**2024 Supplement Regarding Long-Term Part-Time (LTPT) Employees**

**Instructions**

The following is an attachment which will be used with your safe harbor and/or automatic enrollment notices. This attachment is designed to explain how long-term part-time employees are treated for the purposes of safe harbor and other employer contributions and automatic enrollment provisions for 2024.

The attachment is structured so that the first three paragraphs would be used for a safe harbor 401(k) plan without automatic enrollment provisions. If the 401(k) plan has automatic enrollment provisions, then the fourth paragraph will be added.

Some employers will need to modify the Supplement. For example, if LTPT Employees will be subject to automatic enrollment provisions, then delete the last paragraph. Similarly, if the employer will make contributions for LTPT employees, then you will need to modify the third paragraph accordingly.

**2024 Supplement Regarding Long-Term Part-Time (LTPT) Employees**

New rules go into effect in 2024 relating to certain Long-Term Part-Time (LTPT) Employees, that impact the information included in this Notice.

You are an LTPT Employee if you have 3 consecutive years (beginning back in 2021) of employment with 500 – 999 hours of service with the employer each year. If you have ever had 1000 hours of service in a year, you are not an LTPT employee. An employee who is eligible to participate in the Plan, outside of the new LTPT rules, is not an LTPT employee.

Beginning in the 2024 plan year, LTPT employees will be eligible to save for retirement by deferring compensation to the Plan, but they are not eligible to receive **any** employer contributions, including safe harbor or matching contributions, if any. LTPT employees can choose whether to defer and how much to defer to the plan. If an LTPT employee elects to do so, the deferrals will be withheld from the employee’s compensation and will be deposited in the employee’s account in the Plan.

The Notice describes certain automatic contribution provisions, under which an employee will be treated as having elected to defer unless the employee makes a contrary election. Those provisions do not apply to you if you are an LTPT employee. Deferrals will be withheld from an LTPT employee’s compensation and deposited in the plan only if the employee affirmatively elects the withholding.