



HR Service Center  
 5700 Cass Avenue, Suite 3638  
 Detroit, MI 48202  
**Phone:** 313-577-3000  
**Fax:** 313-577-0637  
**Email:** [askhr@wayne.edu](mailto:askhr@wayne.edu)

## Part-Time Faculty 403(b) Retirement Plan Enrollment Guidelines

### Plan Highlights

#### Who is Eligible to make Employee Contributions to the plan?

Employees who are Part-Time Faculty, represented by UPTF AFT Local 477, AFL-CIO and have completed two consecutive years of employment at WSU.

#### Who is Eligible to receive University (Employer) Contributions to the plan?

Any represented Part Time Faculty member who meets all of the following conditions:

- A. Is age 26 or older,
- B. Has completed two consecutive years of employment at the university, and
- C. Is contributing at least 5% of salary

Collective Bargaining Agreement: [https://provost.wayne.edu/pdf/2020-23\\_uptf\\_agreementpreliminarypost-ratification\\_version\\_.pdf](https://provost.wayne.edu/pdf/2020-23_uptf_agreementpreliminarypost-ratification_version_.pdf)

### To enroll:

You must complete a **Part-Time Faculty 403(b) Retirement Plan Salary Reduction Agreement** (next page) and return it to the HR Service Center. This form authorizes your payroll deduction. Your payroll deduction cannot be processed until you have created an account with either TIAA or Fidelity Investments (whichever carrier you are choosing to participate with).

You must enroll with an investment carrier – TIAA or Fidelity Investments. Consultants from TIAA and Fidelity Investments regularly come to the WSU campus to hold appointments and meet with employees.

|                                    | <b>TIAA</b>   | <b>Fidelity Investments</b>  |
|------------------------------------|---|--|
| <b>Website (to create account)</b> | <a href="http://www.tiaa-cref.org/wayne">http://www.tiaa-cref.org/wayne</a>   | <a href="http://www.netbenefits.com/waynestateuniversity">www.netbenefits.com/waynestateuniversity</a><br>Plan Number 52864                                |
| <b>Telephone</b>                   | <b>1-800-842-2252</b>   | <b>1-800-343-0860</b>  |
| <b>On-Campus Counseling</b>        | Make an appointment at:<br><a href="http://www.tiaa-cref.org/moc">www.tiaa-cref.org/moc</a><br>or call 1-800-732-8353 | Make an appointment at:<br><a href="http://www.fidelity.com/atwork/reservations">http://www.fidelity.com/atwork/reservations</a><br>or call 1-800-642-7131 |



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## PART-TIME FACULTY 403(b) Retirement Plan Salary Reduction Agreement

|  |                 |
|--|-----------------|
| Employee Name (Last, First, Middle Initial): |                 |
| Banner ID:                                   | E-mail Address: |

**Section 1:**

\_\_\_\_\_ **New Enrollment:**  
 I have completed the online enrollment with: \_\_\_\_\_ **TIAA** \_\_\_\_\_ **Fidelity Investments**  
 My Date of Hire is \_\_\_\_\_ My Date of Birth is \_\_\_\_\_

\_\_\_\_\_ **Change: Complete section 2**

Do you have more than 50% ownership interest in an outside business that sponsors a retirement plan?  Yes  No

**Section 2: Employee Contribution Election**

I request to make Employee Contributions of \_\_\_\_\_% (whole percentages only) each pay date and allocate these to the following Investment Carriers (whole percentages only):

\_\_\_\_\_ % TIAA  
 \_\_\_\_\_ % Fidelity Investments  
 \_\_\_\_\_ % **Total**

**Section 3: University Contribution Election**

I elect to have my University Contributions applied to the below investment carrier (**check only one**). I understand these contributions will only be received should I be a member and meet the requirements defined in the UPTF AFT Local 477, AFL-CIO collective bargaining agreement. When you contribute a minimum of 5% into the 403(b) Plan, Wayne State University makes a matching contribution into your 403(b) account of **1.75%**.

**Please check only one:** \_\_\_\_\_ TIAA \_\_\_\_\_ Fidelity Investments

**Section 4: AGREEMENT – I understand and agree to the following terms and conditions:**

I am a Part-Time Faculty employee of Wayne State University, represented by UPTF AFT Local 477, AFL-CIO, and in order to receive University Contributions I must be a represented PTF member who is age 26 or older and have completed two consecutive years of employment at the university. This Salary Reduction Agreement affects contributions from my pay checks and will be processed in my pay check as soon as administratively feasible by the HR Department. I understand that contributions will not be retroactive. The amount of by which my WSU earnings may be reduced is subject to limitations in Sections 402(g) and 415 of the Internal Revenue Code. This Salary Reduction Agreement will remain in effect until I complete a new agreement or until it is determined that this salary reduction will cause me to exceed the plan limits on contributions. I understand that if I have a break in employment service I may have to resubmit this form. I understand that once I enroll and start contributing to the Plan, in order to change, stop or restart my Employee Contributions, I must complete a new 403(b) Salary Reduction Agreement. This Salary Reduction Agreement shall be legally binding while my employment continues; however, either party may terminate or otherwise modify this Agreement. The university may lower or cancel my contributions to keep my contributions within the limits of the Internal Revenue Code.

|                   |              |
|-------------------|--------------|
| <b>Signature:</b> | <b>Date:</b> |
|-------------------|--------------|