



North Carolina Supplemental Retirement Board Presentation

District Implementation Timelines for
Sole Recordkeeping & Multi-Vendor decisions

June 12th, 2014



North Carolina
Total Retirement Plans

| 403b



Financial Services

NC 403(b) Sole Recordkeeping Timeline

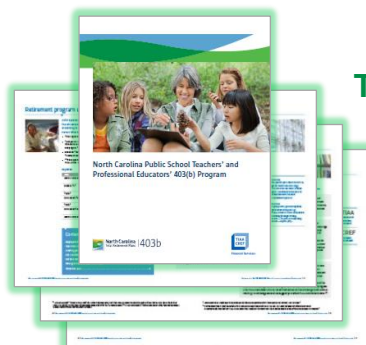
Week 1-3 TRANSITION BEGINS				Week 4-6				Week 7-8				Post Implementation TRANSITION EFFECTIVE DATE			
Week 1 <ul style="list-style-type: none"> Program Establishment Guide Executed and delivered to TIAA-CREF Initiate: Project Scope & Timeline Initiate: Transition Kickoff Meeting Confirm school district project resources 				Week 4 <ul style="list-style-type: none"> Obtain Mail File from school district Receive test remittance file from school district Discuss and confirm date for first payroll contribution to TIAA-CREF 				Week 7 <ul style="list-style-type: none"> 403(b) plan setup complete Administrator access and training session TIAA-CREF internal business partner training for Financial Service Consultants 				Ongoing: <ul style="list-style-type: none"> Individual Financial Counseling Sessions available Quarterly Statements 			
Week 2 <ul style="list-style-type: none"> Receive and Review Prior Plan Documents Obtain payroll calendar from school district Review contribution remittance process with school district 				Week 5 <ul style="list-style-type: none"> Employee communication materials developed for review Obtain data file from school district for bulk enrollments 				Week 8 <ul style="list-style-type: none"> Communication materials and welcome kits received by employees Test remittance file approved for live processing. TIAA-CREF final project inspection before implementation 403(b) project complete 							
Week 3 <ul style="list-style-type: none"> Initiate 403(b) plan setup on TIAA-CREF record keeping system Provide remittance file layout specifications and instructions to school district for review 				Week 6 <ul style="list-style-type: none"> Employee communication materials approved and mailed School district microsite is published. Communication materials are added for employees to download Placeholder for Bulk Enrollment and Welcome Kit Mailing 				First payroll contributions received and applied to employee accounts							

NC 403(b) Multi-Vendor Timeline

Week 1- 3				Week 4-6				Post Implementation			
TRANSITION BEGINS								TRANSITION EFFECTIVE DATE			
Week 1 <ul style="list-style-type: none"> • Program Establishment Guide executed and delivered to TIAA-CREF • Initiate: Project Scope & Timeline • Initiate: Transition Kickoff Meeting • Confirm school district project resources Week 2 <ul style="list-style-type: none"> • Receive and Review Prior Plan Documents • Obtain payroll calendar from school district • Review contribution remittance process with school district • Provide remittance file layout specifications and instructions to school district for review • Initiate 403(b) plan setup on TIAA-CREF record keeping system Week 3 <ul style="list-style-type: none"> • Obtain Mail File from school district • 403(b) plan setup complete 				Week 4 <ul style="list-style-type: none"> • Receive test remittance file from school district • Administrator access and training session Week 5 <ul style="list-style-type: none"> • Employee communication materials developed for review • TIAA-CREF internal business partner training for Financial Service Consultants Week 6 <ul style="list-style-type: none"> • Employee communication materials approved and mailed • School district microsite is published • Communication materials are added for employees to download • Test remittance file approved for live processing. • TIAA-CREF final project inspection before implementation • Employee enrollments begin • 403(b) project complete 				Ongoing: <ul style="list-style-type: none"> ○ Individual Financial Counseling Sessions available ○ Quarterly Statements 			



Communications Overview



Transition Guide Mailing

Transition Guide contents:

- Key dates
- Next steps/action items
- Overview of updates
- New investment menu
- Mapping schedule



Welcome Kit Mailing

Welcome Kit includes

- Cover letter
- Enrollment confirmation
- Online login information
- Beneficiary designation
- Welcome brochure.

Week 1-3

Week 7-9

Week 4-6

Post Implementation

Announcement Mailing



First official employee announcement from the school.

- Coming updates
- Why the change
- What to expect
- Schedule of events

In-Person Transition Seminars



Topics to Include:

- Overview of updates
- New investment menu
- Transitioning to the new investment menu
- Advantages of participating in the plan
- Tips for creating a retirement strategy
- How to learn more and receive assistance
- Q&A

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