

# Employer's Onboarding Checklist: UU Retirement Plan

Complete this form for each employee and new hire. Retain this with plan administration records.

Legal Name of employee: \_\_\_\_\_ Date of hire: \_\_\_\_\_

Date we provided the link to the [UU Retirement Plan enrollment materials](#) to the employee: \_\_\_\_\_

Note: if the employee is *already* enrolled in the UU Plan from previous UU employment, they do not re-enroll. Instead, email employee's full name and employment details to [retirementplan@uua.org](mailto:retirementplan@uua.org)

Date the following three items were provided to the employee and discussed in detail: \_\_\_\_\_

1. Our Employer Participation Agreement ("EPA") Reference and explain each Board commitment documented on the Agreement. No Agreement? email [retirementplan@uua.org](mailto:retirementplan@uua.org)
2. [Employee Contribution Agreement](#) (PDF) Before giving the form to the Employee, check the correct box listed on the form under "EMPLOYERS MUST CHECK ONE OF THE TWO BOXES BELOW" Reference and explain the Agreement.
3. The [Top Ten Tips](#) (PDF): Cite who you currently hold accountable for administering this employee benefit plan in accordance with all requirements.

Date the following disclosures were provided to the employee: \_\_\_\_\_

1. [Annual Plan Notice \(PDF\)](#)
2. [Summary Plan Description \("SPD"\) \(PDF\)](#)

Date each of the following were reviewed with employee: \_\_\_\_\_

✓ each item as you discuss

\_\_\_\_\_ We offer **all** our employees, age 18 and older, enrollment and participation in the UU Retirement Plan.

\_\_\_\_\_ All of our employees, age 18 or better, regardless of hours or length of service, can authorize *Elective* Employee contributions upon hire, even if they have not (yet) satisfied the governing plan's criteria to receive Employer's Contributions. (Reference 2.42 in [the Plan](#))

\_\_\_\_\_ Employees choose the amount they *Electively* contribute. Employees can authorize their employer to start, stop, change, or to decline to make, Elective Contributions by completing the [Employee Contribution Agreement](#) (Note: Employees cannot opt out of receiving Employer's Contributions.)

\_\_\_\_\_ We are scrupulous in our adherence to provision 4.5 in [the Plan](#), which requires Employers to remit Employees' Elective contributions timely: "...as soon as practicable following the reduction in Participant's compensation, but in no event more than 15 business days after the end of the month in which the reduction in compensation was made."

\_\_\_\_\_ We reviewed this employee's UU work history and using the Plan's provisions and definitions, explained to this employee how we made our determination of whether they have or have not *already* qualified for Employer's Contributions. If they have not already satisfied the Plan we have documented for them the applicable 12-consecutive month period of review and the date the next required "look back," will occur.

➤ UU Employers:

- Contact [retirementplan@uua.org](mailto:retirementplan@uua.org) for assistance in making eligibility-service determinations, particularly for employees who have served more than one UU Employer.
- Completing the [Benefits Tune-up Workbook \(PDF\)](#) annually can increase your confidence by informing your work and equipping you to avoid common operational errors.