



ftwilliam.com
Compliance Module
User Group Meeting

Meeting #42 May 2, 2017

Today's Agenda

- VOYA transaction upload options
- Plans using Top Paid Group election for HCE determination
- Managing census grids
- Form 5500 participant count functionality
- Open Forum



Topic 1

◦ VOYA TRANSACTION UPLOAD OPTIONS



VOYA Update

- VOYA (formerly ING) previously offered two platforms - VOYA & VOYA-Omni
- Currently most plans are migrating to VOYA-Omni
- Transaction data was available in 'fi1' files
 - text-like file with suffix .fi1
 - Not able to view file, just download, save and upload

VOYA Update

- VOYA switched to Excel format for 2016 plan years
 - Old format files (.fi1) are available until May 2017
- Excel files can now be uploaded to ftwilliam.com
 - Select VOYA-post 2016 as vendor in plan specifications
 - May need to re-map sources

VOYA Update

- New VOYA download is an Excel workbook with multiple tabs (sheets)
- These files can be uploaded to ftwilliam.com
 - No need to save in a different format
 - New upload option will pull data from the correct tab and create transaction batches
- All three VOYA options remain available
- Batch upload option only with VOYA & VOYA-Omni

Topic 2

◦ USING TOP PAID GROUP ELECTION FOR HCE DETERMINATION



shutterstock · 173862983

Reminders on TPG Election

- The first year the plan is in the ftwilliam.com Compliance Module the user needs to indicate who was in the TPG as of the prior year
 - 'Top Paid Grp Prior' field on *ftw first year supplemental grid
- After year 1 the software will determine who was in the TPG

Using Top Paid Group Election

- Top paid group is the highest paid 20% of non-excludable employees – based on compensation and number of employees in prior year
- The following may be excluded from employee count:
 - Less than six months of service **
 - Scheduled to work less than 17½ hours per week, or less than six months per year
 - Age under 21 **
 - Employees in a collective bargaining unit (limited use)
 - Non-resident aliens with no U.S. source income
- The software uses the ‘Employee Type’ and ‘Employee Class’ columns on the census to determine who should be excluded; these are entered by user

** system determines

Using Top Paid Group Election

- Election made in plan document
- System indicates that TPG is being used and that permissible classes are excluded in the scrub parameters
- Use TPG will default to Yes in year 1 unless coded otherwise in document

▼ HCE KEY Overrides	
Override automatic determination of HCEs and Keys:	<input type="radio"/> Yes / <input checked="" type="radio"/> No
Use top-paid group election:	<input checked="" type="radio"/> Yes / <input type="radio"/> No
Use calendar year data election:	<input type="radio"/> Yes / <input checked="" type="radio"/> No
In determining top-paid group for HCEs and officers for Top Heavy, exclude permitted classes:	<input checked="" type="radio"/> Yes / <input type="radio"/> No

New System Grid Added!

- * ftw TPG - Projected HCE for next year (ID: 089ec77)
- Add on Other Imports/Exports/Reports screen
 - Indicates who is in TPG for next year's HCE determination
 - Example: Select and use grid in 2016 plan year to determine 2017 HCE's
- Provides data to verify TPG and project next year's HCE's

Grid Fields

- Last Name
- First Name
- SSN
- Compensation
- TPG Curr Yr *
- TPG ExclCount *
- Employee Type
- Employee Class
- Ownership
- Family Group
- Family Group Relation
- Birth Date
- Hire Date
- Last Day Status
- Blank column
- FYI - HCE this YR
- FYI - HCE Reason This YR

* System determines

Grid Fields

Field	Description
TPG Curr Yr	Yes means the employee is in the top paid group in current year
TPG ExclCount	Yes means the employee is excluded in determining top 20%
Blank	Freeform field for your use
<u>FYI</u> - HCE this YR	Yes means the employee is an HCE in <u>current</u> plan year
<u>FYI</u> - HCE Reason This YR	Indicates the reason for the HCE status

How to use new grid

- Download to Excel
 - Sort by compensation
- To Verify TPG – the ‘Yes’ in TPG Curr Yr field
 - First Confirm the ‘Yes’ in TPG ExclCount field
 - Use data in the Employee Class and Employee Type fields
 - Use Birthdate to determine if less than 21
 - Use Hire Date to determine if worked less than 6 months
 - Use Excel to count employees excluding /subtracting number of Yes’s in TPG ExclCount field
 - Multiple by 20%; this is the number of employees in the TPG
 - When sorted by Compensation the system should populate the field TPG Curr Yr with Yes for that number of employees

How to use new grid

- Project who will be HCE's next year
 - Look for 'Yes' in the TPG Curr Year field
 - As verified above
 - Exclude TPG employees who are terminated
 - Confirm Compensation is above the HCE limit
 - Look at Ownership column and Family codes and add any 'more than 5% owners' to HCE list who are not in TPG.
 - Usually family members
 - Use the blank column for your notes
 - Save file, then, when processing next year confirm the HCE's are correct.

Topic 3

◦ MANAGING YOUR GRIDS



Managing Your Grids

- Does your grid drop-down box look like one of these?

Created from (4314ea6)
Created from jbh comp less deferrals (4f091cb)
Created from abc Sample Census (comp and comp after elig) (7a9f425)
Created from ADP/ACP Grid (d6331a9)
Created from Allocation Report Matching YOS (7ead4ca)
Created from brenda Sample Census (comp and comp after elig) (4320bcb)
Created from brenda Sample Census (comp and comp after elig) (5cf3913)
Created from brenda Sample Census (comp and comp after elig) (5cf3913)
Created from Census Data Supplemental (a758467)
Created from Created from Jane (aca2ad9)
Created from Created from jh contributions upload (3d6af4b)
Created from Created from Sample Census (comp and comp after elig) (c5debf8)
Created from Initial Eligibility Grid (4c04d5d)
Created from jane contributions upload (fa015ca)
Created from jh contributions upload (3d6af4b)
Created from jh posting contributions (d62e9bc)
Created from mh Sample Census (comp and comp after elig) (2648325)
Created from Sample 402(g)/Catchup (5b0f3a0)
Created from Sample Census (comp and comp after elig) (c5debf8)
Created from Sample Census (comp and comp after elig) (c5debf8)
Created from Sample Census (comp and com
Created from Sample Census Supplemental w
Created from Sample Census Supplemental w

(
(
(
(
(
(
(
(
(
(
(
Address Grid (d95f570)
Age Grid (3ef9aba)
Back-up Sample Census exclude certain comp(414s comp test) (6642cbb)
BPS ftw Primary 1 Census (comp and comp after elig) (fa789f7)
CPD Sample Census Data full year comp (feba3a3)
Created from ftw First Year Supplemental Census Grid (a79ad3f)
Created from ftw Primary 1 Census (comp and comp after elig) (c1eb549)
jbhhhhh ftw Primary 1 Census (comp and comp after elig) (89a9e1d)
Kelly ftw Primary 1 Census (comp and comp after elig) (8a6e5c4)

Managing Grids

- New 'System' grids were added to all users' accounts in 2014
 - Improved design vs. old 'Sample' grids
 - Names begin with '* ftw'
- Grids may be deleted
 - By designated admins only
 - System grids are an exception
- May we suggest 'spring-cleaning' your grids



Managing Grids



- Delete button is available so long as the grid selected is not a system grid
- 'Print List of Grids' link opens list in Excel – useful for searching for a grid or grid ID

A screenshot of a web application window titled "Compliance Grids". The window contains a form with the following elements:

- A text field labeled "Current census grid:" containing the text "Sample Census (comp and comp after elig) (c5deb8)".
- A dropdown menu labeled "Create/Select:" with the selected option "Address Grid (a5c5726)".
- A button labeled "Download Grid List" next to the dropdown menu, which is circled in purple.
- A row of buttons: "Edit", "Copy", "Delete", and "Add New". A red arrow points to the "Copy" button.
- A "Close" button in the bottom right corner.

Suggestions for Managing Grids

- Label thoughtfully – indicate if a grid is specific to a single plan or group of plans
- Designate one or two associates to ‘manage’ grids
- Delete any ‘empty’ or duplicate grids
- Other suggestions from users – please use chat to make suggestions now; we will share with the group

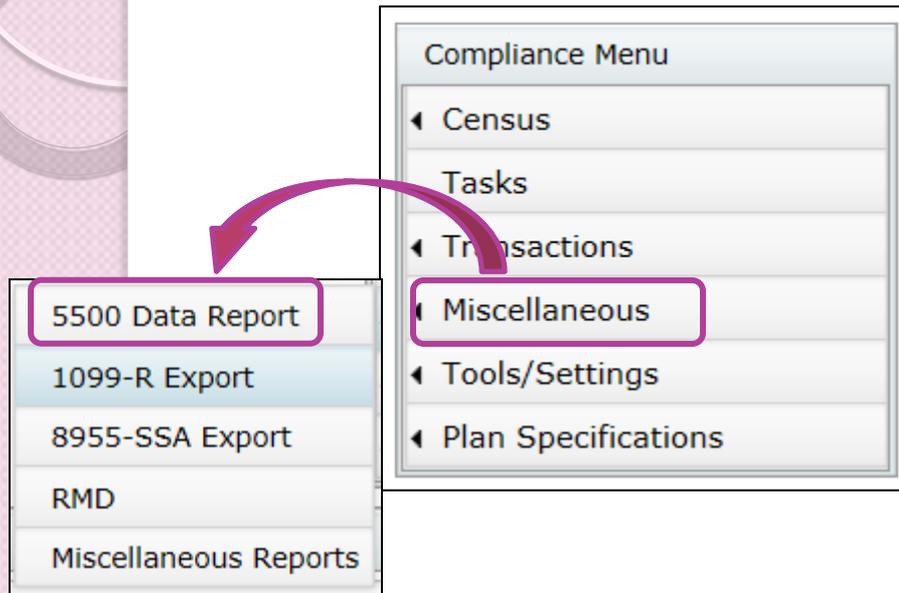


Topic 4

◦ FORM 5500 PPT COUNT



Form 5500 Data Report



- From Compliance Menu select 'Miscellaneous' then 5500 Data Report

- Populate Form 5500 from the 5500 module – button allows user to 'pull' data from Compliance to the 5500 when preparing the 5500

Form 5500 Data Report

Note: Report will not be accurate unless both data scrub and statements have been run.

[Download 5500 Participant Detail & Summary](#) 

5500 Participant Summary

5500	5500-EZ	5500-SF	Description	Count
			Participants on beginning of plan year:	20
			Participants entering plan on beginning of plan year:	0
5	6a	5a	Total Participants at the Beginning of Plan Year:	20
6a1		5d(1)	Active Participants at the Beginning of the Year:	20
			New Participants During the Year:	0
			Total Participating:	20
			Total terminating during Year:	1
6a2		5d(2)	Active Participants at the End of the Year:	19
			Retired or Separated Without Any Future Benefits:	0
6b			Retired or Separated Participants Receiving Benefits:	1
6c			Retired or Separated Participants Entitled to Future Benefits:	1
6d			Subtotal (6a+6b+6c):	21
6e			Deceased Participants Whose Beneficiaries Get Benefits:	0
6f	6b	5b	Total Participants at the End of the Year (6d+6e):	21
6g		5c	Participants with Account Balance (N/A for Defined Benefits):	21
6h		5e	Terminated Participants with Accrued Benefits not 100% Vested:	0

- Question on 5500/SF/EZ
- Link to report to see detail

Form 5500 Data Report

- See what question on Form 5500/EZ/SF the row is intended to answer
- Download data to a CSV file to see a list of all participants indicating where they are being counted
 - If counted see '1' in that column so you can total the columns to analyze the numbers

Form 5500 Data Report

- We are continually working to improve the accuracy of the counts
- Several minor changes implemented in 2016/17
- Remember that the software can't distinguish between a real account and holding accounts, e.g. a forfeiture account, so they may be included in the counts
- Remember to always run the data scrub and a transaction or vesting export report before running counts

Topic 5

OPEN FORUM



Tip of the Month #1

- Don't code participants as inactive in list below grid just because they are terminated
 - This indicates inactive participant **RECORD**
- Coding as inactive can affect 5500 ppt counts, TPG computations, vesting etc.
 - Can affect accessibility in past and future years, e.g. on Edit Census screen or Transaction menu
- Only use when a participant should never have been in the census

Tip of the Month #2

- Get and keep a current copy of Vendor files – file types & tips

Transactions

★ [Vendor files - file types & tips](#)

[Uploading vendor file - totals are correct but totals by source don't match](#)

[Setting up Accounts & Sources](#)

[Troubleshooting Earnings Allocation](#)

[There's a problem with the earnings allocation](#)

[Earnings Allocation - FAQs](#)
See all 11 articles

- First option under 'Transactions' in the Help Center
- Click link to see all articles when there are more than six

Tip of the Month #3

- For non-calendar year ends always say No to ‘Use Calendar Year data’ in the scrub parameters
- Used in the past for fiscal year plans when payroll data was only available for calendar year
 - If Yes selected, need to add calendar year data to census

▼ HCE KEY Overrides	
Override automatic determination of HCEs and Keys:	 <input type="radio"/> Yes / <input checked="" type="radio"/> No
Use top-paid group election:	 <input checked="" type="radio"/> Yes / <input type="radio"/> No
Use calendar year data election:	 <input type="radio"/> Yes / <input checked="" type="radio"/> No
In determining top paid group for HCEs and officers for Top Heavy, exclude permitted classes:	 <input checked="" type="radio"/> Yes / <input type="radio"/> No

Open Forum



- Next meeting – Tuesday, June 6
 - Planning to discuss off calendar year plans and give an update on the Train the Trainer program
- Ideas for future agenda items – please submit via chat now, or email to support@ftwilliam.com
- Questions, thoughts, suggestions.....
- Thank you for attending