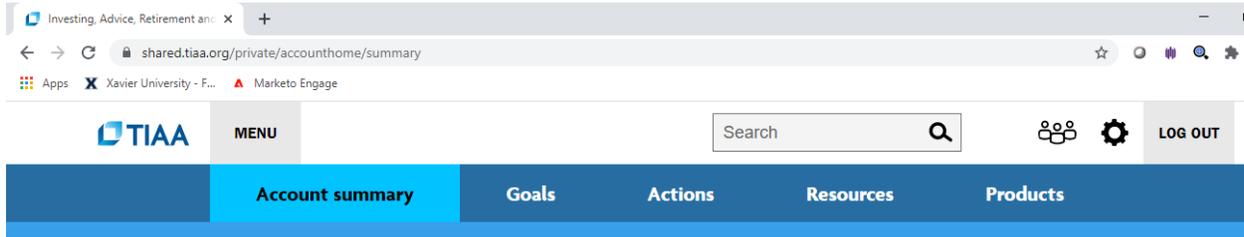


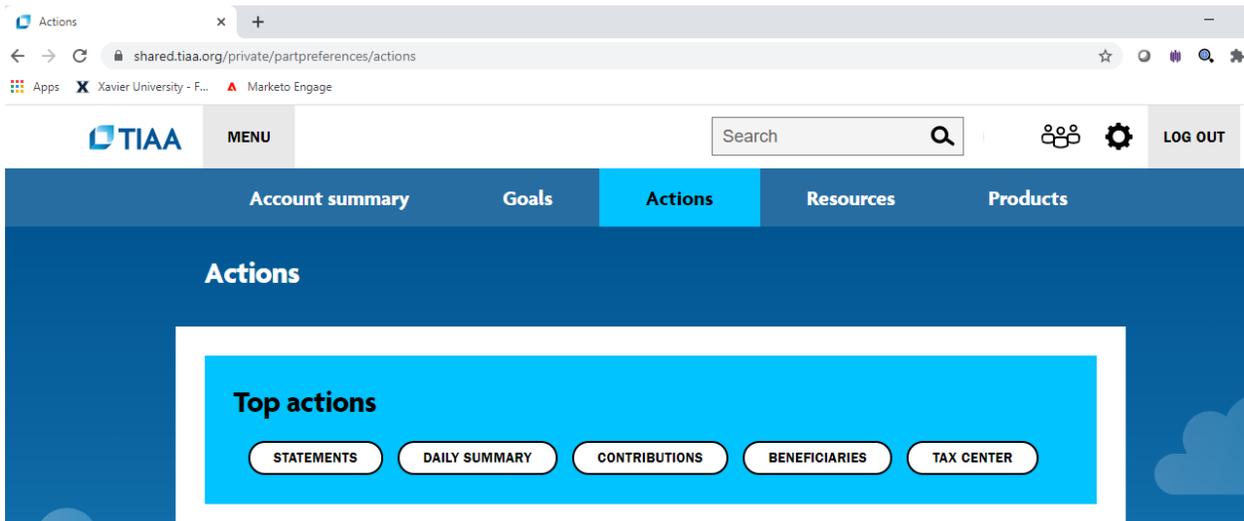
## How to Verify your (Employee) Contribution Percentage and Employer Contribution Percentage

Log into your account at [www.tiaa.org](http://www.tiaa.org)

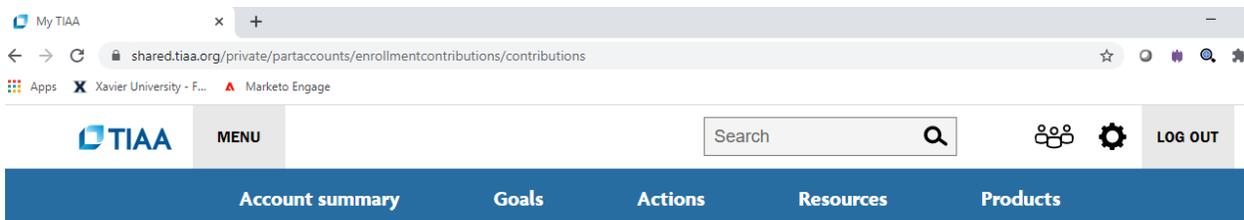
Step 1: Click on “Actions” on the top menu bar



Step 2: Click on “Contributions” under Top actions



Step 3: Under Contribute to My Account, click “Contribute to Your Retirement Plan”



### Contribute to My Account

Select an account for which you wish to manage contributions.

#### Employer-Sponsored Retirement Plans

**XAVIER DC RETIREMENT PLAN**  
RC (TIAA F090JM77) (CREF H090JM73)  
Plan Number: 407978

[Contribute to Your Retirement Plan](#)

Looking for more options?

- Open a new account
- Rollover to a TIAA account

**XAVIER UNIVERSITY DEFINED CONTRIBUTION RETIREMENT PLAN**  
GRA (TIAA 369830L9) (CREF 469830L7)  
Plan Number: 150517

Step 4: Next, click on “Manage My Contributions” yellow button

[Before you get started](#) ▾

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**Making contributions changes?**  
Select Manage My Contributions if you see your plan listed below. If not, please contact your HR benefits office. We may not be managing your contributions.

**Enrolling in a plan?**  
Choose a plan or enter your access code to get started. If you don't see an employer's plan listed or don't have an access code, please contact your HR office.

**XAVIER UNIVERSITY**

- Xavier University Defined Contribution Retirement Plan

**MANAGE MY CONTRIBUTIONS**

Under Contributions, you will see Your Contributions % per pay period and Employer Contributions per pay period (note: in screenshot example below Employer Contributions is for an employee with 0-5 Years of Service)

Account summary   Goals   Actions   Resources   Products

## Contributions

Welcome to the Xavier University Retirement Plan!

[Enter prior contributions](#) to ensure you don't exceed the maximum allowable contribution amount per year.

 Check out [Advice & Guidance](#) for useful resources and educational articles from retirement basics to living retirement.

<b>Summary</b>		<b>MANAGE CONTRIBUTIONS</b>
<b>YOUR CONTRIBUTIONS</b>	1% per pay period	
<b>EMPLOYER CONTRIBUTIONS</b>	2% per pay period	

# INSTRUCTIONS FOR COMPLETING ONLINE SALARY REDUCTION AGREEMENT

Complete Steps 1-4 above and Click on “Manage Contributions” yellow button

The screenshot shows a web interface for the Xavier University Retirement Plan. At the top, there is a dark blue navigation bar with the following menu items: Account summary, Goals, Actions, Resources, and Products. Below this is a light blue header area with the title "Contributions" and a decorative cloud graphic. The main content area has a light blue background and contains the following text: "Welcome to the Xavier University Retirement Plan!" followed by a link "Enter prior contributions" and a note to ensure contributions do not exceed the maximum allowable amount per year. A white callout box with an information icon contains the text: "Check out [Advice & Guidance](#) for useful resources and educational articles from retirement basics to living retirement." Below this is a grey section header "Summary" with a yellow button labeled "MANAGE CONTRIBUTIONS" on the right. Underneath is a table showing contribution rates.

Summary	
<b>YOUR CONTRIBUTIONS</b>	1% per pay period
<b>EMPLOYER CONTRIBUTIONS</b>	2% per pay period

This brings you to the page below which also confirms your (Employee) Contribution Percentage and Employer Contribution Percentage

[Account summary](#)   [Goals](#)   [Actions](#)   [Resources](#)   [Products](#)

## Your retirement contributions

**i** Every year the IRS establishes a maximum amount you can contribute to your retirement plan. For 2021, the limit is \$26,000. Enter your prior contributions for this year and we'll track the total to help you stay within the limit.

**Enter prior contributions**

Xavier University Salary Deferral Agreement

**i** **Your plan requires you to make a contribution of 1% per pay period and your employer is contributing 2% per pay period.**  
**Any amount you choose to contribute on this page is in addition to the required amount.**

Enter an amount to contribute more toward your retirement plan.

### How much do you want to contribute to your 403(b) plan?

A percentage

A dollar amount

Under “How much do you want to contribute to your 403(b) plan”, to illustrate, if you click the “A percentage” radio button (note: you also have the option to select a dollar amount), and type in 1% for example, with an effective date of “First available paycheck” (note: you also have the option to select a Future date for voluntary deferrals). Click Next.

Account summary   Goals   Actions   Resources   Products

### How much do you want to contribute to your 403(b) plan?

A percentage  
 A dollar amount

**AMOUNT PER PAY PERIOD:**

% = \$

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Split this amount between Pre-tax and Roth contributions

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### When would you like to start making contributions?

First available paycheck  
 Future date

[Payroll Schedules \(PDF\)](#)

Notice under Summary that Your Contributions jumps to 2% per pay period (i.e. 1% Employee Pre-tax Mandatory and 1% Employee Pre-tax voluntary as illustrated at the bottom of page). You must check the box that you have read and accept these Terms and Conditions, and click Confirm to process it.

Account summary	Goals	Actions	Resources	Products
<b>Summary</b>				<a href="#">EDIT</a>
<b>YOUR CONTRIBUTIONS</b>			2% per pay period	
<b>EMPLOYER CONTRIBUTIONS</b>			2% per pay period	
<b><u>EFFECTIVE DATE:</u></b>			First available paycheck	
<b>Xavier University Defined Contribution Retirement Plan</b>				
<b>EMPLOYEE PRE-TAX</b>			<b>1%</b>	
<b>EMPLOYER</b>			<b>2%</b>	
<b>EMPLOYEE PRE-TAX MANDATORY</b>			<b>1%</b>	
<input type="checkbox"/> I have read and accept these <a href="#">Terms &amp; Conditions</a>				
<a href="#">PREVIOUS</a>			<a href="#">CONFIRM</a>	

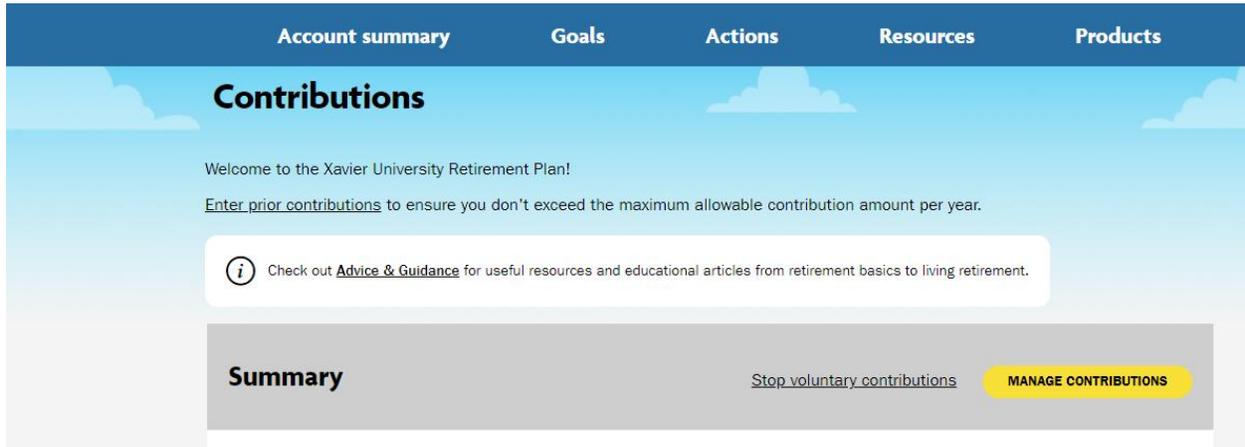
You will then receive this confirmation page that your Elections were submitted and your Online Salary Reduction Agreement completed.

<a href="#">Account summary</a>	<a href="#">Goals</a>	<a href="#">Actions</a>	<a href="#">Resources</a>	<a href="#">Products</a>
<h2>Your Elections Were Submitted</h2> <p>You have successfully set up your retirement contributions. Thank you for completing your Online Salary Reduction Agreement. PLEASE PRINT THIS PAGE FOR YOUR RECORDS.</p>				
<b>Contributions Summary</b>				
YOUR CONTRIBUTIONS			2% per pay period	
EMPLOYER CONTRIBUTIONS			2% per pay period	
<b>Xavier University Defined Contribution Retirement Plan</b>				
EMPLOYEE PRE-TAX			1%	
EMPLOYER			2%	
EMPLOYEE PRE-TAX MANDATORY			1%	
<u>EFFECTIVE DATE:</u>			First available paycheck	

## How to Stop Voluntary Contributions

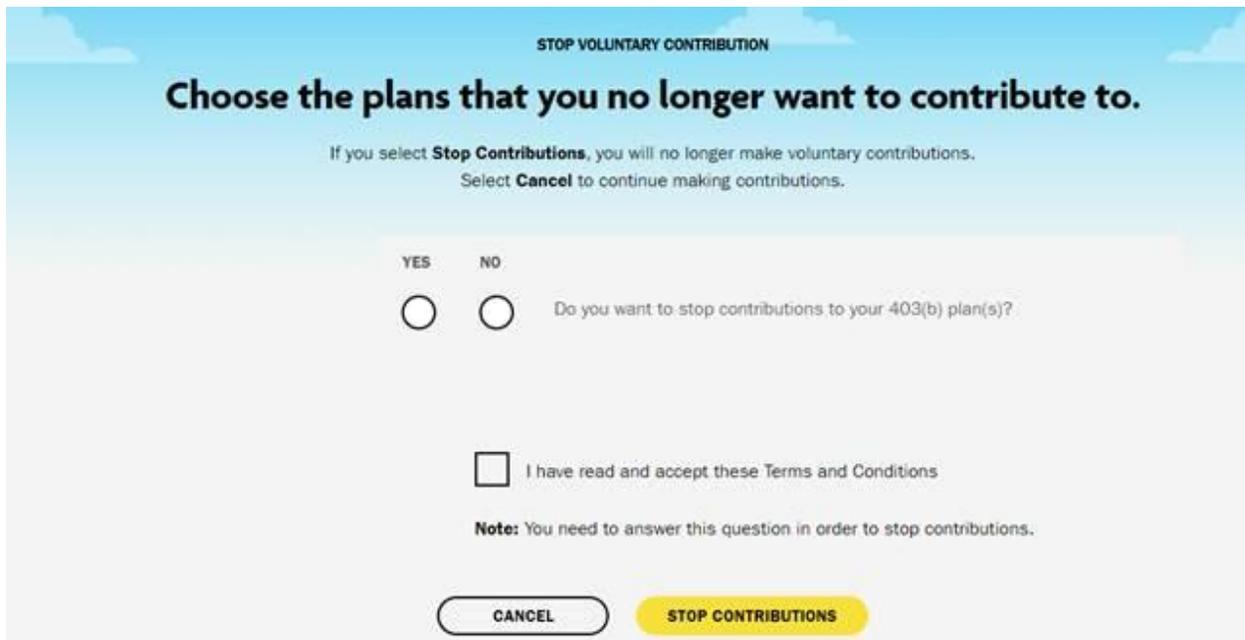
Complete Steps 1-4 under **How to Verify your (Employee) Contribution Percentage and Employer Contribution Percentage** above.

On the Contributions page, click on Stop voluntary contributions



The screenshot shows the 'Contributions' page with a navigation bar at the top containing 'Account summary', 'Goals', 'Actions', 'Resources', and 'Products'. The main heading is 'Contributions'. Below the heading, there is a welcome message: 'Welcome to the Xavier University Retirement Plan!' and a link to 'Enter prior contributions'. A callout box with an information icon says: 'Check out [Advice & Guidance](#) for useful resources and educational articles from retirement basics to living retirement.' At the bottom, there is a 'Summary' section with a link to 'Stop voluntary contributions' and a yellow button labeled 'MANAGE CONTRIBUTIONS'.

You will then receive this page. Select the “Yes” radio button. You must check the box that you have read and accept these Terms and Conditions, and click Stop Contributions to process it.



The screenshot shows the 'STOP VOLUNTARY CONTRIBUTION' confirmation page. The heading is 'Choose the plans that you no longer want to contribute to.' Below the heading, there is a message: 'If you select **Stop Contributions**, you will no longer make voluntary contributions. Select **Cancel** to continue making contributions.' There are two radio buttons labeled 'YES' and 'NO'. The 'NO' radio button is selected. Below the radio buttons, there is a checkbox labeled 'I have read and accept these Terms and Conditions'. At the bottom, there are two buttons: 'CANCEL' and 'STOP CONTRIBUTIONS'.