Quick Reference Guide: 

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

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**.

4. Click on the **Submit Icon** **Submit** to submit this task.

5. You will see the next task to complete. Click on the **Open Icon** **Open** to proceed to the next step.

7. To contribute, enter 1% or 2% in the Employee Contribution – Percent field.

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

8. Scroll down to the Benefit Plan: Supplemental Retirement Plan - TIAA

9. 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. Bi-Weekly paid employees, please ignore the monthly indicator. The amount you enter will be deducted from each pay period.

- The 2018 annual maximum contribution set by the IRS is $18,500. This amount includes the Supplementary Retirement Program (SRP) and the Employee contribution for Voluntary ERIP.
10. Employees age 50 and older are eligible for the **Supplemental Retirement Plan - Catch-Up TIAA** and can contribute up to an additional $6,000 towards their retirement.

11. 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. Bi-Weekly paid employees, please ignore the monthly indicator. The amount you enter will be deducted from each pay period.

<table>
<thead>
<tr>
<th>Benefit Plan</th>
<th><em>Elect / Waive</em></th>
<th>Employee Contribution</th>
<th>Allowed Employee Contribution</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Supplemental Retirement Plan Catch-Up - TIAA</strong></td>
<td>Elect</td>
<td>Percent</td>
<td><strong>Percentage Maximum</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>Waive</td>
<td>Amount (Monthly)</td>
<td><strong>Amount Maximum (Monthly)</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td>0.00</td>
<td>$6,000.00</td>
</tr>
</tbody>
</table>

12. Click **Continue** to proceed to the next step.

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

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

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