

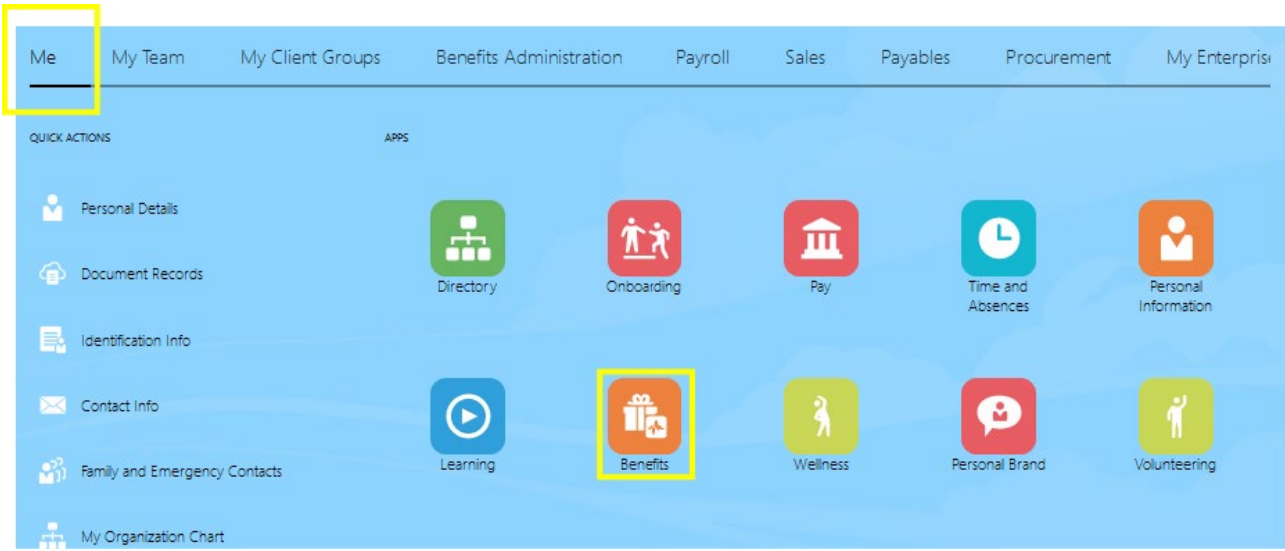
Champlain College - Changing Your 403(b) Contribution in Oracle

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>1.0 Navigation Path</p>	<p>Getting Started</p> <ul style="list-style-type: none"> ➤ Navigation Path Me > Benefits > Change Benefits Elections <p>From the Home Screen, be on the Me tab.</p> <ul style="list-style-type: none"> • Click on the Benefits Icon. 


- 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, click **Edit**.

Retirement

Edit

CC - 403b

CC - 403(b) Employee Unmatched Employee Contribution	3.5 % ▼
CC - 403-B Employee Match	1.5 % ▼


CC - 403b Roth

CC - 403(b) Employee Unmatched (ROTH) Employee Contribution	3.5 % ▼
CC - 403(b) Employee Match Roth	1.5 % ▼


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

CC - 403b

CC - 403(b) Employee Unmatched


<input checked="" type="checkbox"/>	Employee Contribution	3.5 %	
		Employee Contribution	

CC - 403-B Employee Match


<input checked="" type="checkbox"/>	CC - 403-B Employee Match	1.5 %	
	Employer Contribution		
	1.5 %		

CC - 403b Roth

CC - 403(b) Employee Unmatched (ROTH)

<input checked="" type="checkbox"/>	Employee Contribution	3.5 %	
		Employee Contribution	

CC - 403(b) Employee Match Roth

<input checked="" type="checkbox"/>	CC - 403(b) Employee Match Roth	1.5 %	
	Employer Contribution		
	1.5 %		

- For each contribution type enter the *percentage* of pay that you would like to contribute.
 - ★ **Note:** *the employer match will not update until you submit your change in the following steps.*

- Click **OK**.



CC - 403-B Employee Match

Employee Contribution

0 to 3, in increments of 0.01

Employer Contribution
3 %

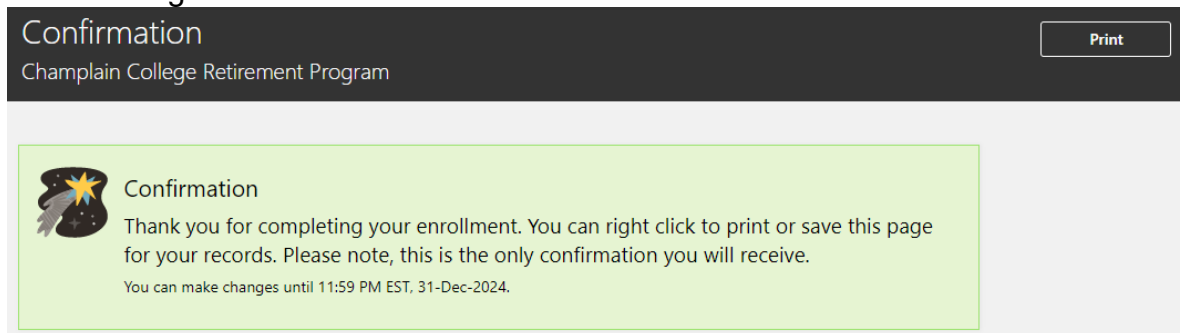
- Once you have updated each contribution type you wish to change, click **Continue** at the **top** of the page.
 - ★ **Note:** *your total per pay period cost and employer contributions will not update until it is submitted.*



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



- The confirmation which means your change has processed will have a green box with message.



- You have now updated your contributions and they will be reflected in your pay check for the pay period during which you entered them. [View the pay schedule.](#)

If you have any questions, please contact Your Benefits Team at 802.443.5485 or benefits@gmhec.org.

To assign/edit beneficiaries and view your TIAA account, visit: <https://www.tiaa.org/public/retire/enroll-now/champlain>