In November, we wrote to you regarding your Retirement Savings Plan. Today we are enclosing important information regarding the administrative changes related to the transition that will occur on February 9. As mentioned before, we want to assure you that the same investment options you currently have through Vanguard and TIAA-CREF will remain available to you once the transition is complete.

The enclosed guide provides you with the details about:

- The advantages of a single service provider
- Key dates for the transition
- Administrative rule changes regarding rounding and using a percent format for supplemental contributions
- Specific information if you are currently investing in TIAA-CREF only, Vanguard only, or both TIAA-CREF and Vanguard
- Additional investment options through TIAA-CREF
- Information on seminars, where to go for additional information and a question-and-answer section

To summarize, faculty and staff do not need to take any action other than to stay informed on the changes and how they affect the future administration of the plan. In certain instances, as outlined on pages 8-13 of the enclosed guide, you may need to re-establish your beneficiary election(s). Leading up to the transition, please keep the following dates in mind:

The week of January 26: Plan to attend an informational seminar and/or visit a drop-in information desk. Please see the enclosed Event Schedule for locations, dates and times.

January 31 through February 9: All participants will not be able to make changes to their salary deferral agreement during this “quiet period.”
**February 4 through February 13:** Vanguard participants will be restricted from changing investment choices, transferring funds and making withdrawals during this “blackout period.”

*Please note that any contribution changes made between February 9 and February 28 will be effective in your March paycheck.*

During the **week of January 26**, a Welcome Package will be sent to you that includes your account information, investment options and beneficiary designations. We encourage you to review this material and ask questions throughout this administrative change. Any questions should be directed to the University’s Retirement Plan Call Center at **800 682-9139**.

Sincerely,

John R. Kozar  
Assistant Vice Chancellor, Human Resources