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
Multi-Plan Operations: Flexibility

- Perform tasks for a few plans (even just one!)
- or
- Perform tasks across all plans in your database

Multi-Plan Operations: List bar option “Activities”
Multi-Plan Operations: Steps

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)

Multi-Plan Operations: Filtering
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

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
Multi-Plan Operations: Selecting

Click “Next” or the “Select” tab.

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

Multi-Plan Operations: Selecting

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.)
**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)**

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**Multi-Plan Operations: Action – Plan Listing**

Useful for mail-merge (contains employer address)

Export creates “.csv” file
Multi-Plan Operations: Action

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

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

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: 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.

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).
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

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
Resources

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

Resources: Help Menu > Release Notes
Resources: Help Topics

Resources: Support

DATAIR Employee Benefit Systems, Inc.

- Customer Support:
  Email: rd.support@datair.com
  Telephone: (630) 325-2600

- DATAIR Discussion Forum:
  http://www.datair.com/
Thank you!

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