Quick Reference Guide: Electing/Changing Supplementary Retirement Program (SRP) Elections

Steps for electing or changing supplementary retirement program (SRP) elections:

1. Click on the Benefits Worklet.

2. Under the Change column, click on Benefits.

3. Under the Benefit Event Type area, select Retirement Plan Changes.

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.
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4. Use the Calendar Icon to select today’s date as the Benefit Event Date.

5. Click on the Submit Icon to submit this task.

6. You will see the next task to complete. Click Open.

Click Elect for the Benefit Plan in which you would like to enroll in and enter a dollar or percentage amount in the Employee Contribution section that you want to contribute monthly.

**Bi-weekly paid employees:** The amount you designate for SRP will be deducted each and every pay period. Please ignore the monthly indicator.

7.
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8. Click on Continue to proceed to the next step.

9. Review the **Electronic Signature** and click on the **Checkbox** to agree.

   "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. I hereby authorize my employer to deduct from my earnings the required contributions, if any, toward the cost of this plan(s).
   
   I understand that I cannot change any of my elections for medical, dental, vision, health and/or dependent care flexible spending accounts until the next open enrollment period, unless I have a qualifying life event. Changes I make must be consistent with the type of life event.
   
   I agree [ ]

10. Click **Submit Icon** to submit your changes.