



Uploading a payroll file for your ESBA plan

Before starting, ensure that you are using the correct payroll template for your plan. You can download a template from the [ESBA help page](#).

1 Log in to [Schwab ESBA Connect](#) and click the **Payroll** button at the bottom of the home page.

The screenshot shows the Schwab ESBA Connect dashboard. At the top, there are navigation tabs for 'PARTICIPANTS' and 'REPORT CENTER'. Below this is a 'Home' button. The main content area is titled 'SUMMARY ACROSS ALL PLANS' and contains several summary cards: '1 Total Plans', '7 Total Participants (with balances)', '\$4,915 YTD Contributions', '\$0 YTD Distributions', and '\$4,915 Total AUM'. Below these cards is a table with columns for Plan ID, Plan, Plan Name, Participants with balances, YTD Contributions, YTD Distributions, and AUM. The table contains one row for 'ESB TD08759988 ESBA Retirement Plan' with 7 participants, \$4,914.68 in contributions, \$0.00 in distributions, and \$4,914.68 in AUM. To the right of the table is a 'Top Plans' section with a donut chart showing 'Total \$4,915' for 'ESB'. Below that is a 'Reports' section with a table showing 'Unread' (3), 'Favorites' (0), and 'Important' (0). At the bottom of the dashboard, there is a 'Payroll' button with a dollar sign icon, which is highlighted with a red box. The footer contains 'Browser Requirements' and 'Contact Us' links.

Uploading a payroll file for your ESBA plan

2 Click **Choose File** under **Upload Payroll File**.

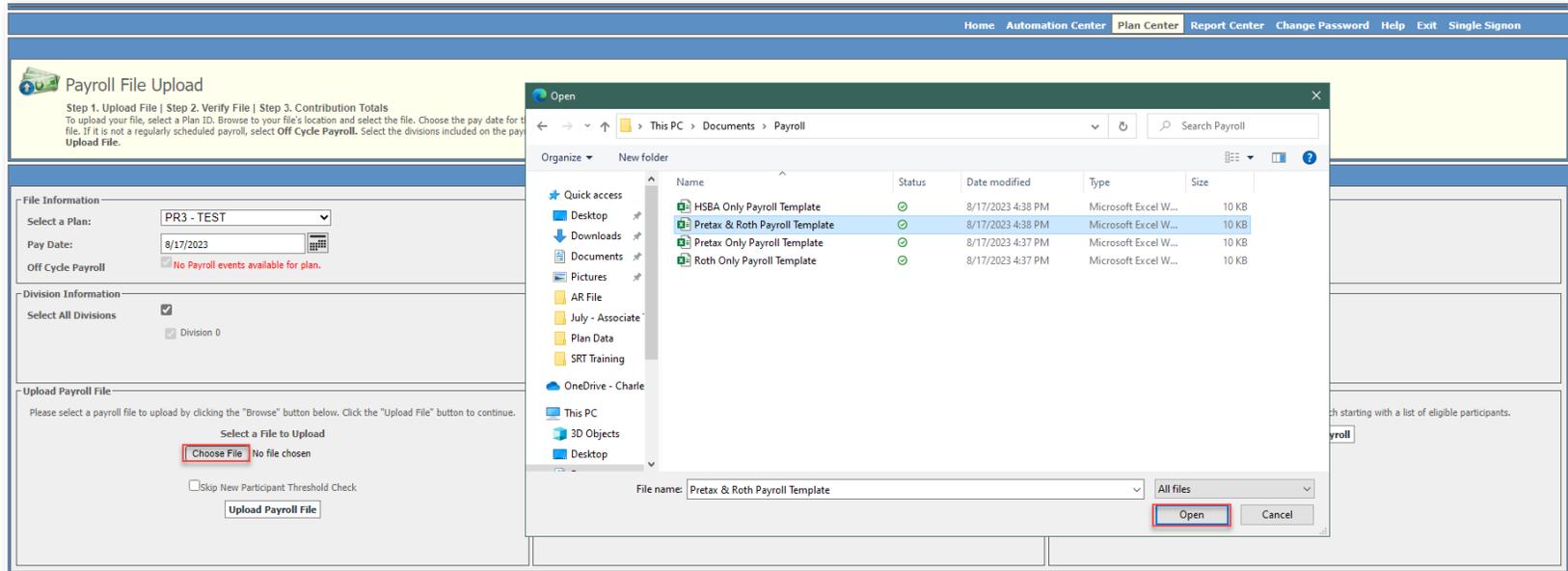
The screenshot shows a web application interface for uploading payroll files. At the top, there is a navigation bar with links: Home, Automation Center, Plan Center (highlighted), Report Center, Change Password, Help, Exit, and Single Signon. Below the navigation bar is a yellow header area with the title "Payroll File Upload" and a small icon of a stack of money. Underneath the header, there is a sub-header with the text: "Step 1. Upload File | Step 2. Verify File | Step 3. Contribution Totals" and a paragraph of instructions: "To upload your file, select a Plan ID, browse to your file's location and select the file. Choose the pay date for the payroll file. If it is not a regularly scheduled payroll, select Off Cycle Payroll. Select the divisions included on the payroll file. Click Upload File."

The main content area is divided into three sections:

- File Information:** Contains a dropdown menu for "Select a Plan:" with "PR3 - TEST" selected, a date field for "Pay Date:" with "8/17/2023" and a calendar icon, and a checkbox for "Off Cycle Payroll" which is checked. Below the checkbox is the text "No Payroll events available for plan."
- Division Information:** Contains a checkbox for "Select All Divisions" which is checked, and a checkbox for "Division 0" which is also checked.
- Upload Payroll File:** Contains the text "Please select a payroll file to upload by clicking the 'Browse' button below. Click the 'Upload File' button to continue." Below this is a section titled "Select a File to Upload" with a "Choose File" button (highlighted with a red box) and the text "No file chosen". There is also a checkbox for "Skip New Participant Threshold Check" and an "Upload Payroll File" button.
- Use Previous Payroll:** Contains the text "Select this option to edit your previously submitted payroll file (for this plan/division combination). Any changes that you make will be submitted against the newly selected payroll date." and a "Use Previous Payroll" button.
- Create a New Payroll:** Contains the text "Select this option to create a new payroll file from scratch starting with a list of eligible participants." and a "Create New Payroll" button.

Uploading a payroll file for your ESBA plan

3 Browse for your payroll file to upload and click **Open**. The file must be an Excel (.xlsx) file.



Uploading a payroll file for your ESBA plan

4 Click Upload Payroll File.

Home Automation Center **Plan Center** Report Center Change Password Help Exit Single Signon

Payroll File Upload

Step 1. Upload File | Step 2. Verify File | Step 3. Contribution Totals
To upload your file, select a Plan ID, browse to your file's location and select the file. Choose the pay date for the payroll file. If it is not a regularly scheduled payroll, select **Off Cycle Payroll**. Select the divisions included on the payroll file. Click **Upload File**.

File Information

Select a Plan: PR3 - TEST

Pay Date: 8/17/2023

Off Cycle Payroll No Payroll events available for plan.

Division Information

Select All Divisions

Division 0

Upload Payroll File

Please select a payroll file to upload by clicking the "Browse" button below. Click the "Upload File" button to continue.

Select a File to Upload

Choose File No file chosen

Skip New Participant Threshold Check

Upload Payroll File

Use Previous Payroll

Select this option to edit your previously submitted payroll file (for this plan/division combination). Any changes that you make will be submitted against the newly selected payroll date.

Use Previous Payroll

Create a New Payroll

Select this option to create a new payroll file from scratch starting with a list of eligible participants.

Create New Payroll

Uploading a payroll file for your ESBA plan

5 Select your Excel worksheet. Your financial template should be selected already. Check the box **I agree that my data looks correct** and then click **Submit File For Edit**.

Home Automation Center **Plan Center** Report Center Change Password Help Exit Single Signon

Payroll File Upload

Step 1. Upload File | Step 2. Verify File | Step 3. Contribution Totals
The templates normally used to process your payroll files have been applied to your file. Review the data displayed. If it looks correct, select **I agree that my data looks correct**. Click **Submit File For Edit** to go to **Contribution Totals Validation step**. If your data does not look correct, you can select another template assigned to your plan/division and click "Apply Templates."

Payroll Information

Plan	PR3 - TEST
Payroll Date	8/31/2023
Divisions	Division 0
Event Activity	0

Apply Templates

Select Excel worksheet: Sheet1

Financial Templates

1 PRE 1 ROTH - (variable)

Synoptic Templates

ZZ SDBA - (variable)

Apply Templates

Please make sure that the templates you have selected have been applied to the file correctly.

Template - 1 PRE 1 ROTH - (variable)

SOCIAL SECURITY NUMBER	PCRA ACCOUNT	PCRA AMOUNT	ROTH PCRA ACCOUNT	ROTH PCRA AMOUNT
123-65-XXXX	88997005	100	43214321	
111-22-XXXX			33332222	50

I agree that my data looks correct.

Submit File For Edit