

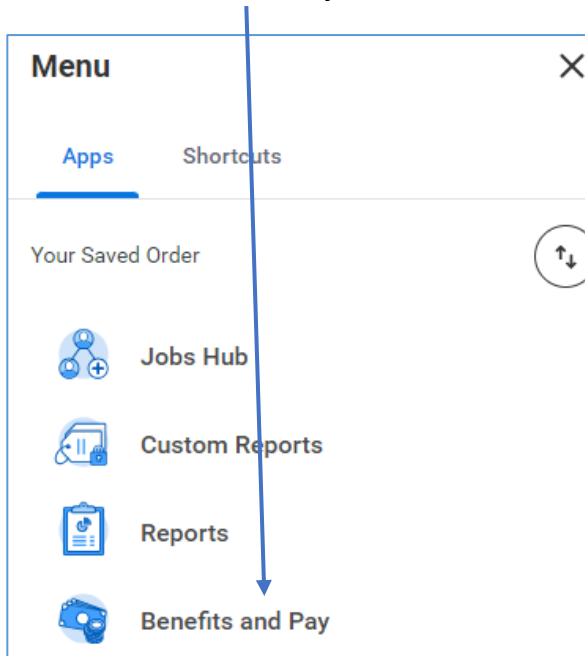
## Employee Instructions for Updating 403(b) Elections

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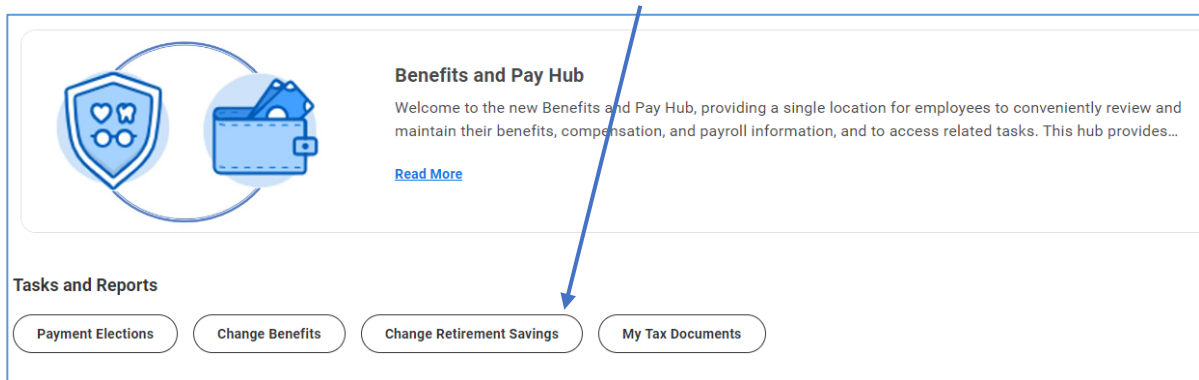
1. Log into Workday.
2. Click the **Menu**.



3. Click on **Benefits and Pay**.



4. From the **Benefits and Pay Hub**, Select **Change Retirement Savings**.



5. You will be prompted to enter the **Benefit Event Date**; enter a current or future date and click **Continue**.

Change Retirement Savings

Benefit Event Date 07/12/2024

Cancel Continue

6. On the next screen, click **Continue**.

MENU RISD Search

Change Retirement Savings

Thank you for confirming the date of your retirement savings change.

Next up, you'll confirm retirement savings benefits that you'd like to keep the same, or add any changes you'd like to make.

Continue Cancel

7. On the **Change Retirement Savings** page, you will see options for the **403(b)** plan and the **Roth 403(b)** plan. You will have the option to **Manage** your current contribution or **Enroll** to set up a new contribution under the desired plan.

Retirement

403(b) TIAA Including Catch-Up Contribution 5% Manage

403(b) Roth Waived Enroll

8. On the election page, select the radio dial to **Select** or **Waive** your enrollment, and then click **Confirm and Continue**.

**403(b)**

Projected Total Percentage: 2%      Projected Total Amount Per Paycheck: \$0.00

**Plans Available**

Select a plan or Waive to opt out of 403(b).

1 item

Benefit Plan	*Selection	You Contribute (Biweekly)	Company Contribution (Biweekly)
TIAA Biweekly	<input checked="" type="radio"/> Select <input type="radio"/> Waive	2%	

Confirm and Continue      Cancel

9. From the **Contribution Type** drop-down, select either **Percentage** or **Amount**.

**403(b) - TIAA**

Projected Total Percentage: 2%      Projected Total Amount Per Paycheck: \$0.00

**Contribute**

Enter how much you want to contribute as an amount or a percentage.

Contribution Type \* Amount

Per Paycheck Contribution (\$) select one

Maximum Amount: \$23,000.00

10. In the **Per Paycheck Contribution** field, enter either the flat dollar or percentage of pay you wish to contribute per pay period.

**403(b) - TIAA**

Projected Total Percentage: 0%      Projected Total Amount Per Paycheck: \$100.00

**Contribute**

Enter how much you want to contribute as an amount or a percentage.

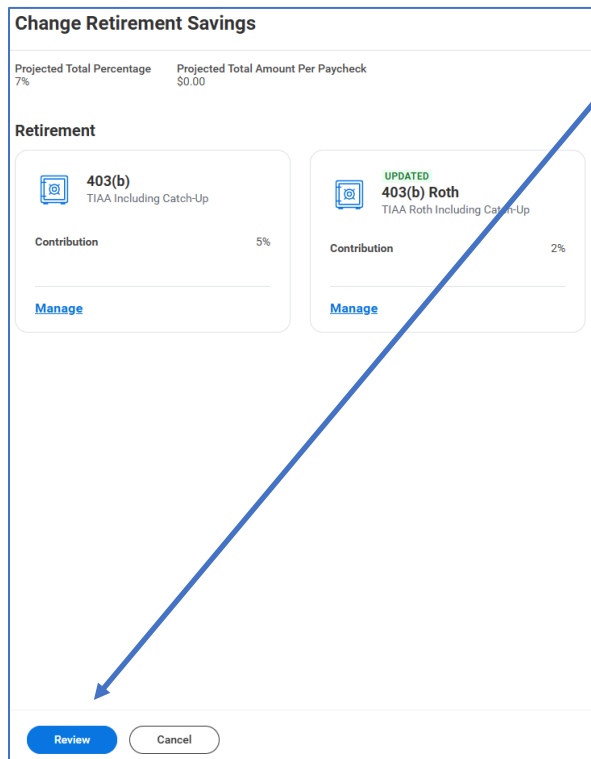
Contribution Type \* Amount

Per Paycheck Contribution (\$) 100.00

11. At the bottom of the page, click **Save**.

12. If desired, repeat steps 7 through 11 for the other plan.

13. On the Change Retirement Savings page, click **Review**.



**Change Retirement Savings**

Projected Total Percentage: 7%      Projected Total Amount Per Paycheck: \$0.00

**Retirement**

**403(b)**  
TIAA Including Catch-Up

Contribution: 5%

[Manage](#)

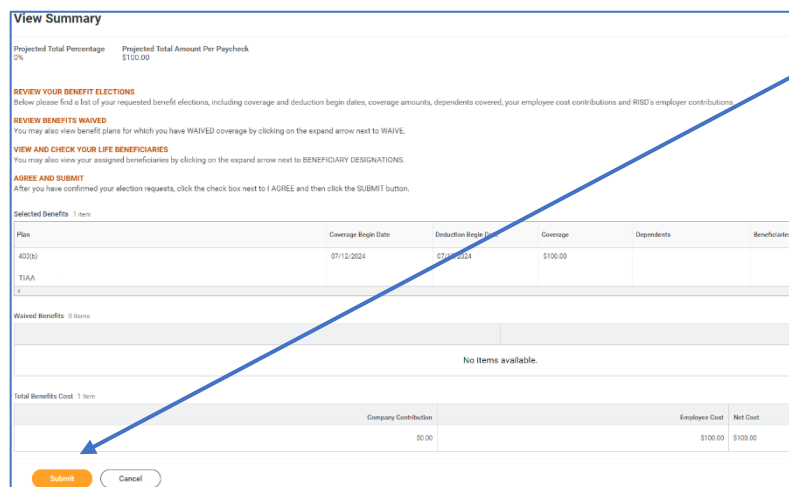
**UPDATED 403(b) Roth**  
TIAA Roth Including Catch-Up

Contribution: 2%

[Manage](#)

[Review](#) [Cancel](#)

14. On the **View Summary** page, review your election and if correct, select **Submit**



**View Summary**

Projected Total Percentage: 0%      Projected Total Amount Per Paycheck: \$100.00

**REVIEW YOUR BENEFIT ELECTIONS**  
Below please find a list of your requested benefit elections, including coverage and deduction begin dates, coverage amounts, dependents covered, your employee cost contributions and RSD's employer contributions.

**REVIEW BENEFITS WAIVED**  
You may also view benefit plans for which you have WAIVED coverage by clicking on the expand arrow next to WAIVE.

**VIEW AND CHECK YOUR LIFE BENEFICIARIES**  
You may also view your assigned beneficiaries by clicking on the expand arrow next to BENEFICIARY DESIGNATIONS.

**AGREE AND SUBMIT**  
After you have confirmed your election requests, click the check box next to I AGREE and then click the SUBMIT button.

**Selected Benefits** 1 item

Plan	Coverage Begin Date	Deduction Begin Date	Coverage	Dependents	Beneficiaries
403(b) TIAA	07/12/2024	07/12/2024	\$100.00		

**Waived Benefits** 0 items

No items available.

**Total Benefits Cost** 1 item

Company Contribution	Employee Cost	Net Cost
\$0.00	\$100.00	\$100.00

[Submit](#) [Cancel](#)

15. You may choose to print a confirmation statement by clicking **View Retirement Elections**

**Submitted**

**Success, Your Retirement Elections Have Been Updated**

Below is a confirmation of the elections you have made.

[View Retirement Elections](#)

