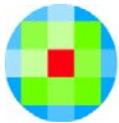


ftwilliam.com Compliance Module User Group Meeting



Tuesday June 4, 2019

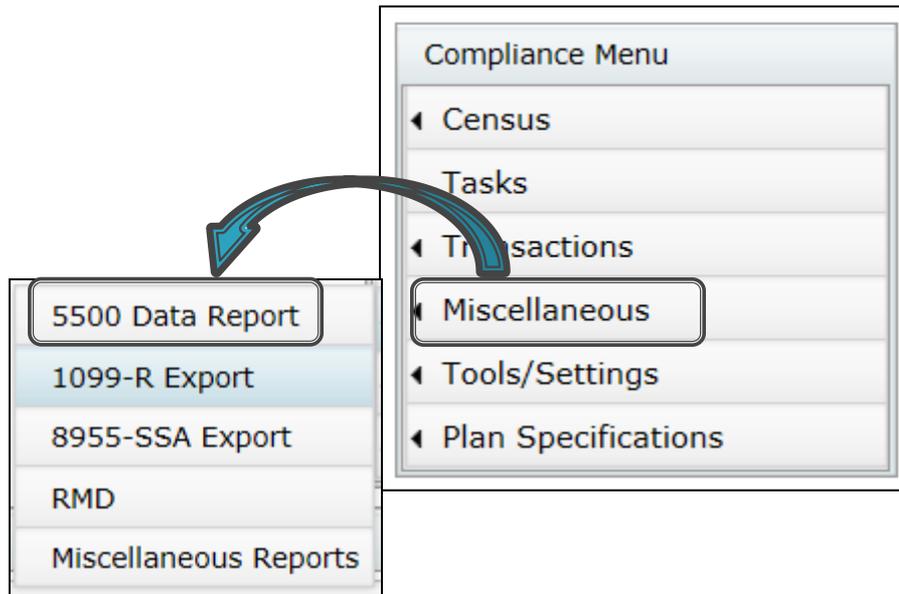
Agenda

- ▶ Integration between the ftw Form 5500 and Compliance modules
 - 5500 participant count
 - Form 8955-SSA
- ▶ Transactions
 - Vendor uploads
 - Troubleshooting
- ▶ Tips of the Month
- ▶ New releases

Integration between the ftw Form 5500 and Compliance Modules

- » Participant Count
Form 8955-SSA

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

- ▶ First run the data scrub and a transaction or vesting export report
- ▶ Click on the 5500 Data Report button & review the data
 - Option to download the 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

- ▶ 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

Form 5500 Data Report

▶ Messages indicate areas to check:

- 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
- Disregard the Type and Earliest Date for current year terminated participants
- Rehires will appear with a Type that coincides with their reentry and the Earliest Date is their first Entry Date; the counts for purposes of the 5500 are correct
 - Example: The participant has a remaining vested balance and they reenter on the first day of the plan year. They will have a Type of First Day and appear in the Part at BOY and the Part Enter at BOY. Total Part at BOY will be correct with a 1

Form 5500 Data Report

- ▶ On Form 5500 you will see an option to ‘pull’ the numbers from the Compliance module – see below for 5500–SF
- ▶ Click the button to pull the counts from the Compliance module

? 5a Total number of participants at the beginning of the plan year  Populate line 5 from Compliance	5a	20
b Total number of participants at the end of the plan year  Welfare Plans  Pension Plans	5b	20
c Number of participants with account balances as of the end of the plan year (only defined contribution plans complete this item)	5c	20
? d(1) Total number of active participants at the beginning of the plan year	5d(1)	19
d(2) Total number of active participants at the end of the plan year	5d(2)	18
? e Number of participants who terminated employment during the plan year with accrued benefits that were less than 100% vested	5e	0

8955-SSA EXPORT

- ▶ Reports separated participants with deferred vested benefits – codes are below

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 ftwilliam.com

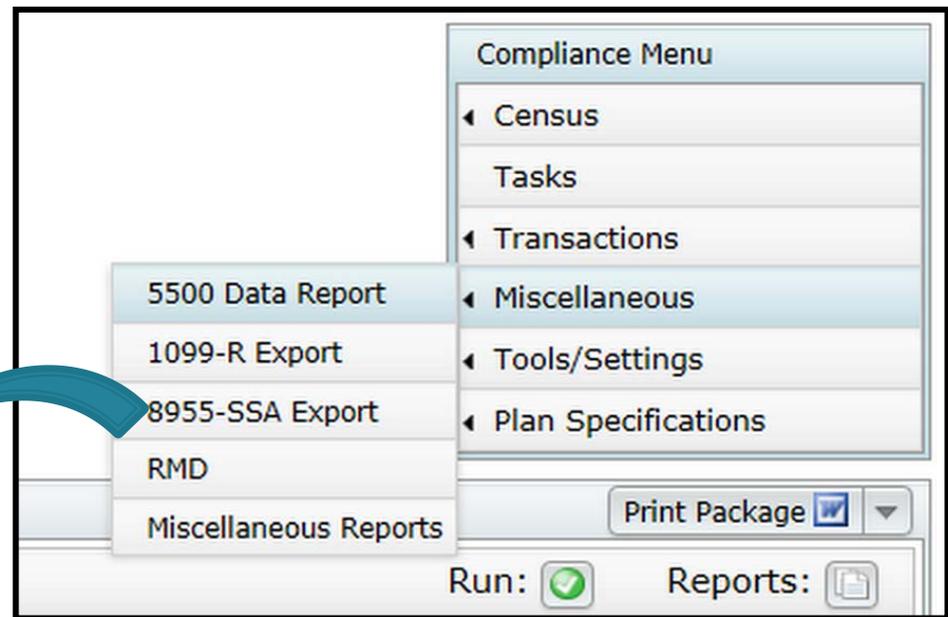
8955-SSA EXPORT

- ▶ To access go to Compliance Menu / Miscellaneous Tasks / 8955-SSA; on the window that pops up:
 - Select year end – this should be the same as the 5500
 - Select the 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 (all plans option is available to designated Admins only)

8955-SSA EXPORT

- ▶ Note that if using the prior year option, if there is missing information in the prior year data, e.g. termination dates, you can use the option to edit participants below the grid to correct; suggested steps are:
 - Rerun the prior year scrub
 - In the current year use the new edit tool for the participants below the grid to clean up any missing pieces of data
 - Rerun the current year scrub

8955-SSA Export Menu



8955-SSA Export Menu

Select Month/Year End:	12 ▼ / 2017 ▼
Select Termination Year:	Current Year ▼
Calculate:	This Plan ▼
View/Edit:	Web - This Plan ▼
Transfer Records:	Push - This Plan ▼

Close

FORM 8955-SSA – SSA REPORT

- ▶ If you click the ‘This Plan’ button to calculate – 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

8955-SSA Report

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

Participants Coded as 'None' will not be transferred

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 x

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

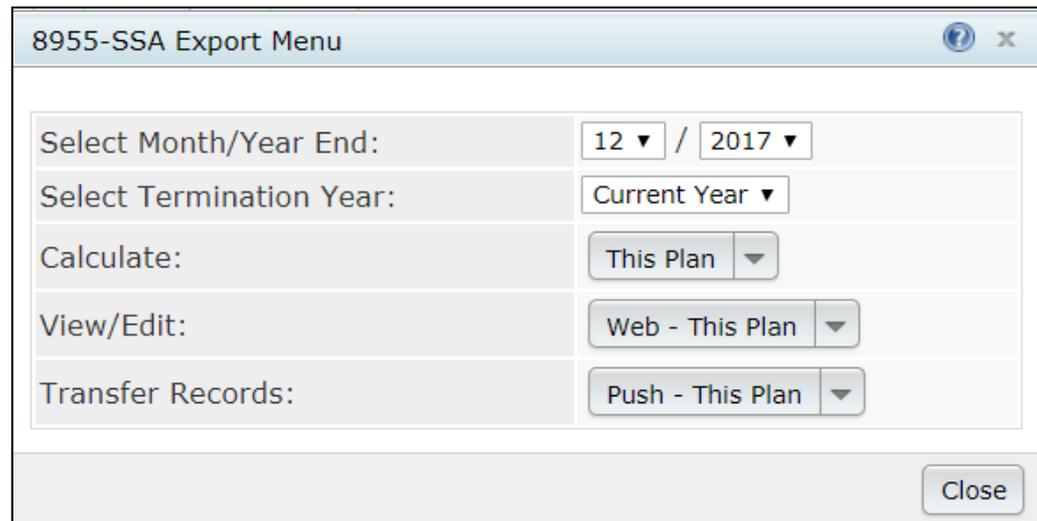
Participants Coded as 'None' will not be transferred

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

- ▶ If there are inaccuracies, click a 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

- ▶ Once you have accurate data, you can send it to the 8955-SSA
 - Push – transfers data directly to the ftw 8955-SSA; this will replace what’s already in the form
 - CSV – prints the results to a CSV file to upload to the 8955-SSA



The screenshot shows a dialog box titled "8955-SSA Export Menu". It contains several rows of controls:

Select Month/Year End:	12 ▼ / 2017 ▼
Select Termination Year:	Current Year ▼
Calculate:	This Plan ▼
View/Edit:	Web - This Plan ▼
Transfer Records:	Push - This Plan ▼

At the bottom right of the dialog box is a "Close" button.

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



Transactions



Vendor uploads
Troubleshooting

Vendor Uploads – General Rules

- ▶ When you download the file from the vendor:
 - If it's a .CSV file then open and 'save as' to your hard drive
 - Save other file types without opening
- ▶ **Before** uploading the file to ftwilliam.com:
 - Set up accounts & sources as you want them under Plan Specs/General Features
 - Map vendor sources on the Transaction Menu
 - Usually first year only, unless you copy plan specs from the document when adding the new year end

Vendor Uploads – General Rules

- ▶ Worksheet is available with information about the vendors in the Help Center that we keep updated
 - In Help Center select ‘Transactions’, then ‘Vendor files – file types & tips’
 - All vendors are slightly different
- ▶ Your contact at the vendor is usually the best source of information on their procedures and files
- ▶ Please let us know if you have additional information on a vendor

Vendor Uploads – General Rules

- ▶ Most vendor's files have the plan ID in one of the columns in the file
 - Exception is Principal – file name must be 12345_XXX, where 12345 is plan ID and XXX can be anything
 - Several vendors require plan ID to be part of the file name
- ▶ Make sure the file suffix is correct for the file type

Vendor Uploads – Updates

- ▶ New vendor added in 2018 – John Hancock (Enterprise)
- ▶ For Empower and American Premier files, we suggest selecting version 2 (e.g. Empower v2) and using the PAS2 file
- ▶ Several vendors now offer the option to include loan activity in the upload
 - Alerus; Empower v2; John Hancock Enterprise; Mass Mutual
 - See the File types & tips spreadsheet for more detail on how to do this

Vendor Uploads – Updates

- ▶ Hartford & Mass Mutual – may be an RMAP or a CSV file
 - If RMAP select Mass Mutual as vendor; the file should be in Relius format
 - If CSV select Hartford–MFS–MM
- ▶ Voya
 - Files for 2016 & later files are in Excel format – .XLSX
 - The file has multiple tabs but you can upload this file as is – the software will select the correct tab

Troubleshooting Vendor Uploads

- ▶ File will not upload
 - Sources not mapped
 - Wrong file used
 - File suffix incorrect, e.g. .xlsx not .csv
 - Wrong version selected – American Premier, Lincoln, VOYA, Empower each have two versions
 - File name incorrect – some vendors require ID code used as file name
 - Also Principal has very specific requirement
 - SSNs not formatted

Troubleshooting Vendor Uploads

- ▶ Suggestions when a file will not upload
 - Click 'Update' 1–2 times on source mapping screen
 - Format the SSNs
 - Delete the header row
 - Rename the file – open it and save as 'XXXXXX.csv' where XXXXXX is the plan ID
- ▶ Check the file for non alpha–numeric characters, e.g. apostrophe, accent etc.

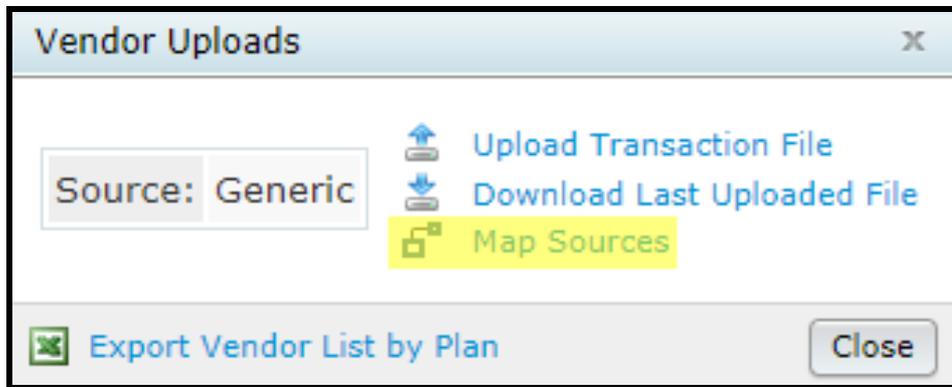
Troubleshooting Transactions

- ▶ Problems adding transaction batches from allocations
 - Make sure the allocations is run and the allocation report is populated
 - Check sources:
 - Contribution batches cannot be created with sources added manually – need to delete & trigger the system sources
 - Wrong source may be added, e.g. if all non safe harbor match contributions are 100% vested, use Match100 source
- ▶ Error messages on Transaction screen
 - Check source & account setup
 - Check batches for missing data in source or account columns

Tip of the Month – Andy

▶ Mapping sources for vendor uploads

- Best Practice – Use the Map Sources link from the Vendor Uploads screen



- Mapping can also be viewed/edited from the Work with Sources screen in Plan Specifications
 - Separate multiple codes with a semi-colon with no spaces – not a comma

▶ Troubleshooting

- If mapping won't update/change through Map Sources, delete out current codes in Work with Sources => Source External ID and then go to Map Sources link
- If .csv file, access file to view what codes are used on file
- For other file types, confirm with vendor what codes are used for the plan
- If no sources appear in Map Sources drop down then sources need to be added in Plan Specs
- If source is missing, either needs to be added (Add Default Sources) or unsuppressed
- If no mapping is done file will not upload

Tip of the Month – Jane

- ▶ Accessing the Help Center
 - From the ‘Help’ link at the top right of any compliance screen or from the WK drop-down=>Support=>Help Center
 - Individual users do have to have a ‘tag’ added to their customer profile in our support software
 - You also have to create an account and be logged in to access
 - We generally add the tag for new users, but if you still have a problem with access, please contact support@ftwilliam.com

Tip of the Month – Jane

- ▶ Accessing the Help Center
 - The first time you access, you won't see the Compliance option
 - Click the Sign in button at the top right of the screen – the window below will pop up:

- ▶ Click the Get a password link
- ▶ Next, enter your email
- ▶ You will be sent instructions as to how to create an account
- ▶ Once you are logged in you'll have access to the compliance section

New Releases

- »» 414(s) Compensation Test
Covered compensation
tables
Vendor uploads
User Guide

Enhancements

- ▶ Since the last meeting we have released the following updates:
 - Added the ability to elect to run the 414(s) Compensation Test using disaggregation of OEE (Otherwise Excludable Employees)
 - Go to the Combined Test section, and set 'Disaggregation using otherwise excludable employees:' to 'Yes'. Then, under the '414(s) Compensation Testing' header, select the sources for testing, enter the de minimis amount, then run the Combined Test as you would normally do
 - Updated the covered compensation tables for 2019
 - Made improvements to the vendor uploads for Empower, American Funds Premier and Lincoln
 - Updated the Compliance Module User Guide for the recent enhancements

Wrap-up

- ▶ Next User Group meeting – July 2, 2019
- ▶ Let us know if there are topics you'd like to cover, via chat now, or at support@ftwilliam.com
- ▶ Questions, thoughts, suggestions..... please send them!