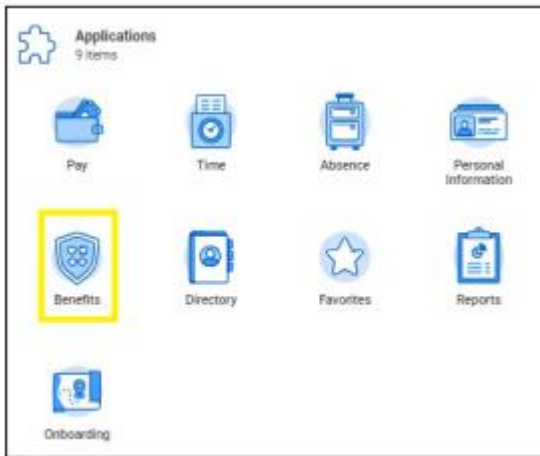
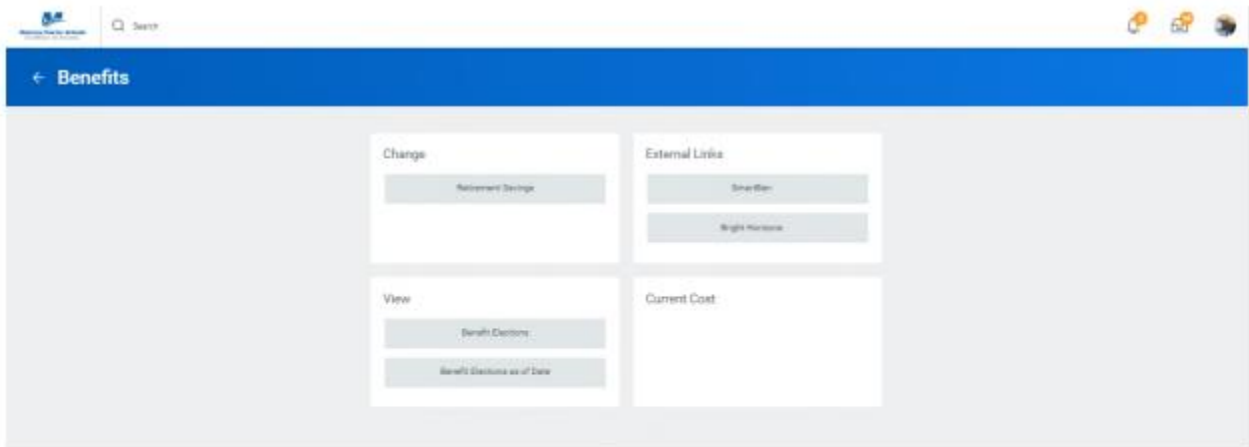


PLEASE SEE THE [HR HANDBOOK](#) FOR RELATED POLICIES AND REFER TO THE IRS WEBSITE FOR 403 CONTRIBUTION LIMITS
UPDATING RETIREMENT BENEFITS

1. Click the **Benefits** icon from the **Applications** section of your **Homepage**.



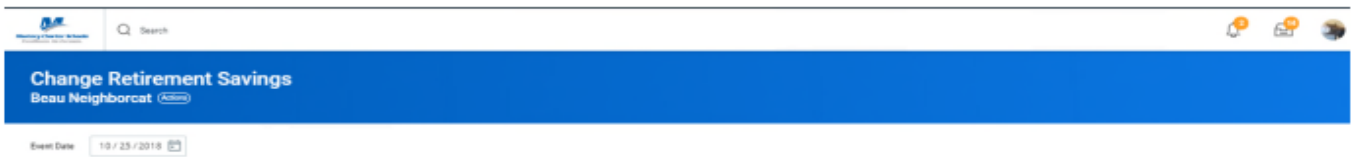
2. Click the **Retirement Savings** tab from the **Change** section.



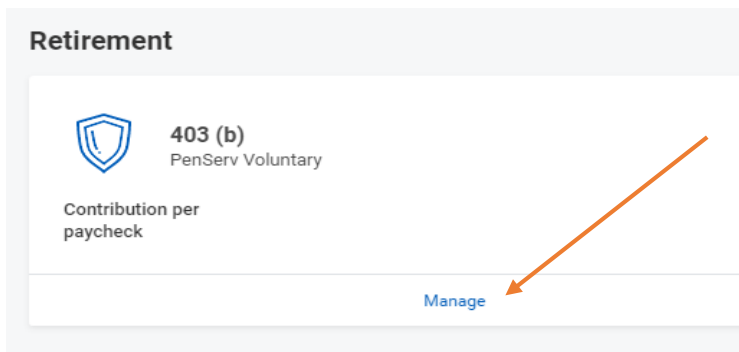
3. Click **Edit** to make your desired changes.



4. Enter an effective date for your change using the current date or a future date. Changes cannot be backdated.



5. Click **Manage** under **Retirement**



6. Click "Select" to make a change to the desired voluntary retirement plan (you may select more than one), and then click **Confirm and Continue**.

*Selection	Benefit Plan
<input checked="" type="radio"/> Select <input type="radio"/> Waive	PenServ Voluntary
<input type="radio"/> Select <input checked="" type="radio"/> Waive	PenServ Voluntary Roth



7. Enter a **Percent** or **Amount** (dollar amount) for your desired plan and click **Save**. *You will repeat this step if you are contributing to more than one plan.* **Note that you are not finished yet!**

Contribute

Enter how much you want to contribute as an amount or a percentage.

Contribution Type *

Per Paycheck Contribution (\$)

Save

Cancel

8. Click **Review** and then **Submit**. Your entry has been completed if you see this message: Success, Your Retirement Elections Have Been Updated.