
Contributions – Frequently Asked Questions

Q: Is there a limit on how much I can contribute to my account?

A: You may contribute from 1% to 80% (in 1% increments) of your eligible compensation up to the annual limit set by the Internal Revenue Code. Eligible compensation may include wages, overtime, bonuses and commissions.

Q: Can I make pre-tax contributions and Roth contributions in the same year?

A: Yes. However, the maximum amount of combined pre-tax and Roth contributions to a plan cannot exceed the annual limit.

Q: What are catch-up contributions?

A: If you will be at least age 50 by the end of the year, then you are entitled to contribute an additional "catch-up contribution." The contribution is intended to help eligible employees make up for smaller contributions made earlier in their careers. Catch-up contributions are made according to pre-tax and Roth contribution rates you have elected. See [Annual Limits](#).

Q: How often can I change my contribution rate?

A: You may change your contribution rate as often as you wish; the change will go into effect within 1-2 payroll periods. To change the contribution rate online, go to the Contributions tab of your 401(k) account screen. Remember, the rates you choose reflect the percentage of your gross compensation.

Q: I've enrolled but not sure when my contributions start. How does that work?

A: If your plan has no wait period to participate in the 401(k) plan, then your contributions will start within 1-2 pay periods after you enroll.

If your plan has a waiting period before you are fully eligible to participate, you will be notified a few weeks before you become eligible, and from there, you can go ahead and enroll. If you've enrolled during the pre-eligibility period, then your contributions will start within 1-2 paychecks after you become eligible.

Q: Are company contributions pre-tax or after-tax?

A: If your employer directs a contribution to your account – such as matching or profit-sharing – the contribution is made in pre-tax dollars and is directed to the investment funds you have elected or, if no investment elections have been made, to the plan's default investment fund(s). Both pre-tax contributions and Roth contributions are eligible for matching contributions up to the limit set by the company.

Q: How can I find out if my employer offers a match?

A: There are several ways to find out if your 401(k) has employer contributions.

- If you recently became eligible to participate in the plan, a booklet with that information will be mailed to your home address.
- You can also check for a match when you enroll through SmartPlan. Click on the ENROLL NOW button to launch SmartPlan. When you get to the contribution section of SmartPlan, you can hover over the Employer section to see a quick review of your match.
If you are already enrolled, then use the MANAGE MY 401(k) button to access your account and SmartPlan.
- Your third option is to email or call the Insperity Contact Center to request that information. Make sure to note your full name and the name of your employer. Specialists can be reached at 866.715.3552, option 3, or contact_center@insperity.com and are available Monday through Friday from 7 a.m. to 7 p.m. Central time.