



TO: All UCF Employees

FROM: UCF Human Resources - Benefits Section

SUBJECT: The University of Central Florida 403(b) Plan - Notice of Eligibility

---

The University of Central Florida ("UCF") provides you with the opportunity to save for your retirement through the UCF 403(b) Plan. All UCF employees are eligible to participate in the 403(b) Plan. If you wish to enroll or you are already enrolled and wish to change the amount of your deferral, you can accomplish this by logging into the Retirement@Work website from the [UCF HR Retirement page](#).

The 403(b) Plan provides you with an opportunity to save for retirement through contributions which can be designated as pre-tax and/or as after-tax (Roth) deferrals. Amounts contributed as pre-tax are not subject to federal income tax until you receive a distribution from the account. Amounts contributed as after-tax Roth are subject to federal income tax, although earnings and distributions from the account are not subject to federal income tax. However, there are some exceptions for early withdrawal or certain other circumstances as specified by the IRS.

Employees are encouraged to read the [Summary Plan Description](#) ("SPD") and to read [IRS regulations](#) regarding these accounts before making a decision regarding your retirement savings.

The maximum amount of elective deferrals an employee can contribute annually to a 403(b) is generally the lesser of:

- 100% of includible compensation; or
- \$23,500 (2025 limit)  
\*Age 50 (or older) catch up contribution limit of \$7,500  
\*\* Employees turning age 60, 61, 62, or 63 in 2025, catch up contribution limit of \$11,250.

However, this general limit is reduced by the amount of elective deferrals an employee makes to:

- 401(k) plans;
- SIMPLE IRA plans;
- Salary Reduction Simplified Employee Pension (SARSEP) plans;
- Other 403(b) plans; and
- Code Section 501(c)(18) plans.

Please note that 403(b) plans are subject to a special rule which aggregates contributions made on behalf of a participant in the UCF 403(b) Plan (including the State of Florida Optional Retirement Program) and contributions made on behalf of the same participant to a 401(a) plan maintained by an employer that is owned more than 50% by that participant.

The UCF 403(b) Plan has approved specific vendors for purposes of your 403(b) contributions. Contact information and enrollment instructions can be viewed on the [UCF HR Retirement page](#).

For questions, contact the UCF Benefits Section at (407) 823-2771 or [benefits@ucf.edu](mailto:benefits@ucf.edu).