

DC Participant and Loan Report Specifications

Description

The DC Participant and Loan Report is an ad hoc generated report. It shows which employees participate in the various Savings Plans offered by URS and which employees do not participate. It also shows the current participation, such as percentage of Gross Salary being deferred, or the flat dollar amount contributed via payroll deduction by the employee. Further, it shows which employees have loan installments, the monthly amount due, and the Benefit Program for which the loan has been collateralized against.

The report is separated into the below groups:

1. Reporting Organization
 - a. Employer Organization
 - i. Benefit Program (Savings Plans)
 1. Employee Information
 - ii. Benefit Program (Loan Installments)
 1. Employee Information
 - iii. Not Participating
 1. Employee Information

This document shows the details of the fields which will be given when the employer downloads the DC Participant and Loan Report from the URS Employer Portal. URS will populate the applicable fields and the employer may use the below descriptions to read the file, which will be rendered as a PDF.

Note: This document is for training purposes only and is current as of October 31, 2022. The information contained may change without notice.

DC Participant and Loan Report Specifications

Headers

The DC Participant and Loan Report shows the Reporting Organization's name as well as the date the report was generated in the report header.

Columns

| COLUMN NUMBER | COLUMN HEADING | COLUMN FORMAT | COLUMN DESCRIPTION |
|---------------|--------------------------------|---------------|---|
| 1 | {Benefit Program} Participants | Alpha | This is a dynamically populated section header for the report. It will show the respective Benefit Programs in which both the employer and employees currently participate. |
| 2 | Employer {Employer Name} | Alpha | This is part of the dynamically populated section header, identifying the Employer Organization (which may reside under the Reporting Organization's purview). |
| 3 | SSN | | Employee's masked Social Security Number |
| 4 | Last Name | Alpha | Employee's last name |
| 5 | First Name | Alpha | Employee's first name |
| 6 | Percentage | Numeric | Percentage of Gross Salary the employee has chosen to contribute to a URS Savings Plan. This could also be the auto enrollment amount set by the employer if the employee has not made any changes. This amount could also contain any auto escalation amounts agreed upon by the employer, employee and URS. |
| 7 | Recurring Amount | Numeric | The flat dollar amount the employee has chosen to contribute to a URS Savings Plan. |
| 8 | Loan Installments | Alpha | Section header |
| 9 | Employer: {Employer Name} | Alpha | This is part of the dynamically populated section header, identifying the Employer Organization (which may reside under the Reporting Organization's purview). |
| 10 | SSN | | Employee's masked Social Security Number |
| 11 | Last Name | Alpha | Employee's last name |
| 12 | First Name | Alpha | Employee's first name |
| 13 | Installment Amount | Numeric | Installment amount the employee has contracted to repay each pay period. |
| 14 | Benefit Program | Alpha | The Benefit Program which is being repaid with each installment payment. |
| 15 | Not Participating | Alpha | Section header |
| 16 | Employer: {Employer Name} | Alpha | This is part of the dynamically populated section header, identifying the Employer Organization (which may reside under the Reporting Organization's purview). |
| 17 | SSN | | Employee's masked Social Security Number |
| 18 | Last Name | Alpha | Employee's last name |
| 19 | First Name | Alpha | Employee's first name |

DC Participant and Loan Report Specifications

DC Participant and Loan Report

Reporting Organization: Hive City Date Generated: 03/02/2020

401(k) Participants Employer: Honeycomb Town

| SSN | Last Name | First Name | Percentage | Recurring Amount |
|-------------|-----------|------------|------------|------------------|
| XXX-XX-1111 | Bee | Honey | 5.00% | \$0.00 |
| XXX-XX-2222 | Bee | Bumble | 0.00% | \$100.00 |

Roth 401(k) Participants Employer: Honeycomb Town

| SSN | Last Name | First Name | Percentage | Recurring Amount |
|-------------|-----------|------------|------------|------------------|
| XXX-XX-1111 | Bee | Honey | 5.00% | \$0.00 |
| XXX-XX-2222 | Bee | Bumble | 0.00% | \$100.00 |

Loan Installments Employer: Honeycomb Town

| SSN | Last Name | First Name | Installment Amount | Benefit Program |
|-------------|-----------|------------|--------------------|-----------------|
| XXX-XX-1111 | Bee | Honey | \$50.00 | 401(k) |
| XXX-XX-2222 | Bee | Bumble | \$100.00 | 401(k) |

Not Participating Employer: Honeycomb Town

| SSN | Last Name | First Name |
|-------------|-----------|------------|
| XXX-XX-1111 | Bee | Honey |
| XXX-XX-2222 | Bee | Bumble |