Office of Compliant Administration

Contribution Manager

Your guide to managing employee contributions within the WealthCare Administration portal

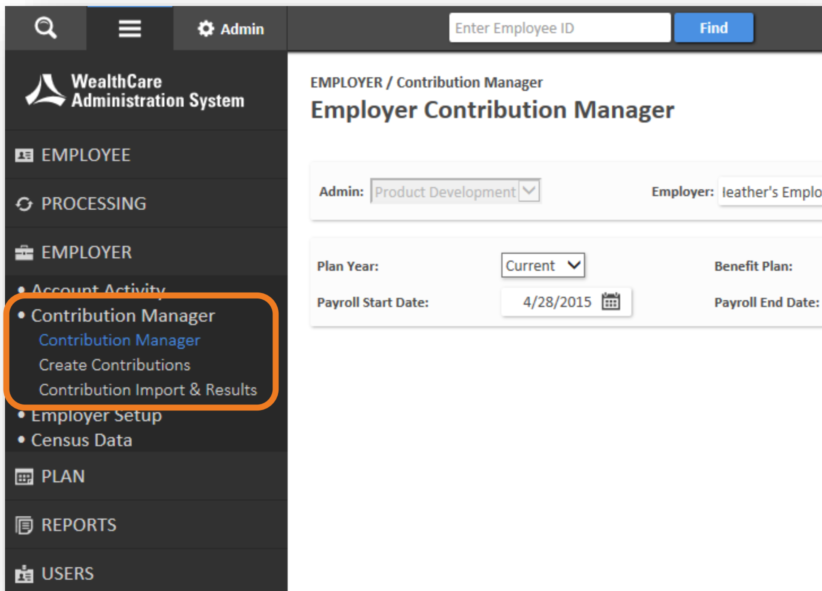
Contents

Overview

Contribution manager is a powerful tool for helping you manage employee contributions within the OCA employer portal. It's now easier than ever to maximize the benefits of this important functionality. This guide serves as an overview on how to use *contribution manager*.

Contribution manager layout

In the WCA 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:

1. ***Contribution manager main page*** **—** View, track, and edit existing contributions
2. ***Create contributions*** **—** Create new contributions directly from the WCA interface
3. ***Contribution import & results*** **—** Export a pre-loaded contribution file, verify/edit amounts offline in Microsoft Excel, and import the file back into WCA to create contributions

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

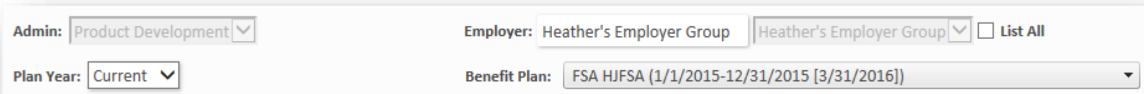
Creating contributions

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

Note: The *create contributions* page supports processing contributions for single plans with 400 or less rows of contributions. However, if multiple plans are selected, the total number of rows across all selected plans must be 700 or fewer. If you plan to process numbers of contributions greater than the amounts specified, payroll files via the *contributions import & results* page should be used.

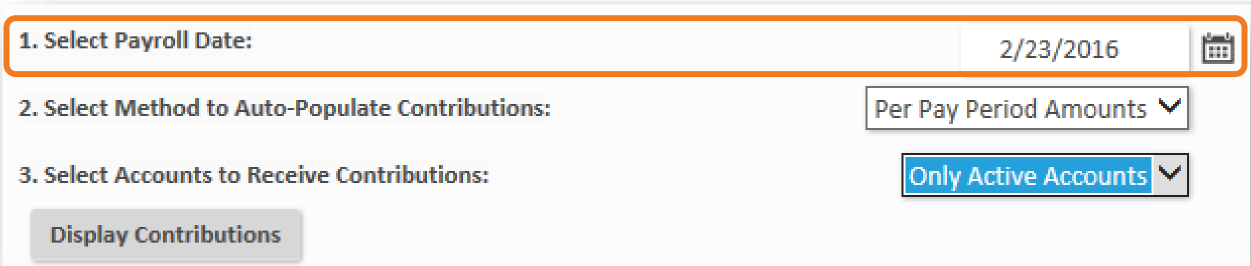
Load contributions via the user interface

Navigate to the *create contributions* page within the WCA 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(s) are selected in the top section.



Step 1. Select payroll date.

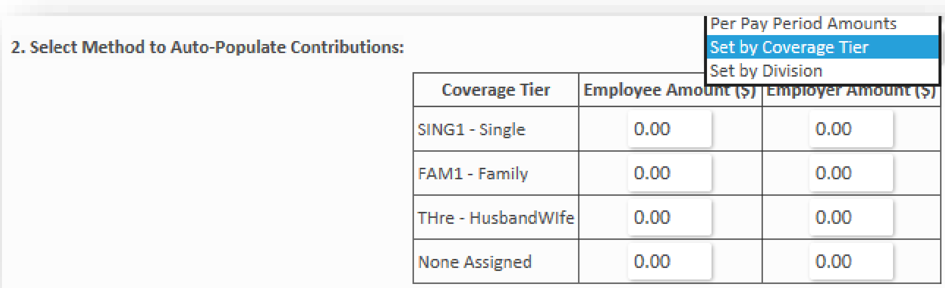
Enter the date the contribution will be posted to employees' accounts.



Step 2. Select method to auto-populate contributions.

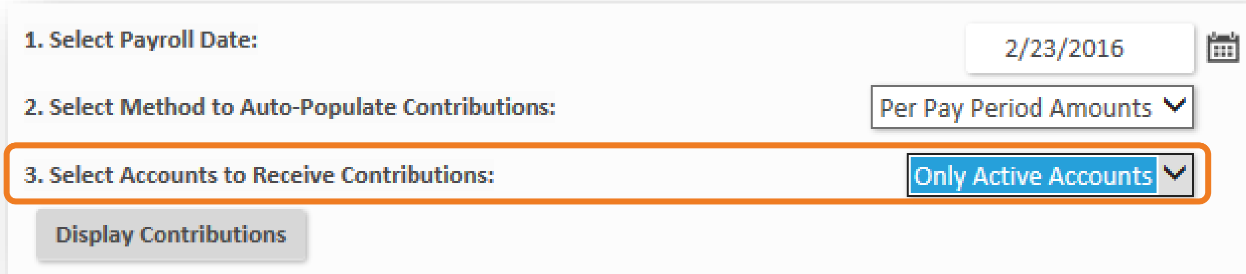
In this step, you can choose to have the system automatically load the amount of each contribution by coverage tier or division if the plan is set up with either of those features. If not, you can choose to load by pay period amount. If necessary, any individual contribution can be edited once the contributions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

Below is an example of what you will see when the 'set by coverage tier' option is selected.



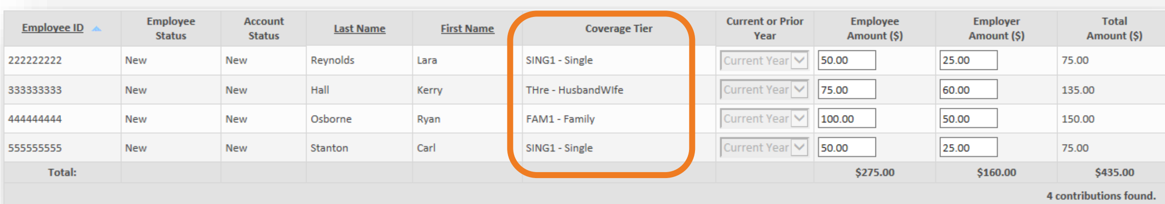
Step 3. Select accounts to receive contributions.

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



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

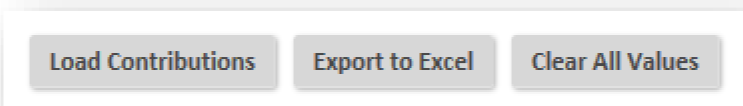
You may notice that either a *division or coverage* tier column appears in the contribution table. These columns only appear if they have been chosen as the method to auto-populate contributions in Step 2.



Employee ID	Employee Status	Account Status	Last Name	First Name	Coverage Tier	Current or Prior Year	Employee Amount ($)	Employer Amount ($)	Total Amount ($)
222222222	New	New	Reynolds	Lara	SING1 - Single	Current Year	50.00	25.00	75.00
333333333	New	New	Hall	Kerry	THre - HusbandWIfe	Current Year	75.00	60.00	135.00
444444444	New	New	Osborne	Ryan	FAM1 - Family	Current Year	100.00	50.00	150.00
555555555	New	New	Stanton	Carl	SING1 - Single	Current Year	50.00	25.00	75.00
Total:							$275.00	$160.00	$435.00

4 contributions found.

Below the contribution table are three buttons:



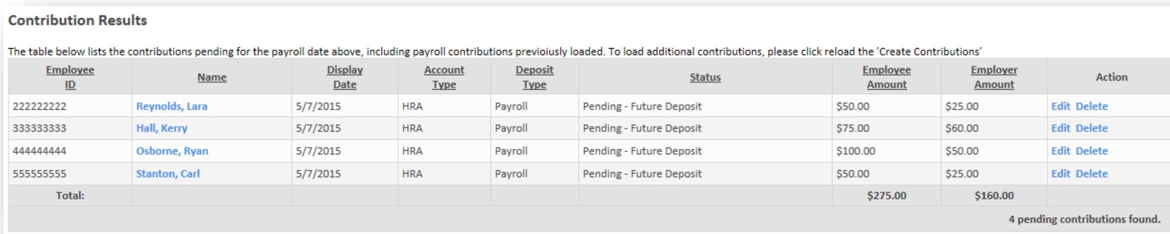
- **Load contributions —** Loads all contributions in the table above as pending contributions; you can review the pending contributions once more, before they are submitted for processing.
- **Export to Excel —** Exports the contributions in the table above as an Excel spreadsheet.
- **Clear all values —** 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* include instructional hover-text.

Step 4. Load contributions.

After clicking *load contributions* a results table appears, showing all the contributions that were loaded.

Note: All newly-loaded contributions begin in a pending status.


Contribution Results

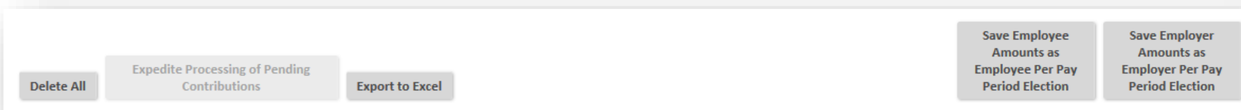
The table below lists the contributions pending for the payroll date above, including payroll contributions previoiusly loaded. To load additional contributions, please click reload the 'Create Contributions'

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.

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.

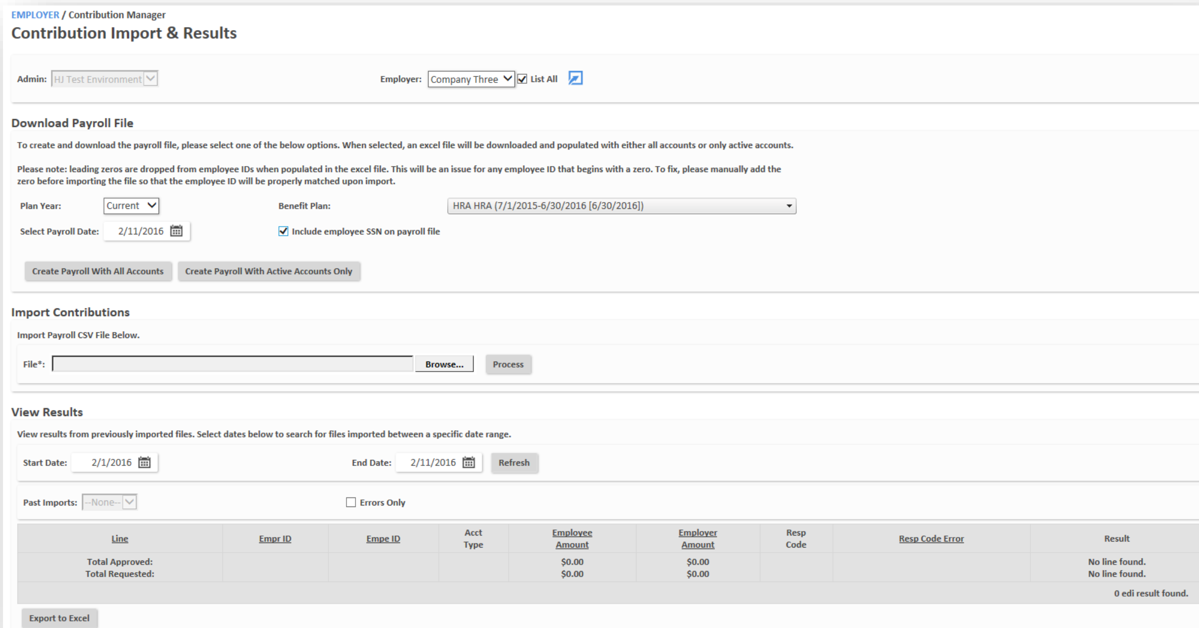
Below the results table are five buttons:



- **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.
- **Expedite processing of pending contributions —** Allows any payroll-funded product partner HSA contributions that are within 2 days of their payroll date to bypass the regular timeframe and begin processing immediately. If none of the currently-displayed contributions are eligible to be expedited, this button will be disabled, as shown above.
- **Export to Excel —** Exports the contributions in the table above as an Excel spreadsheet.
- **Save employee amounts as employee per pay period election —** 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. Saved amounts must be greater than $0.00.
- **Save employer amounts as employer per pay period election —** 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. Saved amounts must be greater than $0.00.

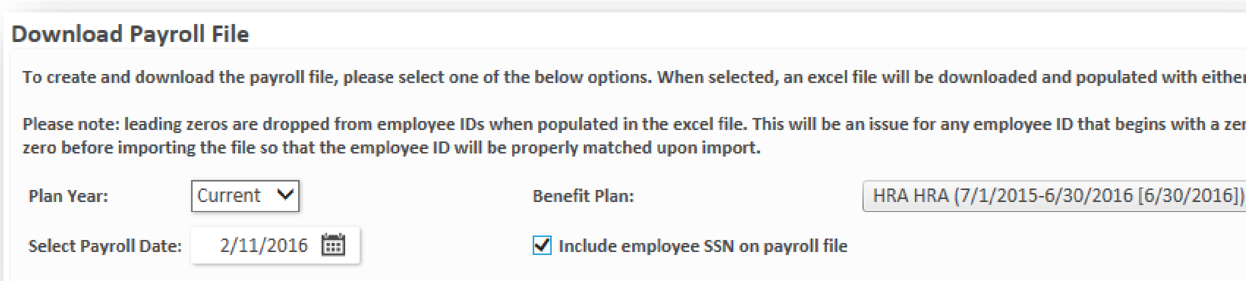
Load contributions via payroll files

Based on a number of factors, you and your team may prefer working with payroll files offline, as opposed to loading contributions within the WCA user interface. This can be done on the *contribution* *import & results* page (*main menu > employer > contribution manager > contributions import & results*). Simply download a payroll file in .CSV format from this page, manipulate the contribution amounts as needed in Excel, and then upload the completed file back into WCA for processing.



Step 1. Download payroll file.

Choose the correct plan year, benefit plan(s), 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.



Below these fields 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 begins downloading.

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
20150508	HRA	20150101	20151231	Reynolds	Lara	222222222	50	50
20150508	HRA	20150101	20151231	Hall	Kerry	333333333	75	75
20150508	HRA	20150101	20151231	Osborne	Ryan	444444444	100	100
20150508	HRA	20150101	20151231	Stanton	Carl	555555555	50	50

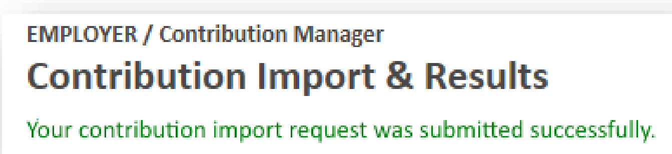
The employee and employer contribution columns can be edited directly within the .CSV file, as shown above. Once the amounts have been entered and saved, the next step is loading the file back into WCA for processing.

Note: Leading zeroes are dropped from employee IDs when the file is populated in Excel. You must 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 participant.

Step 2. Import contributions.

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

If the submission was successful, a green confirmation message appears at the top of the page:

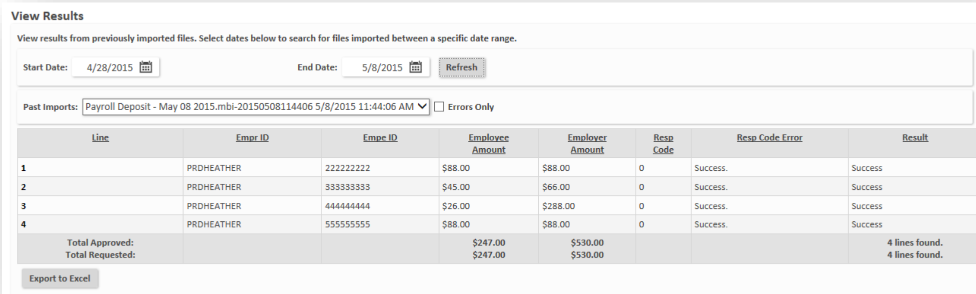


Once the contribution file is successfully submitted, it may take a few moments for it to complete processing and appear in *view results*.

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

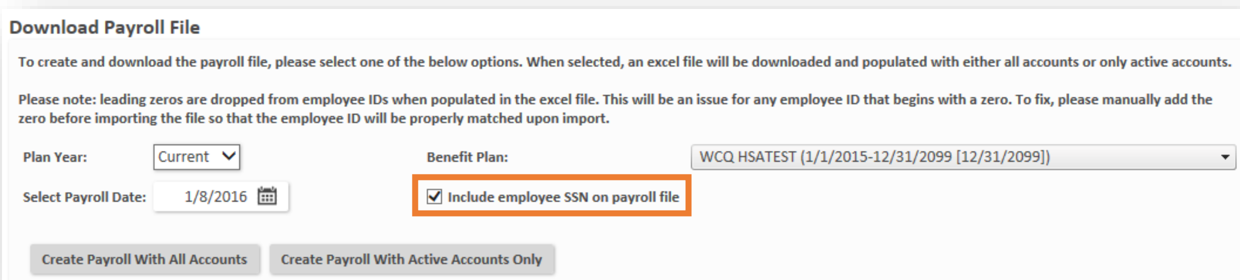
Past Imports: Payroll Deposit - May 08 2015.mbi-20150508114406 5/8/2015 11:44:06 AM Errors Only

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: Total Requested:			$247.00 $247.00	$530.00 $530.00			4 lines found. 4 lines found.

Export to Excel

Including SSN on payroll file download

The main participant identifier included in the downloaded payroll file is the employee ID. If your payroll system uses the employee SSN as the main participant identifier, you can also opt to include the 'employee SSN' field value on the file using the checkbox shown below.



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

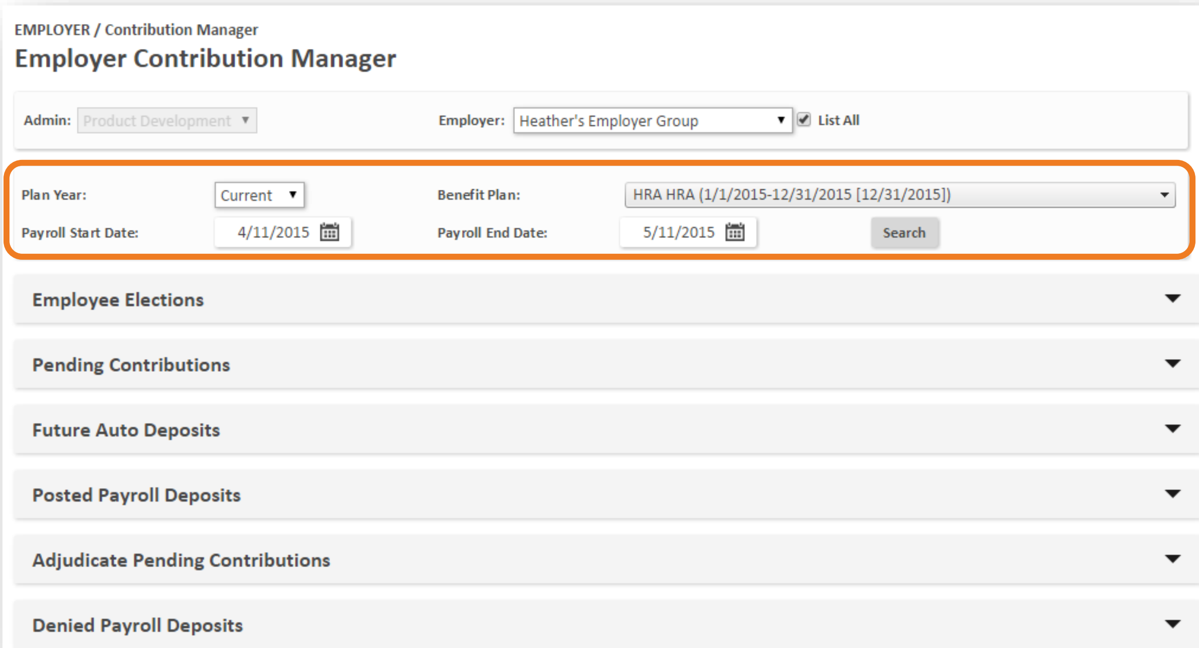
Payroll Date	Account Type Code	Plan Start Date	Plan End Date	Last Name	First Name	Employee ID	SSN	Employee Contributions Per Pay Period	Employer Contributions Per Pay Period
20160108	WCQ	20150101	20991231	Reynolds	Lara	222222222	222222222	50	25
20160108	WCQ	20150101	20991231	Hall	Kerry	333333333	333333333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

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 plan year, benefit plan(s), 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.

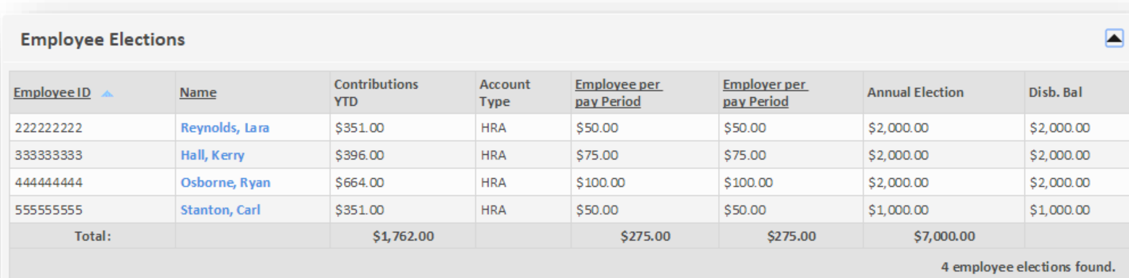
Note: Payroll start and end dates cannot be a range greater than 90 days.



Employee elections

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

Note: Clicking the blue hyperlinked participant's 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 still 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.

Pending Contributions

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

Your administrator may require approval for contributions before they are released for processing. Contributions that are awaiting approval from your administrator 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.

Pending Contributions

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

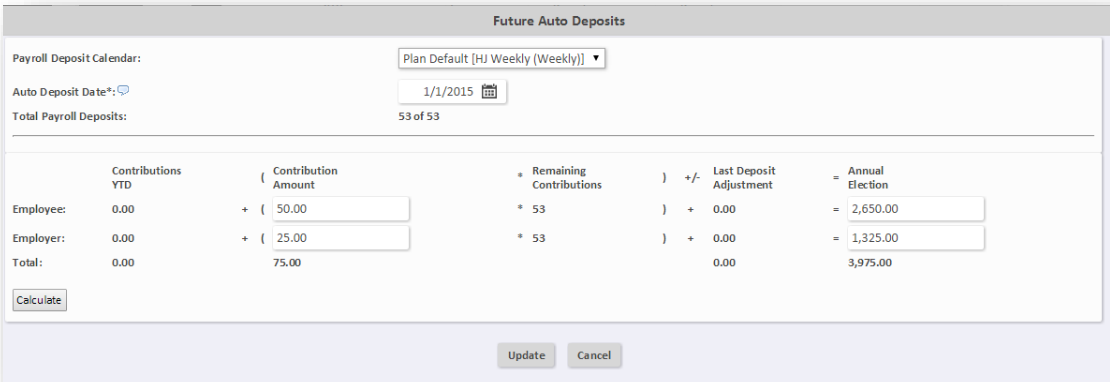
If a plan is linked to a payroll calendar, information on future auto deposits generated by that calendar appears here.

Future Auto Deposits

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 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
222222222	Reynolds, Lara	5/1/2015	Admin - Payroll Deposit	HRA	$50.00	$50.00	$175.00	$2,000.00
222222222	Reynolds, Lara	5/8/2015	Admin - Payroll Deposit	HRA	$88.00	$88.00	$351.00	$2,000.00
222222222	Reynolds, Lara	5/7/2015	Admin - Payroll Deposit	HRA	$50.00	$25.00	$75.00	$2,000.00
333333333	Hall, Kerry	5/8/2015	Admin - Payroll Deposit	HRA	$45.00	$66.00	$396.00	$2,000.00
333333333	Hall, Kerry	5/1/2015	Admin - Payroll Deposit	HRA	$75.00	$75.00	$285.00	$2,000.00
333333333	Hall, Kerry	5/7/2015	Admin - Payroll Deposit	HRA	$75.00	$60.00	$135.00	$2,000.00
444444444	Osborne, Ryan	5/8/2015	Admin - Payroll Deposit	HRA	$26.00	$288.00	$664.00	$2,000.00
444444444	Osborne, Ryan	5/7/2015	Admin - Payroll Deposit	HRA	$100.00	$50.00	$150.00	$2,000.00
444444444	Osborne, Ryan	5/1/2015	Admin - Payroll Deposit	HRA	$100.00	$100.00	$350.00	$2,000.00
555555555	Stanton, Carl	5/8/2015	Admin - Payroll Deposit	HRA	$88.00	$88.00	$351.00	$1,000.00
555555555	Stanton, Carl	5/7/2015	Admin - Payroll Deposit	HRA	$50.00	$25.00	$75.00	$1,000.00
555555555	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 denied payroll deposits 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
222222222	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
222222222	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
333333333	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
333333333	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.