



Toolkit: Understanding Your Staff, Faculty and Administrative Retirement Options

Workforce Management

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Retirement Overview

Tulane University offers a range of options to ensure your financial security during retirement. This toolkit will give an in-depth look at each retirement plan offered to eligible employees.

403(b) Program

The Tulane 403(b) Program is designed to help you save for your retirement years. The Tulane 403(b) program consists of the Staff Retirement Plan, Faculty & Administrative Retirement Plan, and the Tax Deferred Annuity (TDA) Plan.

Staff Retirement or Faculty and Administrative Retirement Plans

The Tulane Staff Retirement and the Faculty and Administrative Retirement plans are University funded 403(b) programs. If you are eligible for this retirement program, you do not have to take any action once you have an account open with one of our vendors. (See [How to enroll](#))

Eligibility

Employees are eligible to participate in the University funded programs after 2 years of service, having worked at least 975 hours in each consecutive year. Re-hired employees are eligible immediately if they worked at Tulane for at least 2 consecutive qualifying years. Keep in mind, Tulane does not do retroactive payments. Therefore, it is beneficial to be proactive in opening an account in order to receive Tulane's contributions.

Contributions

Tulane's contributions are based on salary and employee status.

TUMG, Faculty and Administrative Employees

The University contributes up to 10% of your salary depending on your annual base salary. For those whose earnings are \$80,000.00 or more, the university will contribute 10% plus an automatic 2% reduction of salary. For those whose base earnings are less than \$80,000.00, the University will contribute 8% if you choose to make a voluntary 2% contribution that will be matched by an additional 2% from the University. Plan participants have numerous investment options to choose from through Fidelity Investments and TIAA-CREF. Faculty and Administrative employees must satisfy a two-year waiting period working no less than 975 hours in each year to qualify for the Faculty and Administrative Retirement program.

All other staff

After you become eligible, Tulane will contribute 8% of your salary. You do not need to contribute a voluntary salary percentage in order to receive the 8%.

When viewing your Staff or Faculty and Administrative Retirement plans in the HCM Self-Service System an amount will not be visible to you. In order to check your balance, please contact Fidelity or TIAA-CREF. Once you have opened an account with Fidelity or TIAA-CREF, the Staff or Faculty and Administrative plan will be automatically selected. You will not be able to make changes to this plan in the HCM system. If changes need to be made to your plan, contact the appropriate vendor. (See [Consultations](#) for contact information)

Comparison Chart

Tulane 403(b) Retirement Options		
	Staff, Faculty and Administrative Retirement Plan	Tax Deferred Annuity Plan
Eligibility and Enrollment	Staff, Faculty and Administrative employees are eligible to enroll after consecutive two years of eligible employment (at least 975 working hours each year)	Employees are eligible to enroll on date of hire or rehire
Vesting	100% vested when the account is opened	
Contributions	University funded Staff: University contributes 8% Faculty and Administrative employees earning less than \$80,000: University contributes 8% with an additional 2% if the participant contributes 2% voluntarily Faculty and Administrative employees earning more than \$80,000: University contributes 10%, a 2% participant contribution is mandatory	Employee contributions only
2015 IRS Maximum Contributions	Compensation limit is \$260,000.00	Up to \$18,000 Employees who are 50 or older may contribute an additional \$6,000
Change in Future Contributions	Does not apply	Employee contributions only, may be changed via HCM Self-Service at any time.
Tax Status	100% Tax Deferred	
Withdrawal Provisions	Not Permitted	Permitted – Restrictions Apply
Loan Provision	Not Permitted	Permitted – Restrictions Apply
Investment Options	TIAA-CREF or Fidelity Investments	
Asset Allocation and Transfers	Participants may change allocations of funds with each investment company, per company rules, but can only transfer funds from one investment company to another once a year.	

The comparison chart does not include the 457(b) plan. For more information regarding the 457(b) plan, please contact [TIAA-CREF](#).

The How To's

The following section will explain in detail, how to set up a consultation with Fidelity or TIAA-CREF, how to enroll with one of Tulane's retirement vendors, and how to view and, or update your retirement benefits.

Consultations

To assist employees in determining how to invest their funds, tools and assistance are provided on both the Fidelity Investments and TIAA-CREF websites. Tulane also hosts periodic meetings where employees can meet individually with an advisor. Workforce Management distributes announcements of upcoming meetings.

Fidelity Investments	TIAA-CREF
Representative- Tommy Thompson	Representative- Louis Bundy
1-800-642-7131	1-866-843-5640
www.fidelity.com/atwork/reservations	www.tiaa-cref.org/letstalk1

Customer Service Contact Information

Fidelity Investments	TIAA-CREF
1-800-343-0860	1-800-842-2776
https://nb.fidelity.com/public/nb/atwork/home	https://www.tiaa-cref.org/public/index.html

How to enroll with Fidelity or TIAA-CREF

Employees may enroll with one of our vendors by following the steps listed below.

Instructions for enrolling in the University's Staff Retirement Plan

Fidelity

1. To enroll with Fidelity, go to: <http://enrollonline.fidelity.com>
2. Type in the plan's identification number, **84782**, and your Social Security number.
3. Follow the prompts to create a customer number (other than your Social Security number) and PIN.
4. Go to www.netbenefits.fidelity.com and establish an investment allocation in NetBenefits
5. Then select "Beneficiaries" in the "My Profile" section.
6. Designate your beneficiary(ies) for your 403(b) account at Fidelity and receive instant online confirmation.

*** If you are having any problems with the website, please call 1-800-343-0860. ***

TIAA-CREF

1. To enroll with TIAA-CREF go to: www.tiaa-cref.org/tulane
2. In the upper right corner, click Enroll Now.
3. Select [Tulane University Staff Retirement Plan](#)
4. Click on Register with TIAA-Cref button.
5. In the middle of the page insert this access code: **LA100221**
6. Click No to the question, "has a TIAA-CREF consultant solicited this application from you?"
7. Follow the prompts to complete the enrollment.

*** If you are having any problems with the website, please call 1-877-518-9161. ***

Instructions for enrolling in the University's Faculty & Administrative Retirement Plan

Fidelity

1. To enroll with Fidelity, go to: <http://enrollonline.fidelity.com>
2. Type in the plan's identification number, **84783**, and your Social Security number.
3. Follow the prompts to create a customer number (other than your Social Security number) and PIN.
4. Go to www.netbenefits.fidelity.com and establish an investment allocation in NetBenefits.
5. Then select "Beneficiaries" in the "My Profile" section.
6. Designate your beneficiary(ies) for your 403(b) account at Fidelity and receive instant online confirmation.

*** If you are having any problems with the website, please call 1-800-343-0860. ***

TIAA-CREF

1. To enroll with TIAA-CREF go to: www.tiaa-cref.org/tulane
2. In the upper right corner, click Enroll Now.
3. Select, [Tulane University Faculty & Administrative Plan](#)
4. Click on Register with TIAA-CREF button.
5. In the middle of the page insert this access code: **LA100220**
6. Follow the prompts to complete the enrollment.

***If you are having any problems with the website, please call 1-877-518-9161. ***

Questions

Please contact Workforce Management Organization by emailing wfmo@tulane.edu or call (504)865-5280 or you may contact one of the retirement vendors directly with questions: TIAA-CREF at: 1-800-842-2776, Fidelity Investments at: 1-800-343-0860.