ftwilliam.com Compliance User Group Meeting

Tuesday
November 7, 2017

Agenda

– Reminders for year-end

– Census records – the inside the grid or below it debate

– (Portal options – included in the slides but we won’t cover in the meeting)

– Recent & Upcoming Enhancements

– Open Forum

Reminders for Year-end

Preparation

Suggestions

Tips

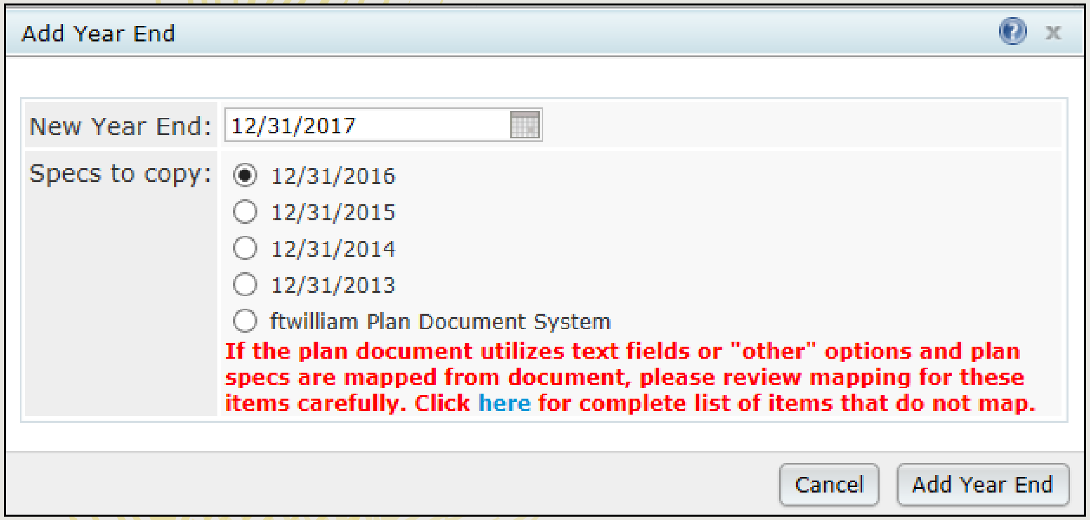
Reminders for Year End

- Preparation – before adding 2017, make sure 2016 & all previous years are clean & complete
  - Data Scrub is run
  - ADP/ACP tests are run if prior year testing method
  - Top Heavy test is run
- Unless uploading transaction data from a vendor, add an ending balance batch on the transaction menu and post
- Run statements or one of the financial or vesting reports
  - To use loan module or miscellaneous tasks

Suggestions

- Use the Workflow grid (Tools/Settings=>Workflow) to see what tasks have been run on your plans
- Run one of the vesting export reports (Miscellaneous=>Miscellaneous Reports) for all plans
  - Option to run for all plans is limited to designated admins

Reminders for Year End



- Select 'Add New Year End' – next calendar or fiscal year will populate; change using the calendar icon

- Option to copy plan specs from plan document or prior year on compliance - default is the prior year on compliance

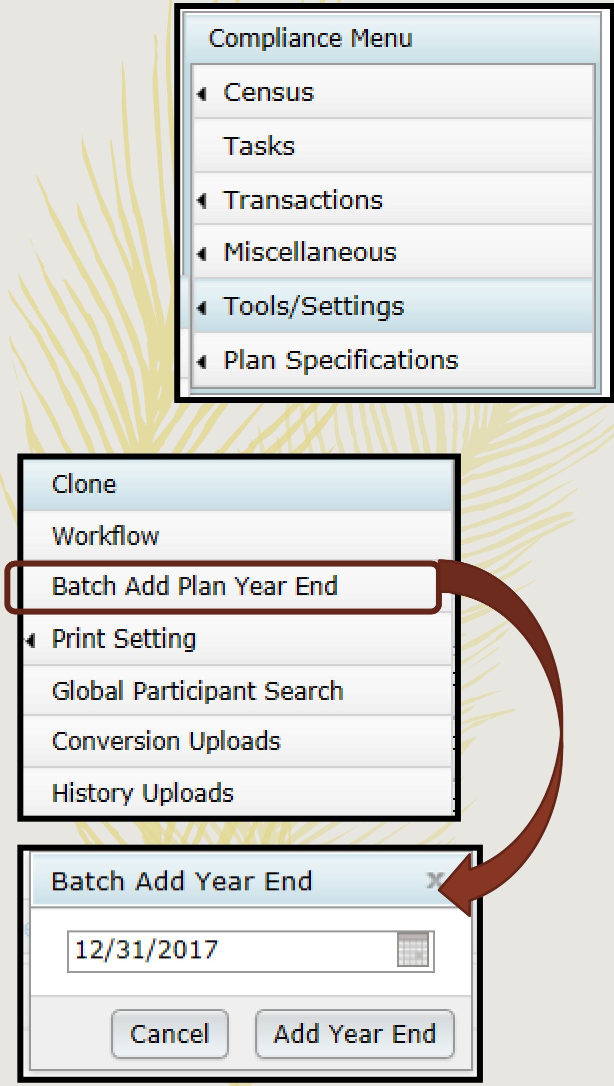
Reminders for Year End

- If you do opt to copy specifications from the document they do still need review
  - Some of the more flexible provisions in PPA documents make some mapping difficult
    - *List of fields to review is available – link in add new PYE window*
  - May need to reset accounts & sources/vendor
- Always add year-ends sequentially
  - You can’t change a year end once added – only option is to delete and re-add
- NEVER add a year that’s earlier than a year already added

Adding plan year ends in batch

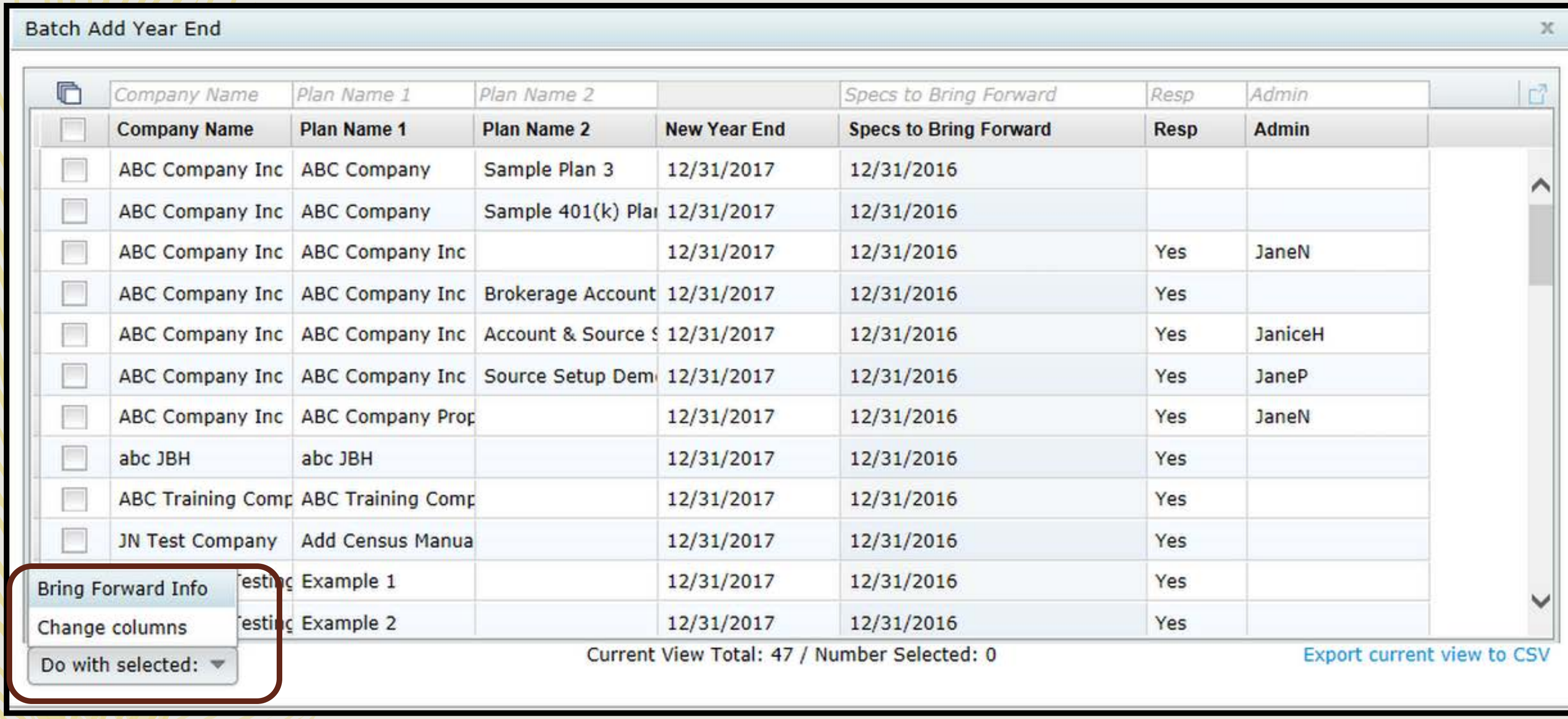
- Feature is available to all users – you don’t need to use the ftwilliam.com portal
- From the compliance module in any plan, go to Tools/Settings and select ‘Batch Add Plan Year End’
- Brings up a dialogue box to select the year end to add – defaults to the current calendar year

Adding plan year ends in batch



- Choose or enter the year end, you'll see a list of plans to select to the new year end to
- The list will include all plans whose last year end is the year before the one entered
  - E.g. if you use 12/31/2017 you'll get a list of all calendar year plans that have a 12/31/2016 year end but not a 12/31/2017

Adding plan year ends in batch



Batch Add Year End

	Company Name	Plan Name 1	Plan Name 2	New Year End	Specs to Bring Forward	Resp	Admin
	ABC Company Inc	ABC Company	Sample Plan 3	12/31/2017	12/31/2016		
	ABC Company Inc	ABC Company	Sample 401(k) Plai	12/31/2017	12/31/2016		
	ABC Company Inc	ABC Company Inc		12/31/2017	12/31/2016	Yes	JaneN
	ABC Company Inc	ABC Company Inc	Brokerage Account	12/31/2017	12/31/2016	Yes	
	ABC Company Inc	ABC Company Inc	Account & Source S	12/31/2017	12/31/2016	Yes	JaniceH
	ABC Company Inc	ABC Company Inc	Source Setup Dem	12/31/2017	12/31/2016	Yes	JaneP
	ABC Company Inc	ABC Company Prop		12/31/2017	12/31/2016	Yes	JaneN
	abc JBH	abc JBH		12/31/2017	12/31/2016	Yes	
	ABC Training Comp	ABC Training Comp		12/31/2017	12/31/2016	Yes	
	JN Test Company	Add Census Manua		12/31/2017	12/31/2016	Yes	
	esti	Example 1		12/31/2017	12/31/2016	Yes	
	esti	Example 2		12/31/2017	12/31/2016	Yes	

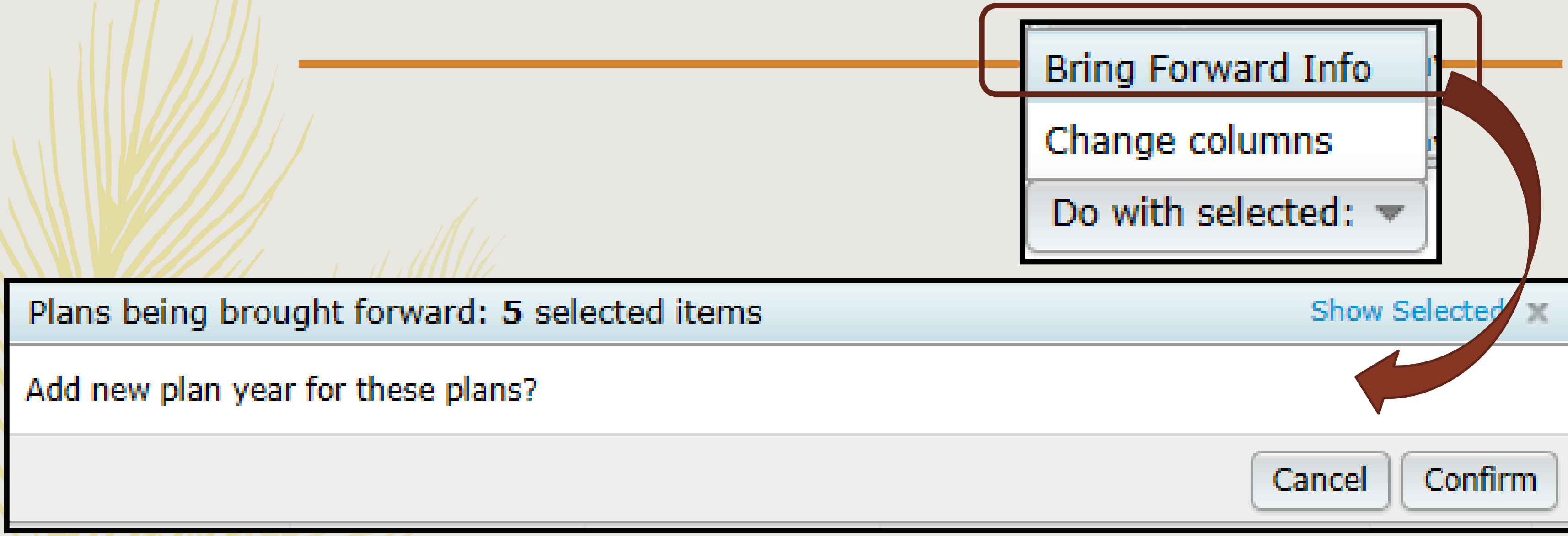
Bring Forward Info
Change columns
Do with selected:

Current View Total: 47 / Number Selected: 0

Export current view to CSV

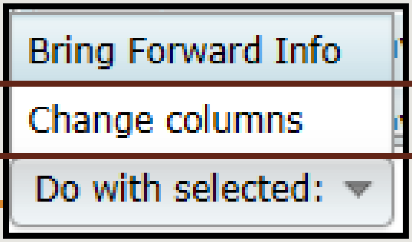
– Select some or all plans and use ‘Do with selected’ drop-down

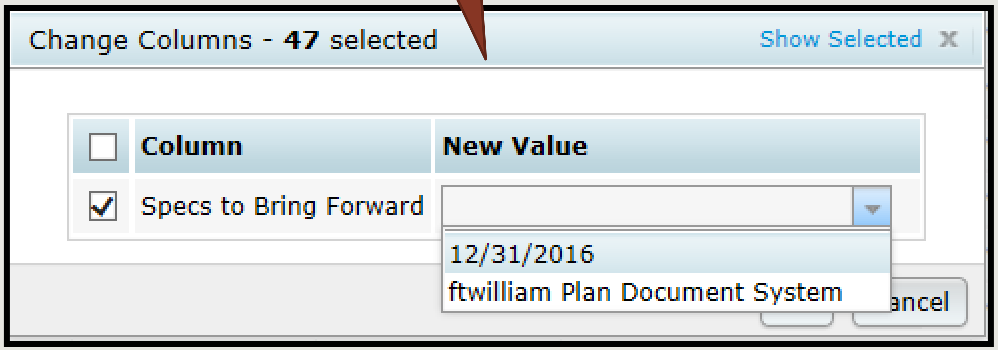
Adding plan year ends in batch



- To batch add the year-ends, select the plans and click the 'Bring Forward Info' option
  - Confirm the selection
- Specs will copy from the previous year in compliance

Adding plan year ends in batch





- Option to copy plan specs from plan document
- Can change line by line or select the plans to change and use ‘Do with Selected’ => ‘Change columns’ to switch to copying from the document

Reminders for Year End

- Download census worksheet to send to client for updates
  - Click ‘Download’ and select ‘Prior
  - Includes all census data except hours, compensation & contributions
  - Does not show hire & term dates
- Send via portal or other secure method

Reminders for Year End

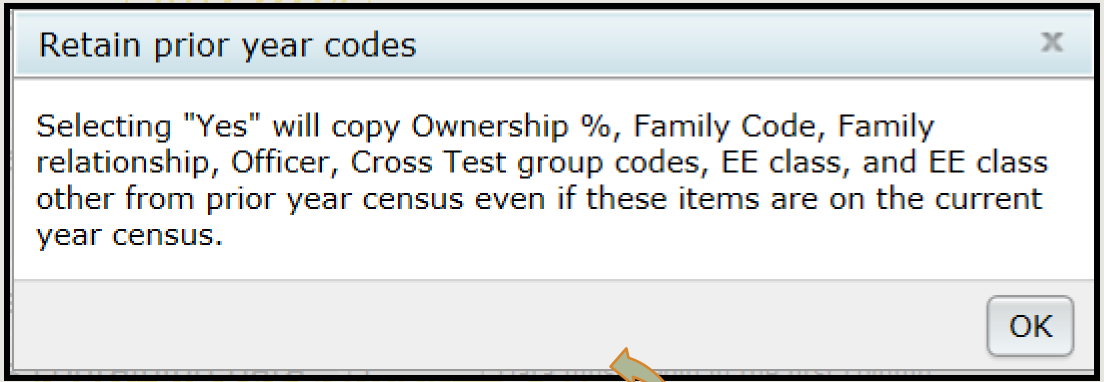
Ownership %
Family Group
Family Group Relationship
Officer status
New Comparability Group
Employee Class
Employee Class Other

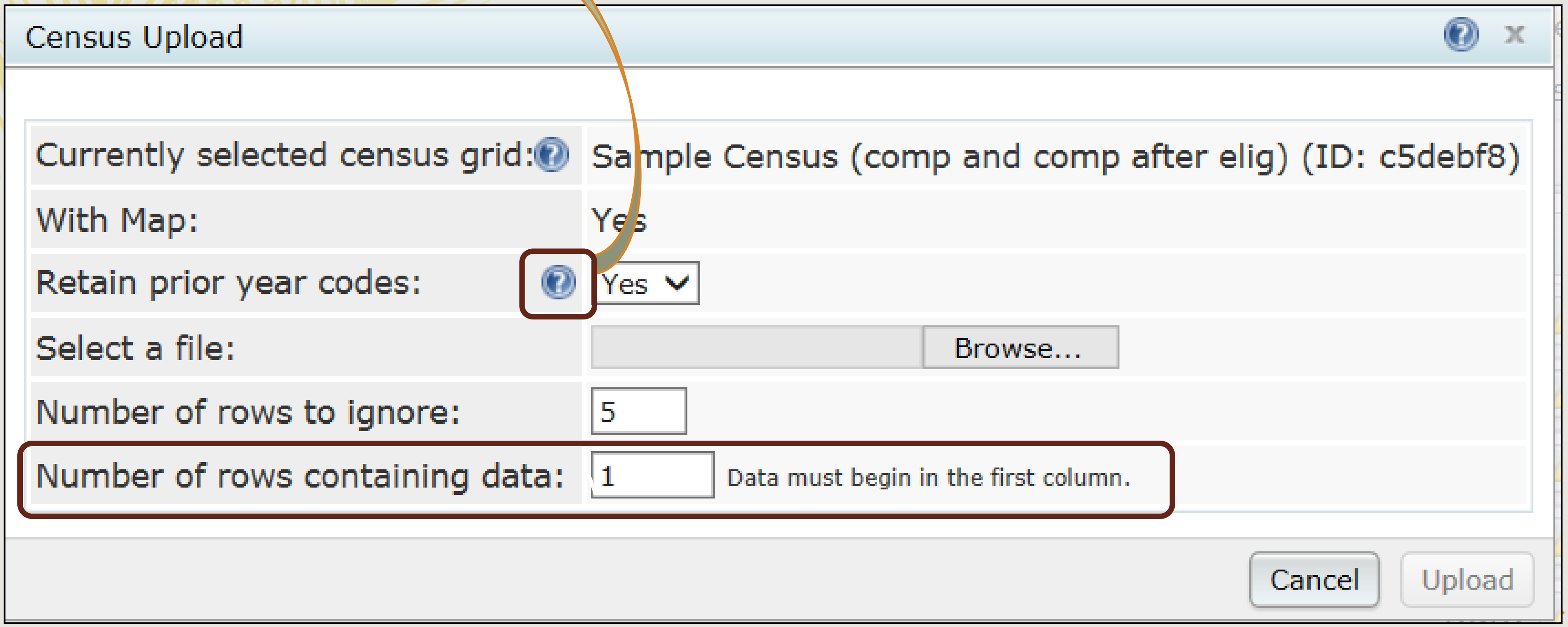
– When uploading the census, there's an option for year two & later on the upload screen to copy the fields at left from prior year OR upload with the census

– The System default is Yes, i.e. copy from prior year **even if there's different data on the census**

Reminders for Year End

Don’t Forget!





Reminders for Year End

- Second and subsequent years you should not need to use overrides for eligibility, HCE etc.
- If using employee number rather than SSN, the EE# must be consistent from year to year
  - Cannot switch between SSN & EN
  - Avoid using dummy SSNs if at all possible
    - *Make any necessary corrections to SSN/EN on the Edit Census screen*
- If uploading employer contributions remember to set overrides on Allocation Parameters screen **before** running the Data Scrub
- 2017 transactions
  - Add a beginning balance batch on the transaction menu, and post, unless you plan to import this data from the vendor

Reminders for Year End

- Sample EOY checklist is available in the Help Center under 'Miscellaneous'
  - Access the Help Center from the 'Help' link at the top right of any screen in the compliance module
- Please review the check list and let us know suggestions to improve it

Census Records

The inside the grid
or below it debate

Census Records – Rule of Thumb

- Prior year terms should be included on first year census upload (1st year in ftw)
  - Names will be inside the census grid
  - Error message on scrub indicates they will not be included in calculations/testing - disregard
- After year one, do not include on upload
  - Names will move to below the grid

Census Records

- **ALWAYS** move names to below the grid by excluding from the upload file
- **DO NOT** use the Remove from Census button
  - Can delete certain data points, e.g. term date

Census Records

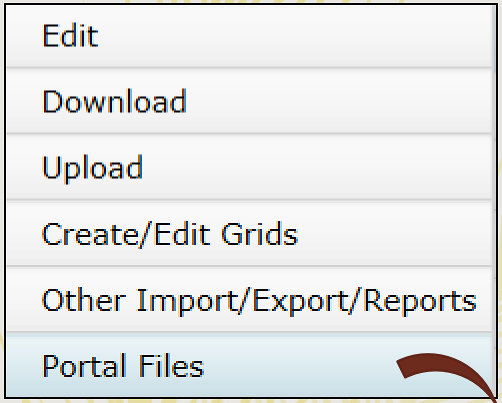
- Active/Inactive status of names listed below the grid refers to the census record, not the participant's employment status
- Always maintain active status; otherwise they won't be treated correctly on:
  - Financial reports
  - 5500 participant count/8955-SSA
  - RMD
  - 1099R
  - HCE Status/TPG

Census Records

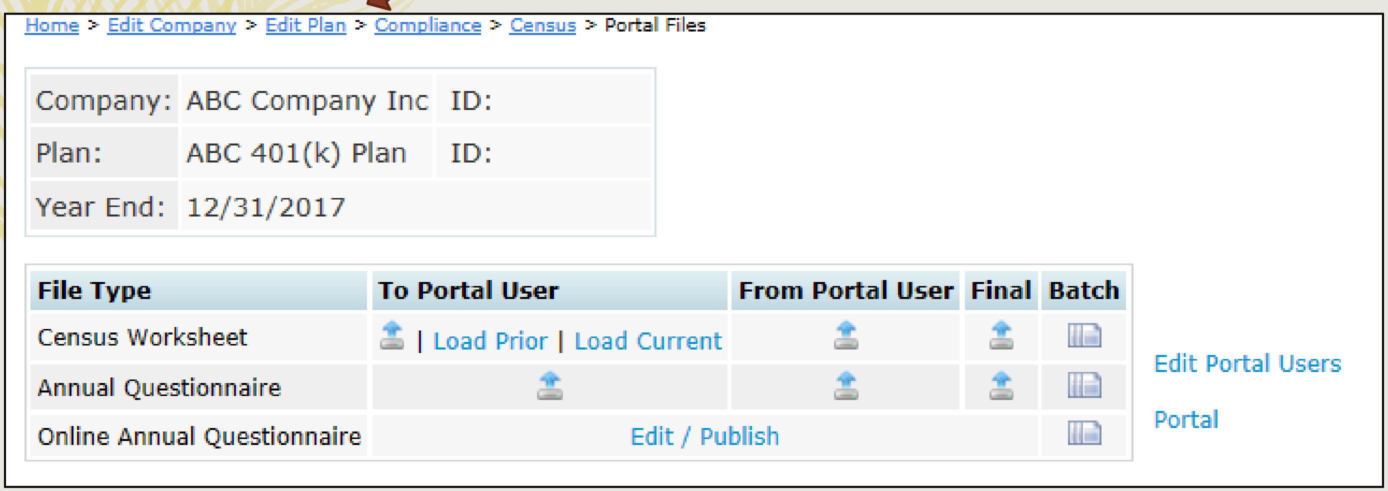
- – Leaving prior year terms inside the census grid after year one is also problematic
  - – Vesting will be incorrect
  - – If they are inside the census & there’s insufficient census data, this can affect testing
    - – *E.g. missing dates will trigger default dates to populate*

Options for Compliance and Portal Users

Using the portal files screen



- From Compliance menu select Census=>Portal Files
  - Census Worksheet & Annual Questionnaire files can be exchanged with client
  - Online Annual Questionnaire can be edited & published



Home > Edit Company > Edit Plan > Compliance > Census > Portal Files

Company:	ABC Company Inc	ID:	
Plan:	ABC 401(k) Plan	ID:	
Year End:	12/31/2017		

File Type	To Portal User	From Portal User	Final	Batch
Census Worksheet	| Load Prior | Load Current			
Annual Questionnaire				
Online Annual Questionnaire	Edit / Publish			

Edit Portal Users

Portal

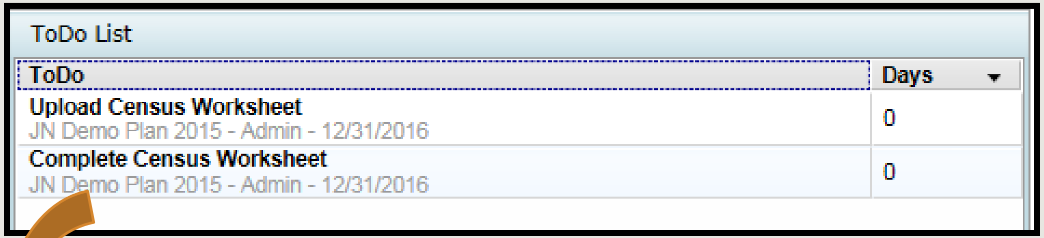
Census Worksheet Options

- To Portal User – TPA can post census worksheet for client to access
  - Load Prior option adds last year's census file without hours, comp etc.
  - Load Current typically adds blank spreadsheet
  - Manual option allows TPS to upload a custom file
- From Portal User – TPA can access updated worksheet
  - Option to 'Make Final' and upload in a single click
- Batch options also available – need 'Specify a Server email setting

Options for Census Upload

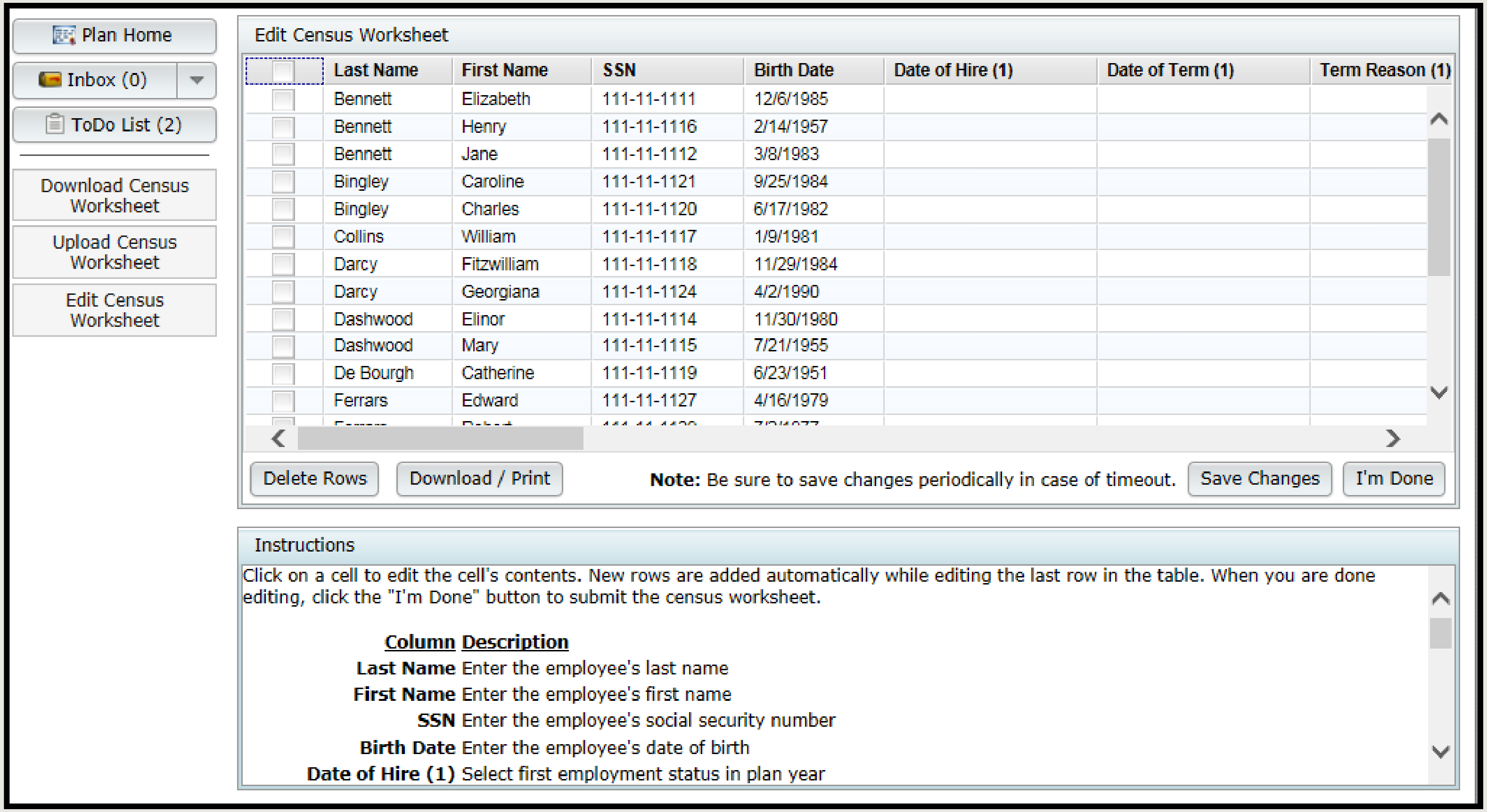
- Former or current year census is also a batch level option
  - One choice per batch, can’t have some of each in a single batch
- Option to upload a custom spreadsheet is still available either plan by plan or within a batch
- Additional fields to filter and order by are available within the batch census upload

Portal user view of the editing census on the portal



ToDo List

ToDo	Days
Upload Census Worksheet JN Demo Plan 2015 - Admin - 12/31/2016	0
Complete Census Worksheet JN Demo Plan 2015 - Admin - 12/31/2016	0



Edit Census Worksheet

	Last Name	First Name	SSN	Birth Date	Date of Hire (1)	Date of Term (1)	Term Reason (1)
	Bennett	Elizabeth	111-11-1111	12/6/1985			
	Bennett	Henry	111-11-1116	2/14/1957			
	Bennett	Jane	111-11-1112	3/8/1983			
	Bingley	Caroline	111-11-1121	9/25/1984			
	Bingley	Charles	111-11-1120	6/17/1982			
	Collins	William	111-11-1117	1/9/1981			
	Darcy	Fitzwilliam	111-11-1118	11/29/1984			
	Darcy	Georgiana	111-11-1124	4/2/1990			
	Dashwood	Elinor	111-11-1114	11/30/1980			
	Dashwood	Mary	111-11-1115	7/21/1955			
	De Bourgh	Catherine	111-11-1119	6/23/1951			
	Ferrars	Edward	111-11-1127	4/16/1979			

Delete Rows | Download / Print | **Note:** Be sure to save changes periodically in case of timeout. | Save Changes | I'm Done

Instructions

Click on a cell to edit the cell's contents. New rows are added automatically while editing the last row in the table. When you are done editing, click the "I'm Done" button to submit the census worksheet.

Column	Description
Last Name	Enter the employee's last name
First Name	Enter the employee's first name
SSN	Enter the employee's social security number
Birth Date	Enter the employee's date of birth
Date of Hire (1)	Select first employment status in plan year

Questionnaire Options

- Manually upload your own questionnaire to portal
- Use Online Annual Questionnaire (OAQ)
  - Edit plan by plan or customize a default questionnaire
  - Re-order questions, import new questions, determine range of answers
  - Add 'Plan questions' – populate from checklist
  - Publish to portal for client to access and fill out

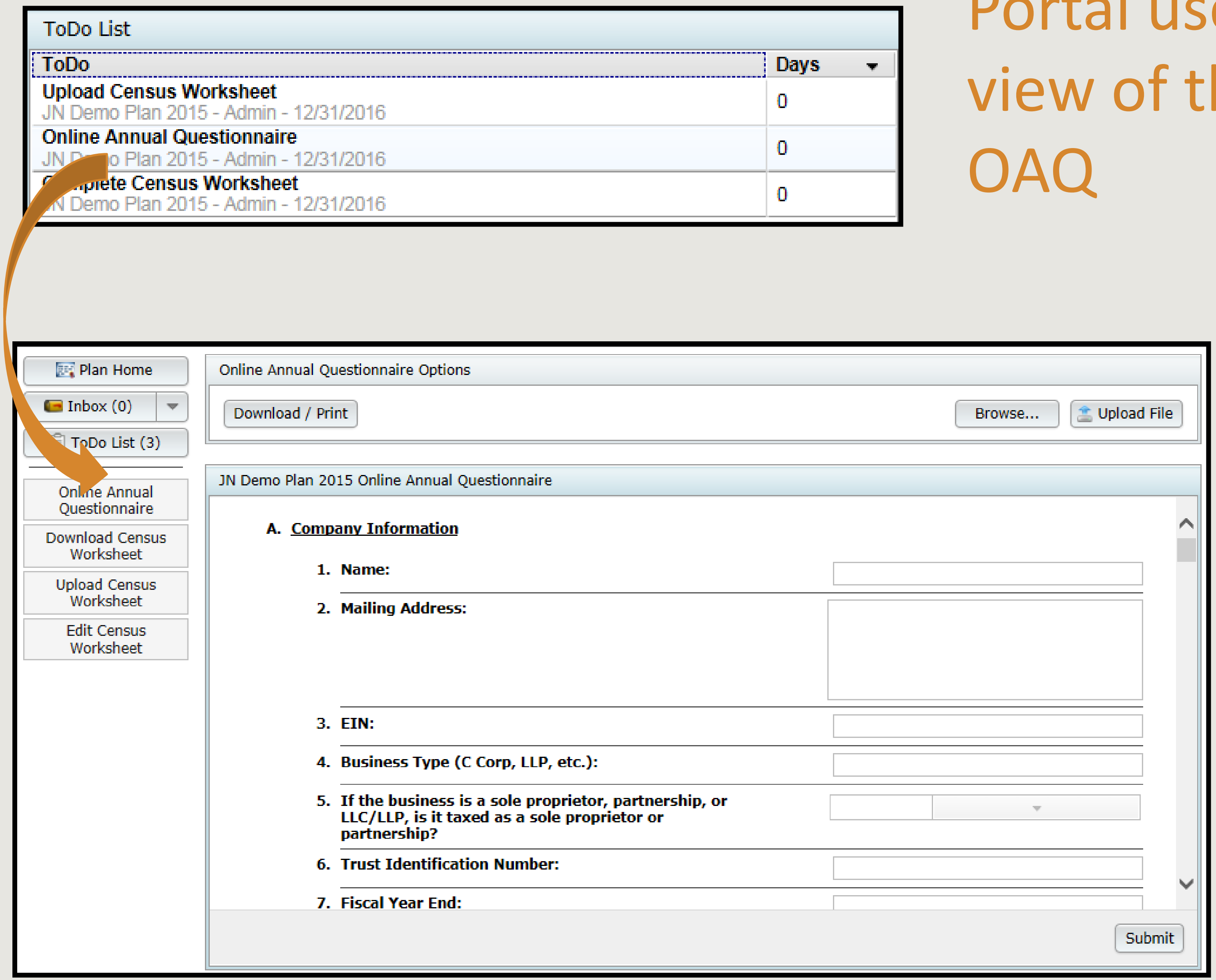
Editing the Online Annual Questionnaire

- Edit the default version, either:
  - From the Portal Files screen in an individual plan or
  - From the WK button => Administrative Tasks => Defaults
- Any changes saved will impact the default version available for all users
  - Can always reset to original default version
- Above options are available to designated ‘Admins’ only

Default Online Annual Questionnaire

- Global option on Default OAQ screen - ‘Prior Year Default Q & A’
  - Will be checked unless user unchecks
  - If checked, and the plan has a prior year OAQ, this will be brought forward to the new year, with answers
  - If not checked the default OAQ will pull in
- Batch options – when you create an OAQ batch and add plans, you’ll see an indictor for each plan as to whether the OAQ is a custom questionnaire or the default

Portal user view of the OAQ



Other Options on Portal Files Screen

File Type	To Portal User	From Portal User	Final	Batch
Census Worksheet	| Load Prior			
Annual Questionnaire				
Online Annual Questionnaire	Edit / Publish			

Edit Portal Users

Portal

Invite Griffin Cat to the portal

- Edit Portal Users – change permissions, view user portal
- Portal link – to main portal home page
- Invite to portal – generate email

Bring forward portal users

- Plan by plan or in batch
- Do this before adding the plan year end, OR after
- Only brings users forward if there are none already added
- To do, go to the portal screen for any plan
  - Links on the Portal Users box: ‘Bring Forward Portal Users’ and ‘All Plans’
  - Bring Forward Portal Users will pull in PUs from prior year for the compliance module only
  - PU permissions also will be brought forward
    - *Click the ‘Manage User’ link to change permissions*

Bring forward portal users

- ‘All Plans’ link brings up a dialogue box where you select a target year end
- Plans with the year prior to that year end will be included, or the year prior and the year
  - E.g. select 12/31/2017 – list will include plans whose last year end is 12/31/2016 and plans whose last year end is 12/31/2017 and also have a 12/31/2016 YE
- Click the ‘Bring Forward’ button
- See a window listing all the plans potentially having a portal user added with results for each
- Shows number of plans and number portal users brought forward

Demo of New Releases

Custom Report Writer

Payroll Data Accumulator

Distribution Processing Feature

Wrap-up

- Next User Group meeting – Tuesday, December 5, 2017
  - We'll cover RMD functionality
- Let us know if there are other topics you'd like to cover, & your ideas for future agenda items, via chat now, or at support@ftwilliam.com
- Questions, thoughts, suggestions…..
- Happy Turkey Day and thank you for attending!