

# SFTP Payroll Import Set up Page 1 of 9

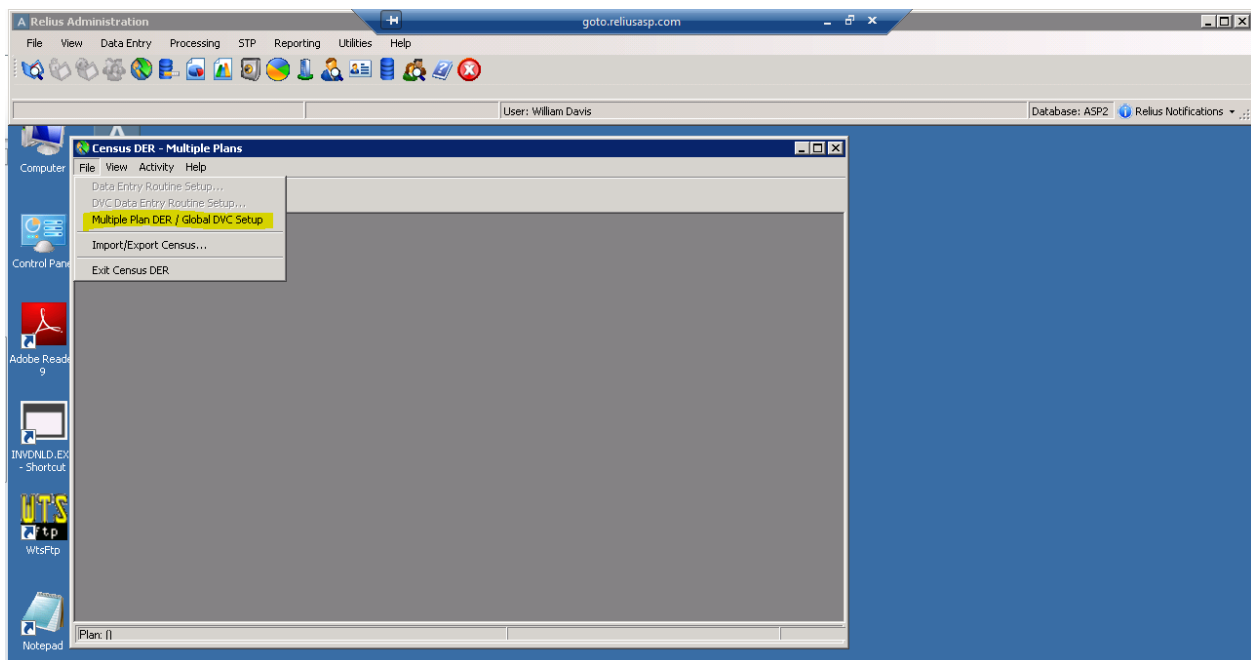
## Log into Relius Administration

### Step 1 -

- a. Ensure your network is set up to receive SFTP Transmission from Client
  - a. Client's IP Addresses white listed
  - b. Provide client with user name, password and host address

### Step 2 -

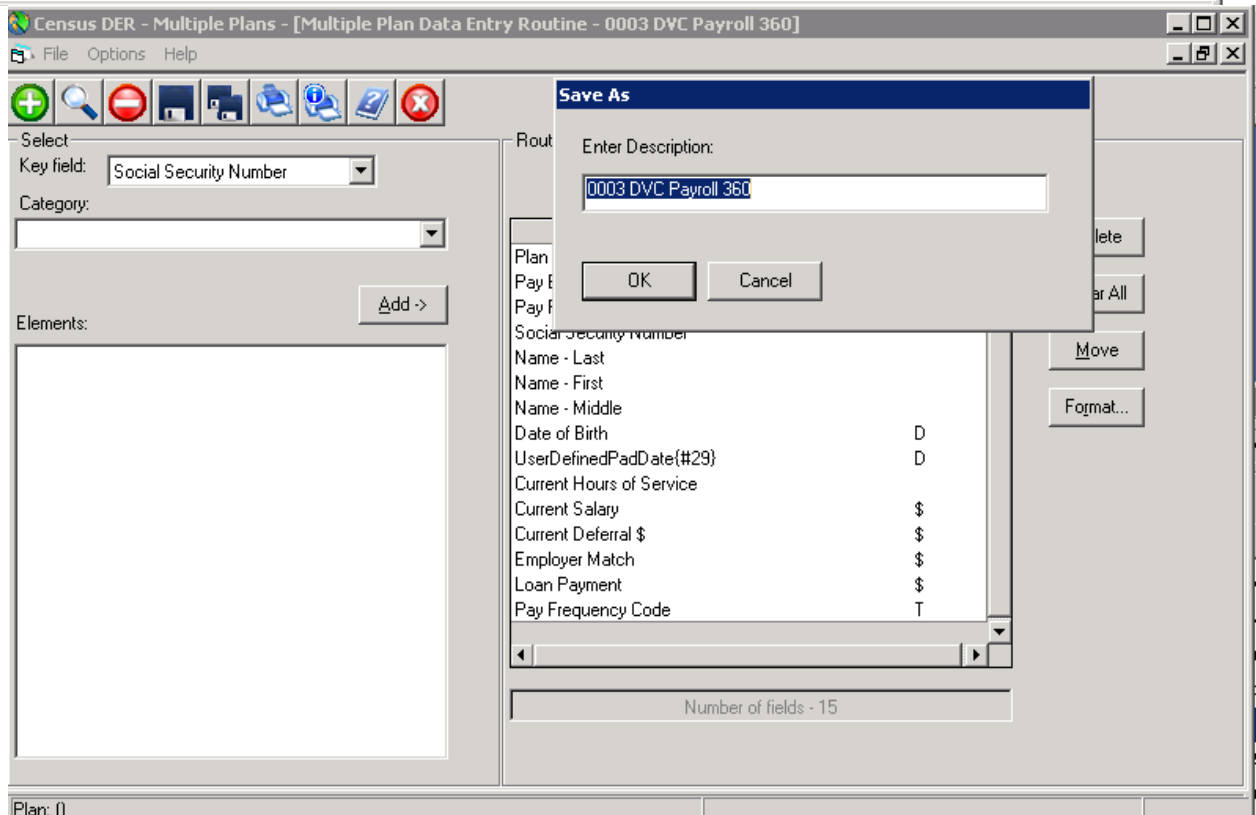
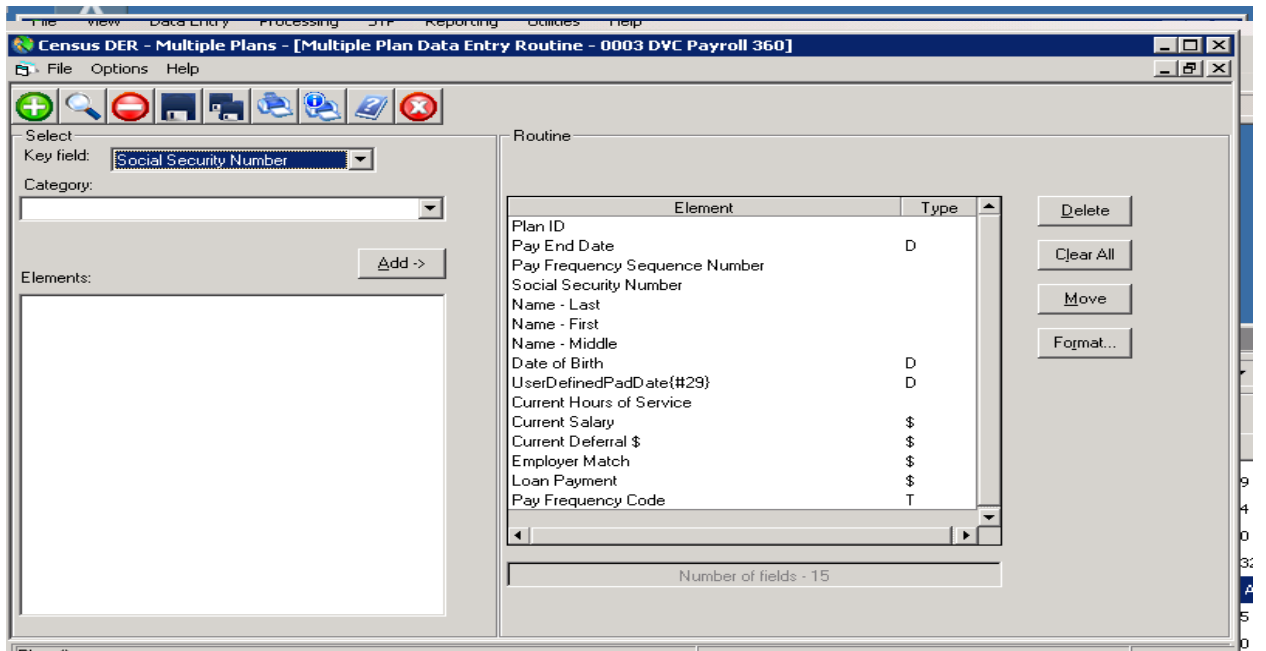
- a. In Relius Admin, Open Global Census Data Entry Routines
- b. Select Multiple Plan DER / Global DVC Setup



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### Step 3 -

- a. Build a DER according to the plans specifications. Be sure to include Plan ID, Pay End Date, Pay Frequency Sequence Number, Pay Frequency Code.
- b. Save the DER



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## Step 4 -

- a. Open up STP, Task Scheduler
- b. Select the Add Button

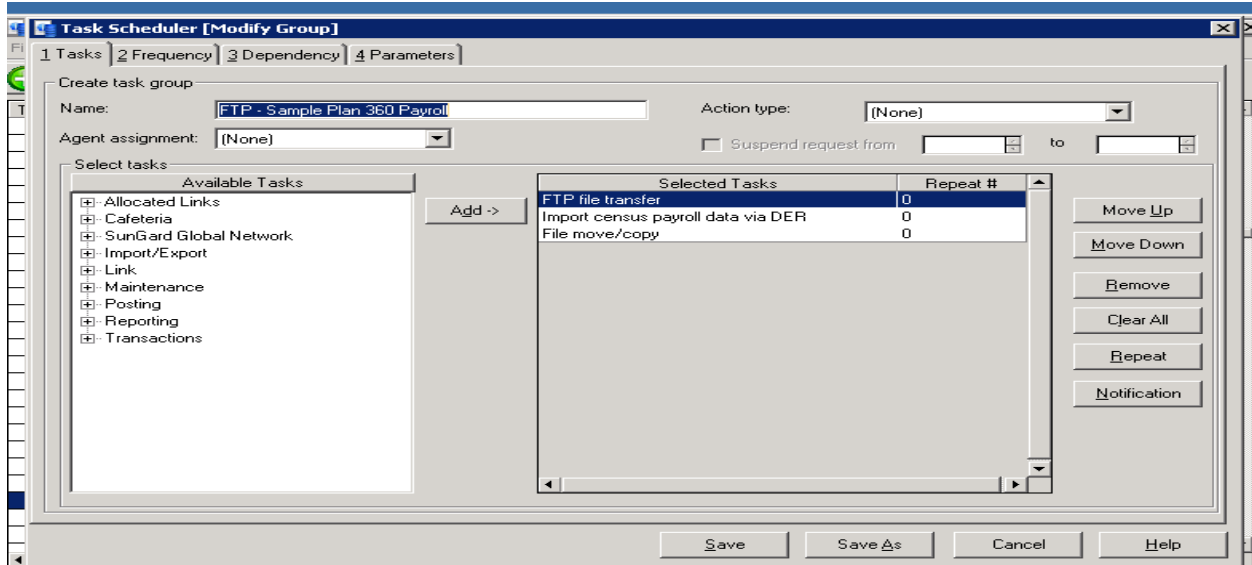
The screenshot shows the Relius Administration web application interface. The browser address bar displays 'goto.reliuasp.com'. The application menu includes 'File', 'View', 'Data Entry', 'Processing', 'STP', 'Reporting', 'Utilities', and 'Help'. The 'Task Scheduler' menu item is highlighted, and a dropdown menu is visible with options: 'Task Scheduler', 'Job Queue', and 'Options'. The user is identified as 'William Davis' and the database is 'ASP2'. The desktop background is blue with various icons. A 'Task Scheduler' window is open, displaying a table of tasks.

Task Group ID	Group Name	Frequency	Last Queue Date
1657	0003 Cont Change Report	On-demand	9/03/2015 10:05:09
390	17.0 test calc pa web balances	On-demand	3/22/2014 12:52:12
991	17.0 test create single report	On-demand	4/20/2013 15:00:13
1219	18.1 TEST	On-demand	9/28/2013 12:21:53
1220	18.1 TEST 2	On-demand	9/28/2013 12:22:07
1293	18.2	On-demand	8/29/2015 10:27:49
1651	20.0	On-demand	8/29/2015 10:27:43
1719	20.1	On-demand	4/02/2016 12:54:08
1720	20.1 test 2	On-demand	4/02/2016 12:54:18
1695	22c-2 Delete old Requests	Monthly	5/15/2016 01:01:02
590	5500 Late Deposits	On-demand	
1217	5933 remaining strots	On-demand	
427	ADP ACP Testing - Combined Reports	On-demand	6/26/2008 10:14:04
1627	ARLP DVC Payroll Import	On-demand	6/02/2016 11:34:39
334	ARLP Bump It Report - Henson/Campbell	Monthly	12/19/2015 01:00:09
112	ARLP Contribution Rate Changes - Henson/Campbell	Weekly	5/30/2016 01:01:10
784	ARLP Contribution Rate Changes SS	On-demand	12/20/2010 01:00:33
551	ARLP Distribution Forms Mailing	Weekly	5/27/2016 01:01:48
204	ARLP Employee Statements	On-demand	4/19/2016 11:10:25
202	ARLP Gibson Contribution Rates JD	Monthly	6/01/2016 01:01:27
785	ARLP Hardship Report	Weekly	5/30/2016 01:01:24
128	ARLP Hardship Report CH	On-demand	10/10/2012 15:55:01
470	ARLP In Service Amounts	Monthly	5/16/2016 01:00:29
1253	ARLP Investment Detail	Monthly	4/04/2016 01:00:52
900	ARLP Investment totals - Gregory Group	Monthly	5/04/2016 01:01:37
116	ARLP Investment Detail	Weekly	5/20/2016 01:01:11

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### Step 5 -

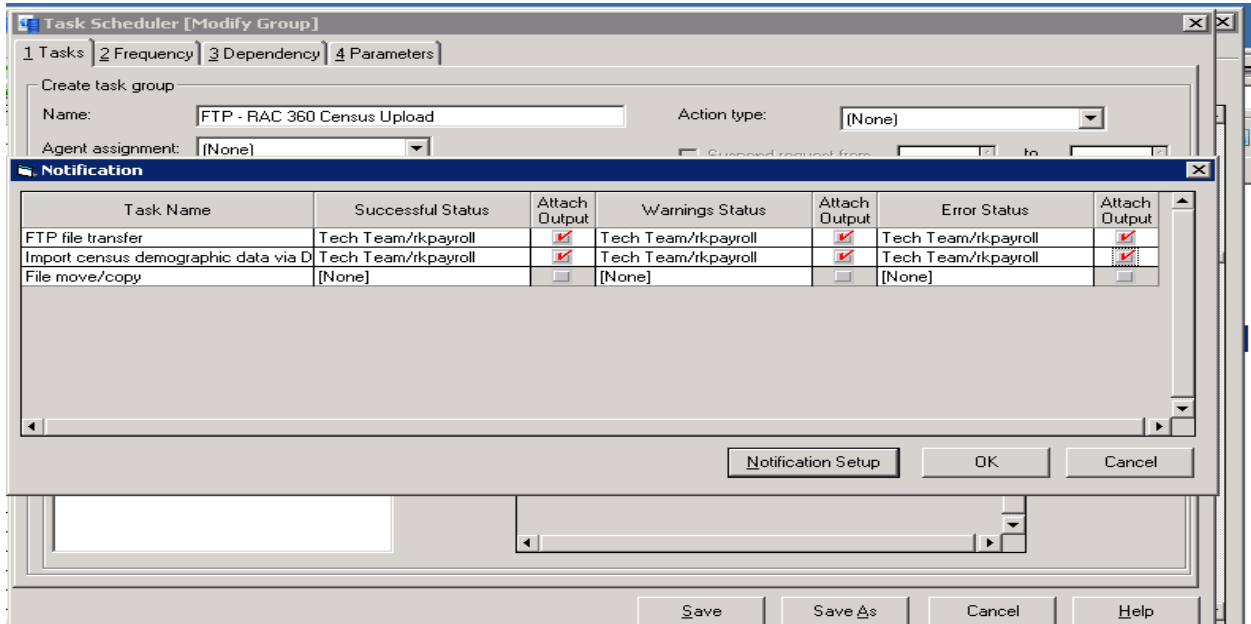
- a. Save the Job
- b. Add the below tasks
  - FTP File transfer (if pulling file from non Relius Server)
  - Import census payroll data via DER
  - File move/copy (if you want to save the file in a different folder)



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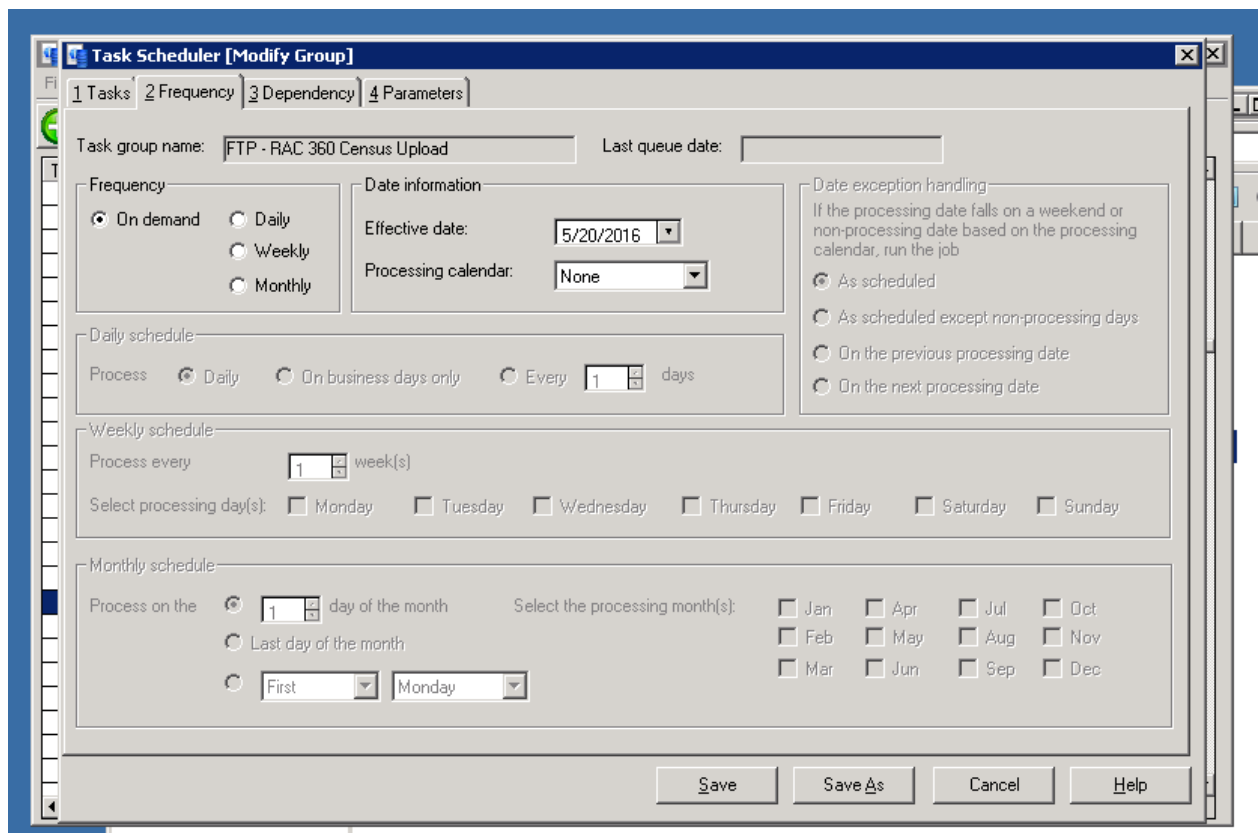
### Step 6 -

- a. Set up any notifications



### Step 7 -

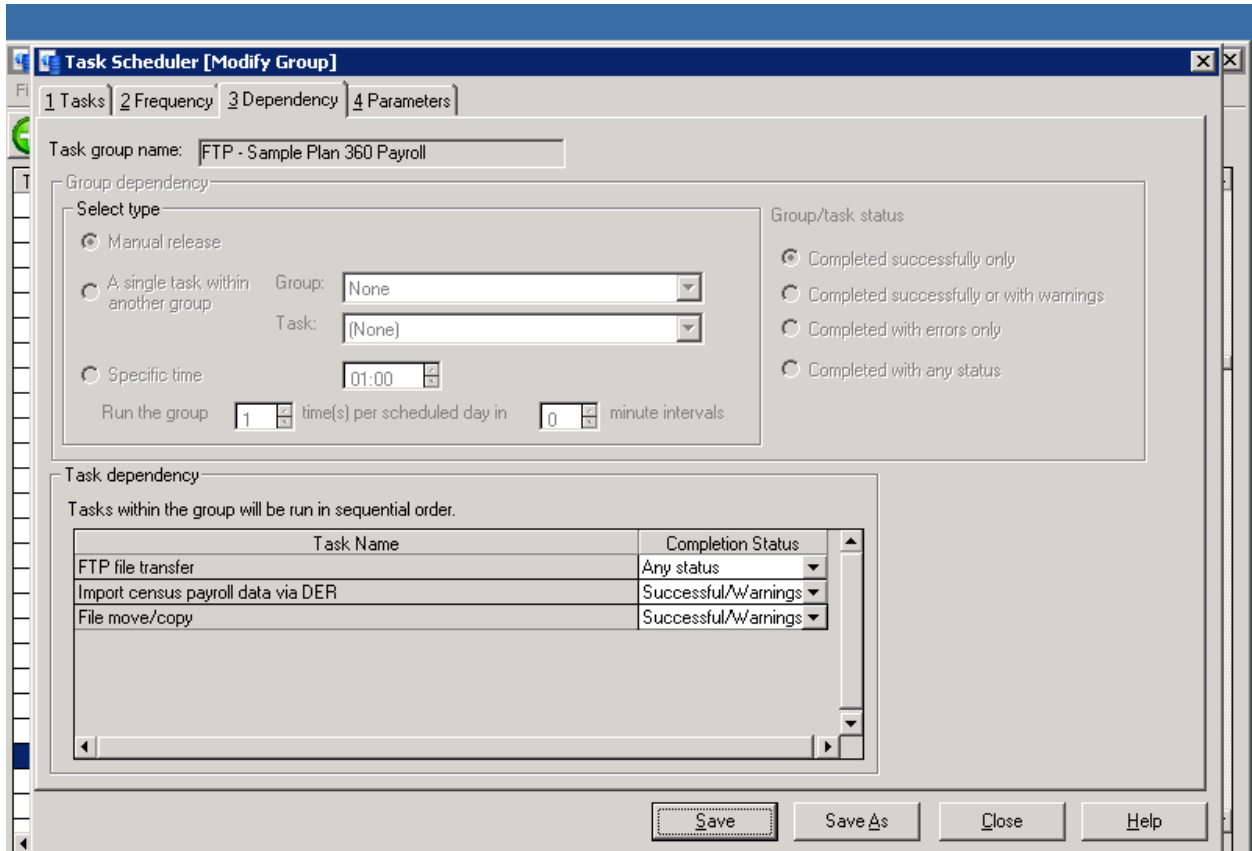
- a. Set up the Frequency according to the plans schedule



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### Step 8 - Set up Dependency

- a. If applicable, set FTP file transfer completion status to “Any Status”
- b. Set import Census Payroll data via DER Completion status to “Successful/Warnings”
- c. If applicable, set File Move/Copy Completion status to “Successful/Warnings”
- d.



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### Step 10 - Set up Parameters

#### a. Set FTP File Transfer parameters

- Host: (server where file will be received)
- Port: 22
- User ID: provided by vendor
- Password: provide by vendor
- Protocol: SFTP(SSH FTP)
- Upload/download: Download
- Server file path: server directory where relius will download the payroll file
- Local File Path: directory where file will be placed
- File Name: name of payroll file
- File move option: Move or copy
- Overwrite existing files: Yes or not

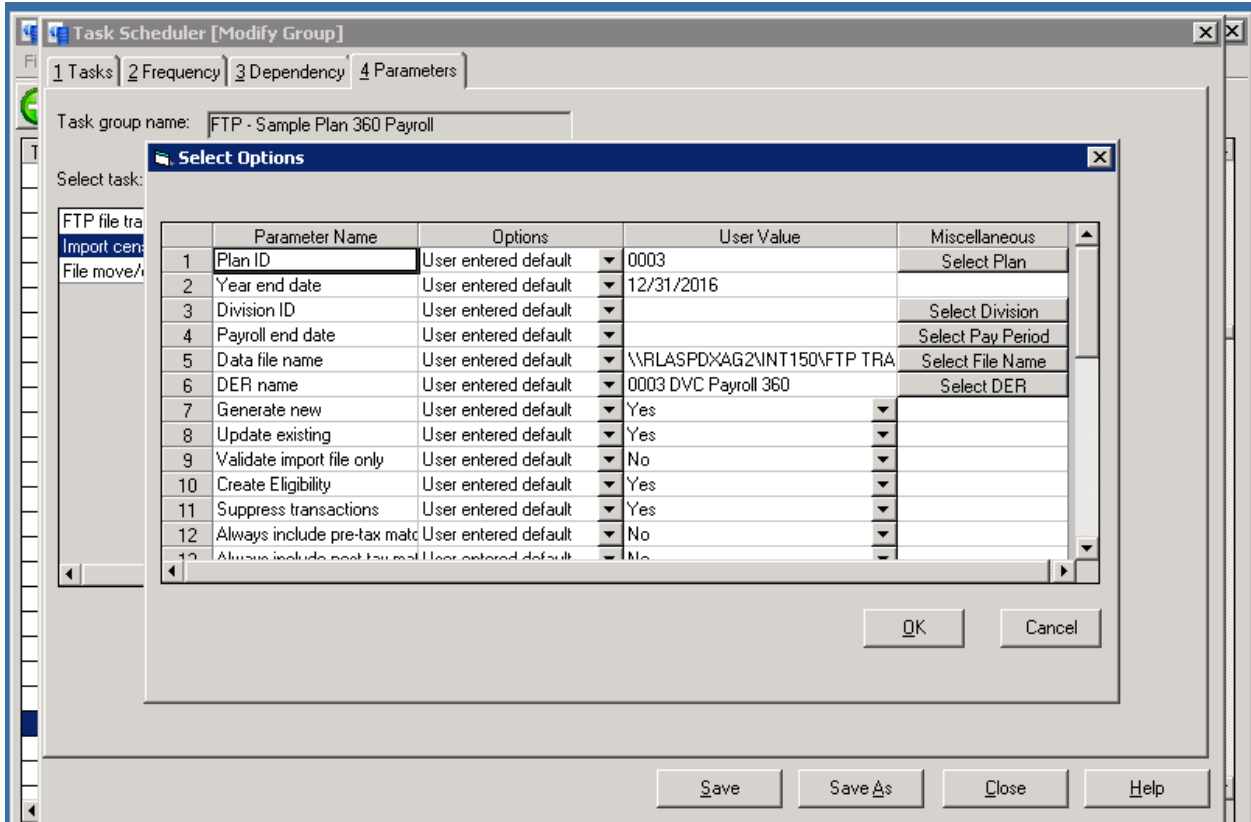
The screenshot shows the 'FTP parameters settings' dialog box with the following fields and options:

- FTP Connection properties:**
  - Host: ftps.intrustbank.com
  - Port: 22
  - User ID: reliusft
  - Password: xxxxxxxx
  - Protocol: SFTP(SSH FTP)
  - Passive FTP mode
- FTP Transfer selection:**
  - Upload/download: Download
  - Server file path: /Home/reliust/RAC
  - Local file path: \\vlaspdxag2\INT150\FTP Transfer Inbound\
  - File name: \*.\*
  - File move option: Move
  - Overwrite existing file(s)
  - Use PGP encryption
  - Enable intra-day polling
- Polling properties:**
  - Frequency type: (dropdown)
  - Frequency value: 1
  - Polling end time: (time field)
- PGP encryption properties:**
  - Vendor public key file: (text field) [Browse]
  - Relius public key file: (text field) [Browse]
  - Relius private key file: (text field) [Browse]
  - Private key passphrase: (text field)
  - File name extension: (text field)

Buttons: Next, Cancel

**Step 11 - Set up Parameters**

- a. Set Import census demographic data via DER
  - Set Plan ID
  - DER Name: Der Created above
  - Data File Name: directory where file was downloaded
  - Set Year end date
  - Generate new: Yes
  - Update existing: Yes
  - DVC Rule Set: Plans DVC Rule Set

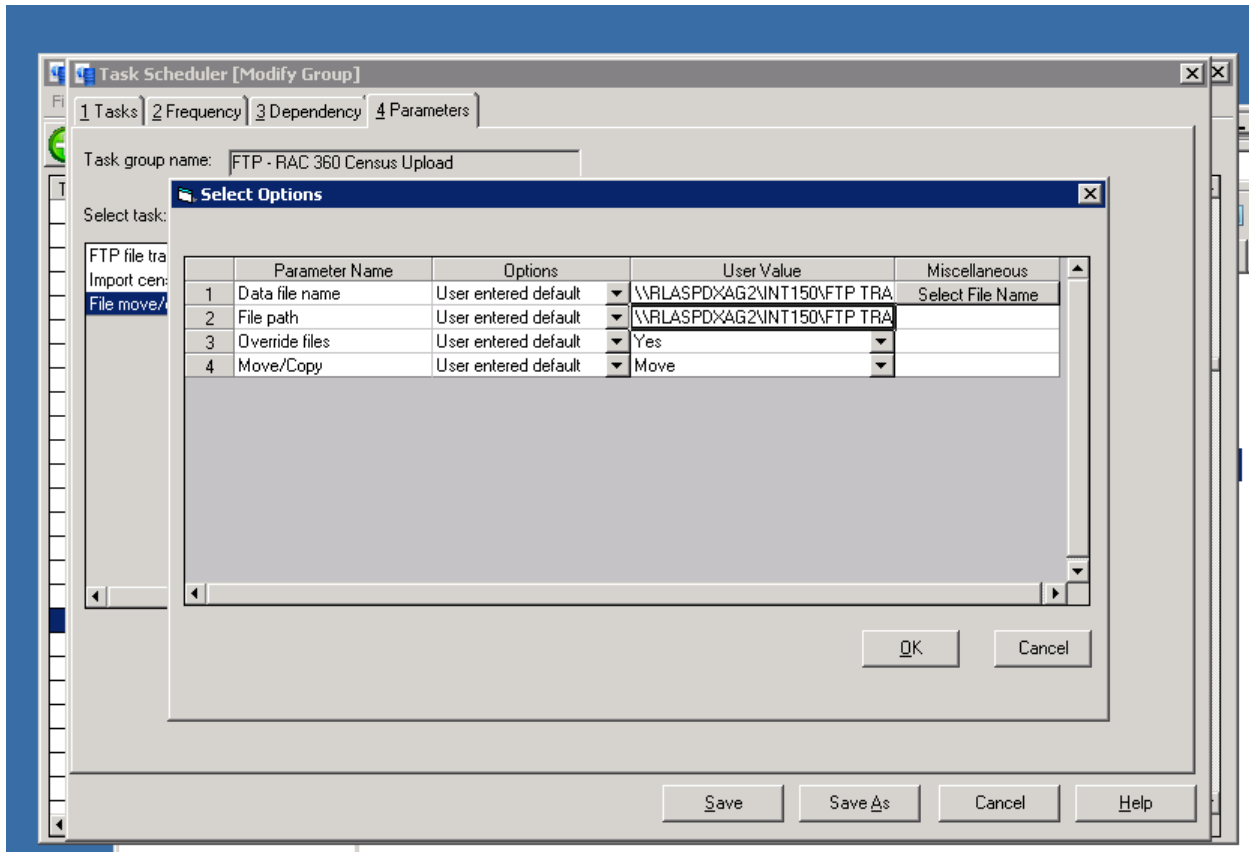




**Step 12 - Set up Parameters**

**a.** Set up File move/copy

- Data file name: Directory where current file is saved
- File Path: Directory where file will be moved
- Override files: Yes or no
- Move/Copy: Move or copy



**Step 13 -**

**a.** Once all set up is complete, provide the plan sponsor with the below information

- Host Site for FTP
- User Name
- Password