

Effective May 1, 2021: Enhancements to Benefits Access for Plan Sponsors (BAP) and Contribution Management (CM)

- **UMPIP Plan Sponsor and Participant Contribution Changes**
 - Increases to compensation and/or participant contribution elections in BAP, during the billing month, will be reflected in the calculated contribution amounts for the plan the following business day in the corresponding application – BAP Contribution Remittance Module or Contribution Management.
 - If the increase is effective in the current month, then the current month's contribution amount will be updated.
 - If the increase is effective in a prior month, then an adjusted contribution amount for the prior month will be added (limited to plan year).

- **Retaining Participant Contribution Elections (only for Conferences that are UMPIP Plan Sponsors for Participant Contributions)**
 - Contribution elections will be retained when a change is entered in BAP on or after May 1, 2021 to move a participant from a single appointment to another single appointment within the same conference (if the Conference is the plan sponsor).
 - The clergy person does not need to complete a new *Contribution Election Form* at the new appointment if the existing contribution election is retained. Please ensure that churches and clergy in your Conference are aware of this process change.
 - A verification notice will be sent when the contribution election is retained to the:
 - **Participant** and
 - **Salary-Paying Unit**
 - The Conference may view contribution elections by accessing the *existing Active Participants Report* in the BAP Reports Module.

For Conferences with Automatic Features: When the contribution election is retained, the system will no longer automatically enroll participants at the chosen default rate. Automatic contribution escalation will still apply for eligible participants.

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- **New Contribution Election Change Notification**
 - A **confirmation notice** will be sent to the participant when contribution elections are changed in BAP.

- **For organizations that elected to receive monthly contribution files from Wespeth in CM, the following changes are:**
 - A new ***Change Log*** that includes a record of the most recent manual update made to a participant's record will be available for each payroll file on the *Contribution Details* page.
 - The prior month's unpaid bills will be included in the *Contributions Due Reminder* for plan sponsors who have elected a monthly contribution file from Wespeth.
 - **Organizations with manual payment election**
 - **Organizations with recurring payment election**
 - Changes for organizations that have elected the recurring payment option:
 - You will be able to add and/or edit contributions within a pending file up to 3:00 p.m. Central time, two business days prior to the last business day of the month (e.g., May 26, 2021).
 - The *Contributions Due Reminder* will be generated at the end of the month with the final total amount that will be automatically debited.

- **BAP Report Changes (reports can be found in BAP Reports Module)**
 - The ***Contribution Activity Report*** enhancements are as follows:
 - Report may be requested from current date back to 3 years prior, if data is available
 - Report may be requested either by the day contributions were posted to the account (Posted Date) or billing period (Origination Date)
 - Report may be requested to include Billed Amounts
 - A new report called ***Contribution Activity Report – Total by Year*** has been added to BAP
 - Report is available for prior 5 years and may be requested by calendar year
 - A new ***Future Dated Events Report*** has been added to BAP
 - Report provides easy access to view Future Dated Events in one location

Contribution Management Quick Tips and **FAQs** can be found in **Contribution Management** under **“Resources.”**