

General Rules and Procedures

Eligible employees who want to commence voluntary pretax employee contributions or change their current contributions are required to complete the Salary Reduction/Allocation Agreement form. This amount is in addition to the mandatory employee contribution to your retirement plan. *These contributions are not subject to federal income taxes.*

You are permitted by the University to make four salary reduction changes during the calendar year by providing at least 30 days written notice of the change.

If you are currently directing your contributions to a single provider, you are permitted to change to another provider on a quarterly basis only. The Salary Reduction/Allocation Agreement form must be received in your Campus Human Resources Office at least 30 days prior to the commencement of the quarter. The change will go into effect with the first pay period of the affected quarter.

If you are currently directing your contributions to more than one provider, you are permitted to change the allocation of contributions between providers as often as you wish by using the Salary Reduction/Allocation Agreement form.

You will be required to contact the investment provider representative to enroll in any of their investment choices. The enrollment application should accompany the Salary Reduction/Allocation Agreement form. ***The completed form and the applicable provider enrollment application must be returned to the Campus Human Resources Office*** and will be applied as follows:

- a) Change in investment provider(s) will be in the first paycheck in the next calendar quarter based on meeting the notification criteria for receipt of the form.
- b) Change in contribution amounts will be in the next available paycheck.