

Retirement Plan Contribution Changes Workday Instructions

1 Select the **Benefits** worklet from the *Applications* menu



Benefits

2 Select **Retirement Savings** from the *Change* menu

Change

Benefits

Beneficiaries

Dependents

Retirement Savings

3 Select **Edit**

Edit

4 Enter the date that you would like the change to take effect as the **Event Date** and click **OK**

Event Date 02 / 01 / 2019

OK

5 Enter the percentage of your pay that you would like to contribute as a **Pre-tax** and/or **Roth** contribution

Benefit Plan	*Elect / Waive	Employee Contribution
403(b) - TIAA Voluntary Contribution (Pre-Tax)	<input checked="" type="radio"/> Elect <input type="radio"/> Waive	Percent <input style="width: 80%;" type="text" value="5"/>
403(b) - TIAA Voluntary ROTH Contribution (Post-Tax)	<input checked="" type="radio"/> Elect <input type="radio"/> Waive	Percent <input style="width: 80%;" type="text" value="5"/>

6 Click **Submit**

Submit