

Department of Accounts

Payroll Bulletin

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The Payroll Bulletin is published periodically to provide CIPPS agencies guidance regarding Commonwealth payroll operations. If you have any questions about the bulletin, please call Cathy McGill at (804) 371-7800 or Email at cathy.mcgill@doa.virginia.gov

State Payroll Operations

Acting Director

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Hybrid Employee 457 Contribution Fact Sheet

Understanding Employee 457 Contribution Options

Employees enrolled in the Hybrid Retirement Plan are required to make a mandatory contribution of 4% to the Defined Benefit Plan and 1% to the Defined Contribution Plan. These deductions are considered to be 401(a) plan contributions and are subject to the applicable IRS regulations.

In addition, Hybrid Plan participants are strongly encouraged to make a voluntary contribution of up to 4% in order to fully maximize their retirement plan. These voluntary contributions are considered to be 457 plan contributions and are subject to the annual IRS 457 plan limits.

Voluntary contribution elections are effective only at the beginning of each quarter. Some new Hybrid employees may have to wait several months before voluntary contributions begin. In some instances, these employees are electing to participate in the COV 457 Deferred Compensation Plan which is immediately available to employees, regardless of retirement plan.

In addition, some Hybrid Plan participants are concurrently contributing the full 4% of voluntary contributions along with large dollar amounts to the COV 457 Deferred Compensation Plan.

Hybrid participants should carefully consider the impact of contributions to the COV 457 Deferred Compensation Plan on the annual IRS 457 limit prior to enrolling in the COV 457. If not planned correctly, the COV 457 Deferred Compensation Plan contributions may cause the participant to reach the annual limit early in the calendar year, prematurely stopping critical employee and employer contributions to the Hybrid Plan. A separate handout is provided at the end of this bulletin entitled "Hybrid Employee 457 Contribution Fact Sheet" to help explain this impact to employees.

Please share this handout with the Benefits Administrators so that employees may make fully informed decisions before losing the valuable employer cash matches that are intended to supplement the Hybrid Plan.

457 Plan Goal Monitoring

IRS 457 Plan Goal Shared Between Multiple Deductions

A new method to monitor the required IRS 457 limit across multiple deductions was introduced in Payroll Bulletin 2014-02. **Please remember that deductions related to the 403B Plan do not use this method.**

Currently, there are three employee deductions subject to the 457 calendar year limit:

- Deduction 016 – Pre-tax Voluntary Hybrid Contributions
- Deduction 038 – Pre-tax COV 457 Contributions
- Deduction 052 – Post-tax Roth COV 457 Contributions

Contributions made to these deductions post to the “Total 401K Amount” field on the H0BES. (Note: Because the limits for 401K and 457 plans are the same, CIPPS uses a vendor supplied feature that was intended for 401K plans.)

The total combined contributions for the 457 Plan deductions are automatically subjected to the normal IRS 457 annual limit without a goal on H0ZDC. If an employee will be age 50 or before December 31st of the current year the interface programs populate the additional amount allowed for the IRS 50+ Catch Up in the goal of the lowest numbered active deduction of the three.

Hybrid Voluntary Contributions are not eligible for IRS Catch Up. Extra goal amounts are only applied on Deduction 016 when the employee also contributes to the COV 457 Plan.

If an employee is participating in the Standard Catch Up program ICMA will update the goal value for the employee via one of the monthly interfaces sent at the beginning of the calendar year.

Please do not make changes to the goals established by the monthly deferred compensation interface. Contact DOA for guidance if there is any question about the goal amount before making a manual update that could result in the establishment of an unauthorized 457 limit for the employee.

Examples of Correct Goal Placement for 457 Plans on H0ZDC

Employee A contributes 4% Hybrid Voluntary Contributions and an additional \$20 each to both components of the COV 457 Plan (Pre-tax and Roth 457). The employee’s age will be 38 on Dec. 31 of the current year. Deductions to all three are limited annually to the normal IRS 457 amount when H0ZDC is established as shown below. (\$18,000 in 2016)

NO	NAME	AMT/PCT	GOAL	UTILITY
016	EMPDC VC	.04000	.00	300000000022200000
038	DEF COMP	20.00	.00	000000000022200000
052	ROTH 457	20.00	.00	000000000000000000

Employee B contributes 4% Hybrid Voluntary Contributions and an additional \$20 each to both components of the COV 457 Plan (Pre-tax and Roth 457). The employee’s age will be 52 on Dec. 31 of the current year. Deductions to all three are limited annually to the IRS 457 Age 50+ Catch Up amount when H0ZDC is established as shown below. (\$24,000 in 2016)

NO	NAME	AMT/PCT	GOAL	UTILITY
016	EMPDC VC	.04000	6000.00	300000000022200000
038	DEF COMP	20.00	.00	000000000022200000
052	ROTH 457	20.00	.00	000000000000000000

457 Plan Goal Monitoring, *continued*

Examples of Correct Goal Placement for 457 Plans on H0ZDC, *continued*

Employee C contributes 0% Hybrid Voluntary Contributions and \$20 to the Pre-tax COV 457 Plan. The employee’s age will be 52 on Dec. 31 of the current year. Both deductions are limited annually to the IRS 457 Age 50+ Catch Up amount when H0ZDC is established as shown below. (\$24,000 in 2016)

NO	NAME	AMT/PCT	GOAL	UTILITY
016	EMPDC VC	.00000	.00	300000000022200000
038	DEF COMP	20.00	6000.00	000000000022200000

Employee D contributes 4% Hybrid Voluntary Contributions and \$20 to the Roth COV 457 Plan. The employee’s age will be 61 on Dec. 31 of the current year. Both deductions are limited annually to the IRS 457 Age 50+ Catch Up amount when H0ZDC is established as shown below. (\$24,000 in 2016)

NO	NAME	AMT/PCT	GOAL	UTILITY
016	EMPDC VC	.04000	6000.00	300000000022200000
052	ROTH 457	20.00	.00	000000000000000000

Employee E is not a Hybrid Plan employee. This employee contributes \$2000 to the Roth COV 457 Plan. This employee is enrolled in the Standard Catch Up program with ICMA. Both deductions are limited annually to the VRS/ICMA managed amount for the Standard Catch Up of \$36,000 when H0ZDC is established as shown below.

NO	NAME	AMT/PCT	GOAL	UTILITY
052	ROTH 457	2000.00	18000.00	000000000000000000

Employee F is not a Hybrid Plan employee. This employee contributes \$20 each to both components of the COV 457 Plan (Pre-tax and Roth 457). The employee’s age will be 52 on Dec. 31 of the current year. Deductions to both plans will be limited annually to the IRS 457 Age 50+ Catch Up amount when H0ZDC is established as shown below. (\$24,000 in 2016)

NO	NAME	AMT/PCT	GOAL	UTILITY
038	DEF COMP	20.00	6000.00	000000000022200000
052	ROTH 457	20.00	.00	000000000000000000

Employee G is not a Hybrid Plan employee. This employee contributes \$20 each to both components of the COV 457 Plan (Pre-tax and Roth 457). The employee’s age will be 25 on Dec. 31 of the current year. Deductions to both plans will be limited annually to the normal IRS 457 amount when H0ZDC is established as shown below. (\$18,000 in 2016)

NO	NAME	AMT/PCT	GOAL	UTILITY
038	DEF COMP	20.00	.00	000000000022200000
052	ROTH 457	20.00	.00	000000000000000000

Employee H is not a Hybrid Plan employee. This employee contributes \$20 to a Roth COV 457 Plan. The employee’s age will be 52 on Dec. 31 of the current year. Deductions will be limited annually to the IRS 457 Age 50+ Catch Up amount when H0ZDC is established as shown below. (\$24,000 in 2016)

NO	NAME	AMT/PCT	GOAL	UTILITY
052	ROTH 457	20.00	6000.00	000000000000000000

457 Plan Goal Monitoring, *continued*

Hybrid Plan Employer Matches Will Automatically Stop When Employee Portion Not Paid

Recent updates have been made to Deductions #105 (Hybrid Mandatory Employer Match) and #106 (Hybrid Voluntary Employer Match) to prevent them from processing unless the corresponding employee contribution is paid.

Deduction #105 will not calculate unless the employee portion processed in Deduction #015 (Hybrid Mandatory Employee Contribution) is greater than zero. Deduction #106 will not calculate unless the employee portion in Deduction #016 (Hybrid Voluntary Employee Contribution) is greater than zero.

The programming update will prevent improper employer payments to the Defined Contribution Plan in cases where the employee has insufficient funds to pay their portion. In addition, the corresponding employer match will also cease if a Hybrid Plan employee reaches the IRS 457 annual limit for the voluntary contributions.

The frequency for these deductions should be unchanged (“09”) to ensure that they will automatically resume without manual intervention when appropriate.

Auto-Escalation for Hybrid Voluntary Contributions Effective January 1, 2017

Reminder Notice from VRS

As a reminder, beginning January 1, 2017, the VRS Hybrid Retirement Plan’s auto-escalation feature for members who have not opted out goes into effect. For members who do not opt out, contributions will increase by 0.5% even if they are not currently making voluntary contributions to the Hybrid 457 Deferred Compensation Plan.

Information regarding auto-escalation has already been distributed by VRS. Hybrid Plan participants should be encouraged to increase their voluntary contributions to 4% to receive the 2.5% employer match!

VNAV Interface Will Update Voluntary Percentages January 4, 2017

Employees have until December 15, 2016, to opt out of the Auto-Escalation. For those employees that do not opt out, VRS will send the escalated percentage amount to CIPPS through the normal monthly interface in January.

The January interface will process on the night of January 4, 2017. Employees already contributing the maximum amount of 4% will not be affected by the auto-escalation.

To view interface activity related to these changes, review Report U184 (VNAV/CIPPS Transaction Error Listing) and Report U185 (VNAV/CIPPS Update Listing) on January 5, 2017. Errors found on Report U184 must be reviewed and updated manually in CIPPS.

Additionally, the Report U186 (VNAV/CIPPS Retroactive Transaction Listing) will print for any interface item that needs retroactive adjustments. This report should always be reviewed after the interface; however, changes related to the auto-escalation are current and will not be listed on this report.

Affected employees will notice the change in deduction amounts during the December 25th – January 9th pay period paid on January 13, 2017.

Changes to Optional Retirement Plans for Higher Education Employees

New Plan Choice for ORPHE Employees Effective January 1, 2017

VRS has made changes to the Optional Retirement Plans for Higher Education (ORPHE) which will affect payroll processes effective January 1, 2017.

The existing choices for ORPHE providers (Fidelity and TIAA) have been expanded to include a third option called the “DC Plan” in which VRS manages the investments. While VRS does manage the plan, a Third Party Administrator (currently, ICMA-RC) will be tasked with keeping the records of the plan.

Additionally, ORPHE employees will be given the opportunity to switch providers annually. VRS will administer regular open enrollment periods to manage the employee elections and transitions each year.

When an ORPHE eligible employee is hired, they may choose either the applicable Defined Benefit VRS Plan or one of the three ORPHE plans offered (Fidelity, TIAA or DC Plan). The employee’s election will be made using Form VRS-65 during the 60 Day Election Period.

The current procedures for processing retirement contributions for ORPHE eligible employees during the 60 Day Election period still apply. These procedures can be found on our VRS Working Examples page under the heading “ORPHE (ORP Higher Education) Election Period” at:

http://www.doa.virginia.gov/Payroll/Payroll_Bulletins/VRSModernizationWorkingExamples.cfm

Existing ORPHE employees were given the opportunity to enroll in the new DC Plan effective January 1, 2017, via an Open Enrollment period which ended last October. VRS will notify agencies directly if they have any employees who need to be enrolled in the new plan. These changes will not be accepted into CIPPS until January 3, 2017.

New Retirement Plan Codes and Deduction Numbers for the DC Plan

CIPPS will be updated during Calendar Year End processing to accommodate the new plan. Two new retirement plan codes will be added to screen HMCU1 to accommodate the DC Plan:

- DC – Plan 1 DCP Plan Employees
- DN – Plan 2 DCP Plan Employees

In addition, two new deduction numbers will be added for CIPPS Higher Education agencies to capture payments to the DC Plan:

- Deduction #017 – EMP DCP (Employee DC Plan ORP Contributions)
- Deduction #107 – ORPHEDCP (Employer DC Plan ORP Contributions)

Deduction #017 is a FIT, SIT and Local Pre-Tax deduction and is mandatory for those employees in Plan 2. These deductions will always be established manually through HMCU1 as ORP deductions do not come through the VNAV to CIPPS interface. Like other Defined Contribution deductions, they are not reconciled on the monthly VRS Automated Recon.

Changes to Optional Retirement Plans for Higher Education Employees, *continued*

**DC Plan
Functionality
in CIPPS**

The DC Plan works exactly like the other ORPHE deductions in CIPPS.

The following deductions are established on H0ZDC when “DC” is entered on HMCU1 (current retirement percentages for FY17 used for example):

NO	NAME	AMT/PCT	GOAL	UTILITY
017	EMP DCP	.00000	.00	400000000022200000
107	ORPHEDCP	.10400	.00	400000000000000000
115	RET CRDT	.01180	.00	300000000000000000
120	GRP INSR	.01310	.00	300000000000000000

The following deductions are established on H0ZDC when “DN” is entered on HMCU1 (current retirement percentages for FY17 used for example):

NO	NAME	AMT/PCT	GOAL	UTILITY
017	EMP DCP	.05000	.00	400000000022200000
107	ORPHEDCP	.08500	.00	400000000000000000
115	RET CRDT	.01180	.00	300000000000000000
120	GRP INSR	.01310	.00	300000000000000000

Both plan codes will also establish Special Pay 099 CONTBASE and Special Pay 014 Imputed Life on the H10AS screen.

For Deduction #017 (Employee DC Plan) and #107 (Employer DC Plan), the percentage is based on the actual amount of creditable comp the employee is paid instead of the monthly VRS CONTBASE. Like all other ORP deductions, these will calculate whenever the employee is paid eligible compensation and will continue during the “off-contract” months for less than 12 month employees.

For Deduction #115 (Retiree Credit) and Deduction #120 (Group Insurance) the percentage is based on the VRS Contributions Basis maintained in Special Pay 099 CONTBASE on H10AS. For less than 12 month employees, Special Pay 099 CONTBASE is prorated over the “on-contract” months. For faculty, these deductions will not be taken during the “off-contract” months.

The contribution percentages for the DC Plan are the same as all other ORP Plans. Currently the employee deduction for the DC Plan is 5% (if applicable) and the employer deduction for the DC Plan is 8.5% for Plan 2 employees and 10.4% for Plan 1 employees. Percentage changes for all the VRS and ORP plans are announced each year in the Fiscal Year End bulletin.

**Highly
Compensated
Employee
401(a) Limit**

VRS has changed the plan year for ORP Plans. The ORP Plan periods will be the same as the VRS Defined Benefit Plans. This is a change to the notice printed in Payroll Bulletin 2016-06 for ORP Plans.

“Effective immediately, the maximum annual compensation for all retirement contributions for the plan year that began July 1, 2016, (pay periods 6/25/2016 – 06/24/2017) is \$265,000 for participants with membership dates on or after April 9, 1996. The maximum is \$395,000 for employees who became plan members with any VRS-covered employer before April 9, 1996.”

Hybrid Employee 457 Contribution Fact Sheet

FACT #1

Hybrid employees who have elected to make contributions only to the COV 457 Plan without making the maximum voluntary contribution to the Hybrid 457 Plan will not receive an employer match on either plan.

Consider 3 different employees who each make \$1200 semi-monthly:

- **Employee A** decides to contribute \$50 each pay period to the COV 457 Plan
- **Employee B** decides to contribute the maximum 4% to the Hybrid 457 Plan with a 2.5% employer cash match ($\$1200 \times 4\% = \48 and $\$1200 \times 2.5\% = \30)
- **Employee C** elects to contribute the maximum 4% to the Hybrid 457 Plan with a 2.5% employer cash match AND \$50 each pay period to the COV 457 Plan with an employer cash match of \$20 per period

Compare the different outcomes using the chart below:

	Employee Contributions		Employer Match		Total Contributions	
	Hybrid 457 Voluntary Plan	COV 457 Plan	Hybrid 457 Voluntary Plan	COV 457 Plan	Total Employee Contribution	Total Employer Match
Employee A		\$50			\$50	\$0
Employee B	\$48		\$30		\$48	\$30
Employee C	\$48	\$50	\$30	\$20	\$98	\$50

FACT #2

Enrollments/Changes to Hybrid Employee Voluntary 457 contributions are permitted once a quarter while enrollments/changes to the COV 457 Plan contributions are permitted once a month.

Consider a semi-monthly employee who is employed on February 10th of the current year, receiving \$3500 per pay period. The employee immediately signs up to contribute 4% to the Employee Voluntary 457 Plan with 2.5% employer cash match; however, the deductions will not start until the March 25th – April 9th pay period (the beginning of the quarter). The employee has chosen to begin contributions to the COV 457 Plan in the amount of \$140 per pay period effective February 25th – March 9th even though they are not eligible for the cash match on those contributions.

Note that even though the employee intended to contribute to the COV 457 Plan only in the interim, they did not notify the Vendor to stop the deductions when the Hybrid 457 Voluntary Plan Contributions began:

	Employee Contributions		Employer Match		Total Contributions	
	Hybrid 457 Voluntary Plan	COV 457 Plan	Hybrid 457 Voluntary Plan	COV 457 Plan	Total Employee Contribution	Total Employer Match
Feb 10 th - 24 th					\$0	\$0
Feb 25 th – March 9 th		\$140			\$140	\$0
March 10 th – 24 th		\$140			\$140	\$0
March 25 th – April 9 th	\$140	\$140	\$87.50	\$20	\$280	\$107.50
April 10 th – April 24 th	\$140	\$140	\$87.50	\$20	\$280	\$107.50

Hybrid Employee 457 Contribution Fact Sheet, continued

FACT #3

Hybrid employees who contribute to the COV 457 Plan before making the maximum voluntary contribution to the Hybrid 457 Plan risk losing employer cash match funds.

Consider 2 different employees who each make \$1200 semi-monthly:

- **Employee A** decides to contribute \$60 per period to the COV 457 Plan and 3% to the Hybrid 457 Plan with a 2% employer cash match
- **Employee B** decides to contribute \$48 per pay period to the COV 457 Plan and to maximize the Hybrid 457 Plan deductions at 4% with a 2.5% employer cash match

Notice that both employees contribute \$96 per pay period, but employee B receives \$6 more in cash match funds than employee A.

	Employee Contributions		Employer Match		Total Contributions	
	Hybrid 457 Voluntary Plan	COV 457 Plan	Hybrid 457 Voluntary Plan	COV 457 Plan	Total Employee Contribution	Total Employer Match
Employee A	\$36	\$60	\$24	\$0	\$96	\$24
Employee B	\$48	\$48	\$30	\$20	\$96	\$50

The amount of the “lost match” increases depending upon the salary of the employee: Consider 2 different employees who each make \$3500 semi-monthly:

- **Employee A** decides to contribute \$60 per period to the COV 457 Plan and 3% to the Hybrid 457 Plan with a 2% employer cash match
- **Employee B** decides to contribute \$25 per pay period to the COV 457 Plan and to maximize the Hybrid 457 Plan deductions at 4% with a 2.5% employer cash match

Notice that both employees contribute \$165 per pay period. The COV 457 Plan contributions for Employee B are limited to 50% up to a maximum of \$20. Even though the employee does not receive the maximum \$20 cash match on the COV 457 Plan, overall Employee B is receiving \$30 more in employer match funds for the same contribution amount as Employee A.

	Employee Contributions		Employer Match		Total Contributions	
	Hybrid 457 Voluntary Plan	COV 457 Plan	Hybrid 457 Voluntary Plan	COV 457 Plan	Total Employee Contribution	Total Employer Match
Employee A	\$105	\$60	\$70	\$0	\$165	\$70
Employee B	\$140	\$25	\$87.50	\$12.50	\$165	\$100

Hybrid Employee 457 Contribution Fact Sheet, continued

FACT #4

The combined total of the employee voluntary contributions made to the Hybrid 457 Plan and the COV 457 Plan (includes both Pre-Tax 457 and Roth 457 deductions) is subject to an annual limit established by the IRS each calendar year.

Consider that an employee making \$3500 semi-monthly begins making \$1000 contribution to the COV 457 Plan when they are employed December 25th. Effective March 25th, they begin to contribute the maximum 4% to the Hybrid 457 Plan. In this calendar year the applicable IRS 457 limit is \$18,000 based on the age of the employee.

Notice that the employee will reach the limit during the Aug 25th – Sep 9th pay period. Since the limit of \$18,000 has been reached, the employee contributions to both plans must stop along with the employer cash match. If the employee makes no changes, contributions will resume as shown on the first payroll of January of the next year.

		Employee Contributions		Employer Match		Total Contributions	
		Hybrid 457 Voluntary Plan	COV 457 Plan	Hybrid 457 Voluntary Plan	COV 457 Plan	Total Employee Contribution	Total Employer Match
1	Dec 25 th – Jan 9 th		\$1000			\$1000	\$0
2	Jan 10 th – 24 th		\$1000			\$1000	\$0
3	Jan 25 th – Feb 9 th		\$1000			\$1000	\$0
4	Feb 10 th – Feb 24 th		\$1000			\$1000	\$0
5	Feb 25 th – March 9 th		\$1000			\$1000	\$0
6	March 10 th – 24 th		\$1000			\$1000	\$0
7	March 25 th – April 9 th	\$140	\$1000	\$87.50	\$20	\$1140	\$107.50
8	April 10 th – April 24 th	\$140	\$1000	\$87.50	\$20	\$1140	\$107.50
9	April 25 th – May 9 th	\$140	\$1000	\$87.50	\$20	\$1140	\$107.50
10	May 10 th – May 24 th	\$140	\$1000	\$87.50	\$20	\$1140	\$107.50
11	May 25 th – June 9 th	\$140	\$1000	\$87.50	\$20	\$1140	\$107.50
12	June 10 th – June 24 th	\$140	\$1000	\$87.50	\$20	\$1140	\$107.50
13	June 25 th – July 9 th	\$140	\$1000	\$87.50	\$20	\$1140	\$107.50
14	July 10 th – July 24 th	\$140	\$1000	\$87.50	\$20	\$1140	\$107.50
15	July 25 th – Aug 9 th	\$140	\$1000	\$87.50	\$20	\$1140	\$107.50
16	Aug 9 th – Aug 24 th	\$140	\$1000	\$87.50	\$20	\$1140	\$107.50
17	Aug 25 th – Sep 9 th	\$140	\$460	\$87.50	\$20	\$600	\$107.50
18	Sep 10 th – 24 th					\$0	\$0
19	Sep 25 th – Oct 9 th					\$0	\$0
20	Oct 10 th – Oct 24 th					\$0	\$0
21	Oct 25 th – Nov 9 th					\$0	\$0
22	Nov 10 th – Nov 24 th					\$0	\$0
23	Nov 25 – Dec 9 th					\$0	\$0
24	Dec 10 th – Dec 24 th					\$0	\$0
	Totals	\$1540	\$16,460	\$962.50	\$220	\$18,000	\$1,182.50

Hybrid Employee 457 Contribution Fact Sheet, continued

FACT #5

Using the attached worksheet Hybrid employees can effectively maximize their voluntary contributions and avoid prematurely ending their valuable employer contributions.

Consider that an employee making \$3500 semi-monthly wants to maximize their contributions to the COV 457 Plan upon employment December 25th. Their Hybrid Voluntary contributions at the maximum rate of 4% won't begin until March 25th. In this calendar year the applicable IRS 457 limit is \$18,000 based on the age of the employee. They have used the worksheet to compute \$645 per pay period of COV 457 Plan contributions. (Sample is provided on the next page).

By comparison to the employee in Fact #4, the employee who used the worksheet to compute a maximum paid the same amount of \$18,000 in employee contributions, but received \$752.50 more in employer match contributions.

		Employee Contributions		Employer Match		Total Contributions	
		Hybrid 457 Voluntary Plan	COV 457 Plan	Hybrid 457 Voluntary Plan	COV 457 Plan	Total Employee Contribution	Total Employer Match
1	Dec 25 th – Jan 9 th		\$645			\$645	\$0
2	Jan 10 th – 24 th		\$645			\$645	\$0
3	Jan 25 th – Feb 9 th		\$645			\$645	\$0
4	Feb 10 th – Feb 24 th		\$645			\$645	\$0
5	Feb 25 th – March 9 th		\$645			\$645	\$0
6	March 10 th – 24 th		\$645			\$645	\$0
7	March 25 th – April 9 th	\$140	\$645	\$87.50	\$20	\$785	\$107.50
8	April 10 th – April 24 th	\$140	\$645	\$87.50	\$20	\$785	\$107.50
9	April 25 th – May 9 th	\$140	\$645	\$87.50	\$20	\$785	\$107.50
10	May 10 th – May 24 th	\$140	\$645	\$87.50	\$20	\$785	\$107.50
11	May 25 th – June 9 th	\$140	\$645	\$87.50	\$20	\$785	\$107.50
12	June 10 th – June 24 th	\$140	\$645	\$87.50	\$20	\$785	\$107.50
13	June 25 th – July 9 th	\$140	\$645	\$87.50	\$20	\$785	\$107.50
14	July 10 th – July 24 th	\$140	\$645	\$87.50	\$20	\$785	\$107.50
15	July 25 th – Aug 9 th	\$140	\$645	\$87.50	\$20	\$785	\$107.50
16	Aug 9 th – Aug 24 th	\$140	\$645	\$87.50	\$20	\$785	\$107.50
17	Aug 25 th – Sep 9 th	\$140	\$645	\$87.50	\$20	\$785	\$107.50
18	Sep 10 th – 24 th	\$140	\$645	\$87.50	\$20	\$785	\$107.50
19	Sep 25 th – Oct 9 th	\$140	\$645	\$87.50	\$20	\$785	\$107.50
20	Oct 10 th – Oct 24 th	\$140	\$645	\$87.50	\$20	\$785	\$107.50
21	Oct 25 th – Nov 9 th	\$140	\$645	\$87.50	\$20	\$785	\$107.50
22	Nov 10 th – Nov 24 th	\$140	\$645	\$87.50	\$20	\$785	\$107.50
23	Nov 25 – Dec 9 th	\$140	\$645	\$87.50	\$20	\$785	\$107.50
24	Dec 10 th – Dec 24 th	\$140	\$645	\$87.50	\$20	\$785	\$107.50
	Totals	\$2520	\$15,480	\$2100	\$360	\$18,000	\$1935

Hybrid Employee 457 Contribution Fact Sheet, continued

Hybrid Employee 457 Plan Contributions Worksheet (Filled in Sample, Blank Worksheet on Next Page)

Note: This worksheet is intended to provide the employee with an overview of projected 457 Plan contributions within the context of the IRS limits for the entire calendar year. Ultimately, it is the employee's responsibility to manage 457 Plan options for their retirement planning.

Semi-Monthly \$3,500.00

How Much Would My Voluntary Contributions Be?			
My Contribution		Employer Match	
0.5%	\$17.50	0.5%	\$17.50
1.0%	\$35.00	1.0%	\$35.00
1.5%	\$52.50	1.3%	\$43.75
2.0%	\$70.00	1.5%	\$52.50
2.5%	\$87.50	1.8%	\$61.25
3.0%	\$105.00	2.0%	\$70.00
3.5%	\$122.50	2.3%	\$78.75
4.0%	\$140.00	2.5%	\$87.50

My 457 IRS Limit This Calendar Year:	A		\$18,000
Total 457 Plan Contributions Already Deducted This Calendar Year:	B		\$0
My Current Annual Salary is:	C	\$84,000	
Number of Months I Work In a Year:	D	12	
My Current Monthly Creditable Compensation is: <small>(Line C Divided by Line D)</small>	E	\$7000	
My Current Semi-Monthly Creditable Compensation is: <small>(Line E Divided by 2)</small>	F	\$3500	
Percentage I want to contribute to my Hybrid Voluntary 457 Plan:	G	4%	
My Current Semi-Monthly Voluntary Contribution Amount is: <small>(Line F Times Line G)</small>	H	\$140	
Number of Remaining Pay Periods I Can Contribute to my Hybrid Voluntary 457 Plan This Calendar Year:	I	18	
Additional Hybrid Voluntary 457 Contributions Expected This Year: <small>(Line H Times Line I)</small>	J		\$2520
Remaining IRS Limit: <small>(Line A Minus Line B Minus Line J)</small>	K		\$15,480
Number of Remaining Pay Periods I Can Contribute to My COV 457 Plan This Calendar Year:	L		24
Suggested Maximum Contributions to my COV 457 Plan Per Pay Period: <small>(Line K divided by Line L)</small>	M		\$645

This calendar year projection is based on the employee's current salary. It is recommended that employees recalculate this spreadsheet at every salary increase and each calendar year. It should also be noted that periods of Leave Without Pay or early terminations can affect the outcome of these projections.

Hybrid Employee 457 Contribution Fact Sheet, continued

Hybrid Employee 457 Plan Contributions Worksheet (Filled in Sample, Blank Worksheet on Next Page)

Note: This worksheet is intended to provide the employee with an overview of their projected 457 Plan contributions within the context of the IRS limits for the entire calendar year. Ultimately, it is the employee's responsibility to manage 457 Plan options for their retirement planning.

Semi-Monthly _____

How Much Would My Voluntary Contributions Be?			
My Contribution		Employer Match	
0.5%		0.5%	
1.0%		1.0%	
1.5%		1.3%	
2.0%		1.5%	
2.5%		1.8%	
3.0%		2.0%	
3.5%		2.3%	
4.0%		2.5%	

My 457 IRS Limit This Calendar Year:	A		
Total 457 Plan Contributions Already Deducted This Calendar Year:	B		
My Current Annual Salary is:	C		
Number of Months I Work In a Year:	D		
My Current Monthly Creditable Compensation is: <small>(Line C Divided by Line D)</small>	E		
My Current Semi-Monthly Creditable Compensation is: <small>(Line E Divided by 2)</small>	F		
Percentage I want to contribute to my Hybrid Voluntary 457 Plan:	G		
My Current Semi-Monthly Voluntary Contribution Amount is: <small>(Line F Times Line G)</small>	H		
Number of Remaining Pay Periods I Can Contribute to my Hybrid Voluntary 457 Plan This Calendar Year:	I		
Additional Hybrid Voluntary 457 Contributions Expected This Year: <small>(Line H Times Line I)</small>	J		
Remaining IRS Limit: <small>(Line A Minus Line B Minus Line J)</small>	K		
Number of Remaining Pay Periods I Can Contribute to My COV 457 Plan This Calendar Year:	L		
Suggested Maximum Contributions to my COV 457 Plan Per Pay Period: <small>(Line K divided by Line L)</small>	M		

This calendar year projection is based on the employee's current salary. It is recommended that employees recalculate this spreadsheet at every salary increase and each calendar year. It should also be noted that periods of Leave Without Pay or early terminations can affect the outcome of these projections.