



## increase participation and deferral rates in your company's retirement plan

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(k)ruiseControl gives your employees a co-pilot for navigating their financial future and the control they need to get on the road ... and to stay on the right path.

Often road hazards can obstruct your efforts to build participation in your company's retirement plan. With so many distractions in their daily lives, it's also easy for your employees to take their eyes off the road that leads toward their retirement destination. (k)ruiseControl automatically and systematically can help you navigate these pitfalls.

The IRS has long recognized a plan sponsor's ability to automatically enroll eligible employees in the company's 401(k) or 403(b) retirement plan programs. In recent years, the IRS has also expanded its rulings to permit automatic increases in deferral rates for participants who are automatically enrolled. Automatically enrolling participants and automatically increasing their deferral rates to create a meaningful retirement nest egg is at the heart of Ascensus' (k)ruiseControl.

### (k)ruiseControl At-A-Glance

#### Features

- Prototype and volume submitter plan document support
- Program guidance and ERISA support
- Plan sponsor reporting\* to help with employee enrollment in the (k)ruiseControl program and sample notifications regarding annual increases in deferral percentages (as defined by you as the plan sponsor for coordination with your company's payroll vendor)
- Broad range of participant communications vehicles

#### Benefits







- It's easy to drive plan participation. Just call your Ascensus Client Service Team to request a complete kit, including prototype documentation and step-by-step guidance.
- Helps ensure that your program is in compliance with federal requirements.
- (k)ruiseControl is all-wheel drive support, delivering services from implementation through ongoing support and communication. We'll help keep you on track.
- Stay apprised of all pertinent details regarding your company's plan, easing ongoing program administration.
- We'll help you keep participants informed about the program with ready-to-use materials that are conveniently accessible.

*\*Please note that reporting is contingent upon Ascensus' receipt of certain data that is validated by you as the plan sponsor.*

To get your plan and your employees on the right road, please contact your Client Service Team.

# procedure guide

To implement an automatic enrollment program for a company retirement plan, plan sponsors like you often need help with navigation. Ascensus is here to assist. The following guide outlines the required responsibilities and steps you'll need to consider.

		<i>Description</i>	<i>Plan Sponsor Action</i>	<i>Ascensus and FA Assistance</i>
<i>Step 1</i>	<i>Amend Plan Document</i>	<ul style="list-style-type: none"> <li>An amendment to the plan document is required</li> <li>Sponsors may use Ascensus' prototype version</li> <li>Contact Ascensus' Client Service Team to request your package for auto enrollment</li> </ul>	 Contact Ascensus/ Financial Advisor	Prototype documentation and guidance available
<i>Step 2</i>	<i>Select Auto Enrollment Features</i>	The plan document requires you to choose: <ul style="list-style-type: none"> <li>Default minimum and maximum deferral rates</li> <li>Annual deferral increase amount</li> <li>Annual deferral increase date (options available)</li> <li>Waiting period for initial automatic increase</li> <li>Affected participants (all plan participants or new employees)</li> </ul> It is important to review your plan's default investment option to ensure that it is appropriate for automatically enrolling participants.	 Amend document and select auto enrollment features	Guidance available
<i>Step 3</i>	<i>Verify Plan Data Accuracy</i>	To take advantage of (k)ruise <i>Control's</i> full capabilities, plan sponsors must supply certain information to Ascensus, including: <ul style="list-style-type: none"> <li>Participant eligibility dates</li> <li>Participant deferral rates</li> <li>Participant hire dates</li> </ul> This information ensures that Ascensus reporting will be accurate and supports the plan sponsor's responsibilities. Updated information must also be provided as new employees become eligible and existing employees change deferral rates.	 Ensure data accuracy	Guidance and support available
<i>Step 4</i>	<i>Distribute Participant Communications</i>	Participants retain the right to change their deferral rate at any time, including the right to stop deferrals. Written notice regarding the plan's auto enrollment features is required. Participants must be allowed a reasonable time frame to make a deferral election or elect not to participate (typically at least 30 days). The notice must include: <ul style="list-style-type: none"> <li>A summary of auto enrollment features in the plan document</li> <li>A notification that enrollment is automatic if the participant does not opt out or elect a deferral rate</li> <li>A notice of a participant's right to change elections and instructions</li> <li>A notice of annual increment to deferral rate</li> </ul>	 Ensure participant communications are provided promptly	Guidance and communications support available, including: <ul style="list-style-type: none"> <li>Auto enrollment communication consistent with requirements</li> <li>Updates for new participants, including enrollment booklet</li> <li>Sample annual participant notice</li> </ul>
<i>Step 5</i>	<i>Verify Participant Enrollment &amp; Communications</i>	Pertinent information regarding participants' retirement plan accounts are communicated to them in a variety of ways, including: <ul style="list-style-type: none"> <li>Participant website</li> <li>Interactive Voice Response (IVR) system</li> <li>Quarterly participant statements</li> <li>Enrollment materials</li> <li>Participant notices</li> </ul>		Electronic or paper-based communications provided
<i>Step 6</i>	<i>Review Reporting</i>	Plan sponsors may work directly with Ascensus Client Service Team, or use the reporting available on the plan sponsor website to monitor participant status, including: <ul style="list-style-type: none"> <li>Elected deferral rates</li> <li>Enrollment status</li> <li>Deferral increase dates</li> </ul> Reporting enables the plan sponsor to communicate enrollment status changes to the company's payroll provider. Additionally, other reporting or email alerts provide details regarding participant elections.	 Ensure participant data is coordinated with payroll vendor	Reporting provided

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