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CHANGING YOUR 403(B) CONTRIBUTIONS

Please follow these steps to change your 403(b) contributions

From the Benefits worklet:

1. Click the **Benefits Icon** button under Applications



Applications
10 items



Absence



Benefits



Career



Compensation

2. Click on **Benefits** under the Change box
3. Select **403(b) Deferral Change** as the benefit event type
4. Click on the **“Effective Date”** icon to enter the date of the Benefit event.
 - a. The effective date will be the date you are making the change
5. Click on Submit – and then click on “Open” towards the top
6. Change your contribution percentage, and click on “I agree” at the bottom – you will then click submit
7. You will then have the option to print your confirmation change for your records

