

## Q& A from Employees in DC/Win Webinar Presented Live August 16, 2007

### Forfeitures

**Q: What about forfeiture dates on 100% vested terminees?**

*A: The forfeiture release date is automatically calculated for all terminees. It is not shown on reports if the terminee has no forfeiture amount pending, such as a 100% vested terminee.*

**Q: Is there a way not to show a forfeiture date?**

*Forfeiture release dates are part of the status for the reports. You can suppress the status line, but that means that you are suppressing all parts of the status message, like termination date.*

**Q: Can the system forfeit by Source?**

*A: Forfeiture amounts are Source Level, but the Forfeiture Release Date is determined on a plan level basis. In other words, a terminee will forfeit from all of the sources in which he was not 100% vested as of the same forfeiture release date, but the amount(s) of the forfeiture(s) is determined on the basis of each source.*

**Q: Which payment and forfeiture release option takes precedence? Employee level or Plan level?**

*A: For all things, the Employee level overrides take precedence. Therefore, if your plan level says that forfeitures are released after 5 break in service years, and you code the employee to have a Forfeiture Release Date before that date, the system will forfeit that employee's non-vested money as of your override date.*

**Q: What if they were paid out and rehired (re: forfeiture release date)?**

*A: The forfeiture release date for a rehired participant is governed by the plan document. It is possible for a terminee to receive their vested account balance and then be rehired, but the plan document has specific provisions to follow if the employee had a break-in-service, or 5 consecutive breaks-in-service, and what to do if the employee does or does not redeposit his distribution to the plan. We have made every effort to code the common forfeiture rules into the system, but there are some provisions that require the judgment of the administrator and overrides at the participant level.*

**Q: What if the employee leaves and rehires in the same plan year (re: forfeiture release date)?**

*A: If a participant terminates and then is re-hired in the same plan year, and did not receive a distribution, the determination is based on whether he incurred a break in service for the plan year. Again, this is where the plan document rules and determines the coding of the plan provisions. You could end up with a rehire who received his distribution, forfeited his non-vested portion and shares in the reallocation of the forfeiture if the plan document distribution and forfeiture provisions were not carefully selected.*

### Rehires

**Q: Does a preexisting termination date disappear if you manually enter a later date of hire?**

*A: The termination date will not disappear from the system as it is an event date for the employee. It will however disappear from the Employee\Census\Employee screen after a later date of hire is entered and calculations have been run. If you click the Event dates button for that employee after calculations are run, you will see the original date of hire, the termination date and the new date of hire.*

**Q: With a rehire, when does the system calculate the change to plan year for Years of Service.**

**Example: Date of Hire 06/13/05, Date of Termination 12/31/05 <1000 hours. Rehire 7/15/07 >1000 hours.**

**If eligibility is 1 Year of Service when is the Participant eligible for a calendar year with dual entry?**

*A: First the plan looks at the employment year, in this case 6/13/05 thru 6/12/06 which would require you to code hours for two segments; 6/13/05 thru 12/31/05 hours (<1000) and then 1/1/06 thru 6/12/06 hours (0). If the eligibility computation period is coded to shift to the plan year if the employee did not complete the eligibility requirements in his first 12 months of employment, the system will then look at the hours completed in his plan years of employment. You know he didn't complete 1000 hours in the 2005 plan year, since he worked less than 1000 hours in the period 6/13/05 thru 12/31/05. You also know that he did not complete the eligibility requirements in the 2006 plan year, since he had no hours in the 2006 plan year.*

*If the employee terminated without meeting the eligibility requirements, I believe your plan document will require the employee to begin a new eligibility computation period when he is re-hired on 7/15/07, which means you will have to have hours from 7/15/07 thru 12/31/07 and from 1/1/08 thru 7/14/08 to determine if he completed 1,000 hours during his employment year. In your example, he will have 1000 hours as of 7/14/08 and will enter the plan on the following entry date, if he is still employed.*

**Q: When importing census, if you have a different date of hire, will it overwrite the date of hire in the system, or will it add an event date?**

*A: When you import census data and include a date of hire that is later than the date of termination, the system will add an event date and show the most recent date of hire on the Employee Census screen.*

#### Dummy Compensation

**Q: What do you do when you enter dummy compensation for quarterly valued plans, then need to put actual plan compensation for the plan year?**

*A: You can determine the difference between the YTD compensation you entered in the first three quarters by first entering, or importing using the Data Import Assistant, the total actual compensation into User Data 1 on the Employee | Source | Detail screen. Run Calculations and request the Data Comparison Report compare the YTD compensation to User Data 1. This will give you the difference which can then be entered as the fourth quarter compensation.*

#### Required Minimum Distributions

**Q: Does the pay RMD check box get checked automatically from the employee notes?**

*A: No. The checking of the Pay Required Minimum Distribution checkbox is an administrator duty. Checking the Pay Required Minimum Distribution checkbox means that the non-5% owner who is older than 70 ½ will be included on the listing of 70 ½ participants.*

*Employee Notes do not cause the coding of the plan, investment, employee, sources to change. The coding of the plan, investment, employee, sources and calculations determine which employee notes will show.*

**Q: If you click on the box for Pay Minimum Required Distribution – does the system calculate the amount to pay?**

*A: The system will not calculate the Minimum Required Distribution for you. The checkbox is for you to indicate that a non-owner who has attained age 70 ½ is to be included in the group of participants who are to receive a Minimum Required Distribution.*

#### Excluded Employees and the Anniversary Notification

**Q: In order to have employees marked as excluded on the anniversary notification do you need to have them excluded in the various places as you did earlier? We had them checked on the employee census screen for the plan but all of the employees actually showed up on the anniversary notification, is it because they were only excluded on the one screen????**

*A: Excluded employees must have an excluded status to show the status line on the Anniversary Notification. You can do this by checking "Member of Excluded Class" on the Employee\Census\Employee screen. Or, if you want the system to be able to determine other excluded employees, you can add Class/Division/location codes on the Plans\Plan/Sponsor\Sponsor screen and then go to the Plans\Provisions\Eligibility screen; click the Advanced button under Eligible Employees and mark the Class/Division/Location that you wish to exclude from participation in the plan.*

*You must be sure to run calculations after making a change to an employee for reports to be impacted.*

*If you do not want the excluded employees to show on the Anniversary Notification, you can use the Filter when printing the Anniversary Notification. Excluded employees have a way of becoming eligible employees, and excluded employees are included in testing, so the decision was made to include excluded employees on the Anniversary Notification, unless they are filtered out of the report.*

### Import

**Q: Is it possible to import 401(k) contributions?**

*A: Yes. You can set up a DIA to import your spreadsheet, as was discussed in the DCWin Data Import Assistant webinar which is available on our website. Or, you can use the Edit grid to export the employees and the Src Contribution to a spreadsheet, enter the 401(k) contributions into it and then write a DIA to import the 401(k) contribution.*

### Multi-plan Testing

**Q: How do you test 2 plans together for the same company?**

*A: At this time, DCWin is not able to perform multiple plan testing. This is on our list of enhancements and we are optimistic about being able to provide you with this capability soon. In the meantime, you can create a third plan with the same contributions and account balances for all employees that are in the two different plans.*

### Printing

**Q: Can you print by division?**

*A: Yes, but you must use the Report Filter which is on the Select tab in the Report Scheduler. Once you click on the "Edit Filter" button, you can press the F1 key for step by step instructions on using the filter.*