

Instructions to stop or change the Supplemental Retirement Account (SRA) deduction in Banweb
Navigate: Employee Self Service, Benefits and Deductions, Retirement Plans.

Only active deductions can be stopped or changed. To start a deduction, the SRA enrollment form must be completed and processed by the Benefits office.

Locate the Active Account

TIAA CREF 403(b) Percentage - 307

Benefit or Deduction as of date: Sep 17, 2014
Status of Benefit or Deduction: **Active**
Start Date: Dec 22, 2013
End Date:
Biweekly Pct: 10.00
Annual Limit:

History ■ **Update** ■ Contributions or Deductions

Click here for the total amount of contributions made year to date.

Verify changes made by viewing **History**.

Stop the Deduction

TIAA CREF 403(b) Percentage - 307

Deduction Effective as of:

Status: Active ▼
Effective Date of Change MM/DD/YYYY: 08/31/2014

Biweekly Pct 999.99 :* 10.00
Annual Limit 999999.99 :

Submit Changes **Cancel Changes (prior to submit)**

[Retirement Plans](#)

TO STOP THE DEDUCTION:

- 1) Change **Status** from *Active* to *Inactive*
- 2) Change **Effective Date of Change** to the Saturday preceding the current biweekly payroll. (See the payroll calendar on the next page for an example).
- 3) Click **Submit Changes**

To Change the Amount of the Biweekly Deduction

TIAA CREF 403(b) Flat Amount - 306

Deduction Effective as of:

Status:

Effective Date of Change MM/DD/YYYY:

Biweekly Amount 999999.99 :*

Annual Limit 999999.99 :

Submit Changes

Cancel Changes (prior to submit)

[Retirement Plans](#)

TO CHANGE THE AMOUNT:

- 1) Leave **Status** *Active*
- 2) Change **Effective Date of Change** to the first day of the biweekly payroll. (See the payroll calendar on the next page for an example).
- 3) Update the **Biweekly Amount**
- 4) Adjust the **Annual Limit** as applicable
- 5) Click **Submit Changes**

Click [here](#) to see the Payroll Biweekly Calendar

2014	S	M	T	W	T	F	S	
JUL			1	2	3	4	<u>5</u>	14
	<u>6</u>	7	8	9	10	11	12	
	13	14	15	16	17	18	19	15
AUG	20	21	22	23	24	25	26	
	27	28	29	30	31			16
						1	2	
	3	4	5	6	7	8	9	
	10	11	12	13	14	15	16	17
	17	18	19	20	21	22	23	
	24	25	26	27	28	29	30	18

To **stop the deduction** on the July 25 paycheck, use July 5 as the Effective Date of Change. (The Saturday preceding the biweekly payroll).

To **change the amount** of the deduction on the July 25 paycheck, use July 6 as the effective date. (The first day of the biweekly payroll).