ftwilliam.com Compliance User Group Meeting

Tuesday November 3, 2020

Wolters Kluwer

Agenda

- Reminders for Year-end
- Portal Files
- Tip of the month
- Wrap-up

Reminders for Year-end

Preparation

Suggestions

Tips

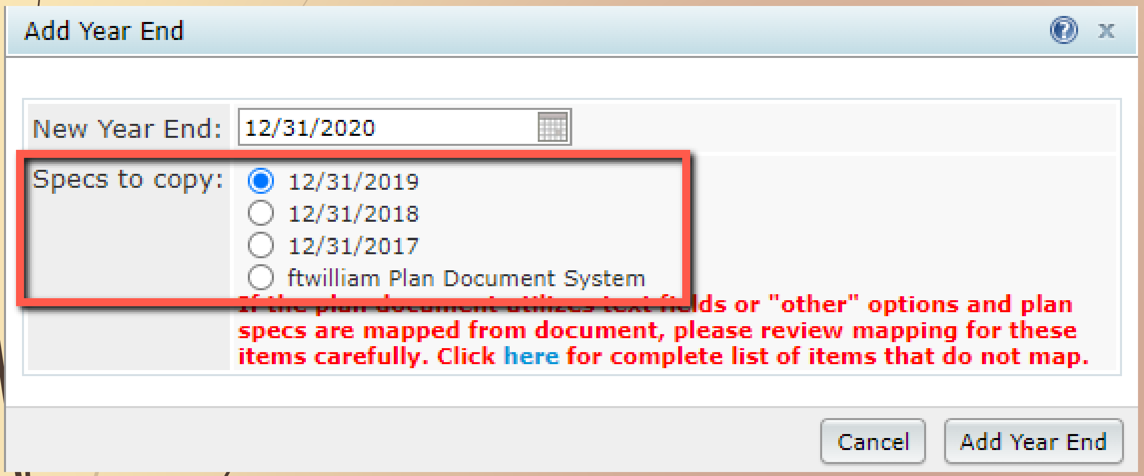
Reminders for Year End

- Preparation – before adding 2020, make sure 2019 & all previous years are clean & complete
  - Scrub/Eligibility task is run
  - ADP/ACP test is run (prior year testing method)
  - Top Heavy test is run
- If you have account balances to bring forward, create ending balance batch on the transaction menu in 2019 and post it
- Run statements or one of the transaction or vesting reports
  - To use loan module or miscellaneous tasks

Suggestions

- Use the Workflow grid (Tools/Settings=>Workflow) to see what tasks have been run on your plans
- Run one of the vesting export reports (Miscellaneous=>Miscellaneous Reports) for all plans as an easy way to confirm a transaction report has been run for all plans
  - Option to run for all plans is limited to designated admins

Reminders for Year End

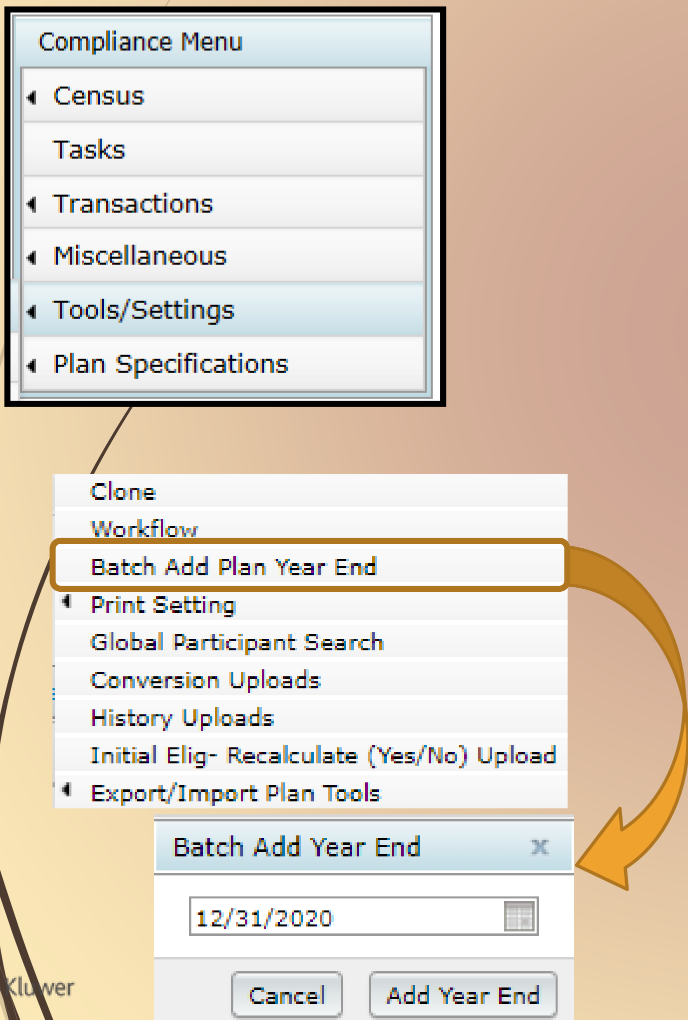


- Select 'Add New Year End' – next calendar or fiscal year will populate
  - Option to copy plan specs from plan document or prior year on compliance
  - Default is the prior year on compliance
  - Post PPA/Cycle 3 Docs – Don't use map from document option yet

Reminders for Year End

- Review of plan specifications is still recommended
  - Some of the more flexible provisions in PPA documents make some mapping difficult
  - May need to reset accounts & sources/vendor
- Always add year-ends sequentially
  - You can't change a year end once added – only option is to delete and re-add
- NEVER add a year that's earlier than a year already added
- NEVER skip years

Adding plan year ends in batch

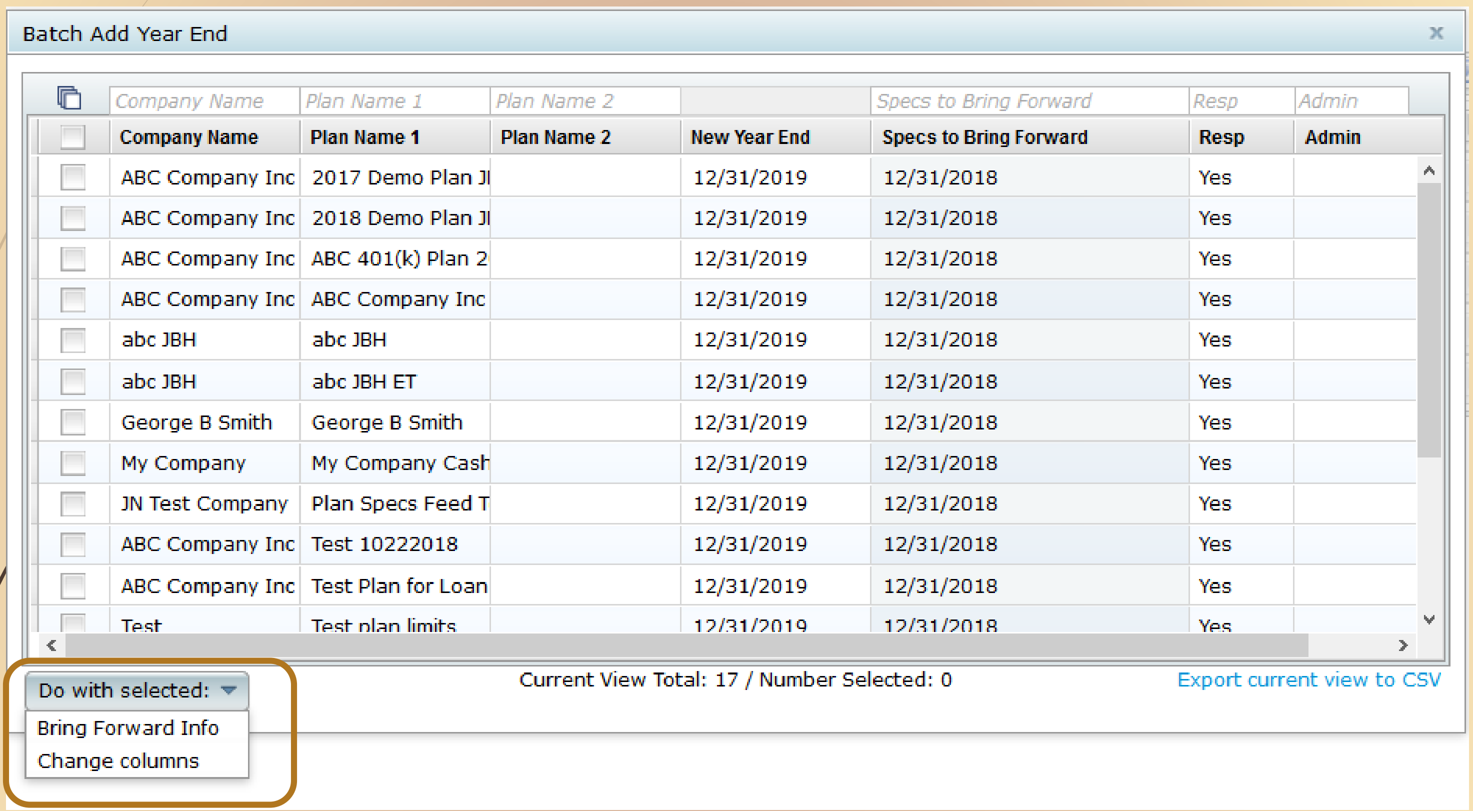


- Within the compliance module in any plan, go to Tools/Settings and select 'Batch Add Plan Year End'
- Brings up a dialogue box to select the year end to add – defaults to the current calendar year

Adding plan year ends in batch

- After entering the year end, you'll see a list of plans to select the new year end for
- The list will include all plans whose last year end is the year before the one entered
  - E.g. if you use 12/31/2020 you'll get a list of all calendar year plans that have a 12/31/2019 year end but not a 12/31/2020 year end

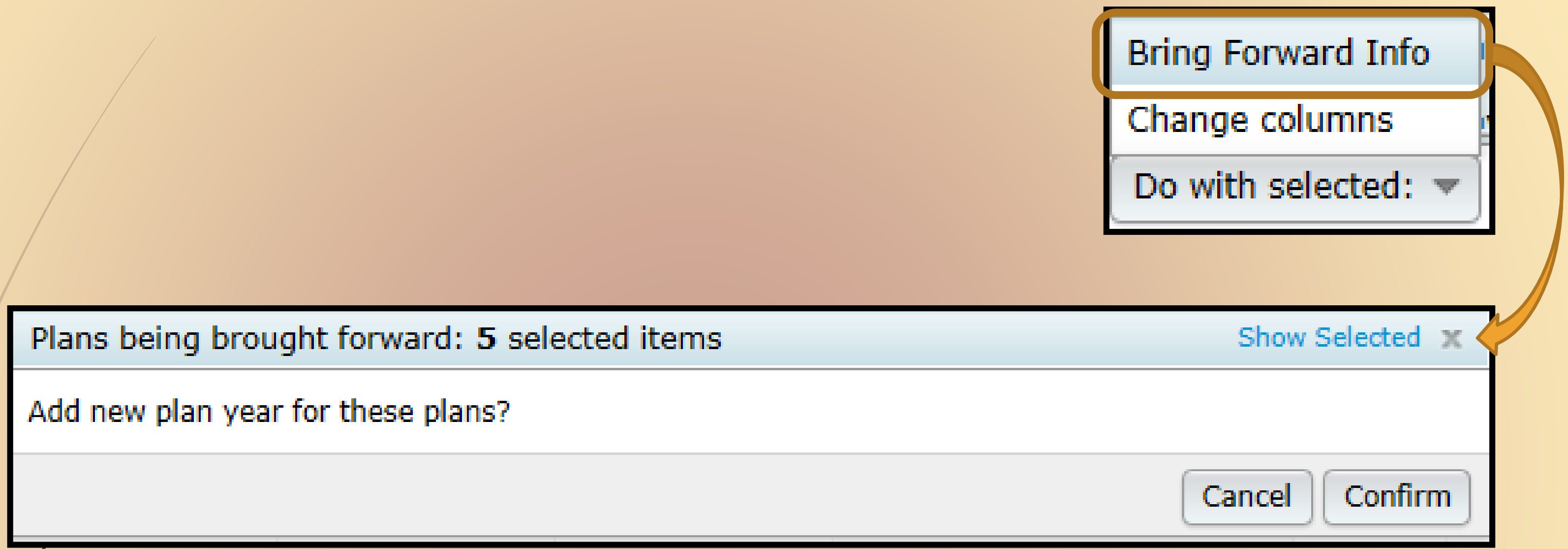
Adding plan year ends in batch



Company Name	Plan Name 1	Plan Name 2	New Year End	Specs to Bring Forward	Resp	Admin
ABC Company Inc	2017 Demo Plan JI		12/31/2019	12/31/2018	Yes	
ABC Company Inc	2018 Demo Plan JI		12/31/2019	12/31/2018	Yes	
ABC Company Inc	ABC 401(k) Plan 2		12/31/2019	12/31/2018	Yes	
ABC Company Inc	ABC Company Inc		12/31/2019	12/31/2018	Yes	
abc JBH	abc JBH		12/31/2019	12/31/2018	Yes	
abc JBH	abc JBH ET		12/31/2019	12/31/2018	Yes	
George B Smith	George B Smith		12/31/2019	12/31/2018	Yes	
My Company	My Company Cash		12/31/2019	12/31/2018	Yes	
JN Test Company	Plan Specs Feed T		12/31/2019	12/31/2018	Yes	
ABC Company Inc	Test 10222018		12/31/2019	12/31/2018	Yes	
ABC Company Inc	Test Plan for Loan		12/31/2019	12/31/2018	Yes	
Test	Test plan limits		12/31/2019	12/31/2018	Yes	

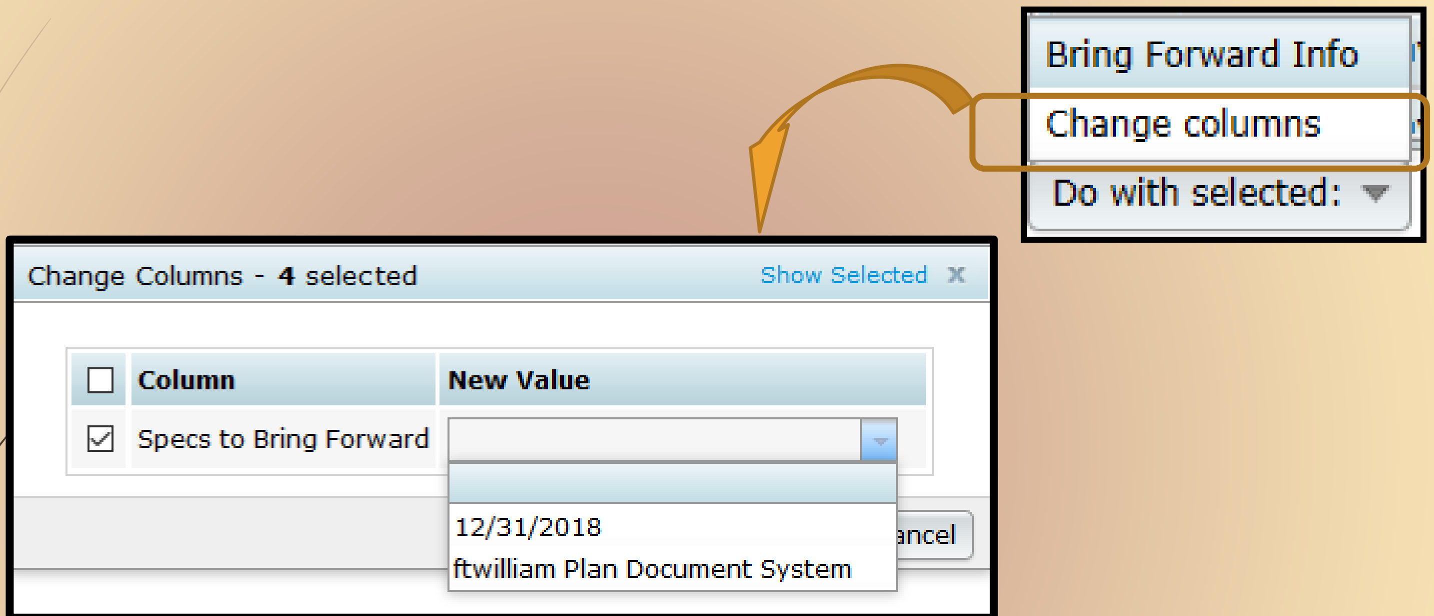
- Select some or all plans and use ‘Do with selected’ drop-down

Adding plan year ends in batch



- To batch add the year-ends, select the plans and click the 'Bring Forward Info' option
  - Confirm the selection
- Specs will copy from the previous year in compliance

Adding plan year ends in batch



- Option to copy plan specs from plan document
- Can change line by line or select the plans to change and use ‘Do with Selected’ => ‘Change columns’ to switch to copying from the document

Reminders for Year End

- Download census worksheet to send to client for updates
  - Click 'Download' and select 'Prior'
  - Includes all census data except hours, compensation & contributions
  - Does not show hire & term dates
- This will include all participants that were on the prior year census
- Click 'Download' and select 'Current' for blank template
- Send via ftw portal or other secure method

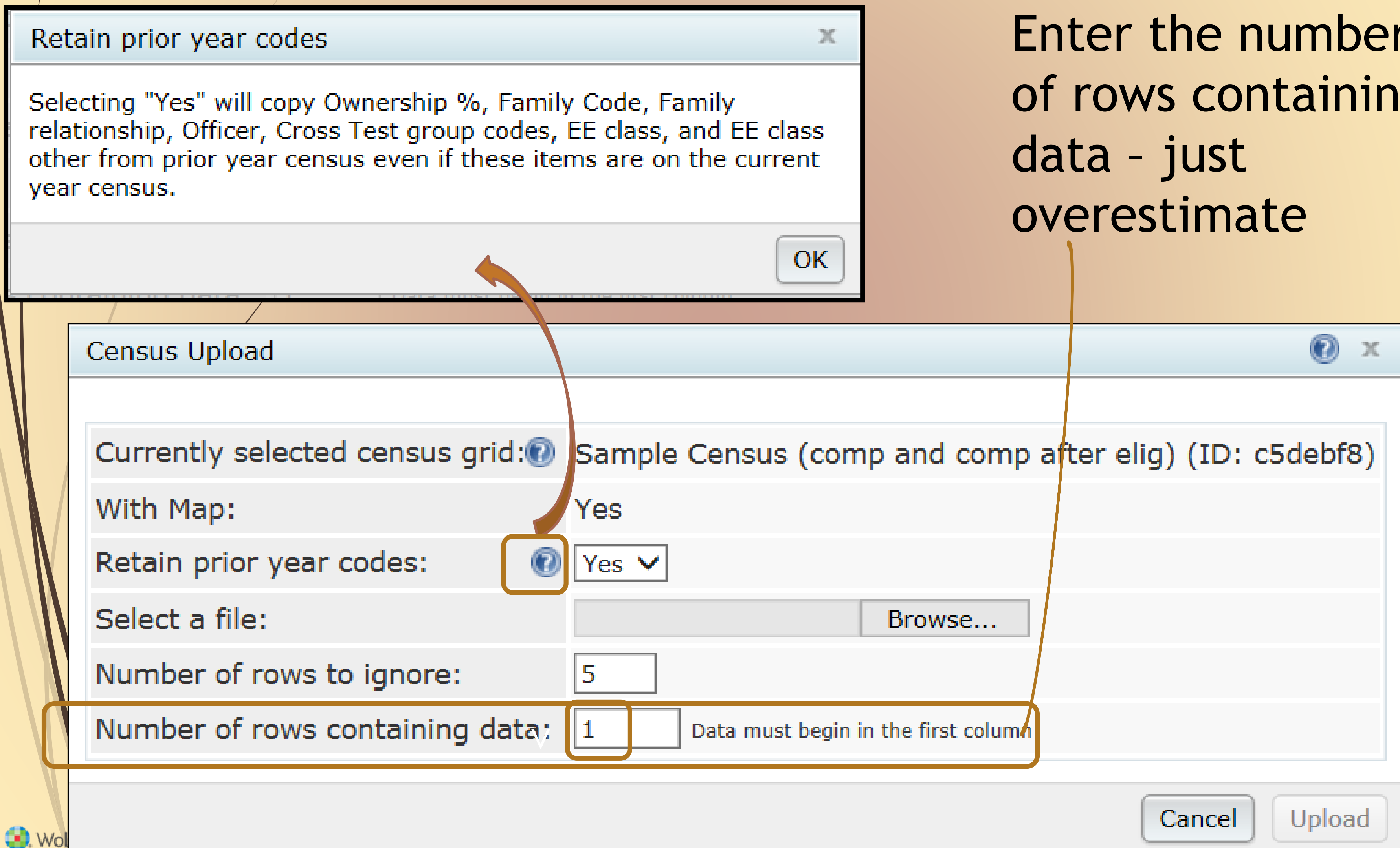
Reminders for Year End

Ownership %
Family Group
Family Group Relationship
Officer status
New Comparability Group
Employee Class
Employee Class Other

- When uploading the census, there's an option for year two & later within the upload screen to copy the fields at left from prior year OR upload with the census
- The System default is Yes, i.e. copy from prior year **even if there's different data on the census**

Reminders for Year End

Enter the number of rows containing data – just overestimate



Reminders for Year End

- Second and subsequent years you should not need to use overrides for eligibility, HCE etc.
- If using employee number rather than SSN, the EE# must be consistent from year to year
  - Cannot switch between SSN & EN
  - Avoid using dummy SSNs if possible, however:
    - If you think you will get correct SSNs at a later date, it's easier to use dummy SSNs and change them, rather than using employee numbers
    - Make any necessary corrections to SSN on the Edit Census screen, not through an upload

Reminders for Year End

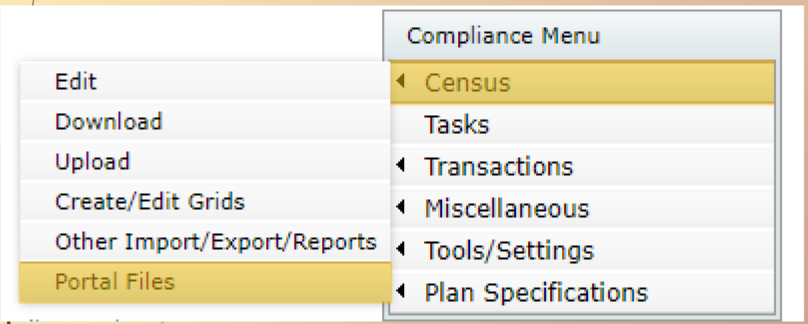
- If uploading employer contributions remember to set overrides on Allocation Parameters screen **before** running the Data Scrub
  - Contributions will clear when you run the scrub unless the override is set
- 2020 transactions
  - Add a beginning balance batch on the transaction menu (select the prior year ending balance option), and post, unless you plan to import this data from the vendor

Portal Files

- Users that subscribe to the ftw Portal can collect annual census through the secure portal

- Annual Questionnaire, Statements & Client Package as well

Portal Files - Census

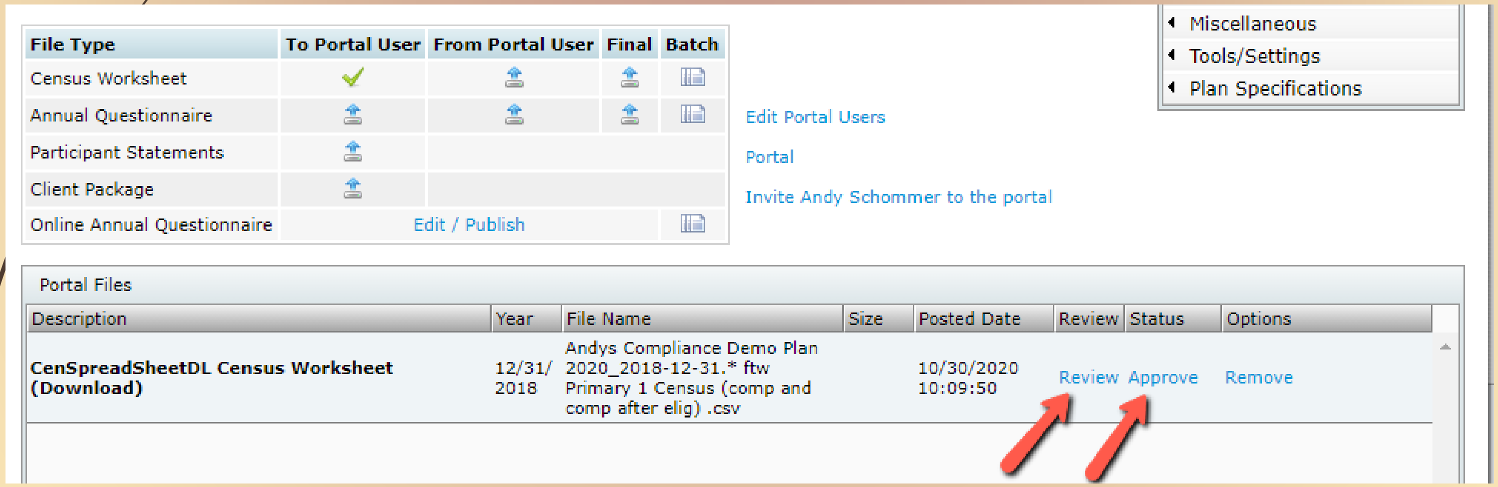


- Access from the Compliance Menu by hovering over Census
- Option to upload Current or Prior census from the software or any census file from your computer

File Type	To Portal User	From Portal User	Final	Batch
Census Worksheet	| Load Prior | Load Current			

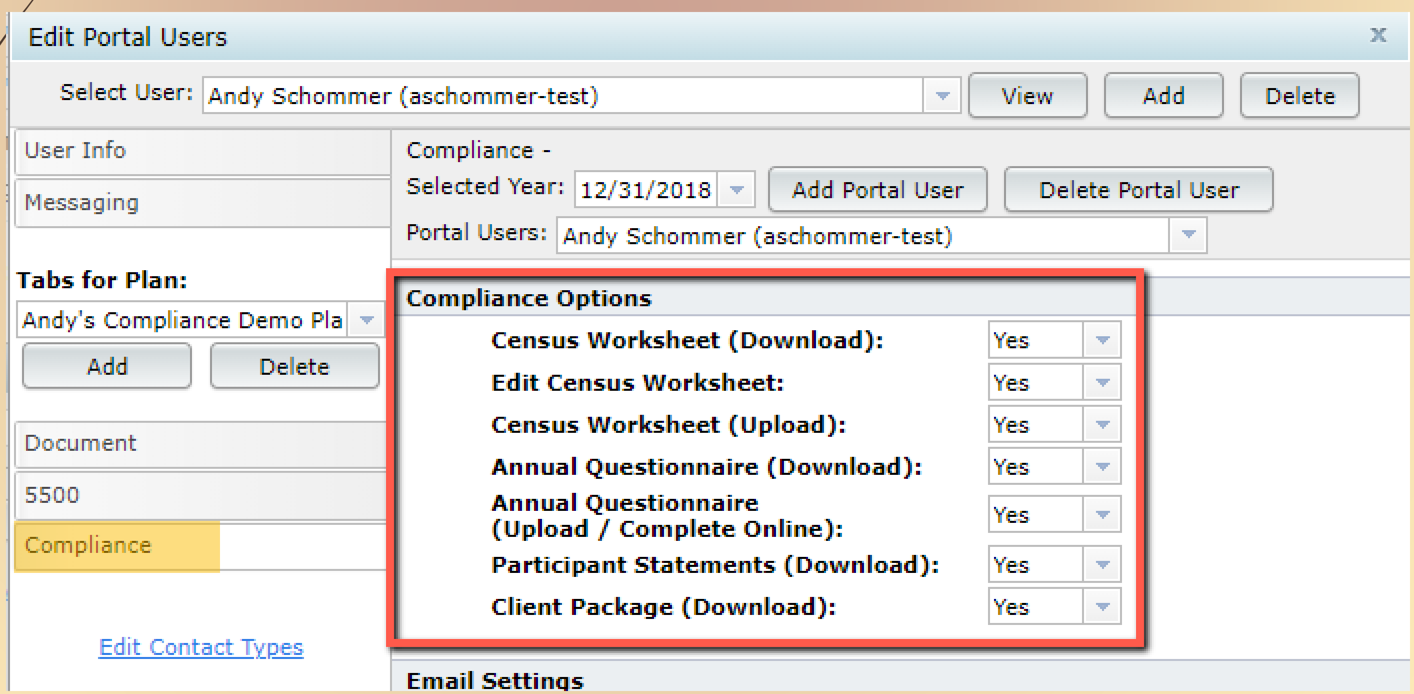
Portal Files - Census

- After selecting the upload option
  - Review to download and review the file
  - Approve to make it live on your customer's portal
- Use Invite link to send email to customer



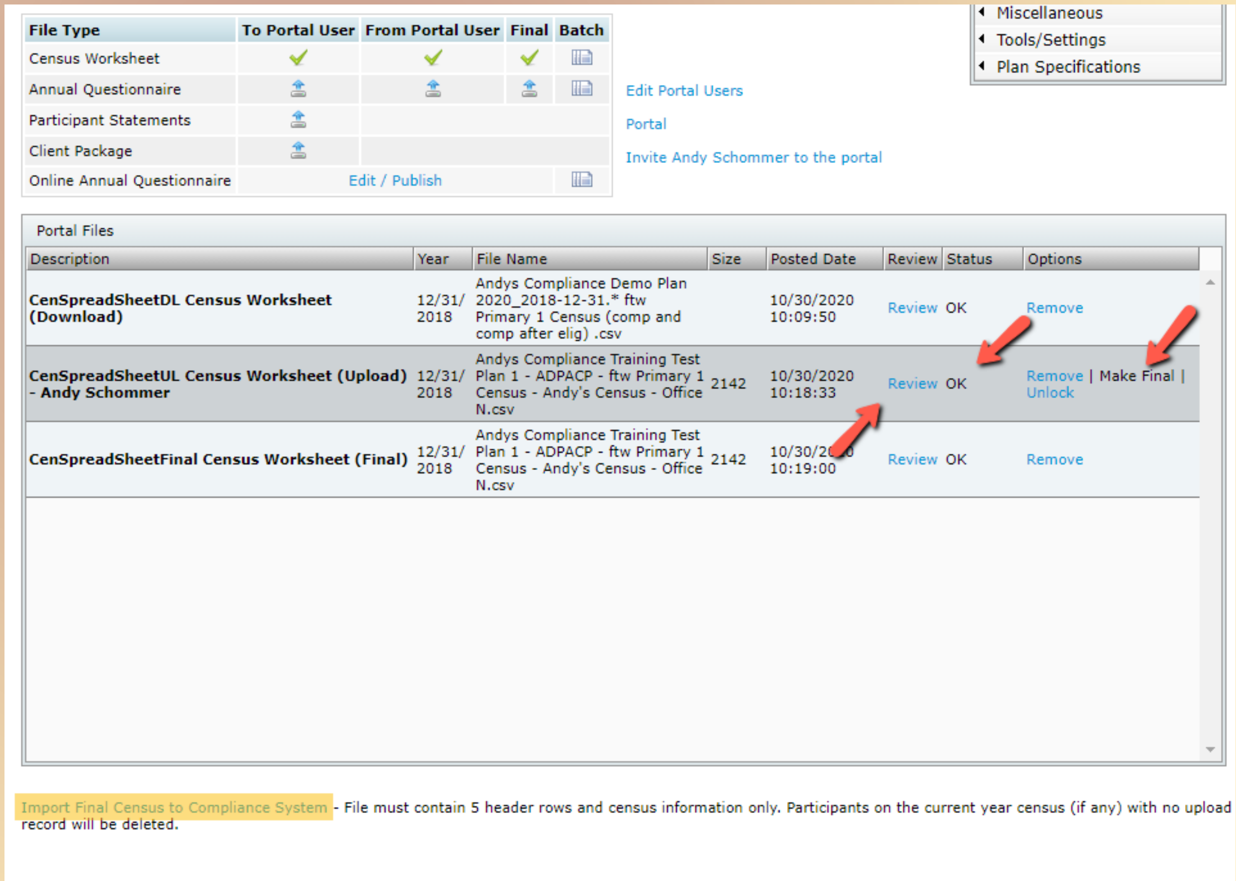
Portal Files - Census

- Portal User Options
  - Choose which census options the user should have
    - Download/Upload and/or Edit Census Worksheet
  - Also Access to Questionnaire, Statements and Client Package



Portal Files - Census

- Received census back from customer
  - Review – downloads file they sent back
  - Approve – Gives ability to Make Final
  - Make Final – Gives ability to push to compliance census



File Type	To Portal User	From Portal User	Final	Batch
Census Worksheet	✓	✓	✓	
Annual Questionnaire				
Participant Statements				
Client Package				
Online Annual Questionnaire	Edit / Publish			

Portal Files

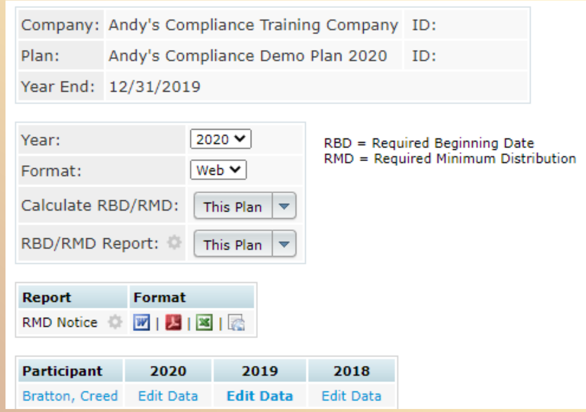
Description	Year	File Name	Size	Posted Date	Review	Status	Options
CenSpreadSheetDL Census Worksheet (Download)	12/31/ 2018	Andys Compliance Demo Plan 2020_2018-12-31.* ftw Primary 1 Census (comp and comp after elig) .csv		10/30/2020 10:09:50	Review	OK	Remove
CenSpreadSheetUL Census Worksheet (Upload) - Andy Schommer	12/31/ 2018	Andys Compliance Training Test Plan 1 - ADPACP - ftw Primary 1 Census - Andy's Census - Office N.csv	2142	10/30/2020 10:18:33	Review	OK	Remove | Make Final | Unlock
CenSpreadSheetFinal Census Worksheet (Final)	12/31/ 2018	Andys Compliance Training Test Plan 1 - ADPACP - ftw Primary 1 Census - Andy's Census - Office N.csv	2142	10/30/2020 10:19:00	Review	OK	Remove

Import Final Census to Compliance System - File must contain 5 header rows and census information only. Participants on the current year census (if any) with no upload record will be deleted.

Tip of the Month #1

- Short Plan Year
  - When adding the year, select the actual year-end – then adjust the plan year begin date in Plan Specifications=>General Features
  - The software will pro-rate the limits - compensation, contributions – based on the length of the year
  - You can override limits in the Scrub/Eligibility section on the Tasks screen

Tip of the Month #2



- RMD – Single Plan or All Plans
  - Compliance Menu → Miscellaneous → RMD
  - Make sure Scrub/Eligibility task is run and transaction report generated
  - Choose Year & Format (Web or CSV) → Calculate → Report
    - Option for This Plan or All Plan
  - Automatically includes terminated participants and greater than 5% owners –Click on Participant name to set overrides to run for active, non-owner participants
  - Age 72 for plan year's after 2019; RMD not required for 2020 (CARES)

Upcoming Webinars

- December 9 – Joint webinar with John Hancock on downloading their transaction file and uploading it to ftw (11:00 AM CT)
- December 15 - Joint webinar with Empower on downloading their transaction file and uploading it to ftw (3:00 PM CT)

Wrap-up

- Next User Group meeting – Tuesday, December 8, 2020
- Please send any ideas for future agenda items, questions, thoughts or suggestions to support@ftwilliam.com
- Thank you for attending!