

# FTW Step 5: Conversion Data for the Conversion Year

10/30/2024 1:02 pm CDT

- Conversion date - Ensure your conversion data is as of the Conversion Date discussed in [Step 2](#) above, one day prior to the Replication Year or for a start-up plan, one day prior to the plan's effective date.
- Conversion format - On the Census page where the grid is set to \* ftw DB Conversion Standard (ID: d9d9b16), click 'Export > Current View' found in the bottom-right corner of the screen. This will create a file in the conversion grid format. There is also a copy on the ftwilliam Support site in the DB section.
- Conversion data - Save the file to your desktop and enter or copy/paste data into the appropriate columns. You should include all current plan participants (active and former employees) and active employees not yet eligible to participate. You do not need to include former participants, although they can be loaded and stored if preferred.

Most of the data fields in the grid are for active participants, and there is a [supplemental grid \(\\* ftw DB Census Supplemental Deferred and In-Pay Benefits\)](#) to enter or separately upload payment information. If benefits have not been calculated for deferred vested participants, you do not need to add this information, as the system will calculate benefits, similar as for active participants. Please follow the instructions for each field in the grid Help Text below. This same detail is available to View from the Grid Manager and also included when you Export the grid.

Sec	Field	Heading	HelpText
100	M:LastName	Last Name	Last name
110	M:FirstName	First Name	First name
120	M:SSN	SSN	Social security number (999-99-9999) - WITH DASHES
130	R:DBStatus	DB Status	Active,Deferred Vested,Deferred Beneficiary,In-Pay Retiree,In-Pay Beneficiary,Term Non-Vested,De
140	M:BirthDate	Birth Date	Date of birth (mm/dd/yyyy)
150	M:Gender	Gender	Gender (M,Male,F,Female)
160	R:LastDayStatus	Employment Status	Employment status (Active,P-Term)
170	M:EarliestHireDate	Earliest Hire Date	Earliest hire date (mm/dd/yyyy)
180	R:EmploymentHireDate1	Earliest Hire Date	COPY PREVIOUS FIELD (mm/dd/yyyy)
190	R:EmploymentTermDate1	Last Term Date	Last term date (mm/dd/yyyy) - DO NOT INCLUDE TERM DATE IF ACTIVE AT CONVERSION
200	R:EmploymentHireDate2	Not Used	LEAVE BLANK (Rehire date)
210	R:EmploymentTermDate2	Not Used	LEAVE BLANK (Second term date)
220	R:Service_EligibilityHours	Hours	Hours worked in current plan year for eligibility purposes (9999) - NO COMMAS,INTEGERS ONLY
230	R:Compensation_Statutory	Comp (statutory - unlimite	Unlimited statutory compensation (415 implications) - NO COMMAS OR \$,UP TO 2-DECIMALS
240	R:DbPensionableComp	Comp (pensionable - unlim	Unlimited plan formula compensation - NO COMMAS OR \$,UP TO 2-DECIMALS
250	R:Compensation_NonElectiveTesting	Comp (testing - unlimited)	Unlimited testing compensation (401(a)(4) implications) - NO COMMAS OR \$,UP TO 2-DECIMALS
260	R:PensionableBenefitServ	Pensionable Benefit Service	Years of cumulative DB pension service - TRADITIONAL DB PLANS ONLY
270	R:Service_415Participation	415 Participation years	Years of cumulative 415 Participation - ALL PLANS
280	R:Service_415Service	415 Service years	Years of cumulative 415 Service - ALL PLANS
290	M:AccruedBenefitFrozenMonthly	Frozen Benefit (monthly)	Frozen monthly accrued benefit - ONLY IF FORMULA TYPE = FROZEN BENEFIT
300	R:AccruedBenefitEOYMonthly	Accrued Benefit (monthly)	Monthly accrued benefit at conversion (after 415 limits) - TRAD DB PLANS & POST-NRA CB PPTS
310	R:CashBalanceEOY	CB EOY Balance	Cash Balance at conversion - CASH BALANCE PLANS ONLY
320	M:Eligible_DBEligMet	Date Met DB	Date initial eligibility met for DB plan (mm/dd/yyyy)
330	M:Eligible_DBEntryDate	Entry Date DB	Entry date for DB plan (mm/dd/yyyy)
340	M:Eligible_DisaggEligMet	Not Used	LEAVE BLANK (Initial eligibility date met for disagg)
350	M:Eligible_DisaggEntryDate	Not Used	LEAVE BLANK (Entry date for disagg)
360	R:Service_EligibilityPrYrCummDB	DB Service for NRD	Years of cumulative DB elig service at BOY - POPULATE IF NRD BASED ON ELIG SERVICE
370	R:Service_EligibilityPrYrCummDisagg	Not Used	LEAVE BLANK (Years of cumulative service (disagg part of plan))
380	R:Service_VestingPrYrCumm	Vesting Service	Years of cumulative service for vesting at BOY
390	M:Service_Vesting	Not Used	LEAVE BLANK (Vesting years of service for terminated participant)
400	R:KEY_Employee	KEY Employee	Key Employee in current year (Yes,No)
410	R:KEY_Employee_DetermDate	KEY EE Determ Date	Key Employee for determination date year (Yes,No)
420	R:HCE	HCE	HCE status (Yes,No)
430	R:HCE_TopPaidGrpCurr	Top Paid Group	Employee is in top paid group (Yes,No)
440	R:PercentageOwnership	Ownership %	Percentage ownership - NO % SIGN,UP TO 2-DECIMALS
	None		
	None		
	None		

- Upload conversion data - Once conversion data is in the proper grid format and saved to your desktop:
  1. Verify that the 7-digit grid ID on the file matches the ID of the Primary Grid you have selected (i.e., ID: d9d9b16), then upload the file by clicking the upload  (up-arrow) button on the right-hand side of the screen and choose the correct file, then click the 'Next' button and select all the participants to upload by clicking the checkboxes next to their names (or the

checkbox at the top that will select everyone). Click 'Import' and 'Done'.

2. After uploading the conversion file, and if you have known payment information for deferred and in-pay participants, create a separate file using the \* ftw DB Census Supplemental Deferred and In-Pay Benefits grid (ID: 720ca0e), and upload it in the same manner, or enter the data directly into the grid on-screen.
- Update/add/delete data on-screen - You can change data on-screen at any time by clicking on a data field and entering a value or selecting a drop-down option. You can also add participants by using the + button.
  - Actuarial Assumptions in Conversion Year
    1. Conversion Year always uses a 'Last Day of Plan Year' valuation date - Whether you are doing beginning or end of year valuations, the valuation date for the Conversion Year must be set to 'Last Day of Plan Year'. This is the system default.
    2. Other valuation methods & assumptions - Other actuarial assumptions are not used in the Conversion Year since you will not be calculating liabilities or running a valuation in the Conversion Year.
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