

Staff who are paid monthly must make contribution rate changes no later than Thursday, December 9<sup>th</sup> for their December 22<sup>nd</sup> paycheck.

Staff who are paid weekly must make contribution rate changes no later than Saturday, December 18<sup>th</sup> for their December 22<sup>nd</sup> paycheck, and no later than Saturday, December 25<sup>th</sup> for their December 30<sup>th</sup> paycheck.

To change your retirement savings contributions, log into your account and take the following steps. *Log in, go to the Actions Tab, choose Contributions, Manage My Contributions, then Choose the Annual Maximum, a Percentage or a Dollar Amount. You can also choose Roth 403(b) After-Tax or Pre-Tax Contributions. Once you've completed these steps select, Confirm Elections.*

If you need assistance, call TIAA at [855-250-5424](tel:855-250-5424).