



Prudential
Bring Your Challenges

Board of Trustees Hospitality Industry 401(k) Plan Defined Contribution Conversion Schedule

Plan Name Hospitality Industry 401(k) Plan

Plan ID 960050

Asset Transfer Date 4/24/2018

Last Updated 5/1/2018

Action Step		Owner / Support				Target Date	Complete Date
		Pru	Client / Advisor	Prior RK	Payroll		
Discovery	Conduct Introduction Call	●	○			1/4/2018	12/8/2017
	Mail recordkeeper termination notice	○	●			1/9/2018	1/17/2018
	Submit plan documents to Prudential		●	○		1/10/2018	1/22/2018
	Conduct Implementation Call	●	○			1/15/2018	12/8/2017
	Provide Specimen Contracts to Client	●				1/23/2018	11/2/2017
	Finalize investment line-up and mapping strategy and send to Prudential		●			2/16/2018	2/13/2018
	Conduct Plan Design Call & discuss administrative services	●	○			2/26/2018	2/5/2018
	Provide Investment Selection Directive, Delegation of Authority Form (if applicable), and Client Authorized Representative (CAR) form to Client	●				3/2/2018	3/2/2018
	Return the signed Investment Selection Directive, Delegation of Authority Form (if applicable), and Client Authorized Representative (CAR) form		●			3/6/2018	3/6/2018
Implementation & Execution	Conduct conversion discussion to coordinate transfer of records & assets	●		○		2/23/2018	2/20/2018
	Provide transition communication materials to client for review **	●	○			3/2/2018	3/2/2018
	Approve transition communication materials**		●			3/7/2018	3/9/2018
	Mail transition packages to active and terminated participants**	●	○			3/13/2018	3/13/2018
	Termination Direction Form (within the Conditions attachment) package due to Principal**		●			3/9/2018	3/9/2018
	Receive test files from prior recordkeeper**	○		●		3/15/2018	2/26/2018
	Return Signed Plan-At-A-Glance to Prudential		●			3/16/2018	3/16/2018
	Schedule employee education meeting dates**	●	○			N/A	N/A
	Conduct contribution discussion to establish data/payroll remittance procedures	●			○	3/16/2018	2/27/18 (Began contact with the properties)
	Provide results of test file analysis to prior recordkeeper**	●		○		3/21/2018	3/15/2018
	Provide new hire materials to client for review and approval (Enrollment materials and regulatory notices)	●	○			4/3/2018	4/3/2018
	Provide executable contracts	●				4/10/2018	4/16/2018
	Transaction cutoff at prior recordkeeper**			●		4/13/2018	4/13/2018
	Provide executable contracts	●				4/16/2018	4/16/2018
	Receive employee blackout files from prior recordkeeper**	●	○	○		4/18/2018	4/19/2018
	Return executed contracts	○	●			4/23/2018	4/23/2018
	Final valuation at prior recordkeeper**			●		4/23/2018	4/23/2018
	Asset transfer to Prudential**	○		●		4/24/2018	4/24/2018
	Enroll employees on record keeping system**	●				4/25/2018	4/25/2018
	Payroll Software (ICC and VDES) Training for Employers	●	○			Week of April 30th	
	Receive financial conversion file from prior recordkeeper**	●		○		5/1/2018	4/30/2018
	Deliver employee enrollment materials to Employers (Hospitality has confirmed Get Started Guides should be bulk shipped directly to each of the 35 Employers)	●	○			5/8/2018	
	Send first live contribution file	○	○		●	5/8/2018	

DC Conversion Schedule

Activate systems for all participant transactions**	•				5/8/2018	
Create and Mail W4 Solicitation Letters (if applicable)	•	O			N/A	N/A