Converting a .txt file using the Voya Reporting Excel Template

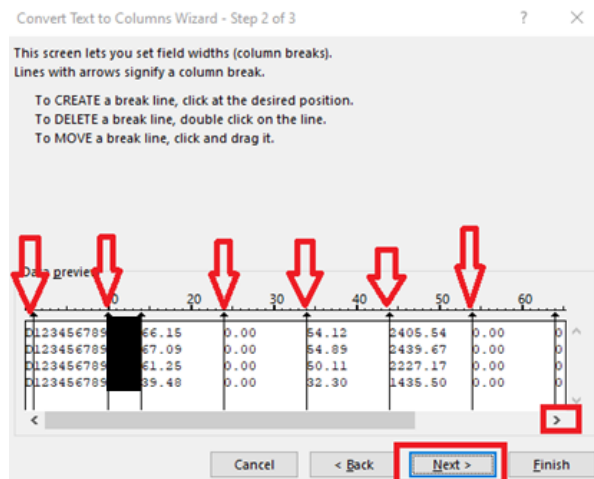| STEP	ACTION
1	Visit **psers.pa.gov/Employers/Pages/DC-Plan-Voya-Resources.aspx** and click *Voya Reporting Excel Template* from the Voya Resources section. Then open the text file you are trying to convert.
2	Copy all the lines from the text file except the first line and the last line. **PSERS - Sample TXT File.txt - Notepad** File Edit Format View Help H2023010911:41voya█████0230113.txt D123456789█████ 66.15 0.00 54.12 2405.54 0.00 0.00 20230113 D123456789█████ 67.09 0.00 54.89 2439.67 0.00 0.00 20230113 D123456789█████ 61.25 0.00 50.11 2227.17 0.00 0.00 20230113 D123456789█████ 39.48 0.00 32.30 1435.50 0.00 0.00 20230113 T271 14602.67 0.00 11777.23 523297.24 0.00 995.10
3	In the Voya Reporting Excel Template file, paste the information from the text file into the first blank box (cell A2).
4	Once the information from the text file is pasted, go to *Data > Text to Columns*

| 5	On the Step 1 of 3 screen, choose *Fixed Width* and click *Next*.
6	On the Step 2 of 3 screen, insert lines where the columns should separate (SSN, employer code, contribution amounts, etc.). Each new column should start with a line and a digit immediately to the right without a space. See below for a column layout example. You may need to move the data preview bar to the right to set and see all column breaks. Click *Next* once all columns are defined.
7	On the Step 3 of 3 screen, click *Finish* to create your new columns in the Voya Reporting Excel Template.
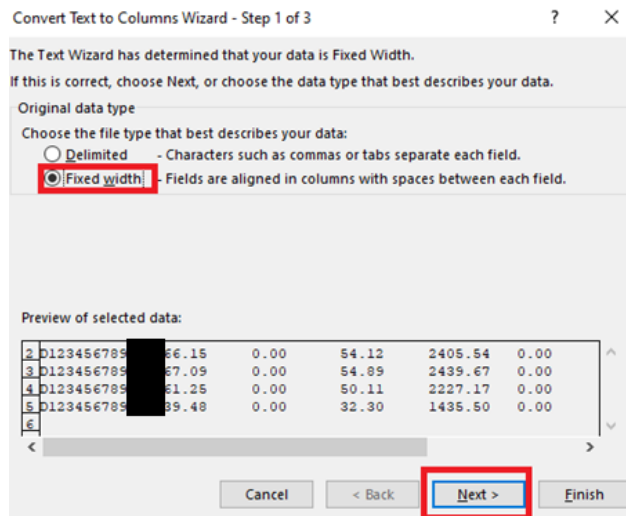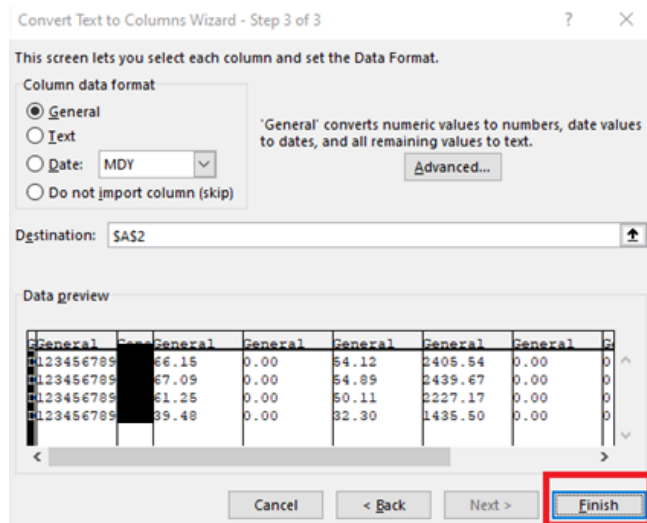
8	Your data in the Voya Reporting Excel Template should now look like the following. |	A	B	C	D	E	F	G	H	I	J
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1	Record Identifier	Employee SSN	PSERS Employer 4-digit Code	Mandatory Pre-Tax Contributions	After-tax Cont.	Employer Share	RCC paid this period	RCC less pick-ups	URCC	Pay Date
2	D	123456789	■	66.15	0.00	54.12	2,405.54	0.00	0.00	20230113
3	D	123456789	■	67.09	0.00	54.89	2,439.67	0.00	0.00	20230113
4	D	123456789	■	61.25	0.00	50.11	2,227.17	0.00	0.00	20230113
5	D	123456789	■	39.48	0.00	32.30	1,435.50	0.00	0.00	20230113	
TIP	If you find that the data didn't populate the correct columns, use the Undo button and go back to Step 4 to restart the Text to Columns process.
9	The next step is to remove "phantom data" from your Excel spreadsheet. This is data you can't see but may be in the later row or column and can cause issues with uploading the file. First to delete the data by row: • Click to highlight the row after your last line of data, press *Ctrl + Shift + Down Arrow* to highlight the remaining rows, then right click the section on your mouse and click *Delete*. Then to delete the data by column: • Click to highlight the column after your last line of data, press *Ctrl + Shift + Right Arrow* to highlight the remaining columns, then right click the section on your mouse and click *Delete*.

Questions?
If you have any questions, please email *ID-PSERSS@voya.com* and reference your PSERS four-digit Employer Code and question topic in the Subject line. You can also call the Voya PSERS Help Line at *1.877.806.5652* weekdays from 9:00 a.m. – 5:00 p.m.

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