TRUST Advantage

Member Benefits Quick LINK

What Payroll Coordinators Need to Know
(TSA only)

WEA Member Benefits
Every member financially secure.

What Payroll Coordinators Need to Know About *Trust Advantage* for TSAs

Trust Advantage allows employees to pay premiums for WEA Member Benefits' (Member Benefits) auto, home, and umbrella liability policies and contribute to the TSA and the WEAC IRA through payroll deduction. It's offered to district employees on a strictly voluntary basis. Currently, your school only participates in the TSA program.

We now offer the option of submitting your Roth TSA and TSA contributions electronically, which is called *QuickLink.* This option is at no cost to your district. This manual describes the *QuickLink* process.

Overview. Following is a brief description of the process:

- Before selecting payroll, you will add, change, or stop TSA deductions/benefits on the pay record.

- Run payroll.

- After running payroll, create a remittance file and submit it to Member Benefits.

What next? Once you ask us to move ahead with the automated remittance:

- We will arrange a time for training of the process.

- We will send you an ACH authorization to complete and return.

- You will modify your current deduction codes for TSA to stop printing checks, and you will also add a deduction code if you're just starting the Roth TSA program.

★ **Update Deduction Codes in Skyward**

<mark>Since you currently contribute for TSA, there's no need to create new deduction and/or benefit codes (unless you don't have WEA-specific codes in your system, and instead have one code for all vendors). Once your last payroll is done prior to your training, you will need to change the TSA deduction codes so that checks no longer print.</mark>

What do I set up for the deduction codes?

Go into Skyward PaC and go to the screen to set up a deduction code.

1. **If you don't already have a deduction code set up for the following, create one code for each TSA product that your district participates in (and one code for each IRA product, if offered):**

   TSA Elective, fixed amount   Traditional IRA
   TSA Elective, %-based   Roth IRA
   TSA Non-Elective, fixed amount
   TSA Non-Elective, %-based
   Roth TSA Elective, fixed amount
   Roth TSA Elective, %-based

2. **Complete the rest of the screen as follows:**

   - Deduction code — Enter the code you prefer.
   - Check Stub Description — Enter the description that will show on the check stub.
   - Description — This description will be associated and seen next to the code in certain areas of Skyward.
   - Group — Please ask your auditor.
   - Reimbursed — Do not select.
   - Account Breakdown — Do not select.
   - Decreases Federal Gross — Select if an elective TSA (fixed or percentage-based).
     Do not select if a Roth TSA (fixed or percentage-based).
     Do not select for an IRA (any kind).
   - Decreases State Gross — Select if an elective TSA (fixed or percentage-based).
     Do not select if a Roth TSA (fixed or percentage-based).
     Do not select for an IRA (any kind).
   - Pay level — This applies if using the default deductions and benefits.
   - W2 Level — Select appropriately if an elective TSA (fixed or percentage-based).
     Select "Code BB" if a Roth TSA (fixed or percentage-based).
     Do not select if an IRA (any kind).
   - Account # — Select the liability account that will accumulate the contributions.
   - Amount Type — Select "Amount" for fixed deductions/benefits.
     Select "Percentage" for percentage-based deductions/benefits.
   - Amount/Percent — Leave at "$0.00."
   - Maximum Amount — Leave at "$0.00."

If you prefer to automatically create A/P invoices (generate a manual check):

- Vendor information   Select WEA Vendor that you just created.
- Account Detail   This option will print internal accounting information on the invoice.
- Batch Number   Assign a batch number, such as "PWEA" to distinguish WEA invoices from other types of invoices.
- Invoice Type   Choose "Hold."

**If you prefer to make a manual journal entry for electronic payables:**

- Vendor information   Leave the entire section blank.

How does the money reconcile from my account?

The Skyward software can automatically create A/P invoices from payroll transactions, eliminating the need to make journal entries for electronic payables. When the deduction code is set up, select the new vendor that you created (which is separate from the WEA Health Trust). You will select the "Batch Number" as "PWEA" so that it distinguishes this invoice from other types of invoices. You will also select "Hold" for the "Invoice Type" field. When paying electronically, the invoice type is changed to "Manual" through the A/P area so that the accounting is processed, but a check is not printed. The invoice is assigned a manually entered check number, which should be lower than the standard check stock, and the manual check is run through check processing. This process allows the manual check to be made part of the Check Reconciliation software.

★ **Create Folders on Your Network or Computer to Save Files**

It's helpful to create a folder on your network or computer called, "To WEA." The "To WEA" folder is used to save the remittance file that you'll send to us.
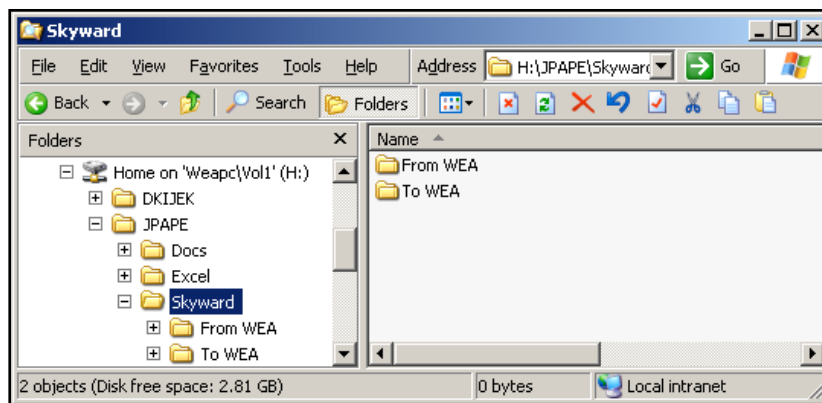
★ **Maintenance of Deductions/Benefits**

You will continue to start, stop, and change TSA deductions/benefits on the pay record.

★ **Run Payroll**

★ **Export TSA Contribution Information and send it to Member Benefits**

After you have run payroll, you must save or export the contributions to a text file, called the remittance file. If running summer pays, see the Summer Pays section.

> *DO NOT BUILD AN EXPORT FILE FOR THE SAME PAYROLL MORE THAN ONCE.*
> *If you build the export file more than once, the system will assume that you took another deduction, and it will result in an overpayment to Member Benefits.*
>
> *If you are unsure if you've already exported for a payroll or if you have exported more than once for a payroll, contact Jess Pape at WEA Member Benefits.*

To save or export the remittance file:

1. Once payroll is complete and you're ready to send the remittance file to us, at the *Trust Advantage* Interface screen, click on "Export."
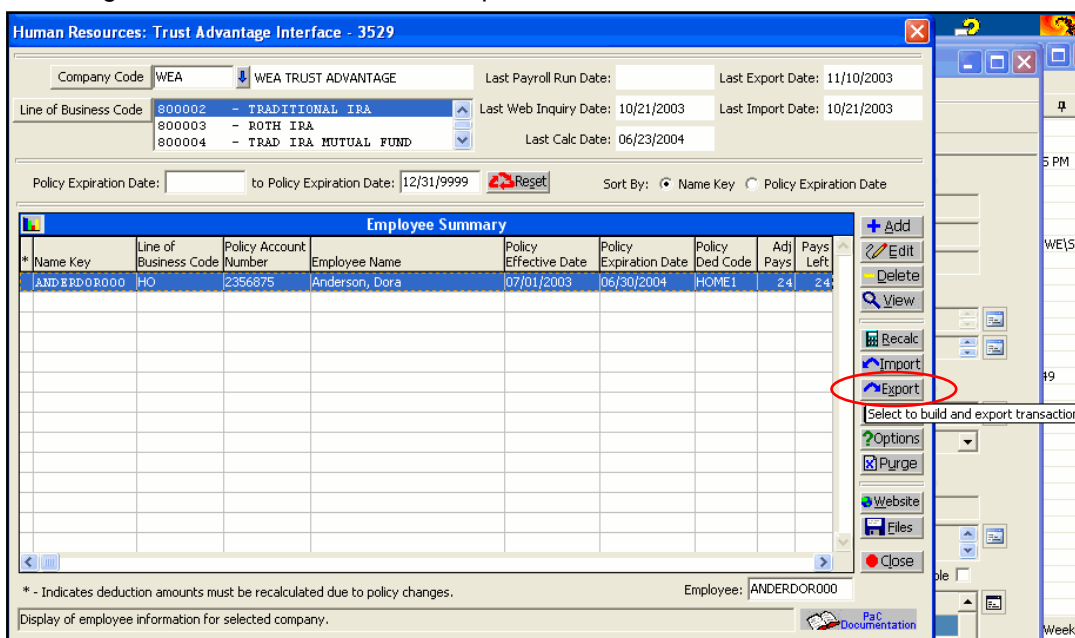

2. Click on "Build."
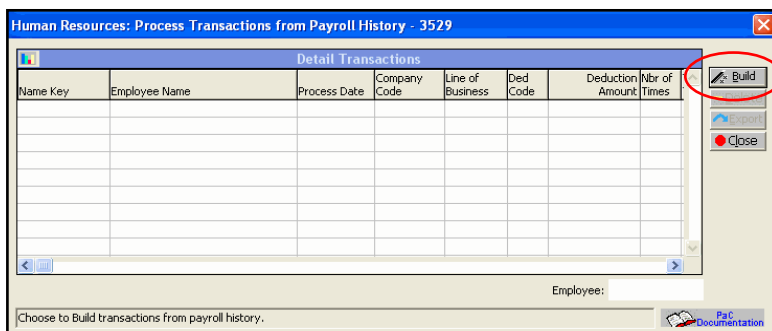
3. Select the appropriate payroll, and click on "Run." If you want to select more than one line, click on the top-most line, then hold down your "Shift" key and select the bottom-most line. This will select all applicable payrolls. **If a prior payroll appears that should have been sent to WEA Member Benefits, contact Jess Pape.**
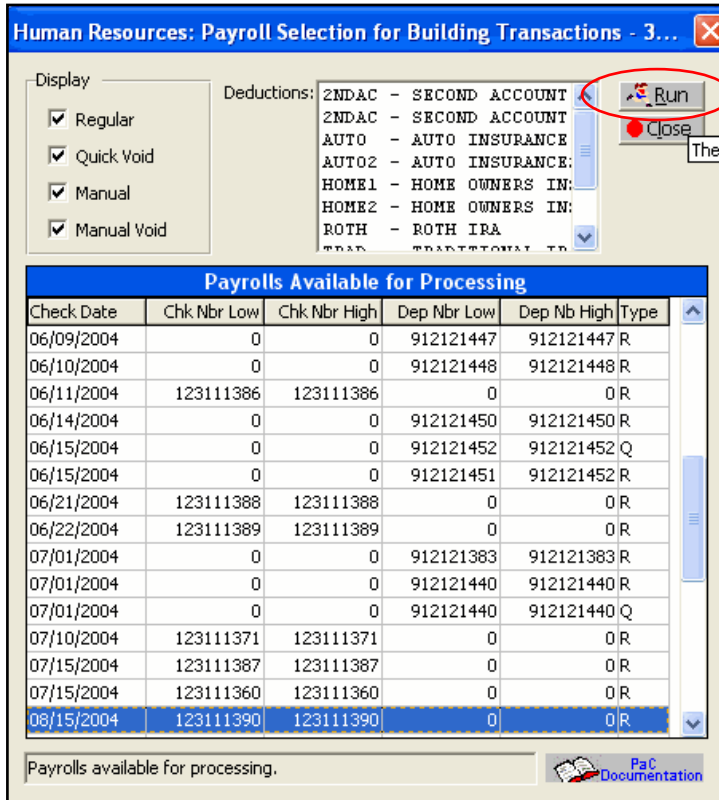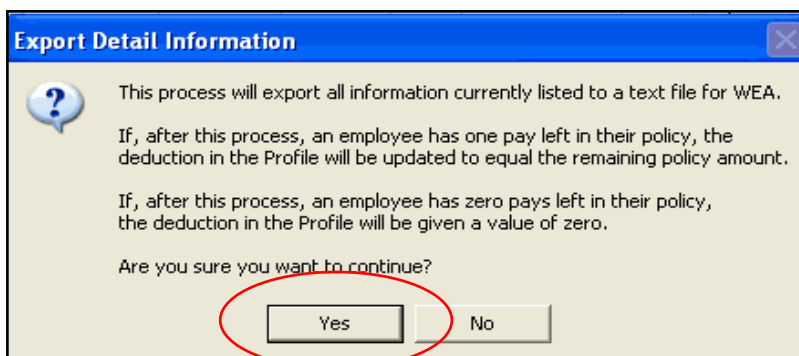

4. Click on "Yes." A report will print showing you the contributions from the selected payroll.
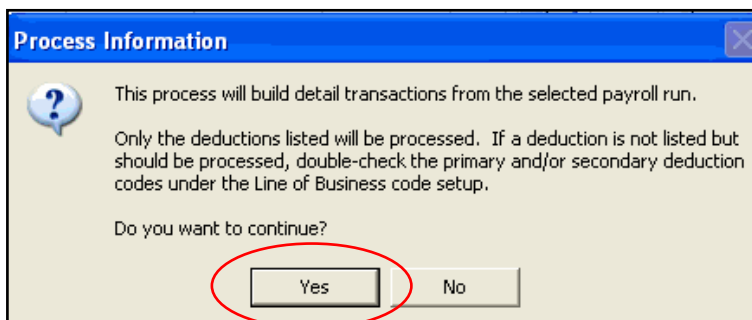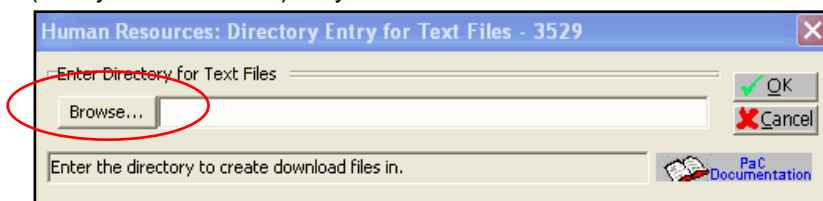
5. A screen will appear showing you contributions from the selected payroll. Click on "Export."
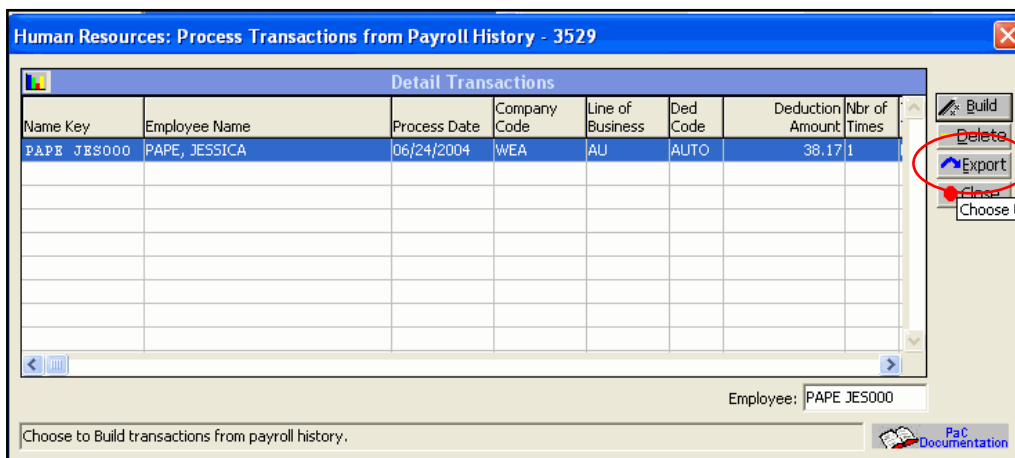
6. Read the message box, "Export Detail Information", and click on "Yes."

7. Click on "Browse," and select the directory where you want to save the export file (…Skyward\To WEA\) on your network/PC.
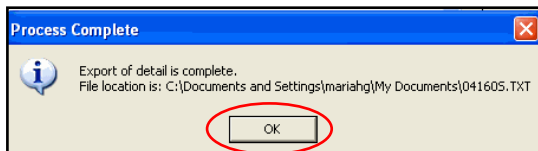

8. Click on "OK." A message box will appear asking you if you want to replace the current file. Click on "Yes" or "OK."
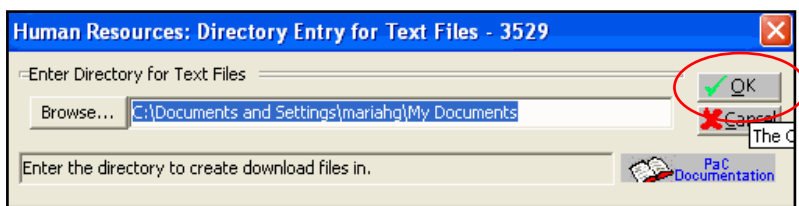
9. Click on "OK." A report will print showing what will be included on the export/remittance file that you will send to WEA Member Benefits.

10. Click on "Close," and then close the *Trust Advantage* Interface screen.
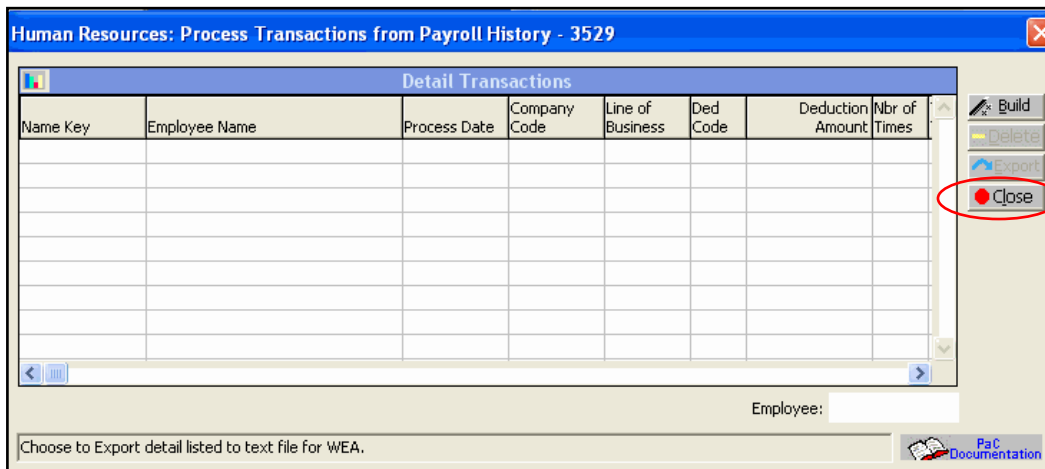
11. At the *Trust Advantage* Interface screen in Skyward, click on the "Web site" button, or go to the following Web address: https://weacbenefits.com/quicklink/. Log onto the Web site with your district number and password.
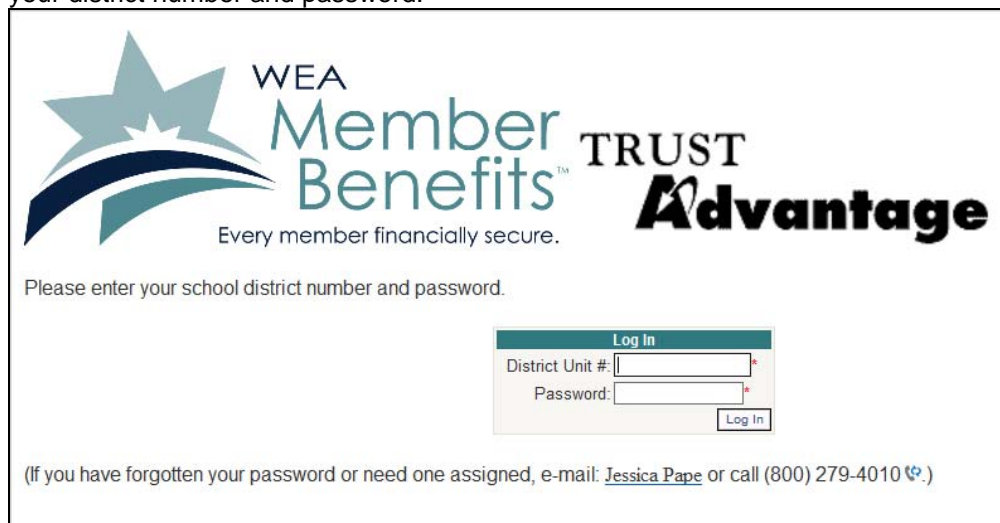
12. Go to the section, "To send remittance file after running payroll." Click on "Browse" under Step 2.

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Every member financially secure.

To send remittance file after running payroll
1: After you run payroll in Skyward, you will be asked to export a file and send it to WEA Trust.
2: Click Browse and select that file: **We will draw the amount from your account on the date indicated in the Draw Date box.**
Browse... Draw Date 2/23/2015
If you do not see a "**Browse**" button, your browser does not support attachments. E-mail Jessica Pape or call (800) 279-4010
3: Click Submit when you are ready to upload your remittance file.

To View Recently Submitted Files
View Recently Submitted Files

13. Find the remittance file you saved. The file name should be your WEA Trust unit number, followed by an "s" which shows that Skyward generated the file. Click on "Open."

14. After you've selected the remittance file to submit, select the draw date. The draw date is defaulted to the current business day plus two business days. The draw date cannot be prior to this date and cannot be more than 4 months in the future from this date. You can type the draw date or select the draw date from the calendar. Once the draw date is selected, click on "Submit" under Step 2 on the screen. This completes the process.

15. A screen will appear confirming that you sent the remittance file.

16. If you submit an incorrect file, you should receive the following errors:

File Submitted	**Error Will Read**
Non-text file	You must upload a valid Skyward remittance file.
File previously submitted	File was previously submitted.

What if I forget to save (export) the remittance file?

At the end of the payroll update, a message box will appear telling you that the update is complete. It will also say, "Don't forget to generate the WEA text file for this payroll and export it to WEA."

If you forget to save (export) the remittance file after this message appears, it's o.k. to generate the remittance file and send it to us through our Web site.

Call Jess Pape at WEA Member Benefits with any questions if you're unsure what to do.

How do I know what was withheld from the employees' paychecks?

A report will print automatically when you create the remittance file. You can also run the "Detail Transaction Report" available in Skyward which details the deductions/benefits from a specific pay period.

What if I saved (exported) a remittance file but forgot to send it to Member Benefits?

At the *Trust Advantage* Interface screen, click on the button called, "Files." The following screen will show the files exported from Skyward to WEA ("Text file created by Skyward to send to WEA.")

Select the applicable export file by looking at the "Date added" column, and select "Extract." Choose where you want to save the file (the "To WEA" folder). Submit the file to Member Benefits using Step 10.

Type of file	Created By	Description	Date added	Time Added
WEA	SPLETTER-GUTHMAN, LISA	Text file created by Skyward to send to WEA	03/30/2006	13:08:21
WEA	SPLETTER-GUTHMAN, LISA	Text file created by WEA to import into Skyward	03/28/2006	13:32:59
WEA	SPLETTER-GUTHMAN, LISA	Text file created by Skyward to send to WEA	03/10/2006	15:00:38
WEA	SPLETTER-GUTHMAN, LISA	Text file created by WEA to import into Skyward	03/10/2006	11:28:09
WEA	SPLETTER-GUTHMAN, LISA	Text file created by Skyward to send to WEA	02/23/2006	13:55:35
WEA	SPLETTER-GUTHMAN, LISA	Text file created by WEA to import into Skyward	02/23/2006	12:15:41
WEA	SPLETTER-GUTHMAN, LISA	Text file created by Skyward to send to WEA	02/10/2006	15:37:58
WEA	SPLETTER-GUTHMAN, LISA	Text file created by WEA to import into Skyward	02/10/2006	13:43:44
WEA	SPLETTER-GUTHMAN, LISA	Text file created by Skyward to send to WEA	01/30/2006	11:06:32
WEA	SPLETTER-GUTHMAN, LISA	Text file created by WEA to import into Skyward	01/26/2006	10:04:38
WEA	SPLETTER-GUTHMAN, LISA	Text file created by Skyward to send to WEA	01/11/2006	14:36:05
WEA	SPLETTER-GUTHMAN, LISA	Text file created by WEA to import into Skyward	01/10/2006	16:43:36
WEA	SPLETTER-GUTHMAN, LISA	Text file created by Skyward to send to WEA	12/19/2005	15:16:12
WEA	SPLETTER-GUTHMAN, LISA	Text file created by WEA to import into Skyward	12/19/2005	13:56:06

HR\PA\RE\PA\MF\WE - 3529 - Extract Saved Files

User By:

Files backed up in database

Extrct
Add
Close

Additional File Information

File Size: 1,420   Menu Path: HR\PA\RE\PA\MF\WE   Menu Desc: WEA Interface

Original File: C:\Skyward\WEA\044705.TXT
Miscellaneous Information

Shows files backed up in the database.   PaC Documentation

Summer Payrolls

I run a lump sum payroll (5-6 deductions/benefits in one check) in June for certain employees for their summer paychecks. Do I need to do anything different?

There's no need to do anything differently. You'll still need to export a file containing these contributions and send the file to us as shown in Step 11 before processing your next payroll.

I run six payrolls in June, which include June, July, and August, for our teaching staff. Do I need to do anything different?

If all of the summer pays can be drawn at one time, export all of the summer pays (at the payroll select screen, use your Shift key and your mouse to highlight all summer pays) and submit them to us on our website, specifying the draw date for all of the summer pays.

If each summer pay needs to be drawn at different times (i.e. the 7/1 payroll needs to be drawn on 7/1, 7/15 on 7/15, etc.), after each payroll is complete, you should export each summer pay separately and submit the file on our website separately, specifying the applicable draw date for each submission. Contrary to the past, you can now submit your 8/1 file on 6/15, and specify 8/1 as the draw date.

Miscellaneous Questions & Answers

Who do I contact with questions or problems with *QuickLink*?

Jessica Pape
Trust Advantage Service Coordinator
WEA Member Benefits

Phone: (800) 279-4010, extension 1101
              direct line: 608-709-4606
Fax: (608) 223-9700
E-mail: jpape@weabenefits.com

Who do I contact with general questions on the TSA program?

Retirement and Investment Services
Phone: 800-279-4030
Fax: 608-237-2529