# On-Demand Retirement Plan Reports

## Summaries and operational metrics to help you manage your plan's data

Our online portal provides employers and advisors with access to plan and participant data as well as on-demand reporting tools to track and analyze behaviors. Each dynamic reports is generated and displayed based on parameters defined by the user.

### Participant Statements

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| **Participant Statement** | Participant-level statement (by individual or entire plan) similar to quarterly statements received |
| **Participant Statement with Transaction Detail** | Traditional participant statement that provides transactional detail by fund (dividends, contributions, fees, etc. ) |

### Plan-Level Reports

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| **LifeStyle Portfolio Activity** | Includes portfolio-level activities (contributions, earnings and distributions) |
| **LifeStyle Portfolio Utilization** | Plan-level report breaks down the usage of model portfolios by both participant age and participant count |
| **Participant Statement Mailing Method** | Plan-level or participant-level report showing the method in which a participant has elected to receive their quarterly statements (options are electronic or paper) |
| **Projected Eligibility** | Plan-level report reflects basic eligibility requirement details (includes those employees expected to satisfy these requirements and when) |
| **RPS Plan Overview Web Version** | Features plan-level demographics including plan participation rates, average contribution rates, average account balance, plan-level retirement readiness score, loan and distribution activity, fund balances, participant web utilization and a compliance calendar that lists important annual deadlines |
| **Section 16 Inside Trader Report** | Features plan-level demographics including enabled features, web utilization, cash inflows/outflows, gross contributions by fund, plan participation rate by age and status, catch-up contribution utilization, outstanding loans by age and value, and an asset summary report |
| **Retirement Readiness** | Participant-level report that catagorizes individuals who are meeting the expected income retirement goals, are within reach of the expected income goal, or may need additional planning. Estimated retirement need and projected monthy income need/gap are also included |
| **Retirement Savings Checkup** | Participant-level snapshot of retirement account information such as historical personal rates of return, investment allocation and balance |
| **Plan Asset Summary** | Plan-level report yields the value of each plan investment for any desired date and the number of participants in each fund |

### Payroll Reports

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| **Deferral Changes by Participant** | Plan-level report, by individual or plan, that shows deferral changes made via the web |
| **Hardship Deferral Suspension** | Plan-level report that shows participants who are currently in deferral suspension mode (reflects both start date and end date) |
| **Summary of New Loans** | Participant-level report that shows any new loan taken within a defined period (provides effective date, payment amount as well as total number of payments) |

### Employee Census Reports

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| **Employee Census** (by plan status) | Participant-level report reflecting dates of birth, hire and plan entry as well compensation, hours and current status |
| **Summary of Eligible Employees** | Listing of eligible plan participants (deferring and not deferring) with applicable entry date and email address |

## Loan Reports

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| Loan Activity (by participant) | Includes participant-level loan activity such as new loan requests, loan payments, interest earned and loan defaults |
| Past Due Loan Payments 30 Days or More | Participant-level report that shows outstanding loan payments in 30, 60, and 90-day increments and anticipated loan default date |
| Loans Paid Off | Participant-level report that shows participants who have paid off their loans and when |

## Fee Reports

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| Fee Transactions | Plan-level report provides participant-paid fees (both transactional fees and service/advisory fees) |
| Redemption Fees (by fund and participant) | Plan-level report reflecting short-term redemption fees applied to participant-level transactions (includes both fund name and participant name) |

## Distribution Reports

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| Distribution Summary (by participant) | Plan-level report detailing participant distributions including termination, in-service and hardship-level information |
| Summary of Withdrawal | Participant-level report reflecting withdrawal(s) by fund (includes all distribution types and loan withdrawals) |
| Distribution Payment Summary | Includes participant-level distribution details such as gross distribution amount, applicable taxes, payment instructions, check pay date and check amount for any date range |

## Data Export Reports

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| Contribution Detail (by participant) | Participant-level report that shows plan-level contributions including both employee and employer contributions along with loan repayments, hours and compensation (hours and compensation must be provided via periodic payroll reports if values are to be included) |
| Feedback File for New Loan Requests | Summary of new loans issued for any date range including amount requested, repayment frequency, number of payments and repayment amount |
| Participant Demographic Data | Plan-level report that shows participant mailing address, email address, current status and account balance as of any desired period (very useful for sponsor-related mailings) |

## Account Balance Reports

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| LifeStyle Portfolio Balances | Participant-level report that shows account balance by portfolio |
| Summary of Participant Balances | Participant-level account balance report by status for any desired period |
| Activity by Fund | Participant-level fund activity report includes contributions, earnings, transfers and withdrawals |
| Activity by Source | Participant-level source activity report includes contributions, earnings, transfers and withdrawals |

## Automatic Enrollment

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| Auto Enrollment: Approaching Eligibility | Report that shows employees who are projected to meet eligibility in the near future (employees included on this report should be set up with the default deferral election on the applicable entry date unless the employee opts out prior to the entry date) |
| Auto Enrollment: Status of Enrollees | Report that shows status of those scheduled to enter the plan (includes select deferral amount, date of election and whether the participant chose to participate or was auto enrolled) |

*Important Note: Report data is based on information provided by employer. Most reports can be run for any desired time period. Not all reports are available for all plans.

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### Contact Us

For more information or a full proposal, call one of our sales offices at (800) 436-6689. Or visit us online at sentinelgroup.com.

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