for labels and button names	141



	Inclusion of text “The Termination Date and Termination Reason Code may be updated as part of the batch file. The updates will be sent to the recordkeeping system at the time the batch is submitted and the confirmation is received” under the Fields section for Contributions/Loan Repayments Payroll Input screen	
	Update Fields when ‘Upload a File’ option is selected on the Contributions/Loan Repayments Set Up screen	
	Update the Prefunded Account Contribution Field for ‘What’s this?’ link	
	Updates to Contributions/Loan Repayments Import Formatting Rules & Date Fields & Formatting from signed-off guide Contribution_Loan Import_Release 2	
	Under Contributions/Loan Repayments set up screen – Multiple Division Plan updated the screen option from Continue button to Save and Continue Button.	
Bank Information	Update Screen Options for Bank Confirmation pop-up to navigate to the Confirmation screen	113, 114
	Sentence ‘Informational messaging regarding adding or modifying the bank information has been added to the bottom of the screen’ changed to ‘Please review the policies and restrictions noted on the bottom of the Bank Information screen’. Additional updates in this section captured in ‘track notes’ & approved by business on 8/6	108
Sections – Add/Enroll, Batch Participant Update, Contributions, Contributions/Loan Repayments, Loan Repayments	<p>Updated field name</p> <ul style="list-style-type: none"> “Headers” to “How many top table rows (headers) would you like to remove?” “Trailers” to “How many bottom table rows (trailers) would you like to remove?” <p>Updated field name</p> <ul style="list-style-type: none"> “How many top table rows (headers) would you like to remove ” to “From top to bottom, how many rows would you like to remove?” “How many bottom table rows (trailers) would you like to remove?” to “From bottom to top, how many rows would you like to remove?” 	39,40,41, 87,88,115, 116,126, 127
All sections	Change orange ‘icon’ to orange ‘arrow’ [as applicable]	

Screen updates

Section	Update	Page
Bank Information	<p>Home screen</p> <p>Bank Information screen – Single division plan with no banking information</p> <p>Edit Bank Information screen</p> <p>Bank Information verification screen</p> <p>Bank Information Confirmation screen</p> <p>Bank Information screen – Multiple division plan with/without banking information</p> <ul style="list-style-type: none"> Update Screen Options for the above screens 	150-159



Add/Enroll

Home screen
 Import File screen – Option 'Upload a file' selected
 Templates screen
 Create Template screen
 Map column header screen - New Template
 Map column header screen - Existing Template
 Existing Template screen
 Verification screen
 Confirmation screen
 Import File screen – Option 'Add or Enroll participant manually' selected
 Participant Information screen – Default Enrollment option
 Participant Information screen – QDIA Default Enrollment option
 Additional Information screen
 Add/Enroll Contributions Elections screen
 Investment Elections Screen
 Investment Elections screen – Default Enrollment option
 Add/Enroll Confirmation screen – Default Enrollment option
 Add/Enroll Confirmation screen – Default Enrollment option not performed
 Error Message Screen
 Sample error message
 Error Message Details
 Verify Information [Default Enrollment/QDIA Default Enrollment]

- Update Screen Options for the above screens

Participant Update

Home screen
 Participant Search screen
 Participant Information screen
 Participant Information screen showing Absence fields
 Sample error message
 Additional Information Screen
 Participant Update Contribution Elections screen
 Participant Update Investment Elections screen – No default enrollment
 Participant Update Investment Elections screen – Default enrollment
 Participant Update Verify Information Screen – No Default Enrollment
 Participant Update Verify Information Screen – Default Enrollment
 Participant Update Confirmation screen – No Default Enrollment
 Participant Update Confirmation screen – Default Enrollment
 Participant Search Results screen

- Update Screen Options for the above screens

Contributions	<p>Home screen</p> <p>Contributions Set Up screen with File Import activated & Participant Account Contributions Selected, Prefunded Account allowed</p> <p>Contributions Set Up screen with File Import not activated [Prefunded Account Allowed]</p> <p>Contributions Set Up screen with 'Upload a File' option selected for Participant Account Contribution</p> <p>Templates screen</p> <p>Create Template screen</p> <p>Map column header screen - New Template</p> <p>Map column header screen - Existing Template</p> <p>Existing Template screen</p> <p>Contributions Set Up screen with 'Process Contributions manually' option selected for File Import</p> <p>Error Messages screen</p> <p>Error Message Details</p> <p>Contributions Payroll Input screen - Participant Account Contribution</p> <p>Contributions Payroll Input screen - Prefunded Account Contribution</p> <p>Contributions set up screen – Multiple Division Plan</p> <p>Pending/Submitted Batches success message</p> <p>Add Participants from Alternate Location</p> <p>Contributions Set Up screen with Prefunded Account Contributions Selected</p> <ul style="list-style-type: none"> • Update Screen Options for the above screens 	
Contributions/Loan Repayments	<p>Contributions/Loan Repayments Set Up Screen when Participant Account Contribution is selected, File Import activated, File Import – Upload File selected</p> <p>Templates screen</p> <p>Create Template screen</p> <p>Contributions/Loan Repayments Set Up screen with File Import not activated</p> <p>Contributions/Loan Repayments Set Up screen with 'Process contributions manually' option selected for Participant Account Contribution</p> <p>Add Participants from Alternate Location</p> <p>Add Additional Participants</p> <p>Map column header screen - New Template</p> <p>Map column header screen - Existing Template</p> <p>Existing Template screen</p> <p>Error Messages Screen</p> <p>Error Message Details</p> <p>Participants Screen</p> <p>Contributions/Loan Repayments set up screen – Multiple Division Plan</p> <p>Pending or Submitted Batches screen – Success message</p> <p>Contributions/Loan Repayments Set Up screen with 'Process contributions manually' option selected for Participant Account Contribution</p> <p>Contributions/Loan Repayments Input screen – Prefunded Account Contribution</p> <p>Contributions/Loan Repayments Input screen – Participant Account Contribution.</p> <p>Contributions/Loan Repayment Set Up screen with Prefunded Account Contributions Selected</p>	
Plan Selection	<ul style="list-style-type: none"> • Update Screen Options for the above screens <p>Plan Selection screen</p>	



Table of Contents

Introduction	1
Home	2
Plan Selection	4
Add/Enroll	6
Participant Update	41
Batch Participant Update	57
Contributions	79
Pending/Submitted Batches	102
Loan Repayments	117
Contributions/Loan Repayment File Processing	138
Bank Information	165

Introduction

Overview

Payroll/Administration is an easy-to-use remittance processing tool available through Sponsor Web Applications. This electronic payroll interface automatically reconciles the data you provide to your record keeper with its record keeping system, giving you complete control over payroll processing accuracy. Depending on your plan settings, you'll use Payroll/Administration to submit and fund payroll contributions, and/or loan repayments and if applicable, enroll eligible participants and update participant demographic data. Payroll/Administration has built-in edit functionality to ensure that accurate and valid data is received. Some functions shown may not be available depending on your plan's setup. If you have any questions, please contact your Account Manager.

Features


Payroll/Administration is easy to use with clearly labeled pages. Payroll/Administration enables you to perform the following functions:

- Paperless (electronic) transactions
- Send payroll contributions and loan repayments. Refer to the Contributions Section & Loan Repayment Section
- Enroll new participants into the plan (if applicable) or add demographic data for those participants who will enroll in the future (if applicable). Refer to the Add/Enroll Section
- Update demographic data for enrolled participants. Refer to Participant Update Section
- Provide payroll funding via the Automated Clearing House (ACH). Refer to the Banking Information Section for additional detail

For more information, see *System Security Overview*

Hints and Tips

Do **NOT** use the **BACKSPACE** key on your keyboard to navigate through the entry fields on Payroll Administration screens; it will cause you to lose all the data you have entered by returning to the previous screen without saving. Instead, use your mouse or arrow keys to move around the screen.

Similarly, do **NOT** use the **BACK** button  in your browser. Use the internal navigation buttons in the system to return to the last screen.

Hours of Availability

Payroll/Administration is available during the hours posted on your plan's Welcome page. Scheduled maintenance may interrupt accessibility.

Gaining Access to Payroll/Administration

To access Payroll/Administration, you are required to complete a Sponsor Web Activation Request form. Contact your Plan Manager for more details.

You can only access clients and divisions for which you have permission. This may affect file uploads, as any participants in divisions not permitted will appear as errors. Please contact your Plan Manager for questions regarding division access.

To deactivate a user ID and password, please contact your *Plan Manager*. Since Payroll/Administration allows you to access sensitive data, it is important to notify your record keeper immediately if a user ID should be terminated.

For more information, see *System Security Overview*

Home

Overview

The Home screen is the entry screen of the Payroll/Administration application and provides a navigation tile for each function of the Payroll/Administration application. Tiles are displayed based on the plan settings. You can select an operation from the tiles shown and navigate to the respective page. You may return to the Home screen from any section within Payroll/Administration by clicking Payroll/Administration link on the top left corner of the screen. Information regarding the availability hours of the Payroll/Administration system is displayed at the bottom of the screen.

Home screen









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Payroll Administration [Help](#) | [Exit](#)

Payroll Administration Home

ABC INDUSTRIES - 551213 [Change Plan](#)

Select an operation from the tiles shown below

 <p>Add/Enroll Add/Enroll participant</p>	 <p>Participant Update View/Update participant information</p>	 <p>Batch Participant Update Update multiple participants</p>
 <p>Contributions Process contributions to accounts</p>	 <p>Pending/Submitted Batches Review batch information</p>	 <p>Loan Repayment Process loan repayments</p>
 <p>Contributions/Loan Repayment Process a file with contributions and/or loan repayment data</p>	 <p>Bank Information Add or update assigned bank</p>	

The Payroll/Administration will be available during these hours:
 Monday through Friday from 7:00 AM - 7:30 PM EST
 Saturday from 6:00 AM - 12:00 AM EST
 Sunday from 12:00 PM - 7:00 AM Monday EST

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Screen Options

- Click **Change Plan** to go to the Plan Selection screen to select a different plan (if applicable)
- Click **Add/Enroll** to go to the Add/Enroll Participant screens for enrolling participants into the plan
- Click **Participant Update** to go to the Search Participant screen to search for a participant and perform an update
- Click **Batch Participant Update** to go to the Participant Update screen for making Participant Updates

- Click **Contributions** to go to the Contributions screens for processing contributions to accounts
- Click **Pending/Submitted Batches** to go to the Pending/Submitted Batches screen for reviewing batch information.
- Click **Loan Repayment** to go to the Loan Repayment screens for processing loan repayments
- Click **Contributions/Loan Repayment File Processing** to go to the Contributions/Loan Repayment screens for processing a file with Contributions and/or Loan Repayment data
- Click **Bank Information** to go to the Bank Information screen for adding or updating the assigned bank



Note: The **Change Plan** link displays only if the user has access to more than one plan within Payroll/Administration.

Help

To view Help information about the screen, click **Help** in the upper-right corner of the screen. This will open the Help contents in a new window.

Logging Off

To log out of Payroll/Administration, click **Exit** in the upper-right corner of the screen. This displays the below screen stating a successful logout of Payroll/Administration. The Sponsor Web Home page will still be open in the first window. Other applications can be accessed at this point, or you can log out from the Sponsor Web application.




Plan Selection

Overview

The Plan Selection screen provides a list of plans accessible to the user. If the plan list contains more than 25 plans, you will be provided a list of plans for which you have access. If you have access to more than one plan, you can click on or search for the plan you need to submit for.

Plan Selection screen


Payroll Administration
Help | Exit

Select Plan to Load

Plan Number	Plan Name
123456	THRIFT PLAN FOR EMPLOYEES OF THE
222222	ABC INDUSTRIES
234567	MARS ADVERTISING, INC.
333333	TEXAS STATE PLAN
345678	TEXAS RESEARCH INTERNATIONAL INC
444444	STOCK YARDS BANK & TRUST
456789	TEXAS RESTAURANT ASSOCIATION
674622	UAT USE JANET - AKM, LLC
567891	CITY OF LENEXA 401A DC PLAN
873444	REDISCOVER RETIREMENT PLAN
678912	CALIFORNIA VINEYARDS
745833	FRAMEWORK
912345	AMY VIDAL TEST NO AE-ELIG
553773	AMY VIDAL TEST ELIG-CRC
555555	CHOICE HOME WARRANTY
666255	CANNON BUILDING SERVICES, INC.
666666	UAT USE ONLY - WINSTON
444776	PERFORMANCE FH, INC. 401(K) PLAN
777777	UAT ONLY - MAINSAIL
885775	L.I. ORAL & MAXILLOFACIAL
888888	SUNCOAST PLUMBING COMPANY
664366	KASASA, LTD 401(K) PLAN
999999	UAT USE ONLY - FI-TECH
884257	UAT USE ONLY - WILLOUGHBY FARMS.
545454	NOVAE CORPORATION 401(K)

The Payroll/Administration will be available during these hours:
Monday through Friday from 7:00 AM - 7:30 PM EST
Saturday from 6:00 AM - 12:00 AM EST
Sunday from 12:00 PM - 7:00 AM Monday EST

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Screen Options

- Enter a Plan Number/Plan ID and click **Refresh** to go to the Home screen for the plan
- Click Back to go to the Home screen for previously selected plan
- Click **More Plans** to go to the next set of plans




Note: The **Refresh** and **More Plans** screen options are available only when the plan list contains more than 25 plans

Add/Enroll

Overview

You can use the Add/Enroll section of Payroll/Administration to enroll new participants into the plan, if applicable. You can also use Add/Enroll to add indicative data for new participants who enroll in the future. The Enrollment screens contain data entry fields into which you will enter participant data. If you fail to update a necessary field, the system will prompt you to return to the screen and enter the appropriate data. Click Add/Enroll tile on the Home screen to navigate to the Add/Enroll participant pages.









Home screen


Payroll Administration
Help | Exit

Payroll Administration Home

ABC INDUSTRIES - 551213 [Change Plan](#)

Select an operation from the tiles shown below

 Add/Enroll Add/Enroll participant	 Participant Update View/Update participant information	 Batch Participant Update Update multiple participants
 Contributions Process contributions to accounts	 Pending/Submitted Batches Review batch information	 Loan Repayment Process loan repayments
 Contributions/Loan Repayment Process a file with contributions and/or loan repayment data	 Bank Information Add or update assigned bank	

The Payroll/Administration will be available during these hours:
 Monday through Friday from 7:00 AM - 7:30 PM EST
 Saturday from 6:00 AM - 12:00 AM EST
 Sunday from 12:00 PM - 7:00 AM Monday EST

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Import File Screen

The plan must have Enrollment import activated to use this feature. If active, the first screen upon clicking the Add/Enroll tile from the Home Screen will provide an option to import an Enrollment File. If you are using an Internet Explorer browser, you must use version 7.0 or higher in order to use this feature.

If you select the “Upload a File” radio button to Import a file, you will be presented with a File Browse section where you may select the appropriate file to be imported.

Import File screen – Option ‘Upload a file’ selected

Screen Options

- Click **Browse** to select an enrollment file to import
- Click **View Sample File for formatting instructions** to open a PDF file showing formatting rules
- Click **Back** to go to the Home screen
- Click **Continue** to go to the Templates screen. s

File Browse

The file type must be one of the following formats:

- Excel spreadsheet (xls, .xlsx and .xlsm)
- Comma delimited file (.csv)
- Plain text (.txt)
- .fix
- .dat
- .mdo
- .md5

- .pay
- .wk3
- .wk4
- .prn

Rules

- The imported file size must be greater than zero and less than 5MB.
- All SSNs must have nine digits; leading zeroes must be included.



Note: When you are in the process of creating a template, and attempt to change screens, you will be prompted to save the template.

Enrollment Import Formatting Rules

The Enrollment Import feature is used as an alternative for manually entering data on the Enrollment screen to add employee data to the system from a prepared file.

When importing a file, verify that the template you selected contains the correct number of columns to accommodate the number of columns in the file so the file data formats correctly. You can add columns to an existing template or, if necessary, click Create New Template to create a new template that matches the format of the imported file.

Required Fields and Formatting

All fields/cells should be formatted as text.

Fields

Field	Description
Social Security Number	<ul style="list-style-type: none"> • Must be nine digits. • Leading zeros must be included. • Acceptable formats: 999-99-9999, 999/99/9999, or 999999999. <p>If the Social Security number format does not contain hyphens or slashes, make sure that the field is formatted as text. In MS-Excel, a green triangle indicates that you have stored values as text.</p>
Full Name	Separate fields/columns are required for Last Name, First Name and Middle Initial. Last Name+ First Name + and Middle Initial fields cannot exceed 30 characters when combined.
Address Line 1	Maximum 40 characters.
Address Line 2	Maximum 40 characters.
City	Maximum 28 characters.
State Code	2 characters are required if the country is USA or Canada.

Field	Description
Postal Code	<ul style="list-style-type: none"> Applicable only if country is USA or Canada. USA ZIP codes may consist of 5 or 9 digits (no dashes). Canadian postal codes contain 6 characters.
Birth Date	<ul style="list-style-type: none"> Acceptable formats: MM-DDYYYY, MM/DD/YYYY or MMDDYYYY. Eight digits are required. Leading zeros in months must be included. For example, 02 for February, not 2. Employee must be between 15 and 75 years of age for employment.
Hire Date	<ul style="list-style-type: none"> Acceptable formats: MM-DD-YYYY, MM/DD/YYYY or MMDDYYYY. Eight digits are required. Leading zeros in months must be included.
Plan Entry Date	Defaults to the current date.
Division Codes	Maximum of four digits (depending on plan requirements): If you receive the error "Participant not in authorized division/location," Please validate the division/location you entered. If you have entered the correct division/location, please contact your plan manager.
Payroll Frequency	Formatted as one digit: 4 – Monthly 5 – Semi-monthly 6 – Bi-weekly 7 – Weekly May be optional depending on the plan rules.

Optional Data

If any optional fields are blank, or contain only a hyphen, Payroll/Administration bypasses the field completely. For the purposes of investment election, a blank is the same as a zero (0.00). Blank dollar amount fields are bypassed for Contribution and Loan Repayment import files.

Fields

Field	Description
Actual hours, plan year- to-date (for vesting purposes)	<ul style="list-style-type: none"> Overlay method – values should be accumulated year-to-date. Hours must be submitted in whole numbers and must not exceed four digits.
Anniversary hours (for plan eligibility rules)	<ul style="list-style-type: none"> Overlay method – values should be accumulated year-to-date. Hours must be submitted in whole numbers and must not exceed four digits.
Current Hours (plan year or anniversary hours)	<ul style="list-style-type: none"> Accumulate option (special set-up required). The amount submitted is added to the existing total. Hours must be submitted in whole numbers and must not exceed three digits.

Field	Description
Annual Salary	<ul style="list-style-type: none"> • Must include decimal point; limited to two digits after the decimal. • Do not include dollar signs or commas (for example: 45000.00).
Deferral Amount	<ul style="list-style-type: none"> • Submit in whole dollars only. • Must include decimal point, limit to two digits after the decimal. • Do not include dollar signs or commas (for example: 250.00).
Deferral Percentage (if required by your plan)	<ul style="list-style-type: none"> • Submit in whole percentages only. Special set-up required for fractional amounts. • Must include decimal point, limit to two digits after the decimal. • Do not include % or commas. Example: 10.00.
Investment Elections	<ul style="list-style-type: none"> • Submit in whole percentages only. Special set-up required for fractional amounts. • Must include decimal point; limited to two digits after the decimal. • Do not include % symbol (for example 10.00, 50.00, 40.00). • Investment Elections must total 100.00%.
Eligibility Exclusion	<p>One character format: Y – Exclude participant from eligibility N or blank – Process participant for eligibility</p>
Default Enrollment	<p>One character format: Y - Enroll participant into the plan's default investment fund N or blank - Enroll participant using investment fund supplied on file</p>
QDIA Default Enrollment	<p>One character format: Y - Enroll participant into the plan's QDIA option N or blank – Enroll participant using investment fund supplied on file</p>
Employee Number	Maximum 13 characters.
Gender	<p>One-character format: 1 – Male 2 – Female</p>
Marital Status	<p>One-character format: 1 – Single 2 – Married</p>
	.CSV-files must be comma delimited. Quotation marks must be removed from any values containing either single (' ') or double quotation (" ") prior to being imported into Payroll Administration.

Enrollment Import File Sample in CSV Format

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	SSN-(format as text or hyphen to maintain lead zeros)	LastName	First Name	MI	Addr1	Addr2	City	State	Zip Code (maintain lead zeros)	DOB-required	DOH-required	Plan Entry Date-if required	Division/Location	PAYFREQ 4=Month 5=SemiMonth 6=BiWeek 7=Week	Emp. #
2	12345678	SAMPLE	JOE	R	1 MAIN ST	APT #2	WINDSOR	CT	060950001	01011980	01012000	01012000	0001	6	012345
3	010-23-6547	DOE	JANE	R	1 MAIN ST		WINDSOR	CT	06095	01011982	01012001	01012001	0001	6	123456

Enrollment Import File Sample in MS Excel Format

Import.csv - Notepad															
File Edit Format View Help															
SSN, LastName, First Name, MI, Addr1, Addr2, City, State, Zip , DOB, DOH, Plan Entry Date, Division/Location, PAYFREQ, Emp number															
900123456, SAMPLE, JOE, R, 1 MAIN ST, APT #2, WINDSOR, CT, 060950001, 01011980, 01012000, 01012000, 0001, 6, 012345															
010-23-6547, DOE, JANE, R, 1 MAIN ST, , WINDSOR, CT, 06095, 01011982, 01012001, 01012001, 0001, 6, 123456															

Templates Screen

After you've selected **Continue** from the File Browse screen, you'll see the Templates screen. From here you can:

- Select a template
- Add a new template
- Delete a template

A template contains the format you define for the import file, including column headings. After you select your file, you'll define which column contains SSN, First Name, Last Name, etc. A new template can be saved, so that you can reuse it or modify it to create another template for the next file import.

When importing a file, verify that the template you selected contains the correct number of columns to accommodate the number of columns in the file so the imported file data formats correctly. You can add columns to an existing template or, if necessary, click **Create New Template** to create a new template that matches the format of the imported file.

Templates screen

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Payroll Administration [Help](#) | [Exit](#)

[Payroll Administration Home](#) > [Add/Enroll](#) > Templates

ABC INDUSTRIES - 551213

You can select an existing template or create a new one by selecting from the options below. If you use an existing template, please verify that any new columns added to your file have also been added to the selected template to ensure detail will import correctly.

Please be advised that Division/Location column is required.

Existing Template

[< Back](#)

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Screen Options


- Select an existing template from the list of saved templates using the drop down.
 - Click **Go** after selecting a template to go to the Existing Template screen
 - Click **Delete** to delete the selected template
- Click **Create New Template** to go to the Create Template screen
- Click **Back** to go to the Add/Enroll Import screen

Create Template Screen

You'll see this screen if you selected **Create New Template**. It is used to create a new template for an imported file. When creating a new template the following rules apply:

- New template name has a maximum of 15 characters for fixed width files and 20 characters for .csv and excel file formats.
- A maximum of 50 templates can be saved per plan.
- Optional data elements enabled for Enrollment will also be displayed. The override name for the optional data element will be displayed
- A value of "Not Applicable" will also be displayed to exclude any columns from the imported file.
- The new template may require a "Division/Location" column (If authorized for the plan).
- At any time while you are creating a template, you can click the Save Template button to save your changes

Create Template screen


Payroll Administration
Help | Exit

Payroll Administration Home > Add/Enroll > Templates > Create Template

ABC INDUSTRIES - 551213

Create a new template

- 1
- 2 From top to bottom, how many rows would you like to remove? 3 From bottom to top, how many rows would you like to remove?

Headers

?

Trailers

?

- 4 Now select each column title:

Select an appropriate heading from the dropdown list for each column. To bypass a column, select Not Applicable.

	A	B	C	D	E	F	
	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	
1	SSN	LNAME	FNAME	ADDR1	CITY	STATE	Z
2	.xxxxx 8476	SARATHI	ARCHANA	53 FIRST STREET	MIAMI	FL	3
3	.xxxxx 4655	VIJAY	ABHISHEK	54 FIRST STREET	BUFFALO	NY	1-

< >


< Back

Cancel
Save And Continue
Save Template

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You must select a column heading for each column. See the sample images below that illustrate the Column Heading selections and the field definitions for more information.

Create column headings


Payroll Administration
Help | Exit

Payroll Administration Home > Add/Enroll > Templates > Create Template

ABC INDUSTRIES - 551213

Create a new template

- 1
- 2 From top to bottom, how many rows would you like to remove.

Headers: No Headers
- 3 From bottom to top, how many rows would you like to remove.

Trailers: No Trailers
- 4 Now select each column title:

Select an appropriate heading from the dropdown list for each column. To bypass a column, select Not Applicable.

	A	B	C	D	E	
	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
1	Column 1	LNAME	FNAME	ADDR1	CITY	STATE
2	SSN	SARATHI	ARCHANA	53 FIRST STREET	MIAMI	FL
3	Last Name	VIJAY	ABHISHEK	54 FIRST STREET	BUFFALO	NY
	First Name					
	Middle Init					

← Back
Cancel
Save And Continue
Save Template

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Fields

New Template Name	Enter a name for the new template
From top to bottom, how many rows would you like to remove?	<p>Select the number of header rows contained in the import file. Options include “No Headers” (default), and the values 1-9. When the file is imported, these header fields will be ignored to obtain the file data. They will still appear on this screen to help you select the column headings</p> <p>Upon clicking the question icon, the following text will display within a pop-up. “Select the number of headers contained in the import file. Options include “No Headers” (default), and the values 1-9. When the file is imported, these header fields will be ignored.”</p>
From bottom to top, how many rows would you like to remove?	<p>Select the number of trailer rows contained in the import file. Options include “No Trailers” (default), and the values 1-9. When the file is imported, these trailer fields will be ignored.</p> <p>Upon clicking the question icon, the following text will display within a pop-up. “Select the number of trailers contained in the import file. Options include “No Trailers” (default), and the values 1-9. When the file is imported, these trailer fields will be ignored.”</p>
Check Box if Dollar Amounts Have an Implied Decimal	Check this box if the imported file has implicit decimals. If your file has decimals, leave this box unchecked.
Column Headings	Select a heading name for each column from the drop-down list. The list consists of the basic information such as name and Social Security number, all the optional fields for the plan and an entry for each available source in the plan. To bypass a column, including name, select Not Applicable.


Screen Options

- Click **Back** to go to the Templates screen.
- Click **Cancel** to go the Home screen
- Click **Save and Continue** to save the template and perform validations. See the Error Corrections section below for possible error messages and their meanings. This step also removes formatting marks from the imported data. If there are no errors, you will be taken to the Verification screen
- Click **Save Template** to save the template

Map Column Header Screen

If you import a file other than an Excel or .csv, you will see a screen to select columns to appear in your new template.

Map column header screen - New Template


Payroll Administration
Help | Exit

Payroll Administration Home > Add/Enroll > Templates > T1 Template

ABC INDUSTRIES - 551213

Create new template

- Existing Template
- From top to bottom, how many rows would you like to remove?
 Headers
- From bottom to top, how many rows would you like to remove?
 Trailers
- Now select each column title:

Add template fields

Field Type

Starting Position

Field Length

[Add Field](#)

Field Name	Starting Position	Field Length	
First Name	17	7	Edit Delete
Middle Init	25	1	Edit Delete
Address1	27	3	Edit Delete
City	31	4	Edit Delete
State	36	2	Edit Delete
Zip Code	39	5	Edit Delete

[Update Data](#)

Uploaded Data


SSN	Last Name	First Name	Middle Init	Address1	City	State
xxxxx4655	Vijay	Sandhya	R	221	Ohio	CA
xxxxx8476	Vijay	Serathi	R	222	Ohio	CA

< Back
Cancel
Save And Continue
Save Template

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You can add template fields by selecting Field Type, Starting Position and Field Length. Click **Add Field** to add the field. The added fields will appear in the section below. You can either **Edit** or **Delete** an added field. Click **Update Data** to upload the data from the import file.

Map column header screen - Existing Template


Payroll Administration
Help | Exit

Payroll Administration Home > Add/Enroll > Templates > T1 Template

ABC INDUSTRIES - 551213

Existing Template

1

2 From top to bottom, how many rows would you like to remove?

Headers

3 From bottom to top, how many rows would you like to remove?

Trailers

4 Now select each column title:

Add template fields

Field Type

Starting Position

Field Length

Field Name	Starting Position	Field Length	
Middle Init	25	1	Edit Delete
Address1	27	2	Edit Delete
City	30	4	Edit Delete
State	35	2	Edit Delete
Zip Code	39	5	Edit Delete

Uploaded Data

SSN	Last Name	First Name	Middle Init	Address1	City	State
xxxxx4655	Srini	Shubha		21	Ohio	CA
xxxxx8476	Saral	Hebbar		22	Ohio	CA

< Back

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Fields

Field	Description
Existing/New Template Name	Enter the new template name or update the existing template name
From top to bottom, how many rows would you like to remove?	<p>For a new template, the number of headers can be selected. Upon clicking the question icon, the following text will display within a pop-up: "Select the number of headers contained in the import file. Options include "No Headers" (default), and the values 1-9. When the file is imported, these header fields will be ignored."</p> <p>For an existing template, headers associated with the field will be prepopulated and are updateable</p>
From bottom to top, how many rows would you like to remove?	<p>For a new template, the number of trailers can be selected. Upon clicking the question icon, the following text will display within a pop-up: "Select the number of trailers contained in the import file. Options include "No Trailers" (default), and the values 1-9. When the file is imported, these trailer fields will be ignored."</p> <p>For an existing template, trailers associated with the field will be prepopulated and are updateable</p>

Field	Description
Field Type	Dropdown listing all fields defined for input
Starting Position	Enter starting position for the Field Type
Field Length	Enter width for the Field Type


Screen Options

- Click **Back** to go to the Templates screen
- Click **Cancel** to go the Home screen
- Click **Save and Continue** to save the template and perform validations. See the Error Corrections section below for possible error messages and their meanings. This step also removes formatting marks from the imported data. If there are no errors, you will be taken to the Verification screen
- Click **Save Template** to save the template

Existing Template Screen

If you select an existing template you will see the screen below. Existing templates can be modified and saved. Simply make any changes you need to make to any editable field, just as in the new template screen.

Existing Template screen


Payroll Administration
Help | Exit

Payroll Administration Home > Add/Enroll > Templates > asd Template

ABC INDUSTRIES - 551213

Existing Template

1

2 From top to bottom, how many rows would you like to remove.

3 From bottom to top, how many rows would you like to remove.

Headers ?

Trailers ?

4 Now select each column title:

This template can be modified by selecting a new heading from the drop down list. To bypass a column, select Not Applicable.

	A	B	C	D	E	F	
	<input type="text" value="SSN"/>	<input type="text" value="Last Name"/>	<input type="text" value="First Name"/>	<input type="text" value="Address1"/>	<input type="text" value="Address2"/>	<input type="text" value="City"/>	
1	SSN	Last Name	First Name	Address 1	Address 2	City	S
2	554543353	Test	User1	1 Orange Way Street	Apt 1		C
3	454545454	Test	User2	1 Orange Way	Apt 2	Dublin	C

[Back](#)

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Fields

Field	Description
Existing Template	Template name
From top to bottom, how many rows would you like to remove?	The number of headers can be selected. Upon clicking the question icon, the following text will display within a pop-up. "Select the number of headers contained in the import file. Options include "No Headers" (default), and the values 1-9. When the file is imported, these header fields will be ignored."
From bottom to top, how many rows would you like to remove?	The number of trailers can be selected. Upon clicking the question icon, the following text will display within a pop-up. "Select the number of trailers contained in the import file. Options include "No Trailers" (default), and the values 1-9. When the file is imported, these trailer fields will be ignored."

Screen Options

- Click **Back** to go to the Select a Template screen

- Click **Cancel** to go to the Home screen
- Click **Save and Continue** to save template and perform validations. See the Error Corrections section below for possible error messages and their meanings. This step also removes formatting marks from the imported data. If there are no errors, you will be taken to the Verification screen
- Click **Save Template** to save the template

Error Corrections

In case of errors upon clicking **Save and Continue**, the screen appears as below. Click **View Error Messages** to get a detailed view on the errors. A pop-up will display showing the error. All fields can be edited on this screen by manually clicking in the cell and typing the correct data.

Error Messages screen

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Payroll Administration Help | Exit

Payroll Administration Home > Add/Enroll > Templates > Test Template 20 Template

ABC INDUSTRIES - 551213

Create a new template

✓ Template last saved on Thursday, October 31st, 2019 03:46:54 AM

[View Error Messages](#)

1 Existing Template
Test Template 20

2 From top to bottom, how many rows would you like to remove.

3 From bottom to top, how many rows would you like to remove.

Headers: 1 ? Trailers: No Trailers ?

4 Now select each column title:

This template can be modified by selecting a new heading from the drop down list. To bypass a column, select Not Applicable.

	A	B	C	D	E	
	SSN	Last Name	First Name	Address1	City	State
1	SSN	LNAME	FNAME	ADDR1	CITY	STATE
2	XXXXX8476	SARATHI	ARCHANA	53 FIRST STREET	MIAMI	FL
3	XXXXX4655	VIJAY	ABHISHEK	54 FIRST STREET	BUFFALO	NY

< >

[Back](#) [Cancel](#) [Save And Continue](#) [Save Template](#)


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Screen Options

- Click **Back** to go to the Select a Template screen
- Click **Cancel** to go to the Home screen
- Click **Save and Continue** after correcting errors to re-validate. Based on successful validation you will be taken to the Verification screen
- Click **Save Template** to save the template

This screen opens in a new window to display the errors from the imported file. Use these messages as a guide to errors.

Error Message Details

Errors			 Print
SSN	Name	Error	
91345678X	John,Smith	Birth Date is not a date.	
91345678X	John,Smith	Hire Date is not a date.	
91345678X	John,Smith	The zip code entered is not valid for the state selected.	
91345679X	Joe,Matthews	Birth Date is not a date.	
91345679X	Joe,Matthews	Hire Date is not a date.	
91345679X	Joe,Matthews	The zip code entered is not valid for the state selected.	

[Done](#)

Screen Options

- Click **Print** to print the errors
- Click **Done** to close the pop-up and return to the Create Template screen for correcting the errors

Error Messages

Validations and corresponding error messages include:

Error Messages	Validations	Notes
“Batch Total Must Be Greater Than Zero”	Verify that the total hours and contributions in a contributions file are greater than zero.	Total hours and contributions must be greater than zero.
“Division/Location Column Required”	Verify that a “Division/Location” column is selected.	This plan requires a “Division/Location” column.
“Loan number cannot exceed 3 digits”	Verify that <field> is <number> digits.	Add lead zeros if loan number is less than 3 digits.
“Loan payment amount should be equal to the expected amount or a multiple of the expected amount”	Appears if Loan Matching is enabled in the Admin section and loan amount is not equal to the payment amount or is not a multiple.	The error message will display the column heading.


Error Messages	Validations	Notes
“Participant Division/Location Required”	Appears if the import file does not include Division/Location code values for each participant.	Appears if a participant is missing a Division/Location (which is required).
“Participant Not in Authorized Division/Location”	Verify that the participant’s division code is correct.	You cannot import a participant for a division that you are not authorized for.
“The participant has an invalid date of birth. We are unable to determine the correct Voya Lifetime Investment Protection (VLIP) fund. Please re-enter the date of birth.”	Verify that the date of birth is correct, in the correct format (MM-DD-YYYY) and falls within the VLIP DOB range.	This error appears if a VLIP fund is chosen and the DOB field is left blank or the format is incorrect. Participants enrolling in these funds are automatically enrolled into their age-appropriate VLIP vintage (fund).
“This participant currently has both \$ and % election types on file. Contribution election types must match across all sources. Please call 1-800-238-6212 (select option 0 and then option 2 for Payroll/Administration) for assistance.”	Verify that the contribution election types already on file are the same for all sources, on a per-participant basis (either all dollars or all percent’s).	This appears if contribution election types (\$ or %) are inconsistent among the different sources, for a given participant.
“xx-xx-xxxx - Social Security number must be 9 digits.”	Verify that the SSN has nine digits.	SSN is not nine digits.
“xxx-xx-xxxx- Participant Social Security number not found.”	Verify that the SSN exists in the plan.	Appears if the SSN not in the recordkeeping system.
Example “<Field> cannot be negative”	Verify the amounts do not have negatives or parenthesis.	The error message will display the column heading.

Error Messages	Validations	Notes
Example “<Field> is limited to two decimal places”	Verify that the dollar amounts do not have more than 2 decimal places.	The error message will display the column heading.
Example “Error in column #: <Field> already exists”	Verify that the same column heading has not been selected twice.	The error message will display the column heading and the expected length.
Example: “Select heading for column 2”	Verify that column headings have been selected.	The error message will display the column heading number.
ZIP Code does not match State	Verify that the ZIP code is correct.	

Verification Screen

This is the final step in importing the file. No further changes will be allowed after this screen

Verification screen


Payroll Administration
Help | Exit

Payroll Administration Home > Add/Enroll > Templates > T1 Template > Verify Information

ABC INDUSTRIES - 551213

Please verify the following information.

NOTE that the operation will not be completed until you click Submit.

Search by:

SSN	Last Name	First Name	Middle Init	Address1	City	State
xxxxx 4655	Srini	Shubha		21	Ohio	CA
xxxxx 8476	Saral	Hebber		22	Ohio	CA

By selecting "Submit", this information will be submitted with no further changes allowed. Select Back to return to the previous page.

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Screen Options

- Click **Back** to go to the Create Template screen
- Click **Cancel** to go to the Home Screen
- Click **Submit** to submit the participant data and go to the Confirmation screen. This may take a few seconds

A message in **green** font regarding successful import will display in the top left of the Confirmation screen

Confirmation Screen

Confirmation screen

The screenshot shows the 'Confirmation Screen' in the 'Payroll Administration' system. The page header includes the VOYA FINANCIAL logo, the title 'Payroll Administration', and links for 'Help | Exit'. The breadcrumb trail is 'Payroll Administration Home > Add/Enroll Confirmation'. The main heading is 'ABC INDUSTRIES - 551213'. A 'Print' button is located on the right side. The main content area contains the following text: 'Your file has been successfully imported.', 'Your enrollment file has been successfully imported on 10/16/2019 at 04:21:11. Information for 2 new participants will be added to our recordkeeping system.', and 'Select Done to return to the Plan home page.'. At the bottom center, there is a 'Done' button. The footer contains copyright information: '© 2019 Voya Institutional Plan Services, LLC. All Rights Reserved. Voya and Voya logo are registered trademarks of Voya Services Company.' and a link: 'Click here for supported browsers'.

Screen Options

- Click **Print** to print the confirmation screen
- Click **Done** to go to the Home screen

Import File screen – Option ‘Add or Enroll participant manually’ selected

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Payroll Administration [Help](#) | [Exit](#)

[Payroll Administration Home](#) > Add/Enroll

ABC INDUSTRIES - 551213

To Add or Enroll a participant, would you like to upload a file [WITH THE PARTICIPANT DATA]?

Upload a file
I have a file with participant(s) data that I would like to import.

Add or Enroll participant manually
I will manually enter the participant data.

[← Back](#) [Continue](#)


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Screen Options

- Click **Back** to go to the Home screen
- Select **Add or Enroll participant manually** and click the **Continue** button to begin the individual enrollment process

Participant Information Screen

Participant Information screen – Default Enrollment option


Payroll Administration
Help | Exit

[Payroll Administration Home](#) > [Add/Enroll](#) > Participant Information

ABC INDUSTRIES - 551213

Add/Enroll a participant in the plan

Status
04-Eligible; Not Participate

Enroll this participant


Is this a Default Enrollment ?

[← Back](#)

Cancel
Continue

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Participant Information screen – QDIA Default Enrollment option



Payroll Administration

[Help](#) | [Exit](#)

Payroll Administration Home > Add/Enroll > Participant Information

ABC INDUSTRIES - 551213

Add/Enroll a participant in the plan

Social Security Number (NNNNNNNNN)

Last Name

First Name

MI

Address Line 1

Address Line 2 (Optional)

City

State
Select

Country
United States of America

Zip Code

Date of Birth (MM/DD/YYYY)

Date of Hire (MM/DD/YYYY)

Status
04-Eligible; Not Participate

Enroll this participant

Has the participant elected the Morningstar Managed Account Program?

Is this a QDIA default enrollment ?

< Back

Cancel

Continue


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Fields

The following fields accept data entry. Unless noted as optional, field entry is required.

Field	Description
Social Security Number	Social Security Number must include nine digits. The nine digit user entry will be formatted as NNN-NN-NNNN
Email (Optional)	Participant e-mail address
Last Name	Participant last name

Field	Description
First Name	Participant first name
MI (Optional)	Middle Initial
Address Line 1	Participant address
Address Line 2 (Optional)	Participant address
City	Participant City
State	Participant State
Zip Code	Participant Zip Code
Country	Defaults to United States of America. A different country can be selected from the drop-down
Date of Birth	Select from the calendar icon
Date of Hire	Select from the calendar icon
Status	Indicates the participant status under the plan. This field is maintained by Voya.
Enroll this Participant	<p>Checking this box allows you to define contribution and investment elections for the participant. If in doing this you are adding census information in order for your participant to facilitate enrollment on their own; if your plan requires the participant to do this themselves, leave it unchecked.</p> <p>(This option is only displayed if the option is available to your plan.)</p>
Participant elected MorningStar Account Management Program	Displays only if the plan participates in MorningStar program
QDIA default enrollment	<p>Displays if the plan offers QDIA enrollment for participants that are eligible but not participating. If the plan's QDIA is Managed Accounts, you must also select the Morningstar checkbox.</p> <p>You can click on the question symbol for help text. The below information displays within a pop-up.</p> <p>"A Qualified Default Investment Alternative ("QDIA") is an investment alternative or option, as defined under rules issued by the Department of Labor, that has been chosen by the Plan's fiduciary in those instances when participants fail to provide direction or instruction how to invest monies in their retirement plan account.</p> <p>Check the QDIA default enrollment box to indicate that you are enrolling the employee into the plan's QDIA option. You will need to set up the investment election to the appropriate</p>

Field	Description
	<p>QDIA option as part of this enrollment transaction.</p> <p>Do not select the QDIA default enrollment box if the employee has submitted a signed enrollment form with any portion of the investment election that uses the QDIA fund. For example if the employee actively elects 100% to the plan's QDIA option, this is not considered a defaulted investment election.</p> <p>Contact Voya for further information.”</p> <p> Note: This option is not available for all plans.</p>
<p>Is this a Default Enrollment?</p>	<p>Displays if the plan does not offer QDIA default enrollment.</p> <p>You can click on the question symbol for help text. The below information displays within a pop-up.</p> <p>Check the “Is this a Default Enrollment?” checkbox if you are performing a default enrollment to enroll the participant into the plan’s default investment option. You will need to set up and/or confirm the investment election to the appropriate fund based on the plan’s investment option as part of this enrollment transaction.</p> <p>Do not select the default enrollment box if the employee has submitted a signed enrollment form and has made a positive election.</p> <p>Contact Voya for further information</p>

Screen Options

- Click **Back** to return to the Import File screen / Home screen depending on the plan settings.
- Click **Cancel** to go to the Home Screen
- Click **Continue** to go to the Additional Information screen

Additional Information Screen

If your plan requires additional information, a second Participant Enrollment screen is displayed after clicking **Continue** on the Participant Enrollment screen. The fields displayed on this screen will vary depending on the plan setup.

Additional Information screen

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Payroll Administration Help | Exit

Payroll Administration Home > Add/Enroll > Participant Information > Additional Information

ABC INDUSTRIES - 551213

Add/Enroll a participant in the plan

Salary (Optional)

Payroll Frequency

Federal Marital Status

Gender (Optional)

Adjusted Date of Hire (Optional) (MM/DD/YYYY)

[< Back](#)

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Fields

Optional data element fields will vary according to plan setup. Some require a particular type of data (alpha, numeric), or offer a drop-down menu with prefilled selections.

Fields vary depending on plan settings and may not reflect all fields in the screen shown above. The Division drop-down has a selection "Other" that will display additional divisions not in the first drop-down. These divisions may be grouped based on the first letter of the division name.

Rehire Fields

If the plan participates in Rehire functionality and the **Rehire Date** field is populated with a valid date and a participant's status is terminated, Voya updates the employee's participation status to Active. The system displays a message reminding you to verify and update vesting information accordingly, as well as advise the employee to set up contribution rates and confirm their investment allocations online. Click **OK** to acknowledge this information and continue with the Participant Enrollment.

For vesting purposes, the **Adjusted Date of Hire/Alternate Vesting Date** field is used to include prior service. The label for this field may be slightly different, depending on the vesting described in your plan document.

Click **question symbol** next to each field for help text.

The following text will display within each pop-up

Rehire Date

Rehire Date should be populated with the employee's most recent hire date. By populating this field (Rehire Date), employees in a terminated status code will be updated to an active status and all applicable termination information will be removed.

Please advise the employee that they must establish their contribution rates and confirm their investment allocations in the plan on line in order to resume contributions to the savings plan.

Voya does not use this field to calculate vesting. Depending on your plan's vesting method and service options you may be required to update additional information to correctly calculate the vested balances for the employee.

Contact Voya for further information

Alternate Vesting Date

Your employee's Alternate Vesting Date is a date you use to take into account service for vesting. If applicable, your employee's Alternate Vesting Date is the date that takes into account service prior to the rehire date. For example, if your Employee's rehire date is January 1, 2007 and you need to take into account an additional one year of service prior to the rehire date, your employee's Alternate Vesting Date would be January 1, 2006.


Adjusted Date of Hire

Your employee's Adjusted Date of Hire is a date you use to take into account service for vesting and eligibility. If applicable, your employee's Adjusted Date of Hire is the date that takes into account service prior to the rehire date. For example, if your Employee's rehire date is January 1, 2007 and you need to take into account an additional one year of service prior to the rehire date, your employee's Adjusted Date of Hire would be January 1, 2006."

Screen Options

- Click **Back** to go to the Participant Information screen
- Click **Cancel** to go to the Home screen
- Click **Continue** to go to the Add/Enroll Contributions Elections screen (depending on your plan setup)

Add/Enroll Contributions Elections Screen

 **Note:** This screen will only appear if you selected to enroll this participant on the first screen. If your plan requires participants to enter their own contribution elections, you will not see this screen. Participants will be expected to elect his or her investment elections and deferral percent via the Voya Service Center or the participant web site.

The appearance of these screens will vary according to your plan settings. Edits and error messages against the information in this screen also depends upon the plan settings.


You will be able to select the type (mode) of contributions (dollar amount or percent) and enter the amount or percent for each contribution source. You must use the same contribution election type among the sources. If there are different contribution election types on file for different sources, you'll need to call Voya for assistance.

In this example, the Contribution type is set as Percent for all sources. If your plan is not set to apply elections across all sources, you will be able to select them, as below. If the plan is set to apply the election across all sources, then you will not be able to disable the selection.

If the participant has elected for Morningstar Managed Account program, the following message appears in the Add/Enroll Contributions Elections screen: "The participant has elected the Morningstar Managed Account program. As defined by the Program, the participant's Temporary Investment Election will be created as indicated below."

If the participant has elected for Morningstar Managed Account program and a default enrollment is performed, the following message appears: "This participant account has been invested in the following fund based on the plan's default investment provision. As defined by the Program, the participant's Temporary Investment Election will be created as indicated below:"

Add/Enroll Contributions Elections screen



Payroll Administration [Help](#) | [Exit](#)

[Payroll Administration Home](#) > [Add/Enroll](#) > [Participant Information](#) > [Additional Information](#) > Contribution Elections

ABC INDUSTRIES - 551213

Please indicate contribution elections below

Contribution Elections

EE PRE TAX ROTH

Percent % Percent %

Catch-Up Contribution Elections

ROTH

Percent %

Investment Elections

Please choose "Across ALL Sources Elections" or choose the specific sources of money that you want to invest differently for future money.

Select Sources

- Across ALL Sources Elections
- LRI ER Elections
- ROTH RLOVER Elections
- MURREY ER Elections
- PRIORMATCH Elections
- ROLLOVER Elections
- ER MATCH Elections
- LEMAY PS Elections
- ROTH Elections
- QNEC Elections
- TAKEOVER Elections
- LEMAY S/H Elections
- PRETX MTCHD Elections

[← Back](#)

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Contributions can be allocated to individual funds on this screen.

Fields

Field	Description
Contributions Election Amount or Percent	The mode of contributions to be used i.e. dollar amount or percent of the Contribution Elections.
Source	The source for the contribution elections.
Catch Up Contribution Election Type	The mode of catch-up contributions to be used for all sources (Percent or Amount)
Catch-Up Source	The source for the catch-up contribution elections.
Investment Elections	The checkbox indicates that investment election will be allocated across all sources.
Source List	List of available sources with a provision to select


Screen Options

- Click **Back** to go to the Additional Information screen or Participant Information screen
- Click **Cancel** to go to the Home screen
- Click **Continue** to go to the Add/Enroll Investment Elections Screen depending on the plan settings

Add/Enroll Investment Elections Screen

This screen will vary according to plan settings, and may not appear. It allows you to view the investment elections by fund and amount for the participant. You can search for a Fund Name using the filter box below the Fund Name

Investment Elections Screen



Payroll Administration

[Help](#) | [Exit](#)

Payroll Administration Home > Add/Enroll > Participant Information > Additional Information > Contribution Elections > Investment Elections

ABC INDUSTRIES - 551213

Enter the investment election percentage in the cell on the corresponding row for the fund. Elections must total 100%. To view the full investment name, hover over the Fund Name.

Search by:

Fund Name ▼	Across ALL Sources
ABC_IC_31	0 %
ABC_IC_32	0 %
Long NAmE 33	0 %
Long NAmE 34	0 %
LongName36	0 %
Voya Solution 2035 Portfolio Srv	0 %
Voya Solution 2045 Portfolio Srv	0 %
Voya Solution Income Prt Srv	0 %
Neuberg Berm Real Est Fnd R6	0 %
Total	0 %

← Back

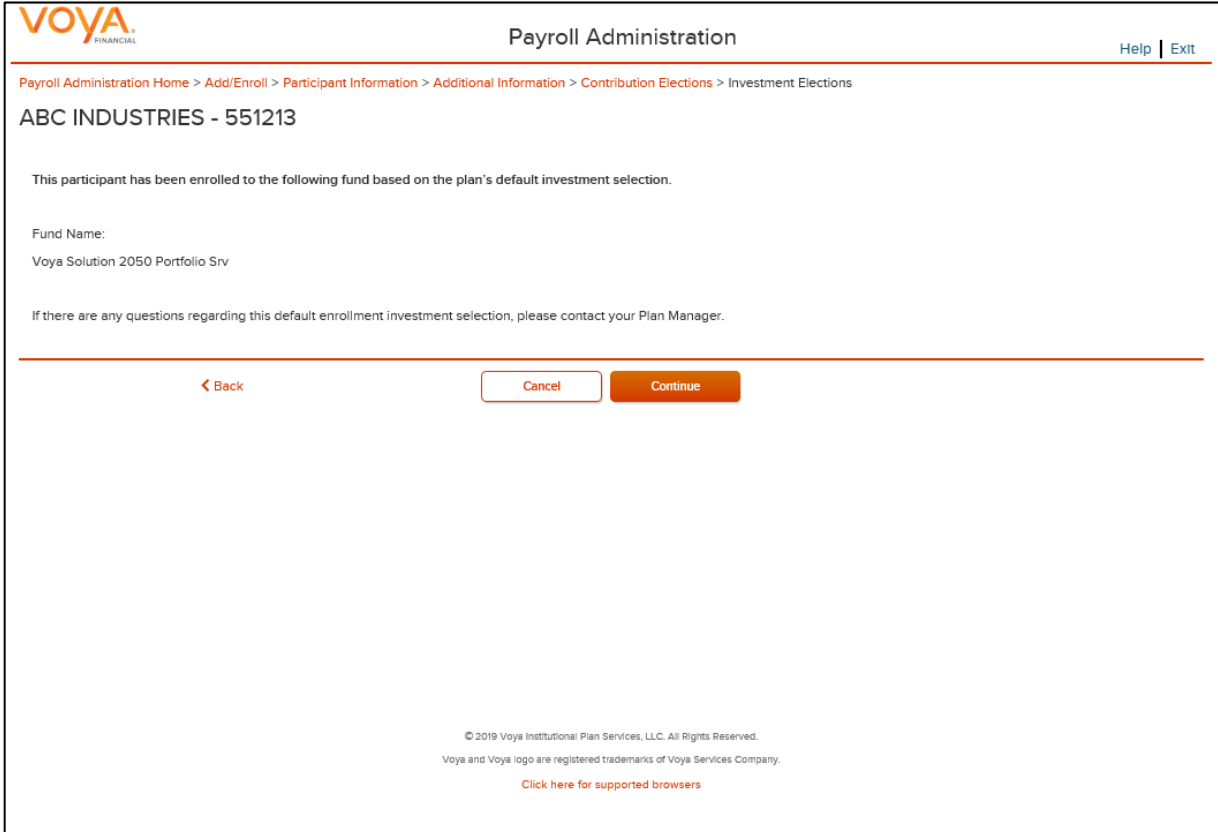
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Fields

Field	Description
Fund Amounts	<p>Displays a percent value in the row for the intended contribution fund. This value is a percentage of the total contribution. For example, if the participant selected an investment election of 15% of their salary and want that to be invested equally into four investment funds, "25" would appear at each fund.</p> <p>The Total field should equal 100. These investments will be made across all sources of money.</p>

If you have chosen to perform a default enrollment for the participant on the Add/Enroll Participant screen, the Investment Elections screen will present the Default Investment Option for the plan that the participant has been enrolled into based on the plan settings.

Investment Elections screen – Default Enrollment option



The screenshot displays the 'Investment Elections' screen within the 'Payroll Administration' system. At the top left is the VOYA FINANCIAL logo. The page title is 'Payroll Administration' and there are 'Help | Exit' links at the top right. A breadcrumb trail reads: 'Payroll Administration Home > Add/Enroll > Participant Information > Additional Information > Contribution Elections > Investment Elections'. The main heading is 'ABC INDUSTRIES - 551213'. Below this, a message states: 'This participant has been enrolled to the following fund based on the plan's default investment selection.' The 'Fund Name:' is listed as 'Voya Solution 2050 Portfolio Srv'. A note at the bottom of the message area says: 'If there are any questions regarding this default enrollment investment selection, please contact your Plan Manager.' At the bottom of the screen, there are three buttons: a '< Back' button, a 'Cancel' button, and a 'Continue' button. At the very bottom, there is a copyright notice: '© 2019 Voya Institutional Plan Services, LLC. All Rights Reserved. Voya and Voya logo are registered trademarks of Voya Services Company.' and a link: 'Click here for supported browsers'.



Note: The screen message will vary based on the plan offerings.


Screen Options

- Click **Back** to go to the Add/Enroll Contribution Elections screen
- Click **Cancel** to go to the Home screen
- Click **Continue** to go to the Add/Enroll Verify Information screen

Add/Enroll Verify Information Screen

If all of the information you entered is valid, you will see the following screen.

Add/Enroll Verify Information screen



Payroll Administration

[Help](#) | [Exit](#)

[Payroll Administration Home](#) > [Add/Enroll](#) > [Participant Information](#) > [Additional Information](#) > [Contribution Elections](#) > [Investment Elections](#) > [Verify Information](#)

ABC INDUSTRIES - 551213

Please verify the following information and press SUBMIT to complete the operation (you may need to scroll down to view the entire page).

Participant Name Bern Brandon	Participant Address 63 Wall Street Buffalo, NY 14223 USA	Social Security Number xxxxx 5787
Date of Birth 10/02/1983	Date of Hire 07/02/2019	Status 00-Active and Eligible
Salary 45000.00	Payroll Frequency Monthly	Federal Marital Status Single

Contribution Elections Source	Type	Amount
EE PRE TAX	%	10.00
ROTH	%	80.00

Catch-Up Contribution Elections Source	Type	Amount
ROTH	%	85.00

QDIA Default Investment No	Default Enrollment Yes	
-------------------------------	---------------------------	--

This participant has been enrolled to the following fund based on the plan's default investment selection.

Fund Name:
Voya Solution 2050 Portfolio Srv

If there are any questions regarding this default enrollment investment selection, please contact your Plan Manager.

← Back

Cancel

Edit

Submit

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Screen Messages


- If the participant has Morningstar Managed Account program as any part of their contribution elections, the following message appears in the Enrollment Verification screen: “The participant has elected the Morningstar Managed Account program. As defined by the Program, the participant's Temporary Investment Election will be created as indicated below.”
- If the participant has Morningstar Managed Account program as part of the default enrollment, the following message appears in the Enrollment Verification screen: “This participant account has been invested in the following fund based on the plan's default investment provision. As defined by the Program, the participant's Temporary Investment Election will be created as indicated below:”
- For plans participating in the Asset Allocation Made Easier default enrollment, the following message appears in the Enrollment Verification screen: “This participant will be enrolled in the plan's Asset Allocation Made Easier default model portfolio. Please allow at least one business day before remitting contributions. If there are any questions regarding this default enrollment investment selection, please contact Voya Plan Manager.”

- If the participant has a Voya Lifetime Investment Protection (VLIP) fund as any part of their contribution elections, the following message appears in the Enrollment Verification screen: “Please note that choosing VLIP for their investment elections will automatically be assigned to the target date vintage that most closely corresponds to their 65th birth date or to the CIT Income Fund if their target date vintage has expired.”
- If the participant has both Morningstar Managed Account program and VLIP as part of their contribution elections, both of the above messages appear.

Screen Options

- Click **Back** to go to the Add/Enroll Investment Elections screen without saving any changes
- Click **Cancel** to go the Home screen
- Click **Edit** to go to the Participant Information screen
- Click **Submit** to save the changes and go to the Confirmation screen with the ability to print the screen. A message in green font regarding successful enrollment will display in the top left of the screen.

Add/Enroll Confirmation screen – Default Enrollment option




Payroll Administration

[Help](#) | [Exit](#)

[Payroll Administration Home](#) > Add/Enroll Confirmation

ABC INDUSTRIES - 551213

 [Print](#)

✔ Participant (Bern Brandon) successfully enrolled on 10/16/2019 at 06:03:14.

Here are the details of the enrollment submitted on 10/16/2019 at 06:03:14:

Participant Name Bern Brandon	Participant Address 63 Wall Street Buffalo, NY 14223 USA	Social Security Number xxxxx 5787
Date of Birth 10/02/1983	Date of Hire 07/02/2019	Status 00-Active and Eligible
Salary 45000.00	Payroll Frequency Monthly	Federal Marital Status Single

Contribution Elections Source	Type	Amount
EE PRE TAX	%	10.00
ROTH	%	80.00

Catch-Up Contribution Elections Source	Type	Amount
ROTH	%	85.00

QDIA Default Investment No	Default Enrollment Yes
-------------------------------	---------------------------

This participant has been enrolled to the following fund based on the plan's default investment selection.


Fund Name:
Voya Solution 2050 Portfolio Srv

If there are any questions regarding this default enrollment investment selection, please contact your Plan Manager.

Go To Homepage

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Add/Enroll Confirmation screen – Default Enrollment option not performed




Payroll Administration

[Help](#) | [Exit](#)

[Payroll Administration Home](#) > Add/Enroll Confirmation

ABC INDUSTRIES - 551213

 **Print**

✔ **Participant (Test 4 Test Participant 4) successfully enrolled on 10/16/2019 at 07:24:59.**

Here are the details of the enrollment submitted on 10/16/2019 at 07:24:59:

Participant Name Test 4 Test Participant 4	Participant Address 54 West Street Buffalo, NY 14223 USA	Social Security Number xxxxx 5787
Date of Birth 05/14/1980	Date of Hire 10/02/2019	Status 00-Active and Eligible
Payroll Frequency Monthly	Federal Marital Status Single	

Contribution Elections Source	Type	Amount
EE PRE TAX	%	10.00
ROTH	%	80.00

Catch-Up Contribution Elections Source	Type	Amount
ROTH	%	85.00

QDIA Default Investment No	Default Enrollment No
-------------------------------	--------------------------

Fund Name	Across ALL Sources
ABC_C_31	50%
LongName36	50%

[Go To Homepage](#)

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Screen Options


- Click **Print** to print a copy of the confirmation screen
- Click **Go to Homepage** to go to the Home screen

Participant Update

Overview

The Participant Update is used to view or change existing participant information. The fields will be pre-populated with the current values on the recordkeeping system. Click Participant Update tile on the Home screen to go to the Participant Update screens. This option is not available for all plans.









Home screen


Payroll Administration
Help | Exit

Payroll Administration Home

ABC INDUSTRIES - 551213 [Change Plan](#)

Select an operation from the tiles shown below

 Add/Enroll Add/Enroll participant	 Participant Update View/Update participant information	 Batch Participant Update Update multiple participants
 Contributions Process contributions to accounts	 Pending/Submitted Batches Review batch information	 Loan Repayment Process loan repayments
 Contributions/Loan Repayment Process a file with contributions and/or loan repayment data	 Bank Information Add or update assigned bank	

The Payroll/Administration will be available during these hours:
 Monday through Friday from 7:00 AM - 7:30 PM EST
 Saturday from 6:00 AM - 12:00 AM EST
 Sunday from 12:00 PM - 7:00 AM Monday EST


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Participant Search Screen

You can search for participants either by SSN or Last Name. You can use the fuzzy search feature by entering the first three letters of the participant's name in the input box and click the **Search** button to view the search results on the next screen. For example, a participant search for 'Smi' will return the participant names 'Smith', 'Smiddey', 'Smithson' etc.

Participant Search screen

The screenshot shows the 'Participant Search' screen within the 'Payroll Administration' system. At the top left is the VOYA FINANCIAL logo. The page title is 'Payroll Administration' and there are 'Help | Exit' links at the top right. Below the title, the breadcrumb 'Payroll Administration Home > Search Participant' is visible. The main heading is 'ABC INDUSTRIES - 551213'. A prompt 'Enter search criteria below' is followed by a 'Search By' dropdown menu with options 'Search By SSN' (selected), 'Search By SSN', and 'Search By Last Name'. To the right of the dropdown is an input field labeled 'Search Participant by SSN' and a 'Search' button. At the bottom of the screen, there is a '< Back' link and a footer containing copyright information: '© 2019 Voya Institutional Plan Services, LLC. All Rights Reserved. Voya and Voya logo are registered trademarks of Voya Services Company. Click here for supported browsers'.

 **Note:** Fuzzy searches do not work with SSN values. Participant SSNs must be a full nine numeric digits for the search to function

Screen Options

- Click **Search** to bring you to the Search Results Screen
- Click **Back** to return to the Home screen

Search Results screen

VOYA FINANCIAL

Payroll Administration [Help](#) | [Exit](#)

[Payroll Administration Home](#) > Search Participant

ABC INDUSTRIES - 551213

Select a participant

Search by:

Social Security Number ▼	Participant Name ▼
XXX-XX-1234	ABHIJITH-DP, P1
XXX-XX-4444	ADF, ADF Q
XXX-XX-8973	ADF, TYRONYDANI R
XXX-XX-6666	AMAN-DP, CAROLTED 1
XXX-XX-8712	ARRELLANO-DP, GAYLORD Q
XXX-XX-7777	ASDDSA, SADASD
XXX-XX-2345	AVENDANO-DP, JAMEY M
XXX-XX-6744	AYCOCK-DP, THERON-SANDY R
XXX-XX-9812	BACKER-DP, FRANKLYN
XXX-XX-9999	BADIGERI, RAGHAV
XXX-XX-5411	BANUELOS-DP, DAMIAN
XXX-XX-8888	BARNETT-DP, BRADLYKL F

[Back](#)

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Search results can be sorted by clicking on the Social Security Number or Participant Name column headers. An upward orange arrow ▲ indicates sorting of the column in ascending order and a downward orange arrow ▼ indicates sorting of the column in descending order


Screen Options

- Click **Back** to return to the Participant Search screen
- Select the Participant Name / SSN under the Search results to go to the Participant Information screen

Participant Information Screen

All the information for the selected Participant will display on this screen. To update the data, simply overwrite the current field data.

Participant Information screen


Payroll Administration
Help | Exit

Payroll Administration Home > Search Participant > Participant Information

ABC INDUSTRIES - 551213

Update participant information

Social Security Number (NNNNNNNNN)

Last Name

First Name

Address Line 1


Address Line 2 (Optional)


City


State

Country

Zip Code

Date of Birth
 

Date of Hire
 

Termination Date (MM/DD/YYYY)
 

Termination Reason


Status
 04-Eligible; Not Participate

Do you want to make the participant active?

< Back

Cancel
Continue

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 **Note:** If the participant is eligible to participate in the plan, and not enrolled, they may be enrolled on this screen, if applicable for your plan. This screen will vary according to plan settings and some options may not display.

Fields

In addition to the basic demographic fields entered at enrollment (such as name and address), this screen provides the opportunity to update the following fields:

Field	Description
Termination Date (if applicable)	The date of termination.
Termination Reason	Reason for the termination: <ul style="list-style-type: none"> Retirement

Field	Description
	<ul style="list-style-type: none"> • Permanent Disability • Death • Voluntary Termination
Do You Want to Make the Participant Active?	Checking this box allows you to define contribution and investment elections for the participant. The Plan Entry Date defaults to the current date. If the plan requires the participant to define their own contribution and investment elections, leave this box unchecked.
Has the Participant Elected the Morningstar Managed Account Program?	Morningstar election checkbox (if applicable for your plan).
Is this a QDIA Default Enrollment?	<p>Displays if the plan offers QDIA enrollment for participants that are eligible but not participating.</p> <p>You can click on the question icon for help text. The below information displays within a pop-up.</p> <p>“A Qualified Default Investment Alternative ("QDIA") is an investment alternative or option, as defined under rules issued by the Department of Labor, that has been chosen by the Plan’s fiduciary in those instances when participants fail to provide direction or instruction how to invest monies in their retirement plan account.</p> <p>Check the QDIA default enrollment box to indicate that you are enrolling the employee into the plan’s QDIA option. You will need to set up the investment election to the appropriate QDIA option as part of this enrollment transaction.</p> <p>Do not select the QDIA default enrollment box if the employee has submitted a signed Enrollment form with any portion of the investment election that uses the QDIA fund. For example if the employee actively elects 100% to the plan’s QDIA option, this is not considered a defaulted investment election.</p> <p>Contact Voya for further information.”</p> <p>Note: This option is not available for all plans.</p>
Is this a Default Enrollment?	<p>Displays if the plan does not offer QDIA default enrollment.</p> <p>You can click on the question symbol for help text. The below information displays within a pop-up.</p> <p>Check the “Is this a Default Enrollment?” checkbox if you are performing a default enrollment to enroll the participant into the plan’s default investment option. You will need to set up and/or confirm the investment election to the appropriate fund based on the plan’s investment option as part of this enrollment transaction.</p> <p>Do not select the default enrollment box if the employee has submitted a signed enrollment form and has made a positive election.</p> <p>Contact Voya for further information</p>


Screen Options

- Click **Back** to go to the Search Participant Screen
- Click **Cancel** to go to the Home Screen
- Click **Continue** to go to the Additional Information Screen

Error Messages

If there are any errors associated with the data you entered, Payroll/Administration will display an error message right below the field instructing you to update the appropriate fields. Error messages will occur if any required fields are not updated or, in the case of the ZIP code, do not validate properly against the entered state. Please reach out to your Voya Payroll Contact if assistance is needed.

Sample error message of “Please enter a valid Zip Code.”


Payroll Administration
Help | Exit

Payroll Administration Home > Search Participant > Participant Information

ABC INDUSTRIES - 551213

Update participant information

<p>Social Security Number (NNNNNNNN)</p> <input type="text" value="041174198"/>	<p>Email Address (Optional)</p> <input type="text" value="ANHRODRIGUZ-DP@XYZ.COM"/>
<p>Last Name</p> <input type="text" value="RODRIGUZ-DP"/>	<p>First Name</p> <input type="text" value="ANH"/> <input type="text" value="MI"/>
<p>Address Line 1</p> <input type="text" value="961 WELLINGTON ST"/>	<p>Address Line 2 (Optional)</p> <input type="text"/>
<p>City</p> <input type="text" value="MARIE, ONTARIO"/>	<p>State</p> <input type="text" value="NJ"/>
<p>Country</p> <input type="text" value="United States of America"/>	<p>Zip Code</p> <input type="text" value="917587"/> <p style="color: red; font-size: small;">Please enter a valid Zip Code</p>
<p>Date of Birth</p> <input type="text" value="11/17/1982"/>	<p>Date of Hire</p> <input type="text" value="06/16/2014"/>
<p>Termination Date</p> <input type="text" value="05/28/2019"/>	<p>Termination Reason</p> <input type="text" value="Voluntary Termination"/>
<p>Absence Start Date (MM/DD/YYYY)</p> <input type="text"/>	<p>Leave of Absence Start Reason</p> <input type="text" value="Select"/>
<p>Absence End Date (MM/DD/YYYY)</p> <input type="text"/>	<p>Leave of Absence End Reason</p> <input type="text" value="Select"/>

Status
00-Active and Eligible


< Back

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Additional Information Screen

This screen will vary according to plan settings, and may not appear.



Additional Information Screen


Payroll Administration
Help | Exit



Payroll Administration Home > Search Participant > Participant Information > Additional Information

ABC INDUSTRIES - 551213

Update participant information

(Optional) (MM/DD/YYYY)  

Payroll Frequency

< Back
Cancel
Continue

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Date Fields

Field	Description
Rehire Date	<p>Rehire Date should be populated with the employee's most recent hire date. By populating this field (Rehire Date), employees in a terminated status code will be updated to an active status and all applicable termination information will be removed.</p> <p>Please advise the employee that they must establish their contribution rates and confirm their investment allocations in the plan on line in order to resume contributions to the savings plan.</p> <p>Voya does not use this field to calculate vesting. Depending on your plan's vesting method and service options you may be required to update additional information to correctly calculate the vested balances for the employee.</p> <p>Contact Voya for further information</p>

Field	Description
Alternate Vesting Date	<p>Your employee's Alternate Vesting Date is a date you use to take into account service for vesting. If applicable, your employee's Alternate Vesting Date is the date that takes into account service prior to the rehire date.</p> <p>For example, if your Employee's rehire date is January 1, 2007 and you need to take into account an additional one year of service prior to the rehire date, your employee's Alternate Vesting Date would be January 1, 2006.</p>
Adjusted Date of Hire	<p>Your employee's Adjusted Date of Hire is a date you use to take into account service for vesting and eligibility. If applicable, your employee's Adjusted Date of Hire is the date that takes into account service prior to the rehire date.</p> <p>For example, if your Employee's rehire date is January 1, 2007 and you need to take into account an additional one year of service prior to the rehire date, your employee's Adjusted Date of Hire would be January 1, 2006."</p>


Screen Options

- Click **Back** to go to the Participant Information Screen
- Click **Cancel** to go the Home Screen
- Click **Continue** to go to the Participant Update Contribution Elections Screen

Participant Update Contribution Elections Screen

If your plan uses the Contribution Rate Change Service, this screen is where you may update deferral rates that Voya maintains for the participant account. Examples may include Employee Pretax or Roth (catch up options will display if the plan has requested to show this level of detail on the participant accounts) elections and the source for the catch up contributions.

Participant Update Contribution Elections screen


Payroll Administration
Help | Exit

[Payroll Administration Home](#) > [Search Participant](#) > [Participant Information](#) > [Additional Information](#) > Contribution Elections

ABC INDUSTRIES - 551213

Update Participants Contribution Elections

Contribution Elections

EE PRE TAX

Percent ▾ 0.00 %

ROTH

Percent ▾ 0.00 %

Catch-Up Contribution Elections

ROTH

Percent ▾ 0.0 %

Investment Elections

Across ALL Sources Elections (Same as source EE PRE TAX)

← Back
Cancel
Continue

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If the Morningstar program was selected on the first screen, or if this was a default enrollment and the Managed Account was the plan's DIO, the election percentages as defined by the plan will appear in place of the Investment Election source selections, as shown in the example below:

The participant has elected the Morningstar Managed Account Program. As defined by the Program, the participants Temporary Investment Election will be created as indicated below.

Fund Name	Percentage
Voya Fixed Account (4062)	100 %
Total	100%

To change the Morningstar Election for this participant, please go back to Enrollment Screen.

Fields


Field	Description
Amount or Percent	The mode of contributions to be used i.e. dollar amount or percent of the Contribution Elections.
Source	The source for the contribution elections.

Screen Options


- Click **Back** to go to the Participant Information Screen or Additional Information Screen depending on the plan settings
- Click **Cancel** to go to the Home Screen
- Click **Continue** to go to the Participant Update Investment Elections Screen

Participant Update Investment Elections Screen

This screen will vary according to plan settings, and may not appear. It allows you to update the investment elections by fund and amount for the participant.

 **Note:** This screen is only available for updates if you have selected 'Make a Participant Active' on the Participant Information Screen

Participant Update Investment Elections screen – No Default Enrollment


Payroll Administration
Help | Exit

Payroll Administration Home > Search Participant > Participant Information > Additional Information > Contribution Elections > Investment Elections

ABC INDUSTRIES - 551213

Enter the investment election percentage in the cell on the corresponding row for the fund. Elections must total 100%. To view the full investment name, hover over the Fund Name.

Search by:

Fund Name ▼	Across ALL Sources
ABC_JC_31	0 %
ABC_JC_32	0 %
Long NAme 33	0 %
Long NAme 34	0 %
LongName36	0 %
Voya Solution 2035 Portfolio Srv	0 %
Voya Solution 2045 Portfolio Srv	50 %
Voya Solution Income Prt Srv	0 %
Neuberg Berm Reel Est Fnd R6	50 %
Total	100 %

← Back

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Fields

Field	Description
Fund amounts	<p>Indicates a percent value in the row for the intended contribution fund. This value is a percentage of the total contribution. For example, if the participant selected an investment election of 15% of their salary and want that to be invested equally into four investment funds, "25" would appear at each fund.</p> <p>Continue until the Total field equals 100. These investments will be made across all sources of money</p>

If you have chosen to perform a default enrollment for the participant on the Participant Information Screen, the Investment Elections screen will present the Default Investment Option for the plan that the participant has been enrolled into based on the plan settings.

Participant Update Investment Elections screen – Default Enrollment

The screenshot shows the 'Payroll Administration' interface. At the top left is the VOYA FINANCIAL logo. The title 'Payroll Administration' is centered at the top, and 'Help | Exit' is on the right. A breadcrumb trail reads: 'Payroll Administration Home > Search Participant > Participant Information > Additional Information > Contribution Elections > Investment Elections'. The main heading is 'ABC INDUSTRIES - 551213'. Below this, a message states: 'This participant has been enrolled to the following fund based on the plan's default investment selection.' There are two labels: 'Fund Name:' and 'LongName36'. A note says: 'If there are any questions regarding this default enrollment investment selection, please contact your Plan Manager.' At the bottom, there are three buttons: '< Back', 'Cancel', and 'Continue'. The footer contains copyright information: '© 2019 Voya Institutional Plan Services, LLC. All Rights Reserved. Voya and Voya logo are registered trademarks of Voya Services Company. Click here for supported browsers'.



Note: The screen message will vary based on the plan offerings.

Screen Options

- Click **Back** to go to the Participant Update Contribution Elections screen
- Click **Cancel** to go to the Home screen
- Click **Continue** to go to the Participant Update Verify Information Screen

Error Messages


If the Contribution Elections Type and Catch-Up Contribution Elections Type do not match (both in dollar amount or percentage), the following error message appears:

This participant currently has both \$ and % Catch-up election types on file. Contribution election types must match across all Catch-up sources. Please reach out to your Voya Payroll contact for assistance.

Participant Update Verify Information Screen

When you have finished entering participant update information, you will have the opportunity to verify it before submission.

Participant Update Verify Information Screen – No Default Enrollment



Payroll Administration

[Help](#) | [Exit](#)

[Payroll Administration Home](#) > [Search Participant](#) > [Participant Information](#) > [Additional Information](#) > [Contribution Elections](#) > [Investment Elections](#) > [Verify Information](#)

ABC INDUSTRIES - 551213

Please verify the following information and press SUBMIT to complete the operation (you may need to scroll down to view the entire page).

Participant Name P1 TEST P1	Participant Address 56 WEST STREET BUFFALO, NY 14223 USA	Social Security Number XXXX5849
Date of Birth 08/05/1980	Date of Hire 10/01/2019	Status 00-Active and Eligible

Payroll Frequency
Monthly

Contribution Elections Source	Type	Amount
EE PRE TAX	%	40.00
ROTH	%	30.00

Catch-Up Contribution Elections Source	Type	Amount
ROTH	%	40.00

GDIA Default Investment No	Default Enrollment No	
-------------------------------	--------------------------	--

Fund Name	Across ALL Sources
Voya Solution 2045 Portfolio Srv	50%
Neuberg Berm Real Est Fnd R6	50%

← Back

Cancel


Edit

Submit

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Participant Update Verify Information Screen – Default Enrollment



Payroll Administration

[Help](#) | [Exit](#)

Payroll Administration Home > Search Participant > Participant Information > Additional Information > Contribution Elections > Investment Elections > Verify Information

ABC INDUSTRIES - 551213

Please verify the following information and press SUBMIT to complete the operation (you may need to scroll down to view the entire page).

Participant Name P2 TEST P2	Participant Address 78 WALL STREET BUFFALO, NY 14203 USA	Social Security Number XXXX5849
Date of Birth 09/02/1960	Date of Hire 10/01/2019	Status 00-Active and Eligible

Payroll Frequency
Monthly

Contribution Elections Source	Type	Amount
EE PRE TAX	%	40.00
ROTH	%	30.00

Catch-Up Contribution Elections Source	Type	Amount
ROTH	%	40.00

QDIA Default Investment No	Default Enrollment Yes	
-------------------------------	---------------------------	--

This participant has been enrolled to the following fund based on the plan's default investment selection.

Fund Name:
LongName36

If there are any questions regarding this default enrollment investment selection, please contact your Plan Manager.

< Back

Cancel

Edit

Submit

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Screen Options

- Click **Back** to go to the Participant Update Investment Elections Screen
- Click **Cancel** to go to the Home Screen
- Click **Edit** to go to the Participant Information screen
- Click **Submit** to save the changes and go to the Confirmation Screen with the ability to print the screen. A message in **green** font regarding the successful participant update will display in the top left of the screen

Participant Update Confirmation screen – No Default Enrollment


Payroll Administration
Help | Exit

[Payroll Administration Home](#) > Participant Update Confirmation

ABC INDUSTRIES - 551213

✔ Participant (P1 TEST P1) successfully updated on 10/16/2019 at 08:19:57.

Print

This participant update was submitted on 10/16/2019 at 08:19:57:

Participant Name PI TEST P1	Participant Address 56 WEST STREET BUFFALO, NY 14223 USA	Social Security Number XXXX5849
Date of Birth 08/05/1980	Date of Hire 10/01/2019	Status 00-Active and Eligible

Payroll Frequency
Monthly

Contribution Elections Source	Type	Amount
EE PRE TAX	%	40.00
ROTH	%	30.00

Catch-Up Contribution Elections Source	Type	Amount
ROTH	%	40.00


QDIA Default Investment No	Default Enrollment No	
-------------------------------	--------------------------	--

Fund Name	Across ALL Sources
Voya Solution 2045 Portfolio Srv	50%
Neuberg Berm Real Est Fnd R6	50%

Go To Homepage

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Participant Update Confirmation screen – Default Enrollment




Payroll Administration

[Help](#) | [Exit](#)

[Payroll Administration Home](#) > Participant Update Confirmation

ABC INDUSTRIES - 551213

✔ Participant (P2 TEST P2) successfully updated on 10/16/2019 at 08:28:33.

 [Print](#)

This participant update was submitted on 10/16/2019 at 08:28:33:

Participant Name P2 TEST P2	Participant Address 78 WALL STREET BUFFALO, NY 14203 USA	Social Security Number XXXXX5649
Date of Birth 09/02/1960	Date of Hire 10/01/2019	Status 00-Active and Eligible

Payroll Frequency
Monthly

Contribution Elections Source	Type	Amount
EE PRE TAX	%	40.00
ROTH	%	30.00

Catch-Up Contribution Elections Source	Type	Amount
ROTH	%	40.00

QDIA Default Investment	Default Enrollment
No	Yes

This participant has been enrolled to the following fund based on the plan's default investment selection.

Fund Name:
LongName36

If there are any questions regarding this default enrollment investment selection, please contact your Plan Manager.

Go To Homepage

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Screen Options


- Click **Print** to print a copy of the confirmation screen
- Click **Go to Homepage** to go to the Home screen

Batch Participant Update

Overview

As with other transactions in Payroll/Administration, you can either import a batch file of updates, or you can do it manually. Click the Batch Participant Update tile on the Home screen to go to the Batch Participant Update pages.









Home screen


Payroll Administration
Help | Exit

Payroll Administration Home

ABC INDUSTRIES - 551213 [Change Plan](#)

Select an operation from the tiles shown below

 <p>Add/Enroll Add/Enroll participant</p>	 <p>Participant Update View/Update participant information</p>	 <p>Batch Participant Update Update multiple participants</p>
 <p>Contributions Process contributions to accounts</p>	 <p>Pending/Submitted Batches Review batch information</p>	 <p>Loan Repayment Process loan repayments</p>
 <p>Contributions/Loan Repayment Process a file with contributions and/or loan repayment data</p>	 <p>Bank Information Add or update assigned bank</p>	

The Payroll/Administration will be available during these hours:
Monday through Friday from 7:00 AM - 7:30 PM EST
Saturday from 6:00 AM - 12:00 AM EST
Sunday from 12:00 PM - 7:00 AM Monday EST

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Batch Participant Import Screen

If the plan has Batch Participant File Import activated, the first screen will be an option to import a file.

If you select the 'Upload a File' radio button, you will be presented with a File Browse section where you may select the appropriate file to be imported.

Batch Participant Import a File screen – Option 'Upload a file' selected

The screenshot displays the 'Batch Participant Import' screen for 'ABC INDUSTRIES - 551213'. The page header includes the VOYA FINANCIAL logo and 'Payroll Administration' with 'Help | Exit' links. The breadcrumb trail is 'Payroll Administration Home > Batch Participant Import'. The main heading is 'ABC INDUSTRIES - 551213'. Below this, a question asks if the user wants to upload a file for a batch participant update. Two radio buttons are present: 'Upload a file' (selected) and 'Process Batch participant update manually'. Under 'Upload a file', there is a sub-question: 'I have a file with participant(s) data that I would like to import.' Below this is a 'Select a File' text box and a 'Browse...' button. A link to 'View Sample File for formatting instructions' is also visible. At the bottom of the form area, there are 'Back' and 'Continue' buttons. The footer contains copyright information for 2019 Voya Institutional Plan Services, LLC, and a link for supported browsers.

Screen Options

- Click **Browse** to select a file to import
- Click **View Sample File for formatting instructions** to open a PDF file showing formatting rules
- Click **Back** to go to the Home screen
- Click **Continue** to go to the Templates screen.

File Browse

For any file import, the file must follow the rules below. The file type must be one of the following formats:

- Excel spreadsheet (.xls, .xlsx and .xlsm)
- Comma delimited file (.csv)
- Plain text (.txt)
- .fix

- .dat
- .mdo
- .md5
- .pay
- .wk3
- .wk4
- .prn

General rules

- The imported file size must be greater than zero and less than 5MB.
- All SSNs must have nine digits; leading zeroes must be included.



Note: When you are in the process of creating a template, and attempt to change screens, you will be prompted to save the template.

Batch Participant Import Formatting Rules

- All fields/cells should be formatted as text.
- In MS-Excel; a **green** triangle indicator in the cell signifies that you have stored values as text.
- Comma Separated File (*.CSV)-Files must be comma delimited. Quotation marks must be removed from any values containing either single (' ') or double quotation (" ") prior to being imported.
- Fixed Width Files are acceptable. The same formatting rules apply to each field as Excel or (*.CSV).
- Some data categories will only be accepted by the system if they are allowed by the plan rules. For special circumstances, additional categories may be available or required but not listed in this document.

Data Fields and Formatting

Field	Description
Social Security Number	<ul style="list-style-type: none"> • Must be nine digits. • Leading zeros must be included • Acceptable formats: 999-99-9999, 999/99/9999, or 999999999. <p>If the Social Security number format does not contain hyphens or slashes, make sure that the field is formatted as text. In MS-Excel, a green triangle indicates that you have stored values as text.</p>
Full Name	<p>Separate fields/columns are required for Last Name, First Name and Middle Initial. Last Name+ First Name + and Middle Initial fields cannot exceed 30 characters when combined</p>
Address Line 1	Maximum 40 characters
Address Line 2	Optional. Maximum 40 characters

Field	Description
City	Maximum 28 characters
State Code	2 characters are required if the country is USA or Canada
Postal Code	<ul style="list-style-type: none"> • Applicable only if country is USA or Canada • USA ZIP codes may consist of 5 or 9 digits (no dashes) • Canadian postal codes contain 6 characters
Birth Date	<ul style="list-style-type: none"> • Acceptable formats: MM-DD-YYYY, MM/DD/YYYY or MMDDYYYY. • Eight digits are required. • Leading zeros in months must be included. For example, 02 for February, not 2. • Employee must be between 15 and 75 years of age for employment.
Hire Date	<ul style="list-style-type: none"> • Acceptable formats: MM-DD-YYYY, MM/DD/YYYY or MMDDYYYY. • Eight digits are required. • Leading zeros in months must be included
Plan Entry Date	<ul style="list-style-type: none"> • May be required based on plan services. • Acceptable formats: MM-DD-YYYY, MM/DD/YYYY or MMDDYYYY • Eight digits required • Leading zeros in months must be included
Termination Date	<ul style="list-style-type: none"> • Acceptable formats: MM-DD-YYYY, MM/DD/YYYY or MMDDYYYY • Eight digits required-Lead zero in months must be maintained
Termination Reason	<p>Must include one of the following valid values:</p> <ul style="list-style-type: none"> • V - Voluntary • 1 – With Cause • 2 – Laid Off • 3 – Special • 4 – Retirement • 5 – Permanent Disability • 6 – Death
Anniversary hours (for plan eligibility rules)	<ul style="list-style-type: none"> • Overlay method – values should be accumulated year-to-date. • Hours must be submitted in whole numbers and must not exceed four digits
Current Hours (plan year or anniversary hours)	<ul style="list-style-type: none"> • Accumulate option (special set-up required). The amount submitted is added to the existing total • Hours must be submitted in whole numbers and must not exceed three digits

Field	Description
Eligibility Exclusion	<ul style="list-style-type: none"> Formatted as one character (Y) Exclude participant from eligibility, (N) or blank: Process participant for eligibility.
Actual hours, plan year-to-date (for vesting purposes)	<ul style="list-style-type: none"> Overlay method – values should be accumulated year-to-date. Hours must be submitted in whole numbers and must not exceed four digits.
Current Hours (Plan year)	<ul style="list-style-type: none"> Accumulate option-special set up required. The amount submitted will add to the total that exists on the system. Hours must be submitted in whole numbers and must not exceed 3 digits.
Vesting Information	
Vesting Date	<ul style="list-style-type: none"> Acceptable formats: MM-DD-YYYY, MM/DD/YYYY or MMDDYYYY. Eight digits required; Lead zero in months must be maintained. If vesting method is not based on date of hire, populate vesting date based on your calculations, otherwise populate with date of hire.
Years of Service	<ul style="list-style-type: none"> Maximum 2 digits
Payroll Remittance	
Division Codes	Four-digit division code. If you receive the error “Participant not in authorized division/location,” please validate the division/location you entered. If you have entered the correct division/location, please contact your plan manager.
Payroll Frequency	<ul style="list-style-type: none"> Formatted as one digit: <ul style="list-style-type: none"> 4 – Monthly 5 – Semi-monthly 6 – Bi-weekly 7 – Weekly <p>May be optional depending on the plan rules</p>
Other Data Elements that Apply to Your Plan	

Field	Description
Annual Salary	<ul style="list-style-type: none"> • Must include decimal point, limit to 2 digits after the decimal. • Do not include no dollar signs or commas. Sample: 999.99
Employee Number	<ul style="list-style-type: none"> • Maximum 13 characters
Gender	<ul style="list-style-type: none"> • Formatted as one digit (1) Male (2) Female
Marital Status	<ul style="list-style-type: none"> • Formatted as one digit (1) Single (2) Married

Batch Participant Import File Samples in MS Excel Format and CSV Format respectively

	A	B	C	D	E	F	G	H	I	J	K	L
1	SSN-(format as text or hyphen to maintain lead zeros)	Plan YTD Hours	Term Date	Term Reason	LastName	First Name	MI	Addr1	Addr2	City	State	Zip Code (maintain lead zeros)
2	123455678	480	01312011	V	SAMPLE	JOE	R	1 MAIN ST	APT #2	WINDSOR	CT	060950001
3	010-23-6547	496			DOE	JANE	R	1 MAIN ST		WINDSOR	CT	06095


```
Batch PPT Update.csv - Notepad
File Edit Format View Help
123455678,480,01312011,V,SAMPLE,JOE,R,1 MAIN ST,APT #2,WINDSOR,CT,060950001
010-23-6547,496,,DOE,JANE,R,1 MAIN ST,,WINDSOR,CT,06095
```

Templates Screen

After you have selected **Continue** from the File Browse screen, you will see the Templates screen. From here you can:

- Select a template
- Add a new template
- Delete a template

A template contains the format you define for the import file, including column headings. After you select your file, you'll define which column contains SSN, First Name, Last Name, etc. A new template can be saved, so that you can reuse it or modify it to create another template for the next file import.

When importing a file, verify that the template you selected contains the correct number of columns to accommodate the number of columns in the file so the imported file data formats correctly. You can add columns to an existing template or, if necessary, click **Create New Template** to create a new template that matches the format of the imported file.

Templates screen

The screenshot shows the 'Templates' screen within the 'Payroll Administration' system. At the top left is the VOYA FINANCIAL logo. The page title is 'Payroll Administration' and there are links for 'Help' and 'Exit'. The breadcrumb trail is 'Payroll Administration Home > Batch Participant Import > Templates'. The main heading is 'ABC INDUSTRIES - 551213'. Below this, there is a paragraph explaining that users can select an existing template or create a new one, and a note that the 'Division/Location' column is required. The interface includes a dropdown menu for 'Existing Template' with 'Select' as the current selection, a 'Go' button, a 'Delete' button, and a 'Create New Template' button. At the bottom, there is a 'Back' button, a copyright notice for 2019 Voya Institutional Plan Services, LLC, and a link for supported browsers.

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Payroll Administration [Help](#) | [Exit](#)

[Payroll Administration Home](#) > [Batch Participant Import](#) > Templates

ABC INDUSTRIES - 551213

You can select an existing template or create a new one by selecting from the options below. If you use an existing template, please verify that any new columns added to your file have also been added to the selected template to ensure detail will import correctly.

Please be advised that Division/Location column is required.

Existing Template
Select

[← Back](#)

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Screen Options


- Select an existing template from the list of saved templates using the drop down.
 - Click **Go** after selecting a template to go to the Existing Template screen
 - Click **Delete** to delete the selected template
- Click **Create New Template** to go to the Create Template screen
- Click **Back** to go to the Batch Participant Import screen

Create Template Screen

You'll see this screen if you selected **Create New Template**. It is used to create a new template for an imported file. When creating a new template the following rules apply:

- New template name has a maximum of 15 characters for fixed width files and 20 characters for .csv and excel file formats.
- A maximum of 50 templates can be saved per plan.
- A value of "Not Applicable" will also be displayed to exclude any columns from the imported file.
- The new template may require a "Division/Location" column (If authorized for the plan).
- At any time while you are creating a template, you can click the **Save Template** button to save your changes.

Create Template screen


Payroll Administration
Help | Exit

Payroll Administration Home > Batch Participant Import > Templates > Create Template

ABC INDUSTRIES - 551213

Create a new template

- 1
- 2 From top to bottom, how many rows would you like to remove?
 Headers:
- 3 From bottom to top, how many rows would you like to remove?
 Trailers:
- 4 Now select each column title:
 Select an appropriate heading from the dropdown list for each column. To bypass a column, select Not Applicable.

	A	B	C	D	E	F	
	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	
1	SSN	LNAME	FNAME	ADDR1	CITY	STATE	Z
2	xxxxx 8476	John	Smith	456 MAIN	ANYWHERE	FL	3
3	xxxxx 4655	Joe	Matthews	456 MAIN	ANYWHERE	FL	3

< Back
Cancel
Save And Continue
Save Template

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You must select a column heading for each column. See the sample images below that illustrate the Column Heading selections and the field definitions for more information

Create column headings

Fields

Field	Description
New Template Name	Enter a name for the new template.
From top to bottom, how many rows would you like to remove?	For a new template, the number of headers can be selected. On clicking the question icon, the following text will display within a pop-up. "Select the number of headers contained in the import file. Options include "No Headers" (default), and the values 1-9. When the file is imported, these header fields will be ignored."
From bottom to top, how many rows would you like to remove?	For a new template, the number of trailers can be selected. On clicking the question icon, the following text will display within a pop-up. "Select the number of trailers contained in the import file. Options include "No Trailers" (default), and the values 1-9. When the file is imported, these trailer fields will be ignored."

Field	Description
Check Box if Dollar Amounts Have an Implied Decimal	Check this box if the imported file has implicit decimals. If your file has decimals, leave this box unchecked.
Column Headings	Select a heading name for each column from the drop-down list. The list consists of the basic information such as name and Social Security number, all the optional fields for the plan and an entry for each available source in the plan. To bypass a column, including name, select Not Applicable

Screen Options

- Click **Back** to go to the Templates screen
- Click **Cancel** to go to the Home screen
- Click **Save and Continue** to save the template and perform validations. See the Error Corrections section below for possible error messages and their meanings. This step also removes formatting marks from the imported data. If there are no errors, you will be taken to the Verification screen
- Click **Save Template** to save the template

Map Column Header Screen

If you import a file other than an Excel or .csv, you will see a screen to select columns to appear in your new template.

Map column header screen

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Payroll Administration Help | Exit

Payroll Administration Home > Batch Participant Import > Templates > Test Template 4 Template

ABC INDUSTRIES - 551213

Create new template

1 Existing Template
Test Template 4

2 From top to bottom, how many rows would you like to remove?

3 From bottom to top, how many rows would you like to remove?

Headers: No Headers
Trailers: No Trailers

4 Now select each column title:

Add template fields

Field Type: Select
Starting Position:
Field Length:
Add Field

Field Name	Starting Position	Field Length
Social Security Number	1	9
Zip Code	11	5

Update Data

Uploaded Data

Social Security Number	Zip Code
xxxxx4655	90001

< Back Cancel Save And Continue Save Template

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You can add template fields by selecting Field Type, Starting Position and Field Length. Click **Add Field** to add the field. The added fields will appear in the section below. You can either **Edit** or **Delete** an added field. Click **Update Data** to upload the data from the import file.

Fields

Field	Description
Existing/New Template Name	Enter the new template name or update the existing template name

Field	Description
<p>From top to bottom, how many rows would you like to remove?</p>	<p>For a new template, the number of headers can be selected. On clicking the question icon, the following text will display within a pop-up. “Select the number of headers contained in the import file. Options include “No Headers” (default), and the values 1-9. When the file is imported, these header fields will be ignored.”</p> <p>For an existing template, headers associated with the field will be prepopulated and is updateable</p>
<p>From bottom to top, how many rows would you like to remove?</p>	<p>For a new template, the number of trailers can be selected. On clicking the question icon, the following text will display within a pop-up. “Select the number of trailers contained in the import file. Options include “No Trailers” (default), and the values 1-9. When the file is imported, these trailer fields will be ignored.”</p> <p>For an existing template, trailers associated with the field will be prepopulated and is updateable</p>
<p>Field Type</p>	<p>Dropdown listing all fields defined for input</p>
<p>Starting Position</p>	<p>Enter starting position for the Field Type</p>
<p>Field Length</p>	<p>Enter width for the Field Type</p>


Screen Options

- Click **Back** to go to the Select a Template screen
- Click **Cancel** to go to the Home screen
- Click **Save and Continue** to save the template and perform validations. See the Error Corrections section below for possible error messages and their meanings. This step also removes formatting marks from the imported data. If there are no errors, you will be taken to the Verification screen
- Click **Save Template** to save the template

Existing Template Screen

If you select an existing template you will see the screen below. Existing templates can be modified and saved. Simply make any changes you need to make to any editable field, just as in the new template screen.

Existing Template Screen


Payroll Administration
Help | Exit

Payroll Administration Home > Batch Participant Import > Templates > Test Template 1 Template

ABC INDUSTRIES - 551213

Existing Template

1

2 From top to bottom, how many rows would you like to remove? 3 From bottom to top, how many rows would you like to remove?

Headers Trailers

4 Now select each column title:

This template can be modified by selecting a new heading from the drop down list. To bypass a column, select Not Applicable.

	A	B	C	D	E	
	Social Security Numb...	Not Applicable	Not Applicable	Address Line1	City	State
1	SSN	LNAME	FNAME	ADDR1	CITY	STATE
2	xxxxx 8476	SARATHI	ARCHANA	53 FIRST STREET	MIAMI	FL
3	xxxxx 4655	VIJAY	ABHISHEK	54 FIRST STREET	BUFFALO	NY

< >

< Back
Cancel
Save And Continue
Save Template

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Fields

Field	Description
Existing Template	Template name.
From top to bottom, how many rows would you like to remove?	The number of headers can be selected. On clicking the question icon, the following text will display within a pop-up. “Select the number of headers contained in the import file. Options include “No Headers” (default), and the values 1-9. When the file is imported, these header fields will be ignored.”

Field	Description
From bottom to top, how many rows would you like to remove?	<p>For a new template, the number of trailers can be selected. On clicking the question icon, the following text will display within a pop-up.</p> <p>“Select the number of trailers contained in the import file. Options include “No Trailers” (default), and the values 1-9. When the file is imported, these trailer fields will be ignored.”</p> <p>For an existing template, trailers associated with the field will be prepopulated and is updateable</p>


Screen Options

- Click **Back** to go to the Select a Template screen.
- Click **Cancel** to go to the Home screen
- Click **Save and Continue** to save template and perform validations. See the Error Corrections section below for possible error messages and their meanings. This step also removes formatting marks from the imported data. If there are no errors, you will be taken to the Verification screen
- Click **Save Template** to save template

Error Corrections

In case of errors on clicking **Save and Continue**, the screen appears as below. Click **View Error Messages** to get a detailed view on the errors. A pop-up will display showing the error. All fields can be edited on this screen by manually clicking in the cell and typing the correct data.

Error Messages screen


Payroll Administration
Help | Exit

Payroll Administration Home > Batch Participant Import > Templates > Test Template 10 Template

ABC INDUSTRIES - 551213

Create a new template

✔ Template last saved on Thursday, October 31st, 2019 02:32:53 AM

[View Error Messages](#)

Existing Template

1 From top to bottom, how many rows would you like to remove.

3 From bottom to top, how many rows would you like to remove.

Headers: ?
 Trailers: ?

4 Now select each column title:

This template can be modified by selecting a new heading from the drop down list. To bypass a column, select Not Applicable.

	A	B	C	D	E	
	<input type="text" value="Social Security Numb..."/>	<input type="text" value="Not Applicable"/>	<input type="text" value="Not Applicable"/>	<input type="text" value="Address Line1"/>	<input type="text" value="Address Line2"/>	<input type="text" value="State"/>
1	SSN	LNAME	FNAME	ADDR1	CITY	STATE
2	XXXXXX4789	SARATHI	ARCHANA	53 FIRST STREET	MIAMI	FL
3	XXXXXX0454	VIJAY	ABHISHEK	54 FIRST STREET	BUFFALO	NY


< Back

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Screen Options

- Click **Back** to go to the Templates screen
- Click **Cancel** to go to the Home screen
- Click **Save and Continue** after correcting errors to re-validate. Based on successful validation you will be taken to the Verification screen
- Click **Save Template** to save the template

Error Message Details

Errors			 Print
SSN	Name	Error	
91345678X	John,Smith	Birth Date is not a date.	
91345678X	John,Smith	Hire Date is not a date.	
91345678X	John,Smith	The zip code entered is not valid for the state selected.	
91345679X	Joe,Matthews	Birth Date is not a date.	
91345679X	Joe,Matthews	Hire Date is not a date.	
91345679X	Joe,Matthews	The zip code entered is not valid for the state selected.	

[Done](#)


Screen Options

- Click **Print** to print the errors
- Click **Done** to return to the Create Template screen

Verification Screen

This is the final step in importing the file. No further changes will be allowed after this screen

Verify Information screen


Payroll Administration
Help | Exit

Payroll Administration Home > Batch Participant Import > Templates > Test Template 1 Template > Verify Information

ABC INDUSTRIES - 551213

Please verify the following information

NOTE that the operation will not be completed until you click Submit.

Search by:

Social Security Number	Address Line1	City	State	Zip Code	Date of Birth	Date of Hire
xxxxx4655	53 FIRST STREET	MIAMI	FL	32003	03011970	06012018
xxxxx 8476	54 FIRST STREET	BUFFALO	NY	14203	03191970	05152018

By selecting "Submit", this information will be submitted with no further changes allowed. Select Back to return to the previous page.

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Screen Options

- Click **Back** to go to the Create Template screen
- Click **Cancel** to go to the Home screen
- Click **Submit** to submit the participant data and go to the Confirmation screen. This may take a few seconds

Confirmation Screen

Confirmation screen

The screenshot shows the 'Confirmation Screen' in the 'Payroll Administration' system. The page header includes the VOYA FINANCIAL logo, the title 'Payroll Administration', and links for 'Help' and 'Exit'. The breadcrumb trail is 'Payroll Administration Home > Batch Participant Confirmation'. The main heading is 'ABC INDUSTRIES - 551213'. A 'Print' button is located in the top right. The main content area contains the following text: 'Your file has been successfully imported.', 'Your file had 2 records. Of these, 2 records had changes. The information for these participants has been updated to our system on 10/14/2019 at 05:47:10.', and 'Select Done to return to the Plan home page.' A 'Done' button is centered at the bottom of the main content area. The footer contains copyright information: '© 2019 Voya Institutional Plan Services, LLC. All Rights Reserved. Voya and Voya logo are registered trademarks of Voya Services Company.' and a link: 'Click here for supported browsers'.

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Payroll Administration

Help | Exit

Payroll Administration Home > Batch Participant Confirmation

ABC INDUSTRIES - 551213

Print

Your file has been successfully imported.

Your file had 2 records. Of these, 2 records had changes. The information for these participants has been updated to our system on 10/14/2019 at 05:47:10.

Select Done to return to the Plan home page.

Done

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Screen Options

- Click **Print** to print the confirmation screen
- Click **Done** to go to the Home screen

Batch Participant Import a File screen – Option ‘Process Batch participants update manually’ selected

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Payroll Administration

Help | Exit

Payroll Administration Home > Batch Participant Import

ABC INDUSTRIES - 551213

To do a Batch Participant Update, would you like to upload a file containing participant data?

Upload a file
I have a file with participant(s) data that I would like to import.

Process Batch participant update manually
I will manually enter the participant data.

[← Back](#) [Continue](#)

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Screen Options

- Select ‘Process Batch participant update manually’ and click the **Continue** button to go to the Field Selection screen
- Select **Back** to return to the Home screen

Field Selection Screen: The screen below allows you to select the columns that will appear on the Batch Participant screen. Select the fields for update by checking the box next to it. Some of the fields in the list can only be shown, not updated.

Field Selection screen

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Payroll Administration Help | Exit

Payroll Administration Home > Batch Participant Import > Field Selection

ABC INDUSTRIES - 551213

The following fields (unless otherwise indicated) are available for updates by enabling the checkbox. Note that the field marked inquiry only are displayed for your convenience and are not available for updates.

- ADDRESS
- EMPLOYEE STATUS (Inquiry Only)
- DATE OF BIRTH
- DATE OF HIRE
- TERMINATION DATE/REASON
- EMAIL ADDRESS
- HIRED AGAIN
- DIV SUB
- PAYROLL FREQUENCY
- FEDERAL MARITAL STATUS (Inquiry Only)

[← Back](#)

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Screen Options

- Click **Back** to go to the Batch Participant Import /Home screen depending on the plan settings
- Click **Cancel** to go to the Home screen
- Click **Continue** to go to the Batch Participant Update Screen

Batch Participant Update Screen


The Batch Participant Update screen below allows you to update information for multiple participants in one step. It displays the participant information you selected on the previous screen. You can narrow the field of participants listed by using the Active Participants and Select Division/Location fields (see below). You can sort the participant information by clicking on the column headers. An upward orange arrow indicates sorting of the column in ascending order and a downward orange arrow indicates sorting of the column in descending order.

There are two ways to change existing information for participants:

- Select the appropriate data fields on the Field Selection screen, then modify the information on the Batch Participant update screen as needed.
- Click the participant name to open the Participant Update screen for that participant. Make your changes and click **Continue**. The individual changes will be saved and the Batch Participant Update screen will appear again.

Once you have made all the desired changes, click the **Submit** button to save all changes in one batch and proceed to Batch Participant Confirmation screen.

Batch Participant Update screen



Payroll Administration

Help | Exit

Payroll Administration Home > Batch Participant Import > Field Selection > Batch Participant Update

ABC INDUSTRIES - 551213

Select Division/Location

1002 EMARKETING, LLC
▼

Display Active Participants Only
 Display Active and Ineligible Participants
 Display All

Done

Search by: Select ▼

🔍

Name ▼	SSN ▼	Address Line1 ▼	Address Line2 ▼	City ▼	State ▼	Zip ▼
WHITT-DP, CRISSY	xxxxx1867	1901 SE J ST		BENTONVILLE	AR	
GUPTA-DP, KRISTYN	xxxxx6862	501 W ELGIN ST		SILLOAM SPRINGS	AR	727612321
DANTIN-DP, MELISSIA	xxxxx9737	1901 SE J ST		BENTONVILLE	AR	
CARLIN-DP, MAREN	xxxxx3072	11400 DELVIN DR		STERLING HEIGHTS	MI	
HILL-DP, JULIET	xxxxx0032	5300 OAKVIEW DR		SWARTZ CREEK	MI	
HOWELL-DP, BRENDAN	xxxxx0218	721 CUSTERFIELD AVE		DIMMICKHAM	MI	

By clicking on a participant's name, you can link to the Participant Update section to view or update participant information.

← Back

Cancel

Submit

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Fields

Field	Description
Select Division/Location	Changes divisions to display participants. Only divisions that you have prior access to will be selectable. Select the appropriate division (if applicable). Multiple divisions can be selected by clicking on the division name. Selected divisions are displayed with "X" icon. Click the "X" to deselect a division. Selected Divisions are displayed in bold in the dropdown and the user can deselect the same by clicking on the division name. This field is only displayed for plans that maintain different divisions or locations for their participants.
Select All Divisions	To select all divisions listed
Display Active Participants Only	Select this option to display all active participants in the plan.
Display Active and Ineligible Participants Note: By default, this will be selected.	Select this option to display only active and ineligible participants in the plan. Clicking on the help icon will display the below text in a pop-up: "Select this option if you wish to include participants which are either in an active status or an ineligible status."

Field	Description
Display All Participants	Select this option to display all participants in the plan
All other fields	You can edit any information in the lower part of the screen, except the Participant Name and SSN.



Note: Please make sure that all dates entered conform to the format MMDDYYYY with no slashes. If dates are entered incorrectly, an error message will appear after you click the **Submit** button and all dates must be corrected

Screen Options

- Click **Back** to go to the Field Selection screen
- Click **Cancel** to go to the Home Screen
- Click **Submit** to save the changes and go to the Batch Participant Confirmation Screen with ability to print the screen

Batch Participant Update Confirmation screen

The screenshot shows the 'Batch Participant Update Confirmation' screen. At the top left is the VOYA FINANCIAL logo. The page title is 'Payroll Administration' with 'Help | Exit' links on the right. Below the title is a breadcrumb trail: 'Payroll Administration Home > Batch Participant Confirmation'. The main heading is 'ABC INDUSTRIES - 551213'. To the right of this heading is a 'Print' button with a printer icon. A message in the center states: 'Participant updates have been successfully submitted on 10/14/2019 at 03:53:10, Information for 5 participants has been updated on to the recordkeeping system.' Below this message is a 'Go To Homepage' button. At the bottom of the screen, there is a copyright notice: '© 2019 Voya Institutional Plan Services, LLC. All Rights Reserved. Voya and Voya logo are registered trademarks of Voya Services Company.' and a link: 'Click here for supported browsers'.

Screen Options

- Click **Print** to print a copy of the confirmation screen
- Click **Go to Homepage** to go to the Home screen

Contributions


Overview

This option allows you to enter payroll contributions. Includes the functions:

- Importing a contribution file
- Contribution set-up data
- Entering payroll data

If the plan has Contributions File Import activated, the Contributions Set Up screen will provide an option to import a file. After successfully importing a file, it will be added to the Pending/Submitted Batches list, where you can make final edits before manual submission. Click Contribution tile on the Home screen to go to the Contributions pages.









Home screen


Payroll Administration
Help | Exit

Payroll Administration Home

ABC INDUSTRIES - 551213 [Change Plan](#)

Select an operation from the tiles shown below

 <p>Add/Enroll Add/Enroll participant</p>	 <p>Participant Update View/Update participant information</p>	 <p>Batch Participant Update Update multiple participants</p>
 <p>Contributions Process contributions to accounts</p>	 <p>Pending/Submitted Batches Review batch information</p>	 <p>Loan Repayment Process loan repayments</p>
 <p>Contributions/Loan Repayment Process a file with contributions and/or loan repayment data</p>	 <p>Bank Information Add or update assigned bank</p>	

The Payroll/Administration will be available during these hours:
 Monday through Friday from 7:00 AM - 7:30 PM EST
 Saturday from 6:00 AM - 12:00 AM EST
 Sunday from 12:00 PM - 7:00 AM Monday EST

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Contribution Set Up Screen


The Contribution Set Up screen allows you to enter the Contribution Set Up data – Batch Name, Payroll Date, Select Prefunded Account Contribution or Participant Account Contribution (if applicable), Division fields, Copy Payroll Data from, and Sources.

If you select the “Upload a File” radio button to Import a File, you will be presented with a File Browse section where you may select the appropriate file to be imported. If you want to make manual updates, select the ‘Process Contributions Manually’ radio button and enter the Contribution set up data and click Continue to go to Contributions Payroll Input screen for batch processing.



Note: File upload feature is not applicable for Prefunded Account Contribution

Contributions Set Up screen with File Import activated & Participant Account Contributions Selected


Payroll Administration
Help | Exit

Payroll Administration Home > Contributions

ABC INDUSTRIES - 551213

To process contributions to accounts:

- Please give this batch a name and enter a Payroll Date.

Payroll date is used to clarify Current vs. Prior Year contributions as it applies to the IRS Limits.

Prefunded Account Contribution [What's This?](#)
 Participant Account Contribution

Display Active Participants Only
 Display Active and Ineligible Participants
 Display All
- Would you like to upload a file containing participant data?


Upload a file
 I have a file with participant(s) data that I would like to import.

Process contributions manually
 I will manually enter the participant data.

< Back
Continue

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Contributions Set Up screen with 'Upload a File' option selected for Participant Account Contribution


Payroll Administration
Help | Exit

Payroll Administration Home > Contributions

ABC INDUSTRIES - 551213

To process contributions to accounts:

1 Please give this batch a name and enter a Payroll Date.

Payroll date is used to clarify Current vs. Prior Year contributions as it applies to the IRS Limits.

Prefunded Account Contribution [What's This?](#)
 Participant Account Contribution

Display Active Participants Only
 Display Active and Ineligible Participants
 Display All

2 Would you like to upload a file containing participant data?

Upload a file
 I have a file with participant(s) data that I would like to import.

Process contributions manually
 I will manually enter the participant data.


Select a file




[View Sample File for formatting instructions](#)

< Back
Continue >

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Fields

Field	Description
Batch Name	Required field is used for memo purposes only. It allows you to enter a description for the payroll you are creating, so the description name is entirely your decision. For example, it may be helpful to differentiate between your hourly payroll and salary payroll. Click on question icon next to the field. The following text will display "The batch name must contain no more than 20 alpha-numeric characters or spaces and cannot include commas."
Payroll Date	Select the dates using the calendar icon. Payroll dates for the following year (up to January 15) can be submitted from December 15 to 31. Payroll dates after January 15 must be submitted after January 1.  Note: Please use the correct plan year payroll date when remitting contributions. The payroll date is used to clarify Current vs. Prior Year contributions as it applies to the IRS Limits.
Participant Account Contribution	Select this option to contribute to the Participant Account through the contribution batch
Display Active Participants Only	Select this option to include only active participants in the contribution batch. By default this will be selected

Field	Description
	 Note: This option is available for selection only when Participant Account Contribution is chosen
Display Active and Ineligible Participants Only	Select this option to include participants which are either in an active status or ineligible status in the contribution batch Clicking on the help icon will display the below text in a pop-up: “Select this option if you wish to include participants which are either in an active status or an ineligible status.”  Note: This option is available for selection (depending on plan settings) only when Participant Account Contribution is chosen
Display All Participants	Select this option to include all participants in the contribution batch  Note: This option is available for selection only when Participant Account Contribution is chosen

Screen Options

- Click **Browse** to select a file to upload
- Click **View Sample File for formatting instructions** to view a PDF of a sample file for formatting instructions
- Click **Back** to go to the Home screen
- Click **Continue** to go to the Templates screen.

File Browse

1. For any file import, the file must follow the rules below. The file type must be one of the following formats:

- Excel spreadsheet (.xls, .xlsx and .xlsm)
- Comma delimited file (.csv)
- Plain text (.txt)
- .fix
- .dat
- .mdo
- .md5
- .pay
- .wk3
- .wk4
- .prn

2. The imported file size must be greater than zero and less than 5MB.

3. All SSNs must have nine digits; leading zeroes must be included.

4. Negative amounts can be accepted. Please contact your administrator for more information on adding this function.



Note: When you are in the process of creating a template, and attempt to change screens, you will be prompted to save the template.

Contribution Import Formatting Rules

- All fields/cells should be formatted as text.
- In MS-Excel; a green triangle indicator in the cell signifies that you have stored values as text.
- Comma Separated File (*.CSV)-files must be comma delimited. Quotation marks must be removed from any values containing either single (' ') or double quotation (" ") prior to being imported.
- Fixed width files are acceptable. The same formatting rules apply to each field as Excel or (*.CSV).
- Some data categories will only be accepted by the system if they are allowed by the plan rules. For special circumstances, additional categories may be available or required but not listed in this document.
- Indicate negatives with minus sign to the immediate left of the amount, no parenthesis. For example:
 - -9999.99.
- Verify participant's account balances prior to submitting adjustments with negative values. Accounts are subject to change and market value fluctuation.
- Confirm that all employees on the spreadsheet are entered into the system and that the enrollment process is complete.
- Loans can be included on the same spreadsheet, see section for Contributions/Loan repayment. A stand-alone spreadsheet for loan repayments is required if using the Loan repayment tile. To see an example of this, click the Loan View Sample File PDF link on the Loan Repayment screen.
- Import multiple payroll dates separately.
- If there are header/trailer lines, they must be identified when creating the template. Rows must be consecutive; remove any blank rows.

Data Fields and Formatting

Field	Description
Social Security Number	<ul style="list-style-type: none"> • Must contain nine digits. • Leading zeros must be included. • Acceptable formats: 999-99-9999, 999/99/9999, or 999999999. • If the Social Security number format does not contain hyphens or slashes, make sure that the field is formatted as text. In MS-Excel, a green triangle indicates that you have stored values as text.
Participant Name	Not required.
Contribution Source Columns	<p>If the file does not contain decimals (values are implicit—see below), check the box labeled “Check this box if dollar amounts in the file do not have decimal points” when mapping.</p> <p>Do not include dollar signs or commas.</p> <p>Acceptable formats can either be:</p> <ul style="list-style-type: none"> • Explicit: 999.99 • Implicit: 99999 (the two rightmost digits are cents)
Division Codes	Four-digit division code. If you receive the error “Participant not in authorized division/location,” please validate the division/location you entered. If you have entered the correct division/location, please contact your plan manager.
Actual hours, plan year-to-date (for vesting purposes)	<ul style="list-style-type: none"> • Overlay method – values should be accumulated year-to-date. • Hours must be submitted in whole numbers and must not exceed four digits.

Field	Description
Anniversary Hours (for plan eligibility rules)	<ul style="list-style-type: none"> Overlay method – values should be accumulated year-to-date. Hours must be submitted in whole numbers and must not exceed four digits.
Current Hours (plan year or anniversary hours)	<ul style="list-style-type: none"> Accumulate option (special set-up required). The amount submitted is added to the existing total. Hours must be submitted in whole numbers and must not exceed three digits.
Terminate Date	<ul style="list-style-type: none"> Acceptable formats: MM-DD-YYYY, MM/DD/YYYY or MMDDYYYY Eight digits required-Lead zero in months must be maintained
Termination Reason	<p>Must include one of the following valid values:</p> <ul style="list-style-type: none"> V - Voluntary 1 – With Cause 2 – Laid Off 3 – Special 4 – Retirement 5 – Permanent Disability 6 – Death

	A	B	C	D
1	SSN	EE Contrib	ER Match	Actual Hours
2	000000004	10.00	10.00	660
3	100000005	20.00	20.00	678
4	111057777	30.00	30.00	600
5	100000007	40.00	40.00	598
6	123456789	50.00	50.00	602
7	111222333	60.00	60.00	600
8	123456788	70.00	70.00	600
9				

Contribution Import File Sample in MS Excel Format

```

File Edit Format View Help
SSN,EE Contrib,ER Match,Actual Hours
000-00-0004,-110.00,-10.00,660
100-00-0005,220.00,20.00,678
111-05-7777,1430.00,143.00,600
100-00-0007,240.00,24.00,598
123-45-6789,351.00,35.10,602
111-22-2333,65.00,6.50,600
123-45-6788,70.00,70.00,600

```

Contribution Import File Sample in .CSV Format

Templates Screen

After you have selected **Continue** from the File Browse screen, you will see the Templates screen. From here you can:

- Select a template
- Add a new template
- Delete a template

A template holds the format you define for the import file, including column headings. After you select your file, you'll define which column contains SSN, Contribution Amount, Employer Match, etc. The template can be saved, so that you can reuse it or modify it to create another template next time.

Templates screen

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Payroll Administration [Help](#) | [Exit](#)

[Payroll Administration Home](#) > [Contributions](#) > [Templates](#)

ABC INDUSTRIES - 551213

You can select an existing template or create a new one by selecting from the options below. If you use an existing template, please verify that any new columns added to your file have also been added to the selected template to ensure detail will import correctly.

Please be advised that Division/Location column is required.

Existing Template

Select

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Screen Options


- Select an existing template from the list of saved templates using the drop down.
 - Click **Go** after selecting a template to go to the Existing Template screen
 - Click **Delete** to delete the selected template
- Click **Create New Template** to go to the Create Template screen
- Click **Back** to go to the Contributions Set Up screen

Create Template Screen

You'll see this screen if you selected **Create New Template**. It is used to create a new template for an imported file. When creating a new template. The following rules apply:

- New template name has a maximum of 15 characters for fixed width files and 20 characters for .csv and excel file formats.
- A maximum of 50 templates can be saved per plan.
- Optional data elements enabled for Contributions will also be displayed. The override name for the optional data element will be displayed.
- A value of "Not Applicable" will also be displayed to exclude any columns from the imported file.
- The new template may require a "Division/Location" column (If authorized for the plan).
- At any time while you are creating a template, you can click the **Save Template** button to save your changes.

Create Template screen


Payroll Administration
Help | Exit

Payroll Administration Home > Contributions > Templates > Create Template

ABC INDUSTRIES - 551213

Create a new template

1

2 From top to bottom, how many rows would you like to remove?

3 From bottom to top, how many rows would you like to remove?

Check this box if dollar amounts in file do not have decimal points

4 Now select each column title:

Select an appropriate heading from the dropdown list for each column. To bypass a column, select Not Applicable.

	A	B	C	D
	Column 1	Column 2	Column 3	Column 4
1	SSN	ROTH ROLL	EE PRE TAX	Div/Loc
2	xxxxx 8476	10.00	10.00	0001
3	xxxxx 4655	20.00	20.00	0001

< Back

Cancel
Save And Continue
Save Template

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Fields

Field	Description
New Template Name	Enter a name for the new template.
From top to bottom, how many rows would you like to remove?	<p>Select the number of header rows contained in the import file. Options include “No Headers” (default), and the values 1-9. When the file is imported, these header fields will be ignored to obtain the file data. They will still appear on this screen to help you select the column headings</p> <p>Upon clicking the question icon, the following text will display within a pop-up. “Select the number of headers contained in the import file. Options include “No Headers” (default), and the values 1-9. When the file is imported, these header fields will be ignored.”</p>
From bottom to top, how many rows would you like to remove?	<p>Select the number of trailer rows contained in the import file. Options include “No Trailers” (default), and the values 1-9. When the file is imported, these trailer fields will be ignored.</p> <p>Upon clicking the question icon, the following text will display within a pop-up. “Select the number of trailers contained in the import file. Options include “No Trailers” (default), and the values 1-9. When the file is imported, these trailer fields will be ignored.”</p>
Check Box if Dollar Amounts Have an Implied Decimal	Check this box if the imported file has implicit decimals. If your file has decimals, leave this box unchecked.
Column Headings	Select a heading name for each column from the drop-down list. The list consists of the basic information such as name and Social Security number, the optional fields set as 'Required or Updateable' for the respective modules of the plan and an entry for each available source in the plan. To bypass a column, including name, select Not Applicable .


Screen Options

- Click **Back** to go to the Templates screen
- Click **Cancel** to go to the Home screen
- Click **Save and Continue** to save the template and perform validations. See the Error Corrections section below for possible error messages and their meanings. This step also removes formatting marks from the imported data. If there are no errors you will be taken to the Contributions Payroll Input screen
- Click **Save Template** to save the template

Map Column Header Screen

If you import a file other than an Excel or .csv, you will see a screen to select columns to appear in your new template.

Map column header screen - New Template


Payroll Administration
Help | Exit

Payroll Administration Home > Contributions > Templates > Test Template 1 Template

ABC INDUSTRIES - 551213

Create new template

- 1 Existing Template
- 2 From top to bottom, how many rows would you like to remove?
 Headers:
- 3 From bottom to top, how many rows would you like to remove?
 Trailers:
- 4 Now select each column title:
 Check this box if dollar amounts in file do not have decimal points

Add template fields

Field Type: Starting Position: Field Length:

Field Name	Starting Position	Field Length	
Social Security Number	1	9	Edit Delete
ROTH ROLL	11	1	Edit Delete
EE PRE TAX	13	1	Edit Delete
Division/Location	15	4	Edit Delete

Uploaded Data


Social Security Number	ROTH ROLL	EE PRE TAX	Division/Location
xxxxx 4655	5	5	0001
xxxxx 8476	6	6	0001

< Back
Cancel
Save And Continue
Save Template

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You can add template fields by selecting Field Type, Starting Position and Field Length. Click **Add Field** to add the field. The added fields will appear in the section below. You can either **Edit** or **Delete** an added field. Click **Update Data** to upload the data from the import file.

Map column header screen - Existing Template



Payroll Administration

[Help](#) | [Exit](#)

[Payroll Administration Home](#) > [Contributions](#) > [Templates](#) > Test Template 1 Template

ABC INDUSTRIES - 551213

1 Existing Template

2 From top to bottom, how many rows would you like to remove?
 Headers:

3 From bottom to top, how many rows would you like to remove?
 Trailers:

4 Now select each column title:
 Check this box if dollar amounts in file do not have decimal points

Add template fields

Field Type: Starting Position: Field Length:

Field Name	Starting Position	Field Length	
Social Security Number	1	9	Edit Delete
ROTH ROLL	11	2	Edit Delete
EE PRE TAX	14	2	Edit Delete
Divison/Location	17	4	Edit Delete

Uploaded Data

Social Security Number	ROTH ROLL	EE PRE TAX	Divison/Location
xxxxx 4655	5	5	0001
xxxxx 8476	6	6	0001


[← Back](#)

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Existing Template Screen

If you select an existing template you will see the screen below. Existing templates can be modified and saved. Simply make any changes you need to make to any editable field, just as in the new template screen.

Existing Template screen


Payroll Administration
Help | Exit

Payroll Administration Home > Contributions > Templates > Test Template 1 Template

ABC INDUSTRIES - 551213

Existing Template

1

2 From top to bottom, how many rows would you like to remove? 3 From bottom to top, how many rows would you like to remove?

Headers: ? Trailers: ?

Check this box if dollar amounts in file do not have decimal points

4 Now select each column title:

This template can be modified by selecting a new heading from the drop down list. To bypass a column, select Not Applicable.

	A	B	C	D
	Social Security Numb...	ROTH ROLL	EE PRE TAX	Divison/Location
1	SSN	ROTH ROLL	EE PRE TAX	Div/Loc
2	xxxxx 8476	10.00	10.00	0001
3	xxxxx 4655	20.00	20.00	0001

← Back
Cancel
Save And Continue
Save Template

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Fields

Field	Description
Existing Template	Template name.
From top to bottom, how many rows would you like to remove?	The number of headers can be selected. Upon clicking the question icon, the following text will display within a pop-up. "Select the number of headers contained in the import file. Options include "No Headers" (default), and the values 1-9. When the file is imported, these header fields will be ignored."
From bottom to top, how many rows would you like to remove?	The number of trailers can be selected. Upon clicking the question icon, the following text will display within a pop-up. "Select the number of trailers contained in the import file. Options include "No Trailers" (default), and the values 1-9. When the file is imported, these trailer fields will be ignored."


Screen Options

- Click **Back** to go to the Templates screen
- Click **Cancel** to go to the Home screen
- Click **Save and Continue** to save the template and perform validations. See the Error Corrections section for possible error messages and their meanings. This step also removes formatting marks from the imported data. If there are no errors, you will be taken to the Contributions Payroll Input screen
- Click **Save Template** to save the template

Error Corrections

In case of errors upon clicking **Save and Continue**, the screen appears as below. Click **View Error Messages** to get a detailed view on the errors. A pop-up will display showing the error. All fields can be edited on this screen by manually clicking in the cell and typing the correct data.

Error Messages Screen


Payroll Administration
Help | Exit

Payroll Administration Home > Contributions > Templates > Test Template 6 Template

ABC INDUSTRIES - 551213

Create a new template

✔ Template last saved on Monday, November 04th, 2019 05:40:52 AM

View Error Messages

1 Existing Template

2 From top to bottom, how many rows would you like to remove.

3 From bottom to top, how many rows would you like to remove.

Headers: ?

Trailers: ?

Check this box if dollar amounts in file do not have decimal points

4 Now select each column title:

This template can be modified by selecting a new heading from the drop down list. To bypass a column, select Not Applicable.

	A	B	C	D
	Social Security Numb...	ROTH ROLL	EE PRE TAX	Div Sub
1	SSN	ROTH ROLL	EE PRE TAX	Div/Loc
2	XXXXXX9605	10.00	ABC	0001
3	XXXX8369	20.00	20.00	0001

← Back


Cancel
Save And Continue
Save Template

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Screen Options

- Click **Back** to go to the Templates screen
- Click **Cancel** to go to the Home screen
- Click **Save and Continue** after correcting errors to re-validate. Based on successful validation, you will be taken to the Contributions Payroll Input screen
- Click **Save Template** to save template

Error Message Details

 [Print](#)


SSN	Error
8396502XX	ER PROFIT is limited to two decimal places
8826891XX	ER PROFIT is limited to two decimal places

[Done](#)

Screen Options

- Click **Print** to print the errors
- Click **Done** to close the pop-up and return to the Create Template screen for correcting the errors

Contributions Set Up screen with 'Process Contributions Manually' option selected for Prefunded Account Contribution


Payroll Administration
Help | Exit

[Payroll Administration Home](#) > Contributions

ABC INDUSTRIES - 551213

To process contributions to accounts:
Please give this batch a name and enter a Payroll Date.

Payroll date is used to clarify Current vs. Prior Year contributions as it applies to the IRS Limits.

❗

📅

Prefunded Account Contribution What's This?

Participant Account Contribution

The following sources are available to be included in your batch. Should you copy from an existing batch, the default sources will be populated based on the batch copied. If you need to add or delete sources from the batch, check or uncheck the sources as applicable.


Available Sources to Include in Batch

- EE PRE TAX
- ROTH ROLL
- RollOver
- ROTH
- TAKEOVER
- SH MATCH

← Back
Continue

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Contributions Set Up screen with 'Process Contributions Manually' option selected for Participant Account Contribution


Payroll Administration
Help | Exit

Payroll Administration Home > Contributions

ABC INDUSTRIES - 551213

To process contributions to accounts:

1 Please give this batch a name and enter a Payroll Date.
Payroll date is used to clarify Current vs. Prior Year contributions as it applies to the IRS Limits.

Prefunded Account Contribution
 [What's This?](#)

Participant Account Contribution

Display Active Participants Only

Display Active and Ineligible Participants

Display All

2 Would you like to upload a file containing participant data?

Upload a file
I have a file with participant(s) data that I would like to import.

Process contributions manually
I will manually enter the participant data.

Display Participants With Contributions

Copy Payroll Data From

The following sources are available to be included in your batch. Should you copy from an existing batch, the default sources will be populated based on the batch copied. If you need to add or delete sources from the batch, check or uncheck the sources as applicable.

Available Sources to Include in Batch

EE PRE TAX
 ROTH ROLL
 RollOver
 ROTH
 TAKEOVER
 SH MATCH


< Back
Continue

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Screen Options

- Click **Back** to go to the Home screen
- Select **Process contributions manually** and click **Continue** to go to the Contributions Payroll Input screen

Contributions Set Up screen with File Import not activated


Payroll Administration
Help | Exit

Payroll Administration Home > Contributions

ABC INDUSTRIES - 551213

To process contributions to accounts:

Prefunded Account Contribution [What's This?](#)
 Participant Account Contribution
 Display Active Participants Only
 Display Active and Ineligible Participants
 Display All
 Display Participants With Contributions

Copy Payroll Data From

The following sources are available to be included in your batch. Should you copy from an existing batch, the default sources will be populated based on the batch copied. If you need to add or delete sources from the batch, check or uncheck the sources as applicable.

Available Sources to Include in Batch






- EE PRE TAX
- ROTH ROLL
- RollOver
- ROTH
- TAKEOVER
- SH MATCH



< Back
Continue

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Fields

Field	Description
Batch Name	Required field is used for memo purposes only. It allows you to enter a description for the payroll you are creating, so the description name is entirely your decision. For example, it may be helpful to differentiate between your hourly payroll and salary payroll. Click on “?” symbol next to the field. The following text will display “The batch name must contain no more than 20 alpha-numeric characters or spaces and cannot include commas.”

Field	Description
Payroll Date	<p>Select the dates using the calendar icon. Payroll dates for the following year (up to January 15) can be submitted from December 15 to 31. Payroll dates after January 15 must be submitted after January 1.</p> <p> Note: Please use the correct plan year payroll date when remitting contributions. The payroll date is used to clarify Current vs. Prior Year contributions as it applies to the IRS Limits.</p>
Prefunded Account Contribution	<p>Select this option to contribute to the Prefunded Account through the contribution batch</p> <p> Note: This option will display depending on the plan settings</p> <p>Clicking on the 'What's this?' link will open the Prefunded Account Guide in a new window</p>
Participant Account Contribution	<p>Based on plan settings, the Participant Account Contribution radio button may display. If so, you may select this option to contribute to the Participant Account through the contribution batch</p>
Display Active Participants Only	<p>Select this option to include only active participants in the contribution batch. By default, this will be selected.</p> <p> Note: This option is available for selection only for Participant Account Contribution</p>
Display Active and Ineligible Participants Only	<p>Select this option to include participants which are either in an active status or ineligible status in the contribution batch</p> <p>Clicking on the help icon will display the below text in a pop-up: "Select this option if you wish to include participants which are either in an active status or an ineligible status."</p> <p> Note: This option is available for selection (depending on plan settings) only for Participant Account Contribution</p>
Display All Participants	<p>Select this option to include all participants in the contribution batch</p> <p> Note: This option is available for selection only for Participant Account Contribution</p>
Select All Division/Location	<p>Check this box to select all the divisions/locations in the plan for the contribution batch (may not appear, depending on plan settings).</p>
Select Division/Location	<p>Changes divisions to display participants. Only divisions that you have prior access to will be selectable. Select the appropriate division (if applicable). Multiple divisions can be selected by clicking on the division name. Selected divisions are displayed with "X" icon. Click the "X" to deselect a division. Selected Divisions are displayed in bold in the dropdown and the user can deselect the same by clicking on the division name. This field is only displayed for plans that maintain different divisions or locations for their participants.</p>

Field	Description
Display Participants with Contributions	Filters for only the active plan participants that have made contributions (optional). This does not include active participants that have not contributed.  Note: If you select the option to display participant with contribution, you must also select a batch to copy from. This option is applicable only for Participant Account Contribution
Copy Payroll Data From	This field contains a drop-down list of previously submitted payroll files (may not appear, depending on plan settings). You can choose to create a new payroll and copy the financial data from your last payroll. This may be helpful if your payroll does not contain many changes. This data can include hours, (which can be accumulated provided your plan is set up for this function).  Note: Previously submitted payroll files are sorted by pay date, with the most recent batch displayed first.
Source Selection	Checked sources will appear on the following batch screen. If you have chosen to copy payroll data from a previously submitted payroll file, the default sources will be prepopulated based on the file copied. You can add or delete sources (check or uncheck) as applicable.

Screen Options


- Click **Back** to go to the Home screen
- Click **Continue** to go to the Contributions Payroll Input screen

Contributions Payroll Input Screen


The Contribution Payroll Input screen allows you to enter or update contributions for the prefunded account or the participants in the plan based on your selection to perform a contribution towards the prefunded account or participant account on the Contribution Set Up screen.

For prefunded account contribution, only the prefunded account will be displayed and you may enter or update the contributions accordingly. For participant account contribution, you may select and copy data from a previously submitted payroll and make changes based on current information, or you may generate a payroll using new information. The participants are sorted in alphabetical order by default. You can sort the participants by clicking on any of the column headers. An upward orange arrow indicates sorting of the column in ascending order and a downward orange arrow indicates sorting of the column in descending order. A **Catch-Up** option, if available, will display and allow the user to designate catch-up contributions. A batch can include both catch-up and non-catch-up contributions.

If you have contributions for a newly eligible participant, you will need to create a new enrollment by selecting **New Enrollment** at the bottom of the screen. Once the enrollment is completed, you may continue entering payroll data on the Contribution screen.

 **Note:** Only plans offering New Enrollment functionality will see the **New Enrollment** button at the bottom of the screen.

Contributions Payroll Input screen – Prefunded Account Contribution



Payroll Administration

[Help](#) | [Exit](#)

Payroll Administration Home > Contributions > Payroll

ABC INDUSTRIES - 551213

Your batch is ready for processing. Please be advised, the order of the source columns may have changed. Enter data into the appropriate columns.

Batch Name

Payroll Date

Search by: Select


Name	SSN	Period Comp	Division/ Location	EE PRE TAX	ROTH ROLL	RollOver	ER MATCH	ER PROFIT
ER PREFUNDED ACCOUNT	xxxxx1001	0.00	Select	0.00	20.00	0.00	50.00	0.00
Total				0.00	20.00	0.00	50.00	0.00

[← Back](#)

Cancel
Save And Continue

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Contributions Payroll Input screen – Participant Account Contribution



Payroll Administration

Help | Exit

Payroll Administration Home > Contributions > Payroll

ABC INDUSTRIES - 551213

Your batch is ready for processing. Please be advised, the order of the source columns may have changed. Enter data into the appropriate columns.

Batch Name

Payroll Date

By selecting a division/location, you are temporarily changing the bank account from which the funding for this Contribution is coming from. This division/location will not be updated on the participant record through the Contribution batch. To permanently change a participant's division/location, use Participant Update.

Please note: If you are required to update participant Current Period Hours with your contributions, the Hours will only update on Voya's recordkeeping system after the batch has been fully submitted and finished.

Search by: Select Q

Name	SSN	Period Comp	Division/Location	Mos Svc	Number Of Hours	Number Of Hours	Elig Hrs Anniv	1
4	xxxxx9607	0.00	1001	1	0.00	0.00	0.00	1,629.00
AKEY-DP, TEST 2	xxxxx9843	0.00	1001	14	0.00	0.00	0.00	1,539.00
ANGUIANO-DP, TRINA	xxxxx5379	0.00	1005	4	0.00	0.00	0.00	1,629.00
ANGUS-DP, KATIA	xxxxx7780	0.00	1005	2	0.00	0.00	0.00	1,629.00
ANSELMO-DP, AMBROSE	xxxxx9476	0.00	1005	4	0.00	0.00	0.00	1,629.00
ARCHAMBAULT-DP,CLEMENT...	xxxxx7859	0.00	1005	1	0.00	0.00	0.00	1,629.00
ARDOIN-DP, CHI	xxxxx5799	0.00	1005	1	0.00	0.00	0.00	1,131.00
BARCO-DP, HOPE	xxxxx5926	0.00	1005	5	0.00	0.00	0.00	1,578.00
BARKSDALE-DP, KYONG	xxxxx2315	0.00	1005	8	0.00	0.00	0.00	1,629.00
BEETS-DP, PAULINE	xxxxx5582	0.00	1005	1	0.00	0.00	0.00	1,629.00
BEGLEY-DP, GINO	xxxxx2896							
Total								

By clicking on a participant's name, you can link to the Participant Update section to view or update participant information.

Add Participants from Alternate Location

New Enrollment

< Back

Cancel


Save And Continue

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Multiple Division Plans

Sometimes multiple division plans that have restricted user access may have the need to remit a contribution for an employee that they are not the primary employer of within a plan. If a plan is authorized for multiple divisions, a separate column will be displayed in the table. By selecting a division/location, you are temporarily changing the bank account from which the funding for this Contribution will be deducted. The division/location will not be updated on the participant record through the Contribution batch. To permanently change a participant's division/location, use the *Participant Update* screen.

Contributions Payroll Input Screen with Multiple Division Plan


Payroll Administration
Help | Exit

Payroll Administration Home > Contributions > Payroll

ABC INDUSTRIES - 551213

Your batch is ready for processing. Please be advised, the order of the source columns may have changed. Enter data into the appropriate columns.

Batch Name

Payroll Date

By selecting a division/location, you are temporarily changing the bank account from which the funding for this Contribution is coming from. This division/location will not be updated on the participant record through the Contribution batch. To permanently change a participant's division/location, use Participant Update.

Please note: If you are required to update participant Current Period Hours with your contributions, the Hours will only update on Voya's recordkeeping system after the batch has been fully submitted and finished.

Search by:

Name	SSN	Period Comp	Division/Location	Mos Svc	Number Of Hours	Number Of Hours	Elig Hrs Anniv	t
4	xxxxx9607	0.00	1001	1	0.00	0.00	0.00	1,629.00
AKEY-DP, TEST 2	xxxxx9843	0.00	1002	14	0.00	0.00	0.00	1,539.00
BALCH-DPD, PASANDD D	xxxxx6330	0.00	1003	25	0.00	10.00	0.00	1,539.00
BERESFORD-DP, CARMINA	xxxxx7879	0.00	1004	8	0.00	0.00	0.00	1,539.00
BLOSSER-DP, GEORGIANA	xxxxx0807	0.00	1005	14	0.00	0.00	0.00	1,539.00
BLOSSER-DP, LUVENIA	xxxxx0807	0.00	1001	13	0.00	0.00	0.00	1,539.00
BOEHMAN-DP, FELISHA FF	xxxxx9803	0.00	1001	1	0.00	0.00	0.00	1,377.00
BOURGOIN-DP, HALLEY	xxxxx2470	0.00	1002	22	0.00	0.00	0.00	1,539.00
BREW-DP, VICTOR	xxxxx0654	0.00	1001	18	0.00	0.00	0.00	1,539.00
BRICKMAN-DP, ESTEFANA	xxxxx9790	0.00	1001	13	0.00	0.00	0.00	1,539.00
BUONO-DP, KIANA	xxxxx1585							
Total								

By clicking on a participant's name, you can link to the Participant Update section to view or update participant information.

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Screen Options


- Click **Add Participants from Alternate Location** will open a new screen to Add Participant from another Division/Location to a contribution file, or delete participants from the Contribution batch
- Click **New Enrollment** to go to the Add/Enroll Participant screen
- Click **Back** to go to the Contributions Set Up screen
- Click **Cancel** to go to the Home screen
- Click **Save and Continue** to go to the Pending Batches screen with the ability to print the screen.

The Pending Batches screen will display a success message in green font regarding successful Batch addition will display in the top left of the screen.

Add Participants from Alternate Location screen

The **Add Participants from Alternate Location** screen allows you to add participants from another division or location to a contribution file, or delete participants from the batch. This is only available for some plans that use multiple locations. Participants from different divisions can be added to a pending batch. You can view the participants that have previously been added.

Add Participants from Alternate Location screen



Payroll Administration

Help | Exit

Payroll Administration Home > Contributions > Payroll > Add Participant to Batch

ABC INDUSTRIES - 551213

Only participants within your authorized division/location will display in the batch. If you need to submit contributions for a participant that has transferred to another unauthorized division/location, transferred to your authorized division/location, or is actively employed in multiple divisions/locations, you may add them here by using the search feature below.

If you had previously added a participant to your batch, they will be displayed below and you may delete them at any time.

To add a participant, locate them via the search tool below and click 'Add'.

- 1 Select the Div Sub to apply funding to.

Select Division/Location to Apply Funding to SSN

If the participant has transferred to your division/location and the division/location has not yet been updated, please contact the current division/location:
Division/Location : 1002

If the participant is actively employed in multiple divisions/locations and the primary division/location should be changed to your authorized division/location, please contact your relationship manager.
- 2 Search By
- 3

Social Security Number	Participant Name	Add
XXX-XX-1234	CANE-DP, TEREASA	Add
XXX-XX-2345	SALES-DP, BILL	Add
XXX-XX-3456	SHORT-DP, BERNADETTE	Add
XXX-XX-4567	DOE.DAVID	Add
XXX-XX-5678	JONS, SUSANTA	Add
XXX-XX-6789	AS, AS W	Add
XXX-XX-8911	NICOLETTI-DP, ANTWAN	Add
XXX-XX-2567	BALCH-DP, PASANDD D	Add
XXX-XX-9876	PEDROZA-DP, GREGORY	Add
XXX-XX-6543	GAMEZ-DP, NICHOL	Add
XXX-XX-8843	BOEHMAN-DP, FELISHA FF	Add

Added Participants

CANE-DP, TEREASA	XXXX0941	1002	Remove
GAMEZ-DP, NICHOL	XXXX2592	1002	Remove

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Select a Div/Sub to apply funding to.

To add a participant to the selected batch:

- Select a 'Search By' criteria
- Enter the corresponding value in the field and click **Search**
- From the Search results, select **Add** to add the participant(s)


To delete a previously added participant:

- From the Added Participants, select **Remove** to delete the participant(s)

Screen Options

- Click **Done** to add the selected participants to the batch and go to the Contributions Payroll Input screen

Pending or Submitted Batches screen – Success message



Payroll Administration

[Help](#) | [Exit](#)

[Payroll Administration Home](#) > Pending/Submitted Batches

ABC INDUSTRIES - 551213

Please select Batch Type

✔ **Your contributions batch file has been added to the list of pending batches below.**

Batch Type

To submit your batch for processing: (1) Select the circle to the left of the batch name and (2) click the Run Batch Button at the bottom of the screen.

Search by:

Batch Name	Batch Type	Payroll Date	Status	Scheduled Date	Division/ Location	EE PRE TAX	EE Cat	
<input type="radio"/> t5	Loans	2019-12-12-1	▲ Contains Errors		Multiple	0.00	0.1	Edit Print Delete
<input type="radio"/> testing 60	Combined	2019-11-13-5	▶ Ready to Post		0001 MARS ADVERTISL...	10.00		Edit Print Delete
<input type="radio"/> testing 90	Combined	2019-11-13-4	▲ Contains Errors		1005 MARS ADVERTIS...	10.00	10	Edit Print Delete
<input type="radio"/> test	Combined	2019-11-13-3	▶ Ready to Post		0001 MARS ADVERTISL...	10.00		Edit Print Delete
<input type="radio"/> 369850	Combined	2019-11-13-2	▶ Ready to Post		0001 MARS ADVERTISL...	10.00		Edit Print Delete
<input type="radio"/> testing	Combined	2019-11-13-1	▲ Contains Errors		Multiple	10.00	10	Edit Print Delete
<input type="radio"/> testing 654	Combined	2019-11-11-8	▲ Contains Errors		0001 MARS ADVERTIS...	12.00		Edit Print Delete
<input type="radio"/> 123654	Combined	2019-11-10-1	▲ Contains Errors		0001 MARS ADVERTIS...	10.00		Edit Print Delete
<input type="radio"/> Testing date	Contributions	2019-11-07-2	▶ Ready to Post		0001 MARS ADVERTISL...	10.00		Edit Print Delete
<input type="radio"/> Testing 123	Contributions	2019-11-07-1	▶ Ready to Post		0001 MARS ADVERTISL...	10.00		Edit Print Delete

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Pending/Submitted Batches

Overview

All batch files for Contribution and Loan activity can be viewed with this feature. Pending batch files may be edited from this screen if they are not submitted. These batches include:


- Saved batches
- Batches scheduled for submission at a later date
- Batches with errors

Submitted batch files cannot be edited. Payroll/Administration allows you to enter payroll data and, if desired, append the submission of the data for a later date.

Click **Pending/Submitted Batches** to display the Pending/Submitted Batches screen. The default display is of Pending Batches (a list of all files created but not submitted), of payroll types (Contributions, Loans and Combined). Use the Batch Type pull-down to select **Submitted Batches** which will display submitted and deleted batches.

Displayed batches are sorted in descending order of payroll date, then by payroll type.

Home screen











Payroll Administration

[Help](#) | [Exit](#)

Payroll Administration Home

ABC INDUSTRIES - 551213 [Change Plan](#)

Select an operation from the tiles shown below

 Add/Enroll Add/Enroll participant	 Participant Update View/Update participant information	 Batch Participant Update Update multiple participants
 Contributions Process contributions to accounts	 Pending/Submitted Batches Review batch information	 Loan Repayment Process loan repayments
 Contributions/Loan Repayment Process a file with contributions and/or loan repayment data	 Bank Information Add or update assigned bank	

The Payroll/Administration will be available during these hours:
Monday through Friday from 7:00 AM - 7:30 PM EST
Saturday from 6:00 AM - 12:00 AM EST
Sunday from 12:00 PM - 7:00 AM Monday EST

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When Importing a Contribution File:

- The Contribution Input screen will also display the message “Your file has been successfully imported.”
- If the “Display Active Participants Only” radio button is selected, all active participants not included in the imported file but found in the recordkeeping system will be displayed.
- Select **Continue** to advance to the Pending/Submitted Batches screen

Pending / Submitted Batches Screen

Pending Batches is the default option for this screen and displays the following batch detail information. This information may vary depending upon the selected plan.

Pending Batches or Submitted Batches screen

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Payroll Administration Help | Exit

Payroll Administration Home > Pending/Submitted Batches

ABC INDUSTRIES - 551213

Please select Batch Type

Batch Type
Pending Batches

To submit your batch for processing: (1) Select the circle to the left of the batch name and (2) click the Run Batch Button at the bottom of the screen.

Search by: Select Search

Batch Name	Batch Type	TAKEOVER	SH MATCH	Contribution Total	Loan Total	Batch Total	
<input type="radio"/> test45435	Loans	0.00	0.00	0.00	0.00	0.00	Edit Print Delete
<input type="radio"/> p	Contributions	0.00	0.00	0.00	0.00	0.00	Edit Print Delete
<input type="radio"/> p	Contributions	0.00	0.00	0.00	0.00	0.00	Edit Print Delete
<input type="radio"/> test	Contributions	0.00	0.00	12.00	0.00	12.00	Edit Print Delete
<input type="radio"/> 22082019-contri	Combined	0.00	0.00	80.00	193.50	273.50	Edit Print Delete
<input type="radio"/> MultiPartSchedule1	Contributions	0.00	0.00	22.00	0.00	22.00	Edit Print Delete
<input type="radio"/> MultiSchedulePre1	Contributions	0.00	0.00	12.00	0.00	12.00	Edit Print Delete
<input type="radio"/> SinglePart1	Contributions	0.00	0.00	40.00	0.00	40.00	Edit Print Delete
<input type="radio"/> sunlitest	Loans	0.00	0.00	0.00	77.37	77.37	Edit Print Delete
<input type="radio"/> B7	Combined	0.00	0.00	0.00	0.00	0.00	Edit Print Delete

[Back](#) [Run Batch](#)

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Future postings can still be edited. Uploaded batch contributions and loans have an “Open” status until submitted on this screen. If there were errors during your batch submission, then the Batch Status displays as ‘Contains Errors’. An error message appears stating “Your payroll batch was not submitted successfully. Please contact Voya immediately prior to re-submitting the batch.” Attempts to resubmit the batch without contacting Voya may result in duplicate transactions.

Review the batch status and do one of the following based on the batch status.

If the Batch Status is:	Do This:
Open	Saved work is held for further updating. 1. Select the batch. 2. Click Edit to continue processing.
Ready to Post	Click Submit to move to the pre-confirmation page.
Contains Errors	1. Select the batch. 2. Click Edit to view and correct errors. 3. Click Continue to continue processing.

	4. When the batch status changes to "Ready to Post", click Submit .	
--	--	--

Below actions can be performed on a Pending batch. Select the batch and click:

- Edit to go to Contributions or Loan Repayment or Combined File Processing depending on the data type being processed.
- Print to print a copy of your batch file. This will open a window containing report sort options. See *Pending/Submitted Batches Print Screen* for more details
- Delete to delete a pending batch
- Run Batch to go to the Funding Details screen

Fields

Field	Description
Search By	Search Options: <ul style="list-style-type: none"> • Batch Name • Batch Type • Payroll Date • Status • Schedule Date • Division/Location • Contribution Total • Loan Total
Search	Provision to enter the search value for the selected Search Option
Batch name	Your name for the batch. Non-editable
Batch type	<ul style="list-style-type: none"> • Contributions • Loans • Combined
Payroll date	Date you entered for the batch.
Status	Pending batches: <ul style="list-style-type: none"> • Open • Contains errors • Ready to Post • Scheduled Submitted batches all have status: "Submitted."
Scheduled Date	Will display only for batches scheduled
Division/Location	Will display only for multiple division plans. Display values : Multiple divisions or Specific division code
Contribution Total	Total batch contribution
Loan Total	Total loan payment


Screen Options

- Click **Back** to go to the Home Screen
- Click **Run Batch** to go to the Funding Details Screen

Pending Batches Funding Details Screen (Remittance Screen)

This screen allows you to review batch information and select remittance method (if allowed for your plan).

Pending Batches Funding Details screen


Payroll Administration
Help | Exit

Payroll Administration Home > Pending/Submitted Batches > Funding

ABC INDUSTRIES - 551213

Please be advised that sufficient funds must be in your bank account before you submit funding. Please ensure all information is correct and select FINISH to process. (You may need to scroll down to view the entire page.)

Batch Name komall	Plan Number 664F15	Plan Name ABC INDUSTRIES
Payroll Date 10/28/2019	Payroll Sequence Number 2	User ID _20191014_00001
Total Contribution 11.00	Total Loan Repayments 0.00	Total Funding Required for ACH/EFT 11.00
Batch Type Combined File	Batch Total 11.00	

Method Of Remitting Fund

ACH Debit

Plan Will Initiate Funding

Submit Date

Submit Now

Schedule Date

Please note that the Available Plan Level Forfeiture and Prefunded Account Balances that are shown by money source are as of the prior close of the NYSE.

Account Name	Money Source Type	Available Account Balance
Forfeiture	ROTH	\$1,437.88
Forfeiture	EE POST TAX	\$1,688.30
Prefunded	ROLLOVER	\$1,837.61
Prefunded	EE PRE TAX	\$1,321.47

Div/Sub	Batch Total by Division / Location	Contributions Batch Total By Div/Sub	Enter Forfeiture Offset Amount/ EE PRE TAX	Enter Forfeiture Offset Amount/ ER MATCH	Enter Forfeiture Offset Amount/ ROTH	Enter Offset POST
1002 PRESCHOOL	\$11.00	\$11.00	0.00	0.00	0.00	0.00
Bank_02						
ACCT# 123456789						
ABA# 123123123						
Total	\$11.00	\$11.00	0.00	0.00	0.00	0.00

Your plan has elected to receive payroll notifications as to when payroll files are due. Please indicate the payroll calendar(s) which pertain to this contribution batch file by selecting the calendar from the table below.

You do not need to select a calendar if your batch does not need to be tracked for notification purposes or if you do not see a calendar which matches the frequency of your file.

Select	Schedule Id	Calendar Name	Frequency	Division	Repeats
<input type="checkbox"/>	466	Weekly-Voya	Weekly	N/A	Every Monday

Batches submitted successfully on weekends and market holidays, or after 4:00pm ET (or earlier, should the market close for trading prior to 4:00pm ET) on any business day, will not be processed until the following business day.

To avoid duplicate transactions please do not click Finish more than one time. You may use the Pending/Submitted Batches option to review your submissions.

← Back
Finish

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Fields

Field	Description
ACH Debit	This will be the default if allowed by the plan. Banking information is displayed below for reference.
Plan will initiate Funding	Select this for all other methods for this batch
Submit Now	Batches submitted before 4:00 pm EST will post for the current trade date. Batches after 4:00 pm EST will post on the next business date
Schedule Date	Select the ACH Debit method to be able to schedule a date in the future (no more than 15 calendar days in advance, and on a business day). The month, day and year are entered in MM-DD-YYYY format
Forfeiture and Prefunded Account Balance	The Forfeiture and Prefunded Account Balance section will display depending on the plan settings
Payroll Calendar	<p>The Payroll Calendar section will display depending on the plan settings</p> <p>If the plan is subscribed for Email Notifications, the Payroll Calendar will be displayed which will allow you to select the appropriate payroll date for the current contribution or contribution/loan repayment batch file. One, many, or no calendar may be selected for the given batch.</p> <p>Note : This is not applicable for Loan Repayment batch files</p>

Forfeiture and Prefunded Account Balance Table

If forfeiture offsetting is set up for your plan, you will see your forfeiture balance by account source on this screen. Forfeitures represent any non-vested amount that a participant forfeits due to a termination. The forfeiture amount will be deducted from a predetermined fund. Forfeitures are used to offset the given payroll.

If prefunded account offsetting is set up for your plan, you will see the prefunded account balance by account source on this screen. Prefunded account holds the prefunded employer match or profit sharing assets that will be allocated to the participants at a future date. The prefunded amount will be deducted from a predetermined fund. Prefunded account can be used to offset the given payroll and Loan Repayments.

There will be an area where you may specify and enter the amount of the offset you wish to use from each of the sources

If the plan does not have multiple Divisions/Locations:

- A single table will be displayed with one row per account and money source
- Each table row will display the available balance for the account and money source and a column for each account source which is available to enter be used as an offset amount

If the plan has multiple Divisions/Locations:

- There will be two tables, one with balance information and another for data entry.
- The first table will show the available balance by fund and money source
- The second table will display rows with show the batch totals by Division/Location and a column to enter the offset amounts from for each available money source.

Entering the Offset Amount:

- You may input a positive offset amount up to the available balance being displayed for each fund and money source
- The total of all offset amounts cannot exceed the total available amount for the money source in the fund nor the batch total.
- The offset amount will be deducted from the ACH/EFT amount due for the batch

Screen Options

- Click **Back** to go to Pending/Submitted Batches screen
- Click **Finish** to submit the batch for processing

Pending Batches Submission pop-ups

When the batch is submitted you will see a pop – up regarding the submission. The following will be displayed for a batch which was submitted as ACH Debit / Submit Now.

Batch Funding

Batches submitted successfully on weekends and market holidays, or after 4:00pm ET (or earlier, should the market close for trading prior to 4:00pm ET) on any business day, will not be processed until the following business day.

Do you wish to continue ?

The following will be displayed for a batch which was submitted as ACH Debit / Scheduled Date (when the batch was scheduled to be processed on a future date).

Batch Funding

You have scheduled a file to post on a future date. When batches are scheduled for a future processing date, the authorized debit amount will be requested to be withdrawn from your account on the date entered. Investments will take place at the close of the stock market on that same date, provided that the Ready to Post status of the individual employees accounts remain in good order. Changes to the batch may be completed on-line until 7:00pm ET the day PRIOR to the scheduled transaction date. Any changes made to this batch will disable the scheduled date and require a new date to be entered.

Do you wish to continue ?

The following will be displayed for a batch which was submitted as “Plan will initiate funding”

Batch Funding


Funding will be remitted via your agreed upon method other than ACH debit. The file will be posted based on the normal processing standards. Please note if you submit multiple payroll files with different funding methods on the same business day, there may be a delay in the processing of the ACH fund files. Please contact your plan manager if you have any questions.

Do you wish to continue ?

Pop-up Screen Options

- Click **Cancel** to stay on the Funding Details screen
- Click **OK** to submit the batch and go to the Funding Details Confirmation screen with the ability to print the screen. A message in **green** font regarding successful batch file submission will display in the top left of the screen

Funding Details Confirmation screen




Payroll Administration

[Help](#) | [Exit](#)

[Payroll Administration Home](#) > Batch Submission Confirmation

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✔ Combined Contributions/Loans Batch submitted successfully.

 [Print](#)

Date/Time
11-20-2019 04:21:30

Batch Name hr	Plan Number 664F15	Plan Name ABC INDUSTRIES
Payroll Date 09-09-2019	Payroll Sequence Number 10	User ID _20191014_00001
Total Contribution 10.00	Total Loan Repayments 0.00	Total Funding Required for ACH/EFT 6.00
Batch Type Combined File	Batch Total 10.00	

Method Of Remitting Fund

Division/Location Code/Name	Batch Total by Division/Location	Batch Contributions Total by Division/Location	Entered Prefunded Offset Amount for Contributions/ ROLLOVER	Entered Prefunded Offset Amount for Contributions/ EE PRE TAX	Entered Prefunded Offset Amount for Contributions/ ROTH	Entered Prefunded Offset Amount for Contributions/ TAKEOVER	Funding Required for ACH/EFT
1001 SCHOOL	\$10.00	\$10.00	\$1.00	\$1.00	\$1.00	\$1.00	\$6.00
Total	\$ 10.00	\$ 10.00	\$ 1.00	\$ 1.00	\$ 1.00	\$ 1.00	\$ 6.00

Schedule Id	Calendar Name	Frequency	Division	Repeats
466	Weekly-Voya	Weekly	N/A	Every Monday

NOTE- Batch processing information

ACH Debit- Submit now: Batches submitted successfully on weekends and market holidays, or after 4:00pm ET (or earlier, should the market close for trading prior to 4:00pm ET) on any business day, will not be processed until the following business day.

You have chosen to offset your ACH debit with employer funds. Please be advised that the available balance of employer accounts are subject to change and market fluctuation. The available balance could also be reduced by multiple batches submitted on the same day. This may require Voya to request additional funds from you to complete the transaction.

Note: Please maintain a copy of your records, either save it using the file operation on the browser's menu or take a print out using the print button

Go To Homepage

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Screen Options

- Click **Print** to print a copy of the Confirmation screen
- Click **Go to Homepage** to go to Home Screen

February 2020

Page 111


Pending Batches Edits

Pending batches can be edited. If the payroll has errors, the status will read: "Contains Errors."

Batch Name	Batch Type	Payroll Date	Status	Scheduled Date	Division/ Location	EE PRE TAX	A-C
Test_54851	Contributions	2019-12-23	Contains Errors		0001 HARDWOODS S...	12,312,312.00	Edit Print Delete

All errors must be corrected before the file can be submitted for funding. To view and correct the errors, select the batch and click **Edit**. The respective screen displays based on the Batch Type.

Contributions screen



Payroll Administration

Help | Exit

Payroll Administration Home > Pending/Submitted Batches > Payroll

ABC INDUSTRIES - 551213

Your batch is ready for processing. Please be advised, the order of the source columns may have changed. Enter data into the appropriate columns.

Batch Name

Payroll Date

View Error Messages

By selecting a division/location, you are temporarily changing the bank account from which the funding for this Contribution is coming from. This division/location will not be updated on the participant record through the Contribution batch. To permanently change a participant's division/location, use Participant Update.

Search by: Select Q

Name	SSN	Status	Division/ Location	Termination Date	Termination Reason	EE PRE TAX	ROTH ROLL	RollOver
ACVH, TYRONYDANI R	xxxx9605	00-Active And Eligible	0001	11/19/2019	Select	0.00	0.00	0.00
ADFA, ADF Q	xxxx7233	00-Active And Eligible	0001		Select	0.00	0.00	0.00
AVENDANO-DP, JAMEY M	xxxx4634	00-Active And Eligible	0001		Select	0.00	0.00	0.00
BADIGERL, RAGHAV	xxxx3124	00-Active And Eligible	0001		Select	0.00	0.00	0.00
BAUMANN-DP, AVER	xxxx3591	00-Active And Eligible	0001	12/12/2020	Select	0.00	0.00	0.00
BELAIR-DP, EVERETT	xxxx3352	00-Active And Eligible	0001	12/12/2020	Select	0.00	0.00	0.00
BENCE-DP, BRANDON	xxxx6250	00-Active And Eligible	0001	01/01/2018	Select	0.00	0.00	0.00
BLACKER-DP, SHAUN	xxxx3350	00-Active And Eligible	0001		Select	0.00	0.00	0.00
BONELLI-DP, BUCK	xxxx7868	00-Active And Eligible	0001		Select	0.00	0.00	0.00
BOURKE-DP, BRYCE	xxxx2678	00-Active And Eligible	0001		Select	0.00	0.00	0.00
BOYES-DP, HARLAN	xxxx9862							
Total						12,312,312.00	2,121,321.00	321321

By clicking on a participant's name, you can link to the Participant Update section to view or update participant information.

Add Participants from Alternate Location

New Enrollment

< Back

Cancel

Save And Continue


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Screen Options

- Click **View** Error Messages to see the associated errors. See Error Messages screen below
- Click **Add** Participants from Alternate Location to go to a new screen to Add Participant from another Division/Location to a batch file, or delete participants from the batch.
- Click **New** Enrollment to go to the Add/Enroll Participant screen
- Click **Back** to go to the Pending Batches or Submitted Batches screen

- Click **Save and Continue** after making the corrections to go to the Pending or Submitted Batches screen. Click **Cancel** to go to the Home Screen

Error messages screen

Errors  Print

Batch: Loan Payroll Date: 2018-01-01

Batch Name: Test Batch1 Payroll Seq: 2

Error messages are displayed in red while warning messages are displayed in blue.

SSN	Name	Error
04416xxxx	TERRAZAS-DP, STEVEN	LN00004E - Loan number specified on transaction not found or inactive
11560xxxx	BERGERSON-DP, ERICKA	LN00084E - Sum of LF int paid > LH tot int paid

[Done](#)

Error Correction

All errors must be corrected before a batch can be submitted. Click **View Error Messages** button at the top of the screen. Find the problems and correct them manually by clicking in the cell and typing correct data.

If the batch does not have any errors, you will see a “Ready to Post” message. Select the Batch and click **Run Batch** to proceed to the Funding Details screen.

Data will be electronically scanned as it’s imported. For example, these error messages could appear and require correction:

- Participant Ineligible for Contribution
- Allocations not equal to 100%



Note: Before the data is accepted, all reject messages must be resolved and warning messages acknowledged by selecting **Edit** in the Pending Batches screen.

Scheduled Pending Batch Edits

If you edit a scheduled pending batch, Payroll Administration removes the Schedule Date for submission that was previously entered. Complete the following to ensure that the edited batch has a scheduled date for submission:

- At the prompt, click **OK** to continue with the batch edit or click Cancel to keep the batch as originally scheduled.
- If you click **OK** to edit the batch, check the Batch Status description in the Pending Batch List after you complete the edit. If the batch does not have a status Scheduled, click **Run Batch** and re-enter the Schedule Date on the Funding Details screen to receive another confirmation
- Verify the Batch status again to confirm that the batch status is Scheduled

Submitted Batches

From the Batch Type dropdown, select Submitted Batches to display your submitted batches. Note that the submitted batches have no options to edit, delete, or Run Batch. These options are only available for pending batches.

Submitted Batches screen

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[Payroll Administration Home](#) > Pending/Submitted Batches

ABC INDUSTRIES - 551213

Please select Batch Type

Batch Type
Submitted Batches

Search by:

Batch Name	Batch Type	Payroll Date	Status	Division/ Location	EE PRE TAX	A-C	ROTH R
April11_B1	Contributions	2019-12-12-17	Submitted	0001 HARDWOODS SP...	2.30		4.50 Print
test_message	Loans	2019-11-18-2	Submitted	0001 HARDWOODS SP...	0.00		0.00 Print
test_message	Contributions	2019-11-18-1	Submitted	0001 HARDWOODS SP...	123.00		0.00 Print
Voya	Contributions	2019-11-15-1	Submitted	0001 HARDWOODS SP...	25.30		4.50 Print
Testing 80	Combined	2019-11-13-2	Submitted	0001 HARDWOODS SP...	10.00		0.00 Print
testing 90	Combined	2019-11-13-1	Submitted	0001 HARDWOODS SP...	10.00		0.00 Print
Testing 123	Combined	2019-11-11-5	Submitted	0001 HARDWOODS SP...	10.00		0.00 Print
Test_Anj	Contributions	2019-11-11-3	Submitted	0001 HARDWOODS SP...	12.00		0.00 Print
Test_Mon_Anj	Contributions	2019-11-11-2	Submitted	0001 HARDWOODS SP...	12.00		0.00 Print
test_copy	Contributions	2019-11-11-1	Submitted	0001 HARDWOODS SP...	12.00		0.00 Print

[Back](#)

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You can select the batch and click **Print** to print a copy of your batch file. This will open a window containing report sort options. See *Pending/Submitted Batches Print Screen* for more details

Screen Options

- Click **Back** to go to the Home screen

Pending / Submitted Batches Print Screen

This feature will print out a detailed, participant-level version of the batch. The program will ask you to select a sort type for this report:


Sort Options screen

Do you want to sort the report by participant Social security number, by participant name or by Division/Location

Social Security Number Name
 Division/ Location by Social Security Number Division/ Location by Name
 Contribution Type By SSN Contribution Type By Name

Click the **OK** button to proceed to the batch participant report. Submitted batches are saved for 18 months.

Batch Report screen



Payroll Administration

[Help](#) | [Exit](#)

Payroll Administration Home > Pending/Submitted Batches > Pending/Submitted Batches Print

Batch: Combined
Batch Name: hr
Submit Date/Time: 11-20-2019 04:21:30
Plan Number: 664F15
Division/Location: MULTI

Payroll Date: 09-09-2019
Payroll Seq: 10
Status: Submitted
Submitting User ID: sms199251

SSN	Name	Div/Loc	Contribution Type	Loan no	Amount
354108086	KIARA, MACC	1001	EE PRE TAX		\$3.00
			ER MATCH		\$1.00
500659842	ALDAPE-DP, ROSALVA	1001	EE PRE TAX		\$4.00
			ER MATCH		\$2.00
EE PRE TAX Total:					\$7.00
ER MATCH Total:					\$3.00
Contributions Total:					\$10.00
Batch Total:					\$10.00
Loan Repayment Total:					\$0.00
PreFunded Account Offset:					\$4.00
Bank:					\$6.00
Funding Method:					ACH/Debit


Division/Location Details	
Division/Location Code/Name	Batch Total by Division/Location
1001 SCHOOL	\$10.00
TOTAL	\$10.00

Division/Location Code/Name	Batch Total by Division/Location	Batch Contributions Total by Division/Location	Entered Prefunded Offset Amount for Contributions/ ROLLOVER	Entered Prefunded Offset Amount for Contributions/ EE PRE TAX	Entered Prefunded Offset Amount for Contributions/ ROTH	Entered Prefunded Offset Amount for Contributions/ TAKEOVER
1001 SCHOOL	\$10.00	\$10.00	\$1.00	\$1.00	\$1.00	\$1.00
Total	\$ 10.00	\$ 10.00	\$ 1.00	\$ 1.00	\$ 1.00	\$ 1.00

NOTE- Batch processing information

Batches submitted successfully on weekends and market holidays, or after 4:00pm ET (or earlier, should the market close for trading prior to 4:00pm ET) on any business day, will not be processed until the following business day.

[← Back](#)

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Loan Repayments


Overview

This feature allows the user to enter loan repayments at a participant level. After successfully importing a file, it will be added to the Pending/Submitted Batches list, where you can make final edits before manual submission. Click Loan Repayment tile on the Home screen to go to the Loan Repayment pages.



Note: Plans not offering participant loans will not have this section.









Home screen


Payroll Administration
Help | Exit

Payroll Administration Home

ABC INDUSTRIES - 551213 [Change Plan](#)

Select an operation from the tiles shown below

 Add/Enroll Add/Enroll participant	 Participant Update View/Update participant information	 Batch Participant Update Update multiple participants
 Contributions Process contributions to accounts	 Pending/Submitted Batches Review batch information	 Loan Repayment Process loan repayments
 Contributions/Loan Repayment Process a file with contributions and/or loan repayment data	 Bank Information Add or update assigned bank	


The Payroll/Administration will be available during these hours:
 Monday through Friday from 7:00 AM - 7:30 PM EST
 Saturday from 6:00 AM - 12:00 AM EST
 Sunday from 12:00 PM - 7:00 AM Monday EST

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Loan Repayments Screen

If the plan has Loan Repayments File Import activated, the Loan Repayments screen will provide an option to import a file. If you select the 'Upload a File' radio button to Import a File, you will be presented with a File Browse section where you may select the appropriate file to be imported.

Loan Repayments screen with File Import activated


Payroll AdministrationHelp | Exit

[Payroll Administration Home](#) > Loan Repayment

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To process a loan repayment:

- 1** Please give this batch a name and enter a Payroll Date.
Payroll date is used to clarify Current vs. Prior Year contributions as it applies to the IRS Limits.

? 

Display Active Loans Only

- 2** Now, would you like to upload a file containing participant data?

Upload a file
I have a file with participant(s) data that I would like to import.

Process loan repayment manually
I will manually enter the participant data.

[← Back](#)

[Continue](#)

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Loan Repayments screen with 'Upload a File' option selected for File Import

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Payroll Administration Help | Exit

Payroll Administration Home > Loan Repayment

ABC INDUSTRIES - 551213

To process a loan repayment:

1 Please give this batch a name and enter a Payroll Date.
Payroll date is used to clarify Current vs. Prior Year contributions as it applies to the IRS Limits.

Batch Name ? Payroll Date

Display Active Loans Only

2 Now, would you like to upload a file containing participant data?

Upload a file
I have a file with participant(s) data that I would like to import.

Process loan repayment manually
I will manually enter the participant data.

Select a File

[View Sample File for formatting instructions](#)

[< Back](#)

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Screen Options

- Click **Browse** to select a file to upload
- Click **View Sample File for formatting instructions** to view a PDF of a sample file for formatting instructions
- Click **Back** to go to the Home screen
- Click **Continue** to go to the Templates screen

File Browse

For any file import, the file must follow the rules below. The file type must be one of the following formats:

- Excel spreadsheet (.xls, .xlsx and .xlsm)
- Comma delimited file (.csv)
- Plain text (.txt)
- .fix
- .dat
- .mdo
- .md5
- .pay
- .wk3
- .wk4

- .prn

General rules

- The imported file size must be greater than zero and less than 5MB.
- All SSNs must have nine digits; leading zeroes must be included.



Note: When you are in the process of creating a template, and attempt to change screens, you will be prompted to save the template.

Loan Repayment Import Formatting Rules

- All fields/cells should be formatted as text.
- In MS-Excel; a **green** triangle indicator in the cell signifies that you have stored values as text.
- Comma Separated File (*.CSV)-Files must be comma delimited. Quotation marks must be removed from any values containing either single (' ') or double quotation (" ") prior to being imported.
- Fixed width files are acceptable. The same formatting rules apply to each field as Excel or (*.CSV).
- Contributions can be included on the same spreadsheet as loans, see section for Contributions/Loan repayment. For an example of this, click the Contribution View Sample File PDF file link on the Contributions screen. Contact Voya for more information regarding importing a single file containing Contribution and Loan Repayment data
- A stand-alone spreadsheet for loan repayments is required if a participant repays more than one loan number at a time.
- Import multiple payroll dates separately.
- If there are header/trailer lines, they must be identified when creating the template. Rows must be consecutive. Remove any blank rows.
- Refer to the loan amortization schedule for the payment amount and loan number.
- Payments must be the exact payment amount or an exact multiple of the scheduled repayment.
- Negatives and adjustments are not permitted to loans.

Data Fields and Formatting

Fields/cells should be formatted as text.

Field	Description
Social Security Number	<ul style="list-style-type: none"> • Must contain nine digits. • Leading zeros must be included. • Acceptable formats: 999-99-9999, 999/99/9999, or 999999999. • If the Social Security number format does not contain hyphens or slashes, make sure that the field is formatted as text. In MS-Excel, a green triangle indicates that you have stored values as text.
Participant Name	Not required.
Loan Repayment Amount Column	<p>If the file does not contain decimals (values are implicit—see below), check the box labeled “Check this box if dollar amounts in the file do not have decimal points” when mapping. Do not include dollar signs or commas. Acceptable formats can either be:</p> <ul style="list-style-type: none"> • Explicit: 999.99 • Implicit: 99999 (the two rightmost digits are cents)
Loan Number	Three digits required and must include leading zeros. For example: 001, 002, 006.

Field	Description
Division Codes	Four-digit division code. If you receive the error "Participant not in authorized division/location," please validate the division/location you entered. If you have entered the correct division/location, please contact your plan manager.

	A	B	C
1	SSN	Loan acct #	Payment
2	123-45-6789	001	47.58
3	111-22-3333	002	55.68
4	111-22-3333	003	75.01
5			
6			
7			

Loan Repayment Import File Sample in MS Excel Format

```

Loan Import.csv - Notepad
File Edit Format View Help
SSN, Loan #, Payment
123-45-6789, 001, 47.58
111-22-3333, 002, 55.68
111-22-3333, 003, 75.01

```

Loan Repayment Import File Sample in .CSV Format

Templates Screen

After you have selected **Continue** from the File Browse screen, you'll see the Templates screen. From here you can:

- Select a template
- Add a new template
- Delete a template

A template holds the format you define for the import file, including column headings. After you select your file, you'll define which column has SSN, loan amount, loan payment amount, etc.. The template can be saved, so that you can reuse it or modify it to create another template next time.

Templates screen

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Payroll Administration [Help](#) | [Exit](#)

[Payroll Administration Home](#) > [Loan Repayment](#) > Templates

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You can select an existing template or create a new one by selecting from the options below. If you use an existing template, please verify that any new columns added to your file have also been added to the selected template to ensure detail will import correctly.

Please be advised that Division/Location column is required.

Existing Template
Select

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Screen Options


- Select an existing template from the list of saved templates using the drop down.
 - Click **Go** after selecting a template to go to the Existing Template screen
 - Click **Delete** to delete the selected template
- Click **Create New Template** to go to the Create Template screen
- Click **Back** to go to the Loan Repayments screen

Create Template Screen

You'll see this screen if you selected **Create New Template**. It is used to create a new template for an imported file. When creating a new template the following rules apply:

- New template name has a maximum of 15 characters for fixed width files and 20 characters for .csv and excel file formats.
- A maximum of 50 templates can be saved per plan.
- A value of "Not Applicable" will also be displayed to exclude any columns from the imported file.
- The new template may require a "Division/Location" column (If authorized for the plan).
- At any time while you are creating a template, you can click the **Save Template** button to save your changes.

Create Template screen


Payroll Administration
Help | Exit

Payroll Administration Home > Loan Repayment > Templates > Create Template

ABC INDUSTRIES - 551213

Create a new template

1

2 From top to bottom, how many rows would you like to remove?

Headers:

3 From bottom to top, how many rows would you like to remove?

Trailers:

Check this box if dollar amounts in file do not have decimal points

4 Now select each column title:

Select an appropriate heading from the dropdown list for each column. To bypass a column, select Not Applicable.

	A	B	C	D
	Column 1	Column 2	Column 3	Column 4
1	SSN	LN	LA	Div/Loc
2	xxxxx 8476	001	77.37	0001
3	xxxxx4655	001	299.33	0001

← Back

Cancel
Save And Continue
Save Template

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Fields

Field	Description
New Template Name	Enter a name for the new template.
From top to bottom, how many rows would you like to remove?	Select the number of header rows contained in the import file. Options include "No Headers" (default), and the values 1-9. When the file is imported, these header fields will be ignored to obtain the file data. They will still appear on this screen to help you select the column headings

Field	Description
	Upon clicking the question icon, the following text will display within a pop-up. "Select the number of headers contained in the import file. Options include "No Headers" (default), and the values 1-9. When the file is imported, these header fields will be ignored."
From bottom to top, how many rows would you like to remove?	Select the number of trailer rows contained in the import file. Options include "No Trailers" (default), and the values 1-9. When the file is imported, these trailer fields will be ignored. Upon clicking the question icon, the following text will display within a pop-up. "Select the number of trailers contained in the import file. Options include "No Trailers" (default), and the values 1-9. When the file is imported, these trailer fields will be ignored."
Check Box if Dollar Amounts Have an Implied Decimal	Check this box if the imported file has implicit decimals. If your file has decimals, leave this box unchecked.
Column Headings	Select a heading name for each column from the drop-down list. The list consists of the basic information such as name and Social Security number, the optional fields set as 'Required or Updateable' for the respective modules of the plan and an entry for each available source in the plan. To bypass a column, including name, select Not Applicable .


Screen Options

- Click **Back** to go to the Templates screen
- Click **Cancel** to go to the Home screen
- Click **Save and Continue** to save the template and perform validations. See the Error Corrections section below for possible error messages and their meanings. This step also removes formatting marks from the imported data. If there are no errors you will be taken to the Loan Input screen
- Click **Save Template** to save the template

Map Column Header Screen

If you import a file other than an Excel or .csv, you will see a screen to select columns to appear in your new template.

Map column header screen - New Template


Payroll Administration
Help | Exit

Payroll Administration Home > Loan Repayment > Templates > T11 Template

ABC INDUSTRIES - 551213

Create new template

- 1 Existing Template
- 2 From top to bottom, how many rows would you like to remove?
 Headers:
- 3 From bottom to top, how many rows would you like to remove?
 Trailers:
- 4 Now select each column title:
 Check this box if dollar amounts in file do not have decimal points

Add template fields

Field Type

Starting Position

Field Length

Field Name	Starting Position	Field Length	
Social Security Number	1	10	Edit Delete
Loan Number	11	3	Edit Delete
Loan Amount	15	5	Edit Delete
Divison/Location	22	4	Edit Delete

Uploaded Data


Social Security Number	Loan Number	Loan Amount	Divison/Location
xxxx4655	001	77.37	0001

← Back

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You can add template fields by selecting Field Type, Starting Position and Field Length. Click **Add Field** to add the field. The added fields will appear in the section below. You can either **Edit** or **Delete** an added field. Click **Update Data** to upload the data from the import file.

Map column header screen - Existing Template



Payroll Administration

[Help](#) | [Exit](#)

Payroll Administration Home > Loan Repayment > Templates > T11 Template

ABC INDUSTRIES - 551213

Existing Template

1

2 From top to bottom, how many rows would you like to remove?

Headers

3 From bottom to top, how many rows would you like to remove?

Trailers

4 Now select each column title:

Check this box if dollar amounts in file do not have decimal points

Add template fields

Field Type

Field Name	Starting Position	Field Length	
Social Security Number	1	10	Edit Delete
Loan Number	11	3	Edit Delete
Loan Amount	15	6	Edit Delete
Divison/Location	23	4	Edit Delete

Uploaded Data

Social Security Number	Loan Number	Loan Amount	Divison/Location
xxxxx4655	001	299.33	0001


[← Back](#)

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Existing Template Screen

If you select an existing template you will see the screen below. Existing templates can be modified and saved. Simply make any changes you need to make to any editable field, just as in the new template screen.

Existing Template screen


Payroll Administration
Help | Exit

Payroll Administration Home > Loan Repayment > Templates > Test Template 1 Template

ABC INDUSTRIES - 551213

Existing Template

1

2 From top to bottom, how many rows would you like to remove? 3 From bottom to top, how many rows would you like to remove?

Headers Trailers

Check this box if dollar amounts in file do not have decimal points

4 Now select each column title:

This template can be modified by selecting a new heading from the drop down list. To bypass a column, select Not Applicable.

	A	B	C	D
	Social Security Numb...	Loan Number	Loan Amount	Divison/Location
1	SSN	LN	LA	Div/Loc
2	xxxxx 8476	001	77.37	0001
3	xxxxx 4655	001	299.33	0001

< Back

Cancel
Save And Continue
Save Template

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Fields

Field	Description
Existing Template	Template name.
From top to bottom, how many rows would you like to remove?	The number of headers can be selected. Upon clicking the question icon, the following text will display within a pop-up. “Select the number of headers contained in the import file. Options include “No Headers” (default), and the values 1-9. When the file is imported, these header fields will be ignored.”
From bottom to top, how many rows would you like to remove?	The number of trailers can be selected. Upon clicking the question icon, the following text will display within a pop-up. “Select the number of trailers contained in the import file. Options include “No Trailers” (default), and the values 1-9. When the file is imported, these trailer fields will be ignored.”


Screen Options

- Click **Back** to go to the Templates screen
- Click **Cancel** to go to the Home screen
- Click **Save and Continue** to save template and perform validations. See the Error Corrections section for possible error messages and their meanings. This step also removes formatting marks from the imported data. If there are no errors, you will be taken to the Loan Input screen
- Click **Save Template** to save the template

Error Corrections

In case of errors upon clicking **Save and Continue**, the screen appears as below. Click **View Error Messages** to get a detailed view on the errors. A pop-up will display showing the error. All fields can be edited on this screen by manually clicking in the cell and typing the correct data.

Error Messages screen


Payroll Administration
Help | Exit

Payroll Administration Home > Loan Repayment > Templates > Template 1 Template

ABC INDUSTRIES - 551213

Create a new template

✔ Template last saved on Thursday, October 31st, 2019 03:23:46 AM

View Error Messages

Existing Template

1

2 From top to bottom, how many rows would you like to remove.

Headers ?

3 From bottom to top, how many rows would you like to remove.

Trailers ?

Check this box if dollar amounts in file do not have decimal points

4 Now select each column title:

This template can be modified by selecting a new heading from the drop down list. To bypass a column, select Not Applicable.

	A	B	C	D
	Social Security Num...	Loan Number	Loan Amount	Divison/Location
1	SSN	LN	LA	Div/Loc
2	XXXXX6250	001	77.37	0001
3	XXXXX4567	001	299.33	0001

< Back

Cancel
Save And Continue
Save Template


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Screen Options

- Click **Back** to go to the Templates screen
- Click **Cancel** to go to the Home screen
- Click **Save and Continue** after correcting errors to re-validate. Based on successful validation you will be taken to the Loan Input screen
- Click **Save Template** to save template

Error Message Details

Errors  **Print**

SSN	Error
20689XXXX	SSN and Loan Number 001 not found.
35685XXXX	SSN and Loan Number 001 not found.
35685XXXX	SSN and Loan Number 002 not found.

Done

Screen Options

- Click **Print** to print the errors
- Click **Done** to close the pop-up and return to the Create Template screen for correcting the errors

Loan Repayments screen with 'Process loan repayment manually' option selected for File Import

VOYA
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Payroll Administration Help | Exit

[Payroll Administration Home](#) > Loan Repayment

ABC INDUSTRIES - 551213

To process a loan repayment:

1 Please give this batch a name and enter a Payroll Date.
Payroll date is used to clarify Current vs. Prior Year contributions as it applies to the IRS Limits.

Batch Name ? Payroll Date

Display Active Loans Only

2 Now, would you like to upload a file containing participant data?

Upload a file
I have a file with participant(s) data that I would like to import.

Process loan repayment manually
I will manually enter the participant data.


[← Back](#) [Continue](#)

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Screen Options

- Click **Back** to go to the Home screen
- Click **Continue** to go to the Loan Input screen

Loan Repayments screen with File Import not activated


Payroll Administration
Help | Exit

Payroll Administration Home > Loan Repayment

ABC INDUSTRIES - 551213

To process a loan repayment:

1 Please give this batch a name and enter a Payroll Date.
Payroll date is used to clarify Current vs. Prior Year contributions as it applies to the IRS Limits.

?

📅

Display Active Loans Only

< Back
Continue

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Fields

Field	Description
Batch Name	Enter the batch name. Batch names cannot contain commas. Click the question icon next to the Batch Name for help information. The help information will display in a pop-up and will read “The batch name must contain no more than 20 alpha-numeric characters or spaces and cannot include commas.”
Payroll Date	Select the dates using the calendar icon. Payroll dates for the following year (up to January 15) can be submitted from December 15 to 31. Payroll dates after January 15 must be submitted after January 1.
Select All Division/Location	Click this box to select all the locations for the batch (if applicable).

Field	Description
Select Division/Location	Multiple divisions can be selected by clicking on the division name. Only divisions that you have prior access to will be selectable. Select the appropriate division (if applicable). Multiple divisions can be selected by clicking on the division name. Selected divisions are displayed with "X" icon. Click the "X" to deselect a division. Selected Divisions are Displayed in bold in the dropdown and the user can deselect the same by clicking on the division name. This field is only displayed for plans that maintain different divisions or locations for their participants.
Display Active Loans Only	Click this box to display only active loans in the plan. The system displays this field only if there is more than one loan type. If you uncheck this box and the plan has accounts with a loan status other than active, the batch contains the Loan Status for the applicable accounts.


Screen Options

- Click **Back** to go to Home screen
- Click **Continue** to go to Loan Input screen

Loan Input Screen

The loan input screen retrieves and displays all the active loans in the plan.

Loan Input screen


Payroll Administration
Help | Exit

Payroll Administration Home > Loan Repayment > Loan Payment Details

ABC INDUSTRIES - 551213

Payment amount

To populate payment amount you may do **ANY** of the following:

- Enter the amount manually
- Select Principal Balance
- Select Payoff Amount
- Select Excepted Amount
- Multiply the Expected Amount at the bottom of the table

Changing the funding source (temporarily)

Select a different division/location to temporarily change the bank account for this loan Repayment.

This division/location will not be updated on the participant through the Loan Repayment batch. To permanently change a participant's division/location, use Participant Update.

Batch Name: Payroll Date:

Search by:

Name ▲	SSN ▼	Loan # ▼	Payoff Amount ▼	Principal Balance ▼	Interest Arrears ▼	Expected Amount ▼	Division/Location ▼	Payment Amount ▼
GRIGSBY-DP, CLYDE	xxxxx2509	001	8,154.44	8,154.44	0.00	85.82	0001	0.00
KAHLER-DP, TOMMIE	xxxxx6075	004	5,358.98	5,358.98	0.00	174.88	0001	0.00
MCLAUGHLIN-DP, MICKEY	xxxxx0439	002	6,534.75	6,534.75	0.00	148.06	0001	0.00
OVERLOCK-DP, NICKY	xxxxx8524	002	1,860.20	1,860.20	0.00	53.60	0001	0.00
SPIER-DP, TOVA	xxxxx5992	005	3,514.37	3,514.37	0.00	227.72	0001	227.72
SPIER-DP, TOVA	xxxxx5992	006	2,624.05	2,624.05	0.00	59.89	0001	0.00
STULTZ-DP, KELVIN	xxxxx8575	003	4,990.41	4,990.41	0.00	154.60	0001	0.00
TREW-DP, CURT	xxxxx2932	005	2,268.10	2,268.10	0.00	51.64	0001	0.00
WEIKEL-DP, ELLIOT	xxxxx0274	002	12,904.65	12,904.65	0.00	328.72	0001	0.00
ZHENG-DP, LUCIUS	xxxxx5945	001	346.45	346.45	0.00	382.64	0001	0.00
Total								227.72

Multiply EXPECTED AMOUNT and populate PAYMENT AMOUNT by

← Back

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The participants will be sorted in alphabetical order by last name. You can sort the participant information by clicking on the column headers. An upward orange arrow indicates sorting of the column in ascending order and a downward orange arrow indicates sorting of the column in descending order. Some columns will have drop-down selection lists (these will differ based on your plan settings and permissions). Many of these values can be changed on this screen.


February 2020

Page 133

Fields

Field	Description
Payment Amount	The Payoff Amount (if applicable) and Expected Amount are represented in a different color. You can manually enter the payment amounts, or you can select the payment amounts automatically by clicking either the Payoff Amount or the Expected Amount. Note: While Loan Payoff is available to all users, it may not be activated. Contact Voya for assistance.
Multiply Payment Amounts by	This button provides a drop-down list with values from 1-9. For example, if "2" is selected, the payment amount for all participants will be multiplied by two. Select the multiplier value to use for the payment amount. Then click the Multiply button.

If you select **Payoff Amount** for a participant loan or enter the payoff amount in the payment field, a PAYOFF image is displayed. You can change your selection, however the last selected amount is the one displayed in the input box. The column for Interest in Arrears represents the amount of interest due to close the loan.


Payroll Administration
Help | Exit

Payroll Administration Home > Loan Repayment > Loan Payment Details

ABC INDUSTRIES - 551213

Payment amount

To populate payment amount you may do ANY of the following:


- Enter the amount
- Select Principal Balance
- Select Payoff Amount
- Select Excepted Amount
- Multiply the Expected Amount at the bottom of the table

Changing the funding source (temporarily)

Select a different division/location to temporarily change the bank account for this loan repayment.

This division/location will not be updated on the participant through the Loan Repayment batch. To permanently change a participant's division/location, use Participant Update.

Batch Name: Payroll Date:

Search by: Select 

Loan Status	Loan #	Payoff Amount	Principal Balance	Interest Arrears	Expected Amount	Division/ Location	Payment Amount	
0-Active	001	1,673.65	1670.69	0.00	35.65	1005	0.00	
8-Deemed Distributed	001	Get Payoff	5675.40	0.00	522.74	1005	5,981.74	PAY OFF
0-Active	001	4,261.75	4253.77	0.00	98.67	1005	0.00	
0-Active	001	31,889.35	31816.44	0.00	111.72	1005	0.00	
0-Active	001	13,089.36	13064.86	0.00	191.67	1005	13,089.36	PAY OFF
0-Active	002	2,351.40	2346.51	0.00	31.17	1005	0.00	
1-Normal Payoff	001	0.00	0.00	0.00	124.70	1005	0.00	PAY OFF
1-Normal Payoff	001	0.00	0.00	0.00	46.00	1005	0.00	PAY OFF
0-Active	002	552.11	551.08	0.00	15.45	1005	0.00	
0-Active	001	1,410.34	1406.97	0.00	58.06	1005	0.00	
							19,071.10	

Add Participants from Alternate Location

Multiply EXPECTED AMOUNT and populate PAYMENT AMOUNT by

1

Multiply

← Back

Cancel

Save And Continue

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February 2020

Page 134


Screen Options

- Click **Add Participants from Alternate Location** will open a new screen to Add Participant from another Division/Location to a batch file, or delete participants from the batch. You can click on the question symbol for help text. The following text displays “Only participants within your authorized division/location will display in the batch. If you need to submit loan repayments for a participant that has transferred to another unauthorized division/location, transferred to your authorized division/location, or is actively employed in multiple divisions/locations, you may add their SSN here.”
- Click **Back** to go to the Loan Repayment screen
- Click **Cancel** to go to the Home screen
- Click **Save and Continue** to go to the Pending or Submitted Batches screen A message in green font regarding successful batch file submission will display in the top left of the screen

Add Participants from Alternate Location screen

The **Add Participants from Alternate Location** screen allows you to add participants from another division or location to a contribution file, or delete participants from the batch. This is only available for some plans that use multiple locations. Participants from different divisions can be added to a pending batch. You can view the participants that have previously been added.

Add Participant to Batch screen


Payroll Administration
Help | Exit

Payroll Administration Home > Loan Repayment > Loan Payment Details > Add Participant to Batch

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Only participants within your authorized division/location will display in the batch. If you need to submit loan repayments for a participant that has transferred to another unauthorized division/location, transferred to your authorized division/location, or is actively employed in multiple divisions/location, you may add them here by using the search feature below.

You may delete a participant previously added to the current loan batch by clicking on the 'Remove' next to the SSN. Deleting the participant will only remove them from the current batch. The record will not be permanently removed from view until the loan is either paid or deemed.

- 1** Select the Div Sub to apply funding to.
 Select Division/Location to Apply Funding to SSN
- 2** Search By
- 3** Search Participant by SSN Search

Social Security Number	Participant Name	Add
8U1-65-499 /	AK / Z-DP, BENNIE	Add
XXX-XX-0533	ASCENCIO-DP, MARCELINO	Add
XXX-XX-3453	ASD,	Add
XXX-XX-3593	ASENCIO-DP, DARRELL	Add
XXX-XX-0815	ASTORGA-DP, CARL	Add
837-58-4077	ATCHISON-DP, ROCCO	Add
XXX-XX-9366	AUBE-DP, MEL	Add
XXX-XX-1234	AUTON-DP, REGGIE	Add
XXX-XX-5426	AVENDANO-DP, JAMEYS M	Add
XXX-XX-7896	AXFORD-DP, CESAR	Add
XXX-XX5170	AYCOCK-DP, RUDOLF	Add

Added Participants

EICHER-DP, ZANE	XXXX3247	0011	Remove
BULGER-DP, MONTE	XXXX8013	1234	Remove
YARNALL-DP, LORENZO	XXXX8180	0001	Remove

DONE

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Select a Div/Sub to apply funding to.

To add a participant to the selected batch:

- Select a 'Search By' criteria
- Enter the corresponding value in the field and click **Search**
- From the Search results, select **Add** to add the participant(s)

To delete a previously added participant:


- From the Added Participants, select **Remove** to delete the participant(s)

Screen Options

- Click **Done** to add the selected participants to the batch and go to the Loan Input screen

Pending or Submitted Batches screen – Success message

Pending or Submitted Batches screen – Success message


Payroll Administration
Help | Exit

Payroll Administration Home > Pending/Submitted Batches

ABC INDUSTRIES - 551213

Please select Batch Type

✔ Your loans batch file has been added to the list of pending batches below.

Batch Type

To submit your batch for processing: (1) Select the circle to the left of the batch name and (2) click the Run Batch Button at the bottom of the screen.

Search by:

Batch Name	Batch Type	Payroll Date	Status	Scheduled Date	Sponsor ID	Division/ Location	EE	
<input type="radio"/> shanti	Combined	2019-10-25-2	Open			0001 TEXAS RESTAUR...	0.0	Edit Print Delete
<input type="radio"/> om	Combined	2019-10-25-1	Contains Errors			0001 TEXAS RESTAUR...	10	Edit Print Delete
<input type="radio"/> batch-1	Contributions	2019-10-10-5	Processing ended wit...	2019-10-24		0001 TEXAS RESTAUR...	0.0	Edit Print Delete
<input type="radio"/> r4	Contributions	2019-10-10-3	Ready to Post			0001 TEXAS RESTAUR...	0.0	Edit Print Delete
<input type="radio"/> t	Contributions	2019-10-10-1	Ready to Post			0001 TEXAS RESTAUR...	0.0	Edit Print Delete
<input type="radio"/> B1	Loans	2019-10-01-2	Ready to Post			0001 TEXAS RESTAUR...	0.0	Edit Print Delete
<input type="radio"/> Test 002	Contributions	2019-09-23-1	Ready to Post		sms3486fc	0001 TEXAS RESTAUR...	1.0	Edit Print Delete
<input type="radio"/> sadf	Loans	2019-09-10-1	Ready to Post			0001 TEXAS RESTAUR...	0.0	Edit Print Delete
<input type="radio"/> t5	Contributions	2019-08-02-1	Ready to Post			0001 TEXAS RESTAUR...	1.0	Edit Print Delete
<input type="radio"/> t5	Contributions	2019-06-07-1	Ready to Post			0001 TEXAS RESTAUR...	0.0	Edit Print Delete

[Back](#)
Run Batch

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If you're using an Imported Loan File:

- The Loan Input screen will also display the message "Your file has been successfully imported."
- **Click Continue** will execute validations and take you to the Pending/Submitted Batches screen
- If payoff amount = payment amount, the payoff image will be displayed on the Loan Input screen
- A button to populate payment amount for all participants will be available. The button will provide a drop-down with values from 1-9. For example, if "2" is selected, the payment amount for all participants will be multiplied by 2.

Contributions/Loan Repayment File Processing


Overview

This option allows you to process a file with contributions and/or loan repayment data. Includes the functions:

- Importing Contributions and/or Loan Repayment data on a single file
- Contribution and Loan Repayments set-up data
- Entering payroll and Loan Repayments data

If the plan has Contributions and/or Loan Repayments File Import activated, the Set Up screen will provide an option to import a file. After successfully importing a file, it will be added to the Pending/Submitted Batches list, where you can make final edits before manual submission. Click Contributions/Loan Repayment File Processing tile on the Home screen to go to the Contributions and/or Loan Repayment processing pages









Home screen


Payroll Administration
Help | Exit

Payroll Administration Home

ABC INDUSTRIES - 551213 [Change Plan](#)

Select an operation from the tiles shown below

 Add/Enroll <small>Add/Enroll participant</small>	 Participant Update <small>View/Update participant information</small>	 Batch Participant Update <small>Update multiple participants</small>
 Contributions <small>Process contributions to accounts</small>	 Pending/Submitted Batches <small>Review batch information</small>	 Loan Repayment <small>Process loan repayments</small>
 Contributions/Loan Repayment <small>Process a file with contributions and/or loan repayment data</small>	 Bank Information <small>Add or update assigned bank</small>	

The Payroll/Administration will be available during these hours:
 Monday through Friday from 7:00 AM - 7:30 PM EST
 Saturday from 6:00 AM - 12:00 AM EST
 Sunday from 12:00 PM - 7:00 AM Monday EST

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Contributions/Loan Repayments Set Up Screen


The Contributions/Loan Repayments set up screen allows you to enter Contributions/Loan Repayments set up data – Payroll Date, if applicable, Select Prefunded Account Contribution or Participant Account Contribution, Division fields, Copy Payroll Data from, Sources.

If you select the 'Upload a File' radio button to Import a File, you will be presented with a File Browse section where you may select the appropriate file to be imported. See the Batch Files and Templates section for more details. If you want to make manual updates, select the 'Process Contributions Manually' radio button and enter the Contribution set up data and click Continue to go to Contributions Payroll Input screen for batch processing.



Note: File upload feature is not applicable for Prefunded Account Contribution

Contributions/Loan Repayments Set Up Screen when Participant Account Contribution is selected, File Import activated, File Import – Upload File selected


Payroll Administration
Help | Exit

Payroll Administration Home > Contribution/Loan Repayment

ABC INDUSTRIES - 551213

Process a file with contributions and loan repayment data.

To process a contributions/loans file:

- Please give this batch a name and enter a Payroll Date.

Payroll date is used to clarify Current vs. Prior Year contributions as it applies to the IRS Limits.

Prefunded Account Contribution
 What's This?

Participant Account Contribution

 - Display Active Participants Only
 - Display Active and Ineligible Participants
 - Display All
- Would you like to upload a file containing participant data?

Upload a file
I have a file with participant(s) data that I would like to import.

Process contributions manually
I will manually enter the participant data.





Select a file

Display Active Loans Only

< Back

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Fields

Field	Description
Batch Name	<p>Required field is used for memo purposes only. It allows you to enter a description for the payroll you are creating, so the description name is entirely your decision.</p> <p>Click on question symbol next to the field. The following text will display “The batch name must contain no more than 20 alpha-numeric characters or spaces and cannot include commas.”</p>
Payroll Date	<p>Select the dates using the calendar icon. Payroll dates for the following year (up to January 15) can be submitted from December 15 to 31. Payroll dates after January 15 must be submitted after January 1.</p> <p> Note: Please use the correct plan year payroll date when remitting contributions. The payroll date is used to clarify Current vs. Prior Year contributions as it applies to the IRS Limits.</p>
Participant Account Contribution	Select this option to contribute to the Participant Account through the contribution batch
Display Active Participants Only	<p>Select this option to include only active participants in the contribution batch. By default, this will be selected.</p> <p> Note: This option is available for selection only for Participant Account Contribution</p>
Display Active and Ineligible Participants Only	<p>Select this option to include participants which are either in an active status or ineligible status in the contribution batch</p> <p>Clicking on the help icon will display the below text in a pop-up: “Select this option if you wish to include participants which are either in an active status or an ineligible status.”</p> <p> Note: This option is available for selection (depending on plan settings) only for Participant Account Contribution</p>
Display All Participants	<p>Select this option to include all participants in the contribution batch</p> <p> Note: This option is available for selection only for Participant Account Contribution</p>

Screen Options

- Click **Browse** to select a Contributions/Loan Repayments file to import
- Click **View Sample File for formatting instructions** to open a PDF file showing formatting rules
- Click **Back** to return to the Home screen
- Click **Continue** to go to the Templates Screen

File Browse

1. For any file import, the file must follow the rules below. The file type must be one of the following formats:

- Excel spreadsheet (.xls, .xlsx and .xlsm)
- Comma delimited file (.csv)
- Plain text (.txt)
- .fix
- .dat
- .mdo
- .md5
- .pay
- .wk3
- .wk4
- .prn

2. The imported file size must be greater than zero and less than 5MB.

3. All SSNs must have nine digits; leading zeroes must be included.

4. Negative amounts can be accepted. Please contact your administrator for more information on adding this function.



Note: When you are in the process of creating a template, and attempt to change screens, you will be prompted to save the template.

Contributions/Loan Repayments Import Formatting Rules

- All fields/cells should be formatted as TEXT.
- In MS-Excel; a green triangle indicator in the cell signifies that you have stored values as text.
- Comma Separated File (*.CSV) – Files must be comma delimited. Quotation marks must be removed from any values containing either single (' ') or double quotation (" ") prior to being imported.
- Fixed Width Files are acceptable. The same formatting rules apply to each field as Excel or (*.CSV).
- Some data categories will only be accepted by the system if they are allowed by the plan rules. For special circumstances, additional categories may be available or required but not listed in this document.
- Verify participant account balance prior to submitting adjustments with negative values to offset contributions. Accounts are subject to change and market value fluctuation.
- Negative loan amounts are not permitted. Contact your Voya plan manager for assistance.
- Confirm that all employees on the spreadsheet are entered into the system and that the enrollment process is complete.
- Multiple Loans per participant may be submitted on a single file
- Contributions and Loan Repayments can be included on the same spreadsheet.
- Import multiple payroll dates separately.
- If there are header/trailer lines, they must be identified when creating the template. Rows must be consecutive. Remove any blank rows.

Data Fields and Formatting

- Social Security Number:
 - Must contain 9 digits.
 - Leading zeros must be included.
 - Acceptable formats: 999-99-9999, 999/99/9999, or 999999999.
 - If the Social Security number format does not contain hyphens or slashes, then ensure that the field is formatted as text
- Participant name is not required.
- Contribution source and Loan Repayment Amount columns:

- If the file does not contain decimals, please check the box titled, “Check this box if dollar amount in the file do not have decimal points.” when mapping template.
 - Do not include dollar signs or commas.
 - Acceptable formats can either be: 999.99 (explicit decimal) or 99999 (implied decimal, assumes the two digits in the rightmost positions in the cell are cents; use the check box for this format).
- Division codes (if applicable):
 - Maximum 4 digits (valid values based on plan requirements): If you receive the following error message: “Participant not in Authorized Division/Location. Please validate the
 - Division/Location you entered. If you have entered the correct Division/Location, please contact your Plan Manager.”
- Indicate negatives with minus sign to the immediate left of the amount, no parenthesis. For example, -9999.99.
- Negatives contributions are not permitted for loan repayments
- Loan Number
 - Three digits required and must include leading zeros (for example, 001,002,006)
- Refer to the loan amortization schedule for payment amount and loan number
- Loan Repayments: Payments must be the exact payment amount or an exact multiple of the scheduled repayment
- Actual hours-Plan Year to Date (for vesting purposes):
 - Overlay method replaces previous hours
 - Values should be accumulated by Sponsor and submitted to overlay the previous grand total
 - Hours must be submitted in whole numbers and must not exceed 4 digits.
- Anniversary hours (for plan eligibility rules):
 - Overlay method-Values should be accumulated.
 - Hours must be submitted in whole numbers and must not exceed 4 digits.
- Current Hours (Plan year or Anniversary hours):
 - Accumulate option – special set up required. The amount submitted will add to the total that exists on the system.
 - Hours must be submitted in whole numbers and must not exceed 3 digits.
- Termination Date:
 - Acceptable formats : MM-DD-YYYY, MM/DD/YYYY or MMDDYYYY
 - Must contain 8 digits
 - Leading zeros in months must be maintained
- Termination Reason:
 - Valid values:
 - V - Voluntary
 - 1 – With Cause
 - 2 – Laid Off
 - 3 – Special
 - 4 – Retirement
 - 5 – Permanent Disability
 - 6 - Death

Templates Screen

After you have selected **Continue** from the File Browse screen, you will see the Templates screen. From here you can:

- Select Existing Contribution/Loan Template
- Create New Contributions/Loan Template from Existing Contributions or Loans Template
- Create New Template

Templates screen

The screenshot shows the 'Templates' screen in the 'Payroll Administration' system for 'ABC INDUSTRIES - 551213'. The page header includes the VOYA FINANCIAL logo, the title 'Payroll Administration', and links for 'Help' and 'Exit'. The breadcrumb trail is 'Payroll Administration Home > Contribution/Loan Repayment > Templates'. Below the company name, there is a note: 'You can select an existing template or create a new one by selecting from the options below. If you use an existing template, please verify that any new columns added to your file have also been added to the selected template to ensure detail will import correctly.' There are two radio button options: 'Select Existing Contributions/Loans Template' and 'Create New Contributions/Loan Template from Existing Contributions or Loans Template'. A vertical line separates these options from a prominent orange button labeled 'Create New Template'. At the bottom left, there is a '< Back' link. The footer contains copyright information: '© 2019 Voya Institutional Plan Services, LLC. All Rights Reserved. Voya and Voya logo are registered trademarks of Voya Services Company.' and a link 'Click here for supported browsers'.

A template holds the format you define for the import file, including column headings. After you select your file, you'll define which column contains SSN, Contribution Amount, Employer Match, etc. The template can be saved, so that you can reuse it or modify it to create another template next time.

Screen Options

- On choosing the 'Select Existing Contributions/Loan Template' you will be provided with a drop down list of saved combined file templates
 - Click **Go** after selecting an existing template to go to the Existing Template screen
 - Click **Delete** to delete the selected template
- On choosing the 'Create New Contributions/Loan Template from Existing Contributions or Loans Template' you will be provided with the below two options to select from existing Contributions only template or Loans only template
 - Contributions
 - Loans

Select Contributions and click **Go** after selecting an existing Contributions template to go to the Existing Template screen

Select Loans and click **Go** after selecting an existing Loan template to go to the Existing Template screen


- Click **Create New Template** to go to the Create Template screen
- Click **Back** to go to the Contributions/Loan Repayments Set Up screen

Create Template Screen

You'll see this screen if you selected **Create New Template**. It is used to create a new template for an imported file. When creating a new template, the following rules apply:

- New template name has a maximum of 15 characters for fixed width files and 20 characters for .csv and excel file formats.
- A maximum of 50 templates can be saved per plan.
- Optional data elements enabled for Contributions will also be displayed. The override name for the optional data element will be displayed.
- A value of "Not Applicable" will also be displayed to exclude any columns from the imported file.
- The new template may require a "Division/Location" column (If authorized for the plan).
- At any time while you are creating a template, you can click the **Save Template** button to save your changes.

Create Template screen


Payroll Administration
Help | Exit

Payroll Administration Home > Contribution/Loan Repayment > Templates > Create Template

ABC INDUSTRIES - 551213

Create a new template

1

2 From top to bottom, how many rows would you like to remove?

3 From bottom to top, how many rows would you like to remove?

Headers: ?

Trailers: ?

Check this box if dollar amounts in file do not have decimal points

4 Now select each column title:

Select an appropriate heading from the dropdown list for each column. To bypass a column, select Not Applicable.

	A	B	C	D	E	
	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
1	SSN	ROTH ROLL	EE PRE TAX	Div/Loc	LN	LA
2	XXXXX7619	10.00	20.00	0001	001	299.33
3	XXXXX1576	20.00	20.00	0001	001	116.13

< >

< Back

Cancel
Save And Continue
Save Template

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Fields

Field	Description
New Template Name	Enter a name for the new template.
From top to bottom, how many rows would you like to remove?	<p>Select the number of header rows contained in the import file. Options include “No Headers” (default), and the values 1-9. When the file is imported, these header fields will be ignored to obtain the file data. They will still appear on this screen to help you select the column headings</p> <p>Upon clicking the question icon, the following text will display within a pop-up. “Select the number of headers contained in the import file. Options include “No Headers” (default), and the values 1-9. When the file is imported, these header fields will be ignored.”</p>
From bottom to top, how many rows would you like to remove?	<p>Select the number of trailer rows contained in the import file. Options include “No Trailers” (default), and the values 1-9. When the file is imported, these trailer fields will be ignored.</p> <p>Upon clicking the question icon, the following text will display within a pop-up. “Select the number of trailers contained in the import file. Options include “No Trailers” (default), and the values 1-9. When the file is imported, these trailer fields will be ignored.”</p>
Check Box if Dollar Amounts Have an Implied Decimal	Check this box if the imported file has implicit decimals. If your file has decimals, leave this box unchecked.
Column Headings	Select a heading name for each column from the drop-down list. The list consists of the Contributions information including a Termination Date and Termination reason, Loan information i.e. Loan ID, Loan Number, the optional fields set as 'Required or Updateable' for the respective modules of the plan and an entry for each available source in the plan. To bypass a column, including name, select Not Applicable . If Loans are not allowed for the plan, the Loan information is not shown


Screen Options

- Click **Back** to go to the Templates screen
- Click **Cancel** to go to the Home screen
- Click Save and **Continue** to save the template and perform validations. See the Error Corrections section below for possible error messages and their meanings. This step also removes formatting marks from the imported data. If there are no errors you will be taken to the Contributions/Loan Repayments Input screen
- Click **Save Template** to save the template

Map Column Header Screen

If you import a file other than an Excel or .csv, you will see a screen to select columns to appear in your new template.

Map column header screen - New Template


Payroll Administration
Help | Exit

Payroll Administration Home > Contribution/Loan Repayment > Templates > Test Template 9 Template

ABC INDUSTRIES - 551213

Create new template

- 1 New Template Name
- 2 From top to bottom, how many rows would you like to remove?
 Headers:
- 3 From bottom to top, how many rows would you like to remove?
 Trailers:
- 4 Now select each column title:
 Check this box if dollar amounts in file do not have decimal points

Add template fields

Field Type

Starting Position

Field Length

Field Name	Starting Position	Field Length	
Social Security Number	1	9	Edit Delete
EE PRE TAX	11	5	Edit Delete
ROTH ROLL	17	5	Edit Delete
Loan Number-1	28	3	Edit Delete
Loan Amount-1	32	5	Edit Delete

Uploaded Data


Social Security Number	EE PRE TAX	ROTH ROLL	Loan Number-1	Loan Amount-1
XXXX6250	10.00	20.00	001	77.37

< Back

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You can add template fields by selecting Field Type, Starting Position and Field Length. Click **Add Field** to add the field. The added fields will appear in the section below. You can either **Edit** or **Delete** an added field. Click **Update Data** to upload the data from the import file.

Map column header screen - Existing Template



Payroll Administration

[Help](#) | [Exit](#)

Payroll Administration Home > Contribution/Loan Repayment > Templates > Test Template 9 Template

ABC INDUSTRIES - 551213

1 Existing Template

2 From top to bottom, how many rows would you like to remove?
 Headers: **?**

3 From bottom to top, how many rows would you like to remove?
 Trailers: **?**

Check this box if dollar amounts in file do not have decimal points

4 Now select each column title:

Add template fields

Field Type

Field Name	Starting Position	Field Length	
Social Security Number	1	9	Edit Delete
EE PRE TAX	11	5	Edit Delete
ROTH ROLL	17	5	Edit Delete
Loan Number-1	28	3	Edit Delete
Loan Amount-1	32	5	Edit Delete

Uploaded Data

Social Security Number	EE PRE TAX	ROTH ROLL	Loan Number-1	Loan Amount-1
XXXXX6250	10.00	20.00	001	77.37
XXXXX4578	35.00	45.00	001	89.44


[← Back](#)

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Existing Template Screen

If you select an existing template you will see the screen below. Existing templates can be modified and saved. Simply make any changes you need to make to any editable field, just as in the new template screen.

Existing Template screen


Payroll Administration
Help | Exit

Payroll Administration Home > Contribution/Loan Repayment > Templates > Test Template 2 Template

ABC INDUSTRIES - 551213

Existing Template

1

2 From top to bottom, how many rows would you like to remove?

3 From bottom to top, how many rows would you like to remove?

Headers ?

Trailers ?

Check this box if dollar amounts in file do not have decimal points

4 Now select each column title:

This template can be modified by selecting a new heading from the drop down list. To bypass a column, select Not Applicable.

	A	B	C	D	E	
	Social Security Num...	ROTH ROLL	EE PRE TAX	Not Applicable	Loan Number-1	Loan Amoun
1	SSN	ROTH ROLL	EE PRE TAX	Div/Loc	LN	LA
2	XXXXX6190	10.00	20.00	0001	001	299.33
3	XXXXX1576	20.00	20.00	0001	001	116.13
4	XXXXX6712	35.00	45.00	0001	001	45.78

< >

< Back

Cancel
Save And Continue
Save Template

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Fields

Field	Description
Existing Template	Template name.
From top to bottom, how many rows would you like to remove?	The number of headers can be selected. Upon clicking the question icon, the following text will display within a pop-up. “Select the number of headers contained in the import file. Options include “No Headers” (default), and the values 1-9. When the file is imported, these header fields will be ignored.”
From bottom to top, how many rows would you like to remove?	The number of trailers can be selected. Upon clicking the question icon, the following text will display within a pop-up. “Select the number of trailers contained in the import file. Options include “No Trailers” (default), and the values 1-9. When the file is imported, these trailer fields will be ignored.”


Screen Options

- Click **Back** to go to the Templates screen
- Click **Cancel** to go to the Home screen
- Click **Save and Continue** to save the template and perform validations. See the Error Corrections section for possible error messages and their meanings. This step also removes formatting marks from the imported data. If there are no errors, you will be taken to the Contributions/Loan Repayments Input screen.
- Click **Save Template** to save the template

Error Corrections

In case of errors upon clicking **Save and Continue**, the screen appears as below. Click **View Error Messages** to get a detailed view on the errors. A pop-up will display showing the error. All fields can be edited on this screen by manually clicking in the cell and typing the correct data.

Error Messages Screen


Payroll Administration
Help | Exit

Payroll Administration Home > Contribution/Loan Repayment > Templates > T6 Template

ABC INDUSTRIES - 551213

Create a new template

✔ Template last saved on Wednesday, November 06th, 2019 06:05:45 AM

View Error Messages

Existing Template

1

2 From top to bottom, how many rows would you like to remove?

Headers ?

3 From bottom to top, how many rows would you like to remove?

Trailers ?

Check this box if dollar amounts in file do not have decimal points

4 Now select each column title:

This template can be modified by selecting a new heading from the drop down list. To bypass a column, select Not Applicable.

	A	B	C	D	E	
	Social Security Numb...	ROTH ROLL	EE PRE TAX	Not Applicable	Loan Number-1	Loan Amour
1	SSN	ROTH ROLL	EE PRE TAX	Div/Loc	LN	LA
2	XXXXX6190	10.00	20.00	0001	001	299.33
3	XXXXX1576	20.00	20.00	0001	001	116.13
4	XXXXX6712	35.00	45.00	0001	001	45.78

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>

< Back

Cancel

Save And Continue

Save Template


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Screen Options

- Click **Back** to go to the Templates screen
- Click **Cancel** to go to the Home screen

- Click **Save and Continue** after correcting errors to re-validate. Based on successful validation, you will be taken to the Contributions Payroll Input screen
- Click **Save** Template to save template

Error Message Details

Errors  Print


SSN	Error
XXXXXX6188	Payment amount must match Expected Amount or the Payoff Amount.

Done

Screen Options

- Click **Print** to print the errors
- Click **Done** to close the pop-up and return to the Create Template screen for correcting the errors

Contributions/Loan Repayments Set Up screen with File Import not activated


Payroll Administration
Help | Exit

[Payroll Administration Home](#) > Contribution/Loan Repayment

ABC INDUSTRIES - 551213

Process a file with contributions and loan repayment data.

To process a contributions/loans file:

?

📅

Prefunded Account Contribution What's This?

Participant Account Contribution

Display Active Participants Only
 Display Active and Ineligible Participants
 Display All

Display Participants With Contributions

Copy Payroll Date From

The following sources are available to be included in your batch. Should you copy from an existing batch, the default sources will be populated based on the batch copied. If you need to add or delete sources from the batch, check or uncheck the sources as applicable.

Available Sources to Include in Batch


- EE PRE TAX
- ROTH ROLL
- RollOver
- ROTH
- TAKEOVER
- SH MATCH

Display Active Loans Only

← Back
Continue

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Contribution/Loan Repayment Set Up screen with 'Process Contribution/Loan Repayment Manually' option selected for Prefunded Account Contribution


Payroll Administration
Help | Exit

Payroll Administration Home > Contribution/Loan Repayment

ABC INDUSTRIES - 551213

Process a file with contributions and loan repayment data.

To process a contributions/loans file:

Please give this batch a name and enter a Payroll Date.

Payroll date is used to clarify Current vs. Prior Year contributions as it applies to the IRS Limits.

!

📅

Prefunded Account Contribution What's This?

Participant Account Contribution

The following sources are available to be included in your batch. Should you copy from an existing batch, the default sources will be populated based on the batch copied. If you need to add or delete sources from the batch, check or uncheck the sources as applicable.

Available Sources to Include in Batch


- EE PRE TAX
- ROTH ROLL
- RollOver
- ROTH
- TAKEOVER
- SH MATCH

← Back
Continue

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Contributions/Loan Repayments Set Up screen with 'Process contributions manually' option selected for Participant Account Contribution


Payroll Administration
Help | Exit

[Payroll Administration Home](#) > Contribution/Loan Repayment

ABC INDUSTRIES - 551213

Process a file with contributions and loan repayment data.

To process a contributions/loans file:

- Please give this batch a name and enter a Payroll Date.
Payroll date is used to clarify Current vs. Prior Year contributions as it applies to the IRS Limits.

Prefunded Account Contribution What's This?
 Participant Account Contribution

Display Active Participants Only
 Display Active and Ineligible Participants
 Display All

- Would you like to upload a file containing participant data?

Upload a file
I have a file with participant(s) data that I would like to import.

Process contributions/loans manually
I will manually enter the participant data.

Display Participants With Contributions

Copy Payroll Date From

Select

The following sources are available to be included in your batch. Should you copy from an existing batch, the default sources will be populated based on the batch copied. If you need to add or delete sources from the batch, check or uncheck the sources as applicable.

Available Sources to Include in Batch

- EE PRE TAX
- ROTH ROLL
- RollOver
- ROTH
- TAKEOVER
- SH MATCH







Display Active Loans Only



< Back
Continue

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Fields

Field	Description
Batch Name	Required field is used for memo purposes only. It allows you to enter a description for the payroll you are creating, so the description name is entirely your decision. Click on question symbol next to the field. The following text will display "The batch name must contain no more than 20 alpha-numeric characters or spaces and cannot include commas."

Field	Description
Payroll Date	<p>Select the dates using the calendar icon. Payroll dates for the following year (up to January 15) can be submitted from December 15 to 31. Payroll dates after January 15 must be submitted after January 1.</p> <p> Note: Please use the correct plan year payroll date when remitting contributions. The payroll date is used to clarify Current vs. Prior Year contributions as it applies to the IRS Limits.</p>
Prefunded Account Contribution	<p>Select this option to contribute to the Prefunded Account through the contribution batch</p> <p> Note: This option will display depending on the plan settings</p> <p>Clicking on the 'What's this?' link will open the Prefunded Account Guide in a new window</p>
Participant Account Contribution	<p>Select this option to contribute to the Participant Account through the contribution batch</p>
Display Active Participants Only	<p>Select this option to include only active participants in the contribution batch. By default, this will be selected.</p> <p> Note: This option is available for selection only for Participant Account Contribution</p>
Display Active and Ineligible Participants Only	<p>Select this option to include participants which are either in an active status or ineligible status in the contribution batch</p> <p>Clicking on the help icon will display the below text in a pop-up: "Select this option if you wish to include participants which are either in an active status or an ineligible status."</p> <p> Note: This option is available for selection (depending on plan settings) only for Participant Account Contribution</p>
Display All Participants	<p>Select this option to display and include all participants in the plan in the contribution batch. Use this if you need to make a contribution for an employee who is in a terminated status or provide hours to employees that are not eligible but not enrolled in the plan for vesting purposes.</p> <p> Note: This option is available for selection only for Participant Account Contribution</p>
Select Division/Location	<p>Changes divisions to display participants. Only divisions that you have prior access to will be selectable. Select the appropriate division (if applicable). Multiple divisions can be selected by clicking on the division name. Selected divisions are displayed with "X" icon. Click the "X" to deselect a division. Selected Divisions are displayed in bold in the dropdown and the user can deselect the same by clicking on the division name. This field is only displayed for plans that maintain different divisions or locations for their participants.</p>
Select All Division/Location	<p>Check this box to select all the divisions/locations in the plan for the contribution batch (may not appear, depending on plan settings).</p>
Display Participants with Contributions	<p>Filters for only the active plan participants that have made contributions (optional). This does not include active participants that have not contributed.</p> <p> Note: If you select the option to display participant with contribution, you must also select a batch to copy from. This option is applicable only for Participant Account Contribution</p>

Field	Description
Copy Payroll Data From	<p>This field contains a drop-down list of previously submitted payroll files (may not appear, depending on plan settings). You can choose to create a new payroll and copy the financial data from your last payroll. This may be helpful if your payroll does not contain many changes. This data can include hours, (which can be accumulated provided your plan is set up for this function).</p> <p> Note: Previously submitted payroll files are sorted by pay date, with the most recent batch displayed first. This option is applicable only for Participant Account Contribution</p>
Source Selection	<p>Checked sources will appear on the following batch screen. If you have chosen to copy payroll data from a previously submitted payroll file, the default sources will be prepopulated based on the file copied. You can add or delete sources (check or uncheck) as applicable.</p>
Display Active Loans	<p>Click this box to display only active loans in the plan. The system displays this field only if there is more than one loan type. If you uncheck this box and the plan has accounts with a loan status other than active, the batch contains the Loan Status for the applicable accounts.</p> <p> Note: This option is displayed only for plans offering Participant loans.</p>

Screen Options

- Click **Back** to go to the Home screen
- Click **Continue** to go to the Contributions/Loan Repayments Payroll Input screen

Participants Screen

The Participants screen will display based on the plan settings. A pagination option is provided to navigate through the list of participants. You can select all or specific participants for whom contributions are to be defined.

Participants Screen

VOYA
FINANCIAL

Payroll Administration Help | Exit

Payroll Administration Home > Contribution/Loan Repayment > Participants

ABC INDUSTRIES - 551213

Select which participants you would like to add to the batch. Click the buttons to add and remove the participants from each list.

Search Type

Search Results (1208) Select All

Participant Name	Social Security Number
<input type="checkbox"/> ABBOTT-DP, SERAFINA	xxxxx0462
<input type="checkbox"/> ACKLEY-DP, RACQUEL	xxxxx4706
<input type="checkbox"/> ACKLEY-DP, TRAVIS	xxxxx4706
<input type="checkbox"/> ACUFF-DP, MAXIE	xxxxx9264
<input type="checkbox"/> ADLER-DP, AURELIA	xxxxx2472
<input type="checkbox"/> AGUILA-DP, MALCOM	xxxxx9066
<input type="checkbox"/> AGUINALDO-DP, RENE	xxxxx6268
<input type="checkbox"/> AKRIDGE-DP, SHELBY	xxxxx2280
<input type="checkbox"/> ALCOTT-DP, EVERETT	xxxxx6654
<input type="checkbox"/> ALEJOS-DP, FILIBERTO	xxxxx7898

< 1 2 3 4 5 6 7 8 9 10 >

Added Participants (2) Select All

Participant Name	Social Security Number
<input type="checkbox"/> ALCORN-DP, JOAN	xxxxx3655
<input type="checkbox"/> ALBRO-DP, ADOLPH	xxxxx0682

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To search and add a participant:

- Select a 'Search By' criteria and enter the corresponding value in the field and click **Search**
- From the Search results, select **Add** to add the participant(s)

To add a participant or all participants:

- Check the specific participant(s) and select **Add** to add the participant(s) OR
- Check the 'Select All' option and select **Add** to add all the participants

To remove previously added participants:

- Check the specific participant(s) from the Added Participants list and select **Remove** to delete the participant(s)
- Check the 'Select All' option from the Added Participants list and select **Remove** to delete all the participant(s)

Screen Options

- Click **Back** to go to the Contributions/Loan Repayments Set Up screen
- Click **Cancel** to go to the Home screen

- Click **Continue** to go to the Contributions/Loan Repayments Payroll Input screen

Contributions/Loan Repayments Payroll Input Screen

The Contributions/Loan Repayments Input screen allows you to enter or update

- Contributions for the prefunded account or Contributions and Loan Repayments data for the participants based on your selection of Prefunded Account Contribution or Participant Account Contribution on the Contributions/Loan Repayments Set Up Screen.

For prefunded account contribution, only the prefunded account will be displayed and you may enter or update the contributions accordingly.

For participant account contribution, you may select and copy data from a previously submitted file and make changes based on current information, or you may generate a payroll using new information. If the participants do not have Loan Repayment data, all the Loan Repayment fields will default to zero and you will not be able to enter a Payment amount.


The participants are sorted in alphabetical order by default. You can sort the participants by clicking on any of the column headers. An upward orange arrow indicates sorting of the column in ascending order and a downward orange arrow indicates sorting of the column in descending order. A **Catch-Up** option, if available, will display and allow the user to designate catch-up contributions. A batch can include both catch-up and non-catch-up contributions.

If you have contributions for a newly eligible participant, you will need to create a new enrollment by selecting **New Enrollment** at the bottom of the screen. Once the enrollment is completed, you may continue entering payroll data on the Contribution screen.



Note: Only plans offering New Enrollment functionality will see the **New Enrollment** button at the bottom of the screen

Contributions/Loan Repayments Input screen – Prefunded Account Contribution



Payroll Administration

[Help](#) | [Exit](#)

[Payroll Administration Home](#) > [Contribution/Loan Repayment](#) > Payroll

ABC INDUSTRIES - 551213

Your batch is ready for processing. Please be advised, the order of the source columns may have changed. Enter data into the appropriate columns.

Batch Name

Payroll Date

You may contribute to your Plan's Prefunded Account using this contribution batch by indicating the amount by money source you wish to contribute. Only positive amounts will be accepted by source.

Name ▼	SSN ▼	EE PRE TAX ▼	ROTH ROLL ▼	RollOver ▼	ROTH ▼	TAKEOVER ▼	SH MATCH ▼
ER PREFUNDED ACCOUNT	xxxxx1001	0.00	0.00	0.00	0.00	0.00	0.00
Total							

← Back

Cancel
Save And Continue

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Contributions/Loan Repayments Input screen – Participant Account Contribution



Payroll Administration Help | Exit

Payroll Administration Home > Contribution/Loan Repayment > Payroll

ABC INDUSTRIES - 551213 [Change Plan](#)

Your batch is ready for processing. Please be advised, the order of the source columns may have changed. Enter data into the appropriate columns.

Payment amount

To populate payment amount you may do ANY of the following:

- Enter the amount manually
- Select Principal Balance
- Select Payoff Amount
- Select Excepted Amount
- Multiply the Expected Amount at the bottom of the table

Changing the funding source (temporarily)

Select a different division/location to temporarily change the bank account for this loan Repayment.

By selecting a division/location, you are temporarily changing the bank account from which the funding for this Contribution or Loan Repayment is coming from. This division/location will not be updated on the participant record through the Contribution/Loan Repayment batch. To permanently change a participant's division/location, use Participant Update

Batch Name: Payroll Date:

Please note: If you are required to update participant Current Period Hours with your contributions, the Hours will only update on Voya's recordkeeping system after the batch has been fully submitted and finished.

Search by:

Name	SSN	Period Comp	Division/Location	Mos Svc	Number Of Hours	Number Of Hours	Elig Hrs Anniv	1
4	xxxxx9607	0.00	1001	1	0.00	0.00	0.00	1,629.00
AKEY-DP, TEST 2	xxxxx9843	0.00	1001	14	0.00	0.00	0.00	1,539.00
ALBANO-DP, TEST 3	xxxxx8227	0.00	1004	2	0.00	0.00	0.00	1,629.00
ANGUIANO-DP, TRINA	xxxxx5379	0.00	1005	4	0.00	0.00	0.00	1,629.00
ANGUS-DP, KATIA	xxxxx7780	0.00	1005	2	0.00	0.00	0.00	1,629.00
ANSELMO-DP, AMBROSE	xxxxx9476	0.00	1005	4	0.00	0.00	0.00	1,629.00
ARCHAMBAULT-DP, CLEMENT...	xxxxx7859	0.00	1005	1	0.00	0.00	0.00	1,629.00
ARDOIN-DP, CHI	xxxxx5799	0.00	1005	1	0.00	0.00	0.00	1,131.00
AS, AS W	xxxxx6786	0.00	1003	0	0.00	0.00	0.00	0.00
ASHWORTH-DP, RENATO	xxxxx3230	0.00	1003	4	0.00	0.00	0.00	1,539.00
BALCH-DPD, PASANDD D	xxxxx6330							
Total								

By clicking on a participant's name, you can link to the Participant Update section to view or update participant information.

Multiply EXPECTED AMOUNT and populate PAYMENT AMOUNT by

< Back
Cancel
Save And Continue

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Fields

Prefunded Account Contribution

Based on your plan settings, Division/Location values are selectable and you can select a different Division/Location for funding purposes. Only positive amount contributions are accepted for the prefunded account.

Participant Account Contribution

Some columns will have drop-down selection lists (these will differ based on your plan settings and permissions). Many of these values can be changed on this screen. If Division/Location values are selectable, each participant must have a value and used for contribution funding.

The **Payoff Amount** (if applicable) and **Expected Amount** are represented in a different color. You can manually enter the payment amounts, or you can select the payment amounts automatically by clicking either the Payoff Amount or the Expected Amount.

The Multiply Payment Amounts By option provides a drop-down list with values from 1-9. For example, if “2” is selected, the payment amount for all participants will be multiplied by two. Select the multiplier value to use for the payment amount. Then click the **Multiply** button.

If you select **Payoff Amount** for a participant loan or enter the payoff amount in the payment field, a PAYOFF image is displayed. You can change your selection, however the last selected amount is the one displayed in the input box.


By clicking on a participant’s name, you can link to the Participant Update section to view or update participant information. After finishing the updates to the participants, you will be returned to the Contributions/Loan Repayments Input screen. See *Participant Update* section for more details.

The Termination Date and Termination Reason Code may be updated as part of the batch file. The updates will be sent to the recordkeeping system at the time the batch is submitted and the confirmation is received. Contact your plan manager to enable this feature.

Multiple Division Plans

Sometimes multiple division plans that have restricted user access may have the need to remit a contribution for an employee that they are not the primary employer of within a plan. If a plan is authorized for multiple divisions, a separate column will be displayed in the table. By selecting a division/location, you are temporarily changing the bank account from which the funding for this Contribution will be deducted. The division/location will not be updated on the participant record through the Contribution batch. To permanently change a participant's division/location, use the *Participant Update* screen.

Contributions/Loan Repayments set up screen – Multiple Division Plan


Payroll Administration
Help | Exit

Payroll Administration Home > Contribution/Loan Repayment > Payroll

ABC INDUSTRIES - 551213

Your batch is ready for processing. Please be advised, the order of the source columns may have changed. Enter data into the appropriate columns.

Payment amount

To populate payment amount you may do ANY of the following:

- Enter the amount manually
- Select **Principal Balance**
- Select **Payoff Amount**
- Select **Excepted Amount**
- Multiply the **Expected Amount** at the bottom of the table

Changing the funding source (temporarily)

Select a different division/location to temporarily change the bank account for this loan Repayment.

By selecting a division/location, you are temporarily changing the bank account from which the funding for this Contribution or Loan Repayment is coming from. This division/location will not be updated on the participant record through the Contribution/Loan Repayment batch. To permanently change a participant's division/location, use Participant Update

Batch Name: Payroll Date:

Please note: If you are required to update participant Current Period Hours with your contributions, the Hours will only update on Voya's recordkeeping system after the batch has been fully submitted and finished.

Search by: Select Q

Name	SSN	Period Comp	Division/ Location	Mos Svc	Number Of Hours	Number Of Hours	Elig Hrs Anniv	T
4	xxxxx9607	0.00	1001	1	0.00	0.00	0.00	1,629.00
AKEY-DP, TEST 2	xxxxx9843	0.00	1002	14	0.00	0.00	0.00	1,539.00
AS, AS W	xxxxx6786	0.00	1003	0	0.00	0.00	0.00	0.00
ASHWORTH-DP, RENATO	xxxxx3230	0.00	1004	4	0.00	0.00	0.00	1,539.00
BALCH-DPD, PASANDD D	xxxxx6330	0.00	1005	25	0.00	10.00	0.00	1,539.00
BERESFORD-DP, CARMINA	xxxxx7879	0.00	1001	8	0.00	0.00	0.00	1,539.00
BLOSSER-DP, GEORGIANA	xxxxx0807	0.00	1001	14	0.00	0.00	0.00	1,539.00
BLOSSER-DP, LUVENIA	xxxxx0807	0.00	1001	13	0.00	0.00	0.00	1,539.00
BOEHMAN-DP, FELISHA FF	xxxxx9803	0.00	1002	1	0.00	0.00	0.00	1,377.00
BOURGOIN-DP, HALLEY	xxxxx2470	0.00	1001	22	0.00	0.00	0.00	1,539.00
BREW-DP, VICTOR	xxxxx0654	0.00	1001	1	0.00	0.00	0.00	1,539.00
Total								

By clicking on a participant's name, you can link to the Participant Update section to view or update participant information.

Multiply EXPECTED AMOUNT and populate PAYMENT AMOUNT by 1 Multiply

Add Participants from Alternate Location
Add Additional Participants
New Enrollment

← Back
Cancel
Save And Continue

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Screen Options

- Click **Add Participants from Alternate Location** opens a new screen to Add Participant from another Division/Location to a contributions/loan repayments file, or delete participants from the batch
- Click **Add Additional Participants** opens a new screen to add additional participants (not already present on the data file) to a contributions/loan repayments file, or delete participants from the batch
- Click **New Enrollment** to go to the Add/Enroll Participant screen
- Click **Back** to go to the Contributions/Loan Repayments Set Up screen
- Click **Cancel** to go to the Home screen
- Click **Save and Continue** to go to the Pending/Submitted Batches screen with the ability to print the screen. A message in green font regarding successful Batch addition will display in the top left of the screen.

Add Participants from Alternate Location screen

The **Add Participants from Alternate Location** screen allows you to add participants from another division or location to a contribution file, or delete participants from the batch. This is only available for some plans that use multiple locations. Participants from different divisions can be added to a pending batch. You can view the participants that have previously been added.

Add Participants from Alternate Location screen

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Payroll Administration Help | Exit

Payroll Administration Home > Contribution/Loan Repayment > Payroll > Add Participant to Batch

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Only participants within your authorized division/location will display in the batch. If you need to submit contributions for a participant that has transferred to another unauthorized division/location, transferred to your authorized division/location, or is actively employed in multiple divisions/locations, you may add them here by using the search feature below.

If you had previously added a participant to your batch, they will be displayed below and you may delete them at any time.

To add a participant, locate them via the search tool below and click 'Add'.

- Select the Div Sub to apply funding to.

Select Division/Location to Apply Funding to SSN

Select

If the participant has transferred to your division/location and the division/location has not yet been updated, please contact the current division/location:

Division/Location : 1234

If the participant is actively employed in multiple divisions/locations and the primary division/location should be changed to your authorized division/location, please contact your relationship manager.
- Search By

Social Security Number
- Search Participant by SSN

Social Security Number	Participant Name	
XXX-XX-3274	EICHER-DP, ZANE	Add
XXX-XX-1234	METZGAR-DP, SCOTT	Add
XXX-XX-8055	GINGRAS-DP, CORTEZ	Add
XXX-XX-8180	YARNALL-DP, LORENZO	Add

Added Participants		
EICHER-DP, ZANE	XXXXXXXX274	0011 Remove
BULGER-DP, MONTE	XXXXXXXX013	1234 Remove
YARNALL-DP, LORENZO	XXXXXXXX8180	0001 Remove

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Select a Div/Sub to apply funding to.

To add a participant to the selected batch:

- Select a 'Search By' criteria
- Enter the corresponding value in the field and click **Search**
- From the Search results, select **Add** to add the participant(s)

To delete a previously added participant:

- From the Added Participants, select **Remove** to delete the participant(s)


Screen Options

- Click **Done** to go to the Contributions/Loan Repayments Input screen

Add Additional Participants Screen

The Add Additional Participants screen allows you to add participants that are not on the file

Add Additional Participant Screen


Payroll Administration
Help | Exit

Payroll Administration Home > Contribution/Loan Repayment > Payroll > Add Additional Participants

TEXAS RESEARCH INTERNATIONAL INC - 559901

If you need to submit contribution/loan repayments for a participant that is not displaying in your data file, you may add them here by searching for them using their SSN or Last Name.

Search By

1 Social Security Number

2 Search Participant by SSN

Search

Participant Name	Social Security Number	Add
P, NAMSMITH	XXX-XX-8962	Add
ANGEL,NICK	XXX-XX-2369	Add
MAX,NICKY	XXX-XX-6889	Add
FD, SITA	XXX-XX-6434	Add
SHIVER-DP, AARON	XXX-XX-6837	Add
MAX,NICKY	XXX-XX-1234	Add
DSAFR, FEA W	XXX-XX-5435	Add
UPDATE-DP, UPDATEEE T	XXX-XX-5489	Add
ANGEL,MANNU	XXX-XX-6565	Add
ANGEL,MANNU	XXX-XX-2387	Add

Added Participants

ANGEL,MANNU	XXXXX6565
SHIVER-DP, AARON	XXXXX6837
ANGEL,NICK	XXXXX2369

DONE

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To add a participant to the selected batch:

- Select a 'Search By' criteria and enter the corresponding value in the field and click **Search**
- Enter the corresponding value in the field and click **Search**
- From the Search results, select **Add** to add the participant(s)

To delete a previously added participant:

- From the Added Participants, select **Remove** to delete the participant(s)

Screen Options

- Click **Done** to go add the selected participants to the batch and go to the Contributions/Loan Repayments Input screen

Pending or Submitted Batches screen

Pending or Submitted Batches screen – Success message

VOYA FINANCIAL Payroll Administration [Help](#) | [Exit](#)

[Payroll Administration Home](#) > Pending/Submitted Batches

ABC INDUSTRIES - 551213

Please select Batch Type

✔ Your combined batch file has been added to the list of pending batches below.

Batch Type
Pending Batches

To submit your batch for processing: (1) Select the circle to the left of the batch name and (2) click the Run Batch Button at the bottom of the screen.

Search by:

Batch Name	Batch Type	Payroll Date	Status	Scheduled Date	Division/ Location	EE PRE TAX	EE PR	
<input type="radio"/> fs	Combined	2019-11-22-1	Ready to Post		1001 MERCURY FULFIL...	0.00	0.00	Edit Print Delete
<input type="radio"/> B6	Combined	2019-10-01-2	Ready to Post		1001 MERCURY FULFIL...	0.00	0.00	Edit Print Delete
<input type="radio"/> fs	Loans	2019-08-22-2	Ready to Post		1001 MERCURY FULFIL...	0.00	0.00	Edit Print Delete

[Back](#)

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When Importing a Contributions/Loan Repayments File:


- The Contributions/Loan Repayments Input screen will also display the message “Your file has been successfully imported.”
- If the “Display Active Participants Only” box is unchecked, all participants not included in the imported file but found in the recordkeeping system will be displayed.
- Select **Continue** to advance to the Pending/Submitted Batches screen.
- By selecting a division/location, you are temporarily changing the bank account from which the funding for this Contribution will be deducted. The division/location will not be updated on the participant record through the Contribution batch. To permanently change a participant’s division/location, use the Participant Update screen

Bank Information

Overview

If your selected plan is set up for ACH transmission then you will see a **Bank Information** tile on the Home screen. If you do not see a link, check with your Voya plan manager to change your bank information.









Home screen


Payroll Administration
[Help](#) | [Exit](#)

Payroll Administration Home

ABC INDUSTRIES - 551213 [Change Plan](#)

Select an operation from the tiles shown below

 Add/Enroll Add/Enroll participant	 Participant Update View/Update participant information	 Batch Participant Update Update multiple participants
 Contributions Process contributions to accounts	 Pending/Submitted Batches Review batch information	 Loan Repayment Process loan repayments
 Contributions/Loan Repayment Process a file with contributions and/or loan repayment data	 Bank Information Add or update assigned bank	


The Payroll/Administration will be available during these hours:
 Monday through Friday from 7:00 AM - 7:30 PM EST
 Saturday from 6:00 AM - 12:00 AM EST
 Sunday from 12:00 PM - 7:00 AM Monday EST

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Bank Information Screen

To add or modify bank information, click the Bank Information tile on the Home screen. Current bank information will be displayed. You will then have the ability to modify or add bank information as needed. Please review the policies and restrictions noted on the bottom of the Bank Information screen.

Bank Information screen – Single division plan with no banking information


Payroll Administration
Help | Exit

Payroll Administration Home > Bank Information

ABC INDUSTRIES - 551213

You do not have any bank accounts on file. Add banking information to establish ACH Debit.

?

?

Account Type

 Saving
 Checking

Please remember the following when adding or changing the bank account:

- Do not make more than one bank account change per business day as all pending payments are drawn from the latest updated account at the close of business for all transactions submitted for the investment date.
- Funding for future-dated scheduled batches comes from the bank that Voya has on record at the time that the investment is scheduled to take place. Interim changes to bank information could disrupt the intended debit transaction.
- If you have a need to utilize multiple bank accounts on a regular basis, contact Voya to discuss alternative solutions to your current process.
- Updating the bank account will impact all contribution payments submitted today as well as pending contributions submitted after 4:00 p.m. the prior business day; past payments for prior-invested transactions will not be affected.

< Back

Cancel
Continue

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Fields

Field	Description
Division/Location	Display Division/Location for the selected plan (If applicable)
Apply Banking Info to All Divisions/Locations	If your company has multiple divisions or locations entered in Payroll/Administration, you can click this box to make the banking information same for all of them, even though only one was selected on the previous screen.
Bank Name	Enter the bank's name

Field	Description
Bank Address 1	Enter the bank's street address.
Bank Address 2	Enter the bank's street address.
Bank City	Enter the bank's city.
Bank State	Select the bank state from the drop-down list.
Bank ZIP Code	Enter the ZIP or postal code for the bank address.
Routing Number	Enter the bank's 9-digit routing number. You can click on the question symbol for help text. Routing and Account number help pop-up will display. See screen below.
Confirm Routing Number	Re-enter the bank's routing number.
Account Number	Enter the bank's account number. You can click on the question symbol for help text. Routing and Account number help pop-up will display. See screen below.
Confirm Account Number	Re-enter the bank's account number.
Account Type	Select Checking or Saving

Routing and Account number pop-up

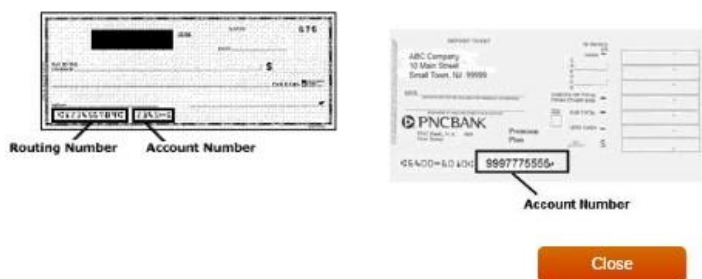
Help Locating the Routing Number and Account Number

The **Routing Number** is a 9 digit number that identifies your bank. It is usually located to the left of the account number at the bottom of a check. If you are using an account other than checking, contact your bank for the proper Bank Routing Number.

The **Account Number** is your checking or savings account number at your financial institution. It is usually located to the right of the Routing Number at the bottom of a check or savings deposit slip. Disregard any spaces or dashes in the middle.

Note: The check number is also printed at the bottom of the check but it should **not** be included as part of your account number.

Please refer to the check and savings deposit samples below to assist you in locating the Routing Number and Account Number.



Alert

- Do not make more than one bank account change per business day as all pending payments are drawn from the latest updated account at the close of business for all transactions submitted for the investment date.
- Funding for future-dated scheduled batches comes from the bank that Voya has on record at the time that the investment is scheduled to take place. Interim changes to bank information could disrupt the intended debit transaction.
- If you have a need to utilize multiple bank accounts on a regular basis, contact Voya to discuss alternative solutions to your current process.
- Updating the bank account will impact all contribution payments submitted today as well as pending contributions submitted after 4:00 p.m. the prior business day; past payments for prior-invested transactions will not be affected.

Screen Options

- Click **Back** to return to the Home screen
- Click **Cancel** to go the Home screen
- Click **Continue** to go to the Bank Information Verification screen

Bank Information Screen – Multiple Division Plan

If ACH Debit is active for your plan and/or division, the bank information will be displayed. Click **Edit** or **Add Bank** as needed to modify the information on file. Bank Information can be sorted by clicking on the column header. An upward orange arrow indicates sorting of the column in ascending order and a downward orange arrow indicates sorting of the column in descending order.

Bank Information screen – Multiple division plan with/without banking information

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Payroll Administration [Help](#) | [Exit](#)

[Payroll Administration Home](#) > Bank Information

ABC INDUSTRIES - 551213

Bank Information is shown below for each division associated with your plan. You may add new bank information or edit existing bank information for any division/location shown.

Search by:

Division/Location	Division/Location Name	Bank Name	Account	Actions
1002	BOYER EE & ER CONTRIBS	TEST BANK 1	Checking	Edit
1001	WILLOUGHBY ER CONTRIBS			Add Bank
0001	WILLOUGHBY FARMS, INC.	TEST BANK 2	Savings	Edit

[Back](#)

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Screen Options

- Click **Back** to return to the Home screen

Add Bank pop-up

Add Bank

Please remember the following when adding or changing the bank account:


- Do not make more than one bank account change per business day as all pending payments are drawn from the latest updated account at the close of business for all transactions submitted for the investment date.
- Funding for future-dated scheduled batches comes from the bank that Voya has on record at the time that the investment is scheduled to take place. Interim changes to bank information could disrupt the intended debit transaction.
- If you have a need to utilize multiple bank accounts on a regular basis, contact Voya to discuss alternative solutions to your current process.
- Updating the bank account will impact all contribution payments submitted today as well as pending contributions submitted after 4:00 p.m. the prior business day; past payments for prior-invested transactions will not be affected.

Cancel

Continue

Edit Bank Information Screen

Edit Bank Information screen


Payroll Administration
Help | Exit

Payroll Administration Home > Bank Information > Edit Bank Information

ABC INDUSTRIES - 551213

Please update the existing bank information as needed.

Division/Location
1002 EMARKETING, LLC

Bank Name

Bank Address (Optional)

Bank Address2 (Optional)

Bank City

Bank State

Bank Zipcode(Optional)

Apply Banking Info to All Division/ Locations

Copy Information from Division

Routing Number

Confirm Routing Number

Account Number

Confirm Account Number

Account Type
 Saving
 Checking

Please remember the following when adding or changing the bank account:

- Do not make more than one bank account change per business day as all pending payments are drawn from the latest updated account at the close of business for all transactions submitted for the investment date.
- Funding for future-dated scheduled batches comes from the bank that Voya has on record at the time that the investment is scheduled to take place. Interim changes to bank information could disrupt the intended debit transaction.
- If you have a need to utilize multiple bank accounts on a regular basis, contact Voya to discuss alternative solutions to your current process.
- Updating the bank account will impact all contribution payments submitted today as well as pending contributions submitted after 4:00 p.m. the prior business day; post payments for prior-invested transactions will not be affected.
- Prior to your first debit, please verify with your bank that 8602739614 is authorized to debit your account.

< Back

Cancel
Continue


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Screen Options

- Click **Back** to go to Bank Information Screen
- Click **Cancel** to go to the Home Screen
- Click **Continue** to go to the Bank Information Verification Screen

Bank Information Verification Screen

Bank Information verification screen


Payroll Administration
Help | Exit

[Payroll Administration Home](#) > [Edit Bank Information](#) > Verify Changes

ABC INDUSTRIES - 551213

Please verify the following bank information:
NOTE that the operation will not be complete until you click SUBMIT.

Bank Name	Routing Number
TEST BANK 1	123456781
Bank Address	Account Number
2216 E,19TH ST279y TULSA, OK 74104	123K456789
	Account Type
	Savings

By providing the bank account information above, the Plan Sponsor/Trustee acknowledges and affirms their agreement with terms and conditions previously agreed to regarding ACH Debit and authorizes Voya, on receipt of a payroll in an approved format, to debit from the account(s) listed the amount necessary to fund the contributions stated in the payroll submission. I agree to abide by those terms and conditions and by any instructions provided by Voya regarding the use of this service. Termination of this service will be effective upon Voya's receipt of a written termination request.

Prior to your first debit, please verify with your bank that 8602739614 is authorized to debit your account.

< Back

Cancel
Submit

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Screen Options

- Click **Back** to go to the Edit Bank Information Screen
- Click **Cancel** to go the Home Screen
- Click **Submit** to save the Bank Information details. Bank Information confirmation pop-up is displayed

Bank Information Confirmation

Bank Information confirmation pop-up

Bank Information Successfully Submitted


This is to confirm that ACH debit has been established for your plan. All electronic detail files remitted to Voya will result in a debit from the designated bank account. Submissions received by the close of the NYSE will be used for same day processing.

Prior to your first debit, please verify with your bank that Voya is authorized to debit your account. Voya's company ID is 8602739614.

OK

Screen Options


Click **OK** to go to the Bank Information Confirmation Screen with the ability to print the screen. A message in **green** font regarding successful Bank information update will display in the top left of the screen


Help | Exit


Bank Information successfully updated on 3/22/2019 at 3:31:25 AM. To print a confirmation page, [click here](#)

Payroll/Administration - 555555-RETIREMENT SAVINGS PLAN [Change Plan](#)


Select an operation from the tiles shown below




Add/Enroll
Add/Enroll Participant




Participant Update
View/Update participant information




Batch Participant Update
Update multiple participants




Contributions
Process contributions to accounts



Pending/Submitted Batches
Review batch information



Loan Repayment
Process loan repayments




Bank Information
Add or update assigned bank

The Payroll/Administration will be available during these hours:
 Monday through Friday from 7:00 AM - 7:30 PM EST
 Saturday from 6:00 AM - 12:00 AM EST
 Sunday from 12:00 PM - 7:00 AM Monday EST

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Bank Information Confirmation screen




Payroll Administration

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[Payroll Administration Home](#) > Bank Information Confirmation

ABC INDUSTRIES - 551213

✔ Bank Information successfully updated on 10/10/2019 at 8:15:15 AM.

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Bank Name	Submission Date and Time
JPMC	10/10/2019 8:15:15 AM
Bank Address	Routing Number
2216 E.19TH ST279y TULSA, OK 74104	123456781
	Account Number
	123K456789
	Account Type
	Savings

By providing the bank account information above, the Plan Sponsor/Trustee acknowledges and affirms their agreement with terms and conditions previously agreed to regarding ACH Debit and authorizes Voya, on receipt of a payroll in an approved format, to debit from the account(s) listed the amount necessary to fund the contributions stated in the payroll submission. I agree to abide by those terms and conditions and by any instructions provided by Voya regarding the use of this service. Termination of this service will be effective upon Voya's receipt of a written termination request.

Prior to your first debit, please verify with your bank that 8602739614 is authorized to debit your account.

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