

The SUNY Quick Reference Enrollment Guide

As a new employee of the State University of New York (SUNY), you are eligible to enroll in a retirement system. Your job classification determines which of the following retirement systems you may elect:

- SUNY Optional Retirement Program (ORP)
- NYS Teachers' Retirement System (TRS)
- NYS Employees' Retirement System (ERS)
- New York State Police and Fire Retirement System (PFRS)

For more information about your eligibility, please check with your benefits officer.

Save more with the SUNY 403(b) Voluntary Savings Plan*

In addition to enrolling in a retirement system or if you decline membership in a retirement system, you have the option to enroll in the SUNY 403(b) Voluntary Savings Plan.

The 403(b) provides you an opportunity to save for retirement on a pretax (Traditional) and after-tax (Roth) basis. With the pretax option, your contributions plus any earnings are not taxed until you withdraw the funds, allowing for even greater potential savings through tax-deferred growth.

Money invested in the Roth option is taxed when it is deducted from your paycheck and it provides the potential to withdraw earnings on a tax-free basis in retirement with a qualifying distribution. Taxable amounts received prior to age 59½ may be subject to a 10% penalty in addition to ordinary income.

You are allowed to split your 403(b) contributions between pretax and Roth options, although the combination of those contributions cannot exceed the maximum allowed by the IRS.

The current IRS limits for the 403(b) Voluntary Savings Plan is as follows:

If you are under age 50	Your 2021 contribution limit is	\$19,500
If you are age 50 or over	Your 2021 contribution limit is	\$26,000

Resources to help you along the way:

- Visit suny.edu/retirement to learn more about the retirement system options.
- Visit suny.edu/benefits/vsp/ to learn more about the 403(b) Voluntary Savings Plan.
- Call customer service at **866-271-0960** if you need help enrolling.

*Employees of Roswell Park Cancer Institute, the New York State Education Department (NYSED), the SUNY Contract Colleges@Cornell, or the NYS VDC Program are not eligible to participate in the SUNY 403(b) Voluntary Savings Plan.

Retirement@Work®—your online enrollment and management system for your SUNY retirement account(s)

Gather the following information before you start the enrollment process:

- Your Social Security number and date of birth
- Contract numbers of any vested employer-sponsored retirement contract with either TIAA, AIG, Fidelity or Voya
- Membership number, if you are presently a member of the New York State Employees' Retirement System (ERS), the New York State Teachers' Retirement System (TRS) or New York State Police and Fire Retirement System (PFRS)
- Date of retirement, if you are presently receiving a retirement benefit from any Retirement System of New York State
- The name, address, telephone number, and email address of your designated beneficiary(ies)
- You may also want to research investment providers and determine how you wish to invest your retirement assets before starting the enrollment process

1 Register and set up your retirement account

To start your enrollment process, visit retirementatwork.org/suny.

- If it's your first time here, click *Register Now*. If you are already registered, go to step 2.
- Enter the required information then create your user ID (must be 6 to 20 alphanumeric characters) and password (must contain one letter, one number and should be 8-20 alphanumeric characters).
- For your protection, you will be asked additional security questions for a higher level of authentication.

2 Complete your retirement program election

1. Once logged in, you will see the **'Open and manage your retirement plan'** page. Click *Enroll now* and answer the questions as presented.
2. Next you will be prompted to select your investment provider(s)—who you would like to handle your retirement investments. If you do not choose an investment provider, contributions (both employer and employee) remitted on your behalf will default to an investment provider selected by SUNY, the plan sponsor.
3. Once complete, a confirmation page will appear stating **'Your elections were submitted.'** You will be prompted to visit each website of the investment provider(s) you selected to open an account (if you do not have one already) and select your investments by plan.



Please note: You will exit Retirement@Work and be taken to each provider's website to complete this task. If you selected more than one provider, **you must return to this page** and click each provider's name to complete the process.

If you have questions about investment options and expenses, call your investment provider directly at the numbers shown below:

TIAA	TIAA.org/suny	800-842-2252
AIG, Richard Grofsick, Advisor	suny.aigrs.com/home	518-783-6464
Fidelity	netbenefits.com/SUNY	800-343-0860
Voya	suny.beready2retire.com	800-584-6001

Making retirement account changes with Retirement@Work

You can return to Retirement@Work anytime to:

- Change your investment providers for your Optional Retirement Program (ORP) and 403(b) Voluntary Savings Plan accounts.
- Manage (start, stop, restart, increase or decrease) your 403(b) salary deferral elections online.
- Enroll in the traditional pretax and/or Roth after-tax option; or split your 403(b) contribution between the Roth after-tax and the traditional pretax option.
- View your Optional Retirement Program (ORP) and 403(b) account balances.
- Make informed decisions with consolidated views of your current and historical account information—including account balances, contributions and distributions across all providers.

Simply visit retirementatwork.org/suny and click on *My retirement* under the ‘**Make Changes**’ section.

Employees may only view and manage their ORP and 403(b) accounts with Retirement@Work. The Defined Benefit Plan—NYS Retirement Plans (TRS or ERS), New York Police and Fire Retirement System (PFRS), as well as the NYS Deferred Compensation Plan—are not administered by Retirement@Work. For additional information on these benefit programs, and individual advisors available for your campus, please refer to suny.edu/retirement.

Need help?

If you need assistance with the Retirement@Work system, **call 866-271-0960**. You will be connected with one of our experienced Retirement@Work consultants.

Weekdays, 8 a.m. to 10 p.m. (ET).

If you have questions regarding SUNY retirement benefits, please contact your campus benefits administrator.

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