

What to Expect

Retirement Plans Transition Timeline

By working with a dedicated advisor, your transition to our retirement plan solution will be guided step-by-step, ensuring a smooth process for you and your employees. The following timeline gives you an idea of what you can expect each step of the way.

In the First 30 Days

- Development discussion to layout your plan goals, objectives, and plan design
- Collection of existing plan documentation
- Explanation of specifics for the takeover or transfer of the plan from the current administrator/record-keeper/custodian to the new service providers
- Execution of the service agreements, investment policy statements and engagement of any third party providers (i.e. record-keeper, custodian)
- Identify and outline a plan for correcting any fiduciary shortfalls from previous plan service

The Next 60 Days

- Finalize plan revisions, as applicable
- Set-up plan accounts
- Initial plan enrollment for participants
- Notify plan participants of transfer out of the previous plan and any blackout period dates
- Commence employee salary deferrals
- Transfer plan assets and recordkeeping, as applicable

Ongoing Support

- Ongoing fiduciary investment management
- Retirement planning advice for participants, as needed
- Working in conjunction with your plan administrator for necessary updates, compilation of Plan Documents and related materials
- Preparation by your plan administrator for compliance testing, contributions calculations and filing of required annual reporting
- Ongoing enrollment support for new participant enrollments
- Quarterly investment review and progress monitoring