Retirement Services
Exempt Employee Retirement Benefits

EVEN WHERE YOU LOOK,

retirement@tennessee.edu
Welcome to the University of Tennessee System!

We are excited to add you to the UT family!
Are you a previous member?

• Were you enrolled previously in a Tennessee retirement plan (TCRS or ORP)?

• You can find contact information for TCRS or ORP vendors on our website at https://payroll.tennessee.edu/retirement/plans/.

• You can restart deferred compensation deductions by going online at https://retirereadytn.empower-retirement.com/participant/#/login for the 401(k) and 457. You will need to complete the SRA form to start 403b deductions New/Change 403b Form.
Which retirement plan am I eligible for?

- New Faculty and FLSA-exempt staff have a choice of participation in the Optional Retirement Program (ORP) or the Tennessee Consolidated Retirement System (TCRS)

- ORP members who leave and return to service without withdrawing their full account balance will be re-enrolled in the ORP plan they were enrolled in previously

- State of Tennessee Retirement Plan members who leave and return to service without losing TCRS membership should be reenrolled in the TCRS plan they were enrolled in previously unless they are newly eligible for ORP and wish to participate.
**TCRS Legacy Plan**
- Employees hired before July 1, 2014
- Members are non-contributory to TCRS
- 5-year vesting
- TCRS Service Retirement at age 60 or with 30 years of creditable service
- Unused sick leave is converted to service at retirement
- TCRS benefit calculated with a set formula
- Voluntary participation in 401(k), 457, and 403(b) plans

**TCRS Hybrid Plan**
- Employees hire on or after July 1, 2014
- There are 2 components TCRS and 401K
- 5-year vesting in TCRS, auto enrollment and immediate vesting in 401(k)
- TCRS Service Retirement at age 65 or by meeting the rule of 90 (service credit + age = 90)
- TCRS benefits calculated with a set formula

<table>
<thead>
<tr>
<th></th>
<th>Employer Contributions</th>
<th>Employee Contributions</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>TCRS</td>
<td>4%</td>
<td>5%</td>
<td>9%</td>
</tr>
<tr>
<td>401(k)</td>
<td>5%</td>
<td>2%</td>
<td>7%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>9%</strong></td>
<td><strong>7%</strong></td>
<td><strong>16%</strong></td>
</tr>
</tbody>
</table>
ORP Legacy Plan

• Employees hired before July 1, 2014
• Required 401(a) defined contribution plan component (ORP)
• Members are non-contributory to the ORP
• Employer contributions are equal to 10% of earnable compensation up to the Social Security wage base; 11% above
• Immediate vesting
• Amount available in retirement is based on contributions, plus any accumulated earnings
• Voluntary participation in 401(k), 457, and 403(b) plans

ORP Hybrid Plan

• Employees hire on or after July 1, 2014

<table>
<thead>
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<th>Employer Contributions</th>
<th>Employee Contributions</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>ORP</td>
<td>9%</td>
<td>5%</td>
<td>14%</td>
</tr>
<tr>
<td>401(k)</td>
<td>0%</td>
<td>2%</td>
<td>2%</td>
</tr>
<tr>
<td>Total</td>
<td>9%</td>
<td>7%</td>
<td>16%</td>
</tr>
</tbody>
</table>

• Immediate vesting in the ORP and 401(k)
• Auto enrollment in 401k
• Amount available in retirement is based on contributions, plus any accumulated earnings
Transfers from the ORP to TCRS

- Individuals that join the ORP and later decide to join TCRS will have a one-time transfer option upon reaching 5 years of service.

- The individual electing to transfer must file the election and remit funds to TCRS no later than December 31st of the following year in which they reached 5 years of service.

- TCRS notifies all eligible members of this transfer opportunity.
Transfers from TCRS to the ORP

• Employees who are eligible to participate in the ORP but who elected to participate in TCRS may make an election to transfer membership over to the ORP at any time, but this election is irrevocable

• Non-contributory (Legacy Plan) employees hired between July 1, 1981 and June 30, 2014 executing this transfer will transfer membership only since all contributions were made by the employer

• Members with employee contributions in TCRS may transfer the employee account balance to the ORP by completing two forms:
  • Election to Transfer Funds from TCRS to the ORP form
  • Election to Transfer Membership from TCRS to the ORP form

• Contributions made by the employer are not transferable
Enrollment Process

• You will need to turn in the Notice of Election to Participate Form. This can be found at: http://payroll.tennessee.edu/wp-content/uploads/sites/3/retirement-forms/Election-to-Participate-TR-0266.pdf

• If you selected ORP you will also need to complete the UT Premium Distribution Form. This can be found at: http://payroll.tennessee.edu/wp-content/uploads/sites/3/retirement-forms/UT-Premium-Distribution-Form-7-2019.pdf

• If you do not submit the enrollment forms by the payroll lock date of the month following your start date you will be enrolled in TCRS. You will be contacted before this occurs.
Empower Retirement 401(k)

1-800-922-7772

Empower Retirement website

- First-time UT hires will be automatically enrolled in the 401(k) at 2% unless they opt out or choose a different deduction amount. If you have worked for UT or the state previously you will need to log in online to start deductions.

- If you opt out at hire you can enroll in the plan later.

- Deferrals can also be started, stopped or changed at any time. This must be done online at https://retirereadytn.empower-retirement.com/participant/#/login

- While you are still employed there are loan and hardship loan options available.

- Online changes to the deduction can take two weeks to process. Be mindful of this when you make changes. They may not take effect for your next payroll check.
Deferred Compensation Plans: 401(k), 457, and 403b

• Members are immediately vested
• Upon terminating employment or retiring, an employee may leave the account balance in the plan, roll it over to another plan, or begin taking distributions
• Members select their investment options based on their individual goals, risk tolerance, and timeline
• Amount available in retirement is based on contributions, plus any accumulated earnings/losses
• Investment information and resources available at www.RetireReadyTN.gov or the UT Retirement Benefits website https://payroll.tennessee.edu/retirement/deferred-compensation/
• Matches are available only with the 401(k)
401(k) Plan options and contribution limits

Contribution types:

• Traditional 401(k) – pre-tax contributions to reduce your current taxes
• Roth 401(k) – after tax contributions to reduce your taxes in retirement
• Any employer contributions will always be made to the 401(k) on a pre-tax basis
• Members may contribute up to IRS annual limits
• Members age 50+ may make catch-up contributions
• The minimum contribution amount is $20/month
401(k) Matching

• Employees participating in a retirement plan are eligible for a dollar-to-dollar match up to $50/month to the 401(k) plan.

Contribute $50 per month

It could equal $50,000 more in retirement
Additional Savings Opportunities

**403(b)**

- Offered by the State through contracts with TIAA and Voya
- Shares a contribution limit with 401(k)
- Some overlap with ORP investment options
- **Deferral Agreement Form** must be completed after the online enrollment process has taken place on. This form can be found at: [http://payroll.tennessee.edu/wp-content/uploads/sites/3/retirement-forms/403b-2020.pdf](http://payroll.tennessee.edu/wp-content/uploads/sites/3/retirement-forms/403b-2020.pdf)
- The vendor links for online enrollment can be found at: [https://payroll.tennessee.edu/retirement/deferred-compensation/](https://payroll.tennessee.edu/retirement/deferred-compensation/)
Additional Savings Opportunities

457

• Offered by the State through contract with Empower Retirement

• Does not share contribution limit with 401(k)/403(b)

• Same investment line up as the 401(k)

• Enroll online at https://retirereadytn.empower-retirement.com/participant/#/login.
Rollovers

• You can rollover approved balances from a former employer’s 401(a), 401(k), 403(b) or governmental 457(b) \(^1\) or from an IRA.

• Discuss your options with a retirement plan advisor

• You may also want to consult a tax advisor prior to making this decision

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\(^1\) If you roll over any governmental 457 dollars to another type of plan or account, the withdrawals made prior to you reaching age 59½ may be subject to a 10% federal early withdrawal penalty upon distribution from the non-457 account.
Selecting Your Beneficiary(s)

• You must select beneficiaries for each retirement plan separately, even if designating the same beneficiary for all plans. You may select multiple beneficiaries.

• Update your TCRS Beneficiary by logging into Self-Service at https://mytcrs.tn.gov/DPAS.WebUI.Internet/Common/Pages/Login.aspx. For more information, review the TCRS Selecting a Beneficiary Guide

• Update your 401(k) & 457 beneficiary(s) by accessing accounts at Empower Retirement website https://retirereadytn.empower-retirement.com/participant/#/login

• Update your ORP & 403(b) beneficiary(s) by accessing the applicable plan sponsor website (links available at https://payroll.tennessee.edu/retirement/plans/)

• Remember, your beneficiary(s) will not automatically be changed in the event of a birth, marriage, divorce, and death, or other change in circumstance
Retirement Plan Service Providers

TCRS, 401(k) and 457
RetireReadyTN (Empower Retirement):
(800) 922-7772

ORP and 403(b)
TIAA: (800) 842-2776
Voya: (866) 776-6704 x 2

More contact information and resources can be found at https://payroll.tennessee.edu/retirement/plans/ and https://payroll.tennessee.edu/retirement/deferred-compensation/.
Pay Statements

• All plans you participate in will be listed on your UT pay statement. The contributions column shows what UT is paying toward taxes and benefits. The deductions column shows the deductions for benefits and services that are coming out of your pay.

• In the contributions column (left side) you will see:
  • “ER Retireme” - This is what UT is paying toward your TCRS account.
  • If you are in TCRS Hybrid you will see “ER 401k Con”. This is the 5% employer contribution to the 401(k) in that plan.
  • If you participate in the 401(k) you will see “401-k Match”. This is the matching contribution up to $50 per month.

• In the deductions column (right side) you will see:
  • If you are a TCRS Hybrid member - “TCRS Hybrid deduct” based on the plan you selected.
  • You will also see entries for the deferred compensation plans you select (401K, 401K ROTH, 457, etc.).
When you are enrolled in the plan and receiving your pay through UT you will want to be aware of a few things. On the pay statement it will have columns for contributions and deductions. The contributions column shows what UT is paying toward taxes and benefits. The deductions column shows the deductions for benefits and services that are coming out of your pay.

In the contributions column you will see ER. This is what UT is paying toward your TCRS account. If you are in TCRS Hybrid you will see ER 401k Con. This is the 5% employer contribution to the 401(k) in that plan. If you participate in the 401(k) you will see 401k Match. This is the matching contribution up to $50 per month.

In the deductions column you will see either TCRS Hybrid deduct based on the plan you selected. You will also see entries for the deferred compensation plans you select (401K, Basic Life Ins-Aft, 401K Roth Deduct, 401(k) Loan Repay).

### Pay Statement Example:

<table>
<thead>
<tr>
<th>Name</th>
<th>Jetson, George</th>
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<tbody>
<tr>
<td>Personnel No.</td>
<td>987654</td>
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<tr>
<td>Pay Area:</td>
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<tr>
<td>Cost Center:</td>
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<tr>
<td>Period Begin:</td>
<td>04/26/2021</td>
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<tr>
<td>Period End:</td>
<td>05/09/2021</td>
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<tr>
<td>Tax Marital Status:</td>
<td>Married</td>
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<td>No. of Exemptions:</td>
<td>00</td>
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<tr>
<td>Additional W/H Tax:</td>
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</tbody>
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#### Payroll Earnings / Deduction Statement

<table>
<thead>
<tr>
<th>Contributions</th>
<th>Amount</th>
<th>YTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>TX ER Socia</td>
<td>104.94</td>
<td>1,014.25</td>
</tr>
<tr>
<td>TX ER Medic</td>
<td>24.54</td>
<td>237.20</td>
</tr>
<tr>
<td>TX ER Unemp</td>
<td></td>
<td>45.30</td>
</tr>
<tr>
<td>TX ER Work</td>
<td>3.90</td>
<td>39.61</td>
</tr>
<tr>
<td>ER Health C</td>
<td>4.16</td>
<td>4,708.80</td>
</tr>
<tr>
<td>ER Retireme</td>
<td>70.11</td>
<td>713.08</td>
</tr>
<tr>
<td>401-k Match</td>
<td>25.00</td>
<td>250.00</td>
</tr>
<tr>
<td>ER 401k Con</td>
<td>88.53</td>
<td>912.88</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Gross Pay</th>
<th>Rate</th>
<th>Hours</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>Annual Leave</td>
<td>21.98</td>
<td>32.00</td>
<td>703.36</td>
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<tr>
<td>Reg Hours</td>
<td>21.98</td>
<td>48.40</td>
<td>1,063.84</td>
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<tr>
<td>Overtime Premium</td>
<td>10.99</td>
<td>0.30</td>
<td>3.30</td>
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</table>

<table>
<thead>
<tr>
<th>Deductions</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>Med Exp Reduction</td>
<td>78.00-</td>
</tr>
<tr>
<td>TCRS Hybrid Deduct</td>
<td>88.53-</td>
</tr>
<tr>
<td>LTD Ins</td>
<td>3.36-</td>
</tr>
<tr>
<td>Basic Life Ins-Aft</td>
<td>7.30-</td>
</tr>
<tr>
<td>401K Roth Deduct</td>
<td>53.12-</td>
</tr>
<tr>
<td>401(k) Loan Repay</td>
<td>73.36-</td>
</tr>
</tbody>
</table>

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**THE UNIVERSITY OF TENNESSEE SYSTEM**
Retirement Services Contacts

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