Overview: This document explains how employees can elect to add their stipend to their retirement.

The recommended browser for accessing Workday is Google Chrome, Mozilla Firefox, and Apple Safari may also be used.

For assistance or training using these procedures, call 419-434-6964 or e-mail hr@findlay.edu.

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Add Stipend to Retirement Contribution



- 1. Start from the **Benefits** application
- 2. Click Retirement Savings.

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Retirement Savings

3. Click Edit.

Retirement Savings Elections





4. Confirm the Event Date is correct.

NOTE: This defaults to the current date. In order for the stipend to be added to Retirement Contribution for the November 12^{th} pay, this change must take effect between November $1^{st} - 5^{th}$.

Change Retirement Savings



- 5. Click **Continue** to confirm Benefit Event Date.
- 6. Click Continue.
- 7. Click Enroll under the 403(b) Supplemental plan.

NOTE: If you are already contributing to the supplemental plan, click **Manage** under the **403(b) Supplemental** plan.

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8. Select the TIAA Pre-Tax or TIAA Roth Benefit Plan.

NOTE: If you are already contributing to the supplemental plan, and plan you want to update is "Selected," you can move to Step 9.

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9. Click Confirm and Continue.



10. Select the Contribution Type, Amount OR Percentage.

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Contribution Type *	select one]	
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Beneficiary			Percentage	
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Secondary Beneficiarie	15 Dillerro			₩ Ш ."
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11. Enter the **Amount** or **Percentage** for the contribution. NOTE: The Amount or Percentage you select is per paycheck Contribution.

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- 12. Click Save.
- 13. Once complete, click Reivew.
- 14. Click Submit.
- 15. Click Done.





Return Retirement Contribution to Previous Election



- 1. Start from the **Benefits** application
- 2. Click Retirement Savings.

Change
Benefits
Beneficiaries
Dependents
Retirement Savings

3. Click Edit.

Retirement Savings Elections



4. Confirm the Event Date is correct.

NOTE: This defaults to the current date. In order for the stipend amount to be removed from the Retirement Contribution for the November 26^{th} pay, this change must take effect between November $15^{th} - 19^{th}$.

Change Retirement Savings





- 5. Click **Continue** to confirm Benefit Event Date.
- 6. Click Continue.
- 7. Click Manage under the 403(b) Supplemental plan.

00000	TUAA Pre-Tax	
Contributio	on per	\$1,000.0
P		_

8. Select or Waive the TIAA Pre-Tax or TIAA Roth Benefit Plan.

NOTE: If you would like to continue to contribute to the supplemental plan, keep the option as **Select**. If you would like to remove the full contribution, click **Waive**.

Plans Available					
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O Select O Warve	Total Ram				
4					

- 9. Click Confirm and Continue.
- NOTE: If you chose to **Waive** the supplemental contribution, you can move to Step 13. **10.** Enter the **Amount** or **Percentage** for the updated contribution.

NOTE: The Amount or Percentage you select is per paycheck Contribution.

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- 11. Click Save.
- **12.** Once complete, click **Reivew**.
- 13. Click Submit.
- 14. Click Done.

