

Internship Report

On

**USA 401(K) Industry & It's Enrollment Kit an
Overview**





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USA 401(K) Industry & It's Enrollment Kit an Overview

Submitted To

**Dr. James Bakul Sarkar
Associate Professor & Deputy Director
School of Business and Economics
United International University**

Submitted By

**Subroto Kumar Dass
ID- 114 141 025
BBA in AIS
United International University**

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Letter of Transmittal

Dare: 24th May, 2018

Dr. James Bakul Sarkar
Associate Professor & Deputy Director
School of Business and Economics

United International University

Subject: Submission of **Internship Paper**.

Dear Sir,

With due respect, I would like to submit the report on **“USA 401 (K) Industry & It’s Enrollment Kit an Overview”** which was the topic of my internship program. I would like to say that this report was prepared by me under the supervision of my internship supervisors.

I believe that this internship program has given me a vast opportunity to enrich both of my knowledge and experience. I made my best effort to fulfill the objective of the report and believe that it will meet your expectation.

In preparing this report I have tried utmost to include all the relevant information and analysis to make the report comprehensive as well as workable one.

I, therefore, hope that you will enjoy reviewing this report.

Thank you.

Subroto Kumar Dass

ID- 114 141 025

BBA in AIS.

United International University.

Acknowledgement

First of all, I would like to express my gratitude to almighty God for enabling me to complete this project report on “401 (K) Industry”.

I have taken efforts in this project. However, it would not have been possible without the kind support and can help of many individuals. I would like to extend my sincere thanks to all of them.

I convey my sincere gratitude to my Academic supervisor, Dr. James Bakul Sarkar, Associate Professor of BBA in Accounting Information Systems Department & Deputy Director of School of Business and Economics, United International University. Without his kind direction and proper guidance this study would have been a little success. In every phase of the project his supervision and guidance shaped this report to be completed in time.

I would like to express my gratitude toward my parents, friends and relatives for their kind co-operation and encouragement which helped me in completion of this project.

I would like to express my special gratitude and thanks to United International University (UIU) for offering such a course that assigns me such report; those enlighten me with knowledge which will be very helpful for me in near future.

Executive Summary

Data-path Limited is an outsourcing company working for July Business Services in Bangladesh. It is a registered company. July Business Services is one of the renowned retirement plan industries in U.S.A. For doing internship, I got an opportunity to work with New Business (NB) team and Employee Retirement Income Security Act (ERISA) at DataPath Ltd. In this report, I have discussed about the experience of my internship program.

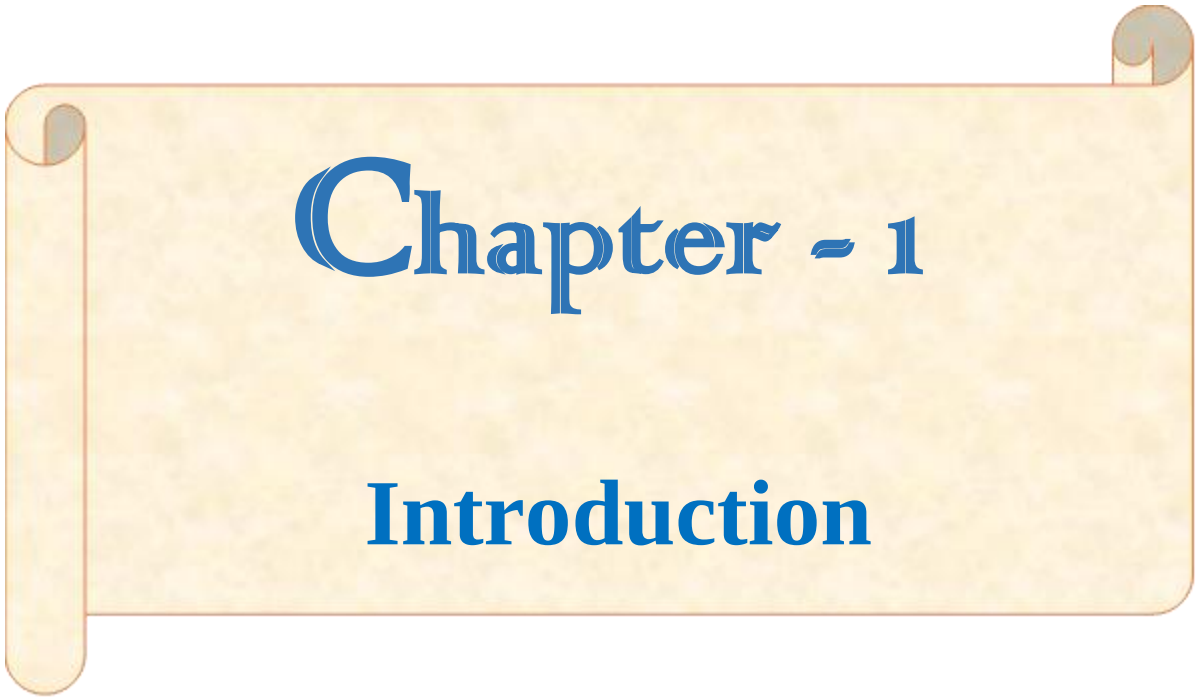
In the introduction part, there are some sub parts-method of reasoning where I have specified the significance and explanations for undertaking this report destinations where I have said the motivations behind the report and foundation where I have examined about the depiction and history of the organization. Talked about the exercises, I have attempted amid my internship program. There are some business-related exercises and other applicable exercises. In business related exercises I have done arrangement post preparing, active plan and setup plan, E-unit look ups, I have additionally done some other important exercises like, checking records, print reports. At in the first place, I have talked about the difficulties that I have watched and recognized, for example, server issues and etc. At that point I have examined about scholastic readiness the significance and the befuddle among scholarly and reasonable learning. In the last segment, I have examined about the missing information and abilities that should be learned and how our institution can enable us to improve our work to understanding.

Examined about the lessons and aptitudes that I have learned in the temporary job program, for example, information's about the US retirement design, more capable in Microsoft Excel, polished methodology, basic leadership, punctuality and so on. I have given a few proposals and suggestion to the difficulties I have confronted while working and furthermore different issues that I have seen amid the entry level position program.

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Chapter - 1

Introduction

1.1. Background

For all Bachelor of Business Administration (BBA) students Internship program or Project paper is a graduation requirement. Internship is a program where a student can work in an organization to gain practical knowledge of working environment, work experience and fulfill requirements for qualification. So that I select an Internship program to complete my BBA program. Only class room study cannot make a student perfect to handle real life working. Through internship students can understand the environment of particular organization. Because, only theoretical knowledge is not enough for professional life. For gathering the practical knowledge, I joined in business world as an intern in Data-Path on January 15, 2018. It is four months long internship program. I was officially appointed to work in New Business & ERISA Department. This report is basically on “USA 401 (K) Industry and its Enrollment Kit”. This report will present the historical background of the company, its different products and services of the company, findings and recommendations based on the experience gathered.

1.2. Brief introduction of the organization

Data Path Ltd. is a registered private limited outsourcing company Operating in Bangladesh. It is a Business Process Outsourcing Company (BPO) with expertise in providing U.S. based Retirement/Pension Plan Administration services. Data Path is a subsidiary company of July business services. July is one of the leading names in USA Retirement plan which is also known as a 401(k)/pension plan Industry.

1.3. Scope of the report

This internship report over the New-Business fully & ERISA partly department of Datapath. New-Business sector of Datapath basically cover preparing a new plan for retirement policy, modify the plan according client demand, support to July by the plan where ERISA sector justify the plan document according with USA retirement law rules and regulation. This data and related information is collected from various sources for preparing this report. Discussed with the employees of the Datapath, collect their operation manual. While preparing this report, learnt so many matters related to USA 401(K) industry and its activity. It helped to enrich my knowledge about USA 401 (K) industry and retirement policy.

Area and Time

Area: Datapath is a BPO organization. It's BPO target market focus on USA (k) industry. So, this report area covers USA 401 Industry and its enrollment kit.

Time: I joined in business world as an intern in Data-Path on January 15, 2018. It is four months long internship program. I was officially appointed to work in New Business & ERISA department.

1.4. Rationale of the study

In the modern business world, internship program helps students to demonstrate skills and efficiency from their supervised experience and it also enables them to demonstrate prime of life and acceptable professional, personal and interpersonal behavior. So, internship program

is very much helpful for every student to understand the corporate environment and gain real life experiences. This program helps to bridge the gap between theoretical and practical experience.

1.5. Limitations of the study

This internship report is set up with every one of the endeavors and with loaded with accessible data however there are a few impediments that are clear and went about as a hindrance to direct the exploration. A few requirements are described below,

1.5.1. Unavailability of data

This one of the primary deterrents that the USA 401 (K) industry strategy does not enable them to reveal much data and information in light of their classified reasons.

1.5.2. Time constraint

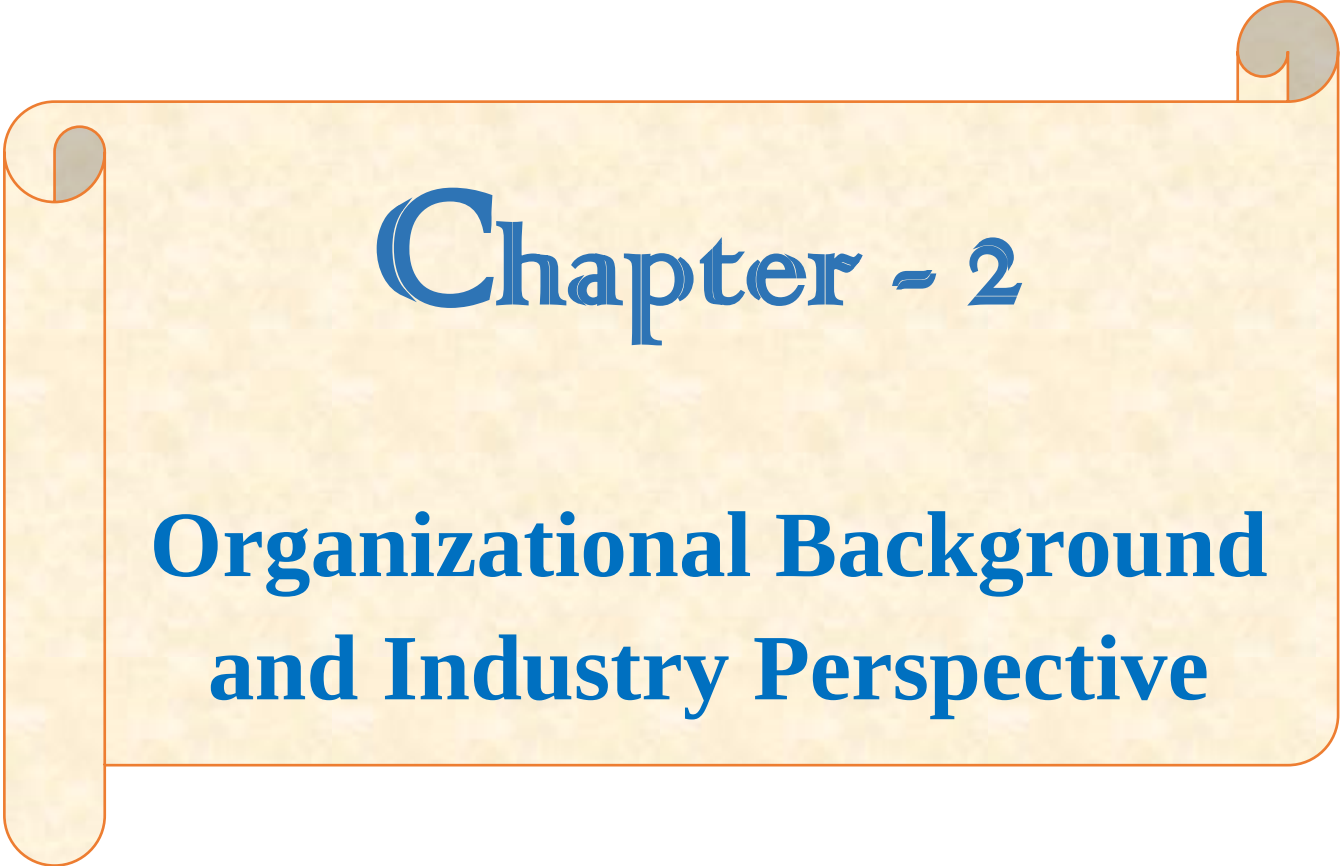
Four month is particularly restricted period to know and comprehend the USA 401(K) industry and its activity. For the time limitations many things could not be disclosed in the report.

1.5.3. Limited data

Because of the restricted data, a few suppositions were made to finish the report. So there are possibilities to have some unintentional mistake in the report.

1.5.4. Secrecy of Information

Every organization has their own particular mystery that is no revealed with others. Data is gathered through scrutinizing the work force however they are not allowed to uncover much data in view of mystery.



Chapter - 2

Organizational Background and Industry Perspective

2.1. Background of the organization

Data-path Limited is an BPO company working for July Business Services in Bangladesh. It is a registered company owned by Jim Hudson and John Humphrey. July Business Services is one of the renowned retirement plan industries in U.S.A. Data-path Limited started its operation on a trial base in 2005 with a small office in Uttara. At the beginning it was providing supportive operations for July. In 2008 it officially registered as private limited company in Register of Joint Stock for Company (RJSC) and started full throttle. The company hired the talented employees to work for the July Services.

July Business Services is a professional services firm committed to delivering focused retirement plan and other administrative services to business clients. It works closely with employers and financial partners to build customized services to meet their unique goals. Our consultants provide hands-on solutions for plan implementation and ongoing plan operation.

We have many years of industry experience with clients ranging from small, closely-held businesses to large corporations competing in the global economy. It has begun its operations in 1995, with no clients and a tiny professional office area. The firm's marketing efforts resulted in important referral relationships, including investment advisors, mutual fund companies, banks, and brokerage firms. By the end

of 1996, July had more than 250 retirement plan clients and 5 employees. July Business Services partners with financial advisors and employers to provide retirement plan recordkeeping and administration with integrated cafeteria plans and payroll. Founded in 1994, July delivers exceptional service with uncompromising accuracy to approximately 3,300 clients in all 52 states.

Data-Path Limited at the beginning it was providing supportive operations for July. In the starting days it worked to hire talented employees who can understand the work with a total number of six employees. Later on in 2010, Data-Path moved to Gulshan as it grew in numbers to 50 employees. Already then July was totally dependent on Data-Path because they were doing all the work from Bangladesh and July decided to downsize their employees in the United

	
Company Name	Data Path Limited
Year of establishment	January 2008
Address	Ambon Complex, Floor- 7th-9th, 99 Mohakhali C/A, Dhaka-1212, Dhaka.
Company website	www.data-path.net
Organization's Head in Bangladesh	Mr. Ashfaqur Rahman Designation: Managing Director
Legal Structure of the Company	Private limited
Table 1.1	

States. In 2015 Data-Path was growing rapidly, had to hire tons of people and moved to Mohakhali in a 17'000 square feet house because more Third Party Administrators wanted to outsource their business process to Data-Path, as they are now experts in the retirement plan industry. In the beginning years it had less than 10 employees. Now 145 incumbents are working here with their brilliant appreciation. Now Data-Path has eight different clients other than July Business Services and foreseeing many more in the future.

2.2. Vision & Mission

Vision

Our vision is to obtain the leading position in the outsourcing industry. To evolve from a traditional BPO to the next Generation BPO.

Mission

We want to serve our clients effectively with the help of latest technologies. Transformation and innovation is core to Data Path Ltd.

2.3. Services

July Business Services and on their behalf Data-path Limited is providing the following services to its US business clients:

- | | | |
|-----------------|--------------------------|-------------------|
| i. Plan Design | ii. Plan Administration | v. Record keeping |
| iii. Plan Setup | iv. Participant Services | |

2.4.i. Plan Design:

It creates retirement plans to meet the unique goals of each employer. Whether the objective is employee recruitment and retention or maximizing benefits for key employees, it has the expertise to design the best plan for clients.

2.4.ii. Plan Setup

It provides all of the services to efficiently setup retirement plan or to convert existing plan from current provider.

2.4.ii.a. Plan Documents:

It offers comprehensive plan documents prepared by experienced ERISA consultants. Its capabilities include:

- Prototype Plan Documents
- Volume Submitter Documents
- Summary Plan Descriptions

- Loan Policies
- QDRO Procedure
- Other Required Forms

2.4.ii.b. Plan Setup & Conversion:

Datapath dedicated setup team provides hands-on services to coordinate all aspects of plan setup or conversion. Our services include:

- Coordinate Enrollment Meetings
- Prepare Enrollment Materials
- Prepare Setup Paperwork
- Contribution Submission Procedures
- Coordinate Transfer of Assets
- Prepare Letter to Previous Provider
- Coordinate Information Needed for Takeover

2.4.iii. Plan Administration:

Datapath consultants have over eight years of plan administration experience and are experts in this highly technical field. A dedicated account representative serves client's plan, supported by a team of experienced professionals.

2.4.iii. a. Plan Operation Support:

It provides everything client needs to maximize the value of plan, including telephone and e-mail access to its consultants. Its services include the following:

- Eligibility Calculations
- Contribution Allocations
- Vesting Calculations
- Distribution & Loan Processing

2.4.iii. b. Compliance Testing:

Its account representative provides complete compliance testing services to maintain the integrity of client's plan. Its testing services include the following:

- Top Heavy Testing
- ADP & ACP Testing
- Minimum Coverage Testing
- General Nondiscrimination Testing

2.4.iii. c. Tax Compliance:

Datapath consultants deliver signature-ready tax returns to fulfill all tax filing requirements. Its services include the following:

- Form 5500
- Form 1099-R & Form 945
- Form 5330 (when needed)
- Form 5310 (for plan termination)

2.4. iv. Record keeping:

Data-path and July provide automated recordkeeping services through their alliance partners and through July's daily valuation recordkeeping platform:

- 24 Hour Internet Access
- Daily Valuation of Accounts
- Plan Sponsor Account Access
- Quarterly Participant Statements

2.4. v. Participant Services:

Through its alliance partnerships with financial providers, July makes available high quality tools for participants to plan for and achieve a secure financial future.

Investment Advice

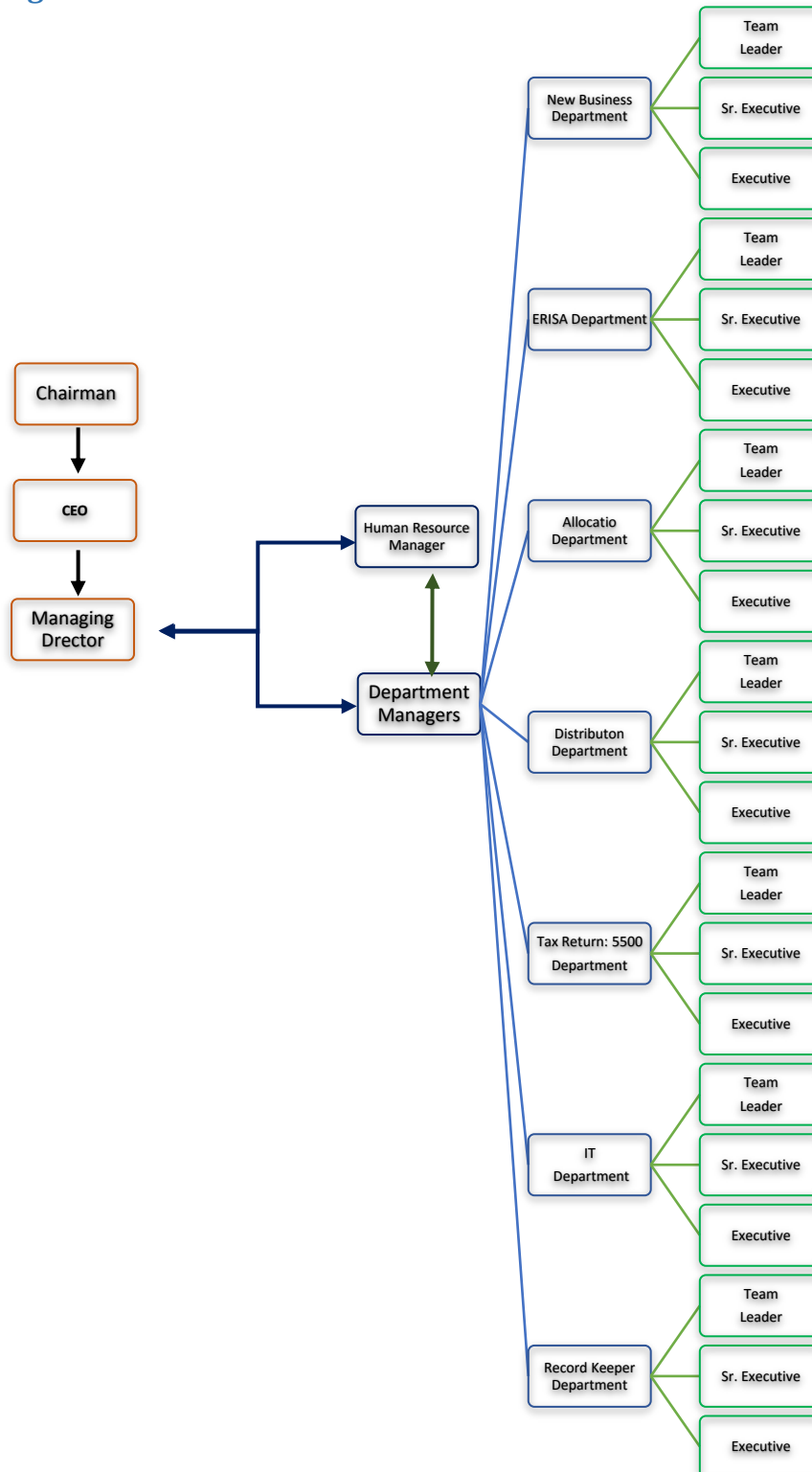
Many of the retirement products also include participant access to online investment advice and guidance. The ability for participants to receive online investment advice increases their chances of achieving a secure financial future, and as a result, can help to reduce plan sponsor fiduciary liability.

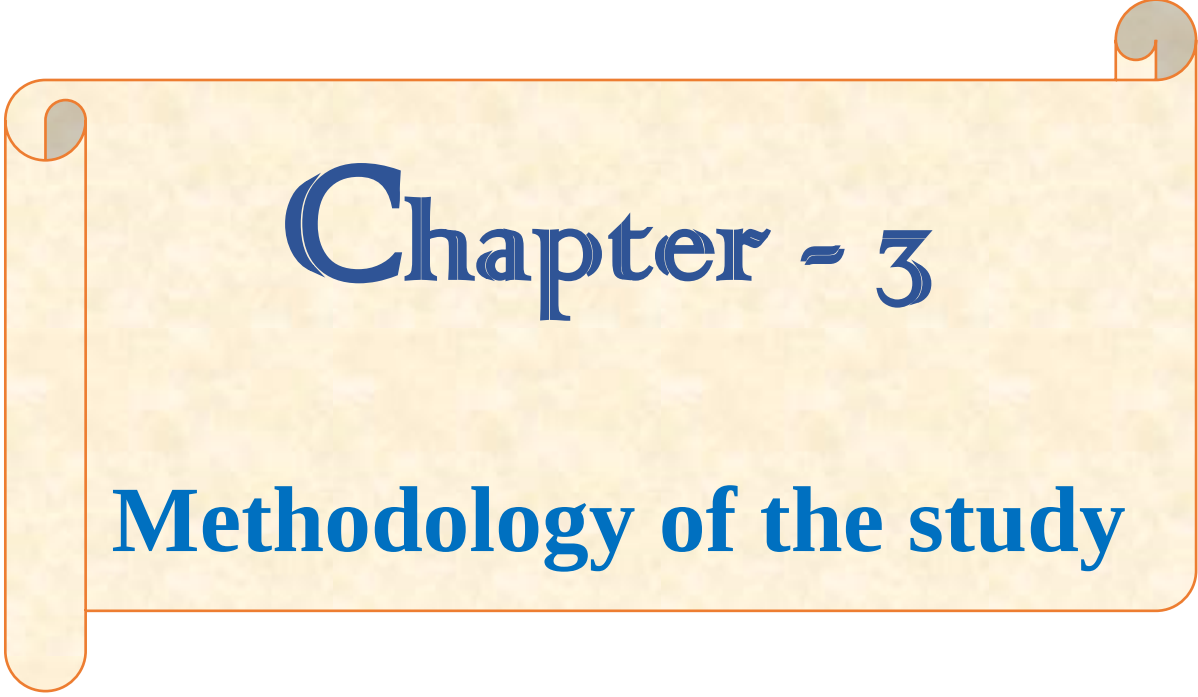
Here in Bangladesh, DataPath provides all the administrative work for July Business Services and submitted the softcopy of all of its work through its own trusted network.

2.5. Organizational Logo



2.6 Organizational Structure





Chapter - 3

Methodology of the study

3.1. Objective of the report

3.2. Primary Objective

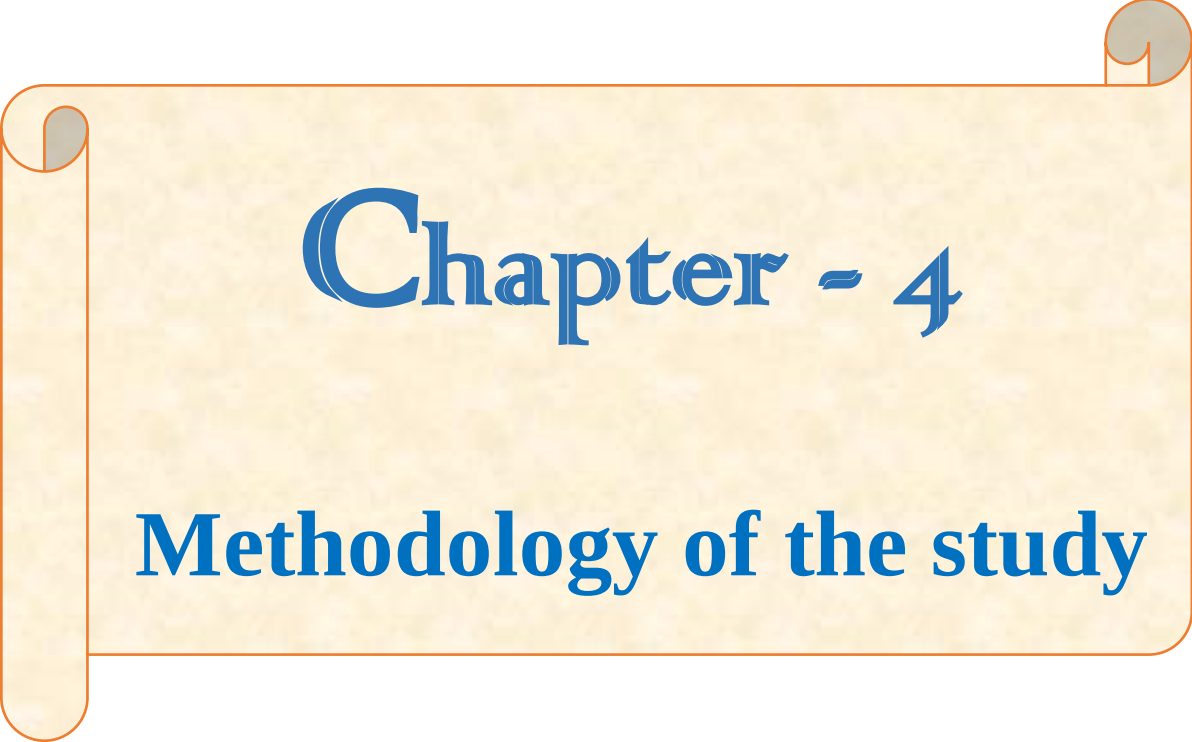
The Primary objective of the study is to complete the partial requirement of the awarding of the BBA in AIS degree from the department of business administrative, United International University.

3.3. Specific objective:

To get an idea about the USA retirement benefit plan and gather knowledge about the rules and the regulation of the retirement benefit plan is the specific objective of this report. The Core objective of the internship program is to gather practical information about USA 401 (K) Industry. Earning experience about the corporate world and also gain knowledge about affiliation report.

Most specifically, the objectives of the report are:

- To know the American retirement plan industry.
- To know about the governance and transparency of their retirement plan.
- July's Internal Procedures.
- To learn how to do post installation training.
- To learn how to do qualified default investment alternative (QDIA).
- To learn how to do E-kit look ups.
- To learn how to Prepare Active Plan.
- To learn how to Prepare Setup Plan.
- To identify the problem of working at new business plan setup.
- To provide recommendation to overcome the identified problems.
- To know the email scam and hacking and how prevent by my knowledge.
- Understanding the environment, functions and management of the Datapath for my report.



Chapter - 4

Methodology of the study

4.1. Methodology of Study

An approach is the procedure to gather information and data for research or hands on work. Information can be gathered in two ways: Primary and Secondary. Essential information gathering is where information can be gathered through meetings, polls or from direct encounters. An auxiliary data is a framework to gather information from different sources other than the clients. To set up this report both essential and auxiliary information accumulation techniques are utilized.

Types of Data

For this internship report, I used data from primary and secondary sources.

Primary Sources:

- I. Practical work involvement.
- II. Through perception.
- III. Adviser design outline poll.
- IV. Conversation with the IC.
- V. By Email.
- VI. Plan Design survey.

Secondary Sources:

- I. July Unify.
- II. July Relius.
- III. Previous internship reports.
- IV. Conversation with the CSM.

In the wake of gathering information from various sources, it was composed by utilizing Microsoft Word.

In spite of the fact that this report is readied in light of data gathering from various sources, primary spotlight is being given on the data accumulated from down to earth encounters. Be that as it may, the above particular systems made this report more instructive.

Amid my internship position period, I have worked under New Business & ERISA Team and furthermore done some assignment under New business group. A portion of the work exercises are recorded beneath,

Work-related activities:

- ✓ Active plan preparation
- ✓ Setup Plan Preparation
- ✓ Fund change Plan
- ✓ Scanning

Data Processing for Enrollment Kit Preparation:

Kit is a document where a company mention it's all contribution and employee contribution including advisor suggestion. Active kit prepares for client; it requests through by CSM. Active kit means its necessary information given unify, when we received an active kit request we prepare an enrollment kit. In the request from client mention their demand. It can be Printable PDF version or Hard Copy.

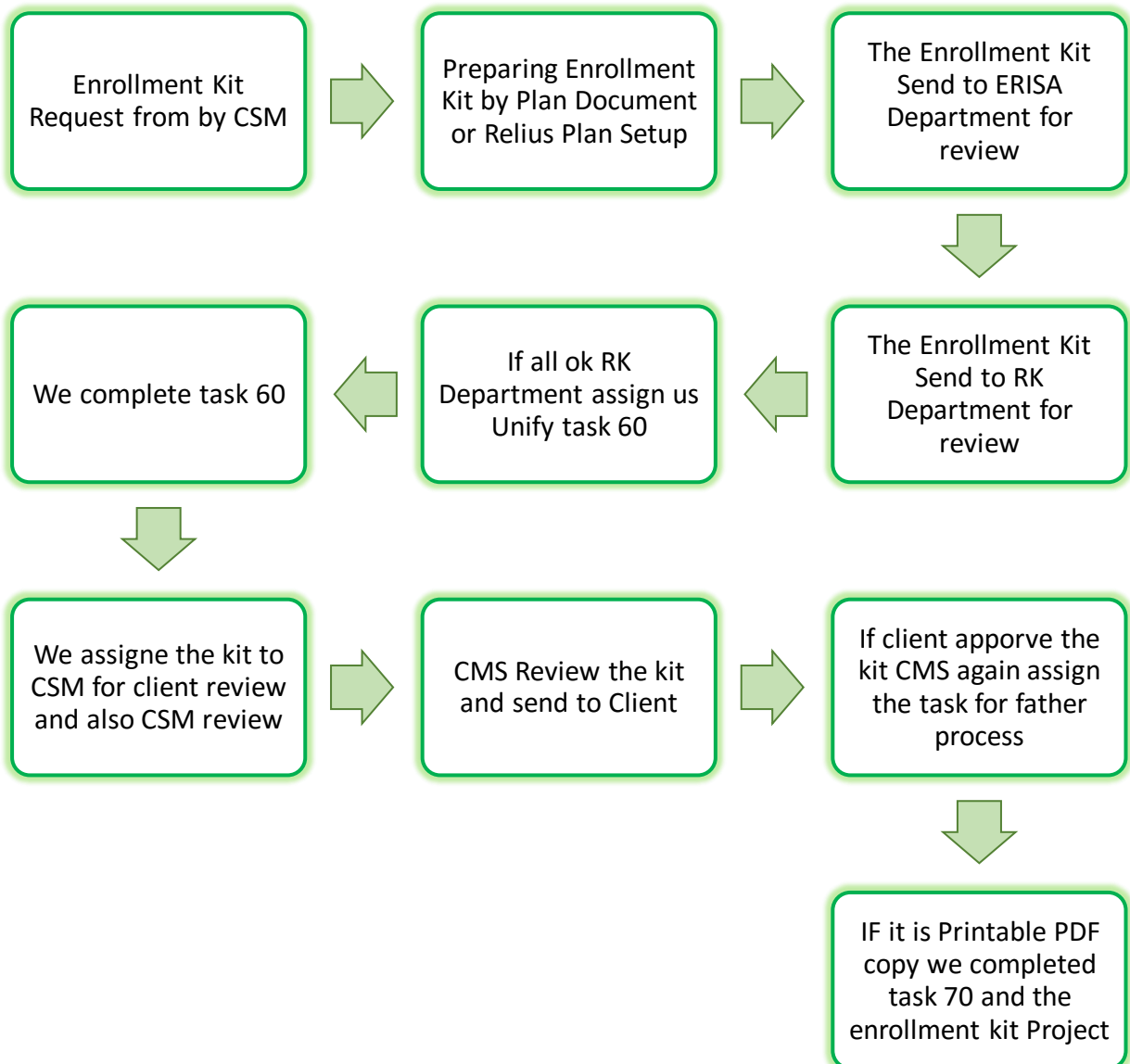


Table 2.1
Printable Enrollment Kit process



Table 3.1
Hard copy Enrollment Kit process

Setup Plan:

Setup plan is a new plan. When july sale a new plan to any organization, according to the organization demand july create plan design questioner and base on advisor suggestion create an advisor plan design questioner. This plan and advisor questioner is the key document Crete a setup plan.

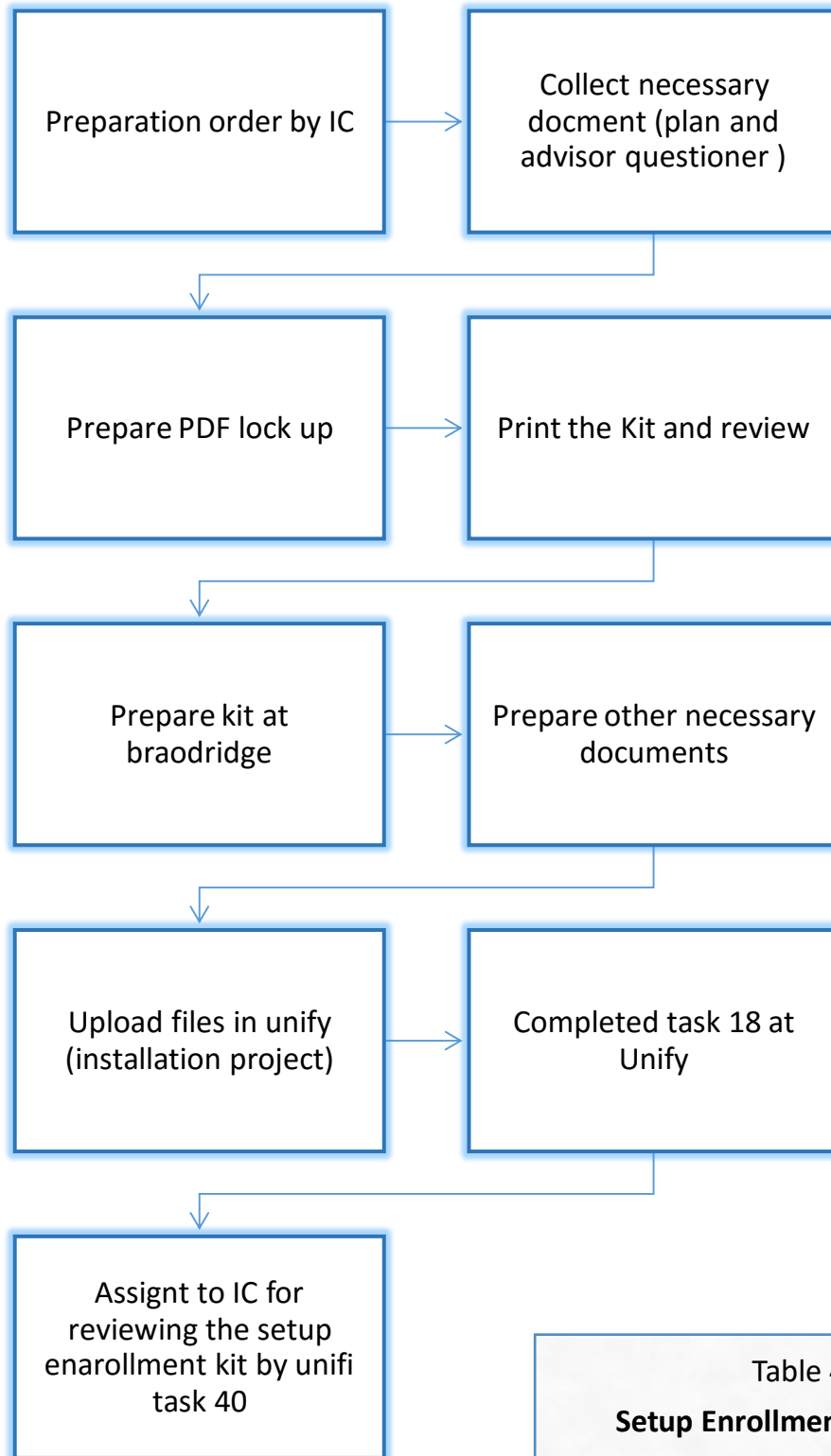
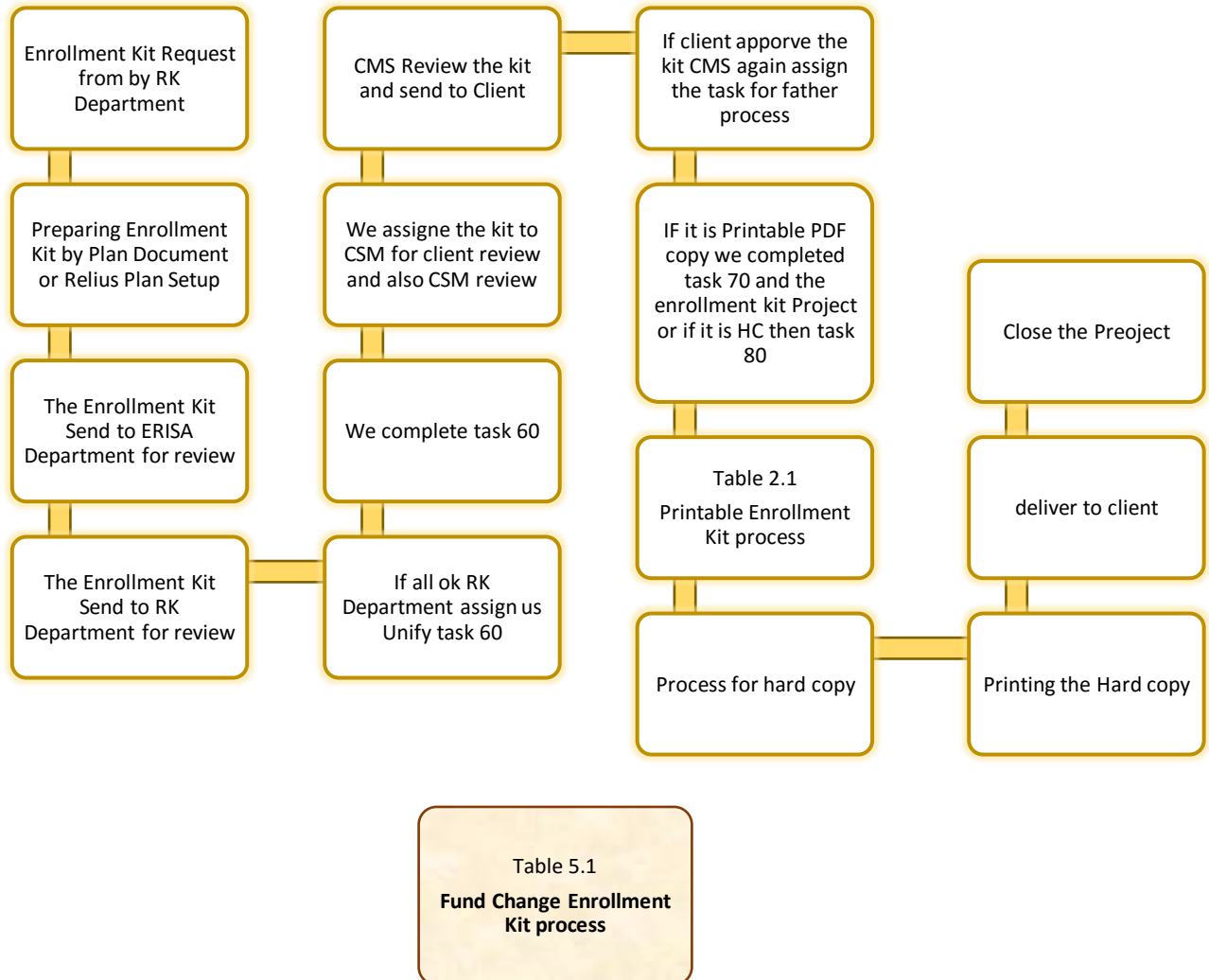


Table 4.1
Setup Enrollment Kit process

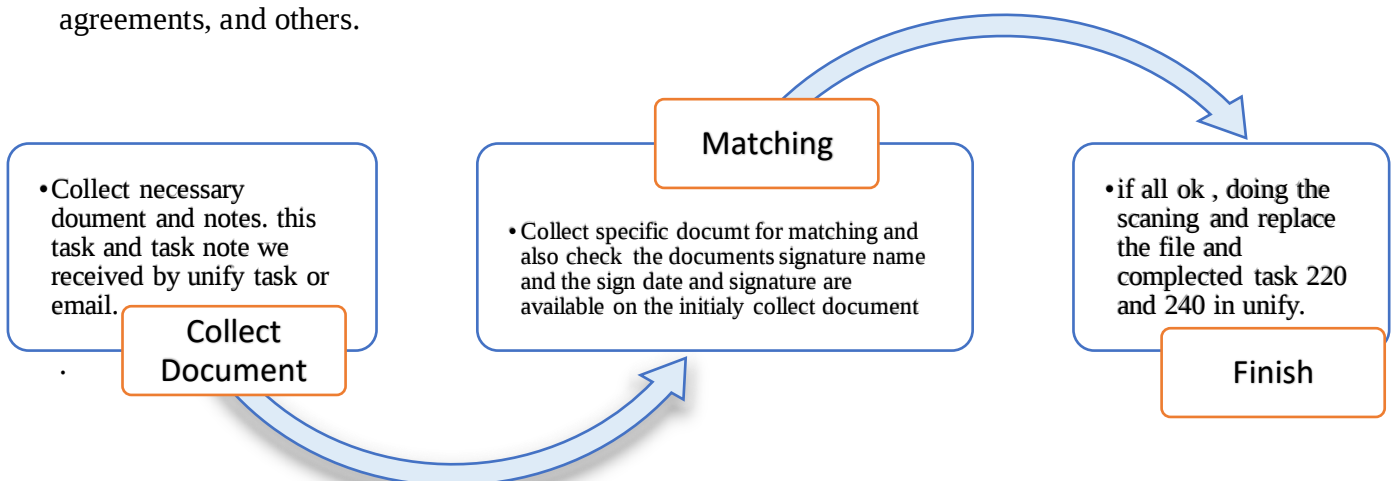
Fund change:

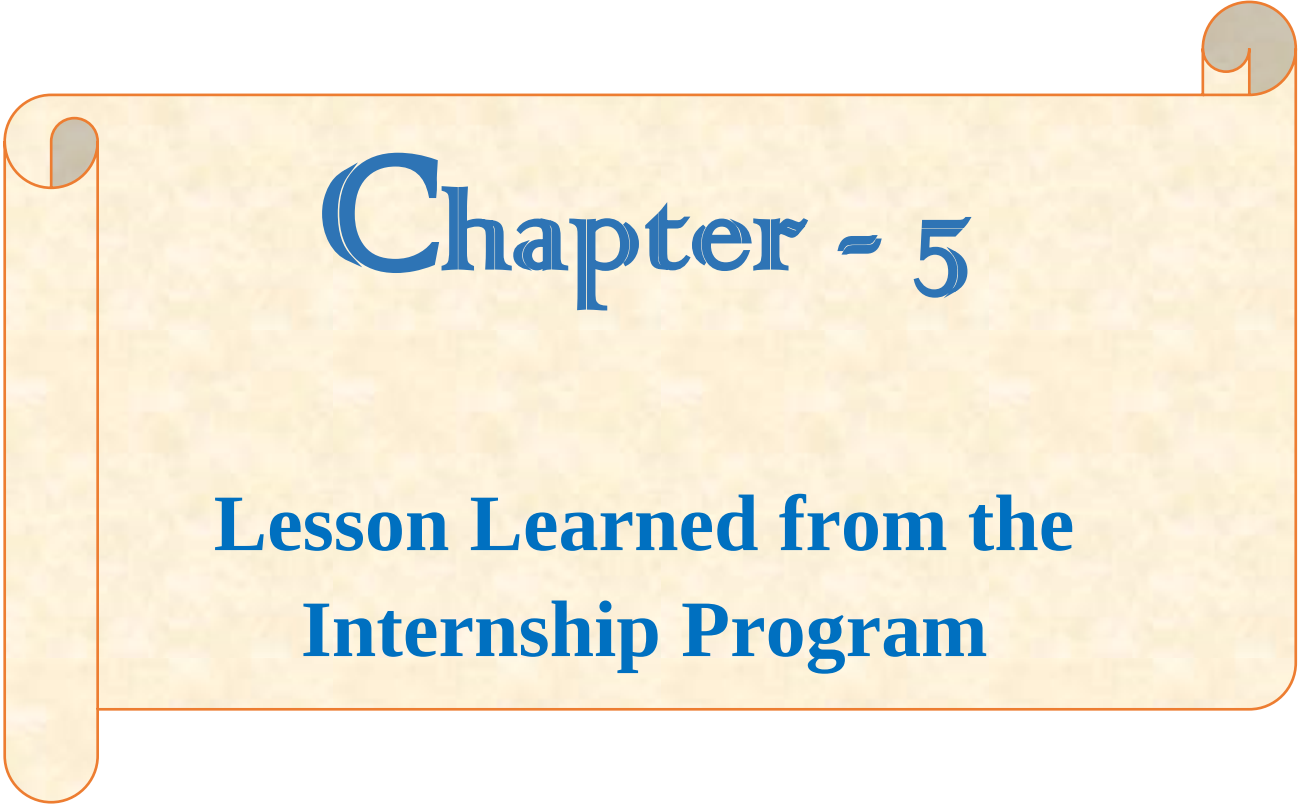
After a certain time of period advisor change or update some necessary changes in the enrollment kit. These changes can be fund change, model portfolio changes, fact sheet etc.



Scanning

Scanning is a part of ERISA department task. By the scanning we justify the employer document and sign on that particular document. This document can be amendment, adoption agreements, and others.





Chapter - 5

Lesson Learned from the Internship Program

A internship program helps a BBA graduate increasing down to earth information through working in association. Because of the entry level position program, I could work at Data Path Ltd. what's more, assemble functional information about the American retirement design industry. Based on past perception and down to earth understanding of four months internship program, I have picked up the accompanying:

5.1 Learning about the US Retirement Plan industry

As DataPath Limited is an outsourcing organization taking a shot at US retirement designs, I have adapted heaps of thing about US Retirement design industry. US retirement design intended to supplant business pay upon retirement. These designs might be set up by bosses, insurance agencies, exchange associations, the administration, or different foundations. US Retirement designs are delegated either characterized advantage designs or characterized commitment designs, contingent upon how benefits are resolved.

5.1.2. More capability in Microsoft Excel

In this entry level position program I had numerous instructional meetings on Microsoft Excel in light of the fact that to procedure an arrangement I needed to work in Excel effortlessly. This ability will enable me in additionally vocation as Microsoft To exceed expectations is an essential instrument to make life less demanding.

5.1.3. Enhanced individual aptitudes/basic leadership

Amid my entry level position period I have enhanced a great deal on my aptitudes including the learning of satisfying an assignment and my coveted profession way.

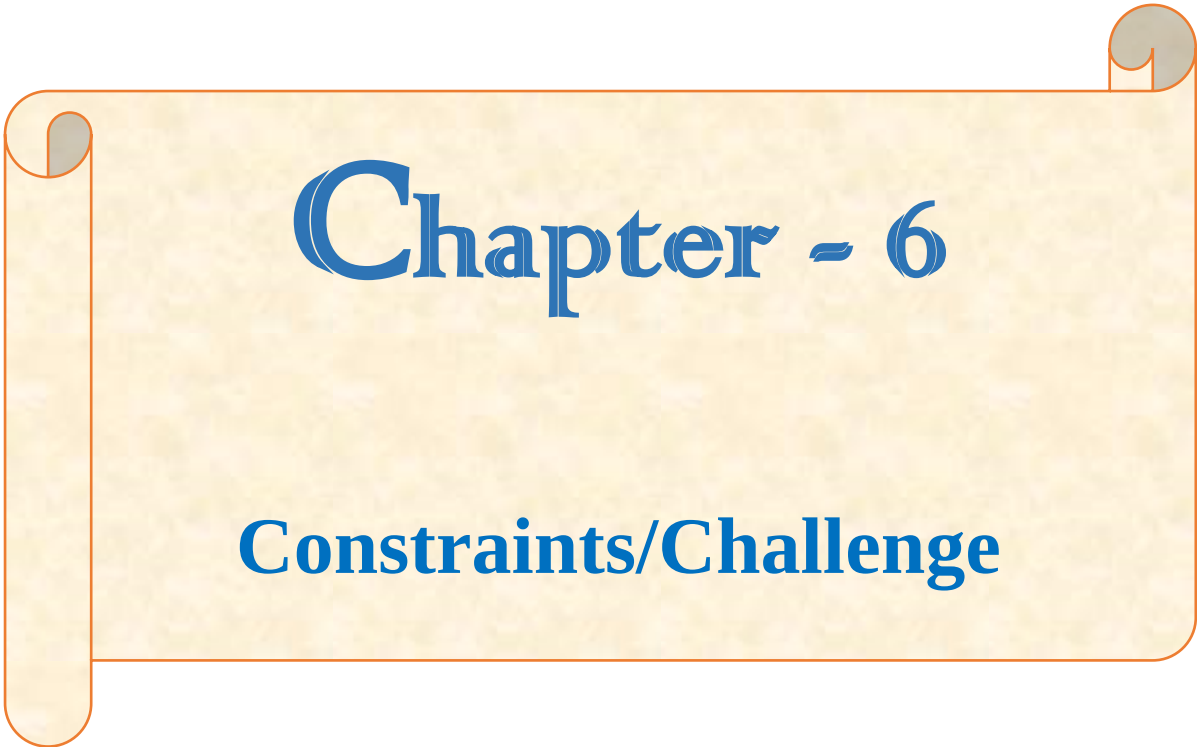
I have enhanced my current aptitudes as well as have increased some new abilities too, which will enable me to advance in my profession, for example, basic reasoning amid intense circumstances.

5.1.4. A more noteworthy feeling of polished methodology

Working in another condition and in a totally unexpected culture in comparison to I was, it could have been hard to get used to. Be that as it may, I figured out how to explore the functioning scene, in actuality, as I finished my examinations in Bangladesh. Presently I have a superior learning to go about as an expert in the corporate world and change in like manner.

5.1.5. Time administration and need setting

Having workload and due dates to meet helped me to figure out how to oversee time and set my needs with the goal that I could meet my due dates. Need is the most essential thing to complete my work on time. Furthermore, this is the thing that I mastered amid my three months temporary position period.



Chapter - 6

Constraints/Challenge

6.1. Identified / Observed in the organization

During my internship period at DataPath Limited, I have faced following challenges and constraints:

6.1.1. Challenges related to activities of DataPath Limited

The first challenge that I have faced during my internship period is that I did not know what DataPath actually does. The only information I had, was that it is an American-based outsourcing company operating in Bangladesh. At the orientation I was explained about the activities of DataPath but slowly I could connect the dots.

6.1.2. Office hours

During my internship period at DataPath Limited the office hours are from 9AM until 6PM. That was a challenge to adjust myself from student life to official life. But finally I could manage myself.

6.1.3. Too many components on Retirement Plan to memorize

At first it was very difficult for me to understand the retirement plan system of the United States because there were so many components that I had to remember whereas in Switzerland the whole system was simple. An amount of employee's salary will be deducted and the same amount the employer has to fund into the employee's retirement plan.

6.1.4. Understanding the Retirement Plan Industry of United States

The US retirement plan is totally complicated. The retirement plan is not obliged for any employer as they offer as a benefit to the employees. So in the beginning I tried to compare everything with the Swiss pension system but then I realized that it is totally divergent. So in this case it was a challenge for me to understand the whole US retirement industry how it work

6.1.6. Long sitting tight time for instructional courses

As this organization does not do anything identified with Bangladesh each new enlisted representative needs to get preparing at first before that individual can begin working. Hence everybody gets the preparation of "Retirement Plan Fundamentals 1&2" with the goal that the worker has the essential thought what the organization truly does and what should be finished.

For these instructional courses somebody of the group gives the preparation. What's more, if there is a great deal of work the new contracts need to hold up until the point that the work has been finished to continue with the preparation. Sitting tight for quite a long time was extremely exhausting and furthermore exercise in futility.

6.1.6. Moderate server organizes

As we are working from Bangladesh and the primary servers are positioned in USA, the preparing time is high. On the off chance that we need to duplicate anything from the July Server we need to hold up some time which intrudes on the work process. Additionally, the

Relius programming that is utilized to enter all the data of the plans should be opened from the July Server. However, now its change over into page and it's anything but difficult to work.

6.1.7. Coordination of instructional meeting:

Our instructional meeting went on for 16 days. Amid this instructional meeting we had numerous splendid coaches. The instructional meetings was so coordinative with each other and the coach are so energetic to run easily the preparation programs.

Different requirements that I have looked in the association are given underneath:

- In numerous cases the specialist did not have any desire to reveal inside data to me which was a test for me while I was gathering information
- All the representatives were playing out their planned activity ordinary so it was extreme for me to intrude on them and make inquiry commonly which made a correspondence hole amongst me and them.

6.2 Mismatch Between Academic Learning and Organization Activity

I have watched the entire division amid my entry level position period; I didn't recognize any major crisscrosses between scholarly readiness and useful experience. Still there was minor contrasts which are recorded beneath:

- In my scholarly period, I did all the documentation and figuring in pen and paper. Be that as it may, in all actuality, there was next to no printed material, every one of the information were in framework and computerized.
- During scholarly life, I have learnt that seniors ought to be tended to as „Sir“ or ‘Madam’. Be that as it may, in Datapath, everyone is tended to as „Bhaiya“ or „Apu“. Which is good thing.

6.2.1. Significance to scholastic arrangement

On the main day at Data-way, there was an introduction program held by the HRM office. In the course, Human Resources administration I have learnt that when there is enrollment, introduction program is masterminded by the association.

In the course lawful condition, I have learnt about assertion. At whatever point there is a legitimate comprehension between two gatherings, there is an understanding. When I began the temporary position program, I was given an understanding paper where I marked and given a duplicate of that assertion paper. This was a match.

While doing the course Management Information System, I have learnt that now-a-days enormous associations utilize their own particular programming for their activity. Information way has its own product named TPA administrator. They keep every one of the records in that product.

While doing the course Managerial bookkeeping, I have learnt about "compromise" which implies contrasting the real report and the assessed one. Here is the Recordkeeping segment; each and every report has been accommodated by the capable people. This was a match with my scholarly information.

The new business group needed to make a different report for the review office. While contemplating review, I learnt that every one of the divisions need to make reports for the evaluators. Once more, in review book, I learnt that before any present the dependable individual must give an endorsement. Here, in information way it truly happened, if there is no endorsement, there will be no dispensing. It was a match my scholarly readiness.

While considering HRM, I have learnt that representative ought not be reprimanded before everybody. Since some of the time this embarrassment influences the work. In Data-way, I have watched that there were little gathering rooms or quiet rooms where the representatives were called and had a discussion.

However in information way, consistently there is a gathering called "In the meeting room" where the director or the group pioneer stays display. I went to a portion of those gathering and they were precisely as I read in my HRM course. The Team Leader or chief began the gathering with a moving discourse. At that point there was execution criticism, defining up objectives and targets, appropriating grants for impressive execution of amid the period and furthermore question and reply. Solicitations from the representatives were considered important and prompt moves were made.

6.3. Missing knowledge and skills for improvement

In our scholarly life I have seen that understudies are not ready to learn down to earth work or we don't have that sort of workplace so in our scholastic life we are new about the genuine corporate life. The college should give the chance to get pragmatic experience that can be useful do the entry level position understudies.

A portion of the things that college can perform are:

- Some workshops like the corporate world can be masterminded identified with our courses.
- Lab classes on MS Word, MS Excel, MS PowerPoint can be orchestrated with the goal that we can have a legitimate and functional information. Since wherever these abilities are required. Indeed, even college can include a course Microsoft Office.
- Lab classes on various programming can be organized with the goal that we can have an essential learning on the product. It will make simpler for us to mix in any association.
- Study visits on various corporate framework can be orchestrated so we can have an ordeal of viewing the corporate activities. This will give us a few indications of the truth and the corporate world.

- Business workshops can likewise be masterminded all the more regularly with the goal that we can advance our insight about the handy occupation life by tuning in to various fruitful corporate individual.

Chapter - 7

Concluding Statements

7.1. Summary

In Bangladesh there are numerous outsourcing organizations yet few can keep up to the principles. Furthermore, one of them is DataPath Limited lead by the two Americans Jim Hudson and John Humphrey from USA. They enlisted solid spurred individuals who were constantly eager to take in new things and developed from six workers to around 150 representatives inside ten years and it is as yet developing. This was conceivable due to the profoundly energetic, empowering and well lead top administration chose by the two Americans.

Amid my three months at DataPath Limited I must know such a magnificent association working in a domain where the representatives dependably can share their plans to improve the procedure simpler and. In spite of the fact that no one in Bangladesh think about DataPath as they don't advance themselves and it is never simple to clarify anybody where I have been doing my temporary job, this organization is genuinely flourishing for being the best Third Party Administrator (TPA) outsourcing accomplice, with the assistance of July Business Services, in the United States of America.

More TPAs need to outsource their business procedure to DataPath as they demonstrated their reliable execution and nature of work. Presently DataPath has eight more outsourcing accomplices other than July Business Services.

I am happy that I got the chance to do my temporary position program at DataPath where I could learn huge amounts of things and got vocation and requested exhortation from my manager which I will recollect for whatever remains of my life and apply in like manner.

7.2. Proposals for improvement

Amid my entry level position period I could learn numerous things and could likewise watch numerous parts of the association. As an assistant of DataPath Limited I would propose them few after arrangements with the goal that they can flourish for more achievement and representative fulfillment as indicated by previously mentioned in part four, "Limitations and Challenges".

7.2.1. Greater attention about DataPath

As DataPath does no work which is identified with Bangladesh, thus they don't advance their organization in any channels. Along these lines individuals don't know much about them and are not intrigued to apply for an occupation as they have no clue what they are going to.

Additionally, there are no flags in front the building with the goal that individuals in any event become more acquainted with that an organization named DataPath exists in Mohakhali region. On the off chance that individuals don't think about DataPath and their great workplace, the great candidates won't have any significant bearing.

Consequently, DataPath ought to promote more on daily paper and in different colleges with the goal that individuals at any rate become more acquainted with about the association and what is normal from them.

7.2.2. Build up possess programming framework

DataPath is absolutely solid on the Relius programming which costs tremendous measure of cash every year per account utilized. Each record costs \$5,000 and DataPath has around 55 records to utilize. A large portion of the representatives need to chip away at Relius and they need to team up with each other keeping in mind the end goal to gain admittance to Relius. Subsequently DataPath can make its own particular programming with the goal that the cost lessens and everybody can gain admittance to the information required also.

7.2.3. Improved preparing program:

As Data-way is information construct association it's completely depends with respect to preparing and learning programs. Despite the fact that DP has efficient preparing programs gone through group directors and group pioneers, it has numerous measurements to include, for instance: Video Tutorial

7.2.4. Refresh site and Facebook page

The site which DataPath has does exclude the data about the association as the product division has at first made one about its exercises. Accordingly they can refresh the site and say what DataPath really does as such that candidates and other individuals become more acquainted with what DataPath is about.

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List of Abbreviation

CSM	Client Service Manager
IC	Installation Coordinator
RK	Record Keeping
ERISA	Employee Retirement Income Security Act
BBA	Bachelor of Business Administration
AIS	Accounting information system