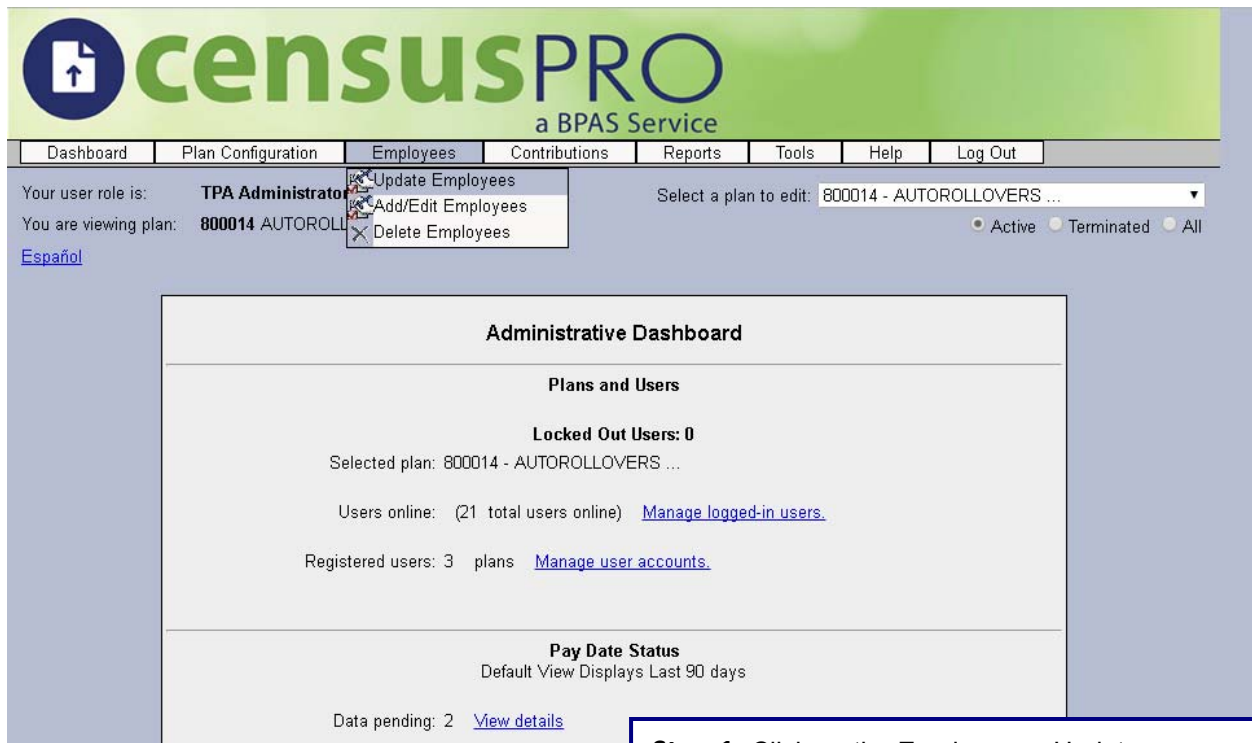


CensusPro® - Employee Update Feature

A user who needs to submit updated information for an Employee Record can utilize the Employee Update feature. The data elements able to be updated through this feature are name, dates, and addresses.

**If you need to correct a social security number, please call a member of the IRA Department for assistance.*



The screenshot shows the CensusPro administrative interface. At the top, there is a navigation bar with tabs for Dashboard, Plan Configuration, Employees, Contributions, Reports, Tools, Help, and Log Out. The 'Employees' tab is selected, and a dropdown menu is open showing options: Update Employees, Add/Edit Employees, and Delete Employees. Below the navigation bar, the user's role is identified as 'TPA Administrator' and the current plan is '800014 AUTOROLLERS...'. There are radio buttons for 'Active', 'Terminated', and 'All'. The main content area is titled 'Administrative Dashboard' and includes sections for 'Plans and Users', 'Locked Out Users: 0', 'Users online: (21 total users online)', 'Registered users: 3 plans', and 'Pay Date Status'.

Step 1: Click on the Employees - Update Employees submenu item.

The screenshot shows the 'censusPRO a BPAS Service' interface. At the top, there is a navigation menu with options: Dashboard, Plan Configuration, Employees, Contributions, Reports, Tools, Help, and Log Out. Below the menu, it displays 'Your user role is: TPA Administrator' and 'You are viewing plan: 800014 AUTOROLLOVERS'. There are also radio buttons for 'Active', 'Terminated', and 'All'. The main section is titled 'Employee Update' and contains 'Save' and 'Send to BPA' buttons. Below this, there are filter options: 'All', 'Active', 'Terminated', 'With Errors', and 'Updated - Not Submitted'. There is also a 'Look Up' section with radio buttons for 'SSN', 'Last Name', and 'First Name', and a search box. At the bottom, there is a table with columns: SSN, First Name, Last Name, DOB, Hire Date, Term Date, Rehire Date, Address1, Address2, City, State, and Zip. The table contains several rows of employee data, with some fields masked with asterisks.

Step 2: Update any information, Click “Save”.

All of the employees will be listed. All of the fields (except social security number) are editable fields that can be updated.

Step 3: Click “Send to BPA”, once all necessary updates have been entered.

Please send any feedback regarding these instructions to:
autorollovers@bpas.com.