Indicative Data Workorder Process (Manually Populate)
For Enrollments, Terminations, Name/Address changes

Log in to the Mutual of America portal at the website www.mutualofamerica.com, select "Login" > "Sponsor Login" > "Access Sponsor Connect"

Once you are logged in, select Data Validation Web on the upper left.

When you land on the Data Validation Web page, from the Payroll drop down menu on the top of the screen, select Create New Non-Financial Payroll. Then complete the items as follows:
Work Order Type Name – Indicative Data
Description – type whatever you want i.e. "New Enrollments" "Terminations" etc.
StartDate – use current date
EndDate – use current date
DueDate – user current date
Frequency – Biweekly or whatever is listed.
Skip any other fields that appear and select Create.

Select the View All Work Orders link.
When the list appears, you should see your Work Order with a New status.
There will be an Actions drop down on the right side.
Choose Begin Entry, and then enter the information onto the grid (see below **footnotes** on the information you need to enter). Once completed, select Save, Complete, then Submit.

The Work Order page will go through a status update process.
You should hit the Refresh button (lower right) to update the page.
The process will go through some Status steps: Loading, Awaiting Host Validation, Error Check, Complete.

Once it shows Complete it is done. For enrollments, the Smartplan invitation to enroll email and letter will be send out the next business day or the following business day, depending on what time you approved through the file.

Errors Found
From time to time, you might receive an "Errors Found" status. If this happens, the upload process will stop, and you may need assistance. Select Correct Errors

For Enrollments: We need SSN, Name, Address (do not enter Country or Domestic/Foreign fields), DOB, DOH, DOT and Rehire date (if they were rehired), Benefit Class (01= Lay Employee 02 = Priest), Email

For Terminations: We need SSN, Name, DOT, Reason for Term.