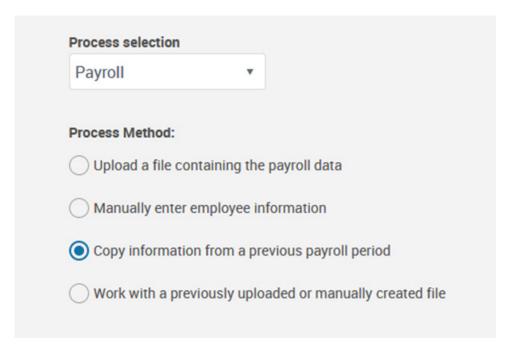


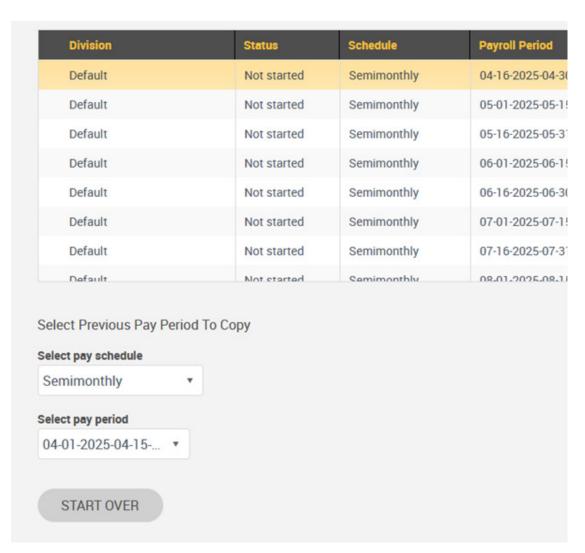
Copy and edit previous remittance file instructions

Step 1: Select Copy information from a previous payroll period and click on Next.



Step 2: Copy previous payroll.

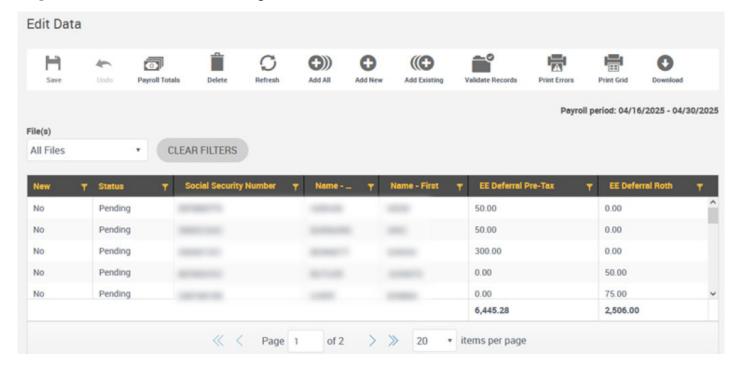
- a. Select payroll period you are remitting for.
- b. Select pay schedule (semimonthly, bi-weekly, monthly).
- c. Select previous pay period you are copying.
- d. Click on Next.



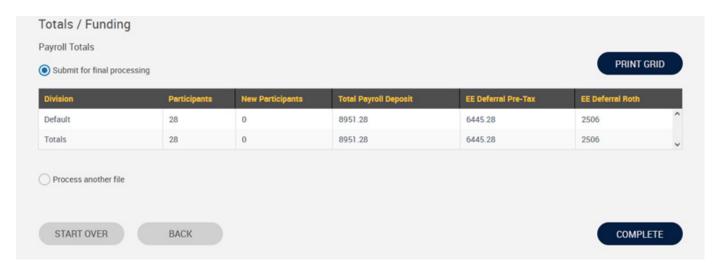


Copy and edit previous remittance file instructions (con't)

Step 3: Edit remittance, save changes, and click on Next.



Step 4: Confirm totals/funding and click on Complete.



Step 5: Submit and print confirmation.