# PayFlex Payroll Macro Template

## Tab 1 – Client ID

- Enter Employer ID
- Enter Employer Name

| PayFlex Payroll File   v 1.4.6 | |
| --- | --- |
| Employer ID | 123456 |
| Employer Name | Test Company, Inc. |
| User Defined Accounts | |

# PayFlex Payroll Macro Template

Tab 2 – File Data
- Review helpful notes by placing cursor over each header
- Enter Employer ID (provided by PayFlex)
- Member Number = SSN
- Plan Year Effective date = 01/01/2016
- Account Type = 16
- Deposit Type = 1 for payroll deduction or 2 for employer seed funding if applicable
- Deposit Date = date you want funds to post by
- Deposit Amount
- Tax Year = 2016 (change for each tax year)

| Create PayFlex File | | | | | | | |
|---|---|---|---|---|---|---|---|
| Employer ID | Member Number | Plan Year Effective | Account Type | Deposit Type | Deposit Date | Deposit Amount | Tax Year |
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# PayFlex Payroll Macro Template

- Once completed, save to your computer
- Click on **Create PayFlex File** button from within file
  - If you receive an error message, click OK in the message box and be brought to third tab to view what needs to be corrected
  - Make correction back on 2nd tab and re-save to your computer
  - Click on Create PayFlex button again
- Receive File Creation Complete message with number of successful records exported and click OK
- Close file
- Text (.txt) version of file is saved to same place
- Upload the .txt version to PayFlex for processing