

Instructions for Enrolling, Changing, or Stopping 403b Contributions

1. Log in to your [Hokie Team account](#)

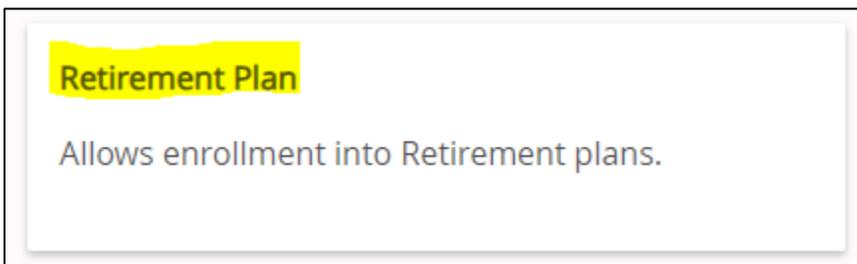
2. Select 'Benefits and Deductions'



3. Open the 'Benefits and Deductions' tab and select 'Current Enrollment':



4. Select 'Retirement Plan'



5. **Viewing Retirement Plans:**

- On this page, you will find a summary of your current retirement deductions, encompassing both mandatory (ORP/VRS) and voluntary (403b/457b) retirement accounts, along with the Employer Cash Match.

Please follow the instructions below based on your specific situation:

- Enrolling in New 403(b) Deductions: If you intend to begin contributing to a 403b with a vendor and/or tax preference (pre-tax or post-tax) you have never participated with at Virginia Tech, please follow the steps outlined under 'Enrolling in New 403b Deductions'.
- Updating Current or Previous 403(b) Deductions: If your goal is to change or terminate any contribution you currently have or have had previously, please adhere to the instructions provided under 'Updating Current or Previous 403(b) Deductions'.

These guidelines ensure that you correctly navigate the enrollment or modification process according to your needs.

Enrolling in New 403(b) Deductions

1. Scroll to the bottom of the page and select 'Add a new Benefit or Deduction'

Add a New Benefit Or Deduction

2. Select the account you wish to begin contributions:

- You will be prompted to choose from the available options: TIAA Pre-tax, TIAA Post-tax, Fidelity Pre-tax, or Fidelity Post-tax.
- Make your selection under 'My Choice' beside the relevant vendor and tax preference.
- Then, click 'Select Benefit'.

Select Benefit

- *Please note:* If you currently contribute to or have previously contributed to a specific vendor, whether pre-tax or post-tax, that option may not be visible. In such cases, please refer to the steps outlined under 'Updating Current or Previous 403b Deductions'.

3. Setting the Status:

- Set the status to "**Active**" to initiate
- Please note: Changes will not be implemented if the status is set to "Inactive," regardless of whether a deduction amount per pay period is entered.

Fidelity 403(b) Post-tax (Roth) Voluntary Retirement Contribution

Deduction Effective as of: 09/10/2024

Status:

Active

Effective Date of Change MM/dd/yyyy: *

09/10/2024

Note: Effective Date must be after 09/09/2024 the date you were last paid.

Deduction Amount 999999.99 : *

40.00

Submit Changes

Restore Original Values

4. Selecting Effective Date:

- Select the effective date for the changes you are implementing.
- For instance, if you wish for the 403b contribution adjustment to begin on the November 1, 2024 paycheck, you would set the effective date as October 10, 2024.
- Refer to the salary schedules provided below for precise pay periods and pay dates.
 - [Salary Payroll Schedule](#)
 - [Wage Payroll Schedule](#)

Fidelity 403(b) Post-tax (Roth) Voluntary Retirement Contribution

Deduction Effective as of: 09/10/2024

Status:

Effective Date of Change MM/dd/yyyy: *

Note: Effective Date must be after 09/09/2024 the date you were last paid.

Deduction Amount 999999.99 : *

5. Selecting Deduction Amount:

- Select the amount you would like to contribute to this plan per pay check.

Fidelity 403(b) Post-tax (Roth) Voluntary Retirement Contribution

Deduction Effective as of: 09/10/2024

Status:

Effective Date of Change MM/dd/yyyy: *

Note: Effective Date must be after 09/09/2024 the date you were last paid.

Deduction Amount 999999.99 : *

6. Submitting Changes:

- After completing all necessary fields, submit your changes.

Fidelity 403(b) Post-tax (Roth) Voluntary Retirement Contribution

Deduction Effective as of: 09/10/2024

Status:

Effective Date of Change MM/dd/yyyy: *

Note: Effective Date must be after 09/09/2024 the date you were last paid.

Deduction Amount 999999.99 : *

Ensure to review all changes carefully before submitting to ensure accuracy. If you encounter any issues or have questions, contact the HR Service Center at hrrservicecenter@vt.edu.

Updating Current or Previous 403(b) Deductions

1. Select the account you wish to update:

- There may be multiple voluntary accounts listed depending on your contribution arrangement. This is due to contributing to several accounts, a mix of pre-tax and post-tax contributions, or previously contributing to a different vendor.
- If you had a different account previously and are no longer contributing to it, its status will appear as 'inactive'.
- Be attentive to these variations when selecting the account to update.
- The following example illustrates a 403(b) account with Fidelity Post-Tax (ROTH).

Fidelity 403(b) Post-tax (Roth) Voluntary Retirement Contribution	
Benefit or Deduction as of date:	09/16/2024
Status of Benefit or Deduction:	Active
Start Date:	04/25/2023
End Date:	
Deduction Amount:	40.0000
History • Update • Contributions or Deductions • Vendor Web Site	

2. Setting the Status:

- Set the status to "**Active**" to initiate or modify a deduction, or select "**Inactive**" to stop the deduction.
- Please note: Changes will *not* be implemented if the status is set to "Inactive," regardless of whether a deduction amount per pay period is entered.

Fidelity 403(b) Post-tax (Roth) Voluntary Retirement Contribution	
Deduction Effective as of:	09/10/2024
Status:	<div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">Active ▼</div>
Effective Date of Change MM/dd/yyyy: *	<div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">09/10/2024 </div>
<small>Note: Effective Date must be after 09/09/2024 the date you were last paid.</small>	
Deduction Amount 999999.99 : *	<div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">40.00</div>
<div style="display: flex; justify-content: space-between; width: 100%;"> <div style="border: 1px solid #ccc; padding: 5px 15px; border-radius: 4px;">Submit Changes</div> <div style="border: 1px solid #ccc; padding: 5px 15px; border-radius: 4px;">Restore Original Values</div> </div>	

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Status: Active

Effective Date of Change MM/dd/yyyy: * 09/10/2024

Note: Effective Date must be after 09/09/2024 the date you were last paid.

Deduction Amount 999999.99: * 40.00

Submit Changes Restore Original Values

4. Selecting Deduction Amount:

- Select the amount you would like to contribute to this plan **per paycheck**.

Fidelity 403(b) Post-tax (Roth) Voluntary Retirement Contribution

Deduction Effective as of: 09/10/2024

Status: Active

Effective Date of Change MM/dd/yyyy: * 09/10/2024

Note: Effective Date must be after 09/09/2024 the date you were last paid.

Deduction Amount 999999.99: * 40.00

Submit Changes Restore Original Values

5. Submitting Changes:

- After completing all necessary fields, submit your changes.

Fidelity 403(b) Post-tax (Roth) Voluntary Retirement Contribution

Deduction Effective as of: 09/10/2024

Status: Active

Effective Date of Change MM/dd/yyyy: * 09/10/2024

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