

**Important Note – Change in deadlines for 403(b) salary deferral changes for December paychecks due to winter recess**

If you are paid monthly and want to adjust your 403(b) contributions for December you must enter your change on the TIAA site no later than Thursday, December 12<sup>th</sup> for your December 23<sup>rd</sup> paycheck.

If you are paid weekly, you must enter your change no later than Thursday, December 19<sup>th</sup> for your December 26<sup>th</sup> paycheck, and no later than Thursday, December 26<sup>th</sup> for your January 2<sup>nd</sup> paycheck.

To change your retirement savings contributions, log into your account and take the following steps. *Log in*, click on *Accounts* in the upper left corner, under *Quick Links* choose *Manage contributions*.

If you need assistance, you can contact **TIAA** at **855-250-5424**.