

Retire*Ready*TN

Plan Service Center





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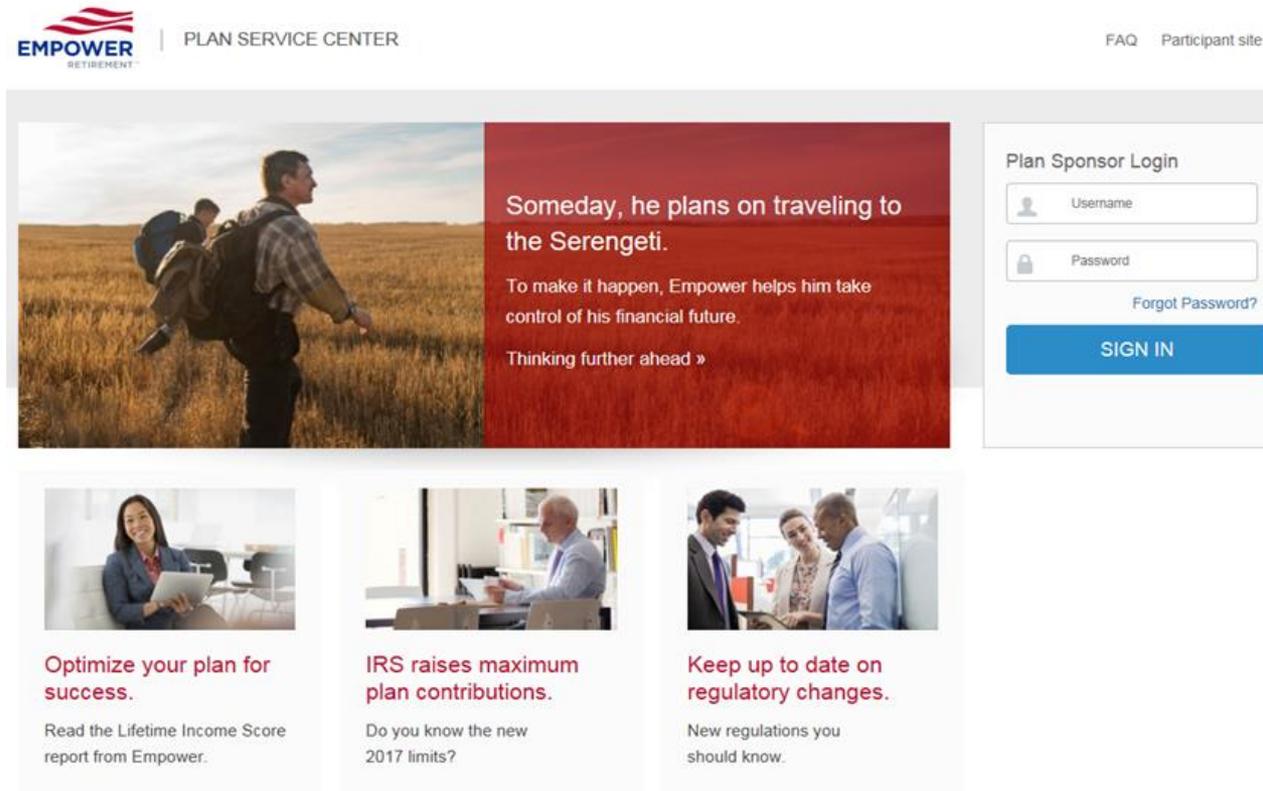
What is the Plan Service Center(PSC)?

- The PSC is a web portal to the Empower Retirement record-keeping system
- With access to the PSC, you can:
 - Enroll employees
 - Process payroll contributions
 - Receive Deferral change reports
 - Access employee information
 - Generate reports
- There are four tabs that you will commonly use in the PSC:
 1. Plan
 2. Employees
 3. Process center
 4. Reports



Accessing the PSC

via <https://plan.empower-retirement.com/>



EMPOWER RETIREMENT | PLAN SERVICE CENTER

FAQ Participant site

Plan Sponsor Login

[Forgot Password?](#)

SIGN IN

Someday, he plans on traveling to the Serengeti.

To make it happen, Empower helps him take control of his financial future.

Thinking further ahead »

Optimize your plan for success.

Read the Lifetime Income Score report from Empower.

IRS raises maximum plan contributions.

Do you know the new 2017 limits?

Keep up to date on regulatory changes.

New regulations you should know.



PSC Authorization Form

- In order to obtain a PSC Username, you will need to complete the Plan Service Center Authorization Form
- You can obtain the form by:
 - Calling Website Support at (800) 695-4952
 - Contacting your Client Service Team at RRTNClientService@Empower-Retirement.com
- User IDs are individually assigned.
 - User IDs of former staff members should be terminated by emailing the Client Service Team at the e-mail address listed above.
 - New employer staff will require a PSC Authorization form so as to be issued a unique PSC Username.



Plan Service Center Authorization Form

This form is used to request usernames and passwords to establish Plan Service Center ("PSC") access. The PSC is the primary tool used by the Plan Sponsor (as identified in Part I) and any authorized third parties for on-line contribution processing, obtaining plan and participant data, requesting/downloading plan files and reports, and approving on-line disbursements. The Plan Sponsor agrees to notify Empower Retirement™ in the event that the Plan Sponsor desires to terminate PSC access for any user. The identified users listed below will receive an e-mail notification when their PSC authorization request has been completed.

PART I: PLAN SPONSOR CONTACT

Plan Name:	Plan Number:
Contact Name:	Pay Center: (if applicable) Division:
Contact Email:	Contact Phone/Ext.:

PART II: PLAN SERVICE CENTER (PSC) CLIENT ADMINISTRATION AGREEMENT

By signing this form, the Plan Sponsor agrees that the User Names listed on the following pages are authorized to use the PSC. Further, the Plan Sponsor hereby agrees to notify each of the User Names listed to maintain the confidentiality of login and password information provided and to not share such information with any third parties.

Authorized Plan Representative:

Signature: _____	Print Name: _____
Title: _____	E-mail: _____
Phone #: _____	Date: _____

Note: If the plan has pay centers and/or divisions with different contacts, please complete one login form for each pay center and/or division.

Please complete and fax or email to Empower Retirement.
 Fax Number: (803) 801-5228
 Email: security@retirementpartner.com

PSC Plan Sponsor Username Request Form Revised January 2017

PSC Plan Sponsor Username Request Form Revised January 2017

PSC Plan Sponsor Username Request Form Revised January 2017

PSC Plan Sponsor Username Request Form Revised January 2017

Page 1 of 4

Page 3 of 4

Page 2 of 4

Page 4 of 4



Registering

- When logging in to the PSC for the first time, you will need to:
 1. Register your account
 2. Choose and answer security questions, that will help protect your account
 3. Confirm Plan accounts (98986-02=401(k); 98986-01=457)
 4. Create a unique username (optional)
 5. Contact Website Support at 800-695-4952 for assistance or password resets





Logging in to the Plan Service Center (PSC)



PLAN SERVICE CENTER

[FAQ](#) [Participant site](#)



Someday, he plans on traveling to the Serengeti.

To make it happen, Empower helps him take control of his financial future.

Thinking further ahead »

Plan Sponsor Login

[Forgot Password?](#)

SIGN IN



Optimize your plan for success.

Read the Lifetime Income Score report from Empower.



IRS raises maximum plan contributions.

Do you know the new 2017 limits?



Keep up to date on regulatory changes.

New regulations you should know.

Once you have registered, please enter your Username and Password



PSC – Home Page

EMPOWER PLAN SERVICE CENTER

FAQ | Contact Us | My profile | Logout

Select Plan: My Retirement Company Savings and Retirement Plan - 123456-01 **Go**

Welcome **Mary Jo Smith**
 Last Login: 17 Aug, 2017, 12:00 PM EST

Plan ▾ Employees ▾ Process center Reports ▾ Resource Center ▾

Home / Plan / Overview / Summary

Plan analytics Customize

Lifetime income score: my plan data

64% of goal

Median income goal achieved by participants Dec 2015

[Important information and Disclosure](#)

Participation rate: my plan data

Participating vs not participating

Year	Participation Rate
Dec 2013	~45%
Dec 2014	~55%
Dec 2015	~65%

Investment strategy balances: my plan data

As of May 2017

Strategy	Balance
MA	~85%
DIY	~45%
TDF	~25%

[About managed investment strategies](#)

Investment strategies amongst your employees

Median Lifetime Income score

Year over year participation rate amongst your employees

Plan information & status As of 08/17/2017

Participants with a balance	52
Participant assets	\$2,360,000.00
Forfeiture balance	\$3,737.39

Funds As of 08/17/2017

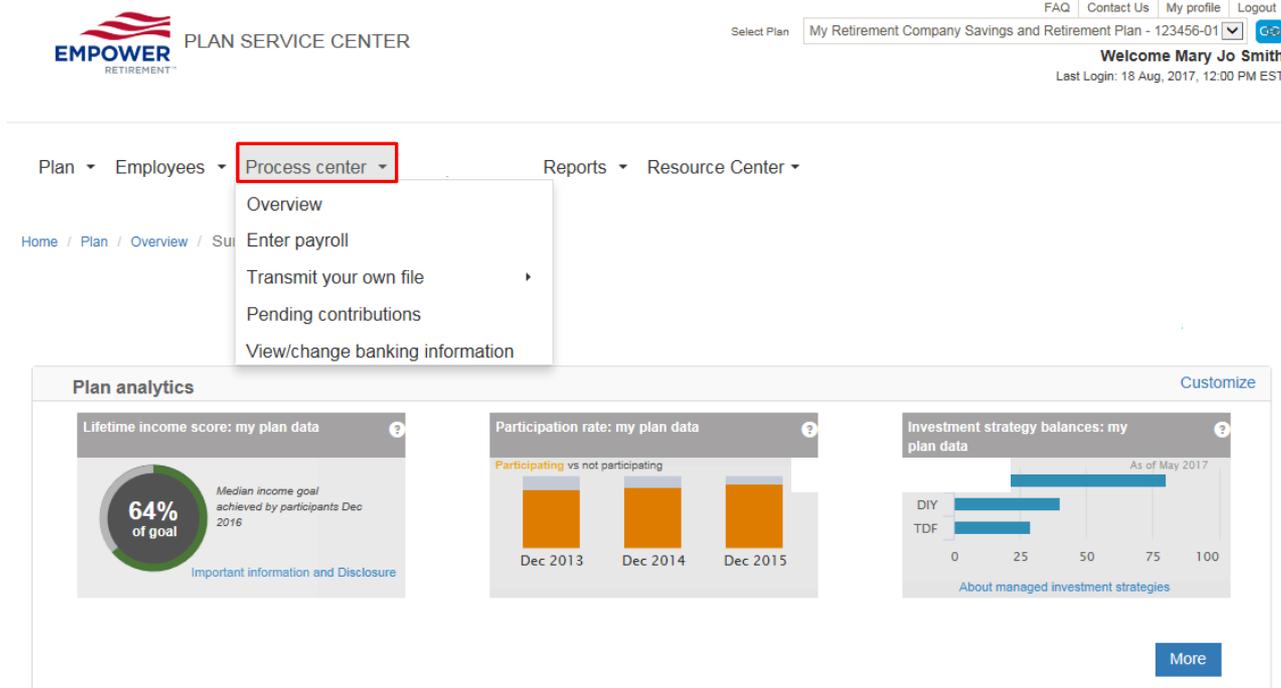
Symbol	Fund	Participants	Balance
HYFIN	High Yield Fund	26	\$198,780.00
LCIIX	Large Cap Income Index	15	\$156,410.25
LTBFX	Lifetime Bond Fund	11	\$125,080.32

*Top three funds by assets



Payroll Processing

via the *Process Center* tab



EMPOWER RETIREMENT™ PLAN SERVICE CENTER

FAQ | Contact Us | My profile | Logout

Select Plan My Retirement Company Savings and Retirement Plan - 123456-01 

Welcome Mary Jo Smith
Last Login: 18 Aug, 2017, 12:00 PM EST

Plan ▾ Employees ▾ **Process center ▾** Reports ▾ Resource Center ▾

Home / Plan / Overview / Summary

- Overview
- Enter payroll**
- Transmit your own file ▸
- Pending contributions
- View/change banking information

Plan analytics Customize

Lifetime income score: my plan data ⓘ

64% of goal
Median income goal achieved by participants Dec 2016
[Important information and Disclosure](#)

Participation rate: my plan data ⓘ

Participating vs not participating

Year	Participation Rate
Dec 2013	~45%
Dec 2014	~45%
Dec 2015	~45%

Investment strategy balances: my plan data ⓘ

As of May 2017

Strategy	Balance (%)
DIY	~45%
TDF	~25%

[About managed investment strategies](#)

[More](#)



Getting started: Transmitting your own Payroll Data Interchange (PDI) file

The screenshot shows the Empower Plan Service Center interface. At the top, there are navigation links for FAQ, Contact Us, My profile, and Logout. Below that, a dropdown menu for 'Process center' is open, highlighting 'Overview'. Under 'Overview', there is a sub-menu for 'Transmit your own file' which includes 'Upload payroll file' and 'Process payroll file'. The main content area displays 'Plan analytics' with three charts: 'Lifetime income score: my plan data' showing 64% of goal, 'Participation rate: my plan data' showing participation from Dec 2013 to Dec 2015, and 'Investment strategy balances: my plan data' showing a bar chart for MA, DIY, and TDF strategies as of May 2017.

Selecting **Transmit your own file** will allow you to upload and process your own PDI file

- The file must conform to the Empower file specifications
- Contact your Client Service Team at RRTNClientService@Empower-Retirement.com for initial set up, Payroll Provider formatting changes, etc.
- **For general file upload questions, contact Website Support at (800) 695-4952)**



Steps to upload your PDI file

Step 1: Access the Process Center

- Click Here to Continue in the “Upload Payroll File” section

EMPOWER PLAN SERVICE CENTER

FAQ | Contact Us | My profile | Logout

Select Plan My Retirement Company Savings and Retirement Plan - 123456-01 Go

Welcome Mary Jo Smith
! Login: 10 Oct, 2017, 12:00 PM EST

PartnerLink ▾ Plan ▾ Employees ▾ Process center Reports ▾ Resource Center ▾

Home / Process Center / Overview

XYZ Company 401(k) Plan - 932777-01
OVERVIEW Print

Are you new to this process? [Tutorials](#) | [FAQs](#)

Hover over this icon when you need additional information.

- Enter Payroll: To enter payroll contributions online ?
- Transmit Your Own File: To upload and process your own payroll file ?

Choose Which Function You'd Like

Upload Payroll File

Upload your existing payroll file to process your contributions and/or update employee information.

If you have a **new** or changed file, please contact Plan Technical Support prior to processing.

[Click Here to Continue >](#)

Process Payroll File

If you have already uploaded a file and are ready to process your contributions.

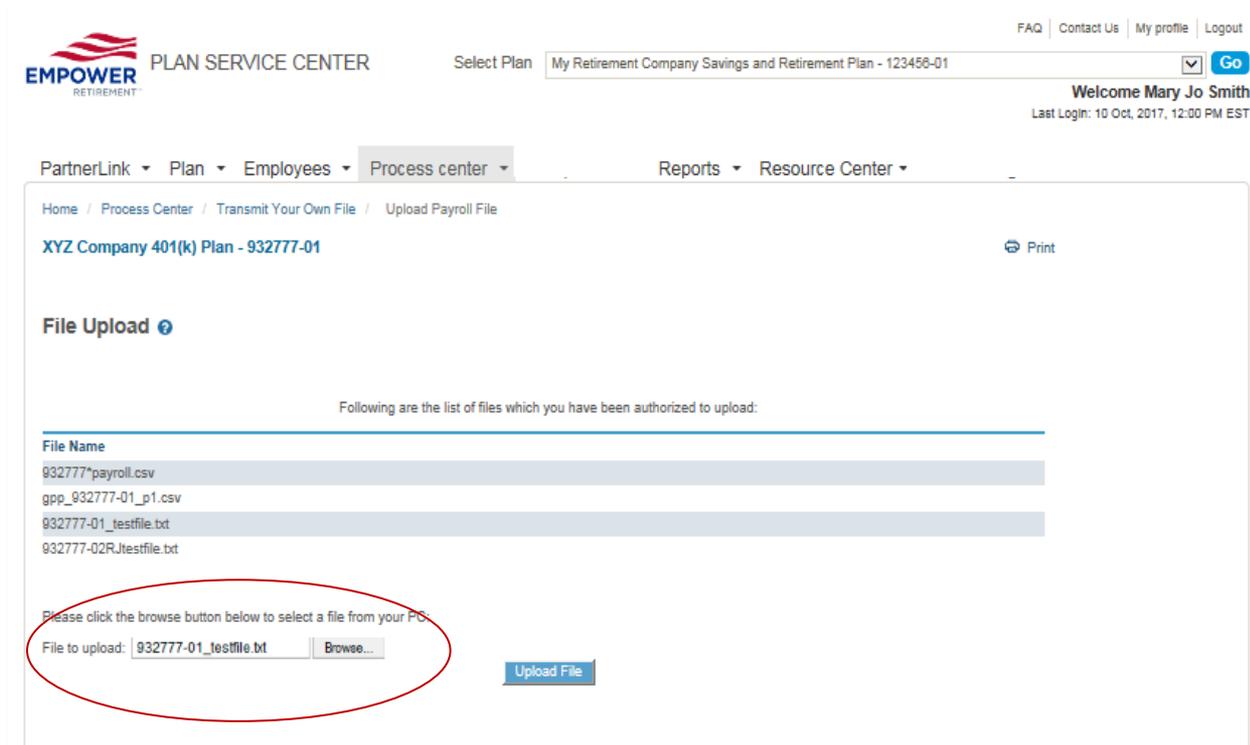
[Click Here to Continue >](#)

Pending: Access pending files ?



Steps to upload your PDI file (cont'd)

Step 2: Browse to select the payroll file you wish to upload

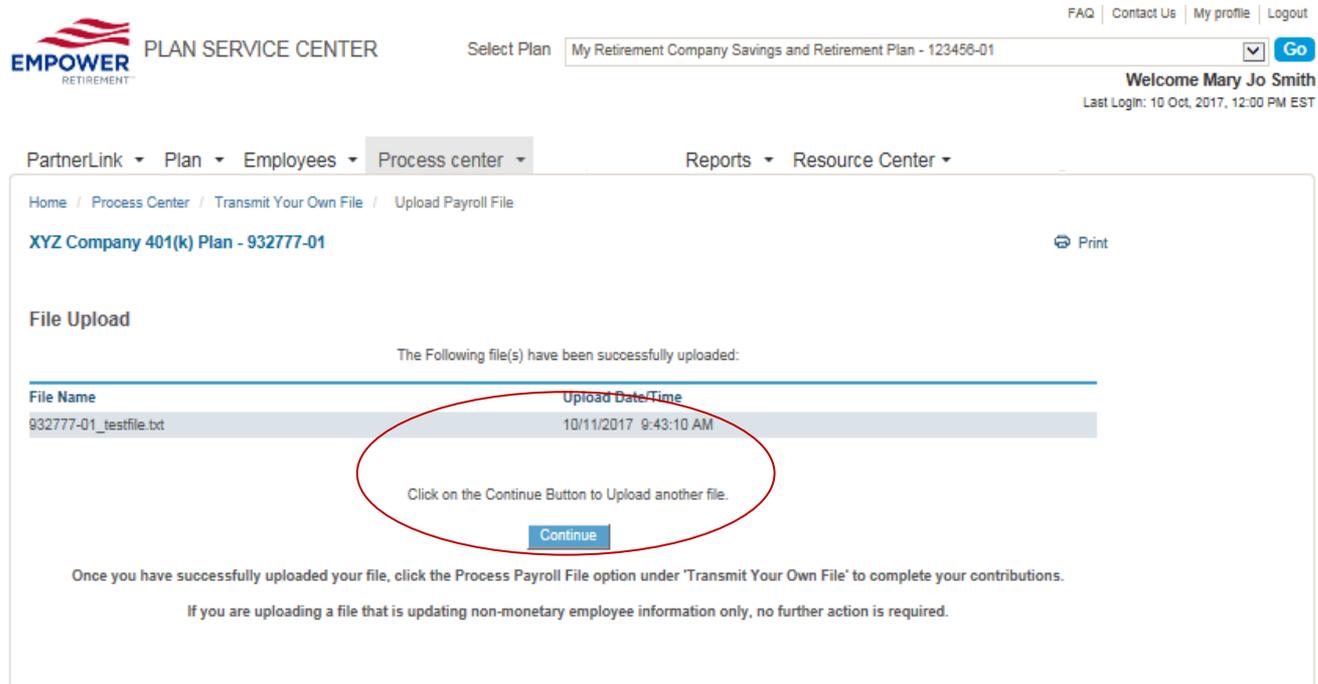


The screenshot shows the EMPower Retirement Plan Service Center interface. At the top, there is a navigation bar with links for FAQ, Contact Us, My profile, and Logout. Below this, the user is logged in as Mary Jo Smith, with a 'Go' button and a 'Last Login' timestamp. The main navigation menu includes PartnerLink, Plan, Employees, Process center, Reports, and Resource Center. The current page is 'Upload Payroll File' for 'XYZ Company 401(k) Plan - 932777-01'. A 'File Upload' section displays a list of authorized files: '932777*payroll.csv', 'gpp_932777-01_p1.csv', '932777-01_testfile.bt', and '932777-02Rtestfile.bt'. Below the list, a red circle highlights the 'File to upload:' field containing '932777-01_testfile.bt' and the 'Browse...' button. An 'Upload File' button is also visible.



Steps to upload your PDI file (cont'd)

Step 3: Upon uploading your file, receive the confirmation screen, and select "Continue"



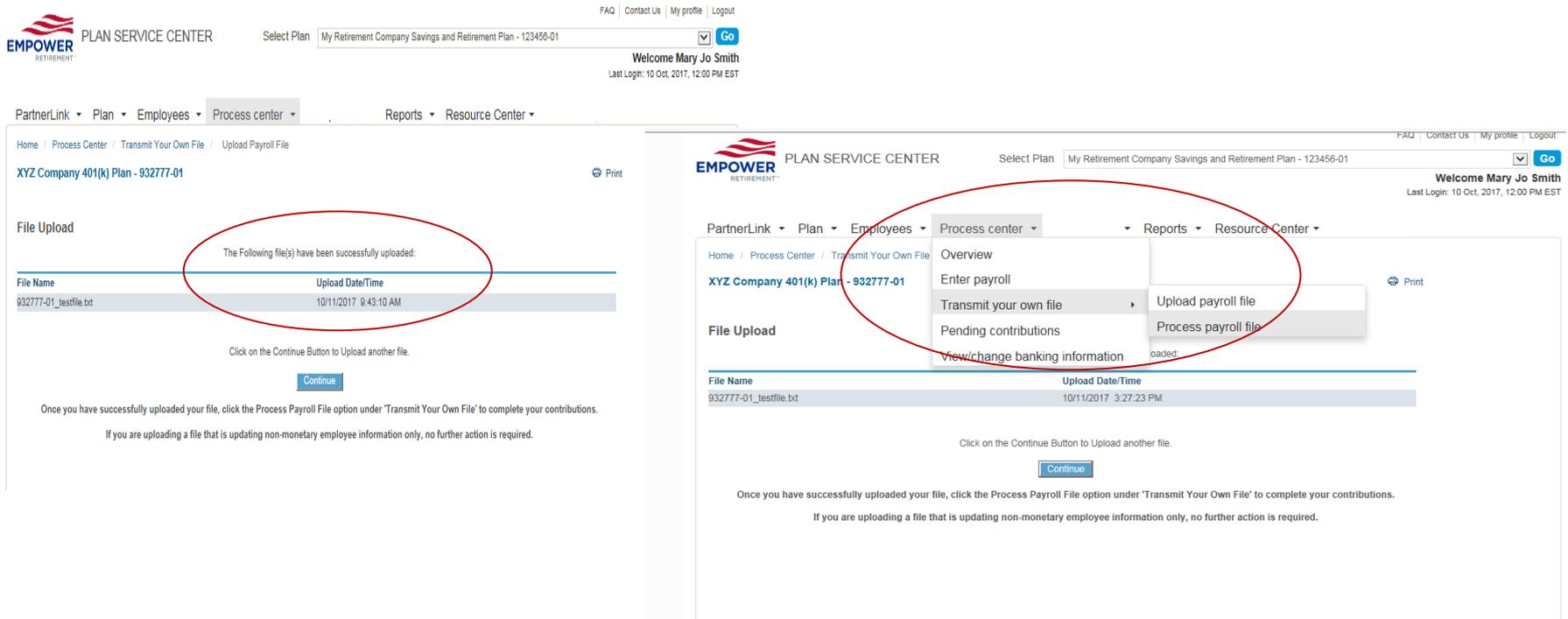
The screenshot shows the EMPower Retirement Plan Service Center interface. At the top, there is a navigation bar with the EMPower Retirement logo, the text "PLAN SERVICE CENTER", and a "Select Plan" dropdown menu set to "My Retirement Company Savings and Retirement Plan - 123456-01". To the right, there are links for "FAQ", "Contact Us", "My profile", and "Logout", along with a "Go" button. Below the navigation bar, the user is logged in as "Mary Jo Smith" with a "Last Login" of "10 Oct, 2017, 12:00 PM EST". The main content area shows a breadcrumb trail: "Home / Process Center / Transmit Your Own File / Upload Payroll File". The page title is "XYZ Company 401(k) Plan - 932777-01". Under the "File Upload" section, a message states: "The Following file(s) have been successfully uploaded:". Below this is a table with two columns: "File Name" and "Upload Date/Time". The table contains one row: "932777-01_testfile.txt" with an upload date/time of "10/11/2017 9:43:10 AM". A red circle highlights the "Continue" button below the table. Below the button, there is a message: "Click on the Continue Button to Upload another file." At the bottom of the page, there is a note: "Once you have successfully uploaded your file, click the Process Payroll File option under 'Transmit Your Own File' to complete your contributions. If you are uploading a file that is updating non-monetary employee information only, no further action is required."

File Name	Upload Date/Time
932777-01_testfile.txt	10/11/2017 9:43:10 AM



Steps to upload your PDI file (cont'd)

Step 4: Upon uploading your file, receive the confirmation screen. If you have another payroll file select “Continue”. If you have uploaded all of your files, click the “Process Payroll File” option under the “Transmit Your Own File” tab.



EMPPOWER RETIREMENT PLAN SERVICE CENTER

FAQ | Contact Us | My profile | Logout

Select Plan My Retirement Company Savings and Retirement Plan - 123456-01

Welcome Mary Jo Smith
Last Login: 10 Oct, 2017, 12:00 PM EST

PartnerLink ▾ Plan ▾ Employees ▾ Process center ▾ Reports ▾ Resource Center ▾

Home / Process Center / Transmit Your Own File / Upload Payroll File

XYZ Company 401(k) Plan - 932777-01

File Upload

The Following file(s) have been successfully uploaded:

File Name	Upload Date/Time
932777-01_testfile.txt	10/11/2017 9:43:10 AM

Click on the Continue Button to Upload another file.

Once you have successfully uploaded your file, click the Process Payroll File option under 'Transmit Your Own File' to complete your contributions.

If you are uploading a file that is updating non-monetary employee information only, no further action is required.

EMPPOWER RETIREMENT PLAN SERVICE CENTER

FAQ | Contact Us | My profile | Logout

Select Plan My Retirement Company Savings and Retirement Plan - 123456-01

Welcome Mary Jo Smith
Last Login: 10 Oct, 2017, 12:00 PM EST

PartnerLink ▾ Plan ▾ Employees ▾ Process center ▾ Reports ▾ Resource Center ▾

Home / Process Center / Transmit Your Own File

XYZ Company 401(k) Plan - 932777-01

File Upload

Overview
Enter payroll
Transmit your own file ▾ Upload payroll file
Pending contributions
Process payroll file
View/change banking information loaded:

File Name	Upload Date/Time
932777-01_testfile.txt	10/11/2017 3:27:23 PM

Click on the Continue Button to Upload another file.

Once you have successfully uploaded your file, click the Process Payroll File option under 'Transmit Your Own File' to complete your contributions.

If you are uploading a file that is updating non-monetary employee information only, no further action is required.



Steps to upload your PDI file (cont'd)

Step 5: Enter your "Payroll Date" and "Expected Contribution Total", and select "Continue"

EMPOWER RETIREMENT PLAN SERVICE CENTER

FAQ | Contact Us | My profile | Logout

Select Plan: My Retirement Company Savings and Retirement Plan - 123456-01

Welcome Mary Jo Smith
Last Login: 10 Oct, 2017, 12:00 PM EST

PartnerLink ▾ Plan ▾ Employees ▾ Process center ▾ Reports ▾ Resource Center ▾

Home / Process Center / Transmit Your Own File / Process Payroll File

XYZ Company 401(k) Plan - 932777-01

① Remit Info ② Remit Details ③ Confirmation

Enter Remit Information

Payroll Date:	<input type="text" value="10/11/2017"/>	(mm/dd/yyyy)
Division:	<input type="text" value="XYZ P 1 WKL Weekly"/>	<input type="button" value="v"/>
Expected Contribution Total:	<input type="text" value="15,000.00"/>	

*Expected Total is used for reconciliation purposes only. It may or may not equal the actual total for the contribution.



Steps to upload your PDI file (cont'd)

Step 6: On the “Select Remit Method” screen, select “Load a Data File”; select your payroll file from those available, and select “Continue”

The image shows two screenshots of the EMPower Plan Service Center website. The left screenshot shows the 'Select Remit Method' screen with 'Load a Data File' circled in red. The right screenshot shows the 'Available Files' screen with the file list and 'Continue' button circled in red.

Left Screenshot: Select Remit Method

EMPPOWER PLAN SERVICE CENTER
Select Plan: My Retirement Company Savings and Retirement Plan - 123456-01
Welcome Mary Jo Smith
Last Login: 10 Oct, 2017, 12:00 PM EST

PartnerLink | Plan | Employees | Process center | Reports | Resource Center

Home / Process Center / Transmit Your Own File / Process Payroll File
XYZ Company 401(k) Plan - 932777-01

1 Remit Info 2 Remit Details 3 Confirmation

Payroll Date	Expected Total ¹	Division
10/11/2017	\$ 15,000.00	XYZ P 1 WKL Weekly

¹Expected Total is used for reconciliation purposes only. It may or may not equal the actual total for the contribution.

Select Remit Method

- Load a Data File
- Copy Data from a Previous Remit
- Enter Data Online

Back

Right Screenshot: Available Files

EMPPOWER PLAN SERVICE CENTER
Select Plan: My Retirement Company Savings and Retirement Plan - 123456-01
Welcome Mary Jo Smith
Last Login: 10 Oct, 2017, 12:00 PM EST

PartnerLink | Plan | Employees | Process center | Reports | Resource Center

Home / Process Center / Transmit Your Own File / Process Payroll File
XYZ Company 401(k) Plan - 932777-01

1 Remit Info 2 Remit Details 3 Confirmation

Payroll Date	Expected Total ¹	Division
10/11/2017	\$ 15,000.00	XYZ P 1 WKL Weekly

¹Expected Total is used for reconciliation purposes only. It may or may not equal the actual total for the contribution. test

Select file to process and click 'Continue'. Click 'refresh' to update the list of available files.

Available Files:

- 932777-01_testfile.txt
- 932777-02R_testfile.txt

Back Continue Refresh



Steps to upload your PDI file (cont'd)

Step 7: View the remit details and make changes, if any. See icons for errors which need to be cleared before selecting "Continue to Final Confirmation"

EMPPOWER PLAN SERVICE CENTER | Select Plan: My Retirement Company Savings and Retirement Plan - 123456-01 | Welcome Mary Jo Smith | Login: 10 Oct 2017, 12:00 PM EST

PartnerLink - Plan - Employees - Process center - Reports - Resource Center -

Home / Process Center / Transmit Your Own File / Process Payroll File

XYZ Company 401(k) Plan - 932777-01 Print

1 Remit Info 2 Remit Details 3 Confirmation

Reference Number	Payroll Date	Expected Total*	Division	Cash Effective Date*
1234567839	10/11/2017	\$ 15,000.00	XYZ P 1 WKL Weekly	10/16/2017

*Expected Total is used for reconciliation purposes only. It may or may not equal the actual total for the contribution. If processed BEFORE 2 a.m. Eastern Time.

Choose Money Sources

Sort By: [Input Order] Go

Continue to Final Confirmation

Displaying 1 - 1 of 1 Records

Add Records Delete Selected Records Delete All Records Find a Record Save Changes / Update Totals

SSN	Delete	Last Name / Initial	Employee Before Tax	Employer Match
XXXXXXXXXX	<input type="checkbox"/>	SMITH, C	1,700.00	850.00
XXXXXXXXXX	<input type="checkbox"/>	LLOBES, J	2,300.00	1,150.00
XXXXXXXXXX	<input type="checkbox"/>	LLOYD, C	3,250.00	1,625.00
XXXXXXXXXX	<input type="checkbox"/>	LLING, C	1,250.00	625.00
XXXXXXXXXX	<input type="checkbox"/>	LLCAMPBELL, C	1,500.00	750.00
Totals for this Remittance:			\$10,000.00	\$5,000.00

Next Page

Add Records Delete Selected Records Delete All Records Find a Record Save Changes / Update Totals

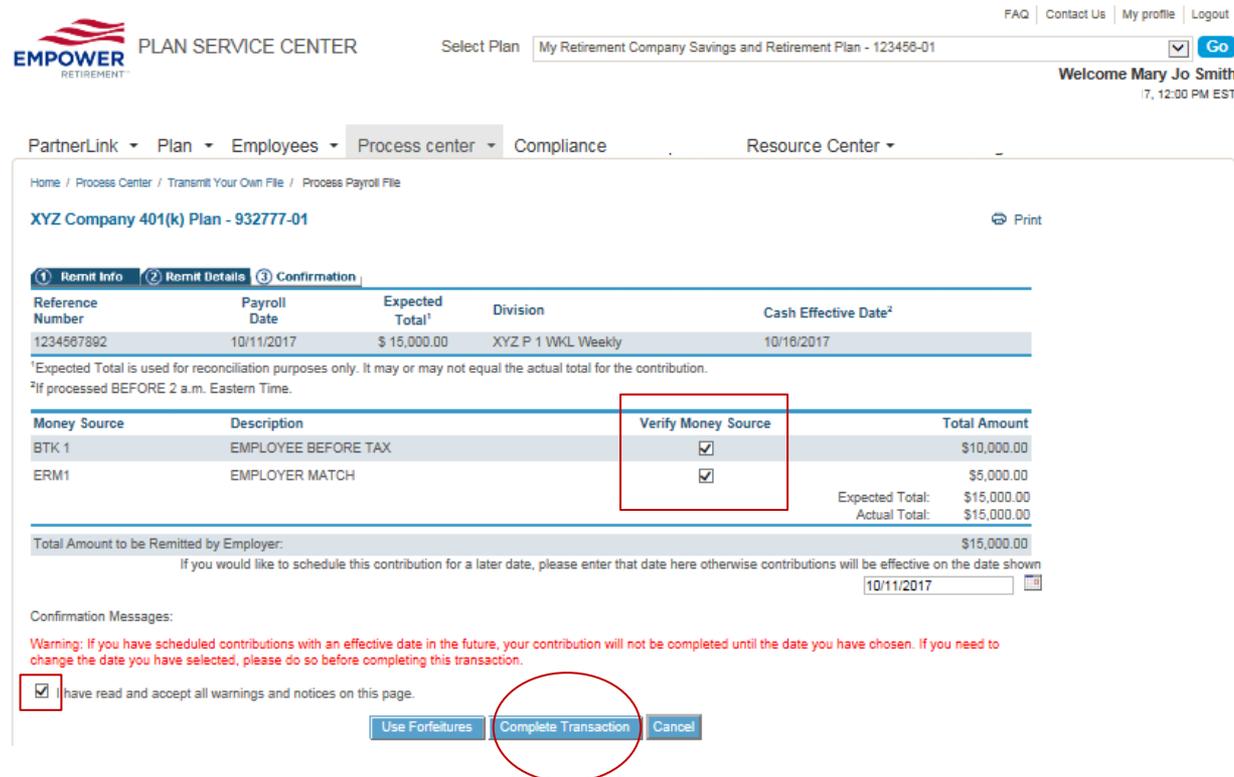
Continue to Final Confirmation

-  This icon appears for errors. The information must be entered to continue processing.
-  This icon indicates a warning, but it will not prevent the contribution from being processed.
-  This icon indicates an employee's account has been terminated due to full withdrawal. You may reactivate the account through the Edit Employee screen.



Steps to upload your PDI file (cont'd)

Step 8: View the Confirmation Screen to complete your file upload. Verify the Money Source(s), and read and accept all warnings on this page. Select “Complete Transaction”



EMPOWER PLAN SERVICE CENTER

Select Plan: My Retirement Company Savings and Retirement Plan - 123456-01 **Go**

Welcome Mary Jo Smith
17, 12:00 PM EST

PartnerLink ▾ Plan ▾ Employees ▾ Process center ▾ Compliance ▾ Resource Center ▾

Home / Process Center / Transmit Your Own File / Process Payroll File

XYZ Company 401(k) Plan - 932777-01 [Print](#)

① Remit Info ② Remit Details ③ Confirmation

Reference Number	Payroll Date	Expected Total ¹	Division	Cash Effective Date ²
1234567892	10/11/2017	\$ 15,000.00	XYZ P 1 WKL Weekly	10/16/2017

¹Expected Total is used for reconciliation purposes only. It may or may not equal the actual total for the contribution.
²If processed BEFORE 2 a.m. Eastern Time.

Money Source	Description	Verify Money Source	Total Amount
BTK 1	EMPLOYEE BEFORE TAX	<input checked="" type="checkbox"/>	\$10,000.00
ERM1	EMPLOYER MATCH	<input checked="" type="checkbox"/>	\$5,000.00
			Expected Total: \$15,000.00
			Actual Total: \$15,000.00

Total Amount to be Remitted by Employer: \$15,000.00

If you would like to schedule this contribution for a later date, please enter that date here otherwise contributions will be effective on the date shown
10/11/2017

Confirmation Messages:

Warning: If you have scheduled contributions with an effective date in the future, your contribution will not be completed until the date you have chosen. If you need to change the date you have selected, please do so before completing this transaction.

I have read and accept all warnings and notices on this page.

[Use Forfeitures](#) [Complete Transaction](#) [Cancel](#)



Steps to upload your PDI file (cont'd)

- Step 9: View your completed transaction and select "Continue"; print your confirmation on the following page (Note: this will be your only opportunity to print your confirmation, though an electronic confirmation will be retained in your "Reports" tab.) Select "Complete"

EMPOWER RETIREMENT PLAN SERVICE CENTER

FAQ | Contact Us | My profile | Logout

Select Plan My Retirement Company Savings and Retirement Plan - 123456-01

Welcome Mary Jo Smith

PartnerLink Plan Employees Process center Resource Center

Home / Process Center / Transmit Your Own File / Process Payroll File

XYZ Company 401(k) Plan - 932777-01

Reference Number	Payroll Date	Expected Total ¹	Division
1234567849	10/11/2017	\$15,000.00	XYZ P 1 WKLY Weekly

¹Expected Total is used for reconciliation purposes only. It may or may not equal the actual total for the contribution.

Completing Transaction... Please Wait.

This may take some time. You will be notified on this page when complete.

Finished Completing Transaction. Please click 'Continue'.

EMPOWER RETIREMENT PLAN SERVICE CENTER

FAQ | Contact Us | My profile | Logout

Select Plan My Retirement Company Savings and Retirement Plan - 123456-01

Welcome Mary Jo Smith

Last Login: 10 Oct 2017, 12:00 PM EST

PartnerLink Plan Employees Process center Reports Resource Center

Home / Process Center / Transmit Your Own File / Process Payroll File

XYZ Company 401(k) Plan - 932777-01

Reference Number	Payroll Date	Expected Total ¹	Division	Cash Effective Date ²
1234567895	10/11/2017	\$15,000.00	XYZ P 1 WKLY Weekly	10/16/2017

¹Expected Total is used for reconciliation purposes only. It may or may not equal the actual total for the contribution.

²If processed BEFORE 2 a.m. Eastern Time.

Money Source	Description	Verify Money Source	Total Amount
BTK 1	EMPLOYEE PRE-TAX	✓	\$10,000.00
ERM1	EMPLOYER MATCH	✓	\$5,000.00

Expected Total: \$15,000.00
 Actual Total: \$15,000.00

Total Amount to be Remitted by Employer: \$15,000.00

Confirmation Messages:

Warning: Actual Total is not equal to Expected Total.

Contribution effective 10/12/2017 if submitted now (click "Complete Transaction" below).

I have read and accept all warnings and notices on this page.

Employee Contributions have been processed and submitted. You may print this page as confirmation for your records.



List of Pending PDI files

You may view your pending PDI files once your transaction is complete. Note: you have until 11am MST to “Cancel” a file, should you need to make changes, etc...

EMPOWER RETIREMENT PLAN SERVICE CENTER

Select Plan: My Retirement Company Savings and Retirement Plan - 123456-01

Welcome Mary Jo Smith
Last Login: 10 Oct, 2017, 12:00 PM EST

Plan ▾ Employees ▾ Process center ▾ Reports ▾ Resource Center ▾

Reference Number	Delete	Division	Payroll Date	Data Processing Date	Expected Total ¹
5084834481		P 2 MNT Monthly	10/11/2017	10/12/2017	\$0.00

¹Expected Total is used for reconciliation purposes only. It may or may not equal the actual total for the contribution.

The following contributions have been completed. To view the contribution details, click on the reference number. If any of the following contributions were submitted in error, click on the "X" to cancel the contribution. You have until 11:00pm MST on the day before the Cash Effective Date to cancel the contribution.

Reference Number	Cancel	Division	Payroll Date	Data Processing Date	Cash Effective Date	Actual Total ¹
1234567891		XYZ P 1 WKL Weekly	10/11/2017	10/12/2017	10/16/2017	\$15,000.00



A program of the Tennessee Treasury Department | David H. Lillard, Jr., Treasurer

Payroll Data Interchange Data Requirements

Payroll Data Interchange (PDI) Data Requirements				Plan Name: State of Tennessee 401(k) Plan		
Fixed Length Record Format- Maximum Length Not applicable for comma delimited files				Plan Account Number: 98986-02		
Field Description	Start/Stop Positions	Maximum Data Length	Type	Optional (O)	Format / Value	Comments
Plan Number	1-8	8	Char	R		Each Record would have to include the corresponding plan number.
Employee SSN	9-17	9	Char	R	999999999	
Division number	18-21	4	Char	R		Required if the plan chooses to use Deferral Recordkeeping services for initial enrollment.
Last Name	22-56	35	Char	R		
First Name	57-76	20	Char	R		
Middle Initial	77-77	1	Char	O		
Name Suffix	78-92	15	Char	O		
Birth Date	93-102	10	Date	R	mm/dd/yyyy	Must be four digit year.
Gender	103-103	1	Char	R	M=Male, F=Female	
Marital Status	104-104	1	Char	R	M=Married, S=Single, D=Divorced, W=Widow	Used for spousal consent determination.
Address Line 1	105-139	35	Char	R		
Address Line 2	140-174	35	Char	R		
City	175-194	20	Char	R		
State	195-196	2	Char	R	Upper Case	
Zip Code	197-206	10	Char	R	99999-9999 or 99999	
Home Phone Number	207-216	10	Char	O		
Work Phone Number	217-226	10	Char	O		
Work Phone Ext.	227-230	4	Char	O		
Country Code	231-232	2	Char	O		Remove if all employees live in the USA.
Hire Date	233-242	10	Date	R	mm/dd/yyyy	Original Hire date; must be four digit year.
Termination Date	243-252	10	Date	R	mm/dd/yyyy	
Re-Hire Date	253-262	10	Date	R	mm/dd/yyyy	Use when an employee was previously terminated and rehired.
Ending Payroll date	263-272	10	Date	R	mm/dd/yyyy	Must be current ending payroll date. Identifies the plan year that contributions are applied.
Before Tax Contribution	273-282	10	Numb	R	999999.99 Positive number implied.	EMPLOYEE BEFORE TAX (BEFT)
Employer Contribution	283-292	10	Numb	R	999999.99 Positive number implied.	Future Contribution Sources
Roth Contribution	293-302	10	Numb	R	999999.99 Positive number implied.	Future Contribution Sources
Loan Payment	303-312	10	Numb	R	999999.99 Positive number implied.	Future Contribution Sources
Bonus Contribution	313-322	10	Numb	R	999999.99 Positive number implied.	Future Contribution Sources
Longevity Contribution	323-332	10	Numb	R	999999.99 Positive number implied.	Future Contribution Sources
YTD Hours Worked	333-337	5	Numb	R	99999	Plan YTD hours worked. (Hourly & Salaried)
YTD Total Compensation	338-347	10	Numb	R	9999999.99 Positive number implied.	YTD total compensation (w@ total wages) Include overtime, commission, bonus
NA		10				
Participation Date	348-357	10	Date	R	mm/dd/yyyy	Required for online enrollment and deferral processing. If not optional
Eligibility Code	358-358	1	Char	R	Y=Yes, N=No	Required for online enrollment and deferral processing. If not optional
Email Address	359-398	40	Char	R		Employees email address(not employers email address)
Salary Amount	399-415	17	Char	R		Salary for the employee for a given pay period. If providing Salary Amount, it is required to provide Salary Amount Qualifier
Salary Amount Qualifier	416-417	2	Char	R		Salary period A= Annual, M= Monthly, S= Semi-Monthly, B= Bi-Weekly, H= hourly, W= Weekly
Employer Assigned ID	418-427	10	Char	O		Employer ID (May be different from SSN but Not to replace SSN)
Auto Enrollment Suppress Code	428-428	1	Char	R	Y=Yes, N=No	Required if plan has employees eligible to participate in the plan but are excluded from the Auto-Enrollment process. If they should be excluded from Auto Enrollment a Y=yes should be passed and N=no if included in Auto Enrollment.

Technical Instructions:
 File can be created in a standard Space Delimited ASCII format (.prn) or comma delimited format (.csv). A carriage return (crlf) is required at the end of a record. Only include one participant per record.
THE FILE FORMAT MUST REMAIN STATIC. CHANGES TO THE FILE MUST BE COORDINATED WITH RECORD KEPPER.
 For participants that are not contributing to the plan but appear on the file please Zero Fill the contribution field(s).
 Numeric fields should be right justified, with the exception of Zip Code (left justified)
 Contribution/Compensation fields should not include commas, and field must extend two digits after the decimal and must be right justified.
 Unused spaces in character or date fields should contain blanks.
 A negative sign in the contribution fields can be added in the first space of the contribution field, ie: "-000012.34" or directly next to the contribution amount " -12.34"
 All date fields must be a two-digit month(MM), two-digit day(DD), and a four digit year (YYYY)



Employee Data

via the *Employees* tab



[FAQ](#) | [Contact Us](#) | [My profile](#) | [Logout](#)

Select Plan: My Retirement Company Savings and Retirement Plan - 123456-01 

Welcome Mary Jo Smith
Last Login: 18 Aug, 2017, 12:00 PM EST

Plan ▾ **Employees** ▾ Process center ▾ Compliance ▾ Reports ▾ Resource Center ▾ File sharing

Search employee

Home / Plan ▾ Add employee

Forms

Plan analytics

[Customize](#)

Lifetime income score: my plan data 



Participation rate: my plan data 



Investment strategy balances: my plan data 



[More](#)



Employees

The screenshot shows the EMPOWER PLAN SERVICE CENTER interface. At the top right, there are links for FAQ, Contact Us, My profile, and Logout. Below these is a dropdown menu for 'Select Plan' with the selected option 'My Retirement Company Savings and Retirement Plan - 123456-01'. A welcome message for 'Mary Jo Smith' and her last login time '18 Aug, 2017, 12:00 PM EST' are displayed.

The main navigation area includes a 'Plan' dropdown menu with 'Employees' highlighted in a red box. The 'Employees' dropdown menu is open, showing options: 'Search employee', 'Add employee', and 'Forms'. Other navigation options include 'Process center', 'Reports', and 'Resource Center'.

The 'Plan analytics' section contains three charts:

- Lifetime income score: my plan data**: A circular gauge chart showing '64% of goal'. Text indicates 'Median income goal achieved by participants Dec 2016'. A link for 'Important information and Disclosure' is provided.
- Participation rate: my plan data**: A bar chart titled 'Participating vs not participating' showing participation rates for Dec 2013, Dec 2014, and Dec 2015. All three bars are orange and show a similar level of participation.
- Investment strategy balances: my plan data**: A horizontal bar chart titled 'As of May 2017' showing balances for MA, DIY, and TDF. MA has the highest balance (approx. 80), followed by DIY (approx. 45) and TDF (approx. 25). A link for 'About managed investment strategies' is provided.

A 'More' button is located at the bottom right of the analytics section.

The Employees tab allows you to:

- View employee account balance, transaction and loan information
- Search for employees in the Plan
 - When an employee leaves the Plan, this is where you can add a termination date
 - Termination dates should also be provided via your PDI File



Employee Enrollment

- New-hire accounts are added via the PDI file
- Eligible employees can enroll online or via telephone
- In order to enroll via telephone, the employee may reach the *RetireReady*TN Call Center at 800-922-7772
- In order to enroll online, the employee will need to:
 1. Access the participant website at www.retirereadytn.gov
 2. Provide the Personal Identification Number (PIN) which is contained in the Welcome Letter
 3. Input personal information
 4. If not auto enrolled, choose deferral election and investment(s)
 5. If auto enrolled, the deferral election will be 2%, and the investment will be the appropriate Target Date Fund which most closely aligns with the employee's retirement date
 6. Auto enrolled employees may opt out by entering a zero deferral %



Employee Enrollment

Enroll



Reports

via the *Reports* tab



FAQ | Contact Us | My profile | Logout
Select Plan: My Retirement Company Savings and Retirement Plan - 123456-01 
Welcome Mary Jo Smith
Last Login: 21 Aug, 2017, 12:00 PM EST

Plan ▾ Employees ▾ Process center ▾

Reports ▾ Resource Center ▾

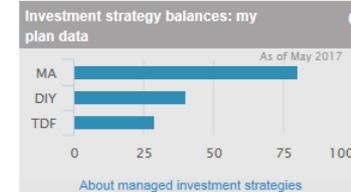
- Standard reports
- My reports

Home / Plan / Overview / Summary

Reports

Plan analytics

[Customize](#)



[More](#)



Reports

By clicking on **Reports** and then **My reports**, you can access the following:

- Deferral report
 - Contains deferral changes made by your employees
 - Sent on a regular basis
 - It is your responsibility to download the report and update your payroll file
- Loan report (if applicable)
 - You will receive loan repayment information for employees that have elected to take out a loan from their retirement account
 - It is your responsibility to download the report and update your payroll file



Deferral Report

When employees make changes to their deferral, you will be notified via email that the report is available on the PSC

- Deferral Report is available in **Reports** tab under **My reports**
- You will receive an email from techsupport@retirementpartner.com
- If no changes have been made, the subject line will state
“0 new records”

The Deferral Report is delivered in .CSV format and provides the following information:

- Existing employees who have made a deferral change since the previous report was delivered
- Any employees who have enrolled since the previous report was delivered and their corresponding deferral election

You are responsible for downloading the report and ensuring your payroll file is correct



Loan Report

When employees take a loan from their retirement account, you will be notified via email that the report is available on the PSC

- Loan Report is available in **Reports** tab under **My reports**
- You will receive an email from techsupport@retirementpartner.com
- If no loans have been taken, or if there are no loans which will be paid off within the next one to two payroll periods, the subject line will state "0 new records"

The Loan Report is delivered in .CSV format and provides the following information:

- Existing employees who have taken a loan since the previous report was delivered
- Any employees who are reaching the end of their loan term within the next one to two payroll periods

You are responsible for downloading the report and ensuring your payroll file is correct



Trial New Eligible Report

When new eligible employees are added to Empower via your PDI file, you will be notified via email that the report is available on the PSC

- Trial New Eligible is available in **Reports** tab under **My reports**
- You will receive an email from techsupport@retirementpartner.com
- If no new eligible employees are on the file the subject line will state “0 new records”
- Includes employees identified on your PDI file as eligible to enroll voluntarily or to be automatically enrolled
- Delivered in advance of the next pay period or entry date for the Employer to review, confirm , or make corrections for eligible or non-eligible employees
- For corrections Employer must contact Website Support at 800-695-4952 to adjust participant record within four days of receipt of the report

The Trial New Eligible Report is delivered in .CSV format and provides the following information:

- New employee hires eligible to participate

You are responsible for downloading the report to take any corrective action



New Eligible Report

After the correction period for the Trial New Eligible has expired, you will be notified via email that the report is available on the PSC

- New Eligible is available in **Reports** tab under **My reports**
- You will receive an email from techsupport@retirementpartner.com
- Includes employees identified on your PDI file as eligible to enroll voluntarily or to be automatically enrolled
- Reports the final list of employees included as eligible on your PDI file for enrollment
- For corrections Employer must contact your Client Service Team at RRTNClientService@Empower-Retirement.com

The New Eligible Report is delivered in .CSV format and provides the following information:

- New employee hires who will be receiving a Welcome PIN letter

You are responsible for downloading the report to take any corrective action



Trial New Eligible Reject Report

When there is incorrect or missing employee account data, you will be notified via email that the report is available on the PSC

- Trial New Eligible Reject is available in **Reports** tab under **My reports**
- You will receive an email from techsupport@retirementpartner.com
- Delivered after Trial New Eligible Report is complete if errors exist
- Includes employees identified as needing a correction to general participant indicative data (i.e. address information, employment dates...)
- Any employee with an error will continue to be included on future reports until the error is corrected
- For corrections Employer must contact Website Support at 800-695-4952 or the Client Service Team at RTNClientService@Empower-Retirement.com to adjust participant record

The Trial New Eligible Report is delivered in .CSV format and provides the following information:

- Employee account data errors

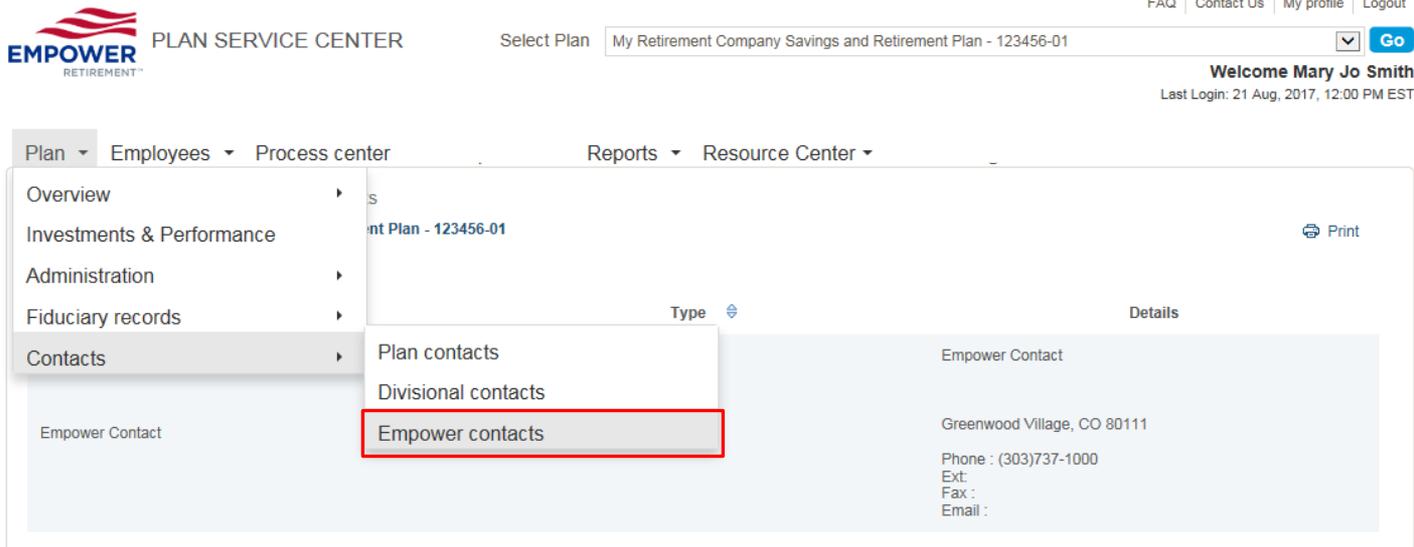
You are responsible for downloading the report to take any corrective action



Resources

If you have questions about the PSC you can:

- Call Website Support at **(800) 695-4952** between 8:30am and 8:00pm Eastern Time
- Contact your Client Management Team by clicking on the **Plan** tab, **Contacts**, then **Empower Contacts** or via email at **RRTNClientService@Empower-Retirement.com**



EMPOWER RETIREMENT PLAN SERVICE CENTER

FAQ | Contact Us | My profile | Logout

Select Plan: My Retirement Company Savings and Retirement Plan - 123456-01

Welcome Mary Jo Smith
Last Login: 21 Aug, 2017, 12:00 PM EST

Plan ▾ Employees ▾ Process center Reports ▾ Resource Center ▾

- Overview
- Investments & Performance
- Administration
- Fiduciary records
- Contacts ▾
 - Plan contacts
 - Divisional contacts
 - Empower contacts**

Type	Details
Empower Contact	Greenwood Village, CO 80111 Phone : (303)737-1000 Ext : Fax : Email :



Disclosures

Core securities, when offered, are offered through GWFS Equities, Inc. and/or other broker- dealers.

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