



Update Retirement Savings Elections

The following describes the process of how to update your voluntary retirement savings elections, also referred to as Supplemental Plans, in Workday.

Visit the [Supplemental Plans Eligibility and Enrollment](#) and the [NJDPB Other Programs](#) page for more information.

DO NOT INITIATE THIS PROCESS if you have not filled out the appropriate enrollment forms with the vendor of your choice.

If you have any questions about voluntary retirement plans contact the HR Benefits team (benefits@montclair.edu).

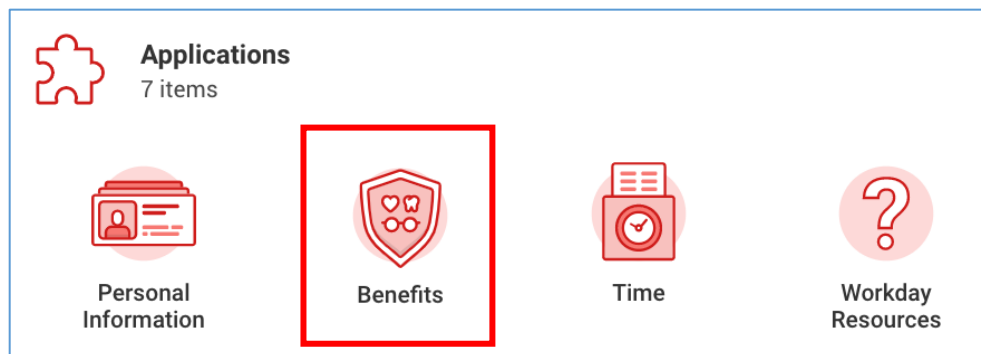
If you encounter any errors during this process contact Workday Customer Care (973-655-5000 option 3 or WCCSupport@montclair.edu).

Workflow Steps

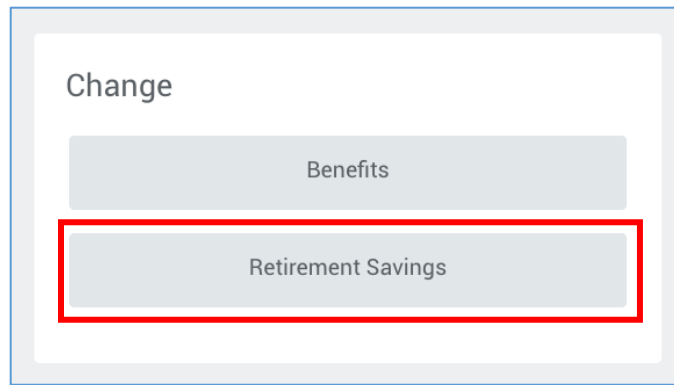
- 1) Employee submits appropriate enrollment forms outside of Workday
- 2) Employee initiates and submits the Retirement Savings Elections process in Workday
- 3) HR Benefits approves or denies the Retirement Savings Elections event

Instructions

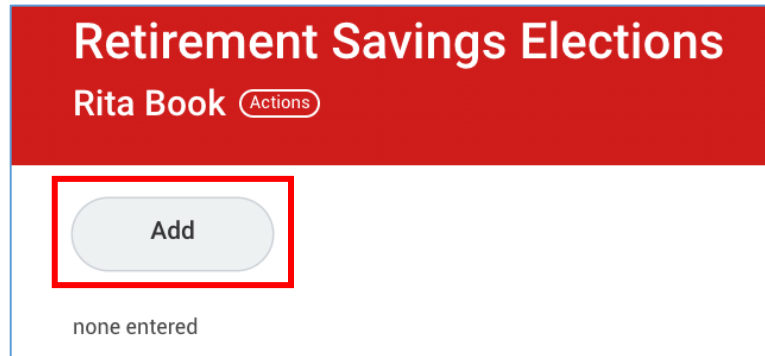
- 1) From your Workday homepage click on the **Benefits** worklet.



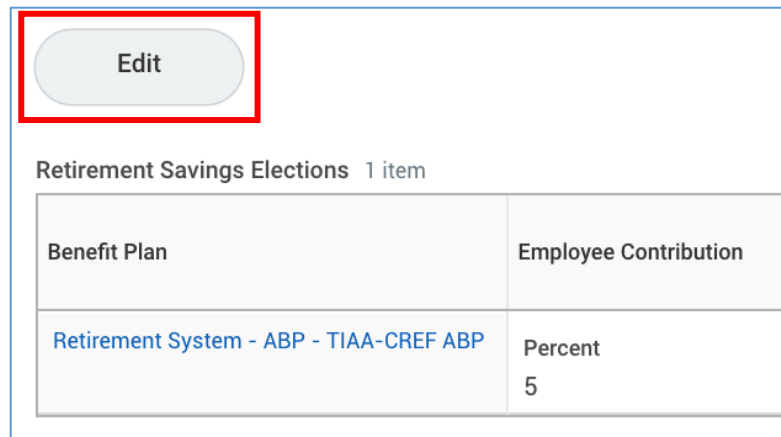
- 2) In the section labelled **Change** click on the **Retirement Savings** button.



3) If you do not have existing retirement elections you will see the **Add** button.

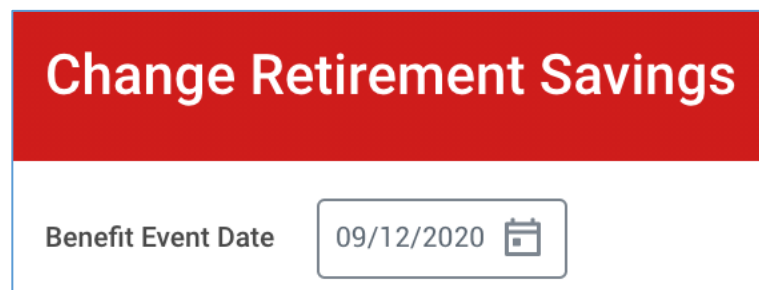


If you do have existing retirement elections you will see the **Edit** button and your existing elections will be listed below.

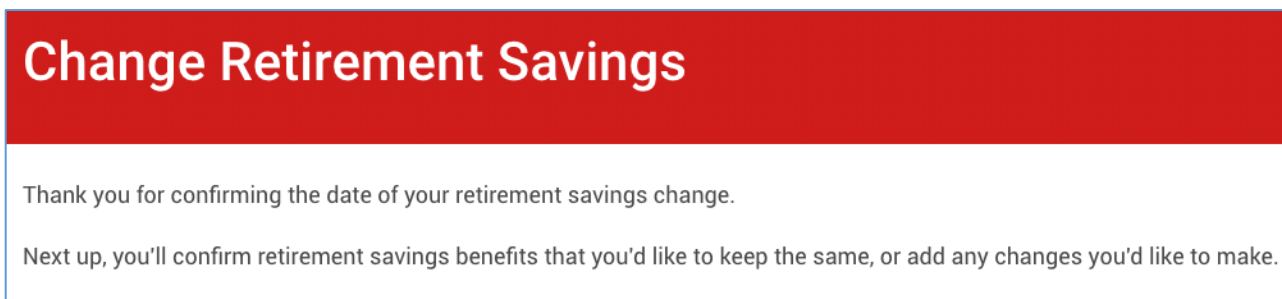


Click the **Add** or **Edit** button.

4) Enter the event date.

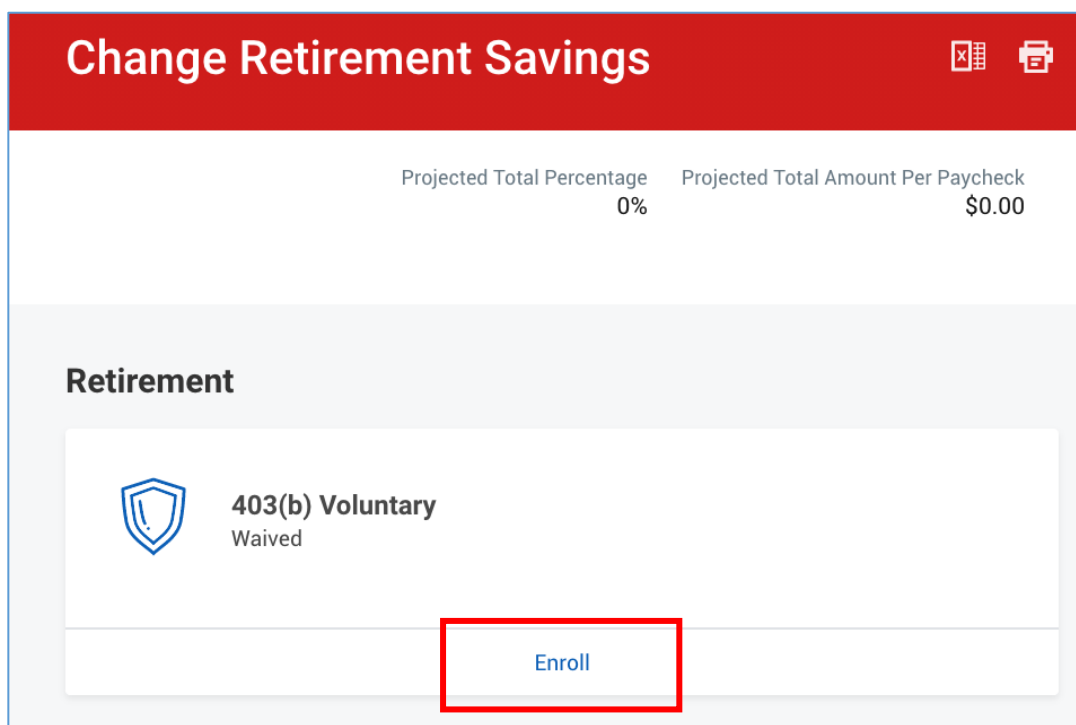


- 5) Click **Continue** at the bottom of the page.
- 6) Workday will display a confirmation page. Click **Continue** at the bottom of the page.



- 7) The next page will display the different types of voluntary retirement savings plans you are eligible to elect.

Click on the **Enroll** button below the type of plan you will be electing or updating.



- 8) The available plan options for the plan type you selected will appear in a list. Some of the options will be greyed out and unavailable for you to elect because you are not eligible to enroll in those plans.

Find the plan you want to enroll in or update and select the **Select** radio button.

*Selection

Select

Waive

9) Review the statement on the right side of the page before clicking **Confirm and Continue** at the bottom of the page.

10) Select the contribution type.

Contribute

Enter how much you want to contribute as an amount or a percentage.

Contribution Type *

select one

Amount

Percentage

11) Enter the contribution amount or percent.

You will enter a percent if you selected Percentage as your contribution type.

Contribute

Enter how much you want to contribute as an amount or a percentage.

Contribution Type *

Contribution (%)

You will enter an amount if you selected Amount as your contribution type.

Contribute

Enter how much you want to contribute as an amount or a percentage.

Contribution Type *

Per Paycheck Contribution (\$)

- 12) Click **Save** at the bottom of the page.
- 13) Click **Review** at the bottom of the page.
- 14) Review the elections before clicking **Submit** at the bottom of the page.
- 15) Workday will tell you that your retirement elections have been updated but they still need to be approved by the HR Benefits team.