

# PLAN SPONSOR CHECKLIST

## 1. Participation & Savings Rates

### Are employees engaging with the plan—and contributing enough?

- Are enrollment and deferral rates improving year-over-year?
- Have you evaluated participation by department, age, or tenure?
- Do employees understand how much they should be saving—and how to get there?
- Is auto-enrollment or auto-escalation in place or up for review?

## 2. Retirement Readiness

### Do you know who's on track—and who may need support?

- Do you have visibility into participants' projected retirement outcomes?
- Are readiness insights broken down by age, salary, or other demographics?
- Are there tools or education programs in place to help off-track participants?
- Have you reviewed employee retirement trends or delayed retirement risks?

## 3. Investment Engagement

### Are participants confident in their investment choices?

- Do employees regularly review or adjust their investments?
- Are your plan's default options (e.g., target-date funds) still appropriate for your workforce?
- Have you offered educational sessions or digital resources this year?
- Do employees know where to go for help with investment decisions?

## 4. Fee Benchmarking

### Are you paying reasonable fees—and getting good value?

- Have you compared plan administration, recordkeeping, advisory, and fund fees to similar-sized plans?
- Do you fully understand any revenue-sharing or bundled service arrangements?
- Have you asked your advisor or consultant for an updated benchmarking report?
- Are any fee changes or renegotiations needed?

## 5. Fiduciary Oversight

### Are you fulfilling your fiduciary responsibilities and documenting your actions?

- Have you held regular committee meetings and maintained meeting minutes?
- Are investment policy statements (IPS) and fiduciary files current?
- Are education and communication efforts documented for audit readiness?
- Are you tracking and responding to regulatory changes or litigation trends?

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## Need Help Evaluating Your Plan?

We offer complimentary plan reviews, including:

- ✓ Fee benchmarking
- ✓ Fiduciary support, documentation guidance, and more.

Schedule your free plan review at: <https://www.deschutesinvestment.com/contact>

