



Processing a Manual or Systematic Payroll Contribution in Retirement Plan Manager (RPM)

To begin your contribution, manual or systematic, click on the Payroll tab or “Process payroll contributions” from the right toolbar under “I want to” and follow the steps below. The RPM Instructional Videos also provide step-by-step instructions.

Manual Contribution	Systematic Contribution
<ul style="list-style-type: none"> • Click on “Add New Payroll” and select “Manual” from the drop-down list. • On the “Add a New Payroll” page, the first tab on the left is “Search for participants.” Under “Criteria,” set up the information you want to see when completing your payroll contribution: Status of Participants, Employee Compensation Group, and Add/Remove Columns. Note: For Employee Contributions, “Salary Reduction” should be checked in the “Employer Contribution and Employee Contribution” section. Important: Deselect any boxes checked in the “Compliance Testing” section. Inputting contributions into these fields will cause the contribution to not be processed. • Complete the Payroll Date, input the Payment Type, and enter the amounts for the contributions under “Make your edits.” tab. Important: ACH funding will only be available if there is a bank on file for the plan. If “Check” is selected as the Payment Type, you must submit a check to Invesco. Do not select Wire or N/A. • Once the screen is completed, you have the option to “Save and Continue Later” or “Continue.” Note: Continue will not activate until you have entered contribution amounts. Important: If you click on “Save and Continue Later,” your contribution will not be processed. • If the “Fund your payroll.” tab displays, click Continue to bypass. • Under “Verify and submit your changes.” tab, “Verify new Payroll” by reviewing your payroll data to ensure it is accurate. The “Funding Method” will also be displayed for verification. Important: If you selected “Check,” you must remit a payment to Invesco before the contribution will be processed. Make sure to reference the Plan ID and Batch number in the memo field of the check. This information can be found on the Payroll Summary page. Checks should be mailed to Invesco Investment Services. Click on “Submit.” • A list of payroll contributions will display. ACH payroll contributions submitted prior to 3:00 p.m. CT will receive the current day trade date. Contributions after 3:00 p.m. CT will receive the next day trade date. For checks, the trade date will depend on when Invesco receives the payment. You may also View and Copy the payroll contribution. The Edit and Delete functions are only available if the transaction has not completed processing. <p>The following statuses are available in RPM:</p> <ul style="list-style-type: none"> ○ In progress - A saved contribution that has not been transmitted to Invesco. Important: No contribution will be processed while it is in this status. ○ Held - A transmitted contribution is awaiting processing. ○ Pending - Invesco is currently processing the contribution. ○ Confirmed - The contribution has completed processing and has posted to the participant’s accounts. ○ Confirmed Cancel - Invesco was unable to fully process the contribution. If this occurs, please contact Invesco at 1-800-241-9799. 	<ul style="list-style-type: none"> • Click on “Add New Payroll” and select “Systematic” from the drop-down list. Note: A Systematic Payroll Contribution can only be established if you have a bank on file for the plan. • On the “Add a New Payroll” page, the first tab on the left is Search for participants. Under “Criteria,” set up the information you want to see when completing your payroll contribution: Status of Participants, Employee Compensation Group, and Add/Remove Columns. Note: For Employee Contributions, “Salary Reduction” should be checked in the “Employer Contribution and Employee Contribution” section. Important: Deselect any boxes checked in the “Compliance Testing” section. Inputting contributions into these fields will cause the contribution to not be processed. • Complete the Payroll Date and enter the amounts for the contributions under “Make your edits.” tab. Important: For biweekly drafts, the system will default to the next calendar week. For monthly drafts, the default is to the next calendar month. • Once the screen is completed, you have the option to “Save and Continue Later” or “Continue.” Note: Continue will not activate until you have entered contribution amounts. Important: If you click “Save and Continue Later,” your contribution will not be processed. • Specify how often you want to draft on the “Specify payroll schedule” tab. Note: The “Monthly Indicator(s)” section will only activate if you select “Monthly” as the frequency. Click on “Continue.” Note: Continue will not activate until all fields have been completed. • On the “Verify new Payroll” page, review your payroll data to ensure it is accurate. The “Funding Method” will also be displayed for verification. Click on “Submit.” Important: If the bank information is incorrect, contact Invesco for information on how to update the bank. Note: Once the systematic payroll is established, Invesco needs 1 day to make any changes. • A list of payroll contributions will display under the Roster Type “Systematic Model.” You may View and Copy the payroll contribution information. The Edit and Delete functions are only available if the transaction has not completed processing. Important: If the status lists “In progress,” then the request is in a saved status and nothing will be processed.