



Retirement@Work

Presented by
Samuel Ensenat, UCF HR Benefits

RETIREMENT@work[®]

An online platform for all UCF employees who either want to participate or are currently participating in the UCF 403b plan.

- Implemented in November 2020

- Replaced the
 - Salary Reduction Agreement (SRA) forms and
 - Access to 403b through myUCF



RETIREMENT@work[®]

Allows employees to:

- Enroll in a 403(b) Tax Deferred Savings Account / Non-SUSORP on your own without meeting with a company representative.
- Start, stop, or change 403(b) contributions at anytime
- Research investments options
- Manage investments for all the plans in which they participate



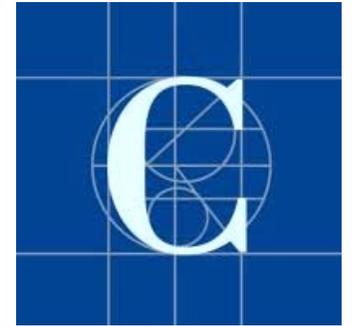
UCF 403b Plan

- Available to all UCF employees
- Pre-tax and after-tax (Roth) contribution options
- Loan, hardship, and in-service distributions available if eligible
- No deadline to enroll (must be active to participate in plan)
- Three investment providers to choose between (AIG, Fidelity, & TIAA)
 - Allowed to have more than one at a time
- IRS contribution limit for 2022:
 - Under age 50: **\$20,500**
 - Age 50 and over: **\$27,000**

Consult w/ CAPTRUST

CAPTRUST's retirement counselors are available to provide you with individual, unbiased investment advice, and to assist you with your retirement plan investment decisions.

- Available to all UCF employees
- Services are free as part of your retirement package
- Appointments available (M-T 8:30am-8pm, F 8:30am-6pm EST)
- Call directly at 800.967.9948 (M-T 8:30am-4pm, F 8:30am-4pm EST)
- Also visit www.captrustadvice.com for tools and resources, including webinar access, retirement calculators, newsletters, articles, and more.



403b Enrollment Process

- ❑ Enrollment through Retirement@Work
 - ❑ May select a flat dollar amount or percentage to contribute biweekly to one or more of the three 403b providers
 - ❑ Review & confirm elections
 - ❑ Visit 403b provider website to open an account
 - ❑ Plan number/access code may be required
 - **AIG**: 07697001 (pretax) / 07697101 (Roth)
 - **Fidelity**: 56713
 - **TIAA**: Not Needed

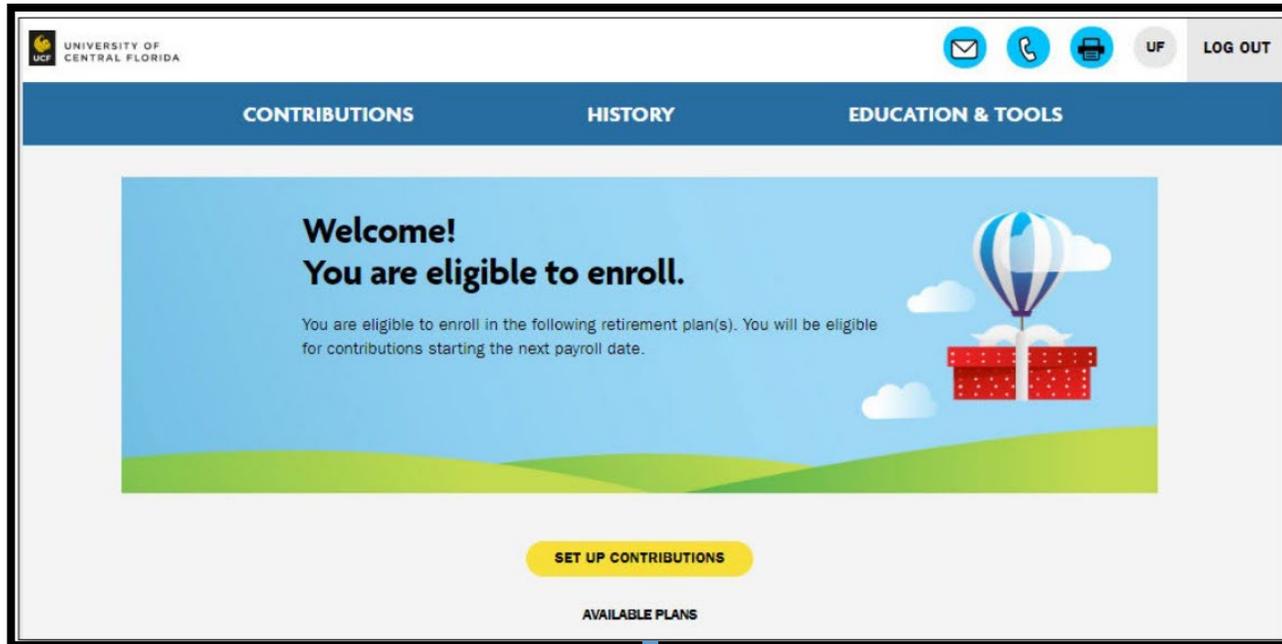


Making Changes to an Existing 403b

- ❑ Must be done through Retirement@Work
- ❑ Changes become effective based on when the change occurred, or the future date pay period selected
 - To make contribution changes for the 05/06/2022 paycheck, the deadline is 04/25/2022



Retirement@Work: Step One



UNIVERSITY OF CENTRAL FLORIDA

CONTRIBUTIONS HISTORY EDUCATION & TOOLS

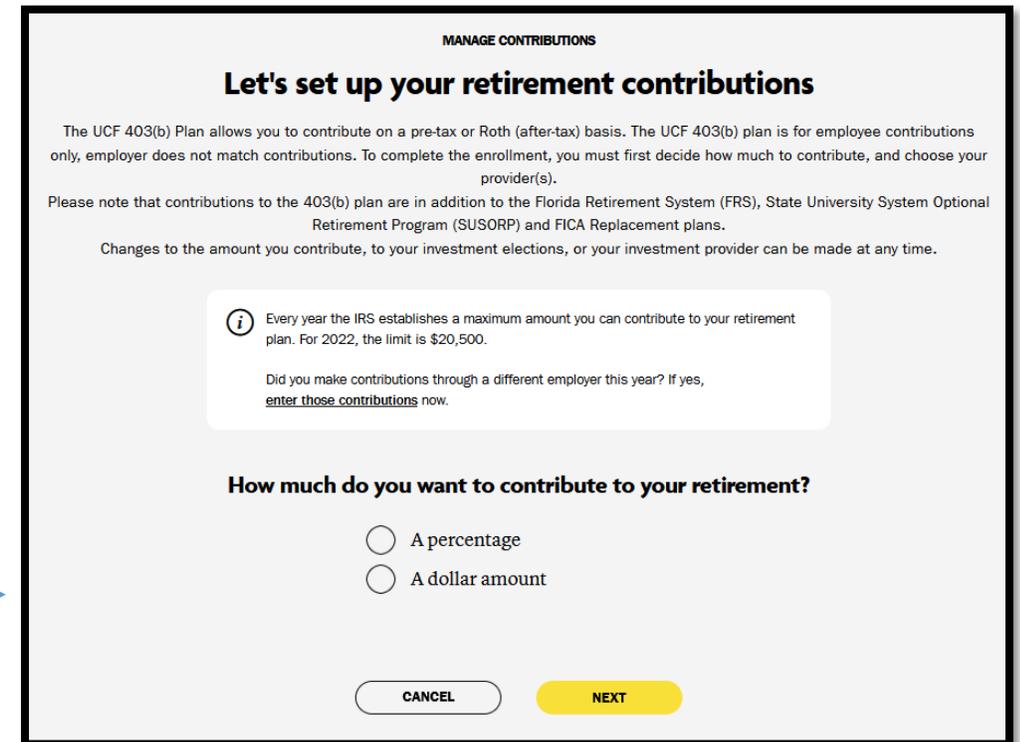
Welcome!
You are eligible to enroll.

You are eligible to enroll in the following retirement plan(s). You will be eligible for contributions starting the next payroll date.

SET UP CONTRIBUTIONS

AVAILABLE PLANS

The screenshot shows a web interface for the University of Central Florida's Retirement@Work portal. At the top, there is a navigation bar with the university logo and name, and several utility icons (mail, phone, printer, UF logo, and a LOG OUT button). Below the navigation bar, there are three tabs: CONTRIBUTIONS, HISTORY, and EDUCATION & TOOLS. The main content area features a large blue banner with the text "Welcome! You are eligible to enroll." and a sub-message stating that the user is eligible to enroll in retirement plans starting from the next payroll date. To the right of the text is an illustration of a hot air balloon and a red gift box. Below the banner is a prominent yellow button labeled "SET UP CONTRIBUTIONS" and a link for "AVAILABLE PLANS".



MANAGE CONTRIBUTIONS

Let's set up your retirement contributions

The UCF 403(b) Plan allows you to contribute on a pre-tax or Roth (after-tax) basis. The UCF 403(b) plan is for employee contributions only, employer does not match contributions. To complete the enrollment, you must first decide how much to contribute, and choose your provider(s).

Please note that contributions to the 403(b) plan are in addition to the Florida Retirement System (FRS), State University System Optional Retirement Program (SUSORP) and FICA Replacement plans.

Changes to the amount you contribute, to your investment elections, or your investment provider can be made at any time.

i Every year the IRS establishes a maximum amount you can contribute to your retirement plan. For 2022, the limit is \$20,500.

Did you make contributions through a different employer this year? If yes, [enter those contributions](#) now.

How much do you want to contribute to your retirement?

A percentage

A dollar amount

CANCEL **NEXT**

The screenshot displays the "MANAGE CONTRIBUTIONS" page. It features a heading "Let's set up your retirement contributions" followed by explanatory text about the UCF 403(b) Plan, including details on pre-tax or Roth contributions and employer matching. A note mentions that contributions are in addition to other retirement programs like FRS, SUSORP, and FICA. Below this is an informational icon (i) and text stating the IRS limit for 2022 is \$20,500. A question asks if the user has made contributions elsewhere this year, with a link to "enter those contributions". The main question is "How much do you want to contribute to your retirement?", with two radio button options: "A percentage" and "A dollar amount". At the bottom, there are two buttons: "CANCEL" and "NEXT". A blue arrow from the "SET UP CONTRIBUTIONS" button in the previous screenshot points to this page.

Setting Up Contributions

This is where you determine if you want your contributions to be Roth or Pre-Tax

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How much do you want to contribute to your retirement?

A percentage
 A dollar amount

AMOUNT PER PAY PERIOD:

% = \$0.00

Allocate between Pre-Tax and/or Roth contributions

When would you like to start making contributions?

First available paycheck
 Future date

[Payroll Schedules \(PDF\)](#)

Entry defaults to Pre-Tax if you don't specify it's for the ROTH

MANAGE CONTRIBUTIONS

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How much do you want to contribute to your retirement?

A percentage

A dollar amount

AMOUNT PER PAY PERIOD:

= 4.38%

Allocate between Pre-Tax and/or Roth contributions

When would you like to start making contributions?

First available paycheck

Future date

[Payroll Schedules \(PDF\)](#)

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A percentage

A dollar amount

AMOUNT PER PAY PERIOD:

= 4.38%

Allocate between Pre-Tax and/or Roth contributions

How would you like to split these contributions?

Pre-Tax	<input type="text" value="\$ 100.00"/>
Roth	<input type="text" value="\$ 0"/>

Total (must equal \$100.00): **\$100.00**

Contribution Date

- Default is first available paycheck
- Can set up for future pay period date

[Open Payroll Schedule \(PDF\)](#)

MANAGE CONTRIBUTIONS

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 Every year the IRS establishes a maximum amount you can contribute to your retirement plan. For 2022, the limit is \$20,500.

Did you make contributions through a different employer this year? If yes, [enter those contributions now](#).

How much do you want to contribute to your retirement?

A percentage
 A dollar amount

AMOUNT PER PAY PERIOD:

% = \$0.00

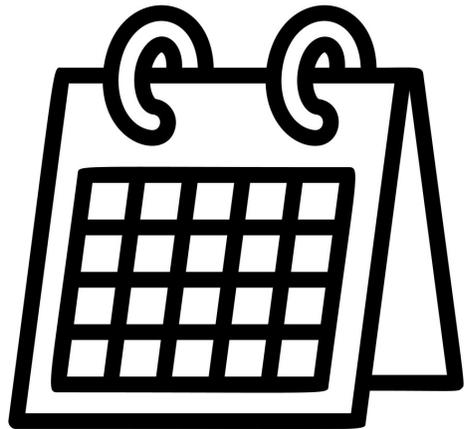
Allocate between Pre-Tax and/or Roth contributions

When would you like to start making contributions?

First available paycheck
 Future date

[Payroll Schedules \(PDF\)](#)

R@W Payroll Calendar



Calendar Type: Bi-weekly		
	IF YOU WANT YOUR CONTRIBUTION CHANGE TO APPEAR ON THE PAY DATE BELOW:	ENTER CONTRIBUTION CHANGE ONLINE WITH AN EFFECTIVE DATE ON OR BEFORE MIDNIGHT ON THIS DATE:
Payroll Cycle No.		
9	Friday, May 6, 2022	Monday, April 25, 2022
10	Friday, May 20, 2022	Monday, May 9, 2022
11	Friday, June 3, 2022	Monday, May 23, 2022
12	Friday, June 17, 2022	Monday, June 6, 2022
13	Friday, July 1, 2022	Monday, June 20, 2022
14	Friday, July 15, 2022	Monday, July 4, 2022
15	Friday, July 29, 2022	Monday, July 18, 2022
16	Friday, August 12, 2022	Monday, August 1, 2022
17	Friday, August 26, 2022	Monday, August 15, 2022
18	Friday, September 9, 2022	Monday, August 29, 2022
19	Friday, September 23, 2022	Monday, September 12, 2022
20	Friday, October 7, 2022	Monday, September 26, 2022
21	Friday, October 21, 2022	Monday, October 10, 2022
22	Friday, November 4, 2022	Monday, October 24, 2022
23	Friday, November 18, 2022	Monday, November 7, 2022
24	Friday, December 2, 2022	Monday, November 21, 2022
25	Friday, December 16, 2022	Monday, December 5, 2022
26	Friday, December 30, 2022	Monday, December 19, 2022

Step Two: Choose Investment Company

ADJUST CONTRIBUTIONS

Who would you like to handle your retirement investments?

You can choose one or more investment providers for your retirement accounts below. Keep in mind that each provider offers different options, features, plan fees and levels of support.
Once your elections are confirmed, you will need to open an account with the provider(s) to confirm investment allocations and beneficiaries. A link to each provider's website will be included once your elections are confirmed.

Which provider fits you best?
[Research these investment providers](#)

University of Central Florida Voluntary 403(b) Plan

Roth

AIG Retirement Services	<input type="text"/>	%
Fidelity	<input type="text"/>	%
TIAA	<input type="text"/>	%

TOTAL (must equal 100%): **0%**

 Total should be equal to 100%

Review Selection



Biweekly Contribution

ROTH and/or Pre-Tax

Effective Date

MANAGE CONTRIBUTIONS

Review your contributions

Please review all contributions before you confirm your elections.

Summary EDIT

YOUR CONTRIBUTIONS 5.00% per pay period

University of Central Florida Voluntary 403(b) Plan

ROTH 5.00% 100.00% AIG RETIREMENT SERVICES

EFFECTIVE DATE First available paycheck

I have read and accept these [Terms and Conditions](#)

BACK CONFIRM

[Save & return later](#)

Final Step: Open 403b Account with Investment Company

MANAGE CONTRIBUTIONS

Confirmation: Your elections were submitted

You have successfully set up how much you will be contributing to the following retirement plan(s). Please continue in order to complete your enrollment.



NEXT STEP: Open Your Investment Accounts

If you have not done so already, visit each investment provider you selected to open your account, designate beneficiaries, and customize your investment strategy.

Click the buttons below to do so.

[AIG RETIREMENT SERVICES](#)

If you choose not to proceed to each provider's webpage to open your account and customize your investments, your contributions will be directed to an age appropriate Target Date Fund.



UCF

Common Errors

- Sign In
 - UCF credentials
 - Hyphenated or different last name

- Entry
 - Entry Defaults to Pre-Tax if you don't specify it's for the ROTH
 - Make sure you double-check you are making a flat or percentage contribution
 - Flat contribution too high for a lower paycheck.

- Adjunct semester-to-semester contracts
 - Termination file

- New year, same contribution rate
 - If you max out, contributions are suspended until first paycheck of following year

R@W Help

- ❑ Website Support
 - ❑ Call Retirement@Work at 844-567-9090, weekdays, 8 a.m. to 10 p.m. (ET).
- ❑ Review the [Retirement@Work Guide](#) on the [UCF HR Retirement website](#).
- ❑ Contact UCF HR Benefits



Other Ways to Save



- Mandatory Retirement Plans
 - FICA Replacement, Florida Retirement System (FRS), or SUSORP
 - Required employee contribution rate
 - Not subject to voluntary 403b IRS limit (except for voluntary contributions to SUSORP plan)

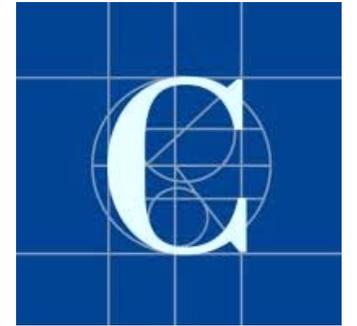
- Voluntary 457 Deferred Compensation
 - Pre-tax only**
 - Payroll deducted
 - IRS contribution limit for 2022 is \$20,500 (or \$27k if age 50+)
 - Allowed to max out a 457 and 403b in the same year**
 - Additional plan information found at <https://www.myfloridadeferredcomp.com/>

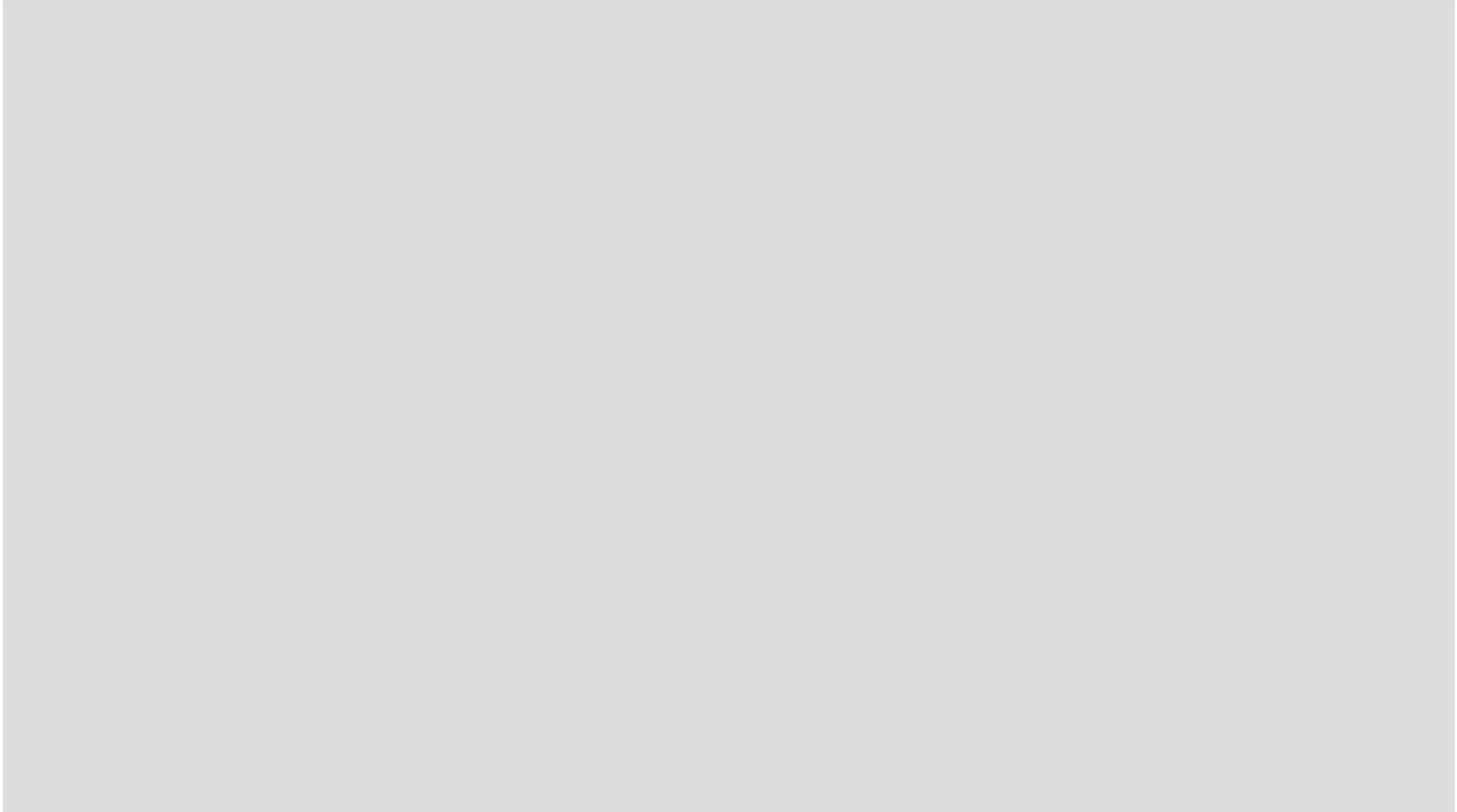
- Contact your investment provider for fund performance, fund allocation, and account performance.
 - Company representatives' contact information can be found at <https://hr.ucf.edu/current-employees/benefits/retirement/>

Did I Mention CAPTRUST 😊

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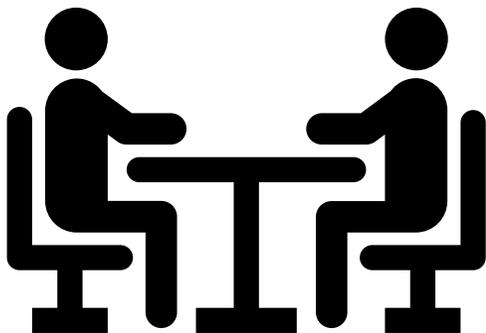




Retirement Lab

- ❑ Schedule an appointment with a UCF Benefits Coordinator:
 - ❑ Discuss retirement related questions
 - ❑ Complete retirement paperwork
 - ❑ Run timelines and estimates
 - ❑ Discuss insurance benefits

- ❑ To determine which Benefits Coordinator is assigned to your college/division, reference the HR Point of Contact list on the HR website by clicking “**HR: Our People and Expertise**” on the HR website (<http://hr.ucf.edu>).



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UCF



**Thank you
and CHARGE ON!**