

Enrollment Guide for the SUNY Optional Retirement Program

This guide has been designed to assist new (or newly eligible) employees with enrolling in the Optional Retirement Program (ORP). If you have not made a final decision to enroll in the ORP, there are resources to help you along the way:

- Visit the FIT retirement webpage

As a new employee of the Fashion Institute of Technology of SUNY, you are eligible to enroll in a retirement plan. Your job classification determines which of the retirement plan you may elect. For more information about your eligibility, please check with your Benefits office.

- **SUNY Optional Retirement Program (ORP)**
- NYS Teachers' Retirement System (TRS)

Save more with the SUNY Voluntary 403(b) Savings Plan*

The 403(b) provides you an opportunity to save for retirement on a pre-tax (Traditional) and after-tax (Roth) basis. With the pre-tax (Traditional) option, your contributions plus any earnings are not taxed until you withdraw the funds, allowing for even greater potential savings through tax-deferred growth.

Money invested in the after-tax (Roth) option is taxed when it is deducted from your paycheck and it provides the potential to withdraw earnings on a tax-free basis in retirement with a qualifying distribution. (Minimum of five years from year of initial after-tax (Roth) contribution.)

Taxable amounts received prior to age 59½ may be subject to a 10% penalty in addition to ordinary income, for pre-tax (Traditional) or unqualified after-tax (Roth) distributions.

You are allowed to split your 403(b) contributions between pre-tax (Traditional) and/or after-tax (Roth) options, although the combination of those contributions cannot exceed the maximum allowed by the IRS.

The current IRS limits for the SUNY Voluntary 403(b) Savings Plan are as follows:

If you are under age 50,	your 2022 contribution limit is	\$20,500.
If you are age 50 or over,	your 2022 contribution limit is	\$27,000.

*For additional information about the Voluntary Savings Plan, please visit [SUNY.edu/benefits/retirement](https://www.suny.edu/benefits/retirement).

Steps to enroll in SUNY ORP and/or VSP

Retirement@Work is the online enrollment and management system for your SUNY retirement account(s). It's a central portal through which you can enroll in the ORP and the VSP, access your plan information, access service provider websites, choose your investment providers, perform your 403(b) salary deferral transactions, and so much more—all from one location and at your convenience.

1 For first-time users, register and set up your retirement account

If you are already registered, proceed to Part 2 below.

1. Visit retirementatwork.org/suny

Click *Register Now*.

2. Personal information

Enter your Social Security Number and Date of Birth. Click *Next*.

3. Register for online access

Provide the requested personal information and set up your user ID and password. Click *Next*.

4. We need to ask a few questions to verify your identity

You will be presented with three to four security questions to answer. Continue to answer the questions and click *Next* until you reach the **Open and manage your retirement plan** page. Proceed to Step 2 in the instructions below.

2 Complete your retirement program election

1. Visit retirementatwork.org/suny

Click *Already registered* and log in with your credentials.

2. Open and manage your retirement plan

Click on *Enroll now*.

3. Where do you work?

a. Click on *Choose employer* and select your employer from the list, then click *Continue*.

b. The next screen will review your selection. Click *Confirm*.

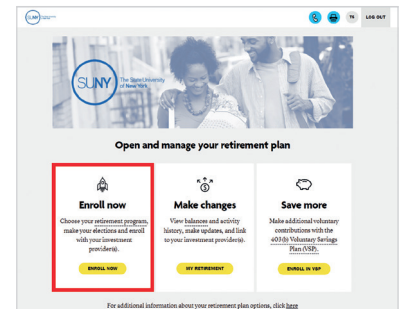
4. Please provide the information below

a. Enter your phone number and title, then select the Optional Retirement Program (ORP) from the **Retirement Program List** dropdown.

b. Answer yes or no and complete the **retirement program history** questions, if applicable.

c. If you answered “yes” to Questions 1 or 2 under **retirement program history** in the step above, you will be asked to note any previous contracts from the approved providers. The program history and prior contract information may impact your pension membership. Use the **Save & Return later** feature, if you need to verify this information.

d. Review the terms and conditions, and check the box to accept. Click *Confirm*.



Need help? Call the Customer Service Center at **866-271-0960**.

5. Submit your elections

Click *Continue*.

6. Thank you for making your retirement plan elections

Select either Option 1, *Enroll in the ORP only* (proceed to Step 8), or Option 2, *Enroll in the ORP and save more with a VSP Plan* (proceed to next step).

7. Let's set up your retirement contributions

- a. Click on the *Contributions* tab and enter how much you would like to contribute per pay period.
- b. Check the box, if you wish to allocate between pre-tax (Traditional) and/or after-tax (Roth).
- c. Select the effective date and click *Next*.

8. Who would you like to handle your retirement investments?

Choose the investment providers for your employer and mandatory employee contributions to the ORP and your VSP pre-tax (Traditional) and/or after-tax (Roth) contributions. Click *Next*.

9. Review your contributions

Review the terms and conditions of the Salary Deferral Agreement, and check the box to accept. Click *Confirm*.

10. Confirmation: Your elections were submitted

You will now be prompted to visit each website of the investment provider(s) you selected to open an account (if you do not have one already) and select your investments.

Please note: You will exit Retirement@Work and be taken to each provider's website to complete this task. If you selected more than one provider, you must return to this page and click each provider's name to complete the process.

If you have questions about enrolling with your investment provider(s), please contact them at the phone number provided below.

TIAA	TIAA.org/suny	866-662-7945
AIG	suny.aigrs.com/home	800-448-2542
Fidelity	netbenefits.com/SUNY	800-367-7869
Voya	suny.beready2retire.com	800-584-6001

Need help?

If you need assistance with the Retirement@Work system, **call 866-271-0960**. You will be connected with one of our experienced Retirement@Work consultants.

Weekdays, 8 a.m. to 10 p.m. (ET).

If you have questions regarding SUNY retirement benefits, please contact your campus benefits administrator.

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