The following procedures are intended to provide guidance for reporting 401(k), 457, PST, and ARP payroll deductions to Savings Plus using the CalHR Extranet. More information is also available at: http://www.calhr.ca.gov/state-hr-professionals/Pages/savings-plus-daa-fairs.aspx

CALHR EXTRANET SITE LOCATION

https://portal.calhr.ca.gov/eapps/fairscontribution/Interface/main.aspx

LOGGING IN

Your username is your email. A temporary password is assigned for new user access. You can and should change your password after initial entry. The default answer to the password recovery question for your mother's maiden name is "Test." You should update this field as well after initial entry.

Click the "Sign In" button. Do not use the enter key on your computer keyboard or the "Click Here to Sign In" link under CalHR Staff. Contact CalHR Help Desk @ 916-327-0520 or Ronnie Garcia if you forgot your password or have trouble accessing the site.

After you log in, click the welcome banner to enter the site and click your fair name to proceed.

MANAGE FAIR INFORMATION PAGE

This is the main page in the extranet site.

- **Report Deductions to CalHR***
  Use this page to manually enter employee payroll deductions for 401(k), 457, loan repayments, ARP, and PST.

- **Update Employee Records**
  Use this page to add new employees to the CalHR database [illegible] existing employee records.

- **View Historical Employee Records**
  Use this page to view historical employee records for prior processing periods.

- **650 Reports**
  This page DOES NOT apply to PST or ARP. The 650 report is a notice from Savings Plus to the Fair of an employee requested deduction change to a voluntary 401(k), 457, deduction or loan repayment.

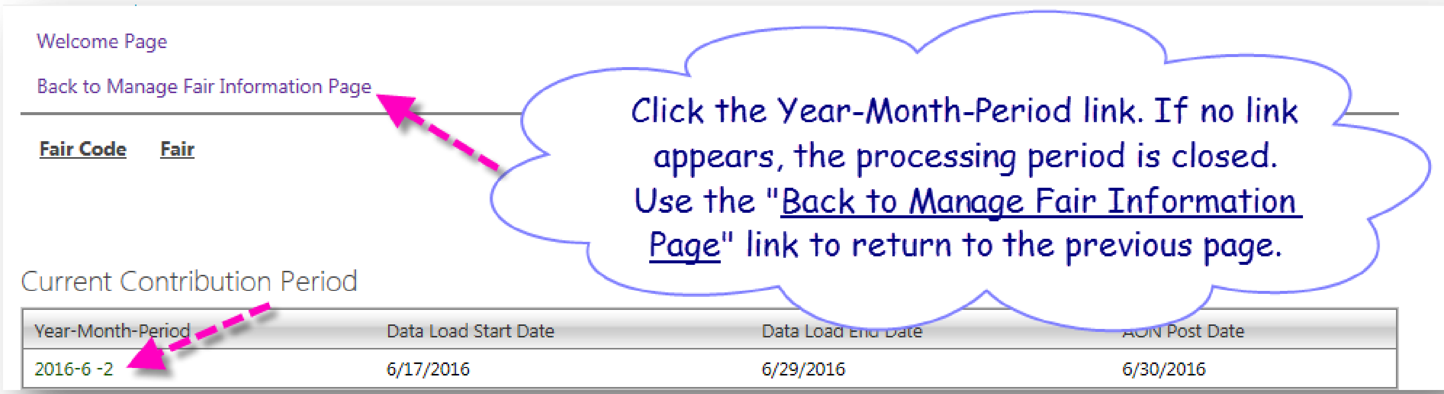
- **Processing Period Reports**
  Use this page to view or save a report or reconcile the deductions you reported for the current processing period or prior periods in comparison to your internal payroll records.

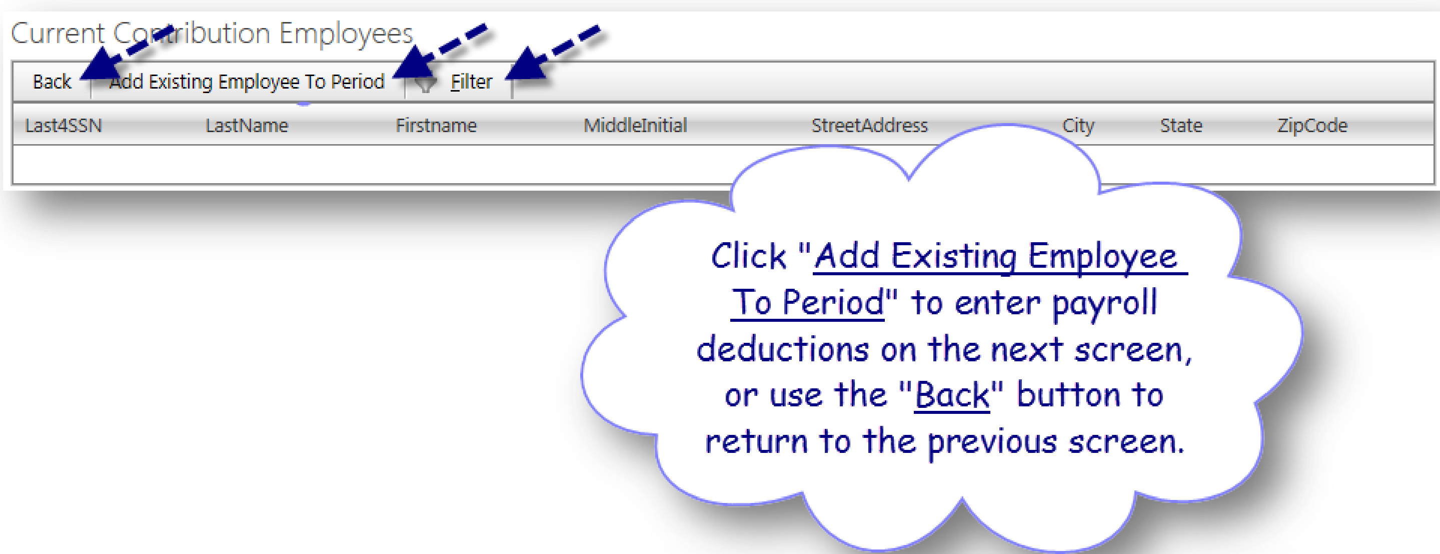
- **Report ACH Fund Transfers and Admin Fees***
  Use this page to report your ACH fund transfer and Admin fees per processing period.

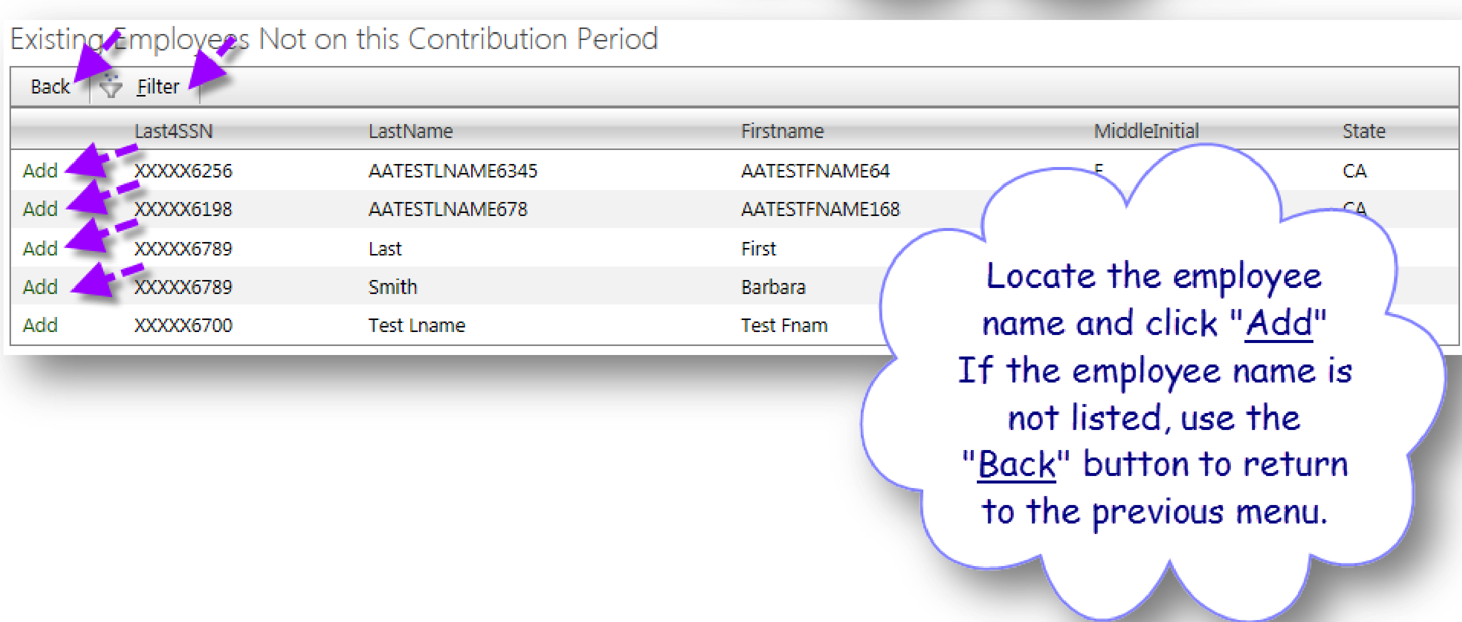
**Highlighted titles represent the most frequently used pages.*

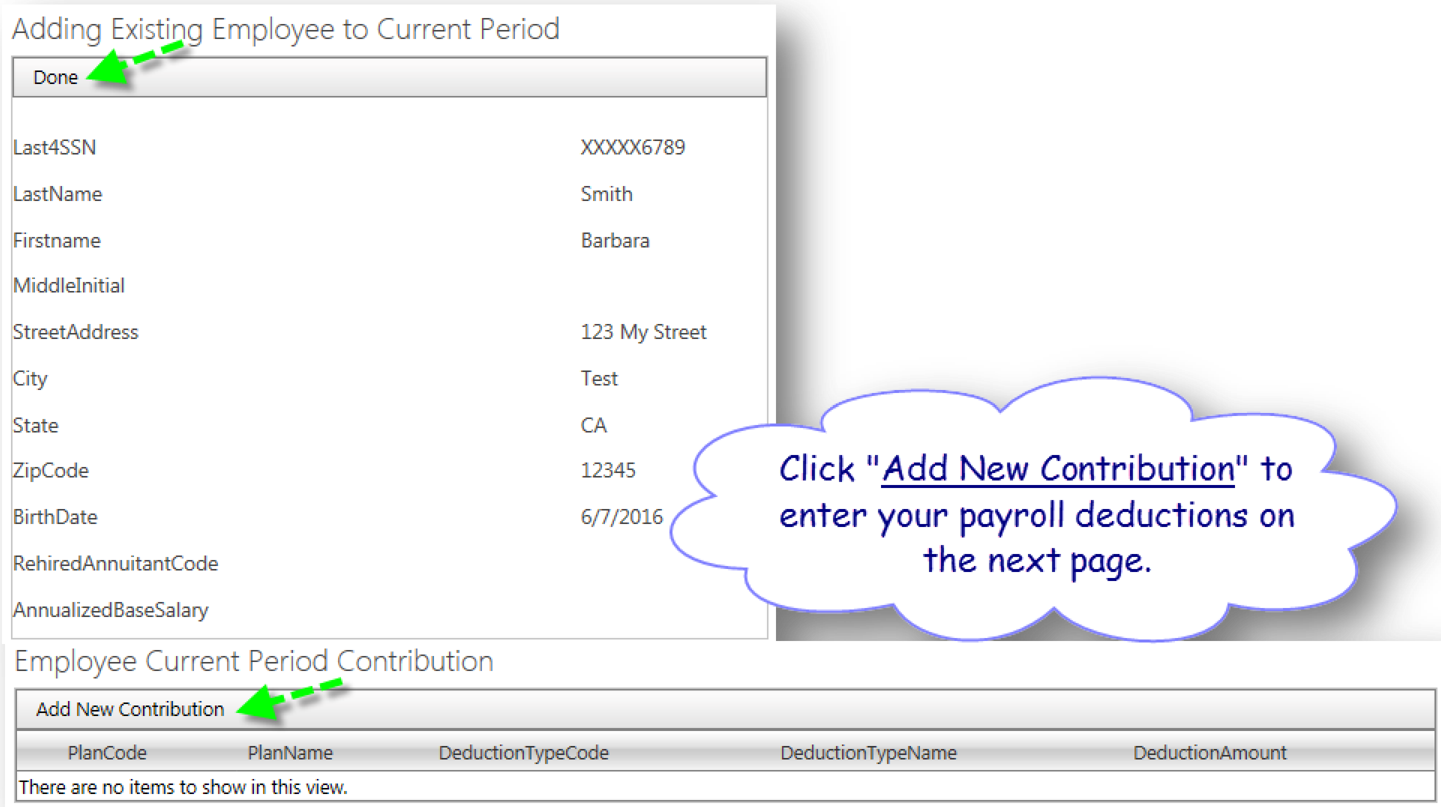
REPORT DEDUCTIONS TO CALHR PAGE

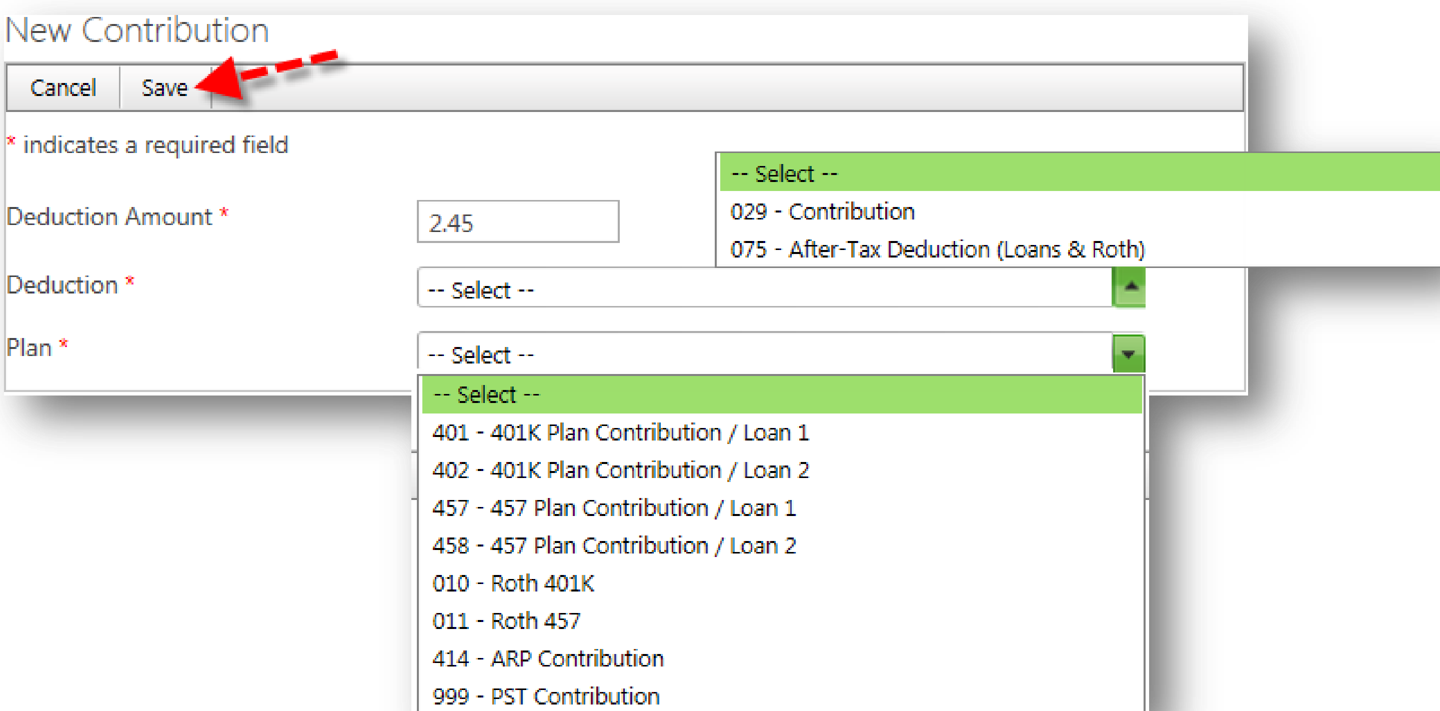
Use this page to manually enter employee payroll deductions for 401(k), 457, loan repayments, ARP, and PST.







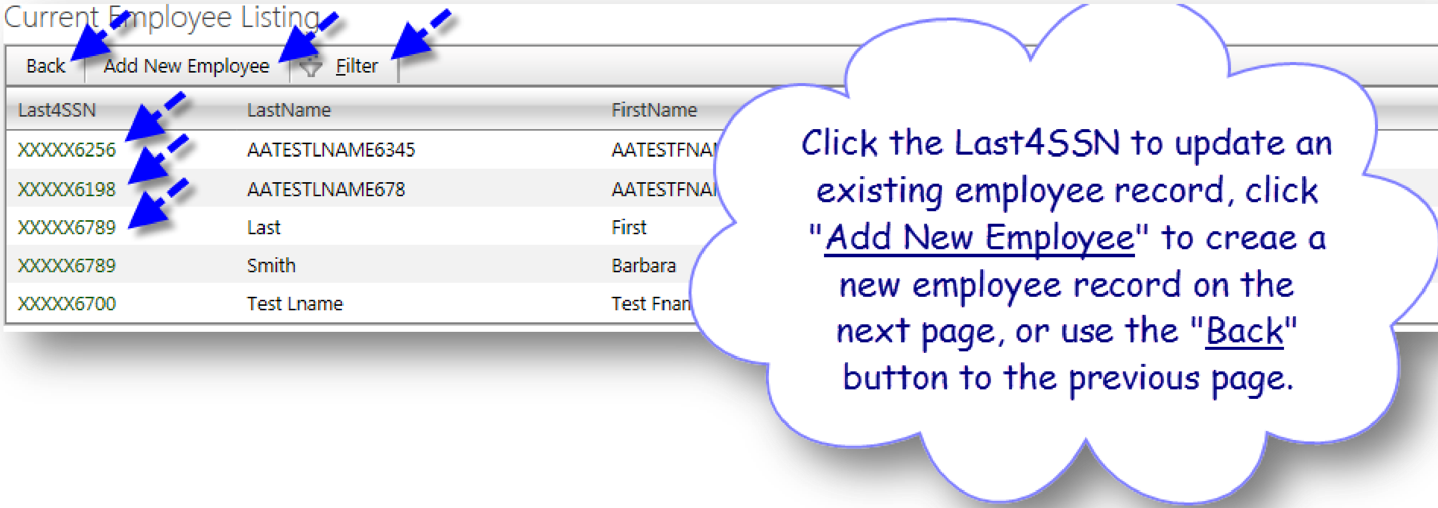


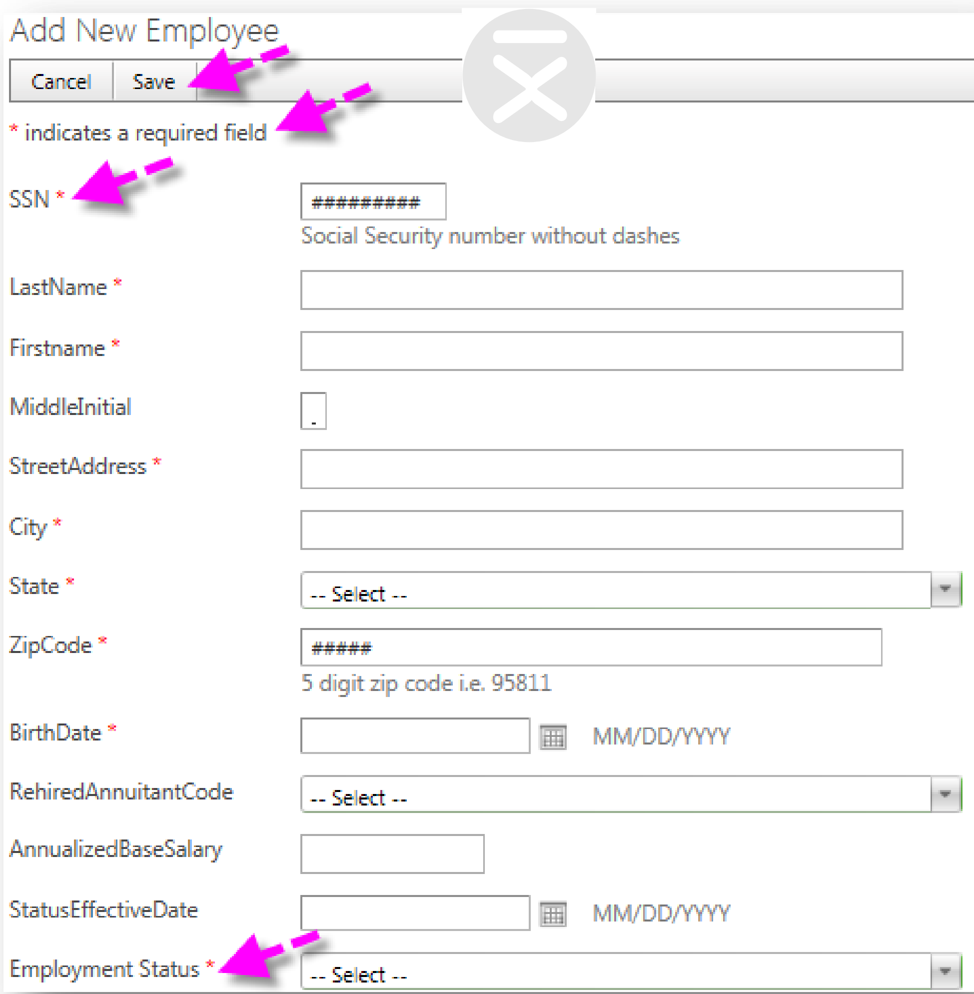


Visit the CalHR website for more information. 029 Deductions are pre-tax and 075 Deductions are After-Tax. Selecting the correct Deduction and Plan Codes tells Savings Plus how to process the Deduction.

UPDATE EMPLOYEE RECORDS PAGE

Use this page to add new employees to the CalHR database, or to edit existing employee records.





VIEW HISTORICAL EMPLOYEE RECORDS PAGE

Use this page to view historical employee records for prior processing periods.

650 REPORTS PAGE

This page DOES NOT apply to PST or ARP. The 650 report is a notice from Savings Plus to the Fair of an employee requested deduction change to a voluntary 401(k), 457, deduction or loan repayment.

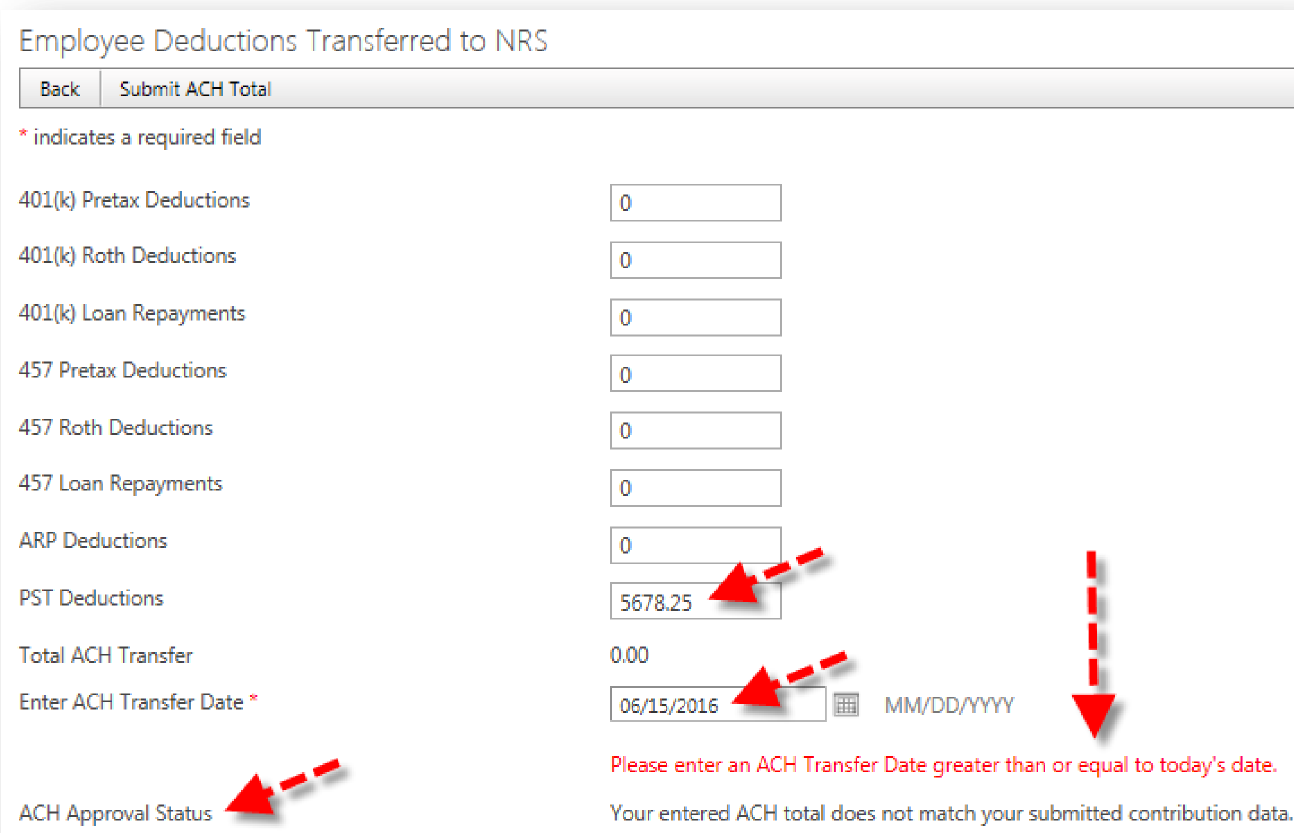
You will receive an email notification from noreply@calhr.ca.gov if you have any permanent employees who have requested a voluntary deduction change affecting their 401(k), 457, deduction or loan repayment. Open the 650 Report to view the Plan Code and requested Deduction amount. Enter the request into your payroll system and report the deduction back to CalHR in the next processing period.

PROCESSING PERIOD REPORTS PAGE

Use this page to view or save a report or reconcile the deductions you reported for the current processing period or prior periods in comparison to your internal payroll records.

REPORT ACH FUND TRANSFERS AND ADMIN FEES PAGE

Use this page to report your ACH fund transfer and Admin fees per processing period. Always use the CURRENT date as your ACH transfer date. Your ACH is automatically approved if the amount matches the total amount of deductions reported and is entered for the current date.



Employee Deductions Transferred to NRS

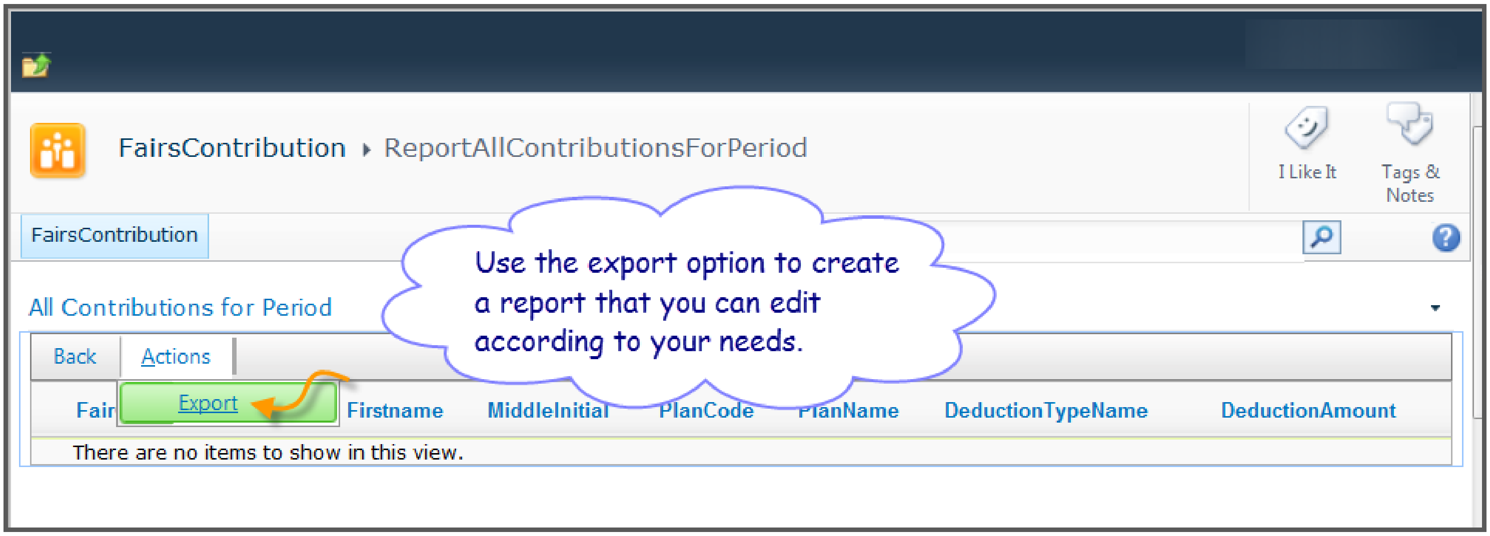
Back | Submit ACH Total

* indicates a required field

401(k) Pretax Deductions	0
401(k) Roth Deductions	0
401(k) Loan Repayments	0
457 Pretax Deductions	0
457 Roth Deductions	0
457 Loan Repayments	0
ARP Deductions	0
PST Deductions	5678.25
Total ACH Transfer	0.00
Enter ACH Transfer Date *	06/15/2016 MM/DD/YYYY
	Please enter an ACH Transfer Date greater than or equal to today's date.
ACH Approval Status	Your entered ACH total does not match your submitted contribution data.

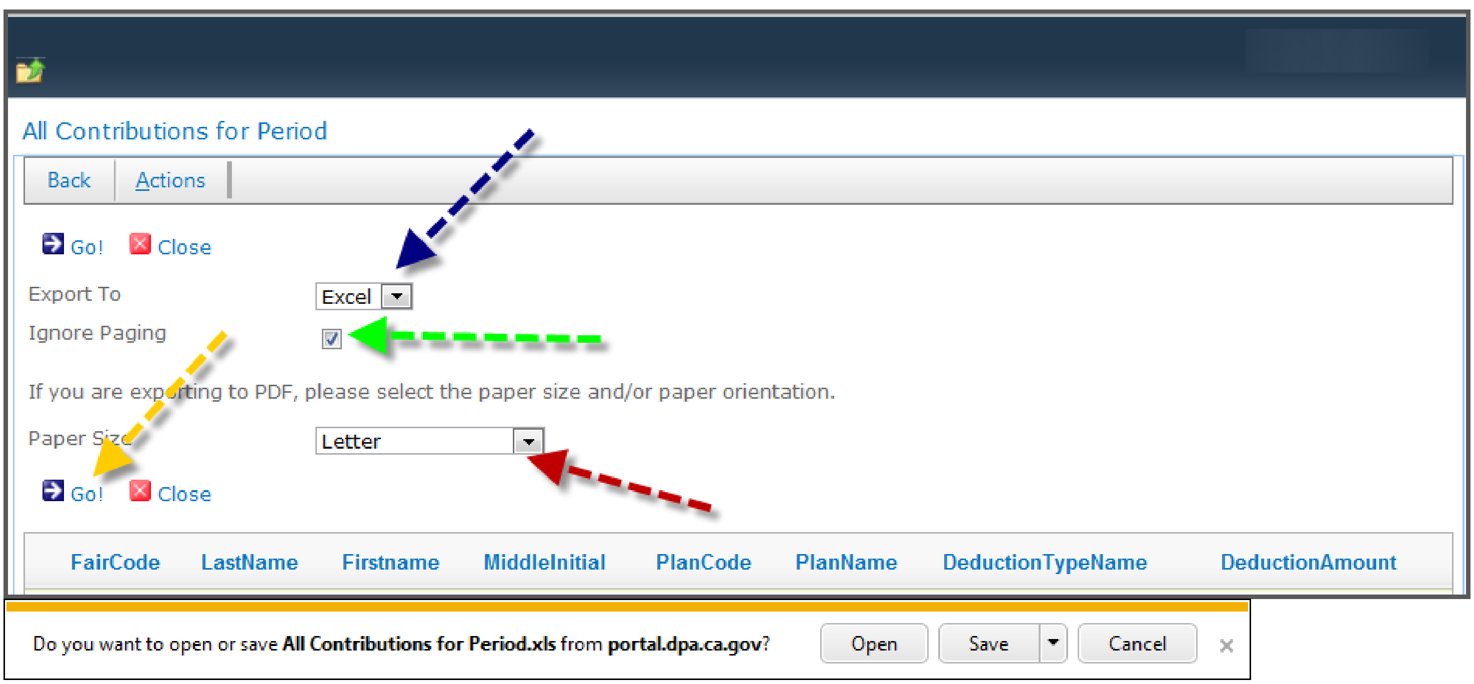
SAVE OR EXPORT REPORTS

In the Processing Period Reports screen, select "*Actions*" then "*Export*"



On the next screen:

1. Export to: Excel [OR OTHER FORMAT AS PREFERRED]
2. Check the "Ignore Paging" box
3. Select paper size: Letter
4. Click Go!
5. Then click "Open" or "Save" and select a file location



Once your data is in Excel format, you may save it to your preferred location and manipulate the data according to your needs.