

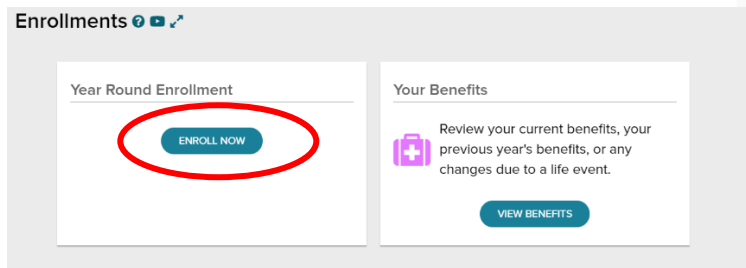
Enroll, Change, or Cancel Payroll Contributions to 403b in ADP

Through ADP Self-Service, benefits-eligible employees can now:

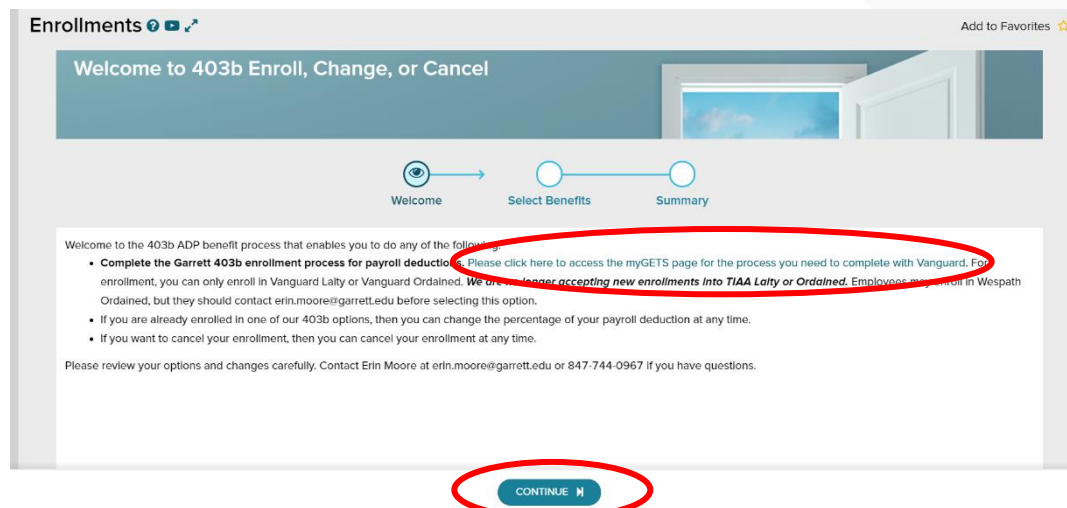
- Complete the Garrett payroll contribution enrollment in Vanguard Laity or Ordained or Wespeth Ordained 403b plans. As of January 1, 2020, we are not accepting new enrollments into TIAA.
- Change their payroll deductions for Vanguard Laity or Ordained, TIAA Laity or Ordained, or Wespeth Ordained. Please note as of July 1, 2020, contributions are a percentage of an employee's paycheck. This means those who want to contribute more than 4.5% for Laity or 6% for Ordained, would put the total percent they want to contribute versus having either 4.5% or 6% and then a secondary contribution for Additional 403b. The only exception to this a handful of faculty members enrolled in TIAA that contribute a specific amount to their TIAA annuity fund.
- Cancel their participation in our 403b plan.

Step-by-Step Guide to Enroll, Change, or Cancel a Payroll Contribution in ADP

1. Login to <https://www.workforcenow.adp.com>
2. Select Myself/Benefits/Enrollments
3. You will see the screen below. Select the "Enroll Now" button in the "Year Round Enrollment" box. You select this button even if you are wanting to change or cancel coverage.



4. You will then see an overview page for this benefit election. If you are a new enrollee in Garrett's 403b plan, then this overview page also includes the link to myGETS circled in red below that you can click to access the rest of the steps you need to complete with Vanguard to set up your 403b account with Vanguard. You would then select "Continue."



- The first page you will see would be to enroll, change, or cancel Vanguard Laity. The screenshot below is what I see because I am already enrolled in Vanguard Laity. I have circled in red and noted next to each circle why you would elect that option.

The screenshot shows the '403(b) plan' enrollment page. The 'Available Benefits' sidebar on the left lists several options, with 'VANGUARD LAITY' selected and highlighted in green. The main area displays a table of plan details for 'Vanguard Laity', including the provider 'The Vanguard Group', a per paycheck deduction of '\$405.72', and an effective date of 'July 7, 2020'. The status is 'SELECTED'. Below the table, there is a section '1. Enter your Contribution Amount' with a dropdown menu set to '4.50 %'. At the bottom, there are buttons for 'SAVE FOR LATER' and 'CONTINUE TO NEXT BENEFIT'. On the right side, there are links for 'REMOVE ENROLLMENT' and 'MANAGE BENEFICIARIES'.

Annotations:

- Top Right:** If you are not enrolled in this plan then you will see a button here that would say "Select Plan" and if this is the plan you wanted to enroll in then you would click that button. Once clicked, you would be able to enter the contribution amount in the box below.
- Bottom Left:** * The Seminary's match will now appear as a 100% match up to 4.5% of a lay employee's contribution or up to 6% of an ordained employee's contribution for July 1, 2020 through June 30, 2021. For example, if you elected to contribute 3% then the Seminary would only match 3%, but if you elected to contribute 10% then the seminary would match 4.5% of it for laity or 6% of it for clergy.
- Bottom Center:** Once you have completed your changes OR if you are not enrolled in Vanguard Laity, you can select continue to next benefit.
- Bottom Right:** NOT REQUIRED: You can add a beneficiary but are not required to add one since you will need to designate within Vanguard, TIAA, or Wespeth's websites/paperwork a beneficiary.
- Right Side (Remove Enrollment):** Elect Remove Enrollment if you want to unenroll from this benefit.
- Right Side (Manage Beneficiaries):** (Link to Manage Beneficiaries)

- If you do not want to enroll in Vanguard Laity, then you would skip this page by electing "Continue to Next Benefit." If you did enroll in Vanguard Laity, then you would still select "Continue to Next Benefit" to go through the rest of the screens until you got to the screen where you could review and submit your enrollment.
- Once you complete either 1) enrolling in Vanguard's Laity or Ordained Plans or in Wespeth's Ordained Plan; or 2) changing or cancelling your benefit contribution percentage in Vanguard Laity or Ordained Plans, TIAA's Laity or Ordained Plans (or for those faculty who have contributions going to the TIAA Annuity Plan); or Wespeth's Ordained Plan AND you have selected "Continue to Next Benefits" to get through all plan options, you will see the screen that appears on the following page:

Enrollments 📺 📄 📱

Welcome to 403b Enroll, Change, or Cancel

Welcome → Select Benefits → Summary

Please review this summary of your 403b Enroll, Change, or Cancel.

⚠️ Your benefit elections will not be processed until you click "SUBMIT ENROLLMENT".

SAVE FOR LATER | **SUBMIT ENROLLMENT** ↩️

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Enrollment Summary

Plan	Effective Date	Coverage	Your Cost
403(b) plan			\$250.00
✓ The Vanguard Group: Vanguard Laily, Eligible Employees	✎ July 7, 2020		

Per Pay Period: \$250.00

If the 403b plan type and the dollar amounts listed for your cost per pay period are correct then select "Submit Enrollment." Erin Moore will receive a notification to review and approve your change. If anything looks incorrect, then she will contact you to double check with you before approving the change.

You can also download this page for your records.

If the 403b plan type or dollar amounts listed are incorrect, then you can click the pencil icon to go back to the enrollment process and make changes.

8. Once you select "Submit Enrollment," you are finished. Erin Moore will receive a notification that you have made a change and she will review the change and if everything looks okay she will approve the change. If something looks incorrect, then she will contact you to discuss it and then decide with you whether it is okay to proceed or if a change is necessary.

If you have any questions during the process or run into any errors, please contact Erin Moore at erin.moore@garrett.edu or at 847-866-3918 (office) or during remote operations on her mobile phone of 847-744-0967.