

APPENDIX M

Management Reports Required by SERS

Type	Information on Report	Frequency
Monthly stats for 457 Deferred Compensation Plan and for 401 Defined Contribution Plan (two separate reports sent at same time)	Office of Member and Participant Services (“OMPS”) - New participants, Regular Contribution Total, Rollover Dollars into Plan, Total Rollovers into Plan, Withdrawals (Full), Withdrawal Dollar Totals, Number of Full Rollovers Out of Plan, Rollover Dollars Out of Plan, Total Participant Accounts, Actively Contributing Participants, Total Plan Assets	Monthly
AKA file	OMPS - Provided to support active member statement project	Annual
AKA file	OMPS - Provided to support annuitant statement project	Annual
Participant Data Extract Report	OMPS - Various information about participants	Ad Hoc
P9999 Report	OMPS - List of new participants in Deferred Compensation who have not listed a Payroll Code	Weekly
No Termination Date Reports	OMPS - Alert that participant has submitted withdrawal request to Empower for DCP or DC plan but have not been separated from state employment.	Ad Hoc (arrive as Empower withdrawal requests from Participants still showing employed)
Add Service Organization Controls Repo1i (SOC) Type, Type2, and any appropriate bridge letters	OMPS -	Annual
TPA's Audited Financial Statements	OMPS -	Annual
Security user access report and access levels	OMPS -	Annual
Quarterly Plan Review for both plans	OMPS -	Quarterly
Quarterly Report of Advisory Services	OMPS -	Quarterly
TPA Access Authorization Report	OMPS - List of employers/SERS staff that have online access to TPA’s records and authorized signor privileges	Annual
Participant Disbursement Detail Report	OMPS -	Ad hoc

Morningstar Fund Fact Sheets	Investment Office (“IO”) - See current fact sheets on SERS website (Inception date, AUM, Fund Category/Style, Turnover, Expense, Strategy overview, Asset Allocation, Exposures (Sector, Region, Country), Style measures, Holdings summary, Risk & Return metrics/analysis)	Quarterly
Investment Options at a Glance	IO - See current document on SERS Website (Investment Options, Inception date, Net of Fee Returns (Prior 3 months, Qtr, YTD, 1 Yr, 5 Yrs, 10 Yrs, SI), Fund Expenses, Descriptions of each Investment Option)	Quarterly
Asset Summary by Investment Option	IO - Participation by Asset Class – Investment Value and % of Assets, Investment Fund Balances, Shares, Unit/Share Value, Inception to Date Cost, % of Assets, Participants in each fund, Forfeiture balance	Quarterly
Forfeiture/Unallocated Plan Asset Account Detail	IO - Investment Name, Effective Date, Payroll Date, Forfeiture/UPA Activity, Amount, Shares/Units, Participant, Division, Event number	Quarterly
Fund Balance Report	IO - Investment Option, Beginning Balance, Contributions, Additional Deposits, Transfers In, Interests/Dividends, Change in Value, Transfers Out, Fees, Withdrawals, Ending Balance, Beginning Units, Contribution Units, Additional Deposit Units, Transfer In Units, Dividend Units, Earning Units, Transfer Out Units, Fee Units, Withdrawal Units, Ending Units, Ending Unit Value	Quarterly
Financial Accounting and Reporting	Office of Financial Management (“OFM”) - Custom reporting to generate monthly journal entries and financial statements.	Monthly

Financial Activity	<p>OFM - Total of:</p> <ol style="list-style-type: none"> 1. Assets 2. Asset breakout by class of service and investment option 3. Expenses -by investment option if applicable 4. Count and amount of transfer of unvested employer contributions to forfeiture based on 3- year cliff vesting 5. Count and amount of forfeiture funds authorized to be used 6. Count and amount of pension forfeiture 7. Count and amount of contributions by: <ol style="list-style-type: none"> a. Participant – mandatory b. Participant – voluntary c. Participant arrears d. Employer 8. Count and amount of rollover into plan 9. Count and amount of rollovers out of plan 10. Count and amount of benefit payments/distributions 11. In plan Roth conversions 12. Investment returns by class and investment option (month, quarter, 1, 3, 5, and 10 year returns) 	Monthly
Tax activity	<p>OFM -</p> <ol style="list-style-type: none"> 1. Provide confirmation of FWT payments via Electronic Federal Tax Payment System (EFTPS). 2. Timely reconciliation report for annual participant 1099-R forms against annual disbursements and Form 945. 3. Also 1042-S and Form 1042. 	<p>Ad hoc, Daily, Monthly</p> <p>Annual</p>

Investor Activity Report	OFM - <ol style="list-style-type: none"> 1. Total number of participants per investment option 2. Count and amount of transfer between investment options 3. Count of participants that remain in the default investment option by option 4. Internet usage data 	Monthly
Fee Disclosure	OFM - <ol style="list-style-type: none"> 1. Fees by participant by type of fee 2. Recordkeeping and administrative fees 3. Investment option fees 4. Fees paid to any third parties, if applicable 	Monthly
Employer Delinquency Reporting	OFM - This will be by employer: <ol style="list-style-type: none"> 1. Pay date missed 2. Date TPA contacted 3. Date paid 4. Number of days delinquent 	Daily
Conversion/Transition Reconciliation and Validation Reports	OFM - Information to ensure proper conversion and transition of assets and account data.	When it occurs, if applicable

Financial Reports Required by SERS

Type	Information on Report	Frequency
Receipt Activity	<p>OFM -</p> <ul style="list-style-type: none"> A. Rollovers in B. In plan Roth conversions C. Transfer of unvested employer contributions to forfeiture D. Pension forfeiture <p>Contributions by employer:</p> <ul style="list-style-type: none"> 1. Participant – mandatory 2. Participant – voluntary 3. Participant arrears 4. Employer 5. Forfeiture used to cover contribution shortfalls 6. Adjustment to participant transactions 	Ad hoc, Daily, and Monthly
Investment Trade Activity	<p>OFM - Detailed reconciliation of trade activity to/from the TPA from/to the investment manager(s) including but not limited to amount and shares by investment option.</p>	Ad hoc, Daily, and Monthly

Disbursement Activity	<p>OFM - Disbursements by pay date by participant and in total:</p> <ol style="list-style-type: none"> 1. Type of distribution including but not limited to rollover out, required minimum distribution, or lump sum. 2. Frequency of distribution including but not limited to ad hoc, monthly, or annual. <p>Tracking of stale dated checks and returned ACH:</p> <ol style="list-style-type: none"> 1. Total count and amount of staled dated checks/returned ACH 2. Detailed listing to including but not limited to payee name, amount, original issue date, and reissue date. 	Ad hoc, Daily, and Monthly
Fee Payment Activity	<p>OFM - In addition, detailed listing by showing date and amount of fees withheld.</p>	Ad hoc, Daily, and Monthly
Tax Reporting	<p>OFM -</p> <ol style="list-style-type: none"> 1. Timely prepare, provide, then submit reconciliation report for annual participant 1099-R forms against annual disbursements and Form 945. 2. Also do this for 1042-S and Form 1042. 	Annual
Participant Data Extract	<p>Internal Audit Office (IA) - Comprehensive personal information and account details by participant.</p>	On Demand
Compliance Census File	<p>IA - Data on personnel employed during a selected plan-year reporting period.</p>	On Demand

Investment Activity Extract	IA - Participant balance and activity detail by investment option and/or money source for a specified date range	On Demand
Asset Summary by Investment Option	IA - Balances and participant counts for each investment option as of a specified date, organized by asset class	On Demand
Participant Balance Detail	IA - Participant balances by investment option and money source as of a specified date.	On Demand
Participant Balance by Money Source	IA - Participant vested balance and total balance detail by money source as of a specified date.	On Demand
Participant Paid Fees Detail	IA - Detail on fees debited from participant accounts over a specified time period	On Demand
Participant Deposit Detail	IA - Deposits to participant accounts for a specified date range	On Demand
Contribution Summary by Investment Option	IA - Contributions to the plan by investment option for a specified date range	On Demand
Contribution Total by Money Source and Investment Option	IA - Report summarizing contributions by Investment, Source, Investment/Source or Trade Date during user entered date range.	On Demand
Participant Disbursement Detail	IA - Detail on participant disbursement activity (including loans for a specified date range).	On Demand
Participant Hardship Detail	IA - Detail on participant hardship withdrawal activity for a specified date range	On Demand
Participant Loan Detail	IA - Participant loan information including payment history current/default status.	On Demand
SOC Reports	IA - Any SOC reports that the TPA has completed (SOC 1, SOC 2)	Annually

Required Minimum Distribution Participant Listing	IA - Detail on participant required minimum distributions for a selected year.	On Demand
Forfeiture/Unallocated Plan Asset Account Detail	IA - Forfeiture and unallocated plan asset balances by money source and investment option, with an itemization of transactions within these accounts for a specified date range.	On Demand
Plan Balance and Transaction Summary	IA - Financial transactions by investment option and money source at a plan and/or participant level for a specified date range.	On Demand
Participant Statement Copy	IA - Duplicate statement for a specified participant for a selected statement period	On Demand

Management Reports Required by Pennsylvania TREASURY

Type	Information on Report	Frequency
Audit	Total participants account balance reconciliation to total fund balance.	Annual
Audit	Conversion reconciliation of participant accounts from current source system to new TPA.	One time on conversion.
Audit	Conversion reconciliation of fund balance and assets held from current source system to new provider.	One time on conversion.
Audit	Information on AVS identified fraudulent attempts	Monthly