[Running the Age 50 SRA Extension Process](http://ctclinkreferencecenter.ctclink.us/m/79717/l/928090-9-2-running-the-identify-age-50-extensions) (QRG is GREAT I just modified it a bit)

**Purpose:** Use this document as a reference for how to run the Age 50 Extensions for 403b and 457 savings plans in ctcLink. **Run this process separately for each limit type, i.e.: 457 and 402(g).**

*The Identify Age-50 Extensions process identifies the employees who are age 50 or more and it creates Age-50 limit extension records that increase the 402(g) Savings Plan limits, the 457 Savings Plan limits, or both for elective deferrals as authorized by IRS regulations.*

This process identifies and allows for those employees eligible for the 457 15 year catch-up, and the 402(g) age 50 extensions, to have the additional deduction limit of $xxxx added to their 457 and 403(b) plan - **Verify limit amounts with IRS**. **The 402(g) is the limit type for the 403(b) plan.**

**This process should be ran prior to payroll processing.**

**NOTE: Run this process separately for each limit type, i.e., 402(g) and 457.**

**Running the Age 50 Extensions**

**NAV>Workforce Administrator>Benefits tile>Identify Age-50 Extensions OR Nav>Benefits>Monitor Savings Pln Extensions>Identify Age-50 Extensions**

1. The **Identify Age-50 Extensions** run control ID search page displays.
2. Enter the **Run Control ID** or select **Add a New Value**.
3. Select the **Search** button.



1. The **Identify Age-50 Extensions** page displays.
2. Enter the **As of Date** (pay period end date, i.e. the 15th/Last of the month, which is also the day the process should be run, ideally).
3. Enter the **Company** or select from the search icon.
4. **Enter the catch-up contribution amount specified by IRS** in the **Annl Cap Expsn** field. (For 2022 it is $6500). **This amount may differ year to year. DO NOT LEAVE FIELD BLANK!**
5. Select the **Run** button.

**NOTE:** You can run this on individual employees if needed but typically you will run it for the entire company.



1. The **Process Scheduler Request** page displays.
2. Select the **OK** button.



1. The **Identify Age-50 Extensions** page displays.
2. Make note of the **Process Instance** number.
3. Select the **Process Monitor** link.
4. The **Process Monitor** page displays.
5. From the **Process List** tab, select the **Refresh** button until the **Run Status** = Success.



1. The process to run the Identify Age 50 Extensions is now complete.

Don’t forget to rerun it for the other Limit Type (402(g) or 457).

**If you forget to run this process and someone reaches the under 50 limit**, you HAVE TO go to Nav>Benefits>Savings Management and manually add the extra deferral amount allowed (for 2022 it’s $6500). Add the Adjustment Amount and Save. See below for an example:



That’s it! 😊