

ENROLLING IN THE JCCC 403(b) & 457(b) PLANS

If you are a new Johnson County Community College (JCCC) full-time regular employee, you will receive an 8% of base pay employer contribution to the 403(b) Plan, each pay period.

Additionally, you may choose to make a, fixed-dollar, voluntary pre-tax and/or Roth after-tax contribution now or any time in the future to the JCCC 403(b) Plan and/or 457(b) Plan. You will need to enroll with the Plans' recordkeeper (TIAA) to designate your beneficiary, make your investment selection, and elect any voluntary contribution amount. Your enrollment needs to be completed at your earliest convenience. Changes you make to your voluntary contribution elections will be made as soon as practicable but will be effective no later than the second pay cycle following the change. Please follow the instructions below. If your enrollment is not completed by your first pay date, your employer and voluntary employee contributions, if any, will be invested in the Plans' default investment option.

If you are a JCCC part-time regular employee, part-time temporary employee or member of the adjunct faculty, you can make a, fixed-dollar, voluntary pre-tax and/or Roth after-tax contribution to the JCCC 403(b) Plan and/or 457(b) Plan account at any time. You will need to enroll with the Plans' recordkeeper (TIAA) to designate your beneficiary, make your investment selection, and elect any voluntary contribution amount. Changes you make to your voluntary contribution elections will be made as soon as practicable but will be effective no later than the second pay cycle following the change. Please follow the instructions below.

ENROLLMENT INSTRUCTIONS:

To learn more about the JCCC 403(b) and 457(b) Plans and be able to enroll you can:

Go Online:

Log in to the secure website at [TIAA.org/jccc](https://www.tiaa.org/jccc), where you can enroll, change your contributions or investment elections and review or change your beneficiary election.

Phone:

If you prefer you can speak with TIAA by calling 800-482-2252 weekdays 7 a.m. to 9 p.m. and Saturday 8 a.m. to 5 p.m. (CT).

You may change your contribution election, investment choice and beneficiary designation at any time utilizing the above resources at TIAA.

To learn more about 403(b) plans, visit the www.irs.gov and search for Publication 571. If you have questions about how the JCCC 403(b)/457(b) Plans work or your rights and obligations, please contact your appropriate Benefit Specialist:

Connie Brickner Ext. 4757 Last Names Starting with A-F

Lisa Gates Ext. 3619 Last Names Starting with G-N

Lisa Sullivan Ext. 7624 Last Names Starting with O-Z