AdventistRetirement

JUNE 2021


# New Names, New Tabs for Service Records

Recently, the Secretariat department approved Service Record changes that involve adjustments to the Employment and Service Summary tabs. We've updated the different plan names to ensure that specific plans are identified accurately. Here are two examples you will see in the service records excerpt below:  US DB < 2000, and Hospital < 1992. You'll also notice that the "Yrs. of Service" label has been removed.

Please remember that, in order to enter new records for the current calendar year, you must have updated and closed out the previous year. If you don't fully close out the prior year, you may find that some employee records appear to be missing in your current year. **Always complete this close out of your plan year by February 28.** With regard to this calendar year, please start the entry of your employees in mid-December 2021, and then be ready to close your year on time. We need you to avoid pre-loading employee records because you may forget to correctly terminate someone, or their work status may change during the year, and you forget to make the appropriate update.

Another issue that has adversely impacted employees is the fact that some employers have destroyed the old hard copy of the service record and failed to keep the old payroll records. This makes things unnecessarily difficult for an employee who states they worked for a certain employer, but the current employer staff cannot find the supporting records. We can only help you update an employee's record if you have the proper payroll records from the specific time of employment. **So please hang onto those valuable old records!**

### North American Division Service Record

| Employment | |
|---|---|
| *Hired on:* | 07/01/1998 |
| *Terminated on:* | |
| *SSN:* | xxx-xx-7023 |
| *SIN:* | |
| *Benefit Rate Factor:* | 1.06 |
| **Personal** | |
| *Marital Status:* | Married |
| *Gender:* | M |
| *Born on:* | 05/01/1950 |

| Service Summary | ServCred* | Vested? |
|---|---|---|
| *US DB < 2000:* | 1.50 | Y |
| *Hospital DB < 1992:* | 0.00 | N |
| *Canada DB:* | 0.00 | N |
| *Canada Supplemental:* | 0.00 | |
| *NAD Cert'd Foreign:* | 0.00 | |
| *Total DB Service Cr:* | 1.50 | |
| *US DC > 1999:* | 12.42 | |
| *Hospital DC > 1991:* | 3.43 | |
| *Berm & Kett > 1999:* | 0.00 | |
| *Regional Confs:* | 0.00 | |

# Just When Do We Submit Those Applications?

So glad you asked. We do want you to remember that submissions of retirement applications are due *six months prior* to the retirement effective date. That's unless you have applications that are for a lump sum, in which case you should submit these *three months before* the retirement effective date. Also don't forget that we have to wait for the new benefit calculator before we can begin payments for the new plan year. Usually, the calculator is posted on eAdventist Personnel and on our website near the end of December. Tara Mead will send you a notification when the calculator is ready for you to use.

# A Whitelist for Access

It's critical to make sure your employees can access Empower Retirement's website and webinars, and receive their emails as well. How? Just share this link with your IT Department: **https://www.adventistretirement.org/wp-content/uploads/2021/06/Whitelisting_information_102020.pdf** It will open to a document that provides all the Empower Retirement whitelisting information they'll need.

# Welcome Aboard Wirmin!

We're so pleased to welcome Wirmin Alcantara, who has joined us as Associate Administrator for the Defined Contribution Plans, filling the vacancy left by Beth Roberts. Wirmin comes to Adventist Retirement with more than two decades of experience in finance and human resources. For over four years he served as Under Treasurer of the Potomac Conference Corporation, and prior to that, as Under Treasurer for the Texas Conference. Wirmin's credentials go well beyond these roles too. He has worked in many capacities, including ABC Manager and Accountant for the Arkansas-Louisiana Conference. He was also the first Human Resources Director for the Texas Conference.

Wirmin holds a bachelor's degree in Business Administration from Antillean Adventist University in Puerto Rico, an MBA with a concentration in Finance, and a master's degree in Pastoral Ministry from Andrews University in Michigan. He is currently pursuing the Certified Financial Planner certification.

In so many respects, Wirmin is a perfect fit for us. Throughout his career he has shown that he values exemplary customer service and takes special interest in finding creative ways to achieve corporate goals. Wirmin is a firm believer in the power of teamwork, having regularly developed tools and resources that serve to motivate, encourage, and create awareness of financial solutions —such as an employee benefits portal implemented for the Texas Conference under his leadership.

***"We are delighted to have Wirmin Alcantara join our team and know the Lord will use his gifts and talents to minister to our participants," said Edwin Romero, Adventist Retirement Plans administrator/CEO. "He is a pastor's kid steeped in a Christian service ethic, and a gifted problem-solver with a strong financial background."***

***"I'm humbled to have been entrusted this responsibility," said Wirmin, "and I pray for God to equip me with everything good for doing His will. May He work in me what is pleasing to Him."***

On that uplifting note, we conclude this second bulletin for the year. As always, we are so grateful for all the work that you do! ***—Your Adventist Retirement Team***