

9.2 Enrolling an Employee into Savings Plans

Purpose: Use this document as a reference for enrolling staff into savings plans in ctcLink.

Audience: Benefits administrators, Core HR administrators.

 You must have at least one of these local college managed security roles:

- ZC Benefits Enrollments
- ZD Benefits Enrollment Inquiry

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

Every benefit plan in ctcLink is distinguished by a unique combination of plan type and plan name. Use the Plan Type field to enter the plan type category. ctcLink Savings Plans use Plan Type 46 (403b) and Plan Type 49 (Section 457).

For existing rows, use the Navigation buttons in the Plan Type box to go to the correct row.

If a new row is not already available, use the **Add a New Row** [+] icon to create one.

Enrolling an Employee into Savings Plans

Navigation: NavBar > Navigator > Benefits > Enroll in Benefits > Savings Plans

1. The **Savings Plans** search page displays.
2. Enter the **Empl ID** and any additional **Search Criteria** to identify your employee.
3. Select the **Search** button.

← Manager Self Service Savings Plans

Savings Plans

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

▼ Search Criteria

Empl ID begins with

Benefit Record Number =

Name begins with

Last Name begins with

Business Unit begins with

Department Set ID begins with

Department begins with

Organizational Relationship =

Alternate Character Name begins with

☐ Include History ☐ Correct History ☐ Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

4. The **Savings Plans** page displays.
5. Enter **Plan Type**.
6. Enter **Coverage Begin Date**.
7. The **Deduction Begin Date** specifies when pay deductions will commence. This will default to Coverage Begin Date, but can be changed.
8. Enter **Deduction Begin Date**.
9. Select a **Coverage Election** option to define whether the employee shall "Elect", "Waive" or "Terminate" coverage.
10. Enter the **Election Date** that the coverage is elected, waived, or terminated. This defaults to the current date.
11. Use the Benefit Plan field to enter the benefit plan. Only the benefit plans that you have associated with the employee's chosen Benefit Program as of the Deduction Begin Date appear in the selection list.
12. Enter **Benefit Plan**.
13. You can define the **Before Tax investment** contributions as a flat amount or percent of earnings.
14. In the **Before Tax Investment** section, enter **Flat Amount** or **Percent of Earnings**.
15. You can define the After Tax investment contributions as a flat amount or percent of earnings.
16. In the **After Tax Investment** section, enter **Flat Amount** or **Percent of Earnings**.
17. The **Dependent/Beneficiaries** and **Investments** sections are not used.
18. Select the **Save** button.

The screenshot displays the 'Savings Plans' management interface. At the top, there's a header with 'Savings Plans' and a sub-header with 'Employee', 'ID', and 'Benefit Record Number: 170'. Below this, the 'Plan Type' is set to '48'. The 'Coverage' section is active, showing 'Coverage Begin Date' as '10/25/2019' and 'Deduction Begin Date' as '10/25/2019'. The 'Coverage Election' is set to 'Elect', and the 'Election Date' is '10/25/2019'. The 'Benefit Program' is 'SB1' and the 'Benefit Plan' is 'S401'. The 'Option Code' is 'SRP Pre & After Tax'. The 'Before Tax Investment' section shows a 'Flat Amount' of '50.00' and a 'Percent of Earnings' of '5'. The 'After Tax Investment' section shows a 'Flat Amount' of '5' and a 'Percent of Earnings' of '5'. Below this, there's a table for 'Dependent/Beneficiaries' with columns for 'ID', 'Name', 'Relationship to Employee', 'Beneficiary Percentage', 'Flat Amount', 'Excess', and 'Contingent'. The 'Total Primary Percent' and 'Total Contingent Percent' are both 0.00. The 'Investments' section shows a table with columns for 'Investment Option', 'Description', and 'Investment Percent'. The 'Total Investment Percentage' is 0.00. The 'Rollover Options' section shows 'Rollover Options' as 'None'. The 'Before Tax' section shows 'Plan Type', 'Benefit Plan', 'Deduction Code', and 'Deduction Class'. The 'After Tax' section shows 'Plan Type', 'Benefit Plan', 'Deduction Code', and 'Deduction Class'. At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', 'Refresh', 'Update Display', 'Include History', and 'Correct History'.

Changing the Existing Savings Plan Investment Amounts

1. Navigate to the Plan to be updated.
2. Under the Coverage section use the "+" to add a new row.
3. Enter **Coverage Begin Date**. Select the **Refresh** next to the Date.
4. The Deduction Begin Date specifies when pay deductions will commence. This will default to Coverage Begin Date, but can be changed. Enter **Deduction Begin Date**.
5. Select a **Coverage Election** option to define whether the employee shall "Elect", "Waive" or "Terminate" coverage Typically "Elect".
6. Enter the **Election Date** that the coverage is elected.
7. Enter the change/new **Flat Amount of Percent of Earnings**.
8. Select **Save**.

Savings Plans

Employee ID [REDACTED] Benefit Record Number [REDACTED]

☐ Highly Compensated

Plan Type [REDACTED] 46 403(b)

Coverage *Coverage Begin Date 03/16/2021 *Deduction Begin Date 03/16/2021

Coverage Election ☒ Elect ☐ Waive ☐ Terminate *Election Date 03/15/2021

Benefit Program SB1 Primary Benefits inc HCA
Benefit Plan SAV01 SRP Pre & After Tax

Option Code

Before Tax Investment Flat Amount 500
Percent of Earnings
Annual Excess Credits

After Tax Investment Flat Amount
Percent of Earnings

Assign All Beneficiaries Payroll Status Active

Limits for Savings Plans

! You must have at least one of these local college managed security roles:

- ZD Benefits Config Inquiry

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

Navigation: NavBar > Navigator > Set Up HCM > Product Related > Base Benefits > Rates and Rules > Limit Table

i Limits for Savings Plans are contained in configuration and maintained by SBCTC as needed.

Limit tables, as they are configuration, are not accessible by college Benefits Administrators. If there is a question or concern regarding them in production a Benefits Admin should always send a ticket through the Service Desk.

Savings Plans
Limit Table

Limit Table

Limit Type 457 Limit

Employee Earnings Limits

*Effective Date
01/01/2015

☒ Rollover Allowed

*Description
457 Deferred Comp Plan

Short Description
457

Special Accumulator
457

Max Percent of Accumulator
100.000

Maximum Yearly Deduction
\$18,000.00

457 Plans

Max Annual 457 Catch Up
24000.00

Deductions Subject To Limit

Deductions Which Add to Spcl Accum

Deductions Which Subtract From Spcl Accum

Save
Return to Search
Notify
Refresh
Add
Update/Display
Include History
Correct History

1. The process to enroll an employee into savings plans is now complete.
2. End of procedure.