



2027 Compensation Update Instructions

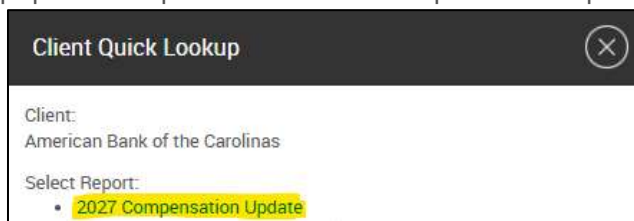
Summary: Provide employee salary amounts as of 9/30/2026 so Bankers Benefit Solutions can load them into your employee records, effective 1/1/2027. This way, when employees walk through their Open Enrollment, Life and Disability benefit coverage and premium amounts will be calculated correctly for 2027.

Step 1: Run Current Pre-Populated Salary Report

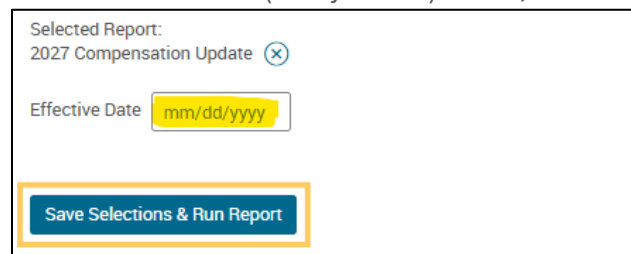
- a) On your bswift homepage, navigate to the "Client Quick Lookup" Link which is located under the **Tools** box:



Here you will find a pre-populated report titled "2027 Compensation Update":



- b) Select the report and enter the **current date** (today's date). Then, select "Save Selections & Run Report":



- c) Once the report appears on your screen, export the report to Excel so you can edit the worksheet:



Please note: Non-Benefit Eligible (NBE) employees will not be included on this report.

Step 2: Update data for the new year

- a) In the **Benefit Salary** column enter each employee's **current compensation as of September 30, 2026**. Please round to the nearest dollar, remove punctuation, and make sure that each column is populated for each employee:

Group Number	Internal User ID	First Name	Last Name	Benefit Salary	Benefit Salary Effective Date
123	12345678	Name1	Employee1	94541	1/1/2026
123	12345679	Name2	Employee2	76860	1/1/2026
123	12345680	Name3	Employee3	154467	1/1/2026

NOTE: This amount will drive the benefit amount for any of your salary-based plans.

If you have a commissioned employee with less than 12 months of commission earnings, use 75000 (\$75,000) as the base compensation amount. If 12 months of commission data is available, calculate the average commission amount per year.

- b) In the **Benefit Salary Effective Date** column, enter **1/1/2027** for all employees:

Group Number	Internal User ID	First Name	Last Name	Benefit Salary	Benefit Salary Effective Date
123	12345678	Name1	Employee1	94541	1/1/2027
123	12345679	Name2	Employee2	76860	1/1/2027
123	12345680	Name3	Employee3	154467	1/1/2027

- c) Save the report and **please add your employer name to the file name**:

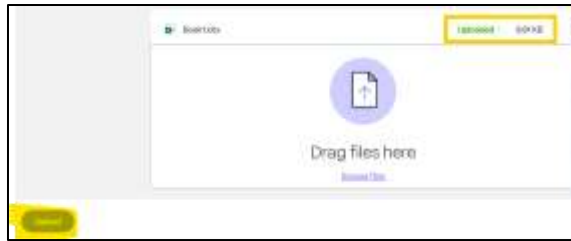
ABC Bank - 2027 Compensation	Save
Excel Workbook (*.xlsx)	

Step 3: Submit your report to Bankers Benefit Solutions (VBA Benefits Corp.)

- a) [Click here](#) to access a secure drop folder within ShareFile.
- b) Enter your work email, first name, and last name. Then select "Continue":

Email	yourworkemail@VBA.com
First Name	Your first name
Last Name	Your last name
Company	
☐ Remember Me	
Continue	

- c) Upload your report via drag & drop or via the "Browse Files" option.
- d) Select "Upload" (at the bottom left of your screen). You should then see a green "Uploaded" confirmation (at upper right of your screen):



- e) Once you have completed your upload, **please email benefits@vabankers.org to confirm.** We will upload your data to bswift and reach out to you with any questions. **Please complete this by October 2nd, if not sooner.**