

STARS Employer Training

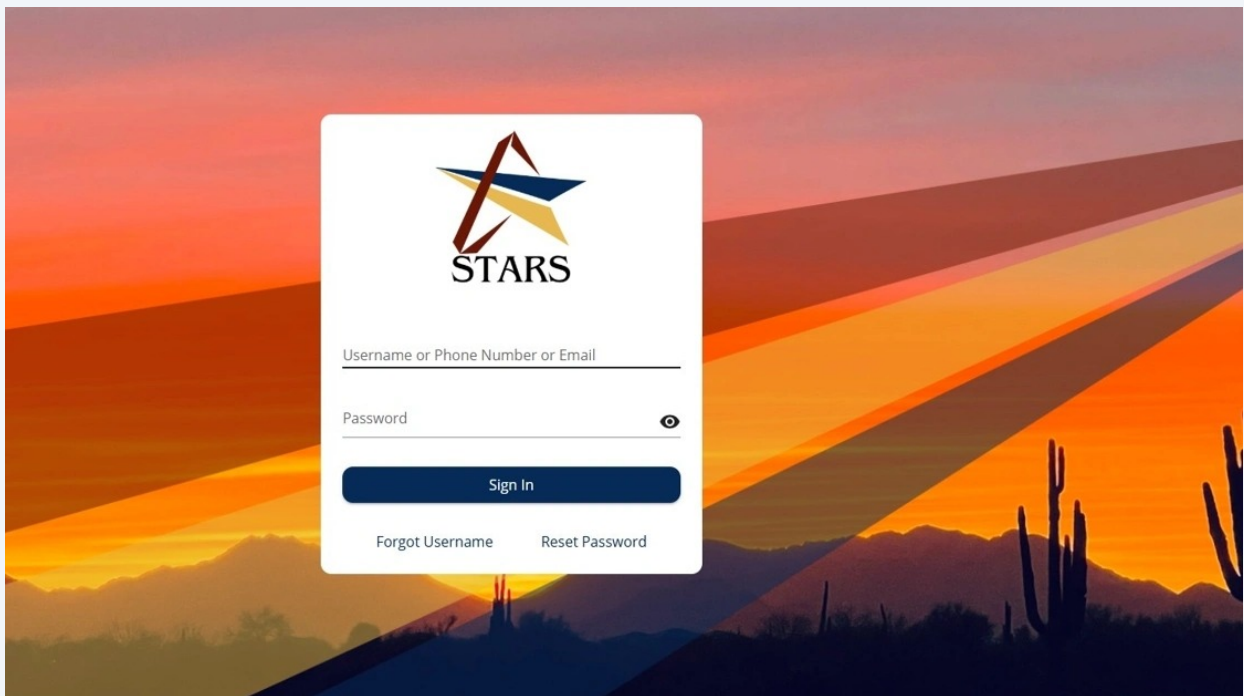
Submitting Contributions Importing Files – Step 1



Submitting Contributions - Importing Files - Step 1

This document provides employers an overview of the process used to report contributions for plan members by importing files to STARS. This guide covers the first of three steps needed for importing contributions to STARS. Through screenshots and step-by-step prompts, users are introduced to the contribution import process.

1 Enter **Username** and **Password** to login to STARS.



2

From the **Home** page, employer users must start the contribution import process by clicking the **Imports** tab in the left navigation pane.

0126 - WICKENBURG POLICE DEPARTMENT

Welcome AFAB
Last Login: 10:05 am yesterday

Home

Roster

Policies

Work Reports

Payments

Transactions

Administration

Employer Info

Imports

Reports

Documents

Requests

Sessions

Secure Message

Contact Us

How can we help you today?

[Process a New Hire](#) Add a member to roster

[Make a Payment](#) Make payments to open invoices

[Employees](#) Roster, new hires, terminations, etc.

[User Profile](#) Update password, security questions or user name

News

No News currently to display.

Important Links

[Nationwide plan sponsor homepage for DC contribution remittance and payment](#)

[Member forms and resource documents\(\)](#)

[Employer forms and resource documents](#)

Faqs

> All

> Life Events

> Password Help

3

Once clicked, the **Imports** tab opens and the page appears as follows. Click **Add Import** on the right side of the screen to start the contribution file importing process.

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Welcome AFAB
Last Login: 10:05 am yesterday

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Import History

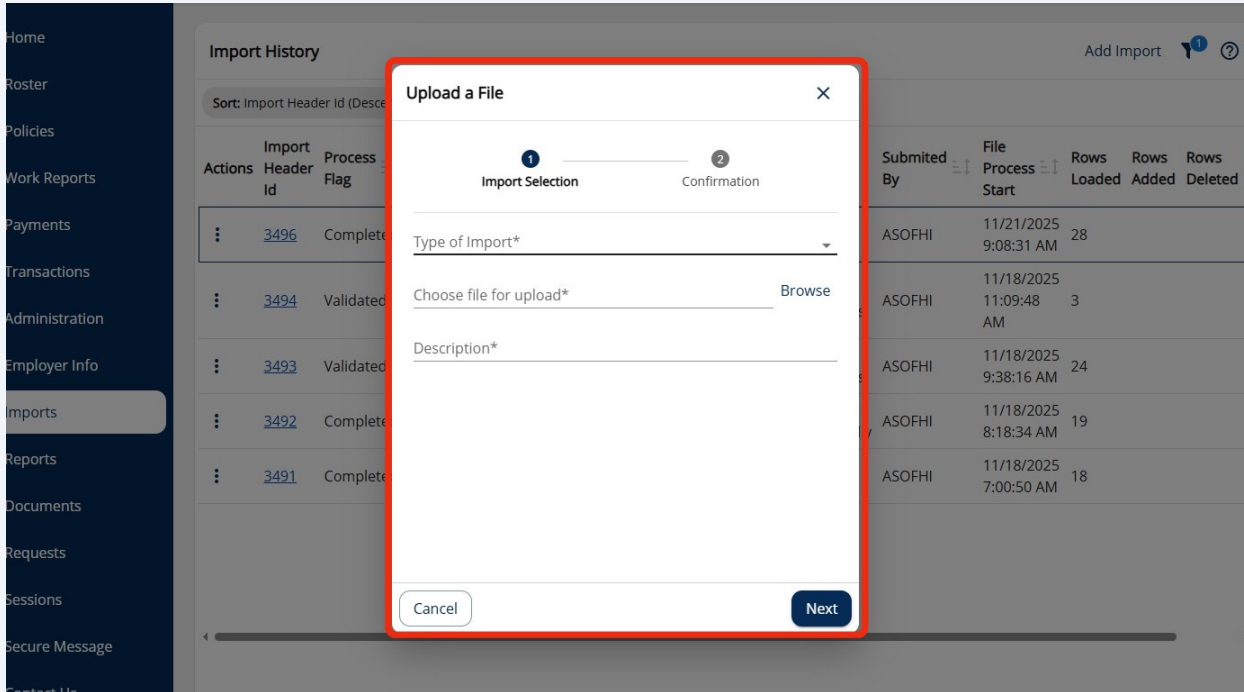
[Add Import](#)

Sort: Import Header Id (Descending)

Actions	Import Header Id	Process Flag	Inserted Date	File Definition	Import Description	Status	Submitted By	File Process Start	Rows Loaded	Rows Added	Rows Deleted	F
:	3494	Validated	11/18/2025 11:09:48 AM	DEMOGRAPHIC_IMPORT	Demo Import Walkthrough	Validated with Errors	ASOFHI	11/18/2025 11:09:48 AM	3			C
:	3493	Validated	11/18/2025 9:38:15 AM	CONTR_IMPORT_FILE	Walkthrough Import	Validated with Errors	ASOFHI	11/18/2025 9:38:16 AM	24			C
:	3492	Completed	11/18/2025 8:15:18 AM	CONTR_IMPORT_FILE	Demo Test	Processed Successfully	ASOFHI	11/18/2025 8:18:34 AM	19			1
:	3491	Completed	11/18/2025 7:00:11 AM	CONTR_IMPORT_FILE	Demo Test	Voided	ASOFHI	11/18/2025 7:00:50 AM	18			C

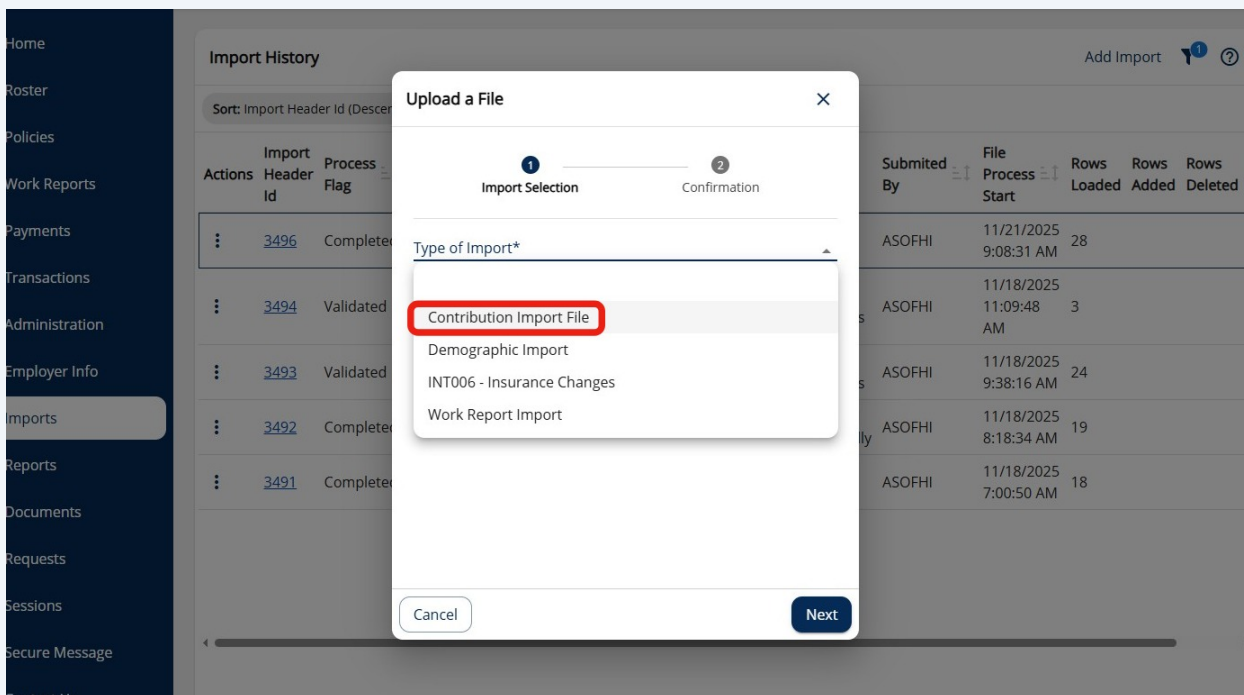
4

Users must complete all required fields, starting with the type of file (Contribution) that will be imported. Users must also upload a file through the **Browse** function and add a **Description** of the file.

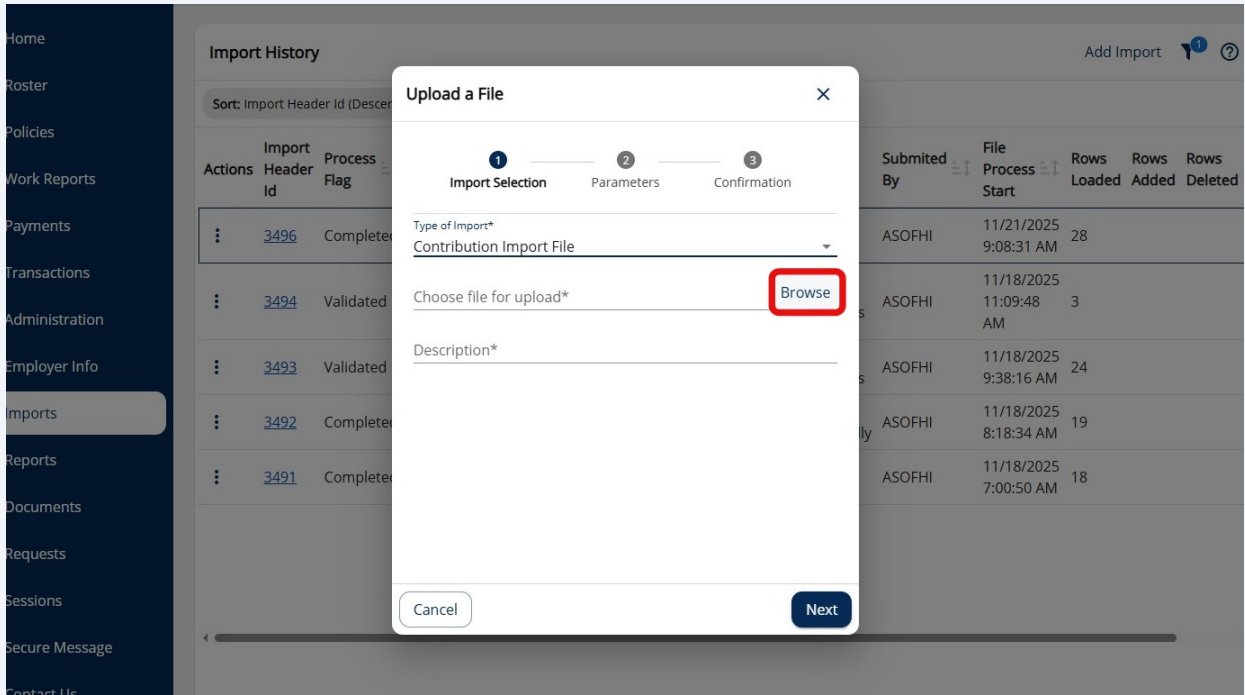


5

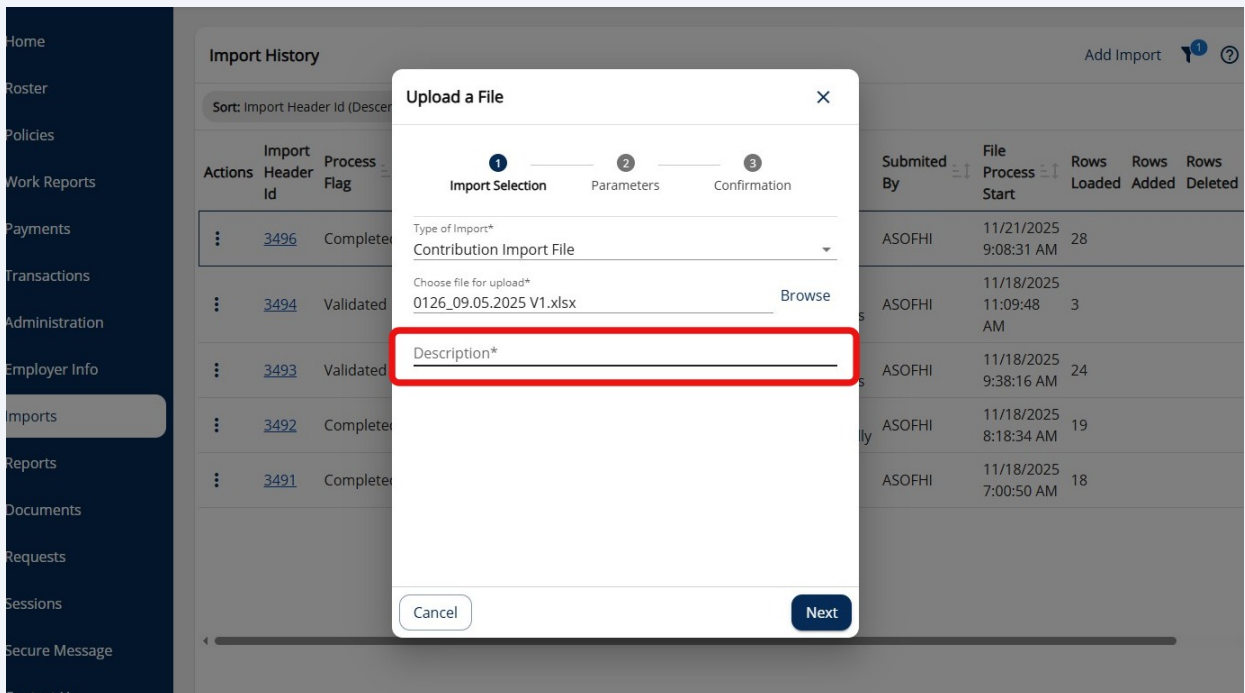
Users will select **Contribution Import File** from the **Type of Import** dropdown.



6 Click **Browse** to upload the contribution file.



7 Click **Description** to name and describe the file to be imported. Employers can use their discretion on descriptions and can include pay period dates or other information.



8

Verify that the provided information is correct and click **next**.

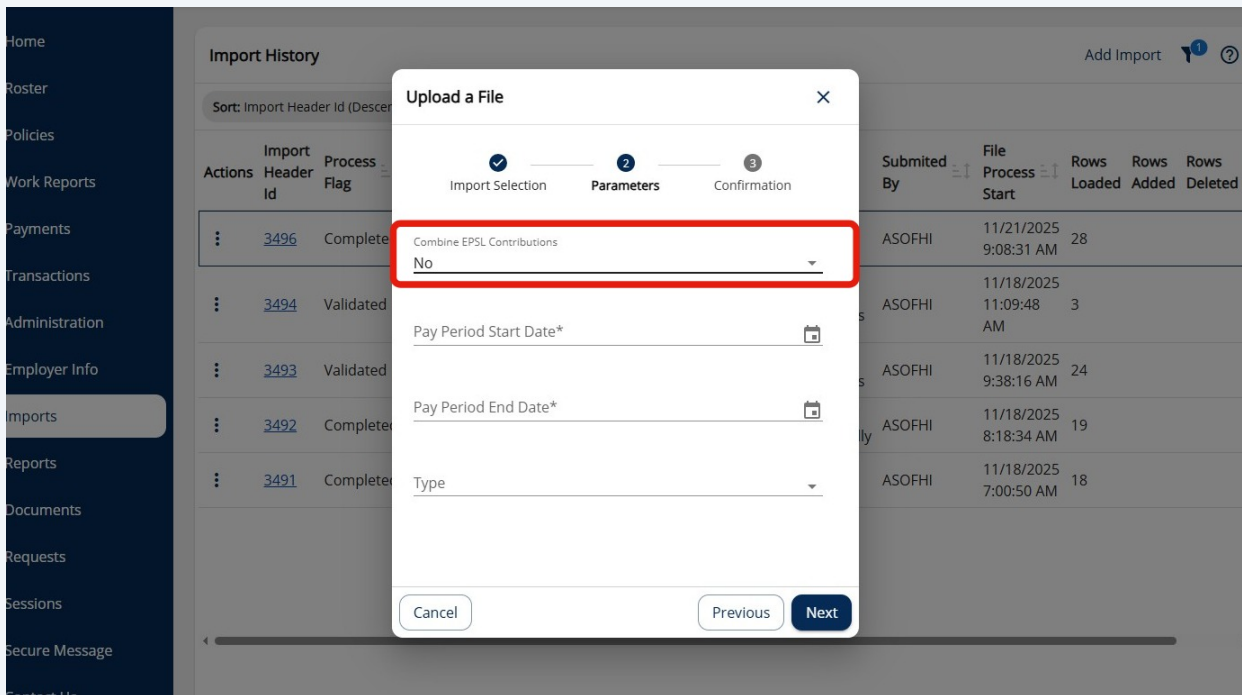
The screenshot shows a software interface for managing import history. A modal window titled "Upload a File" is open, displaying a three-step process: 1. Import Selection, 2. Parameters, and 3. Confirmation. In the "Import Selection" step, the "Type of Import" is set to "Contribution Import File". The "Choose file for upload" field contains the file path "0126_09.05.2025 V1.xlsx", and the "Description" field contains "PPE09/05/2025". At the bottom of the modal, there are "Cancel" and "Next" buttons. The "Next" button is highlighted with a red rectangular box. In the background, the "Import History" table is visible, showing columns for "Submitted By", "File Process Start", "Rows Loaded", "Rows Added", and "Rows Deleted".



Tip! EPSL is the Legacy Rate. The employer can choose to report as a separate line item or combine with the normal employer rate.

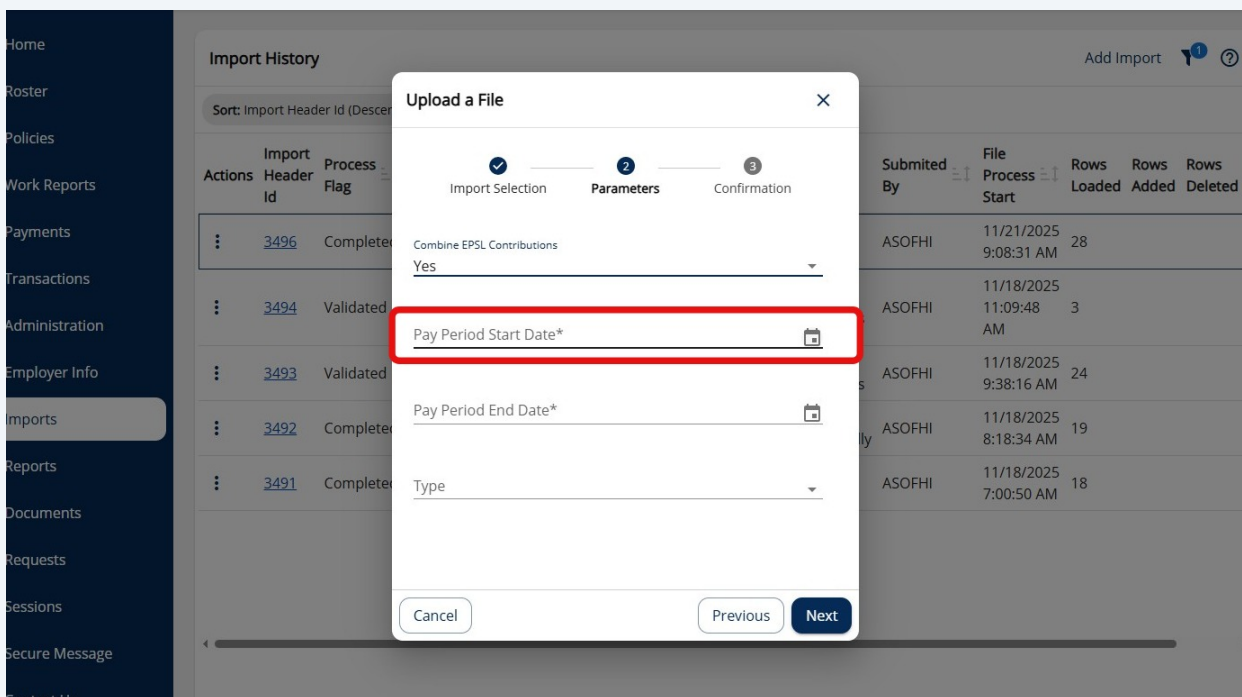
9

Next, users must select whether to **Combine EPSL Contributions**. EPSL is the legacy contribution rate, which is a portion of the employer rate reported in the actuarial valuation report. Employers can submit reports with the EPSL rate combined with the normal employer contribution rate or separated. Select **Yes** or **No**, depending on how the employer reports EPSL contributions.

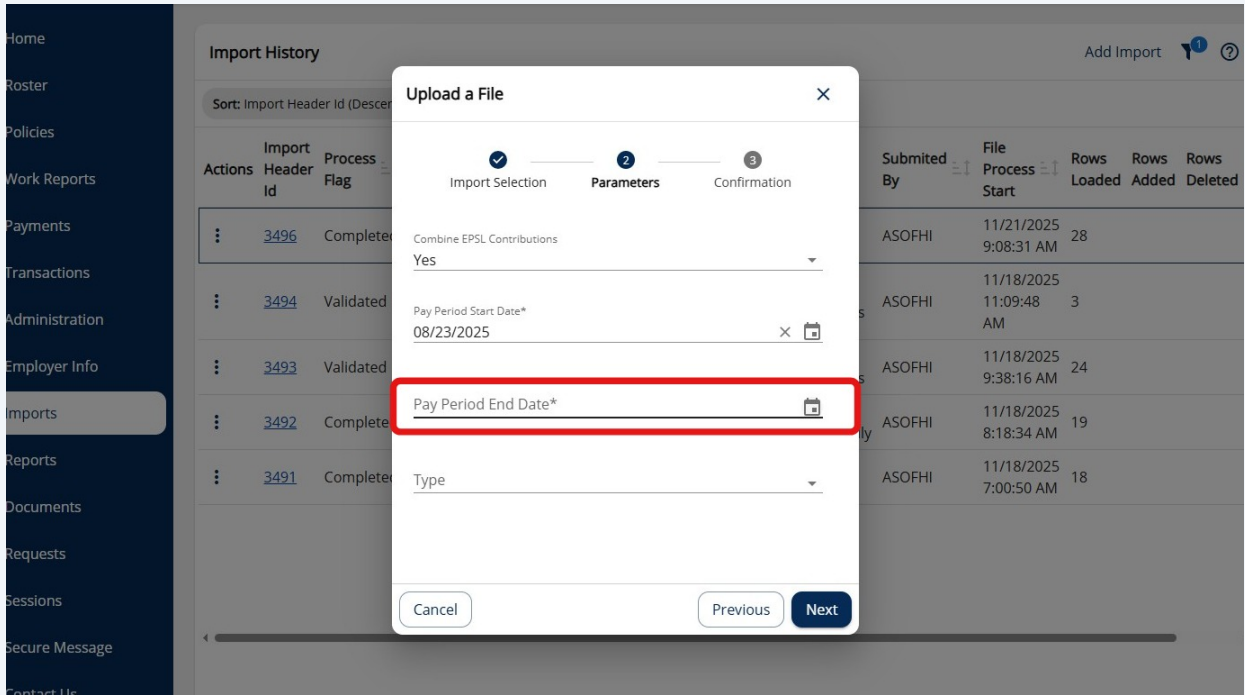


10

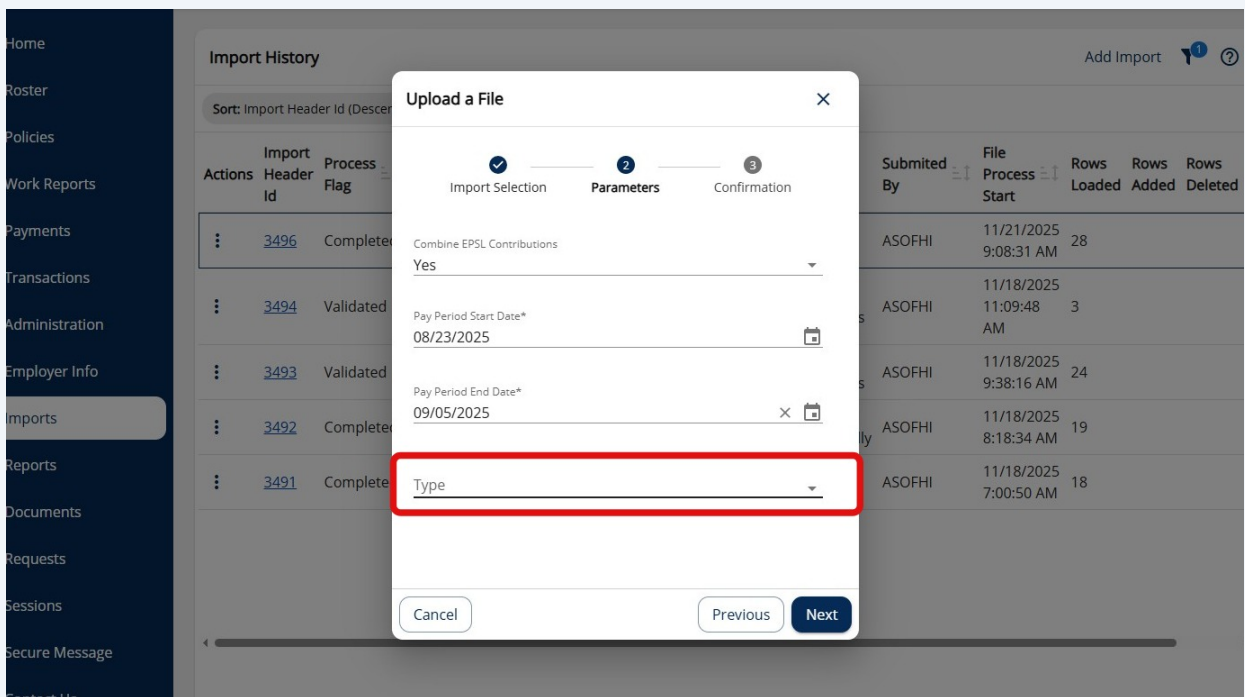
Use the **Pay Period Start Date** field to indicate the beginning of the pay period.



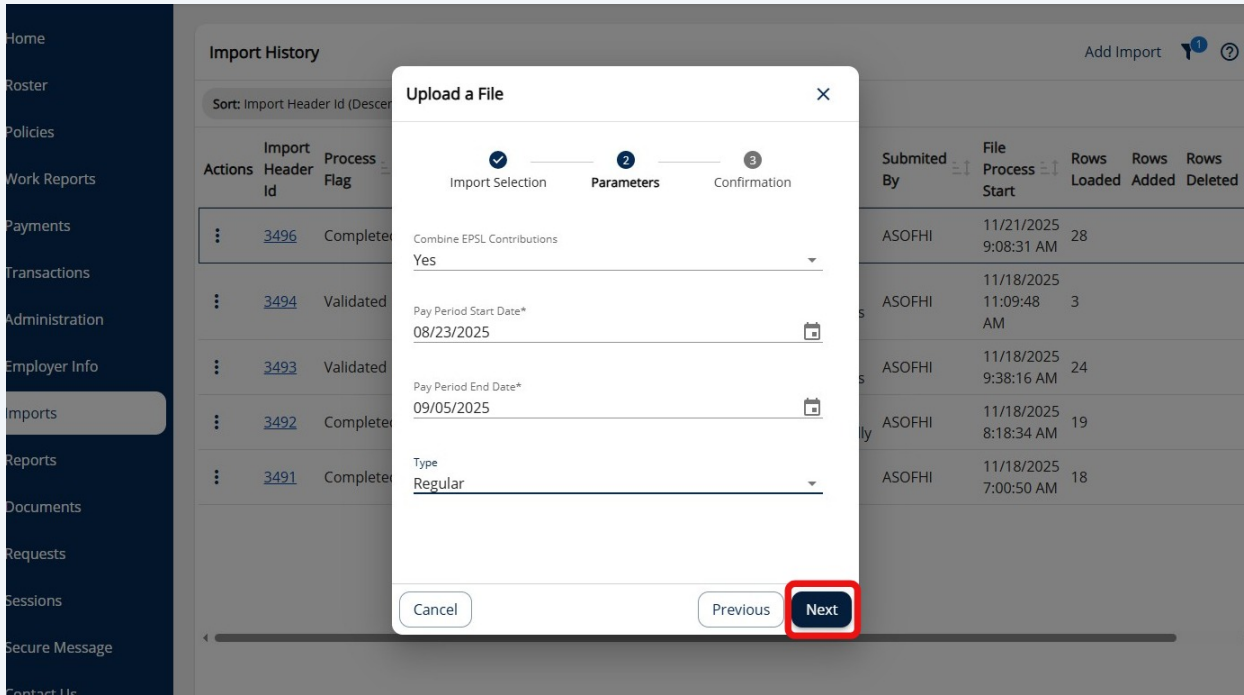
11 Use the **Pay Period End Date** field to indicate the end of the pay period.



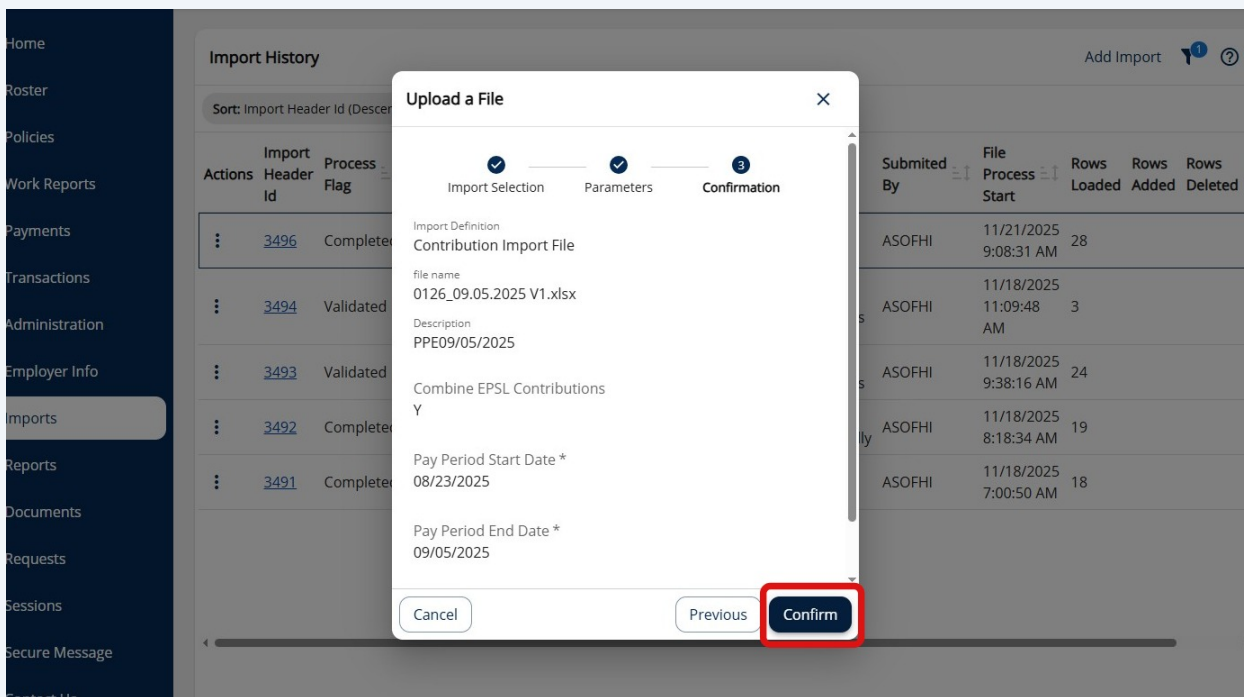
12 Use the **Type** field to indicate if the report includes **Regular** contribution reporting or an **Adjustment** to previously reported contributions.



13 Verify that the provided information is correct and click **next**.



14 Users will click **Confirm** to submit the file.



15

Users will receive two messages in prominent **green text boxes** confirming the file has been submitted and validated.

0126 - WICKENBURG POLICE DEPARTMENT

Welcome AFAB
Last Login: 8:56 am today

Your Import file has been submitted

Import History

Import "Contribution Import File" (3497) Validation action completed.

Sort: Import Header Id (Descending)

Actions	Import Header Id	Process Flag	Inserted Date	File Definition	Import Description	Status	Submitted By	File Process Start	Rows Loaded	Rows Added	Rows Deleted	F
:	3497	Validated	11/21/2025 9:57:33 AM	CONTR_IMPORT_FILE	PPE09/05/2025	Validated with Errors	ASOFHI	11/21/2025 9:57:33 AM	19			C
:	3496	Completed	11/21/2025 9:08:31 AM	CONTR_IMPORT_FILE	PPE10/31/2025	Voided	ASOFHI	11/21/2025 9:08:31 AM	28			C
:	3494	Validated	11/18/2025 11:09:48 AM	DEMOGRAPHIC_IMPORT	Demo Import Walkthrough	Validated with Errors	ASOFHI	11/18/2025 11:09:48 AM	3			C
:	3493	Validated	11/18/2025 9:38:15 AM	CONTR_IMPORT_FILE	Walkthrough Import	Validated with Errors	ASOFHI	11/18/2025 9:38:16 AM	24			C
:	3492	Completed	11/18/2025 8:15:18 AM	CONTR_IMPORT_FILE	Demo Test	Processed Successfully	ASOFHI	11/18/2025 8:18:34 AM	19			1
:	3491	Completed	11/18/2025 7:00:11 AM	CONTR_IMPORT_FILE	Demo Test	Voided	ASOFHI	11/18/2025 7:00:50 AM	18			C

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Select **Import Header ID** of the desired report to view the report summary and details. Note that the page displays the report as **Validated Successfully**.

Actions	Import Header Id	Process Flag	Inserted Date	File Definition	Import Description	Status	Submitted By	File Process Start	Rows Loaded	Rows Added	Rows Deleted
⋮	3498	Validated	11/21/2025 10:02:03 AM	CONTR_IMPORT_FILE	PPE09/05/2025	Validated Successfully	ASOFHI	11/21/2025 10:02:03 AM	19		
⋮	3497	Validated	11/21/2025 9:57:33 AM	CONTR_IMPORT_FILE	PPE09/05/2025	Validated with Errors	ASOFHI	11/21/2025 9:57:33 AM	19		
⋮	3496	Completed	11/21/2025 9:08:31 AM	CONTR_IMPORT_FILE	PPE10/31/2025	Voided	ASOFHI	11/21/2025 9:08:31 AM	28		
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⋮	3491	Completed	11/18/2025 7:00:11 AM	CONTR_IMPORT_FILE	Demo Test	Voided	ASOFHI	11/18/2025 7:00:50 AM	18		

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The **Import Summary** and **Import Details** appear as follows.

Imports / Import Details

Process ⋮

Import Name	Id	Description	Header Status	Process Flag	Start Date	Submitted by
Contribution Import File	3498	PPE09/05/2025	Validated Successfully	Validated	11/21/2025	ASOFHI

Errors/Warnings	Row	Import Message	Import Detail Status	Resubmit Flag	Contribution Code	First Name
	1		Validated Successful	Yes	EPSL	FIBILI
	2		Validated Successful	Yes	DBCN	FIBILI
	3		Validated Successful	Yes	EPSL	SESAF
	4		Validated Successful	Yes	DBCN	SESAF
	5		Validated Successful	Yes	DBCN	KAFIR
	6		Validated Successful	Yes	EPSL	KAFIR
	7		Validated Successful	Yes	DBCN	SABIF

Total in current view

Total of all records

1 - 10 of 19

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That's Step 1 complete. Next up is processing the contributions into STARS in Step 2.