

This guide has been designed to assist new employees with enrolling in NYS Employees' Retirement System (ERS)/NYS Teachers' Retirement System (TRS), and New York State Police and Fire Retirement System (PFRS). If you have not made a final decision on the retirement system, there are resources to help you along the way:

- Visit the SUNY website at www.suny.edu/retirement/.
- Call Customer Service at **866-271-0960**, if you need help enrolling.

As a new employee of the State University of New York (SUNY), you can enroll in a retirement system, however, your job classification will determine in which of these systems you are eligible to participate. For more information about your eligibility, please check with your Benefits office.

- NYS Employees' Retirement System (ERS) or NYS Teachers' Retirement System (TRS)
- New York State Police and Fire Retirement System (PFRS)

Your Benefits office can provide you with details about each system, and verify which of these systems you are eligible for as well as whether enrollment is mandatory or optional. Eligibility for the Optional Retirement Program (ORP) may or may not apply to your job classification. The instructions in this guide will take you through the process of enrolling in either ERS/TRS or PFRS, which are Defined Benefit Plans.

Take steps now to enroll!

Retirement@Work is the entry point to designate your retirement program election.¹ Once you have selected your retirement plan, you will be required to download and complete an enrollment application, and submit it to your Benefits office. Should you choose to enroll in the SUNY Voluntary 403(b) Savings Plan (VSP), you will enroll and manage your account through Retirement@Work.

1 For first-time users, register and set up your retirement account

If you are already registered, proceed to Part 2 on the next page.

1. Visit retirementatwork.org/suny

Click *Register Now*.

2. Personal information

Enter your Social Security Number and Date of Birth. Click *Next*.

3. Register for online access

Provide the requested personal information and set up your user ID and password. Click *Next*.

4. We need to ask a few questions to verify your identity

You will be presented with three to four security questions to answer. Continue to answer the questions and click *Next* until you reach the **Open and manage your retirement plan** page. Proceed to Step 2 in the instructions below.

¹Retirement@Work is being provided to manage the Voluntary Savings Plan only. Employees may only view and manage their VSP accounts with Retirement@work. The Defined Benefit Plans—NYS Retirement Plans (ERS/TRS or PFRS) as well as the NYS Deferred Compensation Plan—are not administered by Retirement@Work. For additional information on these benefit programs, please refer to www.suny.edu/retirement.

2 Complete your retirement program election

1. Visit retirementatwork.org/suny

Click *Already registered* and log in with your credentials.

2. Open and manage your retirement plan

Click on *Enroll now*.

3. Where do you work?

a. Click on *Choose employer* and select your employer from the list then click *Continue*.

b. The next screen will review your selection. Click *Confirm*.

4. Please provide the information below

a. Enter your phone number and title, then select the retirement program in which you wish to enroll from the **Retirement Program List** dropdown. (Eligibility for the Optional Retirement Program (ORP) may or may not apply to your job classification. Please contact your Benefits office with any questions.)

b. Answer yes or no and complete the **retirement program history** questions, if applicable. The program history and prior contract information may impact your pension membership. Use the **Save & Return later** feature, if you need to verify this information.

c. Review the terms and conditions and check the box to accept. Click *Confirm*.

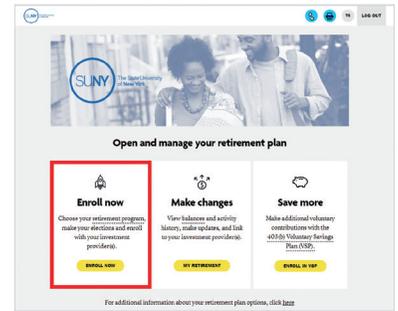
5. Submit your elections

Click *Continue*.

6. Thank you for submitting your retirement plan elections

Click on the link to download and print the required application. Once complete, submit it to your Benefits office.

Action required: By selecting ERS/TRS/PFRS, you must take your completed application to your Human Resources office for processing. Enrollment is not complete until your application is processed by the pension system.



Next, if you wish to continue to enroll in the VSP, click *Enroll in SUNY Voluntary Savings Plan* and proceed to the next step. To learn more about the SUNY Voluntary 403(b) Savings Plan, visit www.suny.edu/retirement/vsp/.

Save more with the SUNY Voluntary 403(b) Savings Plan (VSP)²

The 403(b) provides you an opportunity to save for retirement on a pre-tax (Traditional) and after-tax (Roth) basis. With the pre-tax option, your contributions plus any earnings are not taxed until you withdraw the funds, allowing for even greater potential savings through tax-deferred growth.

Money invested in the after-tax (Roth) option is taxed when it is deducted from your paycheck and it provides the potential to withdraw earnings on a tax-free basis in retirement with a qualifying distribution. (Minimum of five years from year of initial after-tax (Roth) contribution.)

Taxable amounts received prior to age 59½ may be subject to a 10% penalty in addition to ordinary income, for pre-tax (Traditional) or unqualified after-tax (Roth) distributions.

You are allowed to split your 403(b) contributions between pre-tax (Traditional) and/or after-tax (Roth) options, although the combination of those contributions cannot exceed the maximum allowed by the IRS.

The current IRS limits for the Voluntary 403(b) Savings Plan are as follows:

If you are under age 50,	your 2022 contribution limit is	\$20,500.
If you are age 50 or over,	your 2022 contribution limit is	\$27,000.

1. Let's set up your retirement contributions

- Click on the *Contributions* tab and enter how much you would like to contribute per pay period.
- Check the box if you wish to allocate between pre-tax (Traditional) and/or after-tax (Roth).
- Select the effective date and click *Next*.

2. Who would you like to handle your retirement investments?

Choose the investment providers for your VSP pre-tax (Traditional) and/or after-tax (Roth) contributions. Click *Next*.

3. Review your contributions

Review the terms and conditions of the Salary Deferral Agreement, and check the box to accept. Click *Confirm*.

4. Confirmation: Your elections were submitted

You will now be prompted to visit each website of the investment provider(s) you selected to open an account and select your investments.

Please note: You will exit Retirement@Work and be taken to each provider's website to complete this task. If you selected more than one provider, you must return to this page and click each provider's name to complete the process.

²The State University of New York does not give tax or legal advice. See your tax advisor regarding your particular situation.

If you have questions about enrolling with your investment provider, please contact them at the phone number provided below.

TIAA	TIAA.org/suny	866-662-7945
AIG, Richard Grofsick, Advisor	suny.aigrs.com/home	518-783-6464
Fidelity	netbenefits.com/SUNY	800-343-0860
Voya	suny.beready2retire.com	800-584-6001

Need help?

If you need assistance with the Retirement@Work system, **call 866-271-0960**, weekdays, 8 a.m. to 10 p.m. (ET). You will be connected with one of our experienced Retirement@Work consultants.

If you have questions regarding SUNY retirement benefits, please contact your campus benefits administrator.

This material is for informational or educational purposes only and does not constitute fiduciary investment advice under ERISA, a securities recommendation under all securities laws, or an insurance product recommendation under state insurance laws or regulations. This material does not take into account any specific objectives or circumstances of any particular investor, or suggest any specific course of action. Investment decisions should be made based on the investor's own objectives and circumstances.

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