

How to submit your payroll report on TCDRS.org

NOTE

You need Payroll Administrator access rights to submit a payroll report. If you need to file payroll reports and do not have access, please contact the Security Administrator for your employer.

- 1. Sign in to <u>www.TCDRS.org/Employers</u> and click the "Payroll & Contributions" link in the left menu.
- 2. Select "Upload Payroll Report".

VIEW	PAYROLL REPORTS &
OUR PLAN	CONTRIBUTIONS
PLAN DOCUMENTS	Use the buttons below to upload your current monthly report or make an adjustment to a report you submitted in the past. You can also set up an additional contribution to your plan.
REPORTS	
CONTACTS	2 UPLOAD PAYROLL REPORT ADJUST PRIOR REPORT MAKE ADDITIONAL CONTRIBUTIONS
PORTAL ACTIVITY	TRANSACTION HISTORY
	First Previous 1 to 10 of 116 rows Next Last
	UPLOAD PAYROLL REPORT CLOSE X Enter the end date of your reporting period in the Pay Date field. Next, enter your summary totals for that reporting period, and then select a payroll file to upload. Please note that TCDRS won't receive your report until you click the "Submit Payroll File" button.
	UPLOAD PAYROLL REPORT CLOSE X Enter the end date of your reporting period in the Pay Date field. Next, enter your summary totals for that reporting period, and then select a payroll file to upload. Please note that TCDRS won't receive your report until you click the "Submit Payroll File" button. Payroll Report Summary
	UPLOAD PAYROLL REPORT Enter the end date of your reporting period in the Pay Date field. Next, enter your summary totals for that reporting period, and then select a payroll file to upload. Please note that TCDRS won't receive your report until you click the "Submit Payroll File" button. Payroll Report Summary (*required field)

manually using an MMDDYYY format, or select the date using the calendar tool.

	Su Mo) Tu	We 1	Th 2	Fr 3	Sa 4	for 2017
NPLOYER CONTRIBUTIONS *	5 0 12 1 19 20 26 2	6 7 3 14 0 21 7 28	8 15 22 29	9 16 23 30	10 17 24	11 18 25	Employee Deposit Rate 7% Retirement Plan Rate (note) 10% Group Term Life Rate 0%
TOTAL:							-
OMMENTS (OPTIONAL)]
							<u>A</u>

- **4.** In the "Employee Deposits" field, enter the sum total of the Deposit Amounts in your payroll file.
- In the "Employer Contributions" field, enter your employer contributions for your report. The employer contributions are the product of your total employee salaries and your Retirement Plan Rate, listed in the box on the right.
- 6. If applicable, enter the total amount of Group Term Life premiums. The premiums are the product of your total employee salaries and your Group Term Life Rate, listed in box on the right.
- 7. Once you have entered these amounts (steps 4, 5 and 6), you will see the total due for the reporting period.
- 8. Click "Select Payroll File" and navigate to your payroll file. Select the file and click "Open".

Enter the end date of your r totals for that reporting per won't receive your report ur	reporting period in the Pay Date iod, and then select a payroll filo ntil you click the "Submit Payroll	field. Next, enter your summary a to upload. Please note that TCDRS File" button.
Payroll Report Summa	ary	
		(*required field
PAY DATE* 11	-30-2017	
EMPLOYEE DEPOSITS *	\$7,000.00	Employer Contribution Rates for 2017
EMPLOYER CONTRIBUTIONS*	\$10,000.00	Employee Deposit Rate 7%
		Group Term Life Rate 0%
GROUP TERM LIFE PREMIUMS *	\$0.00	
TOTAL:	\$17,000.00	-
COMMENTS (OPTIONAL)		
]
CANCEL	8 SELECT PAYROLL FILE	
CANCEL	8 SELECT PAYROLL FILE	I
CANCEL	8 SELECT PAYROLL FILE	
CANCEL	SELECT PAYROLL FILE	CLOSE
CANCEL	8 SELECT PAYROLL FILE	CLOSE
CANCEL UPLOAD PAYROLL Enter the end date of your r totals for that reporting per won't receive your report ur	SELECT PAYROLL FILE	field. Next, enter your summary to upload. Please note that TCDRS File" button.
CANCEL UPLOAD PAYROLL Enter the end date of your r totals for that reporting per won't receive your report un Payroll Report Summa	SELECT PAYROLL FILE	field. Next, enter your summary to upload. Please note that TCDRS File" button.
CANCEL UPLOAD PAYROLL Enter the end date of your r totals for that reporting per won't receive your report un Payroll Report Summa	SELECT PAYROLL FILE	field. Next, enter your summary to upload. Please note that TCDRS File" button.
CANCEL UPLOAD PAYROLL Enter the end date of your r totals for that reporting per won't receive your report un Payroll Report Summa	SELECT PAYROLL FILE S	field. Next, enter your summary a to upload. Please note that TCDRS File" button. (*required field
CANCEL UPLOAD PAYROLL Enter the end date of your r totals for that reporting per won't receive your report un Payroll Report Summa Pay DATE* 11	SELECT PAYROLL FILE S	field. Next, enter your summary to upload. Please note that TCDRS File" button. (*required field
CANCEL UPLOAD PAYROLL Enter the end date of your r totals for that reporting per won't receive your report un Payroll Report Summa PAY DATE* 11 EMPLOYEE DEPOSITS*	SELECT PAYROLL FILE SELECT PAYROLL FILE Poporting period in the Pay Date iod, and then select a payroll filt it you click the "Submit Payroll ary -30-2017 \$7,000.00	field. Next, enter your summary e to upload. Please note that TCDRS File" button. (*required field Employer Contribution Rates for 2017
CANCEL UPLOAD PAYROLL Enter the end date of your r totals for that reporting per won't receive your report ur Payroll Report Summa PAY DATE* 11 EMPLOYEE DEPOSITS* EMPLOYEE DEPOSITS*	SELECT PAYROLL FILE SELECT PAYROLL FILE REPORT reporting period in the Pay Date iod, and then select a payroll fil ntil you click the "Submit Payroll ary -30-2017 \$7,000.00 \$10,000,00	field. Next, enter your summary a to upload. Please note that TCDRS File" button. (*required field crequired field for 2017 Employee Deposit Rate 7%
CANCEL UPLOAD PAYROLL Enter the end date of your r totals for that reporting per won't receive your report u Payroll Report Summa Pay DATE* 11 EMPLOYEE DEPOSITS* EMPLOYEE CONTRIBUTIONS*	SELECT PAYROLL FILE Peporting period in the Pay Date iod, and then select a payroll fil httl you click the "Submit Payroll ary -30-2017 \$7,000.00 \$10,000.00	CLOSE field. Next, enter your summary e to upload. Please note that TCDRS File" button. (*required field (*required field for 2017 Employee Deposit Rate 7% Retirement Plan Rate (note) 10% Retorement Plan Rate (note) 10%
CANCEL UPLOAD PAYROLL Enter the end date of your r totals for that reporting per won't receive your report ur Payroll Report Summa PAY DATE* 11 EMPLOYEE DEPOSITS* EMPLOYEE CONTRIBUTIONS* SROUP TERM LIFE PREMIUMS*	SELECT PAYROLL FILE REPORT Reporting period in the Pay Date iod, and then select a payroll filt ity ou click the "Submit Payroll ary -30-2017 \$7,000.00 \$10,000.00 \$0.00	feld. Next, enter your summary e to upload. Please note that TCDRS File* button. (*required field (*required field Employee Centribution Rates for 2017 Employee Deposit Rate 7% Retirement Plan Rate (note) 10% Group Term Life Rate 0%
CANCEL UPLOAD PAYROLL Enter the end date of your risotals for that reporting per won't receive your report un Payroll Report Summa PAY DATE* 11 EMPLOYEE DEPOSITS* EMPLOYEE CONTRIBUTIONS* GROUP TERM LIFE PREMIUMS* TOTAL:	SELECT PAYROLL FILE REPORT reporting period in the Pay Date iod, and then select a payroll fil ntil you click the "Submit Payroll ary -30-2017 \$7,000.00 \$10,000.00 \$0.00 \$17,000.00	field. Next, enter your summary e to upload. Please note that TCDRS File" button. (*required field Employer Contribution Rates for 2017 Employee Deposit Rate 7% Retirement Plan Rate (note) 10% Group Term Life Rate 0%
CANCEL UPLOAD PAYROLL Enter the end date of your r totals for that reporting per won't receive your report ur Payroll Report Summa PAY DATE' 11 EMPLOYEE DEPOSITS* EMPLOYEE CONTRIBUTIONS* SROUP TERM LIFE PREMIUMS ' TOTAL: COMMENTS (OPTIONAL)	SELECT PAYROLL FILE Peporting period in the Pay Date iod, and then select a payroll filt till you click the "Submit Payroll -30-2017 \$7,000.00 \$10,000.00 \$10,000.00 \$17,000.00	cLOSE field. Next, enter your summary e to upload. Please note that TCDRS File" button. (*required field (*required field for 2017 Employee Deposit Rate 7% Retirement Plan Rate (note) 10% Group Term Life Rate 0%
CANCEL UPLOAD PAYROLL Enter the end date of your retotals for that reporting per won't receive your report ur Payroll Report Summa PAY DATE' 11 EMPLOYEE DEPOSITS* EMPLOYEE DEPOSITS* EMPLOYER CONTRIBUTIONS* GROUP TERM LIFE PREMIUMS* TOTAL: COMMENTS (OPTIONAL)	SELECT PAYROLL FILE REPORT Reporting period in the Pay Date iod, and then select a payroll filthil you click the "Submit Payroll ary -30-2017 \$7,000.00 \$10,000.00 \$0.00 \$17,000.00	feld. Next, enter your summary e to upload. Please note that TCDRS File* button. (*required field Employee Contribution Rates for 2017 Employee Deposit Rate 7% Retirement Plan Rate (note) 10% Group Term Life Rate 0%
CANCEL UPLOAD PAYROLL Enter the end date of your r totals for that reporting per won't receive your report ur Payroll Report Summa Pay DATE* 11 EMPLOYEE DEPOSITS* EMPLOYEE DEPOSITS* EMPLOYEE CONTRIBUTIONS* SROUP TERM LIFE PREMIUMS* TOTAL: COMMENTS (OPTIONAL)	SELECT PAYROLL FILE REPORT reporting period in the Pay Date iod, and then select a payroll fil ntil you click the "Submit Payroll ary -30-2017 \$7,000.00 \$10,000.00 \$10,000.00 \$10,000.00 \$17,000.00	feid. Next, enter your summary a to upload. Please note that TCDRS File" button. (*required field Employee Ceptosit Rate 7% Retirement Plan Rate (note) 10% Group Term Life Rate 0%
CANCEL UPLOAD PAYROLL Enter the end date of your r totals for that reporting per won't receive your report u Payroll Report Summa PAY DATE* 11 EMPLOYEE DEPOSITS* EMPLOYEE DEPOSITS* SROUP TERM LIFE PREMIUMS * TOTAL: COMMENTS (OPTIONAL)	SELECT PAYROLL FILE REPORT reporting period in the Pay Date iod, and then select a payroll fil ntil you click the "Submit Payroll ary -30-2017 \$7,000.00 \$10,000.00 \$10,000.00 \$17,000.00	field. Next, enter your summary to upload. Please note that TCDRS File" button. (*required field Employee Contribution Rates for 2017 Employee Deposit Rate 7% Retirement Plan Rate (<u>note</u>) 10% Group Term Life Rate 0%
CANCEL UPLOAD PAYROLL Enter the end date of your of totals for that reporting per won't receive your report un Payroll Report Summa PAY DATE' 11 EMPLOYEE DEPOSITS* EMPLOYEE DEPOSITS* EMPLOYEE CONTRIBUTIONS* SROUP TERM LIFE PREMIUMS* TOTAL: COMMENTS (OPTIONAL)	SELECT PAYROLL FILE REPORT Reporting period in the Pay Date iod, and then select a payroll filt idy of the select a payroll filt ary -30-2017 \$7,000.00 \$10,000.00 \$10,000.00 \$17,000.00	feld. Next, enter your summary to upload. Please note that TCDRS File* button. (*required field Employee Contribution Rates for 2017 Employee Deposit Rate 7% Retirement Plan Rate (note) 10% Group Term Life Rate 0%

If you have any questions or need help, please call TCDRS Employer Services at 800-651-3848.

CANCEL

SUBMIT PAYROLL FILE

9. The name of the file you selected will appear under "Associated File". If it is the correct payroll file, click "Submit Payroll File".

You will be taken back to the main "Payroll Reporting & Contributions" screen, which will include a confirmation message.