

ftwilliam.com
Administration Software
User Group Meeting

Meeting #12 - November 5, 2013



Wolters Kluwer
Law & Business

Trivia

- November 5 is Guy Fawkes Night in England
 - Guy Fawkes tried to blow up the Houses of Parliament on November 5, 1604
 - The plot failed and Fawkes came to a sorry end
 - Local communities traditionally burn his effigy on a bonfire on November 5 and have a firework display

Agenda

- Compensation testing
- Fiscal year plans
- New enhancements released
- ftwilliam and your browser
- Open forum

Compensation Testing

Jane Nickalls

Compensation Testing

- Required when a non-safe harbor definition is used for calculation of contributions
 - Common examples are when plan excludes bonuses, commissions or overtime
- Safe harbor definitions are:
 - 415
 - W-2
 - Withholding

Running the Test

- Test compares plan compensation to total compensation:
 - The average for the HCE group cannot be not more than a de-minimis amount higher than that of the NHCE group
 - IRS has used 3%, but each plan is viewed on a facts and circumstances basis

Running the Test - Example

HCEs

	Plan Comp	Comp from Entry	%
HCE1	\$255,000	\$255,000	100.00
HCE2	\$255,000	\$255,000	100.00
HCE3	\$130,000	\$150,000	86.66
Total			286.66

Average HCE = $286.66/3 = 95.56$

Average NHCE = $464.73/5 = 92.95$

NHCEs

	Plan Comp	Comp from Entry	%
NHCE1	\$72,000	\$75,000	96.00
NHCE2	\$65,000	\$66,000	98.48
NHCE3	\$42,000	\$50,000	84.00
NHCE4	\$37,000	\$40,000	92.50
NHCE5	\$30,000	\$32,000	93.75
Total			464.73

PASS!!!

Using the ftwilliam.com Software

- Choose the right primary census grid
 - Suggested grid is Sample Census exclude certain comp (414s comp test) (6642cbb)
 - Modify to remove superfluous columns
 - Don't mess with the mapping 😊

Using the ftwilliam.com Software

- Choose the right primary census grid

[Return](#) | [Update](#) | [Update and edit mapping](#) | Please note that mapping will only occur on the grid selected for uploading/entering census data.

Short Description: | Excel Download file type:

Long Description

Seq	Field	Heading	HelpText
100	M:LastName	Last_Name	Enter the employee's last name
110	M:FirstName	First_Name	Enter the employee's first name
120	M:SSN	SSN	Enter the employee's social security number
130	M:EmployeeNumber	Employee_Number	Enter the employee number assigned by the employer
140	M:BirthDate	Birth_Date	Enter the employee's date of birth
150	R:EmploymentHireDate1	Date of Hire (1)	Select first employment status in plan year
160	R:EmploymentTermDate1	Date of Termination (1)	Enter first employment status date (effective date)
170	R:TermReason1	Term_Reason1	Indicate reason for termination (first employment status in plan year)
180	R:EmploymentHireDate2	Date of Hire (2)	Select second employment status in plan year
190	R:EmploymentTermDate2	Date of Termination (2)	Second employment status in plan year (effective date)
200	R:TermReason2	Term_Reason2	Indicate reason for termination (second employment status in plan year)
210	R:Service_EligibilityHours	Service_Elg_Hours	Enter hours of service in this plan year for eligibility purposes
220	R:Compensation_Statutory	Comp_Statutory	Enter compensation in current plan year
230	R:Compensation_FromEntry1	Comp_From_Entry1	Enter compensation from entry date
240	R:Compensation_NonElective	Plan Compensation	Enter compensation excluding as selected in document
250	R:Contribution_ElectiveDeferral	Contrib_ElectiveDeferra	Enter the total amount of employee's 401(k) contributions - do not reduce

Update and Edit Mapping

[Return](#)

Update

Description: **Sample Census exclude certain comp(414s comp test)**

System Field	Grid Field	Custom map (Enter field names separated by + or -)
Service_EligibilityHours	On data entry grid	N/A
Service_EligibilityHoursInitial	Service_EligibilityHours ▼	
Service_VestingHours	Service_EligibilityHours ▼	
Service_ParticipationHours	Service_EligibilityHours ▼	
Compensation_ElectiveDeferral	Compensation_NonElective ▼	
Compensation_Matching	Compensation_NonElective ▼	
Compensation_MatchingSH	Compensation_NonElective ▼	
Compensation_NonElective	On data entry grid	N/A
Compensation_NonElectiveSH	Compensation_NonElective ▼	
Compensation_TopHeavy	Compensation_Statutory ▼	
Compensation_ACPTesting1	Compensation_NonElective ▼	
Compensation_ACPTesting2	None ▼	
Compensation_ADPTesting1	Compensation_NonElective ▼	
Compensation_ADPTesting2	None ▼	
Compensation_NonElectiveTesting	Compensation_NonElective ▼	
Compensation_Statutory	On data entry grid	N/A
Compensation_Statutory_FromEntry	Compensation_FromEntry1 ▼	
Compensation_Statutory_PriorYear	None ▼	
Compensation_Statutory_CalYr	Compensation_Statutory ▼	
Compensation_ExclDeferrals	None ▼	
Compensation_Deduction	Compensation_Statutory ▼	

Update

Using the ftwilliam.com Software

- Indicate testing is required on the Set Combined Test Parameters screen
 - Screen shot

414(s) Compensation Testing

Compensation Testing required for Match: Yes ▾ ??

Compensation Testing required for Nonelective: Yes ▾ ??

Enter de minimis amount: 3.00 ??

If Testing Aggregation used, also aggregate for 414(s): No ▾ ??

[Return](#) [Run Edit Checks](#) [Clear Edit Checks](#)

Fiscal Year Plans

Janice Herrin

Fiscal Year Plan - Limits

- Example 7/1/2012 – 6/30/2013
 - 415 Dollar limit: End of Plan year - 51,000
 - 414s Compensation: Begin of plan year – 250,000
 - SS Integration level: Begin of Plan year 110,100
 - HCE Comp: Comp as of year in which look back year begins – 110,000
 - Key Comp - Comp as of year in which look back year begins – 160,000
 - 402(g) limit – Both years 2012:17,000; 2013:17,500

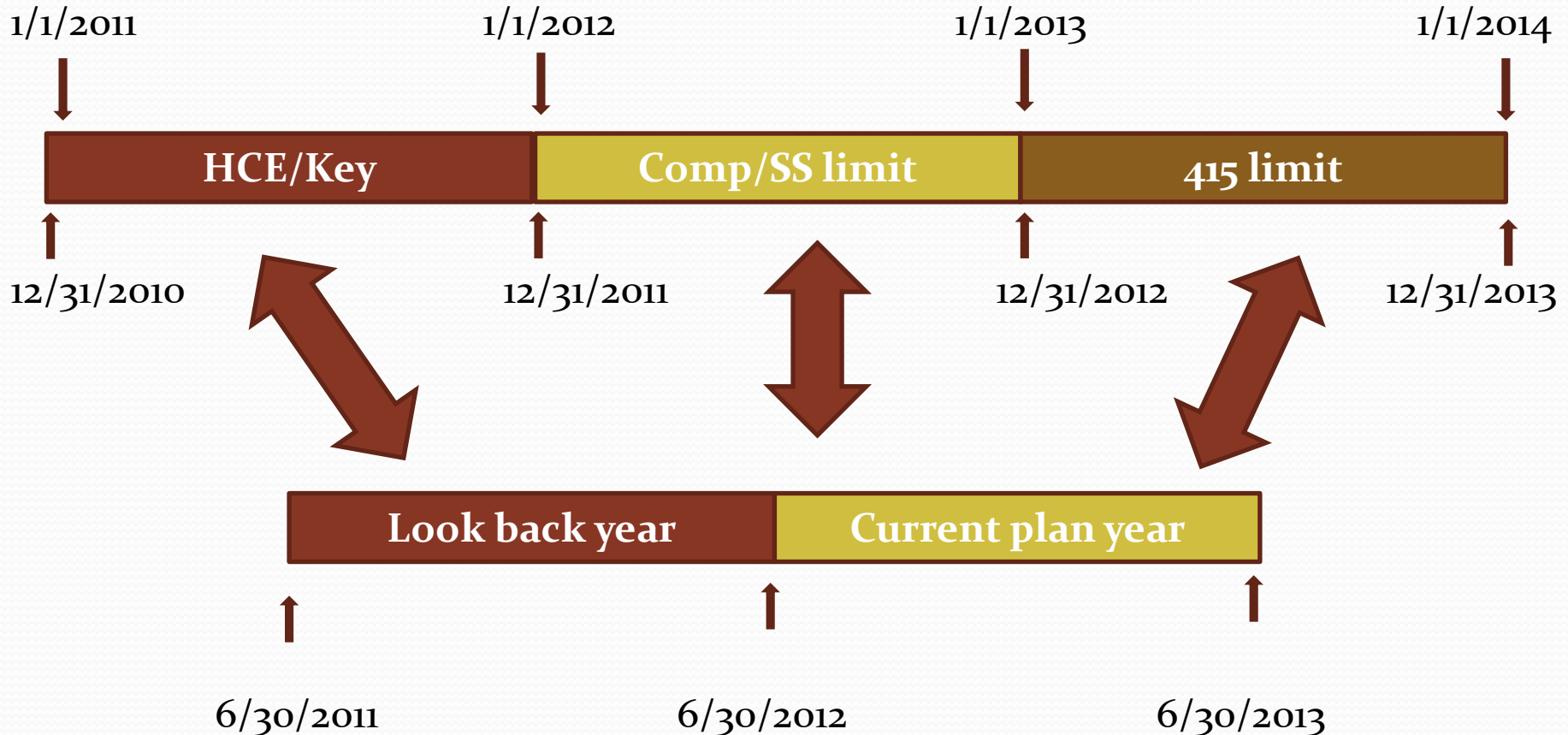
Calendar Plan Year Limits

Limit	2011	2012	2013
HCE	\$110,000	\$115,000	\$115,000
Key	\$160,000	\$165,000	\$165,000
Compensation	\$245,000	\$250,000	\$255,000
415 Limit	\$49,000	\$50,000	\$51,000
SS Limit	\$106,800	\$110,100	\$113,700
402(g)	\$16,500	\$17,000	\$17,500
Catch-up	\$5,500	\$5,500	\$5,500

Fiscal Year Plan Limits 7/1/2012-6/30/2013

Limit	2011	2012	2013
HCE	\$110,000	\$115,000	\$115,000
Key	\$160,000	\$165,000	\$165,000
Compensation	\$245,000	\$250,000	\$255,000
415 Limit	\$49,000	\$50,000	\$51,000
SS Limit	\$106,800	\$110,100	\$113,700
402(g)	\$16,500	\$17,000	\$17,500
Catch-up	\$5,500	\$5,500	\$5,500

Plan Year July 1 – June 30



Fiscal Year Plan in ftw Admin

- Add New Plan Year End
 - Read Screen Carefully and Modify –the default is 12/31/of current calendar year - e.g. 12/31/2013
- Choose the right primary census grid
 - Suggested grid is Sample Census Data fiscal year (9e9fe1e)
 - Modify to remove superfluous columns
 - Don't mess with the mapping 😊

Fiscal Year Plan - Census Grid

- Sample Census Data fiscal yr (9e9fe1e)
- Elective Deferrals field
 - Enter ALL 401(k) contributions made during the plan year – e.g. July 1 – June 30 for PYE 6/30
- ElectiveDeferralPreCalYr field
 - Enter 401(k) contributions made prior to 1/1 in plan year – e.g. July 1 – December 31 for PYE 6/30
- ftwilliam has similar fields for Roth Contributions

Plan Year July 1 – June 30

Elective Deferral Pre CalYr

7/1/2012

12/31/2012

6/30/2013

Fiscal Year Plans

Plan Year October 1 – September 30

Elective Deferral Pre
CalYr

10/1/2012

12/31/2012

9/30/2013



Fiscal Year Plan - Census Grid

- First year in the ftwilliam Admin software you may need to populate two more columns
 - Contribution_CatchUp402gPre
 - Contribution_ElectiveDeferral402gExcessPre
 - These will be populated with amounts from the calendar year that ends within the plan year and will help populate catch up buckets correctly for the current and future years.

Fiscal Year Plan – Scrub Parameters

- HCE Key Overrides block
- Use calendar year data election: Yes or No
 - If Yes is selected the ftw system will look for additional data based on the calendar year to determine
 - If none found system will give error message
- Use Limit Overrides if necessary
 - Override Deferral Limit Amount - plan year (fiscal yr plans):

Fiscal Year Plan in ftwilliam

Demo Software

Software Enhancements

Melissa Howard

Software Enhancements

- New Distribution Report
- New Summary of Plan and Testing Parameters
- 2013 fiscal 8955-SSA's - available
- Nationwide transaction - upload modified
- Plan aggregation – new caution message
- Sample History files - download in csv format
 - Also other downloads in Firefox browser

New Distribution Report

- Includes:
 - Active employees who received a distribution during the plan year
 - Inactive participants with a balance or who received a distribution during the plan year
- Available in Word or Excel – screen shot of Word version on next slide

Statement/Bal Frwd Earnings Period

Begin Date (MM/DD/YYYY): End Date (MM/DD/YYYY):

Suppress zero-balance statements:

[Statements - Individual Participant](#)

[Statements - Custom Individual Participant](#)

[Detail - Participant Account Report](#)

[Detail - Participant Account Report w/Dates](#)

[Summary - Participant Accounts](#)

[Totals - Participant Accounts](#)

[Distribution Report | Excel](#)

**ABC Company 401 Plans Plus Demo Plan
Distributions 2012-12-31**

Active Participants

SSN	Last Name	First Name	Hire Date	Term Date	Status	Source Type	Dist Amount	End Balance	Vesting %	Vested Balance	Dist Type
***-**-1111	Beall	Lauren	02/03/2008		Active	Elective Deferral	-2,437.42	8,147.58	100%	8,147.58	Distribution
						Matching Contribution	0.00	125.00	80%	100.00	
						Total:	-2,437.42	8,272.58		8,247.58	

Inactive Participants with Current Year Distributions

SSN	Last Name	First Name	Hire Date	Term Date	Status	Source Type	Dist Amount	End Balance	Vesting %	Vested Balance	Dist Type
***-**-1119	Grant	Cary	02/01/2007	08/17/2012	Term	Elective Deferral	-2,467.40	2,032.60	100%	2,032.60	Distribution
						Total:	-2,467.40	2,032.60		2,032.60	

Inactive Participants with Balance

SSN	Last Name	First Name	Hire Date	Term Date	Status	Source Type	Dist Amount	End Balance	Vesting %	Vested Balance	Dist Type
***-**-1116	De Havilland	Olivia	02/09/2000	12/31/2012	Term	Elective Deferral	0.00	10,000.23	100%	10,000.23	Distribution
						Total:	0.00	10,000.23		10,000.23	
***-**-1122	Kelly	Grace	08/10/2007	10/10/2011	Term	Elective Deferral	0.00	4,000.00	100%	4,000.00	Distribution
						Matching Contribution	0.00	1,000.00	0%	0.00	Distribution
						Profit Sharing	0.00	2,000.00	0%	0.00	Distribution
						Total:	0.00	7,000.00		4,000.00	

New Plan Provisions & Testing Parameters Report

- Two-page summary
- Plan provisions from Admin Plan Specifications
- Plan testing parameters
- Can be part of Client Package
- Available in Excel – screen shot of Excel version on next slide.
- Word version coming soon

Miscellaneous Tasks

[RMD Menu](#) | [Vesting Export](#)

[8955-SSA Export Menu](#) | [1099-R Export Menu](#)

[5500 Data Report](#)

[Global Participant Search](#) | [Summary of Test Results](#) | [Plan Highlights csv](#)

Plan Name	ABC Company 401 Plans Plus Demo Plan				
Report	Plan Highlights				
Year End	2013-12-31				
Plan Provisions					
General Plan Data					
Plan Effective Date:	1/1/2000 Plan Number:				
Period Beginning:	1/1/2013 Period End 12/31/2013				
Initial Eligibility Requirements					
Source	Minimum	Service	Hours Requir	Entry Date	Entry Timing
Elective Deferrals:	21	one (1) Ye	1000	Semi-Ann	coincident with or next following
Match:	21	one (1) Ye	1000	Semi-Ann	coincident with or next following
Non-Elective:	21	one (1) Ye	1000	Semi-Ann	coincident with or next following
Continuing Eligibility Requirements & Vesting					
Source	Hours	and/or	Last Day	Vesting H	Vesting Schedule
Elective Deferrals:	N/A	N/A	N/A	N/A	100%
Match:	1000	and	Yes	1000	2-6 Year Graded
Non-Elective:	1000	and	Yes	1000	2-6 Year Graded
Retirement					
Normal:	Attainment of age 65				
Testing Parameters					



Fiscal Year Plan 8955-SSA

- 2013 fiscal year plans now have 8955-SSA data available
- Users can use the 8955-SSA menu for 2013 fiscal year plans.

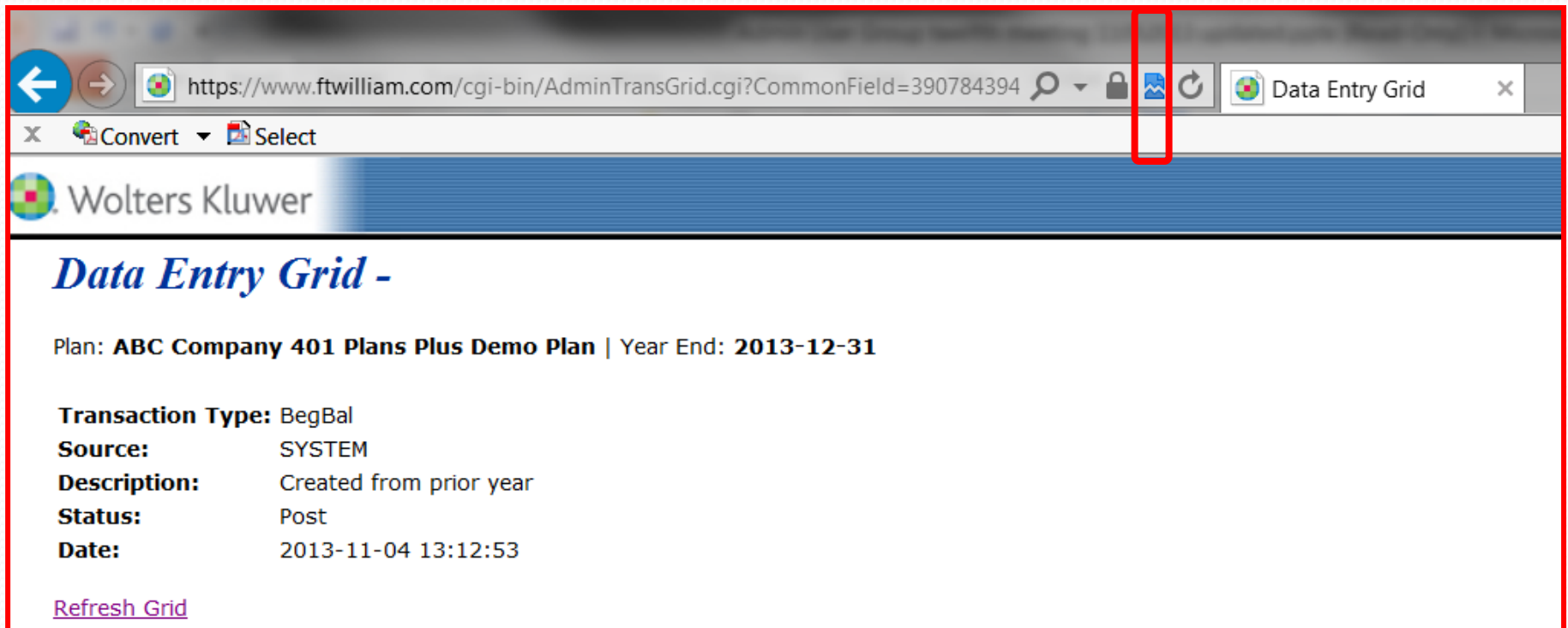
Nationwide Uploads

- Nationwide files have been updated and will now include letters and/or numbers
- Our system is compatible with the new Nationwide contract number naming convention.

ftwilliam and Browser

- If you are having issues viewing data in the ftwilliam administration software you may need to adjust your browser compatibility icon
- It is usually located on the right side of the address line and is a broken page. It is either grey or blue
- Primarily Internet Explorer; may impact other browsers
- May also fix issues viewing TAG

Screenshot Showing Internet Explorer



Open Forum

- Next meeting – Tuesday, December 3, 2013
 - A user group member will demonstrate how they use the portal for the admin census & questionnaire.
- Ideas for future agenda items:
- Questions, thoughts, suggestions.....
- Thank you for attending!
- Reminder – please join the PPA document webinar after this session