



AMERICAN
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From Capital Group

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View, Edit, Copy or Delete a Payroll
American Funds Retirement Planning Center

View or Edit an Existing Payroll

Start here to learn how to view or edit an existing payroll. Or skip to the [Copy an Existing Payroll](#) (p.5) section or the [Delete a Payroll](#) (p.6) section.

1. View or edit a payroll

Click the **Plan Administration** tab. This takes you to the **Payroll** section.

Find the payroll, and then click the Actions drop-down menu to select **View** to view your payroll or **Edit** to make changes.

Note: Payrolls in a Held or In Progress status can be viewed or edited. Payrolls in other statuses can only be viewed.

Payroll Date	Issue Date	Release Date	Batch Date	Status	Total Amount	Transaction Count	Payment Type
11/19/2014			10/08/2014	Held	\$7.00	2	ACH
09/29/2014	09/29/2014	09/29/2014	09/23/2014	Confirmed	\$100.00	1	ACH
09/29/2014	09/29/2014	09/29/2014	09/23/2014	Confirmed	\$100.00	1	ACH

2. Edit payroll, if necessary

Select a payroll date, and enter the amount for each participant's contribution type.

Note: Contributions for payrolls transmitted using the current date:

- Before 4 p.m. (EST) will be transferred at the close of the **current** business day.
- After 4 p.m. (EST) or on a weekend or holiday will be transferred at the close of the **next** business day.

To add participants, click **Add Participants to List**.

SSN	Name	Status	Discretionary/Profit Shr
xxx-xx-1234	Participant1, Plan	Terminated	\$ 2.00
xxx-xx-1236	Participant3, Plan	Terminated	\$ 0.00

Payroll Totals: \$2.00

To remove participants from the payroll list, check the boxes next to their Social Security Number and click **Delete Selected Participants**.

To add a contribution type, click **Add/Remove Columns** and make your selections.

When finished, click **Continue**.

Note: Click Save and Continue Later to complete this task at another time. Your payroll will be saved with an In Progress status.

Forfeiture Accounts
To fund some or all of your payroll using a forfeiture account, enter the funding amount(s) below.
Important: Forfeiture accounts cannot be used to fund employee elective deferrals and Roth elective deferrals.
Forfeiture accounts (unless they are invested in cash-equivalent investments) are subject to market fluctuations; therefore, the entire balance may not be available when your payroll is processed.

Affiliate / Account Name	Fund Name	Account Number	Available Amount	Funding Amount
Web Team Test Plan				
Discretionary	American Funds Money Market Fund-R2	*****5011	\$16,243.09	\$ 0.00
Employee Matching	American Funds Money Market Fund-R2	*****5011	\$424.23	\$ 0.00
Money Purchase	American Funds Money Market Fund-R2	*****5011	\$0.00	\$ 0.00
Excess Refund	American Funds Money Market Fund-R2	*****5011	\$0.00	\$ 0.00
			Forfeiture Totals:	\$0.00
			You need to fund	\$5.00
			You have funded	\$0.00

CANCEL **CONTINUE**

3. Fund payroll

Enter the funding amount to be withdrawn via ACH from your bank account(s).

To offset any employer contributions using forfeiture assets, enter the funding amount in the **Forfeiture Accounts** section.

Check the dollar amounts to confirm that the amount you need to fund matches the amount you have funded.

When finished, click **Continue**.

Payroll CLOSE

You need to fund **\$5.00** You have funded **\$0.00**

Bank Accounts
Fund your payroll using any combination of the bank accounts listed below.

Plan Bank Account (* indicates the default)	BRKTEST	Description: TEST ACCT			
Reg 1	Reg 2	Account Type	Account Number	Routing Number	Funding Amount
*WEB TEAM WIC TEST PLAN		Checking	*****0578	1210-0024-8	\$ 0.00
					Accounts Totals: \$0.00

Forfeiture Accounts
To fund some or all of your payroll using a forfeiture account, enter the funding amount(s) below.
Important: Forfeiture accounts cannot be used to fund employee elective deferrals and Roth elective deferrals.
Forfeiture accounts (unless they are invested in cash-equivalent investments) are subject to market fluctuations; therefore, the entire balance may not be available when your payroll is processed.

Affiliate / Account Name	Fund Name	Account Number	Available Amount	Funding Amount
Web Team Test Plan				
Discretionary	American Funds Money Market Fund-R2	*****5011	\$16,243.09	\$ 0.00
Employee Matching	American Funds Money Market Fund-R2	*****5011	\$424.23	\$ 0.00

4. Verify changes

Review the payroll information for accuracy. To make any changes, click the numbered step indicator for the section you'd like to update.

Note: Some information may need to be re-entered when you go back to a prior step.

To receive an email notification when this payroll is submitted, enter your email address.

When finished, click **Submit**.

View/Edit a Payroll

- 1 Make your edits
- 2 Fund your payroll
- 3 Verify and submit your changes

Verify that the payroll information below is correct. Print

Contributions for payrolls submitted after 4 p.m. (ET) will be transferred on the following business day.

Verify your payroll is accurate. If any changes are needed, click **Back** to edit your payroll.

Payroll Date: 11/19/2014 Payment Type: ACH

Contributions

Contribution Type

Discretionary/Profit Shr

Matching

Payroll Totals:

Funding Method(s)

Bank Accounts
Bank accounts will be automatically debited when you submit your payroll.

Plan Bank Account (* indicates the default) BRKTEST Description: TEST ACCT

Reg 1	Reg 2	Account Type	Account Number	Routing Number
*WEB TEAM WIC TEST PLAN		Checking	*****0578	1210-0024-8

Bank Account Totals:

Email Notifications

Enter your email address below to receive a notification about this payroll submission.

(Separate multiple email addresses with a comma. Email entries are not retained; notification is one-time only. If you do any additional notifications, leave this area blank.)

Additional Comments:

5. Confirmation of success

You will see a confirmation page stating that your payroll changes have been submitted.

To see the status, close the confirmation page, then find the batch number in the list below.

Plan Summary
Plan Administration
Reports & Analysis
Forms
News & Announcements

Plan Name:
Participant Search: CLOSE

AMERICAN FUNDS*

Your payroll has been successfully submitted.

This payroll will be processed on 11/19/2014.

Plan Name: WEB TEAM WEB WIC PHASE I

Plan ID: BRKTEST

Payment Type: ACH

Payroll Date: 11/19/2014

Plan Type: 401K

Batch Number: 6201474

Batch Date: 10/08/2014

Submission Date: 10/23/2014

Submission Time: 01:42:53 PM CT

Contributions

Contribution Type	Total
Discretionary/Profit Shr	\$2.00
Matching	\$5.00
Payroll Totals:	\$7.00

Bank Accounts

Plan Bank Account (* indicates the default) BRKTEST	Account Type	Description: TEST ACCT	Account Number	Routing Number	Funding Amount
Reg 1 *WEB TEAM WIC TEST PLAN	Reg 2	Checking	*****0578	1210-0024-8	\$ 7.00
Bank Account Totals:					\$7.00

DONE

Copy an Existing Payroll

1. Copy a payroll

To model an existing payroll, click the Actions drop-down menu and select **Copy**.

Follow the update payroll steps above.

When finished, click **Submit**.

You will see a message confirming that your payroll has been submitted. To see the status, find the batch number in the list below.

The screenshot shows the 'PAYROLL' management interface. At the top, there are navigation tabs: Plan Administration, Reports & Analysis, Forms, and News & Announcements. Below this, the page title is 'WIC PHASE I As of 10/22/2014' with a participant search box. A menu bar includes 'Withdrawals', 'Fee Requests', 'Financials', 'Plan Information', and 'Fee Disclosure'. A yellow box highlights 'Held or In Progress payrolls.' with a link to 'Learn how to: add a new payroll, import a payroll or edit, copy or delete a payroll.' Below this is a 'PAYROLL -' section with search filters for 'Status' (Held, Pending, Confirmed, Canceled, In Progress) and 'Payment Type' (ACH, Check, Wire, N/A). A 'SEARCH' button is present. The bottom section is a table with columns: Trade Date, Release Date, Batch Date, Status, Total Amount, Transaction Count, and Payment Type. An 'Actions' dropdown menu is open over the table, showing options: View, Edit, Copy, and Delete. An orange line connects the 'Copy' option in the dropdown to the text in the first step of the instructions.

Trade Date	Release Date	Batch Date	Status	Total Amount	Transaction Count	Payment Type	Actions
		10/08/2014	Held	\$7.00	2	ACH	Actions View Edit Copy Delete
09/29/2014	09/29/2014	09/23/2014	Confirmed	\$100.00	1	ACH	
09/29/2014	09/29/2014	09/23/2014	Confirmed	\$100.00	1	ACH	

Delete Payroll

1. Delete a payroll

Click the Actions drop-down menu and select **Delete**.

Click **Yes** to confirm that you want to delete this payroll.

The screenshot shows the 'EB WIC PHASE I' plan administration page. A table lists payroll transactions with columns for Date, Trade Date, Release Date, Batch Date, Status, Total Amount, Transaction Count, and Payment Type. An 'Actions' dropdown menu is open over the table, showing options: View, Edit, Copy, and Delete. The 'Delete' option is highlighted.

Date	Trade Date	Release Date	Batch Date	Status	Total Amount	Transaction Count	Payment Type
014			10/08/2014	Held	\$7.00	2	ACH
014	09/29/2014	09/29/2014	09/23/2014	Confirmed	\$100.00	1	ACH
014	09/29/2014	09/29/2014	09/23/2014	Confirmed	\$100.00	1	ACH

You will see a message confirming that your payroll has been deleted.

Note: You can only delete a payroll when the status is listed as Held or In Progress. To delete a Pending payroll, contact us. Please go to the Contact Us section of the website for our phone number and email address.

The screenshot shows the 'WEB TEAM WEB WIC PHASE I' plan administration page. A green confirmation message is displayed: 'The payroll batch # 6201474 has been deleted.' Below the message, the 'Payroll' section is visible, showing a table of payroll transactions.

Batch Number	Payroll Date	Trade Date	Release Date	Batch Date	Status	Total Amount	Transaction
6138631	09/29/2014	09/29/2014	09/29/2014	09/23/2014	Confirmed	\$100.00	
6926190	09/29/2014	09/29/2014	09/29/2014	09/23/2014	Confirmed	\$100.00	