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 completed and processed by the Benefits office.

### Locate the Active Account

<table>
<thead>
<tr>
<th>TIAA CREF 403(b) Percentage - 307</th>
</tr>
</thead>
<tbody>
<tr>
<td>Benefit or Deduction as of date: Sep 17, 2014</td>
</tr>
<tr>
<td>Status of Benefit or Deduction: Active</td>
</tr>
<tr>
<td>Start Date: Dec 22, 2013</td>
</tr>
<tr>
<td>End Date:</td>
</tr>
<tr>
<td>Biweekly Pct: 10.00</td>
</tr>
<tr>
<td>Annual Limit:</td>
</tr>
</tbody>
</table>

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

Verify changes made by viewing History.

### Stop the Deduction

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

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**

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).