Guided payroll

Transition Guide for Payroll Processing

How do I send my contributions and loan repayments to Empower?

There are three options available to submit your contributions and loan repayments.

1. Guided payroll

– Used for employers with fewer than 75 employees. You will enter the indicative data and payroll information manually.

2. Payroll Data Interchange (PDI)

– Optional for employers with more than 50 but fewer than 100 employees, and required for employers with more than 100 employees

– **Why PDI?** PDI dramatically increases the efficiency of the Plan Service Center (PSC). PDI simplifies plan administration, increases the accuracy of plan and participant data, and helps ensure the secure exchange of information. PDI is a comprehensive file of employee information which is updated in conjunction with your payroll.

Please note: Before you upload your first file, you will need to develop and test a file layout. Jordan Mura at Empower will work with you and/or your payroll vendor directly to create a production-ready file. Please contact Jordan at Jordan.Mura@empower.com.

3. File transfer

– Used by payroll vendors and employers with more than 100 employees. The PDI file is sent from the vendor directly to Empower via secure file transfer protocol (SFTP).

Please note: Before you send your first file, you will need to develop and test a file layout. Jordan Mura at Empower will work with you and/or your payroll vendor directly to create a production ready file. Please contact Jordan directly at Jordan.Mura@empower.com.

Funding contributions

Empower offers three options for you to fund your contributions and loan repayment. These are listed in order of preference:

1. ACH[*] – Empower debits the funds from the bank account you have saved in the PSC. Funds are debited the business day following the business day the file is processed.

2. Wire – You direct your bank to send the funds to Empower. Many banks charge a fee for this service.

3. Check – You enter your contributions online and then mail a check to Empower. Please note this may cause a delay in processing the file until the funds are received by Empower.

*Please note: The default method of funding is ACH. If you need to change your funding method, please contact Kathy Castle, your client service manager, at **303-737-1791**.*

[*]*Automated Clearing House (ACH).*

Utilizing the Plan Service Center

The PSC is Empower's online portal to process contributions and loan repayments, run reports, and upload documents. To learn more about the PSC, please visit **Empower Plan Resources »** for video tutorials.

Before you send your first payroll contributions and loan repayments to Empower, your banking information must be on file. You will enter this on the PSC. Entering banking information via the PSC is secure, and the information uploads directly to the recordkeeping system.

How to enter/change your banking information

You can also **view a video tutorial »** on how to enter this information.
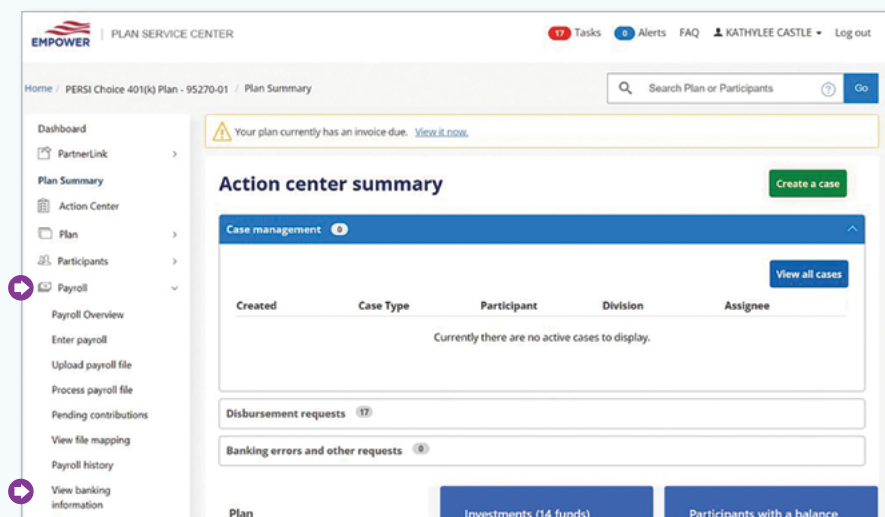
Step 1

To enter your banking information, log in to the PSC.
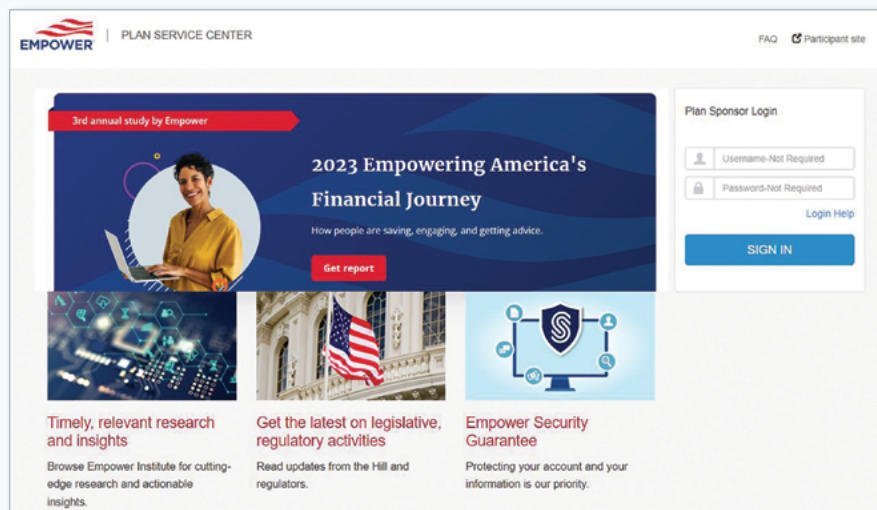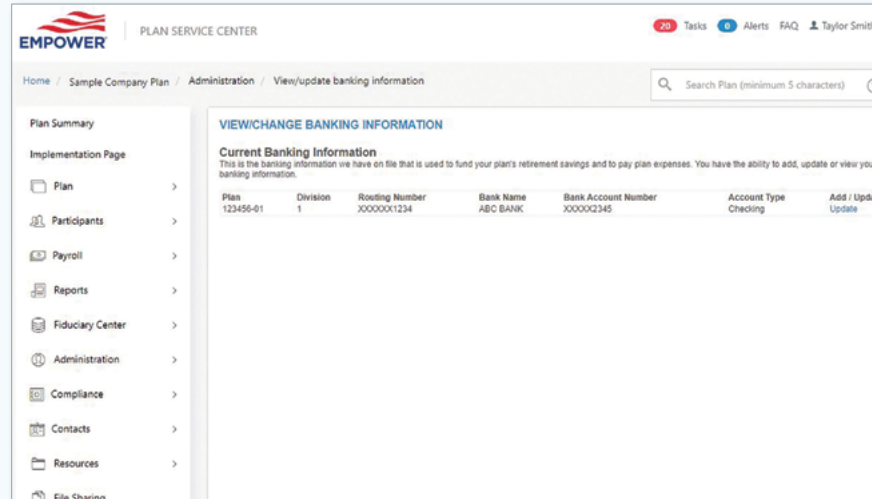

FOR ILLUSTRATIVE PURPOSES.

Step 2

To access the Banking Information screen, select *Payroll*, then *View banking information* from the left navigation menu.

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Step 3

Enter your routing number, account number, and account type for the account you would like Empower to debit. Save changes, and you are ready to submit your payroll information. Please refer to the accompanying payroll processing guide.

FOR ILLUSTRATIVE PURPOSES.

❯ For assistance in processing payroll or other PSC-related questions, please contact Empower at **800-695-4952**. You will need your plan number (95270-01) and your PSC user ID.