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ftwilliam.com Administration Software User Group Meeting

Meeting #25 April 7, 2015

Today's Agenda

- More on associated match
- Dealing with duplicate census records
- Cleaning up your grids
- First Look at coming enhancements
- Open Forum

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Topic 1
MORE ON ASSOCIATED MATCH

More on Associated Match

- Associated match is match that a participant is no longer entitled to because of refunded deferrals
- Also referred to as 'Orphaned Match'
- Is NOT the non-vested portion of the ACP refund!
- Amount is forfeited; no vesting applied
- ACP refund amounts are calculated first – refunds may take care of associated match

More on Associated Match

- Associated Match amounts are displayed in the ACP Refund block on ftwilliam.com

ACP Test Result: FAIL								
Name	SSN	Comp	Contrib	ACR	Adj ACR	Prelim $	Refund	Associated Match Forf
Bacall, Lauren	456-12-3791	115100.00	2500.00	2.17	1.46	819.54	81.03	740.99
De Havilland, Olivia	888-88-8888	115100.00	2500.00	2.17	1.46	819.54	81.03	0.00
Fonda, Henry	444-44-4444	175000.00	4375.00	2.50	1.46	1820.00	1956.03	0.00
Gable, Clark	123-45-6789	245000.00	4375.00	1.79	1.46	798.00	1956.03	0.00
Hepburn, Audrey	222-22-2222	150001.00	3750.03	2.50	1.46	1560.02	1331.06	0.00
Hepburn, Katharine	456-12-3789	45000.00	1125.00	2.50	1.46	468.00	0.00	0.00
Hudson, Rock	333-33-3333	149000.00	2500.00	1.68	1.46	324.60	81.02	0.00
Leigh, Vivien	111-11-1111	255000.00	5750.00	2.25	1.46	2027.00	3331.03	0.00
Stewart, Jimmy	555-55-5555	160001.00	4000.03	2.50	1.46	1664.02	1581.06	0.00
Wayne, John	666-66-6666	159000.00	3975.00	2.50	1.46	1653.60	1556.03	0.00

Associated Match Calculation

- Step 1: Calculate ADP refund
- Step 2: Calculate ACP refund
- Step 3: Calculate Adjusted Deferrals
  - Adjusted Deferral = original deferrals less ADP refund
- Step 4: Calculate Maximum Match permitted
  - Apply the match formula to Adjusted Deferrals
- Step 5: Calculate Adjusted Match
  - Adjusted Match = original match less ACP refund
- If the Remaining MT is greater than Max MT then the difference is Associated Match that should be forfeited

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Example #1 of Associated Match Calc.

- Plan Matches 50% up to 8% of deferrals
- Catch-up Contributions (CUC) also matched
- Jane HCE, age 55; total deferrals = $21,000
- John HCE, age 45; total deferrals = $17,500

Name	Comp	Deferrals	402(g) CUC	% Deferred	Match
Jane	$260,000	$17,500	$3,500	8.076%	$10,400
John	$150,000	$17,500		11.667%	$6,000

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Example #1 of Associated Match Calc.

- ADP test fails; ACP test passes
- Jane & John both need to receive ADP refunds

Name	Refund	ADP CUC	Final Refund	Adjusted Deferrals	Max Match	Original Match	Associated Match Forfeiture
Jane	$3,000	$2,000	$1,000	$20,000	$10,000	$10,400	$10,400-$10,000 = $400
John	$3,000	0	$3,000	$14,500	$6,000	$6,000	0

- Adjusted deferral %
  Jane - 7.692% & John - 9.667%

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Example #2 of Associated Match Calc.

- Plan Matches 50% up to 8% of deferrals
- John HCE, age 45

Name	Comp	Deferrals	% Deferred	Match
John	$210,000	$10,000	4.762%	$5,000

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Example #2 of Associated Match Calc.

- ADP & ACP tests both fail
- John needs to receive refunds

ACP Test Fails		
Name	Match Refund	Adjusted Match
John	$1800	$5000 - $1800 = $3,200

Original 401(k) Deferral	ADP Refund	Adjusted Deferrals	Max Match	Adjusted Match	Associated Match Forfeiture
ADP Test Fails					
$10,000	$4,000	2.857%	$3,000	$3,200	$3,200 - $3,000 = $200

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Topic 2

DEALING WITH DUPLICATE CENSUS RECORDS

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Dealing with Duplicate Census Records

- ## How are duplicate records created?
  - The software uses SSN, or employee number, as the unique identifier for a participant
  - When a new SSN is uploaded the software creates a new census record
- ## Common scenarios causing duplicates
  - Census from client has a different SSN that was on last year's file
  - Upload from vendor has a different SSN than census from client
  - Other scenarios?

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Inside the Census Grid vs. Above the Grid

- All records uploaded to the primary census will be displayed inside the grid
- In second or subsequent year, any records not on the upload will move to above the grid
  - Options to make records inactive and display actives only
- Records uploaded on a vendor transaction file that are not already in the system (inside or above the grid) will be displayed above the grid

Which is the Good Record?

- Census from client has a different SSN that was on last year's file
  - Typically the later SSN is the correct one, but the old one has all the history
    - So the aim is to correct the SSN on the old record and add in the new data
    - If the old SSN is the correct one, just change the SSN on the new record to something obviously fake and delete it. Then re-upload the new year's census file with the correct SSN

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Which is the Good Record?

- Upload from vendor has a different SSN than census from client
  - Creates new census record that displays above the grid
  - The record in the census grid has the history, but the record above the grid has the transactions attached

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Steps to Merge Participant Records

- Detailed instructions on merging participant records are listed in the forum
- Go to https://ftwilliam.zendesk.com/home
  - If you already have an account, log in; if not click the link to create a password
  - Once logged in, go to 'Administration Software Users Forum/Miscellaneous/Fixing duplicate participant records in the census
- We do plan to add a feature to combine participant records

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Avoiding Duplicates

- If you know you have a participant with an incorrect SSN, you can correct it in the census grid (Edit Census screen)
  - Need to do this before uploading a record with the correct SSN – otherwise you'll get a duplicate
- Thoughts on avoiding duplicates?

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Using Employee Numbers

- Be sure that you are using the same employee number for a participant each year
- Don't switch between SSN and employee number – once you select which to use you need to stick with it
- Do not use numbers formatted like SSNs in the employee number column
  - Otherwise you can use any numbers so long as they are unique

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Topic 3
CLEANING UP YOUR GRIDS

Cleaning up 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 (comp and com
Created from Sample Census (comp and com
Created from Sample Census (comp and com
Created from Sample Census Supplemental w
Created from Sample Census Supplemental w

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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)

New Grid Functionality

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

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- 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

Edit Data Entry Grids

No SH Primary 1 Census (comp and comp after elig) (0d047e4) | Print List of Grids

Edit Data Entry Template | Copy This Data Entry Template | Add New Data Entry Template | Delete Data Entry Template

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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?

What if I Delete a Grid that's in Use?

- Initially no data displayed on Edit Census screen, though names visible in drop-down
- Software will then switch to default grid

Data Entry Grid (Census Grid) -

Plan: **JN 2014 Training Plan** | Year End: **2014-12-31** Change Year End

Refresh the Grid | **Active/Inactive Participants not on current census: None** | Show Actives Only

| Bennett, Elizabeth | ∨ | | Select Participant | | Delete Participant |

| Add Participant | | SSN: | Last Name: | First Name: |

Topic 4
OPEN FORUM

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Open Forum

- Question from a member – how do you peer review other's work?

- Do you have a template/checklist for what to look for?

- Would anyone be willing to share their process, and/or template?
  - If so, please contact Janice, Jane or Melissa, or support@ftwilliam.com

Open Forum

- Ftwilliam.com fourth annual customer conference will be held August 5-7 2015
  - At the Fairmount Millennium Park Hotel in downtown Chicago
  - We are planning three hands-on sessions on the admin software
    - Learn more about the software & earn CE credits
  - Registration opening soon!

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Open Forum

- Next meeting – Tuesday, May 5
  - Planning to discuss ???
- Ideas for future agenda items?
- Questions, thoughts, suggestions…..
- Thank you for attending and enjoy Spring

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