4.1. Scrub/Eligibility

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Q.S. Tip: If you are uploading employer contributions on the census you do need to set the appropriate override(s) on the Allocation Task screen BEFORE running the data scrub; otherwise the scrub will wipe out the contributions – see 4.2 below.

Once you have uploaded your census data and supplemental data the next step is running the data scrub. Expand the "Scrub/Eligibility" section to review the parameters. Most options allow you to override system calculations; responses are "Yes" or "No". "Yes" means that you will upload the information; "No" means that the system will calculate. Please note that the first two options, "Override calculation of prior year eligibility service" and "Override calculation of prior year participation service" will be set to "Yes" for the first year by the system when the data scrub is run

Once you have reviewed the parameters you can run the scrub by clicking the "Run" icon. The results screen will list warnings and errors about the data which you should review.

Q.S. Tip: Most of the errors/warnings are actually just alerting you that the ftwilliam.com system does not have certain data elements and is therefore making assumptions because it is the first year in the ftwilliam.com system. The system will always tell you if it makes assumptions for your data.

You have the option to suppress all warnings and just review the errors or suppress individual errors and warnings – these options are set at the top of the scrub results page. Suppressing all warnings will allow you to more easily isolate and review any errors, which are generally items that you would wish to address as they may indicate inaccurate data.

Q.S. Tip: Errors and warnings on the scrub results screen will not clear, even if you correct the cause, until you either re-upload the census data, or click the "Clear All participant Errors/Overrides" link on the data scrub results page.

Once you have run the data scrub and addressed any issues you should review the Eligibility and HCE/Key Status reports to ensure that they are correct. Icons for the reports, in Word, PDF or Excel, will be available as soon as the scrub is run.