

Retrieving a New Enrollment Report from Sponsor Web through Voya PayCloud

Sponsor Web is a website designed for plan sponsors that allows you to view participant and plan level information at any time. You can request access to this site for the CalPERS 457 Plan by emailing CalPERS_Plan_Admin@voya.com.

 Visit sponsor.voya.com to log into Sponsor Web.



2) Go to Manage Plan > Payroll Processing.

My Plans	Reports Manage Plan Payroll Processing Plan Su	ants Participant Name First Name Last Name Search
Manage Plan		Announcements
WORKSPACE	<u>View Documents</u>	Jan 08, 2025 Informational Update In observation of the National Day of Mourning, the U.S. stock markets will be closed on Thursd Dec 08, 2024 O4 Sponsor Web Enhancements Streamlining Sponsor Web with straightforward navigation changes View More News Go to Voya Insights

3) Search for your agency by Plan Number or Plan Name, then click *Reports*.

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221513 - ABC	, INDUSTRIES		
Select an operation from the	ties shown below		
	14		
	Reports		
	Review generated reports		

4) On the Receive Reports and Files screen:

- File Type select Reports
- Activity Period Choose *Current Month* or the month for your report
- File Name Search by beginning to type the file name FEEDENRL

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551213 - ABC INDU	JSTRIES		
File Type			
Reports	•		
Activity Period			
October 2023	•		
File Name			
Enter begining of the file name or the entire is or pyril for your pyril_dollar_confirm reports)	file name (e.g. enter loan for your loanrpymt		
File Name		search to see the	e file name in
		the File to downly	ad castion

5) Click the file name FEEDENRL_RPT and then click *Download*.



6) We encourage you to prioritize maintaining accurate and timely payroll reporting. Coordinate internally to ensure that the pre-tax and/or Roth deferral amount noted on the New Enrollment Report is deducted from the employee's paycheck on the following earned period after they enrolled.