

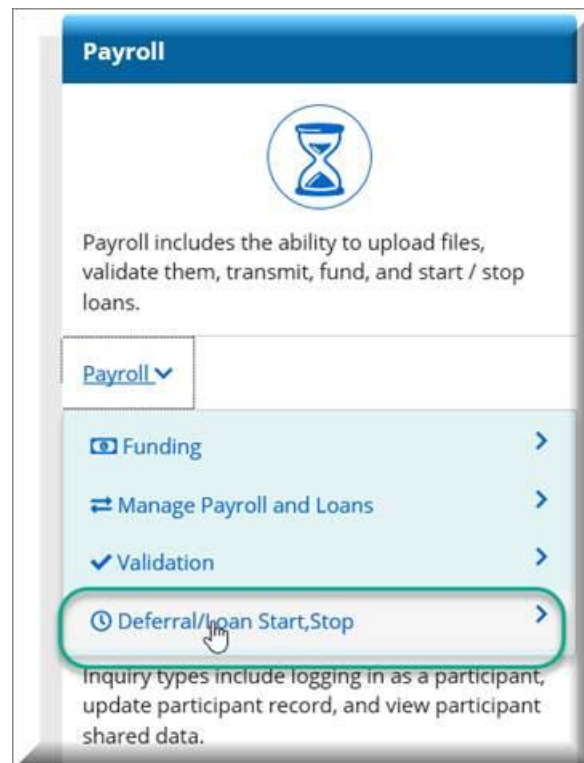
## Submitting Contribution Files/Obtaining Changes/Reviewing Reports Using the Sponsor Center Website

This should be done every two weeks:

- **Capture Rate Changes**
- **Contribution File Submission**
- **Funding of Contributions**
- **Review of Action Required Reports**

**Step #1** – Log on to the Sponsor Center site: <http://sponsorcenter.prudential.com>; enter your User ID and password

**Step #2** – Check to see if there are any rate changes that may need to be updated in your payroll system for future pay cycles.

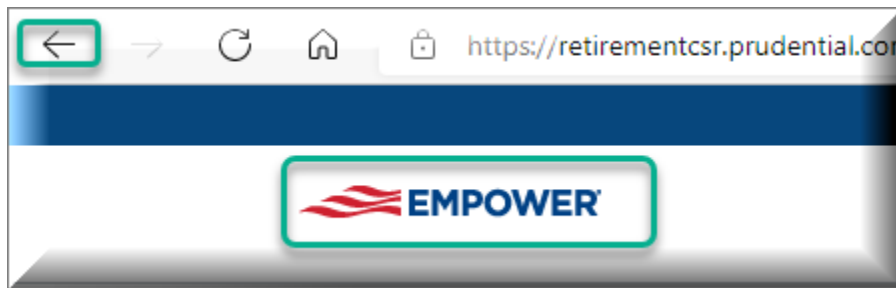


- a) You may mark 'Complete' any Loan Start or Loan Stop changes – loan repayments are made directly from the employee to Prudential, so **no payroll deductions for loans are involved, and no further action is needed.**

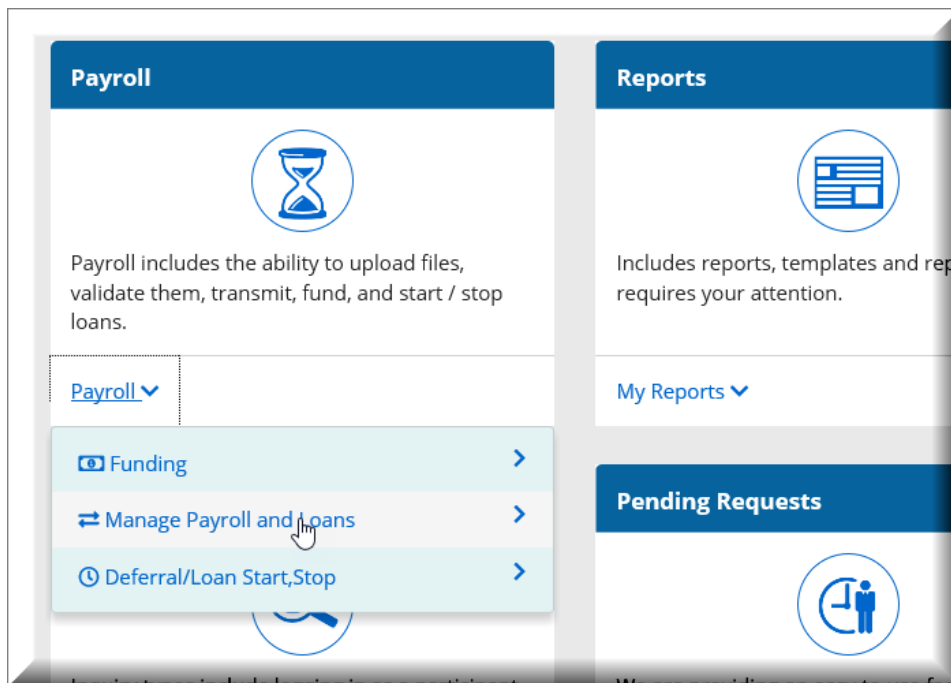
Select All  MARK SELECTED COMPLETE EXPORT LOAN START/STOPS EXPORT CONTRIBUTION RATE CHANGES

	Status	Sub Plan ID	Name	Account #	Type	Transaction Date
<input checked="" type="checkbox"/>	NEW	000020	[REDACTED]	0291	Loan Start	05/10/21
<input checked="" type="checkbox"/>	NEW	000249	[REDACTED]	9989	Loan Start	05/10/21
<input checked="" type="checkbox"/>	NEW	002243	[REDACTED]	1080	Loan Start	05/05/21
<input checked="" type="checkbox"/>	NEW	000136	[REDACTED]	7948	Loan Start	05/05/21


- b) Any increases or decreases to contribution rates should be updated in your payroll system so that future paychecks will be deducted appropriately; mark 'Complete' once the update has been made.
- c) Click on the back arrow or Empower logo to get back to the Payroll Tile.



**Step #3** – Create the file. Go to the Payroll Tile, click on the word Payroll, and then select 'Manage Payroll and Loans' from the drop-down menu.



**Step #4** – Select the ‘Previous’ method (if this is not available, select the ‘PruData’ method to bring in all active participants).



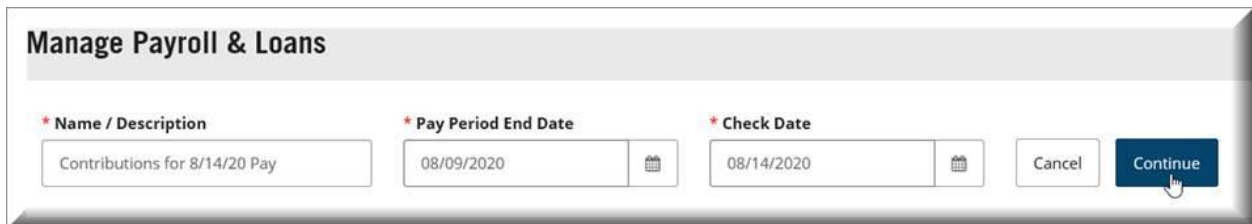
**Manage Payroll & Loans**

Create New File

Method:

+ Scratch + PruData **+ Previous** + Excel

**Step #5** – Enter a description (such as “PP #5”), the pay period ending date, and the check date. Once you hit ‘continue’ the file should populate with all active employees.



**Manage Payroll & Loans**

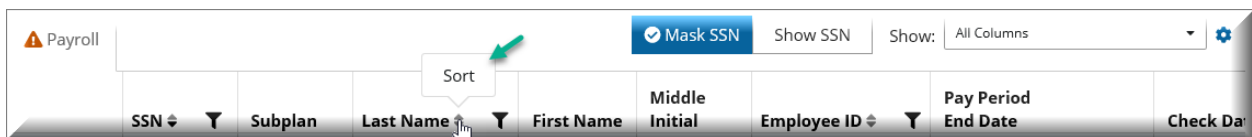
\* Name / Description: Contributions for 8/14/20 Pay

\* Pay Period End Date: 08/09/2020

\* Check Date: 08/14/2020

Cancel **Continue**

**Step #6** – You can choose to show full SSNs if needed; additionally, you can click on the arrows next to the Last Name if you prefer the listing to be sorted alphabetically.



Payroll

Mask SSN Show SSN Show: All Columns

SSN	Subplan	Last Name	First Name	Middle Initial	Employee ID	Pay Period End Date	Check Date
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**Step #7** – Scroll to the right to the fields you need to update (such as Pre-Tax Deferrals (A) Contribution Amount and/or Roth Deferrals (J) Contribution Amount) for all contributing employees.

You may use this file to update addresses and employment statuses as well.

When completed, click on the ‘Continue’ button.

**Step #8** – Check the totals on the file compared to your roster/report. If everything balances, click on the ‘Submit’ button to complete the process.

## Manage Payroll & Loans

### Totals

Check your totals. Looks good? Go ahead and submit! Something wrong? You can return to the previous screen and look for errors.

**Description**

Filename: Contributions for 8/14/20 Pay--08/09/2020  
 Pay period end date: 08/09/2020  
 Check date: 08/14/2020

**Contribution Amounts**

PRE-TAX DEFERRALS (A):   
 ROTH DEFERRALS (J):

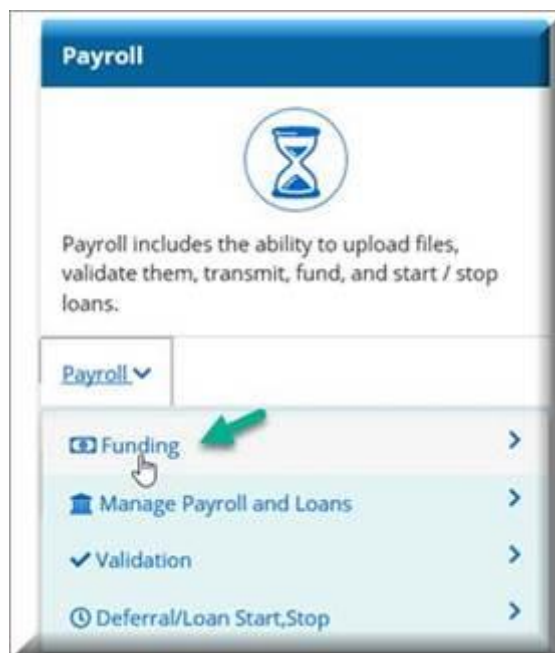
Total Contribution Amount:   
 Total Loan Amount: \$0.00  
**Grand Total:** \$0.00

Back Cancel **Submit**

If successfully transmitted, you should receive confirmation via a secured e-mail with a Funding Summary Report.

**Step #9** – Fund the contributions either automatically via ACH debit, sending a wire transfer, or mailing a check. Include the voucher # from the above report if using either of the last two methods. *Do not send rosters* with payments.

**Step #10** – Within the next business day or two, confirm the contributions have posted by checking the Receipt of Funds Confirmations.



\* The Process Date is the calendar day in which contributions and/or loan repayments were allocated to participants accounts. The date is not necessarily the investment date.

### Receipt of Funds Confirmations

[Click here to obtain a copy of your Confirmation](#)

Financial File History

**Step #11** – Review Action Required reports to monitor limits, ensure correct data such as addresses are updated, and so on.

