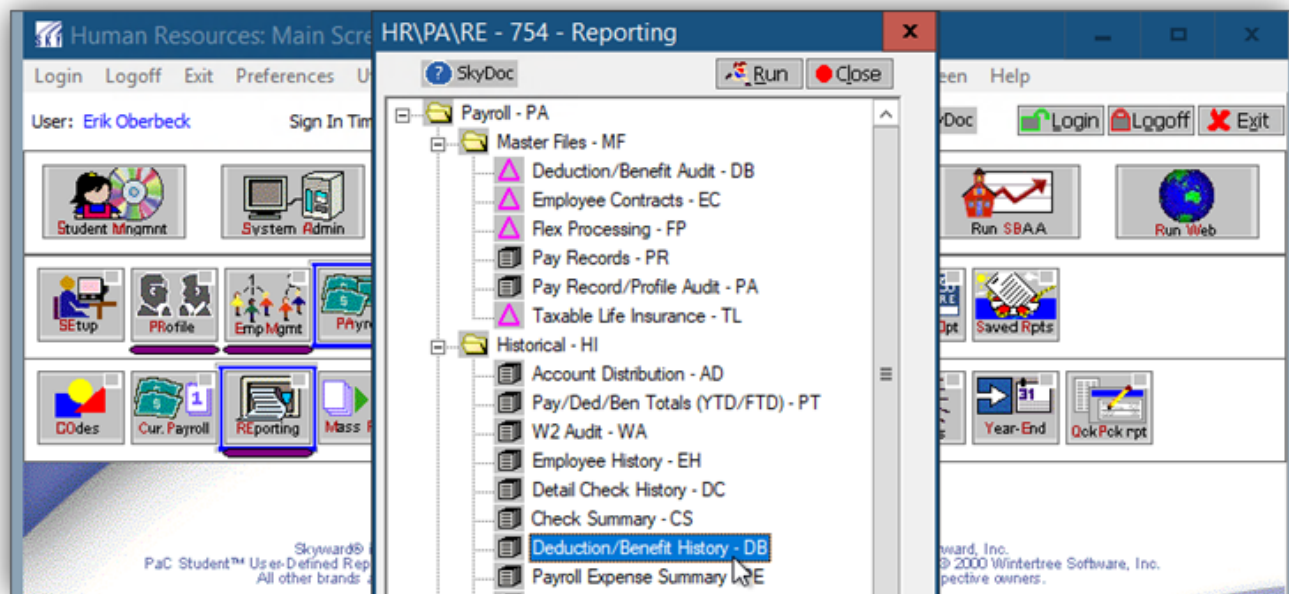


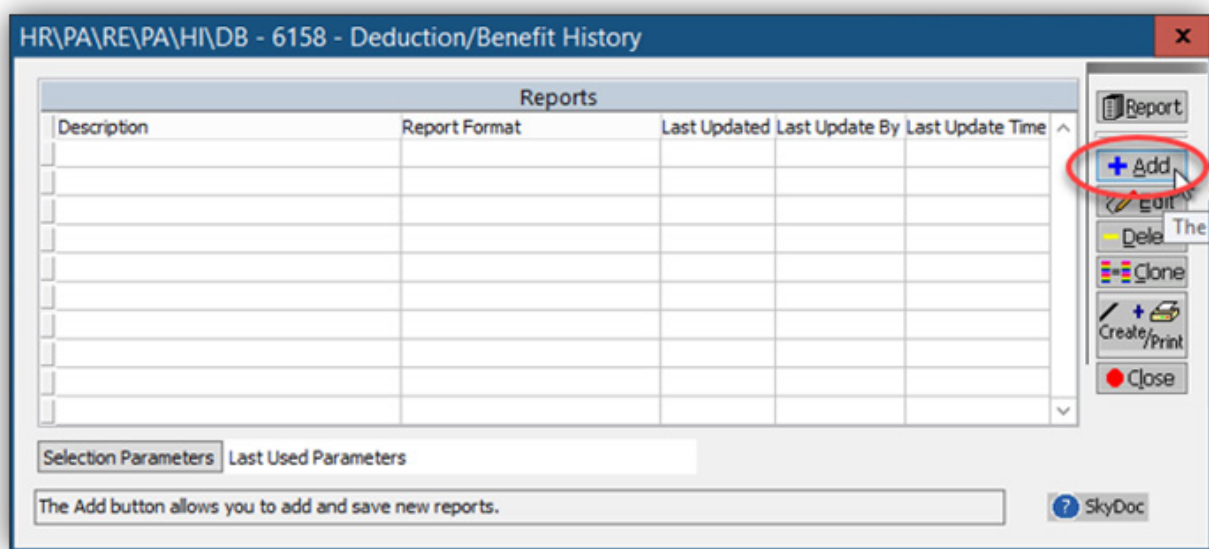
# Exporting 403(b) remittance information from Skyward PaC/SMS

## INITIAL SETUP *(this section includes details of a one-time setup)*

**Step 1:** In SMS/PaC, go to Human Resources, Payroll, Reporting. Under Historical, choose Deduction/Benefit History.



**Step 2:** Click Add.



**Step 3:** Enter the report name for the applicable deduction/benefit type. You will create separate reports for the following that are applicable to your district:

- WEA Pre-Tax 403B (deduction)
- WEA Roth 403B (deduction)
- WEA Employer contributions (benefit)
- WEA Employer contributions subject to vesting (benefit)
- WEA In lieu of benefit codes (deduction or benefit depending on district setup)

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**Step 4:** Select the following for each template. Choose deduction or benefit depending on the report type. Make sure to check “Print Social Security Number” and “Print Hire/Start Date”.

Report Type:

☒ Deduction
 ☐ Benefit
 ☐ Both

Report Order:

☒ Name Key
 ☐ Social Security Number

Name Format:

☒ Last-First-Middle
 ☐ First-Middle-Last

☒ Print Social Security number

☒ Print Hire/Start Date

Heading for this report

SkyDoc

**Step 5:** Click on Deduction (or Benefit when applicable) and click Select.

HR\PA\RE\PA\H\HDB - 6158 - Current Selection Parameters

As changed for this process.

Code Type

Employee Building

Employee Check Loc

**Deduction**

Employee Type

☐ All
   
☒ **Select**

Selected Codes

| Code | Description |
|------|-------------|
| Ret  | Retirement  |
|      |             |
|      |             |
|      |             |
|      |             |
|      |             |
|      |             |
|      |             |
|      |             |
|      |             |

Edit

OK

Options

Save

Load

Reset

Close

**Step 6:** Choose the appropriate codes from the left and click Add to move them to the Selected Codes on the right. Click OK.

HR\PA\RE\PA\H\HDC - 3306 - Deduction Codes Selection

Deduction Codes Selection for this process.

Available Deduction Codes

|       |                 |
|-------|-----------------|
| WKPER | WRK PERM REIMB  |
| WRS   | WIS RETIREMENT  |
| WRS-A | WRS ADJUSTMENT  |
| WRSE  | WRS REVERSAL    |
| WRSEE | WRS CONTRIB     |
| WRSJA | WRS JAN REVISED |
| XAP   | FLEX ACC/DIS PR |
| XCP   | FLEX CANCR PREM |
| XDC   | FLEX DAY CARE   |
| XDE   | DENTAL 96-97    |
| XDP   | FLEX DENTL PREM |
| XHC   | FLX MEDICAL EXP |

Add

Remove

Add All

Rem All

Lookup: WKPER

Selected Deduction Codes

|     |                |
|-----|----------------|
| WEA | WEATAX SHELTER |
| WEP | WEA (PERCENT)  |

Lookup: WEA

Adds selected Deduction Codes.

SkyDoc

OK

Cancel

2

Exporting 403(b) remittance information from Skyward PaC/SMS (con't)

**Step 7:** Repeat the steps above for the other deduction/benefit types applicable to your district.

**Step 8:** Once you have created the applicable reports, your report templates should look something like this.

HR\PA\RE\PA\HI\DB - 6158 - Deduction/Benefit History

Reports

| Description   | Report Format | Last Updated | Last Update By | Last Update Time |
|---|---------------|--------------|----------------|------------------|
| Elective Pretax   | Deduction     | 05/15/2025   | eriko          | 08:40:35         |
| Elective Roth   | Deduction     | 05/15/2025   | eriko          | 08:37:32         |
| WEA Employer Contribution   | Benefit       | 05/15/2025   | eriko          | 08:39:57         |
| <input checked="" type="checkbox"/> WEA Other Employer Contribution | Benefit       | 05/15/2025   | eriko          | 08:40:24         |
| <input type="checkbox"/>  |               |              |                |                  |
| <input type="checkbox"/>  |               |              |                |                  |
| <input type="checkbox"/>  |               |              |                |                  |
| <input type="checkbox"/>  |               |              |                |                  |
| <input type="checkbox"/>  |               |              |                |                  |
| <input type="checkbox"/>  |               |              |                |                  |
| <input type="checkbox"/>  |               |              |                |                  |

Report

+ Add

Edit

Delete

Clone

Create/Print

Close

Selection Parameters

Last Used Parameters

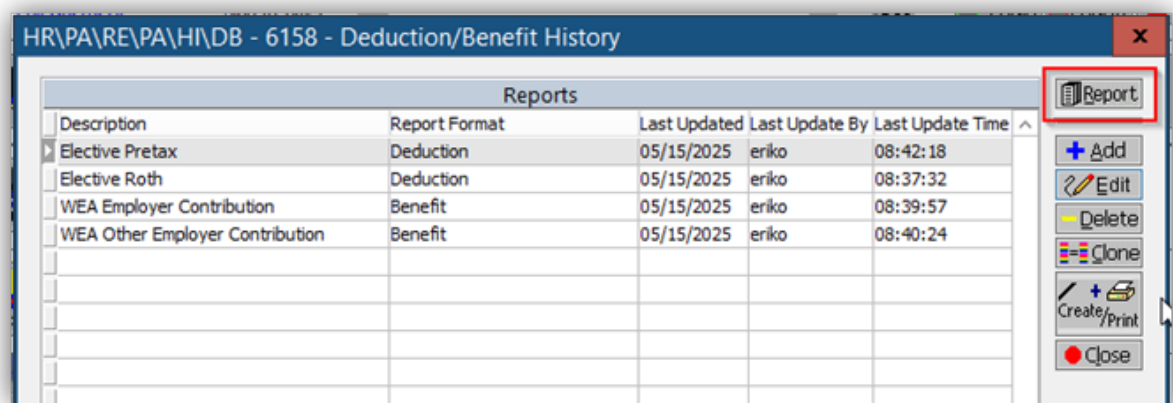
Double-click to update the selected report.

SkyDoc

## Exporting 403(b) remittance information from Skyward PaC/SMS (con't)

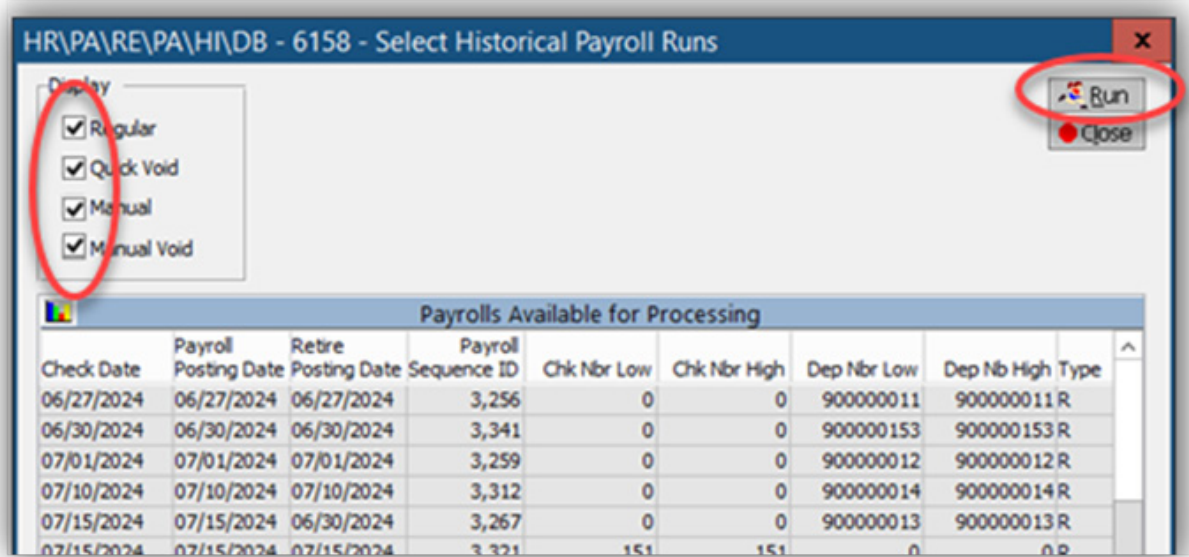
### TO RUN THE REPORT

**Step 1:** Select the appropriate report and click Report on the right.

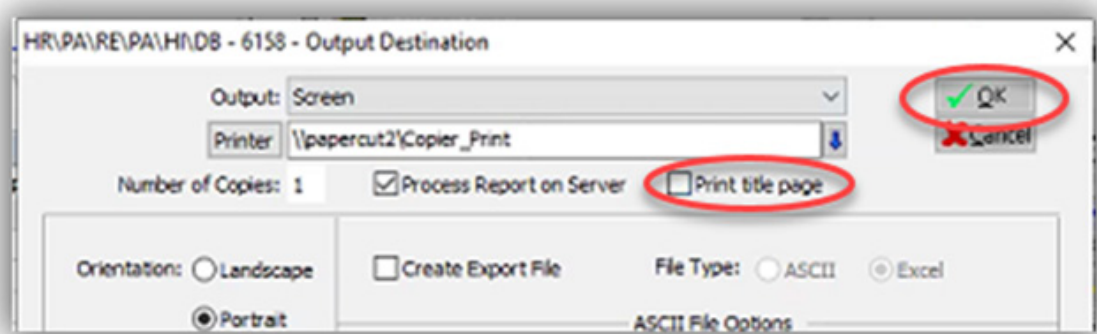


**Step 2:** Choose to display payroll types of regular, quick void, manual, and manual void. Then select the appropriate pay run, and click Run.

*TIP: Use Ctrl + click to select multiple payruns.*

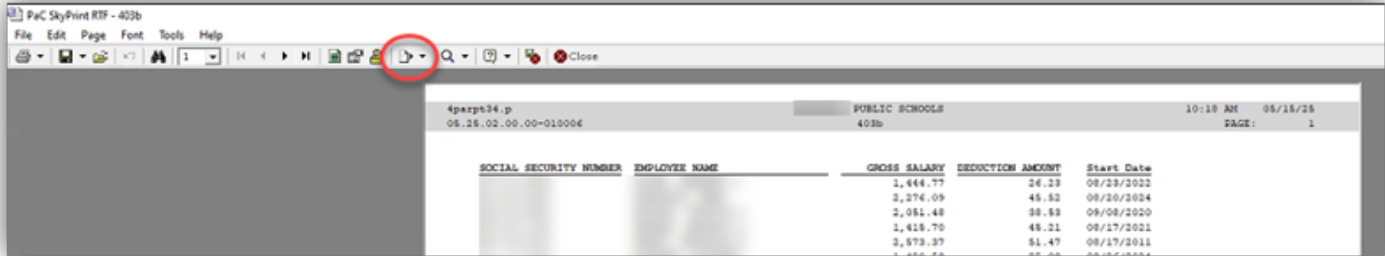


**Step 3:** Unselect Print title page, and click OK.



## Exporting 403(b) remittance information from Skyward PaC/SMS (con't)

**Step 4:** When the report is generated to the screen, click the arrow next to Export, and choose Excel in the dropdown.



**Step 5:** The Excel file will look like this (columns of Social Security numbers and employee names are blurred below). Save the file to a folder for WEA 403b remittances. Name the file something like, "[school name] [type] [pay date range]".

*Example: "Marshall pre-tax 20250415.xlsx".*

|    |   |   |          |             |           |   |   |
|----|---|---|----------|-------------|-----------|---|---|
| A1 |   |   |          | 477-21-9855 |           |   |   |
|    | A | B | C        | D           | E         | F | G |
| 1  |   |   | 1,444.77 | 26.23       | 8/23/2022 |   |   |
| 2  |   |   | 2,276.09 | 45.52       | 8/20/2024 |   |   |
| 3  |   |   | 2,051.48 | 38.53       | 9/8/2020  |   |   |
| 4  |   |   | 1,415.70 | 45.21       | 8/17/2021 |   |   |
| 5  |   |   | 2,573.37 | 51.47       | 8/17/2011 |   |   |
| 6  |   |   | 1,420.53 | 25.08       | 8/26/2024 |   |   |
| 7  |   |   | 2,889.66 | 56.79       | 8/20/2001 |   |   |
| 8  |   |   | 2,548.83 | 47.82       | 8/20/2024 |   |   |
| 9  |   |   | 2,113.96 | 137.41      | 1/3/2022  |   |   |
| 10 |   |   | 2,353.48 | 44.39       | 8/22/1994 |   |   |
| 11 |   |   | 3,022.62 | 60.45       | 8/20/2024 |   |   |
| 12 |   |   | 2,512.38 | 125.62      | 9/15/2022 |   |   |
| 13 |   |   | 3,165.21 | 63.3        | 8/20/2024 |   |   |
| 14 |   |   | 1,725.67 | 31.18       | 8/26/2024 |   |   |
| 15 |   |   | 1,848.26 | 35.97       | 8/30/2021 |   |   |



Exporting 403(b) remittance information from Skyward PaC/SMS (con't)

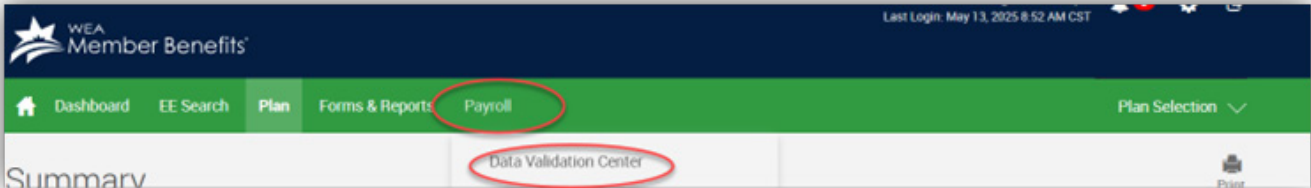
TO SUBMIT THE FILE ON *your*PLAN ACCESS

Step 1:

Log onto *your*PLAN ACCESS at [weabenefitsretirement.com/sponsor.aspx](https://weabenefitsretirement.com/sponsor.aspx).

Step 2:

Click on the Payroll menu and choose Data Validation Center.

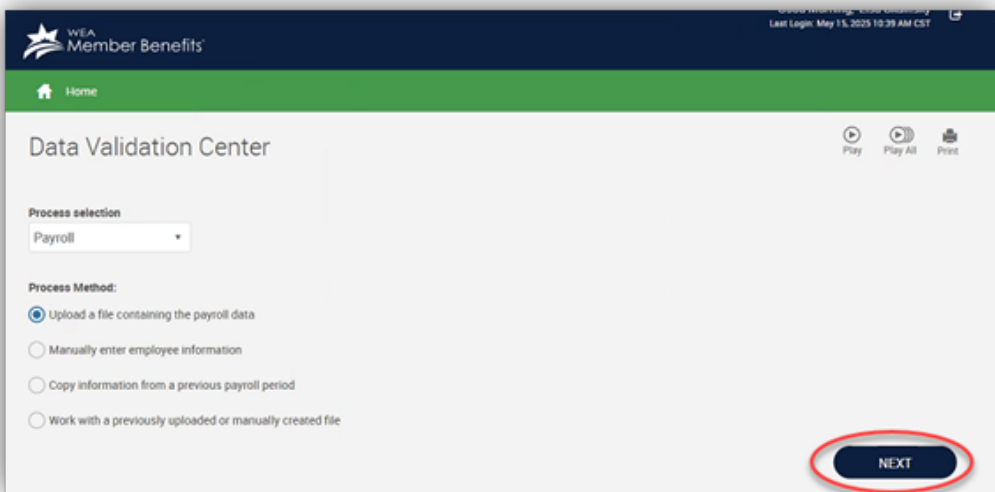


Step 3:

Select Upload a file containing the payroll data, and click Next.

TIP:

You can choose “Work with a previously uploaded or manually created file”, if you started to upload a file, but didn’t complete the submission.

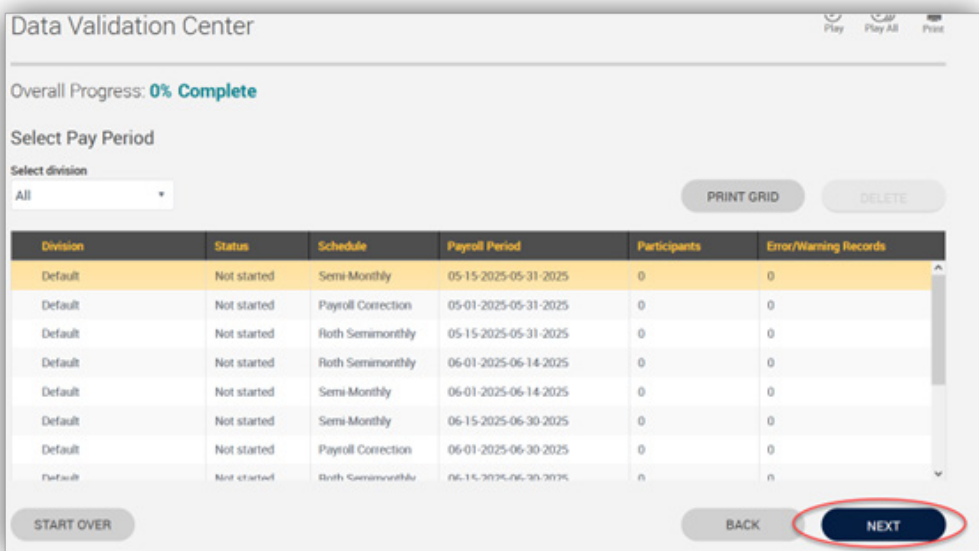


Step 4:

Select the applicable payroll period and click Next. Please note that the draw will occur on the last day of the pay period selected.

If you don’t see the applicable payroll period,

please contact us at [weaplanadmin@weabenefits.com](mailto:weaplanadmin@weabenefits.com).



## Exporting 403(b) remittance information from Skyward PaC/SMS (con't)

**Step 5:** In the Process format field, choose the appropriate format for the file that you’re submitting.

Data Validation Center

Overall Progress: 25% Complete

FILE UPLOAD

Process format

Elective pre-tax PAC export

Elective pre-tax PAC export

Elective Roth PAC export

Employer ERM PAC export

DATA FORMAT

SELECT FILE

**Step 6:** Click on Select File to browse for the Excel file that you saved from Skyward and click Next. You can also click on Preview file before clicking next to verify how the data imported.

Data Validation Center

Overall Progress: 25% Complete

FILE UPLOAD

Process format

Elective Roth PAC export

DATA FORMAT

Select File

403B Roth 04.15.25 and 04.30.25.xlsx

SELECT FILE

☐ Skip first record (Header Record)

**Step 7:** Verify the totals on this screen and click Complete.

Data Validation Center

Overall Progress: 75% Complete

Totals / Funding

Payroll Totals

Submit for final processing

PRINT GRID

| Division | Participants | New Participants | Total Payroll Deposit | EE Deferral Roth |
|----------|--------------|------------------|-----------------------|------------------|
| Default  | 8            | 0                | 2987.14               | 2987.14          |
| Totals   | 8            | 0                | 2987.14               | 2987.14          |

START OVER

BACK

COMPLETE

7

## Exporting 403(b) remittance information from Skyward PaC/SMS (con't)

**Step 8:** Once you click Complete you will receive this summary screen. You can print this screen as confirmation.

Data Validation Center

Play

Play All

Print

Overall Progress: 100% Complete

Confirm / Import

✓

Your request has been submitted for processing. Your request ID is 3373711, Date/Time is May 15, 2025 at 10:49:52 am

Funding Summary

Plan:

Division: All

Payroll period: Monthly 04/01/2025 - 04/30/2025

Payroll Summary

EE Deferral Roth

\$2,987.14

Total Payroll Deposit

\$2,987.14

START OVER

EXIT

**Step 9:** Repeat process for each contribution source file.

**Step 10:** The draw should occur on the last day of the pay period selected.