



# University of Pittsburgh Retirement Savings Plan

## UNIVERSAL AVAILABILITY NOTICE

The University of Pittsburgh provides you with the opportunity to save for your retirement through the University of Pittsburgh 403(b) Plan. The University would like you to know more about how you can participate in the plan. Whether you want to enroll in the plan or you are already enrolled but wish to change the amount of your deferral, you can accomplish your goal by filling out a 403(b) salary reduction agreement through the online enrollment system at **my.pitt.edu**. You can obtain information on the Plan from the Benefits Department or at **www.hr.pitt.edu**.

### Eligibility

Most employees of the University of Pittsburgh who receive compensation reportable on an IRS Form W-2 are eligible to participate in the plan. Employees with no US-source income, students, certificates and fellows are not eligible for this plan. You are able to enroll in the plan the first of the month following your first full month of employment. Please take a moment to review the retirement section of the Human Resources website at **www.hr.pitt.edu** before enrolling.

The law limits the amount you may defer under this and other plans in any tax year. Each participant is limited by the IRS on contributions to all 403(b) and 401(k) plans in a single calendar year, although it may be higher if you are age 50 or older or you have at least 15 years of service with the University of Pittsburgh. If you do participate in more than one 403(b) and/or 401(k) plan, you are personally responsible for tracking and reporting the total amount of all of your contributions for all plans in which you participate so you do not exceed the limit. Note also that the sum of all of your contributions, and those of your employer(s), to all 403(b)/401(k) plans that you participate in are limited by law as well.

Enrollment can be done at any time, but must be submitted the month prior to the effective date. For example, if enrollment is submitted by July 31, it will be effective August 1. Prior to enrollment, please be prepared to select the following:

- ▶ The percentage of pay that will be taken from your paycheck
- ▶ The funds you want to invest in. The funds can be found at: **TIAA.org/pitt**
- ▶ The name, Social Security number, and date of birth of your beneficiaries

You are able to make changes to the percentage you contribute on a monthly basis. You can make updates to the funds you have invested your money in on a daily basis through TIAA. Both TIAA and Vanguard funds are available for investment.

To enroll, visit **my.pitt.edu**, log in using your University user name and password. Click the *My Resources* tab, then select *Human Resources* under the drop-down menu. Next, click on *Retirement Savings Plan Access*. You'll be taken to the Personal Information page to begin the enrollment process.

For further details on the retirement contribution plan available to you, please contact the Benefits Department at **412 624-8160**. If you have questions related to enrollment, or fund selection, please contact TIAA at **800 682-9139**.