

Create Test File using the “PayFlex Macro Template –Payroll”

Tips:

- Successful TEST file is required prior to uploading any live production file.
- Once file is opened, there may be a yellow band across the top of the file with a button “Enable Content”, click on that button to allow you to populate the file.
- Create a line for each employee who is to receive HSA contributions.
- Hover mouse over column titles to see tips on how to populate the field.

Steps

- First tab requires your Employer ID# and agency name only.
- Employer ID is the 6 digit number from within your username that you use to log into the secure site
- Member Number is SSN (no dashes, use an apostrophe if the SSN starts with a zero)
- Plan Year Effective is 01/01/2016 for the plan year of 2016
- Account Type is 16 for all HSA members
- Deposit type is 1 for payroll deductions; it is a 2 if you are reporting employer contributions. If you are reporting both types of contributions; enter 2 separate line items for that employee.
- Deposit Date is your pay date (example of format is xx/xx/xxxx)
- Deposit Amount is without dollar signs and 8 characters; example is '00010.00 for \$10.00 (use apostrophe before the zero)
- Tax Year is 2016 until you begin reporting 2017 tax year contributions.
- Follow steps to upload file below.

PayFlex Macro Template -Payroll (3) [Read-Only]

File Home Insert Page Layout Formulas Data Review View Add-Ins Acrobat

Cut Copy Paste Format Painter

Clipboard

Calibri 14

Font

Alignment

Wrap Text Merge & Center

Number

Conditional Formatting Format as Table

PayFlex Payroll File v1.4.9

| | A | B | C | D | E | F | G | H | I | J | K |
|----|------------------------------------|--------------------|---|---|---|---|---|---|---|---|---|
| 1 | PayFlex Payroll File v1.4.9 | | | | | | | | | | |
| 2 | Employer ID | 123456 | | | | | | | | | |
| 3 | Employer Name | Test Company, Inc. | | | | | | | | | |
| 4 | User Defined Accounts | | | | | | | | | | |
| 5 | | | | | | | | | | | |
| 6 | | | | | | | | | | | |
| 7 | | | | | | | | | | | |
| 8 | | | | | | | | | | | |
| 9 | | | | | | | | | | | |
| 10 | | | | | | | | | | | |
| 11 | | | | | | | | | | | |
| 12 | | | | | | | | | | | |
| 13 | | | | | | | | | | | |
| 14 | | | | | | | | | | | |
| 15 | | | | | | | | | | | |
| 16 | | | | | | | | | | | |
| 17 | | | | | | | | | | | |
| 18 | | | | | | | | | | | |

File Home Insert Page Layout Formulas Data Review View Add-Ins Acrobat

Clipboard Font Alignment Number Conditional Formatting Format as Table

fx

| | A | B | C | D | E | F | G | H | I | J | K | L | |
|----|---------------------|---------------|---------------------|--------------|--------------|--------------|----------------|----------|---|---|---|---|--|
| 1 | Create PayFlex File | | | | | | | | | | | | |
| 2 | Employer ID | Member Number | Plan Year Effective | Account Type | Deposit Type | Deposit Date | Deposit Amount | Tax Year | | | | | |
| 3 | | | | | | | | | | | | | |
| 4 | | | | | | | | | | | | | |
| 5 | | | | | | | | | | | | | |
| 6 | | | | | | | | | | | | | |
| 7 | | | | | | | | | | | | | |
| 8 | | | | | | | | | | | | | |
| 9 | | | | | | | | | | | | | |
| 10 | | | | | | | | | | | | | |
| 11 | | | | | | | | | | | | | |
| 12 | | | | | | | | | | | | | |
| 13 | | | | | | | | | | | | | |
| 14 | | | | | | | | | | | | | |
| 15 | | | | | | | | | | | | | |
| 16 | | | | | | | | | | | | | |
| 17 | | | | | | | | | | | | | |
| 18 | | | | | | | | | | | | | |
| 19 | | | | | | | | | | | | | |
| 20 | | | | | | | | | | | | | |
| 21 | | | | | | | | | | | | | |
| 22 | | | | | | | | | | | | | |
| 23 | | | | | | | | | | | | | |
| 24 | | | | | | | | | | | | | |
| 25 | | | | | | | | | | | | | |
| 26 | | | | | | | | | | | | | |
| 27 | | | | | | | | | | | | | |
| 28 | | | | | | | | | | | | | |
| 29 | | | | | | | | | | | | | |
| 30 | | | | | | | | | | | | | |
| 31 | | | | | | | | | | | | | |
| 32 | | | | | | | | | | | | | |
| 33 | | | | | | | | | | | | | |
| 34 | | | | | | | | | | | | | |
| 35 | | | | | | | | | | | | | |

Upload Test File

Upload Test File

- Refer to Employer SFTP Guide
 - After creating the file using tips on prior slide, save the test file to your computer
 - On Tab 2 of file, click on the button labeled Create PayFlex File
 - Once you click on that button, it saves the file in .txt format to the same place on your computer
 - Name your file as shown on Page 3 of the guide
 - Example: **PF.PFM.123456_Deposit.TEST_yyyymmdd_hhmmss.txt** (replace 123456 with your unique Employer ID#)
 - Uploading the .txt version to PayFlex site using test credentials:
 - See Page 5 of the guide for the URL
 - » <https://ftpuat.payflex.com> for a test file
 - » <https://sftp.payflex.com> for live production file
 - Log in with your username and password for test files (Separate usernames were provided based on if you are sending a TEST file or PRODUCTION file)
 - See Page 6 of the guide; look for the **FLEX** folder then the **IN** folder
 - Locate the .txt version of the file from your computer
 - Drag and drop it
 - Page 6 of the guide refers you to what you will then see

ACH Corporate Pull

- Over the next several business days, PayFlex will begin testing bank accounts provided by agencies that HSA funds will be pulled from. This ensures there are no blocks that would delay funding HSAs.
 - This pertains ONLY to those agencies who will be uploading HSA funding files.
 - PayFlex will debit and credit \$1.00 from the designated bank account within minutes of each other.
 - 2-3 days later the agency can expect to see that debit and credit in their account.
 - PayFlex asks that the agency confirm back to stateoftennessee@payflex.com when they see this within their account as confirmation.
-
- Any further questions may be directed to stateoftennessee@payflex.com