

# Retirement Readiness: Preparing for Tomorrow

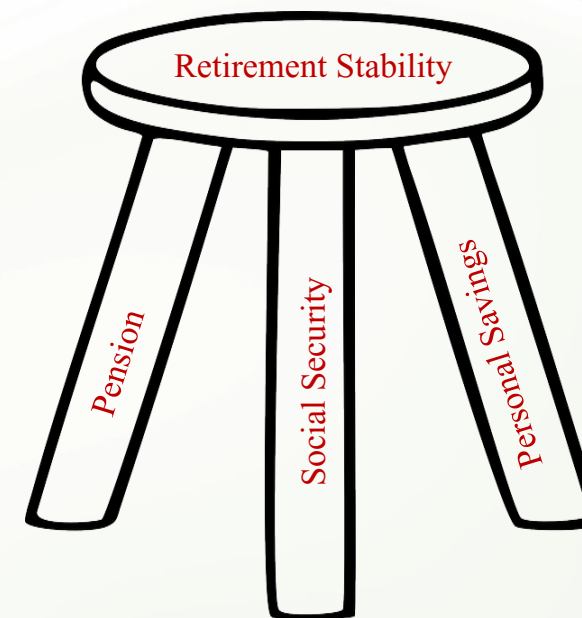
Isabel M Hershey  
February 28, 2020



**MICHIGAN**  
**CATHOLIC**  
CONFERENCE



- ✓ MCC's 403(b) Retirement Savings Plan
- ✓ Lay Employees' Retirement Plan
- ✓ Employee Self-Serve
- ✓ Moving Forward



# MCC 403(b) Retirement Savings Plan



**MICHIGAN  
CATHOLIC**  
CONFERENCE

# MCC's 403(b) Retirement Savings Plan

---

An easy way to save for retirement through payroll deduction.

---

Enroll at *any* time

---

Contributions available as pre-tax or Roth

---

Grow *your* money *your* way



**MICHIGAN**  
**CATHOLIC**  
CONFERENCE

# MCC's 403(b) Retirement Savings Plan

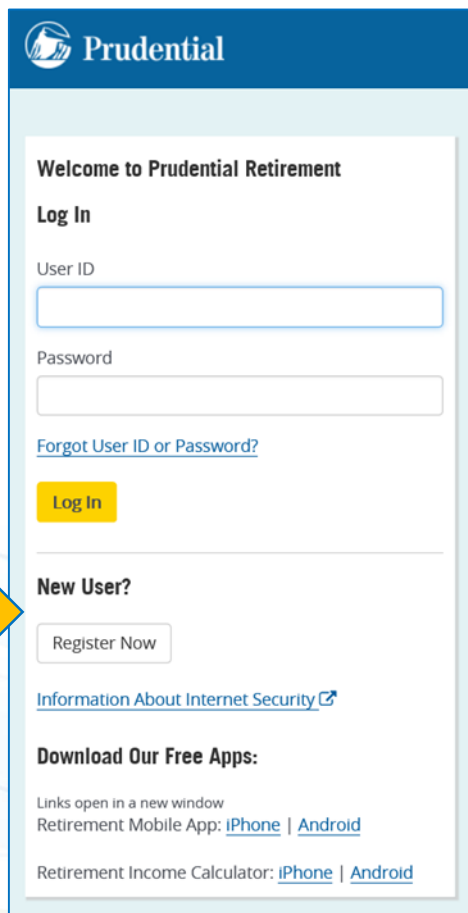
## MCC 403(b) Goal

*To provide investment options in a range of investment classes; that the return on investments match or exceed their benchmark; and that associated fees remain reasonable.*

- ✓ Recordkeeper: Prudential Retirement
- ✓ Plan Administrator: MCC and Finance Committee
- ✓ Investment Advisor: CapTrust
- ✓ Offers a selection of asset classes in which to invest including options associated with the Catholic Church.



# 403(b): Getting Started is Easy



Prudential

Welcome to Prudential Retirement

Log In

User ID

Password

[Forgot User ID or Password?](#)

**Log In**

New User?

[Information About Internet Security](#)

Download Our Free Apps:

Links open in a new window  
Retirement Mobile App: [iPhone](#) | [Android](#)

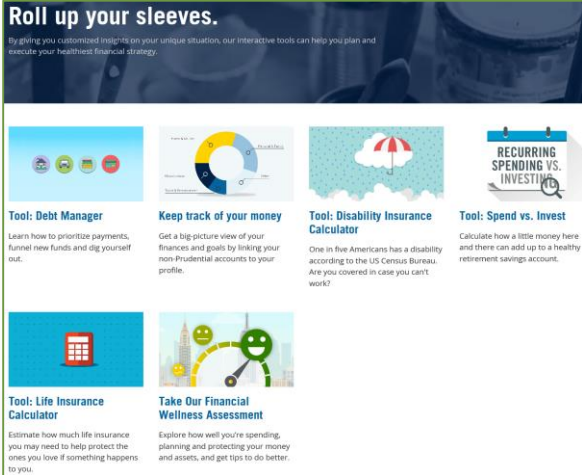
Retirement Income Calculator: [iPhone](#) | [Android](#)

- ✓ Directly with Prudential
  - 877.778.2100
  - On-Line at [www.prudential.com/online/retirement](http://www.prudential.com/online/retirement)
- ✓ Plan Number: 008147
- ✓ Sub Plan Numbers:
  - Diocese of Lansing                      000005
- ✓ Complete **Salary Reduction Agreement** for payroll
- ✓ Complete **Beneficiary Designation** for Prudential

# 403(b): Contributions & Investments

Prudential Retirement offers tools to help make decisions on where to invest and how much to save.

- Go On-line or Call Prudential
- **GoalMaker®** - an optional, easy-to-use, asset allocation program that will invest your contributions in a portfolio matching your investor style
- Self-Directed Broker Services available
- Additional tools, including Financial Wellness Assessment, Debt Management and Keeping Track of Your Money



**Roll up your sleeves.**  
By giving you customized insights on your unique situation, our interactive tools can help you plan and execute your healthiest financial strategy.

**Tool: Debt Manager**  
Learn how to prioritize payments, funnel new funds and dig yourself out.

**Keep track of your money**  
Get a big picture view of your finances and goals by linking your non-Prudential accounts to your profile.

**Tool: Disability Insurance Calculator**  
One in five Americans has a disability according to the US Census Bureau. Are you covered in case you can't work?

**Tool: Spend vs. Invest**  
Calculate how a little money here and there can add up to a healthy retirement savings account.

**Tool: Life Insurance Calculator**  
Estimate how much life insurance you may need to help protect the ones you love if something happens to you.

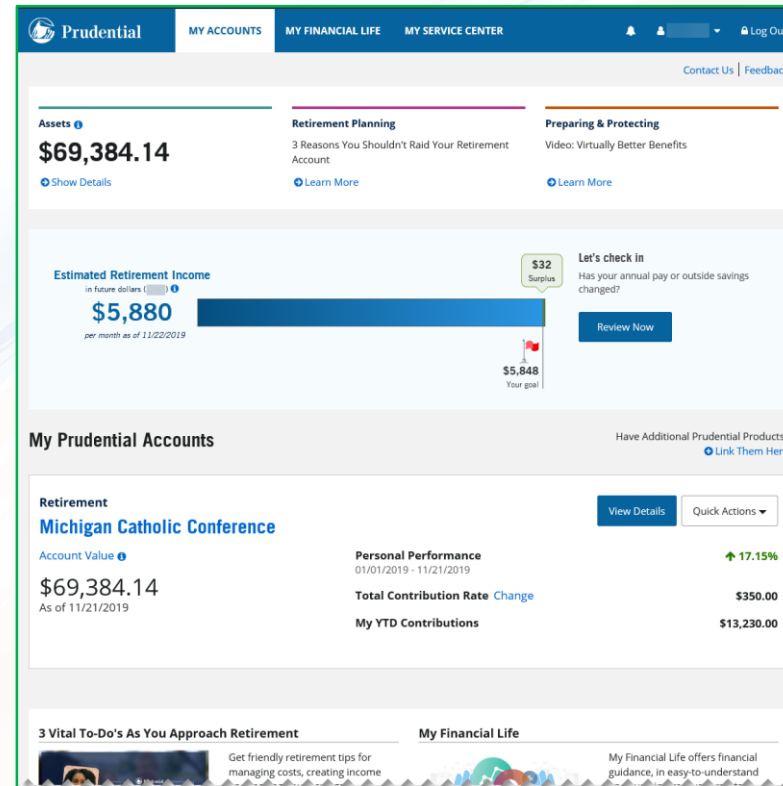
**Take Our Financial Wellness Assessment**  
Explore how well you're spending, planning and protecting your money and assets, and get tips to do better.



# Prudential Retirement is User Friendly

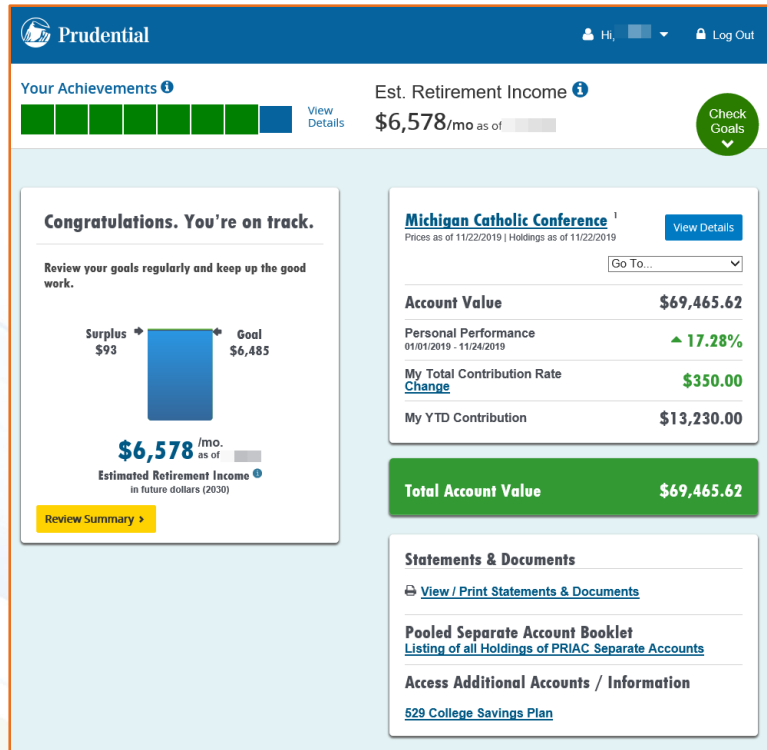
## ✓ Landing Dashboard

- Account Summary
- Transaction History
- Statements & Documents
- Investments & Performance
- Plan Information
- Financial Tools & Support





# Manage Your Account



## ✓ Manage Account

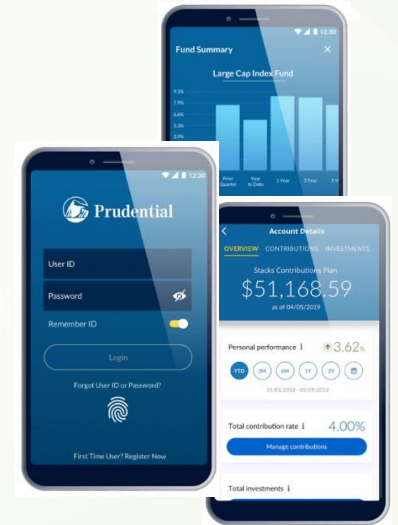
- Change Deferrals Elections
- Modify Investment Allocations
- Transfers

## ✓ Set portfolio report delivery preferences

- Electronic
- Paper

## ✓ Download the Prudential App

- Secure, convenient access



# 403(b) Plan Particulars

A brief review of the rules.



**MICHIGAN  
CATHOLIC**  
CONFERENCE

# Contributions

- ✓ Types of deferrals allowed through payroll deduction
  - ✓ Pre-tax
  - ✓ Roth (after tax)
- ✓ Maximum Deferral Rate – 85%
- ✓ Contribute up to \$19,500 per year
- ✓ Age 50 or older: Catch-Up contribution of up to \$6,500 per year allowed
- ✓ Roll-overs from other qualified accounts allowed.



# Distributions

## Distributions allowed upon:

- ✓ Retirement
- ✓ Termination of employment
- ✓ Age 59.5
- ✓ Death or disability
- ✓ Age 72 Minimum Required Distribution
- ✓ Hardship
- ✓ Early distribution subject to early withdrawal Penalty

## Forms of Distribution:

- ✓ Rollover to another similar plan
- ✓ Rollover to IRA
- ✓ Lumpsum
- ✓ Periodic payments



# Hardship Withdrawal

## Hardship Withdrawal while active:

- ✓ Must be approved
- ✓ May be used for:
  - Major medical expenses
  - Purchase of a primary residence
  - Prevent eviction from your home
  - Higher education
  - Funeral expenses for certain family members
  - Repair of casualty damage to your home



# Loan Rules

- ✓ One (1) loan at a time
  - 7 day wait between loans
- ✓ Minimum amount is \$1,000
- ✓ Maximum loan amount is 50% of your vested balance
  - Up to \$50,000 maximum
- ✓ General-Purpose loan term: 5 years max
- ✓ Primary Residence loan term: 15 years max
- ✓ Interest Rate – Prime plus 1%
- ✓ Loans cannot be repaid via payroll deductions
  - Coupon book provided for monthly payments



# Fees

- ✓ Loan Processing: \$95/transaction
- ✓ Loan Maintenance: \$50/annually per outstanding loan
- ✓ Distribution Processing: \$50/transaction
- ✓ Self-Directed Brokerage\* Account Maintenance: \$100/annually



\*Optional Program



# Beneficiaries

- ✓ Who can be the beneficiary of my death benefit?
  - You may designate a person, trust or specific charity as your beneficiary
  - If no designation, or if your beneficiary predeceases you, the plan pays as follows:
    - Your surviving spouse, if applicable
    - Your children, if applicable
    - Your surviving parents, in equal shares
    - Your estate
- ✓ How to name a beneficiary?
  - ✓ On-line with Prudential Retirement, or
  - ✓ Complete Beneficiary Designation Form
- ✓ How will their death benefit be paid?
  - Lump-Sum, if benefit falls below \$5,000
  - If Benefit exceeds \$5,000, choose from lump-sum, installments or ad-hoc distributions





# Don't Set and Forget!

- ✓ Review your investment options
- ✓ Change contribution amounts
- ✓ Rebalance
- ✓ Use the available tools
  - LINK by Prudential
  - Prudential Retirement Counselors
  - [PreparewithPru.com](http://PreparewithPru.com)

## ✓ Calculators

- Cost of Waiting Calculator
- Net Worth Calculator
- Payroll Deduction Calculator
- Retirement Plan Savings Calculator
- Cash Flow Calculator

## ✓ On-Line Forms

- Salary Reduction Agreement
- Beneficiary Designation Form

The image displays two Prudential forms. The top form is the 'Salary Reduction Agreement' for the Michigan Catholic Conference, form number 81. It includes instructions for completion and a section for the participant's details, including plan number, sub-plan number, and social security number. The bottom form is the 'Beneficiary Designation Form' for the Michigan Catholic Conference 403(b) Plan, form number 367. It includes a section for the participant's details and a section for designating beneficiaries, with a table for listing beneficiaries and their respective percentages.



# Lay Employees' Retirement Plan (LERP)



# Lay Employees' Retirement Plan (LERP)

## The Plan:

- ✓ Established in 1966
- ✓ Created to provide retirement program for lay employees of participating parishes and schools
- ✓ Its purpose: Provide financial assistance during retirement years; and to those who become disabled prior to retirement, when vested
- ✓ Is a Defined Benefit Pension Plan and a qualified Church Plan
- ✓ Fully paid by participating units/employers.
  - Employees are not required nor permitted to make contributions



## Its Administration:

- ✓ Plan is governed by Michigan Catholic Conference Lay Employees' Retirement Plan and Trust Agreement
- ✓ Plan Document is the legal agreement that controls all rights and benefits under the Plan
- ✓ Plan is administered by Pension Board
- ✓ Amendments to the Plan, made by the Pension Board, are:
  - Consistent with IRS Regulations
  - Consistent with the Teachings of the Catholic Church

# Lay Employees' Retirement Plan

---

100 % Employer Funded

---

All regular employees, scheduled to work 20 combined\* hours per week, for at least 5 months/calendar year.

---

100% Vested after 5 years of Credited Service

\* At one or more participating employer



MICHIGAN  
CATHOLIC  
CONFERENCE

# Rules and Definitions



**MICHIGAN  
CATHOLIC**  
CONFERENCE

# Covered Employment

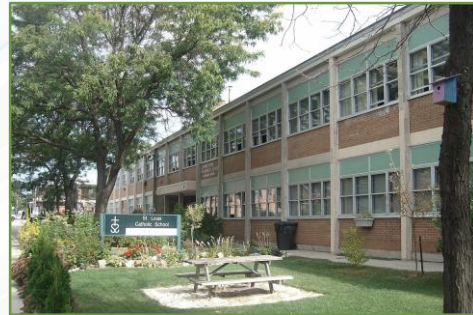
- ✓ Lay employee of Covered Unit working in a position normally requiring 20 or more hours of service per week
- ✓ When working at two or more Covered Units:
  - If Scheduled Hours total 20 or more per week, employee is considered to be in Covered Employment
  - Each unit is invoiced based on each unit's reported earnings
- ✓ Permanent deacons employed by a covered unit are treated as lay employees
- ✓ Ineligible:
  - Independent Contractors
  - Temporary/Seasonal Employees
  - Employees in positions requiring less than 20 hours per week (in aggregate)



	SCHEDULED HOURS
UNIT A	10
UNIT B	11
<b>TOTAL</b>	<b>21</b>

# Covered Unit:

A parish, school, institution, organization, corporation or other entity in the State of Michigan which is an integral part of the Catholic Church, engaged in carrying out the functions of the Catholic Church, and under the control of an Archbishop or Bishop of a Michigan Diocese of the Catholic Church, unless the Archbishop or Bishop specifically exempts the unit from status as a Covered Unit.



# Participants:

- ✓ Employees working, or who have worked, in Covered Employment
  - Effective the first day of Covered Employment
- ✓ Types of Participants:
  - Active – actively working in Covered Employment
  - Inactive – formerly Active Participant who remains employed but no longer in Covered Employment (for example: Scheduled Hours are less than 20 per week)
  - Term Vested – No longer employed but eligible for a retirement benefit from the Plan
  - Not Vested Terminated – No longer employed in a covered unit and not eligible for a retirement benefit





# Credited Service and Vesting

## Credited Service

- ✓ The number of years of service, and fraction of a year, credited to a Participant
- ✓ Determines eligibility (vesting) for a retirement benefit and is used in calculating the amount of benefit
- ✓ Participant earns one (1) Year of Credited Service when working in Covered Employment during five (5) or more months of the Plan Year
  - Partial Credited Service of 1/12th of a Credited Service for each month in which Participant is employed at least one day in Covered Employment
  - Plan Year is from January 1 through December 31

## Vesting

- ✓ Vested means a Participant has enough Credited Service to receive a retirement benefit from the Plan
- ✓ Currently, a Participant with 5 Years of Credited Service is Vested.
- ✓ Previously, vesting requirements were 10 or more years of Credited Service



# Credited Service and Vesting Rules

When a Participant terminates or leaves covered employment before becoming vested, and:

Returns to Covered Employment *within* five (5) years, all credited service is restored

Returns to Covered Employment *after* five (5) years, all credited service is forfeited and not reinstated



# Frequently Asked Questions



**MICHIGAN  
CATHOLIC**  
CONFERENCE

# *What do I need to do before I retire?*

You must apply for your benefits.

## 180 - 90 Days in Advance

To ensure a smooth transition to retirement:

- ✓ Contact MCC to request Retirement Packet
- ✓ Contact Social Security
- ✓ Contact Medicare



## 30 Days in Advance

To guarantee pension starts timely and benefits are in place, MCC must receive the following by the 1st of month prior to pension start date:

- ✓ Pension Application
- ✓ Direct Deposit form
- ✓ Tax withholding forms



# *What is my Normal Retirement Social Security age?*



Year of Birth	Normal Retirement Age
1937 or earlier	65
1938	65 and 2 months
1939	65 and 4 months
1940	65 and 6 months
1941	65 and 8 months
1942	65 and 10 months
1943 – 1954	66
1955	66 and 2 months
1956	66 and 4 months
1957	66 and 6 months
1958	66 and 8 months
1959	66 and 10 months
1960 and later	67



# *What is the LERP retirement benefit?*

- ✓ Normal – A Participant who is vested and terminates Covered Employment (other than as a result of death) on or after Normal Retirement Age.
  
- ✓ Early - A Participant who is vested and terminates Covered Employment (other than as a result of death or Disability) on or after Early Retirement Age, but prior to Normal Retirement Age. Benefits reduced, unless participant meets qualification for:
  - Rule of 85
  - Rule of 90
  
- ✓ Deferred Withdrawal – A Participant who is vested and terminates Covered Employment prior to Early Retirement Age.



# *What does the Rule of 85 and Rule of 90 mean?*

Full Benefit = Rule of 85, 90 or Normal SS Retirement Age, whichever comes first

## ***Rule of 85***

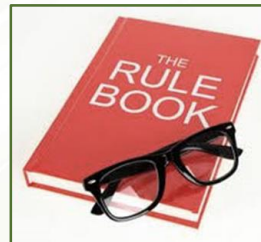
Vested participant born before 1960 and whose age + years of service = 85 or more, may retire at an early, unreduced benefit

***Credited Years of Service + Age = 85***

## ***Rule of 90***, effective 01/01/2012

Vested participant born after 1959 and whose age + years of service = 90 or more, may retire at an early, unreduced benefit

***Credited Years of Service + Age = 90***

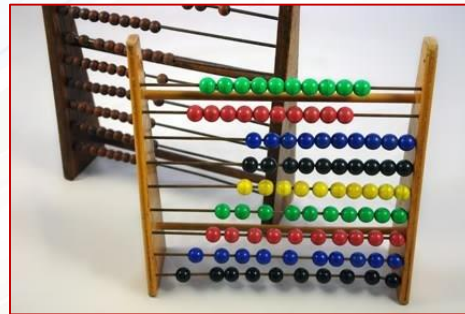


# *How are my benefits calculated?*

Formula:

Final Average Salary × Pension Factor × Years of Service ÷ 12 Months = Straight Life Option\*

\*With applicable reductions, if you have not met the rule of 85/90 nor reached SS retirement Age





# *What does the term Frozen Benefit mean?*

Enrolled in LERP before January 1, 2011 and active in Covered Employment on December 31, 2010:

- ✓ *Frozen Benefit* is calculated and will be added into your final pension when you retire  
= Average of 5 highest annual compensation × Years of Service × Pension Factor of 2%
- ✓ Benefits earned from January 1, 2012 to retirement date  
= Average of 10 highest annual compensation from all years of Credited Service × Years of Service × Pension Factor of 1.5%
- ✓ Normal Retirement payable at age 65
- ✓ Early Retirement Benefit may begin at age 55



# What if I became a plan participant on or after January 1, 2011?

As a *Post-2010 Participant*, first entering covered employment on or after January 1, 2011, the *Frozen Benefit* does not apply.

- ✓ = Average of 10 highest annual compensation from all years of Credited Service × Years of Service × Pension Factor of 1.5%
- ✓ Early Retirement: Participant may begin receiving monthly benefit ten years earlier than his or her normal Social Security retirement age.

2 0 1 1			
JANUARY	FEBRUARY	MARCH	APRIL
Mo 31 3 10 17 24	Mo 7 14 21 28	Mo 7 14 21 28	Mo 4 11 18 25
Tu 4 11 18 25	Tu 8 15 22 29	Tu 8 15 22 29	Tu 5 12 19 26
We 5 12 19 26	We 9 16 23 30	We 9 16 23 30	We 6 13 20 27
Th 6 13 20 27	Th 10 17 24 31	Th 13 20 27 31	Th 7 14 21 28
Fr 7 14 21 28	Fr 11 18 25	Fr 14 21 28	Fr 8 15 22 29
Sa 1 8 15 22 29	Sa 12 19 26	Sa 12 19 26	Sa 2 9 16 23 30
Su 2 9 16 23 30	Su 13 20 27	Su 13 20 27	Su 3 10 17 24
MAY	JUNE	JULY	AUGUST
Mo 30 3 9 16 23	Mo 6 13 20 27	Mo 4 11 18 25	Mo 1 8 15 22 29
Tu 31 10 17 24	Tu 7 14 21 28	Tu 5 12 19 26	Tu 2 9 16 23 30
We 4 11 18 25	We 1 8 15 22 29	We 6 13 20 27	We 3 10 17 24 31
Th 5 12 19 26	Th 2 9 16 23 30	Th 7 14 21 28	Th 4 11 18 25
Fr 6 13 20 27	Fr 3 10 17 24	Fr 1 8 15 22 29	Fr 5 12 19 26
Sa 7 14 21 28	Sa 4 11 18 25	Sa 2 9 16 23 30	Sa 6 13 20 27
Su 8 15 22 29	Su 5 12 19 26	Su 3 10 17 24 31	Su 7 14 21 28
SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
Mo 5 12 19 26	Mo 31 2 30 31 24	Mo 7 14 21 28	Mo 5 12 19 26
Tu 6 13 20 27	Tu 1 8 15 22 29	Tu 1 8 15 22 29	Tu 6 13 20 27
We 7 14 21 28	We 5 12 19 26	We 2 9 16 23 30	We 7 14 21 28
Th 8 15 22 29	Th 6 13 20 27	Th 3 10 17 24	Th 1 8 15 22 29
Fr 9 16 23 30	Fr 7 14 21 28	Fr 4 11 18 25	Fr 2 9 16 23 30
Sa 10 17 24	Sa 1 8 15 22 29	Sa 5 12 19 26	Sa 3 10 17 24 31
Su 11 18 25	Su 2 9 16 23 30	Su 6 13 20 27	Su 4 11 18 25

# *Can part of my pension be assigned to someone else?*

## Prohibition on Assignment

- ✓ None of the benefits can be:
  - Assigned to another party
  - Used as collateral for a loan
  - Given away or transferred



## Qualified Domestic Relations Order

- ✓ As of January 1, 2016, QDROs not accepted
- ✓ Still honored if QDRO was:
  - Approved by MCC council
  - Signed by a judge
  - Received prior to December 31, 2015

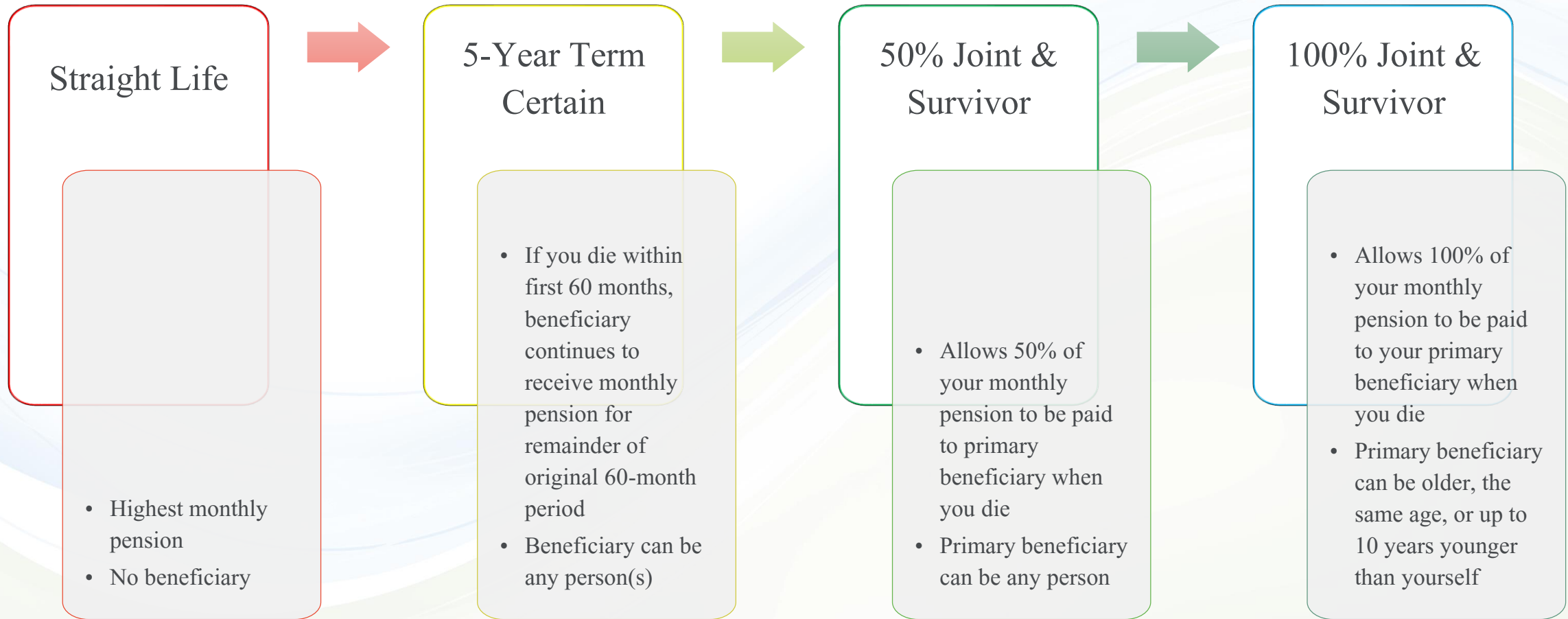
# *Why are beneficiaries important?*

There is a Death Benefit for vested, pre-retirement employees. Please make sure your beneficiary information is up to date.

- ✓ No designated beneficiary, death benefit paid in the order of:
  1. Children
  2. Grandchildren
  3. Estate
- ✓ Beneficiary will receive 80% of the actuarial equivalent of normal Retirement Benefit
- ✓ Death benefit payable as a lump-sum within one year of death. If the benefit is \$50,000 or more, it may be taken as a Straight Life Annuity for beneficiary's lifetime.
- ✓ New easy-fill LERP beneficiary designation forms available on-line



# What are my pension payout options?



**Cash buyout available, if value is less than \$25,000!**



## *Payout Example:*

Assuming: \$30,000 average annual salary  $\times$  10 credited years of service  $\times$  pension factor 1.5% at normal SS retirement age\*  $\div$  12 months

- ✓ Straight Life = \$375/month
- ✓ 5-Year Term Certain = \$368/month
- ✓ 50% Joint & Survivor = \$300/month
- ✓ 100% Joint & Survivor = \$260/month



\* This example is for illustration purposes only and is not based on the actuarial table.

# *What does In-Service Distribution mean?*

- Participant age 62 or older may take an **in-service distribution** and continue to work in non-covered employment (less than 20 hours per week and/or at non-covered unit)
- Participant under age 62, who enters into pay status, must have a 90-day bona fide separation from all covered units before returning to part-time work at any covered unit
- If Participant returns to Covered Employment, benefits will be suspended until no longer in Covered Employment (20 hours or more per week)



# *What additional Plan provisions should I know about?*

- ✓ Retiree may not change benefit election once benefit payments begin
- ✓ Retiree may not change beneficiary of Joint and Survivor benefit once benefit payments begin
- ✓ Joint and Survivor options have pop-up feature to Straight Life amount, if beneficiary pre-deceases retiree. (Beneficiary death needs to be reported to MCC)
- ✓ More information, documents and forms can be found on MCC's website:  
[www.micatholic.org/benefits](http://www.micatholic.org/benefits)





# *When will I receive my benefit?*

Payable monthly, on 1<sup>st</sup> business day of month.

- ✓ *State Street Financial* issues payments and annual 1099-R
- ✓ Direct Deposit recommended
- ✓ Non-Direct deposit payments are made via paper check, and mailed to address on file
- ✓ My PenPay – access to your payment history and tax documents on-line.



**STATE STREET**<sup>®</sup>



**MICHIGAN  
CATHOLIC  
CONFERENCE**

# *As a Retiree, do I have any responsibilities?*

Yes, as a retiree you are responsible for:

- ✓ Notifying MCC of Address Changes
- ✓ Updating Direct Deposit Information
- ✓ Updating Tax Withholding Elections
- ✓ Notifying MCC of Joint Survivor's Death, if applicable
- ✓ Enjoying retirement



# Employee Self-Serve (ESS)

Benefit Information and Pension Estimates 24/7



**MICHIGAN  
CATHOLIC**  
CONFERENCE

# Employee Self-Serve (ESS)



**MICHIGAN  
CATHOLIC**  
CONFERENCE

## Employee Self-Serve

The Michigan Catholic Conference *Employee Self-Serve* (ESS) system allows you to access your MCC benefit information online. [New User? Register here.](#)

To continue, please log in...

Email Address

Password

[Forgot Password](#)

**SIGN IN**

<https://mcc.hroffice.com/ESS/mc/Security>



**MICHIGAN  
CATHOLIC**  
CONFERENCE

# Registration

- ✓ Last 4 of SSN, Last Name, and Date of Birth
- ✓ Create Password



Please provide the following pieces of information so we can verify your identity.

**Social Security Number (last 4 digits)**

**Last Name**

**Birthdate (mm/dd/yyyy)**

# Login

- ✓ Back to Login Screen
- ✓ Enter Username (email) and Password



## Employee Self-Serve

The Michigan Catholic Conference *Employee Self-Serve* (ESS) system allows you to access your MCC benefit information online. [New User? Register here.](#)

To continue, please log in...

Email Address

Password  
 [Forgot Password](#)

# ESS: Home Page

## Provides:

- ✓ Easy access to benefit information
- ✓ Links to MCC's Benefits Webpage(s), including benefit summaries and documents
- ✓ Convenient *Ask Questions* email link



The screenshot shows the Michigan Catholic Conference ESS Home Page. At the top left is the Michigan Catholic Conference logo, and at the top right is a "My Profile Sign Out" button. A blue navigation bar contains links for HOME, YOUR BENEFITS, YOUR PROFILE, YOUR RETIREMENT, and CONTACTS & RESOURCES. The main content area features a large banner with the heading "ARE YOUR LOVED ONES PROVIDED FOR?" and a sub-heading "ASSIGN OR UPDATE YOUR BENEFICIARY NOW →". Below this is a smaller text block and a link "here" for more information. A "Need Help?" section on the right provides contact information for the MCC Benefits Team. The bottom of the page features a "Welcome to Your Benefits!" section with a list of actions users can take from the site, such as enrolling in benefits and viewing beneficiaries.

**MICHIGAN CATHOLIC CONFERENCE**

My Profile Sign Out

HOME YOUR BENEFITS YOUR PROFILE YOUR RETIREMENT CONTACTS & RESOURCES

## ARE YOUR LOVED ONES PROVIDED FOR?

If you participate in the Lay Employees' Retirement Plan and have not assigned or updated your beneficiary for the LERP Death Benefit, please do so today.

**ASSIGN OR UPDATE YOUR BENEFICIARY NOW →**

If you are having trouble viewing the link, please click [here](#) for more information.

### Welcome to Your Benefits!

Please note that not all MCC benefit plans are offered by participating parishes, schools, and other Catholic entities. Check with your employer for information on benefits offered and any required employee contributions.

From this site you may:

- Enroll in benefits during Open Enrollment
- Enroll in benefits when newly benefit eligible
- View current benefit elections
- View beneficiaries
- Review your Lay Employees' Retirement Plan benefits
- Link to benefit plan information and carriers

**Need Help?**

The MCC Benefits Team is available Monday-Friday, 8:30 to 4:45 ET to answer your benefit questions and assist in benefit enrollment.

Call: 800-395-5565  
Email: [benefits@micatholic.org](mailto:benefits@micatholic.org)

# ESS: Your Benefits

Allows you to review:

- ✓ Current benefit elections
- ✓ Dependents covered under each plan
- ✓ Benefits payable under Life and Disability

**MICHIGAN CATHOLIC CONFERENCE** My Profile Sign Out

HOME YOUR BENEFITS YOUR PROFILE YOUR RETIREMENT CONTACTS & RESOURCES

### Your Benefits

Below are your benefits on file as of today ( ). It does not reflect any pending changes that have been reported on your account. Please contact the MCC Benefits Team if you believe that these benefits are incorrect in any way.

PLAN	LEVEL	COVERED	ENROLLED AS OF	LAST CHANGE
<b>MEDICAL</b>				
Blue Cross - Blue Shield PPO1	Employee & Family	<input type="checkbox"/>	01/01/2017	07/01/2018
<b>DENTAL</b>				
Dental	Employee & Family	<input type="checkbox"/>	01/01/2017	01/01/2018
<b>VISION</b>				
Vision	Employee & Family	<input type="checkbox"/>	01/01/2017	01/01/2018
<b>LIFE/AD&amp;D</b>				
2 x Pay Life Insurance	2 times Pay	<input type="checkbox"/>	07/01/2014	01/01/2018
<b>OPTIONAL LIFE</b>				
Optional Life	\$100,000	<input type="checkbox"/>	01/01/2017	01/01/2018
Child Optional Life	Waive	<input type="checkbox"/>	01/01/2015	01/01/2018
<b>DISABILITY</b>				
Long-Term Disability	60% of Pay	<input type="checkbox"/>	07/01/2014	07/01/2018
<b>FSA</b>				
Healthcare FSA	Annual Amount	<input type="checkbox"/>	01/01/2019	01/01/2019
Dependent Care FSA	Waive	<input type="checkbox"/>	07/01/2014	01/01/2018

**Need Help?**

If you are having problems accessing this site, contact the MCC Benefits Team toll-free at: 1-800-395-5565 M-F, 8:30 am – 4:30 pm EST or send an email to [benefits@micatholic.org](mailto:benefits@micatholic.org)

# ESS: Your Profile

Allows you to review:

- ✓ Your basic and contact information
- ✓ Your listed dependents
- ✓ Beneficiary information

The screenshot shows the 'Your Profile' page of the Michigan Catholic Conference's ESS system. At the top left is the Michigan Catholic Conference logo. To the right is a user profile icon with the text 'My Profile Sign Out'. Below the logo is a navigation menu with tabs for 'HOME', 'YOUR BENEFITS', 'YOUR PROFILE' (which is selected), 'YOUR RETIREMENT', and 'CONTACTS & RESOURCES'. The main content area is titled 'Your Profile' and includes a warning: 'Please verify all of the information below. Contact your employer if any of the information is incorrect.' The page is divided into several sections: 'Basic Information' with fields for Name, SSN, Date of Birth, Gender, Communication, and Preference; 'Beneficiary Information' with a link to 'View Your Beneficiary Information'; 'My Family' with a table showing columns for NAME and BIRTHDATE; and 'Contact Information' with sub-tabs for Address, Email, and Telephone, and a field for 'Primary Personal Email'. On the right side, there is a 'Need Help?' section with contact information for the MCC Benefits Team, including a toll-free number (1-800-395-5565), hours (M-F, 8:30 am - 4:30 pm EST), and an email address (benefits@micatholic.org).

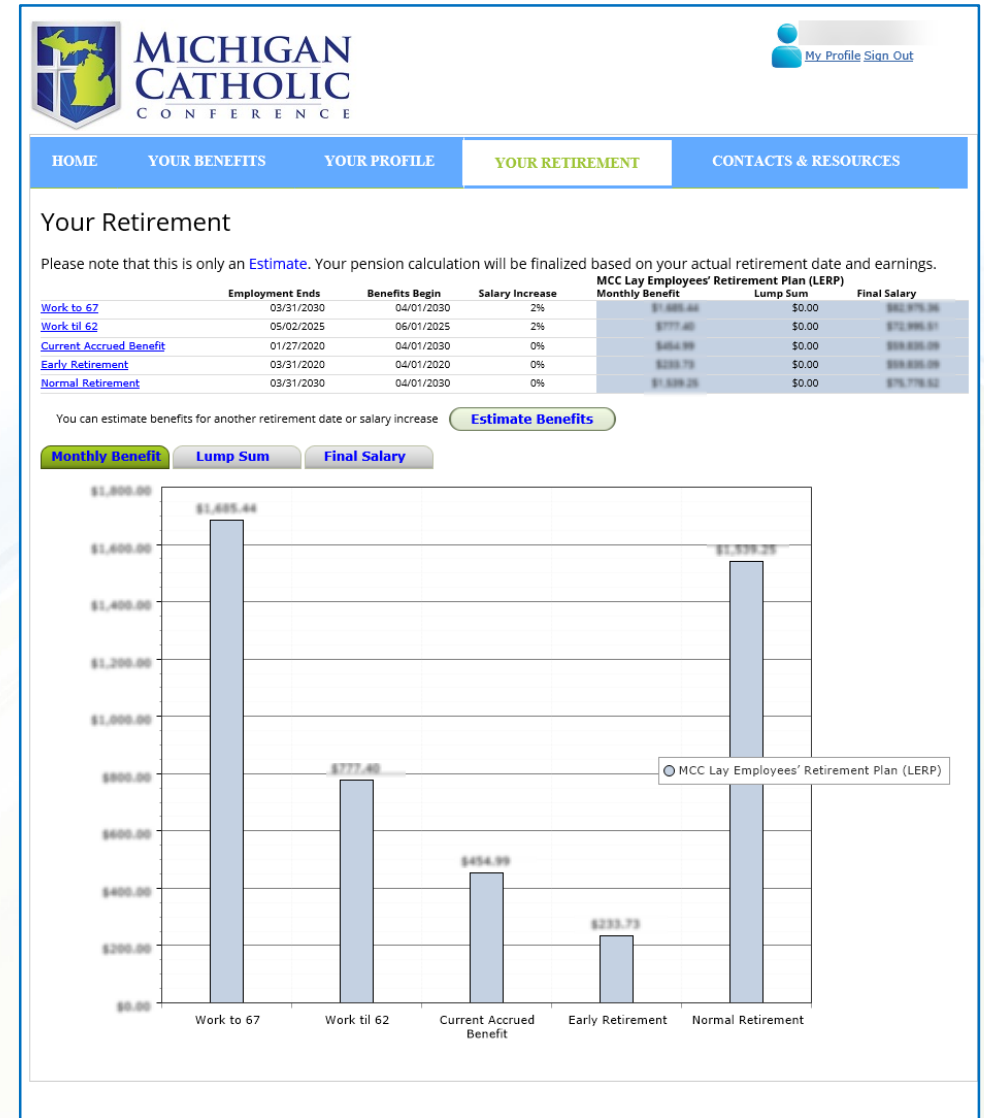




# ESS: Your Retirement

Allows you to:

- ✓ Run estimates with parameters you set
- ✓ Save the estimates for future reference



# ESS: Pension Estimates

## Run Estimates

**MICHIGAN CATHOLIC CONFERENCE** My Profile Sign Out

HOME YOUR BENEFITS YOUR PROFILE **YOUR RETIREMENT** CONTACTS & RESOURCES

### Estimate Benefits

You can estimate the benefits from your pension plan for another retirement date.

Let's make some assumptions about the future

Annual Salary Increase:  Annual rate at which your salary will increase. Enter a number between 0-6%

When will you begin receiving benefits?

On a particular date: I will stop working on  and begin collecting benefits on

OR

At a particular age: I will begin collecting benefits when I am  years old

Tell us about your beneficiary

Your beneficiary's date of birth is:

What shall we call this estimate when comparing it to other retirement benefits?

Call this estimate:

Show Estimate Cancel

## Estimates Conveniently Saved

**MICHIGAN CATHOLIC CONFERENCE** My Profile Sign Out

HOME YOUR BENEFITS YOUR PROFILE **YOUR RETIREMENT** CONTACTS & RESOURCES

### Estimate Details for 'Work to Age 70'

This is only an **Estimate(s)**. Please review this document to ensure that all of your information is accurate. Your final pension calculation will be based on your actual retirement date and earnings. Your employer is required to report your actual last day worked and last day paid, final actual wages and continued eligibility for pension benefits. MCC will recalculate your pension benefit to reflect the information your employer reported after your pension plan benefits commenced. Your monthly pension payment may be adjusted following a recalculation based on updated wages and service. No retroactive payments will be made.

Take Action  
→ [Remove Estimate](#)  
→ [Estimate Benefits](#)  
→ [Return to Retirement](#)

**Assumptions for this Estimate**

Employment Ends:	03/31/2033
Benefits Begin:	04/01/2033
Annual Salary Increase:	2.00 %

**Beneficiary Details**

Date of Birth:	10/16/1999
----------------	------------

**Need Help?**

The MCC Benefits Team is available Monday-Friday, 8:30 to 4:45 ET to answer your benefit questions and assist in benefit enrollment.

Call: 800-395-5565  
Email: [benefits@micatholic.org](mailto:benefits@micatholic.org)

**MCC Lay Employees' Retirement Plan (LERP)**

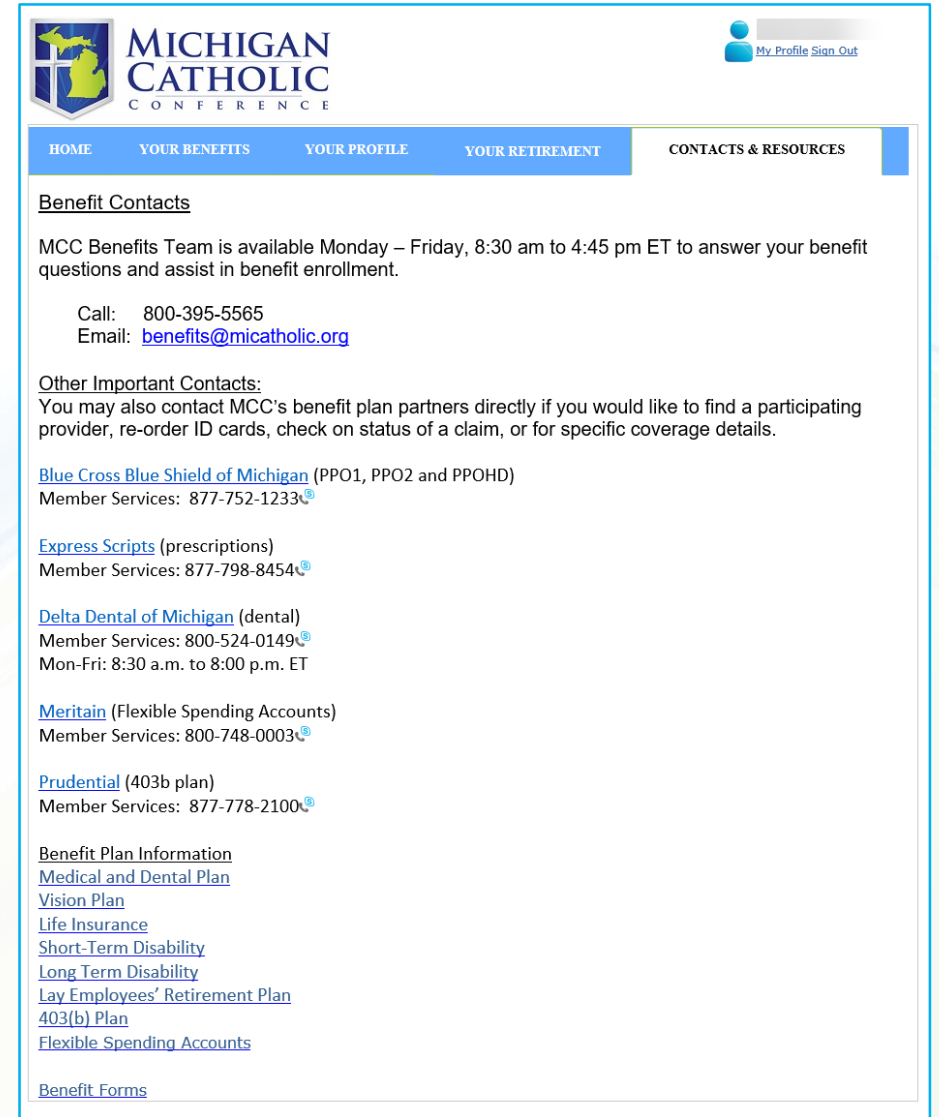
BENEFIT	TO YOU	TO YOUR BENEFICIARY
Life Annuity	\$2,118.80	
5 Years Certain	\$2,081.45	\$2,081.45
50% Joint Survivor with Pop-Up	\$1,682.37	\$841.19



# ESS: Contacts and Resources

Easy access to:

- ✓ MCC
- ✓ Benefit Providers
- ✓ Benefit Plan Information
- ✓ Benefit Forms



The screenshot shows the Michigan Catholic Conference website's 'CONTACTS & RESOURCES' page. At the top, there is a navigation bar with links for HOME, YOUR BENEFITS, YOUR PROFILE, YOUR RETIREMENT, and CONTACTS & RESOURCES. The CONTACTS & RESOURCES link is highlighted. Below the navigation bar, the page is titled 'Benefit Contacts'. The text states: 'MCC Benefits Team is available Monday – Friday, 8:30 am to 4:45 pm ET to answer your benefit questions and assist in benefit enrollment.' Below this, contact information is provided: 'Call: 800-395-5565' and 'Email: [benefits@micatholic.org](mailto:benefits@micatholic.org)'. The next section is 'Other Important Contacts:', followed by the text: 'You may also contact MCC's benefit plan partners directly if you would like to find a participating provider, re-order ID cards, check on status of a claim, or for specific coverage details.' Below this, several links are listed with their respective member services and contact information:   
- [Blue Cross Blue Shield of Michigan](#) (PPO1, PPO2 and PPOHD) Member Services: 877-752-1233®   
- [Express Scripts](#) (prescriptions) Member Services: 877-798-8454®   
- [Delta Dental of Michigan](#) (dental) Member Services: 800-524-0149® Mon-Fri: 8:30 a.m. to 8:00 p.m. ET   
- [Meritain](#) (Flexible Spending Accounts) Member Services: 800-748-0003®   
- [Prudential](#) (403b plan) Member Services: 877-778-2100®   
The 'Benefit Plan Information' section includes links for: [Medical and Dental Plan](#), [Vision Plan](#), [Life Insurance](#), [Short-Term Disability](#), [Long Term Disability](#), [Lay Employees' Retirement Plan](#), [403\(b\) Plan](#), and [Flexible Spending Accounts](#). The 'Benefit Forms' section is also visible at the bottom.



# For additional information:

[www.micatholic.org/benefits](http://www.micatholic.org/benefits)

- Benefit Information
- Employee Self-Serve



## Contact the Benefits Team:

- Questions
- ESS Access Problems
- Email: [benefits@micatholic.org](mailto:benefits@micatholic.org)
- Call: 800.395.5565



**MICHIGAN  
CATHOLIC**  
CONFERENCE

# What's Next?



**MICHIGAN  
CATHOLIC**  
CONFERENCE

# Newly Eligible and Open Enrollment

- New or Newly Eligible Employees
  - ✓ 30-day window to enroll in benefits
- Typically held in October each year
  - ✓ Changes effective January 1 of coming year
  - ✓ Flexible Spending participants **MUST** (re)enroll to participate (\$2,700 healthcare max for 2020)
  - ✓ No Flex, no changes in elections, no need to call
  - ✓ Look for information to be mailed early October

