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 voluntary pre-tax or voluntary Roth after-tax contribution now or any time in the future to the 403(b) Plan and/or 457(b) Plan. You will need to enroll with the Plans’ recordkeeper (TIAA) to create your account, designate your beneficiary and make your investment selection, for both your employer and voluntary contributions. Your enrollment needs to be completed prior to your first pay date. Please follow the instructions below. If your enrollment is not completed by your first pay date, your employer and voluntary employee contributions will be automatically 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 may enroll in and make a voluntary pre-tax or voluntary Roth after-tax contribution to the 403(b) Plan and/or 457(b) Plan account at any time, by contacting your appropriate Benefit Specialist for the necessary documentation.

You may change your contribution election at any time during the year by contacting your appropriate Benefit Specialist and make a change, any time, to your investment election, online through your TIAA account.

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

To Enroll Online:

Go to TIAA.org/jccc

Select Ready to Enroll.
Select the plan(s) in which you wish to enroll and click Begin Enrollment.

On the Welcome page, Login to your TIAA account or Register with TIAA to create an online account. Follow the prompts and print out the confirmation page. You are now enrolled.

If you need assistance with enrolling online, call TIAA at 800 842-2888, Monday through Friday, from 7 a.m. to 9 p.m., and Saturday from 8 a.m. to 5 p.m. (CT). We will guide you through the online enrollment process.