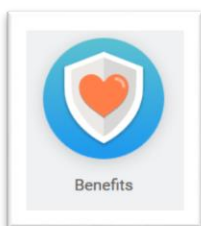


RETIREMENT SAVINGS CONTRIBUTION CHANGE

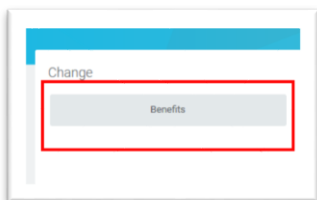
In MyDay, you can make a change to the amount that you contribute to your retirement savings plan(s) effective on the first day of any month throughout the year (on a prospective basis).

Initiate the change via a **Benefit Event**.


1. Click on the Benefits worklet on your home page.

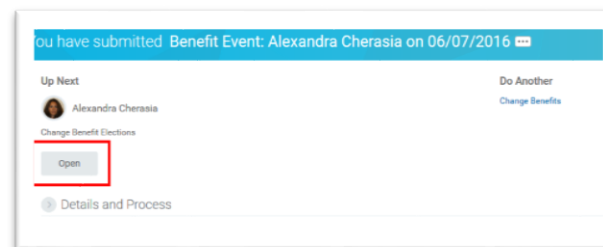


2. Click **Benefits**.



3. You will be brought to the Change Benefits screen.

4. From the Benefit Event Type drop down box, select **Retirement Savings Change – Employee Contribution**.
5. Click the **Calendar** icon  to enter today's date.
6. The Submit Elections By field will automatically populate with the date you must submit your elections by.
7. Click **Submit**.
8. Click **Open** to continue. If you would like to complete this task at a later time, it can be accessed from your MyDay Inbox.



9. Read the help text carefully. Enter the percentage or dollar amount that you would like to contribute per pay period. Waive if you would like to cease your contributions.
10. Click **Continue** and follow the instructions on the next screen and **Submit** your elections.

Need help?

For Benefits questions, please write us at BenefitsHelp@newschool.edu or call 212.229.5671 ext. 4942.

For MyDay questions, please write us at MyDayHRHelp@newschool.edu or call 212.229.5671 ext. 6939