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RETIREMENT
PLAN SERVICES

How to create a contribution file

If you will be creating your own file rather than using the Contribution file template, go to the Contribution file specifications section for the file layout. You may also download the Contribution file template as a sample file to review.

If you have any questions regarding our online submission tools, please contact your John Hancock Client Account Representative.

Step 1 – Download the Pre-Populated Contribution File template

Download the pre-populated contribution file template from the Tools page of the Plan Sponsor website and save it to your hard drive.*

1. Login to the Plan Sponsor website
2. Select "Tools" from the "Your Resources" tab
3. Select the contribution file template icon or link
4. Select **Open** to view your file in MS Excel
5. Adjust the columns so that you can view all the contribution data
6. **Save** the file to your preferred location

Step 2 – Updating employee contribution information

The template will be pre-populated with contribution information for all employees we currently have on file*. The first row provides the header information needed for your file. Do not delete or change the header row, the header labels or the first column. By doing so, the file cannot be processed.

See Contribution File specifications section on the next page for file layout details.

Step 3 – Saving the contribution file to send to John Hancock

To create the contribution file to send to John Hancock:

1. Select the drive and/or directory to which you wish to save the file
2. Change the date of the filename: i.e. contribution template for contract [your contract #] for [payroll date].csv. Ensure your file is saved in CSV format.
3. Click on **Save** button
4. Click on **Yes** to keep the workbook in this format
5. You are now ready to send your file to John Hancock
6. Log into the website and submit your file by selecting the Upload a Contribution File link on the Submission History page

Contribution File Specifications

FIELD	HEADER FIELD	DATA FIELD DESCRIPTION	MAX FIELD LENGTH	DESCRIPTION	
1	Trans#	Transaction Code	8	Transaction number = 505. Required for file processing. Do not delete this column.	
2	Cont#	Contract Number	6	Your John Hancock contract number.	
3	SSN#	Social Security Number	9	Social Security Number for each employee. If using hypens (-) with your SSN#, the maximum length is 11 characters. Note: Employee SSNs cannot be changed electronically. Please contact your John Hancock Client Account Representative or submit the Employee Data Change Form – GP 1534 for employee SSN changes.	
4	Participant Name	Last Name, First Name	32	The employee's last name, first name. "Lastname, Firstname"	
5	Date	Payroll Date	8	Payroll period ending date (mmddyyyy) Valid formats are mm/dd/yyyy, mmddyyyy, mm/dd/yy, yyyy/mm/dd	
6-47	MoneyTypes°	Contribution amounts	9	Enter Contribution amounts for each money type header	
6-47	LoanID	Loan Identifier	5	Enter John Hancock Loan ID number	LoanID and LoanAmt are paired columns. Additional LoanID and LoanAmt columns can be added to reflect multiple loan repayments.
6-47	LoanAmt	Loan Repayment Amount	9	Enter Loan repayment amount (if applicable).	

Money Type Short Code Descriptions

EMPLOYEE MONEY TYPE	CODE
Employee Elective Deferral Contributions	EEDEF
Designated Roth 401(k) Contributions	EEROT
Employee Voluntary Non-Deductible Contributions	EEVND
Employee Voluntary Deductible Contributions	EEVD
Employee Mandatory Contributions	EEMAN
401(a) Employee Rollover Contributions	EERC

EMPLOYER MONEY TYPE	CODE
Employer Matching Contributions	ERMAT
Qualified Matching Contributions	QMAC
Safe Harbor Matching	SHMAC
Qualified Non-Elective Contributions	QNEC
Safe Harbor Non-Elective Contributions	SHNEC
Employer Profit Sharing Contributions	ERPS
Employer Matching Contributions	ERMC3
Safe Harbor Graded Contributions	S/HGR
Employer Contributions	ERCON
Employer Money Purchase Contributions	ERMP

* Plan sponsor website users with limited access will receive a blank template for use in uploading contribution information.

º Money types are listed based on information on file at John Hancock. Money types listed here are for illustrative purposes only. To add a money type or to clarify money types currently available to your plan, speak to your Client Account Representative.

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