



401(K) ENROLLMENT TIMELINE



THANK YOU FOR CHOOSING FRANKCRUM'S 401(K) PROGRAM.

In order to ensure a smooth, timely enrollment, please be aware of the steps and timeline below. Any deviation from the process can lead to delays in service. The below timeline begins once the client becomes active in our system and employees are entered for payroll purposes. If you have any questions, please contact your FrankCrum representative.



STEP 1

All documents, including a completed plan survey and census, are submitted to Slavic directly or via FrankCrum. Once submitted, a Slavic representative will contact the client in 2-3 business days.



STEP 2

Within 5-7 business days of the Plan Design consultation call with Slavic, the Adoption Agreement is sent to the client for review and approval.



STEP 3

The client submits the signed Adoption Agreement to Slavic. The review and processing usually occurs within 3 business days.



STEP 4

Within 5-14 business days, the 401(k) plan is processed, and FrankCrum has set up deduction codes to ensure the payroll system can receive new enrollments.



STEP 5

Within 7 business days, online enrollment instructions and 401(k) materials are sent by the Client Success team to the client for distribution to their employees, along with steps needed to opt out of auto-enrollment if applicable.



STEP 6

Employees enroll for the plan online. Those eligible for auto-enrollment will have up to 90 days to opt out.