



1. Navigate to the Payroll Documents folder of your secure Documents Portal.

The screenshot shows the Pay-Net Documents Portal interface. The top navigation bar includes 'Home', 'DOCUMENTS', 'ESS', 'Employee', 'HR', 'Reporting', 'Payroll', 'Company', and 'System'. The 'DOCUMENTS' tab is highlighted. Below this, there are sub-tabs for 'Documents Portal', 'My Documents', 'PAYROLL DOCUMENTS', 'Tax Documents', 'Notices', 'Miscellaneous', 'Accounting Documents', 'HR Documents', and 'I-9 Documents'. The 'PAYROLL DOCUMENTS' sub-tab is selected. The main content area is titled 'Payroll' and includes a 'Types' dropdown, a 'Download' button, and a 'Check Date' dropdown set to '04/30/2026 - 2026043001'. There are also links for 'All Reports', 'Payroll Processing', and 'Expense Receipts', along with a 'Download All' button. A table lists the following reports:

NAME	DESCRIPTION	CATEGORY	EFFECTIVE DATE	EXPIRATION DATE
Payroll Summary Report	Payroll Summary Report	Payroll	04/30/2026	08/01/2027
CalSavers Contribution Excel	CalSavers Contribution Excel	Payroll	04/30/2026	08/01/2027
Labor Distribution - Summary	Labor Distribution	Payroll	04/30/2026	08/01/2027

2. Download the report labeled 'CalSavers Contribution Excel'.

This is a close-up view of the report table from the previous screenshot. The 'CalSavers Contribution Excel' report is highlighted with a red box. The table contains the following data:

NAME	DESCRIPTION	CATEGORY	EFFECTIVE DATE	EXPIRATION DATE
Payroll Summary Report	Payroll Summary Report	Payroll	04/30/2026	08/01/2027
CalSavers Contribution Excel	CalSavers Contribution Excel	Payroll	04/30/2026	08/01/2027
Labor Distribution - Summary	Labor Distribution	Payroll	04/30/2026	08/01/2027
Payroll Register	Payroll Register	Payroll	04/30/2026	08/01/2027

3. Log in to the CalSavers Employer Portal and upload the report as-is.  
Instructions for setting up your CalSavers employer account can be found here:  
<https://employer.calsavers.com/home/employers/resources.html?language=en#>