

Vesting Service Calculation (Top)

Vesting service is calculated when the scrub is run and is determined by the system as follows:

- **Active Employees:** If an employee is on the current year census “in the grid”, the system will first calculate vesting service for the current plan year based on plan specifications for vesting (current year will either be a 1 or 0). The software then adds this value to the ‘prior years of cumulative service for vesting’ field to determine the total number of years of vesting service.
- **Terminated Employees:** Employees who terminate in a prior year will not be on the current year census. In this case, the system will first look in the service history file to see if there is any stored vesting history. If there are vesting history records in the system, the years of vesting service will be pulled from the ‘service earned column’. If there aren’t any records in service history file the system will show zero years of service.

Vesting Percentage Calculation (Top)

The vesting percent is calculated based on the years of vesting service and applicable vesting schedule. The system calculates the vesting percentage when either a transaction menu report or the [Vesting Export](#) report is run.

Vested Balance Calculation (Top)

For sources that are not 100% vested the system calculates the vested balance as follows:

- Vested balance = [(End bal + prior dist+ current yr dist + current yr forfs) * vesting percent] - prior dist - current yr dist
- Distribution history will now also include forfeitures. Distributions and forfeitures will appear in history after any transaction menu report is run.

To view the vesting balance review one of the report options in the “Transactions/Statements Menu.”

To view prior distributions review the [Vesting Export](#) report.

Vesting Overrides (Top)

First Plan Year on the System (Top)

- **Active Employees:**
 - To override vesting service for active employees in the first plan year on the system: Click on ‘Other Import/Export/Reports and select the ‘Sample Census Supplemental w disagg no OR’ grid under one of the user defined fields. Then press ‘Edit Data’ and edit the ‘Prior_yos_vesting’ column with the applicable number of years of service earned in years prior to the current plan year. Last, run the data scrub. The vesting percentage will calculate based on the new vesting service.

Other Import/Export/Report Menu

Select Grids

Participant Lookup: None
 Service Grid: None
 Initial Eligibility Grid: None
 Continuing Eligibility Grid: None
 HCE Grid: None
 Key Grid: None
 Allocation Grid: None
 410(b) Grid: None
 ADP/ACP Grid: None
 General Test Grid: None
 UD Grid 1: Sample Census Supplemental w/ disag no OR
 UD Grid 2: None
 UD Grid 3: None
 UD Grid 4: None
 UD Grid 5: None

[Select Grids]

Last Name	First Name	SSN	EarliestHire...	EntryDT_ED	EntryDT_MF	EntryDT_PS	Eligible_Dis...	Prior...	Prior...	Prior...	Service...	Prior vss	vcsGr
Help	Help	Help	Help	Help	Help	Help	Help	Help	Help	Help	Help	Help	Help
1	HCE 1	HCE1	111-11-1111	01/01/2001	01/01/2010	01/01/2010	01/01/2010	01/01/2010	9	9	9	9	9
2	HCE 2	HCE2	111-11-1112	01/02/2001	01/01/2010	01/01/2010	01/01/2010	01/01/2010	9	9	9	9	9
3	HCE 3	HCE3	111-11-1113	01/03/2001	01/01/2010	01/01/2010	01/01/2010	01/01/2010	9	9	9	9	9
4	HCE 4	HCE4	111-11-1114	01/04/2001	01/01/2010	01/01/2010	01/01/2010	01/01/2010	9	9	9	9	9
5	NHCE 1	NHCE1	111-11-1115	01/05/2001	01/01/2010	01/01/2010	01/01/2010	01/01/2010	9	9	9	9	9
6	NHCE 2	NHCE 2	111-11-1116	01/06/2001	01/01/2010	01/01/2010	01/01/2010	01/01/2010	9	9	9	9	9
7	NHCE 3	NHCE 3	111-11-1117	01/07/2001	01/01/2010	01/01/2010	01/01/2010	01/01/2010	9	9	9	9	9
8	NHCE 4	NHCE 4	111-11-1118	01/08/2001	01/01/2010	01/01/2010	01/01/2010	01/01/2010	9	9	9	9	9

- **Prior Year Terminated Employees (that are on your census upload):** (Top)
 - To override and hardcode the vesting percentage for an employee who will not accrue any additional vesting: click on 'Edit Census' from the main Plan Administration Menu screen → Select the participant from the drop-down box → click 'Vesting Override' link → Set override to 'Yes' for each source you wish to override → Enter the vesting percent for each source → Press update.
 - Note: The percent that is entered here will not change in future years under any circumstances until the percentage is again changed or the override is set back to 'No'.

Click to Edit Participant Data

Grid Information
[Census Grid Data](#)
[ADP/ACP Grid Data](#)
[UD Grid 1 Data](#)

Detail Information
[Master File](#)
[General Status](#)
[Eligibility](#)
[Compensation](#)
[Contribution](#)
[Other](#)
[Vesting Override](#)

History
[Eligibility History](#)
[Vesting History](#)
[Benefit History](#)
[Compensation History](#)
[Contrib/Dist History](#)

Vesting Override

Close | Update

SourceID	Suppress	Source Name	Source Desc	Override	Vesting Percentage
MATCH	No	Matching Contribution	Matching Contribution	No	<input type="text"/>
PS	No	Profit Sharing	Profit Sharing Contribution	No	<input type="text"/>
ROLLREL	No	Rollover Related	Rollover Contributions - Related	No	<input type="text"/>

Close | Update

- **Prior Year Terminated Employees (that are not on your census upload):**

- To override vesting service for an employee terminated in a prior year the user will simply upload the vesting history via the 'Service' upload history link in the 'Other Import/Export/Reports' Menu and run the data scrub. For additional instructions for uploading vesting history, click [here](#).
- The system will calculate the vesting service based on the history uploaded.

Other Uploads

[Map External Sources](#) | [DC Windows](#)
[Create DER Template](#) | [Upload DER](#)
 Upload History: | [Service](#) | [Compensation](#) | [Contributions](#) | [Distributions](#) | [Help](#)



Subsequent Plan Years on the System

- **Active Employees:** To override individual vesting service override for active employees in subsequent years on the system: Edit Census → Select Participant → Eligibility → First, set 'Override calculation of prior year cumulative service for vesting purposes' to "Yes". Then change the 'Prior years of cumulative service for vesting' to the appropriate number of vesting years of service (prior to the current year). Last, run the data scrub.

Click to Edit Participant Data

Grid Information	Detail Information	History
Census Grid Data	Master File	Eligibility History
ADP/ACP Grid Data	General Status	Vesting History
	Eligibility ←	Benefit History
	Compensation	Compensation History
	Contribution	Contrib/Dist History
	Other	
	Vesting Override	

Override calculation of prior year cumulative service for vesting purposes: Yes ▾ ??

Vesting service in current plan year: 1 ??

Prior years of cumulative service for vesting: 4 ??

- **Prior Year Terminated Employees (that are on your census upload):**
 - To hardcode the vesting percentage for an employee who will not accrue any additional vesting: click on 'Edit Census' from the main Plan Administration Menu screen → Select the participant from the drop-down box → click 'Vesting Override' link → Set override to 'Yes' for each source you wish to override → Enter the vesting percent for each source → Press update.
 - Note: The percent that is entered here will not change in future years under any circumstances until the percentage is again changed or the override is set back to 'No'.

Click to Edit Participant Data

Grid Information Census Grid Data ADP/ACP Grid Data UD Grid 1 Data	Detail Information Master File General Status Eligibility Compensation Contribution Other Vesting Override	History Eligibility History Vesting History Benefit History Compensation History Contrib/Dist History
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Vesting Override

[Close](#) | [Update](#)

SourceID	Suppress	Source Name	Source Desc	Override Vesting Percentage
MATCH	No	Matching Contribution	Matching Contribution	No <input type="text"/>
PS	No	Profit Sharing	Profit Sharing Contribution	No <input type="text"/>
ROLLREL	No	Rollover Related	Rollover Contributions - Related	No <input type="text"/>

[Close](#) | [Update](#)

- **Prior Year Terminated Employees (that are not on your census upload):**
 - To override vesting service for an employee terminated in a prior year the user will simply upload the vesting history via the ‘Service’ upload history link in the ‘Other Import/Export/Reports’ Menu and run the data scrub. For additional instructions for uploading vesting history, click [here](#).
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Vesting FAQ's

- FAQ: Why are my prior terms shown as being 0% vested? Check your current year census. No prior year terms should be on the census. To remove prior year terms from the census grid click “Edit Census” → Select the participant from the drop-down box → Press “Delete Participant”. These employees will now appear above the census grid.

Plan Name												
Vesting Report for Year End: 2012-12-31												
Financial Data Import Vendor: Generic												
Participant Name	SSN	Birth Date	Yrs Service	Participation Start	NRA	NRADate	FTW Source	External Source	Vesting Override	Vesting Percent	Prior Distribution	
Last, First 1	100-01-0001	1/2/1940	6	N/A	Yes	1/2/2005	401K	A;B;C;K;M;P;Q;R	No	100	-15000	
Last, First 1	100-01-0001	1/2/1940	6	N/A	Yes	1/2/2005	ROTH		No	100	0	
Last, First 1	100-01-0001	1/2/1940	6	N/A	Yes	1/2/2005	MATCH		No	100	0	
Last, First 1	100-01-0001	1/2/1940	6	N/A	Yes	1/2/2005	QMAC		No	100	0	
Last, First 1	100-01-0001	1/2/1940	6	N/A	Yes	1/2/2005	QNEC		No	100	0	
Last, First 1	100-01-0001	1/2/1940	6	N/A	Yes	1/2/2005	PS	D;F	No	100	0	
Last, First 2	100-01-0002	2/21/1945	3	N/A	Yes	2/21/2010	401K	A;B;C;K;M;P;Q;R	No	100	0	
Last, First 2	100-01-0002	2/21/1945	3	N/A	Yes	2/21/2010	ROTH		No	100	0	
Last, First 2	100-01-0002	2/21/1945	3	N/A	Yes	2/21/2010	MATCH		No	100	0	
Last, First 2	100-01-0002	2/21/1945	3	N/A	Yes	2/21/2010	PS	D;F	No	100	-13000	
Last, First 3	100-01-0004	5/4/1970	2	N/A	No - Age	N/A	401K	A;B;C;K;M;P;Q;R	No	100	0	
Last, First 3	100-01-0004	5/4/1970	2	N/A	No - Age	N/A	ROTH		No	100	0	
Last, First 3	100-01-0004	5/4/1970	2	N/A	No - Age	N/A	MATCH		No	20	0	
Last, First 3	100-01-0004	5/4/1970	2	N/A	No - Age	N/A	PS	D;F	No	20	0	