

Please Note: As of June 3, 2019, the appearance of eServe has changed. The steps in this process will mostly remain the same, but your screen may not match these images. We are working on updating this document.

Employee Self Service - Updating 401(a) Basic Retirement Plan Vendor Selections

If you need help accessing your Employee Self-Service account, please contact Tufts Technology Services at (617) 627-3376, Monday through Friday 9:00 a.m. to 5:00 p.m., or via email at it@tufts.edu.

Employee Self Service users can change the percent of their 401(a) contribution allocated to Fidelity or TIAA/CREF through Employee Self Service. Changes can be made to the 401(a) as frequently as you like. Changes will always be effective on the first of the following month.

1. Log into Employee Self Service at <http://hr.tufts.edu/eserve/> to change your 401(a) Basic Retirement Plan Vendor Selections.
2. On the Self Service menu, select **Benefits**
3. Select **Benefits Information**.
4. From the Benefits Information page, select **Savings Summary**.

Main Menu
Main Menu > Employee Self Service >
Benefits
Review health, insurance, savings, pension or other benefits information. Review and update dependent and beneficiary personal information.
Benefits Information
Review health, insurance, savings, pension or other benefits information. To request a 403b change, click on the Savings Summary link below.
[Health Care Summary](#)
[Savings Summary](#)
[Flexible Spending Accounts](#)

5. On the Savings Summary page, select **Change your 401(a) Vendor**

Savings Summary

To view your benefits as of another date, enter the date and click Go:
02/13/2014

Type of Benefit	Plan Description	Coverage or Participation
Voluntary Ret Plan 403(b)	Vol Retirement Over 50 Max	\$300 Per Pay Period
401(a) Plan	Basic Retirement Plan Over 40	Participating

Request a 403(b) change
[Start a 403\(b\) contribution or request a change](#)

401(a) Basic Retirement Plan Vendor Selection
[Change your 401\(a\) Vendor](#)

Go to: [Savings Beneficiary Summary](#)

Employee Self Service - Updating 401(a) Basic Retirement Plan Vendor Selections

401(a) Basic Retirement Plan Vendor Selection

ID: _____

Change your vendor selection(s).

Distribute your 401(a) employer contribution between TIAA-CREF and Fidelity. The change will be effective the 1st of the following month and the total contribution must equal 100%.

If you select TIAA-CREF as one of your vendors, you must invest 100% of your future contributions between the TIAA Traditional and/or CREF Stock Fund options by contacting TIAA-CREF at 1-800-842-2776 or logging on to www.tiaa-cref.org. Until you complete this second step, 100% of your future 401(a) contributions will be sent to the Plan default, an age appropriate Fidelity Lifecycle Fund.

If you select Fidelity as your vendor of choice, your contributions will be sent to the Plan default, an age appropriate Fidelity Life Cycle Fund. To redirect your contributions to other Fidelity Investment Funds, please contact Fidelity at 1-800-642-7131 or by logging on to www.fidelity.com/atwork.

If you have any questions, please call the HR Benefits Office at 617-627-3270.

Effective Date of Current Vendor Selection:	03/01/2014
Effective Date of New Vendor Selection:	03/01/2014

Change Investment Allocation

Fund	Current Percent	New Percent
TIAA/CREF	50.00	<input type="text"/>
Fidelity	50.00	<input type="text" value="100.00"/>
Total	100.00	

Save

[Return to Savings Summary](#)

- Enter the percentage of your 401(a) contribution you would like to go to TIAA-CREF and/or Fidelity.
- The total contribution must equal 100%.

6. Select your Investment Vendor allocations.
7. After you have made your 401(a) vendor allocation changes, click on the **Save** button to view the confirmation page.
8. Print the confirmation page for your records.

**Employee Self Service -
Updating 401(a) Basic Retirement Plan Vendor Selections**

401(a) Basic Retirement Plan Vendor Review

ID: _____

You have successfully changed your vendor selection(s).

New Investment Allocation for 401(a)

Election Date: 02/13/2014

Effective Date of New Vendor Selection: 03/01/2014

TIAA/CREF Percent: 0.00 Fidelity Percent: 100.00

[Return to Savings Summary](#)

POP UP WARNING: If you receive a message stating you do not have a valid Investment Fund election at TIAA-CREF, 100% of your 401(a) contributions will be sent to the Plan default, an age-appropriate Fidelity Lifecycle fund, until you contact TIAA-CREF to invest 100% of your future contributions between the TIAA Traditional and/or CREF Stock Fund options.