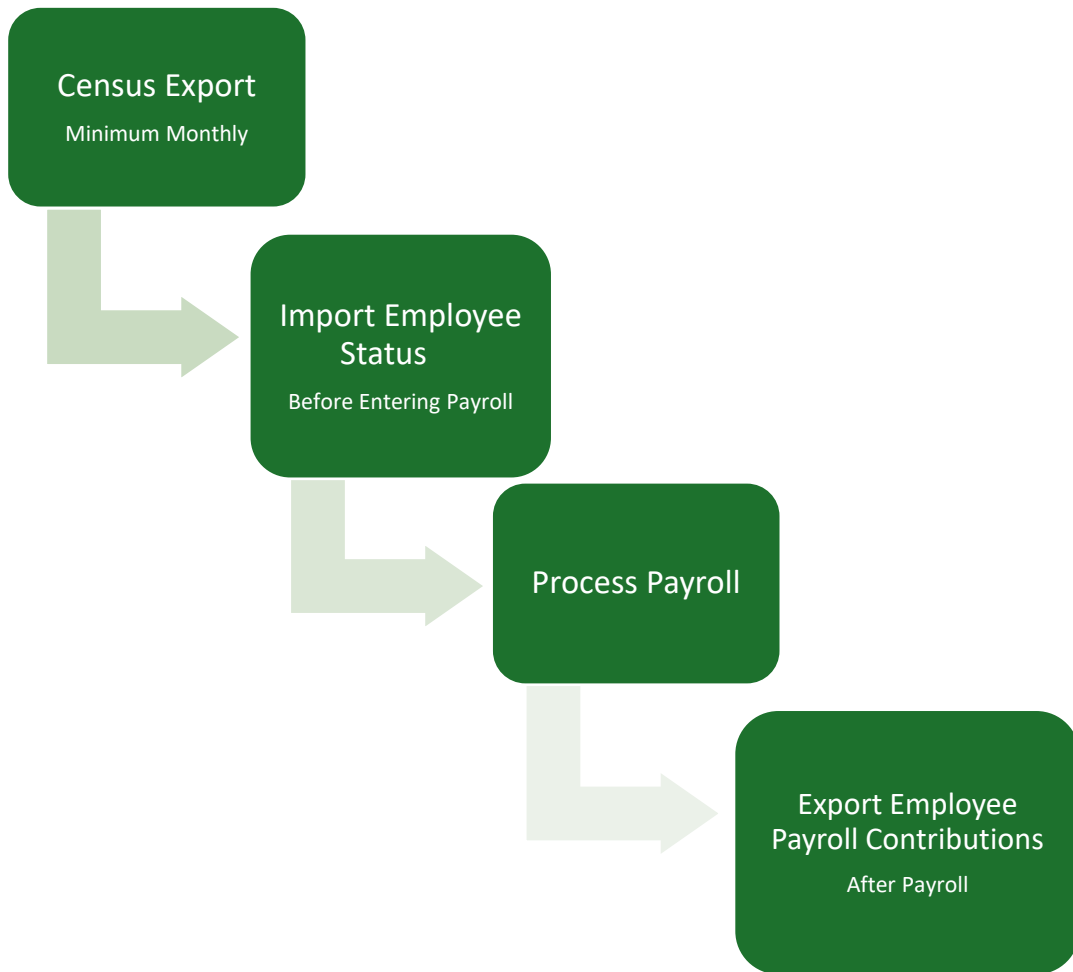


# CalSavers Workflow





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## Step 1: Census Export

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The census will determine which employees have worked and are eligible for enrollment. It will create the retirement records in each employee's file and will create the excel file that you need to upload to the CalSavers website.

### When to export census?

The census should be ran and uploaded at least every 30 days.

### Who is included on the Census?

- Active employees
- Employees with no current Termination Date (may have one in History)
- State for Withholding in their Employee file matches the Retirement Plan Setup
- Meet the minimum age for the plan
- Employees that do not have an active retirement record

You can access the export from **Retirement > Census Export**.



1. Select the **Plan ID** for the census export.
2. The **Lookback # of Days** identifies employees that have received a check within the specified number of days. Employees that have been hired, but not received a check yet, will not be included in the Census.

The lookback will default to the plan setting for “# of Days After Hire to Enroll” (this setting is found on the plan setup. This will be used to pull in all employees that have received a check within that period of time (and have not already had a retirement record created). The program will increase the number of days if the period of time since you last ran a census is greater than the period defined on the plan. This ensures that employees get included on the census.

Going forward, if you do not record terminations/inactive employees, you may want to enter a shorter lookback period. For example, if you want to include only employees that have received a check in the last two weeks, you can change the Lookback # of Days to 14.

If you have entered terminated/laid off employees and account information is up-to-date, this would not be a concern and you can select a longer look back period. Those employees would be excluded based on the parameters laid out above.



a. *Use company Address/ Phone When Missing*

This option will use the Employer's Street Address (and Phone #) as the Employee's Street Address if the employee is missing a street or mailing address.

b. *Use Company Address for P.O. Boxes*

If an employee has a P.O. Box as their mailing address and is missing a street address, the software will export the Employer Street Address in the Employee Street Address field. The employee's P.O. Box will still be exported as their Mailing Address.

c. *Re-Export Batch #*

This allows you to re-export a specific batch. This is useful when you have corrected incomplete phone numbers, addresses, or zip codes after exporting the census.

This feature can be used to delete a whole batch. Contact Datatech support for further assistance.

d. *Excel Filename*

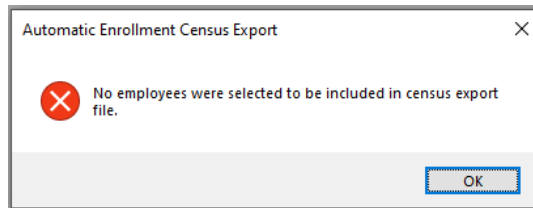
When you select a state run plan, the program will grey out the location and automatically save the export in the default folder defined in the **HR Setup > Retirement** tab.

3. Select either **Print or Preview**. This will print or preview an Exception Report if you have employees with missing information required for retirement plan enrollment.

## ***Census Export Messages***

### **No Employees**

If there are no employees to be included in the file, you will get this message:



### **Exceptions**

You will receive an exception report if any of the following apply:

- Temporary/Incomplete Social Security Number
- Missing Address Information

These are required fields. The exception report will be previewed:



Webinar Training Files  
Census Exception Report

Acct #	S.S. #	EmployeeName	Address	City	State	Zip	Date of Birth
1016	543219876	AVALOS, CARLOS	374 AVE 10	STOCKTON	CA		08/10/1952
1005	321987654	CEJA, DAVID					
1593	432198765	FUENTES, GUADALUPE					
1002	765432198	GARCIA, JUAN		FRESNO	CA	93710	05/08/1980
8059	765875432	DIAZ, GREGORIO					

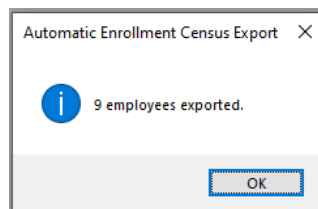
These employees will not be included in the Census and you will receive the following message:



4. **A. Yes** – if you click Yes, **no census will be generated**. You can correct any information and re-generate the census file.  
**B. No** – If you click No, these employees will still not be included in the Census. All other employees that meet the parameters outlined above will be included.

### Export Results

When the export is complete you will receive a message with the number of records exported:



The program will automatically create retirement records that include a Batch #. On future Census exports, employees with a retirement record will not be included.

Employees not included on a census because of invalid information will be included on future census exports if they are continuing to work and have valid information updated on their Employee file.

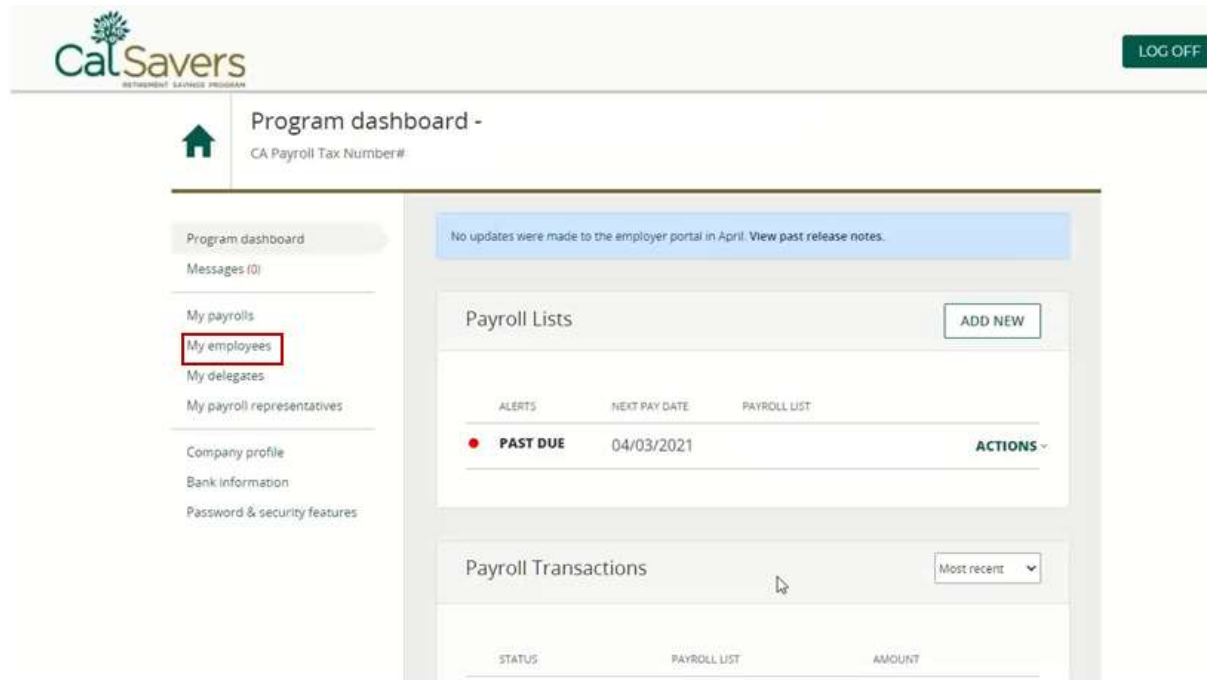
**Note** If you generate a census file it should be uploaded to the state portal. Otherwise, the HR program will think that the enrollment is pending for all employees, but the state system will have no record of the employees.



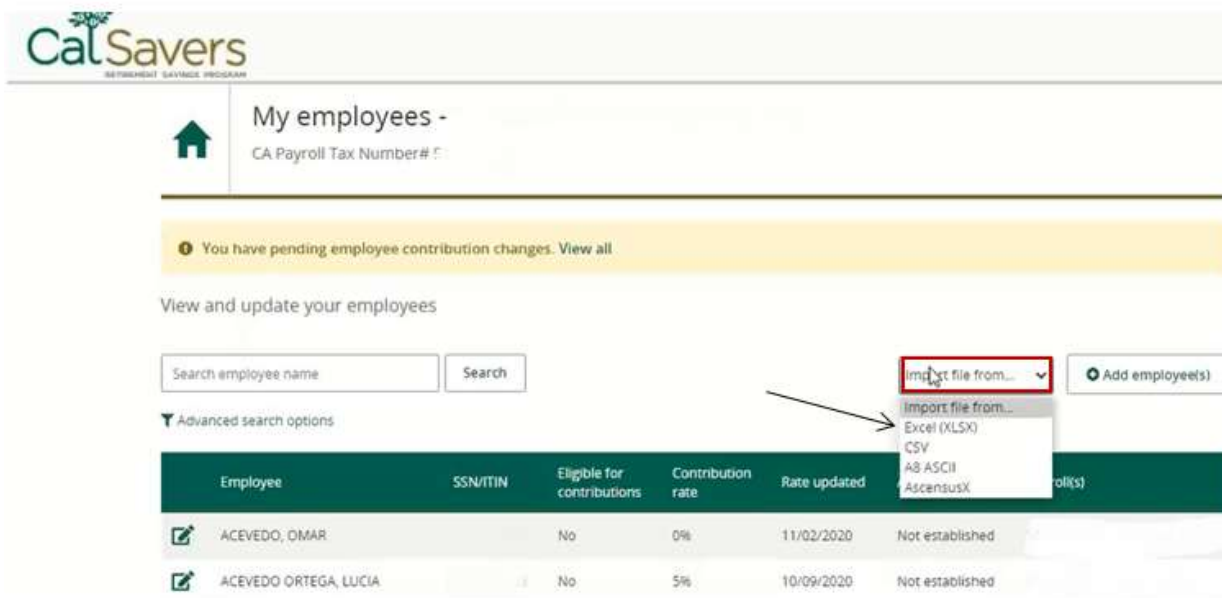
## Import Census file to CalSavers

As mentioned above, the software will automatically place the census file in the default folder specified in **Tools > HR Setup > Retirement**. When you are uploading the file, you would navigate to this folder to locate the file.

1. Log in to your CalSavers' account.



2. Go to *My employees*. This will take you to a list of your employees.
3. Click on the Import file from drop-down menu and select Excel.





CalSavers  
RETIREMENT SAVINGS PROGRAM

LOG OFF

Home Add employees

To what payroll list will you add employees?

Payroll group: [dropdown]  
Payroll: [dropdown]

Follow these steps

1. Download a blank Excel spreadsheet template.  
**Note:** For employees with foreign addresses, you will need to prepare a separate document. [Download instructions and template.](#)  
[Download](#)
2. Fill your information (up to 10,000 rows) and save the spreadsheet to your computer.  
[View formatting tips](#)
3. Browse to the spreadsheet and upload it.  
[Choose a file...](#)

You may add more employees at any time.

Cancel [Upload](#)

Employee information  
Confirm

4. Select the payroll group for your employees.
5. Click *Choose a File* under #3 to select your Census file.
6. Once the file is attached, click Upload.

**Note:** If your census file contains invalid data, the file will be rejected. You will immediately be able to download an Error file to identify the invalid information.



This file contains invalid data. [Download for more details.](#)

Depending on the error, you can make the necessary corrections and upload again or contact Datatech support for further assistance.

#### Note on Re-hires and Edits:

If you edit an employee's SSN after uploading your Employee Census, you will have to edit the SSN manually on the CalSavers portal. Their import process does not allow for updating of information through imports.

If an employee is in a census file that already exists in the portal, you will receive a duplicate records error from the CalSavers system. Therefore, re-hires ARE NOT included in the census if they have previously been exported.



## Step 2 Import Employee Status

The Import Employee Status is designed for the download “Employee Data” available from CalSavers website.

### When to import the Employee Status file?

You should import the Employee Status file prior to entering payroll. This will allow you to capture any change in the employee’s CalSavers status.

1. Log in to your CalSavers account.
2. Click on the My Employees menu, it will take you to a list of your employees.
3. Click the “Download all employees” button in the lower right corner of the screen. This will download the list in excel to your computer.

The screenshot shows the CalSavers website interface. At the top left is the CalSavers logo. To the right is a 'LOG OFF' button. Below the logo is a home icon and the text 'My employees - CA Payroll Tax Number:'. A yellow banner states: 'You have pending employee contribution changes. View all'. Below this is the text 'View and update your employees'. There is a search bar with 'Search employee name' and a 'Search' button. To the right is a dropdown menu for 'import file from:' and a button '+ Add employee(s)'. Below the search bar is a section for 'Advanced search options'. The main part of the page is a table with the following columns: Employee, STATUS, Eligible for contributions, Contribution rate, Rate updated, Account status, and Payroll(s). The table lists 10 employees, all with a status of 'Not established'. At the bottom right of the table is a red button labeled 'Download all employees' with a download icon. An arrow points to this button.

Employee	STATUS	Eligible for contributions	Contribution rate	Rate updated	Account status	Payroll(s)
ACEVEDO, OMAR		No	0%	11/02/2022	Not established	
ACEVEDO ORTIGA, LUCIA		No	5%	10/09/2020	Not established	
ACUNA, ANDREA		No	5%	03/04/2023	Not established	
AGUILAR, FRANCISCO		No	5%	03/04/2023	Not established	
AGUILAR, TAVENI		No	5%	10/09/2020	Not established	
AGUILAR HERNANDEZ, MARCO		No	5%	03/04/2023	Not established	
AGUILAR LOPEZ, FEDERICO		No	5%	10/09/2020	Not established	
AGUILAR PAISANO, CARMEN		No	5%	10/09/2020	Not established	
AGUILAR SANTOS, VALENTIN		No	5%	10/09/2020	Not established	
AGUNA-CEJA, JUAN		No	5%	03/04/2023	Not established	

4. Move the file to your Import folder (refer to the HR Setup > Retirement tab for the location of your Import Folder.)
5. Once it is saved, go to the import tool from **Retirement > Import Employee Status**.



Import Retirement Enrollment

Plan ID: CS CALSAVERS

Excel File Name: ctions\Hannah\Documents\Employee Import Detail.xls

Import

6. Select the Plan ID for the entries in the file.
7. Use the Explorer button to locate and select the import file. A licensed copy of Excel is necessary to import the file.

Employees List

Getting all data, 12 rows

Importing:

When the import is complete, you will get a pop-up with the import results:

Information

9 retirement records have been updated.

OK

The program will also generate a report of the import file.

Webinar Training Files  
CalSavers Retirement Import Summary

Import File: \\datatech.datatechag.com\folderredirects\Hannah\Documents\CalSavers Import Test.xlsx

Acct #	S.S. #	EmployeeName	Status	Eligible	Cont'r Rate	Rate Updated	Account Status	Payroll List	Action
1016	543-21-9876	AVALOS, CARLOS GONZALEZ	A	Yes	0.00	08/26/2020	Opted out	WebinarFiles	
1005	321-98-7654	CEJA, DAVID	A	Yes	5.00	07/21/2020	Auto enrolled	WebinarFiles	
8059	765-87-5432	DIAZ, GREGORIO	A	No	5.00	07/21/2020	Not established	WebinarFiles	
1593	432-19-8765	FUENTES, GUADALUPE	I	No	5.00	07/21/2020	Frozen	WebinarFiles	
1000	654-32-1987	AYALA GARCIA, JUAN JOSE	A	No	5.00	07/21/2020	Not established	WebinarFiles	
1002	785-43-2198	GARCIA, JUAN	I	Yes	5.00	07/21/2020	Auto enrolled	WebinarFiles	
1001	987-65-4321	AYALA GONZALES, MARIA REY	A	Yes	5.00	07/21/2020	Auto enrolled	WebinarFiles	
1050	654-98-4321	GUTIERREZ LOPEZ, JOSE MANU	A	09/25/2020	5.00	07/21/2020	Auto enrolled	WebinarFiles	
5000	511-16-2712	HERNANDEZ ACOSTA, SALVADO	A	09/25/2020	5.00	07/21/2020	Auto enrolled	WebinarFiles	

9 records in import file.

9 retirement records have been updated.

The main identifier for the import is the External Payroll ID (Account number). If you did not upload your Datatech Employee Account #'s as the CalSavers External ID, you can edit them manually through the website portal.

If there is no External Payroll ID, the software will look to the SSN/TIN field and import based on the Datatech SSN.



## Step 3 Process and Review Payroll

### Payroll Batch Report

After you enter and/or create checks from Daily Payroll, you can use the option on the Payroll Batch Report to print Checks w/ Miscellaneous Deductions. You can compare this list to your Enrolled Retirement Records.

Webinar Training Files  
Batch Payroll Check Report

Checks With Miscellaneous Deductions

Acct #/Employee Name	Reg	Wages Overtime	Check Total	SD I SDI/	Fed Wht State Wht	Soc Sec Medicare	Loans Misc Ded	Net Check	Entry #
Ending Date: 09/20/2020									
1001 AYALA GONZALES MARIA	540.00	0.00	540.00	5.40	0.00 0.00	33.48 7.83	0.00 174.99 147.99 27.00	318.30	729
							Child Support CalSavers Contribution		
1005 CEJA DAVID	540.00	0.00	540.00	5.40	0.00 0.00	33.48 7.83	0.00 27.00 27.00	466.29	731
							CalSavers Contribution		
1002 GARCIA JUAN	540.00	0.00	540.00	5.40	0.00 0.00	33.48 7.83	0.00 27.00 27.00	466.29	730
							CalSavers Contribution		
1050 GUTIERREZ LOPEZ JOSE	540.00	0.00	540.00	5.40	23.62 10.00	33.48 7.83	0.00 27.00 27.00	432.67	733
							CalSavers Contribution		
5000 HERNANDEZ ACOSTA SA	540.00	0.00	540.00	5.40	0.00 0.00	33.48 7.83	0.00 150.32 123.32 27.00	342.97	735
							Child Support CalSavers Contribution		
Subtotals this payroll batch:									
	2,700.00	0.00	2,700.00	27.00	23.62 10.00	167.40 39.15	0.00 406.31	2,026.52	
# of Checks Printed: 5									
				27.00	SD I				
							Child Support CalSavers Contributions	271.31 135.00	

Review Retirement Records								
Starting Date:	/ /	Ending Date:	/ /	Status:	Enrolled	<input type="checkbox"/> Display Active Only		
Account #	Employee Name	Plan Description	Date	Status	Active	Contr. Method	Contr Rate	Contr Amt
5000	HERNANDEZ ACOSTA, SALVADOR	CALSAVERS	9/10/2020	Enrolled	<input checked="" type="checkbox"/>	% of Gross	5.00	0.00
1050	GUTIERREZ LOPEZ, JOSE MANUAL	CALSAVERS	9/10/2020	Enrolled	<input checked="" type="checkbox"/>	% of Gross	5.00	0.00
1002	GARCIA, JUAN	CALSAVERS	9/10/2020	Enrolled	<input checked="" type="checkbox"/>	% of Gross	5.00	0.00
1005	CEJA, DAVID	CALSAVERS	9/10/2020	Enrolled	<input checked="" type="checkbox"/>	% of Gross	5.00	0.00
1001	AYALA GONZALES, MARIA REY	CALSAVERS	9/10/2020	Enrolled	<input checked="" type="checkbox"/>	% of Gross	5.00	0.00

If there seems to be an error in the deduction, contact Datatech support for additional assistance.



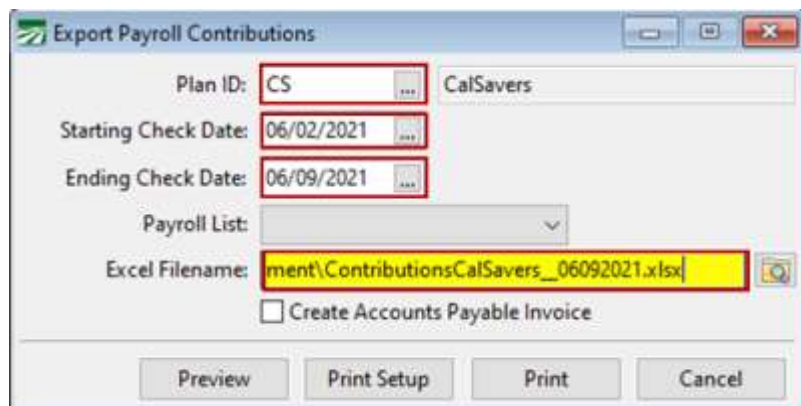
## Step 4 Export Employee Payroll Contributions

The Export Employee Payroll Contributions is designed for the upload available on CalSavers' website.

### When to export?

Export your file after you process payroll and print checks. CalSavers expects the contributions within 7 days of it being withheld.

You can access the import from **Retirement > Export Employee Payroll Contributions**.



1. Select the Plan ID for the Retirement Plan Contributions Report to export.
2. Select the Starting and Ending Check Dates.
  - a. If you date all your checks with the same dates, enter the same date on both Starting Check Date and Ending Check Date.
3. Use the Explorer button to navigate to where you want to save the file and give it a filename. CalSavers only accepts XLSX or CSV files. You are able to change the file type by manually changing the extension.

C:\Winfarm\Data\HR\Retirement\ContributionsCalSavers\_\_06092021.xlsx

C:\Winfarm\Data\HR\Retirement\ContributionsCalSavers\_\_06092021.csv

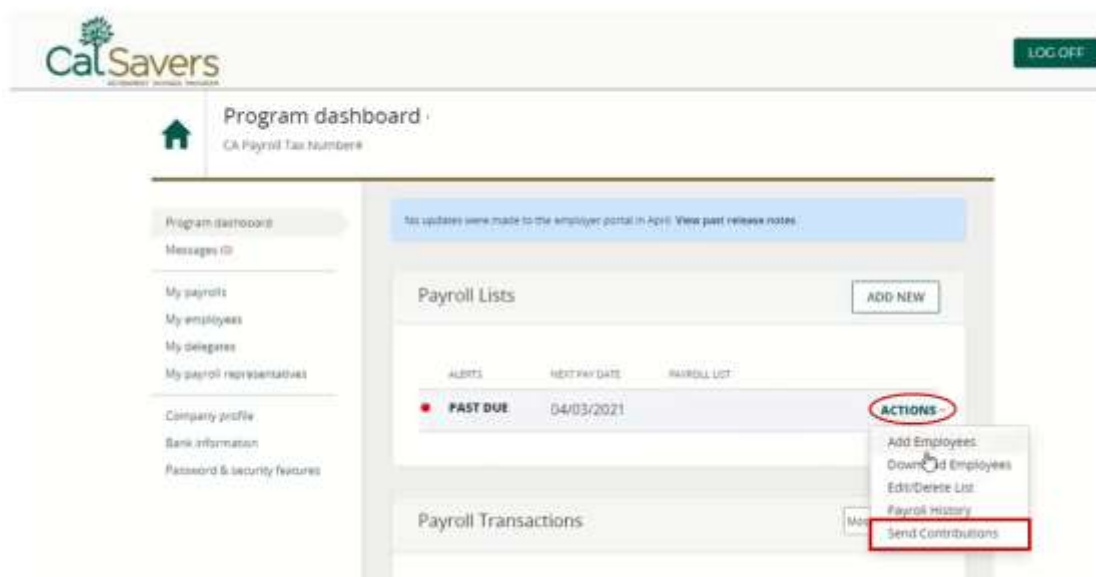
4. Select Print or Preview to generate the file and print/preview the report.

**Note Payroll List:** If you have created multiple payroll lists in CalSavers (this is optional), you will need to export the contributions to excel by Payroll List. The Retirement Plan Contribution Report (PDF) will show all the CalSavers deductions, but the file exported will only contain the employees that are under the selected Payroll List.





Webinar Training Files				
Retirement Plan Contribution Report				
Check Date: 09/15/2020				
Acct #	Employee Name	Check #	Gross Wages	Contribution
1001	AYALA GONZALES,MARIA	3033	540.00	27.00
1005	CEJA,DAVID	3034	540.00	27.00
1002	GARCIA,JUAN	3036	540.00	27.00
1050	GUTIERREZ LOPEZ,JOSE	3037	540.00	27.00
5000	HERNANDEZ ACOSTA,SALVA	3038	540.00	27.00
<b>Report Totals:</b>			<b>2,700.00</b>	<b>135.00</b>
Contributions exported to: W:\winfarm\webinarfiles\HR\Retirement\Contribution Exports\9-15.20 Contributions.xls				

5. Log in to your CalSavers account. On your dashboard, you will see history of your Payroll Lists and Payroll Transactions.
6. Locate the Payroll List for which you want to send contributions. Under the Actions drop-down menu, select *Send Contributions*.






LOG OFF


Send new contributions -

### Verify contributions

Select the date and method for funding these contributions

Payroll list:

Pay date:


Contribution method:

### Select funding method

By default we will debit your saved bank but you can add a new bank for one-time use or send funds by another method.

Funding method:

Debit date:


Bank name	Routing number	Account type	Account number
		Checking	*****


Cancel
Next

- Method
- Contribution amount
- Review
- Done

7. Select the *Payroll list* for the contributions you will add.
8. Select or enter the *Pay date*
9. Select the *Contribution method* you will use to complete the contribution requirement. Using the HR program, you will select between *Excel spread sheet* or *CSV*.
10. Select the *Funding method* in which you will send the contributions.
11. If it is an electronic payment, select the *Debit date* you would like the amount to be debited.




LOG OFF


Send new contributions ·

### Upload spreadsheet


Enter the total amount that you will send to CalSavers for this list. Select your completed file and upload it. If you need help check out our [formatting tips](#) or [download a blank template](#).


Payroll list

Pay date

Contribution method

Total amount \$





Method

Contribution amount

Done

The calendar year for this pay date determines the tax year for this contribution. We will expect your next contribution to be for the pay date of 04/10/2021.

☐ By clicking Upload you agree to send this amount to CalSavers.  
It will be debited from your bank account: /

Cancel

Previous

Upload

12. Enter the total amount due to CalSavers. You can find the total on the Retirement Plan Contribution Report.

13. Click on this button and navigate to the location of your contribution file to attach it.

14. Click *Upload* to send the file to CalSavers.

You will see confirmation your request has been completed.

**Note:** If your contribution file contains invalid data, the file will be rejected. You will immediately be able to download an Error file to identify the invalid information.

 This file contains invalid data. [Download for more details.](#)

Depending on the error, you can make the necessary corrections and upload again or contact Datatech support for further assistance.