



AMERICAN
FUNDS®

From Capital Group

Multiple Perspectives. One Approach.®

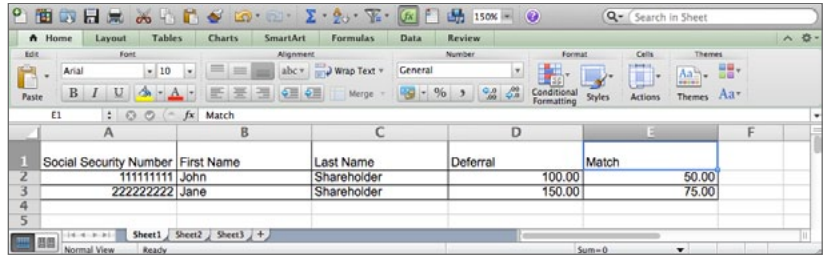
Import a Payroll

American Funds Retirement Planning Center

1. Create payroll file

Create an Excel spreadsheet with the following column headings:

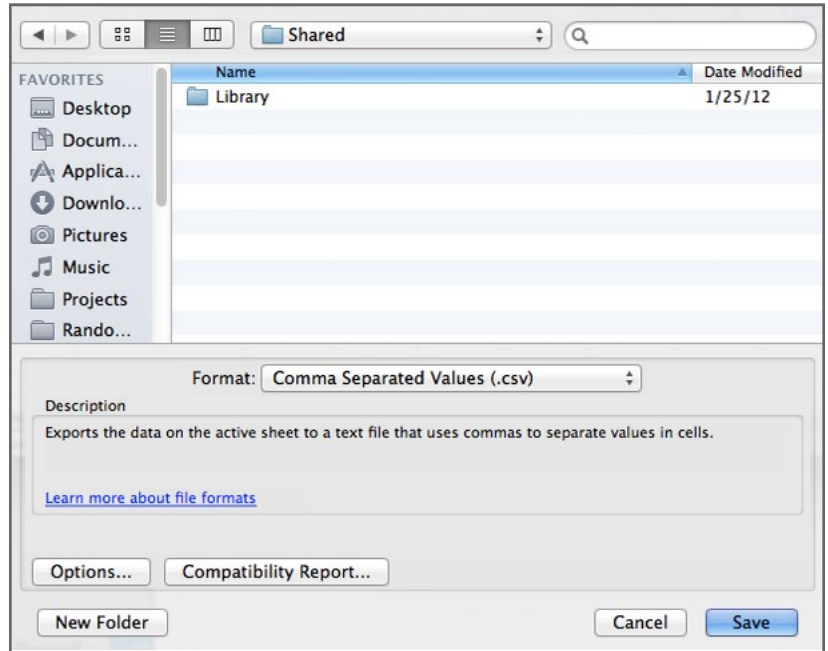
- Social Security Number
- First and last name, in individual columns (optional)
- Money types to be funded



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

Enter participant information in each column.

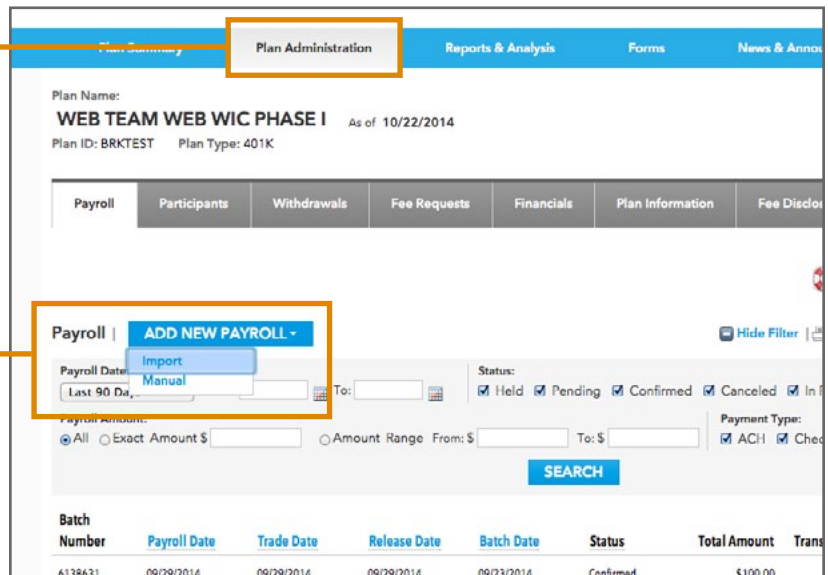
Save the information as a CSV file by selecting **Save As** from Excel's File drop-down menu, then selecting CSV from the **Format** or **Save as type** field.



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

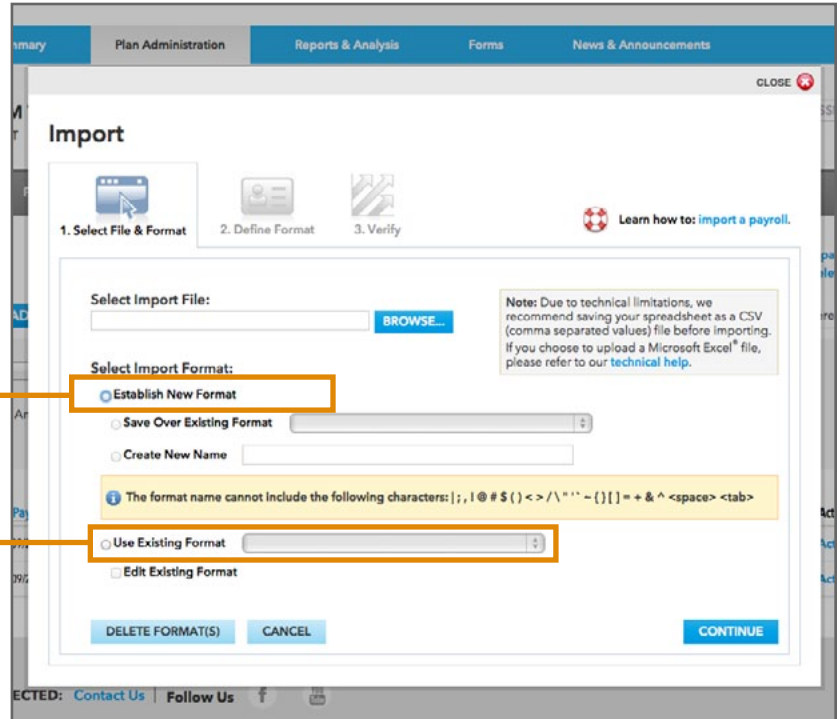
Click **Browse** to select the CSV file you'd like to import.

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**.



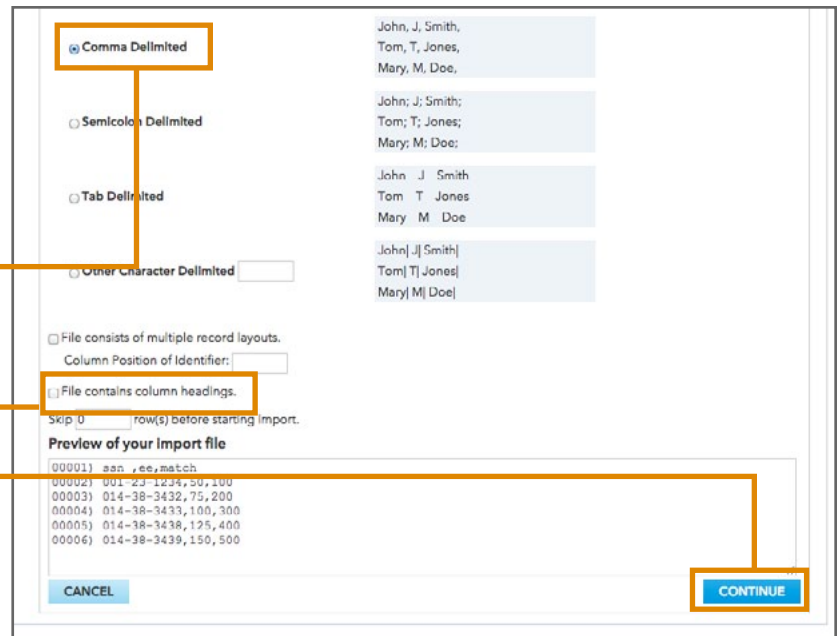
4. Define the file type

Note: You only need to define the file type if you're creating a new format. If you're not, this step will not appear.

Select **Comma Delimited**.

Check the box next to **File contains column headings**.

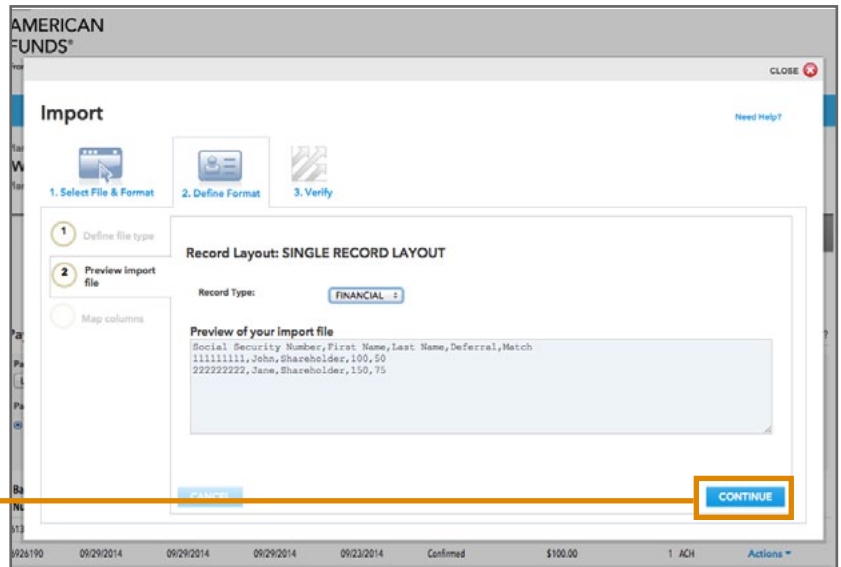
When finished, click **Continue**.



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.

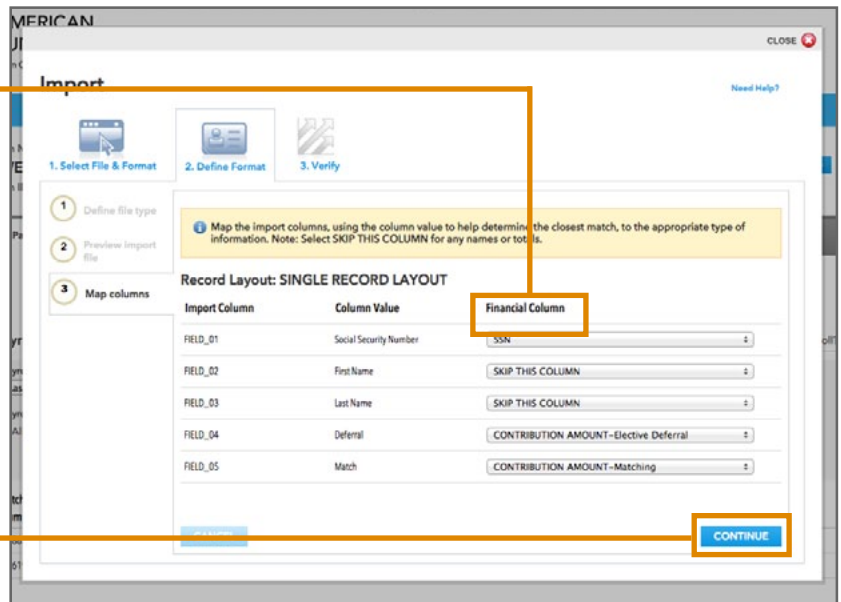


When finished, click **Continue**.

6. Select column descriptions

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.

When finished, click **Continue**.

Mapped Column	Column Value	Translation
CONTRIBUTION AMOUNT-Elective Deferral	Deferral	1 = 1.0
CONTRIBUTION AMOUNT-Matching	Match	1 = 1.0

8. Update payroll, if necessary

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**.

SSN	Name	Status	Elective Deferral	Total
XXX-XX-1234	Participant1, Plan	Terminated	\$ 100.00	\$100.00
Payroll Totals:			\$100.00	\$100.00

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

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**.

View/Edit a Payroll

1 Make your edits

2 Fund your payroll

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	*****0218	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	*****0211	\$16,243.09	\$ 0.00
Employee Matching	American Funds Money Market Fund-R2	*****0211	\$404.23	\$ 0.00
Money Purchase	American Funds Money Market Fund-R2	*****0211	\$0.00	\$ 0.00
Excess Refund	American Funds Money Market Fund-R2	*****0211	\$0.00	\$ 0.00
Forfeiture Totals:				\$0.00

You need to Fund \$5.00 You have Funded \$0.00

You need to Fund \$5.00 You have Funded \$0.00

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.

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.
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

Printer-friendly version

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

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	Funding Amount
*WEB TEAM WIC TEST PLAN		Checking	*****0578	1210-0024 8	\$7.00
Bank Account Totals:					\$7.00


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 not wish to send any additional notifications, leave this area blank.)

Additional Comments:

SUBMIT

11. Confirmation of success

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

 AMERICAN FUNDS®

Your payroll has been successfully submitted.
This payroll will be processed on 11/19/2014.

[Printer-friendly version](#)

Plan Name:	WEB TEAM WEB WIC PHASE I	Plan Type:	401K
Plan ID:	BRKTEST	Batch Number:	6201474
Payment Type:	ACH	Batch Date:	10/08/2014
Payroll Date:	11/19/2014	Submission Date:	10/08/2014
		Submission Time:	01:32:34 PM CT

Contributions

Contribution Type	Total
- Elective Deferral	\$0.00
- Discretionary/Profit Shr	\$2.00
- Matching	\$5.00
- Reallocated Discretionary	\$0.00
Payroll Totals:	\$7.00

Vesting Items

Plan Hours	Total
- Replace Plan Year Hours	0.00
- Replace Anniversary Year Hours	0.00
Hours Totals:	0.00

Bank Accounts

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	\$ 7.00
Bank Account Totals:					\$7.00

[DONE](#)