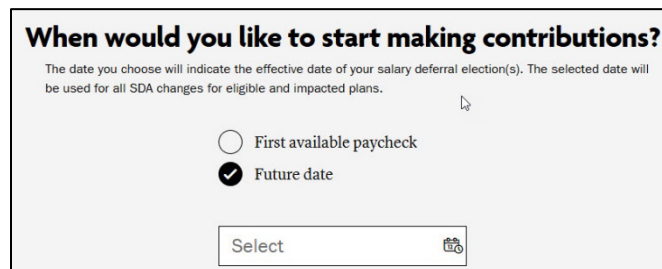


## Choosing an Effective Date in Retirement@Work State Campus Administration Payroll

To make changes to your SUNY Voluntary 403(b) Savings Plan deduction amount in the Retirement@Work system Log into: [www.retirementatwork.org/suny](http://www.retirementatwork.org/suny), (see last page for enrollment and making changes information). Choose an effective date, which can either be your “First Available Paycheck” or a specific “Future Date” of a specific paycheck—as illustrated in the image below.

*Note: This is not applicable to the NYS Deferred Compensation Plan (NYSDCP) 457(b) contributions.*

A screenshot of a web form titled "When would you like to start making contributions?". Below the title is a small explanatory text: "The date you choose will indicate the effective date of your salary deferral election(s). The selected date will be used for all SDA changes for eligible and impacted plans." There are two radio button options: "First available paycheck" (unselected) and "Future date" (selected with a black dot). Below the options is a "Select" button with a calendar icon.

**To make a deferral change effective in your first paycheck, January 15, 2025, the salary deferral amount needs to be entered into Retirement@Work on or before the End of the Day on Tuesday December 31<sup>st</sup>. Any “Future Date” between January 1-15, will be effective in the 1<sup>st</sup> paycheck for 2025.**

The SUNY Voluntary 403(b) Savings Plan permits both Traditional (pre-tax) and/or Roth (after-tax) contributions. The total (pre-tax and post-tax, combined) annual contributions combined cannot exceed the 2025 Maximum Contribution Limit.

### 2025 Maximum Contribution Limit:

- **Under age 50, standard annual limit: 23,500 (at 26 paychecks this amount is \$ 903.84 / per check)**
  - **Age 50 (as of 12/31) or older: save an additional \$7,500 over standard annual limit, for a total of: \$31,000 (at 26 paychecks this amount is \$ 1,192.30)**
  - **Age 60-63 (as of 12/31): save an additional \$11,250 over standard annual limit, for a total of: \$34,750 (at 26 paychecks this amount is \$ 1,336.53)**
- If you elect to contribute a flat dollar amount that exceeds the amount available in your net pay, a partial deduction will be made equal to the amount of net pay available. This will result in a \$0 net paycheck.
  - Monitor your pay stub contributions. For year-to-date contributions, calculate the desired contribution amount based on the remaining paychecks in the year.
  - Monitor your payroll information to ensure your contribution has been processed.
  - Please consider that changes *may* take up to 2 full pay periods to be effective in your paycheck if any corrections are required.

## Choosing an Effective Date in Retirement@Work State Campus Administration Payroll

Paycheck date*	The number of checks left in the calendar year
11/20/24	4
12/4/24	3
12/18/24	2
12/31/24	1
1/15/25	26
1/29/25	25
2/12/25	24
2/26/25	23
3/12/25	22
3/26/25	21
4/9/25	20
4/23/25	19
5/7/25	18
5/21/25	17
6/4/25	16
6/18/25	15
7/2/25	14
7/16/25	13
7/30/25	12
8/13/25	11
8/27/25	10

*(Continued)*

## Choosing an Effective Date in Retirement@Work State Campus Administration Payroll

Paycheck date*	The number of checks left in the calendar year
9/10/25	9
9/24/25	8
10/8/25	7
10/22/25	6
11/5/25	5
11/19/25	4
12/3/25	3
12/17/25	2
12/31/25	1

### Here's how to ENROLL in the SUNY 403(b) Voluntary Savings Plan

- Visit [www.retirementatwork.org/suny](http://www.retirementatwork.org/suny) to enroll.
- Sign in, then select *Enroll in VSP* under Save more. If you have a 403(b) account but you are not currently contributing, select *My retirement* under Make changes.
- Enter your contribution amount and check the box if you wish to allocate between pre-tax (Traditional) and/or post-tax (Roth).
- Select the effective date and click *Next*.
- Select your investment provider(s) and click *Next*.
- Once you review and confirm your contributions, you will be asked to open an investment account with each investment provider you have selected or newly selected.

**Please monitor your payroll information to ensure your contribution has been processed.**

*(Continued)*

## Choosing an Effective Date in Retirement@Work State Campus Administration Payroll

### Here's how to **CHANGE** your deferral contribution in the SUNY 403(b) Voluntary Savings Plan

- Visit [www.retirementatwork.org/suny](http://www.retirementatwork.org/suny) and follow these steps.
- Sign in, then select *My retirement* under Make changes.
- Select Contributions tab, then *manage contributions*.
- Change deferral contribution to desired amount.
- Check the box if you wish to allocate between pre-tax (Traditional) and/or post-tax (Roth).
- Select the effective date and click *Next*.
- Select your investment provider(s) and click *Next*.
- Once you review and confirm your contributions, open an investment account with any newly selected investment provider(s).

**Please monitor your payroll information to ensure your contribution has been processed.**

Visit <http://www.suny.edu/benefits/vsp/> or contact your campus Human Resources/Benefits office if you have questions.