



Retirement Self Service

To change your voluntary 403(b) contributions through Employee Self Service:

1. Log into the myUCF Portal: <https://my.ucf.edu>
2. Click on Employee Self Service under myUCF menu
3. Click on Benefits
4. Click on Benefits Summary

**Note: The option to update your 403(b) contributions via Employee Self Service is only available if you are currently contributing to a UCF 403(b) account.*