



Top 10 Tips!

for Employers who adopt the UU Retirement Plan

UU Employers who adopt the denominational plan commit to providing access for ALL of their employees to save toward retirement. Use these Top 10 Tips to increase your knowledge of Plan requirements and help ensure error-free benefit administration.

Find definitions of words and phrases specific to this employee benefit plan in Section 2 of [The Plan](#) (pdf).

1. UU Employers Adopt and Administer the Plan:

💡 *Employers who institute internal controls, assign responsibility for Plan tasks, and annually complete the Retirement Plan portion of the [Benefits Tune-up Workbook \(PDF\)](#) report greater confidence and fewer administrative errors.*

- When a UU Employer has adopted the Plan a fully executed **Employer Participation Agreement (EPA)** is on file with both the Employer and the Plan Sponsor (UUA). Employers, if you are unable to locate your EPA contact retirementplan@uua.org.
- Each Employer is legally obligated to adhere to the governing Plan's provisions and to the commitments reflected on their EPA.
- Employers must ensure that their local personnel policies accurately reflect the provisions of the governing Plan document and their EPA.

2. ALL employees, age 18 or older, are immediately eligible for Employee Contributions:

- At hire and thereafter at least annually (typically in December), Employers must inform all W-2 employees age 18 or older, clergy or non-clergy, regardless of hours or length of service, that they have a right to enroll, and can authorize Elective Employee Contributions (pre-income-tax salary-reduction voluntary contributions) or roll certain eligible retirement plan savings into the Plan, even if they have not already satisfied the Plan's Year of Eligibility Service criteria which qualifies them to receive their employer's contributions.
- Provide to all employees on date of hire a copy of your EPA, TIAA Enrollment Information, [Employee Contributions Agreement](#), and [Plan SPD \(Summary Plan Description\)](#)

💡 *Employees' ability to defer pre-tax dollars into the Plan gives them the opportunity to reduce their current taxable income while also saving for eventual retirement and is thus a crucially important component of this employee benefit plan.*

3. Employee Eligibility for Employer's Contributions:

- All employees who have satisfied the Plan's Year of Eligibility Service must receive their Employer's Retirement ("base") percentage contribution, calculated each pay period.
- Employers who additionally committed to provide Employer's Matching contributions must do so by applying [the governing Plan's definitions and provisions](#). (Sect. 5 Employer Contributions, 5.2 Matching Contributions)

💡 *Remember that an individual might have already satisfied the Plan's criteria before accepting an offer of employment from you. If an employee has never before satisfied the Plan's eligibility-service criteria, remember, consecutive and concurrent Hours of Service are aggregated for making the initial determination.*

4. Once qualified, Employer's Contributions continue:

- Employees who have satisfied the Plan's Year of Eligibility Service provision receive Employer contributions, and do so going forward, even if their hours are subsequently reduced.
- When another participating UU employer hires the individual, that employer's contributions are required; the new employer cannot require that the individual re-satisfy the eligibility service provision.
- A termination and rehire by the same employer also results in reinstatement of eligibility service.

5. Remitting Contributions, Participant Vesting:

- Remember to recalculate contributions when employees' earnings change.
- Employers are solely responsible for correctly calculating and remitting contributions timely in accordance with the Plan's provisions and their EPA commitments.
- Employers can remit electronically, if desired.
- Plan participants are fully vested in all types of contributions, and in the event of death, the assets are paid to the participant's beneficiary(ies).

💡 *Unlike other employee benefit plans such as health or dental insurance, there is no invoice for retirement plan contributions.*

6. Making Changes to the Employer Participation Agreement (EPA)

If approved by your board, UU Employers may amend an existing EPA for the next Plan Year. Submit a new EPA to the Retirement Plan Committee for approval no later than November 30th for a January 1 implementation. Mid-year and retroactive changes to Employer's Retirement Contributions (and Employer's Matching if applicable) are not permitted. Employers must abide by the provisions of their existing EPA until the Committee provides confirmation/acceptance of the new Agreement.

7. Avoiding and Correcting Errors:

- Employers must report operational errors to the Retirement Plan Employer Liaison at UUA (retirementplan@uua.org).
- The Employer corrects errors using [IRS' Fix-It Guide and the EPCRS framework for 401\(k\) plans](#).
- Impacted employees and former employees must be made whole.

8. Auto-Enrollment Administration:

Employers who adopted the Plan with "Auto-enrollment" (reference Election #1 on EPA) must timely inform all employees, retain evidence of discussing administration of Auto-enrollment provisions (use the [Employee Contributions Agreement](#)), and ensure enrollment and remittance of the contributions funding and data for each employee.

9. Type of Plan:

The Unitarian Universalist (UU) Organizations Retirement Plan is an IRS qualified 401(a)/401(k) defined contribution, multiple employer, church retirement plan. This is not a 403(b) plan.

10. Support:

- Through the retirement plan staff team (Employer Liaison, Retirement Plan Specialist, and Director), along with the Director of the UUA Office of Church Staff Finances, the UUA Retirement Plan Committee, and Plan Recordkeeper, presently TIAA, the UUA:
 - assists UU Employers and plan participants,
 - issues information and provides resources,
 - establishes administrative access for remitting,
 - and works collaboratively with Employers to help ensure that participants' employment information is current and correct in the Recordkeeper's system.
- Contact retirementplan@uua.org with any questions or feedback to make these Tips better!