FPPA
Employer Reporting System *for* File Transfers
Quick Start Guide

1 Login

1. Go to the FPPA website
2. Click on Employer
3. Click the FPPA Employer Reporting System
4. Enter User Name
5. Click Login
6. Follow prompts to log in
7. Also, the system has User Login Maintenance on the Site Menu

2 Upload File*

1. On Site Menu click File Upload**
2. Click Browse
3. Choose file
4. Click Open
5. Click Upload File
6. View Successful Upload message
7. Wait up to 10 minutes for file to process. (You may log out.)
8. On Site Menu click Payroll Header. If a Payroll Header was created, proceed to Step 4. If no Payroll Header was created, proceed to Step 3.

* This is the first step in the process of creating a payroll report and submitting data to FPPA.

** Upload an employer reporting file in the FPPA Employer Reporting System. The file format requirements are available online at www.FPPAco.org.

3 Check File Status

1. On Site Menu click File Status
2. Click Search
3. Click File Status ID # to open
4. Click on Ignored link
5. Click on Line # ID link
6. See Error Details Message
7. Fix errors in file and upload again

4 Payroll Header*

1. On Site Menu click Payroll Header
2. Click on the ID # link
3. Verify Payroll Period Start Date, Payroll Period End Date and Payroll Paid Date are entered
4. Click Save
5. Click the Error Summary by Status in the Other Details section
6. If no detail records are in Review status, go to step 14
7. If one or more detail records are in Review status, click Review
8. Click the ID # link to view the detail record
9. View errors in the Detail Error panel
10. Resolve errors and warnings
11. Click Save, click Return
12. Resolve any other detail records in Review
13. When no records are displayed on Payroll Detail Lookup screen, click Return
14. Verify all detail records are Valid
15. If you are entering a new enrollment, termination, updating employee information or making adjustments, see page 2 of this document
16. Once all detail records are Valid, click Run Validation
17. Click Save
18. Click Submit Payroll Data**
19. Follow these steps for any remaining Payroll Headers

* Once your file has been successfully uploaded and processed, the system automatically creates a Payroll Header for each employer/plan combination in your file. If you are submitting payroll information for multiple plans in your file, multiple payroll headers will be created. If your payroll header contains errors, they need to be resolved prior to submitting. Review Payroll Header, Resolve Errors and Submit.

** After clicking Submit Payroll Data, the payroll can no longer be modified. FPPA will review the payroll reports prior to posting the records.

5 Deposits & Remittances*

1. On Site Menu click Deposits
2. Click New Deposit
3. Enter Deposit Amount (total of all Remittance amounts)
4. Make sure the Payroll Period Start Date and the Payroll Period End Date correspond with Payroll Header
5. If deposit method is ACH, check ACH Retrieve Flag
6. Click Save
7. Click New Remittance
8. Select the Plan from the Plan drop list, click Save
9. Enter the Distribution amounts under Distribution
10. Be sure the Distribution amounts match the Reported amounts (if not, determine why)
11. Click Save, click Return
12. Repeat steps 7-11 until all Remittances have been entered for each plan
13. On Deposit Maintenance screen verify the Remaining Deposit Amount is $0.00
14. On Deposit Maintenance screen click Submit Deposit Data**

* *This section describes how to enter Deposit and Remittance information and submit to FPPA. Deposits must have at least one Remittance and may have more than one depending on your plans.*

** *Once you click Submit Deposit Data, the Submit Date displays today's date as the date the deposit was submitted and no further changes can be made. FPPA will review the Deposit and Remittance prior to allocating the money to the Payroll reports.*

6 Logout

1. Verify work is Submitted or Saved
2. Click the Logout link

7 Export to Excel Feature*

1. Run query (of contributions or deposits)
2. Click Export Excel
3. Click Export to Microsoft Excel, close this screen
4. Click Open or Save
5. Save as type: Excel on local system

* The Export to Excel feature creates an Excel document from many of the system screens. Past reports or annual contributions can now be exported to Excel and saved on a local system.

Status Glossary

Uploaded	The file has been successfully uploaded but has not yet attempted to create Payroll Headers.
Processed	The file has been processed (attempted to create Payroll Headers). Look for Payroll Headers to see if processing was successful.
Processed with Warnings	The file has been processed, but contains errors which require corrective action. Proceed to Payroll Header.
Review	The file contains detail records with errors. Proceed to Payroll Header.
Ignored	The file was processed but all or some file details were ignored. No Payroll Header or a partial Payroll Header was created. If a partial Payroll Header was created, it will need to be deleted. The file should be fixed and re-uploaded as new.

Quick Start Guide Supplement

This sheet describes common processes outside of normal reporting, such as entering demographic data for a new employee, reporting employer only contributions, and adjustments. Most of these processes can be accomplished by entering a separate line item in your file, for examples see ***FPPA website/Employers/File Transfer/General Employer Reporting System Information/Sample payroll data viewed in Microsoft Excel.***

Continued from page 1...

Step 4 - Payroll Header, #15

a Enter New Employee Enrollment

This section describes how to enter demographic and contribution information for a new employee for your current payroll period.

1. *Click New Demographic*
2. *Enter demographic information*
3. *Enter start date in Reason Begin Date*
4. *Enter Enrollment in the Reason Code drop list*
5. *Click Save*
6. *Click SSN link*
7. *Enter contribution details, click Save*
8. *Click Validate*
9. *View errors in the Detail Error panel*
10. *Resolve errors and warnings, click Return*
11. *Click Return again to return to Payroll Header Maintenance*
12. *Click Run Validation*

b Enter Adjustment for Previous Payroll Period

This section describes the process for entering an ***adjustment to a previously reported payroll period***. This adjustment record, combined with the already reported regular record, should create a complete record of the payroll period. (Negative adjustment amounts may be entered. Dollar amounts will display in parenthesis and 'Hours Worked' will display with a negative sign preceding the value.)

1. *Click Adjustment to Prior Payroll*
2. *Enter SSN*
3. *Enter Payroll Period Start Date and Payroll Period End Date for adjustment period*
4. *Enter payroll detail information, click Save*
5. *Click Validate*
6. *View errors in the Detail Error panel*
7. *Resolve errors and warnings*
8. *Enter comments in Comments box*
9. *Click Return*

c Enter Employer Only Contributions

This section describes the steps for entering Employer Only contributions for plan funding. There will be no employee amounts. (Employer Only payroll entry will usually only occur for Old Hire plans.)

1. *Click New Employer Only*
2. *Enter Employer Amount, click Save*
3. *Click Return*

d Enter Adjustment for Missed Pay Period

This section describes the process for entering contributions for an employee that **had no entry on the previous report**. The Adjustment for Missed Payroll is a completely new payroll entry for the appropriate reporting period based on the entered Payroll Period Start Date and Payroll Period End Date.

1. *Click Adjustment for Missed Payroll*
2. *Enter SSN*
3. *Enter Payroll Period Start Date and Payroll Period End Date for the missed payroll period*
4. *Enter payroll detail information, click Save*
5. *Click Validate*
6. *View errors in the Detail Error panel*
7. *Resolve errors and warnings*
8. *Enter comments in Comments box*
9. *Click Return*

e Update Employee Demographics

This section describes how to update already existing demographic information for an employee, such as name or address.

1. *Click SSN link (from Payroll Detail Lookup Screen)*
2. *Enter demographic information*
3. *Click Save*
4. *Click Return*

f Enter Termination

This section describes the steps for terminating an employee. Do not delete this record (even if there are no contributions), the employee is not terminated until after the termination information is submitted.

1. *Click SSN link (from Payroll Detail Lookup Screen)*
2. *Change Reason Code to Termination in drop list*
3. *Enter termination date in Reason End Date*
4. *Click Save*
5. *Click Validate*
6. *Resolve errors*
7. *Click Return*

g Start Military Leave or Leave of Absence

End Military Leave or Leave Absence

This section describes the steps for starting and ending military leave or leave of absence for an employee.

Start Military Leave or Leave of Absence:

1. *Click SSN link (from Payroll Detail Lookup Screen)*
2. *Change Reason Code to Military Leave or LOA, use drop list*
3. *Change Reason Begin Date to leave start date*
4. *Click Save*
5. *Click Validate*
6. *Resolve errors*
7. *Click Return*

End Military Leave or Leave of Absence:

1. *Click SSN link (from Payroll Detail Lookup Screen)*
2. *Enter leave end date in Reason End Date*
3. *(Do not change Reason Code)*
4. *Click Save*
5. *Click Return*

FPPA

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