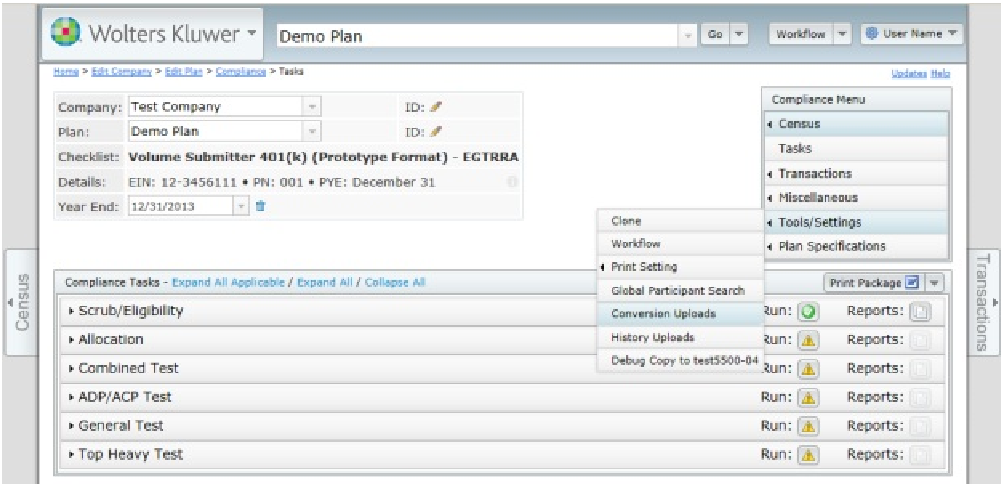
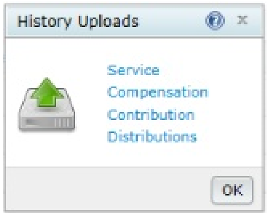
9.6. History Uploads

10/29/2024 4:34 pm CDT

History Uploads are located under “Tools/Settings” from within the Compliance Menu.



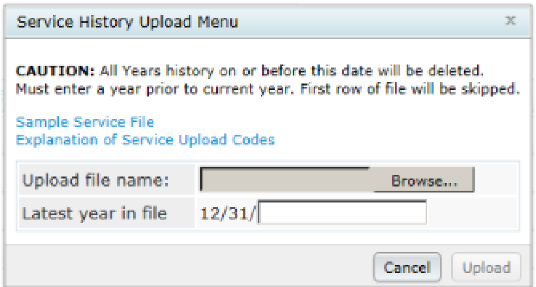
The History Upload options give users the ability to upload service, compensation, contribution and distribution records from the inception of the plan to the current plan year. If you will be uploading the history records in the first year the plan is in the ftwilliam Admin, you will need to continue to use your conversion grid or a supplemental grid to upload the cumulative years of service fields. Please note if the plan has multiple years in the ftwilliam system you may upload the history records in the current year, remembering to include in the history file the data for any prior years in the system.



Service History Upload

Click on the ‘Service’ link to access the ‘Service History Upload Menu’, where you may select a file to upload the service history for all plan years up to the current plan year. There are four types of service history that can be uploaded here:

- A - Hire/Terminate
- E - Eligibility Service
- V - Vesting Service
- B - Benefit (participation) Service



A sample service history file can be downloaded to show the user how the data must be uploaded.


ServiceHistorySample.csv [Read-Only]

	A	B	C	D	E	F
1	Part ID	Date	Service Type	Status	Hours	Yrs Service
2	000-00-0128	7/1/2008	A	Hire		
3	000-00-0128	12/31/2008	E	ALL	1400	1
4	000-00-0128	12/31/2008	V	ALL	1400	1
5	000-00-0128	12/31/2008	B	ALL	1400	1
6	000-00-0128	10/30/2009	A	Terminate		
7	000-00-0128	12/31/2009	E	ALL	1400	1
8	000-00-0128	12/31/2009	V	ALL	900	0
9	000-00-0128	12/31/2009	B	ALL	1400	1

To enter a hire/terminate record:

- Column A – Enter participant's social security number
- Column B – Enter the date of hire or termination (in mm/dd/yyyy format)
- Column C – Enter 'A'
- Column D – Enter 'Hire' or 'Terminate' as applicable
- Columns E and F – Leave Blank

To enter a eligibility/vesting/benefit history record:

- Column A – Enter participant's social security number
- Column B – Enter the date (in mm/dd/yyyy format) of the applicable plan year end
- Column C – Enter 'E', 'V', or 'B'
- Column D – Enter 'All' for all sources; 'ED' for elective deferral source; 'MT' for match source; and 'NE' for non-elective source.
- Column E – Enter the hours earned during the applicable year.
- Column F – Enter the years of service earned during the applicable year.

So in the above example, participant 000-00-0128 was hired on 7/1/08. In 2008 she had 1400 hours and one year of service of service for eligibility, vesting and participation. She terminated on 10/30/09; in 2009 she had 1400 hours and one year of service of service for eligibility and participation, and 900 hours for vesting with no service.

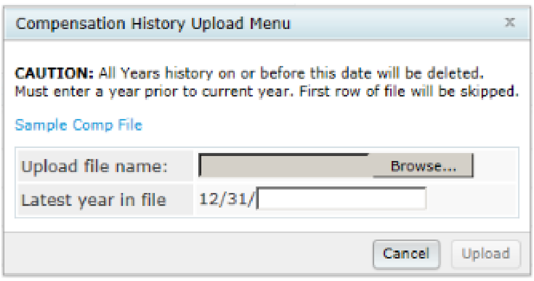
Note: The history for multiple years should be uploaded in one history file. All history in year or prior to the year entered will be deleted.

The service history will be updated with current year data when the Do Data Scrub task is done.

There is also a link to an 'Explanation of Service Upload Codes' for additional help.

Compensation History Upload

Click on the 'Compensation' link to access the 'Compensation History Upload Menu', where the user may select a file to upload the compensation history for all plan years up to the current plan year.



To enter a compensation record:

- Column A – Enter participant’s social security number
- Column B – Enter the date (in mm/dd/yyyy format) of the plan year end
- Column C – Enter gross compensation for the participant

Note: The history for multiple years should be uploaded in one history file. All history in year or prior to the year entered will be deleted.

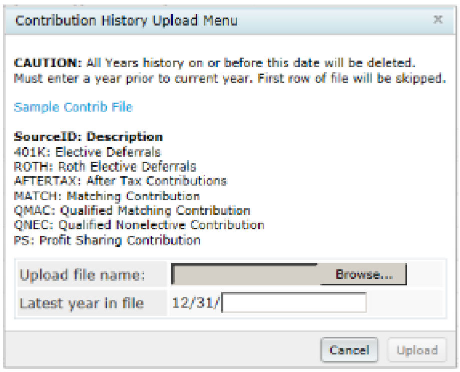
The compensation history will be updated with current year data when the Do Data Scrub task is done.

CompHistorySample.csv [Read-Only]

	A	B	C
1	Part ID	YearEnd	Gross Comp
2	000-00-0128	12/31/2009	100000
3	999-00-0127	12/31/2009	95000
4	000-00-0133	12/31/2009	90000
5	000-00-0132	12/31/2009	85000
6	000-00-0115	12/31/2009	80000
7	000-00-0128	12/31/2008	75000
8	999-00-0127	12/31/2008	70000
9	000-00-0133	12/31/2008	65000
10	000-00-0132	12/31/2008	60000
11	000-00-0115	12/31/2008	55000
12	000-00-0128	12/31/2007	50000
13	999-00-0127	12/31/2007	45000
14	000-00-0133	12/31/2007	40000
15	000-00-0132	12/31/2007	35000
16	000-00-0115	12/31/2007	30000

Contributions History Upload

Click on the ‘Contributions’ link to access the ‘Contributions History Upload Menu’, where the user may select a file to upload the contributions history for all plan years up to the current plan year.



To enter a contribution record:

- Column A – Enter participant’s social security number
- Column B – Enter the date (in mm/dd/yyyy format) of the
- Column C – Enter applicable contribution amount for the participant
- Column D – Enter the applicable SourceID (as shown in the Contributions History Upload Menu)

Note: The history for multiple years should be uploaded in one history file. All history in year or prior to the year entered will be deleted.

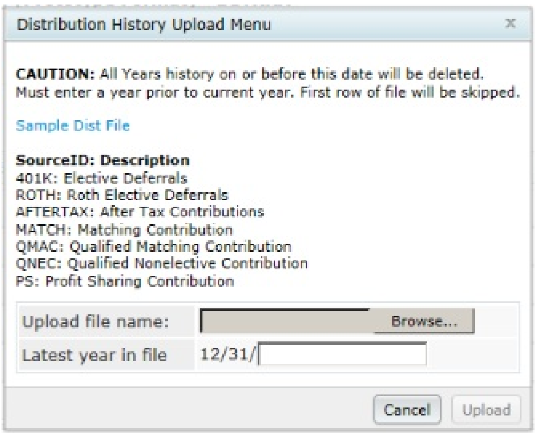
The Contribution history will be updated with current year contributions when the contribution transactions are posted and the user “Prints” any report in the Transaction Menu with the Statement Dates of the first and last day of plan year.

ContribHistorySample.csv

	A	B	C	D
1	Part ID	YearEnd	Amount	SourceID
2	000-00-0128	12/31/2008	9000	401K
3	000-00-0128	12/31/2009	8500	401K
4	000-00-0132	12/31/2008	8000	401K
5	000-00-0132	12/31/2009	7500	401K
6	000-00-0133	12/31/2008	7000	401K
7	000-00-0133	12/31/2009	6500	401K
8	000-00-0127	12/31/2008	6000	401K
9	000-00-0127	12/31/2009	5500	401K

Distributions History Upload

Click on the 'Distribution' link to access the 'Distribution History Upload Menu', where the user may select a file to upload the distribution history for all plan years up to the current plan year.



To enter a distribution record:

- Column A – Enter participant's social security number
- Column B – Enter the date (in mm/dd/yyyy format) of the
- Column C – Enter applicable contribution amount for the participant
- Column D – Enter the applicable SourceID (as shown in the Contributions History Upload Menu)

Note: The history for multiple years should be uploaded in one history file. All history in year or prior to the year entered will be deleted.

The Distribution history will be updated with current year distributions when the distribution transactions are posted and the user "Prints" any report in the Transaction Menu with the Statement Dates of the first and last day of plan year.

DistHistorySample.csv

	A	B	C	D
1	Part ID	YearEnd	Amount	SourceID
2	000-00-0128	12/31/2008	-9000	401K
3	000-00-0128	12/31/2008	-8000	MATCH
4	000-00-0128	12/31/2008	-7000	PS
5	000-00-0128	12/31/2009	-9000	401K
6	000-00-0128	12/31/2009	-8000	MATCH
7	000-00-0128	12/31/2009	-7000	PS
8	000-00-0132	12/31/2008	-9000	401K
9	000-00-0132	12/31/2008	-8000	MATCH
10	000-00-0132	12/31/2008	-7000	PS