

CONTRIBUTION WIZARD

Developed by...

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Please contact David Beck directly for more information and/or a live demonstration.

Contribution Wizard

- “Point and Click” user interface
- Import payroll data in any file format – no manipulation of “raw data.”
- All Plan provisions regarding eligibility and employer contributions are programmed into the application – program is completely customized.
- Reviewing an Employee’s eligibility is a snap!
 - Based on historical data, calculates hours in 1st 12 months of employment
- Accurately calculates contributions at the click of a button and automatically generates:
 - Printable report that makes the critical process of reviewing contributions and eligibility easy
 - Export of contributions in “ready to import” format, designed to any Recordkeeper/Custodian’s exacting specifications
 - Automatically creates a recovery backup (csv file) for every single pay-period.
- Keeps a historical record of all activity which allows:
 - Historical reporting
 - Rolling total of hours worked in past 12 months for each employee
 - Application of maximum compensation limitations

Home Screen

The Home Screen is comprised of 5 sections:

1. Upcoming Entry Dates
2. Import Payroll
3. Add New/Review Existing Eligibles
4. Calculate Employer Contributions
5. History

Contribution Wizard

Client Logo

Process EVERY Payroll, even if no Contributions, so History = Payroll System.

Import Payroll
Active Pay-Date: 07/05/13
Hrs in Past 26 Pay Periods = 07/06/12 to 06/21/13

Add New Eligibles | **Review Existing Eligibles**

Calculate Er | Max For: 2013 | 255,000.00
Match: .00 | *Locked (Dbl Clk)*

Export / Post To History | **View History**
YTD Gross: 2013 | 7,656,400.50
Last In History: 06/21/13

Upcoming Entry Dates

Name	Age	DOH	Earliest Entry Date	Hrs Past 26 Periods*
Employee 278			7/1/2013	2,014.15
Employee 308			7/1/2013	1,788.67
Employee 200			7/1/2013	1,776.98
Employee 187			7/1/2013	1,820.00
Employee 470			7/1/2013	1,722.00
Employee 72			8/1/2013	1,189.23
Employee 80			8/1/2013	1,610.00
Employee 306			8/1/2013	1,947.50
Employee 228			8/1/2013	1,990.00

Hrs in Past 26 Pay Periods = 07/06/12 to 06/21/13

Report | **Hidden for Demo**

Exit

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Complete exports of ALL data in "Recovery Data" directory.

1. Upcoming Entry Dates

Names turn red when Earliest Entry Date is just before the Current Pay-Date.

Name turns blue if Earliest Entry Date is within 3 months.

Click on “Report” button to print a report with the same information.

Upcoming Entry Dates				
<input type="button" value="Report"/>				
Name	Age	DOH	Earliest Entry Date	Hrs Past 26 Periods*
Employee 278			7/1/2013	2,014.15
Employee 308			7/1/2013	1,788.67
Employee 200			7/1/2013	1,776.98
Employee 187			7/1/2013	1,820.00
Employee 470			7/1/2013	1,722.00
Employee 72			8/1/2013	1,189.23
Employee 80			8/1/2013	1,610.00
Employee 306			8/1/2013	1,947.50
Employee 228			8/1/2013	1,990.00

Hrs in Past 26 Pay Periods = 07/06/12 to 06/21/13

2. Import Payroll

The standard “Windows File Open” interface appears when clicked.

The Contribution Wizard is completely customized to the file exported from your payroll system.

NO manipulation in Excel required.



3. Add New/Review Existing Eligibles

Red highlighting represents individuals whose earliest eligibility date is just before the current pay-date.

Green highlighting indicates that the Participant has exceeded 1,000 hours in the indicated date range.

“Hrs In First 12 Mnths” column automatically adds up hours in History tables from date of hire through their first anniversary of employment.

Check the “Check if Eligible” box, and click “Add Eligibles” button to code Employees as eligible. See Red Circles above.

Employee will always be coded as Eligible for future pay-dates (User can “undo” eligibility flag as needed)



Contribution Wizard - Review Eligibility

Showing: Ee's w/ 12 months of service NOT Coded as Elig

Hours based on pay-DATES in range.

Double Click Red Headers to sort.

Name	DOB	Age	DOH	Earliest Entry Date	Based On Age Or Serv.??*	Hrs Past 26 Periods**	Hrs In 1st 12 Mnths***	Check if Eligible	Hours In 2012
Employee 200				7/1/2013	Service	1,776.98	1,699.48	<input type="checkbox"/>	1,001
Employee 308				7/1/2013	Service	1,788.67	1,711.67	<input type="checkbox"/>	931
Employee 278				7/1/2013	Service	2,014.15	1,936.65	<input type="checkbox"/>	1,053
Employee 23				7/1/2013	Service	1,771.00	1,701.00	<input type="checkbox"/>	923

Add Eligibles

4. Calculate Employer Contributions

The "Calculate Er" button calculates all Employer Contributions.

If all Participants receive the same percent of pay (or the same match formula) the Contribution Wizard will limit contributions for the year to the Max Allowed (e.g., \$255,000 x 4% Er Contrib = \$10,200 Max Allowed).

If different participants receive different contributions, the user will be notified when the maximum allowable compensation has been reached.

Calculations can be calculated differently for different participants based on the following possible parameters (among others):

- Employee Type (as per the Payroll system)
- Years of Service
- Department #



Employer Contribution Calculation												
											Editable	Year To Date
Name	DOB	DOH	Earliest Elig Date	DOT	Comp	Pre-Tax	Roth	Total Deferrals	Match	Match	Comp	
Employee 102			11/01/08	6/2/2013	2,762.04	0.00	.00	0	.00	.00	35,845	
Age:	Hrs In Past 12:	2,660	Eligibility Flag:	YOS:	5.74	PTE (<20 HRs)?	As % of Pay:	0.00%	0.00%	02 5 or More Years		
Employee 106			10/01/11		2,185.30	218.53	.00	218.53	65.56	837.75	27,925	
Age:	Hrs In Past 12:	2,660	Eligibility Flag:	YOS:	2.78	PTE (<20 HRs)?	As % of Pay:	10.00%	3.00%	01 0 to 5th Yr		
Employee 107			01/01/11		1,273.68	38.21	.00	38.21	38.21	457.17	15,239	
Age:	Hrs In Past 12:	2,845	Eligibility Flag:	YOS:	3.52	PTE (<20 HRs)?	As % of Pay:	3.00%	3.00%	01 0 to 5th Yr		

4. Calculate ER (cont.)

Includes all information needed to support the calculation of Employer Contributions.

Can calculate both a straight “X% of Pay” contribution as well as a Matching contribution simultaneously.

Manual edits allowed to Employer Contributions are allowed (Blue Column). Allows for prior period adjustments and/or overrides.

Search for Employees by name (see red circle). Displays only Employees whose name (first or last) includes the entered text.

Employer Contribution Calculation

Search:

Pay-Date: Earliest Elig Date: DOT: Comp: Pre-Tax: Roth: Deferrals: Total: Editable: Year To Date:

Name	DOB	DOH	Earliest Elig Date	DOT	Comp	Pre-Tax	Roth	Deferrals	Total	Editable	Match	Match	Comp
Employee 102			11/01/08	6/2/2013	2,762.04	0.00	.00	0	0		.00	.00	35,845
Age:	Hrs In Past 12: 2,660		Eligibility Flag: <input checked="" type="checkbox"/>	YOS: 5.74	PTE (<20 HRS)? <input type="checkbox"/>	As % of Pay: 0.00%		0.00%		02 5 or More Years			
Employee 106			10/01/11		2,185.30	218.53	.00	218.53	218.53		65.56	837.75	27,925
Age:	Hrs In Past 12: 2,660		Eligibility Flag: <input checked="" type="checkbox"/>	YOS: 2.78	PTE (<20 HRS)? <input type="checkbox"/>	As % of Pay: 10.00%		3.00%		01 0 to 5th Yr			
Employee 107			01/01/11		1,273.68	38.21	.00	38.21	38.21		38.21	457.17	15,239
Age:	Hrs In Past 12: 2,845		Eligibility Flag: <input checked="" type="checkbox"/>	YOS: 3.52	PTE (<20 HRS)? <input type="checkbox"/>	As % of Pay: 3.00%		3.00%		01 0 to 5th Yr			

4. Calculate ER (cont.)

Similar Employees grouped together to facilitate review.
Examples:

- Employees Contributing vs. Not Contributing
- Eligible Participants vs. Ineligible Employees
- Earliest Eligibility Date has/has not passed
- Eligible vs. Ineligible Employee Type

Footer of Report includes Journal Entry, by Department # (exportable to excel for import to GL System)

Contribution Wizard - Review Er Contributions

Employer Contribution Calculation

Pay-Date: 7/5/2013

Show Eligibles Show All Close **Report**

Type any part of name

Name	DOB	DOH	Earliest Elig Date	DOT	Comp	Pre-Tax	Roth	Total Deferrals	Match	Match	Year To Date Comp
Employee 102			11/01/08	6/2/2013	2,762.04	0.00	.00	0	.00	.00	35,845
Age:		Hrs In Past 12: 2,660	Eligibility Flag: <input checked="" type="checkbox"/>	YOS: 5.74	PTE (<20 HRs)? <input type="checkbox"/>	As % of Pay: 0.00%		0.00%	0.00%	02 5 or More Years	
Employee 106			10/01/11		2,185.30	218.53	.00	218.53	65.56	837.75	27,925
Age:		Hrs In Past 12: 2,660	Eligibility Flag: <input checked="" type="checkbox"/>	YOS: 2.78	PTE (<20 HRs)? <input type="checkbox"/>	As % of Pay: 10.00%		3.00%	3.00%	01 0 to 5th Yr	
Employee 107			01/01/11		1,273.68	38.21	.00	38.21	38.21	457.17	15,239
Age:		Hrs In Past 12: 2,845	Eligibility Flag: <input checked="" type="checkbox"/>	YOS: 3.52	PTE (<20 HRs)? <input type="checkbox"/>	As % of Pay: 3.00%		3.00%	3.00%	01 0 to 5th Yr	

Employer Contribution Review Report

Pay-Date: 7/5/2013

Hrs in Past 26 Pay Periods = 07/06/12 to 06/21/13

Name	DOB	Age	DOH OR DOH	YOS	Earliest Elig Date	DOT	Comp	Hrs Past 26 Per.'s	Pre-Tax	Roth	As a % of Pay:	Match	As a % of Pay:
Participant Has Deferrals													
01 Eligible Participants - 01 0 to 5th Yr													
Employee 106				2.78	10/01/11		2,185.30	2,660.00	218.53	.00	10.00%	65.56	3.00%
Employee 107				3.52	01/01/11		1,273.68	2,845.25	38.21	.00	3.00%	38.21	3.00%
Employee 11				2.75	11/01/11		2,497.19	2,590.00	174.80	.00	7.00%	74.92	3.00%
Employee 121				1.26	04/01/13		1,188.45	2,205.30	0.00	85.00	7.15%	35.65	3.00%

5. History

Export / Post To History button triggers the following:

- Creates Export file ready for upload to Recordkeeper's Web-site (format customized to required specs).
- Posts all data for pay-date to History tables to facilitate historical reporting (below) and hours in date range calculations ("Add New Eligibles" screen).

ALL critical data exported to csv file each pay-period to be used for "Recovery"

"View History" section allows:

- Review of individual Employee's history (either all history or a selected date range)
- Plan level report showing detail of all pay-dates (for all employees) in specified date range.

The screenshot shows a blue-bordered interface with two main buttons: "Export / Post To History" and "View History". Below the "Export / Post To History" button is a red box containing the text "Last In History: 06/21/13". To the right of the "View History" button, there is a section for "YTD Gross:" with a dropdown menu set to "2013" and a large white box displaying the value "7,656,400.50". At the bottom of the interface, a blue banner contains the text "Complete exports of ALL data in 'Recovery Data' directory."