Wolters Kluwer
Law & Business

ftwilliam.com
Compliance Software
User Group Meeting

Meeting #52 July 17, 2018

Today's Agenda

- Troubleshooting common problems
  - Data scrub
  - Allocation
  - Top heavy testing
- Form 5500 Data Transfer
- Wrap-up

New Member of the Compliance Support Team

- Andy Schommer!

Topic 1

TROUBLESHOOTING THE DATA SCRUB & ALLOCATION

Troubleshooting the Data Scrub

- Error messages on the scrub results screen continue to display, even though the underlying cause has been fixed
  - Errors on the scrub don't clear unless you do one of two things:
    1. Re-upload the census data, or
    2. Click the 'Clear all errors/overrides' message on the scrub results screen
  - Either way you will then need to re-run the scrub
  - Review messages to resolve most issues before allocations & testing

Troubleshooting the Allocation

- Possible causes for contributions not being calculated
  - No compensation *
  - No one is eligible *
  - Problem with New Comparability groups *
  - Deduction limit is exceeded
  - Amount is insufficient to meet top-heavy minimums
  - Formula is non-compliant or entered incorrectly

❖ Note that the asterisks (*) indicate that this is likely a census issue

Troubleshooting the Allocation

- Top heavy minimums not being calculated - make sure that:
  - Plan is coded Yes ‘Top-heavy as of determination date’
  - Option: ‘Design of plan automatically meets top-heavy requirement’ is coded No
  - There are key employees identified for the current year and they have made contributions
  - The ‘Profit Sharing’ source is active
  - All compensation fields are populated on the census

Troubleshooting the TH Test

- Test shows zero balances
  - Transaction batches not added, or added but not posted
  - Incorrect selection made for ‘Transactions to use when calculating participant balances:’ on the Set Top Heavy Test Parameters screen
    - For the most accurate TH test, select ‘All transactions other than ending balance’ unless you have added only an ending balance transaction batch

Troubleshooting the TH Test

- Forfeiture/beneficiary/QDRO account is included in the test
  - Accounts are added as a ‘dummy’ participant
  - Give the dummy participant a termination date prior to the first plan year in the system, and a date of birth making them ineligible

Troubleshooting the TH Test

- Distributions are not being added back
  - Historical in-service distribution amounts can be entered in the standard first year supplemental grid; this only works the first year the plan is in ftw
    - Year one is the current plan year, Year 2 is the prior year etc.
  - If there are transactions added in year one they will override the data in the supplemental grid
  - Distributions taken in later years will pull from the transaction menu – they should be added using transaction type ‘In-service’
    - Run a Transaction report

Topic 2

FORM 5500 DATA TRANSFER

5500 PARTICIPANT COUNTS

- Populate the participant counts from the 5500 – there's an option to populate the participant counts from Compliance on the Edit screen of the 5500
- Remember to always run the data scrub and a financial or vesting export report before running counts
  - These ensure that census data and vesting are accurate

8955-SSA EXPORT

- Reports separated participants with deferred vested benefits
- To access go to Compliance Menu/ Miscellaneous Tasks
  - Select current or prior year – e.g. do you want to include individuals who terminated in 2017, or wait until next year to report them
  - Make sure the data scrub and a financial or vesting export report have been run
  - Bear in mind that the software can’t distinguish between a real account and e.g. a forfeiture account, so that may be included

8955-SSA – ENTRY CODES

Code A	Participants not previously reported
Code B	Participant previously reported on this plan when you are modifying some of the previous information
Code C	Participants previously reported under a different plan and now will be receiving a future benefit from this one
Code D	Participant has previously been reported under this plan, but whose benefits have been paid out or who is no longer entitled to those deferred vested benefits

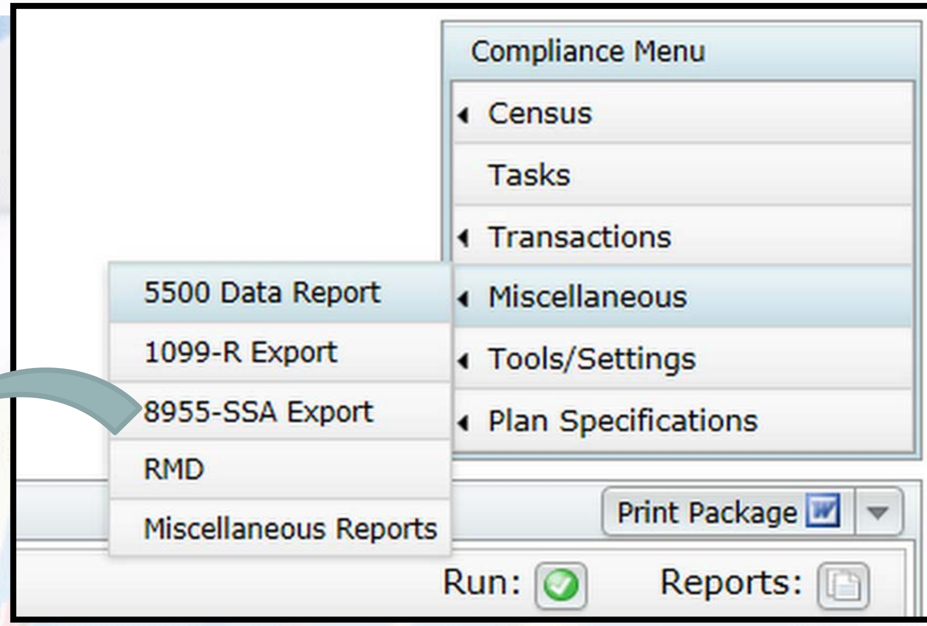
8955-SSA – Data Requirements

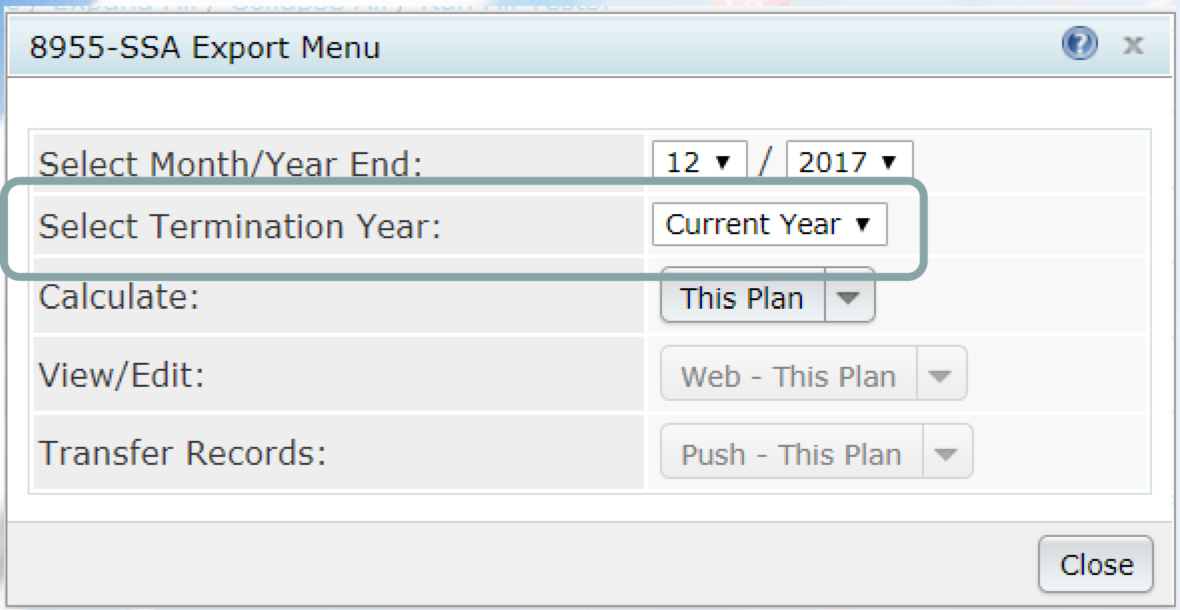
- To determine who should be on the SSA, the system uses the following data:
  - Participant's termination date
  - Participant's vested account balance
  - Participant forfeitures/distributions - from the Transaction Menu
- System will use termination dates on the census – prior plan year does not need to be in ftwiliam.com

8955-SSA EXPORT

- To access go to Compliance Menu/ Miscellaneous Tasks
- Select year end - same as 5500
- Select termination year
  - Option to report participants terminating in current or prior year
  - DOL allows filers to delay reporting participants until the year after they terminated
- Click the button to calculate – this plan or all plans (designated Admins only)

8955-SSA Export Menu





FORM 8955-SSA – SSA REPORT

- Click the This Plan button – you'll get a report like the one below
  - Review the report for accuracy; if it's correct you can send the records to the 5500 module
  - If not, click the View/Edit button on the 8955-SSA Export Menu

8955-SSA Report

Edit List Year End:	2017/12
Form Year:	2017

Participants Coded as 'None' will not be transfered

Code	Ann Type	Ann Freq	Participant Name	SSN	Term Date	Term Reason	Ending Balance	Vested Balance	Status
ABC 401(k) Plan									
A	A	A	Blue, Amy	111-11-1119	09/03/2017	Retirement	3000.00	3000.00	OK
A	A	A	Green, Aaron	111-11-1111	08/04/2017	Disability	71480.69	71480.69	OK
A	A	A	Green, John	111-11-1117	04/02/2017	Termination	147236.79	147236.79	OK
A	A	A	Grey, Joseph	111-11-1118	06/22/2017	Termination	15421.23	15421.23	OK

Close

EDITING THE DATA

8955-SSA Report

Edit List Year End:	2017/12
Form Year:	2017

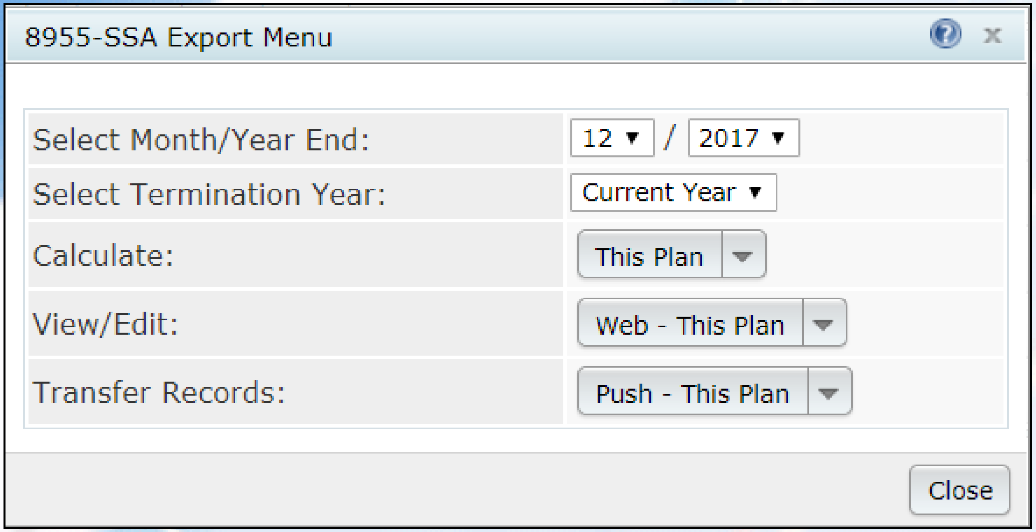
Participants Coded as 'None' will not be transfered

Code	Ann Type	Ann Freq	Participant Name	SSN	Term Date	Term Reason	Ending Balance	Vested Balance	Status
ABC 401(k) Plan									
A	A	A	Blue, Amy	111-11-1119	09/03/2017	Retirement	3000.00	3000.00	OK
A	A	A	Green, Aaron	111-11-1111	08/04/2017	Disability	71480.69	71480.69	OK
A	A	A	Green, John	111-11-1117	04/02/2017	Termination	147236.79	147236.79	OK
A	A	A	Grey, Joseph	111-11-1118	06/22/2017	Termination	15421.23	15421.23	OK

Close

- Click the participant's name to edit the record
- You can change any of the fields shown – click the ‘Update’ button
- Note that if you recalculate the changes will not be saved

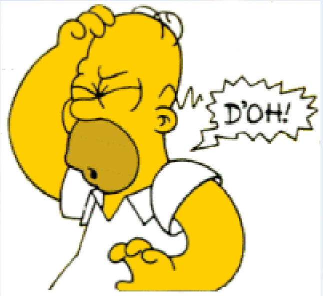
FORM 8955-SSA –TRANSFER RECORDS



- Push – transfers data directly to the ftw 8955-SSA
  - Will replace what's already in the form
- CSV - prints the results to a CSV file to upload to the 8955-SSA

FORM 8955-SSA - ALL PLANS OPTION

- Warning – use the all plans option with extreme caution!
- If you have completed 8955-SSA's already, using the all plans option will overwrite all SSA's previously completed



Topic 3

NOTE ON VENDOR UPLOADS & WRAP-UP

Vendor Upload - Principal

- If you are having issues uploading a csv file downloaded from the Principal site
  - The order of the fields may need to be adjusted
- Here is the contact information
  - TPA Edge Team
  - 1-800-958-5124, option 1
- See the ftw Help Center for a sample Principal file

Wrap-up

- No meeting in August but we have two one-day user conferences coming up:
  - August 2 in Costa Mesa, CA
  - September 6 in Washington D.C.
- The next meeting will be Tuesday, September 18 – do you have ideas for agenda items? If so, please send them to support@ftwilliam.com
- Thank you for attending and enjoy the rest of the summer