

Enrolling in Your Carnegie Mellon Retirement Benefits

Read “*Carnegie Mellon Retirement Plans: Understanding Your Options*” before using this help sheet to enroll in our plan.

Enrolling in the Faculty and Staff Retirement Plan (FSRP)

Whether or not you choose to contribute your *own* money to a TDA, if you are eligible for the FSRP, you should enroll in the FSRP for your university contributions. By enrolling, you will be able to select the investments that will be made with your university contributions.

If you do not enroll or select an investment, your university contributions will automatically be invested in an age-appropriate TIAA-CREF LifeCycle fund. This fund automatically adjusts the mix of investments based on an anticipated retirement age of 65.

Upon completion of the appropriate carrier enrollment forms, your university contributions will be invested in the TIAACREF and/or Vanguard investment funds of your choice.

1. **Decide which carrier and investment funds you want to use for your university contributions.** You may choose Vanguard mutual funds OR TIAA-CREF annuities or mutual funds. Go to http://www.cmu.edu/hr/benefits/benefit_programs/retirement/investment.html to review your fund options and determine the best investment strategy.
2. **If you choose to invest your contributions in Vanguard funds,** use the Vanguard Enrollment & Change Form (online at http://www.cmu.edu/hr/benefits/benefit_programs/forms/VanEnrollChange.pdf). Indicate your investment choices in the left column of item 2 (Basic Plan).

3. **If you choose to invest your university contributions in TIAA-CREF annuities or funds,** use TIAA-CREF Faculty and Staff Retirement Account (GRA) enrollment application (online at http://www.cmu.edu/hr/benefits/benefit_programs/forms/TCgraapp.pdf).
4. **Complete the Prior Service Credit Request** if appropriate to apply for a reduction to your vesting period (online at http://www.cmu.edu/hr/benefits/benefit_programs/forms/PriorServiceCredit.pdf).
5. **Return your completed forms to:**
Carnegie Mellon University
Attn: Payroll Services
5000 Forbes Avenue
Pittsburgh, PA 15213
Or deliver on campus to UTDC-Room 208

Enrolling in a Tax Deferred Annuities (TDA) Plan (formerly known as a Supplemental Retirement Account)

If you choose to contribute some of your own money into a TDA, you must select the carrier and funds into which your contributions will be invested, as well as whether they will be pre- or post-tax (Roth) contributions. You may choose options from one or both of our retirement carriers, and in pre- and/or post-tax accounts for maximum diversification.

1. **Decide how much you want to contribute to a TDA.** You may contribute from \$25 a month up to the IRS limit (review the limits at http://www.cmu.edu/hr/benefits/benefit_programs/retirement/index.html).

2. **Decide which investment funds you want to use for your contributions.** You may invest in Vanguard and/or TIAA-CREF annuities, mutual funds or Lifecycle Funds. (To review your fund options, go to http://www.cmu.edu/hr/benefits/benefit_programs/retirement/investment.html). You may choose different carriers and funds than you selected for your FSRP contributions (if any).
3. **Complete the TDA Salary Reduction Agreement** (available online at http://www.cmu.edu/hr/benefits/benefit_programs/forms/RetSRA.pdf). This gives us permission to deduct the funds from your salary and invest them as you direct. Indicate how much of your salary should be deposited into each type of account.
4. **If you choose to invest TDA contributions in Vanguard funds**, use the Vanguard Enrollment & Change Form (online at http://www.cmu.edu/hr/benefits/benefit_programs/forms/VanEnrollChange.pdf). Indicate your TDA investments in the right column of item 2 (Supplemental Contribution) on the form.
5. **If you choose to invest TDA contributions in TIAA-CREF annuities or funds**, complete the TIAA-CREF Supplemental Retirement Account (GSRA) enrollment application (at http://www.cmu.edu/hr/benefits/benefit_programs/forms/TCgsraapp.pdf).
6. **Return your completed forms to:**
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 Pittsburgh, PA 15213
 Or deliver on campus to UTDC-Room 208

Making Changes to Your TDA Contribution Level or Carrier

If you want to change how much you contribute to an TDA for either carrier, use HR Connection's

Financial Module (online at http://www.cmu.edu/hr/benefits/hr_connection.html). You will need your Andrew username and password and your HR PIN to access the system.

To change from TIAA-CREF to Vanguard, or vice versa, complete the Enrollment/Application Form for the new carrier, and submit the form to:

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 Attn: Payroll Services
 5000 Forbes Avenue
 Pittsburgh, PA 15213
 Or deliver on campus to UTDC-Room 208

If you are contributing to a traditional TDA and want to initiate a Roth SRA for the first time, or vice versa, you will need to complete the Enrollment/Application form for the carrier, and submit the forms to the Retirement Benefit Specialist at the address noted above.

Your elections on new forms will replace in their entirety your current elections. Be sure to indicate your total contribution amounts to both carriers and to traditional and Roth accounts.

Making Changes to Your Investment Options (Mutual Funds / Annuities)

To change the mutual funds or annuities for your contributions, contact the carriers directly. (http://www.cmu.edu/hr/benefits/contact_carriers.html)

You can also attend a free one-on-one financial counseling session with a representative of TIAA-CREF or Vanguard. The representative can make any changes to your allocations that you wish.

Financial counseling ensures that your investment strategy meets your goals. Go to http://www.cmu.edu/hr/benefits/benefit_programs/retirement/education.html to register for a financial counseling session.