



Yale University Salary Deferral Election Entry Deadline

If a salary deferral election for your retirement plan is entered through your account at TIAA.org/Yale by 11:59:59 p.m. (ET) on the day of the below election transaction deadline, the election request will be applied to your next scheduled pay check.

- For Weekly Paid Employees:
 - Every Saturday night
- For Semi-Monthly Paid Employees:
 - The 1st and 16th of the month
- For Monthly Paid Employees:
 - The 16th of the month

Important Note – Change in deadlines for 403(b) salary deferral changes for December paychecks due to winter recess:

- If you are paid monthly and want to adjust your 403(b) contributions for December you must enter your change on the TIAA site no later than Thursday, December 11th for your December 23rd paycheck.
- If you are paid weekly, you must enter your change no later than Thursday, December 18th for your December 23rd paycheck, and no later than Thursday, December 25th for your December 30th paycheck.

To change your retirement savings contributions, log into your account and take the following steps. *Log in*, click on *Accounts* in the upper left corner, under Quick Links choose *Manage contributions*.

If you need assistance, call TIAA at 855-250-5424.