Contribution File Template Instructions

These instructions accompany the CSV Template. The template is used for the creation of a Defined Benefit, Cash Balance or Accounts Receivable Contribution File. This template is a tool to be used by smaller employers who do not have an automated way to create Contribution Files.

Step 1: At the bottom of the template, select the appropriate tab for the file type you want to create.

Step 2: Enter information into each column as needed. You may enter up to 999 records.

Transaction type	Organization Code	Benefit Program Member Code	Client ID	Last Name	Pay Period Begin Date (CCYYMMDD)	Pay Period End Date (CCYYMMDD)	Service Type	Assignment Code	Time Base	Full-Time Base Hours for Position	Work Hours Per day	Expected Pay Periods	Annualized Pay Rate	Earnings	Earnings Type	Member Contributions	Employer Contributions
RGLR	12345	DB1	123456789	Smith	20190801	20190831	01	57	FLTM			12JJ	80000.00	4000.00	SLRY	352.00	622.00
RGLR	12345	DB1	678910234	Smith	20190801	20190831	01	55	PTME			12JJ	30000.00	2000.00	SLRY	131.00	362.00

**Step 3:** After you've entered all your records, open a new Excel Workbook. In the top right hand corner click **File**.

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RGLR	12345	DB1	678910234	Smith	20190801	20190831	01	55	PTME			12JJ	30000.00	2000.00	SLRY	131.00	362.00

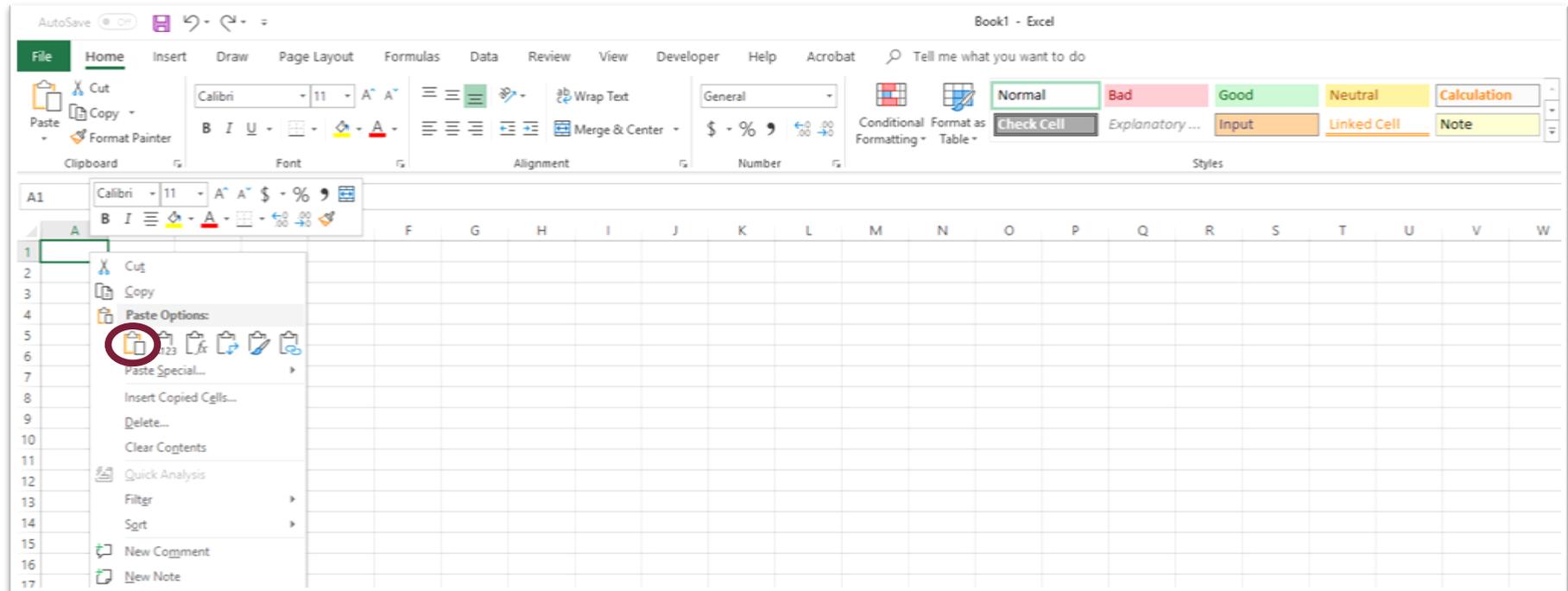**Step 4:** Click **New**, then **Blank Workbook.** A blank workbook will display.
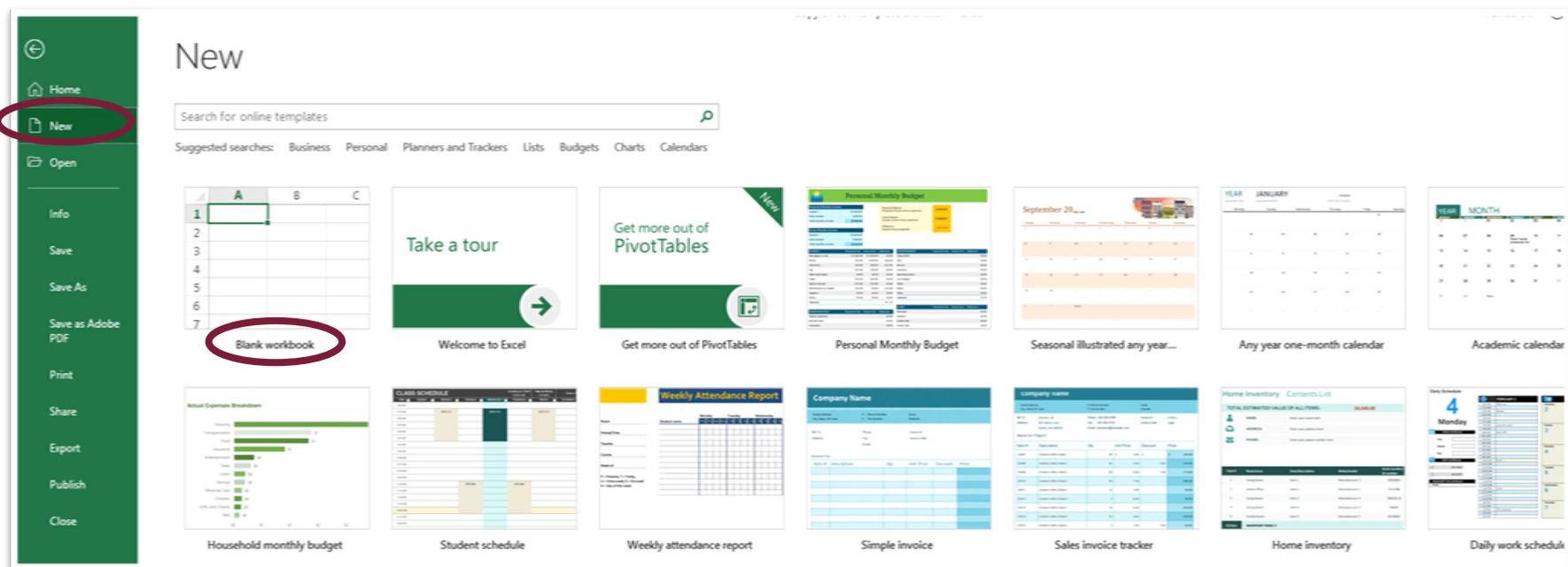
Step 5: **Highlight** the records you input into the template. **Right click** and select **Copy**.
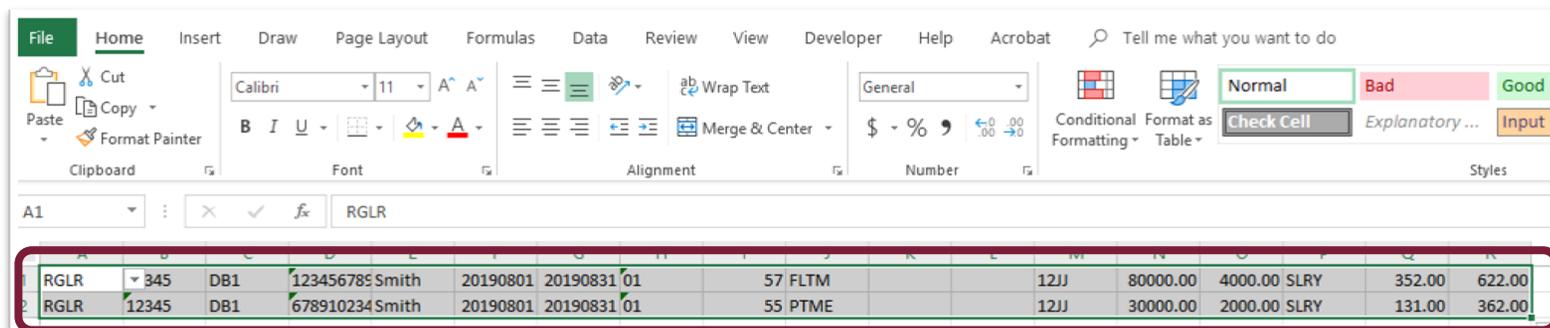
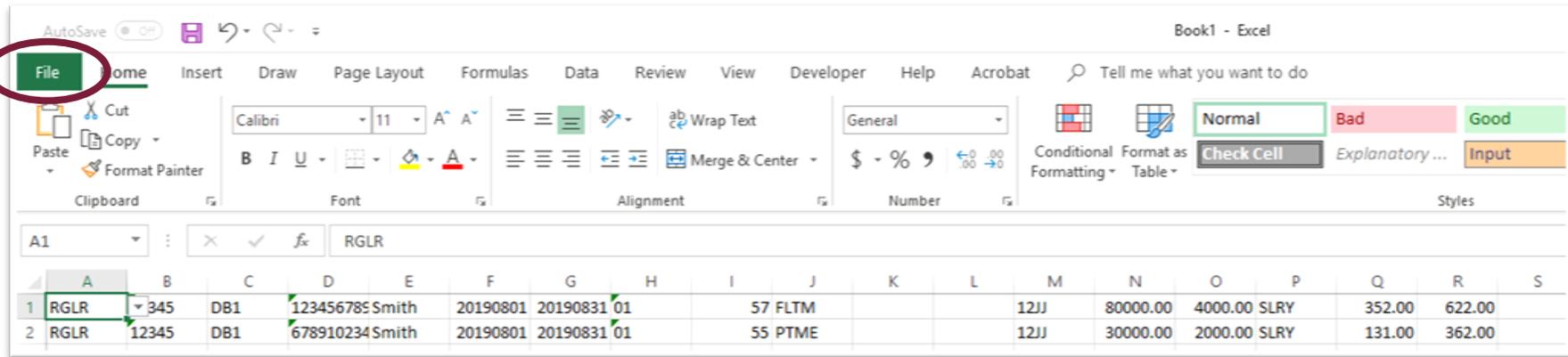**Note**: Do not include the Row Headers when you copy the records.
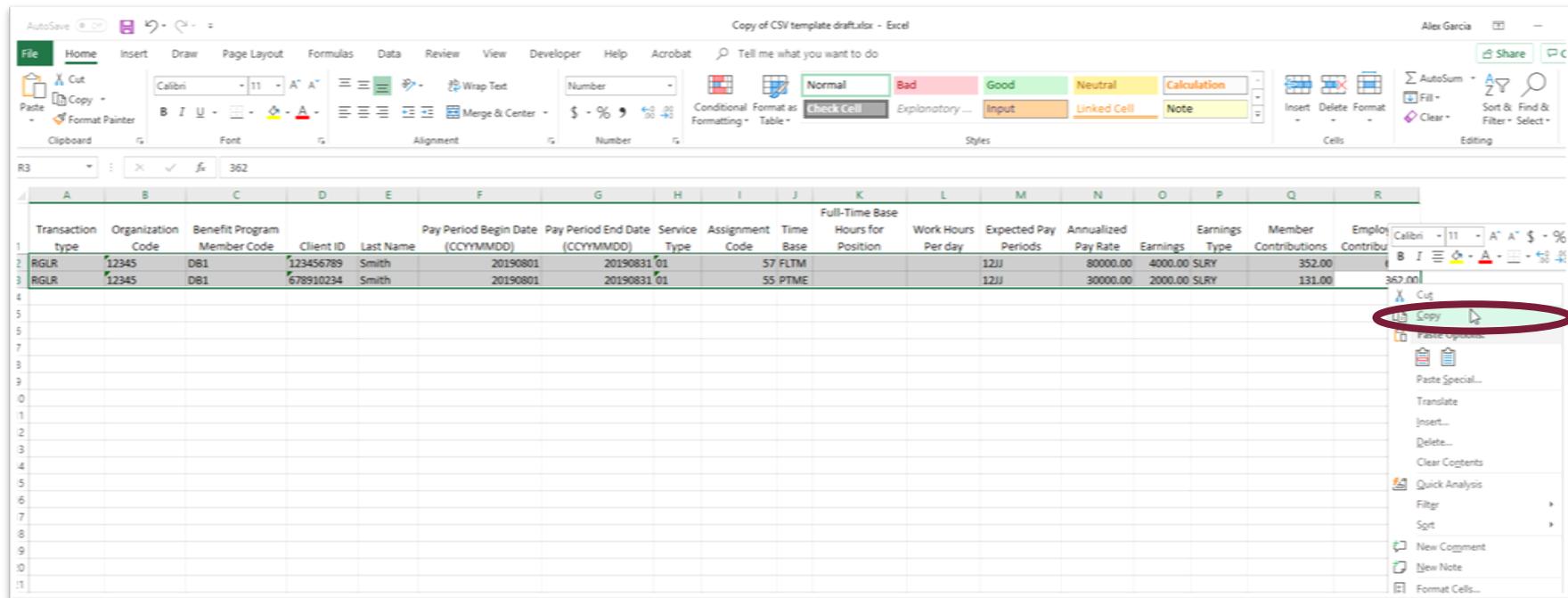
Step 6: Switch to the blank workbook you opened, in cell A1 **right click** and select the first **paste clipboard**.
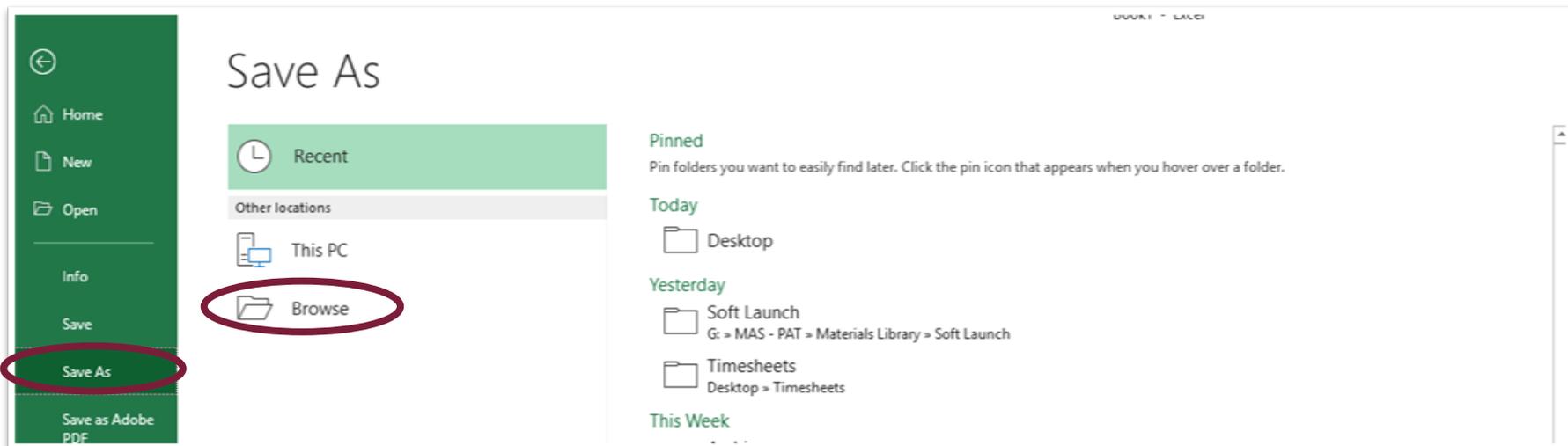

Step 7: The records details you copied will display.

Step 8: In the new workbook, click **File** .

Step 9: Click **Save As**, then click **Browse**. The **Save As** window will appear.

Step 10: Select where you would like to save your file. In the **Save As Type** dropdown menu, select "**CSV (Comma delimited) *.csv**".