SUNY RETIREMENT@work®

There's never been a better time to save more for retirement.

Enroll in the SUNY Voluntary 403(b) Savings Plan

This guide has been designed to assist employees with enrolling or making changes in the SUNY Voluntary 403(b) Savings Plan (VSP).

Save more with the SUNY Voluntary 403(b) Savings Plan (VSP)*

The VSP provides you an opportunity to save for retirement on a pre-tax (Traditional) and after-tax (Roth) basis. With the pre-tax (Traditional) option, your contributions plus any earnings are not taxed until you withdraw the funds, allowing for even greater potential savings through tax-deferred growth.

Money invested in the after-tax (Roth) option is taxed when it is deducted from your paycheck and it provides the potential to withdraw earnings on a tax-free basis in retirement with a qualifying distribution. (Minimum of five years from year of initial after-tax [Roth] contribution.)

Taxable amounts received prior to age 59½ may be subject to a 10% penalty in addition to ordinary income, for pre-tax (Traditional) or unqualified after-tax (Roth) distributions.

You are allowed to split your 403(b) contributions between pre-tax (Traditional) and after-tax (Roth) options, although the combination of those contributions cannot exceed the maximum allowed by the IRS.

The current IRS limits for the Voluntary 403(b) Savings Plan are as follows:

If you are under age 50,	your 2022 contribution limit is	$20,500.
If you are age 50 or over,	your 2022 contribution limit is	$27,000.

Resources to help you along the way:

- Visit **suny.edu/benefits/vsp/** to learn more about the Voluntary 403(b) Savings Plan.
- Call Customer Service at **866-271-0960**, if you need help enrolling.

Take steps to enroll in the SUNY Voluntary 403(b) Savings Plan now!

1 For first-time users, register and set up your retirement account

If you are already registered, proceed to Part 2 on the next page.

1. **Visit retirementatwork.org/suny**
   Click *Register Now*.
2. **Personal information**
   Enter your Social Security Number and Date of Birth. Click *Next*.
3. **Register for online access**
   Provide the requested personal information and set up your user ID and password. Click *Next*.
4. **We need to ask a few questions to verify your identity**
   You will be presented with three to four security questions to answer. Continue to answer the questions and click *Next* until you reach the **Open and manage your retirement plan** page. Proceed to Step 2 in the instructions on the next page.

Need help? Call the Customer Service Center at **866-271-0960**.

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2 Already registered

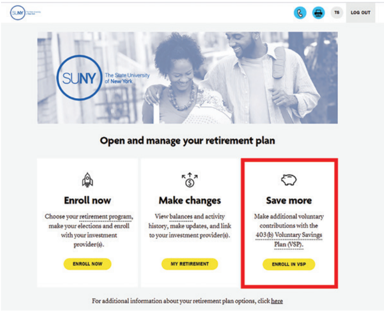
1. **Visit retirementatwork.org/suny**

   Click *Already registered* and log in with your credentials.

2. **Open and manage your retirement plan**

   a. Click on *Enroll in VSP* under **Save more**.

   b. Click on *Choose employer* and select your employer from the list, then click *Continue*. The next screen will review your selection. Click *Confirm*.



3. **Let's set up your retirement contributions**

   a. Click on the *Contributions* tab and enter how much you would like to contribute per pay period.

   b. Check the box if you wish to allocate between pre-tax (Traditional) and/or after-tax (Roth).

   c. Select the effective date and click *Next*.

4. **Who would you like to handle your retirement investments?**

   Enter the percentage of your pre-tax (Traditional) and/or after-tax (Roth) contributions that you wish to allocate to each investment provider. Click *Next*.

5. **Review your contributions**

   Review the terms and conditions of the Salary Deferral Agreement, and check the box to accept. Click *Confirm*.

6. **Confirmation: Your elections were submitted**

   You will now be prompted to visit each website of the investment provider(s) you selected to open an account (if you do not have one already) and select your investments.

   Please note: You will exit Retirement@Work and be taken to each provider's website to complete this task. If you selected more than one provider, you must return to this page and click each provider's name to complete the process.

If you have questions about investment options and services, contact the investment provider(s) directly:

TIAA	TIAA.org/suny	866-662-7945
AIG, Richard Grofsick, Advisor	suny.aigrs.com/home	518-783-6464
Fidelity	netbenefits.com/SUNY	800-343-0860
Voya	suny.beready2retire.com	800-584-6001

Need help? Call the Customer Service Center at **866-271-0960**.

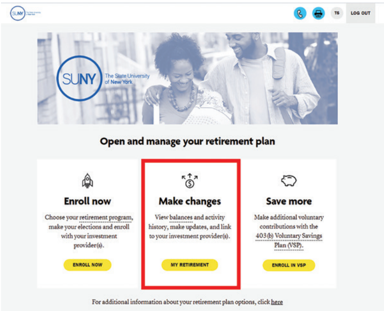
Making retirement account changes with Retirement@Work

Retirement@Work is the online enrollment and management system for the State University of New York Retirement Plan. You can return to Retirement@Work anytime to:

- Change your investment providers for your Optional Retirement Program (ORP) and Voluntary 403(b) Savings Plan (VSP) accounts.
- Manage (start, stop, restart, increase or decrease) your 403(b) salary deferral elections online.
    - If you are starting new contributions, click on the *Set up contributions* button.
- Enroll in the pre-tax (Traditional) and/or after-tax (Roth) option.
- View your VSP account balance.
- Make informed decisions with consolidated views of your current and historical account information—including account balances, contributions and distributions across all providers.

Employees may only view and manage their ORP and 403(b) accounts with Retirement@Work. The Defined Benefit Plan—NYS Retirement Plans (TRS or ERS), New York Police and Fire Retirement System (PFRS) as well as the NYS Deferred Compensation Plan—are not administered by Retirement@Work. For additional information on these benefit programs and individual advisors available for your campus, please refer to **suny.edu/retirement**.

Make changes



1. **Visit retirementatwork.org/suny**
   Click *Already registered* and log in with your credentials.
2. **Open and manage your retirement plan**
   Click on *My retirement* under **Make Changes**.
3. **Location**
   Select your location by clicking *Continue*.
4. **Contributions**
   On the **Contributions** tab, if you are starting new contributions, click on the *Set up contributions* button. If you are changing your contributions, click on the *Manage contributions* button. If you need to stop contributions, click on the *Stop voluntary contributions* link. Check the box to accept the terms and conditions then click on the *Stop contributions* button.
5. **Let's set up your retirement contributions**
   Change your amount per pay period to the desired amount. Check the box if you wish to allocate between pre-tax (Traditional) and/or after-tax (Roth). Select the effective date and click *Next*.
6. **Who would you like to handle your retirement investments?**
   If needed, update the amount of your pre-tax (Traditional) and/or after-tax (Roth) contributions that you wish to allocate to each investment provider. Click *Next*.
7. **Review your contributions**
   Review the terms and conditions of the Salary Deferral Agreement, and check the box to accept. Click *Confirm*.

Need help? Call the Customer Service Center at **866-271-0960**.

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8. **Confirmation: Your elections were submitted**
   You will now be prompted to visit each website of the investment provider(s) you selected to open an account (if you do not have one already) and select your investments.

   Please note: You will exit Retirement@Work and be taken to each provider's website to complete this task. If you selected more than one provider, you must return to this page and click each provider's name to complete the process.

If you have questions about investment options and services, contact the investment provider(s) directly:

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Voya	suny.beready2retire.com	800-584-6001

Need help?

If you need assistance with the Retirement@Work system, **call 866-271-0960**, weekdays, 8 a.m. to 10 p.m. (ET). You will be connected with one of our experienced Retirement@Work consultants.

If you have questions regarding SUNY retirement benefits, please contact your campus benefits administrator.

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Employees of Roswell Park Cancer Institute, the New York State Education Department (NYSED), the SUNY Contract Colleges@Cornell, or the NYS VDC Program are not eligible to participate in the SUNY Voluntary 403(b) Savings Plan.

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