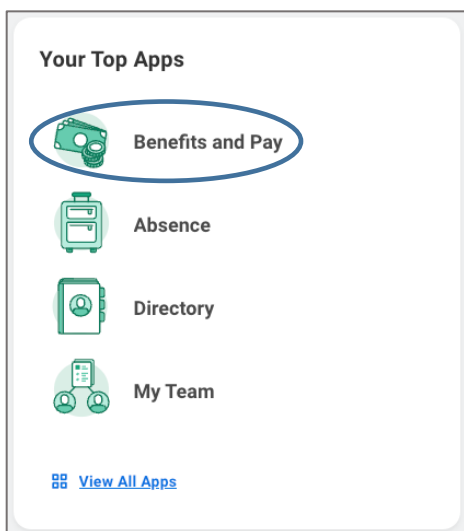


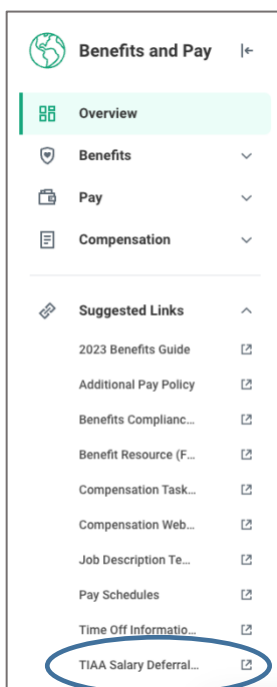
Change your 403(b) contribution

Follow the steps below to log in to your TIAA accounts through Single Sign-On by using your existing USFWorks login.

1. Log in to [USFWorks](#) and click *Benefits and Pay*



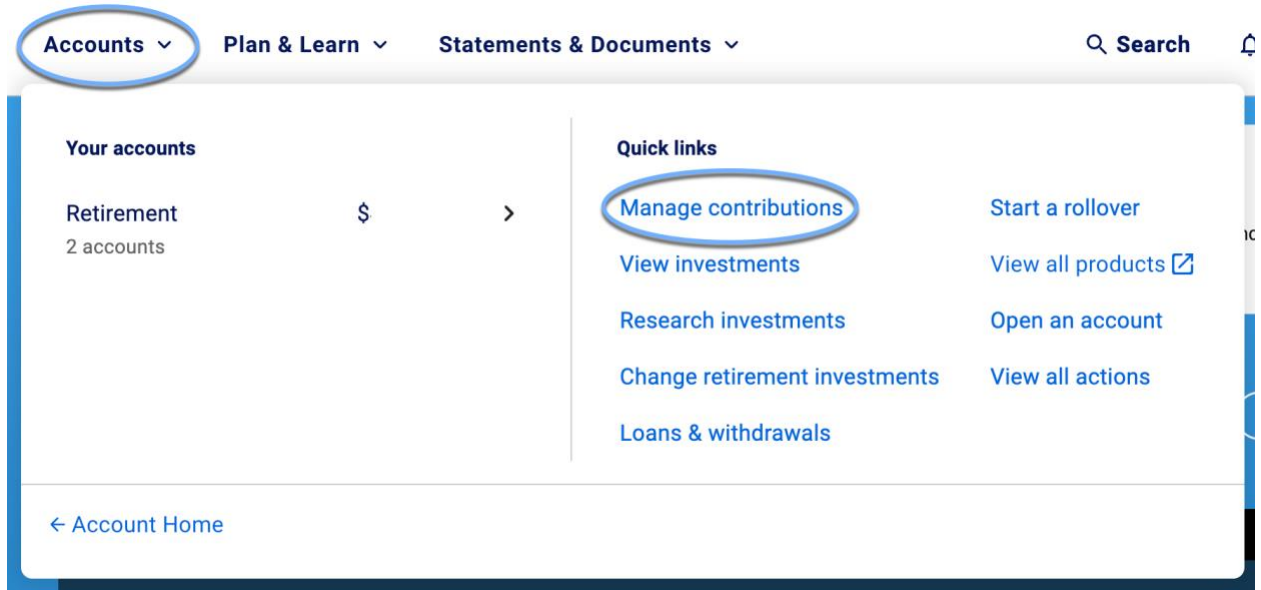
2. On the next page, under *Suggested Links* on the left-hand sidebar, click *TIAA Salary Deferral Agreement*



You will be automatically directed to your TIAA account.

To access the TIAA online salary deferral agreement, follow these steps:

1. Click **Accounts**, then under **Quick Links**, click **Manage contributions**



2. On the next page, click **Manage contributions**

Manage contributions

Employer-Sponsored Retirement Plans

UNIVERSITY OF SAN FRANCISCO DEFINED CONTRIBUTION RETIREMENT
Plan Number: 100975

UNIVERSITY OF SAN FRANCISCO VOLUNTARY RETIREMENT PLAN
Plan Number: 100976

[Manage contributions >](#)

3. On the next page, click *Manage Contributions*

Contributions

Enter any contributions you made this year through a different employer to ensure you don't exceed the maximum amount allowed per year.

- NOTE: Employees who made contributions to another retirement plan during the calendar year should ensure they do not exceed the IRS limit for the year
- Check out [Advice & Guidance](#) for useful resources and educational articles from retirement basics to living retirement.
- View your payroll calendar: [Payroll Schedules\(PDF\)](#)

Summary [Stop voluntary contributions](#) **MANAGE CONTRIBUTIONS**

YOUR CONTRIBUTIONS **3.00%** per pay period

At this point, you have reached the online salary deferral agreement in which you can modify your 403(b) contribution election.

In addition to changing your 403(b) contribution election, you can also do the following:

- View your retirement plan balances
- Choose your investments
- Update your beneficiaries
- Access financial planning resources

A dedicated TIAA website

You can also access your account via the TIAA/USF dedicated website at tiaa.org/usfca. From this page, you can easily research the Plans' investment options and review important plan details. You may also log in to your account (using a log in that you create), and perform the same actions as above.

The screenshot shows the TIAA website interface. At the top left is the TIAA logo. To the right is the University of San Francisco logo with the tagline "CHANGE THE WORLD FROM HERE". Below the logos is a navigation bar with links for "Retirement benefits", "Investment options", "Insights", and "Why TIAA". On the far right of the navigation bar is a notification icon with the number "1" and the text "Announcement". The main content area has a blue header with the text "Your Retirement Benefits" and two buttons: "Explore" and "Ready to enroll". Below this is a section titled "See what's available to you" with the subtext "You can put money away for retirement while saving on taxes." This section contains a list of three retirement plans, each with a "View plan details" button:

University of San Francisco Defined Contribution Retirement Plan	View plan details
University of San Francisco Voluntary Retirement Plan	View plan details
Emeriti Plan	View plan details

Retirement Plan Investment Advice

As a participant in the Plans, you have access to personalized advice on the Plans' investment options from a TIAA financial consultant. Whether you are just starting out or close to retirement, you can meet by phone or virtually to discuss your specific financial goals and how to plan for them. This service is

available as part of your retirement program at *no additional cost to you*.

Joanie Cheung is USF's dedicated TIAA financial consultant. You may read about what you can expect in an advice session by clicking [here](#). Schedule an investment advice session online by visiting tiaa.org/schedulenow or by calling **800-732-8353**, weekdays, 5 a.m. to 5 p.m. (PT).

If you would like additional information about USF's retirement benefit, please review our Retirement and Financial Planning page. You may also contact TIAA at **800-842-2252**, weekdays, 5 a.m. to 7 p.m. (PT).