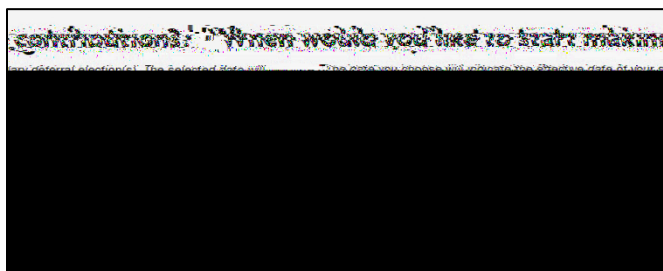


Choosing an Effective Date in Retirement@Work State Campus Administration Payroll

To make changes to your SUNY Voluntary 403(b) Savings Plan deduction amount in the future, please go to [mySUNY](#) to update your deduction amount.



- Please consider that changes take up to 2 full pay periods to be effective in your paycheck if any corrections are required.

Choosing an Effective Date in Retirement@Work State Campus Administration Payroll

Paycheck date*	The number of checks left in the calendar year
11/20/24	4
12/4/24	3
12/18/24	2
12/31/24	1
1/15/25	26
1/29/25	25
2/12/25	24
2/26/25	23
3/12/25	22
3/26/25	21
4/9/25	20
4/23/25	19
5/7/25	18
5/21/25	17
6/4/25	16
6/18/25	15
7/2/25	14
7/16/25	13
7/30/25	12
8/13/25	11
8/27/25	10

Choosing an Effective Date in Retirement@Work State Campus Administration Payroll

Paycheck date*	The number of checks left in the calendar year
9/10/25	9
9/24/25	8
10/8/25	7
10/22/25	6
11/5/25	5
11/19/25	4
12/3/25	3
12/17/25	2
12/31/25	1

Here's how to ENROLL in the SUNY 403(b) Voluntary Savings Plan

- Visit www.retirementatwork.org/suny to enroll.
- Sign in, then select [Sign in](#) under Save more. If you have a 403(b) account but you are not currently contributing, select [Sign in](#) under Make changes.
- Enter your contribution amount and check the box if you wish to allocate between pre-tax (Traditional) and/or post-tax (Roth).
- Select the effective date and click [Next](#).
- Select your investment provider(s) and click [Next](#).
- Once you review and confirm your contributions, you will be asked to open an investment account with each investment provider you have selected or newly selected.

Please monitor your payroll information to ensure your contribution has been processed.

Choosing an Effective Date in Retirement@Work State Campus Administration Payroll

Here's how to **CHANGE** your deferral contribution in the SUNY 403(b) Voluntary Savings Plan

- Visit www.retirementatwork.org/suny and follow these steps.
- Sign in, then select **Make changes** under Make changes.
- Select Contributions tab, then
- Change deferral contribution to desired amount.
- Check the box if you wish to allocate between pre-tax (Traditional) and/or post-tax (Roth).
- Select the effective date and click
- Select your investment provider(s) and click
- Once you review and confirm your contributions, open an investment account with any newly selected investment provider(s).

Please monitor your payroll information to ensure your contribution has been processed.

Visit <http://www.suny.edu/benefits/vsp/> or contact your campus Human Resources/Benefits office if you have questions.