

How To: Set Up 401K Limits

There are two deduction codes available for 401K.

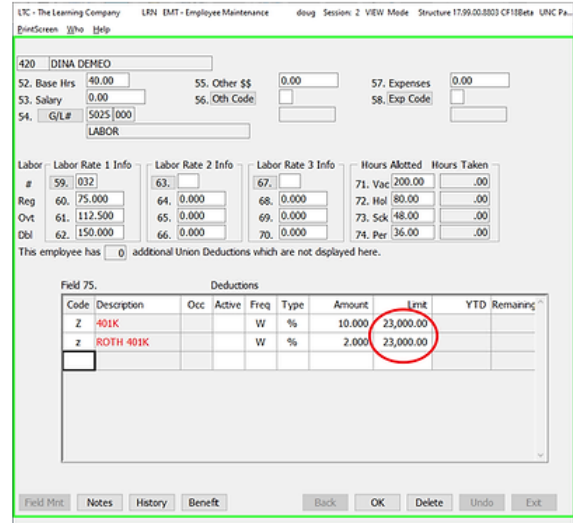
These exact codes must be used for the system to recognize the 401K deductions:

- Use an upper-case Z for a traditional 401K.
- Use a lower-case z for Roth.

NOTE: To start a Roth plan, you must call C/F Data Systems Support first to change a hidden Control File Question.

On the second screen of EMT (Employee Maintenance), in the deduction grid enter the Z or z code, frequency, type (flat or %), the amount, and the limit.

If an employee has both a Traditional and a Roth 401K, enter the same limit on both the Z and z lines. The system will know that this is the combined limit for both.



LTC - The Learning Company LRN EMT - Employee Maintenance doug Session: 2 VIEW Mode Structure 17:09:00:3803 CF188eta UNC Pa

PrintScreen Who Help

420 DINA DEMEO

52. Base Hrs 40.00 55. Other \$\$ 0.00 57. Expenses 0.00

53. Salary 0.00 56. Oth Code 58. Exp Code

54. G/L# 5025 000 LABOR

Labor #	Labor Rate 1 Info	Labor Rate 2 Info	Labor Rate 3 Info	Hours Allotted	Hours Taken
59.	032	63.	67.	71. Vac 200.00	.00
60.	75.000	64. 0.000	68. 0.000	72. Hol 80.00	.00
61.	112.500	65. 0.000	69. 0.000	73. Sck 48.00	.00
62.	150.000	66. 0.000	70. 0.000	74. Per 36.00	.00

This employee has 0 additional Union Deductions which are not displayed here.

Code	Description	Occ	Active	Freq	Type	Amount	Limit	YTD	Remaining
Z	401K			W	%	10.000	23,000.00		
z	ROTH 401K			W	%	2.000	23,000.00		

Field 75.

Field Mnt Notes History Benefit Back OK Delete Undo Exit

If the employee has both Z and z, then the full 401k limit must be on both lines.

How To: Set 401K Limits for the New Year

Important Note: Wait until after all Payroll Year End steps have been completed and EYU has been run.

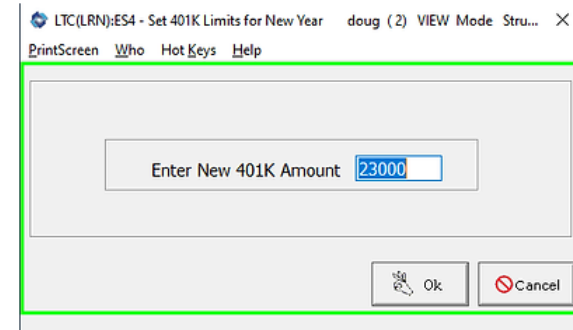
From the Year End and W2's menu, select ES4 - Set 401K Limits for New Year.

The ES4 screen will appear.

Enter the 401K limit for the new year. The 2024 limit is \$23,000.

The limit will update on both the Z and z (Roth) deduction codes in EMT.

After the ES4 is done, change the limit for employees over age 50 in EMT to \$30,500 for the catch-up contribution.



LTC(LRN):ES4 - Set 401K Limits for New Year doug (2) VIEW Mode Stru... X

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Enter New 401K Amount 23000

Ok Cancel