

# Copy and edit previous remittance file instructions

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

**Process selection**

Payroll

**Process Method:**

☐

Upload a file containing the payroll data

☐

Manually enter employee information

☒

Copy information from a previous payroll period

☐

Work with a previously uploaded or manually created file

- 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.

Division	Status	Schedule	Payroll Period
Default	Not started	Semimonthly	04-16-2025-04-30
Default	Not started	Semimonthly	05-01-2025-05-15
Default	Not started	Semimonthly	05-16-2025-05-31
Default	Not started	Semimonthly	06-01-2025-06-15
Default	Not started	Semimonthly	06-16-2025-06-30
Default	Not started	Semimonthly	07-01-2025-07-15
Default	Not started	Semimonthly	07-16-2025-07-31
Default	Not started	Semimonthly	08-01-2025-08-15

Select Previous Pay Period To Copy

Select pay schedule

Semimonthly

Select pay period


04-01-2025-04-15-...


START OVER


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


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


Edit Data


 Save


 Undo


 Payroll Totals


 Delete


 Refresh


 Add All


 Add New

 Add Existing

 Validate Records

 Print Errors

 Print Grid

 Download

Payroll period: 04/16/2025 - 04/30/2025

File(s)

All Files

CLEAR FILTERS

New	Status	Social Security Number	Name - Last	Name - First	EE Deferral Pre-Tax	EE Deferral Roth
No	Pending				50.00	0.00
No	Pending				50.00	0.00
No	Pending				300.00	0.00
No	Pending				0.00	50.00
No	Pending				0.00	75.00
					6,445.28	2,506.00

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20 items per page

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

Totals / Funding

Payroll Totals

☒ Submit for final processing

PRINT GRID

Division	Participants	New Participants	Total Payroll Deposit	EE Deferral Pre-Tax	EE Deferral Roth
Default	28	0	8951.28	6445.28	2506
Totals	28	0	8951.28	6445.28	2506

☐ Process another file

START OVER

BACK

COMPLETE

**Step 5:** Submit and print confirmation.