

PAYROLL FILE FORMATTING TIPS



ALERUS

During the upload process, our system, will validate your file and may present a flag or warning if a data element needs to be updated. Here are a few common data elements that get flagged for updating.

Issue	Description/Sample Warnings
Date rejects	<ul style="list-style-type: none">Words in the date column (such as “terminated” or “term”)Date of birth after date of hireDate of hire after date of rehireDate of birth in the futureDate format issues
Totals do not match	This data check compares the amount you enter in the source total to the total on the uploaded file. Review validation results to: <ul style="list-style-type: none">Verify totals were entered correctly, adjust as neededVerify the correct file was uploaded, reload as needed
Invalid Social Security number	<ul style="list-style-type: none">Any Social Security number with six or more of the same number is invalidAny Social Security number with less than four numbers is invalid
Participant ID not found	This provides notice that a new participant will be added to the plan. <ul style="list-style-type: none">Verify the participant is new and click Next, or delete the record
Negative contributions	<ul style="list-style-type: none">Negative contribution amounts cannot be processed via the submission processContact your Alerus representative to initiate a correction to reverse a contribution or deposit made in error

Helpful tip: Use your mouse to hover over a warning to display more information.