

Diocese of Worcester

403(b) Retirement Plan Payroll Contribution Process Changes

Q. Where do I send my payroll contribution file?

The new link to upload your contribution file is:

<https://www3.mydocsonline.com/cuploadcustom.aspx?id=youradminpartners>

The identifying information you must provide when you submit your file is:

1. Name: Enter your full **name**.
2. Email address: Enter your **email address**. [You can *Click* the *Remember Me* button if you wish].
3. Name of Diocese: Enter **Diocese of Worcester**.
4. Name of Church/School: Enter the **name of your location**.
5. City of Church/School: Enter the **city of your location**:
6. *Click* the “*I am not a robot*” button
7. *Click on* the “*Next*” button. A new window will open allowing you to find and select the file you wish to send.



Upload Files To Admin Partners

Step 1

Your Full Name: (Required)  Fields that are required will be indicated on the form.

YOUR NAME

Your e-Mail Address (Required)

YOUREMAIL@EMAIL.COM

Remember Me: ☒

Name of Diocese (Required)

Roman Catholic Diocese of Worcester

Name of Church/School (Required)

YOUR SCHOOL OR CHURCH NAME

City of Church/School (Required)

Worcester

  I'm not a robot  reCAPTCHA Privacy - Terms

Once you check the 'I am not a robot' box, a green check mark will appear indicating you can move forward.

 I'm not a robot  reCAPTCHA Privacy - Terms

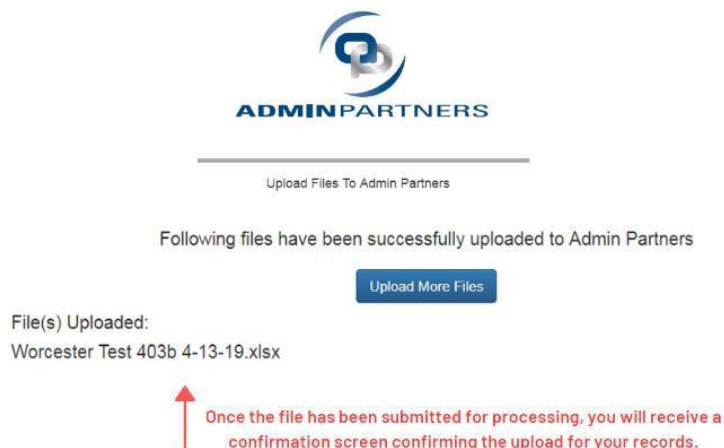
Once you have completed the form, click Next.

8. Click on "Choose File" button to open a window in your computer. Select the file you wish to upload. The file you selected is displayed in green on the top right section of your screen. Alternatively, you can "drop" a file by highlighting the desired file from, then holding the left mouse button and dragging it to the *Drop Files Here* box. If you made any errors on the first screen, you can select the "Cancel" button on the bottom left of the screen to start over. This must be done **before** you upload a file. If you want to stop the process after uploading a file to the page, simply close out window of the upload page.
9. Click the "Done" button to complete the process.



10. You will receive a confirmation screen and an email confirming the file has been successfully uploaded for your records.



Q. Who is the point of contact at ADMIN Partners if I have any questions or issues?

Alison Ryan
Diocese of Worcester Account Manager
877-484-4400, option #1 ask for Alison
Email: service@youradminpartners.com

When Alison is unavailable, please contact Carol Labinski

Carol Labinski
Diocese of Worcester Account Manager
877-484-4400, option #1 ask for Carol
Email: service@youradminpartners.com

Q. If it is determined that there is data formatting error or a match issue with the contribution file, how will the error be corrected?

When a contribution file is received by ADMIN Partners, technology assistance is used to identify potential data formatting errors like date field formatting, or a blank name field. ADMIN is also reconciling the funds deposited to the total contribution amount indicated in the file. In the event a formatting error is found, or the contribution file data and deposit dollars do not match, ADMIN's Account Manager will contact you to review the issue. If a correction is necessary, you will be asked to correct the error and resend the contribution file. This process is used to ensure your source file is corrected, so the error is not repeated in subsequent file submissions.

What Processes Do Not Change

As noted earlier, there are many processes that will not change. We are including them in this FAQ as reminders.

Q. Are there any changes to the contribution file format we submit?

No. The Excel worksheet format is the same:

-  **Agency Location (Column A):** The name of your location.
-  **Agency City (Column B):** The city of your location.
-  **Participant Social Security Number (Column C):** Text with dashes or special social security format may be used.
-  **Participant Last Name (Column D):** Text
-  **Participant First Name (Column E):** Text
-  **Pre-Tax Employee Contribution Amount (Column F):** numeric DD.CC no commas.
-  **Employer Match Amount (Column G):** numeric DD.CC no commas.
-  **Payroll Date (Column H):** Date format DD/MM/YYYY
-  **Comment (Column I):** Text

Please use the following naming convention when submitting the file: Parish/Agency or School Name (hyphen) city (hyphen) payroll date (DDMMYYYY). **Example: StEdmund-Worcester-04302019.xlsx**

A few other reminders concerning the file format.

(1) The file header record should only encompass the first four (4) rows of the Excel spreadsheet.

(2) Please do not include any other columns or rows in the worksheet beside the required fields.

[Q. Are there any changes to where I send the funds for the retirement plan?](#)

No. If you transmit your payroll deductions by check, verify the check amount matches the contribution file amount. Please include your agency number and payroll date on the memo line of the check, and send to:

Check payable to: RCB of Worcester 403b Plan

Mail check to: RCB of Worcester

PO Box 847228

Boston, MA 02284-7228

If you transmit your payroll deductions via ACH transmission, verify the dollar amount matches the contribution file amount. The ACH is sent to the following account/routing number:

Account Number: 7678292767 ABA Number: 2313-72691

Please ensure the information section of the ACH includes: your agency number, Church/School name, and payroll date in the transmittal.

If you have any questions regarding the new file upload process, or the contribution file format, please contact at ADMIN Partners (877) 484-4400 (Option 1 – and ask for Alison or Carol)