

The Transition Timeline

Draft Project Plan

We know it's important to pay attention to the details. That includes anticipating needs, clearly defining responsibilities and keeping to the schedule. Weekly meetings help to ensure all our objectives are met.

Tentative Implementation Timeline - External Conversion (Transfer of Assets from Prior Record Keeper)

The chart below represents a timeline of implementation activities for Anne Arundel County Public Schools Supplemental Retirement Program. This timeline is subject to initial review, approval and finalization by AIG Retirement Services and Anne Arundel County Public Schools. Once finalized, the timeline will serve as a fluid document that will be adjusted through each phase of the conversion process.

Date or Week	Conversion Activity	Responsible Party
Week 1 – 2	Initial Planning and Contracts <ul style="list-style-type: none"> Hold meetings with Anne Arundel County Public Schools to discuss conversion process Review plan design and related processing Service Provider/Trust/Custodial Agreements are initiated Plan document amendment/restatement initiated (if required) Review communication and education material objectives and provide samples Contribution Remittance <ul style="list-style-type: none"> Hold meeting with Anne Arundel County Public Schools payroll department to review current remittance process Review enhanced feedback file process 	AIG Retirement Services/ Anne Arundel County Public Schools
Week 3 – 4	Conversion Activities <ul style="list-style-type: none"> Hold meetings with Anne Arundel County Public Schools and prior recordkeeper Agree on conversion date Request test files for indicative and financial plan records Hold meetings to discuss test files received Final signoff on data mapping Employee Communications <ul style="list-style-type: none"> Confirm conversion options, processing parameters, main events and timing, and mapping strategy with the plan sponsor Finalize and mail communication materials announcing plan changes, conversion options, processing parameters and schedule participant educational/enrollment meetings Agreements/Plan Documents <ul style="list-style-type: none"> Agreements and plan documents are delivered for plan sponsor signature Contribution Remittance <ul style="list-style-type: none"> Provide sample feedback file 	AIG Retirement Services/ Lincoln and Voya/ Anne Arundel County Public Schools
Week 5 – 7	Conversion Activities <ul style="list-style-type: none"> Address/resolve data issues Complete full cycle testing of conversion data Finalize conversion processing dates and transactional processing parameters Conduct Informational/Enrollment Meetings <ul style="list-style-type: none"> Explain improvements to plan, investment options, background on AIG Retirement Services Educate employees on conversion and enrollment process Inform employees and retirees of availability of ongoing education provided by our financial professionals Agreements/Plan Documents <ul style="list-style-type: none"> Resolve any agreement or plan document questions for the group 	AIG Retirement Services/ Lincoln and Voya/ Anne Arundel County Public Schools



A note from Stephanie Smith

It is through the transition that you have your first experience working with AIG Retirement Services and that sets the stage for your expectations. I want you to immediately understand the value we put on your trust. My team and I take pride in ensuring a flawless and stress-free transition. We make sure your plan is aligned with your goals and is in compliance.

Date or Week	Conversion Activity	Responsible Party
Week 8 – 9	System Setup <ul style="list-style-type: none"> Update system for plan provision changes Construct online enrollment site for enrollment window Conversion program is tested and accounts audited for pending conversion Conversion Activities <ul style="list-style-type: none"> Conclude and final signoff on testing Prepare for production data and refresh files Contribution Remittance <ul style="list-style-type: none"> Finalize feedback file Prepare for production remittance Agreements/Plan Documents <ul style="list-style-type: none"> Anne Arundel County Public Schools to send AIG Retirement Services executed agreements and plan documents (one month prior to effective date) 	AIG Retirement Services
Week 10 – 11	Conversion Activities <ul style="list-style-type: none"> Receive final indicative data files (refresh files) AIG Retirement Services establishes new participant accounts Quality control measures completed Conclude Informational Meetings <ul style="list-style-type: none"> Target any employees and/or retirees who were on vacation, off-site location, etc. System Setup <ul style="list-style-type: none"> All system setup and related quality assurance complete 	AIG Retirement Services/ Lincoln and Voya
Week 12	Conversion Process <ul style="list-style-type: none"> Quiet period begins Receive plan assets and final valuation files Account assets are reinvested in mutual fund investment options (if applicable) Balance and control measures completed Normal processing resumes as soon as possible following reinvestment of assets, quality assurance, and applicable quiet period 	AIG Retirement Services/ Lincoln and Voya/ Anne Arundel County Public Schools
Effective Date	All Systems Live <ul style="list-style-type: none"> Contributions will be processed to the mutual fund investment options on the first payroll processing period following the effective date Employees can access accounts online Online Enrollment <ul style="list-style-type: none"> Online enrollment is available to participants 	AIG Retirement Services
Post Effective Date	Contribution Remittance <ul style="list-style-type: none"> Anne Arundel County Public Schools sends first full remittance file 	AIG Retirement Services/ Anne Arundel County Public Schools
Ongoing	Ongoing Employee Education <ul style="list-style-type: none"> Schedule employee education workshops as directed by Anne Arundel County Public Schools Discuss availability of periodic meetings to answer questions and review financial goals and needs 	AIG Retirement Services