This notice provides important information regarding the 403(b) plan in which you are eligible to participate (the “plan”).

You may want to take this opportunity to either (1) begin making pre-tax and/or Roth (post tax) 403(b) elective deferral contributions or (2) review your current elections and decide if you want to make changes. Before making any initial elections or changes, you should be sure to consult Retirement Manager (www.myretirementmanager.com), the secure web-based access portal to learn about the retirement savings plans or review the general information about the plans that is posted on the Benefits webpage http://hr.ua.edu/benefits/retirement-benefits

When can I enroll?

You are eligible to enroll immediately upon your date of hire by clicking the “I’m a New User” link on the main login page in Retirement Manager and follow the screen prompts for “User Verification” and “Security Profile Setup”.

You may choose your initial elective deferral rate by completing the appropriate election box in Retirement Manager and designating the funding vehicles and accounts to which your contributions will be made.

This contribution will continue unless it is modified or revoked in the future. The completed online screens are initiated and completed in Retirement Manager and will be processed via Retirement Manager.

Can I change or stop my elective deferral contributions?

You may change your elective deferral contributions once per pay period during the plan year. You are permitted to revoke your election at any time during the plan year. This change must be made in Retirement Manager and must be completed in accordance with the designated pay period deadline date for the respective payroll check date of your choosing. The deadline dates can be viewed in Retirement Manager.

When are my elective deferral contributions effective?

After completing the enrollment/change requirements, your elective deferral contributions will begin on the next pay period in accordance with the designated pay period deadline dates. These dates can be viewed in Retirement Manager.
What is the maximum amount that I can contribute?

The Internal Revenue Code limits the annual contributions you can make to a 403(b) plan and the limits are adjusted each year. The 2015 limits are as follows:

- Elective deferral limit $18,000.00
- Age 50 catch-up $6,000.00

Will my employer make additional contributions?

In addition to your pre-tax and/or Roth 403(b) elective deferral contributions, the plan may allow for additional employer contributions for employees who are classified as “exempt” (professional level employee classifications).

Whom do I contact for additional information?

To learn more about 403(b) plans, please visit www.irs.gov and search for Publication 571. If you have any questions about how the plan works or your rights and obligations under the plan, please contact your plan administrator at:

**Contact Name:** Sandra Abrams, Asst. Director of Benefits  
**Address:** The University of Alabama Benefits Office  
Box 870174, Room G-69, Rose Administration Building  
**Phone:** (205) 348-5487  
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