

# Payroll Integration

## Information & Frequently Asked Questions



JULY has developed relationships with several payroll vendors to simplify the process of data file transmittals, contribution file processing, census updates, and annual file remittance.

**JULY's Payroll Pilot** supports both 180° and 360° partners.

180° payroll integrations are one direction, sending plan contribution data to JULY. Services include receiving contributions, managing deposits, enrolling eligible participants, and starting the distribution process for terminated participants. Employee contribution changes are communicated back to the employer for implementation into the payroll system.

Using 360° payroll integration with JULY increases efficiency and assists employers with meeting the fiduciary responsibility to remit timely employee contributions. It also assists with providing current employee election and census information to update accounts, facilitate participant transactions, and annual compliance testing. Employee contribution changes are remitted directly to the payroll service provider.

### What are the Requirements?

- Payroll services must be provided by one of the eligible payroll providers. See a comprehensive list at: <https://www.julyservices.com/payroll-pilot/>.
- Payroll provider maintains employee census data.
- Employer updates payroll software with employee census changes.
- Employer funds contributions via ACH Pull.
- Employee deferral elections are updated and maintained via the JULY participant website.

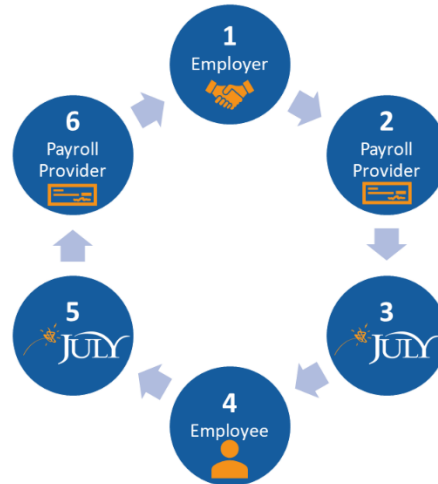
### How Does it Work?

- **From Your Payroll Provider to JULY**  
Each pay period your payroll company sends JULY a payroll file including employee census, wages, deferrals, match, and loan payments as well as year-to-date totals while you receive confirmation emails along the way.

- **From JULY to Your Payroll Provider**

*Available with 360 Integration*

When employees change their salary deferral elections on the JULY website, we will update your payroll system with those changes.



### When do Payroll Companies Communicate with JULY?

JULY receives full census and employee contribution details directly from your payroll provider according to your pay schedule. JULY follows its regular process of scrubbing the data, loading the contributions, and investing the plan contributions. The employer receives confirmation emails throughout the process.

### How are Contributions Funded?

After a file is loaded and reconciled, JULY follows the ACH funding instructions on file for your plan including, if applicable, using forfeitures to offset employer contributions.

### Fee Schedule / Questions

JULY charges an annual fee of \$300. Each additional payroll location, division, or frequency adds an annual \$300 fee. Note: Additional fees from your payroll provider may apply.

For more information, please contact your Client Service Manager at **888.333.5859**.

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**I would like to setup Payroll Integration; how do I get started?** Reach out to July and let them know that you are interested in Payroll Integration. Provide July the name of the payroll provider and payroll software being used. The July payroll integration team will reach out with a Welcome email providing instructions specific to your payroll vendor.

**What are the approximate Fees associated payroll integration?** JULY charges an annual fee of \$300. Each additional payroll location, division, or frequency adds an annual \$300 fee. Note: Additional fees from your payroll provider may apply.

**How long does payroll integration take to setup?** The standard setup time for payroll integration is 4 to 6 weeks depending on the requirements of the payroll vendor and payroll integration provider.

**What are my responsibilities in the setup process?** You will need to work directly with your payroll vendor to make any necessary updates to your payroll software to allow for 401k payroll deductions. Sponsors will be responsible for manually uploading payroll files via the JULY Recordkeeping site until payroll integration is complete. During the integration setup the plan sponsor is responsible for updating employee deferral election and loan changes.

**Do I have to update employee contribution rates and loans once payroll integration is complete?** Only with 180 integration the Employee contribution and loan changes are communicated back to the employer for implementation into the payroll system. Note, with 360 integration all employee contribution and loan changes made on the July portal will transfer via integration to the payroll system.

**Can JULY contact my payroll company directly and update payroll related items?** No. July is unable to update your payroll system on your behalf. The transfer of data in 360 integration is limited to deferral and loan updates only. Changes to employee profiles in payroll are the responsibility of the sponsor for both 180 and 360 integration including all employee demographic information.

**Will JULY contact me about payroll related items in the future?** Yes. Your service team will periodically reach out with any inconsistencies or adjustments needed to your payroll profiles.

**Should I verify the correct amounts are coming out of my bank account?** Yes. It is the responsibility of the sponsor to confirm that the correct amounts were reported in payroll and deposited into the Plan. While this process is automated, it is best practice to ensure deposits are appropriately received and pulled from your bank account each payroll.

**What if I change my bank account for payroll deposits?** Please reach out to your Client Service Manager if your bank account has changed or will be changing. A form is required to update your banking information. Please allow 3-5 business days prior to any changes to ensure there is no interruption in the timeliness of your deposits.

**What if I have a bonus or special pay?** If you run any additional off cycle payrolls outside of your regular expected payroll check dates, please notify your CSM as soon as possible to ensure timely processing.

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**What if I change payroll providers?** Notify July as soon as possible. Any change in payroll providers will terminate the current payroll integration feed. Payroll integration (if available) will need to be coordinated with the new payroll vendor. Note, the sponsor will be responsible for manually uploading any payroll files and updating employee deferral election and loan changes until payroll integration can be established.

**Do I have to complete JULY's year-end census request?** If applicable based on services, yes. While the data received during the plan year will be reflected on the year-end census, we still ask that you review the data for accuracy, make any adjustments needed, and submit the final census Action Item on the JULYPortal. This verifies the accuracy of the data received during the year.