Voya PayCloud

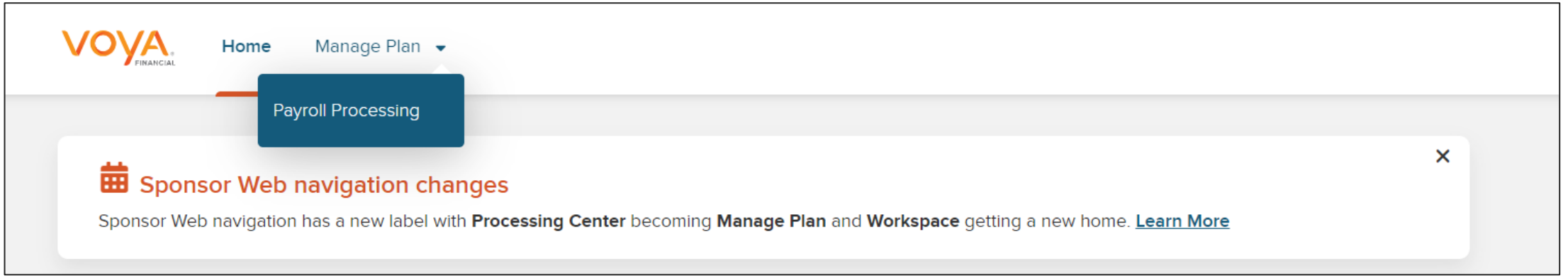
Contribution submissions

Manual and ongoing contribution files

- This short guide will cover the manual submissions of contributions.
- Batches submitted before 4:00 p.m. EST will have the file submitted the same day as the trade date. Batches submitted on weekends, holidays or after 4:00 p.m. EST will invest the next business day.
- If you need assistance, please call the Voya VRS Employers Support Help Line at 844-570-1482, Option 1.

Accessing Voya PayCloud

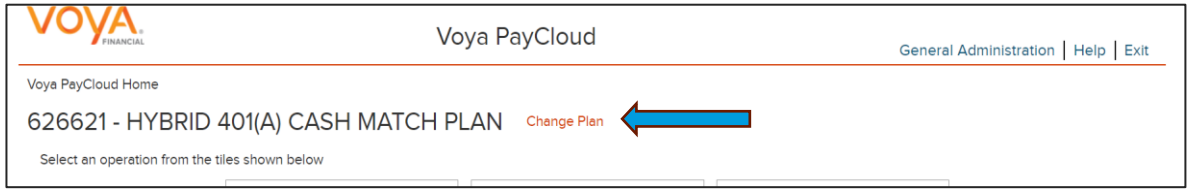
- Log in to **sponsor.voya.com**
- Select **Manage Plan**
- Then **Payroll Processing**



Change plan

- Click **Change Plan (to the right of the Plan Name/Plan Number)** to go to the Plan Selection screen to select a different plan
  - **626621**: Hybrid 401(a) Cash Match Plan: Employee mandatory 1% (employee pre-tax source), employer mandatory 1% (employer contributory mandatory source) and employer match (employer contributory match source).
  - **626622**: Hybrid 457 Deferred Compensation Plan: Employee voluntary contributions (employee pre-tax source).

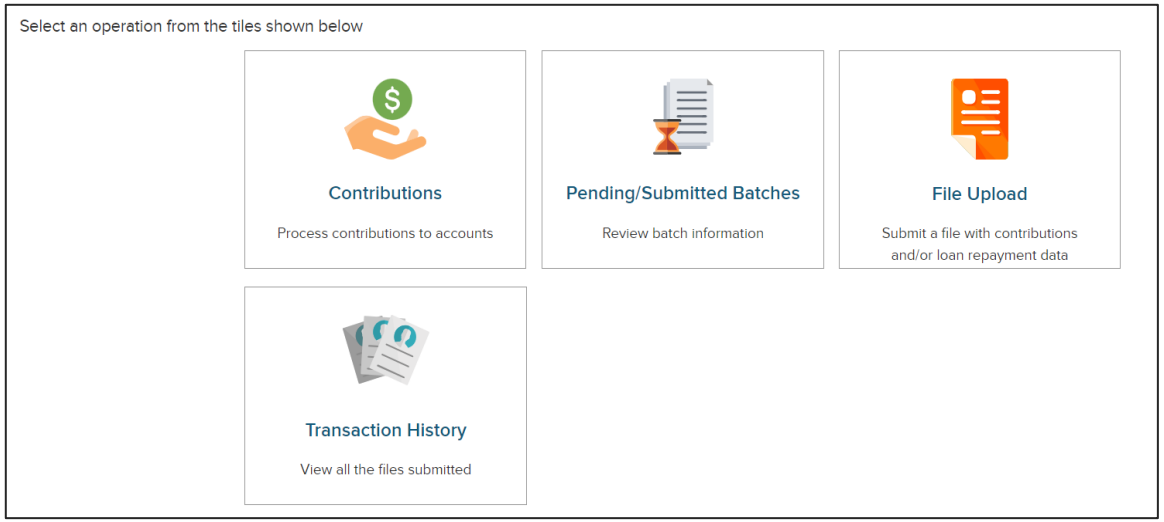
- If your entity participates in the COV457 and Virginia Cash Match Plan the following sources apply:
  - **626627**: COV 457 Deferred Compensation Plan: Employee Pre-tax source and Employee After-tax Roth source.
  - **626628**: Virginia Cash Match Plan: Employer source.



Tile options

Each tile shown is used for a different function.

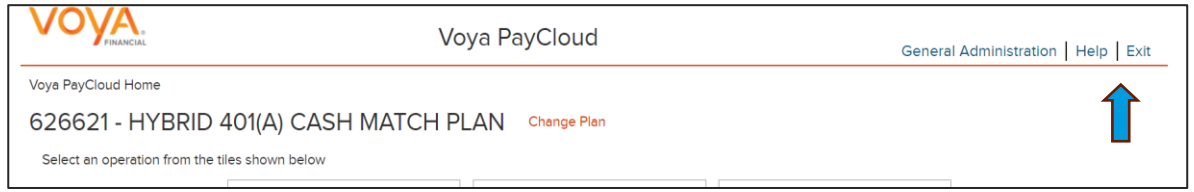
- **Contributions** - used for manual entry or uploading a custom file.
- **Pending/Submitted Batches** – files that have not yet been submitted or to review past contribution submissions via Contributions.
- **File Upload** - used to submit contributions using the standard layout file.
- **Transaction History** - view contribution submissions made via File Upload.



Additional assistance

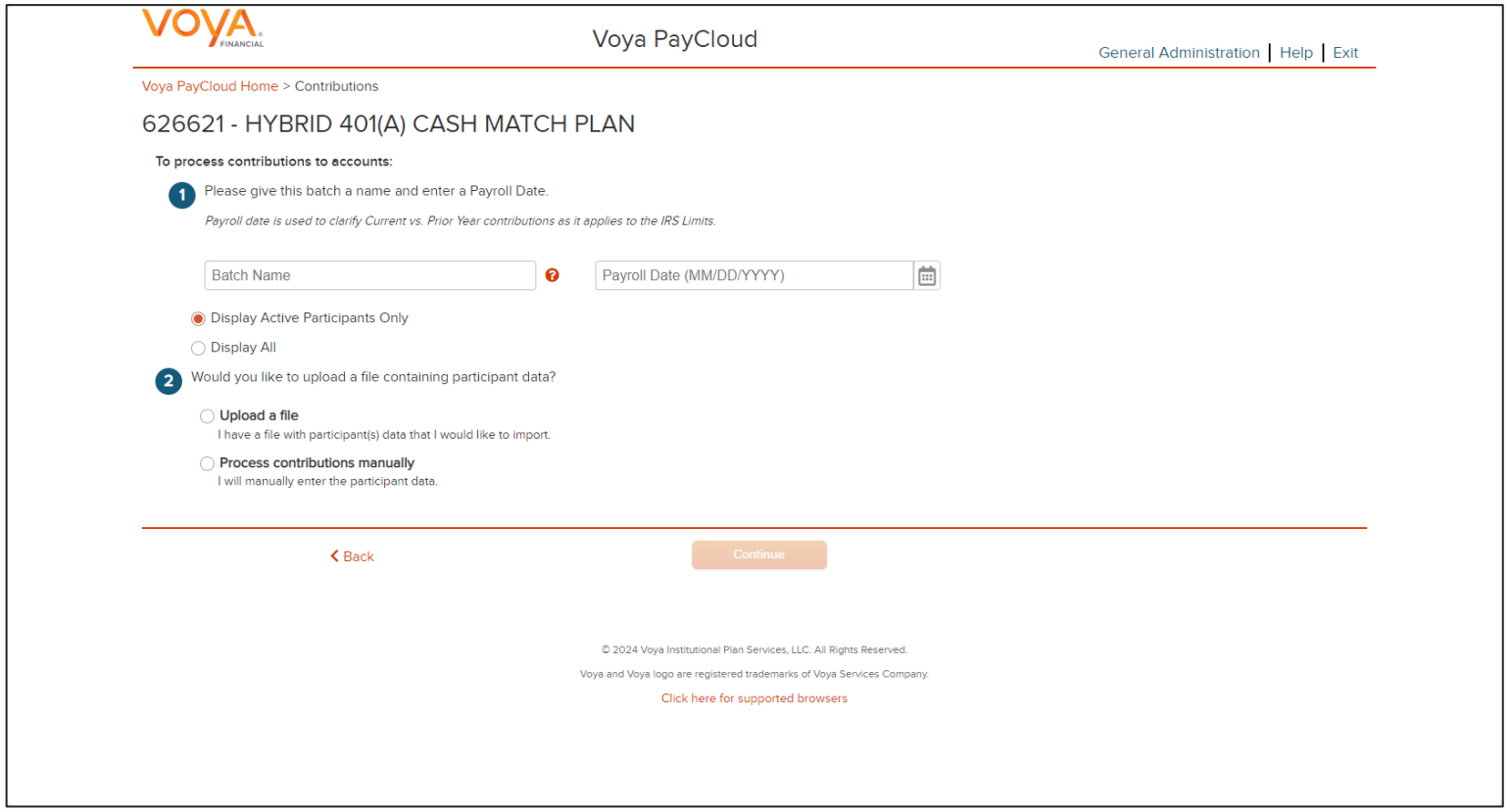
If you need additional assistance or to exit the application, go to the upper right corner of the screen:

- **Help** will open contents in a new window. This includes the User Guide.
- **Exit** displays a successful logout of Voya PayCloud.
  - The SponsorWeb Home page will be open in the first window.
  - Other applications can also be accessed, or you can log out from the Sponsor Web application.



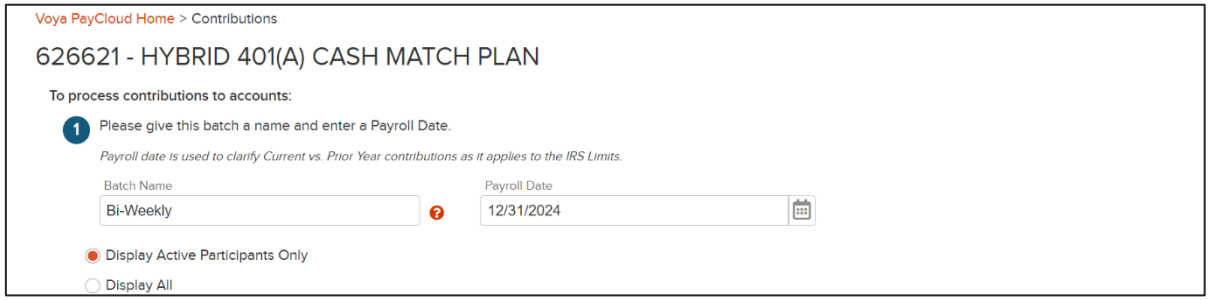
Contributions

Use Contributions to enter payroll contributions



Setting up your manual contribution file submission

1. **Batch name and Payroll Date**:
   - **Batch Name** enter a description of the payroll you are creating. For example, Hourly or Bi-Weekly.
   - **Payroll Date** using the calendar icon select a date. This would be the actual pay date or pay period ending date used to verify the IRS Limits.
   - **Display Active Participants Only** to include only active participants.
   - **Display All Participants** to include all (active, ineligible, terminated) participants in the file.



Setting up your manual contribution submission

2. **Upload a manual file**:
    - **Upload a file -** There is no set layout for this option, you can upload an Excel or .csv file.
        - Voya PayCloud will have you create a template within the system around your file. The system will automatically take you to the template to create the necessary information.

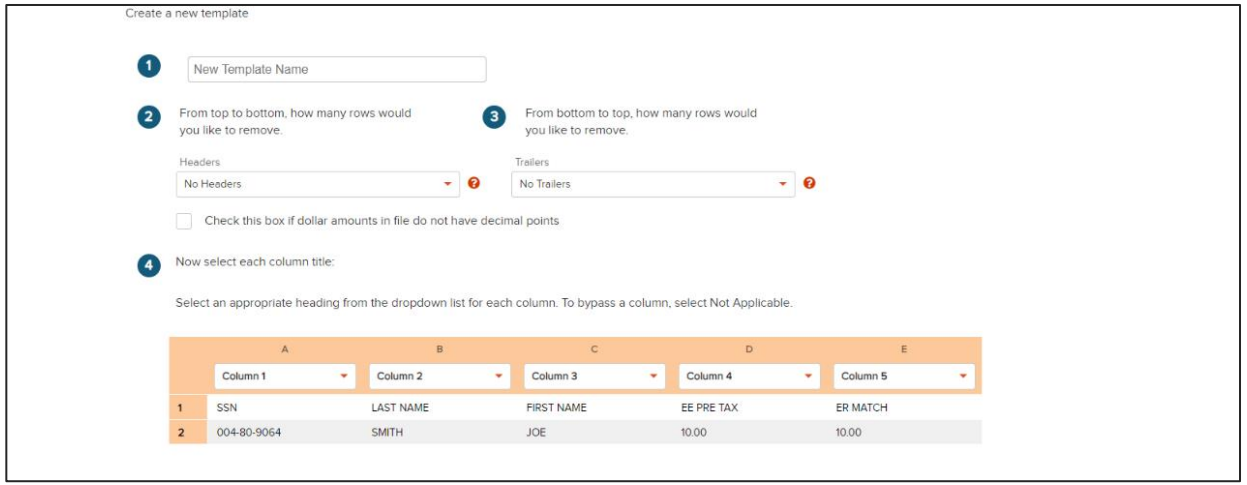
Once you have filled in the necessary information and uploaded your file, the **Continue** button will turn orange and allow you to proceed.

New file template

- **New Template Name** – label your upload template something unique
- **Headers** – tell the system how many rows it needs to skip at the top of your file. This allows the system to ignore descriptors.
- **Trailers** – tell the system how many rows it needs to skip at the bottom of the file. This allows the system to ignore extra information such as totals and notes.
- **Column label** – drop-down menus where you can tell the system what each column represents. Select “Not Applicable” for columns that the system can ignore.

Once you have everything lined up and labeled appropriately click the **Save And Continue** button at the bottom to proceed.

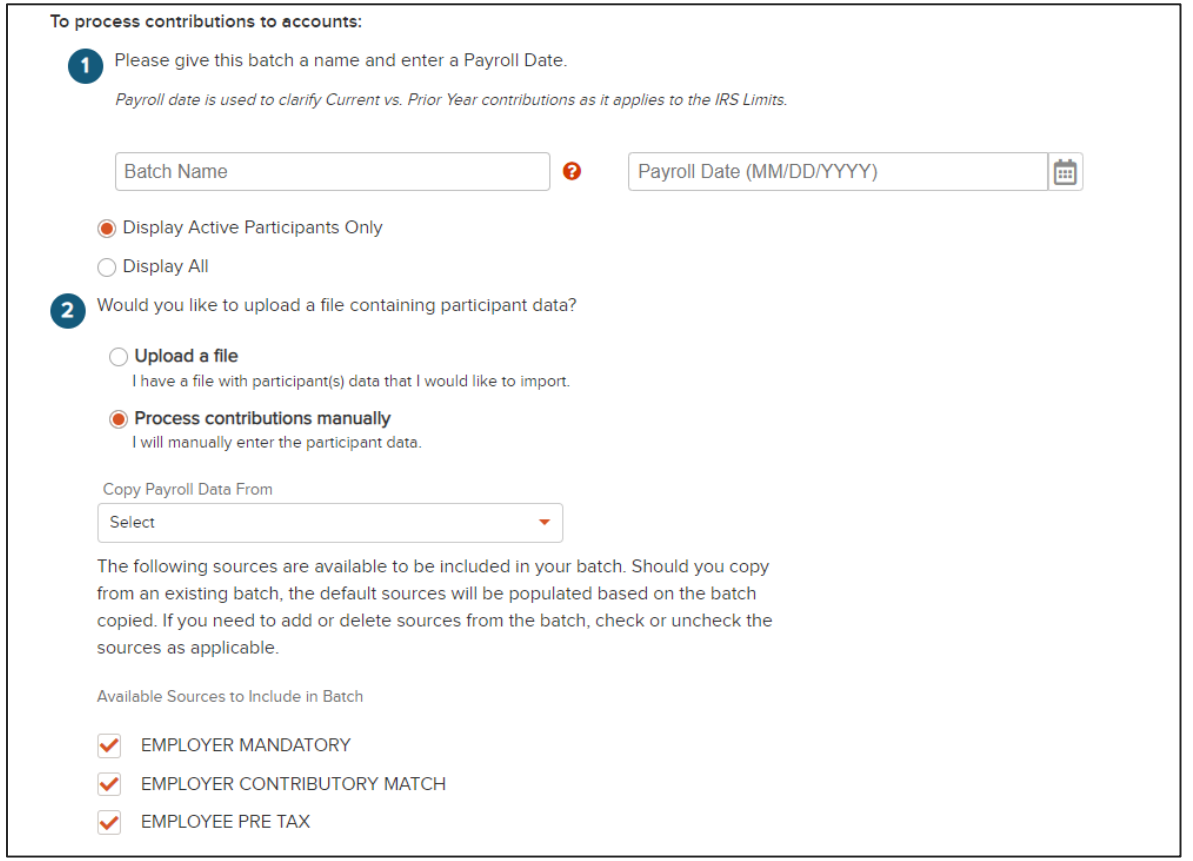
A new page will open where contribution amounts will populate for participants included in the file (anyone not in the file will display 0.00). Click **Save And Continue** at the bottom of the page to review the totals.



Note: Only one template per plan needs to be created and if your file has the same layout each pay period, the system will know how to correctly read it.

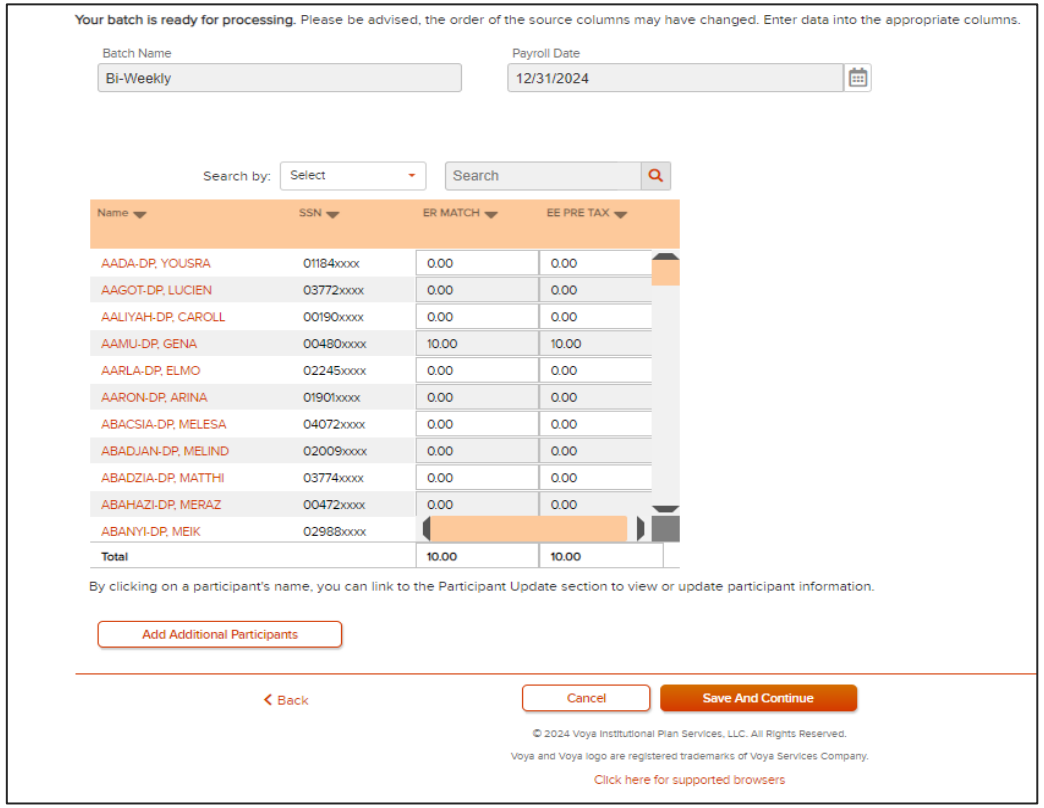
Setting up your manual contribution file submission

3. **Process contributions manually**:
   - Enter the Batch Name, Payroll Date and which participants to display.
   - Select **process contributions manually**
   - Select the **employer code** for which you are submitting
   - After you have made your first contribution selection, you will have a drop-down option to **Copy Payroll Data From**. This is optional and will allow you to copy the dollar amounts from a previous pay period and is a great way to save time.
   - Check or uncheck the box next to the **Sources to include in Batch and** click **Continue**.



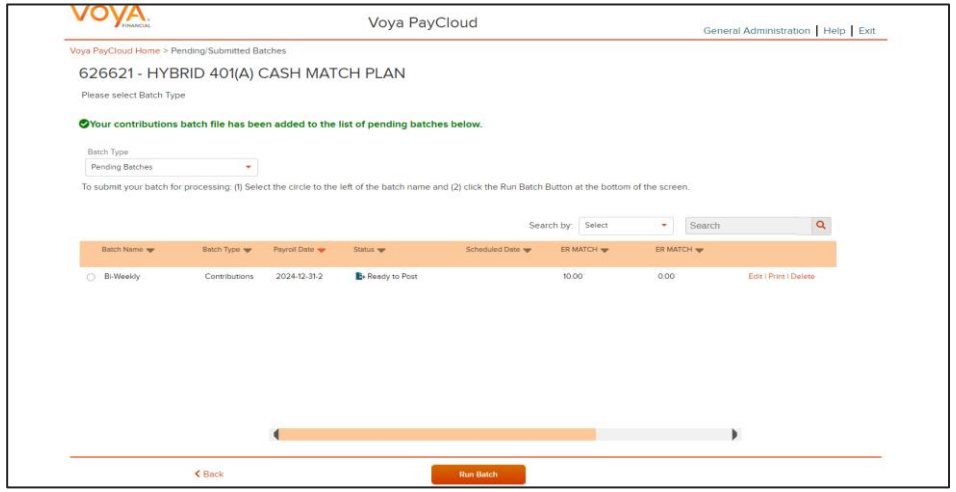
Entering Contribution Amounts

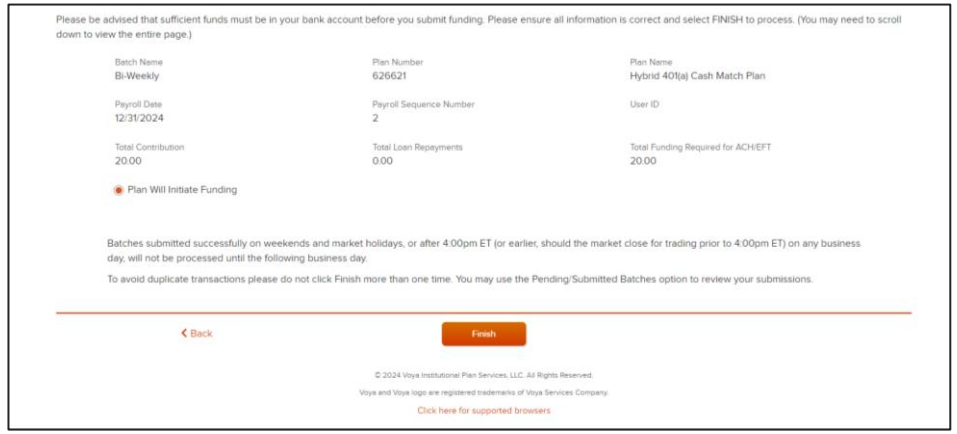
- Manually key in the dollar amounts for each employee.
- After your first manual submission, the **Copy Payroll Data From** feature will be available.



Review your submission

- For file uploads: review your **Pending Batches** before submitting the contribution file.
  - If you cannot see the totals, use the scroll bar at the bottom of the page to see the columns to the right.
- For manual submissions: enter the contributions into the appropriate column.
  - Participant accounts are sorted by last name by default. You may sort participants another way by clicking the column header.
- Click the radio button next to the batch that you need to submit then select **Run Batch**.
- On the next page, review the totals one more time, then click **Finish** to submit the contribution file.
  - A confirmation page will be generated that you can print or save for your records.



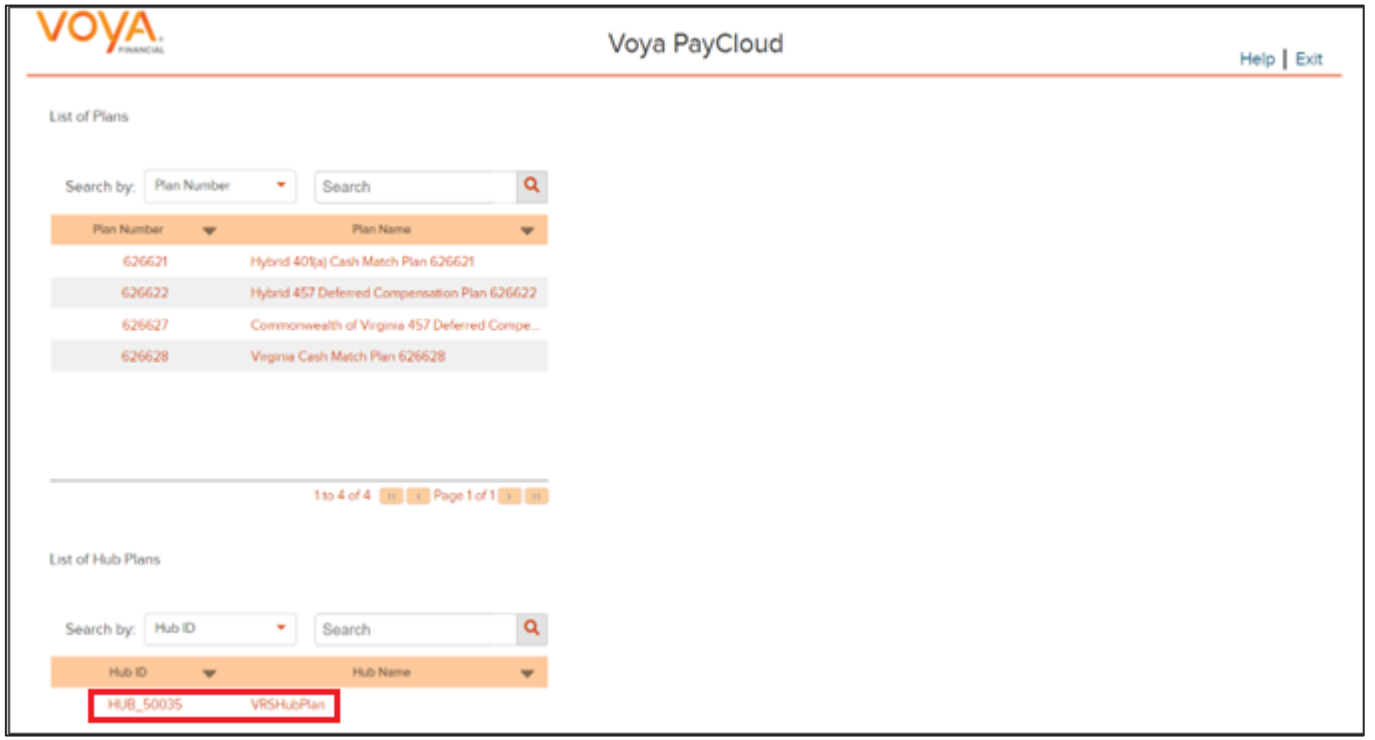


Standard file upload

- This short guide will cover a file upload of contributions. This method will be used by those who need to upload a single file for multiple plans.
- Batches submitted before 4:00 p.m. EST will have the file submitted the same day as the trade date. Batches submitted on weekends, holidays or after 4:00 p.m. EST will invest the next business day.
- If you need assistance, please call the Voya VRS Employer Support Help Line at 844-570-1482.

Upload a single file for multiple plans

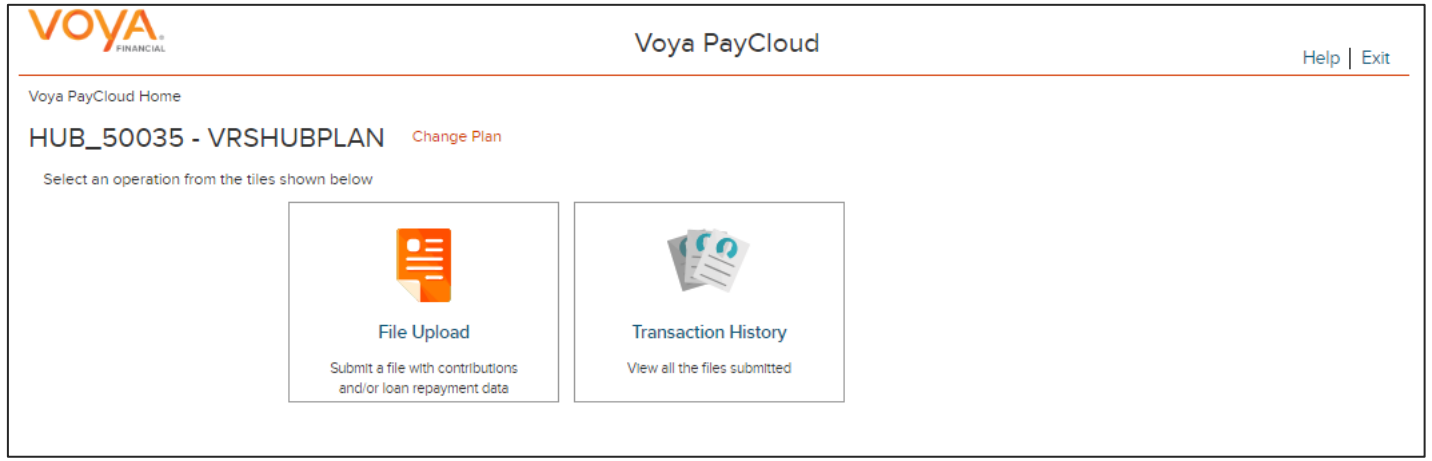
- Select **HUB** at the bottom of the page.
  - For employers with multiple plan numbers that use the .txt/notepad file layout that was carried over from the MissionSquare plan.



Tile options

Each tile shown is used for a different function.

- **File Upload** - used to submit contributions using the standard layout file.
- **Transaction History** - view contribution submissions made via File Upload.



File upload formatting

- The following types of files can be uploaded using this functionality:
  - Excel (.xls)
  - Comma Delimited files (.csv)
  - Text (.txt)

File upload data fields

The following fields are **mandatory** for file upload:

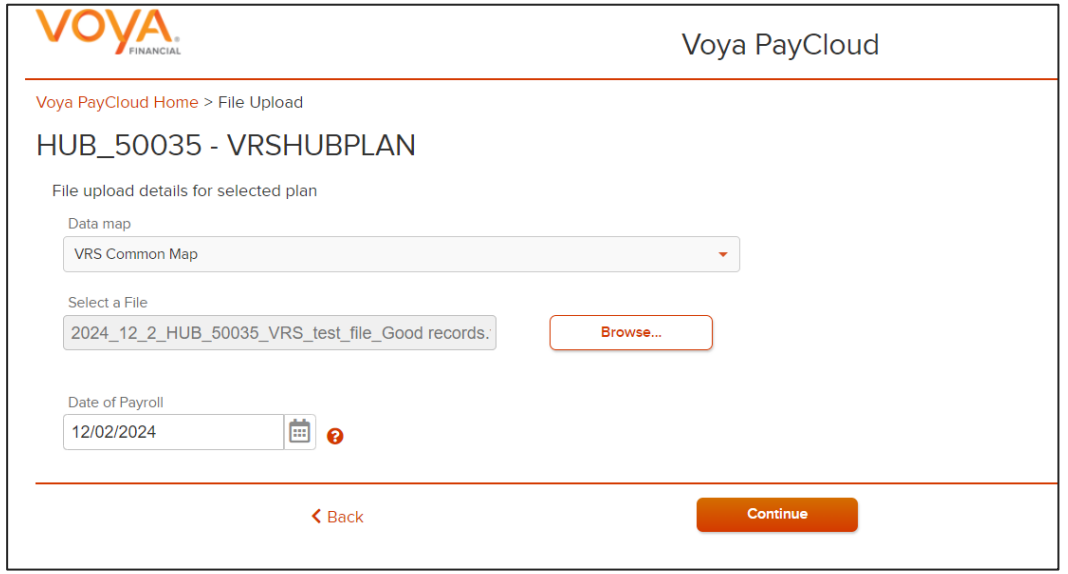
Field Name	Lengths	Start	End	Format
Record Type	1	0	1	X(1)
SSN	9	2	10	9(9)
Division	5	11	15	9(5)
Last Name	35	16	50	X(35)
First Name	20	51	70	X(20)
Middle Name	20	71	90	X(20)
Marital Status	1	100	100	9(1)
Filler	209	101	309	X(209)
Check Date	8	310	317	9(8)
Contribution Year-Month	6	318	323	9(6)
filler	12	324	335	X(12)
403 B Indicator	1	336	336	X(1)
Match Assignment	1	337	337	X(1)
Cntb Filler	1	386	386	X(1)
Cntb Filler	7	387	393	9(5)v99
Cntb Filler	1	394	394	X(1)
Cntb Filler	7	395	401	9(5)v99
Filler	43	458	500	x(43)

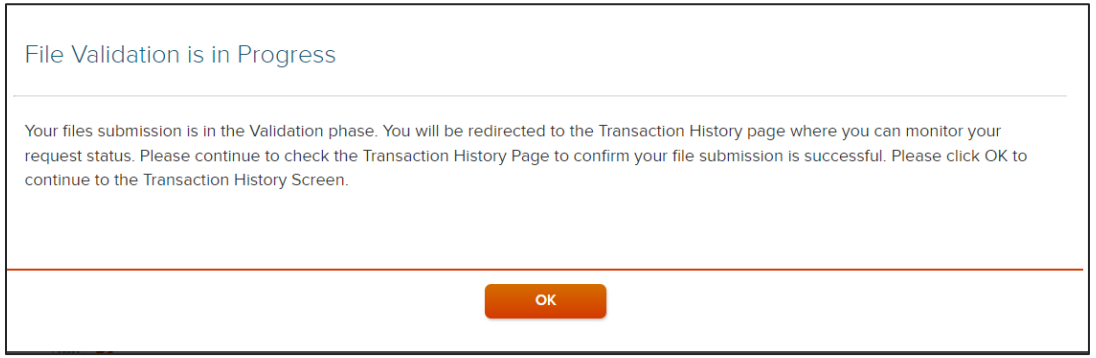
The following fields are **optional** for file upload:

Field Name	Lengths	Start	End	Format
Birth Date	8	91	98	9(8)
Gender	1	99	99	X(1)
EE-Before-Tax Sign	1	338	338	X(1)
EE-Before-Tax Ctrb	7	339	345	9(5)v99
ER-Before-Tax Sign	1	346	346	X(1)
ER-Before-Tax Ctrb	7	347	353	9(5)v99
EE-Hybrid457-Vol - Sign	1	354	354	X(1)
EE-Hybrid457-Vol - Ctrb	7	355	361	9(5)v99
EE-Hybrid401-Mand - Sign	1	362	362	X(1)
EE-Hybrid401-Mand - Ctrb	7	363	369	9(5)v99
ER-Hybrid401-Mand - Sign	1	370	370	X(1)
ER-Hybrid401-Mand - Ctrb	7	371	377	9(5)v99
ER-Hybrid401-Match - Sign	1	378	378	X(1)
ER-Hybrid401-Match - Ctrb	7	379	385	9(5)v99
ER-ORPSS-Sign	1	402	402	X(1)
ER-ORPSS-Ctrb	7	403	409	9(5)v99
EE-ORPSS-Sign	1	410	410	X(1)
EE-ORPSS-Ctrb	7	411	417	9(5)v99
ER-VSRP-Sign	1	418	418	X(1)
ER-VRSP-Ctrb	7	419	425	9(5)v99
EE-VSRP-Sign	1	426	426	X(1)
EE-VRSP-Ctrb	7	427	433	9(5)v99
EE-ROTH-Sign	1	434	434	X(1)
EE-ROTH-Ctrb	7	435	441	9(5)v99
ER-ORPE-Sign	1	442	442	X(1)
ER-ORPE-Ctrb	7	443	449	9(5)v99
EE-ORPE-Sign	1	450	450	X(1)
EE-ORPE-Ctrb	7	451	457	9(5)v99

Upload a file

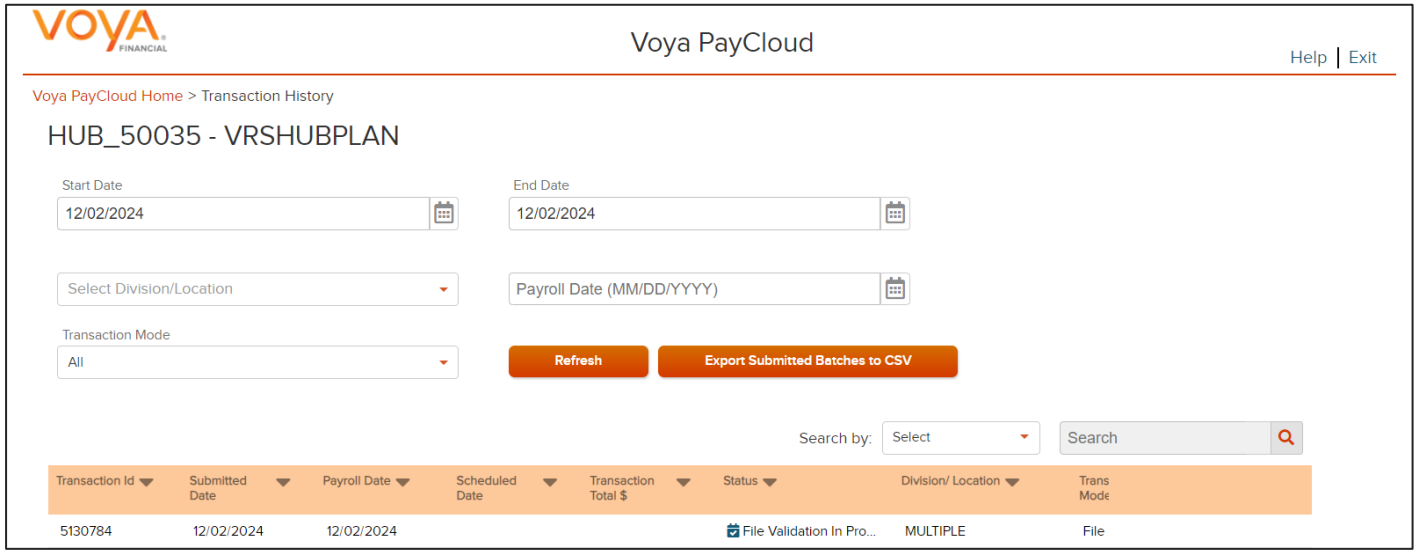
- Select **File Upload.**
- **Data map** will be preselected.
- Click **Browse** to select a file to upload.
- Enter the **Date of Payroll** using the calendar icon to select a date. This would be the actual pay date or the pay period ending date to verify the IRS limits.
- Click **Continue** to begin the File Validation process.





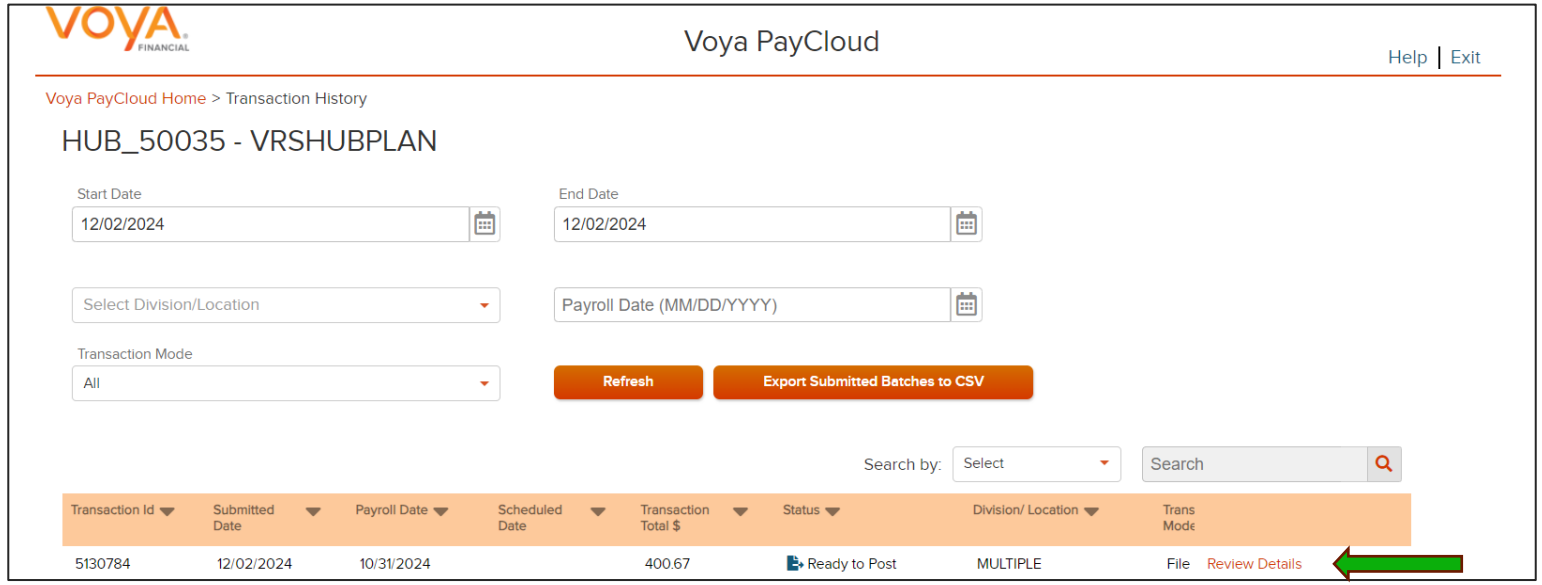
Transaction history

- You will be then taken to the **Transaction History** screen.
- The most recent file will appear at the top of the listed contribution records.
  - The initial status of this file is listed as “**File Validation In Progress**”.
- To see the status change, click the **Refresh** button.



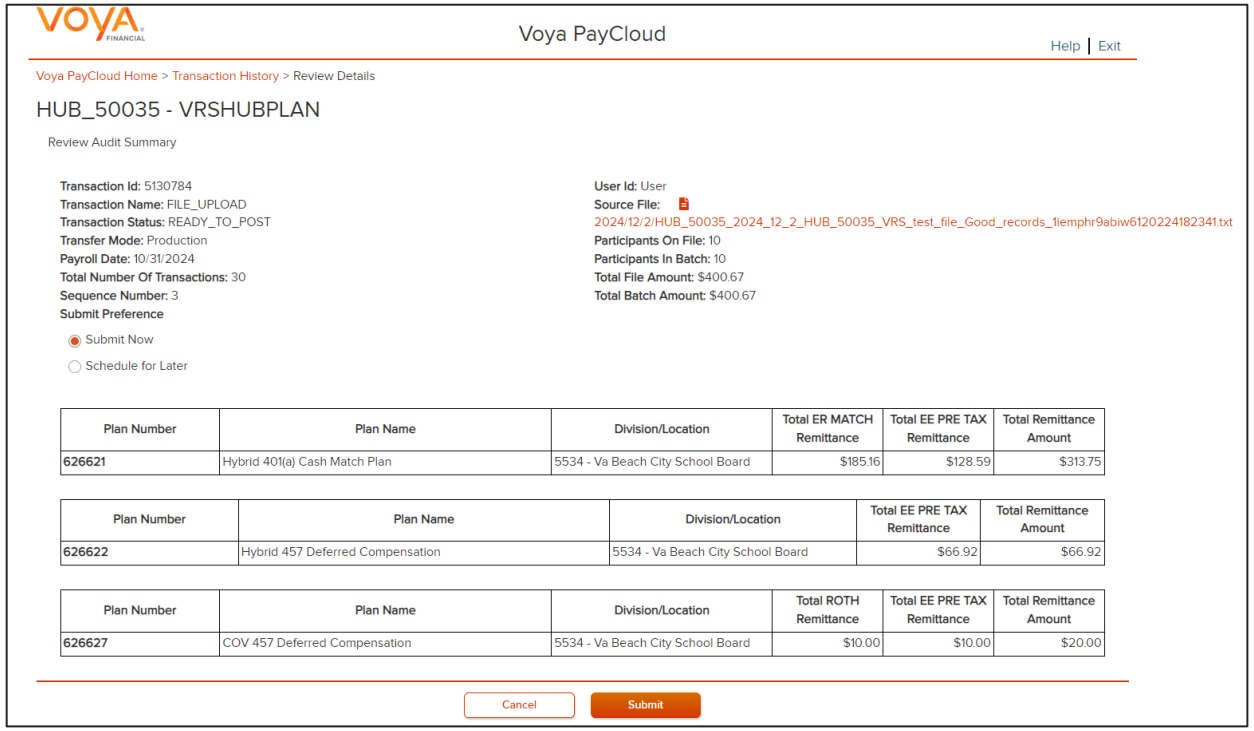
Transaction history

- Once the file status is updated to **Ready to Post**, you may review the file.
- Select **Review Details**



Review your submission

- Review the information.
- Once you have verified the information is correct, click **Submit.**
- If the totals are not correct, please call the Voya VRS Employer Support Help Line at 844-570-1482.



Review your submission

- You will receive a confirmation that your submission is in progress.
- Click **OK** to be taken back to the Transaction History page.
  - Click **Refresh** and see the status has been updated to **Submitted** or **Scheduled for Processing**.
- Click **View Details**
  - A confirmation page will be generated that you can print or save for your records.