

Data Validation Web (DVW)

Introduction


DVW Introduction

- System-Generated Emails
- Connecting to the DVW Portal
- DVW Work Orders
- Correcting Validation Errors
- Next Steps

System-Generated Emails

- Many DVW activities will generate emails from noreplydvw@mutualofamerica.com.
- You'll receive these emails when you or your CRM are working in DVW.

Errors Found in Payroll Work Order 12930 for 303030 - The Testing Company, Inc.


 noreplydvw@mutualofamerica.com
To Guevara, Ashley


303030 – The Testing Company, Inc.
Payroll Work Order 12930
Weekly Payroll due 01-Apr-2022

Please log in to the DVW Plan Sponsor Portal to correct the error(s) on your Payroll Work Order.

This email was generated through an automated notification process.

Payroll Work Order 11725 is Pending

 noreplydvw@mutualofamerica.com
To Krakowski, Joseph

 Reply  Reply All  Forward 

Tue 3/15/2022 1:35 AM

303030 – The Testing Company, Inc.
Payroll Work Order 11725
Weekly Payroll due 11-Mar-2022

Work Order has been in New status for seven days.

Please log in to the DVW Plan Sponsor Portal to complete the Work Order 11725.

This email was generated through an automated notification process.

Connecting to the DVW Portal

- Portal Access
 - Begin by accessing Mutual of America SponsorConnect®.

The screenshot shows the Mutual of America SponsorConnect website. At the top left is the Mutual of America Financial Group logo with the tagline "Retirement Services • Investments". At the top right is the text "Mutual of America SponsorConnect®" and a "Contact Us" button. The main content area features a central text block: "Take control of your organization's retirement plan workflows with up-to-date resources, processes, reporting, and more. Access to certain plans is only available on weekdays from 7:00 a.m. to 11:00 p.m. ET or on Saturday from 7:00 a.m. to 5:00 p.m. ET" with a prominent "Access SponsorConnect" button. To the right of this text is a photograph of a man and a woman looking at a tablet. Below the main content are two columns: "Services we offer" and "Articles".

Services we offer

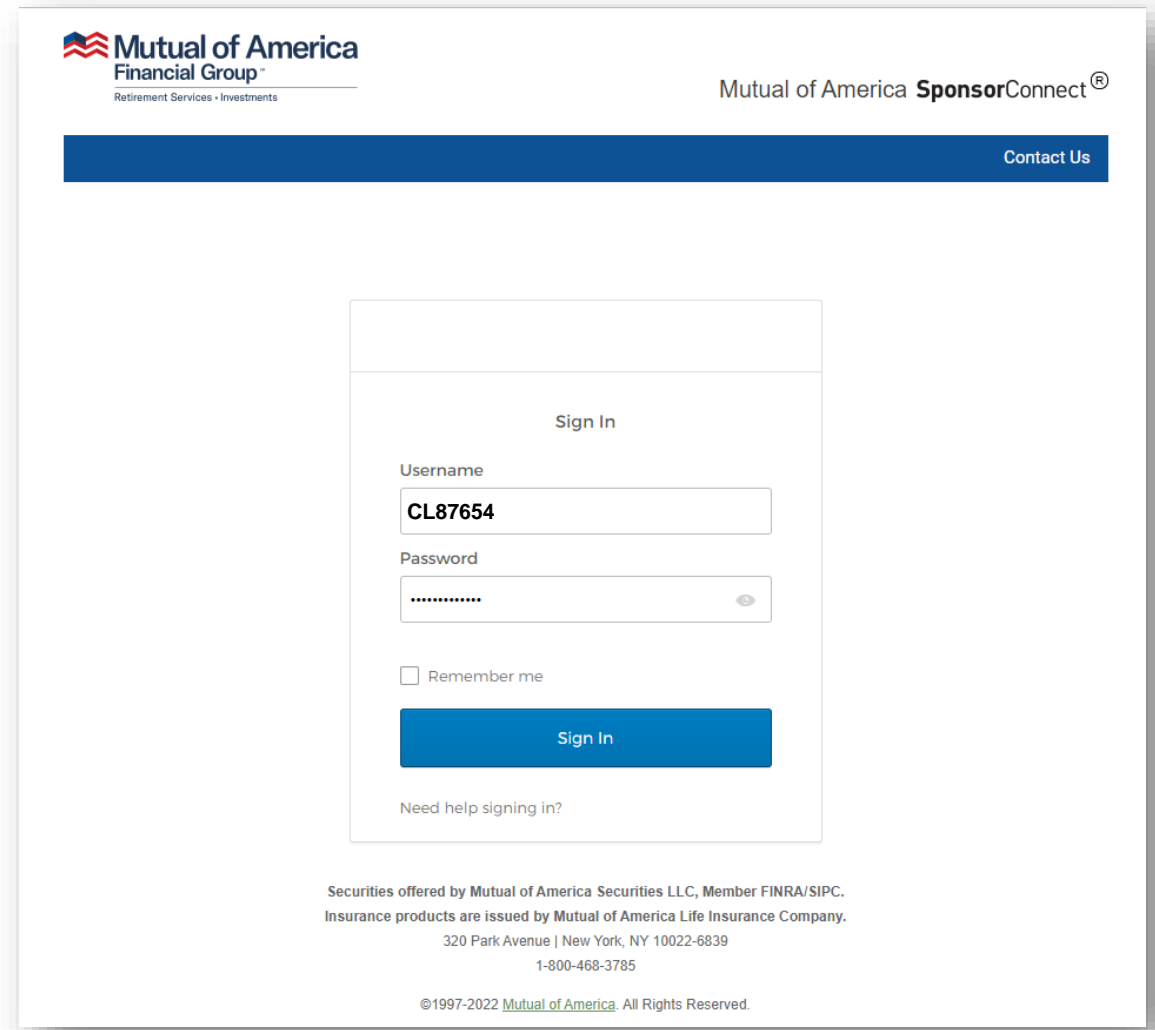
- Payroll Integration**
Payroll Integration (PI) eliminates the need for repetitive, manual data entry and provides a secure process for transferring employee information from your payroll file to your retirement plan.
- Online Enrollment**
Convenient Internet access makes it easier for your employees to enroll online and easier for you to administer a plan.
- Online Salary Deferral**
Choosing to offer Online Salary Deferral Elections will help make plan administration easier. It reduces time-consuming paperwork.

Articles

- SECURE Act Reminder Regarding Certain Long-time Part-time Employees
- Webinar: The Rising Tide of ESG Investing
- Saver's Credit for 2021
- Required Minimum Distributions Update
- Discover the Benefits of Payroll Integration
- Prepare for Your Form 5500 Independent Audit
- IRS Child Tax Credit Information
- Remote Signature and Remote Notarization Extension
- Tax Credits Still Available for Sick and Family Leave
- [Mutual of America 2020 Annual Report Available](#)
- Mutual of America CFO Featured in Profile Magazine
- Article Archive

Connecting to the DVW Portal

- Your credentials are unchanged.
 - Letters in your Username are ALL CAPS.



The screenshot shows the Mutual of America SponsorConnect login page. At the top left is the Mutual of America Financial Group logo with the tagline 'Retirement Services • Investments'. At the top right is the text 'Mutual of America SponsorConnect®'. Below the logo is a blue horizontal bar with a 'Contact Us' link on the right. The main content area features a 'Sign In' form with the following elements: a 'Sign In' heading, a 'Username' label above a text input field containing 'CL87654', a 'Password' label above a password input field with a masked password '.....' and a visibility toggle icon, a 'Remember me' checkbox, a blue 'Sign In' button, and a link for 'Need help signing in?'. At the bottom of the page, there is a disclaimer: 'Securities offered by Mutual of America Securities LLC, Member FINRA/SIPC. Insurance products are issued by Mutual of America Life Insurance Company. 320 Park Avenue | New York, NY 10022-6839 1-800-468-3785 ©1997-2022 Mutual of America. All Rights Reserved.'

Connecting to the DVW Portal

- If ALL of your plans have been migrated to DVW, you will access the new portal from the Data Validation Web link on the Plan Summary page.

Mutual of America Financial Group Retirement Services • Investments

Home (Select Plan) **Data Validation Web** Douglas Green Log Out

Home > Plan Summary - The Testing Company, Inc.303030 NAME

Plan Summary

The Testing Company, Inc. 303030 NAME - 401(k) [Contact Information](#)

Site
Participant Search
Summary
Plan Summary
Activity Summary
5500
File My 5500
Statements and Docs
Documents
Forms
Reports

Participant Balances Information

Participant Status	Participants	Total Balance
Active ⓘ	72	\$33,097,906.39
Eligible (Not Participating) ⓘ	7	\$0.00
Inactive ⓘ	35	\$13,938,348.22
Total	114	\$47,036,254.61

Connecting to the DVW Portal

- The DVW portal will be displayed.
- If the Select a Plan page appears, click the plan that you want to work on.

Mutual of America Financial Group Retirement Services • Investments

Home ▾

Search by work order ID

Welcome Joseph! [Log Off]
[Change Password]
Last login: 03/28/2022 01:44:13 PM

Plan Select

Select a Plan

Plan Name Search Reset

Client Name	Contact First Name	Contact Last Name	Contact Email Address
DEMOK1 - The Testing Company, Inc.			

Showing 1 - 10 of 448 first | prev | next | last Page 1 of 45 Go

Connecting to the DVW Portal

- The Work Order Listing for that plan will be displayed.

Mutual of America Financial Group Retirement Services • Investments

Home ▾ Payroll ▾ Reports ▾

DEMOK1 - The Testing Company, Inc.

Search by work order ID

Welcome Joseph! [Log Off]
[Change Password]

Last login: 03/21/2022 09:01:13 PM

View all Work Orders

Plan Select / Dashboard / Work Order Listing

Work Order Filter

Work Order Type: - Work Order Group - ▾ - Work Order Type - ▾ Include Inactive

Work Order Status: - Step - ▾ - Status - ▾

Generation Method: - Generation Method - ▾ Frequency: - Frequency - ▾ Participant Group: - Participant Group - ▾

Date From: 2/21/2022 [Calendar] Date To: 4/21/2022 [Calendar]

Search Reset

Work Order Listing

Work Order Description	Group	Due Date ▾	Frequency	Type	Method	Status	Amount	Work Order Id	Bank Account	Actions
* Payroll 2/28	All	3/11/2022	Biweekly	Bi-weekly Payroll	Recurring	New	\$3,081.49	11996		actions ▾
*										

Showing 1 - 4 of 4 first | prev | next | last Page 1 of 1 Go

Connecting to the DVW Portal

- Payroll Work Orders are created to remit payments.
- Payroll Work Orders are generated automatically and are timed to your payroll frequency.

Mutual of America Financial Group Retirement Services • Investments

Home ▾ Payroll ▾ Reports ▾

DEMOK1 - The Testing Company, Inc.

Search by work order ID

Welcome Joseph! [Log Off]
[Change Password]

Last login: 03/21/2022 09:01:13 PM

Plan Select / Dashboard / Work Order Listing

Work Order Filter

Work Order Type: - Work Order Group - ▾ - Work Order Type - ▾ Include Inactive

Work Order Status: - Step - ▾ - Status - ▾

Generation Method: - Generation Method - ▾ Frequency: - Frequency - ▾ Participant Group: - Participant Group - ▾

Date From: 2/21/2022 [Calendar] Date To: 4/21/2022 [Calendar]

Search [Button] Reset [Button]

Work Order Listing

Work Order Description	Group	Due Date ▾	Frequency	Type	Method	Status	Amount	Work Order Id	Bank Account	Actions
* Payroll 2/28	All	3/11/2022	Biweekly	Bi-weekly Payroll	Recurring	New	\$3,081.49	11996		actions ▾

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Connecting to the DVW Portal

- The Work Order will appear in the Work Order Listing in advance of your payroll date with a status of “New.”
- The most recent Work Order will appear at the top of the list.

Mutual of America Financial Group Retirement Services • Investments

Home ▾ Payroll ▾ Reports ▾

DEMOK1 - The Testing Company, Inc.

Search by work order ID

Welcome **Joseph!** [[Log Off](#)]
[Change Password](#)
Last login: 03/21/2022 09:01:13 PM

[View all Work Orders](#)

Plan Select / Dashboard / Work Order Listing

Work Order Filter

Work Order Type: - Work Order Group - ▾ - Work Order Type - ▾ Include Inactive

Work Order Status: - Step - ▾ - Status - ▾

Generation Method: - Generation Method - ▾ Frequency: - Frequency - ▾ Participant Group: - Participant Group - ▾

Date From: 2/21/2022 Date To: 4/21/2022

[Search](#) [Reset](#)

Work Order Listing

Work Order Description	Group	Due Date ▾	Frequency	Type	Method	Status	Amount	Work Order Id	Bank Account	Actions
* Payroll 2/28	All	3/11/2022	Biweekly	Bi-weekly Payroll	Recurring	New	\$3,081.49	11996		actions ▾

Showing 1 - 4 of 4 first | prev | next | last Page 1 of 1 [Go](#)

Connecting to the DVW Portal

- Payroll Work Orders have a specific workflow.
 - The workflow steps can be seen by clicking on the Actions menu (to the right of the Work Order) and selecting the View Work Order Details option.

Mutual of America Financial Group Retirement Services - Investments

Home Payroll Reports

DEMOK1 - The Testing Company, Inc.

Search by work order ID

Welcome Joseph! [Log Off]
Change Password
Last login: 03/21/2022 09:01:13 PM

View all Work Orders

Plan Select / Dashboard / Work Order Listing

Work Order Filter

Work Order Type: - Work Order Group - - Work Order Type - Include Inactive

Work Order Status: - Step - - Status -

Generation Method: - Generation Method - Frequency: - Frequency - Participant Group: - Participant Group -

Date From: 2/21/2022 Date To: 4/21/2022

Search Reset

Work Order Listing

Work Order Description	Group	Due Date	Frequency	Type	Method	Status	Amount	Work Order Id	Bank Account	Actions
* Payroll 2/28	All	3/11/2022	Biweekly	Bi-weekly Payroll	Recurring	New	\$3,081.49	11996		actions
*										

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- Begin Entry
- View Work Order Details
- View Notifications
- Delete Work Order
- Change Due Date

DVW Work Orders

- Scenario #1:
No discrepancies are found, and you have chosen automatic confirmation.
 - In this scenario, the workflow advances to the Complete step.
 - The funding process begins.
 - The data from the payroll file is transferred to the recordkeeping system.

Mutual of America Financial Group
Home Payroll Reports
DEMOK1 - The Testing Company, Inc.
Search by work order ID
Welcome Joseph! [Log Off]
Change Password
Last login: 03/19/2022 04:19:17 PM

Plan Select / Dashboard / Work Order Details

Initializing > Entry > Validating > Errors > Funding > Complete

Work Order Detail

Work Order ID: 11835	Start Date: 3/1/2022	Available Actions View Data View Notifications View Validation History Delete Work Order Download Payroll Adj. Report Set Last Payroll Indicator
Work Order Sequence: 1	End Date: 3/15/2022	
Work Order Type Description: TwiceAMonth Payroll due 15-Mar-2022	Due Date: 3/15/2022	
Participant Group(s): ALL	Status: Complete	
Frequency: TwiceAMonth	Amount: \$1,872.07	
Generation Method: Recurring	CCA ID:	

Payment Detail Bank Account Number:
Payment Detail Bank Number:
Payment Detail Bank Id:

Refresh

Work Order Activity Status

DVW Work Orders

- Scenario #2:
No discrepancies are found, and you have chosen manual confirmation.
 - In this scenario, the workflow advances to the Funding step.
 - Use the View and Approve Funding link to advance the workflow to the Complete step.

The screenshot displays the Mutual of America Financial Group web application interface. At the top, the logo and navigation menu are visible, including 'Home', 'Payroll', and 'Reports'. A search bar for work order ID and a 'View all Work Orders' link are present. The user is logged in as 'Test User1'. The main content area shows the 'Work Order Details' for a specific work order. A progress bar at the top of the details section indicates the workflow stages: 'Initializing', 'Entry', 'Validating', 'Errors', 'Funding', and 'Complete'. The 'Funding' stage is currently active. The 'Work Order Detail' section provides the following information:

Work Order ID: 555	Start Date: 3/12/2021	Available Actions <ul style="list-style-type: none">View DataView Validation HistoryView and Approve FundingEdit DataResetView Validation HistoryDelete Work OrderSet Last Payroll Indicator
Work Order Sequence: 2	End Date: 3/26/2021	
Work Order Type Description: Manual Work Order Test	Due Date: 3/26/2021	
Participant Group(s): All	Status: Awaiting Funding Approval	
Frequency: Biweekly	Amount: \$2,433.61	
Generation Method: Manual		

Additional fields include 'Payment Detail Bank Account Number', 'Payment Detail Bank Number', and 'Payment Detail Bank Id'. A 'Refresh' button is located at the bottom right of the details section.

DVW Work Orders

- Scenario #3:
Discrepancies
are found.
 - In this scenario, the
workflow advances to
the Errors step.
 - Use the Correct
Errors link in the
Available Actions
menu to review
and fix errors.

Mutual of America Financial Group
Retirement Services • Investments

Home ▾ Payroll ▾ Reports ▾
DEMOK1 - The Testing Company, Inc.

Search by work order ID [View all Work Orders](#)

Welcome Joseph! [[Log Off](#)]
[Change Password](#)
Last login: 03/18/2022 03:11:58 PM

Plan Select / Dashboard / Work Order Details

Initializing > Entry > Validating > **Errors** > Funding > Complete

Work Order Detail

Work Order ID: 12136	Start Date: 3/2/2022	Available Actions <ul style="list-style-type: none">View DataView NotificationsCorrect ErrorsView Validation HistoryDelete Work OrderRequest ExportView Validation ErrorsSet Last Payroll Indicator
Work Order Sequence: 1	End Date: 3/15/2022	
Work Order Type Description: Biweekly Payroll due 15-Mar-2022	Due Date: 3/15/2022	
Participant Group(s): All	Status: Errors Found	
Frequency: Biweekly	Amount: \$6,293.96	
Generation Method: Recurring		

Work Order Activity Status

Correcting Validation Errors

- The Correct Errors page is displayed.
- Dates are often referenced in the Error Descriptions field.
 - Date of Birth
 - Date of Hire
 - Date of Rehire
 - Date of Termination

Plan Select / Dashboard / Work Order Details / Correct Errors

Initializing > Entry > Validating > **Errors** > Funding > Complete

Work Order: Biweekly Payroll due 15-Mar-2022

Work Order Validation Messages

HOST – [BA00767] BEI 12136 had 109 transactions edited, 109 transactions passed card edits

Participant Validation Messages

Filter on: Error Level: All Search Reset

#	Field	Original Value	Current Value	Validation Type	Error Level	Error Description
1	Hire Date	05/30/2019	05/30/2019	HOST	Error	UX00020 – One of two issues occurred: 1. The DOH/DORH in our records is: 08/13/2020. If the DOH/DORH on the payroll file does not match this date, you may remove the DOH and/or DORH from the data to continue. Please reach out to your local service region to request a change of record if needed. 2. The Employee is Active, but we do not have the DORH in our records. In order to add it, enter a Termination Date that falls in between the DOH and the DORH, as well as a Term Reason.
	Term Date					
	Rehire Date	08/13/2020	08/13/2020			
	EE Status Reason		- EE Status Reason -			

Showing 1 - 2 of 2 first | prev | next | last Page 1 of 1 Go

Cancel View All Participants Move Exceptions Move All Exceptions Ignore Exceptions Save Complete

Correcting Validation Errors

- Determine whether the date provided in the Error Description field is correct or incorrect.
 - If the date shown in the Error Description field is correct, enter it into the Current Value text box.
 - If the date is incorrect, notify your CRM, who will have the date corrected in the recordkeeping system.

Mutual of America Financial Group
Home - Payroll - Reports - DEMOK1 - The Testing Company, Inc.
Welcome Joseph! [Log Off]
Change Password
Last Login: 03/18/2022 03:11:55 PM

Plan Select / Dashboard / Work Order Details / Correct Errors

Initializing > Entry > Validating > Errors > Funding > Complete

Work Order: Biweekly Payroll due 15-Mar-2022

Work Order Validation Messages
HOST - [BA00767] BEI 12136 had 109 transactions edited, 109 transactions passed card edits

Participant Validation Messages

Filter on: Error Level: All Search Reset

#	Field	Original Value	Current Value	Validation Type	Error Level	Error Description	Select All: <input type="checkbox"/>
1	Hire Date	05/30/2019	05/30/2019	HOST	Error	UX00020 - One of two issues occurred: 1. The DOH/DORH in our records is: 08/13/2020. If the DOH/DORH on the payroll file does not match this date, you may remove the DOH and/or DORH from the data to continue. Please reach out to your local service region to request a change of record if needed. 2. The Employee is Active, but we do not have the DORH in our records. In order to add it, enter a Termination Date that falls in between the DOH and the DORH, as well as a Term Reason.	Move exception: <input type="checkbox"/>
	Term Date						
	Rehire Date	08/13/2020	08/13/2020				
	EE Status Reason		- EE Status Reason -				

Showing 1 - 2 of 2 first | prev | next | last Page 1 of 1 Go

Cancel View All Participants Move Exceptions Move All Exceptions Ignore Exceptions Save Complete

Correcting Validation Errors

- Another type of error happens when data is missing from the Payroll file, such as “Reason for Termination,” which must accompany a Termination Date.

Work Order: Biweekly Payroll due 15-Mar-2022

Work Order Validation Messages

HOST - [BA00767] BEI 12136 had 109 transactions edited, 109 transactions passed card edits

Participant Validation Messages

Filter on: Error Level: All Search Reset

#	Field	Original Value	Current Value	Validation Type	Error Level	Error Description
*****4593 - Smith, Roberta						
1	Term Date	03/11/2022	03/11/2022	HOST	Error	UX00005 - Termination Date provided without a valid Term Reason. Please add a reason for termination or remove the termination date.
	EE Status Reason		- EE Status Reason -			
*****2217 - Jones, Wendy						
2	Loan Number 1	1	1	HOST	Error	LN00004 - Loan number specified on the transaction is not found or inactive
	Loan Payment 1	150.00	150.00			

Showing 1 - 2 of 2 first | prev | next | last Page 1 of 1 Go

Cancel View All Participants Move Exceptions Move All Exceptions Ignore Exceptions Save Complete

Correcting Validation Errors

- When all errors have been corrected, click the Complete button on the Correct Errors page.

Plan Select / Dashboard / Work Order Details / Correct Errors

Initializing > Entry > Validating > **Errors** > Funding > Complete

Work Order: Biweekly Payroll due 15-Mar-2022

Work Order Validation Messages

HOST - [BA00767] BEI 12136 had 109 transactions edited, 109 transactions passed card edits

Participant Validation Messages

Filter on: Error Level: All Search Reset

#	Field	Original Value	Current Value	Validation Type	Error Level	Error Description	Select All:
1	Hire Date	05/30/2019	05/30/2019	HOST	Error	UX00020 - One of two issues occurred: 1. The DOH/DORH in our records is: 08/13/2020. If the DOH/DORH on the payroll file does not match this date, you may remove the DOH and/or DORH from the data to continue. Please reach out to your local service region to request a change of record if needed. 2. The Employee is Active, but we do not have the DORH in our records. In order to add it, enter a Termination Date that falls in between the DOH and the DORH, as well as a Term Reason.	<input type="checkbox"/>
	Term Date						
	Rehire Date	08/13/2020	08/13/2020				
	EE Status Reason		- EE Status Reason -				

Showing 1 - 2 of 2 first | prev | next | last Page 1 of 1 Go

Cancel View All Participants Move Exceptions Move All Exceptions Ignore Exceptions Save **Complete**

Correcting Validation Errors

- The Summary page, which reflects the totals, will be displayed.
- Click the Submit button.
 - The validation process will continue, and the workflow will advance based on the three scenarios presented earlier.
 - Note, clicking Submit does not indicate the funding was approved. The Work Order must be in a status of “Funding Approval Required” in order to confirm funds.

Summary

Please verify the information displayed below. If it is correct, click Submit to complete the work order.

Financial Summary		Non-Financial Summary	
Participant Contribution	\$0.00	Participant Count	2
Participant Roth	\$0.00	Plan Comp	\$10,000.00
Employer Match	\$0.00	Hours	160.00
Employer Non-Elective	\$0.00		
Employee After Tax	\$0.00		
Safe Harbor Match	\$0.00		
Safe Harbor Base	\$0.00		
TOTAL	\$0.00		

Back Cancel **Submit**




Next Steps

- We'll meet via Webex.
- You'll participate in a personalized review of the site.
- You'll begin remitting your first work order.
- We'll review additional information regarding site functions.

We'll see you soon! Until then...



Thank you!

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