



Prudential Savings Plans Processes

401k & Deferred Comp/457 Savings Plans are investment programs that employees can utilize to supplement their TSERS/retirement income by contributing a portion of their salary into the plan. These plans are managed by Prudential & information transferred into the BEACON system.

Savings Plan File Transfer Process

Savings Plan contribution/loan deductions are sent by Prudential via an electronic interface file that is downloaded into the BEACON system for payroll processing (ZBNI116I_SAVINGS_PLAN). This includes:

- Plan Enrollments
- Contribution Rate Changes (Catch Ups, Adds, Changes)
- Loan Deductions
- Hardship Suspensions
- Exceptions:
 - One Time Deferrals - Employees can submit One Time Deferrals directly to BEACON via a Prudential One-Time Deferral Form for processing on the next available payroll. Once processed in BEACON, applicable funds will be paid to Prudential and deposited into the employee's plan.
 - Disbursements - Employees can submit Disbursement forms directly to Prudential. BEACON will feed employee termination information back to Prudential for verification of the employee's separation. Upon receipt by Prudential, applicable funds will be disbursed to the employee.

Files received by BEACON from Prudential PRIOR to payroll initialization (the beginning of the monthly Payroll Corrections) should be processed for that month's payroll.

Files received by BEACON from Prudential WITHIN & AFTER the start of payroll initialization will be processed on the following month's payroll.

401k File Transfer Schedule

- 401k files are transferred from Prudential to BEACON weekly-every Friday
- 401k Loan info comes weekly with the regular interface file

Deferred Comp / 457 File Transfer Schedule

- 457 files are transferred from Prudential to BEACON monthly on the last business day of the month to be made effective the following month
- Exception: 457 Loan info is transferred to BEACON separately on a weekly file

Prudential Contact Information:

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