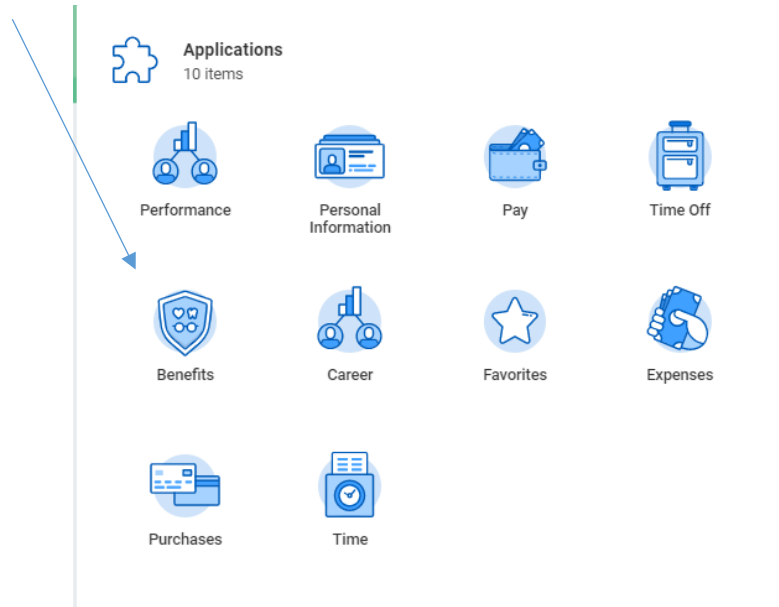
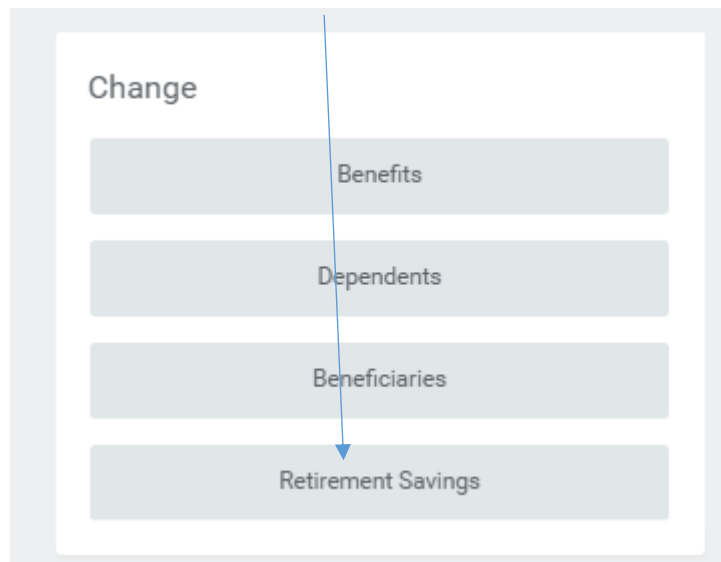


Employee Instructions for Updating 403(b) Elections

1. Log into Workday
2. Click on the benefits worklet

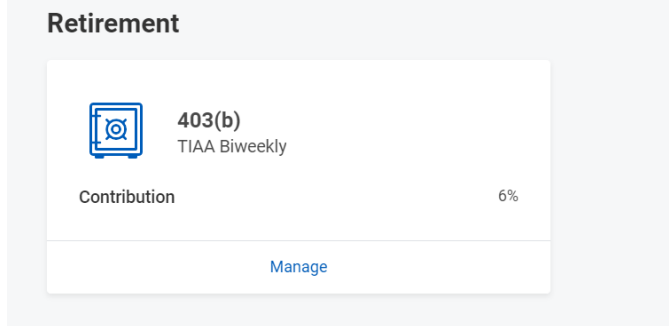


3. On the next screen under change click on the box that says retirement savings



4. On the next screen click add or edit (add will be there if you do not currently contribute money, edit will be there if you currently are contributing money)
5. On the next screen it will ask for a date: enter today's date
6. Click Continue

7. Click Continue again
8. Click Manage (or enroll if you are not currently contributing)



- 9.
10. If changing amount- leave the radio dial clicked next to select and click confirm and continue

Plans Available

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

1 item

*Selection	Benefit Plan	You Contribute (Biweekly)
<input checked="" type="radio"/> Select <input type="radio"/> Waive	TIAA Biweekly	6%

11. From the drop down for contribution type select either percentage or amount

Contribute

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

Contribution Type * Percentage ▼

Contribution (%) select one

Maximum Percentage: 1 Amount

Percentage

12. Enter the new percent or flat dollar amount you want your election to change to (elections are per pay period)
13. Click Save
14. Click Review
15. Review election and start date of deduction and electronically sign