

# Administering State ORP online through Retirement Manager



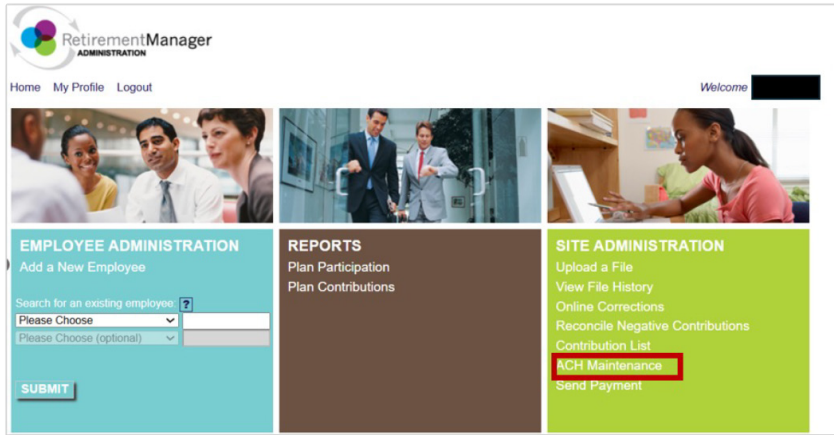
Retirement Manager is an online administrative tool that allows State ORP participating employers to upload payroll files, submit contribution lists, process participant corrections and securely send payments to Corebridge Financial. Visit [corebridgefinancial.com/rs/myretirementmanager](https://corebridgefinancial.com/rs/myretirementmanager) and refer to this guide to get started.

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## Questions? We're here to help.

If you need assistance with or access to Retirement Manager, contact Janet Campbell at [janet.campbell@corebridgefinancial.com](mailto:janet.campbell@corebridgefinancial.com).

# I Providing banking information



RetirementManager  
ADMINISTRATION

Home My Profile Logout Welcome [User Name]

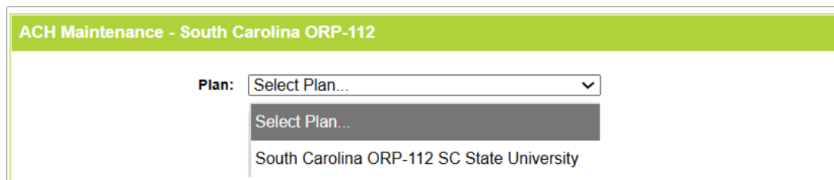
**EMPLOYEE ADMINISTRATION**  
Add a New Employee  
Search for an existing employee: [?] [Please Choose] [Please Choose (optional)] [SUBMIT]

**REPORTS**  
Plan Participation  
Plan Contributions

**SITE ADMINISTRATION**  
Upload a File  
View File History  
Online Corrections  
Reconcile Negative Contributions  
Contribution List  
**ACH Maintenance**  
Send Payment

## 1. Select ACH Maintenance.

If funding via Debit ACH, you must add banking information before uploading files. Select *ACH Maintenance* under the Site Administration tab to get started. Once this step is completed, it will not be required again unless your banking information changes

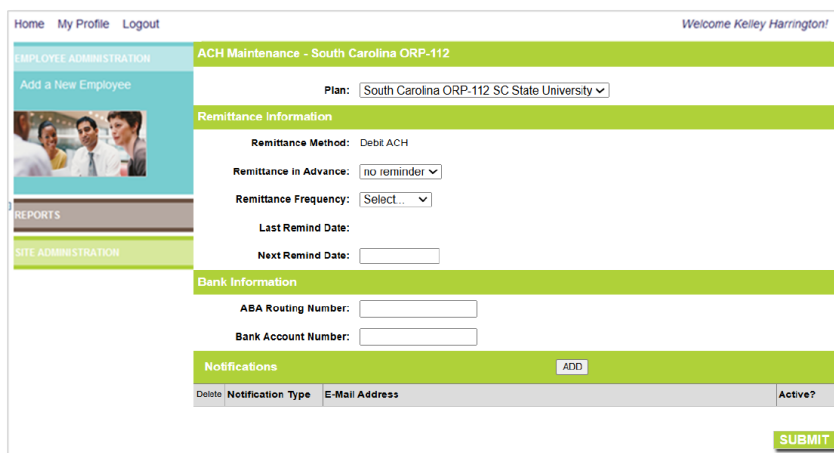


ACH Maintenance - South Carolina ORP-112

Plan: [Select Plan...] [South Carolina ORP-112 SC State University]

## 2. Choose your plan(s).

To update banking information, click on *Select Plan* from the drop-down menu and choose the plan for which you are adding banking information. Banking information must be entered separately for each plan.



Home My Profile Logout Welcome Kelley Harrington!

**ACH Maintenance - South Carolina ORP-112**

Plan: [South Carolina ORP-112 SC State University]

**Remittance Information**

Remittance Method: Debit ACH  
Remittance In Advance: [no reminder]  
Remittance Frequency: [Select...]  
Last Remind Date: [ ]  
Next Remind Date: [ ]

**Bank Information**

ABA Routing Number: [ ]  
Bank Account Number: [ ]

**Notifications** [ADD]

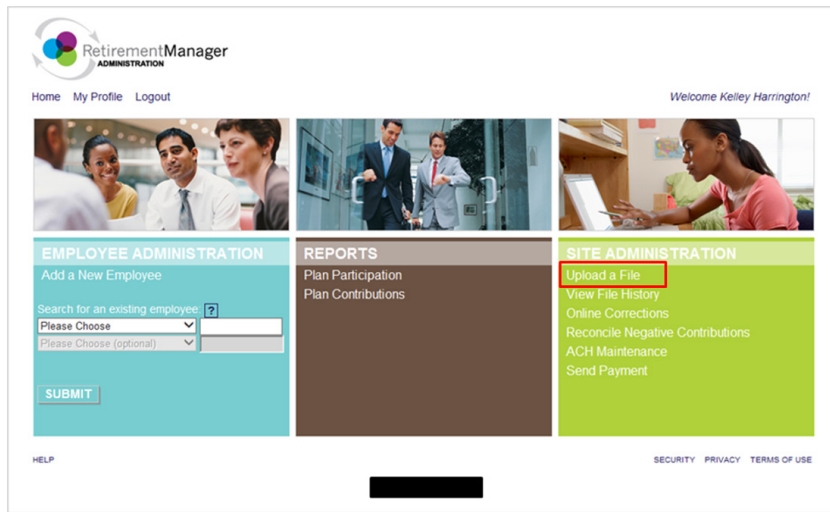
Delete	Notification Type	E-Mail Address	Active?

[SUBMIT]

## 3. Enter remittance and banking information.

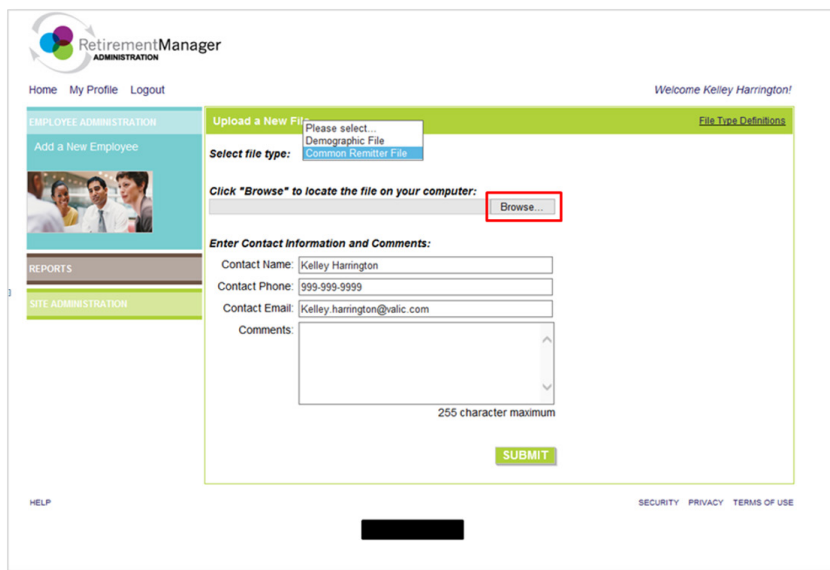
Choose your Remittance Frequency with advance processing day details, select your Next Remind Date (typically the next payroll date), and enter your bank account and routing numbers, then click *Submit*.

## II Uploading a payroll file



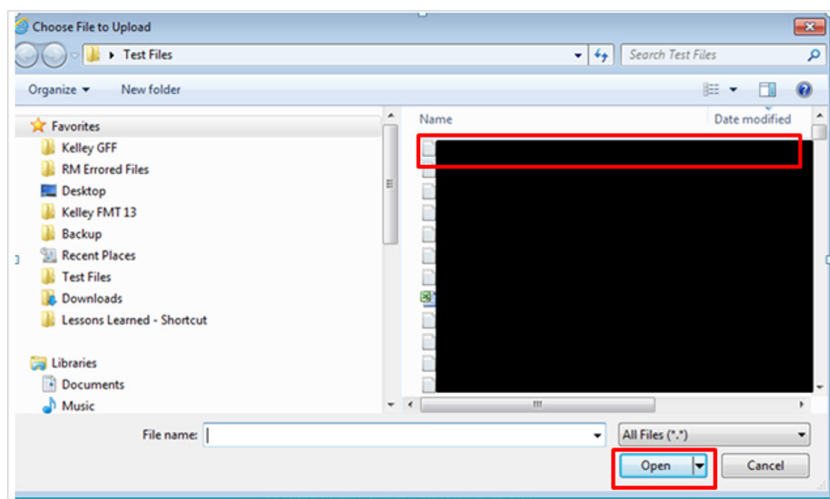
### 1. Select Upload a File.

This allows you to submit a payroll file with contributions for a group of participants. To submit your file, select *Upload a File* under the Site Administration tab.



### 2. Upload your file.

From the file type menu, select *Common Remitter File*, then select *Browse* to locate your remittance file on your computer.



### 3. Select your file.

Select the file you want to upload then click *Open*.

#### 4. Provide your contact information.

Enter your contact information and comments, if needed, then click *Submit*.

#### 5. Review file totals.

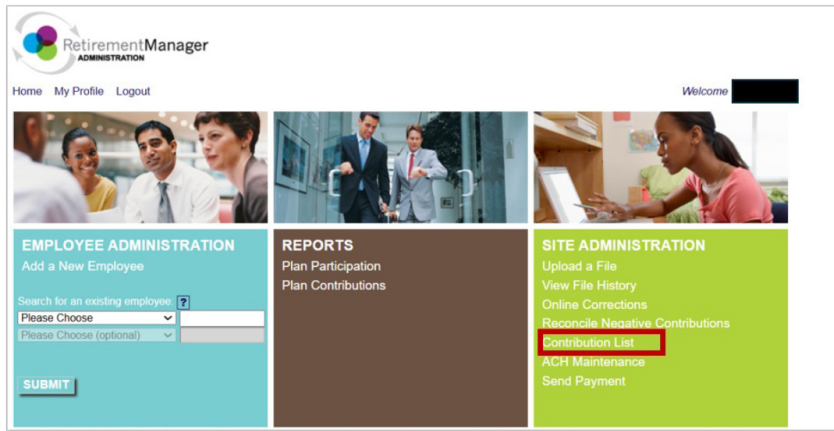
Review file totals for accuracy. Click *Submit File Only* if you are funding at a later date or by check or wire. To submit a Debit ACH payment with your file, click *Submit ACH Payment*.

File Type	Upload Date	User ID	File Status	Payroll Processed	File Name	Record Count	Summary
Online Corrections File	10/02/2018 12:47:03 PM		Processed	Processed - 10/2/2018		4	<a href="#">View Totals</a>
Common Remitter File	10/01/2018 02:37:43 PM		Discarded	No		0	
Common Remitter File	10/01/2018 01:05:02 AM	FTP	Processed	Processed - 10/1/2018		300	<a href="#">\$42,036.22</a>
Common Remitter File	09/14/2018 04:45:00 AM	FTP	Processed	Processed - 9/14/2018		378	<a href="#">\$39,256.31</a>
Common Remitter File	08/31/2018 05:05:00 AM	FTP	Processed	Processed - 8/31/2018		378	<a href="#">\$39,778.25</a>
Common Remitter File	08/15/2018 01:45:01 AM	FTP	Processed	Processed - 8/15/2018		377	<a href="#">\$37,635.28</a>

#### 6. Review file status and past files.

To view the status of your file and previously submitted files, select *View File History* under the Site Administration tab. You can edit the date range, as needed.

### III Submitting contribution lists



The screenshot shows the RetirementManager ADMINISTRATION dashboard. The top navigation bar includes 'Home', 'My Profile', and 'Logout'. A 'Welcome' message is displayed. The dashboard is divided into three main sections: 'EMPLOYEE ADMINISTRATION' (Add a New Employee, Search for an existing employee, Please Choose, Please Choose (optional), SUBMIT), 'REPORTS' (Plan Participation, Plan Contributions), and 'SITE ADMINISTRATION' (Upload a File, View File History, Online Corrections, Reconcile Negative Contributions, Contribution List, ACH Maintenance, Send Payment). The 'Contribution List' link is highlighted with a red box.

#### 1. Select Contribution List.

This allows you to manually enter contributions for a few participants. When you are ready to submit your contributions, click *Contribution List* under the Site Administration tab.

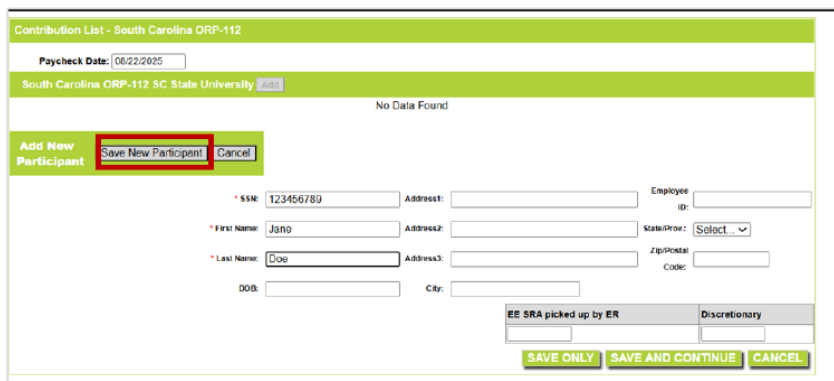


The screenshot shows the 'Contribution List - South Carolina ORP-112' form. The 'Paycheck Date' is set to 08/22/2025. The form is for 'South Carolina ORP-112 SC State University'. A red box highlights the 'Add' button. Below the form, there are buttons for 'Add New Participant', 'Save New Participant', and 'Cancel'. The form fields include: \* SSN, Address1, Employee ID, \* First Name, Address2, State/Prov, \* Last Name, Address3, Zip/Postal Code, DOB, City, EE SRA picked up by ER, and Discretionary. At the bottom, there are buttons for 'SAVE ONLY', 'SAVE AND CONTINUE', and 'CANCEL'.

#### 2. Update paycheck date and add participants.

Update the Paycheck Date and add any additional participants to the list by clicking *Add*. You should only add participants who have an existing State ORP account with Corebridge. If a participant exists, the system will recognize and display their SSN as you enter in the information.

If a participant does not populate, please contact Janet Campbell at [janet.campbell@corebridgefinancial.com](mailto:janet.campbell@corebridgefinancial.com).



The screenshot shows the 'Contribution List - South Carolina ORP-112' form with participant information entered. The 'Paycheck Date' is set to 08/22/2025. The form is for 'South Carolina ORP-112 SC State University'. A red box highlights the 'Save New Participant' button. The form fields are populated with: \* SSN: 123456789, Address1, Employee ID, \* First Name: Jono, Address2, State/Prov, \* Last Name: Doe, Address3, Zip/Postal Code, DOB, City, EE SRA picked up by ER, and Discretionary. At the bottom, there are buttons for 'SAVE ONLY', 'SAVE AND CONTINUE', and 'CANCEL'.

#### 3. Enter and save participant.

Enter the participant information and click *Save New Participant*.

Contribution List -

Paycheck Date: 09/30/2024

SCORP - Add

Delete	SSN	First Name	Last Name	Employer Non Match	Employee Mandatory
<input checked="" type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]	542.52	976.54

SAVE ONLY SAVE AND CONTINUE CANCEL

#### 4. Update contribution amounts.

Update the contribution amounts for each participant and click *Save and Continue*.

**Contribution List saved successfully!**

Please review the totals below. If you are in agreement with the totals, please click the 'Submit Contribution List' button. Otherwise, please click the 'Back' button to go back and correct the data.

**NOTE: Your Contribution List cannot be forwarded for processing until the 'Submit Contribution List' button is clicked.**

Paygroup GA72293001 Breakdown		
	Positive Amounts	Negative Amounts
Employee Pre-tax Total Amounts:	\$643.70	\$0.00
Employer Match Total Amounts:	\$536.59	\$0.00
Post-tax Roth Total Amounts:	\$98.00	\$0.00
<b>Plan Grand Total Amount:</b>	<b>\$1,278.29</b>	<b>\$0.00</b>

<b>Grand Total Amount:</b>	<b>\$1,278.29</b>	<b>\$0.00</b>
<b>Record Count:</b>	5	
<b>Submitted By:</b>	U54PAKH	
<b>Submitted On:</b>	1/14/2019 10:08:09 AM	
<b>Save Confirmation Number:</b>	0002989180	
<b>Current Upload Status:</b>	In Process	

SUBMIT ACH PAYMENT Back Submit Contribution List Without Funds

#### 5. Review totals and select funding.

Review totals for accuracy. Select *Submit Contribution List Without Funds* if you are funding at a later date or by check or wire.

To submit a Debit ACH payment with your list, click *Submit ACH Payment*.

RetirementManager ADMINISTRATION

Home My Profile Logout Welcome Kelley Harrington!

EMPLOYEE ADMINISTRATION View File History File Status Definitions

REPORTS

SITE ADMINISTRATION

Upload a File View File History Online Corrections Reconcile Negative Contributions ACH Maintenance Send Payment

Date Range: 10/03/2017 to 10/02/2018 All Files SEARCH

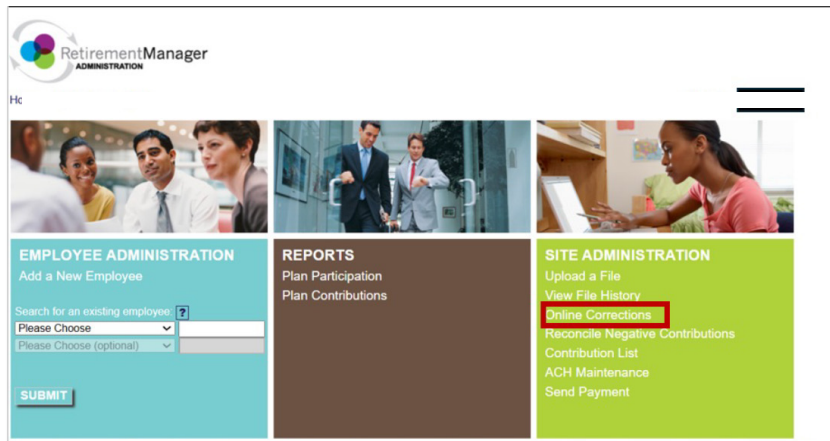
File Type	Upload Date	User ID	File Status	Payroll Processed	File Name	Record Count	Summary
Online Corrections File	10/02/2018 12:47:03 PM	[REDACTED]	Processed	Processed - 10/2/2018	[REDACTED]	4	<a href="#">View Totals</a>
Common Remitter File	10/01/2018 02:37:43 PM	[REDACTED]	Discarded	No	[REDACTED]	0	
Common Remitter File	10/01/2018 01:05:02 AM	FTP	Processed	Processed - 10/1/2018	[REDACTED]	380	\$42,035.22
Common Remitter File	09/14/2018 04:45:00 AM	FTP	Processed	Processed - 9/14/2018	[REDACTED]	378	\$39,256.31
Common Remitter File	08/31/2018 05:05:00 AM	FTP	Processed	Processed - 8/31/2018	[REDACTED]	378	\$39,778.25
Common Remitter File	08/15/2018 01:45:01 AM	FTP	Processed	Processed - 8/15/2018	[REDACTED]	377	\$37,635.28

#### 6. Check past files.

To review past files or contribution lists, click *View File History* under the Site Administration tab and edit the date range as needed.



## IV Submitting corrections

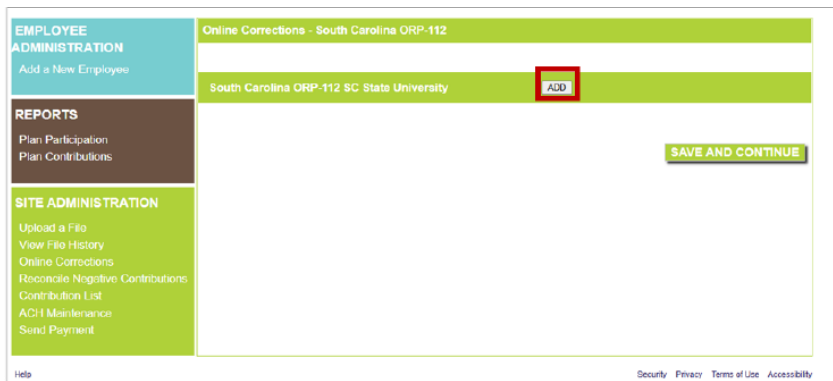


The screenshot shows the RetirementManager ADMINISTRATION dashboard. The top navigation bar includes the logo and a user profile. Below the navigation bar are three main sections: EMPLOYEE ADMINISTRATION, REPORTS, and SITE ADMINISTRATION. The SITE ADMINISTRATION section is highlighted in green and contains a list of links: Upload a File, View File History, Online Corrections (highlighted with a red box), Reconcile Negative Contributions, Contribution List, ACH Maintenance, and Send Payment.

### 1. Select Online Correction.

If a contribution was submitted incorrectly or missed, you can complete an online correction.

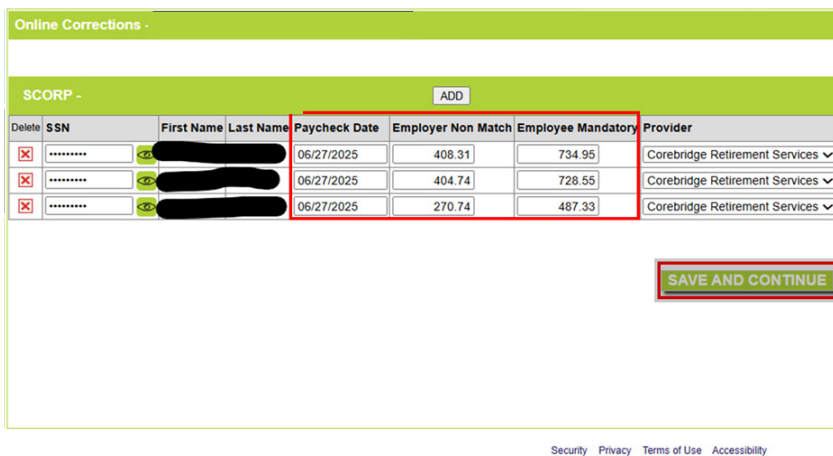
Under the Site Administration tab, click *Online Correction*.



The screenshot shows the 'Online Corrections - South Carolina ORP-112' form. The left sidebar contains the same navigation menu as the dashboard. The main content area has a header 'Online Corrections - South Carolina ORP-112' and a sub-header 'South Carolina ORP-112 SC State University'. Below the sub-header is an 'ADD' button (highlighted with a red box) and a 'SAVE AND CONTINUE' button.

### 2. Add the participant(s).

After the online correction form opens, click *Add* and enter the participant SSN.

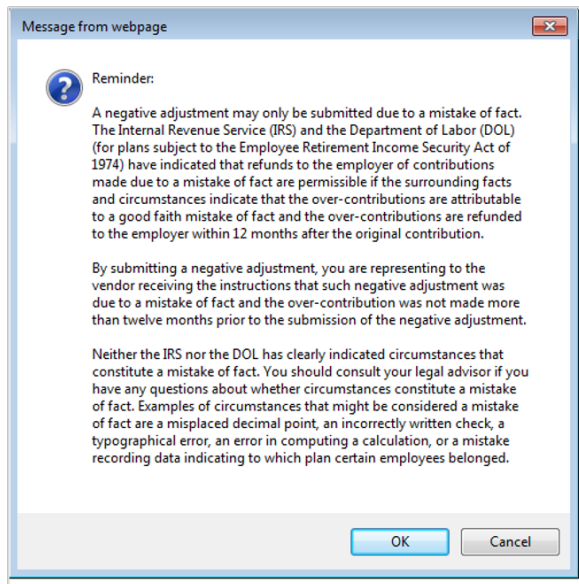


The screenshot shows the 'Online Corrections - SCORP -' table. The table has columns: Delete, SSN, First Name, Last Name, Paycheck Date, Employer Non Match, Employee Mandatory, and Provider. There are three rows of data, each with a red 'X' in the Delete column. The 'Paycheck Date' column is highlighted with a red box. Below the table is a 'SAVE AND CONTINUE' button (highlighted with a red box).

Delete	SSN	First Name	Last Name	Paycheck Date	Employer Non Match	Employee Mandatory	Provider
<input checked="" type="checkbox"/>	*****	[REDACTED]	[REDACTED]	06/27/2025	408.31	734.95	Corebridge Retirement Services
<input checked="" type="checkbox"/>	*****	[REDACTED]	[REDACTED]	06/27/2025	404.74	728.55	Corebridge Retirement Services
<input checked="" type="checkbox"/>	*****	[REDACTED]	[REDACTED]	06/27/2025	270.74	487.33	Corebridge Retirement Services

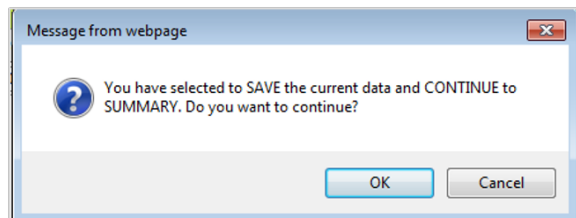
### 3. Enter correction details.

Enter paycheck date, contributions by type and click *Save and Continue*. Make sure to input the difference for each contribution source. If you are submitting a negative correction, enter the negative sign in front of the entire amount. For example, if you submitted a \$50 employee deferral on the remittance file but it should have only been \$40, submit a correction for -10 in the employee deferral field.



#### 4. Review confirmation pages.

Follow the prompts to review the disclaimer and click *Ok* to confirm you understand and want to continue.



#### 5. Review and submit corrections.

Review the totals and if correct, check the *Send Data to Provider(s)* box before selecting *Submit Corrections*.

**Online Corrections saved successfully!**

Please review the totals below. If you are in agreement with the totals, please click the 'Submit Corrections' button. Otherwise, please click the 'Back' button to go back and correct the data.

**NOTE: Your Online Corrections cannot be forwarded for processing until the 'Submit Corrections' button is clicked.**

Paygroup GA7180610381 Breakdown		
	Positive Amounts	Negative Amounts
Employee Deferral Total Amounts:	\$50.00	\$0.00
Employee After Tax Roth Total Amounts:	\$0.00	\$0.00
<b>Plan Grand Total Amount:</b>	<b>\$50.00</b>	<b>\$0.00</b>

<b>Grand Total Amount:</b>	<b>\$50.00</b>	<b>\$0.00</b>
Record Count:	1	
Submitted By:	U54PA4D	
Submitted On:	6/21/2018 11:52:39 AM	
Save Confirmation Number:	0000193757	
Current Upload Status:	In Process	

☒ Send Data to Provider(s)

BACK
SUBMIT CORRECTIONS

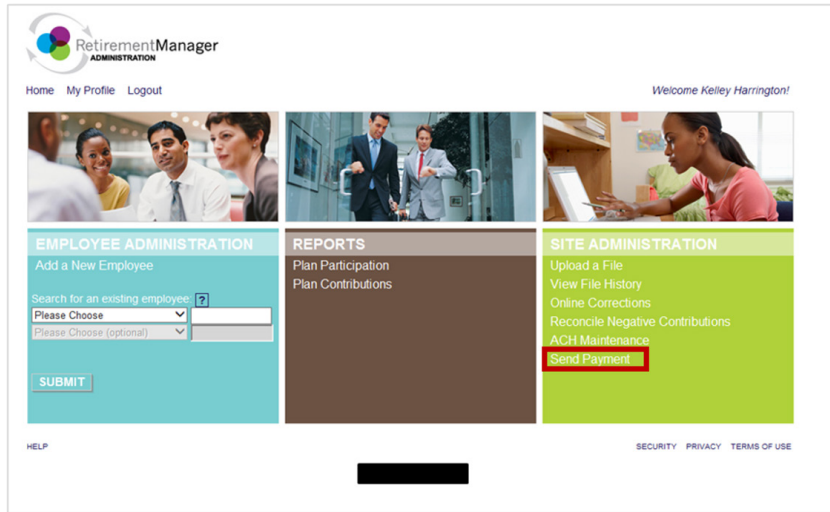




# Sending payments for previously submitted files

## 1. Select Send Payment.

To approve funding for a file that was previously submitted, select *Send Payment* on the Site Administration tab.



## 2. Elect to approve or discard.

On the Send Payment screen, you can elect to approve funding for a file that was uploaded or elect to discard the funding/file. Once the funding is approved, the file will be removed from this screen and the payment will be sent via Debit ACH.

EMPLOYEE ADMINISTRATION		Send Payment - Trenton - St Michael's Parish				
Add a New Employee						
Search for an existing employee: <input type="text"/>						
Please Choose						
Please Choose (optional)						
SUBMIT						
REPORTS						
Plan Participation						
Plan Contributions						
SITE ADMINISTRATION						
Upload a File						
View File History						
Online Corrections						
Reconcile Negative Contributions						
ACH Maintenance						
Send Payment						
		Action	File Information	File Amount	Participant Count	
		Approve   Discard	Upload Date: 1/7/2020 1:05:02 AM Confirmation: 000300382	\$45.30	16	
		View Breakdown	trenton_GAS465003204.txt	\$45.30	16	
		Approve   Discard	Upload Date: 2/24/2020 11:00:15 AM Confirmation: 0003521956	\$44.30	16	
		View Breakdown	S465003204 20200224.txt	\$44.30	16	
		Approve   Discard	Upload Date: 2/27/2020 3:05:03 AM Confirmation: 0003525784	\$44.29	16	
		View Breakdown	trenton_GAS465003204.txt	\$44.29	16	
		Approve   Discard	Upload Date: 3/4/2020 12:55:17 PM Confirmation: 0003514436	\$10.13	10	
		View Breakdown	S465003204 20200304.csv	\$10.13	10	
		Approve   Discard	Upload Date: 3/4/2020 12:55:35 PM Confirmation: 0003514439	\$20.04	10	
		View Breakdown	S465003204 20200304.csv	\$20.04	10	
		Approve   Discard	Upload Date: 3/4/2020 12:56:24 PM Confirmation: 0003514442	\$10.90	10	
		View Breakdown	S465003204 20200304.csv	\$10.90	10	
		Approve   Discard	Upload Date: 3/4/2020 12:56:58 PM Confirmation: 0003514443	\$10.34	10	
		View Breakdown	S465003204 20200304.csv	\$10.34	10	
		Approve   Discard	Upload Date: 3/5/2020 1:05:01 AM Confirmation: 0003513018	\$43.77	16	
		View Breakdown	trenton_GAS465003204.txt	\$43.77	16	

scstateorp.corebridgefinancial.com 1.800.448.2542

We're here to help you take action

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