Managing Your Benefits
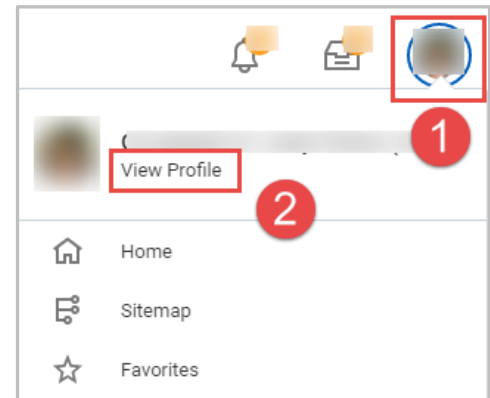**Retirement Savings – Voluntary Contributions**

ACCESS YOUR WORKER PROFILE PAGE

To access your worker profile page, log into Workday and click your **picture or cloud icon** in the upper right corner, then **View Profile**. Your Worker Profile page displays.
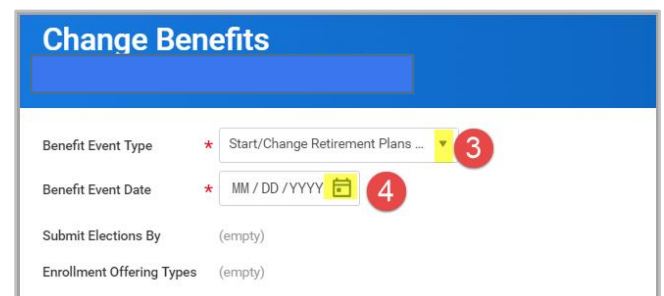
CHANGE RETIREMENT SAVINGS ELECTIONS

1. In your profile, click your **Actions** > **Benefits** > **Change Benefits**.

2. Select the Benefit Event Type: **Start/Change Retirement Plans Deductions**.

   - Monthly staff/faculty – use the <u>first</u> of the month in which you would like to start your election. Ex: 2/1/18 or 3/1/18
   - Non-exempt staff – use the <u>first day</u> of the pay period in which you would like to start your election. Ex: 2/3/18 or 2/17/18
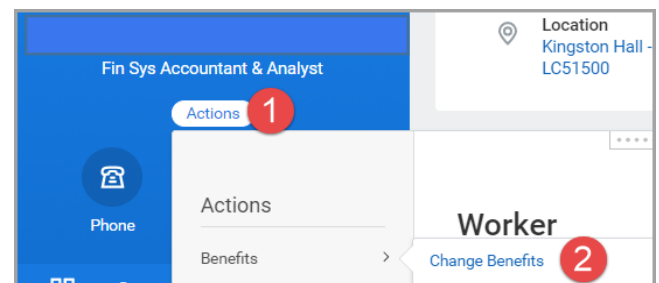
Note: Elections need be submitted by the payroll deadline in order to process in the same pay cycle. Otherwise, elections will be effective on the next pay cycle. Please contact an HR Partner to inquire about deadlines.

3. Click the **Calendar** icon to enter the date of the benefit event.
   - Attachment is not required.

4. Click **Submit**.

5. Up Next: Change Benefit Elections > Click **Open**.

6. Click **Elect** or **Waive** on each of the Retirement Plans offered.
   - Enter either the percentage amount or the monthly / bi-weekly amount (depending on your pay cycle) you wish to contribute.
   - This is an either/or election and please be aware that the other box will not automatically fill in with an equivalent.

Benefit Plan	*Elect / Waive	Employee Contribution
403(b) Catch-up - TIAA Academic Retirement Plan - RA	● Elect ○ Waive	Percent 2 Amount (Bi-weekly) 0.00

7. Click **Continue**.

8. Review the Elected Coverages and check the **I Agree** box to provide an electronic signature confirming your changes. Then Click **Submit**.

9. Click **Done** to complete the task or **Print** to launch a printable version of the summary for your records.

Note: Approval by a Benefits Partner is required after adding or making edits to retirement savings information.