

Automatic Enrollment Reporting

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We provide reporting to all automatic enrollment clients to help them fulfill their responsibility of ensuring that all new hires auto enroll in the plan (unless they opt out or make an affirmative election).

All plans that offer automatic enrollment will receive two distinct reports to aid them in administering this plan provision:

1. Deferral Changes by Participant

- Generates each Monday
- Includes all participant deferral changes (both participant-directed as well as automatic enrollment) where:
 1. The deferral effective date falls during the prior week (Sunday-Saturday)
 2. The date the deferral change was entered falls during the prior week (Sunday-Saturday) AND is effective for the prior Saturday or earlier.
- For plans with immediate entry, employees who auto enroll will be on the report on the second Monday *AFTER* they are reported to us through payroll. For plans with a longer entry period, employees who auto enroll will be on the report on the Monday *AFTER* their rate becomes effective.
- Does not include any terminated participants

2. Automatic Enrollment - Employees to Automatically Enroll

- Generates monthly on the 26th of the month
 - Includes participants who have been automatically enrolled in the past 35 days or are scheduled to be automatically enrolled within the next 35 days
 - Only includes participants with a pretax or Roth automatic enrollment status of “auto enrolled” or “pending auto enrollment” who:
 1. Don’t have an entry date and have a projected entry date that is less than 35 days in the future; or
 2. Have an entry date that is less than 35 days in the past
 - Does not include any terminated participants
 - Does not include anyone who has opted out or made an affirmative election
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