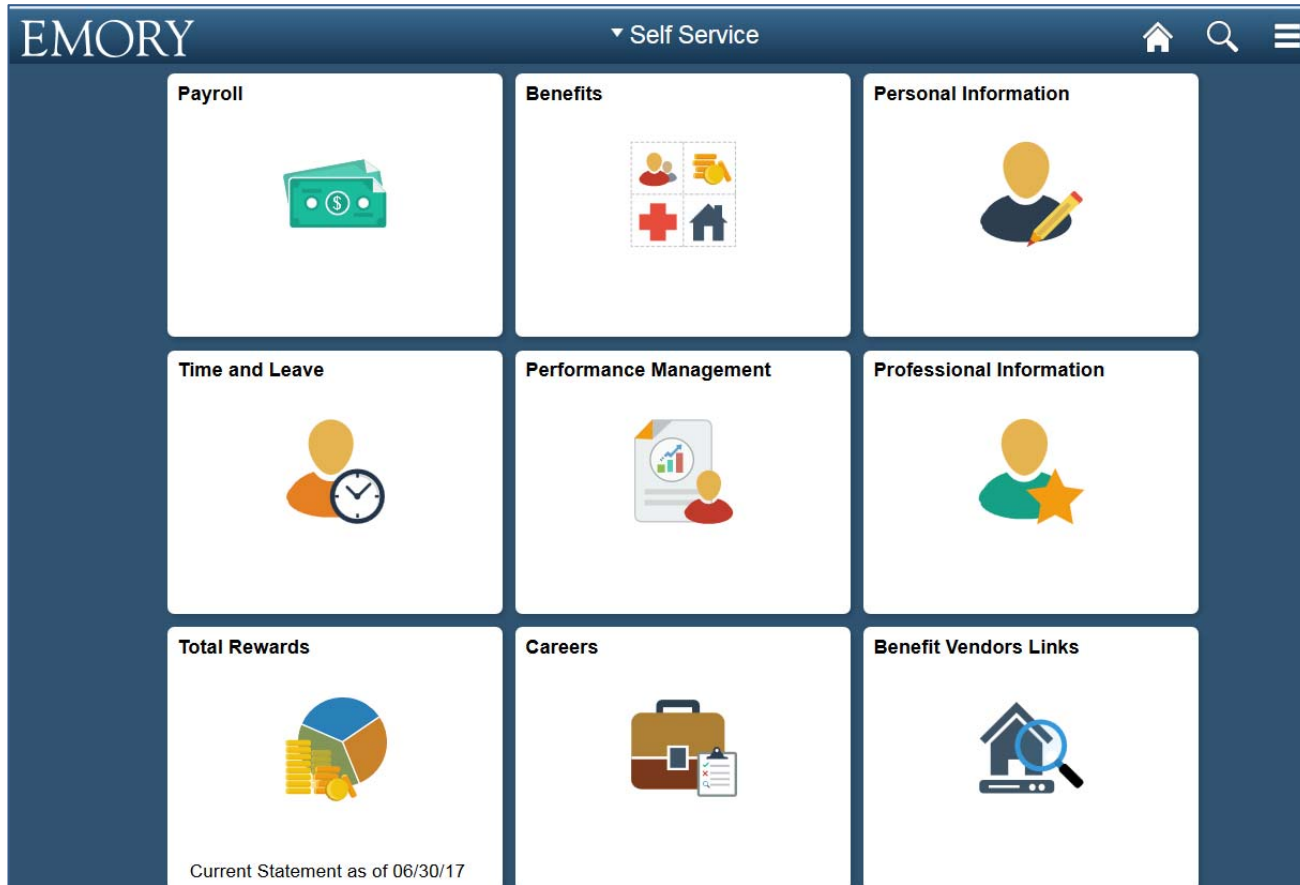


Enrolling in your 403(b) Savings Plan Election

- From Self Service, Click the **Benefits** tile



➤ Select 403(b) Savings Plan Election

The screenshot shows a web application interface for 'Benefits'. The top navigation bar includes a 'Self Service' link, the title 'Benefits', and icons for home, search, menu, and refresh. A 'New Window | Help' link is visible in the top right. The left sidebar contains a list of menu items: 'Benefits Summary', 'Benefits Enrollment', 'Family Status Change', '403(b) Savings Plan Election' (highlighted in green), 'Education Benefits', 'Dependent/Beneficiary Info', 'HIPAA Certification', 'Benefits Certification', and 'Document Upload'. The main content area has a sub-header '403(b) Savings Plan Election' and a text input field labeled 'Empl ID'. Below this, there is a paragraph: 'This site is intended to enroll, change or stop 403(b) elections in the Emory University or Emory Healthcare 403(b) Savings Plans only.' This is followed by another paragraph: 'Please select the plan you wish to access at this time and click one of the process buttons below to start.' A table with the following data is displayed:

Select		Company	Job Code	Job Description	403B Plan
<input type="checkbox"/>	EUV	Emory University	KG04		EUV

Below the table, there is a paragraph: 'If you have multiple eligible positions within the same Company and Plan, elections entered on one position will be applied to the others. You will not be able to select a position which is ineligible for one of these plans even though it may be displayed above. You may be eligible under multiple plans. After you complete enrollment for the plan selected, re-enter this site from Employee Self Service to make elections for other plans.' At the bottom, there are two buttons: 'Click here to enroll, change or stop 403(b) elections' and 'Click here to model 403(b) maximum contributions'.

- Select the yellow “Click here to enroll, change or stop 403(b) elections”

Self Service **Benefits** New Window | Help

403(b) Savings Plan Election

Empl ID

This site is intended to enroll, change or stop 403(b) elections in the Emory University or Emory Healthcare 403(b) Savings Plans only.

Please select the plan you wish to access at this time and click one of the process buttons below to start.

Select	Company	Job Code	Job Description	403B Plan
<input checked="" type="checkbox"/>	EUUV	Emory University	KG04	EUUV

If you have multiple eligible positions within the same Company and Plan, elections entered on one position will be applied to the others. You will not be able to select a position which is ineligible for one of these plans even though it may be displayed above. You may be eligible under multiple plans. After you complete enrollment for the plan selected, re-enter this site from Employee Self Service to make elections for other plans.

[Click here to enroll, change or stop 403\(b\) elections](#)

[Click here to model 403\(b\) maximum contributions](#)

- Choose **“Begin Enrollment”**

403(b) Authorization

Empl ID

Savings Plan Elections

You may use this site to enroll, change or stop contributions to the Emory University Retirement Plan (the "Plan"). Changes will be effective on your next paycheck if you Submit elections prior to the payroll processing date. If submission is after the payroll processes, your changes will be effective the following paycheck.

[Begin Enrollment](#)

[Exit](#)

- If you have current contributions they will be listed for your information.

Your Current Contributions:

Effective Date	403(b) Savings Plan Contributions	Employee Pre-Tax %	Employee After-Tax %	Employer Match	Employer Basic
09/07/2017	403B Matched FID	2.000			
09/07/2017	3% Fidelity Match			3.000	
06/14/2003	Employer Basic Fidelity				6.000

For information about the 403(b) plan and vendors, review the [403\(b\) Plan Discover Your Options](#) brochure. For more information about investment options available, please contact [Fidelity](#) (800-343-0860), [TIAA](#) (800-842-2252) or [Vanguard](#) (800-523-1188).

- Once you have determined your contribution percentage, enter the percent in the Make Your Elections section, next to **“YOUR Total Contribution”**, then click **“Apply”**

Make Your Elections:

Enter the total percent you wish to contribute from YOUR regular salary and click the Apply button. To stop ALL your contributions, enter 0 for YOUR Total Contribution %.

YOUR Total Contribution

%

(Contribution must be between 0 and 91%)

Of YOUR Total Contribution Percentage entered above, the first 2% is your Employee Basic contribution. You will receive an Emory University Employer Match of 3% based on your Employee Basic contribution.

Based upon YOUR Total Contribution Percentage entered above, the remaining 0% will be your Employee Supplemental contribution.

In addition, you are eligible to receive the Emory University Employer Basic contribution of 6%.

To stop only your SUPPLEMENTAL contributions and continue your Employee Basic Contributions, enter 1% or 2% in YOUR Total Contribution %.

- Select your vendor for your 403(b) Basic, ER Basic and ER Match

Vendor Selection:

Please select your vendor below. You may choose different vendors for your contribution, the employer match and the employer contribution. Please specify if your contribution should be Pretax or a Roth contribution.

Please review the [Annuity Options](#) for TIAA before enrolling.

Note: After Tax contributions (other than Roth) are not allowed for those who have a salary of \$120,000.00 or higher.

Plan Type	Election Percentage	Pretax	Roth	AfterTax	Basic Vendor Employee
403(b) Basic	2.000	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fidelity ▼
ER 403b Basic	6.000				Fidelity ▼
ER 403b Match	3.000				Fidelity ▼

- Employee contributions more than 2% are Supplemental.
- Enter your supplemental contributions next to the vendor(s) you wish to direct your supplemental contributions and select Pre-tax or After-tax.

Employee Supplemental contributions may be split across vendors. Use the boxes below to elect the percent you would like to invest with a given vendor. You may select between Pretax or Roth contribution options. After-Tax contributions (other than Roth) are not allowed for those who have a salary of \$120,000.00 or higher.

Plan Type	Election Percentage	Pretax	AfterTax
Fidelity	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
TIAA-CREF GRA	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
TIAA-CREF GSRA	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vanguard	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Roth Fidelity	<input type="text"/>		
Roth TIAA_CREF GRA	<input type="text"/>		
Roth TIAA-CREF GSRA	<input type="text"/>		
Roth Vanguard	<input type="text"/>		

Entered Supplemental % 0.000 **should equal Suppl Total %** 3.000

Based upon your total contributions entered above, your Employee Supplemental Contributions must equal 3%. Please make sure the percentages you've entered total to this amount.

- After selecting your elections, click the “**Submit Elections**” button

Authorization for Payroll Deduction

I have had the opportunity to review a copy of the Emory University Retirement Plan Summary Plan Description and have access to the Plan's vendors to request and receive investment prospectus on the funds and annuity contracts available for investment through the Plan. I understand that investment elections I make must be made directly with the Plan's vendors (Fidelity, Vanguard and TIAA-CREF) and that, if I do not actively make an election, the Plan does have default investment elections selected, in which my funds will then be invested.

I hereby revoke all previous contribution elections made by me and elect to make Voluntary Contributions from my Regular Salary in the amount that I have entered above (but in no event more than the legal limit under the Internal Revenue Code). I understand that I can terminate or change my contributions at any time. This authorization will be effective for my Regular Salary paid to me on or after the date that I have submitted this election to Emory or the first day of the pay cycle following receipt of this election, and will remain in effect until I again elect a new voluntary contribution election or cease my participation in the Plan.

I acknowledge and agree that I am fully and completely responsible for making sure that the amount of my contributions for any calendar year, including contributions made under the Emory University Plan or another employer's plan, will not exceed the legal limit under the Internal Revenue Code and that Emory University has no duty or obligation to do that for me. I also acknowledge and agree that Emory University has the right to reduce the contributions I have elected to make or stop them entirely if it determines (whether through an audit or otherwise) that the legal limit has been or will be reached.

Submit Elections

By clicking "Submit Elections" I am agreeing to have my pay reduced by the election amounts I indicated above. I understand that these changes will be effective on my next paycheck if I have submitted elections prior to the payroll processing date. If my submission is after the payroll processes, my changes will be effective the following paycheck.

Exit

By clicking "Exit" I understand that my elections above will not be recorded and I will exit the 403(b) enrollment site.