

The Employer's Guide to Using Contribution Manager



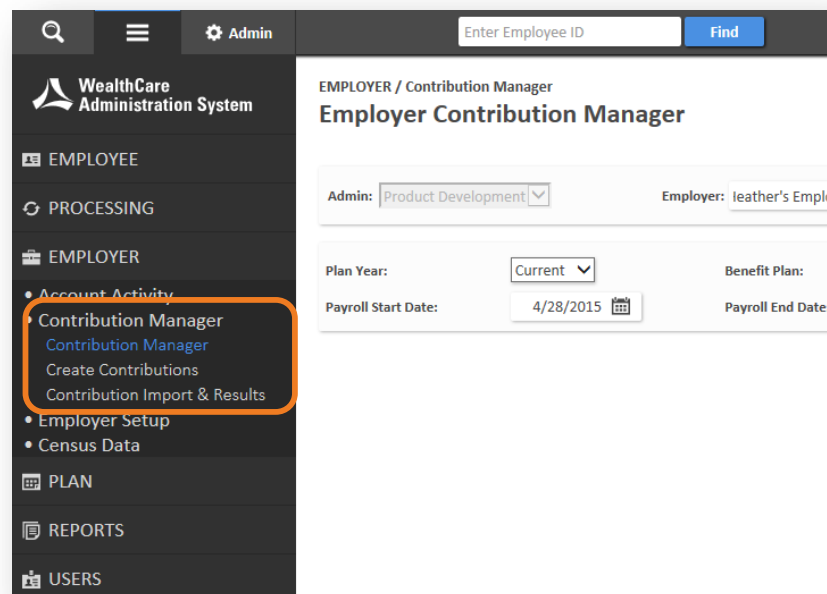
The Employer's Guide to Contribution Manager

> Overview

Contribution manager is a powerful tool for assisting employer groups in managing employee contributions within the WealthCare Administration system. New enhancements to the workflow of contribution manager have made it even easier to maximize the benefits of this important functionality. This guide is meant as a general overview to help employer users understand how to use contribution manager to load and track contributions.

> Contribution manager layout

In the new user interface, *contribution manager* and its related pages can be found in the *employer* section of the *main menu*.



Contribution manager consists of three separate pages:

- **Contribution manager main page** – View, track, and edit existing contributions
- **Create contributions** – Create new contributions directly from the WealthCare Administration system interface
- **Contribution import & results** – Export a pre-loaded contribution file, verify/edit amounts offline in Microsoft Excel, and import the file back into WealthCare Administration to create contributions

All three of the contribution manager pages described above are covered in depth in subsequent sections of this guide.

➤ Creating contributions

Contributions can be made within the user interface from the *create contributions* page or via payroll file from the *contributions import & results* page.

➤ Load contributions via the user interface

Navigate to the *create contributions* page within the WealthCare Administration system user interface (*main menu > employer > contribution manager > create contributions*). Once you are on this page, be sure the correct employer group, plan year, and benefit plan are selected in the top section.

Admin: <input type="text" value="Product Development"/>	Employer: <input type="text" value="Heather's Employer Group"/> <input type="text" value="Heather's Employer Group"/> <input type="checkbox"/> List All
Plan Year: <input type="text" value="Current"/>	Benefit Plan: <input type="text" value="FSA HJFSA (1/1/2015-12/31/2015 [3/31/2016])"/>

Step 1. Select the payroll date.

- Enter the date the contribution will be posted to the employees' accounts.

1. Select Payroll Date:

2. Select Method to Auto-Populate Contributions:

3. Select Accounts to Receive Contributions:

Step 2. Select method to auto-populate contributions.

- During this step, you can choose to have the system automatically load the amount of each contribution by coverage tier or division, if the plan is set up with either of these features. If not, you can choose to load by pay period amount. If necessary, any individual contribution can be edited once the contributions have been loaded.

1. Select Payroll Date:

2. Select Method to Auto-Populate Contributions:

3. Select Accounts to Receive Contributions:



- Below is an example of what users see when the *set by coverage tier* option is selected.

2. Select Method to Auto-Populate Contributions:

Per Pay Period Amounts
 Set by Coverage Tier
 Set by Division

Coverage Tier	Employee Amount (\$)	Employer Amount (\$)
SING1 - Single	0.00	0.00
FAM1 - Family	0.00	0.00
THre - HusbandWife	0.00	0.00
None Assigned	0.00	0.00

Step 3. Select accounts to receive contributions.

- During this step, you can choose to load **only active accounts**, or **all accounts**.

1. Select Payroll Date: 5/6/2015

2. Select Method to Auto-Populate Contributions: Per Pay Period Amounts ▼

3. Select Accounts to Receive Contributions: Only Active Accounts ▼

Load Contribution

When you have completed these three steps, click the *load contribution* button, and based on your selections, a contribution table populates below. From here you can manually edit any contributions in the table, if necessary.

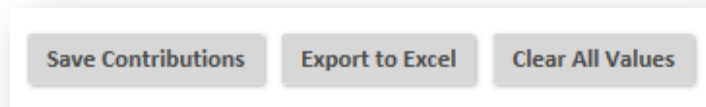
You may notice that either a division or coverage tier column appears in the contribution table. These columns only appear if they have been chosen as the method to auto-populate contributions in step 2.

Employee ID	Employee Status	Account Status	Last Name	First Name	Coverage Tier	Current or Prior Year	Employee Amount (\$)	Employer Amount (\$)	Total Amount (\$)
22222222	New	New	Reynolds	Lara	SING1 - Single	Current Year	50.00	25.00	75.00
33333333	New	New	Hall	Kerry	THre - HusbandWife	Current Year	75.00	60.00	135.00
44444444	New	New	Osborne	Ryan	FAM1 - Family	Current Year	100.00	50.00	150.00
55555555	New	New	Stanton	Carl	SING1 - Single	Current Year	50.00	25.00	75.00
Total:							\$275.00	\$160.00	\$435.00
4 contributions found.									

Save Contributions
Export to Excel
Clear All Values



Below the contribution table are three buttons:



- **Save contributions** – Saves all contributions in the table above as pending contributions. You can review the pending contributions before they are submitted for processing
- **Export to Excel** – Exports the contributions in the table above as an Excel spreadsheet
- **Clear all values** – Zeroes-out all currently-populated contribution amounts in the table above, so they may be manually entered

Note: For easy reference, hovering your cursor over each of these buttons in the user interface provides helpful reminders on their functions. Many of the buttons throughout *contribution manager* now include instructional hover-text.

Step 4. Save contributions.

- After clicking *save contributions* a results table appears, showing all of the contributions that were just saved. **Note:** All newly-saved contributions display a *pending* status.

Contribution Results

The table below lists the contributions pending for the payroll date above, including payroll contributions previously loaded. To load additional contributions, please click reload the 'Create Contributions'

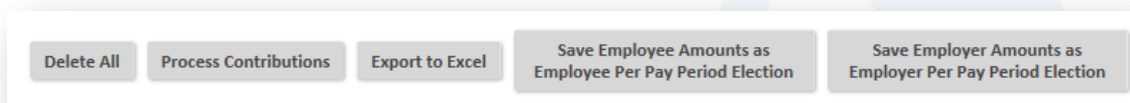
Employee ID	Name	Display Date	Account Type	Deposit Type	Status	Employee Amount	Employer Amount	Action
222222222	Reynolds, Lara	5/7/2015	HRA	Payroll	Pending - Future Deposit	\$50.00	\$25.00	Edit Delete
333333333	Hall, Kerry	5/7/2015	HRA	Payroll	Pending - Future Deposit	\$75.00	\$60.00	Edit Delete
444444444	Osborne, Ryan	5/7/2015	HRA	Payroll	Pending - Future Deposit	\$100.00	\$50.00	Edit Delete
555555555	Stanton, Carl	5/7/2015	HRA	Payroll	Pending - Future Deposit	\$50.00	\$25.00	Edit Delete
Total:						\$275.00	\$160.00	

4 pending contributions found.

Delete All Process Contributions Export to Excel Save Employee Amounts as Employee Per Pay Period Election Save Employer Amounts as Employer Per Pay Period Election

From this page, you can use the *edit* or *delete* buttons in the action column to make any additional changes to the now-pending deposits.

Below the results table are five buttons:

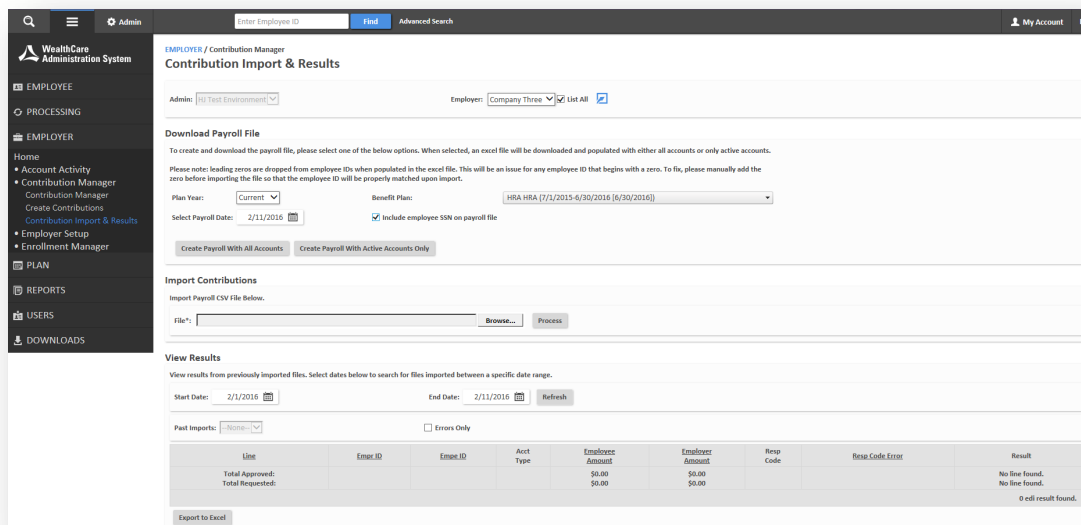


- **Delete all** – Similar to the *delete* button in the action column, which deletes an individual contribution, this button deletes all contributions that were just saved.
- **Process contributions** – This pushes eligible HSA contributions into immediate processing (please refer to the *Employer Guide to HSA Enrollment & Funding* for more information).

- **Export to Excel** – This exports the contributions in the table above as an Excel spreadsheet.
- **Save employee amounts as employee per pay period election** – This saves the currently-loaded employee amounts as the employee per-pay-period election. Next time contributions are loaded using *per-pay-period amounts* as the method to auto-populate contributions, this amount populates as the employee amount.
- **Save employer amounts as employer per pay period election** – This saves the currently-loaded employer amounts as the employer per-pay-period election. Next time contributions are loaded using *per-pay-period amounts* as the method to auto-populate contributions, this amount populates as the employer amount.

➤ Loading contributions via payroll files

Some employer users may prefer working with payroll files offline, as opposed to loading contributions within the WealthCare Administration system user interface. This can be done on the *contribution import & results* page (*main menu > employer > contribution manager > contribution import & results*). Users can download a payroll file in .CSV format from this page, manipulate the contribution amounts as needed in Excel, and then load the completed file back into the WealthCare Administration system for processing.



Step 1. Download payroll file.

Choose the correct plan year, benefit plan, and enter the payroll date. If desired, enable the checkbox to include employee SSNs on the payroll file, as shown below. More information on this feature is included in the next section.

Download Payroll File

To create and download the payroll file, please select one of the below options. When selected, an excel file will be downloaded and populated with either

Please note: leading zeros are dropped from employee IDs when populated in the excel file. This will be an issue for any employee ID that begins with a zero before importing the file so that the employee ID will be properly matched upon import.

Plan Year:

Benefit Plan:

HRA HRA (7/1/2015-6/30/2016 [6/30/2016])

Select Payroll Date:

☒ Include employee SSN on payroll file

Below this field are two buttons that initiate the creation and download of the payroll file, one for all accounts, and one for active accounts only. Click the applicable button, and the payroll file starts downloading.

The employee and employer contribution columns can be edited right from the .CSV file, as shown below. When the amounts have been entered and saved, the next step is loading the file back into the WealthCare Administration system for processing.

	A	B	C	D	E	F	G	H	I	J
	Payroll Date	Account Type Code	Plan Start Date	Plan End Date	Last Name	First Name	Employee ID	Employee Contributions Per Pay Period	Employer Contributions Per Pay Period	
1	20150508	HRA	20150101	20151231	Reynolds	Lara	222222222	50	50	
2	20150508	HRA	20150101	20151231	Hall	Kerry	333333333	75	75	
3	20150508	HRA	20150101	20151231	Osborne	Ryan	444444444	100	100	
4	20150508	HRA	20150101	20151231	Stanton	Carl	555555555	50	50	
5										
6										
7										
8										

Note: Leading zeroes are dropped from employee IDs when the file is populated in Excel. You need to manually add any missing zeroes back onto the file before importing it into the user interface. If any missing zeroes are not added back to the file, the system will be unable to properly match the contribution to the employee.

Step 2. Import contributions.

On the *contributions import & results* page, click the 'browse...' button and find your saved payroll file. Click the *process* button.

Import Contributions

Import Payroll CSV File Below.

File*:

Browse...

Process

If the submission was successful, this message appears in green at the top of the page:

EMPLOYER / Contribution Manager

Contribution Import & Results

Your contribution import request was submitted successfully.

Note: Once the contribution file is successfully submitted, it may take a few moments for it to complete processing and appear in *view results*.

Step 3. View results.

Click the *refresh* button after a few moments, and when the system has finished loading your file, a results table appears in the *view results* section near the bottom of the page.

This table indicates success or failure for each line of your uploaded file. Successful contributions are placed in a pending status, and can be viewed and edited in the *pending contributions* section of the main *contribution manager* page, until they have been processed.

View Results

View results from previously imported files. Select dates below to search for files imported between a specific date range.

Start Date: 4/28/2015 End Date: 5/8/2015 [Refresh](#)

Past Imports: Payroll Deposit - May 08 2015.mbi-20150508114406 5/8/2015 11:44:06 AM ☐ Errors Only

Line	Empr ID	Empe ID	Employee Amount	Employer Amount	Resp Code	Resp Code Error	Result
1	PRDHEATHER	222222222	\$88.00	\$88.00	0	Success.	Success
2	PRDHEATHER	333333333	\$45.00	\$66.00	0	Success.	Success
3	PRDHEATHER	444444444	\$26.00	\$288.00	0	Success.	Success
4	PRDHEATHER	555555555	\$88.00	\$88.00	0	Success.	Success
Total Approved:			\$247.00	\$530.00			4 lines found.
Total Requested:			\$247.00	\$530.00			4 lines found.

[Export to Excel](#)

INCLUDING SSN ON PAYROLL FILE DOWNLOAD

If your payroll system requires participant social security numbers in order to process payroll files, and your administrator does not use the participant SSN as the employee ID, you may find it helpful to include SSN field values on downloaded payroll files.

Download Payroll File

To create and download the payroll file, please select one of the below options. When selected, an excel file will be downloaded and populated with either all accounts or only active accounts.

Please note: leading zeros are dropped from employee IDs when populated in the excel file. This will be an issue for any employee ID that begins with a zero. To fix, please manually add the zero before importing the file so that the employee ID will be properly matched upon import.

Plan Year: Benefit Plan:

Select Payroll Date:

☒ Include employee SSN on payroll file

[Create Payroll With All Accounts](#) [Create Payroll With Active Accounts Only](#)

When this option is enabled, as shown above, the downloaded file will include an additional SSN column, as displayed in the example below. All other columns in the file remain the same.

Payroll Date	Account Type Code	Plan Start Date	Plan End Date	Last Name	First Name	Employee ID	SSN	Employee Contributions Per Pay Period	Employer Contributions Per Pay Period
20160108	WCQ	20150101	20991231	Reynolds	Lara	222222222	222222222	50	25
20160108	WCQ	20150101	20991231	Hall	Kerry	333333333	333333333	20	25

- The addition of the SSN column does not affect the process of uploading the file back into the user interface, as it will be disregarded if it is included. In other words, whether the SSN column is included or excluded, the file's upload process and results remain the same.
- The field values for the SSN column are generated directly from the employee SSN field value found on the employee demographics screen in WCA.

IDs

Employee SSN: 123456789

Health Plan ID:

Dental Plan ID:

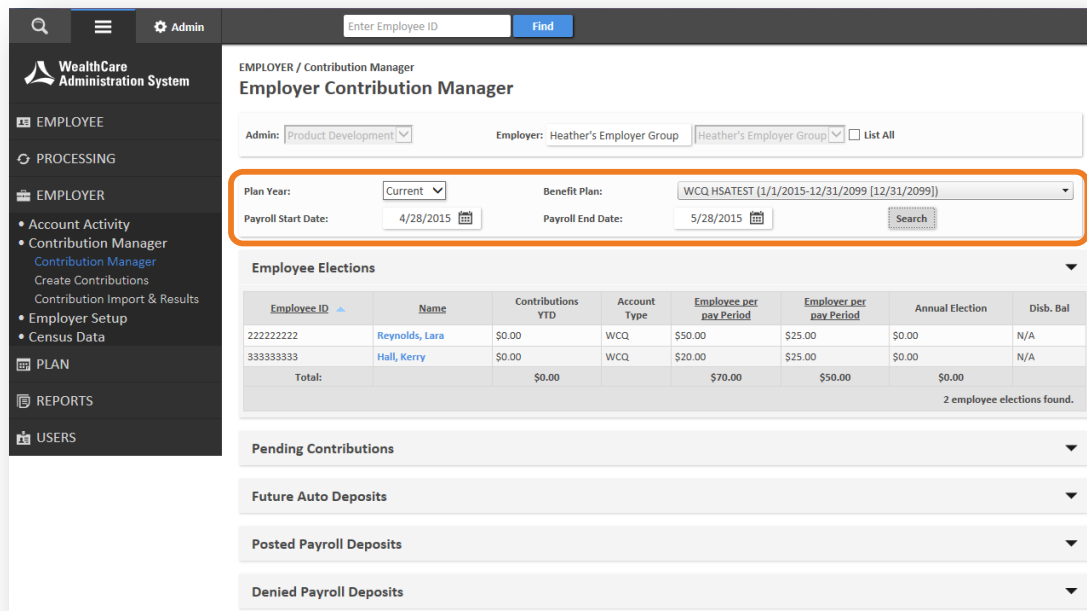
Alternate ID:

> The main *contribution manager* page

The main *contribution manager* page is where you can view all pending, posted, and denied deposits. This page also shows elections and future auto deposits. Each of these sections are expandable by clicking the arrow icon on the right-hand side.

To view contributions, select the employer group, plan year, benefit plan, and payroll start and end dates at the top of the page, and click the *search* button. Applicable contribution data flows into the various sections below.

Note: Payroll start and end dates cannot be a range greater than 90 days.



EMPLOYER / Contribution Manager
Employer Contribution Manager

Admin: Product Development Employer: Heather's Employer Group Heather's Employer Group ☐ List All

Plan Year: Current Benefit Plan: WCQ.HSATEST (1/31/2015-12/31/2099 [12/31/2099])

Payroll Start Date: 4/28/2015 Payroll End Date: 5/28/2015 Search

Employee Elections

Employee ID	Name	Contributions YTD	Account Type	Employee per pay Period	Employer per pay Period	Annual Election	Disb. Bal
222222222	Reynolds, Lara	\$0.00	WCQ	\$50.00	\$25.00	\$0.00	N/A
333333333	Hall, Kerry	\$0.00	WCQ	\$20.00	\$25.00	\$0.00	N/A
Total:		\$0.00		\$70.00	\$50.00	\$0.00	

2 employee elections found.

Pending Contributions

Future Auto Deposits

Posted Payroll Deposits

Denied Payroll Deposits

➤ Employee elections

This section lists the currently-saved employee and employer per-pay-period elections and annual elections.

Note: Clicking the blue hyperlinked employee name in each section throughout *contribution manager* takes you to the employee's home page.

Employee Elections

Employee ID	Name	Contributions YTD	Account Type	Employee per pay Period	Employer per pay Period	Annual Election	Disb. Bal
222222222	Reynolds, Lara	\$351.00	HRA	\$50.00	\$50.00	\$2,000.00	\$2,000.00
333333333	Hall, Kerry	\$396.00	HRA	\$75.00	\$75.00	\$2,000.00	\$2,000.00
444444444	Osborne, Ryan	\$664.00	HRA	\$100.00	\$100.00	\$2,000.00	\$2,000.00
555555555	Stanton, Carl	\$351.00	HRA	\$50.00	\$50.00	\$1,000.00	\$1,000.00
Total:		\$1,762.00		\$275.00	\$275.00	\$7,000.00	

4 employee elections found.

➤ Pending contributions

Any contributions that have been initiated, but are awaiting processing and posting can be found here. Until the contribution has been posted, you can use the right-hand *action* column to edit the amount of the contribution, or delete it completely.

Employee ID	Name	Display Date	Account Type	Deposit Type	Status	Employee Amount	Employer Amount	Action
222222222	Reynolds, Lara	5/11/2015	HRA	Payroll	Pending - Future Deposit	\$50.00	\$50.00	Edit Delete
333333333	Hall, Kerry	5/11/2015	HRA	Payroll	Pending - Future Deposit	\$75.00	\$75.00	Edit Delete
444444444	Osborne, Ryan	5/11/2015	HRA	Payroll	Pending - Future Deposit	\$100.00	\$100.00	Edit Delete
555555555	Stanton, Carl	5/11/2015	HRA	Payroll	Pending - Future Deposit	\$50.00	\$50.00	Edit Delete
Total:						\$275.00	\$275.00	

4 pending contributions found.

[Delete All](#) [Process Contributions](#)

➤ Pending approval status

Some administrators require approval on contributions before they are released for processing. Contributions that are awaiting approval from administrators will display in the *pending contributions* section with the *pending approval* status. After these contributions are adjudicated by the administrator, they will follow the usual process and timeframe for posting.

Employee ID	Name	Display Date	Account Type	Deposit Type	Status	Employee Amount	Employer Amount	Action
222222222	Reynolds, Lara	5/22/2015	WCQ	Payroll	Pending Approval	\$50.00	\$25.00	Edit Delete
333333333	Hall, Kerry	5/22/2015	WCQ	Payroll	Pending Approval	\$20.00	\$25.00	Edit Delete
Total:						\$70.00	\$50.00	

2 pending contributions found.

➤ Future auto deposits

If a plan is linked to a payroll calendar, information on future auto deposits generated by that calendar appears here.

Employee ID	Name	Deposit Type	Account Type	Calendar Name	Calendar Frequency	Payroll Date	Employee Amount	Employer Amount	Action
222222222	Reynolds, Lara	Auto Deposit	HRP	Plan Default [HJ Weekly]	Weekly	4/17/2015	\$50.00	\$25.00	Edit
333333333	Hall, Kerry	Auto Deposit	HRP	Plan Default [HJ Weekly]	Weekly	4/17/2015	\$15.00	\$25.00	Edit
Total:							\$65.00	\$50.00	

2 future auto deposits found.

Clicking the *edit* link in the *action* column opens up a separate box that allows you to easily update future contribution amounts without having to exit *contribution manager* and navigate to the individual's *edit benefit account* page.

Future Auto Deposits

Payroll Deposit Calendar: Plan Default [HJ Weekly (Weekly)]

Auto Deposit Date: 1/1/2015

Total Payroll Deposits: 53 of 53

	Contributions YTD	Contribution Amount	* Remaining Contributions	+/- Last Deposit Adjustment	= Annual Election
Employee:	0.00	+ (50.00)	* 53) + 0.00	= 2,650.00
Employer:	0.00	+ (25.00)	* 53) + 0.00	= 1,325.00
Total:	0.00	75.00		0.00	3,975.00

Calculate

Update Cancel

➤ Posted payroll deposits

This section shows all posted payroll deposits for the chosen plan and timeframe.

Posted Payroll Deposits

Employee ID	Name	Effective Date	Deposit Type	Account Type	Employee Amount	Employer Amount	Contributions YTD	Disb. Bal.
22222222	Reynolds, Lara	5/1/2015	Admin - Payroll Deposit	HRA	\$50.00	\$50.00	\$175.00	\$2,000.00
22222222	Reynolds, Lara	5/8/2015	Admin - Payroll Deposit	HRA	\$88.00	\$88.00	\$351.00	\$2,000.00
22222222	Reynolds, Lara	5/7/2015	Admin - Payroll Deposit	HRA	\$50.00	\$25.00	\$75.00	\$2,000.00
33333333	Hall, Kerry	5/8/2015	Admin - Payroll Deposit	HRA	\$45.00	\$66.00	\$396.00	\$2,000.00
33333333	Hall, Kerry	5/1/2015	Admin - Payroll Deposit	HRA	\$75.00	\$75.00	\$285.00	\$2,000.00
33333333	Hall, Kerry	5/7/2015	Admin - Payroll Deposit	HRA	\$75.00	\$60.00	\$135.00	\$2,000.00
44444444	Osborne, Ryan	5/8/2015	Admin - Payroll Deposit	HRA	\$26.00	\$288.00	\$664.00	\$2,000.00
44444444	Osborne, Ryan	5/7/2015	Admin - Payroll Deposit	HRA	\$100.00	\$50.00	\$150.00	\$2,000.00
44444444	Osborne, Ryan	5/1/2015	Admin - Payroll Deposit	HRA	\$100.00	\$100.00	\$350.00	\$2,000.00
55555555	Stanton, Carl	5/8/2015	Admin - Payroll Deposit	HRA	\$88.00	\$88.00	\$351.00	\$1,000.00
55555555	Stanton, Carl	5/7/2015	Admin - Payroll Deposit	HRA	\$50.00	\$25.00	\$75.00	\$1,000.00
55555555	Stanton, Carl	5/1/2015	Admin - Payroll Deposit	HRA	\$50.00	\$50.00	\$175.00	\$1,000.00
Total:					\$797.00	\$965.00	\$3,182.00	

12 posted payroll deposits found.

➤ Denied payroll deposits

Any payroll deposits denied by the administrator or employer are displayed in this section. Also displayed are any deposits that failed, along with information on why the deposit could not be posted.

Denied Payroll Deposits

Employee ID	Name	Effective Date	Deposit Type	Account Type	Employee Amount (\$)	Employer Amount (\$)	Failure Reason	Error Code
22222222	Reynolds, Lara	5/8/2015	Admin - Payroll Deposit	WCQ	\$50.00	\$25.00	The service start date must not be prior to the account open date. Service date must be on or after the account open date.	485
22222222	Reynolds, Lara	5/8/2015	Admin - Payroll Deposit	WCQ	\$50.00	\$25.00	The service start date must not be prior to the account open date. Service date must be on or after the account open date.	485
33333333	Hall, Kerry	5/8/2015	Admin - Payroll Deposit	WCQ	\$20.00	\$25.00	The service start date must not be prior to the account open date. Service date must be on or after the account open date.	485
33333333	Hall, Kerry	5/8/2015	Admin - Payroll Deposit	WCQ	\$20.00	\$25.00	The service start date must not be prior to the account open date. Service date must be on or after the account open date.	485
Total:					\$140.00	\$100.00		

4 Denied Deposits found.