

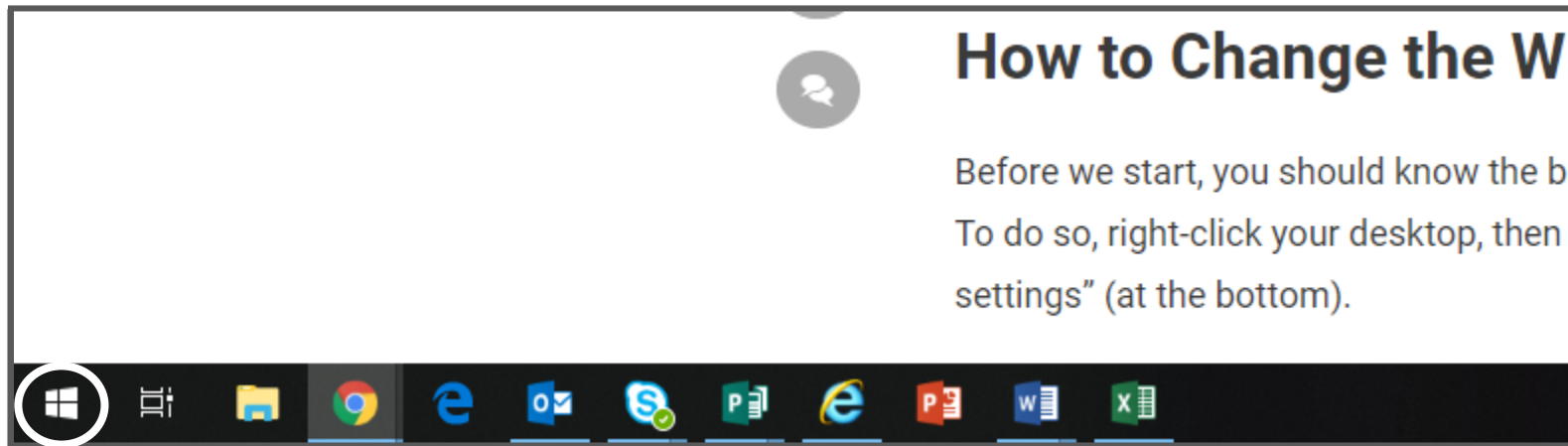
# Contribution File Template Instructions

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.

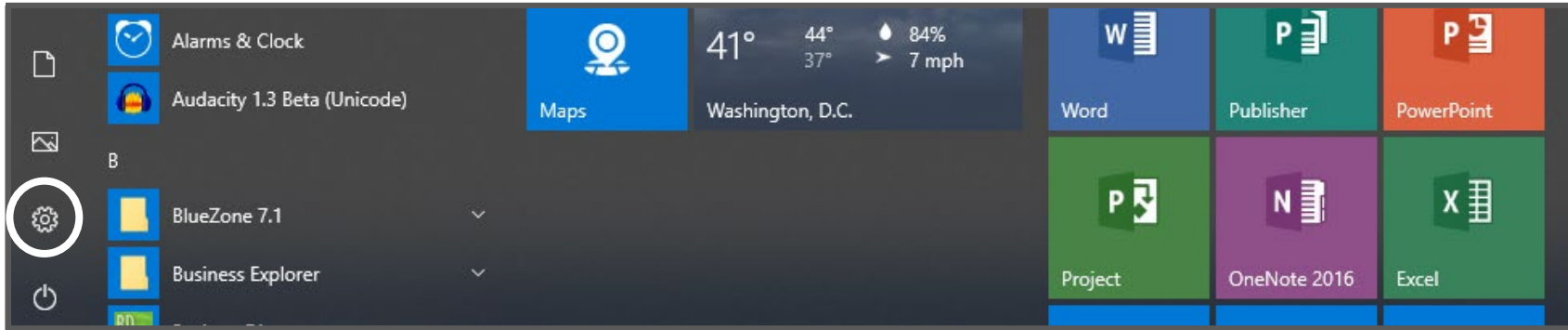
Revised: 7/08/20

## 1) Changing Windows Default Delimiter

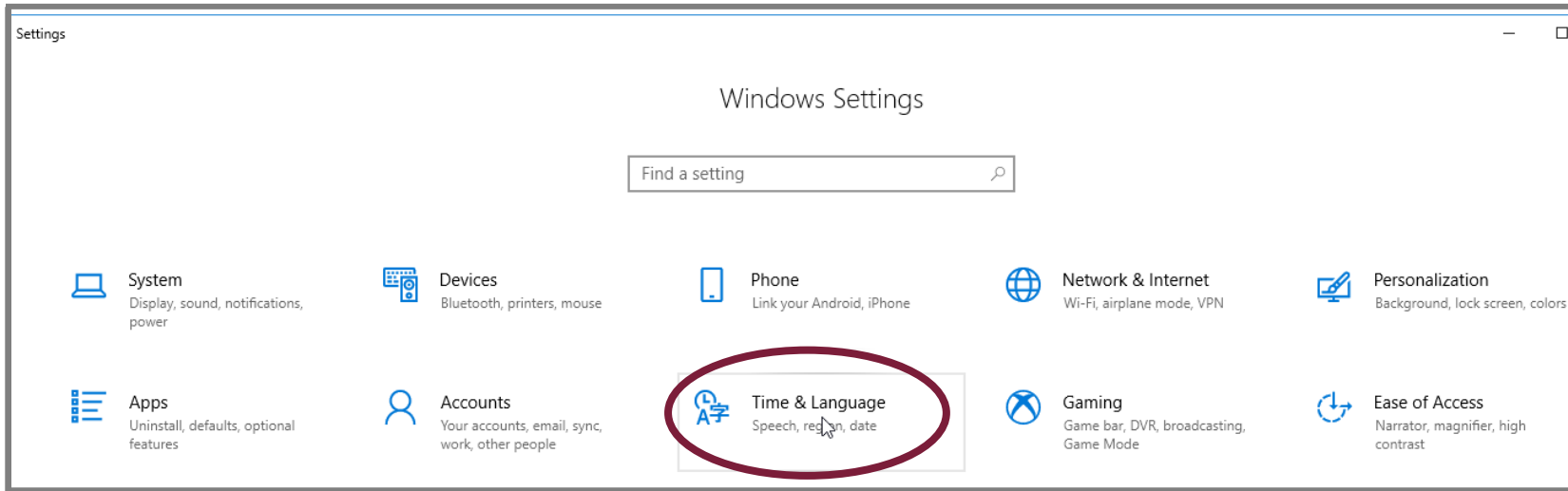
**Step 1:** Click the **Microsoft Windows** icon in the bottom left-hand corner of your screen.



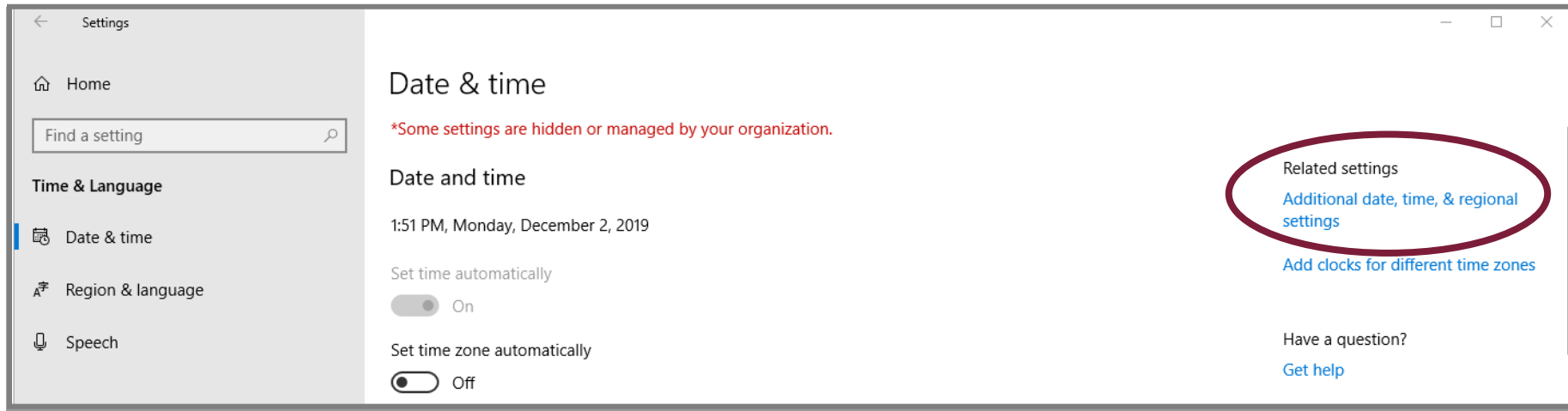
**Step 2:** Click the **Gear Icon** to open the **Settings**.



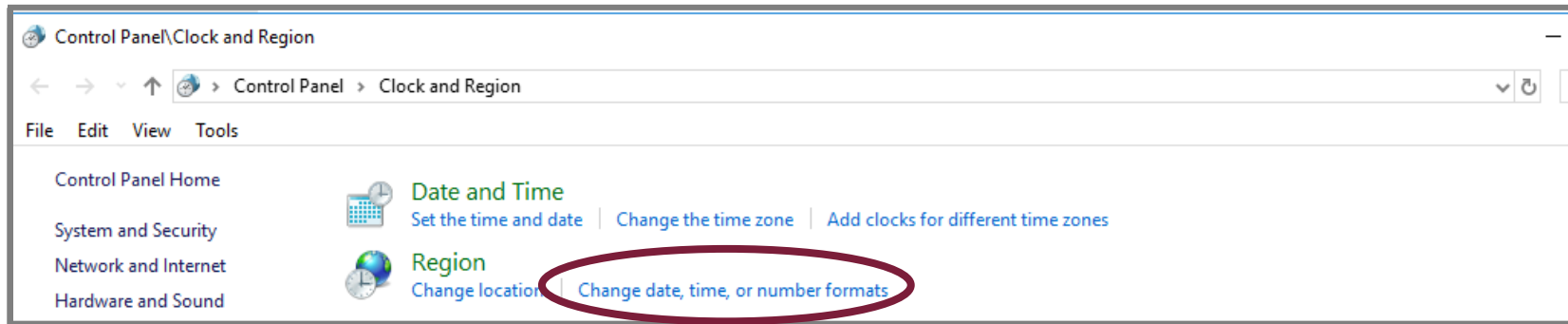
**Step 3:** The **Windows Settings** box opens. Click **Time & Language**.



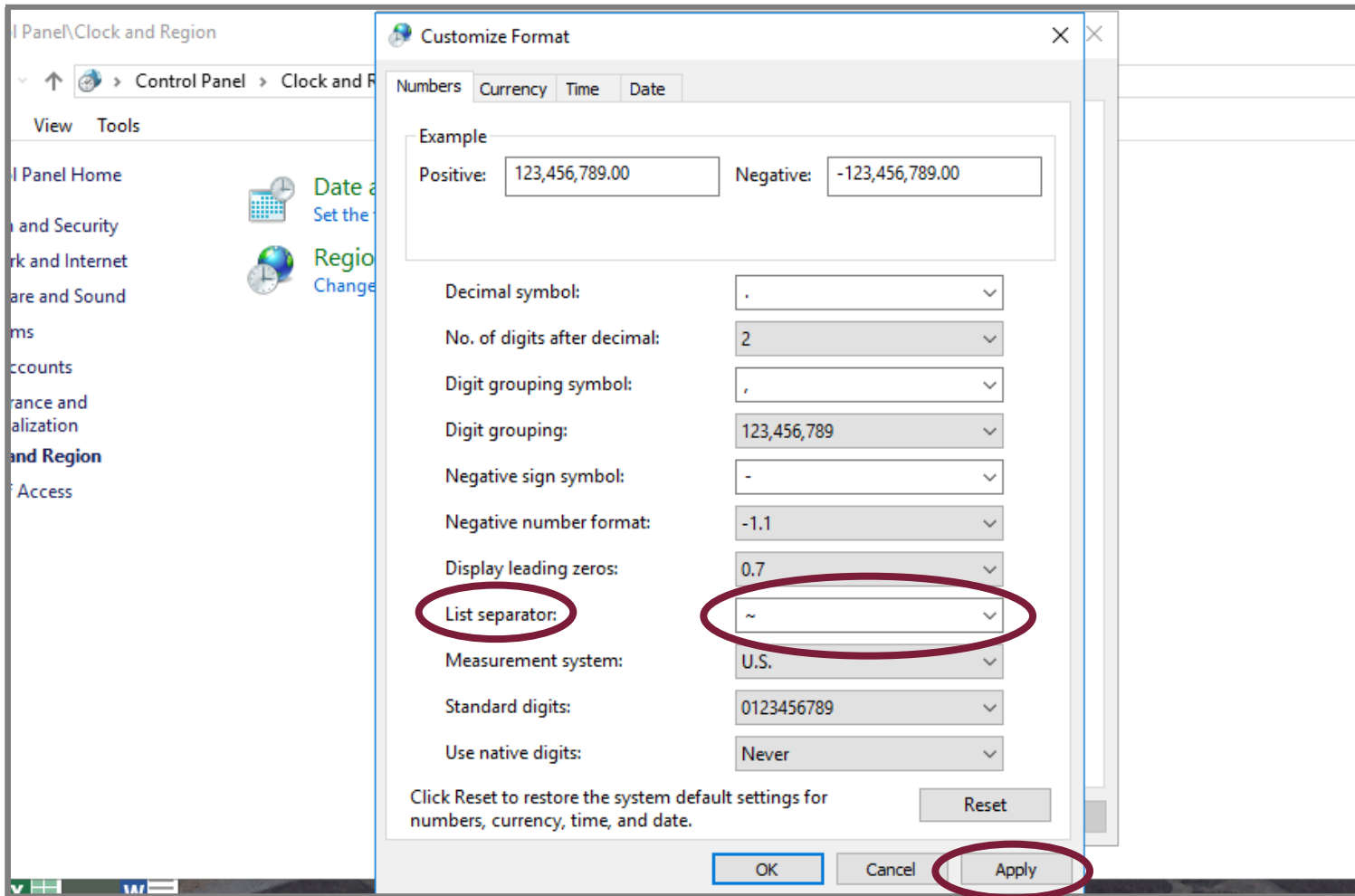
**Step 4:** Under **Related settings** click the blue hyperlink for **Additional date, time & regional settings**.



**Step 5:** The **Control Panel** opens. Click the blue hyperlink for **Change date, time or number formats**.

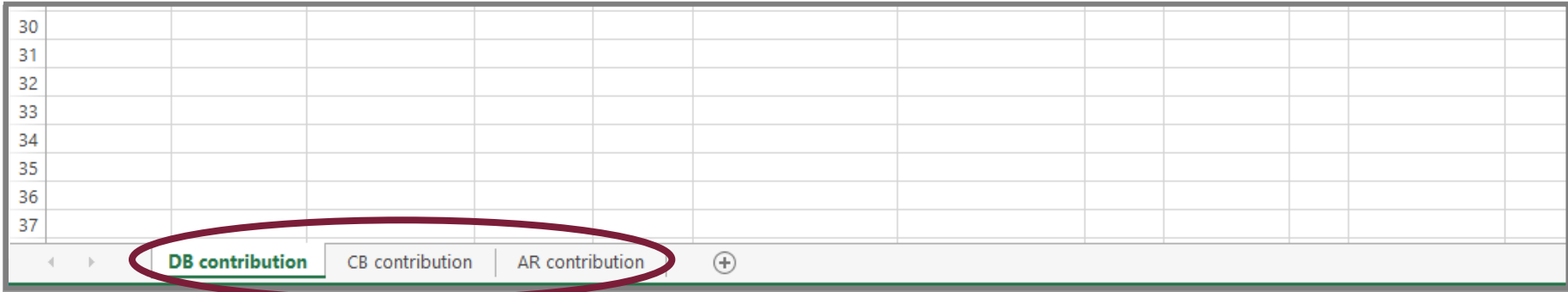


**Step 6:** The **Customize Format** window displays. Change the default **List separator** from a comma to a **tilde (~)** and click **Apply**.



### 2) Creating a Contribution File

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

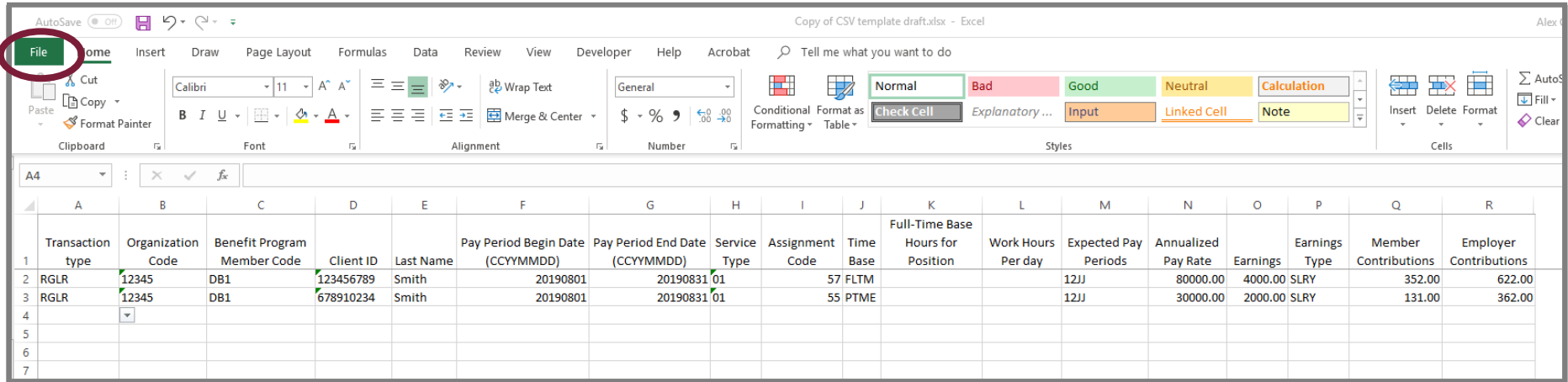


**Step 2:** Enter information into each column as needed. You may enter up to **999 records**.

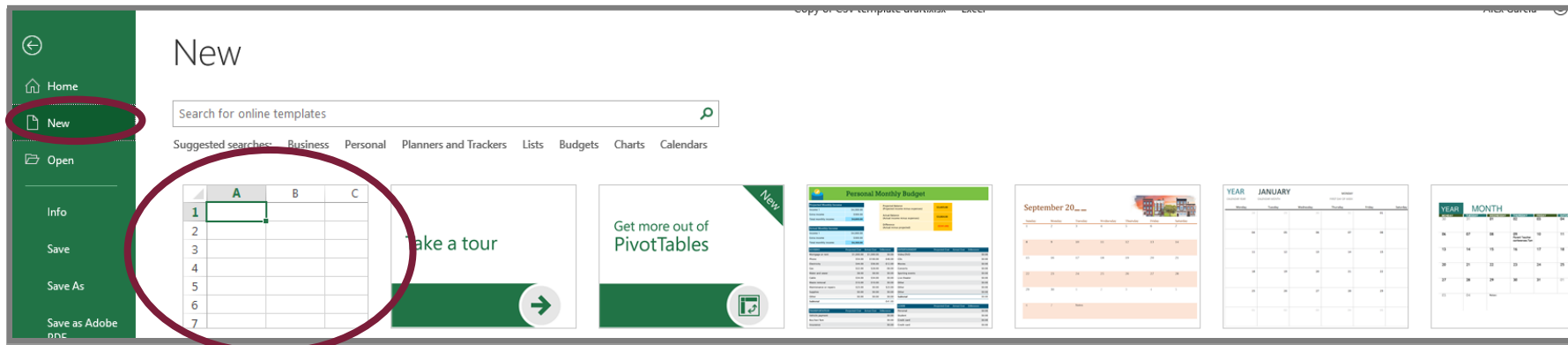
The image shows a screenshot of an Excel spreadsheet with a table containing contribution data. The table has 18 columns and 7 rows. The first three rows of data are highlighted with a red oval. The data is as follows:

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	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**.



**Step 4:** Click **New**, then **Blank Workbook**. A blank workbook displays.



**Step 5: Highlight** the records you input into the template. **Right click** and select **Copy**.

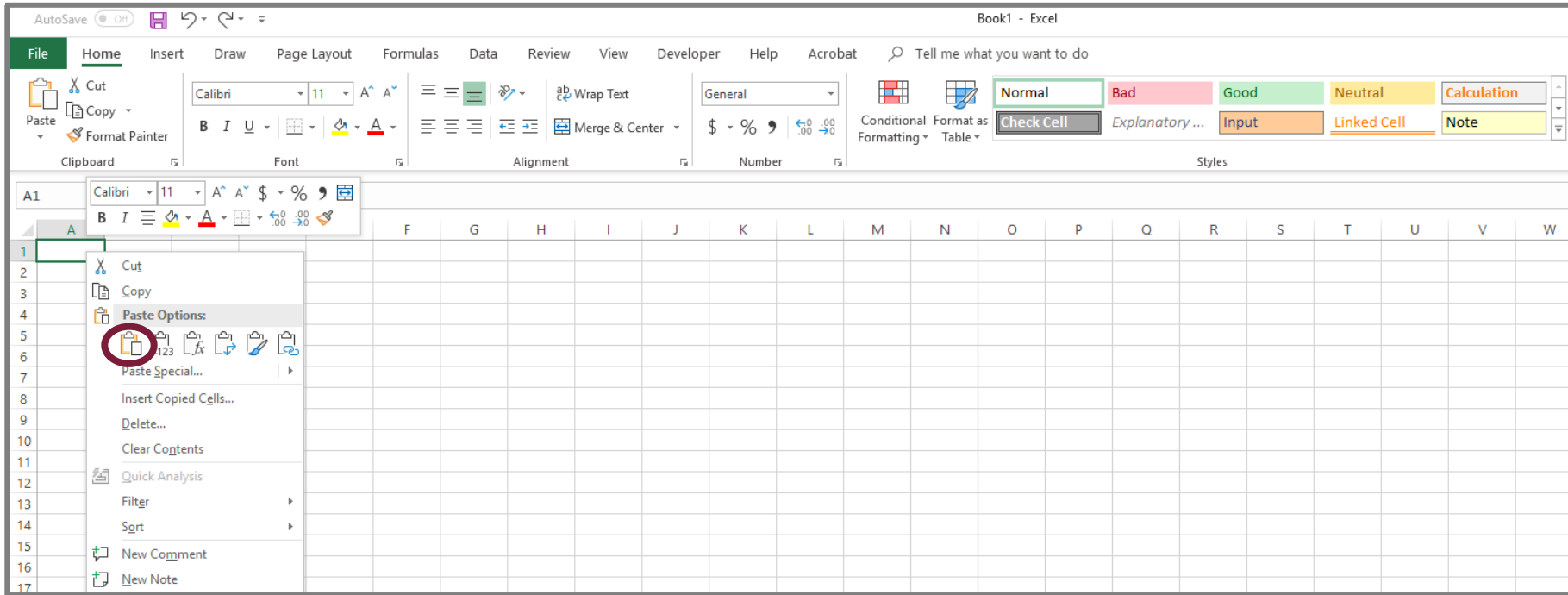
**Note:** Do not include the Row Headers when you copy the records.

The screenshot shows the Microsoft Excel interface with a spreadsheet titled "Copy of CSV template draft.xlsx". The spreadsheet contains a table with the following data:

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

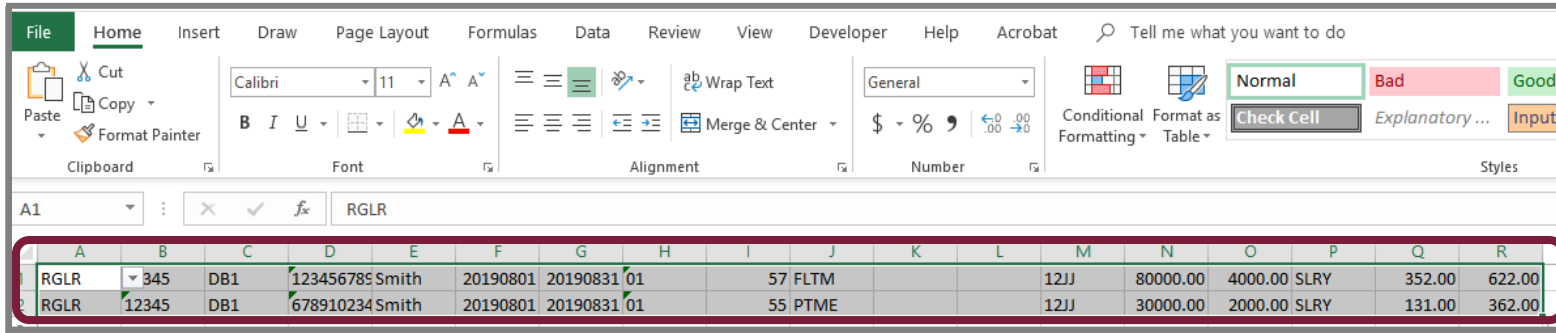
A right-click context menu is open over the 'Copy' option, which is circled in red. The menu includes options such as Cut, Copy, Paste, Paste Special, Translate, Insert, Delete, Clear Contents, Quick Analysis, Filter, Sort, New Comment, New Note, and Format Cells.

**Step 6:** Switch to the blank workbook you opened, in cell A1 **right click** and select the first **paste clipboard**.

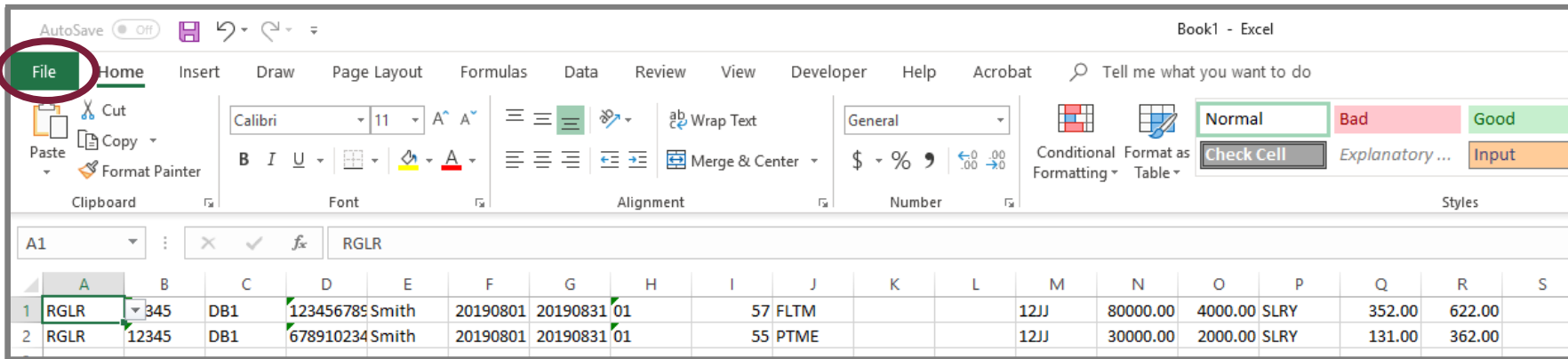




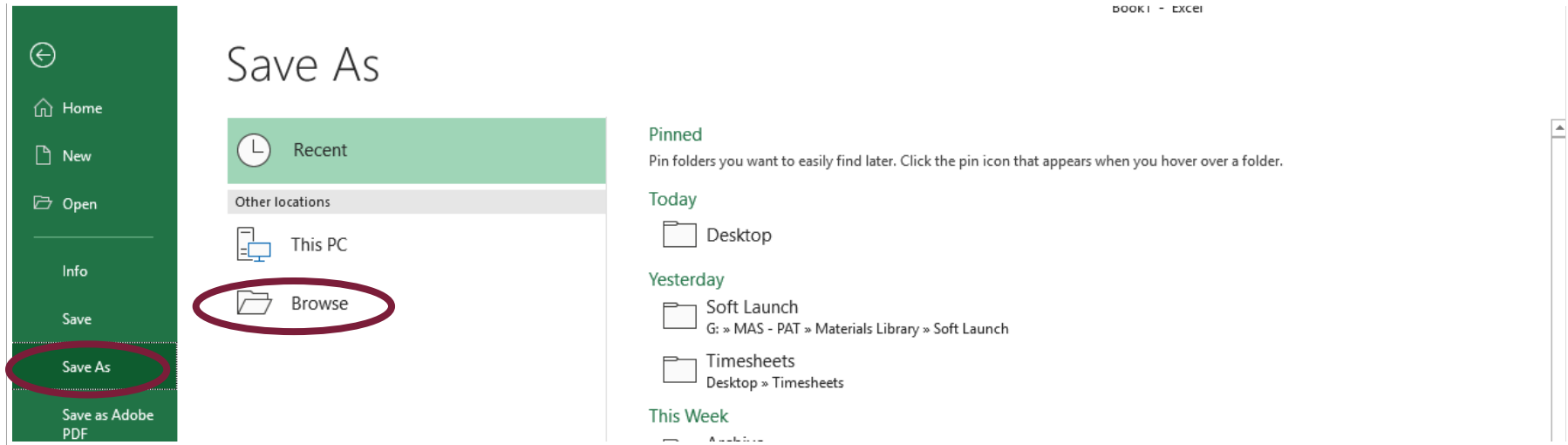
**Step 7:** The record details you copied display.



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



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



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

