

RCAB 401(k) Plan Auto-Enrollment Quickstep Guide

Employees entered into IOI through the New Hire Express on or after 9/3/15 with a Location Hire Date of 9/1/2015 or later, who are also coded as Benefit Eligible, will be automatically set up with a 401(k) pre-tax deduction of 3% for the first pay date on or after 45 days following the IOI Location Hire Date. Location payroll administrators do not need to do anything to complete this process; they should just enter normal new hire data into the New Hire Express. Once the location administrator has clicked “Save,” a future deduction will automatically be set up under Voluntary Deductions as shown below:

The screenshot shows the 'Employee Voluntary Deductions' configuration page. At the top, the company is identified as 'ROMAN CATHOLIC ARCHBISHOP OF' with employee ID '8010061 Gustavson, Carol W'. The 'Voluntary Deduction Description' is set to '401P - 401K PRETAX'. Below this, there are fields for 'Amount', 'Percent', 'Limit', and 'Remaining Limit'. The 'Optional Parameters' section includes 'Behavior' (Pct of 401k applicable earnings) and 'Frequency' (Every pay). The 'Future Effectivity Options' section shows 'Next Percent' set to 3.0 and 'Next Check Date' set to 10/01/2015. The 'Co GL Default #' is 6000-10000-20420. Buttons for 'Cancel', 'Previous', 'Next', and 'Save' are at the bottom.

As explained in the Notice that will be mailed to employees by the Benefits Office approximately one week after new hire data is entered into IOI, employees have several options as it relates to Auto-Enrollment:

1. Do nothing. This will result in auto-enrollment, with a 3% pre-tax deduction being taken on the first pay date on or after 45 days from IOI Location Hire Date.

2. Decline to be auto-enrolled. The employee must provide you with a written waiver to avoid auto-enrollment, which we recommend be in the form of the 401(k) Plan Salary Deferral Form, with the “Waive” box checked. This can also be in some other written form, such as an email. To comply with an employee’s request to waive 401(k) participation, delete the Next Percent amount and the Next Check Date information in an Open payroll prior to the pay date on or after 45 days from the Location Hire Date. See example below.

AB801 ROMAN CATHOLIC ARCHBISHOP OF 8010061 Gustavson, Carol W

Employee Voluntary Deductions

Voluntary Deduction Description: 401P - 401K PRETAX

Amount	Percent	Limit	Remaining Limit

Optional Parameters:

Behavior: Pct of 401k applicable earnings Frequency: Every pay

Rank: ID: CS State:

Allow Partial: Yes - Allow partials Max Makeup: Vendor Setup:

Labor Override: Labor Distribution:

General Ledger Override: General Ledger: Co GL Default #: 6000-10000-20420 Co GL Default Override: Override if not specified

Future Effectivity Options:

New Values: Next Amount: Next Percent: 3.0% Next Limit: Next Check Date: 10/6/2015

Buttons: Cancel Previous Next Save

3. Request to have:
 - a. an amount other than 3% deducted, and/or
 - b. the start date for the deduction sooner or later than the first pay date on or after 45 days from date of hire, and/or
 - c. the deduction taken as a Roth deduction vs. a pre-tax deduction.

To comply with any of these requests, delete the Next Percent and the Next Check Date information and key the deduction as you normally would (choosing the correct deduction under Voluntary Report Deduction Description and entering correct data into the Amount or the Percent field).

Note: if the employee notifies you (in writing) of a **waiver** of the 3% auto-enrollment after you have opened the payroll in which the auto-enrollment deduction will take effect (ex: pay date 10/1/15, as shown below), the 3% deduction amount will appear in both the Percent field and the Next Percent and Next Check Date fields and must be deleted in **BOTH** places. You must also enter the pay date in which the auto-enrolled amount was set to take effect (ex: 10/1/15) under Next Check Date to fully disable the original deduction.

The screenshot shows the 'Employee Voluntary Deductions' screen. At the top, the 'Voluntary Deduction Description' is '401P - 401K PRETAX'. Below this is a table with columns: Amount, Percent, Limit, Remaining Limit, Original Limit, and Arrears. The 'Percent' field contains '3.00%' and is marked with a red 'X'. Under 'Optional Parameters', the 'Behavior' is 'Pot of 401k applicable earnings' and 'Frequency' is 'Every pay'. In the 'Future Effectivity Options' section, the 'Next Percent' field contains '3.00%' (marked with a red 'X') and the 'Next Check Date' is '10/01/15' (circled in red). At the bottom are 'Cancel', 'Previous', 'Next', and 'Save' buttons.

Note: if the employee notifies you (in writing) of a **change** to the amount or type of deduction after you have opened the payroll in which the auto-enrollment deduction will take effect (ex: 10/1/15), the Next Percent field must be deleted and correct/updated information entered under **both** the Voluntary Deduction Description/Percent/Amount and under the Future Effectivity Next Amount or Next Percent. Retain or add the Next Check Date to allow the new deduction to overwrite the auto-enroll deduction. Ex: employee notifies you that he wants a 5% deduction to take effect with the 10/1 pay date. You must enter 5 under the Percent field at the top of the Voluntary Deduction screen and also in the Next Percent field under Future Effectivity. You must also enter 10/1/15 (the current check date) in the Next Check Date field. See example below.

- MAIN MENU
- SELECT COMPANY
- COMPANY MAINT.
- GLOBAL UTILITIES
- BEGIN PAYROLL
- EMPLOYEE MAINT.
- ▶ Self Service Updates
- ▶ New Hire Wizard
- ▶ New Hire Express
- ▶ Demographics
- ▶ Pay Rates
- ▶ Voluntary Deductions
- ▶ Deduction Express
- ▶ Direct Deposits
- ▶ Tax Setup
- ▶ Recurring Earnings
- ▶ General Ledger
- ▶ Labor Distribution
- ▶ Vendor Setup
- ▶ Benefit Accrual Balances
- ▶ HR Contact Information
- ▶ Compliance Information
- ▶ Salary History
- ▶ Status History
- ▶ Maintenance Report
- HOURS & DOLLARS
- FINISH & PROCESS

Employee Voluntary Deductions

Voluntary Deduction Description: 401P - 401K PRETAX

Amount	Percent	Limit	Remaining Limit	Origin
	5			

Optional Parameters:

Behavior: Pct of 401k applicable earnings | Frequency: Every pay

Rank: | Take: | ID: | CS State: |

Allow Partial: Yes - Allow partials | Max Makeup: | Vendor Setup: |

Labor Override: | Labor Distribution: |

General Ledger Override: | General Ledger: | Co GL Default #: 2265-00 | Co GL Default Override: Override if not specified

Future Effectivity Options:

New Values: Next Amount: | Next Percent: 5 | Next Limit: | Next Check Date: 10/01/2015

Buttons: Cancel, Previous, Next, Save

Please contact Carol Gustavson at (617) 746-5830 or cgustavson@rcab.org or Bonnie Seifried at (617) 746-5827 or bseifried@rcab.org for questions or assistance.