

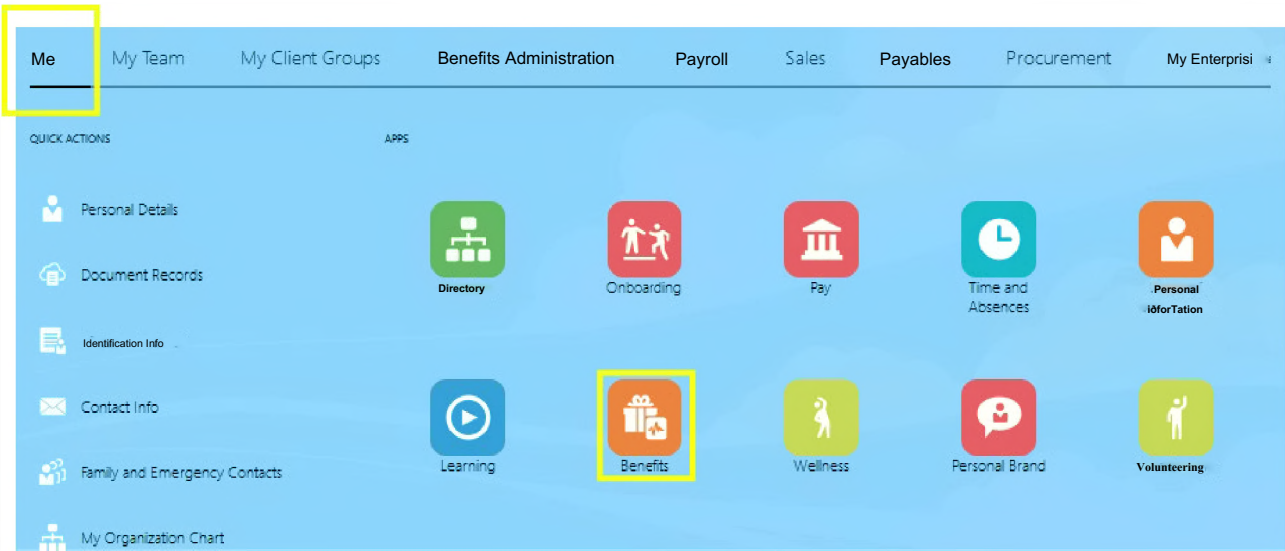
Champlain College - Changing Your 403(b) Contribution in [Oracle](#)

The guide walks you through how to make changes to your 403(b) contribution.

Walkthroughs:

- 1.0 Navigation Path
- 2.0 Changing Your 403b Contribution

Audience: All

Process Step & Description	Action
<p>1.0 Navigation Path</p>	<p>Getting Started</p> <p>^ Navigation Path Me > Benefits > Change Benefits Elections</p> <p>From the Home Screen, be on the Me tab.</p> <ul style="list-style-type: none"> • Click on the Benefits Icon. 

- Next click **Make Changes**

Review your benefits package and relevant info before you enroll. Click on Make Changes to proceed.

Make Changes



Pending Actions

Address your open items to complete enrollment



Your Benefits

See your current, past, and future enrollments



Report a Life Event

Record a life event for enrollment opportunities



Before You Enroll

Add family and others before you enroll

Changing Your 403b Contribution

On the **Before You Enroll** screen:

- Click **Continue** from the top right corner.

Before You Enroll

Continue

Cancel



Information

To cover family and others in benefits, add them now before you enroll. You may also add individuals or organizations you will designate as beneficiaries or emergency contacts.

People to Cover

+ Add



There's nothing here so far.

2.0 Changing Your 403b Contribution

- Click the **Champlain College Retirement Program** from the list.
Note: *If you are 50 years of age or older, you will have a second tile on this screen that enables you to add a "catch-up" amount in dollars to your retirement program.*



Champlain College Retirement Program

- On the next page, click **Edit**.

Retirement

Edit

CC - 403b

CC - 403(b) Employee Unmatched Employee Contribution	3.5 %
CC - 403-B Employee Match	1.5 %

CC - 403b Roth

CC - 403(b) Employee Unmatched (ROTH) Employee Contribution	3.5 %
CC - 403(b) Employee Match Roth	15%

- Click the **pencil** icon to edit each contribution type you would like to edit or establish a contribution.

CC - 403b

CC - 403(b) Employee Unmatched

M Employee Contribution 3.5 % X
Employee **Contribution**

CC - 403-B Employee Match

II CC - 403-B Employee Match 1.5 %
Employee **Contribution**
 Employer **Contribution**
 1.5 %

CC - 403b Roth

CC - 403(b) Employee Unmatched {ROTH}

II Employee Contribution 3.5 % X
Employee **Contribution**

CC -403(b) Employee Match Roth

IX CC - 403(b) Employee Match Roth 1.5 %
Employee **Contribution**
 Employer Contribution
 1.5 %

- For each contribution type enter the *percentage* of pay that you would like to contribute.
Note: *the employer match will not update until you submit your change in the following steps.*

- Click **OK**.



CC - 403-B Employee Match

Employee Contribution

0 to 3, in increments of 0.01

Employer Contribution
3 %

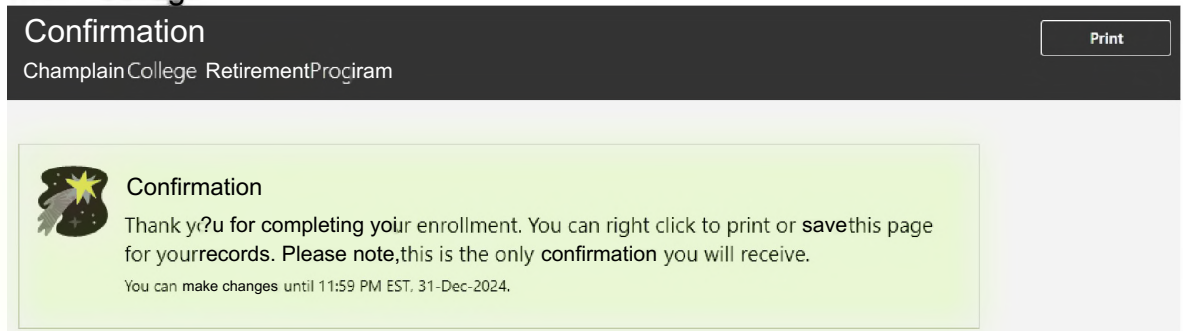
- Once you have updated each contribution type you wish to change, click **Continue** at the **top** of the page.
Note: *your total per pay period cost and employer contributions will not update until it is submitted.*



- Review your changes and click **Submit**.



- The confirmation which means your change has processed will have a green box with message.



- You have now updated your contributions and they will be reflected in your pay check for the pay period during which you entered them. [View the pay schedule.](#)

If you have any questions, please contact Your Benefits Team at 802.443.5485 or benefits@gmhec.org.

To assign/edit beneficiaries and view your TIAA account, visit: <https://www.tiaa.org/public/retire/enroll-now/champlain>