ftwilliam.com

Compliance Software Users Group Meeting

Meeting #26 – May 5, 2015

Today's Agenda

- Determining Initial Eligibility
  - Adjusting years of service
- Determining Initial Eligibility
  - Manual overrides
- More on *ftw system grids
- Discuss topic(s) requested by group
- Open forum

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ADJUSTING YEARS OF SERVICE

WHY WHEN AND HOW?

Adjusting Years of Service

- Year one in ftwilliam is very important
  - Plan calculations form the basis for future years
  - Applies whether it's a takeover or conversion plan
- It's vital that eligibility & entry dates, years of service and HCE/Key indicators are all calculated or imported correctly

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Adjusting Years of Service - Takeover plans

- PRIOR years of service, i.e. prior to the current year, are calculated based on date of hire & hours worked in the current year
    - E.g. 2014 plan, January 2010 hire date, 1000 hours worked in 2014. Prior YOS = 4
    - E.g. 2014 plan, January 2010 hire date, 800 hours worked in 2014. Prior YOS = 0
- May need to adjust prior YOS on *ftw first year supplemental grid

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Adjusting Years of Service - Takeover plans

- Prior YOS are held at source level
  1. Elective deferrals
  2. Match
  3. Profit sharing
  4. Disaggregation
  5. Vesting
- 1 – 4 are used to calculate eligibility & entry dates
- 5 (Vesting) is used to calculate vesting percentage – vesting will always be incorrect if the vesting YOS are not correct in year 1

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Adjusting Years of Service - Takeover plans

- * ftw First Year Supplemental Grid

	Last Name	First Name	SSN	Prior YOS ED	Prior YOS MT	Prior YOS PS	Prior YOS Disagg	Prior YOS Vesting
	Help	Help	Help	Help	Help	Help	Help	Help
1	Bennett	Elizabeth	111-11-1111	0	0	0	0	0
2	Bennett	Henry	111-11-1116	0	0	0	0	0
3	Bennett	Jane	111-11-1112	0	0	0	0	0
4	Bingley	Caroline	111-11-1121	0	0	0	0	0
5	Bingley	Charles	111-11-1120	0	0	0	0	0
6	Collins	William	111-11-1117	0	0	0	0	0
7	Darcy	Fitzwilliam	111-11-1118	0	0	0	0	0
8	Darcy	Georgiana	111-11-1124	0	0	0	0	0
9	Dashwood	Elinor	111-11-1114	0	0	0	0	0
10	Dashwood	Mary	111-11-1115	0	0	0	0	0
11	De Bourgh	Catherine	111-11-1119	0	0	0	0	0
12	Ferrars	Edward	111-11-1127	0	0	0	0	0
13	Ferrars	Robert	111-11-1129	0	0	0	0	0
14	Gardiner	George	111-11-1122	0	0	0	0	0
15	Hurst	Louisa	111-11-1126	0	0	0	0	0

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Adjusting Years of Service - Takeover plans

- Order is important
  - Upload primary census
  - Adjust prior YOS in *ftw first year supplemental grid
  - Run data scrub
  - If scrub is run before adjusting YOS
    - Re-upload data and on submit screen select Yes for the reset eligibility dates option

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Adjusting Years of Service - Takeover plans

- Cannot override by entering zero in PYoS field – if a participant has zero years & is not calculating correctly, modify primary grid by adding another hours field
  - 'R:Service_EligibilityHoursInitial'. For anyone who worked 1000 hours for the first time, enter 0 in the first hours column and 1000 in this new column

  OR

  - Override initial eligibility using *ftw Override Initial eligibility grid

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Adjusting Years of Service - Conversion plans

- Typically years of service are downloaded from prior record keeper and uploaded to ftwilliam.com
- Important to verify that YOS are correct

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Adjusting Years of Service - Conversion plans

- May need to adjust YOS for those who have not reached their first anniversary by the beginning of the conversion year

	Last Name	First Name	YOS ED	YOS MT	YOS PS	YOS Dis…	YOS Vesting	Vesting YRS (terms)
	Help	Help	Help	Help	Help	Help	Help	Help
1	Bennett	Elizabeth	2	2	2	2	2	3
2	Bennett	Jane	2	2	2	2	2	3
3	Bennett	Henry	14	14	14	14	14	15
4	Bingley	Caroline	2	2	2	2	2	3
5	Bingley	Charles	2	2	2	2	2	3
6	Collins	William	3	3	3	3	3	4
7	Darcy	Georgiana	0	0	0	0	0	1
8	Darcy	Fitzwilliam	2	2	2	2	2	3
9	Dashwood	Elinor	2	2	2	2	2	3
10	Dashwood	Mary	14	14	14	14	14	15
11	De Bourgh	Catherine	9	9	9	9	9	10
12	Ferrars	Edward	3	3	3	3	3	4
13	Ferrars	Robert	5	5	5	5	4	5
14	Gardiner	George	9	9	9	9	8	9
15	Hurst	Louisa	2	2	2	2	2	3

MANUAL OVERRIDES

WHY WHEN AND HOW?

Why Override Eligibility?

- Global Overrides
  - Importing eligibility & entry dates from prior system
- Individual Overrides
  - Complex employment history for one or two participants
  - Insufficient information for the software to calculate accurately for all participants
    - Eligibility is based on a specified number of hours
    - There's an hours requirement over a period other than a full calendar year
  - Eligibility provisions have changed
  - Entry dates are not in line with PYE – e.g. fiscal year and calendar year period entry dates

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Overriding Eligibility Globally

- Go to Scrub/Eligibility Parameters screen – there are four eligibility overrides
  - The first two flip to Yes the first year in ftwilliam
  - Change the third one to yes if you want to globally override the system calculation of eligibility/entry dates

Eligibility Overrides

Override calculation of prior year eligibility service:	Yes ??
Override calculation of prior year participation service:	Yes ??
Override initial eligibility status/entry date:	Yes ??
Override continuing eligibility:	No ??

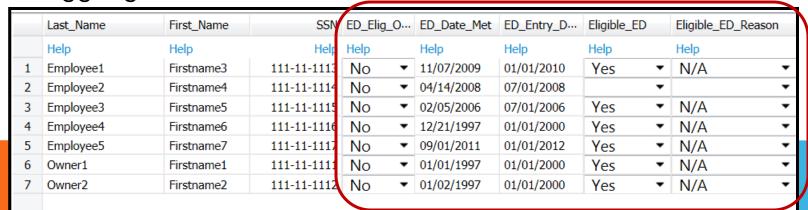Run Edit Checks   Clear Edit Checks

Overriding Eligibility Globally

- Upload eligibility and entry dates – a couple options are either:
    - *ftw DER Conversion as the primary grid (only in conversion year)
    - *ftw Override Initial Eligibility as a supplemental grid and manually edit the data

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Global Overrides - *ftw Override Initial Eligibility

- Five columns for each source – set all sources
  - ED_Elig_Override – Global, no need to change this; 'No' is fine
  - ED_Date_Met – enter the correct date
  - ED_Entry_Date - enter the correct date
  - Eligible_ED – select Yes or No
  - Eligible_ED_Reason – select reason if not eligible or N/A
- Override all fields for each applicable source and disaggregation of OEE

	Last_Name	First_Name	SSN	ED_Elig_O...	ED_Date_Met	ED_Entry_D...	Eligible_ED	Eligible_ED_Reason
	Help	Help	Help	Help	Help	Help	Help	Help
1	Employee1	Firstname3	111-11-1113	No	11/07/2009	01/01/2010	Yes	N/A
2	Employee2	Firstname4	111-11-1114	No	04/14/2008	07/01/2008		
3	Employee3	Firstname5	111-11-1115	No	02/05/2006	07/01/2006	Yes	N/A
4	Employee4	Firstname6	111-11-1116	No	12/21/1997	01/01/2000	Yes	N/A
5	Employee5	Firstname7	111-11-1117	No	09/01/2011	01/01/2012	Yes	N/A
6	Owner1	Firstname1	111-11-1111	No	01/01/1997	01/01/2000	Yes	N/A
7	Owner2	Firstname2	111-11-1112	No	01/02/1997	01/01/2000	Yes	N/A

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Individual Overrides

- Use when there's no other option, e.g. complex employment history, lack of data, change in eligibility provisions
- Note: For eligibility issues related to incorrect data in current or prior years, we strongly recommend correcting the incorrect data to correct the eligibility, not use overrides

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Individual Overrides

- Do not use the global override – run the scrub and let the software calculate eligibility
- Review results
  - Adjust the dates you need to change using new supplemental grid
    * ftw Override Initial Eligibility – this grid sets individual participant override

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Individual Overrides

- If you only have a few items to add you can click the 'Edit Data' link next to the grid and add the data directly into the grid
- If you have more data you can click the 'Download' link to save the grid in spreadsheet format, add your data to the worksheet, save and upload
  - Use 'Upload No Map'

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Individual Overrides -*ftw Override Initial Eligibility

- Five columns for each source – set all sources
  - ED_Elig_Override – Must set to Yes
  - ED_Date_Met – enter the correct date
  - ED_Entry_Date - enter the correct date
  - Eligible_ED – select Yes or No
  - Eligible_ED_Reason – select reason if not eligible or N/A
- Override all fields for each applicable source and disaggregation of OEE

	Last_Name	First_Name	SSN	ED_Elig_Over…	ED_Date_Met	ED_Entry_Date	Eligible_ED	Eligible_ED_Reason
	Help	Help	Help	Help	Help	Help	Help	Help
1	Employee1	Firstname1	222-11-1112	Yes	01/04/2002	07/01/2002	Yes	N/A
2	Employee2	Firstname2	222-11-1111	Yes	12/31/2001	01/01/2002	Yes	N/A
3	Employee3	Firstname3	222-11-1113	Yes	01/05/2002	07/01/2002	Yes	N/A
4	Employee4	Firstname4	222-11-1114	Yes	01/06/2002	07/01/2002	Yes	N/A
5	Employee5	Firstname5	222-11-1115	Yes	01/07/2002	07/01/2002	Yes	N/A

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*FTW SYSTEM GRIDS

*ftw System Grids

- Suggested Primary grids
- Select in Work with Data Entry Grids

Primary grids - Select in Work with Data Entry Grids		
ftw Primary 1 Census (comp and comp after elig)	'c1eb549	Enter census data for 401(k) plans
ftw Primary 2 Census Statutory Comp Only	'f0e744e	Enter census data for 401(k) plans
ftw Primary 3 Census Fiscal Plan Year	'efb0e0a	Enter census data for 401(k) plans non calendar yr
ftw Primary 4 Census exclude certain comp(414s comp test)	'd915e5d	Enter census data for 401(k) plans/non 414 s comp definition

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*ftw System Grids

- **Supplemental grids**
- **Select in Other Import/Export/Reports**

Supplemental grids - Select in Other Import/Export/Reports link		
ftw Beneficiary fields	'3d2a0cf	Enter Beneficary Fields
ftw Catchup and Excess Report	'51e5089	Review catchup data and excess contributions.
ftw Catchup and Excess Report fiscal	'675e6b9	Review catchup data and excess contributions. (non Calendar year)
ftw Contribution Upload	'd043c55	Enter/upload contributions
ftw DER Conversion	'b1c01ec	Convert data from Relius, first plan year plan is loaded on ftw system.
ftw Exclude by Class	'c680e59	Enter EE Class codes
ftw First Year Supplemental Census Grid	'a79ad3f	Enter supplemental data for first plan year plan is loaded on ftw system.
ftw General Test Acct Bal	'8e0269a	Enter General Test Account Balance for testing. see General Test Parameters
ftw Override HCE Key	'51e8e47	Override HCE and Key data.
ftw Override Initial Eligibility	'58a0e0d	Override initial eligibility and entry date.
ftw Roth and Roth Rollover	'91b0efa	Enter roth data and roth rollover contributions.
ftw Self Employment Calculations	'd6982aa	Review Self Employed Calculations
ftw Top Heavy Allocations	'de7a272	Review Top Heavy allocations calculation

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TOPIC(S) FROM USER GROUP MEMBER

Estimating Future Eligibility Dates

- "We send clients with one YOS requirement for eligibility the names of employees that may be eligible on the next entry date; the client reviews and orders enrollment kits

- Since ftwilliam does not calculate future eligibility dates, we manually calculate the dates in Excel

- Do other TPAs offer this service? How do you calculate and advise the client of future enrollees?"

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Estimating Future Eligibility Dates

- ftw suggest creating a custom grid with the following fields and adding on the Other Imports/Exports/Reports screen:
    - LastName
    - FirstName
    - SSN
    - BirthDate
    - EarliestHireDate
    - LastDayStatus
    - Eligible_ElectiveDeferralEntryDate
    - EmployeeClass
    - Service_EligibilityHours

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Estimating Future Eligibility Dates

- Download data .csv/Excel
- Sort by entry date; delete ppt's with valid entry date
- Sort by last day status; delete ppt's who are terminated
- Sort by date of birth; delete ppt's who are too young
- Sort by date of hire; add one year to date of hire and manually evaluate eligibility

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OPEN FORUM

Open Discussion

- 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 is open!

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Open Forum

- User Interface (UI)
- October 2013 the entire ftw site got a new look (used bread crumbs instead of Return buttons)
- Using the new UI has been optional
- May 17, 2015 the old UI will go away
- New Compliance UI is coming soon

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Open Forum

- Next meeting is Tuesday, June 2, 2015
- Please feel free to suggest and/or lead a topic
- Ideas for future agenda items?
- Questions, ideas, suggestions…..
- Thank you for attending!

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