

Retirement Elections in Workday – Deferred Vesting

Retirement elections can be changed at any time through Workday. To do so:



- From Your Home Landing Page in Workday click on “Benefits” under the Applications
- Under “Change” select “Benefits”
- Under the drop-down menu for Change Reason select “Retirement Savings Election”
- Benefit Event Date is today’s date or any future date you would like it to take effect. All events take place the first of the *following month* unless you select the first of the month.
- Scroll down and click the “Submit” button.
- A new screen will appear; click “Open” and then “Let’s Get Started”

Let's Get Started

There are three cards in the Retirement Savings Election



The first card is named “**403(b) Voluntary**”. This where you will enter your pre-tax voluntary retirement contribution election. Also, if you are a Deferred Vesting participant, you must allocate Brown’s employer match here even if you are not making a voluntary contribution. Select “**Manage**” to open the card/election choices.

To make a pre-tax voluntary contribution, enter the amount as a percentage of your pay in the box labeled Contribution (%). Then allocate this contribution to the retirement carrier(s). This is entered in the box(s) under the section named “**Plan Contribution Percentage**”, allocations must total 100%

Example, John wishes to make a 10% pre-tax contribution and have his contributions go TIAA Deferred Vesting RA. In the top box labeled Contribution (%), John enters 10. As he wishes to allocate this all to TIAA Deferred Vesting RA, he enters 100 on this line in the Plan Contribution percentage column.

To allocate Brown’s match, scroll down to the section labeled “**Employer Contribution**”. You **must** fill this section out even if you are not making a voluntary contribution. Your allocations must equal 100% and allocations can only be made to Fidelity Deferred Vesting and TIAA RA Deferred Vesting.

Example, John would also like his Brown match to go to TIAA RA. He enters 100 in the TIAA deferred vesting under the column “Plan Contribution Percentage”

Click “**Continue**”



The second card is labeled “**403(b) Employer Contribution**”. This is the flat contribution from Brown. If you are eligible for a contribution from Brown you must fill in this box even if you are not making a voluntary contribution. Once again, all allocations must equal 100%. Select “**Manage**” to open the card/election choices.

Example: John also would like his employer contribution to go to TIAA. He enters 100 in the TIAA Deferred Vesting RA box under Plan Contribution Percentage”

Click “**Continue**”

Continue



The third card is labeled **“403(b) Voluntary Roth”**. If you wish to make post-tax Roth contributions, select **“Manage”**. If you do not wish to make a post-tax Roth contribution, skip this section and select **“Review and Sign”**

If making a Roth election, enter the amount as a percentage of your pay in the box labeled **Contribution (%)**.

Next, you will need to allocate this contribution to the retirement carrier(s). This is entered in the box(s) under the section named **“Plan Contribution Percentage”** All allocations must equal 100%

Example, John wishes to make a 2% Roth contribution and have his contributions go Fidelity Deferred Vesting. In the top box labeled Contribution (%), John enters 2. As he wishes to allocate this all to Fidelity Deferred Vesting, he enters 100 on this line in the Plan Contribution percentage column.

Click **“Continue”**

Next, select **“Review and Sign”**

Review and Sign

Review your elections, check the box that says **“I Accept”**, and then click the **“Submit”** button.

Your elections will then route to a Benefits Specialist for review and to be finalized.