



## WELCOME TO YOUR RETIREMENT PROGRAM

# Virginia Commonwealth University

Virginia Commonwealth University (VCU) recognizes the importance of providing you ways to plan for your financial future. Your retirement program is an important part of your overall benefits. So take time to understand the retirement plans available to you and start saving now in the voluntary 403(b) plan.

### Understanding your retirement plan options.

<b>VCU Optional Retirement Plan (ORP)</b>	Faculty members and eligible University and Academic Professionals may elect the ORP in lieu of participating in the Virginia Retirement System within the first 60 calendar days of ORP-eligible employment. Eligible employees who do not elect the ORP within this election period become members of the Virginia Retirement System.	For employees hired on or after July 1, 2010, with no previous Virginia ORP balance or Virginia Retirement System defined benefit plan account balance prior to that date, VCU will contribute an amount equal to 8.5% of your creditable compensation, plus your contribution of 5% of salary by payroll deduction, for a total contribution of 13.5% to your plan account.	For new or rehired ORP-eligible employees with a qualifying pre-July 2010 balance in a Virginia ORP or in a Virginia Retirement System defined benefit plan, VCU will contribute an amount equal to 10.4% of your creditable compensation, and there is no employee contribution.	<b>TIAA Access Code: VCUFAC</b>	
<b>Virginia Retirement System (VRS) Hybrid Plan</b>	The VRS Hybrid Plan is the retirement plan for faculty members and University and Academic Professionals who are not eligible for the ORP, or who are eligible for but do not elect the ORP. Participation is mandatory for faculty members and University and Academic Professionals unless you participate in the ORP or participate in a different Virginia Retirement System defined benefit plan (VRS Plan 1 or 2, or VaLORS Plan 1 or 2). The plan is operated by the Virginia Retirement System and is not available through TIAA. For information, see <a href="http://www.varetirement.org/hybrid">www.varetirement.org/hybrid</a> .			N/A	The TIAA Access Code will prepopulate if you click <b>READY TO ENROLL</b> at <a href="http://tiaa.org/vcu">tiaa.org/vcu</a> .
<b>VCU Tax-Deferred Annuity 403(b) Plan (TDA)</b>	All VCU employees are eligible to enroll in the TDA plan. The plan offers an opportunity to save for retirement by making elective deferrals from your paycheck, and accepts both pretax and Roth (after-tax) contributions. New faculty and University and Academic Professionals are automatically enrolled to defer \$20 per paycheck in the TDA plan after 60 days of employment if they have not already begun making deferrals to the TDA plan or to the Commonwealth of Virginia 457 Deferred Compensation Plan.			<b>TIAA Access Code: VCUSTAFF</b>	
<b>VCU Cash Match Plan</b>	<b>If you enroll and contribute to the TDA plan, you will be enrolled and start receiving employer contributions into the Cash Match Plan.</b> Faculty, University and Academic Professionals, and classified staff are eligible to receive a VCU contribution in this plan when they defer at least \$10 each pay period to the TDA plan. If you are a member of the Virginia Retirement System Hybrid Retirement Plan (“VRS Hybrid”), you are not eligible for a VCU Cash Match Plan contribution until you are making the maximum voluntary defined contribution amount to your VRS Hybrid Plan.			<b>TIAA Access Code: 100941</b>	



To add, review or change your beneficiary designation log into [tiaa.org](http://tiaa.org) or use the mobile app.

Click *Profile* and select *Manage beneficiaries*.



To schedule a one-on-one advice and education session by phone or in person, call TIAA at **800-732-8353**, weekdays, 8 a.m. to 8 p.m. (ET). Or visit [tiaa.org/schedulenow](http://tiaa.org/schedulenow).



Learn more about your investment choices online at [tiaa.org/vcu](http://tiaa.org/vcu).

# Quick guide to managing your retirement account online

## To enroll:

- Go to [tiaa.org/vcu](https://tiaa.org/vcu).
- Click *Ready to enroll*, then follow the online instructions. If you are a first-time user, you will need to register for online access to create your user ID and password.
- Follow the prompts and print out the confirmation page. You are now enrolled.

**Important:** Employees are eligible to make their own contributions provided they have completed and returned the necessary paperwork to the Human Resources Office:

- Election to Participate (VRS-65) Form for the Optional Retirement Plan (ORP)
- Salary Reduction Agreement for the Tax-Deferred Annuity 403(b) Plan

These forms are available on the *Begin Enrollment* page or from your Human Resources Office.

## Log in to your account:

- Go to [tiaa.org/vcu](https://tiaa.org/vcu) and click *Log in* in the top right-hand corner. If you are a first-time user, select *Need online access?*
- Follow the on-screen directions to create your user ID and password.
- Review and update your profile information on file.

## Once logged in

### To change investments for future contributions:

- Click *Accounts* and select *Change retirement investments*.
- Select *Choose future investments*, then *Make changes*, and select the account/contract you would like to update. You can then enter your investment instructions.

### To transfer assets among plan investment options:

- In *Accounts*, select *Change retirement investments*.
- Select *Exchange*, then select the account/contract you would like to update. You can then enter your investment instructions.

### To change your beneficiary designation:

Click *Profile* and select *Manage beneficiaries*.

## How we can help

<b>Online information and account access</b>	<p>Use <a href="https://tiaa.org/vcu">tiaa.org/vcu</a> to:</p> <ul style="list-style-type: none"> <li>• Establish a secure user ID and password.</li> <li>• Review and update your personal information.</li> <li>• Update your beneficiary designation.</li> <li>• Check account balances and confirm contributions.</li> <li>• Change the investment of future contributions.</li> <li>• Transfer assets among the plan's investment options.</li> <li>• View and research the performance of the plan's investment options.</li> <li>• Sign up for eDelivery of materials you'd prefer to receive by email.</li> <li>• Access retirement planning tools and calculators.</li> </ul>
<b>Automated phone access (available 24/7)</b>	<b>800-842-2252</b>
<b>Phone support</b>	Call <b>800-842-2252</b> , weekdays, 8 a.m. to 10 p.m. (ET).
<b>Retirement plan advice and education</b>	<p><b>Online:</b> <a href="https://tiaa.org/advicenow">tiaa.org/advicenow</a>. Log in to your account and follow the on-screen instructions.</p> <p>To schedule a one-on-one advice and education session by phone or in person, call TIAA at <b>800-732-8353</b>, weekdays, 8 a.m. to 8 p.m. (ET). Or visit <a href="https://tiaa.org/schedulenow">tiaa.org/schedulenow</a>. Investment advice is not available to participants who reside outside of the United States.</p>
<b>Financial education</b>	TIAA offers many resources to help you learn more about saving and managing your finances. Visit <a href="https://tiaa.org/webinars">tiaa.org/webinars</a> to participate in live webinars or visit <a href="https://tiaa.org">tiaa.org</a> to access information about budgeting, college savings, investing and more.
<b>Online tools and calculators</b>	<p>You can visit <a href="https://tiaa.org/tools">tiaa.org/tools</a> for interactive planning tools.</p> <ul style="list-style-type: none"> <li>• Under <i>Retirement Planning</i>, select the <i>Retirement Goal Evaluator</i> for an estimate of how much of your salary you might be able to replace at retirement.</li> <li>• Under <i>Taxes</i>, select the <i>Tax Advantage Calculator</i> to estimate the long-term growth potential of money contributed to a tax-deferred annuity.</li> <li>• Under <i>Saving and Investing</i>, select the <i>Asset Allocation Evaluator</i> for sample portfolios based on your answers to a few questions.</li> </ul>



### How you can access advice and education

**Online:** Visit [tiaa.org/advicenow](https://tiaa.org/advicenow).

**One-on-one advice sessions:** To schedule your session, call TIAA at **800-732-8353**, weekdays, 8 a.m. to 8 p.m. (ET). Or visit [tiaa.org/schedulenow](https://tiaa.org/schedulenow).



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**Distributions from 403(b) plans before age 59½, severance from employment, death, or disability may be prohibited, limited, and/or subject to substantial tax penalties. Different restrictions may apply to other types of plans.**

**Investment, insurance, and annuity products are not FDIC insured, are not bank guaranteed, are not bank deposits, are not insured by any federal government agency, are not a condition to any banking service or activity, and may lose value.**

**You should consider the investment objectives, risks, charges, and expenses carefully before investing. Please call 877-518-9161 or go to [tiaa.org/vcu](https://tiaa.org/vcu) for current product and fund prospectuses that contain this and other information. Please read the prospectuses carefully before investing.**

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