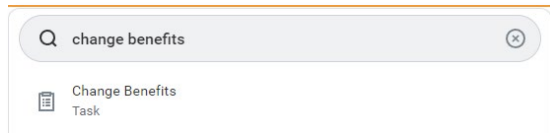


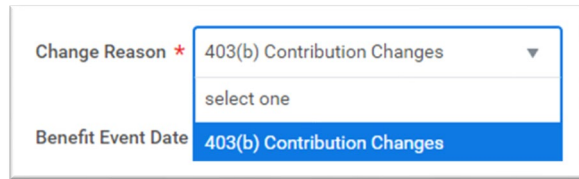
Change 403(b) Retirement Contribution

For guidance on choosing your contribution amount or understanding the differences between pre-tax and post-tax (Roth), please contact TIAA at 800-842-2252. TIAA Consultants are available weekdays, 5 am to 7 pm (PST).

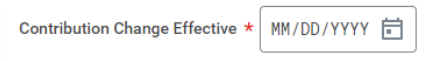
1. In the **Search Bar** at the top of the page, search for and select the **Change Benefits** task.



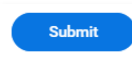
2. In the box **"Change Reason"**, select the **403(b) Contribution Changes** reason.



3. Enter the **Contribution Change Effective** date.



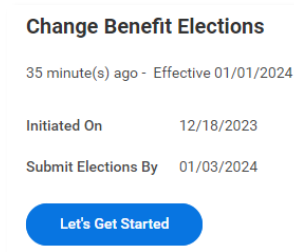
4. Click **Submit** in the bottom lefthand corner to generate the event.



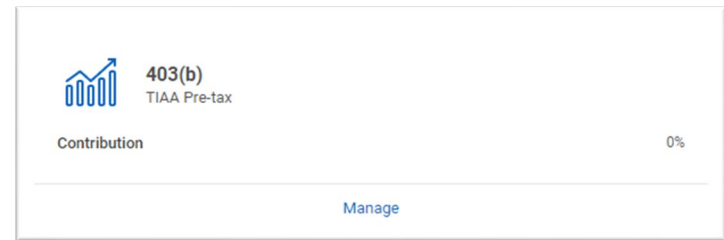
5. Navigate to your **Workday Inbox** by clicking the Inbox icon in the upper righthand corner.



6. Navigate to the Benefit Event in your Workday Inbox, then click **"Let's Get Started"**.



7. Click **Manage** on the 403(b) Election Card.



Job Aid: Change 403(b) Retirement Contribution

8. **OPTIONAL:** If you would like to contribute to the Catch-up plan (see eligibility on page 3) or to the post-tax Roth, click **Select** next to the respective plan. **Please note:** TIAA Pre-tax contributions cannot be waived but you can set the percentage to 0% if you do not want to contribute.

Benefit Plan	*Selection
TIAA Catch-Up	☐ Select ☒ Waive
TIAA Pre-tax	☒ Select ☐ Waive
TIAA ROTH	☐ Select ☒ Waive

9. Click “**Confirm and Continue**” to move to the next screen.

Confirm and Continue

10. Enter your new election percentage in the box on the Contribute screen. The amount is based on your gross compensation per pay period. Repeat step as needed for each elected plan type. **Please Note:** Plans are listed in the following order – Catch-Up, Pre-Tax, and ROTH (Post-Tax). You can view the plan you are updating on the top left of the screen.

Contribute

Enter how much you want to contribute as a percentage.

Contribution Type

Percentage

Contribution (%)

3

Maximum Percentage: 100

11. Click **Save** in the bottom left corner once you are satisfied with your election amount.

Save

12. Click **Review and Sign** in the bottom lefthand corner.

Review and Sign

13. Review your election on the View Summary page, then scroll to the bottom of the page and click the **I Accept** checkbox.

I Accept ☒

14. Click **Submit** in the bottom lefthand corner to finalize and submit the event.

Submit

15. **Double check your contribution amount:** Ensure accuracy by reviewing your pay statements. Contribution changes are processed as soon as administratively possible.

General Information and Helpful Tips:

Your total contribution cannot exceed 100% of pay.

Employee contribution elections across all 403(b) contribution sources (pre-tax, Roth, and catch-up) may not exceed 100% of eligible compensation, subject to payroll and IRS limits.

Review your elections anytime.

You can log into Workday at any time to review or update your contribution elections.

Use the right resource for your question.

- For making changes → [Workday \(via SSO Login\)](#)
- For plan details, IRS maximum contribution amounts, match & vesting information → [Benefits Website](#)
- For investment guidance or retirement planning → [TIAA](#)

Have Questions?

- For personalized retirement guidance or help choosing contribution amounts → **TIAA | 800-842-2252 | Group #334648**
- For Workday support plan → **NU Benefits Team | askhr@nu.edu**



Plan Ahead. Save for Your Future.