

# SUNY Voluntary 403(b) Savings Plan

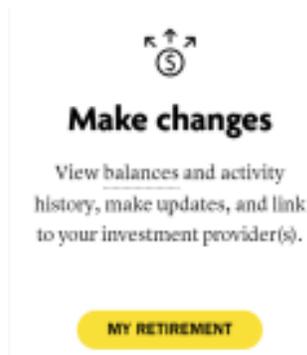
**Wednesday, 5/1/24 is the last day** to make contribution changes **to impact the 5/16/24** paycheck.

You **must follow all steps** and **use the effective date noted**. If your requested contribution amount does not allow mandatory deductions (taxes, etc.) to be applied to your paycheck, the amount will be reduced.

Log into the [SUNY Retirement@Work website](#):

If you do not remember your Username or Password, click on the “forgot” links or contact a SUNY Retirement@Work representative at (866) 271-0960 for further assistance.

1. Once you are logged in, click on the “My Retirement” button in the “Make Changes” section:



2. Click on “Contributions” at the top of the page
3. Click on the “Manage Contributions” button
4. When would you like to start making contributions?
  - a. Click on “Future Date” to activate the checkmark
  - b. In the box that appears below, you **must** enter: **5/16/24** (this will signify that you want this change to impact the **5/16/24** paycheck)
5. How much do you want to contribute to your retirement?
  - a. Select either “A percentage” or “A dollar amount”
  - b. Enter the Amount Per Pay Period (the contribution amount you want to be taken from the **5/16/24** paycheck)
6. Allocate between Pre-Tax and/or Roth contributions
  - a. Check box if you want both
    - Enter required amounts, if applicable
7. Click on “Next”
8. Direct all contribution types to the same investment provider(s)?
  - a. Select yes or no and proceed with entering information if needed
  - b. Click on “Next”
9. Review your contributions
  - a. Review all information displayed and edit if needed
  - b. Check the “I have read and accept these Terms and Conditions” box
  - c. Click “Confirm”

10. Confirmation: Your Elections Were Submitted

You will see “NEXT STEP: Open Your Investment Accounts.” You only need to visit the investment provider’s website(s) if you are initially opening your account(s) or you elected to change your previously established investment provider(s) during this session.

Look for the confirmation email sent to your email address on file in the SUNY Retirement@Work system.

Once you have completed all steps and you receive the confirmation email, the election will be applied to the **5/16/24** paycheck.