

# 3.1. Select a Primary Census Grid

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If you want to change the primary census grid for your plan, click the “Change” link to the right of the grid name, select the grid you want from the first drop-down box, and click “Set Census Grid”.

Q.S. Tip: The default grid for most customers is \*ftw Primary 1 Census (comp and comp after elig) (c1eb549). If you want a different grid to be your default grid, please contact support@ftwilliam.com.

Q.S. Tip: We strongly recommend that you start with one of our core grids which are as follows:

- \*ftw Primary 1 Census (comp and comp after elig) (c1eb549) - used to enter census data for 401(k) plans using entry date compensation
- \*ftw Primary 2 Census Statutory Comp (f0e744e) - used to enter census data for 401(k) plans data for 401(k) plans using full year compensation
- \*ftw Primary 3 Census Fiscal Plan Year (efb0e0a) Used to enter census data for non calendar year 401(k) plans
- \*ftw Primary 4 Census exclude certain comp(414s comp test) (d915e5d) - used to enter census data for 401(k) plans/using a non 414(s) compensation definition

Any grid whose name begins with “\* ftw” is a “System” grid, which means it cannot be edited, only copied. If you want to modify the layout of a grid follow the steps below:

- From the Compliance Menu box at the top right of the screen, click on “Census”, then “Create/Edit Grids”.
- Select the grid you want to edit in the drop-down box and click “Copy” or “Edit”.
- Enter a name for the grid in the box labeled “Short Description”.
- To delete a column, select “None” from the “Field” drop-down box.
- To add a column, select the census field from the Field drop-down box; the Heading and HelpText boxes will auto-populate. Enter a new sequence number designed to place the new data field where you want it located; e.g. if you want the new data field between items with sequence numbers 180 and 190, you would give it a sequence number between 181 and 189.
- When you click the “Update” button the numbers will be re-sequenced and the fields will be added or deleted to the grid.

After creating the modified grid you will need to return to the census screen to select it.

Note that there is a full list of all available grids, together with a description of how they can be used, in [Appendix I](#) at the end of the Quick Start Guide.

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