

## Course Outline

### **401(k) Plans**

*Four-Credit Course*

#### **Introduction**

- I. 401(k) Plan Structure
- II. Eligibility Requirements
- III. Managing 401(k) Plan Assets

Estimated Time to Complete: 10 minutes

#### **Employee Contributions**

- I. Electing to Make a Contribution
- II. Pretax Contributions
- III. Roth Contributions
- IV. Employee Contribution Limits
- V. After-Tax Contributions
- VI. How and When to Make an Election
- VII. Depositing Employee Contributions
- VIII. Modifying and Terminating Elections
- IX. Eligible Compensation
- X. Bonus Elections
- XI. Excess Contributions
- XII. Catch-Up Contributions
- XIII. Required Plan Provisions for Catch-Up Contributions

Estimated Time to Complete: 45 minutes

#### **Employer Contributions**

- I. Types of Employer Contributions
- II. Overall Contribution Limit and Compensation Limit
- III. Nonelective Contributions
- IV. Permitted Disparity Allocation
- V. Matching Contributions
- VI. True-Up Contributions
- VII. Advantages of Matching Contributions
- VIII. Allocation Conditions for Employer Contributions
- IX. Vesting of Employer Contributions
- X. Top-Heavy Plans

Estimated Time to Complete: 45 minutes

#### **Nondiscrimination Testing**

- I. Identifying Highly Compensated Employees (HCEs)
- II. Nondiscrimination Tests
- III. Passing the ADP Test
- IV. Using Current and Prior Year Amounts
- V. Correcting a Failed ADP Test
- VI. Refunding Contributions
- VII. Making QNECs or QMACs
- VIII. Disaggregating NHCEs

- IX. Recharacterizing Contributions
- X. Passing the ACP Test
- XI. Correcting a Failed ACP Test

Estimated Time to Complete: 45 minutes

### **Safe Harbor 401(k) Plans**

- I. Safe Harbor Contributions
- II. Notice Requirements
- III. Implementing a Safe Harbor 401(k) Plan
- IV. Mid-Year Plan Changes to Safe Harbor 401(k) Plans
- V. Advantages and Disadvantages of a Safe Harbor 401(k) Plan

Estimated Time to Complete: 30 minutes

### **Automatic Enrollment Arrangements**

- I. SECURE 2.0 Automatic Enrollment for New Plans
- II. Basic Automatic Enrollment
- III. Instituting Automatic Enrollment
- IV. Notice of Automatic Enrollment
- V. Eligible Automatic Contribution Arrangements (EACAs)
- VI. Qualified Automatic Contribution Arrangements (QACAs)
- VII. Advantages and Disadvantages of Automatic Enrollment

Estimated Time to Complete: 30 minutes

### **Preretirement Distributions**

- I. In-Service Distributions Upon Attaining the Age of 59½
- II. Hardship Withdrawals
- III. Immediate and Heavy Financial Need
- IV. Satisfying the Financial Need
- V. Additional Types of Preretirement Distributions
- VI. Participant Loans
- VII. Loan Program Design
- VIII. Prohibited Transactions
- IX. IRC Section 72(p)
- X. Leaves of Absence
- XI. Separation From Employment
- XII. Defaults and Cure Periods

Estimated Time to Complete: 45 minutes

**Regular Distributable Events**

- I. Distributable Events
- II. Qualified Distributions Upon Retirement
- III. Distributions Upon Preretirement Separations From Service
- IV. Taxation of Lump-Sum Payments
- V. Automatic Rollover Rules
- VI. Death Benefits
- VII. Distributions Upon Disability
- VIII. Distributions Due to Plan Termination
- IX. Alternative Defined Contribution Plans

Estimated Time to Complete: 30 minutes

NOTE: The estimated time to complete each lesson is based on word count and assumes uninterrupted consumption of the course. Actual time to complete each lesson can vary widely based on familiarity with the topics and other factors. Time required to complete the course final exam is not counted in these estimates.

