

## Overview

This guide provides instructions on how to submit your payroll detail, census data and Debit ACH payments using FastPay. Click a link from the below list to jump directly to a topic.

## Contents

Introduction

FastPay submission methods

Access FastPay

Import payroll

- Getting Started

- Submitting Payroll Detail

- Submitting Data

- New Configuration

- Existing Configuration

Copy Payroll

Payroll Invoice

Manually key Payroll

Submitting Debit ACH

Payroll History and Maintenance

Payroll Contribution Data

Additional Terms

## Introduction

Your process to submit payroll detail has transitioned to our fully digital payroll processing system, **Nationwide FastPay**. FastPay is a web-based solution that lets you quickly and easily submit your payroll contributions, payroll deduction loan repayments, and census data. FastPay also provides you with features to fund payroll contributions via Debit ACH payments.

## FastPay submission methods

FastPay offers several submission method options. Before you start using FastPay, review the descriptions below to find the best fit for your needs.

### Import payroll

Lets you import your payroll using a comma delimited file (.csv). Start by saving a .csv file with your payroll and census data. Create a reusable configuration based on your file layout. Ideal for plans with a large number of participants.



## Copy payroll

Lets you create a new payroll from a previously submitted detail and carry over contribution amounts. You may also make updates to participant information as needed. This is best for plans with minimal changes to deferral amounts each pay period.

## Manually key payroll

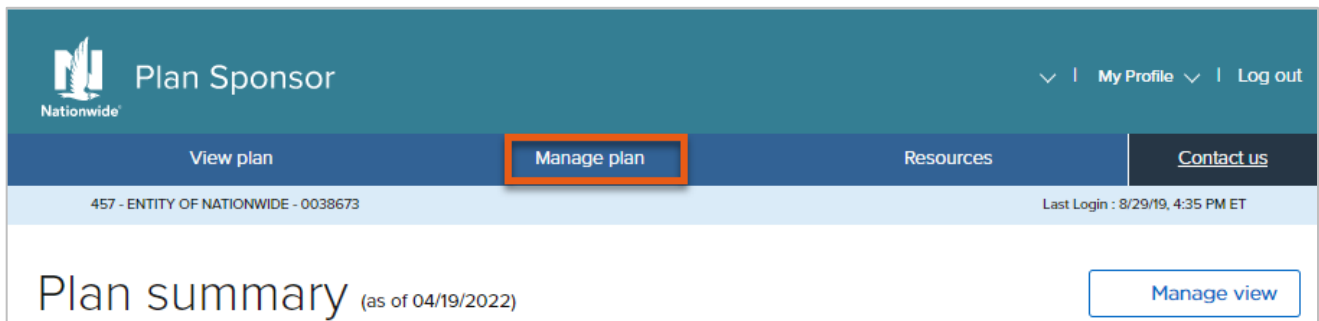
Lets you manually add participants by keying the Social Security Number or name and contribution amounts. Helpful for a payroll with a small number of participants or a one-off submission.

## Payroll Invoice

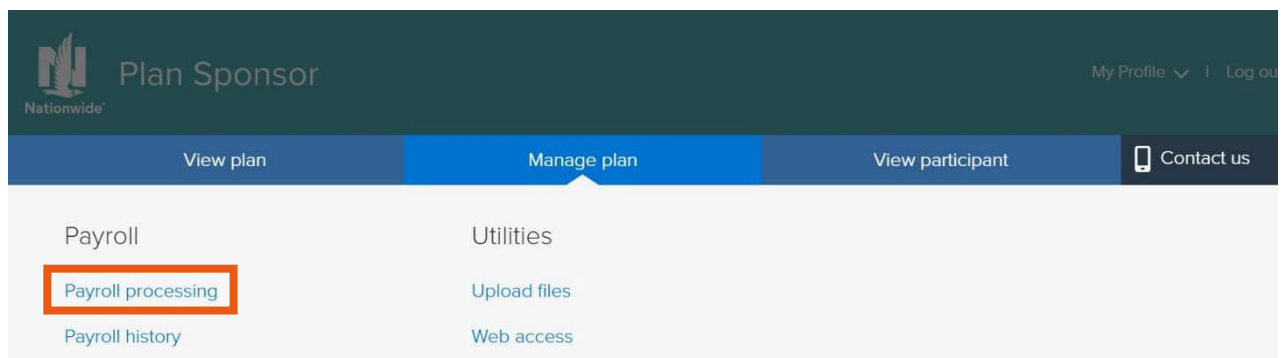
Lets you generate payroll detail with expected contribution amounts that are tied to your payroll calendar. This is best for plans whose participant deferral changes go through Nationwide. To use Payroll Invoice, you must have a payroll calendar established with Nationwide. For assistance setting up a payroll calendar, please contact our Solutions Center at 1-877-496-1630.

## Access FastPay

1. Access your plan from your plan sponsor website.
2. Select **Manage plan**.



3. Select **Payroll processing**.





- If your plan has multiple payroll centers, click the **Select a payroll center to process** field. Select a payroll center.

**Payroll Center**

Select a plan:

457

Select a payroll center to process:

NATIONWIDE CITY-AFARIA

ENTITY OF NATIONWIDE

ENTITY OF NATIONWIDE 40

NATIONWIDE CITY-AFARIA

- Select **Begin**.
- The Payroll Processing landing page shows the available submission methods. Find the method you wish to use and click **Start**.

Plan Sponsor
My Profile | Log out

View plan
Manage plan
Resources
Contact us

ENTITY OF NATIONWIDE PLAN SPONSOR: 0038673

## FastPay - Payroll Processing

[FastPay Learning Center](#)

Nationwide offers many options to securely submit payroll information and participant data.

Please note: For an optimal experience, we recommend using Google Chrome, Mozilla Firefox, or Microsoft Edge. Internet Explorer is not currently supported.

Import payroll	Copy payroll	Manually key payroll	Payroll invoice
<p>For employers who want to start with contributions in an exported file from their payroll software.</p> <p><b>Getting started:</b> Create a reusable configuration based on your payroll file that's in .csv format.</p> <p><b>Benefits</b></p> <ul style="list-style-type: none"> <li>Easy to create configuration that's based on your payroll file format</li> <li>Reduces processing time and manual entry for plans with a large number of participants</li> </ul>	<p>For employers with small &amp; medium sized plans who would prefer to start with contributions from their previous pay period.</p> <p><b>Getting started:</b> Review and update your participants' contributions to match the current pay period.</p> <p><b>Benefits</b></p> <ul style="list-style-type: none"> <li>Copy from a previous payroll and make any updates needed</li> <li>Reduces processing time and manual entry for plans with a small to medium number of participants</li> </ul>	<p>For employers with smaller plans who want to manually key payroll contributions.</p> <p><b>Getting started:</b> Add your participants by SSN and enter their contributions.</p> <p><b>Benefits</b></p> <ul style="list-style-type: none"> <li>Great for those that need to do one-off submissions</li> <li>Reduces processing time and manual entry for plans with a small number of participants</li> </ul>	<p>For employers who want to start with expected contributions for their current pay period.</p> <p><b>Getting started:</b> Make sure your pay calendar is up to date and any deferral changes are going through Nationwide.</p> <p><b>Benefits</b></p> <ul style="list-style-type: none"> <li>Helpful for plans with dollar-based contributions</li> <li>Reduces processing time and manual entry for invoice-based plans</li> </ul>
<a href="#" style="background-color: #0070c0; color: white; padding: 5px 15px; text-decoration: none;">Start</a>	<a href="#" style="background-color: #0070c0; color: white; padding: 5px 15px; text-decoration: none;">Start</a>	<a href="#" style="background-color: #0070c0; color: white; padding: 5px 15px; text-decoration: none;">Start</a>	<a href="#" style="background-color: #0070c0; color: white; padding: 5px 15px; text-decoration: none;">Start</a>



## Import payroll

Follow these instructions on how to import, configure, validate and submit your payroll detail using Import payroll.

### Getting Started

#### Save file as comma delimited format (.csv) in Microsoft Excel

Before importing your payroll, your data must be saved in a comma delimited format or “.csv” file.

1. Select **File** and then **Save As**.
2. Select the file type field, which displays “Excel Workbook (\*.xlsx)” by default.
3. Select **CSV (Comma delimited) (\*.csv)**.
4. Select **Save**.

### Payroll Processing

5. Select **Start** on the Import payroll tile

The screenshot shows the 'FastPay - Payroll Processing' page for a Plan Sponsor. The page has a teal header with the Nationwide logo and 'Plan Sponsor' text. Below the header is a navigation bar with 'View plan', 'Manage plan', 'Resources', and 'Contact us' links. The main content area is titled 'FastPay - Payroll Processing' and includes a 'FastPay Learning Center' link. A 'Please note' message is displayed above a grid of four tiles. The 'Import payroll' tile is highlighted with a red box around its 'Start' button.

Import payroll	Copy payroll	Manually key payroll	Payroll invoice
For employers who want to start with contributions in an exported file from their payroll software.	For employers with small & medium sized plans who would prefer to start with contributions from their previous pay period.	For employers with smaller plans who want to manually key payroll contributions.	For employers who want to start with expected contributions for their current pay period.
<b>Getting started:</b> Create a reusable configuration based on your payroll file that's in .csv format.	<b>Getting started:</b> Review and update your participants' contributions to match the current pay period.	<b>Getting started:</b> Add your participants by SSN and enter their contributions.	<b>Getting started:</b> Make sure your pay calendar is up to date and any deferral changes are going through Nationwide.
<b>Benefits</b> <ul style="list-style-type: none"> <li>• Easy to create configuration that's based on your payroll file format</li> <li>• Reduces processing time and manual entry for plans with a large number of participants</li> </ul>	<b>Benefits</b> <ul style="list-style-type: none"> <li>• Copy from a previous payroll and make any updates needed</li> <li>• Reduces processing time and manual entry for plans with a small to medium number of participants</li> </ul>	<b>Benefits</b> <ul style="list-style-type: none"> <li>• Great for those that need to do one-off submissions</li> <li>• Reduces processing time and manual entry for plans with a small number of participants</li> </ul>	<b>Benefits</b> <ul style="list-style-type: none"> <li>• Helpful for plans with dollar-based contributions</li> <li>• Reduces processing time and manual entry for invoice-based plans</li> </ul>
<a href="#">Start</a>	<a href="#">Start</a>	<a href="#">Start</a>	<a href="#">Start</a>

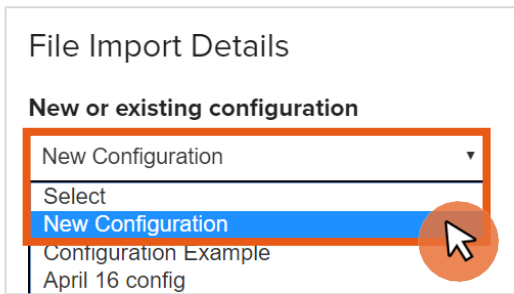
## Submitting Payroll Detail

### New Configuration

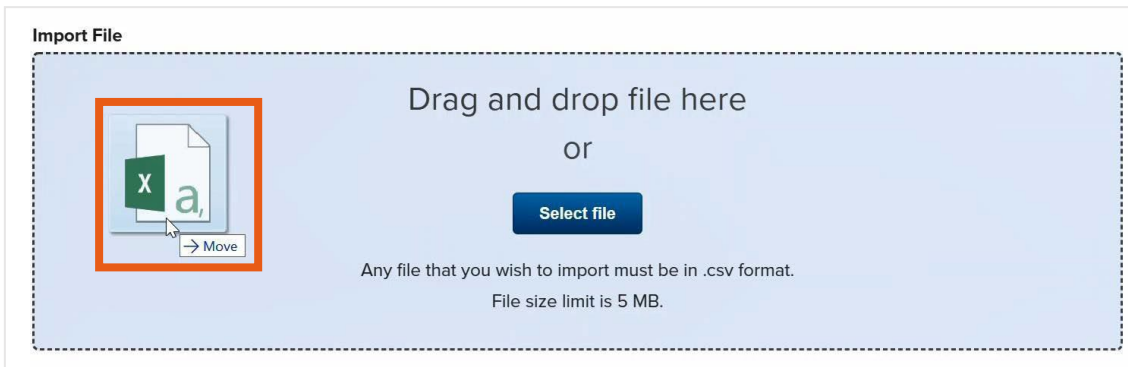
Follow these steps as a first-time user of FastPay or if you need to use a new configuration to import payroll detail. To create a new configuration, import, configure and then validate a new payroll detail.

#### Import a new payroll detail

1. Select the **New or existing configuration** field.
2. Select **New Configuration**.



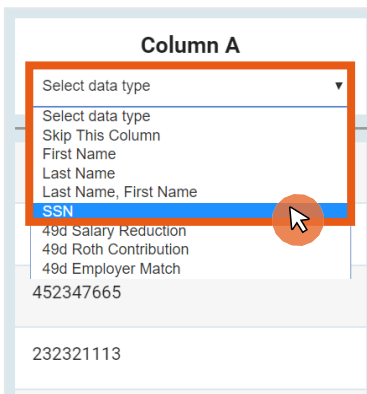
3. Drag and drop your payroll file into the **Import File** section. To browse for a file, click **Select file**.



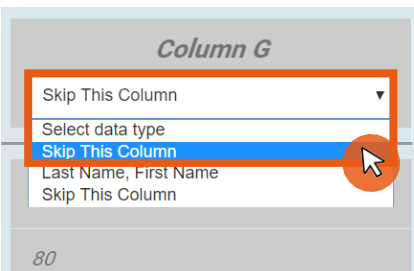
4. Select **Next**.

### Configure a new payroll detail

5. Click **Select data type** under each column header.
6. Select the best identifier for your data in that column.



**Note:** Do you have a column of unnecessary data? Select **Skip This Column** to prevent specific data from importing.



7. After determining a header for each column, select **Next**.



8. Enter a title for your configuration to use in the future. Type a title in the **Name this configuration** field.

9. Select the **calendar icon** and then choose the pay date of your detail. You may also enter the date manually. **Note:** Enter the pay date of your current payroll, not the pay period end date. The pay date results in more accurate reporting of contribution limits for employee deferrals.

10. If applicable, select the **Include active loan payments** box to generate loan repayments on the participant dashboard.

11. Select **Next**.

### Validate the data of a new payroll detail

Your configuration may have invalid rows. Invalid rows can occur if the file contains a header and/or footer. Remove or correct invalid rows to complete payroll automation.

12. Review each invalid row. Invalid rows are identified by an exclamation icon. 



13. Select **Remove invalid rows and continue**.

**Note:** To fix errors manually, select **Cancel**, correct the errors in your CSV file, and then repeat the [Import a new payroll detail](#) process.

Row	SSN	First Name	Last Name
1	SSN	First Name	Last Name
6		Total	

Items per page: 25 | 1 - 2 of 2

Buttons: Cancel, Remove invalid rows and continue

14. Review the valid records on the participant dashboard on the next page.

### View, add or edit payroll and census data on the participant dashboard

- To view a participant’s payroll data, select the participant’s row on the **Participant contribution details** tab.
- To add or edit contribution information or participant census data, enter the information into the editable fields.

**Note:** Adding or updating census information for active participants on the participant dashboard automatically updates the recordkeeper’s system once the submission is complete.

View/Edit	SSN	First name	Last name	Total contribution amount	Employer match	Salary reduction
^	123456788	RICHARD	BRYANT	\$257.75	\$38.75	\$219.00

**Participant Information**

Last name: Bryant | Middle name: | First name: Richard

Date of birth: | Date of death: |

**Contribution Information**

Employer Match: \$ 38.75 | Salary Reduction: \$ 219.00

**Participant Employment Information**

Hire date: | Term date: | Date of rehire: |

Retirement date: | Disability date: |

**Participant Contact Information**

Street address or PO box: | Suite or apartment number: | Attention or C/O: |



- To view loan data, go to the **Participant loan payments** tab.
- To edit a loan amount, select the participant's row and enter the appropriate amounts into the editable fields.

Participant contribution details **Participant loan payments**

Filter by typing in an SSN, name, or amount

View/Edit	SSN	First name	Last name	Loan number	Payment amount due	Actual payment amount	Amount over/underpaid
^	123456788	RICHARD	BRYANT	200724349	\$157.88	\$157.88	\$0.00

Participant loan payment information

Loan number	Payment amount due	Actual payment amount	Amount overpaid/underpaid
200724349	\$ 157.88	\$ 157.88	\$ 0

∨	110000574	LAURA	EASTON	200939364	\$187.50	\$187.50	\$0.00
∨	110000533	AMY	JONES	200929600	\$48.43	\$48.43	\$0.00

Items per page: 25 1 - 3 of 3 |< < > >|

### Filter participant records

- Select a checkbox to filter results by warnings or error records.
- Enter either a participant's Social Security Number, name, or contribution amount into the **Filter** field to display specific participant records.

Filter dashboard by alert

There are no alerts to filter

Filter by typing in an SSN, name, or amount

View/Edit	SSN	First name	Last name	Total contribution amount	Salary red	Employer match
∨	110000502	JOHN	WILLIAMS	\$144.33	\$77.66	\$66.67
∨	110000533	AMY	JONES	\$22.22	\$0.00	\$22.22
∨	110000546	SARAH	STEVENS	\$166.65	\$98.76	\$67.89
∨	110000564	SAM	SMITH	\$166.66	\$111.11	\$55.55
∨	110000567	JANE	SMITH	\$166.66	\$111.11	\$55.55
∨	110000574	LAURA	EASTON	\$76.66	\$43.35	\$33.31
∨	123456788	RICHARD	BRYANT	\$289.99	\$233.00	\$56.99

Items per page: 25 1 - 7 of 7 |< < 1 > >|

### Add or update participant

- To add an existing participant not shown on the participant dashboard, select the **Add Participant** drop down at the top of the screen.

**Note:** If your plan allows you to add a new participant not already in the recordkeeping system, you will need to enter their full name and Social Security Number. You are not able to enter additional census data for any new participants added to the dashboard. The enrollment process must be completed for the contribution to be posted.

- Enter either a participant's Social Security Number or name to display participant records.





FastPay FastPay Learning Center [?](#)

Participant dashboard

Make any updates to the payroll contributions for your participant(s) before continuing to the review page.

Payroll Summary  
 **Add Participant**

Require full SSN  
 Skip money sources  
 Employer Match    Salary Reduction

---

       
 280800000   BARGER   KATHRYN

    
 \$ 0   \$ 100.00

9. Add the contribution amount and select **Add participant to payroll**.

### Review and submit payroll and census data file

1. Review a summary of import details.

FastPay Need assistance?  
[Video guide](#)  
[User guide](#)  
[FAQ](#)

Review import details

Review your import details below and click **Submit** when you're ready.

Import details

Plan Name	ENTITY OF NATIONWIDE
Plan Number	0038673001
Pay Center	ENTITY OF NATIONWIDE
Pay Date	09/10/2020
Participant record count	6
Removed Records	2
<b>Money source</b>	
	<b>Amount</b>
Roth Contribution source total	\$355.40
Salary Reduction source total	\$456.89
<b>Total</b>	<b>\$812.29</b>

2. Select **Submit**.

### Existing Configuration

To work with an existing configuration, reference these steps to import and validate your payroll detail.



## Import payroll detail using an existing configuration

1. Select the **New or existing configuration** field and then select a previously created configuration

File Import Details

**New or existing configuration**

Select

Select

New Configuration

Configuration Example

April '16 config

Biweekly 457 Payroll

2. Drag and drop your payroll file into the **Import File** section. To browse for a file, click **Select file**.

Import File

Drag and drop file here

OR

Select file

Any file that you wish to import must be in .csv format.  
File size limit is 5 MB.

Next

3. Select the **calendar icon** and then choose the pay date of your detail. You may also enter the date manually. If applicable, select the **Include active loan payments** box to generate loan repayments on the participant dashboard.

Choose pay date

Since this configuration contains money sources, please select a pay date associated with this import.

Pay date

Loan payments


Include loans payments?

Cancel Next

**Note:** Enter the pay date of your current payroll, not the pay period end date. The pay date results in more accurate monitoring and reporting of contribution limits for employee deferrals.

4. Select **Next**.

## Validate payroll detail data using an existing configuration

5. Review each invalid row. Invalid rows are identified by an exclamation icon. 
6. Select **Remove invalid rows and continue**.



Invalid rows

Filter

Row	SSN	First Name	Last Name
1	SSN	First Name	Last Name
6		Total	

Items per page: 25 1 - 2 of 2

Cancel **Remove invalid rows and continue**

**Note:** To fix errors manually, select **Cancel**, correct the errors in your CSV file, and then repeat each step in the [Import an existing payroll detail](#) process using the configuration you've just created. To create a new configuration, reference [Import a new payroll detail](#).

- Select Next.
- Review the valid records and then select **Next**.

Validate file details

All invalid records have been removed.

Once you have verified the accuracy of the remaining records, select **Next** below to move on to the Review section of this process.

Valid records

Row	SSN	First Name	Last Name	Roth Contribution	Employer Match	Salary Reduction
2	123444321	Marilyn	Jones	\$77.23	\$87.63	\$157.60
3	452347665	Jose	Calderone	\$352.65	\$165.77	\$132.82
4	232321113	Rachel	Caldwell	\$98.66	\$198.55	\$242.01
5	767686564	Angela	Pizzuti	\$84.32	\$48.12	\$56.31

Items per page: 25 1 - 4 of 4

Cancel **Next**

- Review your summary of payroll details and then select **Submit payroll detail**.



### Import

Review payroll details

Review your payroll contribution details below and click **Submit payroll details** when you're ready.

Payroll details

Plan Name	ENTITY OF NATIONWIDE
Plan Number	0038673001
Pay Date	04/13/2020
Participant record count	4
Removed Records	2

Money source	Amount
49d Employer Match source total	\$322.21
49d Salary Reduction source total	\$634.33
49d Roth Contribution source total	\$324.34
<b>Total</b>	<b>\$1,280.88</b>

10. Review the “Payroll details submission” page. To print this summary, select **Print this page for your records**.

### Import

Payroll details submission

Your payroll details were successfully submitted. Provided it's in good order and payment has been received, it will process within contractual timeframes.

Print this page for your records.

If you wish to fund this contribution with a Debit ACH account, select **Pay with Debit ACH** below.

Plan name	ENTITY OF NATIONWIDE
Plan number	0038673001
Submitted date	04-17-2020
Submitted time	12:18:58 AM
Source file name	Entity_of_Nationwide_Payroll_4-5-2020.csv
Pay date	04-13-2020
Money source total	\$1,280.88



## Submitting Data

### Submit payroll and census data

Importing a payroll and census data file is just like importing a new payroll detail. FastPay allows plan sponsors to submit all payroll sources together in the same detail file.

#### Import a payroll and census data file

1. On the FastPay “File Import Details” page, select **New Configuration** from the new or existing configuration dropdown menu.

2. Drag and drop your payroll and census data file into the **Import File** section. To browse for a file, click **Select file**.

3. Select **Next**.

#### Configure a new payroll and census data file

4. Select the best identifier for the data in each column. **Note:** Select **Skip This Column** to prevent specific data from importing.



FastPay Need assistance?  
Video guide  
User guide  
FAQ

Create configuration

Now let's identify your imported data by column.

There are 19 columns left for you to match or skip.

Column A	Column B	Column C	Column D
Select data type	Select data type	Select data type	Select data type
SSN	LN	Flr	GC1
111-32-8854	Abana	Valencia	55.55
11330954	Abocde	Rhamara	99.99
11157000	Biana	Batcha	123.45
112091727	Buconti	albermina	67.89
112330778	Participant	First	66.67
111302035	Participant Jr	Second	43.34
			456.89

This is a sample of up to 10 rows from your imported file. You can view all of the rows in the next step.

Cancel Next

- After determining a header for each column, select **Next**.
- Enter a title for your configuration to use in the future. Type a title in the **Configuration Name** field.

Name and save this configuration & enter pay date

Once you name this configuration and select an associated pay date for this Import, click **Next** and the configuration will be saved so you can use it again next time.

**Configuration name**

**Pay date**

**Loan payments**  
 Include loans payments?

Cancel Next

- Select the **calendar icon** and then choose the pay date of your detail. You may also enter the date manually. **Note:** Enter the pay date of your current payroll and census data, not the pay period end date. The pay date results in more accurate reporting of contribution limits for employee deferrals.

SEP 2020 < >

S M T W T F S 10/10/2000

SEP

	1	2	3	4	5
6	7	8	9	10	11
12	13	14	15	16	17
18	19	20	21	22	23
24	25	26	27	28	29
30					

9/10/2020

Cancel Next

- If applicable, select the **Include active loan payments** box to generate loan repayments on the participant dashboard.



**Name and save this configuration & enter pay date**

Once you name this configuration and select an associated pay date for this import, click **Next** and the configuration will be saved so you can use it again next time.

**Configuration name**

**Pay date**

**Loan payments**  
 Include loans payments?

9. Select **Next**.

**Validate the data of a new payroll and census data file**

- 10. Review each invalid row. Invalid rows are identified by an exclamation icon.
- 11. Select **Remove invalid rows and continue**.

**Invalid rows**

Filter

Row	SSN	First Name	Last Name
1	SSN	First Name	Last Name
6		Total	

Items per page: 25 1 - 2 of 2 < < > >

12. Review the valid records and then select **Next**.

**View, add or edit payroll and census data on the participant dashboard**

13. To view a participant's payroll and census data, select the participant's row.

Show participant records with warnings only (4 records)  
 Show new participant records only (0 records)

Filter by typing in an SSN, name, or amount

View/Edit	SSN	First name	Last name	Total contribution amount	Roth contribution	Salary reduction
▼	111528854	Valarida	Abara	\$166.66	\$111.11	\$55.55
▼	113300954	Rhamara	Abcede	\$122.21	\$22.22	\$99.99
▼	111571000	Batcha	Blans	\$135.79	\$12.34	\$123.45
▼	112091727	wilhemeina	Bisconti	\$166.65	\$98.76	\$67.89
▼	112330778	First	Participant	\$144.33	\$77.66	\$66.67
▼	111302935	Second	Participant, Jr.	\$76.65	\$33.31	\$43.34



- To add or edit data, enter appropriate information into any of the editable fields. A plan sponsor may also edit contribution amounts. **Note:** Adding or updating census information for active participants here will automatically update their records in Nationwide’s system once the submission is complete.

View/Edit	SSN	First name	Last name	Total contribution amount	Roth contribution	Salary reduction
▼	111528854	Valarida	Abara	\$166.66	\$111.11	\$55.55
▲ ⚠	113300954	Rhamara	Abcede	\$122.21	\$22.22	\$99.99

Please correct the invalid information below. You can still submit your import but any invalid information will not be processed

**Participant Information**

- Birth date must be before hire date (10-10-1989).
- Birth date must be before retirement date (04-09-1999).
- The death date must be prior to or equal to the current date. (09-03-2020).

Last name:  Middle name:  First name:

Date of birth:  Date of death:

⚠ See message above

- To view loan data, go to the Participant loan payments tab.
- To edit a loan amount, select the participant’s row and enter the appropriate amounts into the editable fields.

Participant contribution details **Participant loan payments**

Filter by typing in an SSN, name, or amount

View/Edit	SSN	First name	Last name	Loan number	Payment amount due	Actual payment amount	Amount over/underpaid
▲	123456788	RICHARD	BRYANT	200724349	\$157.88	\$157.88	\$0.00

**Participant loan payment information**

Loan number	Payment amount due	Actual payment amount	Amount overpaid/underpaid
200724349	\$ 157.88	<input type="text" value="\$ 157.88"/>	\$ 0

▼	110000574	LAURA	EASTON	200939364	\$187.50	\$187.50	\$0.00
▼	110000533	AMY	JONES	200929600	\$48.43	\$48.43	\$0.00

Items per page: 25 1 - 3 of 3 |< < > >|

### Resolve a warning notification next to a participant’s name

Warnings indicate a potential issue with imported census information. Address all rows with warning icons before completing a submission. If warnings are not resolved and the file is submitted, the invalid census data points will not be included.

- Select the row containing the warning notification to expand participant information.
- Enter in or correct each field marked with a warning icon. Reference the note at the top of each section to see what type of data needs corrected.





**Participant Employment Information**

- Hire date must be after birth date (10-10-2000).
- Retirement date must be after birth date (10-10-2000).

<b>Hire Date</b> 10/10/1989 <input type="text"/>	<b>Term date</b> <input type="text"/>	<b>Date of rehire</b> <input type="text"/>
<span style="color: orange;">⚠ See message above</span>		
<b>Retirement date</b> <input type="text"/>	<b>Disability date</b> <input type="text"/>	
<span style="color: orange;">⚠ See message above</span>		

19. Correct the data for each warning icon until all indications disappear.

### Filter participant records

20. Select a checkbox to filter results by warnings and or new participant records.

21. Enter either a participant’s Social Security Number, name, or contribution amount into the Filter field to display specific participant records.

Import summary

Show participant records with warnings only (4 records)  
 Show new participant records only (0 records)

Filter by typing in an SSN, name, or amount

View/Edit	SSN	First name	Last name	Total contribution amount	Roth contribution	Salary reduction
<input type="checkbox"/> <span style="color: orange;">⚠</span>	113300954	Rhamara	Abcede	\$122.21	\$22.22	\$99.99
<input type="checkbox"/> <span style="color: orange;">⚠</span>	111571000	Batcha	Blans	\$135.79	\$12.34	\$123.45
<input type="checkbox"/> <span style="color: orange;">⚠</span>	112330778	First	Participant	\$144.33	\$77.66	\$66.67
<input type="checkbox"/> <span style="color: orange;">⚠</span>	111302935	Second	Participant, Jr.	\$76.65	\$33.31	\$43.34

### Review and submit payroll and census data file

1. Review a summary of import details.
2. Select **Submit**.



FastPay Need assistance?  
Video guide  
User guide  
FAQ

Review import details

Review your import details below and click **Submit** when you're ready.

Import details

Plan Name	ENTITY OF NATIONWIDE
Plan Number	0038673001
Pay Center	ENTITY OF NATIONWIDE
Pay Date	09/10/2020
Participant record count	6
Removed Records	2
<b>Money source</b>	
	<b>Amount</b>
Roth Contribution source total	\$355.40
Salary Reduction source total	\$456.89
<b>Total</b>	<b>\$812.29</b>

## Submit census-only data

### Import a census-only data file

1. On the FastPay “File Import Details” page, select **New Configuration** from the “New or existing configuration” dropdown menu.

FastPay Need assistance?  
Video guide  
User guide  
FAQ

Select file to import

Choose the file you want to import along with the configuration matching your file's data layout.

**File Import Details**

New or existing configuration

New Configuration ▾

Select

New Configuration

Biweekly-Payroll-Census

2. Drag and drop your census data file into the **Import File** section. To browse for a file, click **Select file**.

**Import File**

Drag and drop file here

or

Any file that you wish to import must be in .csv format.  
File size limit is 5 MB.

3. Select **Next**.



## Configure the census data file

- Select the best identifier for the data in each column. **Note:** Select **Skip This Column** to prevent specific data from importing.

- After determining a header for each column, select **Next**.
- Enter a title for your configuration to use in the future. Type a title in the **Configuration Name** field.

- Select **Next**.

## View, add or edit census data on the participant dashboard

- To view a participant's census data, select the participant's row.
- To add or edit data, enter appropriate information into any of the editable fields.

## Resolve a warning notification next to a participant's name

Warnings indicate a potential issue with imported census information. Address all rows with warning icons before completing a submission. If warnings are not resolved and the file is submitted, the invalid census data points will not be included.

- Select the row containing the warning notification to expand participant information.
- Enter in or correct each field marked with a warning icon. Reference the note at the top of each section to see what type of data needs corrected.



**Participant Employment Information**

- Hire date must be after birth date (10-10-2000).
- Retirement date must be after birth date (10-10-2000).

Hire Date: 10/10/1989

Term date:

Date of rehire:

Retirement date:

Disability date:

**See message above**

**See message above**

12. Correct the data for each warning icon until all indications disappear.

**Filter participant records**

13. Select a checkbox to filter results by warnings and or new participant records.

14. Enter either a participant’s Social Security Number or name into the **Filter** field to display specific participant records.

All invalid records have been removed.

Once you have verified the accuracy of the remaining records, select **Next** below to move on to the Review section of this process.

Import summary

Filter dashboard by alert: There are no alerts to filter

Filter by typing in an SSN, name, or amount:

View/Edit	SSN	First name	Last name
Items per page: 25 0 of 0 < >			

**Review and submit payroll and census data file**

1. Review a summary of import details and then select **Proceed to Review page**.

All invalid records have been removed.

Once you have verified the accuracy of the remaining records, select **Next** below to move on to the Review section of this process.

Import summary

Filter dashboard by alert: There are no alerts to filter

Filter by typing in an SSN, name, or amount:

View/Edit	SSN	First name	Last name
Items per page: 25 0 of 0 < >			

2. Select **Submit**.



### Review import details

Review your import details below and click **Submit** when you're ready.

Import details

Plan Name	ENTITY OF NATIONWIDE
Plan Number	0038673001
Participant record count	

Cancel
Submit

## Copy Payroll

Follow these steps to copy a previously submitted payroll detail and make any changes as needed.

### Payroll Processing

1. Select **Start** on the Copy Payroll tile.

Plan Sponsor

My Profile | Log out

View plan
Manage plan
Resources
Contact us

ENTITY OF NATIONWIDE
PLAN SPONSOR: 0038673

FastPay Learning Center ?

## FastPay - Payroll Processing

Nationwide offers many options to securely submit payroll information and participant data.

**Please note:** For an optimal experience, we recommend using Google Chrome, Mozilla Firefox, or Microsoft Edge. Internet Explorer is not currently supported.

<p><b>Import payroll</b></p> <p>For employers who want to start with contributions in an exported file from their payroll software.</p> <p><b>Getting started:</b> Create a reusable configuration based on your payroll file that's in .csv format.</p> <p><b>Benefits</b></p> <ul style="list-style-type: none"> <li>Easy to create configuration that's based on your payroll file format</li> <li>Reduces processing time and manual entry for plans with a large number of participants</li> </ul> <div style="text-align: center; border: 1px solid #0070c0; padding: 5px; width: fit-content; margin: 0 auto;">Start</div>	<p><b>Copy payroll</b></p> <p>For employers with small &amp; medium sized plans who would prefer to start with contributions from their previous pay period.</p> <p><b>Getting started:</b> Review and update your participants' contributions to match the current pay period.</p> <p><b>Benefits</b></p> <ul style="list-style-type: none"> <li>Copy from a previous payroll and make any updates needed</li> <li>Reduces processing time and manual entry for plans with a small to medium number of participants</li> </ul> <div style="text-align: center; border: 2px solid orange; border-radius: 5px; padding: 5px; width: fit-content; margin: 0 auto;">Start</div>	<p><b>Manually key payroll</b></p> <p>For employers with smaller plans who want to manually key payroll contributions.</p> <p><b>Getting started:</b> Add your participants by SSN and enter their contributions.</p> <p><b>Benefits</b></p> <ul style="list-style-type: none"> <li>Great for those that need to do one-off submissions</li> <li>Reduces processing time and manual entry for plans with a small number of participants</li> </ul> <div style="text-align: center; border: 1px solid #0070c0; padding: 5px; width: fit-content; margin: 0 auto;">Start</div>	<p><b>Payroll invoice</b></p> <p>For employers who want to start with expected contributions for their current pay period.</p> <p><b>Getting started:</b> Make sure your pay calendar is up to date and any deferral changes are going through Nationwide.</p> <p><b>Benefits</b></p> <ul style="list-style-type: none"> <li>Helpful for plans with dollar-based contributions</li> <li>Reduces processing time and manual entry for invoice-based plans</li> </ul> <div style="text-align: center; border: 1px solid #0070c0; padding: 5px; width: fit-content; margin: 0 auto;">Start</div>
---	--	--	---



## Select payroll source to copy

1. Choose a previous payroll from the dropdown.

FastPay Copy FastPay Learning Center ?

Select payroll source to copy

Create a payroll detail from your copied source

Choose payroll Select -

Loan payments

Include loans payments?

[Next](#)

2. If applicable, select the **Include active loan payments** box to generate loan repayments on the participant dashboard.

FastPay Copy FastPay Learning Center ?

Select payroll source to copy

Create a payroll detail from your copied source

Choose payroll Select -

Loan payments

Include loans payments?

[Next](#)

3. Select the **calendar icon** and then choose the pay date of your detail.  
**Note:** Enter the pay date of your current payroll, not the pay period end date. The pay date results in more accurate reporting of contribution limits for employee deferrals.
4. Select the money sources to include on your current payroll detail.
5. Select the **Next** button.

Plan Sponsor My Profile | Log out

View plan | Manage plan | Resources | Contact us

ENTITY OF NATIONWIDE PLAN SPONSOR: 0038673

FastPay Copy FastPay Learning Center ?

Select payroll source to copy

Create a payroll detail from your copied source

**!** Money sources that are checked will be created as part of this payroll. Money sources included in the copied payroll cannot be removed from this payroll.

Choose payroll Previous payroll: 12-06-2021 \$1,070.04

Pay date 📅

Employer Match \$394.15

Salary Reduction \$675.89

Roth Contribution \$0.00

Total amount \$1,070.04

[Next](#)



## View, add or edit payroll and census data on the participant dashboard

- To view a participant's payroll data, select the participant's row.
- To add or edit contribution information, enter the appropriate amounts into the editable fields.

Participant contribution details    Participant loan payments

Filter dashboard by alert  
There are no alerts to filter

Filter by typing in an SSN, name, or amount

View/Edit	SSN	First name	Last name	Total contribution amount	Roth contribution	Salary reduction
^	110000502	JOHN	WILLIAMS	\$144.33	\$77.66	\$66.67

**Participant Information**

Last name: WILLIAMS    Middle name:    First name: JOHN

**Contribution Information**

Salary Red: \$ 77.66    Employer Match: \$ 66.67    Roth Contr: \$ 0.00

v	110000533	AMY	JONES	\$122.21	\$99.99	\$22.22
v	110000546	SARAH	STEVENS	\$166.65	\$98.76	\$67.89
v	110000564	SAM	SMITH	\$135.79	\$123.45	\$12.34
v	110000567	JANE	SMITH	\$166.66	\$111.11	\$0.00
v	110000574	LAURA	EASTON	\$76.65	\$43.34	\$0.00
v	123456788	RICHARD	BRYANT	\$257.75	\$219.00	\$38.75

- To add or edit participant's census data, select the Update participant census data button.

**Note:** Adding or updating census information for active participants on the participant dashboard automatically updates the recordkeeper's system once the submission is complete.

Valid records

Filter dashboard by alert  
There are no alerts to filter

Filter by typing in an SSN, name, or amount

View/Edit	SSN	First name	Last name	Total contribution amount	Salary red	Employer match
^	110000502	JOHN	WILLIAMS	\$144.33	\$77.66	\$66.67

**Participant Information**

Last name:    Middle name:    First name:

**Contribution Information**

Salary Red: \$ 77.66    Employer Match: \$ 66.67    Roth Contr: \$ 0.00

Update participant census data



9. To view loan data, go to the Participant loan payments tab.
10. To edit a loan amount, select the participant's row and enter the appropriate amounts into the editable fields.

Participant contribution details **Participant loan payments**

Filter by typing in an SSN, name, or amount

View/Edit	SSN	First name	Last name	Loan number	Payment amount due	Actual payment amount	Amount over/underpaid
^	123456788	RICHARD	BRYANT	200724349	\$157.88	\$157.88	\$0.00

Participant loan payment information

Loan number	Payment amount due	<b>Actual payment amount</b>	Amount overpaid/underpaid
200724349	\$ 157.88	<b>\$ 157.88</b>	\$ 0

v	110000574	LAURA	EASTON	200939364	\$187.50	\$187.50	\$0.00
v	110000533	AMY	JONES	200929600	\$48.43	\$48.43	\$0.00

Items per page: 25 1 - 3 of 3 |< < > >|

### Filter participant records

11. Select a checkbox to filter results by warnings or error records.
12. Enter either a participant's Social Security Number, name, or contribution amount into the Filter field to display specific participant records.

**Filter dashboard by alert**  
There are no alerts to filter

Filter by typing in an SSN, name, or amount

View/Edit	SSN	First name	Last name	Total contribution amount	Salary red	Employer match
v	110000502	JOHN	WILLIAMS	\$144.33	\$77.66	\$66.67
v	110000533	AMY	JONES	\$22.22	\$0.00	\$22.22
v	110000546	SARAH	STEVENS	\$166.65	\$98.76	\$67.89
v	110000564	SAM	SMITH	\$166.66	\$111.11	\$55.55
v	110000567	JANE	SMITH	\$166.66	\$111.11	\$55.55
v	110000574	LAURA	EASTON	\$76.66	\$43.35	\$33.31
v	123456788	RICHARD	BRYANT	\$289.99	\$233.00	\$56.99

Items per page: 25 1 - 7 of 7 |< < 1 > >|

### Add or update participant

13. To add an existing participant not shown on the participant dashboard, select Add or update participant.
14. Note: If your plan allows you to add a new participant not already in the recordkeeping system, you will need to enter their full name and Social Security Number. You are not able to enter additional census data for any new participants added to the dashboard. The enrollment process must be completed for the contribution to be posted.
15. Enter either a participant's Social Security Number or name to display participant records.
16. Add the contribution amount and select Add participant to payroll.





Participant dashboard

Make any updates to the payroll contributions for your participant(s) before continuing to the review page.

Import summary

Valid records

Filter dashboard by alert

Filter by typing in an SSN, name, or amount

There are no records.

**Add participant to payroll**

Type in a participant's SSN or last name below to add them to your payroll or to update a participant that already exists on your payroll.

<b>SSN</b> <input type="text" value="280800000"/>	<b>Last name</b> <input type="text" value="BARGER"/>	<b>First name</b> <input type="text" value="KATHRYN"/>
<b>Salary Red</b> <input type="text" value="\$ 0"/>	<b>Employer Match</b> <input type="text" value="\$ 0"/>	<b>Roth Contr</b> <input type="text" value="\$ 0"/>

View/Edit	SSN	First name	Last name	Total contribution amount	Salary red	Employer match
▼	123456788	RICHARD	BRYANT	\$257.75	\$219.00	\$38.75
▼	110000574	LAURA	EASTON	\$76.65	\$43.34	\$33.31
▼	110000533	AMY	JONES	\$122.22	\$100.00	\$22.22
▼	110000546	SARAH	STEVENS	\$166.65	\$67.89	\$98.76
▼	110000502	JOHN	WILLIAMS	\$144.33	\$66.67	\$77.66
▼	110000564	SAM	SMITH	\$135.79	\$123.45	\$12.34

### Review and submit payroll details

1. Review the valid records and then select **Proceed to Review page**.

Valid records

Filter dashboard by alert

Filter by typing in an SSN, name, or amount

View/Edit	SSN	First name	Last name	Total contribution amount	Salary red	Employer match
▼	123456788	RICHARD	BRYANT	\$257.75	\$219.00	\$38.75
▼	110000574	LAURA	EASTON	\$76.65	\$43.34	\$33.31
▼	110000533	AMY	JONES	\$122.22	\$100.00	\$22.22
▼	110000546	SARAH	STEVENS	\$166.65	\$67.89	\$98.76
▼	110000502	JOHN	WILLIAMS	\$144.33	\$66.67	\$77.66
▼	110000564	SAM	SMITH	\$135.79	\$123.45	\$12.34

Items per page: 25 1 - 6 of 6 |< < 1 > >|

Cancel

+ Add or update participant

Proceed to Review page

2. Review your summary of payroll details and then select **Submit**.



Review payroll details

Review your payroll details below and click **Submit** when you're ready.

Payroll details

Plan Name	ENTITY OF NATIONWIDE
Plan Number	0038673001
Pay Center	ENTITY OF NATIONWIDE
Pay Date	06/11/2021
Payroll Record Count	7

Money source	Amount
Employer Match source total	\$207.87
Roth Contr source total	\$88.86
Salary Red source total	\$773.31
<b>Total</b>	<b>\$1,070.04</b>

- Review the “Payroll details submission” page. To print this summary, select **Print this page for your records**.

Successful submission

Your payroll was successfully submitted. Payroll contribution details will be processed according to contractual timeframes when a payment is received.

[Print this page for your records.](#)

Plan name	ENTITY OF NATIONWIDE
Plan number	0038673001
Pay Center	ENTITY OF NATIONWIDE
Submitted date	04-06-2021
Submitted time	10:37:35 AM
Source file name	import w variance stage file.csv
Pay date	04-16-2021
Money source total	\$903.39

## Payroll Invoice

Follow these steps to generate a new payroll invoice with expected contributions based on your payroll calendar.

### Payroll Processing

- Select **Start** on the Payroll Invoice tile.



**FastPay - Payroll Processing**

Nationwide offers many options to securely submit payroll information and participant data.

**Please note:** For an optimal experience, we recommend using Google Chrome or Mozilla Firefox. Internet Explorer is not currently supported.

Import payroll	Copy payroll	Manually key payroll	Payroll invoice
<p>For employers who want to start with contributions in an exported file from their payroll software.</p> <p><b>Getting started:</b> Create a reusable configuration based on your payroll file that's in .csv format.</p> <p><b>Benefits</b></p> <ul style="list-style-type: none"> <li>• Easy to create configuration that's based on your payroll file format</li> <li>• Reduces processing time and manual entry for plans with a large number of participants</li> </ul> <p><b>Start</b></p>	<p>For employers with small &amp; medium sized plans who would prefer to start with contributions from their previous pay period.</p> <p><b>Getting started:</b> Review and update your participants' contributions to match the current pay period.</p> <p><b>Benefits</b></p> <ul style="list-style-type: none"> <li>• Copy from a previous payroll and make any updates needed</li> <li>• Reduces processing time and manual entry for plans with a small to medium number of participants</li> </ul> <p><b>Start</b></p>	<p>For employers with smaller plans who want to manually key payroll contributions.</p> <p><b>Getting started:</b> Add your participants by SSN and enter their contributions.</p> <p><b>Benefits</b></p> <ul style="list-style-type: none"> <li>• Great for those that need to do one-off submissions</li> <li>• Reduces processing time and manual entry for plans with a small number of participants</li> </ul> <p><b>Start</b></p>	<p>For employers who want to start with expected contributions for their current pay period.</p> <p><b>Getting started:</b> Make sure your pay calendar is up to date and any deferral changes are going through Nationwide.</p> <p><b>Benefits</b></p> <ul style="list-style-type: none"> <li>• Helpful for plans with dollar-based contributions</li> <li>• Reduces processing time and manual entry for invoice-based plans</li> </ul> <p><b>Start</b></p>

## Generate a new payroll invoice

1. Review the four most recently created payrolls
2. You may view and/or edit these by clicking the **Payroll History and Maintenance** button.
3. The next pay date based on your payroll calendar will be populated in the **Next payroll to submit** section.
4. Note: Only available pay dates from your payroll calendar can be used.
5. If applicable, select the Include active loan **payments** box to generate loan repayments on the participant dashboard.
6. Select the **Generate next payroll** button.

**FastPay Invoice** FastPay Learning Center ?

**Confirm payroll details**

Generate a payroll with expected contributions for an upcoming pay date

**Recently created payrolls**

Payroll period	Created date	Submission status	Total payroll amount
No payrolls have been submitted for this plan.			

**Next payroll to submit**

Pay date ? 6/4/2021

**Loan payments**

Include active loan payments?

**Generate next payroll**



**View, add or edit payroll and census data on the participant dashboard**

7. To view a participant’s payroll data, select the participant’s row.
8. To add or edit contribution information, enter the appropriate amounts into the editable fields.

Valid records

Filter dashboard by alert: There are no alerts to filter

Filter by typing in an SSN, name, or amount

View/Edit	SSN	First name	Last name	Total contribution amount	Salary red	Employer match
^	110000502	JOHN	WILLIAMS	\$144.33	\$77.66	\$66.67

**Participant Information**

Last name:  Middle name:  First name:

**Contribution Information**

Salary Red	Employer Match	Roth Contr
\$ 77.66	\$ 66.67	\$ 0.00

Update participant census data

9. To add or edit participant’s census data, select the Update participant census data button.

**Note:** Adding or updating census information for active participants on the participant dashboard automatically updates the recordkeeper’s system once the submission is complete.

Valid records

Filter dashboard by alert: There are no alerts to filter

Filter by typing in an SSN, name, or amount

View/Edit	SSN	First name	Last name	Total contribution amount	Salary red	Employer match
^	110000502	JOHN	WILLIAMS	\$144.33	\$77.66	\$66.67

**Participant Information**

Last name:  Middle name:  First name:

**Contribution Information**

Salary Red	Employer Match	Roth Contr
\$ 77.66	\$ 66.67	\$ 0.00

Update participant census data

10. To view loan data, go to the **Participant loan payments** tab.
11. To edit a loan amount, select the participant’s row and enter the appropriate amounts into the editable fields.



Participant contribution details **Participant loan payments**

Filter by typing in an SSN, name, or amount

View/Edit	SSN	First name	Last name	Loan number	Payment amount due	Actual payment amount	Amount over/underpaid
^	123456788	RICHARD	BRYANT	200724349	\$157.88	\$157.88	\$0.00

Participant loan payment information

Loan number	Payment amount due	Actual payment amount	Amount overpaid/underpaid
200724349	\$ 157.88	\$ 157.88	\$ 0

v	110000574	LAURA	EASTON	200939364	\$187.50	\$187.50	\$0.00
v	110000533	AMY	JONES	200929600	\$48.43	\$48.43	\$0.00

Items per page: 25 1 - 3 of 3

### Resolve a warning notification next to a participant's name

Review each row indicating an alert with the exclamation or percentage icon.

This icon indicates an employee with a percentage-based contribution amount. Enter the dollar amount that corresponds to the highlighted money source's expected contribution.

- To view a participant's payroll and census information, expand the participant's row.
- Correct each field marked with a warning or percentage icon. Reference the note at the top of each section to see what type of data requires correction.

View/Edit	SSN	First name	Last name	Total contribution amount	Roth contribution	Employer match
v	000000041	BRIAN	NWDEMO	\$240.00	\$0.00	\$0.00
v	000000043	BRICE	NWDEMO	\$240.00	\$0.00	\$0.00
^	000000059	CARL	NWDEMO	\$1,000.00	\$0.00	\$0.00

**Participant Information**

Last name: NWDEMO Middle name: First name: CARL

**Contribution Information**

This indicates an employee with a % based expected contribution amount. Please enter the dollar amount that corresponds to the highlighted money source's expected contribution percentage.

Roth Contribution	Employer Match	Salary Reduction
\$ 0.00	\$ 0.00	\$ 1000.00

See message above

14. Correct the data for each warning icon until all indications disappear.

### Filter participant records

15. Select a checkbox to filter results by warnings or error records.



16. Enter either a participant's Social Security Number, name, or contribution amount into the Filter field to display specific participant records.

View/Edit	SSN	First name	Last name	Total contribution amount	Salary red	Employer match
▼	110000502	JOHN	WILLIAMS	\$144.33	\$77.66	\$66.67
▼	110000533	AMY	JONES	\$22.22	\$0.00	\$22.22
▼	110000546	SARAH	STEVENS	\$166.65	\$98.76	\$67.89
▼	110000564	SAM	SMITH	\$166.66	\$111.11	\$55.55
▼	110000567	JANE	SMITH	\$166.66	\$111.11	\$55.55
▼	110000574	LAURA	EASTON	\$76.66	\$43.35	\$33.31
▼	123456788	RICHARD	BRYANT	\$289.99	\$233.00	\$56.99

Items per page: 25 | 1 - 7 of 7 | < < 1 > >

## Add or update participant

17. To add an existing participant not shown on the participant dashboard, select the **Add Participant** drop down at the top of the screen.

**Note:** If your plan allows you to add a new participant not already in the recordkeeping system, you will need to enter their full name and Social Security Number. You are not able to enter additional census data for any new participants added to the dashboard. The enrollment process must be completed for the contribution to be posted.

18. Enter either a participant's Social Security Number or name to display participant records.

FastPay Learning Center

Participant dashboard

Make any updates to the payroll contributions for your participant(s) before continuing to the review page.

Payroll Summary

^ Add Participant

Require full SSN

Skip money sources

Employer Match  Salary Reduction

SSN: 280800000 | Last name: BARGER | First name: KATHRYN

Employer Match: \$ 0 | Salary Reduction: \$ 100.00

Clear | Add participant to payroll

19. Add the contribution amount and select **Add participant to payroll**.

## Review and submit payroll details

1. Review the valid records and then select **Proceed to Review** page.



Valid records

Filter dashboard by alert Filter by typing in an SSN, name, or amount

Select

View/Edit	SSN	First name	Last name	Total contribution amount	Salary red	Employer match
▼	123456788	RICHARD	BRYANT	\$257.75	\$219.00	\$38.75
▼	110000574	LAURA	EASTON	\$76.65	\$43.34	\$33.31
▼	110000533	AMY	JONES	\$122.22	\$100.00	\$22.22
▼	110000546	SARAH	STEVENS	\$166.65	\$67.89	\$98.76
▼	110000502	JOHN	WILLIAMS	\$144.33	\$66.67	\$77.66
▼	110000564	SAM	SMITH	\$135.79	\$123.45	\$12.34

Items per page: 25 1 - 6 of 6 |< < 1 > >|

2. Review your summary of payroll details and then select **Submit**.

Review payroll details

Review your payroll details below and click **Submit** when you're ready.

Payroll details

Plan Name	ENTITY OF NATIONWIDE
Plan Number	0038673001
Pay Center	ENTITY OF NATIONWIDE
Pay Date	06/11/2021
Payroll Record Count <a href="#">?</a>	7

Money source	Amount
Employer Match source total	\$207.87
Roth Contr source total	\$88.86
Salary Red source total	\$773.31
<b>Total</b>	<b>\$1,070.04</b>

3. Review the “Payroll details submission” page. To print this summary, select **Print this page for your records**.



Successful submission

Your payroll was successfully submitted. Payroll contribution details will be processed according to contractual timeframes when a payment is received.

[Print this page for your records.](#)

Plan name	ENTITY OF NATIONWIDE
Plan number	0038673001
Pay Center	ENTITY OF NATIONWIDE
Submitted date	04-06-2021
Submitted time	10:37:35 AM
Source file name	import w variance stage file.csv
Pay date	04-16-2021
Money source total	\$903.39

## Manually key Payroll

Follow these instructions to create a new payroll detail by keying participants and contribution amounts.

### Payroll Processing

1. Select **Start** on the Manually key payroll tile.

Plan Sponsor

View plan | Manage plan | Resources | [Contact us](#)

ENTITY OF NATIONWIDE | PLAN SPONSOR: 0038673

## FastPay - Payroll Processing

FastPay Learning Center [?](#)

Nationwide offers many options to securely submit payroll information and participant data.

**Please note:** For an optimal experience, we recommend using Google Chrome, Mozilla Firefox, or Microsoft Edge. Internet Explorer is not currently supported.

<p><b>Import payroll</b></p> <p>For employers who want to start with contributions in an exported file from their payroll software.</p> <p><b>Getting started:</b> Create a reusable configuration based on your payroll file that's in .csv format.</p> <p><b>Benefits</b></p> <ul style="list-style-type: none"> <li>• Easy to create configuration that's based on your payroll file format</li> <li>• Reduces processing time and manual entry for plans with a large number of participants</li> </ul> <p><a href="#">Start</a></p>	<p><b>Copy payroll</b></p> <p>For employers with small &amp; medium sized plans who would prefer to start with contributions from their previous pay period.</p> <p><b>Getting started:</b> Review and update your participants' contributions to match the current pay period.</p> <p><b>Benefits</b></p> <ul style="list-style-type: none"> <li>• Copy from a previous payroll and make any updates needed</li> <li>• Reduces processing time and manual entry for plans with a small to medium number of participants</li> </ul> <p><a href="#">Start</a></p>	<p><b>Manually key payroll</b></p> <p>For employers with smaller plans who want to manually key payroll contributions.</p> <p><b>Getting started:</b> Add your participants by SSN and enter their contributions.</p> <p><b>Benefits</b></p> <ul style="list-style-type: none"> <li>• Great for those that need to do one-off submissions</li> <li>• Reduces processing time and manual entry for plans with a small number of participants</li> </ul> <p><a href="#">Start</a></p>	<p><b>Payroll invoice</b></p> <p>For employers who want to start with expected contributions for their current pay period.</p> <p><b>Getting started:</b> Make sure your pay calendar is up to date and any deferral changes are going through Nationwide.</p> <p><b>Benefits</b></p> <ul style="list-style-type: none"> <li>• Helpful for plans with dollar-based contributions</li> <li>• Reduces processing time and manual entry for invoice-based plans</li> </ul> <p><a href="#">Start</a></p>
--	--	---	--

### Confirm payroll details

2. Select the calendar icon and then choose the pay date of your detail.
3. Note: Enter the pay date of your current payroll, not the pay period end date. The pay date results in





more accurate reporting of contribution limits for employee deferrals.

4. If applicable, select the **Include active loan payments** box to generate loan repayments on the participant dashboard.
5. Select **Next**.

## Add participants to the participant dashboard

6. Expand the **Add Participant** section to start keying.
7. Enter a participant's Social Security Number or name to display participant records.

**Note:** When you begin keying the Social Security Number, matching records will display. To disable this, select the *Require full SSN* option.

8. Use the Skip money sources options to remove a money source(s) as an editable field to leave only sources applicable to your payroll detail.
9. Key the contribution amount(s).
10. Hit the Enter key or select **Add participant to payroll**.



^ Add Participant

Require full SSN

Skip money sources

Roth Contribution  Employer Match  Salary Reduction

SSN: 000000004    Last name: JONES    First name: AMY

Roth Contribution: \$ 50.00    Employer Match: \$ 100.00    Salary Reduction: \$ 0.00

11. To view loan data, go to the **Participant loan payments** tab.
12. To edit a loan amount, select the participant’s row and enter the appropriate amounts into the editable fields.

Participant contribution details    **Participant loan payments**

Filter by typing in an SSN, name, or amount

View/Edit	SSN	First name	Last name	Loan number	Payment amount due	Actual payment amount	Amount over/underpaid
^	123456788	RICHARD	BRYANT	200724349	\$157.88	\$157.88	\$0.00

Participant loan payment information

Loan number	Payment amount due	Actual payment amount	Amount overpaid/underpaid
200724349	\$ 157.88	\$ 157.88	\$ 0

∨	110000574	LAURA	EASTON	200939364	\$187.50	\$187.50	\$0.00
∨	110000533	AMY	JONES	200929600	\$48.43	\$48.43	\$0.00

Items per page: 25    1 - 3 of 3    |< < > >|

### Review and submit payroll details

1. Review the valid records and then select **Proceed to Review** page.



Valid records

Filter dashboard by alert Filter by typing in an SSN, name, or amount

Select

View/Edit	SSN	First name	Last name	Total contribution amount	Salary red	Employer match
▼	123456788	RICHARD	BRYANT	\$257.75	\$219.00	\$38.75
▼	110000574	LAURA	EASTON	\$76.65	\$43.34	\$33.31
▼	110000533	AMY	JONES	\$122.22	\$100.00	\$22.22
▼	110000546	SARAH	STEVENS	\$166.65	\$67.89	\$98.76
▼	110000502	JOHN	WILLIAMS	\$144.33	\$66.67	\$77.66
▼	110000564	SAM	SMITH	\$135.79	\$123.45	\$12.34

Items per page: 25 1 - 6 of 6 < > |

2. Review your summary of payroll details and then select **Submit**.

Review payroll details

Review your payroll details below and click **Submit** when you're ready.

Payroll details

Plan Name	ENTITY OF NATIONWIDE
Plan Number	0038673001
Pay Center	ENTITY OF NATIONWIDE
Pay Date	06/11/2021
Payroll Record Count	7

Money source	Amount
Employer Match source total	\$207.87
Roth Contr source total	\$88.86
Salary Red source total	\$773.31
<b>Total</b>	<b>\$1,070.04</b>

3. Review the “Payroll details submission” page. To print this summary, select Print this page for your records.

Successful submission

Your payroll was successfully submitted. Payroll contribution details will be processed according to contractual timeframes when a payment is received.

Plan name	ENTITY OF NATIONWIDE
Plan number	0038673001
Pay Center	ENTITY OF NATIONWIDE
Submitted date	04-06-2021
Submitted time	10:37:35 AM
Source file name	import w variance stage file.csv
Pay date	04-16-2021
Money source total	\$903.39



## Submitting Debit ACH


### Submit a new Debit ACH with payroll detail

Before setting up a new Debit ACH, work with your financial institution (i.e. bank, credit union, etc.) to ensure they have the necessary details from Nationwide (i.e. ACH company ID number) to approve setup.

1. Select **Pay with Debit ACH**.

### Import

Payroll details submission

 Your payroll details were successfully submitted. Provided it's in good order and payment has been received, it will process within contractual timeframes.

Print this page for your records.

If you wish to fund this contribution with a Debit ACH account, select **Pay with Debit ACH** below.

Plan name	ENTITY OF NATIONWIDE
Plan number	0038673001
Submitted date	04-17-2020
Submitted time	12:18:58 AM
Source file name	Entity_of_Nationwide_Payroll_4-5-2020.csv
Pay date	04-13-2020
Money source total	\$1,280.88

**Pay with Debit ACH**



2. Select the **calendar** icon. Either manually enter a draft date or select a date from the calendar widget.

**Note:** You may select a business day up to 15 calendar days in the future.

Submit payment for payroll

Select or create a Debit ACH account below to submit a payment for your payroll.

Plan name	ENTITY OF NATIONWIDE
Plan number	0038673001
Pay date	04/13/2020
Payment Amount	\$1,280.88
Debit ACH draft date (you can select a date up to 15 days in the future)	<input type="text" value=""/>
Debit ACH account	Select

Calendar widget showing APR 2020 with the date 30 selected.

3. Select the **Debit ACH account** field and choose **Create a New Debit ACH account**.

Submit payment for payroll

Select or create a Debit ACH account below to submit a payment for your payroll.

Plan name	ENTITY OF NATIONWIDE
Plan number	0038673001
Pay date	04/13/2020
Payment Amount	\$1,280.88
Debit ACH draft date (you can select a date up to 15 days in the future)	4/30/2020
Debit ACH account	Select

Buttons: Cancel, Submit payment

4. Manually enter your financial institution details.

Debit ACH draft date (you can select a date up to 15 days in the future) 4/30/2020

Debit ACH account Create new Debit ACH account

Account nickname

Bank name

Bank routing number  Confirm bank routing number

Bank account number  Confirm bank account number



- Select an account type from the **Debit account type** field.

Debit account type

Checking ▾  
 Select  
Checking  
 Savings

- Optional:** To make this ACH account a default selection, select the checkbox.

Debit account type

Checking ▾

Make this ACH account the default selection. This will override the previous default selection.

Delete this Debit ACH payment method

- Select **Submit payment**.

Debit account type

Checking ▾

Make this ACH account the default selection. This will override the previous default selection.

Delete this Debit ACH payment method

---

Cancel

Submit payment

- To print a payment summary, select **Print this page for your records**.

## Import

Payroll details submission

✔ Your payroll details were successfully submitted. Provided it's in good order and payment has been received, it will process within contractual timeframes.

Print this page for your records.

If you wish to fund this contribution with a Debit ACH account, select **Pay with Debit ACH** below.

Plan name	ENTITY OF NATIONWIDE
Plan number	0038673001
Submitted date	04-17-2020
Submitted time	12:18:58 AM
Source file name	Entity_of_Nationwide_Payroll_4-5-2020.csv
Pay date	04-13-2020
Money source total	\$1,280.88

Pay with Debit ACH



## Submit an existing Debit ACH with payroll detail

9. Select **Pay with Debit ACH**.
10. Select the **calendar** icon. Either manually enter a draft date or select a date from the calendar widget. **Note:** You may select a business day up to 15 calendar days in the future.

Submit payment for payroll

Select or create a Debit ACH account below to submit a payment for your payroll.

Plan name	ENTITY OF NATIONWIDE
Plan number	0038673001
Pay date	04/13/2020
Payment Amount	\$1,280.88
Debit ACH draft date (you can select a date up to 15 days in the future)	<input type="text" value=""/>
Debit ACH account	Select

Plan name	ENTITY OF NATIONWIDE
Plan number	0038673001
Submission date	05-19-2020
Submission time	3:05:35 PM
Pay date	05-19-2020
Debit ACH account	My Account
Bank routing number	****0037
Bank account number	*****0000
Debit account type	Checking
Debit ACH draft date	05-28-2020

11. Select the **Debit ACH account** field and choose an existing account.

Debit ACH draft date (you can select a date up to 15 days in the future)

Debit ACH account

- Select
- Create new Debit ACH account
- JP Morgan**

12. Review the details that populate the account fields.

Account nickname	
<input type="text" value="My Account"/>	
Bank name	
<input type="text" value="JP Morgan"/>	
Bank routing number	Confirm bank routing number
<input type="text" value="044000037"/>	<input type="text" value="044000037"/>
Bank account number	Confirm bank account number
<input type="text" value="123456789012"/>	<input type="text" value="123456789012"/>
Debit account type	
<input type="text" value="Checking"/>	



13. Select an account type from the **Debit account type** field.

14. **Optional:** To make this ACH account a default selection, select the checkbox.

15. Select **Submit payment**.

16. To print a payment summary, select **Print this page for your records**.

## Payroll History and Maintenance

### View payroll history

Access the payroll history page

1. Select **Manage plan**.

2. Select **Payroll history and maintenance**.





## View specific payroll history

1. Choose a plan from the **Select a plan** dropdown.
2. Choose a payroll center from the **Select a payroll center to process** dropdown.

Payroll Contribution History

ENTITY OF NATIONWIDE

Payroll Contribution History allows the viewing of processed payroll contributions for the selected payroll center. The payroll centers available for the plan display in the drop-down list for selection.

To start, confirm you selected the correct plan, select a payroll center, and click Begin.

---

**Payroll Center**

Select a plan:

Select a payroll center to process:

3. Select **Begin**.
4. To customize the results that display, fill in one or more of the editable fields and then select **Apply**.

FastPay

Payroll history & maintenance

Need assistance?  
[Video guide](#)  
[User guide](#)  
[FAQ](#)

Date from:

Date to:

Amount (optional):

Submission status (optional) ⓘ:

5. Select the **Pay date** of an individual detail to see more information.

All transactions

Pay date	Submission status	Total
09/25/2020	Submitted - Awaiting payment to process	\$12,315.45
09/24/2020	Submitted - Awaiting payment to process	\$2,406.46
09/23/2020	Submitted - Awaiting payment to process	\$7,638.18
09/23/2020	Submitted - Awaiting payment to process	\$4,638.18
09/23/2020	Submitted - Awaiting Debit ACH Draft Date	\$4,496.36
09/23/2020	Unsubmitted - Saved	\$2,406.46
09/23/2020	Unsubmitted - Saved	\$2,406.46

## View Payroll details tab

1. Select the **Participant contribution details** tab to see a summary of participant information and their contribution data.



FastPay Need assistance?

Payroll history & maintenance

Plan name: ENTITY OF NATIONWIDE  
 Plan number: 0038673001  
 Pay date: 09/25/2020  
 Pay center: ENTITY OF NATIONWIDE  
 Transaction type: Contribution  
 Submission status: Submitted - Awaiting payment to process

[Pay with Debit ACH](#) [Delete payroll](#)

**Participant contribution details** [Submission details](#)

Search by typing in an SSN, name, or amount [Edit participant details](#)

SSN	First Name	Last Name	Total contribution amount	Roth Contribution	Employer Match
100122332	Timothy	Johnson	\$222.22	\$0.00	\$111.11
111223333	ANGELA	PIZZUTI	\$10,182.02	\$10,000.00	\$91.01
111555140	TORI	ROGERS	\$273.03	\$91.01	\$91.01
123456789	sharon	Jackson	\$273.03	\$91.01	\$91.01
271844867	TAYLOR	RODMAN	\$273.03	\$91.01	\$91.01
280700000	RACHEL	CALDWELL	\$273.03	\$91.01	\$91.01
280700001	MICHELLE	SIMPSON	\$273.03	\$91.01	\$91.01
280700002	JOSE	CALDERONE	\$273.03	\$91.01	\$91.01
280700003	MARILYN	JONES	\$273.03	\$91.01	\$91.01

Items per page: 25 | 1 - 9 of 9 | < > >>

2. Select the **Submission details** tab to see who, when and how the payroll detail was submitted. Under **Money Source**, review a breakdown the Employer Match, Roth Contribution and Salary Reduction source total dollar amounts.

Participant contribution details **Submission details**

Submission user: sandsk1  
 Submission date & time: 2020-09-21 12:14:12.568  
 Processed date: 2020-09-21 00:00:00.0  
 Source file name: Payroll\_Census\_PERF-EntNW.csv

Money Source	Amount
Employer Match source total	\$839.19
Roth Contribution source total	\$10,637.07
Salary Reduction source total	\$839.19
<b>Total</b>	<b>\$12,315.45</b>

## View and delete Pending unmatched Debit ACH payments

1. Select the **Pay date** of an individual detail to see more information.

Payroll history & maintenance

Payroll details **Pending unmatched Debit ACH payments**

Pay date	Request date	Draft date	Money source	Total
<b>09/25/2021</b>	06/22/2021	06/28/2021	Roth Contribution	\$5.00
09/25/2021	06/22/2021	06/28/2021	Salary Reduction	\$10.00

Items per page: 25 | 1 - 2 of 2 | < > >>



- Review the payment details to view the draft date, who the payment was submitted by and the account details. Select **Back** if no changes are needed.

Payroll history & maintenance

Plan name	ENTITY OF NATIONWIDE
Plan number	0038673001
Pay date	06/25/2021
Pay center	ENTITY OF NATIONWIDE
Submission status	Pending unmatched Debit ACH payment

Delete pending debit ACH payment

Payment details

Payment submitter user ID	paulla1
Payment type	Debit ACH
Debit account nickname	JMPC
Bank routing number	****0037
Bank account number	****2795
Debit account type	CHECK
Debit ACH draft date	06/28/2021
Payment amount	\$5.00

Back

- Select **Delete pending debit ACH payment** to cancel the payment.

Payroll history & maintenance

Plan name	ENTITY OF NATIONWIDE
Plan number	0038673001
Pay date	06/25/2021
Pay center	ENTITY OF NATIONWIDE
Submission status	Pending unmatched Debit ACH payment

Delete pending debit ACH payment

Payment details

Payment submitter user ID	paulla1
Payment type	Debit ACH
Debit account nickname	JMPC
Bank routing number	****0037
Bank account number	****2795
Debit account type	CHECK
Debit ACH draft date	06/28/2021
Payment amount	\$5.00

Back



## Update payroll history

1. If not appearing by default, select the **Participant contribution details** tab.
2. Select **Edit participant details**.

SSN	First Name	Last Name	Total contribution amount	Roth Contribution	Employer Match
100122332	Timothy	Johnson	\$222.22	\$0.00	\$111.11
111223333	ANGELA	PIZZUTI	\$10,182.02	\$10,000.00	\$91.01
111555140	TORI	ROGERS	\$273.03	\$91.01	\$91.01
123456789	sharon	Jackson	\$273.03	\$91.01	\$91.01
271844867	TAYLOR	RODMAN	\$273.03	\$91.01	\$91.01
280700000	RACHEL	CALDWELL	\$273.03	\$91.01	\$91.01
280700001	MICHELLE	SIMPSON	\$273.03	\$91.01	\$91.01
280700002	JOSE	CALDERONE	\$273.03	\$91.01	\$91.01
280700003	MARILYN	JONES	\$273.03	\$91.01	\$91.01

3. Optional: Filter the participant dashboard by using the alert field or the search field.

View/Edit	SSN	First name	Last name	Total contribution amount	Roth contribution	Employer match
▼ NEW	100122332	Timothy	Johnson	\$222.22	\$0.00	\$111.11
▼	111223333	ANGELA	PIZZUTI	\$10,182.02	\$10,000.00	\$91.01
▼	111555140	TORI	ROGERS	\$273.03	\$91.01	\$91.01
▼ NEW	123456789	sharon	Jackson	\$273.03	\$91.01	\$91.01
▼	271844867	TAYLOR	RODMAN	\$273.03	\$91.01	\$91.01
▼	280700000	RACHEL	CALDWELL	\$273.03	\$91.01	\$91.01
▼	280700001	MICHELLE	SIMPSON	\$273.03	\$91.01	\$91.01
▼	280700002	JOSE	CALDERONE	\$273.03	\$91.01	\$91.01
▼	280700003	MARILYN	JONES	\$273.03	\$91.01	\$91.01

4. Select the **down arrow** on a participant's row to see more information or to make edits.

View/Edit	SSN	First name	Last name	Total contribution amount	Roth contribution	Employer match
▼ [NEW]	100122332	Timothy	Johnson	\$222.22	\$0.00	\$111.11
▼	111223333	ANGELA	PIZZUTI	\$10,182.02	\$10,000.00	\$91.01
▼	111555140	TORI	ROGERS	\$273.03	\$91.01	\$91.01
▼ [NEW]	123456789	sharon	Jackson	\$273.03	\$91.01	\$91.01
▼	271844867	TAYLOR	RODMAN	\$273.03	\$91.01	\$91.01
▼	280700000	RACHEL	CALDWELL	\$273.03	\$91.01	\$91.01
▼	280700001	MICHELLE	SIMPSON	\$273.03	\$91.01	\$91.01
▼	280700002	JOSE	CALDERONE	\$273.03	\$91.01	\$91.01
▼	280700003	MARILYN	JONES	\$273.03	\$91.01	\$91.01



- Update a participant's contribution information by entering values into the **Employer Match**, **Roth Contribution** and/or **Salary Reduction** fields.

Filter dashboard by alert Filter by typing in an SSN, name, or amount

New participants

View/Edit	SSN	First name	Last name	Total contribution amount	Roth contribution	Employer match
^ NEW	100122332	Timothy	Johnson	\$222.22	\$0.00	\$111.11

**Contribution Information**

Employer Match	Roth Contribution	Salary Reduction
\$ 111.11	\$ 0	\$ 111.11

NEW 123456789 sharon Jackson \$273.03 \$91.01 \$91.01

Items per page: 25 1 - 9 of 9 |< < > >|

- Select the **up arrow** to close a participant's row and to save the new values.

Filter dashboard by alert Filter by typing in an SSN, name, or amount

New participants

View/Edit	SSN	First name	Last name	Total contribution amount	Roth contribution	Employer match
^ NEW	100122332	Timothy	Johnson	\$222.22	\$0.00	\$111.11

**Contribution Information**

Employer Match	Roth Contribution	Salary Reduction
\$ 111.11	\$ 0	\$ 111.11

NEW 123456789 sharon Jackson \$273.03 \$91.01 \$91.01

Items per page: 25 1 - 9 of 9 |< < > >|

- Select **Proceed to Review page**.

Filter dashboard by alert Filter by typing in an SSN, name, or amount

View/Edit	SSN	First name	Last name	Total contribution amount	Roth contribution	Employer match
^ NEW	100122332	Timothy	Johnson	\$222.22	\$0.00	\$111.11
^	111223333	ANGELA	PIZZUTI	\$10,182.02	\$10,000.00	\$91.01
^	111555140	TORI	ROGERS	\$273.03	\$91.01	\$91.01
^ NEW	123456789	sharon	Jackson	\$273.03	\$91.01	\$91.01
^	271844867	TAYLOR	RODMAN	\$273.03	\$91.01	\$91.01
^	280700000	RACHEL	CALDWELL	\$273.03	\$91.01	\$91.01
^	280700001	MICHELLE	SIMPSON	\$273.03	\$91.01	\$91.01
^	280700002	JOSE	CALDERONE	\$273.03	\$91.01	\$91.01
^	280700003	MARILYN	JONES	\$273.03	\$91.01	\$91.01

Items per page: 25 1 - 9 of 9 |< < > >|

- Review the import details and then select **Submit**.



# FastPay

[Need assistance?](#)

## Review import details

Review your import details below and click **Submit** when you're ready.

### Import details

Plan Name	ENTITY OF NATIONWIDE
Plan Number	0038673001
Pay Center	ENTITY OF NATIONWIDE
Pay Date	09/25/2020
Participant record count	0
Removed Records	2

Money source	Amount
Roth Contribution source total	\$10,637.07
Employer Match source total	\$839.19
Salary Reduction source total	\$839.19
<b>Total</b>	<b>\$12,315.45</b>



## Payroll Contribution Data

Depending on your plan parameters, all or some of these parameters will display.

### Census: Basic Participant Information

- A Social Security Number must be 7-9 numbers, with or without dashes
- Name fields (Last Name and First Name in separate fields or in one field as Last Name, First Name)
- Date of birth
- Date of death

### Participant Employment Info

- Date of hire
- Date of service termination
- Date of rehire
- Date of disability
- Date of retirement

### Participant Contact Info

- Address Line 1 (street and number)
- Address Line 2 (suite, apt or po box)
- Address Line 3 (attention or c/o)
- City
- State
- Zip code or Zip+4 code (with or without dash)

Name: Other than commas in the Name field, commas in a comma-delimited format will cause a file to error. Most punctuation marks will be fine, except those used pronunciation purposes such as accent marks ( ~ ` ^ )

Date field formats accepted are: mmddyyyy or mm-dd-yyyy or mm/dd/yyyy.

## Additional Terms

**Pay date:** the date an employee is paid for a specific pay period.

**Draft date:** the date the Debit ACH is drafted from a plan sponsor's account to fund the payroll for that period.

**Configuration:** the layout of your payroll detail file. Nationwide uses your configuration to map payroll data and post contributions to a participant's account.

**Routing number** or **ABA number:** the unique identification number of a bank, ABA is the acronym for "American Banking Association."

**ACH:** acronym for "automated clearing house."

Nationwide Investment Services Corporation, member FINRA, Columbus, OH.

Nationwide, the Nationwide N and Eagle and Nationwide is on your side are service marks of Nationwide Mutual Insurance Company. © 2020 Nationwide.