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, or to edit 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.

Welcome Page

Back to Manage Fair Information Page

Fair Code   Fair

Click the Year-Month-Period link. If no link appears, the processing period is closed. Use the "Back to Manage Fair Information Page" link to return to the previous page.

Current Contribution Period

Year-Month-Period	Data Load Start Date	Data Load End Date	AON Post Date
2016-6 -2	6/17/2016	6/29/2016	6/30/2016

Current Contribution Employees

Back   Add Existing Employee To Period   Filter

Last4SSN	LastName	Firstname	MiddleInitial	StreetAddress	City	State	ZipCode

Click "Add Existing Employee To Period" to enter payroll deductions on the next screen, or use the "Back" button to return to the previous screen.

Existing Employees Not on this Contribution Period

Back   Filter

	Last4SSN	LastName	Firstname	MiddleInitial	State
Add	XXXXX6256	AATESTLNAME6345	AATESTFNAME64	E	CA
Add	XXXXX6198	AATESTLNAME678	AATESTFNAME168		CA
Add	XXXXX6789	Last	First		
Add	XXXXX6789	Smith	Barbara		
Add	XXXXX6700	Test Lname	Test Fnam		

Locate the employee name and click "Add" If the employee name is not listed, use the "Back" button to return to the previous menu.

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Adding Existing Employee to Current Period

Done

Last4SSN	XXXXX6789
LastName	Smith
Firstname	Barbara
MiddleInitial	
StreetAddress	123 My Street
City	Test
State	CA
ZipCode	12345
BirthDate	6/7/2016
RehiredAnnuitantCode	
AnnualizedBaseSalary	

Click "Add New Contribution" to enter your payroll deductions on the next page.

Employee Current Period Contribution

Add New Contribution

PlanCode	PlanName	DeductionTypeCode	DeductionTypeName	DeductionAmount

There are no items to show in this view.

New Contribution

Cancel	Save

* indicates a required field

Deduction Amount *	2.45
Deduction *	-- Select --
Plan *	-- Select --

-- Select --
029 - Contribution
075 - After-Tax Deduction (Loans & Roth)

-- Select --
401 - 401K Plan Contribution / Loan 1
402 - 401K Plan Contribution / Loan 2
457 - 457 Plan Contribution / Loan 1
458 - 457 Plan Contribution / Loan 2
010 - Roth 401K
011 - Roth 457
414 - ARP Contribution
999 - PST Contribution

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.

Return to Start

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UPDATE EMPLOYEE RECORDS PAGE

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

Current Employee Listing

Back	Add New Employee	Filter	

Last4SSN	LastName	FirstName
XXXXX6256	AATESTLNAME6345	AATESTFNAI
XXXXX6198	AATESTLNAME678	AATESTFNAI
XXXXX6789	Last	First
XXXXX6789	Smith	Barbara
XXXXX6700	Test Lname	Test Fnan

Click the Last4SSN to update an existing employee record, click "Add New Employee" to creae a new employee record on the next page, or use the "Back" button to the previous page.

Add New Employee

Cancel	Save

* indicates a required field

SSN * `#########`
Social Security number without dashes

LastName *

Firstname *

MiddleInitial `.`

StreetAddress *

City *

State * -- Select --

ZipCode * `#####`
5 digit zip code i.e. 95811

BirthDate * MM/DD/YYYY

RehiredAnnuitantCode -- Select --

AnnualizedBaseSalary

StatusEffectiveDate MM/DD/YYYY

Employment Status * -- Select --

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.
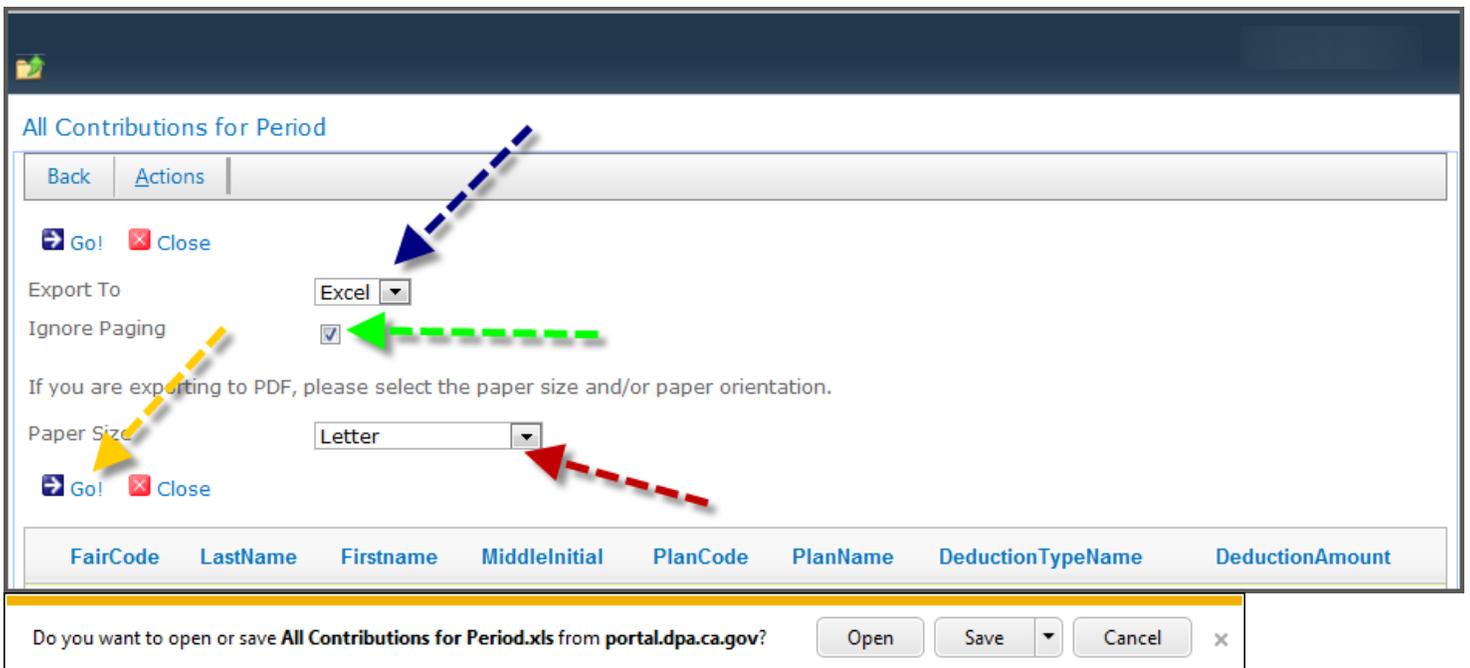
SAVE OR EXPORT REPORTS

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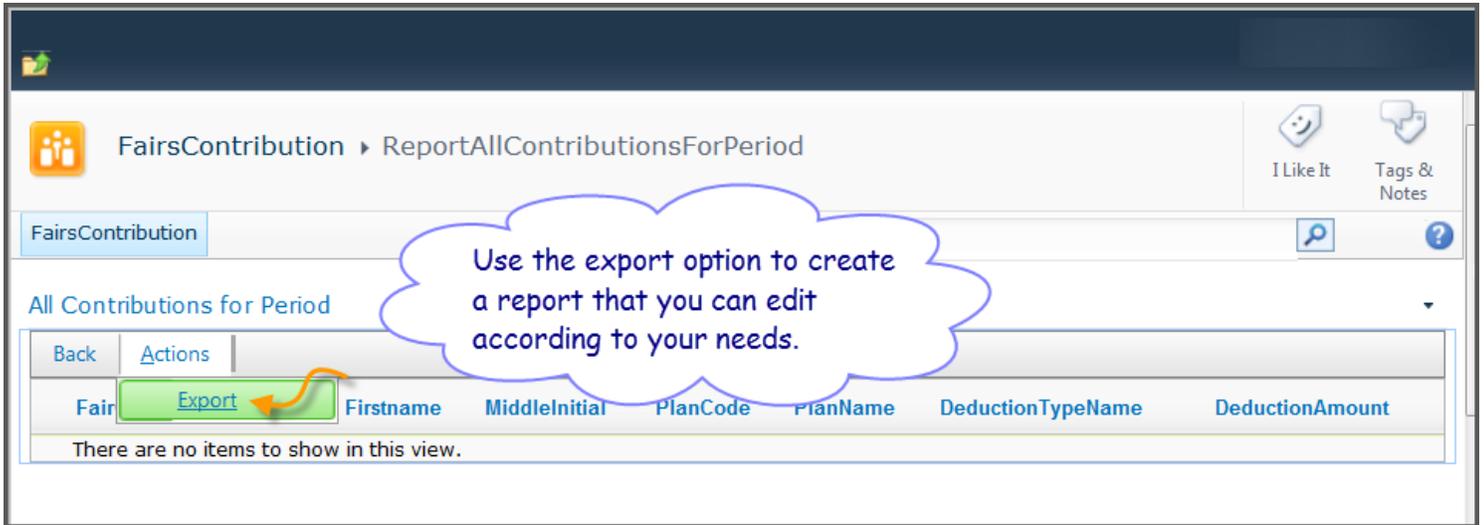
On the next screen:

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.