

Best Practices ftwilliam.com Admin Software: Working with Census Grids

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Outline

- General pointers on grids
- Primary census grid
 - Mapping
- Other Imports/Exports/Reports screen
- Special topics
- Troubleshooting – grid related problems

General Pointers on Grids

- Sample grids are made available to all new admin customers
 - Copy the sample grids rather than editing – maintain sample grids' integrity
 - When creating new grids, label carefully e.g. plan name, type of plan, your name
- Samples include 'core' primary census grids and various supplemental grids

General Pointers on Grids

- All grids have a unique ID – this will be the same for two identical grids, even if mapping is different
- On the Edit Grid screen you can customize the heading and help text fields – these feed to the Excel worksheet as instructions
 - Can also add special messaging
- Ftwilliam Tech Support can delete surplus grids if necessary

Primary Census Grids

Samples are as follows:

- Sample Census (comp and comp after elig) (c5debf8) - plans using entry date compensation
- Sample Census Data full year comp (9ad7af9) - plans using full year compensation
- Sample Census exclude certain comp (414s comp test) (6642cbb) - plans using a non 414(s) compensation definition
- Sample Census Data fiscal year (9e9fe1e) - non calendar year plans

Primary Census Grid for Conversion

- If converting from Relius use:
Sample DER History Conversion Grid (f55e206)
 - First year only; switch to a standard primary census grid for second year and going forward
- If converting from Datair use one of the standard sample primary census grids

Mapping

- All primary grids include mapping of required fields from a field on the primary grid
- Changes to mapping are rare – accessed from button shown below

Edit Data Entry Grid

[Return](#) | [Update](#) | [Update and edit mapping](#) | Please note that mapping will only occur on the grid selected for uploading/entering census data.

Short Description: | Excel Download file type: ▼

Long Description

Edit Data Entry Grid

[Return](#) | [Update](#) | [Update and edit mapping](#) Please note that mapping will only occur on the grid selected for uploading/entering census data.

Short Description: | Excel Download file type:

Long Description:

Update and Edit Mapping

[Return](#)

[Update](#)

Description: **No SH Sample Census (comp and comp after elig)**

System Field	Grid Field	Custom map (Enter field names separated by + or -)
Service_EligibilityHours	On data entry grid	N/A
Service_EligibilityHoursInitial	<input type="text" value="Service_EligibilityHours"/>	<input type="text"/>
Service_VestingHours	<input type="text" value="Service_EligibilityHours"/>	<input type="text"/>
Service_ParticipationHours	<input type="text" value="Service_EligibilityHours"/>	<input type="text"/>
Compensation_ElectiveDeferral	<input type="text" value="Compensation_FromEntry1"/>	<input type="text"/>
Compensation_Matching	<input type="text" value="Compensation_FromEntry1"/>	<input type="text"/>
Compensation_MatchingSH	<input type="text" value="Compensation_FromEntry1"/>	<input type="text"/>
Compensation_NonElective	<input type="text" value="Compensation_FromEntry1"/>	<input type="text"/>
Compensation_NonElectiveSH	<input type="text" value="Compensation_FromEntry1"/>	<input type="text"/>
Compensation_TopHeavy	<input type="text" value="Compensation_Statutory"/>	<input type="text"/>
Compensation_ACPTesting1	<input type="text" value="Compensation_FromEntry1"/>	<input type="text"/>
Compensation_ACPTesting2	<input type="text" value="Compensation_FromEntry1"/>	<input type="text"/>
Compensation_ADPTesting1	<input type="text" value="Compensation_FromEntry1"/>	<input type="text"/>
Compensation_ADPTesting2	<input type="text" value="Compensation_FromEntry1"/>	<input type="text"/>
Compensation_NonElectiveTesting	<input type="text" value="Compensation_FromEntry1"/>	<input type="text"/>

Other Imports/Exports/Reports Screen

- Adding supplemental data
- Running custom reports
- Providing more detail on calculations
- Importing census and other data files from other systems
- Adding historical data on service, compensation etc.

Adding Additional Data

- Add a supplemental grid
 - Most common is the standard first year supplemental grid - **Sample Census Supplemental with Disagg No OR**
 - Grids can be added from any drop-down box
 - Need name and SSN/Employee number on grid
 - Most fields can be on either main census or supplemental grid

First Year Supplemental Grid

- Entry dates by source
- Years of service for eligibility by source, & for vesting
- In-service distributions for Top Heavy testing
- Key employee indicators:
 - Key as of determination date & former key
- Prior year statutory compensation
- Top paid group – prior year

Suggested Supplemental Grids

Other Import/Export/Report Menu

Company: **ABC Company**
Plan: **Sample 401(k) Plan**
Year End: **2012-12-31**

[Return](#)

Select Grids	
Participant Lookup	None
Service Grid	None
Initial Eligibility Grid	None
Continuing Eligibility Grid	None
HCE Grid	None
Key Grid	None
Allocation Grid	None
410(b) Grid	None
ADP/ACP Grid	Sample ADP/ACP Grid
General Test Grid	None
UD Grid 1	Sample Census Supplemental with disagg No OR
UD Grid 2	Sample Self Employment Calculations
UD Grid 3	Eligibility & Term Grid
UD Grid 4	None
UD Grid 5	Sample Exclude by EE class

[Edit Data](#) | [Download](#) | [Print](#) | [Upload no Map](#) | [Upload with Map](#)

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[Select Grids](#)

Running Custom Reports

- Design a custom grid on the Work with Data Entry Grids screen
- Add to OIER screen in one of the UD boxes
- Open in Word or Excel
 - ‘Print’ or ‘Download’
 - Word version available for client package – SSNs are masked

Providing More Detail on Calculations

- Various grids available
 - Sample Self Employment Calculations
 - Sample HCE Data
 - Sample Key Data
 - Sample Vesting Status
 - Sample Roth clock

Importing Files from Other Systems

Other Uploads

- Map External Sources/DC Windows – Dataair file import - imports EOY balances and census data
- Create DER Template/Upload DER – Relius imports – imports EOY balances

Other Uploads

[Map External Sources](#) | [DC Windows](#)

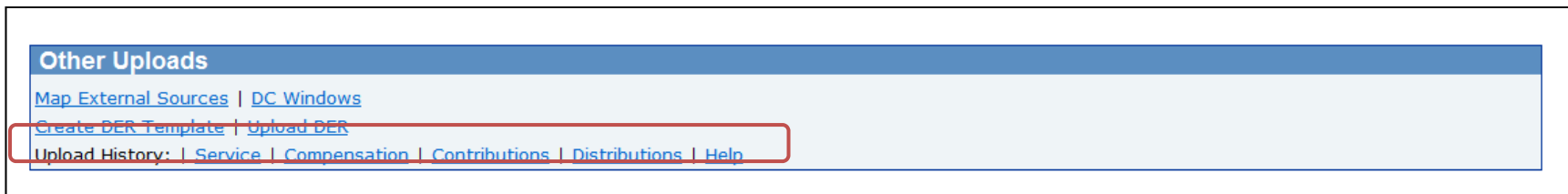
[Create DER Template](#) | [Upload DER](#)

[Upload History:](#) | [Service](#) | [Compensation](#) | [Contributions](#) | [Distributions](#) | [Help](#)



Adding Historical Data

- Service, Compensation, Contributions and Distributions can be added
- Data is stored on participant history screens accessed from Edit Census screen
- Does not impact software calculations



Adding Historical Data

- Each link provides a sample file and upload screen
- Need to enter latest year in file - must be a year prior to current year
- Any history on or before this date will be deleted/replaced

Compensation History

Compensation History Upload Menu

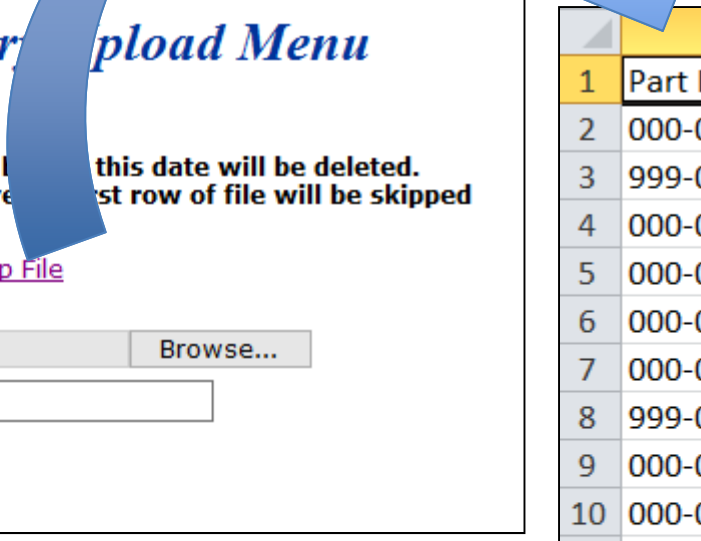
(CAUTION) All Years history on or later than this date will be deleted. Must enter a year prior to current year. First row of file will be skipped

[Sample Comp File](#)

Upload file name:

Latest year in file 12/31/

[Return](#)



	A	B	C	D
1	Part ID	YearEnd	Gross Comp	
2	000-00-0128	12/31/2009	100000	
3	999-00-0127	12/31/2009	95000	
4	000-00-0133	12/31/2009	90000	
5	000-00-0132	12/31/2009	85000	
6	000-00-0115	12/31/2009	80000	
7	000-00-0128	12/31/2008	75000	
8	999-00-0127	12/31/2008	70000	
9	000-00-0133	12/31/2008	65000	
10	000-00-0132	12/31/2008	60000	
11	000-00-0115	12/31/2008	55000	
12	000-00-0128	12/31/2007	50000	
13	999-00-0127	12/31/2007	45000	
14	000-00-0133	12/31/2007	40000	
15	000-00-0132	12/31/2007	35000	
16	000-00-0115	12/31/2007	30000	

See on Participant Menu

Participant Menu

Company: **ABC Company Inc**
Plan: **Sample 401(k) Plan**
Year End: **2012-12-31**
Period: **0**
Participant: **Employee3, Firstname5**

[Return](#) | [Go to Transactions](#)

Click to Edit Participant Data

Grid Information	Detail Information	History
Census Grid Data	Master File	Eligibility History
ADP/ACP Grid Data	General Status	Vesting History
UD_Grid 1 Data	Eligibility	Benefit History
UD_Grid 2 Data	Compensation	Compensation History
UD_Grid 3 Data	Contribution	Contrib/Dist History
UD_Grid 5 Data	Other	
	Vesting Override	

[Print Participant Master File Data](#) | [Print Participant Data](#)

Compensation - History

Plan: **Sample 401(k) Plan**
Name: **Firstname5 Employee3**
SSN: **111-11-1115**

[Close](#)

[Refresh the Grid](#) | [Download Spreadsheet](#)

	Comp Period Year E...	Type	Source	Amount	Processed
1	2008-12-31	Comp		40000.00	2008-12-31
2	2009-12-31	Comp		42000.00	2009-12-31
3	2010-12-31	Comp		44000.00	2010-12-31
4	2011-12-31	Comp		46000.00	2011-12-31
5	2012-12-31	Comp		50000.00	2012-12-31

[Close](#)



Retirement & Benefits Compliance
Customer Conference

- Compensation testing
 - Use **Sample Census exclude certain comp (414s comp test) (6642cbb)**
 - Has three columns for compensation:
 - Statutory
 - Entry date
 - Plan – with exclusion

- Fiscal year plans
 - Use **Sample Census Data fiscal year (9e9fe1e)**
 - Includes additional column for contributions made prior to January 1 in the plan year
 - May also need column for catch-ups – generally only first year

Troubleshooting – Grid Related Issues

- Always start with one of the core grids or a conversion grid
- If you add additional compensation columns to your grid, all need to be populated
 - Mapping needs to be reviewed
- Hours are needed even if eligibility uses elapsed time
 - Disaggregation, vesting service

Outline

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Questions?



Continuing Education

Please – before you leave:

1. Sign in

- Verify your attendance
- Check the box if you want your attendance reported to IRS (for ERPA reporting and those with a PTIN only)

2. Pick up your certificate of attendance

- Certificates will not be emailed after the conference