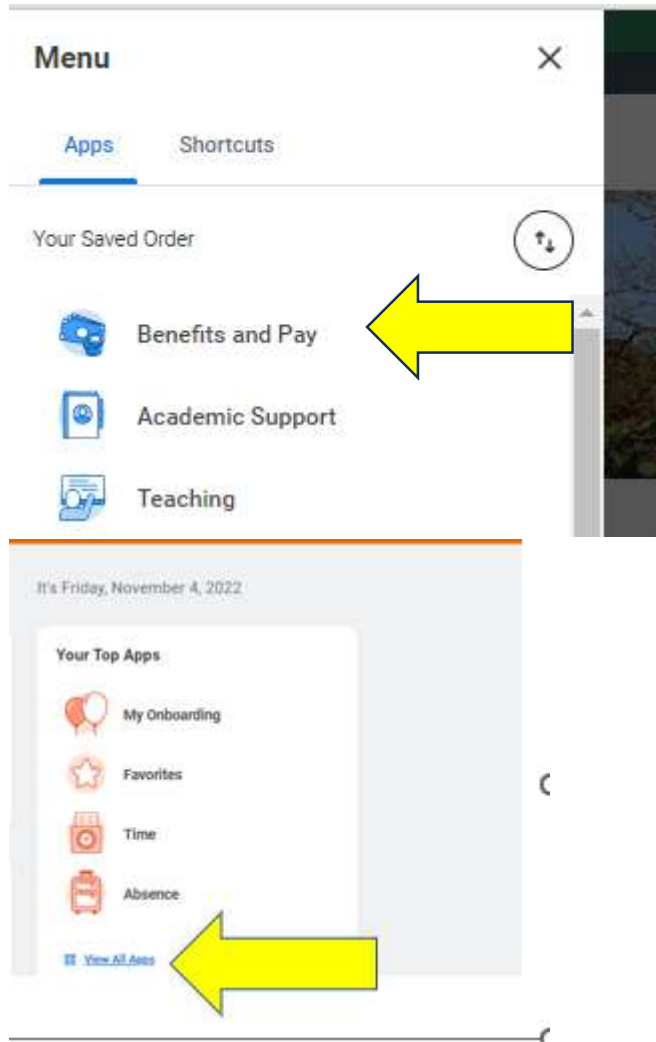
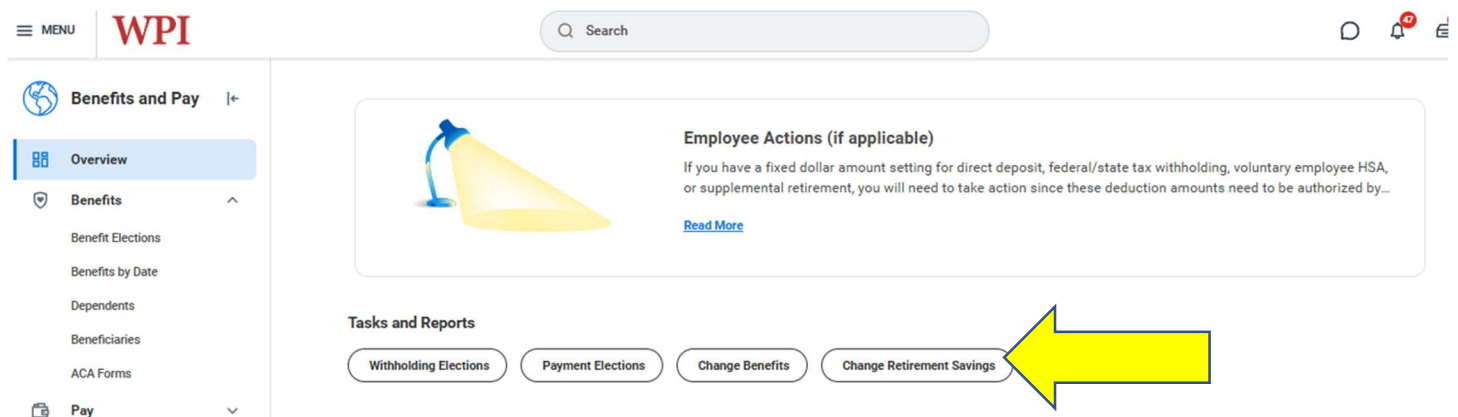


How to change 403b Supplemental Retirement Contributions

- Log into Workday and on the right-hand side under Your Top Apps select Benefits and Pay. If you do not see Benefits as an option, select the blue link [View All Apps](#) and the Benefits and Pay option should show up on the left-hand side. Click on Benefits and Pay.



- Next select Change Retirement Savings



- Under the Benefit Event Date - You will then be asked to confirm when you want the change to be effective. You can typically leave this as today, so it starts as soon as possible. Never change the date to prior to the current date as these changes cannot be made retroactively.
- Click continue.

- Once you arrive at the Change Retirement Savings – simply hit Continue

Change Retirement Savings Window:

- This is where you will make updates to the applicable types of deductions.
 - Option:
 - Employer Contributory Exempt/Non-exempt Employee – this represents your 5% pre-tax deduction that is matched by WPI.
 - Exempt employees are required to make this 5% contribution towards the retirement plan after the completion of 12 months of consecutive full-time benefits service.
 - For Non-Exempt employees, you will have the option to contribute between 0-5% of your base compensation after the completion of 12 months of consecutive full-time benefits service.

- 403(b) – Supplemental – this represents any employee unmatched contributions made on a pre-tax basis. This election can be made in percentage or dollar amount. All employees are immediately eligible upon hire to start making supplemental contributions.
- 403(b) – Supplemental Roth - this represents any employee unmatched contributions made on a Roth basis. A Roth contribution provides you with an option to make voluntary contributions on an after-tax basis. You get no current-year tax deduction for your Roth contributions. However, you can withdraw your contributions and their earnings tax-free later if you meet certain conditions. This election can be made in percentage or dollar amount. All employees are immediately eligible upon hire to start making supplemental contributions.
- 403(b) Supplemental 50 + Catch-up – this option represents a type of retirement contribution that allows those 50 or older to make additional contributions to their 403(b) plan.





- Once you determine which type of contribution you would like to make/change, click on the enroll button.

Change Retirement Savings

Projected Total Percentage
5%

Projected Total Amount Per Paycheck
\$0.00

Retirement

<div>  403(b) -Employer Contributory - Exempt... <small>TIAA - Non-Union</small> </div> <div> <p>Contribution 5%</p> <p>Company Contribution 9.5%</p> </div> <div> Manage </div>	<div>  403(b) -Supplemental <small>Waived</small> </div> <div> Enroll </div>	<div>  403(b) -Supplemental Roth <small>Waived</small> </div> <div> Enroll </div>	<div>  403(b) Supplemental 50 + Catch Up <small>Waived</small> </div> <div> Enroll </div>
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- Then click on Select under Selection Column and then Confirm and Continue to be able to enter a percentage or dollar amount.

403(b) -Supplemental

Projected Total Percentage
5%

Projected Total Amount Per Paycheck
\$0.00

Plans Available

Select a plan or Waive to opt out of 403(b) -Supplemental.

1 item



Benefit Plan	*Selection	You Contribute (Monthly)
TIAA	<div><input type="radio"/> Select</div> <div><input checked="" type="radio"/> Waive</div>	

Confirm and Continue

- In this next screen you will have the option to select whether you want to contribute as a percent or dollar amount under the **Contribution Type** drop down box and the percent or dollar amount you wish to make per pay period.
- Then click **Save**.

403(b) -Supplemental - TIAA

Projected Total Percentage
5%

Projected Total Amount Per Paycheck
\$0.00

Contribute

Enter how much you want to contribute as an amount or a percentage.

Contribution Type * Percentage

Contribution (%)

0

Maximum Percentage: 100

Save

- You will then receive a note that your change has been made but not submitted. If you would like to make changes to other types of contributions, you may do so by selecting **Manage or Enroll** and following the previous steps outlined.
- If you are done, click on **REVIEW**.

Change Retirement Savings

Projected Total Percentage
5%

Projected Total Amount Per Paycheck
\$200.00

Your 403(b) -Supplemental changes have been updated, but not submitted

Next steps: Update another plan, or click Review once you're ready to submit your changes.

Retirement



403(b)- Employer Contributory - Non-Exempt Employees
TIAA - Union

Contribution 5%
Company Contribution 9.5%

Manage



REVIEWED
403(b) -Supplemental
TIAA

Contribution per paycheck \$200.00

Manage



403(b) -Supplemental Roth
Waived

Enroll



403(b) Supplemental 50 + Catch Up
Waived

Enroll

Review

- Then review your changes and hit SUBMIT and then hit DONE.

View Summary

Projected Total Percentage
5%

Projected Total Amount Per Paycheck
\$200.00

Benefits Election Review

Please take a moment to review all elected coverages, waived coverages and beneficiary designations.

If you need to make any changes, please click "Cancel" at the bottom of the task and navigate to the item you wish to alter.

Once your elections are complete, please read the Electronic Signature Statement below and click the check box next to "I Agree" and click the orange "Submit" button. You will then have the opportunity to print or save a summary of your elections.

Please note: Once you submit this task, you will not be able to make any changes to these elections yourself. Should you realize you need to make a change to this task after you submit, please contact the Benefits Team for assistance.

Selected Benefits 2 items

Plan	Coverage Begin Date	Deduction Begin Date	Coverage	Dependents	Beneficiaries	Cost
403(b)- Employer Contributory - Non-Exempt Employees TIAA - Union	08/26/2013	02/12/2017	5%			Included
403(b) -Supplemental TIAA	11/04/2022	11/04/2022	\$200.00			\$200.00

Waived Benefits 2 items

403(b) Supplemental 50 + Catch Up	Waived
403(b) -Supplemental Roth	Waived

Submit