

ftwilliam.com
Compliance Module
User Group Meeting

Meeting #43 – June 6, 2017



Agenda

- Fiscal year plans
- Update on Train the Trainer
- Reports – style options, content options
- Wrap-up:
 - Tips of the month
 - New releases
 - Coming up soon....

Fiscal Year Plans

How to set up and process a non-calendar year plan in ftwilliam.com

Jane Nickalls

Contribution & Compensation Limits

Limit	2015	2016	2017
HCE	\$120,000	\$120,000	\$120,000
Key	\$170,000	\$170,000	\$175,000
Compensation	\$265,000	\$265,000	\$270,000
415 Limit	\$53,000	\$53,000	\$54,000
SS Limit	\$118,500	\$118,500	\$127,200
402(g)	\$18,000	\$18,000	\$18,000
Catch-up	\$6,000	\$6,000	\$6,000

Fiscal Year Plan - Limits

- 415 Dollar limit: End of Plan year
- 414s Compensation: Beginning of plan year
- SS Integration level: Beginning of Plan year
- HCE Compensation: As of year in which look back year begins
- Key Compensation: As of year in which look back year begins
- 402(g) limit - Both years
- Catch-up limit - Both years

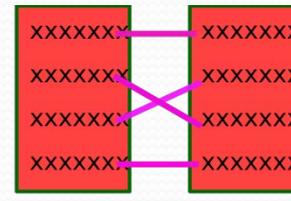
Fiscal Year Plan Limits

7/1/2016 - 6/30/2017

Limit	2015	2016	2017
HCE	\$120,000	\$120,000	\$120,000
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Fiscal Year Plan in ftw Compliance

- Add First Plan Year End
 - Read screen carefully and modify plan year-end – the default is the current calendar year; i.e. 12/31/2017
- Choose the right primary census grid
 - Suggested grid is * ftw Primary 3 Census Fiscal Plan Year (efb0e0a)
 - Modify to remove superfluous columns if you like, but please don't mess with the mapping!



MAPPING



Primary Census Grid

- Elective Deferrals field - enter ALL 401(k) contributions made during the plan year – i.e. July 1, 2016 – June 30, 2017 for PYE 6/30/2017
- ElectiveDeferralPreCalYr field - enter 401(k) contributions made prior to 1/1 in plan year – i.e. July 1 – December 31 2016 for PYE 6/30/2017
- Grid has similar fields for Roth Contributions
- Use this grid each plan year

First Year Supplemental Grid

- Contribution_CatchUp402gPre – enter catch-ups made in the calendar year ending in the current plan year – i.e. 2016 for PYE 6/30/2017
- Contribution_ElectiveDeferral402gExcessPre – enter excess deferrals made in the calendar year ending in the current plan year i.e. 2016 for PYE 6/30/2017
 - E.g. if someone had deferred \$27,000 in the 2016 calendar year, enter \$3,000 in this column.
- These fields help populate the catch up buckets correctly for the current and future years – only need to populate in year 1

Example – Deferrals - Plan Year 7/1 – 6/30

- Arthur Amnesia, age 54, is aiming to defer the maximum

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Total
2015	2500	2500	2500	2500	2500	2500	2500	2500	2500	2500	0	0	\$25,000
2016	0	0	0	3000	3000	3000	3000	3000	3000	3000	3000	0	\$24,000
2017	2000	2000	2000	2000	2000	2000	2000	2000	2000	2000	2000	2000	\$24,000

- Starts 2015 deferring \$2,500 a month so he can front-load
- Forgets to reduce his deferrals in October,
- In January 2016 he forgets to start up his deferrals again; remembers in April and ups the amount to \$3000 a month; remembers to stop this time
- January 2017, he decides to avoid the previous mishaps and defer \$2000 per month

Example – Deferrals - Plan Year 7/1 – 6/30

- Arthur Amnesia, age 54, is aiming to defer the maximum

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Total
2015	2500	2500	2500	2500	2500	2500	2500	2500	2500	2500	0	0	\$25,000
2016	0	0	0	3000	3000	3000	3000	3000	3000	3000	3000	0	\$24,000
2017	2000	2000	2000	2000	2000	2000	2000	2000	2000	2000	2000	2000	\$24,000

- 2015 calendar year Arthur has \$1,000 402(g) excess
- 2015/16 plan year Arthur defers \$19,000

Example – Deferrals - Plan Year 7/1 – 6/30

- Arthur Amnesia, age 54, is aiming to defer the maximum

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Total
2015	2500	2500	2500	2500	2500	2500	2500	2500	2500	2500	0	0	\$25,000
2016	0	0	0	3000	3000	3000	3000	3000	3000	3000	3000	0	\$24,000
2017	2000	2000	2000	2000	2000	2000	2000	2000	2000	2000	2000	2000	\$24,000

- 2016/17 plan year Arthur defers \$27,000

How is Arthur Entered in in the 2015/16 Census?

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Total
2015	2500	2500	2500	2500	2500	2500	2500	2500	2500	2500	0	0	\$25,000
2016	0	0	0	3000	3000	3000	3000	3000	3000	3000	3000	0	\$24,000
2017	2000	2000	2000	2000	2000	2000	2000	2000	2000	2000	2000	2000	\$24,000

- 2015 calendar year - \$25,000 total deferrals
 - \$18,000 deferrals + \$6,000 CUC + \$1,000 402(g) excess;
- 2015/16 plan year - \$19,000 total deferrals; \$10,000 in 2015

First year supplemental grid

Catch-Up 402g Pre	Elective Deferral 402g Excess Pre
\$6,000	\$1,000

Primary census grid

401(k)	401(k) PreCalYr
\$19,000	\$10,000

How is Arthur Entered in in the 2016/17 Census?

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Total
2015	2500	2500	2500	2500	2500	2500	2500	2500	2500	2500	0	0	\$25,000
2016	0	0	0	3000	3000	3000	3000	3000	3000	3000	3000	0	\$24,000
2017	2000	2000	2000	2000	2000	2000	2000	2000	2000	2000	2000	2000	\$24,000

- 2016/17 plan year \$27,000 total deferrals; \$15,000 in 2016

Primary census grid

401(k)	401(k) PreCalYr
\$27,000	\$15,000

Fiscal Year Plan – Scrub Parameters

- HCE Key Overrides block
 - Use calendar year data election – **always select NO**
 - If Yes is selected the ftw system will look for calendar year compensation to determine highly compensated & key employees
- Use limit overrides if necessary
 - Override catchup Limit - in order to have two 402(g) limits plan year

Fiscal Year Plan – Catchups

- To monitor participant's catchup and excess amounts for non-calendar plan year
 - Census link Other Imports/Exports/Reports add grid named: * ftw Catchup and Excess Report fiscal (675eb9)
 - Shows catchup and excess amounts by type, e.g. 402(g), plan limit, ADP etc.
 - Calendar plan version of this grid is also available

Update on Train the Trainer

Designated Trainer program initiated in 2016

Janice Herrin

What we've done so far

- Three training sessions were held in September 2016:
 - #1 Review the basics
 - #2 Troubleshooting
 - #3 Using overrides and occasional workarounds
- Training was attended by representatives from many of our customers
 - Attendees are 'Designated Trainers' – copied on support requests from other associates

What we're planning in 2017

- We will be sending out a survey after the June user group meeting.
 - Determine which users need another basic training session before the advanced session – late summer
 - Offer advanced training in the fall – you need to tell us what topics interest you
 - Offer consulting for individual customers to review procedures

Another option....

-onsite training in Hawaii next January



Report Options

How to change style and content of the standard reports

Janice Herrin

Report Styles

- Go to Tools/Settings=>Print Setting=>Global
 - Options to add generic client letter and your firm name & address – these will feed through to client packages for individual plans
 - Edit/Create Custom Styles for client letter and reports
 - Global Report Options - content choices for reports apply across all plans
 - Global SSN Masking – applies to all reports, unless individually specified, across all plans

Global Print Settings Screen

[Home](#) > [Edit Company](#) > [Edit Plan](#) > [Compliance](#) > [Select Printing Parameters](#) > Global Printing Parameters [Updates](#) [Help](#)

Company: My Company	ID:
Plan: Fiscal Year Test Plan 052017	ID:
Year End: 03/31/2017	

Default Client Prepared By

The ABC TPA Firm
101 anywhere street
Madison, WI

Default Client Letter

Dear TPA Client

Please find enclosed the annual reports for the XYZ Company 401(k) Profit Sharing plan for the 2016/17 plan year. You should note the following:

- Eligibility report
- ADP/ACP test results and corrections
- Top Heavy test results and repercussions
- General test results
- Non-elective contribution allocation
- Plan design issues
- Notice requirements

Thank you for your business

Warm regards
Your friendly Wisconsin TPA

Compliance Menu

- ◀ Census
- Tasks
- ◀ Transactions
- ◀ Miscellaneous
- ◀ Tools/Settings
- ◀ Plan Specifications

Edit/Create Custom Styles

* ftw Cover Letter

| |

Global Report Options

Client Package

Global SSN Masking

Show full SSNs in Compliance reports: Yes No

NOTE: This setting does not affect reports which have their own, individual options.

Let's Look at the Software

- Tools/Settings=>Print Setting=>Global

Wrap-up

New Releases, Tips of the Month and Future Events

Jane Nickalls

Updates – 401(b) Coverage Test Report

- The 401(b) Coverage Test report is now split into two separate reports:
 - 401(b) Ratio Percentage Test Report - always available
 - 401(b) Average Benefits Test Report - available if Ratio Percentage Test fails
 - Shows the test results and details of both the Reasonable Classification Test and the Average Benefits Percentage Test
 - Improved logic when pro-rata allocation selected
- Additional verbiage on report explaining the requirements to pass the test

Janice's Tip of the Month

- When selecting the Combined Test parameter for 414(s) Compensation testing, remember to enter a de minimis amount; otherwise the plan will always fail

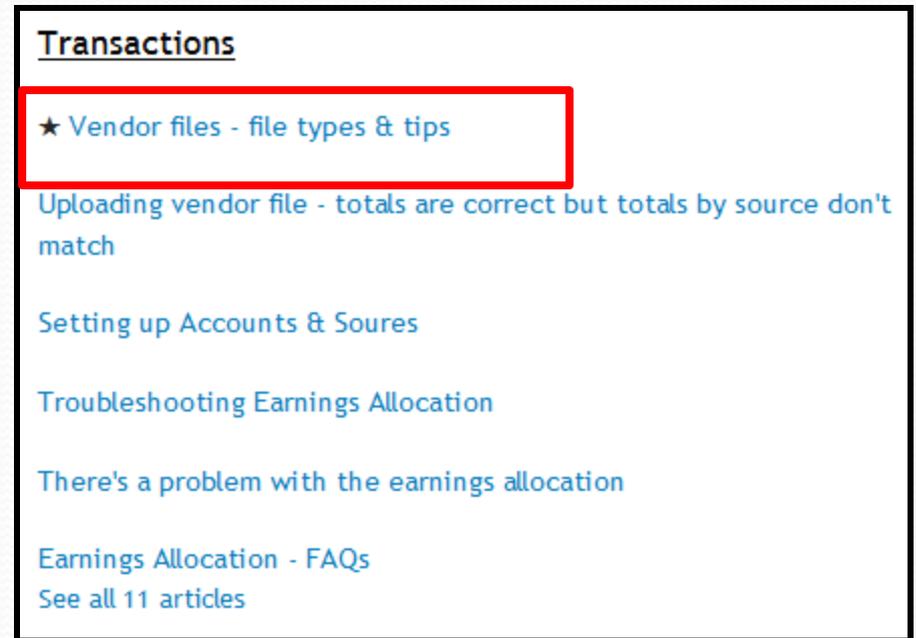
▼ 414(s) Compensation Testing	
+	
Compensation Testing required for Nonelective:	<input checked="" type="radio"/> Yes / <input type="radio"/> No
Enter de minimis amount	<input type="text" value="3.00"/>
-	

Jane's Tip of the Month

- In the Contribution section of Plan Specifications, for both Match & Nonelective
 - First option: 'A Participant will receive an allocation of Matching Contributions if he or she is employed by the Company on the last day of Plan Year **OR** completes the Hours of Service required'
 - If 500 or fewer hours selected, this is a failsafe for coverage
 - If BOTH, or ONE ONLY of hours requirement & LDR, select No above & code each separately
 - Remember to select 'Include Last Day' for LDR if those terminating on last day still receive a contribution

Jane's Tip of the Month

- Have questions about downloading a file from a particular vendor?
- There's a spreadsheet available in the Help Center under Transactions – 'Vendor Files – File Types & Tips'
- Download an Excel file listing each vendor – shows file type and tips for downloading



The screenshot shows a help center menu for 'Transactions'. The menu items are listed in blue text. The first item, '★ Vendor files - file types & tips', is highlighted with a red rectangular border. Below it are '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', and 'Earnings Allocation - FAQs'. At the bottom, there is a link 'See all 11 articles'.

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

ftw 2017 Regional Conferences

- Tuesday June 20 in Chicago and Tuesday August 8 in Philadelphia – some seats still available
- Get industry updates and CE credits
- Each includes a compliance training session – come meet Janice & Jane!



Coming Soon

- Next meeting – Tuesday, July 11, 2017
 - Loan module
 - Loan transactions in files imported from vendors
- No August meeting
- Please let us know your ideas for future agenda items questions, thoughts, suggestions via chat now, or at support@ftwilliam.com
- Thank you for attending!