

POOLED EMPLOYMENT PLANS: UNDERSTANDING THE DIFFERENT ROLES AND RESPONSIBILITIES

While both a single employer plan and pooled employer plan (PEP) offer your employees the same opportunities to save for retirement, the key differences between the two types of plans lie in who is responsible for the daily management of the plan, including administrative and compliance-related responsibilities.

With a single employer plan, the employer serves as the plan sponsor, plan administrator and typically the named fiduciary for the plan. With a PEP, the employer serves as the Participating Employer, whose primary responsibility is to monitor the PEP's Pooled Plan Provider (PPP). The PPP not only sponsors the PEP but also serves as the plan administrator and named fiduciary. The PPP may delegate certain administrative and operational functions to its designated recordkeeper. Common PEP arrangements are described below.

	Single Employer Plan		Pooled Employer Plan			
	Employer	Recordkeeper	Participating Employer	Pooled Plan Provider (PPP)	Recordkeeper	3(38) Investment Manager
Serves as named plan fiduciary and plan administrator	✓			✓		
Plan design and interprets plan provisions	✓			✓		
Selects plan provisions	✓		✓			
Drafts plan documents and amendments		✓			✓	
Reviews and signs plan documents and amendments	✓		✓			
Submits payroll and contributions	✓		✓			
Reviews participant transactions and distributions	✓			✓		
Selects and monitors recordkeeper and other plan service providers	✓			✓		
Selects and reviews 3(38) Investment Manager	✓		✓			
Selects, monitors and manage investment lineup	✓					✓

	Single Employer Plan		Pooled Employer Plan			
	Employer	Recordkeeper	Participating Employer	Pooled Plan Provider (PPP)	Recordkeeper	3(38) Investment Manager
Prepares Form 5500 and related reports		✓		✓		
Reviews, signs and submits form 5500	✓			✓		
Selects auditor, if applicable	✓		✓			
Runs annual compliance tests		✓			✓	
Reviews and approves annual compliance tests	✓			✓		
Delivers plan notices	✓				✓	
Monitors plan eligibility	✓			✓		
Maintains employee data	✓		✓			
Prepares and delivers quarterly account statements		✓			✓	
Provides technology for plan enrollment and participant website		✓			✓	
Processes loan and distributions		✓			✓	
Tax Reporting		✓			✓	

ADP RETIREMENT SERVICES 71 Hanover Road, Florham Park, NJ 07932

Unless otherwise disclosed or agreed to in writing with a client, ADP, Inc. and its affiliates (ADP) do not endorse or recommend specific investment companies or products, financial advisors or service providers; engage or compensate any financial advisors to provide advice to plans or participants; offer financial, investment, tax or legal advice or management services; or serve in a fiduciary capacity with respect to retirement plans.

Only registered representatives of ADP Broker-Dealer, Inc. (ADP BD), Member FINRA, an affiliate of ADP, Inc., One ADP Blvd, Roseland, NJ 07068 may offer and sell ADP retirement products or speak to retirement plan features and/or investment options available in such ADP retirement products.

ADP, the ADP logo and Always Designing for People are trademarks of ADP, Inc. All other trademarks and service marks are the property of their respective owners. Copyright © 2025 ADP, Inc. All Rights Reserved. 99-7727-PS-1025 AR-822311-2025-10-16

FOR PLAN SPONSOR DISTRIBUTION ONLY — NOT FOR DISTRIBUTION TO THE PUBLIC.

