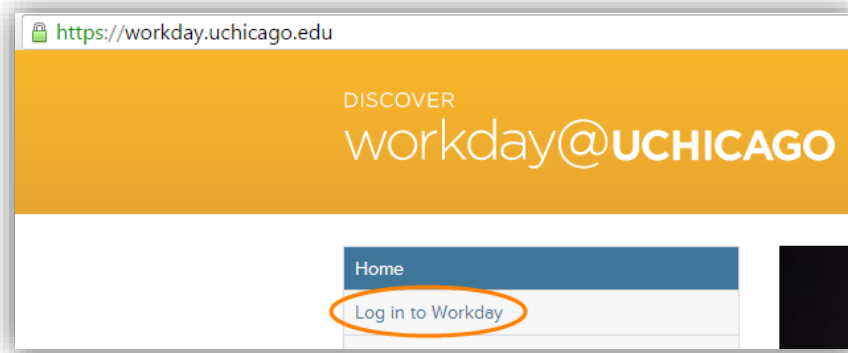


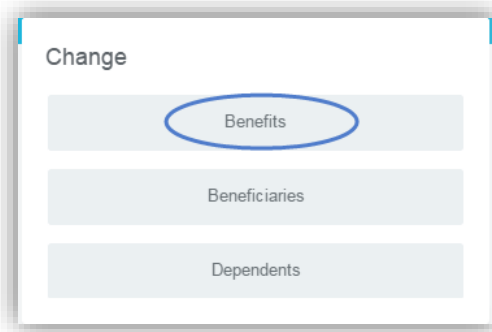
Electing or Changing Retirement Elections for ERIP-Voluntary, SRP or SRP Catch-Up

Below are instructions to elect or change elections for the Employee Retirement Income Plan – Voluntary (ERIP – Voluntary), Supplementary Retirement Plan (SRP) and Supplementary Retirement Plan Catch-Up (SRP Catch-Up).

Please log into Workday at <https://workday.uchicago.edu/> and locate the “Log in to Workday” link in the upper left side of the screen and follow the steps below.



1. From the Home page, click the **Benefits** worklet.
2. Under the Change header, select **Benefits**.



Electing or Changing Retirement Elections for ERIP-Voluntary, SRP or SRP Catch-Up

3. Under **Benefit Event Type**, select **Retirement Plan Changes**. Use the **Calendar icon** to select today's date as the **Benefit Event Date**.

Change Benefits Logan McNeil

Benefit Event Type *

- Beneficiary Change
- Birth/Adoption
- Gain of Other Coverage
- Life Insurance/LTD/PAI Change
- Loss of Other Coverage
- Marriage/Domestic Partnership/Civil Union Partnership
- Retirement Plan Changes

Benefit Event Date *

MM / DD / YYYY

Submit Elections By (empty)

Enrollment Offering Types (empty)




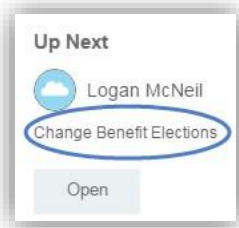
When making **Employee Retirement Income Plan – Voluntary (ERIP – Voluntary)** elections, please remember that your new election will be effective in your **next available paycheck**.



When making **Supplementary Retirement Program (SRP) or Supplementary Retirement Program (SRP Catch-Up)** elections, please remember that your new election will be effective the **first day of the following month**.

Electing or Changing Retirement Elections for ERIP-Voluntary, SRP or SRP Catch-Up

- Click on the **Submit Icon**  to submit this task.
- You will see the next task to complete.



- Scroll down to the Benefit Coverage Type: **Supplemental Retirement Plan**.
- To contribute, enter a percentage amount in the **Employee Contribution – Percent** or enter a dollar amount in the **Employee Contribution – Amount (Monthly)** field as shown below.

Benefit Coverage Type	Supplemental Retirement Plan
Employee Contribution - Percent	<input type="text" value="0"/>
Employee Contribution - Amount (Monthly)	<input type="text" value="200.00"/>



*The 2017 annual maximum contribution set by the IRS is \$18,000. This amount includes the **Supplementary Retirement Program (SRP)** and the Employee contribution for **Voluntary ERIP**.*

Electing or Changing Retirement Elections for ERIP-Voluntary, SRP or SRP Catch-Up

8. Enter your SRP contribution allocation in the Employee Contribution Allocation field(s).

Benefit Plan	Employee Contribution Allocation	Calculated Contribution	
Supplemental Retirement Plan - TIAA	<input type="text" value="50"/>	Percent	0
		Amount (Monthly)	\$100.00
Supplemental Retirement Plan - Vanguard	<input type="text" value="50"/>	Percent	0
		Amount (Monthly)	\$100.00
	100		



The total Employee Contribution Allocation must equal 100%.

9. Employees age 50 and older are eligible for the next coverage type, **Supplemental Retirement Plan Catch-Up**.
10. To contribute, enter a percentage amount in the **Employee Contribution – Percent** or enter a dollar amount in the **Employee Contribution – Amount (Monthly)** field as shown below.

Benefit Coverage Type	Supplemental Retirement Plan Catch-Up
Employee Contribution - Percent	<input type="text" value="0"/>
Employee Contribution - Amount (Monthly)	<input type="text" value="100.00"/>



Employees who are age 50 and older are eligible to contribute an additional \$6,000 towards their retirement by enrolling in the **Supplementary Retirement Plan Catch-Up** Program.

Electing or Changing Retirement Elections for ERIP-Voluntary, SRP or SRP Catch-Up

11. Enter your SRP Catch-Up contribution allocation in the Employee Contribution Allocation field(s).

Benefit Plan	Employee Contribution Allocation	Calculated Contribution
Supplemental Retirement Plan Catch-Up - TIAA	<input type="text" value="50"/>	Percent 0 Amount (Monthly) \$50.00
Supplemental Retirement Plan Catch-Up - Vanguard	<input type="text" value="50"/>	Percent 0 Amount (Monthly) \$50.00
	100	



The total Employee Contribution Allocation must equal 100%.

12. Scroll down to the Benefit Coverage Type: **Employee Retirement Income Plan – Voluntary**.

13. Enter 1% or 2% in the **Employee Contribution – Percent** field.

Benefit Coverage Type	Employee Retirement Income Plan - Voluntary	
Employee Contribution - Percent	<input type="text" value="0"/>	Maximum Contribution % 2



Voluntary ERIP elections, are in addition to the **Mandatory ERIP** plan.

- If you elect 1%, the University will contribute 2%.
- If you elect 2%, the University will contribute 4%.

14. Enter your **ERIP – Voluntary** contribution allocation in the **Employee Contribution Allocation** field(s).

Benefit Plan	Employee Contribution Allocation		Calculated Contribution
Employee Retirement Income Plan - Voluntary - TIAA	<input type="text" value="0"/>	Percent	0
Employee Retirement Income Plan - Voluntary - Vanguard	<input type="text" value="0"/>	Percent	0
	0		



The total Employee Contribution Allocation must equal 100%.

15. Click  to proceed to the next step.

16. Review your **Elected Coverages** and click the **I Agree** checkbox to confirm your selections.

Electronic Signature


I hereby apply for participation in the University of Chicago's benefits plan(s) for those benefits for which I am or may become eligible under the terms and conditions of said plan and any present or future amendments thereto, and subject to acceptance of my enrollment.

By selecting the I AGREE button, you certify that:

- You authorize the University of Chicago to deduct from your earnings the required contributions, if any, toward the cost of the plan(s); and
- You cannot change any of your elections for medical, dental, vision, or health and/or dependent care flexible spending accounts or health savings accounts until the next open enrollment period, unless you have a qualified life event. Proof of the life event is required and must be submitted within 31 days of the life event effective date.

I Agree

17. Click on the **Submit Icon**  to submit your changes.

18. Scroll to the bottom of the screen and click the **Print Icon**  to print a paper copy of your benefits for your personal records or click **Done Icon**  to exit.