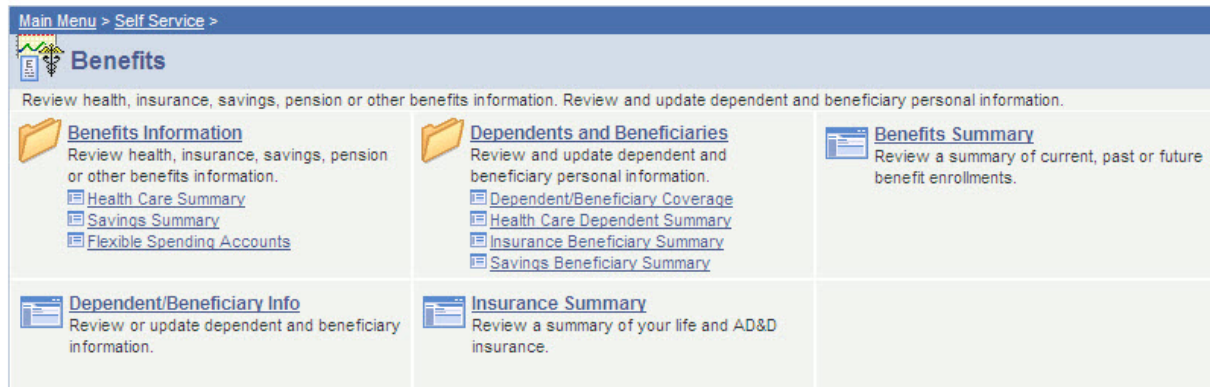


## Updating 403(b) Information in Employee Self Service

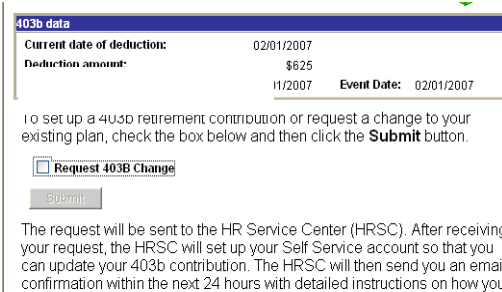
If you need help accessing your Employee Self-Service account, please contact the University IT Support Center (617) 627-3376, Monday through Friday 9:00 a.m. to 5:00 p.m., or via email at [uitsc@tufts.edu](mailto:uitsc@tufts.edu).

Employee Self Service users can increase or decrease a current 403(b) contribution, begin a 403(b) contribution, or discontinue (waive) a 403(b) contribution through Employee Self Service. Users can also change the percent of their 403(b) contribution allocated to Fidelity or TIAA/CREF. Changes can be made to the 403(b) as frequently as you like. Changes will always be effective on the first of the following month.

Log into Employee Self Service at <http://eserve.hr.tufts.edu/> to open a 403(b) event. On the Human Resources Self Service menu, select Benefits and then Benefits Information. From the Benefits Information page, select Savings Summary.



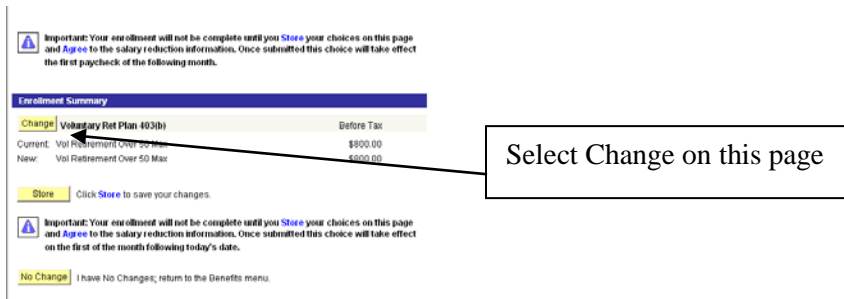
On the Savings Summary page, select “Start a 403(b) contribution or request a change” and submit this request. Within 24 hours you will receive an email indicating that your 403(b) record is available for update.



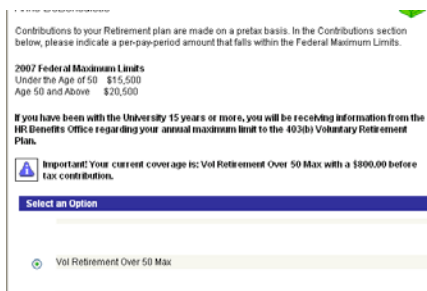
Once you receive an email indicating that your 403(b) event is open, you can log into Employee Self Service and make a change. You can change a contribution amount or begin or stop a contribution to your 403(b). From the self service home page, select Benefits and then select Benefits Enrollment.



On the Benefits Enrollment page, click the **Select** button to open the page that you will use to make your changes and select “Change” on that page.



You federal maximum contribution is displayed on this page. To change or add a contribution, indicate a pay period amount, up to your maximum allowed, in the contribution section. If you want to discontinue your 403(b) contribution, select “Waive”. If you would like to change the percent of your contribution invested in Fidelity or TIAA/CREF, indicate the change in the “Designate your fund allocations” section of this page. Finally, click **Store** to hold your choices until you are ready to finalize.



Waive

**Contributions**  
You must enter your contributions as a pay period amount and you cannot exceed the pay period maximum.

Before Tax  
Pay Period Amount: 800.00 Max: 854.16

**Designate Your Fund Allocations**  
You may choose to invest your Voluntary Plan contributions in TIAA-CREF and/or Fidelity Investments. Your contribution allocation may be in any percentage between the two vendors and must total 100%.

Please note: If you have selected a carrier for the first time, your investment will be deposited into a default fund with that carrier. You will receive information directly from the carrier regarding your investment options. For additional information, please contact the Human Resource Benefits Office at 617-437-3379.

Fund Description	Current Percent Allocation	Investment Percent
TIAACREF		
Fidelity	100.00	100.00
Total: 100.00		

Store Click Store to hold your choice until you are ready to submit your final enrollment on the Enrollment Summary.

Cancel Click Cancel to ignore all entries made on this page and return to the Enrollment Summary.

Indicate contribution amount

Change your investment allocation

On the next page you will have an opportunity to review your choices. Click **OK** to continue or **Edit** to make additional changes. Next click **Store** to save your changes and click **I Agree** on the Salary Reduction Agreement page to finalize your choices.

**Enrollment Summary**

Change Voluntary Plan 403(b) Before Tax

Current	Vol Retirement Over 50 Max	\$800.00
Pending	Vol Retirement Over 50 Max	\$700.00

Store Click Store to save your changes.

**Important:** Your enrollment will not be complete until you Store your choices on this page and Agree to the salary reduction information. Once submitted this choice will take effect on the first of the month following today's date.

No Change I have No Changes; return to the Benefits menu.

Click **Store** to save your choices

**Authorize Elections**

Salary Reduction Agreement - 403(b) Voluntary Retirement Plan

Effective with respect to all amounts payable on or after January 1, 2008, and continuing through the date on which my employment with the University ends or, if earlier, the date this agreement is terminated or superseded, my base salary from the University will be reduced by the amount I have selected. At the same time, the amount by which my salary is reduced will be contributed by the University to my annuity contract(s) and/or custodial account(s) under the Tufts University Voluntary Retirement Plan (the "Voluntary Plan").

I understand that the amount described above will be paid to my TIAACREF Supplemental Retirement Annuity contract(s) ("SRA") and/or Group Supplemental Retirement Annuity contract ("SRA"), and/or my Fidelity custodial account(s) under the Voluntary Plan, as designated by me.

My prior salary reduction agreement that I have made under the Voluntary Plan is hereby superseded. I understand that I may enter into a new salary reduction agreement for the Voluntary Plan at any time by completing a new paper election form available from the HR Benefits Office. Effect for the University may terminate this Agreement as of the end of any month, so that it will not apply to salary subsequently payable.

I understand that I am responsible for determining that the salary reduction that I have selected will not exceed certain limits under the Internal Revenue Code at 1996, as amended (the "Code"). In particular, I have determined that the salary reduction that I have selected will not exceed the maximum amount permitted by the Code.

I Agree Your changes will take effect when you have read the terms above and have clicked I Agree.

I Do Not Agree Do not submit my choices at this time. Return to the Benefits Menu. Do not submit your 403 (b) choice at this time.

Click **I Agree** to finalize your selections

The system will display a screen indicating that the transaction was successful. You will also receive an email message indicating that the event is now closed, your information has been successfully updated, and that changes will be effective on the first of the following month.