

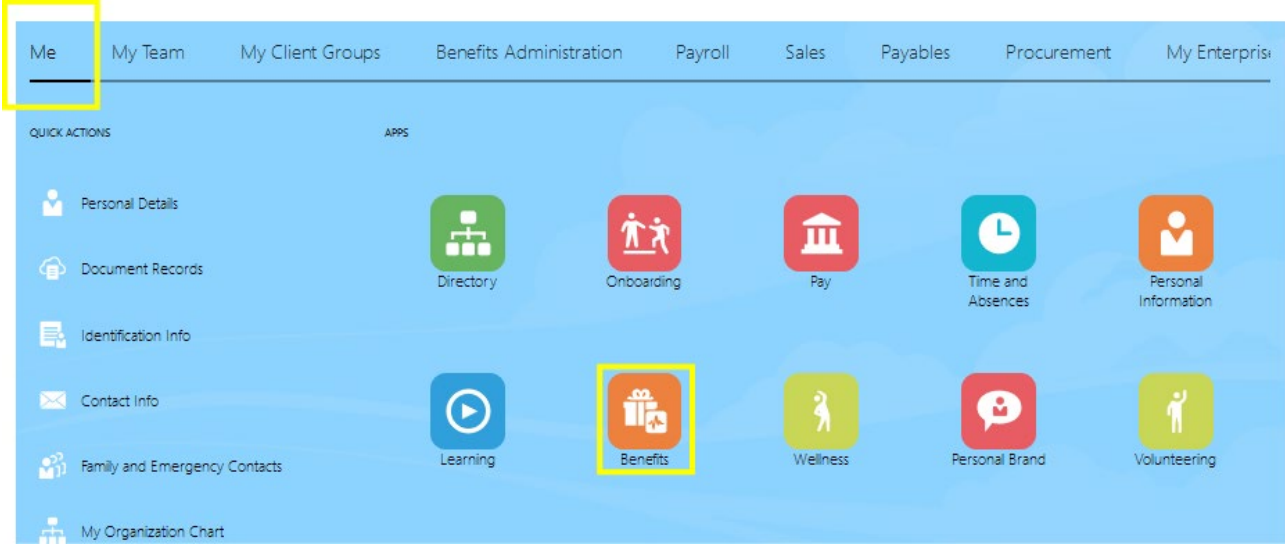
## Champlain College - Changing Your 403(b) Contribution

The guide walks you through how to make changes to your 403(b) contribution.

Walkthroughs:

- 1.0 Navigation Path
- 2.0 Changing Your 403b Contribution


Audience: All

Process Step & Description	Action
<p><b>1.0</b> Navigation Path</p>	<p><b>Getting Started</b></p> <ul style="list-style-type: none"> <li>➤ Navigation Path Me &gt; Benefits &gt; Change Benefits Elections</li> </ul> <p>From the Home Screen, be on the <b>Me</b> tab.</p> <ul style="list-style-type: none"> <li>• Click on the <b>Benefits</b> Icon.</li> </ul>  <p>The screenshot shows a user interface with a top navigation bar containing tabs: Me, My Team, My Client Groups, Benefits Administration, Payroll, Sales, Payables, Procurement, and My Enterprise. The 'Me' tab is highlighted with a yellow box. Below the navigation bar is a 'QUICK ACTIONS' section with various icons. The 'Benefits' icon, which depicts a gift box, is highlighted with a yellow box.</p>

- Next click **Make Changes**


Review your benefits package and relevant info before you enroll. Click on Make Changes to proceed.

**Make Changes**




**Pending Actions**

Address your open items to complete enrollment




**Your Benefits**

See your current, past, and future enrollments



**Report a Life Event**

Record a life event for enrollment opportunities



**Before You Enroll**

Add family and others before you enroll


## Changing Your 403b Contribution

On the **Before You Enroll** screen:

- Click **Continue** from the top right corner.

Before You Enroll


**Continue** **Cancel**



**Information**

To cover family and others in benefits, add them now before you enroll. You may also add individuals or organizations you will designate as beneficiaries or emergency contacts.

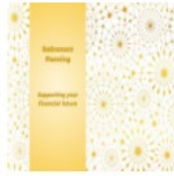
People to Cover + Add



There's nothing here so far.

### 2.0 Changing Your 403b Contribution

- Click the **Champlain College Retirement Program** from the list.  
**Note:** *If you are 50 years of age or older, you will have a second tile on this screen that enables you to add a “catch-up” amount in dollars to your retirement program.*



## Champlain College Retirement Program

- On the next page, **Edit**.

### Retirement

 Edit

#### CC - 403b

CC - 403(b) Employee Unmatched  
Employee Contribution

4 %



CC - 403-B Employee Match

2.5 %



#### CC - 403b Roth

CC - 403(b) Employee Unmatched (ROTH)  
Employee Contribution

4 %



CC - 403(b) Employee Match Roth

2.5 %



- Click the **pencil** icon to edit each contribution type you would like to edit or begin contributing to.

### CC - 403b

#### CC - 403(b) Employee Unmatched

Employee Contribution

4 %  
Employee Contribution



#### CC - 403-B Employee Match

CC - 403-B Employee Match

2.5 %  
Employee Contribution



Employer Contribution  
5 %

### CC - 403b Roth

#### CC - 403(b) Employee Unmatched (ROTH)

Employee Contribution

4 %  
Employee Contribution



#### CC - 403(b) Employee Match Roth

CC - 403(b) Employee Match Roth

2.5 %  
Employee Contribution



Employer Contribution  
5 %

- For each contribution type enter the *percentage* of pay that you would like to contribute. Please note, the employer match will not update until you submit your change in the following steps. Click **OK**.

CC - 403-B Employee Match

CC - 403-B Employee Match

Employee Contribution

5

0 to 5, in increments of 0.01

Employer Contribution

5 %

OK Cancel

- Once you have updated each contribution type you wish to change, click **Continue** at the top of the page. Note: your total per pay period cost and employer contributions will not update until it is submitted.

Retirement

Continue Cancel

- Review your changes and click **Submit**.

Champlain College Retirement Program

Submit Cancel

- You have now updated your contributions.