

A photograph of two men shaking hands in a restaurant setting. The man on the left is older with dark hair, wearing a light blue button-down shirt. The man on the right is younger with dark hair, wearing a white button-down shirt and a dark apron. They are both smiling. The background shows a restaurant interior with white arched structures and warm lighting.

CalSavers: How to Submit Contributions

CalSavers Retirement Savings Board

Revised February 2023



Let's Review Our Progress So Far



Deduction Setup



Payroll Provider: Call your payroll provider to find out their level of service regarding CalSavers

Automation: Find out if your payroll company provides automated export services to integrate with CalSavers (API, FTP)

Payroll Software: Key information for setting up the deduction

- ❖ After tax deduction (sometimes called Roth, other payroll deduction, or misc)
 - It is Calculated from the gross pay, and deducted from the net pay
- ❖ Deduction is not reportable on taxes
- ❖ Maximum contribution limit for 2023 is \$6,500 (not all services will ask this)
 - Savers over 50: \$7,500
- ❖ Default contribution rate: 5% (not all services will ask this)

Confirm Employee Participation



Help Center

Company Details

Bank Information

My Profile

Log out

Doe, Jonathan	...8192	5% updated 4/5/22	Full-time employees
Doe, Jonathan	...8192	5% updated 4/5/22	Full-time employees
Doe, Jonathan	...8192	5% updated 4/5/22	Full-time employees
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Doe, Jonathan	...8192	5% updated 4/5/22	Full-time employees

Showing 12 of 86 updates

[Download list](#)

[Reassign employees](#)



Confirm Employee Participation



The Office - Employee Data as of 12/19/2022								
External payroll ID	SSN/ITIN	Employee	Employment status	Eligible for contributions	Contribution rate	Rate updated	Payroll(s)	
35C900098		Scott, Michael	A	No	5%	09/12/2022	All Employees	
35C900070		Halpert, Jim	A	Yes	5%	09/12/2022	All Employees	
35C900080		Beesley, Pam	A	Yes	5%	09/12/2022	All Employees	
35C900044		Schrute, Dwight	A	No	5%	09/12/2022	All Employees	
35C900109		Martin, Angela	A	Yes	5%	09/12/2022	All Employees	
35C900084		Kapoor, Kelly	A	No	5%	09/12/2022	All Employees	
35C900137		Martinez, Oscar	A	No	5%	09/12/2022	All Employees	
35H000067		Bernard, Andy	A	Yes	5%	09/12/2022	All Employees	
35C900135		Malone, Kevin	I	No	5%	09/12/2022	All Employees	
35C900121		Flenderson, Toby	A	Yes	5%	09/12/2022	All Employees	
35C900082		Hudson, Stanely	A	No	0%	09/23/2022	All Employees	



A woman with dark hair, wearing a green apron over a plaid shirt, is smiling warmly at the camera. She is holding a small potted plant with pink flowers. In the background, another person in a green apron is working with plants in a greenhouse setting. The scene is bright and filled with green foliage.

Submitting Contributions

Submit Contributions



- Dashboard
- Employees Add +
- Contributions**
- Administrators
- Payroll Provider
- Messages 2
- Help Center
- Company Details
- Bank Information
- My Profile

Upcoming contributions

Send employee contributions within five days of deducting them from their paycheck.

Aug 6 Due now Seasonal employees	
Aug 9 Coming up Part-time employees	
Aug 18 Full-time employees	

Contribution history

Past 3 months

Select 'Send contributions' from dashboard



Submit Contributions



Send Contributions

1. Select pay date
2. Choose method
 - Add manually: enter each employee contribution manually
 - Upload file: upload contribution info using template

Send employee contributions



When will your employees receive their next paychecks?

Pay schedule

Full-time employees

Employee pay date ⓘ ⓘ

Thur. 8/4/22



How would you like to enter contribution amounts?



Upload file

Use our template to upload your employees' contribution amounts.

Recommended based on this pay schedule



Add manually

Enter each of your employee contribution amounts one at a time.

Next



Submit Contributions – Manual Entry



Send Contributions

1. Select 'Contributing employees'
2. Enter contributions for each participating employee



Enter contribution amounts

Enter the amount deducted from each employee's paycheck during this pay cycle.

Clear all amounts

Filter employees	Last 4 digits of SSN	Contribution amount
<input checked="" type="checkbox"/> Contributing employees <input type="checkbox"/> Employees with 0% rate <input type="checkbox"/> Former employees	9821	\$
Greer, Elizabeth	1244	Contribution limit reached ⓘ
Kimball, Juliet	9781	\$
Leaf, Derrick	0036	\$
Perez, Joaquin	9123	\$
Santos, Lavinia Esperanza	9329	\$

Back Total \$0.00 **Next**

Submit Contributions – Payment Method



Send Contributions

1. Select payment method (ACH, wire, check)
2. Enter debit date for ACH
3. Click Save

Payment method ✕

Select how you will send employee contributions for your **Full-time employees** pay schedule.

Select a payment method
Choose a saved bank account or add a new one.

JPMorgan Chase Bank x7654

Add a bank account

[See alternative payment methods](#)

Set as default payment method for this pay schedule

Account debit date

Aug 4

Back

Save



Submit Contributions – Review & Confirm



Send Contributions

1. Review
 - Click checkbox
 - Click 'Send Payment'
2. Wait for "Success!" confirmation message

Confirmation



Success!

Your employees' contributions will be sent to CalSavers.

Pay schedule	Full-time employees
Pay date	Thur. 8/4/22 ⓘ 📧
Payment method	JPMorgan Chase Bank x7654 Expected debit 8/5/22
Total amount	\$127.59

[Show all 12 employee contribution amounts](#)



Print confirmation

Done

Submit Contributions



Send Contributions

1. Select pay date
2. Choose method
 - Add manually: enter each employee contribution manually
 - Upload file: upload contribution info using template

Send employee contributions



When will your employees receive their next paychecks?

Pay schedule

Full-time employees

Employee pay date ⓘ ⓘ

Thur. 8/4/22



How would you like to enter contribution amounts?



Upload file

Use our template to upload your employees' contribution amounts.

Recommended based on this pay schedule



Add manually

Enter each of your employee contribution amounts one at a time.

Next



Submit Contributions – File Upload



Send Contributions

Download a preformatted template by selecting file type and click 'Download template'



Upload contribution amounts




Upload a file with the amounts deducted from each employee's paycheck during this pay cycle.

Pay schedule

Full-time employees

Total amount

The contributions in your file must equal this total.



Drag your file here or click to browse

Download our template to add your contribution amount information. Make sure the file only has employees who are paid at the same time.

File type

▼ [Download template](#)

Back

Total
\$0.00 [Next](#)

Submit Contributions – File Upload



Send Contributions

1. Enter each employee's contribution for the pay period
2. Save the file

The screenshot shows an Excel spreadsheet titled "Payroll_Contribution_Template (1)". The spreadsheet has columns A through H. Column A is labeled "Last name", Column B is "First name", Column C is "SSN", Column D is "Contribution amount*", and Column E is "External Payroll ID". The data rows are as follows:

	A	B	C	D	E	F	G	H
1	Last name	First name	SSN	Contribution amount*	External Payroll ID			
2	Scott	Michael						
3	Halpert	Jim						
4	Beesly	Pam						
5	Martin	Angela						
6	Kapoor	Kelly						
7	Martinez	Oscar						
8	Bernard	Andy						
9	Malone	Kevin						
10	Flenderson	Toby						
11	Hudson	Stanley						
12	Howard	Ryan						
13	California	Robert						
14	Palmer	Meredith						
15	Philbin	Darryl						
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								
26								
27								

Submit Contributions – File Upload



Send Contributions

1. Enter total contributions for all employees
2. Drag and drop or click browse to upload file
3. Click Next

Upload contribution amounts


Upload a file with the amounts deducted from each employee's paycheck during this pay cycle.

Pay schedule

Full-time employees

Total amount

The contributions in your file must equal this total.



Drag your file here or click to browse

Download our template to add your contribution amount information. Make sure the file only has employees who are paid at the same time.

File type

[Download template](#)

Total
\$0.00



Submit Contributions – Payment Method



Send Contributions

1. Select payment method (ACH, wire, check)
2. Enter debit date for ACH
3. Click Save

Payment method

Select how you will send employee contributions for your Full-time employees pay schedule.

Select a payment method
Choose a saved bank account or add a new one.

JPMorgan Chase Bank x7654

+ Add a bank account

[See alternative payment methods](#)

Set as default payment method for this pay schedule

Account debit date ⓘ ⓘ

Aug 4

Back

Save



Submit Contributions – Review & Confirm



Send Contributions

1. Review
 - Click checkbox
 - Click 'Send Payment'
2. Wait for "Success!" confirmation message

Confirmation



Success!

Your employees' contributions will be sent to CalSavers.

Pay schedule	Full-time employees
Pay date	Thur. 8/4/22 ⓘ 🟡
Payment method	JPMorgan Chase Bank x7654 Expected debit 8/5/22
Total amount	\$127.59

[Show all 12 employee contribution amounts](#)

 Print confirmation

Done

Resources/Client Services Assistance



Website

www.calsavers.com

Saver Resources

- Program Details
- Forms
- Frequently Asked Questions
- Webinars

Employer Resources

- Tools, Tips, Templates
- Program Details
- Registration Timelines/Deadlines
- Frequently Asked Questions
- Webinars



Phone/Email

1-855-650-6918 (Savers)

1-855-650-6916 (Employers)

clientservices@calsavers.com

Hours:

8:00 am to 8:00 pm PT M-F



Onsite support

- In-state representatives available to visit employers and savers across the state
- Assist employers with registration and account setup
- Answer program questions
- Employee education presentations
- Available onsite or online

fieldsupport@calsavers.com

Website, phone/email and onsite support all offer multilingual service

Thank you



www.calsavers.com



www.treasurer.ca.gov/calsavers



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CalSavers



CalSavers




CalSavers
RETIREMENT SAVINGS PROGRAM

Information and disclosures



The CalSavers Retirement Savings Program (“CalSavers” or “the Program”) is an automatic enrollment payroll deduction IRA overseen by the CalSavers Retirement Savings Board (“Board”). Ascensus College Savings Recordkeeping Services, LLC (“ACSR”) is the program administrator. ACSR and its affiliates are responsible for day-to-day program operations. Participants saving through CalSavers beneficially own and have control over their IRAs, as provided in the Program Disclosure Booklet available at saver.calsavers.com. CalSavers is not sponsored by the employer, and therefore the employer is not responsible for the plan or liable as a plan sponsor.

CalSavers offers investment options selected by the Board. For more information on CalSavers’ investment options go to saver.calsavers.com. Account balances in CalSavers will vary with market conditions. Investments in CalSavers are not guaranteed or insured by the Board, the State of California, the Federal Deposit Insurance Corporation, or any other organization.

CalSavers is a completely voluntary retirement program. Savers may opt out at any time or reduce or increase the amount of their payroll contributions. If a Saver opts out they can later opt back into CalSavers. California law requires that CalSavers conduct an Open Enrollment Period once every two years during which eligible employees that previously opted out of the Program shall be re-invited to participate under automatic enrollment and must opt out again if they still do not wish to participate in the Program.

Saving through an IRA may not be appropriate for all individuals. Employer facilitation of CalSavers should not be considered an endorsement or recommendation by a participating employer, IRAs, or the investment options offered through CalSavers. IRAs are not exclusive to CalSavers and can be obtained outside of the program and contributed to outside of payroll deduction. Contributing to a CalSavers IRA through payroll deduction may offer some tax benefits and consequences. Participants should consult a tax or financial advisor if they have questions related to taxes or investments. Employers do not provide financial advice and employees should not contact an employer for financial advice. Employers should refer all questions about the Program to CalSavers. Employers are not liable for decisions employees make pursuant to Section 100034 of the California Government Code.

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