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CARES Act Topics

Click on the links below to go to the topic.

- Checklists at Your Fingertips
- COVID Distribution Tracking
- COVID Loan Tracking
- DGEM Integration
- Amendments
- Partial Plan Termination & Defined Benefit Plan Freeze
- Forms & Notices Delivery

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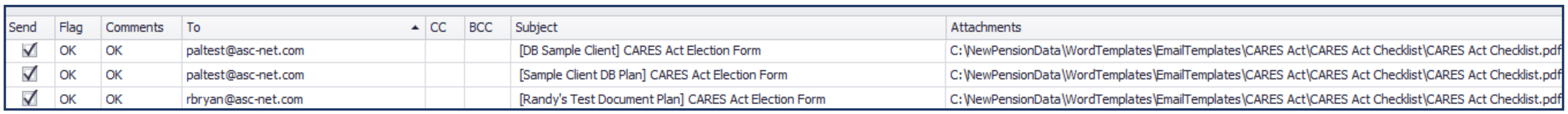
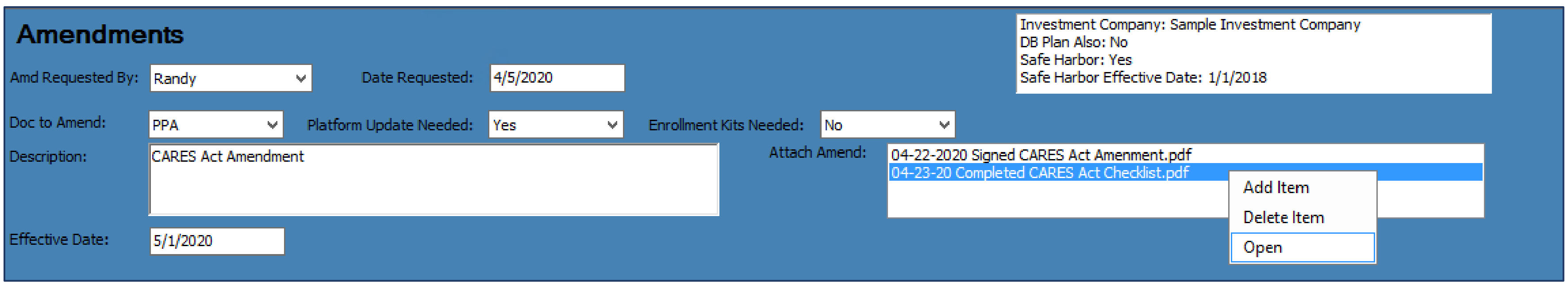
Checklists at Your Fingertips

1. Create an Email template with your CARES Act Checklist attached and send it out to all your clients.



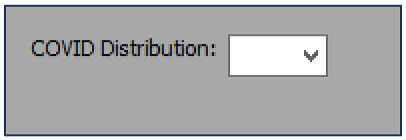
Send	Flag	Comments	To	CC	BCC	Subject	Attachments
☑	OK	OK	paltest@asc-net.com			[DB Sample Client] CARES Act Election Form	C:\NewPensionData\WordTemplates\EmailTemplates\CARES Act\CARES Act Checklist\CARES Act Checklist.pdf
☑	OK	OK	paltest@asc-net.com			[Sample Client DB Plan] CARES Act Election Form	C:\NewPensionData\WordTemplates\EmailTemplates\CARES Act\CARES Act Checklist\CARES Act Checklist.pdf
☑	OK	OK	rbryan@asc-net.com			[Randy's Test Document Plan] CARES Act Election Form	C:\NewPensionData\WordTemplates\EmailTemplates\CARES Act\CARES Act Checklist\CARES Act Checklist.pdf

2. Use an Attachment field to attach a copy of the completed CARES Act checklist to the system.

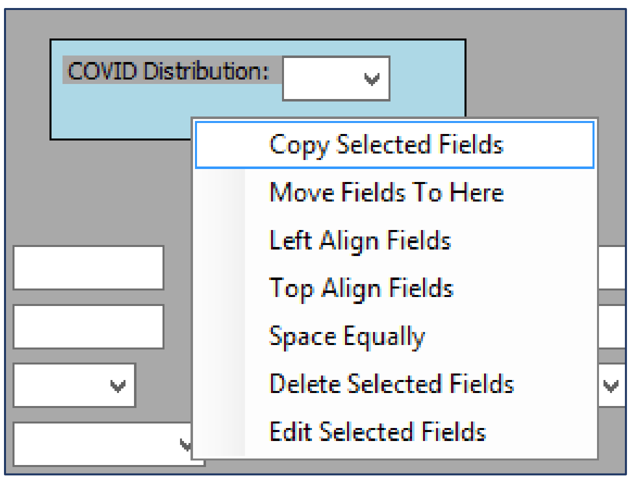


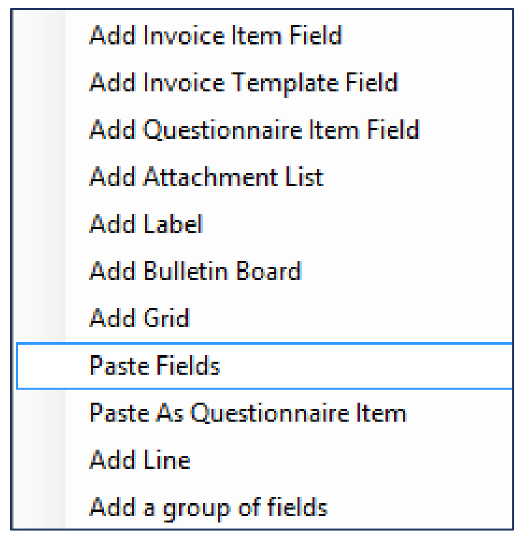
COVID Distribution Tracking

1. Go to Manage > Form Designer and add a “COVID Distribution” Yes/No field or checkbox in the Payouts section.

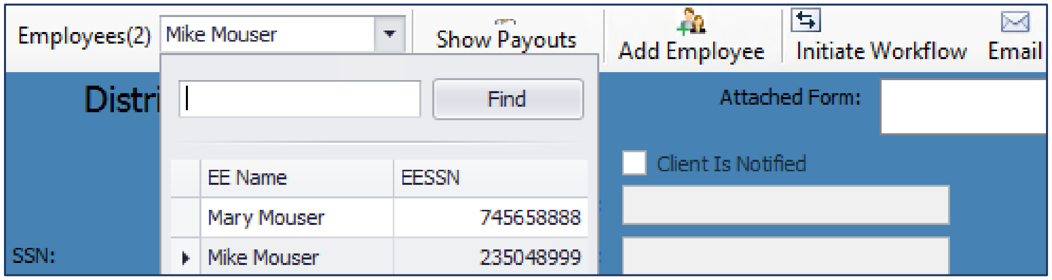


2. We recommend you copy your field and paste it on your other Payout pages instead of making a new field for each section. Click and drag around your fields to highlight them. Right-click in the light blue box and select Copy Selected Fields. Go to another page in your Payout section, right-click anywhere, and select Paste Fields.

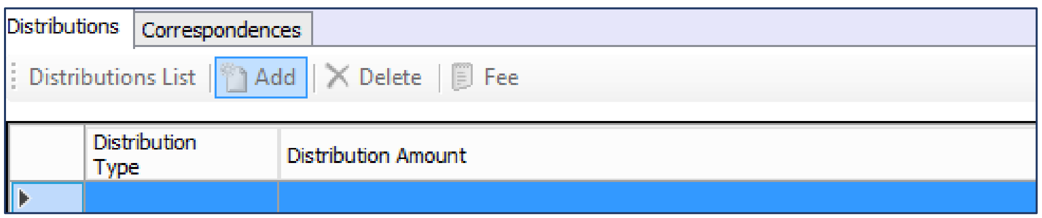




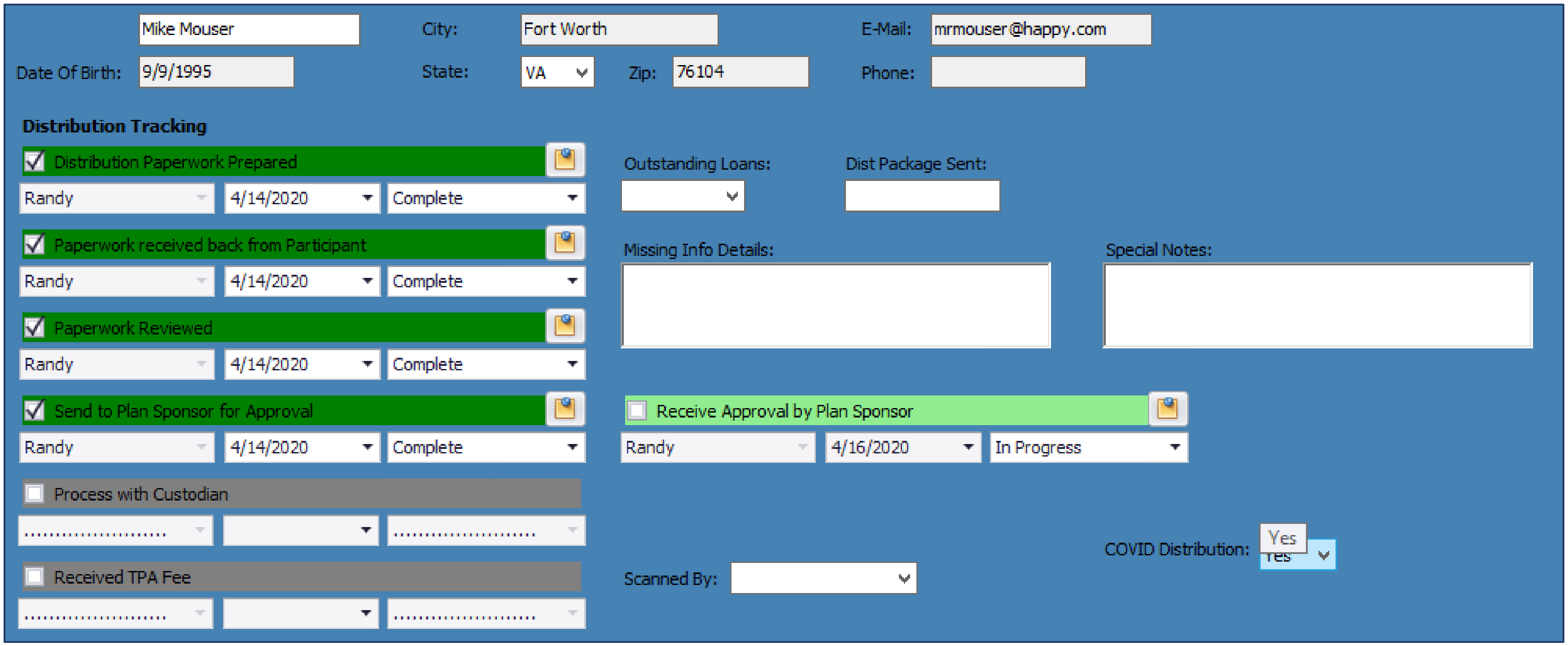
3. Select a participant from the EE Name drop-down or click Add Employee to add a new Employee.



4. Click Add at the bottom to start a new record.



5. Complete the distribution information. Use the Yes/No or checkbox to mark the distribution as a COVID distribution.



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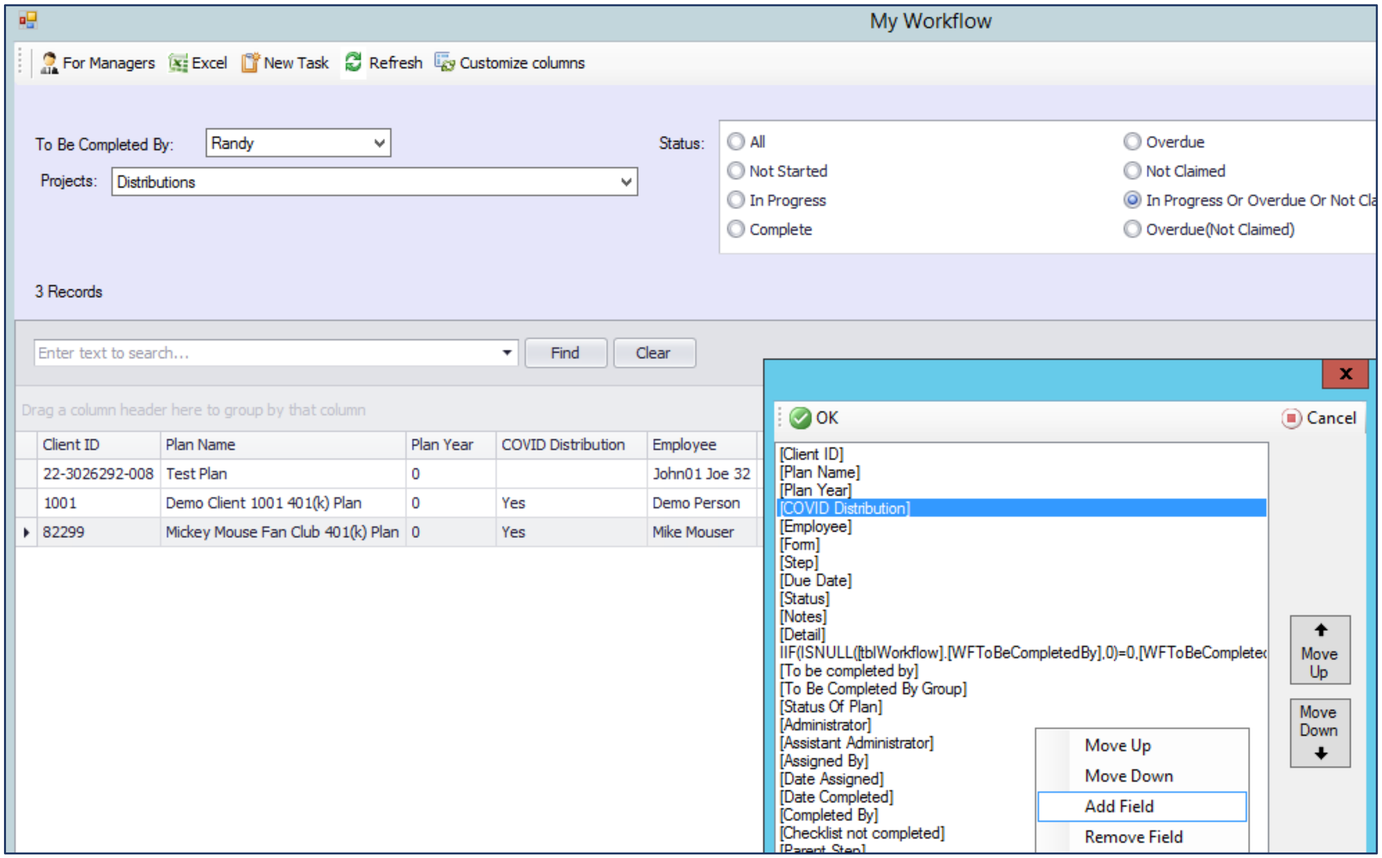
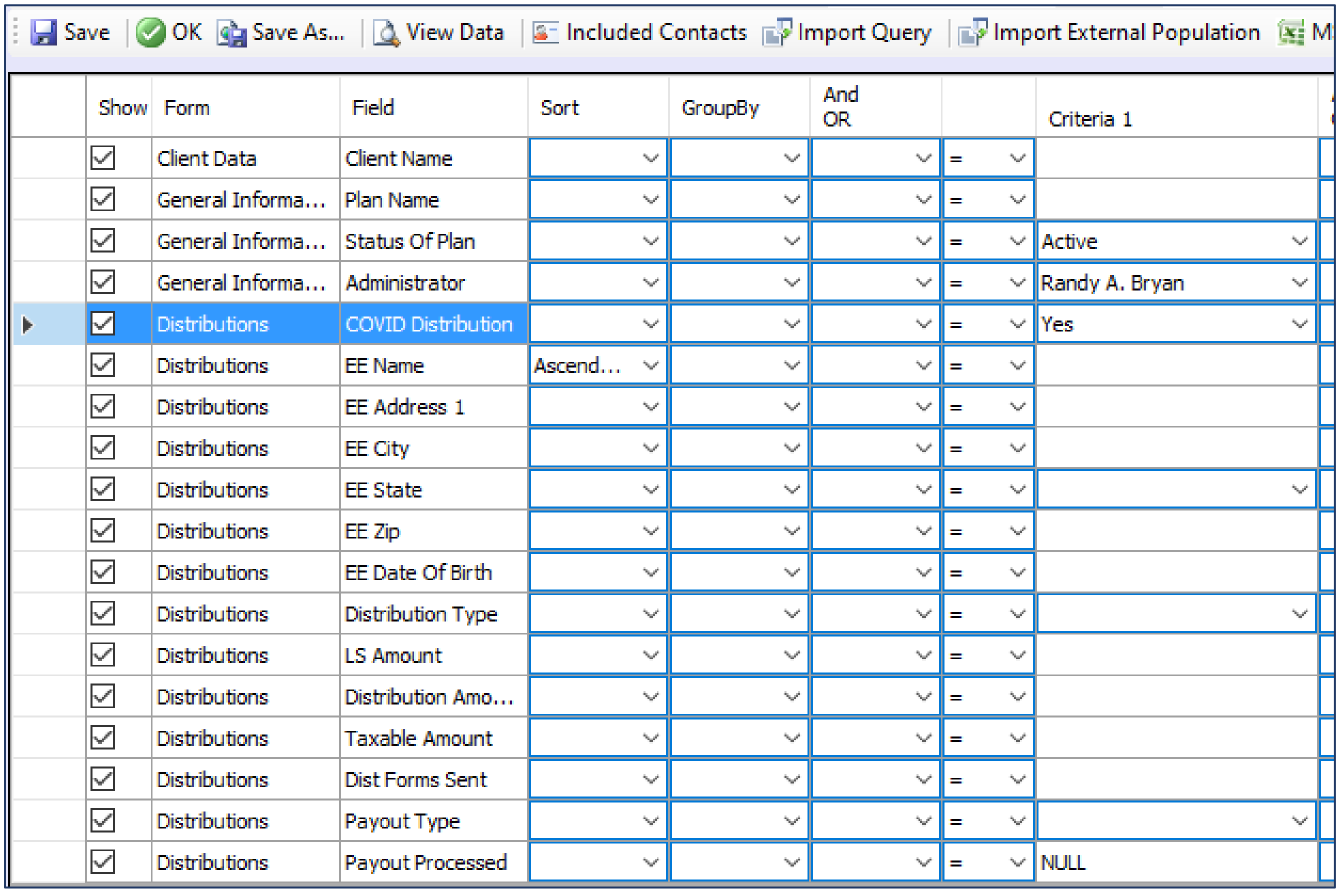
6. Workflow Managers can use the Customize Columns button on their Dashboard to add the COVID Distribution field to their grid to help with tracking COVID Distributions.



7. Report users can add the COVID Distribution field to their report to track. Add the right-click NULL criteria to the Payout processed field to only track the distributions that have not been processed yet.

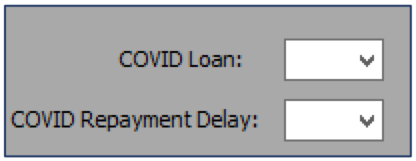


Save | OK | Save As... | View Data | Included Contacts | Import Query | Import External Population | M

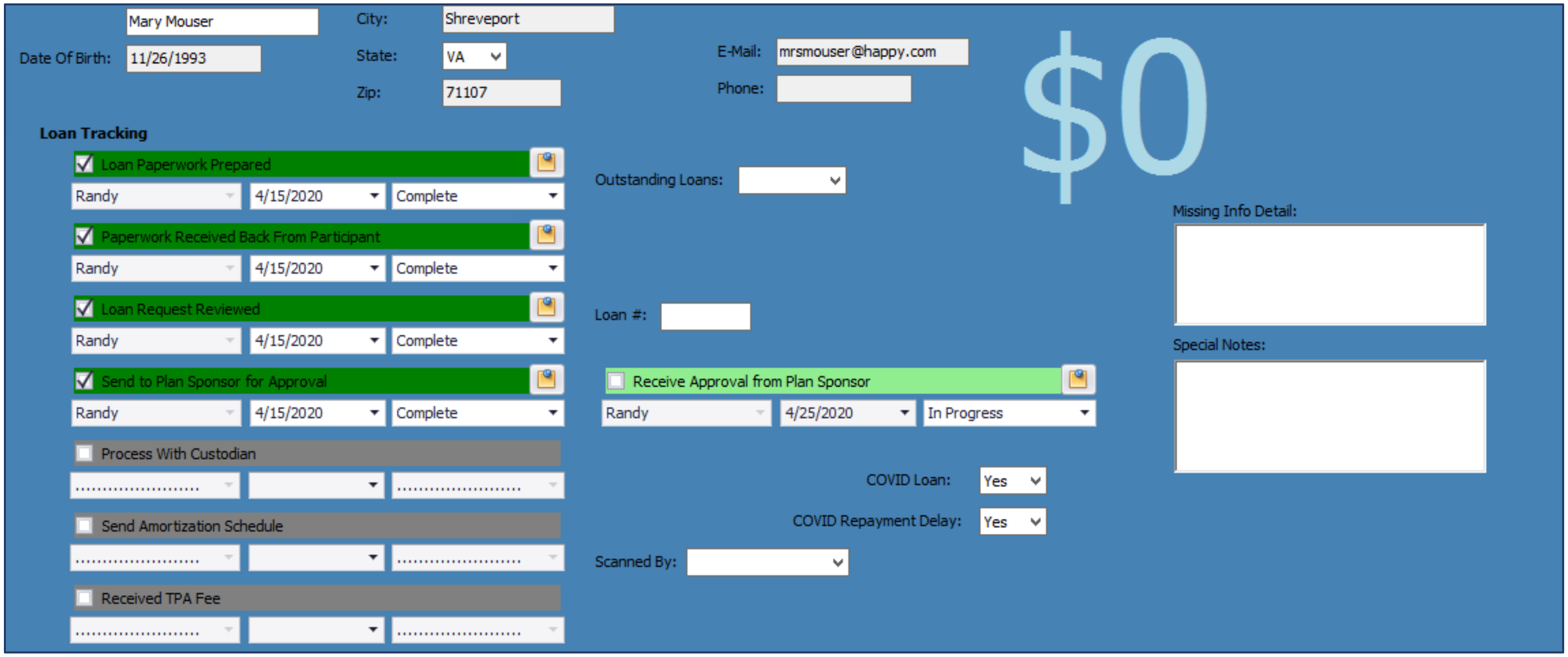
Show	Form	Field	Sort	GroupBy	And OR		Criteria 1
☑	Client Data	Client Name				=	
☑	General Informa…	Plan Name				=	
☑	General Informa…	Status Of Plan				=	Active
☑	General Informa…	Administrator				=	Randy A. Bryan
☑	Distributions	COVID Distribution				=	Yes
☑	Distributions	EE Name	Ascend…			=	
☑	Distributions	EE Address 1				=	
☑	Distributions	EE City				=	
☑	Distributions	EE State				=	
☑	Distributions	EE Zip				=	
☑	Distributions	EE Date Of Birth				=	
☑	Distributions	Distribution Type				=	
☑	Distributions	LS Amount				=	
☑	Distributions	Distribution Amo…				=	
☑	Distributions	Taxable Amount				=	
☑	Distributions	Dist Forms Sent				=	
☑	Distributions	Payout Type				=	
☑	Distributions	Payout Processed				=	NULL

COVID Loan Tracking

1. Go to Manage > Form Designer and add your COVID Loan Tracking Fields.



2. Select the participant, click add at the bottom, and complete the loan request information. Use your COVID fields to flag the request as COVID or not.



3. Add the fields to your Dashboard or your report for tracking purposes.

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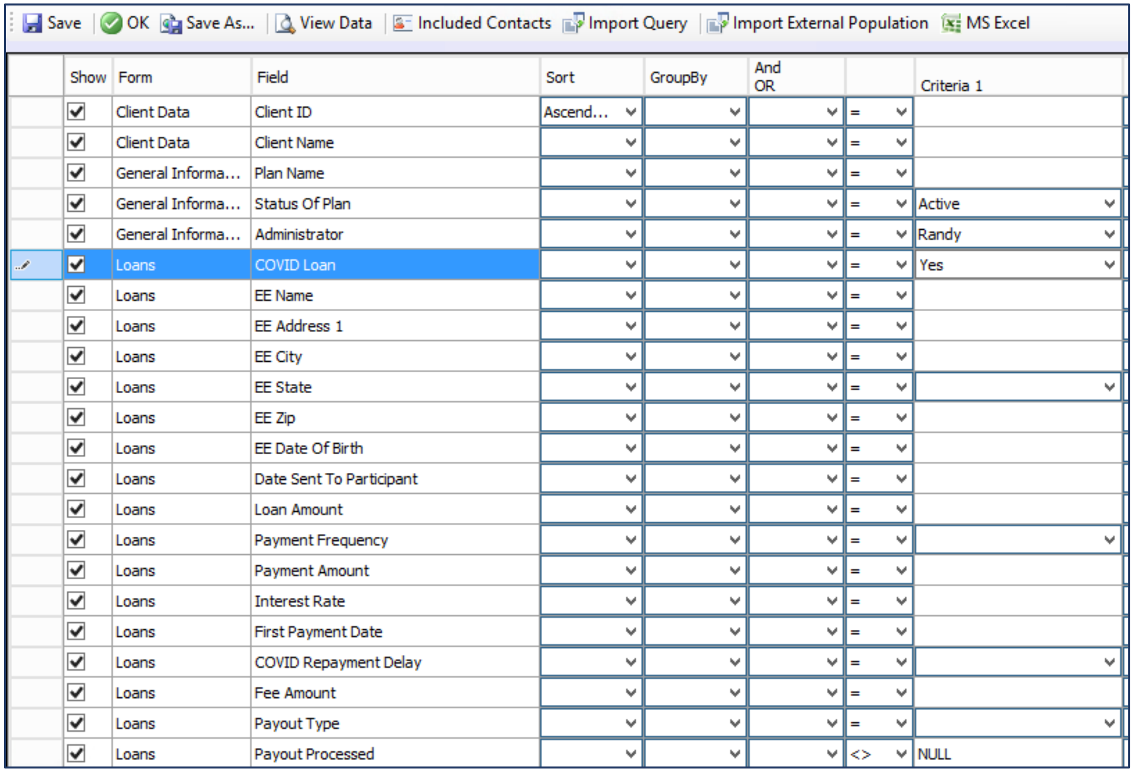
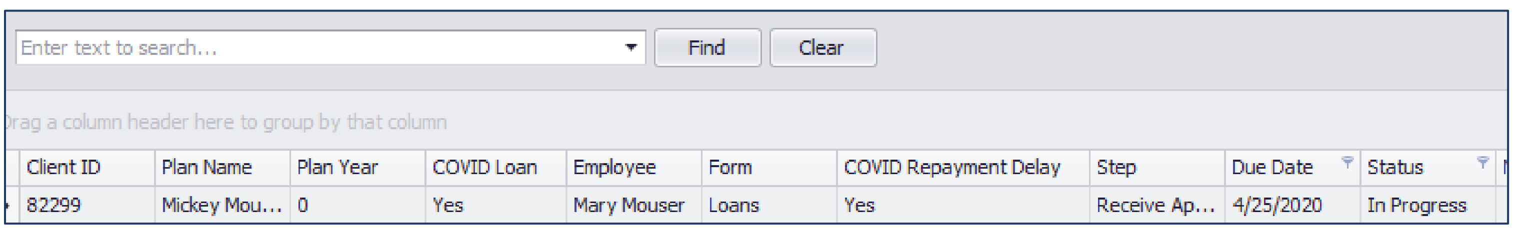


Save | OK | Save As... | View Data | Included Contacts | Import Query | Import External Population | MS Excel

Show	Form	Field	Sort	GroupBy	And OR		Criteria 1
✓	Client Data	Client ID	Ascend...			=	
✓	Client Data	Client Name				=	
✓	General Informa...	Plan Name				=	
✓	General Informa...	Status Of Plan				=	Active
✓	General Informa...	Administrator				=	Randy
✓	Loans	COVID Loan				=	Yes
✓	Loans	EE Name				=	
✓	Loans	EE Address 1				=	
✓	Loans	EE City				=	
✓	Loans	EE State				=	
✓	Loans	EE Zip				=	
✓	Loans	EE Date Of Birth				=	
✓	Loans	Date Sent To Participant				=	
✓	Loans	Loan Amount				=	
✓	Loans	Payment Frequency				=	
✓	Loans	Payment Amount				=	
✓	Loans	Interest Rate				=	
✓	Loans	First Payment Date				=	
✓	Loans	COVID Repayment Delay				=	
✓	Loans	Fee Amount				=	
✓	Loans	Payout Type				=	
✓	Loans	Payout Processed				<>	NULL



Enter text to search... | Find | Clear

rag a column header here to group by that column

Client ID	Plan Name	Plan Year	COVID Loan	Employee	Form	COVID Repayment Delay	Step	Due Date	Status
82299	Mickey Mou...	0	Yes	Mary Mouser	Loans	Yes	Receive Ap...	4/25/2020	In Progress

4. Add your CARES Act fields to your Payout Bulletin Boards to keep your distribution team/processor in the loop and save them from clicking back and forth between pages.

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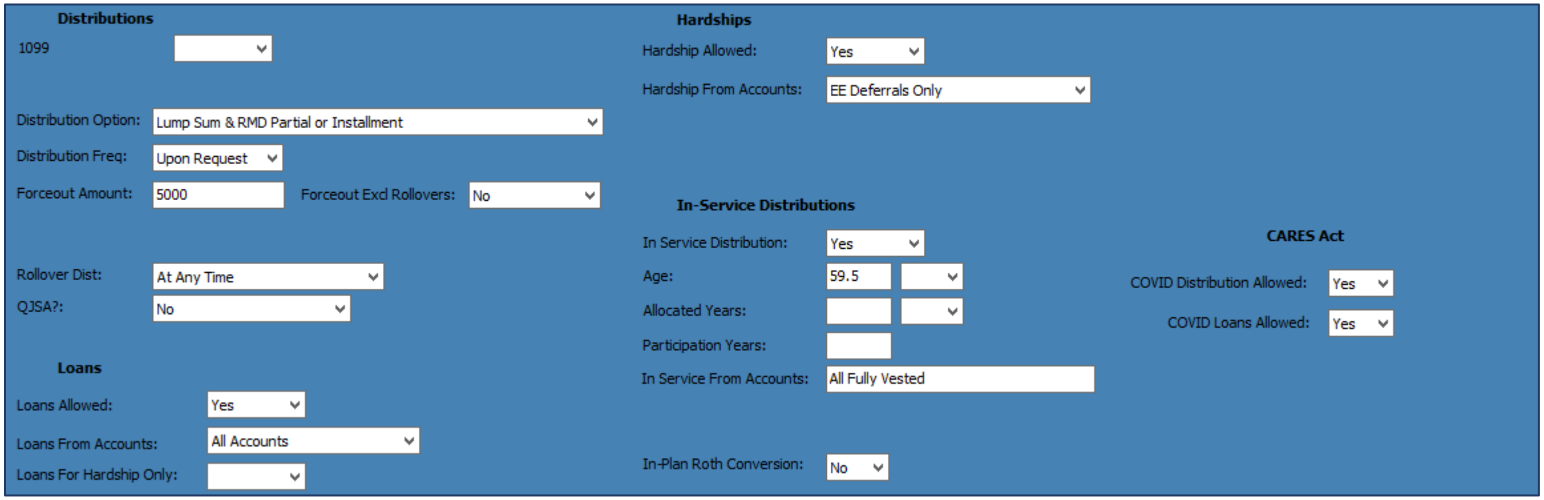

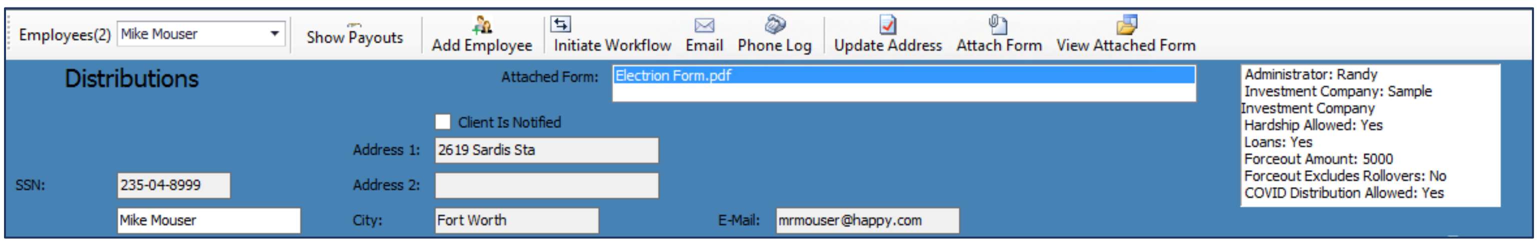

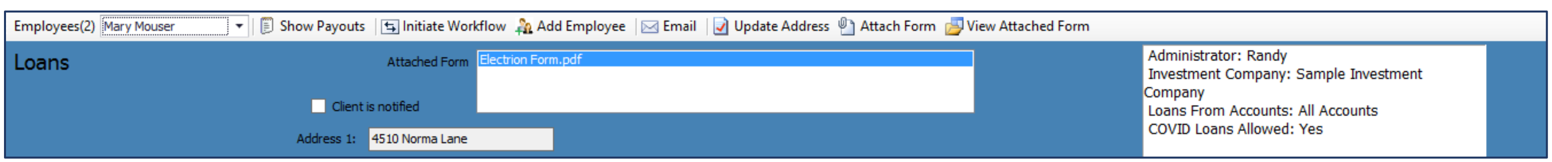

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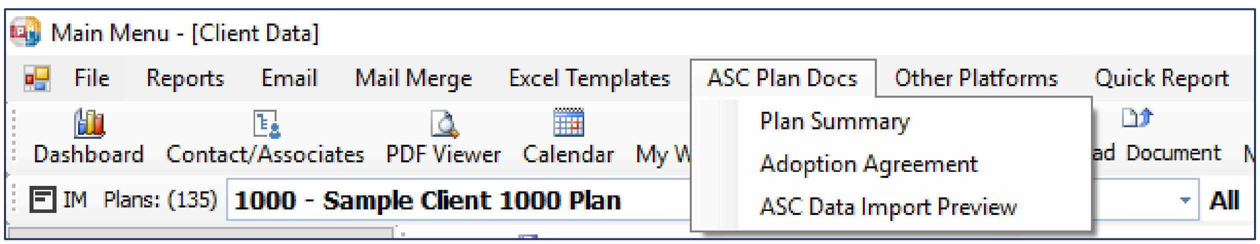
DGEM Integration

Pension*Pal* is partially integrated with other ASC systems, allowing data to be shared between the various products. This enables you to enter information in one product and have that information updated automatically in Pension*Pal*, making it easier to keep all information up to date.

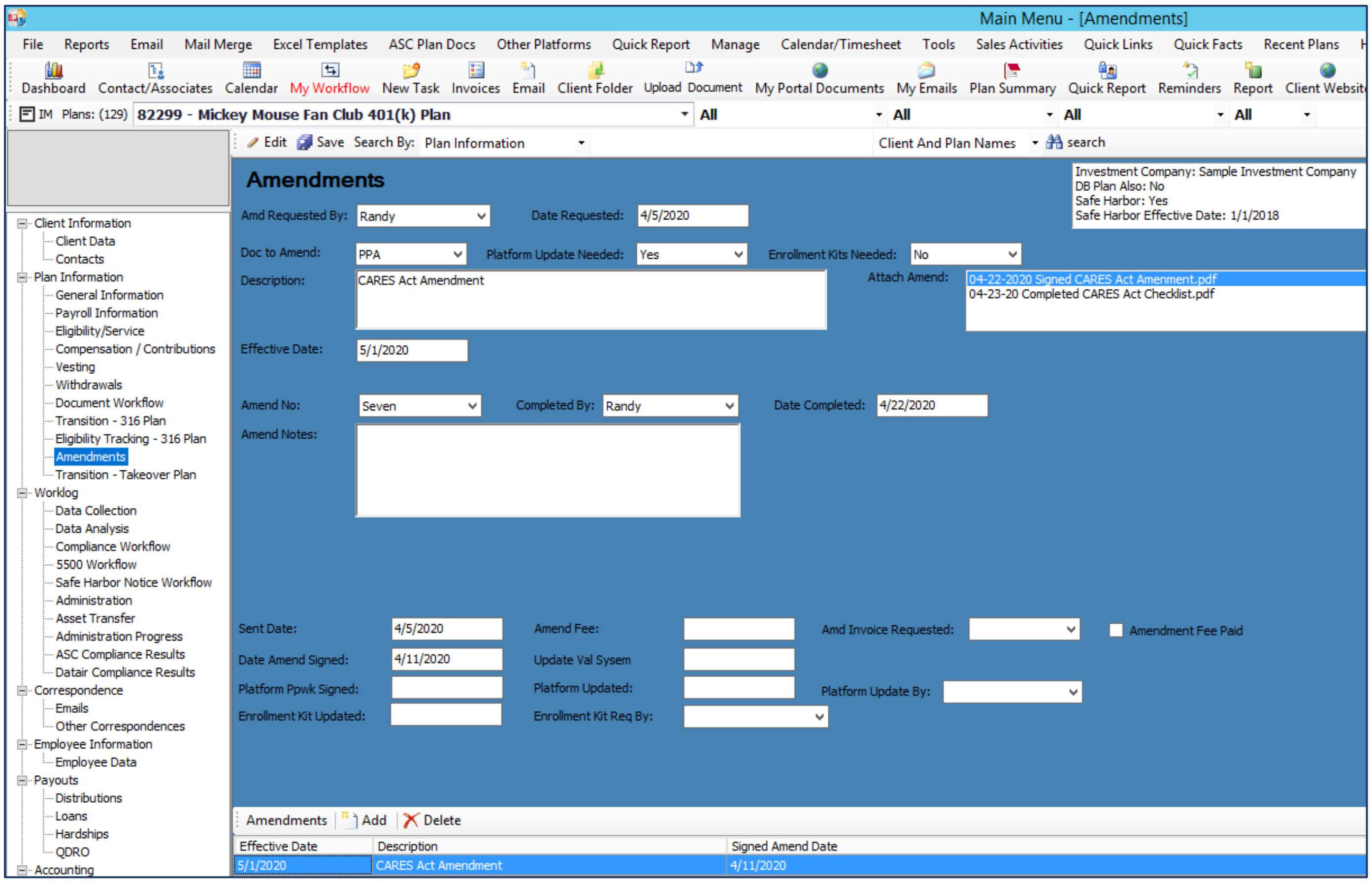
Data is shared from Document Generation and Management (DGEM) system to the Pension*Pal* system. This data sharing is initiated by the user. The data flow from DGEM to Pension*Pal* is in one direction only and occurs automatically, without user intervention. For example, when you update data in DGEM, that data will automatically be updated in Pension*Pal*. Data entered in Pension*Pal* will not be updated in DGEM.

In Pension*Pal*, the ASC Plan Docs menu has three options – Plan Summary, Adoption Agreement, and ASC Data Import Preview. When Plan Summary or Adoption Agreement is selected, the corresponding document is made available directly from DGEM. For some document types, the Plan Summary does not exist. If this is the case, a message is displayed that the document is not available.



Amendments

CARES Act amendments can be tracked on Pension*Pal*'s Amendments page. Data can be tracked and imported using the Quick Import feature or entered individually as the amendments are prepared.



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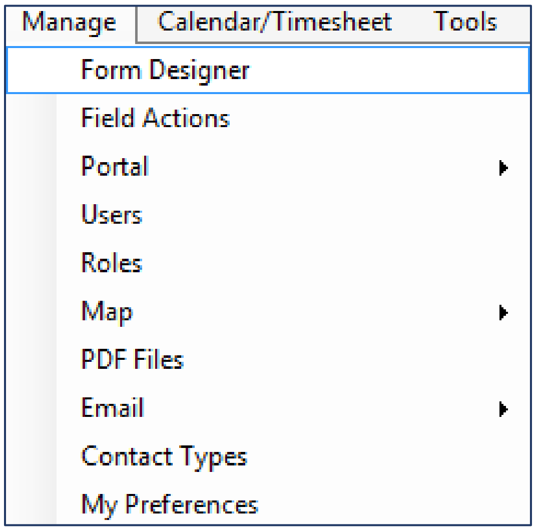
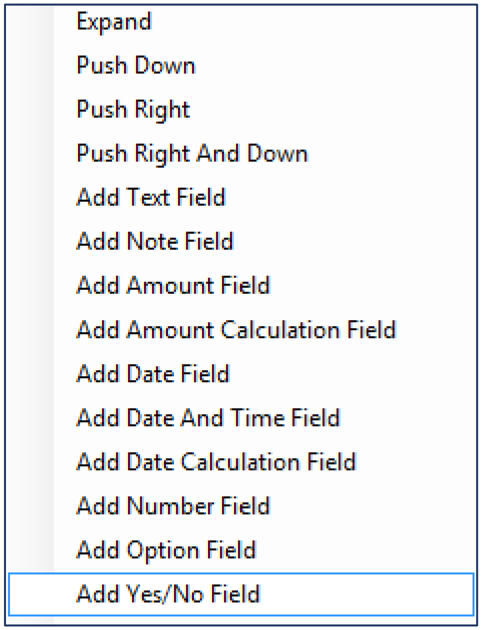
Partial Plan Termination & Defined Benefit Plan Freeze

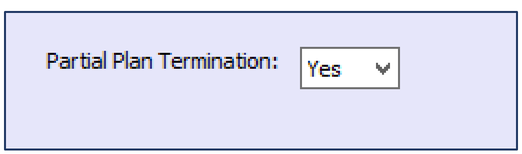
1. Go to Manage > Form Designer.



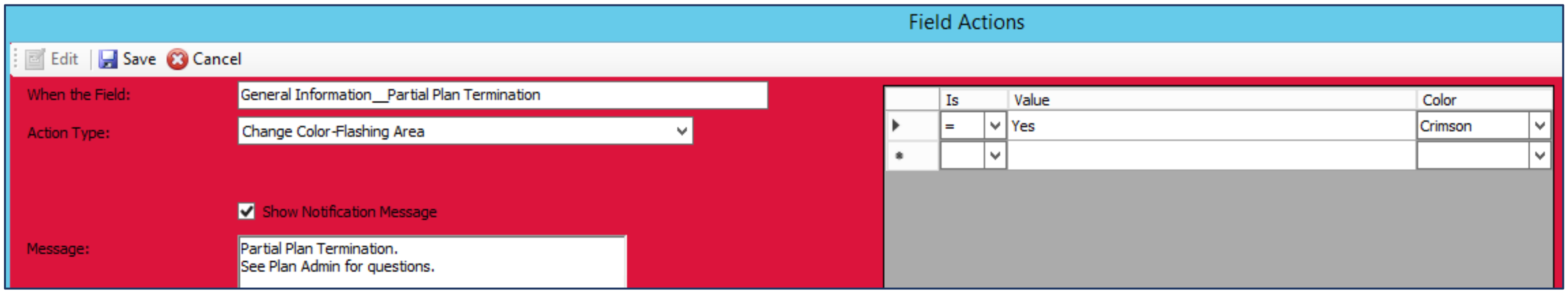
2. Right-click anywhere in the gray and select Add Yes/No field.

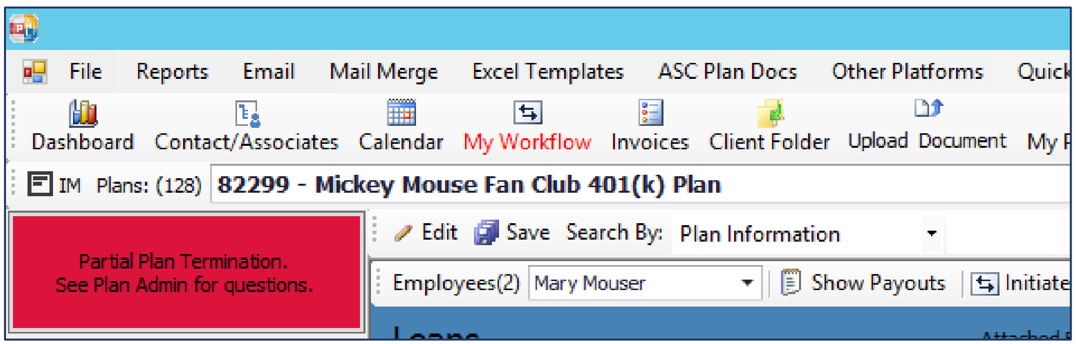


3. Create a Partial Plan Termination field and restart Pension*Pal*.

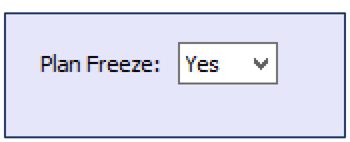


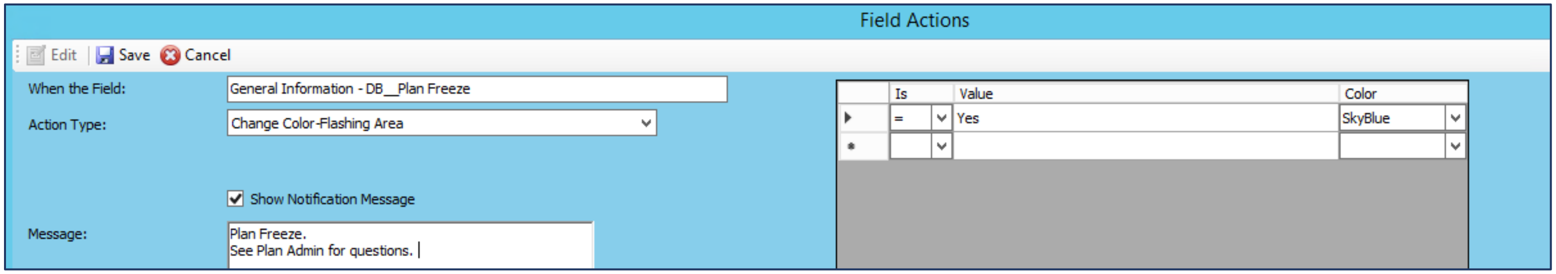
4. Go to Manage > Field Actions and click the add button at the bottom. Create a field action that will notify your users that this plan has opted Yes for the Partial Plan Termination option.

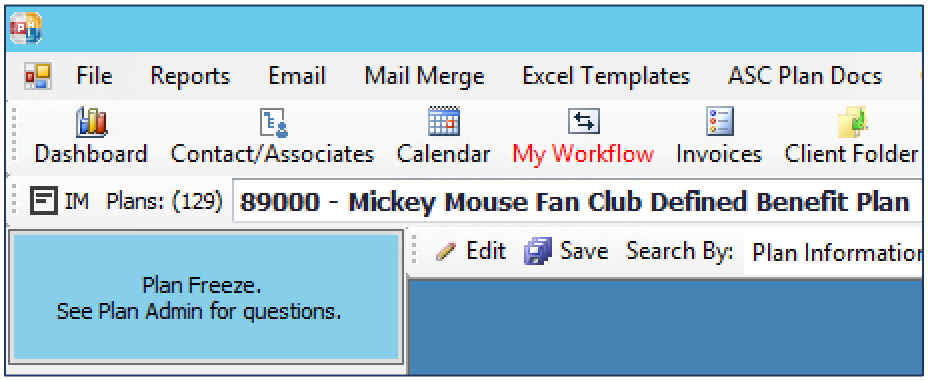




5. Repeat steps 1-4 to monitor any Defined Benefit Plan freezing but this time create your Yes/No field on one of your Defined Benefit pages.




Field Actions
Edit
Save
Cancel
When the Field:
General Information - DB__Plan Freeze
Action Type:
Change Color-Flashing Area
Show Notification Message
Message:
Plan Freeze.
See Plan Admin for questions.
Is
Value
Color
=
Yes
SkyBlue


File
Reports
Email
Mail Merge
Excel Templates
ASC Plan Docs
Dashboard
Contact/Associates
Calendar
My Workflow
Invoices
Client Folder
IM
Plans: (129)
89000 - Mickey Mouse Fan Club Defined Benefit Plan
Plan Freeze.
See Plan Admin for questions.
Edit
Save
Search By:
Plan Informatio

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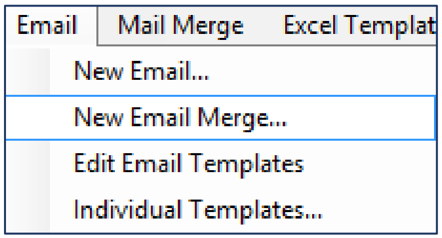
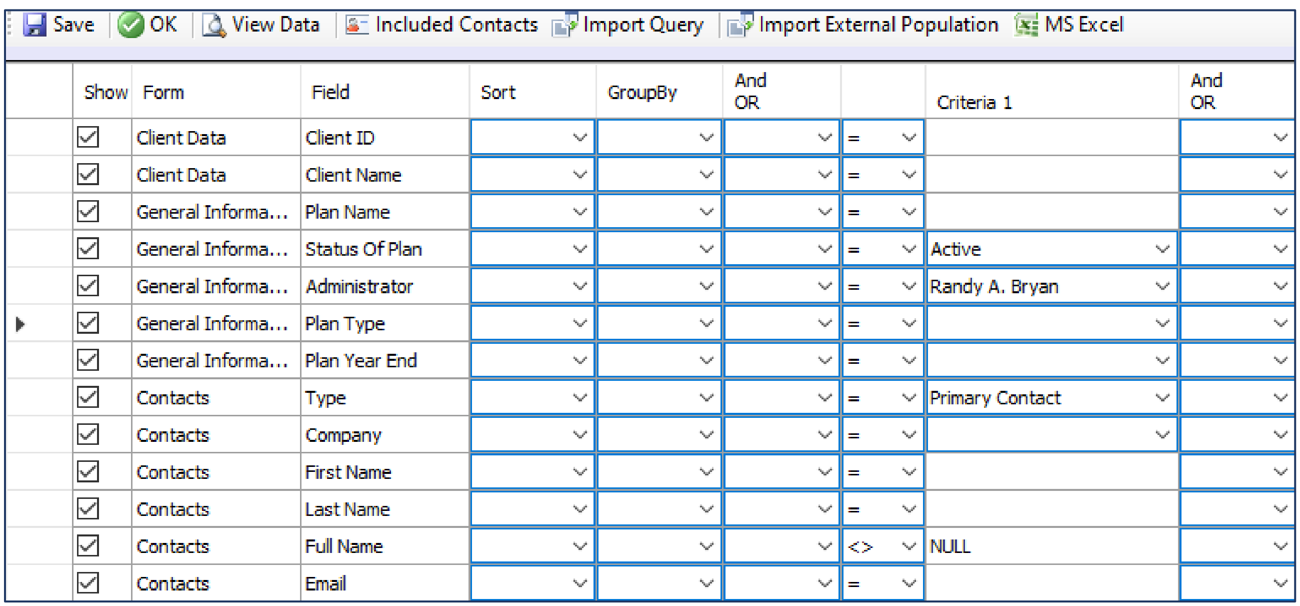
Forms & Notices Delivery

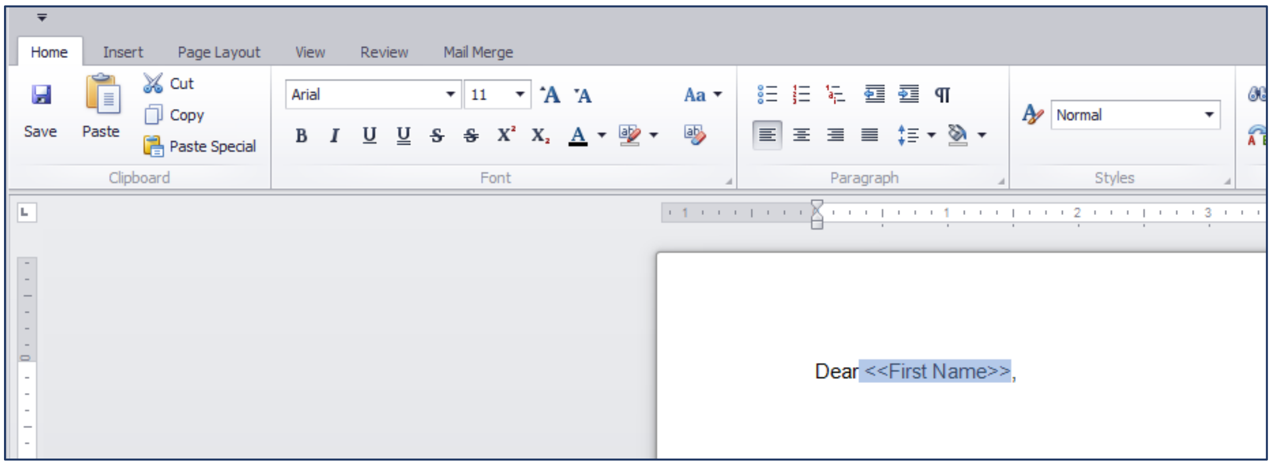
1. Go to Email > New Email Template.



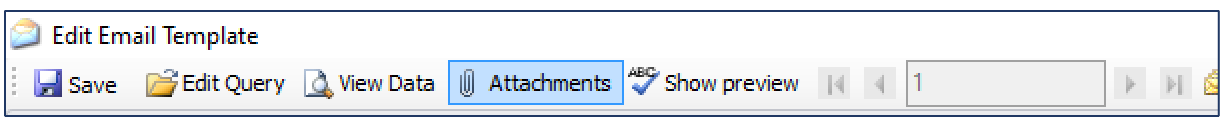
2. Create a query for all the plans that will be receiving your email. Click Save & OK.



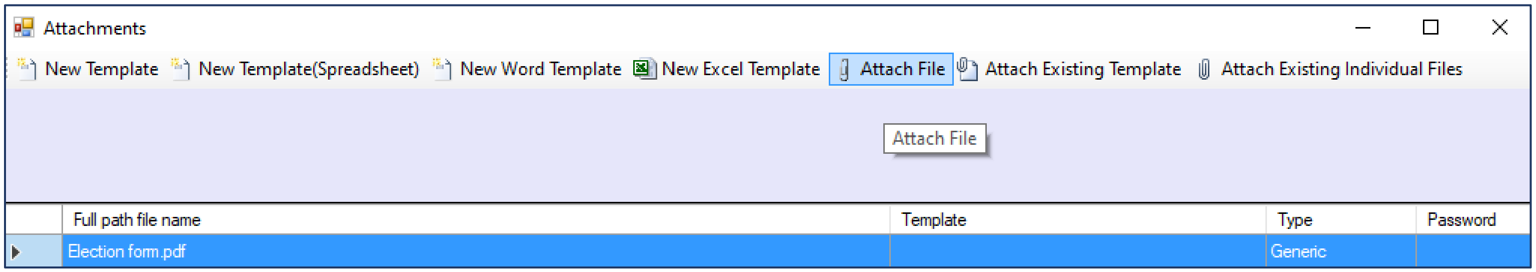
3. Create the body of your email template. Right-click and select Insert Field to insert fields from your query into your template for a more personal touch.



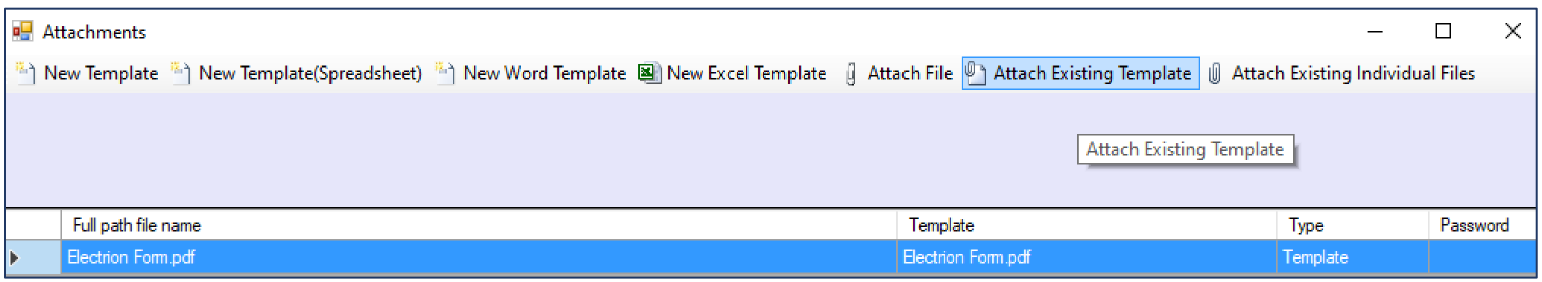
4. Click the attachment button.



5. Attach File – Use this option if you're not inserting any fields from Pension*Pal* into your attachment. All plans receiving this template will receive the same attachment across the board if this option is selected.



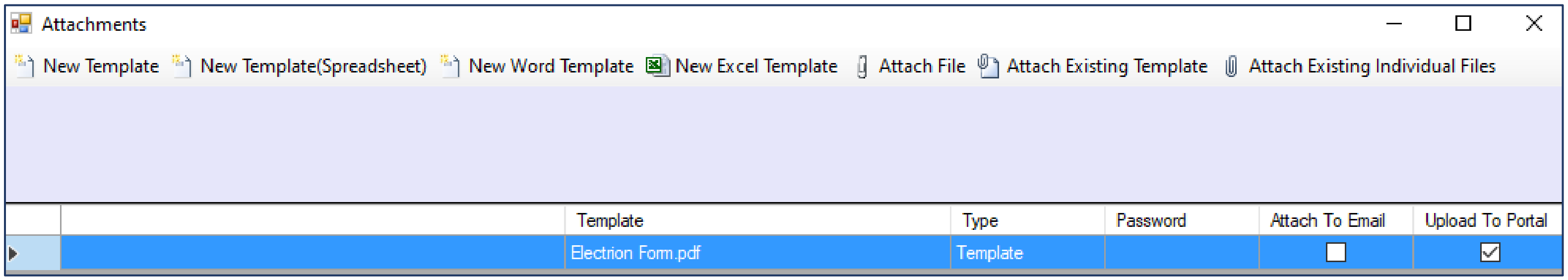
6. Attach Existing Template – Use this option if you would like to add fields from your query to your template to give your attachment a more personal feeling. All Plans receiving this template will receive their own personalized attachment if this option is selected.



6a. Right-click on your attachment and select Edit Template
6b. Right-click over a fillable area of your form and select Insert Field.
6c. Click the Create Individual Files when done inserting fields.
6d. Click Save and close this box.

Note: You will need to create a new batch of individual files every time a change is made to the attachment template.

7. Portal Users can click on the Upload To Portal checkbox to post the attachment on the Web Portal.



8. Portal users can also go to My Portal Documents and use the Public Documents or News & Updates button to attach notices to their web portal for their clients to access.