



PAYROLL CONTRIBUTION SUBMISSION GUIDE

Step-by-Step Instructions

ALERUS

Log In	1
Contribution Submission	1
Contribution Review	1
Create Contribution	1
Select Import Options	2
Contribution File	2
Review Validation Results.....	3
Fix and Re-Upload (if needed)	3
Funding	4
Exceptions	4
Payroll Verification	4
Payroll Confirmation	4

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To help ensure your payroll contributions are processed smoothly and on time, we've put together this quick walkthrough. Follow these steps to avoid delays and keep everything moving as expected.

Important: Please upload your payroll contribution file within **four business days of the payroll date by 1 p.m. CT**. Late submissions may require corrections and could result in penalties or lost earnings.

Log In

Log into **Employer Access**, click **Plan Access**, and select your **Plan ID**.

Contribution Submission

In the left-side menu, under Manage My Contributions, select **Contribution Submission**.

Manage My Contributions

Contribution Submission

Contribution Deposits

Reserve Accounts

Contribution Review

This section shows all previous submissions. To view previous confirmation pages, click the **PDF icon**.

To view the uploaded file or participant specific details, click the blue **download icon**.

Contribution Review 000015

Batch Loc: [] Batch Hi: [] Data: [All] [Add New Contribution]

Payroll Date Loc: [] Payroll Date Hi: [] Status: [All] [Search]

Search Results Save Search Results []

Action	Batch#	Description	Payroll Date	Imported Amount	Submitted Date	Time (CT)	Status	UserID	Data	Batch History
View	1936	Bi-Weekly	04/05/2024	\$105.00	04/04/2024	11:42 AM	Proces	Jennif	Contr	

To add a new submission, click **Add New Contribution** on the top right corner or click **Copy** to copy a prior submission.

Contribution Review 000016

Batch Loc: [] Batch Hi: [] Data: [All] [Add New Contribution]

Payroll Date Loc: 06/30/2025 Payroll Date Hi: 06/30/2025 Status: [All] [Search]

Search Results Save Search Results []

Action	Batch#	Description	Payroll Date	Imported Amount	Submitted Date	Time (CT)	Status	UserID	Data	Batch History
Copy	10643	Bi-weekly	06/30/2025	\$677.65	07/01/2025	7:40 PM	Proces	Jennif	Contr	

Create Contribution

Select the appropriate payroll frequency, set the payroll date, and click **Create**.

Create Contribution 000015

Add Contribution

Select the Payroll Frequency that fits the contribution you're submitting and enter the current payroll date. For accurate compliance testing, the payroll date entered should be the date the amount was paid to the participant.

In most cases, the frequency will already be in the list. A new frequency does NOT need to be added for each contribution submitted. If you have a new location or payroll group that requires a frequency that's not listed, then click "Add New Frequency Description" to add a new item to the list.

Plan Number: 000015 [Add New Frequency Description]

Select One	Description	Payroll Frequency	Payroll Date
<input checked="" type="radio"/>	Bi-Weekly	Bi-Weekly	08/01/2025
<input type="radio"/>	Monthly	Monthly	
<input type="radio"/>	Test Weekly	Weekly	
<input type="radio"/>	Weekly	Weekly	

Create

[Exit](#)

Note: If your frequency isn't listed, click **Add Frequency** to create it. This helps organize your files and keep different types of contributions separate.

Create Contribution 000015

Add Contribution

Select the Payroll Frequency that fits the contribution you're submitting and enter the current payroll date. For accurate compliance testing, the payroll date entered should be the date the amount was paid to the participant.

In most cases, the frequency will already be in the list. A new frequency does NOT need to be added for each contribution submitted. If you have a new location or payroll group that requires a frequency that's not listed, then click "Add New Frequency Description" to add a new item to the list.

Plan Number: 000015 [Add New Frequency Description]

Select One	Description	Payroll Frequency	Payroll Date

Select Import Options

Select how you want to enter contribution data:

- **Upload:** Use the spreadsheet provided by Alerus
- **Entry:** Manually enter amounts for each participant

If you choose Upload, select the **Contribution Structure** (generally, there is one), click **Next**.

Tip: We recommend using Upload for accuracy and efficiency. Make sure your file includes complete employee census details, including hours of service, compensation and emails. This supports key processes like vesting, eligibility (if applicable) and participant communications.

Need help with your file format? Contact your Alerus representative.

Contribution File

Note: This section is only for the Upload import method. If you need further instructions for Entry method, contact your Alerus representative for a demo.

To import the file, select **Browse** and attach your file or drag and drop it into the upload box. Click **Upload**.

Note: Once you click Upload, a sample of your imported file will appear in the File Viewer in the lower part of the screen. This displays the columns that are being saved to the recordkeeping system.

Under **\$ Source Totals**, enter the amount of each contribution source included in the file. You'll see all available sources listed, but your file might only use a few. If a source doesn't apply, you can leave that field blank.

Match the source code (the number or letter in parenthesis) from your spreadsheet to the label shown on the site. For example, if your header says "Source (7)," look for the matching label with "(7)" in the Source Totals section and enter the amount there.

Click **Validate**. This will perform a consistency check on your file.

Review Validation Results

The **Summary** section will show any rejects or warnings.

If there are issues, this section shows the row, column, and reason for any errors. The rejects must be corrected before proceeding. The warnings should be reviewed. Some common rejects are:

- Text in a date column
- Date of birth after hire date
- Future birth dates
- Entered totals don't match the spreadsheet
- Invalid SSNs (e.g., too many repeated numbers or too few digits)
- Common warnings
- Participant ID not found (usually a new employee)

Fix and Re-Upload (if needed)

Fix your file, click **Reset**, re-upload, and re-enter Source Totals. Click **Validate** again.

Once everything checks out, click **Next**.

Contribution File 000015

Batch #: 2002

Summary

Payroll ID: 000015.20250620.6.2002.1677721 Structure: 000015 Sample Format: Excel
 Payroll Date: 06/20/2025 Status: Pending Rejects: 1 Warnings: 1

To upload a new file, click the reset button. **Reset**

Browse File: Sample_Cont_File.xlsx
 Excel Sheet Name: participant

The maximum XLSX tabs allowed is 5.

\$ Source Totals

Employee Deferrals (A) 70 Employer (I) 30
 Total: \$100.00

Delete Exit Validate Next

Validation Results

This section lists rejects and warnings. The rejects must be corrected before proceeding. The warnings should be reviewed. Make any corrections in the file and re-upload.

Type	Row	Column	Message	Help
Reject	0	Contribution Total (I)	Entered source total (30) does not match actual (\$5.00). Diff: 5.00. Reject message 500.	?
Warning	6	Participant SSN	New participant added: Doe, John (t23456745). Warning message 1.	?

Top

Contribution File 000015

Batch #: 2002

Summary

Payroll ID: 000015.20250620.6.2002.1677721 Structure: 000015 Sample Format: Excel
 Payroll Date: 06/20/2025 Status: Pending Rejects: 0 Warnings: 0

To upload a new file, click the reset button. **Reset**

Browse File: No File Chosen

The maximum XLSX tabs allowed is 5.

\$ Source Totals

Employee Deferrals (A) 70 Employer (I) 35
 Total: \$105.00

Delete Exit Validate Next

Contribution File 000015

Batch #: 2002

Summary

Payroll ID: 000015.20250620.6.2002.1677721 Structure: 000015 Sample Format: Excel
 Payroll Date: 06/20/2025 Status: Pending Rejects: 0 Warnings: 1

To upload a new file, click the reset button. **Reset**

Browse File: Sample_Cont_File.xlsx
 Excel Sheet Name: participant

The maximum XLSX tabs allowed is 5.

\$ Source Totals

Employee Deferrals (A) 70 Employer (I) 35
 Total: \$105.00

Delete Exit Validate Next

Funding

Choose your payment method:

- ACH (if set up)
- Check
- Wire Or ACH credit

Enter the **Amount**, click **Save**. If you use multiple ACH accounts, repeat for each. Funding Total must match the File Total.

Note: If you would like to set up an ACH account to facilitate the most efficient contribution processing or if your ACH details are incorrect, contact your Alerus representative. They'll provide a form to update your information.

Funding 000015

Batch #: 2002

1 Select 2 Upload 3 Funding 4 Verification 5 Complete

Batch Source	Batch Total(s)	Remaining Funding Needed
Employer	\$35.00	\$35.00
Employee Deferrals	\$70.00	\$70.00
Total	\$105.00	\$105.00
Remaining Funding Needed:		\$105.00

Select Funding

Payment(s)	Account	Amount
Wire Or Ach Credit		\$105.00
Funding Total:		\$105.00
File Total:		\$105.00

Are there exceptions? ☒ No ☐ Yes

[Delete](#) [Exit](#) [Next](#)

Exceptions

- If you have exceptions (like loan payoff or plan forfeitures), click **Yes** and enter details in the comments box
- Otherwise, select **No** (*this is most common*), click **Next**

Are there exceptions? ☒ No ☐ Yes

[Delete](#) [Exit](#) [Next](#)

Payroll Verification

Review your submission. This page allows you to perform a final check before submitting your file. It includes a source breakdown and a review of participant details.

If everything looks correct, click **Finish**. The contribution is not received at Alerus until the Finish button has been clicked.

Payroll Verification 000015

Batch #: 2002

1 Select 2 Upload 3 Funding 4 Verification 5 Complete

Your payroll batch will be submitted as follows.

Source(s)

Source	Participants	Amount
Employer	2	35.00
Employee Deferrals	2	70.00
Contribution Total		\$105.00
Source Grand Total		\$105.00

Funding

Description	Account	Batch Source	Amount
Wire Or Ach Credit			105.00
Payment(s) Total			\$105.00
Funding Grand Total			\$105.00

Contributions

[Click here to display all contribution information](#)

[Delete](#) [Exit](#) [Finish](#)

Payroll Confirmation

This is the final screen and includes the data verified on the previous screen. Click the **PDF icon** to view, download, or print your confirmation page. If you notice an error, notify your Alerus representative right away.

To wrap up, click **Return to Main Menu**.

Payroll Confirmation 000015

Batch #: 2002

1 Select 2 Upload 3 Funding 4 Verification 5 Complete

Your payroll batch has been successfully received.

Batch: 2002
Submitted: 08/18/2025
Batch Total: 105.00
Participants: 5
Confirm: 000015.20250620.6.2002.1677721

[PDF icon](#)

ALERUS Client Service Center

SAMPLE SETTLEMENT PLAN PUBLIC USE

This payroll batch has been successfully received.

Source	Participants	Amount
Employer	2	35.00
Employee Deferrals	2	70.00
Contribution Total		\$105.00

Funding

Description	Account	Batch Source	Amount
Wire Or Ach Credit			105.00
Payment(s) Total			\$105.00