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

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