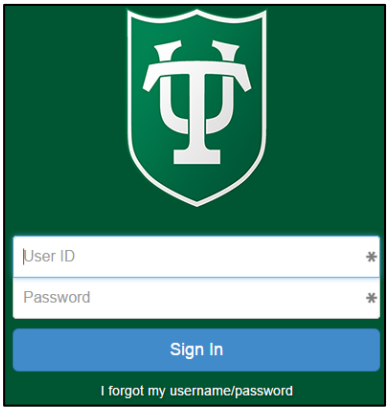
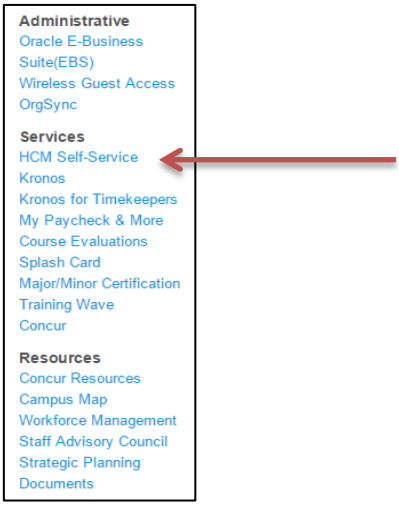
How to Enroll, Update or View your Retirement Benefits

Instructions: How to enroll, update, or view your retirement benefits

1. Login to Gibson Online using your Tulane username and password.

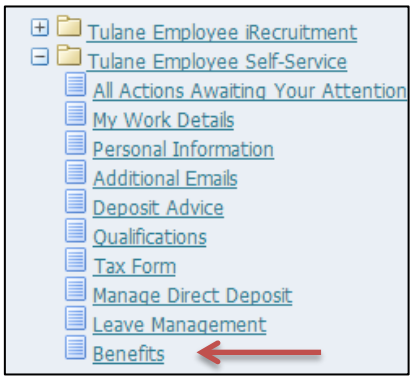


2. Under the Faculty or Staff tab, select HCM Self-Service.

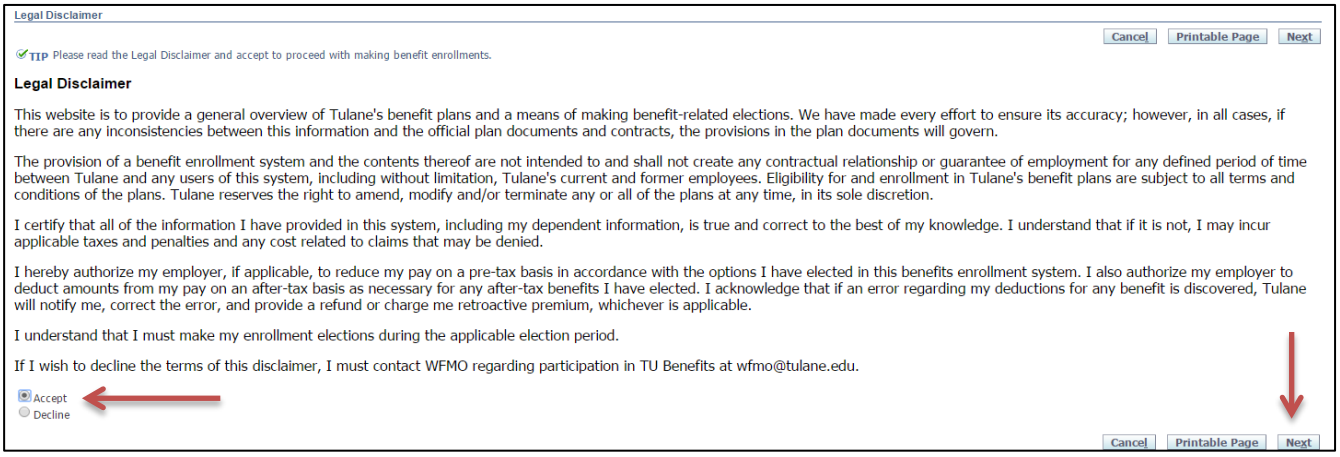


3. Enter your Single Sign-On username and password (Tulane username and password).

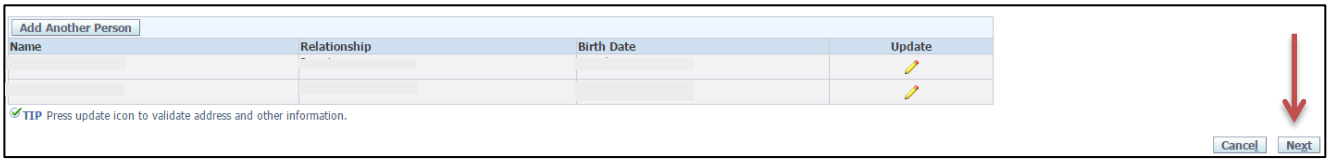
4. Under the Tulane Employee Self-Service link, click on Benefits.



5. You will need to accept the Legal Disclaimer and press next.



6. Review Dependents and Beneficiaries (*you may modify dependents and beneficiaries at any point throughout the year)* and press next.



7. Select TU Retirement and press next.

8. You will see your current Retirement Plan enrollments.
9. To update your 2015 retirement contributions, click on "Update Benefits"
10. Enter your new annual election for 2015 under **Coverage** field. For TDA and the 457(b) programs, the *maximum contribution is $18,000 for those under age 50 and $24,000 for those ages 50 and over*.
11. Click **Recalculate** to see your new **Pre-Tax** contribution per paycheck.

12. If you agree with the amounts shown under the **Pre-Tax** and **Annual Cost** fields, click **Accept.** If not, repeat steps 10 and 11.
13. Click **Confirmation Statement** either to save a PDF copy or to print a confirmation.
14. Print **Salary and Tax Deferral Agreement**.

15. Click **Finish** to complete your retirement updates.
16. Click **Logout** located on top right corner of the screen to exit HCM Self-Service.
17. Click under your name on top right corner of the screen then select **Sign Out** to exit Gibson Online.

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.