Changing Retirement Savings Elections

1) From the **Home** page, click on the **Benefits icon** and under **Change**, click on **Benefits**.

2) Select **Retirement Savings** from the **Benefit Event Type** drop-down menu.

3) Enter today or a future date in which you want the change to take place.

   **Note:** When entering today’s date to affect the next possible paycheck, it may take one additional pay period for the change to become effective based on payroll process dates.

4) Ignore the **Attachments** portion of the screen.

5) Click **Submit** at the bottom of the page.

6) Click **Open** and follow the subsequent steps:

   a) Enter either the **Employee Contribution percent** or the **Employee Contribution Amount** you would like deducted from your paycheck and which retirement vendor you would like Cornell to send your money to.

   **Important Note:** Do **NOT** select 100% of pay for these contributions because it will affect your insurance premiums and will take 100% of your pay rather than the maximum amount. If you want to contribute your full net pay, then contact Benefit Services at (607)255-3936 or email **benefits@cornell.edu**.

   b) Enter the **Employee Contribution Allocation**.

   **Note:** This must total 100 percent amongst the benefit plan(s) in which you are electing your contribution allocation to be placed in.
**Important Note:** Should you need information on the different types of Employee Contribution Allocations (the investment vendor(s) in which you select your monies to be going to), please contact Benefit Services at (607)255-3936 or email benefits@cornell.edu.

7) Click **Continue**.

8) Review the **Change Benefit Elections** page which summarizes your enrollments.

9) If the enrollments are accurate, click **Submit**. However, if further changes are needed, click **Go Back** and make the necessary corrections.

**Important Notes:**

- Once you are finished reviewing, remember to click **Submit**, otherwise your changes will not take effect.

- This benefit change event must be approved centrally before the employee can view it in their Benefit Elections. Therefore, please don’t initiate more than one Retirement Savings event for the given effective date (until you have had an opportunity to review the initial retirement change event and confirm its successful completion.)

- Upon reviewing the elections made, if you find the effective date of the event is not what you intended, please contact Benefit Services at (607)255-3936 or email benefits@cornell.edu.