



ftwilliam.com Compliance Module User Group Meeting

Meeting #51 June 5, 2018

Today's Agenda

- ▶ The data scrub
 - Using overrides– when & how & the difference between individual & global
 - Recalculating eligibility
 - Scrub messages
- ▶ New releases:
 - Form 5500 participant count functionality
 - New 'Push to Portal' options
- ▶ Tips of the month & wrap-up

THE DATA SCRUB

- Using overrides - when & how & the difference between individual & global
- Recalculating eligibility
- Scrub messages



Using Overrides

- ▶ General rule is that it's best to let the system calculate – avoid using overrides when you can
- ▶ Adjusting prior year data using the first year supplemental census grid is one way to avoid
 - E.g. override prior years of service to get eligibility correct
 - E.g. adjust prior year compensation to get HCE determination correct

Using Overrides – Global

- ▶ On the Scrub Parameters screen – ‘Override initial eligibility status/entry date’ – indicates that you are uploading eligibility & entry dates for everyone
 - Use ‘* ftw Override Initial Eligibility’ grid or ‘* ftw DER Conversion’ grid to upload the dates
- ▶ ‘Override automatic determination of HCEs and Keys’ – indicates you are uploading HCE & Key employee indicators
 - ‘Use ‘* ftw Override HCE/Key’ grid to upload the indicators

Using Overrides – Global

- ▶ Global overrides only apply in the year that you add them
- ▶ Typical scenario – set the global overrides in year one; import data from prior system
- ▶ In later years let the software calculate dates etc. for new hires

Scrub/Eligibility Run: [Warning Icon] Reports: [Print Icon]

▼ Eligibility Overrides

Override calculation of prior year eligibility service:	[?]	<input checked="" type="radio"/> Yes / <input type="radio"/> No
Override calculation of prior year participation service:	[?]	<input checked="" type="radio"/> Yes / <input type="radio"/> No
Override initial eligibility status/entry date:	[?]	<input type="radio"/> Yes / <input checked="" type="radio"/> No
Override continuing eligibility:	[?]	<input type="radio"/> Yes / <input checked="" type="radio"/> No

▼ HCE KEY Overrides

Override automatic determination of HCEs and Keys:	[?]	<input type="radio"/> Yes / <input checked="" type="radio"/> No
Use top-paid group election:	[?]	<input type="radio"/> Yes / <input checked="" type="radio"/> No
Use calendar year data election:	[?]	<input type="radio"/> Yes / <input checked="" type="radio"/> No
In determining top-paid group for HCEs and officers for Top Heavy, exclude permitted classes:	[?]	<input type="radio"/> Yes / <input checked="" type="radio"/> No

Using Overrides – Individual

- ▶ Use when you are only overriding a few people
 - Same override grids can be used – this time you need to turn on the individual override
 - E.g. for eligibility for elective deferrals for someone who is eligible:
 - Do the same for each active source
- ▶ Individual overrides for eligibility, once set, stay on

Column	Response
ED_Elig_Override	Select Yes
ED_Date_Met	Enter the date eligibility was met
ED_Entry_Date	Enter the entry date
Eligible_ED	Select Yes
Eligible_ED_Reason	Select N/A



Using Overrides – When?

- ▶ When the system can't accurately determine eligibility, e.g.:
 - Hours requirement is specified hours
 - Entry dates do not match plan year such as a 5/1 – 4/30 plan year with calendar quarter entry dates (1/1, 4/1 etc.)
- ▶ When you are importing data from another system and want to use the same dates etc. rather than recalculating

Recalculating Eligibility

- ▶ Once the software has calculated eligibility & entry dates it will not recalculate unless you trigger a recalc – two options:
 - **First year in ftw only** – re-upload the primary census & select Yes to reset entry dates
 - **In any year** – use the Recalculate Eligibility tool accessible from the Tools/Settings menu – allows the user to recalculate for selected participants and sources, or for everyone & all sources

Recalculate Eligibility Tool

- Clone
- Workflow
- Batch Add Plan Year End
- Print Setting
- Global Participant Search
- Conversion Uploads
- History Uploads
- Initial Elig- Recalculate (Yes/No) Upload**

Tools/Settings

Initial Elig- Recalculate (Yes/No) Upload

This upload changes the yes/no settings for determining eligibility entry dates for each participant specified in the file you upload (yes/no value for each source).

Do not modify the column headers. Must be csv file.

NOTE: You must re-run the data scrub for any eligibility changes to take effect.

 [Get Current Participants' Toggle Settings](#) | [Set all to "Yes"](#) | [Set all to "No"](#)

Upload file name: No file chosen



Recalculate Eligibility Tool

- ▶ Click the ‘Set all to “Yes”’ link to recalculate eligibility for everyone
 - Re-calcs eligibility based on current plan specs for all participants & all sources
- ▶ Click the ‘Set all to “No”’ link to reset
- ▶ To select only certain participants and/or certain sources, download the worksheet, indicate which participants and/or sources by changing each No to a Yes, save as a .csv file then upload the file from the recalc window
- ▶ Run the scrub

Recalculate Eligibility Tool

SSN	Participant	LastName	FirstName	ReCalcElec	ReCalcMa	ReCalcSaf	ReCalcNor	ReCalcSaf	ReCalcAft	ReCalcNor	ReCalcNor	ReCalcQN	ReCalcQN	ReCalcQN	ReCalcDisa
111-11-11	8819295	Black	Nancy	No	Yes	No	No	No	No	No	Yes	No	No	No	No
111-11-11	8819296	Blue	Amy	No	Yes	No	No	No	No	No	Yes	No	No	No	No
111-11-11	8819302	Brown	Steven	No	Yes	No	No	No	No	No	Yes	No	No	No	No

- ▶ The file only needs to contain the participants who should be recalculated – option to delete the rest of the rows
 - E.g. uploading the worksheet above would just trigger a recalculation for participants Black, Blue & Brown for Match & Nonelective
- ▶ Save the file as a .CSV and upload it from the recalc window
- ▶ Once the scrub is run the fields will reset to No



Recalculate Eligibility Tool

- ▶ The tool will not recalculate if the global eligibility override is set ('Override initial eligibility status/entry date')
- ▶ Using individual eligibility overrides is also still an option –again the tool does not recalculate people whose individual overrides are set to YES
- ▶ There are step-by-step instructions to using the recalc tool in the User Guide, section 10.4

Scrub Messages

- ▶ Do pay attention to the messages, especially those marked 'E' for Error rather than 'W' for Warning
- ▶ Common messages:
 - Last status is a term prior to start of plan year – this is okay the first year in ftw; after that prior year terms should be left off the census upload so they move below the grid
 - If you see this message on an active participant, it means there's a termination date in a prior year – add the rehire date or remove the term date



Scrub Messages

- ▶ More Common messages:
 - Highest hours of service on current census is zero
 - We suggest including hours on the census even if eligibility is based on elapsed time
 - Often need hours for vesting & participation, not just eligibility
 - Compensation field on grid or mapped and zero
 - If there are multiple compensation fields on your primary census grid, they should all be populated
 - Likely will see some calculations incorrect – all comp fields on the grid generally should be populated



Scrub Messages

- ▶ More Common messages:
 - Service history – First A record is not a Hire –no original hire date
 - Service history – Two consecutive hire records
 - Service history – Two consecutive non LOA term records
 - Initial eligibility override is set to 'Yes' but invalid entry date – date may be formatted incorrectly

Scrub Messages

- ▶ Scrub messages won't clear, **even if you correct the underlying cause**, unless you do one of two things:
 - Re-upload the census, or
 - Click the 'Clear all errors/overrides' link on the scrub results screen
- ▶ Either way you will need to re-run the scrub

Scrub Results

- ▶ If there is trailing compensation that goes into a new plan year, it won't be pulled into testing if the term date was in the prior year
 - Suggestion – add a rehire date in the new year and another term date a day or two later
- ▶ If someone's last date is a termination in a prior year, they won't be included in testing and any contributions will show as excesses
- ▶ If one of the compensation fields is blank, contributions will also show as excesses
 - Suggestion – add the * ftw Catchup & Excess grid on the OIER screen

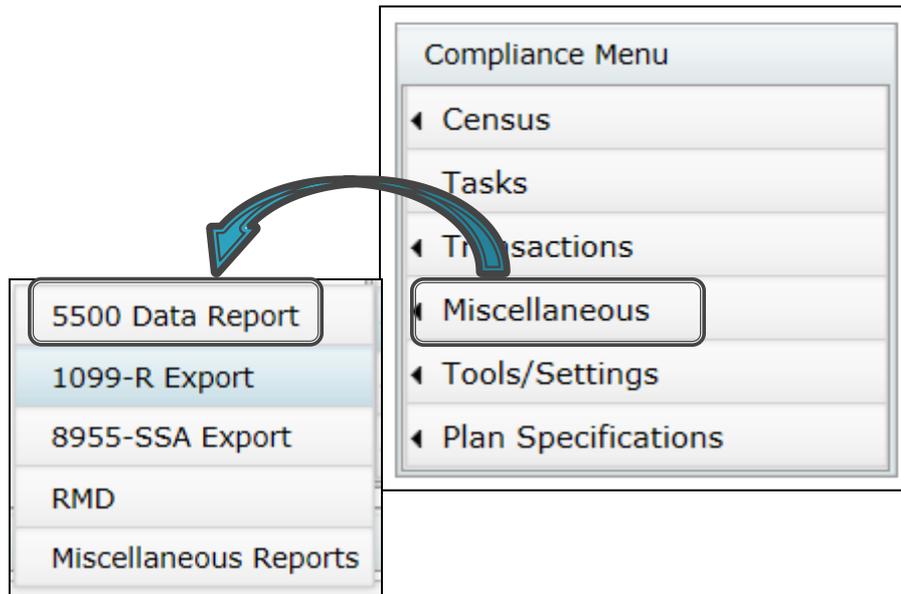
NEW RELEASES

- Form 5500 Participant Count Functionality
- New 'Push to Portal' options
- Wrap-up

NEW!



Form 5500 Data Report



- ▶ From Compliance Menu select 'Miscellaneous' then 5500 Data Report

- Populate Form 5500 from the 5500 module – button allows user to 'pull' data from Compliance to the 5500 when preparing the 5500



Form 5500 Data Report

- ▶ Download data to a CSV file to see a list of all participants indicating where they are being counted
 - If counted see '1' in that column so you can total the columns to analyze the numbers
- ▶ See what question on Form 5500/EZ/SF the column is intended to answer - this is on both the results screen and the worksheet

Form 5500 Data Report

- ▶ We are continually working to improve the accuracy of the counts
 - Several minor changes were implemented in 2018
- ▶ Remember that the software can't distinguish between a real account and a holding account
 - E.g. a forfeiture account, beneficiary or QDRO account; may need to adjust the 5500 counts
- ▶ Remember to always run the data scrub and a transaction or vesting export report before running the counts

Form 5500 Data Report

- ▶ New messages added:
 - *Disregard the Type and Earliest Date for current year terminated participants for Profit Sharing Only or Money Purchase Plan Type with a last day requirement
 - This message is on the CSV file that you download to see the participant names and counts

Form 5500 Data Report

▶ New messages added:

- Rehires may have counts in more than one row if they have a remaining balance from a prior year or are terminated and rehired during the same plan year end. The counts for purposes of the 5500 are correct as they will only allow the maximum of 1 and minimum of zero for any given participant.

Example: The participant has a remaining vested balance and they reenter on the first day of the plan year. They will appear in the Part at BOY and the Part Enter at BOY. Total Part at BOY will be correct with a 1

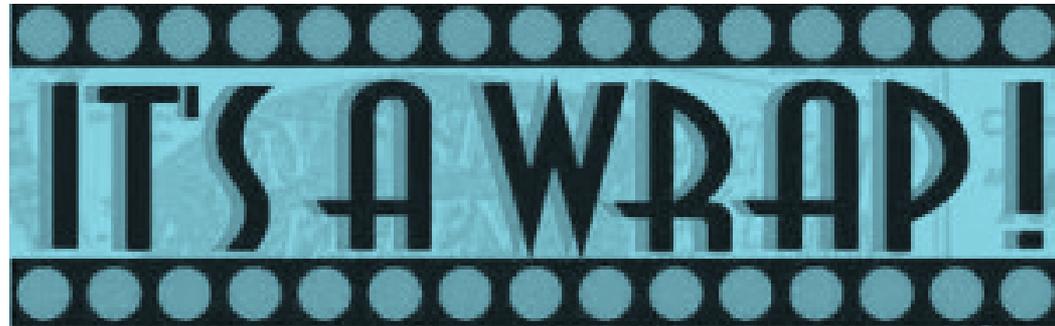
- This message is on the main 5500 participant count screen in the compliance module and on the CSV file



New Options for Portal Users

- ▶ Option to publish the client package and/or participant statements to the portal in pdf format
- ▶ New option to publish directly with the print menu – can also manually upload
 - Either way need to approve the file(s) on the Portal Files screen to allow the client to access
- ▶ Customizable email templates are also available

TIP OF THE MONTH & WRAP-UP



Tip of the Month

- ▶ The first year a plan is ftw, the field 'HireDate1' feeds to another field 'EarliestHireDate'
- ▶ It's very tricky to replace the date in the earliest hire date field with a later date
- ▶ Solution is to go back to year one, or the first year the ppt was on the census, add the grid * ftw DER Conversion on the OIER screen
- ▶ Then enter the correct original hire date in both columns headed Earliest Hire Date



Wrap-up

- ▶ Meeting schedule for the rest of 2018:
 - July 17
 - September 18
 - November 6
 - December 4
- ▶ Ideas for future agenda items – please submit via chat now, or email to support@ftwilliam.com
- ▶ Two regional day conferences this year - August 2 in Costa Mesa, CA & September 6 in D.C.
- ▶ Thank you for attending today's meeting!