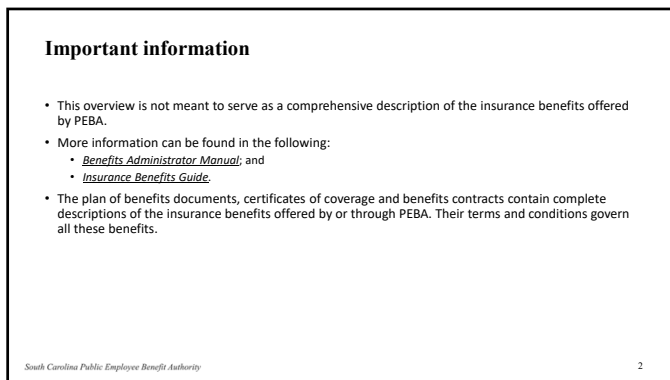
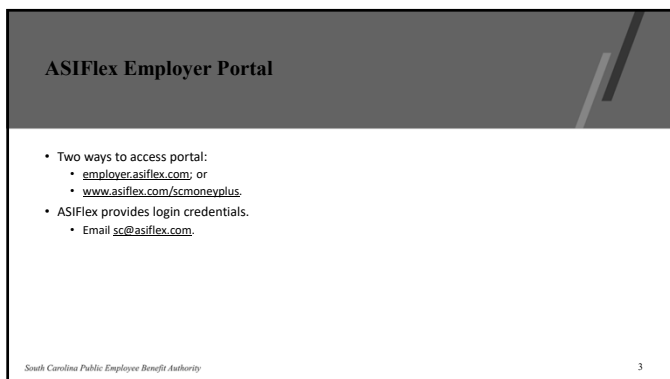


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Payroll submission

- Employer responsible for reporting the actual amount of each payroll deduction every payroll cycle to ASIFlex.
- Two ways to submit payroll deductions through the Employer Portal:
 - Use a common file format to transmit data (Upload File); or
 - Enter payroll deduction data manually (Payroll Data Entry).
- Comptroller General (CG) employers:
 - PEBA will send enrollment file to CG's office.
 - CG will submit payroll deduction file to ASIFlex.
- ASIFlex will process payroll deduction file within one business day of receipt.
- The *Benefits Administrator Manual* provides detailed information about:
 - How to submit payroll files and deductions;
 - When and where to remit deductions; and
 - How to respond to discrepancy reports.
- Payroll file formats for upload option available at asiflex.com/sclinks.

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Discrepancy reports

- Discrepancy report will be posted immediately in the employer portal.
- Employer must review and respond to discrepancy report within two business days.
- If transmitting data via a common file, the preferred method of responding to a discrepancy report is to add a comment in the field next to the discrepancy on the actual report. Then, save the file as the original file name and upload it to the employer portal.
- Employers may also send a secure email to ASIFlex at scdata@asiflex.com.

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Types of discrepancies

- The contribution sent for a participant is different than the expected amount.
- A record is received on the payroll deduction file for an employee for whom ASIFlex does not have enrollment information on file.
- A record is missing on the payroll deduction file for a participant for whom ASIFlex expects to receive a contribution.
- ASIFlex does not have record of a BIN/SSN received on the payroll deduction file.
- A sample discrepancy report is available in the *Benefits Administrator Manual*.

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Other available reports

- *Complete Balance Sheet Discrepancy Report* (YTDEXP).
 - Produced monthly only if there are discrepancies for individual participants.
 - Shows the difference between the actual contribution ASIFlex has received year-to-date as of the last payroll cycle and the expected amount based on the annual election amount for each participant.

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Disclaimer

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