

## Process Change for 2019

Effected Process: Payroll Funding  
 Implementation: May 2019

The payroll funding process will undergo a revision in 2019. Your method of sending data will not change; however, the process around the funding of the contributions will change.

For Data Uploaded <b>PRIOR</b> to the Pay Date	Current	Change
<b>Notification #1: Payroll File Received</b> <ul style="list-style-type: none"> <li>An automated email confirms the payroll system receives the payroll file.</li> <li>Received on day of file upload.</li> </ul>	You receive a confirmation email.	No Change
<b>Notification #2: Initial Control Totals</b> <ul style="list-style-type: none"> <li>Indicates the total amount needed to fund your payroll file prior to any adjustments.</li> <li>Received on day of file upload.</li> </ul>	Currently not provided.	You receive a confirmation email. No response is needed to this email.
<b>Notification #3: Final Funding Confirmation Total</b> <ul style="list-style-type: none"> <li>Indicates the total amount needed to fund your payroll after any adjustments have been made.</li> <li>Received on payroll date.</li> </ul>	Funding is dependent on your affirmative response to funding confirmation email.	Funding automatically occurs on the pay date. No email response is needed.

For Data Uploaded <b>ON/AFTER</b> the Pay Date	Current	Change
<b>Notification #1: Payroll File Received</b> <ul style="list-style-type: none"> <li>An automated email confirms the payroll system receives the payroll file.</li> <li>Received on day of file upload.</li> </ul>	You receive a confirmation email.	No Change
<b>Notification #2: Initial Control Totals</b> <ul style="list-style-type: none"> <li>Indicates the total amount needed to fund your payroll file prior to any adjustments</li> <li>Received on day of file upload.</li> </ul>	Currently not provided.	You receive a confirmation email. No response is needed to this email.
<b>Notification #3: Final Funding Confirmation Total</b> <ul style="list-style-type: none"> <li>Indicates the total amount needed to fund your payroll after any adjustments have been made.</li> <li>Received as soon as administratively feasible.</li> </ul>	Occurs on receipt of your response to the control totals email.	Automatically funded as soon as administratively feasible.*

\*Depending on volume, the payroll file may fund as quickly as the day you upload the data, thus not allowing much time to make any corrections.