



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>

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## 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  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**

Current Contribution Period

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

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 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	F	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.

### 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 *	<input type="text" value="2.45"/>	-- Select -- 029 - Contribution 075 - After-Tax Deduction (Loans & Roth)
Deduction *	-- Select --	
Plan *	-- Select --	-- 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.

## UPDATE EMPLOYEE RECORDS PAGE

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

### Current Employee Listing

Last4SSN	LastName	FirstName
XXXXX6256	AATESTLNAME6345	AATESTFNA
XXXXX6198	AATESTLNAME678	AATESTFNA
XXXXX6789	Last	First
XXXXX6789	Smith	Barbara
XXXXX6700	Test Lname	Test Fname

Click the Last4SSN to update an existing employee record, click "Add New Employee" to create 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 \*

ZipCode \*   
5 digit zip code i.e. 95811

BirthDate \*   MM/DD/YYYY

RehiredAnnuitantCode

AnnualizedBaseSalary

StatusEffectiveDate   MM/DD/YYYY

Employment Status \*

## 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](mailto: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

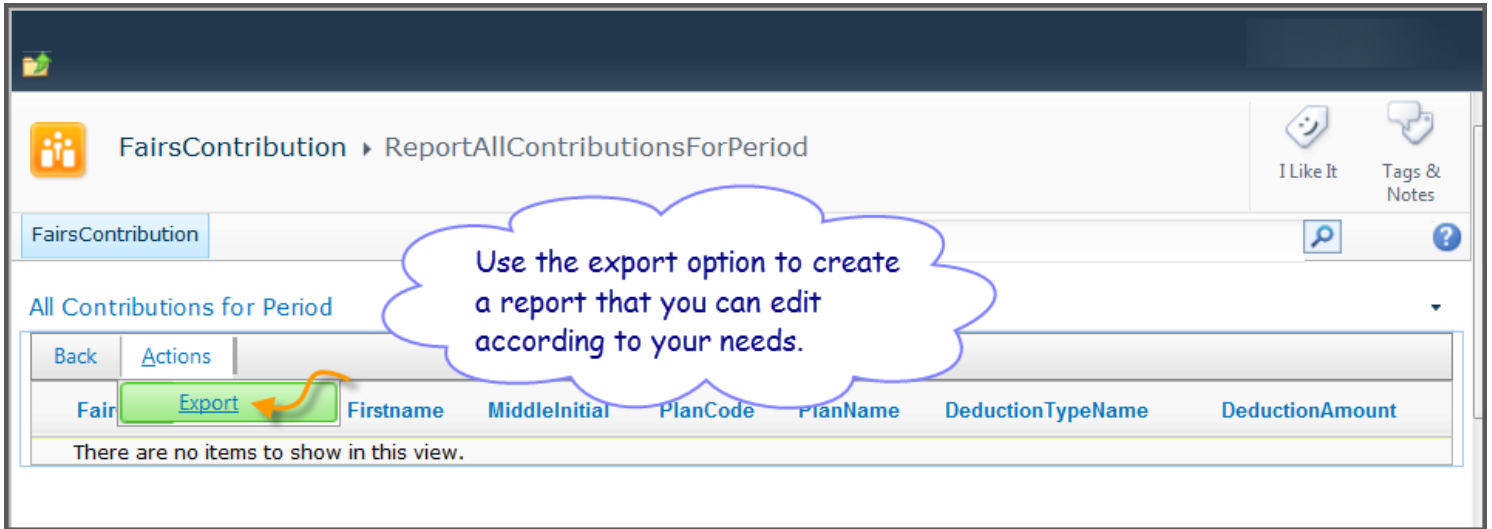
401(k) Pretax Deductions	<input type="text" value="0"/>
401(k) Roth Deductions	<input type="text" value="0"/>
401(k) Loan Repayments	<input type="text" value="0"/>
457 Pretax Deductions	<input type="text" value="0"/>
457 Roth Deductions	<input type="text" value="0"/>
457 Loan Repayments	<input type="text" value="0"/>
ARP Deductions	<input type="text" value="0"/>
PST Deductions	<input type="text" value="5678.25"/>
Total ACH Transfer	0.00
Enter ACH Transfer Date *	<input type="text" value="06/15/2016"/>  MM/DD/YYYY
ACH Approval Status	

Please enter an ACH Transfer Date greater than or equal to today's date.

Your entered ACH total does not match your submitted contribution data.

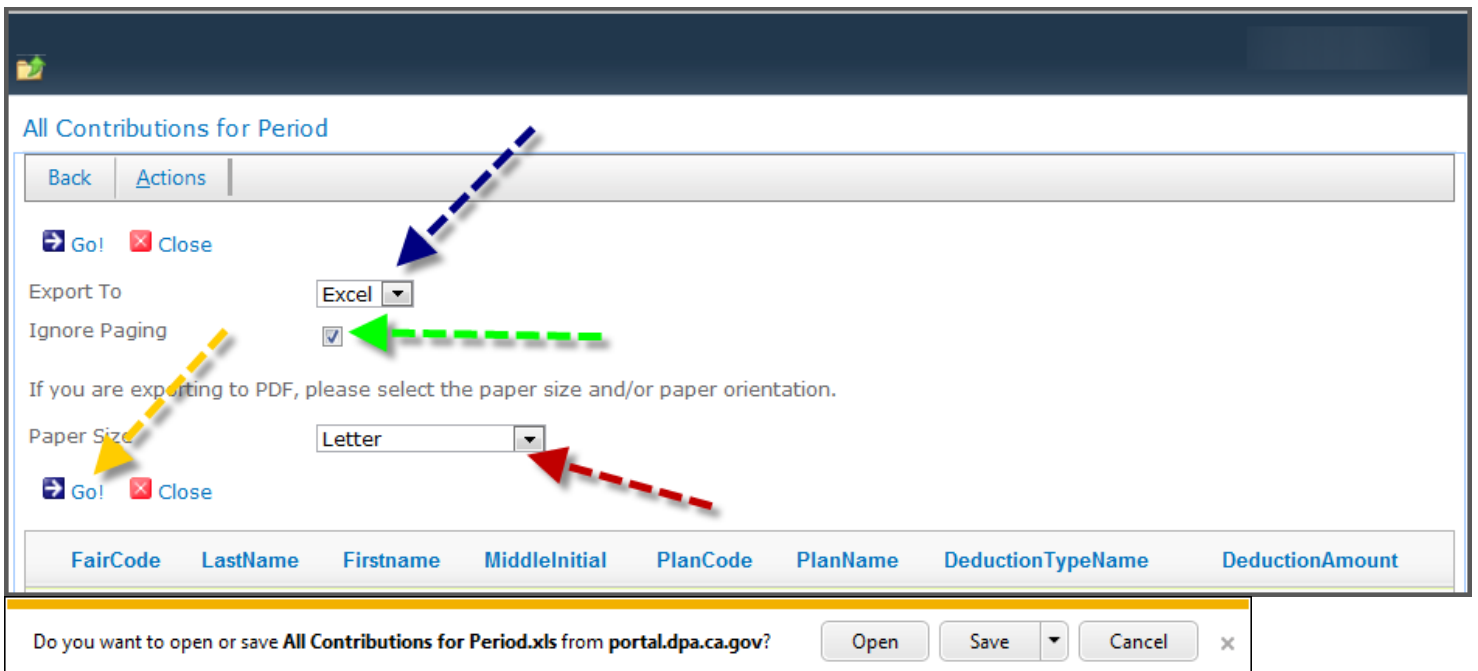
## SAVE OR EXPORT REPORTS

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.