

Sample Implementation Timeline – Area of Agency on Aging of Pasco-Pinellas

Task	Responsible party	Estimated date
Planning Phase		
Plan Assigned / Implementation Initiated	Empower	Week of May 1, 2017
Notify First Prior Recordkeeper of Intent to Terminate Services	Plan Sponsor	Week of May 8, 2017
Submission Package and Census Template Sent	Empower	Week of May 8, 2017
Welcome Call Completed	Plan Sponsor/Advisor/Empower	Week of May 8, 2017
Submission Packet Returned to Empower	Plan Sponsor	Week of May 22, 2017
Census Received	Plan Sponsor	Week of May 22, 2017
Plan Provision Entry Completed	Plan Sponsor/Advisor/TPA	Week of May 22, 2017
Implementation Phase		
Payroll Setup Discussion	Plan Sponsor/Advisor/Empower	Week of May 22, 2017
Payroll Specification File Finalized	Empower	Week of May 29, 2017
Recordkeeping System Setup Complete	Empower	Week of June 12, 2017
Census File Loaded to Create Participant Accounts	Empower	Week of June 19, 2017
Blackout Notice & Fee Disclosures Mailed	Plan Sponsor	Week of June 19, 2017
Participant Education Meetings Completed	Plan Sponsor/Advisor/Empower	Week of June 21, 2017
Conversion Phase		
Last Date to Transmit Payroll to Prior Recordkeeper	Plan Sponsor	Week of July 17, 2017
Blackout Begin Date	Prior Recordkeeper	Week of July 24, 2017
Liquidation	Prior Recordkeeper	Week of July 31, 2017
Transfer Conversion Assets	Prior Recordkeeper	Week of July 31, 2017
Final Participant Records Sent	Prior Recordkeeper	Week of August 7, 2017
Loan Reconciliation Approved for First Payroll	Plan Sponsor	Week of August 14, 2017
First Payroll Processed at Empower (depending on payroll schedule)	Plan Sponsor	Week of August 14, 2017
Blackout Ends/Plan Release (PIN Letter sent to participants)	Empower	Week of August 21, 2017
Plan Transition to Account Manager	Empower	Week of August 28, 2017

Please Note: This is a sample transition timeline only. It is subject to negotiations with the Prior Recordkeeper, current investment providers, the plan sponsor and any new investment providers. **Core securities, when offered, are offered through GWFS Equities, Inc. and/or other broker dealers.** GWFS Equities, Inc., Member FINRA/SIPC, is a wholly owned subsidiary of Great-West Life & Annuity Insurance Company. FOR PLAN SPONSOR/BROKER USE ONLY. Not for use with Plan Participants.