

ADVENTIST RETIREMENT PLANS

Benefits Calculator

Hospital Retirement Instructions

Intro: The Benefits Calculator is an Excel spreadsheet which includes all pertinent application forms for new retirees under both the Church and Hospital retirement plans. Church entities participate in a service record package which enables them, in most cases, to download service data into the spreadsheet. Hospitals must enter the personal and service data manually.

The most current version of the Benefits Calculator can be downloaded from:

www.nadadventist.org/ret

Click on the HR Personnel link and go to "Downloads" and find the "Benefits Calculator." We suggest that you immediately re-name the Benefits Calculator to identify the specific retiree you are going to process. For instance, "BenefitsCalculator2009.xls" could become "DoeJohn BenefitsCalculator2009.xls."

Benefits Calculator has five primary tabs for use by the Hospital Human Resources office. Yellow cells are unlocked for entry by Human Resources. Brief comments are available for a cell that shows a small red triangle.

Import Tab:

This is the primary personal and service data for the applying retiree. Please enter all fields for which you have information. The instructions given on this page are primarily for Church entities using downloads.

This tab is unlocked for download purposes and is thus subject to easily being erased or modified. If you inadvertently modify any cells in the Import tab, simply download a fresh copy of the Excel program.

Applications Tab:

This includes all of the various application forms used by all Church and Hospital employers. Failure to enter the date of retirement (F12) will result in many errors.

Yellow cells are open and available for entry. If you use the tab, you can move quickly from cell to cell. After entering preliminary information, you may wish to work through the various pages with the retiree. When cells F18-F50 have been entered, the various forms following will show "Required" or "Not Required." Some of these are not relevant to Hospital employees. (For instance, most Hospital applicants are not eligible for the lump sum Retirement Allowance or Healthcare, receiving instead the Accrued Pension Supplement.)

One section is ONLY applicable to hospital retirees, rows 43-50. These rows can make a significant difference in employee benefits, particularly the Accrued Pension Supplement provided in lieu of healthcare assistance.

Depending on the responses for some of the initial questions, various affidavits will say "Required" or "Not Required." Make sure all of the "Required" affidavits are filled out.

Retirees have for several years been given the option of a lump sum payout in lieu of a pension for hospital service only. This policy has changed recently, so please review the next two paragraphs carefully.

- Effective 1/1/2009, the lump sum payout became the required method of payment for retirees whose effective date is after 2008 if the present value of the benefit is \$50,000 or less. If the present value is greater than \$50,000, the retiree must choose lump sum payout or pension, using the application form.
- For retirees with an effective date (age 65) after 12/31/2009, the lump sum payout is mandatory if the present value of the benefit is \$25,000 or less. If the present value is greater than \$25,000, the retiree no longer has the choice of cashing out, but must instead receive a pension.

DB Benefits Tab:

This is the heart of the calculator and requires few entries by Human Resources. If after entry of all yellow fields there are error messages, such as Div/0 etc., check for missing Date of Birth or Retirement Date information.

Service Analysis Tab:

This tab assists with the evaluation of actual service credit in that it helps convert service from hours and/or months of service into years of service credit. Please enter all service information—noting the separate columns from left to right for pre-2000 Church service, Hospital service, Canadian service, post-1999 Church service (ARP). The YRF (Yearly Rate Factor) column calculates the BRF (Benefit Rate Factor) by averaging the ten highest YRF's. If after completing the Service Analysis page there is a difference in the total years of service credit and/or the BRF entered on the Import page, please be sure to update the Import page to match the data on the Service Analysis page.

Estimate Statement Tab:

This can be printed and provided to the applicant as an estimate of benefits. Final determination of benefits will be calculated by the Retirement Plan. Note that the estimate statement includes an estimate of the lump sum in Lieu of Pension.

Finish

Application forms marked "Required" should be filled in, printed out and signed as noted. In some cases witness of signature is required.

The application package should be mailed to:

Adventist Retirement Plans
12501 Old Columbia Pike
Silver Spring MD 20904

It should include:

- All application pages, properly executed, as well as the Service Analysis page and a copy of the Estimate Statement sent to the retiree.
- Original of signed service record (the old manual document.)
- Printed computerized service record document if any.
- Any special information required for timely application processing; such as court orders in divorce situations, military induction/discharge papers, or diplomas/transcripts for graduate degrees that qualify for service credit.

The Benefits Calculator, re-named to include the name of the retiree, should be uploaded to the Plan.

In no case should the Benefits Calculator be emailed through an unsecured system. Sensitive and personal information may be intercepted. Questions can be referred to NADRetirement@nad.adventist.org

Instructions for Uploading Files to NAD Retirement

To protect the content of the information submitted in a retirement application, an account with ***Filesanywhere***, a company that specializes in secure file sharing, was created. Below are instructions for how you can easily and securely upload an Excel Benefits Calculator to the NAD Retirement office.

First, copy and paste this link into your internet browser:

<http://filesanywhere.com/Dropbox/db.aspx?v=8e71658e5c63b4a66fad>

1. **Please Enter your Name** so we can contact you if there is a problem with the file you are uploading.
2. **Select Files to Upload:**
 - A. Click on 'Add Files'
 - B. Browse to the Benefits Calculator you wish to upload, highlight it, and then click on 'Open.'
 - C. If you have more than one file to upload, repeat Step A for each file.
3. **Add a Message**
Please do not use this box. We will not be monitoring it.
4. **Click the "Upload" Button** (located just to the right of where the file you are uploading is listed) Your file will immediately be uploaded to the NAD Retirement office.