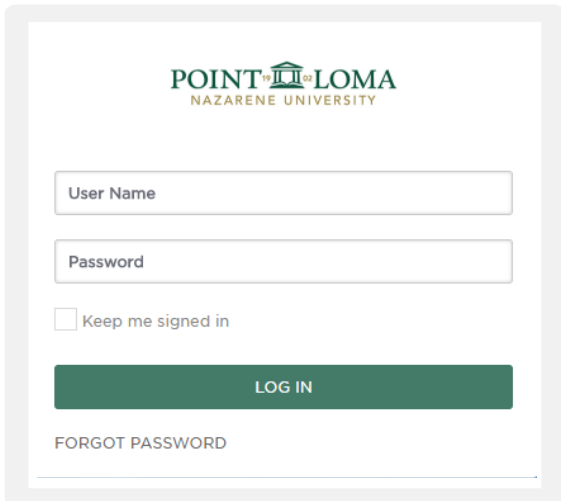


Login to Workday

Navigate to workday.pointloma.edu in your web browser.

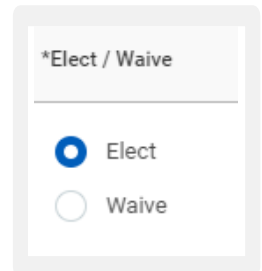
Login using your regular PLNU credentials.



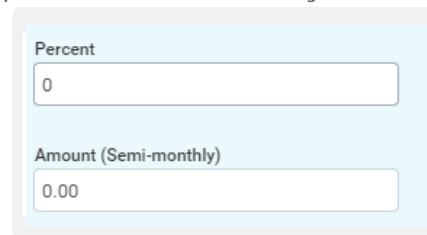
Change Retirement Contribution

From the Benefits worklet:

1. Select to change **Retirement Savings**.
2. **Edit**.
3. Choose effective date. Click **OK**.
4. **Elect** desired Benefit Plan.



5. Input Employee Contribution amount by either percent or semi-monthly amount.



6. **Submit**.



Full and part-time faculty, staff and administrators who work at least 1000 hours per year (20 hours per week or teach 16 units per academic year) and have completed two years of continuous service are eligible to participate in the standard plan. A waiver of the eligibility period is provided for employees who were employed full-time for two continuous years at a church or educational (K-12, higher education) institution within the five year period immediately prior to employment at Point Loma. Point Loma contributes a 3% base contribution with no required employee contribution. In addition, Point Loma makes a 100% matching contribution - up to 5% of an employee's voluntary contribution. The total possible contribution by Point Loma is 8% and Point Loma's contributions are always pretax. Your contributions can be either on a pretax or after tax (Roth) basis. The most you can contribute to the standard plan is 5%.

You may elect to contribute additional funds into TIAA-CREF. Faculty, staff and administrators who have not completed the eligibility period, or work less than half-time and are not eligible for the standard contribution plan, may elect to make voluntary contributions. The University does not contribute to the supplemental plan. Your contributions can be either on a pretax or after tax (Roth) basis.

If you have any questions, please feel free to contact Samara Timms, Benefits Manager, at stimms@pointloma.edu or x2240.