

From Capital Group

Multiple Perspectives. One Approach.®

Import a Payroll American Funds Retirement Planning Center

1. Create payroll file

Create an Excel spreadsheet with the following column headings:

- Social Security Number
- First and last name, in individual columns (optional)
- Money types to be funded

Note: If importing a spreadsheet that contains loan payments, include a column for the Loan ID.

Enter participant information in each column.

Save the information as a CSV file by selecting **Save As** from Excel's File drop-down menu, then selecting CSV from the **Format** or **Save as type** field.

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2. Select criteria

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

Click Add New Payroll to select Import.



3. Select file and format

Click **Browse** to select the CSV file you'd like to import.

Choose your desired import format:

- if you're importing for the first time, choose **Establish New Format** and **Create New Name**. Then enter a name for this format.
- If you're importing the same money types, column values and header rows as previous import files, choose **Use Existing Format** and select the format name.

When finished, click **Continue**.

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AD	Select Import File:	BROWSE	Note: recom	Due to technical limitations, we mend saving your spreadsheet as a CSV na separated values) file before importing.
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4. Define the file type John, J, Smith, Comma Delimited Tom, T, Jones, Mary, M, Doe, Note: You only need to define the file type if John: J: Smith: Semicolon Delimited Tom: T: Jones: you're creating a new format. If you're not, Mary; M; Doe; this step will not appear. John J Smith Tab Delir ited Tom T Jones Mary M Doe John J Smith Select Comma Delimited. Other Character Delimited Tom| T| Jones| Mary| M| Doe| File consists of multiple record layouts. Column Position of Identifier: Check the box next to File contains File contains column headings. column headings. Skip 0 row(s) before starting Preview of your Import file When finished, click **Continue**. 00001) san ,ee,match 00003) 014-38-3432,75,200 00004) 014-38-3433,100,300 00005) 014-38-3438,105,300 00005) 014-38-3438,125,400 00006) 014-38-3439,150,500 CANCEL CONTINUE

5. Preview import file

Review the values and column headings for accuracy. To make changes, go back to **Select File & Format**.

Note: You may need to re-enter some information when you go back.



6. Select column descriptions

When finished, click **Continue**.

Use the drop-down menus in the Financial Column to select the appropriate descriptions.

Note: For participants' first and last names, choose **Skip This Column**. Remaining columns depend on your plan. Not sure what to select? Contact your third-party administrator for assistance.

When finished, click **Continue**.



7. Choose decimal position

Use the drop-down menus in the Translation column to choose the appropriate decimal position. Note: The default is 1 = 1.0 (most people will use this). For data fields in which 100 equals \$1.00, choose 1 = .01.

1. Select File & Format	2. Define Format 3. Verify						
1 Define file type	Define the translation rules to apply the data to be imported into the recordkeeping system.						
2 Preview Import file	Record Layout: SINGLE RECORD LAYOUT						
3 Map columns	Mapped Column	Column Value	Translation				
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8. Update payroll, if necessary

When finished, click **Continue**.

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

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

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**.

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

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1 Make your edits	Payroll Date: 10/29/2014					
Fund your payroll	Payment Type: ACH Check Wire					
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9. 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**.

10. 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.

When finished, click **Submit**.

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

Verify that the payroll information below is correct. Contributions for payrolls submitted after 4 p.m. (ET) will be transferred on the following business day 1 Make your edits Verify your payroll is accurate. If any changes are needed, click **Back** to edit your payroll Payroll Date: 11/19/2014 Payment Type: ACH 2 Fund your payroll Contributions 3 Verify and submit your changes Contribution Type Total Discretionary/Profit Sh \$2.00 Matching \$5.00 Payroll Totals: \$7.00 Funding Method(s) Bank Accounts will be automatically debited when you submit your payroll. Plan Bank Account (* indicates the default) BRKTEST Description: TEST ACCT Reg 2 Reg 1 Account Type Account Number **Routing Number Funding Amount** WEB TEAM WIC TEST PLAN Checking 1210-0024-8 \$7.00 •0578 Bank Account Totals \$7.00 Email Notification 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 not wish to send any additional notifications, leave this area blank.) Additional Comments:

View/Edit a Payroll

2 Fund your payrol Bank Accounts Fund your payrol

Plan Bank Account (* is

Affiliate / Account Name

View/Edit a Payroll

11. Confirmation of success

You will see a confirmation page that your _____ payroll has been submitted.

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