

PAYROLL CONTRIBUTION SUBMISSION GUIDE Step-by-Step Instructions

ALERUS

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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.

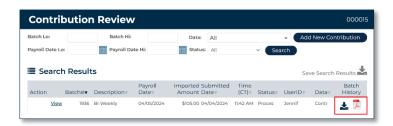
Manage My Contributions Submission Contribution Deposits Reserve Accounts

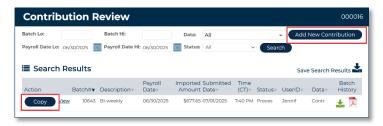
Contribution Review

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.

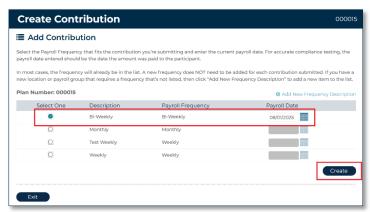
To add a new submission, click Add New **Contribution** on the top right corner or click **Copy** to copy a prior submission.





Create Contribution

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



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.



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.



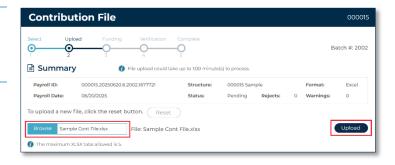
Tip: We recommend using Upload for accuracy and efficiency. Make sure your file includes complete employee census details, including hours of service, compensation and emails. This supports key processes like vesting, eligibility (if applicable) and participant communications.

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.

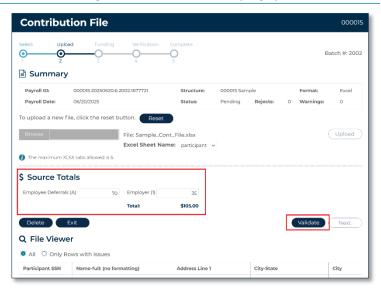
To import the file, select **Browse** and attach your file or drag and drop it into the upload box. Click Upload.



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.

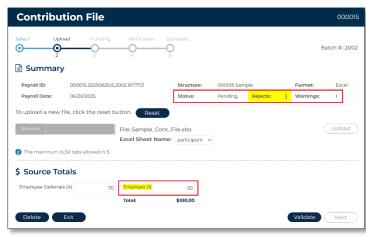
If there are issues, this section shows the row, column, and reason for any errors. The rejects must be corrected before proceeding. The warnings should be reviewed. Some common rejects are:

- 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)

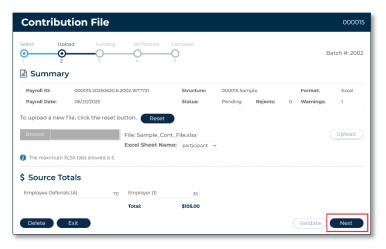
Fix your file, click **Reset**, re-upload, and re-enter Source Totals. Click Validate again.

Once everything checks out, click Next.









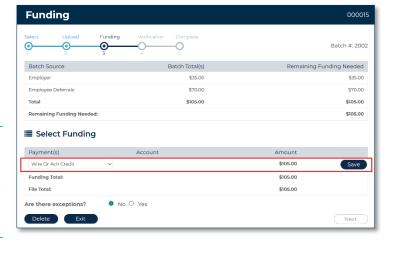
Funding

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.



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?

Delete Exit

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 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**.

