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ftwilliam.com Administration Software User Group Meeting

Meeting #4 January 8, 2013

Agenda

- Uploading transaction files from asset custodians – tips & tricks
- Best practices when using overrides in the admin software
- New features just released – eligibility for safe harbor contributions and the new Summary of Test Results report
- Open forum

Uploading Transaction Files – Tips & Tricks

- Map at least one source before uploading the file
- Include the Plan ID or contract number in the file name
  - As entered under Plan Specs/General Features
- Make sure the suffix is correct based on the file type specified
- After you download the file from the vendor:
  - If it's a .csv file open then 'save as' to your hard drive
  - Otherwise save without opening

Uploading Transaction Files – Tips & Tricks

- When you have successfully uploaded the file, the transaction batches will be in ‘pending’
  - You can edit, delete or post
- Never post the vendor ending balances batch
  - Let the software calculate ending balances
  - Add a system created ending balances batch before closing the year

File Types

Vendor	File
American Funds	.csv
Ascensus	.txt
AUL One America	.csv
Eplan	.csv
Expert Plan	.csv
Generic	.csv
Great West	.pas
Great West v2	.pas2
Guardian	.txt
Hartford	.csv
Hartford - MFS	.csv

Vendor	File
ING	.fi1
ING - Omni	.fi1
Interactive Ret System	.csv
John Hancock	.txt
Lincoln	.csv
Lincoln v2	.csv
Nationwide	.txt
Principal	.csv
Securian	.txt
TransAmerica	.csv

Additional Notes

- Great West & Lincoln both recently changed software – new file format
  - GW appears to offer both versions
  - Original Lincoln files could be downloaded for multiple plans
- Hartford no longer used – all files are now Hartford-MFS
- The vendor is the best source of information on the files

Using Overrides

- Scrub overrides - global
  - Defaults – first year the following will flip to Yes:
    - Override calculation of prior year eligibility service
    - Override calculation of prior year participation service:
  - Optional – can override system calculation of:
    - Eligibility met & entry dates
    - HCEs & Key Employees
    - These overrides are generally used when converting data from another record keeper
    - Need to indicate results on census or supplemental grid

Scrub/Eligibility Parameters Screen

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

Return Run Edit Checks Clear Edit Checks

HCE KEY Overrides		
Override automatic determination of HCEs and Keys:	No	??
Use top-paid group election:	No	??
Use calendar year data election:	Yes	??
In determining top-paid group for HCEs and officers for Top Heavy, exclude permitted classes:	No	??

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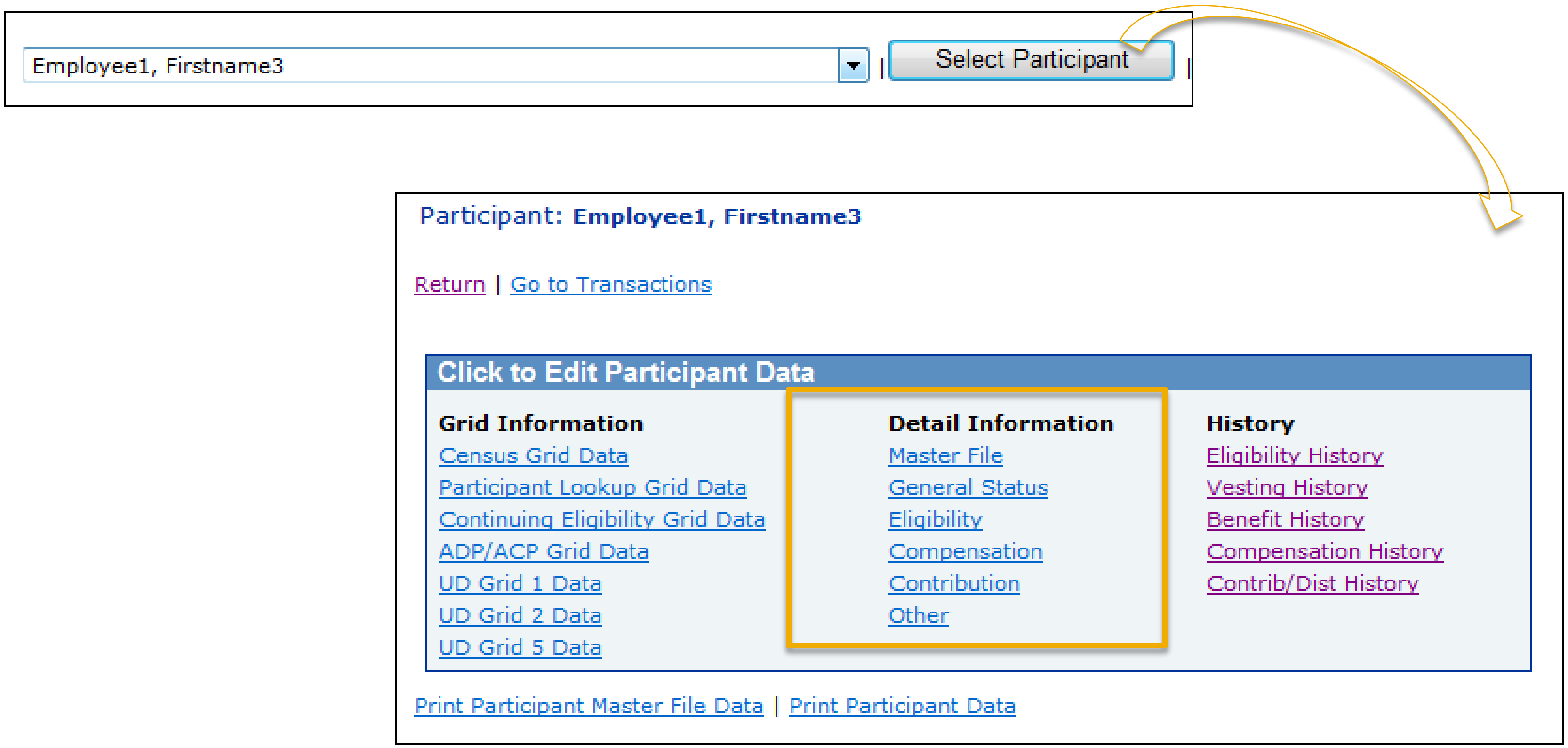
Other Scrub Parameter Options

- Top-paid group option
  - If not an ftw document, defaults to 'Yes'
  - If using need to indicate who was in the TPG for the first year
  - Also answer exclude permitted classes question
- Calendar year data question – used for fiscal year plans
  - Need additional data

Individual Overrides

- Can override eligibility calculation for individual participants
  - Use only when there's no other option, e.g. complex employment history, mid-year change in eligibility rules
- Select the participant from the drop-down box on the Edit Census screen
  - Select Yes to override & enter value
- Overrides used rarely after first/conversion year

Select Participant Screen



Enter Overrides on Appropriate Screen

- Master file screen
  - Used to override initial eligibility

Date initial eligibility requirements met for disagg	11/07/2009	??
Entry date (disagg)	01/01/2010	??
Initial override (disagg)	No	??
Date initial eligibility requirements met for elective deferrals	11/07/2009	??
Entry date (elective deferrals)	01/01/2010	??
Initial override (elective deferrals)	No	??
Date initial eligibility requirements met for after tax deferrals		??
Entry date (after tax deferrals)		??
Date initial eligibility requirements met for match	11/07/2009	??
Entry date (match)	01/01/2010	??
Initial override (match)	No	??
Date initial eligibility requirements met for safe harbor match		??
Entry date (safe harbor match)		??
Initial override (safe harbor match and nonelective)	No	??
Date initial eligibility requirements met for nonelective	11/07/2009	??
Entry date (nonelective)	01/01/2010	??
Initial override (nonelective)	No	??

Enter Overrides on Appropriate Screen

- Eligibility screen
  - Used to override continuing eligibility system calculations
  - Rarely required

Indicate whether employee is eligible to make elective deferrals	Yes ??
If No, indicate reason employee is not eligible:	N/A ??
Override calculation of elective deferral eligibility	No ??
Indicate whether employee is eligible to make catch-up contributions	No ??
Override calculation of catch-up eligibility	No ??
Indicate whether employee is eligible to make after-tax contributions	Yes ??
If No, indicate reason employee is not eligible:	Employee Class ??
Indicate whether employee is eligible for matching contributions	Yes ??
If No, indicate reason employee is not eligible:	N/A ??
Override calculation of match eligibility	No ??
Indicate whether employee is eligible for safe harbor matching contributions	Yes ??
If No, indicate reason employee is not eligible:	Employee Class ??
Override calculation of safe harbor match and nonlective eligibility	No ??
Indicate whether employee is eligible for nonelective contributions	Yes ??
If No, indicate reason employee is not eligible:	N/A ??
Override calculation of nonelective eligibility	No ??

Allocation Overrides

- Used when uploading employer contributions rather than having system calculate
  - True-up reports are available when override is selected
- Provides option to use numbers from asset custodian or client census rather than those calculated by formula
- Impacts numbers used for testing
- Must be set before the data scrub is run

Set Allocation Parameters Screen

Overrides

Override Employee Contributions to be matched (requires entry of matched contributions in census):	No	??
Match allocation manual override:	No	??
If Match allocation override, calculate true-ups:	No	??
If Match allocation override, calculate match associated with ADP refund based on formula:	No	??
Safe Harbor Match allocation manual override:	No	??
If Safe Harbor Match allocation override, calculate true-ups:	No	??
If Safe Harbor Match allocation override, calculate match associated with ADP refund based on formula:	No	??
Nonelective allocation manual override:	No	??
If Nonelective allocation override, calculate true-ups:	No	??
Safe Harbor Nonelective allocation manual override:	No	??
If Safe Harbor Nonelective allocation override, calculate true-ups:	No	??
QNEC allocation manual override:	No	??
If QNEC allocation override, calculate true-ups:	No	??
Calculation of points override:	No	??
Average benefits calculation override:	No	??
If Average benefits calculation override, enter percentage:	0.000000	??
Is there another plan that must be taken into account for Average Benefits:	No	??

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Vesting Overrides

- Global vesting override is under Plan Specifications/Vesting
  - Flips to Yes the first year in the system
- We are currently working to improve the vesting logic
  - Likely released in the next month or so
  - Individual vesting & YOS overrides will be available

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Vesting Override

Click to Edit Plan Features

General Features/Sources and Inv Accounts	OK
Eligibility	OK
Contribution	OK
Vesting	OK
Distribution	OK

Print Plan Specifications
Compare Specifications to Plan Document

Vesting

Company: **ABC Company**
Plan: **Sample 401(k) Plan**
Plan Type: **401(k)**
Year End: **2011-12-31**

General

Vesting service computation method:	Hours of Service	??
Vesting Computation Period:	Plan Year	??
If 'Other' Vesting Computation Period (MM-DD):		??
Hours of Service for Year of Vesting Service:	1000	??
Override prior yr cumulative Yrs of Vest Service:	Yes	??

Return Run Edit Checks Clear Edit Checks

New Features!!!

- Separate Safe Harbor eligibility calculation
  - Calculates the safe harbor eligibility separately from any other source eligibility requirements. Our new PPA document will also permit and options will map directly to the admin software.
- Summary of Test Results
  - Gives an overview of the results of compliance tests run with PASS or FAIL results
  - Advises the user that a test had not been run by showing Not Run result
  - Easy comparison of total QNEC vs. ADP/ACP refund
  - May be included as part of the client package

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18

Open Forum

- Next meeting – Tuesday, February 5, 2013
- Ideas for future agenda items:
- Questions, ideas, suggestions…..
- Thank you for attending!