

## 9.2 Running the Identify Age 50 Extensions

**Purpose:** Use this document as a reference for how to run the Age 50 Extensions for 403b and 457 savings plans in ctcLink. **Run this process separately for each limit type, ie: 457 and 402(g).**

**Audience:** Benefits Administrator.

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

- ZC Benefits Enrollments

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

*The Identify Age-50 Extensions process identifies the employees who are age 50 or more and it creates Age-50 limit extension records that increase the 402(g) Savings Plan limits, the 457 Savings Plan limits, or both for elective deferrals as authorized by IRS regulations.*

This process identifies and allows for those employees eligible for the 457 15 year catch-up, and the 403(b) age 50 extensions, to have the additional deduction limit of \$xxxx.xx added to their 457 and 403(b) plan - **Verify limit amounts with IRS**. The 402(g) is the limit type for the 403(b) plan.

**This process should be ran prior to payroll processing.**

**NOTE:** Run this process separately for each limit type, i.e., 402(g) and 457.

### Running the Age 50 Extensions

**Navigation:** NavBar > Navigator > Benefits > Monitor Savings PIn Extensions > Identify Age-50 Extensions

1. The Identify Age-50 Extensions run control ID search page displays.
2. Enter the **Run Control ID** or select **Add a New Value**.
3. Select the **Search** button.

### Identify Age-50 Extensions

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

▼ **Search Criteria**

Search by: Run Control ID begins with

Case Sensitive

[Advanced Search](#)

[Find an Existing Value](#) | [Add a New Value](#)

4. The Identify Age-50 Extensions page displays.
5. Enter the **As of Date** (pay period end date, i.e. the 15th/Last of the month, which is also the day the process should be run, ideally).
6. Enter the **Company** or select from the search icon.
7. **Enter the catch-up contribution amount specified by IRS in the Annl Cap Expsn field. DO NOT LEAVE FIELD BLANK!**

**i NOTE:** The **Annual Cap Expansion** amount may differ from year to year. Refer to the IRS Retirement Plans > Topic Index > Retirement Topics 403(b) Contribution Limits for catch-up contribution limits based on the year!

<https://www.irs.gov/retirement-plans/plan-participant-employee/retirement-topics-403b-contribution-limits>

8. Select the **Run** button.

**💡 NOTE:** You can run this on individual employees if needed but typically you will run it for the entire company.

### Identify Age-50 Extensions

Run Control ID CC\_CTCTEST      Report Manager      Process Monitor      **Run**

**Report Request Parameter(s)**

\*As Of Date

\*Company

402(g) Limit       457 Limit

Annl Cap Expsn

Empl ID

**DO NOT LEAVE  
FIELD BLANK**

**Save**    Return to Search    Previous in List    Next in List    Notify    Add    Update/Display

9. The Process Scheduler Request page displays.
10. Select the **OK** button.
11. The Identify Age-50 Extensions page displays.
12. Make note of the **Process Instance** number.
13. Select the **Process Monitor** link.
14. The Process Monitor page displays.
15. From the **Process List** tab, select the **Refresh** button until the **Run Status** = Success.

**Process List**    Server List

**View Process Request For**

User ID     Type     Last     1    Days     **Refresh**

Server     Name     Instance From     Instance To

Run Status     Distribution Status      Save On Refresh

**Process List**

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	187550		Application Engine	BN_AGE50_AE	CTC_CTAYLOR	06/21/2019 11:40:13AM PDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	187545		SQR Report	PER010	CTC_CTAYLOR	08/21/2019 5:00:00PM PDT	Queued	N/A	<a href="#">Details</a>

[Go back to Identify Age-50 Extensions](#)

**Save**    **Notify**

Process List | [Server List](#)

16. The process to run the Identify Age 50 Extensions is now complete.
17. End of procedure.