Employee Instructions for Updating 403(b) Elections

- 1. Log into Workday
- 2. Click view all apps

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= RISD		Q Search		
	Here's What's Happening		It's Tuesday, March 1, 20	22
	Awaiting Your Action		 88 View All Apps	
		You're all caught up on your inbox items.		

3. Click on the benefits worklet



4. On the next screen under change click on the box that says retirement savings

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	Benefits
	Dependents
	Beneficiaries
	Retirement Savings

- 5. On the next screen click add or edit (add will be there is you do not currently contribute money, edit will be there if you currently are contributing money)
- 6. On the next screen it will ask for a date: enter today's date
- 7. Click Continue
- 8. Click Continue again
- 9. Click Manage (or enroll if you are not currently contributing)

Retirement	
403(b) TIAA Biweekly Contribution	6%
Manage	

10. If changing amount- leave the radio dial clicked next to select and click confirm and continue (if newly selecting check the radio dial next to select and then confirm and continue)



11. From the drop down for contribution type select either percentage or amount

Contribute

Enter how much you want to contribute as an amount or a percentage.						
Contribution Type *	Percentage	•				
Contribution (%)	select one					
	Amount					
Maximum Percentage: 1	Percentage					

- 12. Enter the new percent or flat dollar amount you want your election to change to (elections are per pay period)
- 13. Click Save
- 14. Click Review
- 15. Review election and start date of deduction and electronically sign