

# PLAN ADMINISTRATION ROADMAP

for 403(b)(9) Plan Sponsors

Thank you for allowing GuideStone® to serve you and your employees in meeting their retirement needs. In the *Fiduciary Roadmap*, we presented you with ideas on how to fulfill the various components of your fiduciary responsibilities in a non-ERISA plan.

Now, let's take it a step further and review several checkpoints designed to help you execute consistent and timely plan administration, because as we all know:

Well-drafted  
Plan Documents



Strong  
Administrative  
Processes &  
Procedures



PLAN  
COMPLIANCE

Proper plan administration begins with written procedures and comprehensive internal controls. The following questions are designed to help you assess your plan administration framework:

- Do you have written procedures in place?
- Do your written procedures accurately address the areas outlined below?
- Do you annually assess the quality of your plan administration for each area below? And do you document the results?



## COMPENSATION

- How does the plan define compensation to calculate contributions?
- Is your payroll system calculating contributions using the same definition?



## ELIGIBILITY

- If your plan specifies any hours of service, do you keep documentation of the actual hours worked by every employee?
- When does your plan allow participants to start receiving employer contributions?
- Do employees begin receiving employer contributions starting with the plan entry date?



## CONTRIBUTION AMOUNTS

- How quickly do you implement *Retirement Contribution Agreements*?
- If an employee's compensation changes, do you quickly recalculate the employer and employee contribution amounts?
- Do you remit contributions as soon as possible after amounts are withheld from paychecks?



## INTERNAL CONTROLS

- Do you verify contribution amounts on a regular basis?
- Are the predetermined, monthly contribution amounts the actual amounts contributed for each employee?
- Do administrators understand how to read the plan documents?
- Are administrators trained and monitored in their areas of plan responsibility?
- Do you update a participant's employment status in GuideStone's Employer Access Program® (EAP) as soon as possible?



## DISTRIBUTIONS & LOANS

- Can you accurately communicate the distribution and/or loan provisions to employees?
- Do you keep documentation of distribution and loan requests?
- If you have other record-keepers, do you coordinate loan and distribution requests?



## AUTOMATIC ENROLLMENT NOTICES

- Do you provide new employees with an automatic enrollment notice on the date of hire?
- Do you provide the annual notice to covered employees no later than 30 days prior to the beginning of the plan year?
- Are you enrolling employees and withholding contributions in a timely manner?

GuideStone offers the following resources to assist you in the administration and review of your plan, which can all be found within EAP:

- **The "Resources" tab in EAP** has forms and manuals to assist in plan administration.
  - Plan Administration Manual*
  - Self-Audit Manual*
  - Enrollment forms
  - Retirement Contribution Agreement forms*
- **The "Reporting" tab in EAP** contains a variety of reports for your internal controls.
  - Contribution History by Payroll End Date
  - Participant Activity by Source
  - Participant Distributions
  - Participant Loans



**If you have any questions**, please contact your GuideStone relationship manager or one of our customer solutions specialists at **1-888-98-GUIDE** (1-888-984-8433) Monday through Friday between the hours of 7 a.m. and 6 p.m. CST.

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