

Multi-Plan Operations

Generating Documents Across Your Plan Database


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Recorded Webinar Suggestions

- Questions?
Call 630-325-2600 or email rd.support@datair.com
- Location for handouts?
Same as registration: www.datair.com/training.htm
- As we go along, try what we demonstrate, pausing and resuming this recording

2

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Multi-Plan Operations: Flexibility

- Perform tasks for a few plans (even just one!)

or

- Perform tasks across all plans in your database


3

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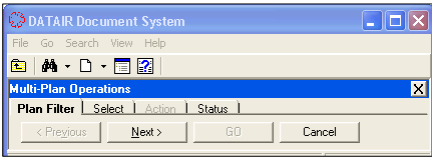
Multi-Plan Operations: List bar option “Activities”



4


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Multi-Plan Operations: Steps




Identify plans

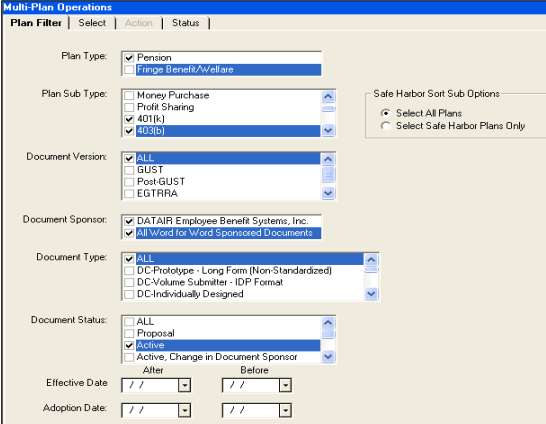
1. **Filter** by plan or document type, or other criteria
2. **Select** all or a targeted few

Execute an **Action** (step 3 - e.g. print a list, print multiple documents)

5


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Multi-Plan Operations: Filtering



6



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Multi-Plan Operations: Filtering

- Complete the Plan Filter screen
- Select one or more of the checkboxes in each area
- When you select “401(k)” and/or “403(b),” the “Safe Harbor” box appears
- Effective Date and Adoption Date are optional

7



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Multi-Plan Operations: Filtering

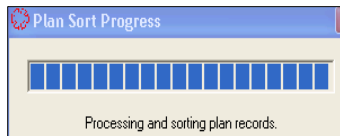
Warning for “Maybe” Safe Harbor plans:

- “Maybe” prototype and volume submitter with adoption agreement (VS-AA) are NOT safe harbor plans, per the AA selections
- Filter for 401(k) only (NOT “safe harbor”) to generate “maybe” notices for prototype and VS-AA

8



Multi-Plan Operations: Selecting



Click "Next" or the "Select" tab.

Plan Filter	Select	Action	Status	
Plan Ident	EIN	PN	Plan /	
<input checked="" type="checkbox"/>	KDEFAULT	13-5175169	001	KDefault & Company, Inc. 401(k) Plan
<input checked="" type="checkbox"/>	KNSLFE	13-5175169	005	KNSLFE & Company, Inc. 401(k) Plan
<input checked="" type="checkbox"/>	KNSLFSH	14-1512679	005	KNSLFSH & Company, Inc. 401(k) Plan
<input checked="" type="checkbox"/>	KSLE	36-6666666	015	KSLE Plan and Trust
<input checked="" type="checkbox"/>	KSLE-HRDSP	31-6161616	015	KSLE-HRDSP Plan and Trust
<input checked="" type="checkbox"/>	KVSAA-SH	13-5175169	001	KVSAA-SH Plan and Trust

Select All Deselect All Print List

< Previous Next > GO Cancel

DS will display a list of the plans meeting your criteria.

9



Multi-Plan Operations: Selecting

Plan Filter	Select	Action	Status	
Plan Ident	EIN	PN	Plan /	
<input type="checkbox"/>	KDEFAULT	13-5175169	001	KDefault & Company, Inc. 401(k) Plan
<input type="checkbox"/>	KNSLFE	13-5175169	005	KNSLFE & Company, Inc. 401(k) Plan
<input type="checkbox"/>	KNSLFSH	14-1512679	005	KNSLFSH & Company, Inc. 401(k) Plan
<input type="checkbox"/>	KSLE	36-6666666	015	KSLE Plan and Trust
<input checked="" type="checkbox"/>	KSLE-HRDSP	31-6161616	015	KSLE-HRDSP Plan and Trust
<input type="checkbox"/>	KVSAA-SH	13-5175169	001	KVSAA-SH Plan and Trust

Select All Deselect All Print List

< Previous Next > GO Cancel

To select only a few plans:

- Click "Deselect All"

- Then, click the checkbox to the left of the desired plans.
- Print this list, or proceed to "Action."
(This list looks just like the screen.)

10



Multi-Plan Operations: Actions

Print or export listed materials, including:

- Annual Notices
 - Safe Harbor Notice
 - Automatic Enrollment Notices
- Core Amendments
- 2011 Interim Amendment for Cash Balance Plans
- “Plan Listing” (contains identifying plan info)

11



Multi-Plan Operations: Action – Plan Listing

Useful for mail-merge (contains employer address)

Export creates “.csv” file

	A	B	C	J	K	L	M	N	O
	Plan IDENT	Plan Name	EIN	Employer Name	Employer Address 1	Employer Address 2	Employer City	Employer State	Employer Zip
1		KDefault & Company, Inc.							
2		401(k) Plan	13-5175169	Kplan Test & Company	123 W. Main Street	P.O. Box 4545	Kbestville	IL	60559-4545
3	KDEFAULT	KNSLF21679 & Company, Inc.	14-5121679	KNSLF21679 & Company	123 W. Main Street	P.O. Box 4545	Obtestville	IL	60559-4545
4	KNSLF21679	401(k) Plan	13-5175169	Kplan Test & Company	123 W. Main Street	P.O. Box 4545	Kbestville	IL	60559-4545
5	KNSLFE	KNSLFE & Company, Inc.	13-5175169	Kplan Test & Company	123 W. Main Street	P.O. Box 4545	Kbestville	IL	60559-4545
6	KNSLFSH	KNSLFSH & Company, Inc.	14-1512679	KNSLF2-SH & Company	123 W. Main Street	P.O. Box 4545	Obtestville	IL	60559-4545
7	KNS-SF-E	KNS-SF-E Plan and Trust	13-5175169	Kplan Test & Company	123 W. Main Street	P.O. Box 4545	Kbestville	IL	60559-4545

12



Multi-Plan Operations: Action

Multi-Plan Operations

Plan Filter | Select | Action | Status |

7 Plans Selected

- Print 9905 Forms
- Print Annual Safe Harbor Notices
- Print Annual Auto Enrollment Notices
- Print Plan Listing
- Print 2009 Core Amendments
- Print DB Prototype GUST Restatement Issues Report
- Print 2010 DC Core Amendments
- Print 2011 Interim for Cash Balance Plans

Safe Harbor Notice Options

Plan Year: [01/01/2012]

Distribution Date: [11/15/2011]

- Print Plans with Match Elections
- Print Plans with Non-Elective Elections
- Print Plans with Maybe Elections
- Print Plans Confirming Non-Elective
- All Selected Plan without date changes

< Previous | Next > | GO | Cancel

When you select "Print Annual Safe Harbor Notices," another selection window will appear.

WARNING!
Before you print, review slides 8, 15, & 16!

13



Multi-Plan Operations: Status

After you select your print destination, DS generates a status report, while creating your output.

Note which plans are printed and which are not.

After reviewing your output, you are done!

Multi-Plan Operations

Plan Filter | Select | Action | Status |

Print Annual Safe Harbor Notices

KNSLF-SH	14-1512679	005	KNSLF-SH & Company, Inc. 401(k) Plan - printed
KSLE	36-6666666	015	KSLE Plan and Trust - printed
KSLE-HRDSP	31-6161616	015	KSLE-HRDSP Plan and Trust - printed
KVSAA-SH	13-5175169	001	KVSAA-SH Plan and Trust - validation error(s) - NOT PRINTED
K-VSIDP1	13-5175169	001	K-VSIDP1 plan - printed

Done

14



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Multi-Plan Operations: Caution for Annual Notices!

1. Each plan's adoption agreement or checklist must contain the safe harbor (if filtering for "safe harbor") or automatic enrollment provisions.
2. Each plan's folder view Notice screen must be completed.
3. THEN, use Multi-Plan Operations to filter & select plans, and print or export materials.

15



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Multi-Plan Operations: Warning! "Maybe" Safe Harbor Plans

- The notices do **NOT** establish the plan as Safe Harbor or not Safe Harbor.
- A "maybe" plan **MUST** be amended into and out of Safe Harbor status (every year, if necessary).

16



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Multi-Plan Operations: Safe Harbor Notices

- Annual “Will” Notice for Safe Harbor Matching & Non-Elective Contributions
- “Maybe” Safe Harbor Non-Elective Contribution
(Please recall the warnings on slides 8, 15, & 16!)
 - Annual “Maybe” Notice
 - Supplemental Notice if will make Safe Harbor Non-Elective Contributions
- Suspension Notice for Safe Harbor Matching & Non-Elective Contributions

17



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Multi-Plan Operations: Upcoming Enhancements

In a future release, we will add

- More filtering flexibility:
 1. Saving your filtering selections
 2. New! Plan Year criteria
 3. New! Multiple employer plan criteria
- Additional Actions to generate:
 1. RMD Form
 2. Plan Expense Policy

18



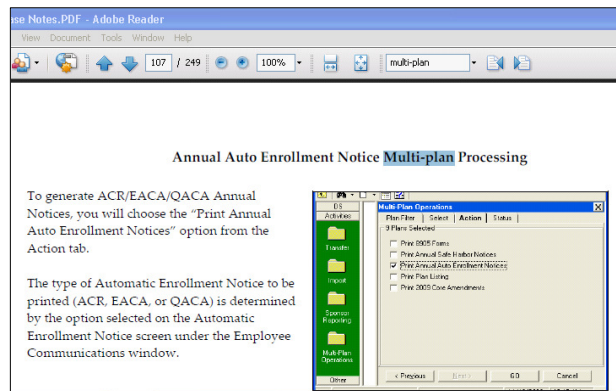
Resources

- DS/WIN Release Notes
- DS/WIN Help Menu – Contents/Activities
- DATAIR Customer Support


19



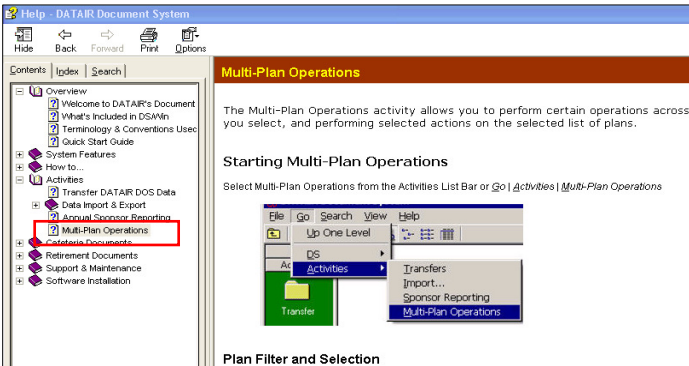
Resources: Help Menu > Release Notes



20


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Resources: Help Topics



21


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Resources: Support

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- Customer Support:
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 Telephone: (630) 325-2600

- DATAIR Discussion Forum:
<http://www.datair.com/>

22



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Thank you!

Thank you for viewing our Multi-Plan
Operations recorded webinar!

23