



# **401(k) ESSENTIALS For The HR Professional: Plan Administration Simplified for the 401(k) Plan Sponsor**

*Barbara Klein*

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## **401(k) ESSENTIALS For The HR Professional: Plan Administration Simplified for the 401(k) Plan Sponsor** Barbara Klein

If you are the individual assigned the responsibility for the internal operation of your employer's 401(k) plan, you need this book! Written in plain English, this book simplifies the maze of 401(k) plan operations and decodes "pensionese" for you. Although you hire outside professionals to administer your 401(k) plan, YOU must understand, perform and implement the many tasks, deadlines, roles and procedures that are required to ensure plan compliance with the Internal Revenue Service and Department of Labor. 401(k) ESSENTIALS For The HR Professional will educate and guide you in understanding the administration of your 401(k) plan. This book is thorough, easy to read and provides the details needed to become familiar with terminology, operations, deadlines, processes, forms, and so much more. Use it as a resource and reference book. Use it as a training tool for your staff. There are exercises at the end of each chapter that will help you understand your plan and the tasks you are responsible for throughout the life of a 401(k) plan. In addition, it provides checklists, calendar of deadlines, how-to's and much more.

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