

Changing Supplemental Retirement Savings

Workday Job Aid for Employees

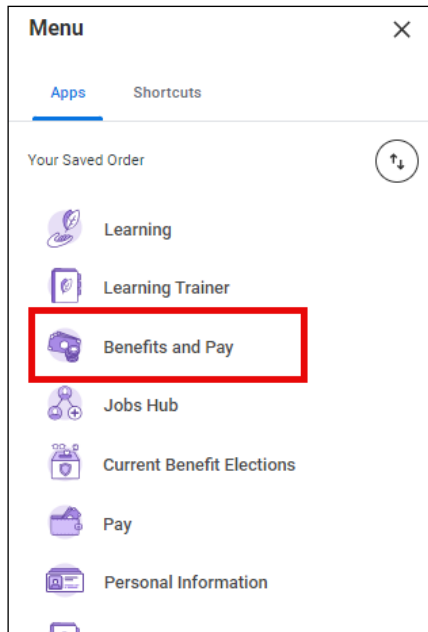
Overview

This Job Aid will show you how to manage your elections for the Supplemental Retirement Annuity (SRA) deductions in Workday. Employees should confirm their election percentage **BEFORE** beginning this process.

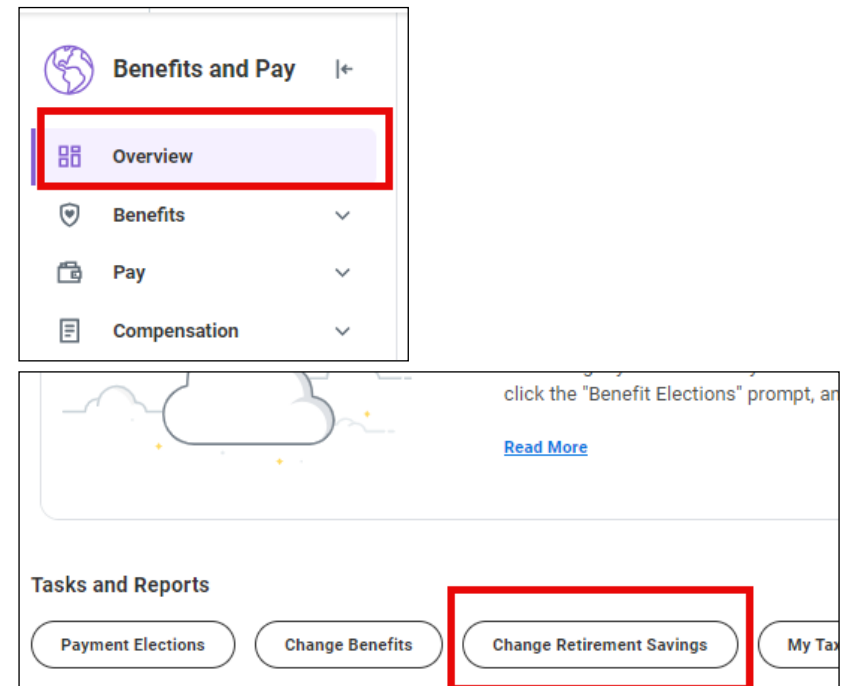
Note: Percentage contributions will remain in place for all available pay dates based on the applicable pay group, 10-month (20 pays) or 12-month (26 pays). If employees wish to reduce or suspend contributions during the summer months (6 summer pays), the percentage must be reduced or cancelled and then reinstated once the fall semester starts.

Change Retirement Savings

1. From the Workday homepage, click **View All Apps** and select the **Benefits and Pay** application. *Alternatively*, click **MENU** and select the **Benefits and Pay** application.



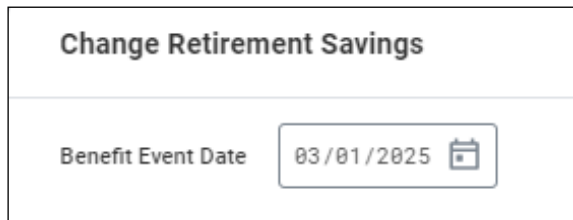
2. On the **Overview** tab, click on **Change Retirement Savings**.



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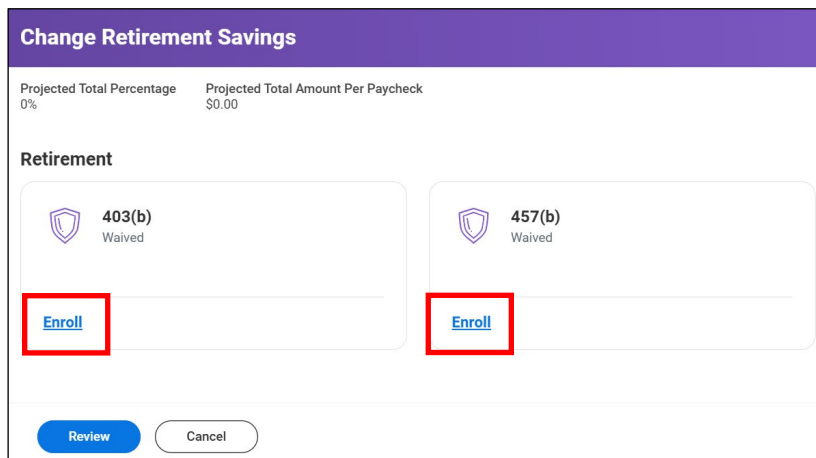
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- The **Change Retirement Savings** pop-up appears. The date always defaults to the current date, which is sufficient for any changes you want to take place as soon as possible. If you want your change to take effect in the future, you must change the date. Click **Continue** to confirm the date. Click **Continue** again to advance to the next step.



A screenshot of a 'Change Retirement Savings' pop-up form. It has a title bar 'Change Retirement Savings'. Below it, there is a label 'Benefit Event Date' followed by a date input field showing '03/01/2025' and a calendar icon.

- Your current enrolments will populate. Click **Manage** under 403(b) and/or 457(b) if you are already enrolled and making a change, or click **Enroll** under 403(b) and/or 457(b) if you are setting up a NEW election.



A screenshot of the 'Change Retirement Savings' main screen. At the top is a purple header with the title 'Change Retirement Savings'. Below the header, there are two columns of information: 'Projected Total Percentage' (0%) and 'Projected Total Amount Per Paycheck' (\$0.00). Under the heading 'Retirement', there are two boxes. The left box is for '403(b)' and shows 'Waived' with a shield icon; below it is a red-bordered box containing the word 'Enroll'. The right box is for '457(b)' and also shows 'Waived' with a shield icon; below it is a red-bordered box containing the word 'Enroll'. At the bottom of the screen are two buttons: 'Review' (blue) and 'Cancel' (white).

Important: You **MUST** have your applicable vendor (i.e., Corebridge, Equitable, TIAA, Voya) account(s) set up **BEFORE** setting up your SRA election. The election will not be approved by HR until the vendor account is completely set up.

If you have created **multiple SRAs**, you will have to do this process for each separate election amount.

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5. The **Plans Available** will populate. Scroll down to your current vendor (in this example, **Voya**). Choose **Select** for the applicable percentage [in this example **Voya (%)**].

Click **Confirm and Continue**.

Plans Available

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

8 Items

Benefit Plan	*Selection	You Contribute (Bi-weekly)	Company Contribution (Bi-weekly)
Voya (%)	<input checked="" type="radio"/> Select <input type="radio"/> Waive		
Voya (Amount)	<input type="radio"/> Select <input checked="" type="radio"/> Waive		

Confirm and Continue

Cancel

6. The page for your selected vendor percentage plan will populate. Enter the **Contribution (%)** and click **Save**.

403(b) - Voya (%)

Projected Total Percentage
10%

Projected Total Amount Per Paycheck
\$0.00

Contribute

Enter how much you want to contribute as a percentage.

Contribution Type Percentage

Contribution (%)

10

Minimum Percentage: 1

Maximum Percentage: 85

Save

Cancel

Note: Percentages should **have no more than 2 decimal points**. For example, 2.5% or 12.75% are acceptable, but 11.333% is not.

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- The **Change Retirement Savings** page populates again and you will see the most recent change you made, noted with **UPDATED** in green on the applicable SRA plan.
- If you have more than one SRA, repeat steps 1-7. Once you are finished entering all elections, click **Review**.

- The View Summary page populates with all election changes made. Click **Submit**.

- The Submitted page populates confirming your updates have been submitted for review. Click **View Retirement Elections** to go back to see your changes, or click **Done** to exit.

Submitted

Success, Your Retirement Elections Have Been Updated

Note: The new percentage election requires approval by HR. You **MUST** have your applicable vendor (i.e., Corebridge, Equitable, TIAA, Voya) account(s) set up **BEFORE** setting up your SRA election. It will not be approved by HR until the vendor account is completely set up.