ADP/ACP Testing: Review/Edit Prior Year Data Link

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If “Prior Year” is selected for the ADP Test or ACP Test, a “Review/Edit Prior Year Data” link will appear.

- If no prior year data exists, you can manually enter the prior year NHCE counts and NHCE ADP/ACP data.
- If prior year data exists, it will typically pull into the software automatically.

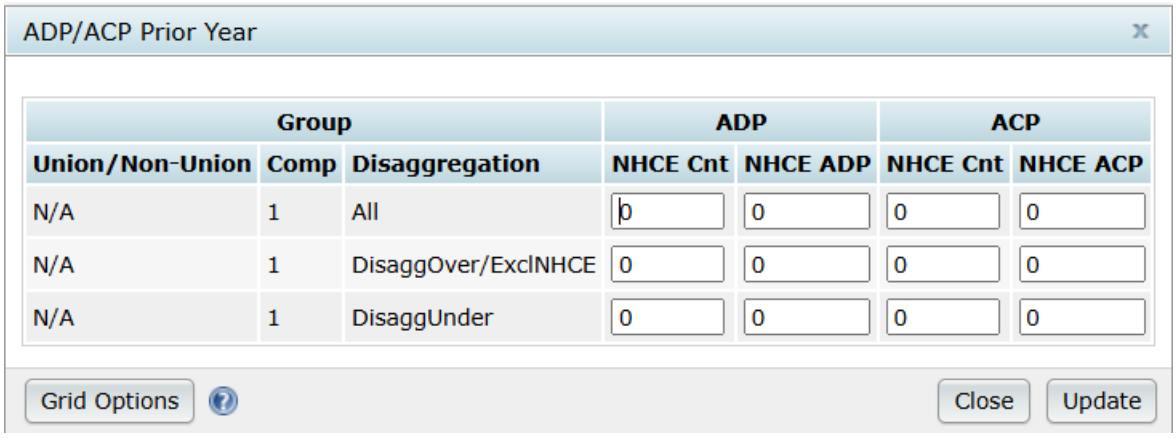
If the prior year data does not pull in, it is usually due to differences in plan parameters between years. For example, the current year may include union (CBA) employees or divisions that did not exist in the prior year.

To populate the grid rows with the rows needed for the ADP/ACP test, open “Review/Edit Prior Year Data” and click “Grid Options.” This opens the Grid Options Menu, which reflects the current year plan settings. If you want to test using different settings, update the plan settings first, then return to Grid Options.

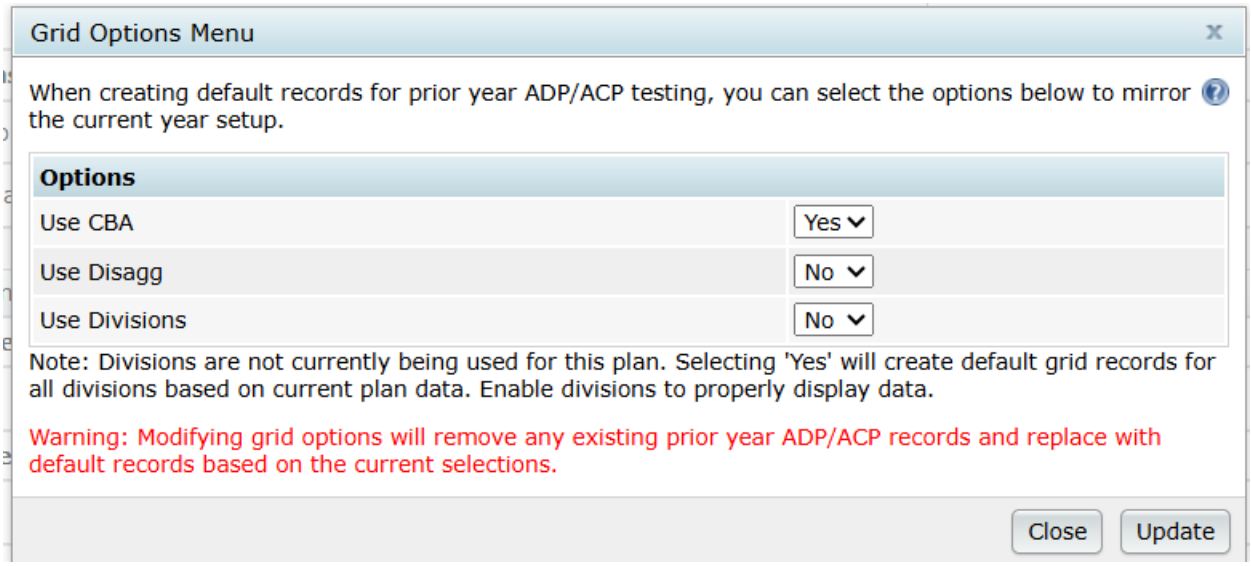
Clicking Update will:

- Clear existing NHCE counts and NHCE data, and
- Repopulate the grid using the current year plan settings.

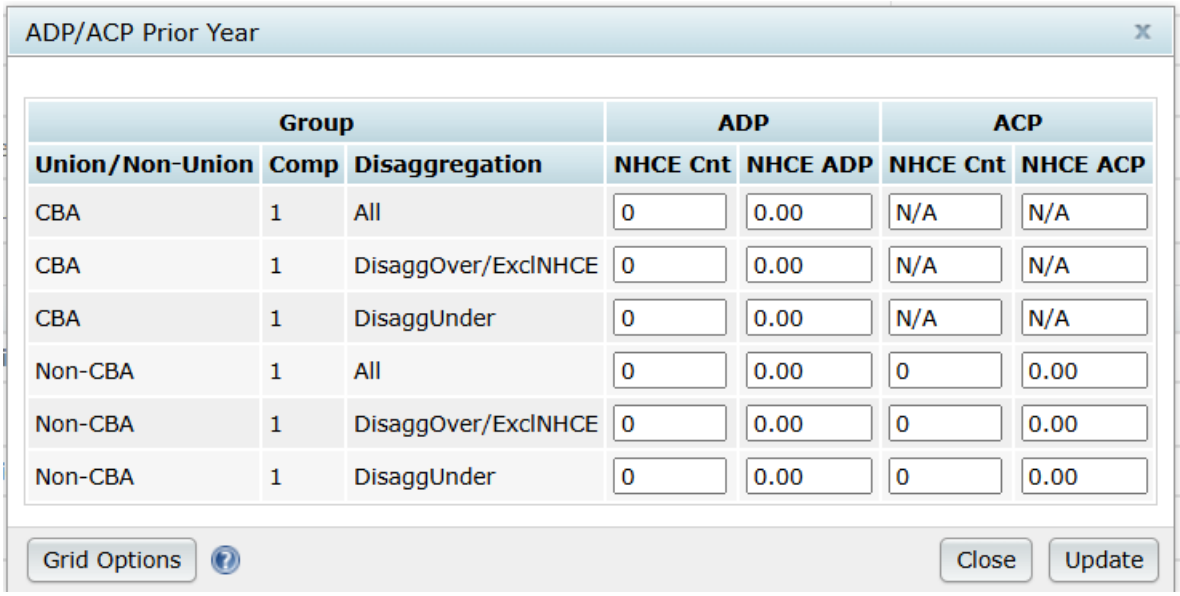
Example:
If the prior year did not include CBA/union employees, the grid will not contain CBA and non-CBA rows.



If the current year *does* include CBA employees, open "Grid Options" and note that “Use CBA” is automatically set to Yes.



Click Update to recreate the grid with the appropriate CBA and non-CBA rows.



Since the plan parameters varied between the current and prior year, you will then need to manually enter the prior year NHCE data, which can be found on the prior year ADP/ACP test report.

IMPORTANT: The ADP/ACP test will only use the data that matches the current plan parameters. For correct ADP/ACP test results do not populate the grid with options other than the current settings.